DATE: August 21, 2024
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th 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. Board Seat Appointment
   i. Accepting the appointment of Gema Perez as the 35th State Assembly District Representative – Jeremy Tobias, Chief Executive Officer – ***Action Item (p. 4)***

d. Roll Call

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

e. New Board Room Information, AV Enhancements and ID/Access Cards – Jeremy Tobias, Chief Executive Officer – **Info Item**

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 June 26, 2024, Board of Directors Meeting *(p. 5-9)***
b. **Minutes from the July 17, 2024 Executive Committee Meeting *(p. 10-15)***
c. Workers Compensation Insurance Renewal ***(p. 16-68)***

d. Head Start Major Renovation Projects: New Central Kitchen; Barnett House (Stockton); Modular Classrooms in Tehachapi and McFarland ***(p. 69-106)***
e. Lease Renewal for 300 19th Street, Bakersfield, CA 93301 ***(p. 107-114)***
f. 2-1-1 Call Center: United Way of Stanislaus County – FY 2024-2027 Contract for Services Agreement ***(p. 115-120)***
g. FY25 Subcontracts for the CalFresh Healthy Living Program ***(p. 121-168)***
h. Head Start / State Child Development Child Care Partnership Program Position Reclassification ***(p. 169-175)***
i. Indirect Excess Transfer to Discretionary ***(p. 176)***
j. May 2024 Financial Statements ***(p. 177-289)***
k. Workplace Violence Prevention Program ***(p. 290-317)***
l. **Minutes from the August 1, 2024 Audit & Pension Committee Meeting** ***(p. 318-321)***
m. CAPK Audit & Pension Plan Update for Q2 2024 ***(p. 322-329)***
n. Resolution to Change Pension 457(b) Plan Provider to Reliance Trust Company ***(p. 330-331)***
o. First 5 2-1-1 Kern County & Help Me Grow Administrative Review ***(p. 332-336)***
p. 2023-24 Performance Period for CalEITC Education & Outreach Grant Fiscal Desk Review 21T-1015 ***(p. 337-338)***
q. 2022 LIHEAP Close Out Letter ***(p. 339-342)***
r. CAPK CalFresh Healthy Living Programs In-Person CDPH Observation ***(p. 343-346)***
s. East Kern FRC & Oasis Administrative Review Letter FY 2023-2024 ***(p. 347-350)***
t. CAPK Food Bank Compliance Review of Commodity Supplemental Food Program ***(p. 351-356)***
u. **Minutes from the August 6, 2024 Personnel Committee Meeting** ***(p. 357-358)***
v. Position Analysis and Equity Review for Human Resources Positions ***(p. 359-411)***
w. 2024 All-Agency Job Fair Presentation ***(p. 412-418)***
x. Strategic Plan Goal 4 Update ***(p. 419-421)***
y. Head Start Personnel Update ***(p. 422-423)***
z. **Minutes from the August 7, 2024, Program Review & Evaluation Committee Meeting** ***(p. 424-427)***
aa. Friendship House Community Center Presentation ***(p. 428-433)***
bb. June 2024 Program Reports ***(p. 434-475)***
cc. June 2024 Application Status Report & Funding Profiles ***(p. 476-482)***
dd. June 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 483-484)***
ee. **Minutes from the August 14, 2024 Budget & Finance Committee Meeting** ***(p. 485-488)***
ff. Head Start / Early Head Start Budget to Actual Reports for June 30, 2024 ***(p. 489-502)***
gg. County of Kern: CalWorks Home Visiting Program Services Contract ***(p. 503-545)***
hh. Head Start No Cost Extension Budget Revision ***(p. 546-548)***
ii. Head Start / Early Head Start 2024-2025 Budget Revision ***(p. 549-551)***

IV. New Business

a. San Joaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement – ***Action Item (p. 552-599)***	Gloria Barbero, Assistant Director: SJC Jerry Meade, Assistant Director: Program
b. FY 2024-2025 Food Bank Supplemental Blanket Purchase Orders – ***Action Item (p. 600-608)***	Kelly Lowery, Food Bank Administrator
c. East Kern Family Resource Center: New Position – ***Action Item (p. 609-613)***	Freddy Hernandez, Director of Youth & Community Services
d. June 2024 Financial Reports – ***Action Item (p. 614-747)***	Tracy Webster, Chief Financial Officer

V. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 748)*** — Fatima Echeverria, PC Representative
   i. August 2024 Policy Council Report

b. Friendship House Community Center Advisory Board Report – ***Info Item (p. 749-750)*** — Lois Hannible, FHCC Program Administrator

VI. Chief Executive Officer Report – *Info Item (Verbal Report)*

a. Update on Pioneer Drive Apartment Project — Jeremy Tobias, Chief Executive Officer

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, September 25, 2024
CAPK Administrative Offices, Board Room
1300 18th St.
Bakersfield, CA 93301

IX. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, August 16, 2024. Paula Daoutis, Executive Assistant.

STATE CAPITOL
P.O. BOX 942849
SACRAMENTO, CA 94249-0035
(916) 319-2035
FAX (916) 319-2135

DISTRICT OFFICE
1430 TRUXTUN AVENUE, SUITE 803
BAKERSFIELD, CA 93301
(661) 335-0302
FAX (661) 335-0361

Assembly
California Legislature

JASMEET KAUR BAINS, M.D.
ASSEMBLYMEMBER, THIRTY-FIFTH DISTRICT

COMMITTEES
CHAIR, AGING AND LONG-TERM CARE
BUSINESS AND PROFESSIONS
GOVERNMENTAL ORGANIZATION
REVENUE AND TAXATION

July 17, 2024

Mr. Jeremy Tobias
Chief Executive Officer
Community Action Partnership of Kern
1300 18th Street, Suite 200
Bakersfield, CA 93301

Dear Mr. Tobias,

Thank you for informing me of the appointment to the Board for the Community Action Partnership of Kern. This letter is to inform you that I have chosen Gema Perez as the 35th Assembly District Board Representative.

Gema Perez is currently the Executive Director of the Greenfield Walking Group, a non-profit organization made up of volunteers. She is passionate about finding resources for people who have limited access and/or disabilities. Ms. Perez is a tireless advocate for underserved communities. Ms. Perez would like you to know that her "English is limited", however, I am confident that this will not be a hindrance and CAPK will do all that they can to help Ms. Perez in this area. She is eager to work and looks forward to bridging the gap for Kern County.

With Gema's background and dedication, I wholeheartedly make this recommendation and ask the Community Action Partnership of Kern to appoint Gema Perez to serve as the 35th Assembly District Board Representative. She will make an excellent addition to this community-driven and dedicated Board.

Sincerely,

Jasmeet Kaur Bains, M.D.
Assemblywoman, Thirty-Fifth District

DATE	June 26, 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 12:06 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, Fatima Echeverria, Curtis Floyd, Gina Martinez, Jonathan Mullings, Guadalupe Perez

Absent: Maritza Jimenez (Vice Chair), Jimmie Childress, Mia Cifuentes, Jeff Flores, Yolanda Ochoa, Lily Pimentel-Stratton

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; 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 (Perez/Vigil).

IV. New Business

a. New Service Agreement: Homeless Housing Assistance and Prevention Program (HHAP 3) / Bakersfield Kern Regional Homeless Collaborative (BKRHC) – **Action Item**

Rebecca Moreno presented the above action item for approval and reported that the State of California has provided a third round of one-time funding under the Homeless Housing Assistance and Prevention Program (HHAP 3) to the Bakersfield Kern Regional Homeless Collaborative (BKRHC). With funding for Round 2 coming to an end, this new 2-year term contract will allow for continued funding without a gap in services.

Fred Plane questioned the June 1, 2024 date and Rebecca replied that we often receive these agreements late from the funding source, but we negotiate with them a start date to avoid any lapse in funding.

Curtis Floyd remarked that the term appears to be for a little over 2 years. Rebecca confirmed that the term is for 2 years but given there was a delay in hiring with the HHAP 2 contract, it was extended for 8 months so instead of having a 1-year term contract, Rebecca said she requested the additional time to spend down the funds allocated for HHAP 2. Rebecca also advised the Board that a round 4 is coming and will replace HHAP 3 once the funds are expended. Funding will support 2 Navigators per year and .05 of Rebecca's salary. Rebecca said that we are committing to 2 years and with Round 4, CES will receive non-competitive funding through BKRHC. Rebecca advised the Board that funds through Round 4 have been set aside by the State and BKRHC.

Curtis Floyd requested that future memos be clearer in regard to the funding. Rebecca said she will incorporate these comments in future communication.

Fred Plane confirmed that Round 2 was delayed due to losing staff and the inability to spend down the allocated funds which explains the June 1, 2024 start date for HHAP 3.

Curtis Floyd asked if the $150,000 covers all staff expenses, Rebecca confirmed it does.

Motion was made and seconded to approve staff's recommendation. Carried by a vote of 8 in favor and 1 abstention by Fred Plane. (Boshers/Mullings).

b. San Joaquin County Office of Education (SJCOE) CSPP Initial Annual Contract – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Sylvia Ortega presented the above action item for approval on behalf of Yolanda Gonzales and reported in May of 2024, SJCOE reached out to CAPK regarding a new program opportunity, wanting CAPK to start serving pre-K children. Given we have a valuable program with proven outcomes, CAPK was offered the contract within a week. This new contract provides an opportunity to start serving 17 children in the initial phase with the contract term from July 1, 2024 – June 30, 2025. The staff is currently looking to secure a location, and a viable option has been found and negotiations are underway. If our needs can be met, we will move forward. CAPK has also applied for federal funds, and has reached out to SJCOE, and a draft proposition will be submitted to the Executive Committee in July.

Curtis Floyd asked if there is a budget and Sylvia confirmed there is a budget, which more than covers the expenses. Potential federal funds are in addition to the COLA funding. Curtis Floyd requested future memos include budget information for the Board to review prior to the meeting.

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

c. San Joaquin County Office of Education (SJCOE) CCTR Annual Contract Renewal – Yolanda Gonzales, Director of Head Start / State Child Development – ***Action Item***

Yolanda Gonzales presented the above action item for approval and reported this is a renewal contract which has been in place since 2019 and includes blended funding with the State to continue providing full-day care for the children. The term of the contract is from July 1, 2024 to June 30, 2025.

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

a. April 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reported that there was no need to draw funds from the line of credit, and highlighted progress with the Budget to Actual expenditures agencywide by identifying specific programs and grants as well as for the Indirect and Discretionary funds.

Motion was made and seconded to approve the April 2024 Financial Reports. Carried by unanimous vote (Boshers/Martinez).

b. Risk Insurance Update – Emilio Wagner, Chief Facilities & Technology Officer – ***Info Item***

Emilio Wagner presented the above info item and reported that staff and a committee recommended a change of broker and have selected Insurica to be CAPK's new Broker. The committee, which included Board Chair Fred Plane, was tasked with reviewing multiple broker options and it was unanimous to go with Insurica for their ability to manage risk effectively and secure the best possible insurance solutions for CAPK.

Emilio introduced Jeremy Herron and the team from Insurica who provided insight on how they solicited and reviewed proposals from 28 carriers, and Jeremy Herron said, as an independent organization, they search for the best options to leverage a beneficial outcome for CAPK regarding rates and customer service. Although there are expected rate increases, a large factor is that CAPK had a 20% growth in payroll, but the current loss ratio is trending very well. In looking at the current status and historical data compared to other companies in California, Jeremy Herron said that Berkshire Hathaway, CAPK's current insurance carrier, provides the best rates and customer service and will continue working with CAPK over the next year but the Insurica staff is still evaluating and negotiating the final rates, which will be presented at the Executive Committee in July for approval.

Jeremy Tobias added, we have not done in-depth analysis on captives, but it is a topic worth exploring. Jeremy also said that over the last few years, COVID was included as a Work Comp claim and that has skewed the numbers a bit.

Fred Plane thanked the group from Insurica and Jeremy Herron also thanked Emilio and Laurie Sproule and said they have met over 27 times in the last few months and CAPK's team is great to work with.

V. <u>CAPK Foundation Report</u>

a. CAPK Foundation Report – Catherine Anspach, Director of Development – ***Action Item***

Catherine Anspach reported the Foundation Board met on May 28 and approved the minutes from March 26, 2024 and received updates on the Gourmet for Good event that included the total number of guests, monetary and in-kind sponsorships. Catherine also provided a preliminary update from the Valley Strong Credit Union Huggy Heart Campaign, and they said they are expected to exceed the funds received last year, which will be directed to support youth services.

Fred Plane said the Gourmet for Good was very nice and complimented Louis Gill on his presentation.

Jeremy Tobias reported that the videos presented at the Gourmet for Good event were very impactful and were produced in-house. The Outreach staff will be tasked with working on videos for each program.

Motion was made and seconded to approve the CAPK Foundation Report and all items. Carried by unanimous vote (Floyd/Vigil).

VI. Advisory Board Reports

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

Fatima Echeverry presented the above action item for approval and said that Michelle Moses, Director of Pathway Services, extended an invitation to Policy Council members to attend a free workshop called "Hope for the Journey," which focuses on empowering and connecting parents with their children through trauma informed care. Fatima also mentioned that there will be no meetings in July.

Motion was made and seconded to approve the Head Start Policy Council report and all items. Carried by unanimous vote (Floyd/Perez).

b. Freddy Hernandez reported that the Friendship House Community Center Advisory Board is working on 2 events. The first is the annual Back to School event to provide kids with free backpacks and haircuts. The Advisory Board is seeking donations for socks, underwear, and other items for the children, ages kindergarten through high school. Albertsons is donating hotdogs for the event, and all are welcome to attend. Children must be present to receive a backpack. Freddy also reported that the Advisory Board is planning a Casino Night fundraising event for October and information on both events is included in the agenda packet.

VII. Chief Executive Officer Report

a. State Budget – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias reported that a California State budget has been approved by the Senate and Assembly but not signed by the Governor. What we do know as of now, the original drastic cuts to social service programs were scaled back somewhat, and final budget numbers should be out later this week. It is expected that there will be significant cuts to the State operations budget that includes housing programs, prisons, and healthcare. Reserve funds were also used, and some new initiatives were paused that were originally to have taken place this year. We are watching the Adult Re-Entry Program to see if it will be funded at the same level and the CalWorks budget may be cut by 50%, but we have heard that cut was scaled back and might be between 20% and 25%. There were no cuts proposed for the Food Bank, but there will be an impact from the one-time funding from CalFood that is sunsetting early 2025. There was a push to solidify a permanent funding level but with the tight budget, that did not happen. As of now, one-time CalFood funding will expire next year, and staff is looking at options to replace that funding. The Food Bank will be indirectly impacted if the State cuts the Workforce Development Program (volunteers paid from State) as cuts to that funding could have a significant impact on operations. Jeremy said that the Homeless services should be okay. That's a snapshot of what we know so far.

Jeremy also provided an update on CAPK Business Cards for Board Members. Although many members have requested to have CAPK Business Cards, Jeremy reported that Curtis Floyd brought to his attention the risks of having business cards for Board Members and advised against it due to the fact that some conversations with outside individuals can be construed as a binding agreement. Jeremy also spoke with CAPK's legal counsel, Jay Rosenlieb, who is in agreement that providing business cards to Board Members can be a risk.

Curtis Floyd forwarded a Supreme Court case that showed that even though there was no contract, a verbal promise held the organization liable. Many advisories have come out in support of not providing business cards or letterhead to Board Members. Curtis emphasized the risk and cautioned CAPK to not proceed with ordering Business cards for Board Members.

Jeremy also provided the Board with an update on fellow Board Members, Yolanda Ochoa, who was in a recent auto accident, and Jimmie Childress who has been absent due to illness. Staff will send get well wishes to both.

Ana Vigil asked about the status of Mia Cifuentes' seat. Jeremy reported that we have not heard back from Assemblymember Bains office yet about an appointment. Ana also said that she likes receiving Jeremy's weekly reports, the others agreed the information is very beneficial.

VIII. Board Member Comments

Fred Plane said he noticed the new CAPK signage on the building at 18th Street and also noticed that CAPK received media coverage for providing water to residents in need, and for the upcoming job fair. Jeremy Tobias added that tomorrow's news will highlight the job fair with onsite interviews.

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 21, 2024
CAPK Administrative Office Board Room
1300 18th St.
Bakersfield, CA 93301

X. Adjournment

The meeting was adjourned at 1:12 pm.

DATE:	July 17, 2024
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Executive Conference Room (3rd Floor) 1300 18th Street Bakersfield, CA 93301

Executive Committee Minutes

1. **Call to Order**

   Committee Chair Fred Plane called the meeting to order at 12:03 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Michelle Jara-Rangel (Treasurer), Ana Vigil (Secretary), Denise Boshers, and Curtis Floyd

   Absent: None

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

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. Workers Compensation Insurance Renewal – Emilio Wagner, Chief Facilities & Information Technology Officer – ***Action Item***

      Emilio Wagner presented the above action item for approval and reported that updated quotes were received for the renewal of the Workers' Compensation policy for 2024-2025. Insurica was able to negotiate a reduction of $86,202 from the proposal presented at the June Board Meeting. While the reduction provides a significant savings, there is still a 25% increase of $960,170 for the premium over the prior year. Emilio reported that the factors that contributed to the increase included a significant rise in payroll, and an impact of loss history on the experience modification factor, however, we are now on a downward trajectory with claims, indicating that the steps taken to mitigate risks and manage losses are beginning to yield positive results. Emilio also reported that staff has begun to schedule risk assessment meetings to identify potential risk areas and implement additional strategies to reduce CAPK's exposure and costs. The findings of the assessment will be presented to the Board upon completion.

      The broker fees were not included so the 9% commission paid to Insurica comes directly from Berkshire Hathaway, which is down 7% from last month's quote.

Over the past month, the Insurica team continued marketing efforts and were able to get additional feedback, quotes, and were able to further negotiate better rates than what was first introduced at the June Board of Directors meeting. The proposal last month was based on no commission and the broker fee was negotiated. Emilio referred the members to page 10 of the Insurica proposal.

Denise Boshers asked about the payment option for broker fees. Emilio replied that we will pay monthly and there will not be a separate invoice for broker fees, all payments will be made directly to Berkshire Hathaway, who will pay Insurica.

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

b. Head Start Major Renovation Projects: New Central Kitchen; Barnett House (Stockton); Modular Classrooms in Tehachapi and McFarland – Emilio Wagner, Chief Facilities & Information Technology Officer – ***Action Item***

Emilio Wagner presented the above action item for approval and reported there are three major renovation projects that require applications and a Board Resolution to the Office of Head Start (OHS) in accordance with the Head Start Performance Standards 1303.44 (1303). Emilio provided detailed information about each of the projects listed and added that along with the application for Program Improvement funding, staff will be submitting for the disposition of the existing buildings and equipment at Siebert, Mojave, McFarland and Tehachapi, but only replacing the two at McFarland and Tehachapi.

Emilio reported that we do have permits and pricing for the Warehouse conversion to the Central Kitchen, but we are waiting on the Office of Head Start (OHS) for final approval to proceed. The likelihood of getting approved is high, and we will move forward once approved. Contractor pricing is only good until August 5th, after that time, the prices are expected to increase. As the OHS is going through their final steps to approve the Central Kitchen, CAPK staff has two recommendations: (1) to execute the contractor agreement with a cancellation option, or (2) wait on OHS final approval to proceed, acknowledging the price is likely to increase.

Barnet House in Stockton has received the OHS 1303 approval to proceed with construction for the amount of $625,709 upon execution of the contract by CAPK's Chief Executive Officer.

Two facilities, one in Tehachapi and the other in McFarland, require modular replacements. Both buildings are over 38 years old. Program improvement funds will be used to replace the modular classrooms and staff are seeking approval to submit the 1303 application to the OHS. Awards will be announced in September.

Michelle Jara-Rangel asked if there is a contingency plan if we do not receive the funding. Emilio said no, there is no contingency plan in place.

Fred Plane asked if the approved budget would apply to these projects. Jeremy confirmed that Tehachapi & McFarland are new projects and are not in the budget, but staff are applying for additional Head Start funding.

Jeremy Tobias expressed a desire to award the contract and lock in the price. If Region IX does not award, we can cancel the contract. The Board can approve and authorize staff to award the contract. Fred asked if there is a cost involved in cancelling the contract. Emilio said there is no cost.

Curtis Floyd asked about the Central Kitchen design to make sure that we are set up to meet our current and future needs. Emilio Wagner replied that we consulted with a Kitchen Designer and said that Colombo's proposal had a designer with experience in designing institutional kitchens. The location offers a little extra space for growth.

Fred Plane said he is comfortable with executing the contract without the 1303 approval with the cancellation option, if necessary, so the work can begin.

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

c. Lease Renewal for 300 19th Street, Bakersfield, CA 93301 – Freddy Hernandez, Director of Youth & Community Services and Wilfredo Cruz, Energy Program Administrator – ***Action Item***

Wilfredo Cruz presented the above action item for approval on behalf of Freddy Hernandez and reported that the current lease expires on August 31, 2024. The attached renewal lease will commence on September 1, 2024 and expire on August 31, 2027, with the option to extend it for one year following the expiration date. The monthly rent will increase by $300 per month on the anniversary date indicated in the chart provided in the agenda packet. There is also a clause in the agreement that allows CAPK to terminate the lease agreement on the condition that a 30-day written notice is provided to the landlord.

Michelle Jara-Rangel asked if each of the programs are contributing to the cost of the lease payment. Jeremy said that each program pays their portion based on their space usage per square foot. The location is good for the clients we serve as there is a bus stop nearby. Maritza Jimenez asked if the current location is sufficient for the clients. Jeremy said there are parking issues as clients have to park on the street, but looking towards the future, we will seek other options where we can obtain a building that is accessible to our clients.

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

d. Call Center: United Way of Stanislaus County FY 2024-2027 Contract for Services Agreement – Sabrina Jones-Roberts, 2-1-1 Program Administrator – ***Action Item***

Sabrina Jones-Roberts presented the above action item for approval and reported that the current contract for services agreement with United Way of Stanislaus County expired on July 1, 2024. The proposed agreement will extend the term to June 30, 2027. Details of the scope of services, reporting, and pricing based on call volume can be found in the agreement.

Sabrina also reported that we have had a relationship with United Way of Stanislaus County for several years, and work is performed by I&R specialists & Coordinator. Calls range between 700-800 calls per month. 211 staff worked with Finance to generate a finance structure. The call volume is in the tier 1 range, and if calls exceed that tier structure during the fiscal year, we can increase the tier. The agreement is retroactive from July 1, 2024. Although we have been in collaboration since February to carry on the agreement, United Way had to go through their internal process which is why this agreement is being presented is past the effective date.

Curtis Floyd asked if we have broken down our exact costs. Sabrina said by working with Tracy Webster, they were able to breakdown full-time equivalent costs per full-time employee, including office supplies, and capturing indirect costs.

Pritika Ram provided a greater explanation of the covered costs, and capturing a little above that and said that CAPK's price structure is competitive.

Curtis Floyd requested a cost benefit analysis be included in the presentation to support the request for approval. Fred Plane agreed with Curits and Jeremy Tobias said they will provide the detailed documentation, and summary documentation at the next meeting or email it directly to the Committee Members.

Motion was made and seconded to approve staff's recommendation retroactive to July 1, 2024. Carried by unanimous vote (Jimenez/Boshers).

e. FY25 Subcontracts for the CalFresh Healthy Living Program – Alan Rodriguez, CalFresh Healthy Living Administrator – ***Action Item***

Alan Rodriguez presented the above action item for approval and reported that there are three current school districts & family resource centers that are subcontractors to the CalFresh Healthy Living Program that provide services to 1,200 unduplicated SNAP-Ed participants at the eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play and eat. The three subcontractors are: Kern County Superintendent of Schools (KCSOS); Kernville Union School District Family Resource Center; and Lamont Elementary School District Family Resource & Learning Center.

Alan reported that we are in year 1 of 3 and subcontract work is a vital part of the program. All 3 subcontractor agreements exceed the CEO's signing authority, and staff is requesting Board approval to authorize the CEO to execute the 3 subcontract agreements.

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

f. Head Start / State Child Development Child Care Partnership Program Position Reclassification – Esperanza Contreras, Program Services Administrator – ***Action Item***

Esperanza Contreras presented the above action item for approval and reported that at the June Board of Directors meeting, the Board approved a Program Manager position for the Family Child Care Program to HS/SCD Child Care Partnership Programs. The staff is now requesting that the Early Head Start Partnership Supervisor position be reclassified to the Partnership Program Manager. The position is a direct result of funding allocated to support the Family Child Care and Child Care Partnership program.

Reclassification is expected to begin July 22, 2024 and meets the strategic goal plan to retain high quality workforce. Fred Plane asked if the supervisor position is filled, Esperanza said yes, and the individual in that role does meet the required responsibilities. Maritza Jimenez asked if we are eliminating the supervisor position, and Esperanza confirmed yes.

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

g. Indirect Excess Transfer to Discretionary – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item and requested approval to transfer the excess funds in the amount of $559,800.40 from the Indirect Fund to the Discretionary Fund.

According to OMB, there are 3 mechanisms to capture administrative costs. Direct cost allocation of the 10% de minimus. Pros & cons are that 10% to cash for administrative costs. If administrative costs are higher, we have to budget additional administrative costs. If expenses are below, we can capture the remaining funds into the Discretionary fund. Tracy reported for the last 6 years, we have captured over $3 million.

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

h. May 2024 Financial Statements – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reported that we have not drawn from the line of credit as we are currently maintaining a strong positive balance. Tracy also presented noteworthy updates in regard to budget to actual status for programs and the Indirect and Discretionary funds.

Motion was made and seconded to approve the May 2024 Financial Statements. Carried by unanimous vote (Vigil/Boshers).

i. Workplace Violence Prevention Program – Laurie Sproule, Risk Manager – ***Info Item***

Emilio Wagner presented the above info item and reported that California Senate Bil 553 (SB 553) requires organizations to implement a Workplace Violence Prevention Plan (WVPP) by July 1, 2024. The agency had much of the plan already in place but needed to update the existing plan to meet the mandates of SB 553. Laurie Sproule provided an overview of the plan requirements and identified the key personnel responsible for the implementation and maintenance of the plan. Laurie reported that CAPK implemented the plan prior to the July 1, 2024 deadline.

Laurie said every major employer in the state must abide by this program. Components of the training include no retaliation, must include contractors, and no bullying or harassment is allowed. Posters will be erected in common areas to make sure employees know where to access the plan, forms, logs, trainings, etc. First training is de-escalation & ALICE training (Active Shooter). Also includes childcare active shooter plan. Laurie said she will be working to establish a workplace violence committee.

Denise Boshers asked if the Board could participate in training. Ana Vigil asked if the training will be in-person or remote. Laurie & Emilio said there the training will include both in-person and remote training.

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

- Curtis Floyd said that he has been reading the Project 2025 document and said that there it identifies cuts to the Head Start program. Curtis encouraged others to read the document to be well informed.

- Maritza Jimenez said she saw on social media that Gema Perez was appointed as new Board Member. By Assemblymember Bains. Jeremy Tobias said he received the official appointment letter today. Maritza said Gema will need a translator.
- Denise Boshers asked if there is a 2024 Board Retreat planned. Jeremy Tobias said the next retreat will likely take place in spring of 2025 to coincide with preparation for the next strategic plan.
- Michelle Jara-Rangel said that she received a lot of good information from the Wipfli Conference held in Las Vegas earlier in the month.
- Jeremy Tobias announced that we will likely hold the August Board meeting in the new Board Room as the AV equipment is scheduled for installation in early August.

6. Next Scheduled Meeting

Executive Committee
12:00 pm
December 11, 2024
Board Room
1300 18th Street, Suite 300
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:20 pm.

MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: July 17, 2024

Subject: *Agenda Item 4a:* Workers Compensation Insurance Renewal – **Action Item**

As a follow-up to the information item presented at the June Board meeting, we have received updated quotes for the renewal of our Workers' Compensation policy for the upcoming policy year 2024-2025. INSURICA was able to negotiate a reduction of $86,202 from the proposal presented during the June board Meeting. The renewal amount is $1,198,978 with a 9% commission, reflecting a significant increase from the previous year's amount of $960,170, with a broker fee. This equates to a 25% increase in premium which is largely attributable to several factors which are outlined below.

Major Causes of the Increase

One of the primary drivers of the increase is the significant rise in payroll across various job classifications. Specifically, the total payroll increased by 20%, from $38,036,044 in the 2023-2024 policy year to $45,702,864 in the 2024-2025 policy year.

Impact of Loss History on Experience Modification Factor

Additionally, our experience modification factor has seen a substantial increase from 1.08 in 2023 to 1.35 in 2024, representing a 25% rise. This increase is a direct result of our loss history over the past year. However, it is important to note that we are now on a downward trajectory with our claims, indicating that the steps we have taken to mitigate risks and manage losses are beginning to yield positive results.

Efforts by Our Broker, INSURICA

Our broker, INSURICA, worked diligently to solicit proposals from other carriers in an attempt to secure the best possible renewal terms. Despite these efforts, the best available option was the renewal with our current carrier, reflecting the increased premium we are now facing. As a result of these efforts, an alternative risk financing product offered by Strategic Comp was identified that will require a loss control visit more time to review and assess any risks. As we progress through the next year we will work with INSURICA to fully understand the Paid Loss Aggregate Deducible program offered by Strategic Comp and determine if it is a fit for CAPK.

Upcoming Risk Assessment

We have also started scheduling meetings to conduct a complete risk assessment of Community Action Partnership of Kern (CAPK). The objective of these assessments is to identify potential risk areas and implement strategies to further reduce our exposure and costs. We will report our findings to the board upon completion of these assessments.

We continue to monitor and manage our risk exposures diligently and are committed to implementing further safety and risk management measures to control our Workers' Compensation costs. We believe these efforts will help in reversing the upward trend in our experience modification factor, ultimately leading to more favorable premium rates in future renewals.

Recommendation
Staff recommends the Board of Directors approve the Workers Compensation Insurance renewal with Berkshire Hathaway and grant authority to the Chief Executive Officer to bind coverage for the 2024-2025 policy year.

Attachment:
2024-2025 Renewal Proposal
Berkshire Proposal – June
Berkshire Proposal - Final

INSURANCE PROPOSAL

COMMUNITY ACTION PARTNERSHIP OF KERN

Presented on: June 19, 2024
Presented by: **Josh Wall, CIC & Aaron Uribe, CIC**

This presentation is designed to provide an overview and summary of the insurance coverages prepared for your review. This proposal is meant to facilitate a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place or presented within. This proposal does not alter or amend the insurance contracts. Please refer to the actual policies for details on coverages, conditions and exclusions that will govern in the event of a loss.

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EXECUTIVE OVERVIEW

INSURICA is an independent insurance agency that specializes in core industries and business disciplines. Our unique structure provides INSURICA customers with unparalleled access to the best coverage and risk management expertise available, all delivered through a local agent relationship.

INDUSTRY SPECIALIZATIONS

Our industry-specific knowledge and in-depth experience gives us valuable insight into the unique and often challenging needs of the following key industries:

- Agriculture
- Construction
- Education
- Energy
- Environmental
- Financial
- Healthcare
- Hospitality
- Manufacturing
- Ministries
- Not-For-Profit
- Staffing
- Technology
- Transportation

OUR APPROACH

Our approach is not about selling an individual policy, but rather understanding our clients' entire business structure and developing a comprehensive insurance management plan. With an in-depth understanding of our clients' business operations, we uncover unseen risks and opportunities that can dramatically lower exposure and costs.

OUR FUTURE

Placing over $1 billion in annual premiums, family-owned INSURICA is among the 40 largest insurance brokers in the United States. INSURICA employs over 600 colleagues in offices located throughout Oklahoma, Texas, Arkansas, Colorado, Arizona, and California. Guided by our Core Values of Integrity, Innovation, and Purpose, we are committed to expanding our services and footprint with partners who bring additional value and expertise to our clients and agency.

INSURICA SERVICE TEAM

Josh Wall, CIC | National Not-For-Profit Practice Leader | Josh.Wall@INSURICA.com | (661) 316-5184

Conduct carrier negotiation, review exposures, analyze coverages. Keep a pulse on the marketing of all lines of coverage during renewal process. Coordinate the team to ensure proper servicing of the overall account. Present renewal options and make recommendations on coverages and where to place coverage.

Aaron Uribe, CIC, AFIS | Account Executive |Aaron.Uribe@INSURICA.com | (661) 316-5182

Conduct carrier negotiation, review exposures, analyze coverages. Keep a pulse on the marketing of all lines of coverage during renewal process. Coordinate the team to ensure proper servicing of the overall account. Present renewal options and make recommendations on coverages and where to place coverage.

Tori Ramirez, CIC | Customer Service Representative (Primary) | Tori.Ramirez@INSURICA.com | (661) 316-5195

Day to day servicing of your account to include: Issuing certificates of insurance, providing Auto ID Cards, handling billing inquires, policy changes, invoicing, and answering questions related to your account.

Danette Cody | Customer Service Representative (Back-up) | Danette.Cody@INSURICA.com | (661) 316-5194

Day to day servicing of your account to include: Issuing certificates of insurance, providing Auto ID Cards, handling billing inquires, policy changes, invoicing, and answering questions related to your account.

Ranee Findley, CIC | Marketing Manager | Ranee.Findley@INSURICA.com | (661) 316-5108

Provides key insight to what the overall market conditions are on all lines of business. Makes recommendations to Account Executives as to what markets may be the best fit for your account.

Jeremy Hearron | Workers Comp Risk & Claims Specialist | Jeremy.Hearron@INSURICA.com | (661) 316-5155

Responsible for workers compensation claim management, work comp claim reserve reductions, injury and risk analysis associated with your organization.

Nicole Angone, WCCA | Work Comp Claims Specialist | Nicole.Angone@INSURICA.com | (661) 316-5141

Will provide workers compensation X-Mod Projections, assist with OSHA logs, review and manage work comp claims and monitor work comp claim reserves.

Lisa Cantu | Work Comp Claims Assistant | Lisa.Cantu@INSURICA.com | (661) 316-5169

Will provide workers compensation X-Mod Projections, assist with OSHA logs, review and manage work comp claims and monitor work comp claim reserves.

INSURICA SERVICE TEAM CONTINUED

Tony Donez, CSM | Safety Service Specialist | Tony.Donez@INSURICA.com | (661) 316-5147

Will provide review of current safety programs, jobsite risk inspections, training and safety meeting materials, auto fleet risk assessment, provide onsite forklift certifications, etc.

Vicky Wright | Claims Manager Property/Casualty | Vicky.Wright@INSURICA.com | (661) 316-5119

Will be the primary contact for reporting, monitoring, and advocating on behalf of the client for any claims or incidents related to the property/casualty side of the business.

Sarah Smith | Claims Administrator | Sarah.Smith@INSURICA.com | (661) 316-5121

Will assist Vicky Wright on any claims or incidents on the property and casualty side of the business.

Christine Stahl | Bonding Manager | Christine.Stahl@INSURICA.com | (661) 316-5112

Will be lead contact to assist and provide bonds as needed for your organization.

Celeste Henry | Notary Department | Celeste.Henry@INSURICA.com | (661) 316-5129

Will provide in-house notary service to fulfill any of your organization's needs.

COMMON CONDITIONS

NAMED INSUREDS

Community Action Partnership of Kern

MAILING ADDRESS

1300 18th St. # 200
Bakersfield, CA 93301

LOCATION SCHEDULE

LOCATION	ADDRESS
1	300 19th St, Bakersfield, CA93301 93301
2	500 E California Ave., Bakersfield, CA93307 93307
3	610 Blandy Bldg, Ridgecrest, CA93555 93555
5	2400 Planz Road, Bakersfield, CA93304 93304
6	410 E Perkins, Mc Farland, CA93250 93250
7	9124 Catalpa Ave, California City, CA93505 93505
8	2800 Agate St, Bakersfield, CA93304 93304
9	452 W Los Angeles Ave, Shafter, CA93263 93263
10	1120 S Curry, Tehachapi, CA93561 93561
11	3301 Virginia Ave, Bakersfield, CA93304 93304
13	10721 Main St., Lamont, CA93241 93241
14	301-315 Stine Road, Bakersfield, CA93309 93309
15	14327 S Vineland Road, Bakersfield, CA93307 93307
16	1940 Inyo St., Mojave, CA93501 93501
17	1835 Cecil Ave, Delano, CA93215 93215
18	2320 Mt Vernon Ave, Bakersfield, CA93306 93306
19	3000-3003 Sterling Road, Bakersfield, CA93306 93306
20	10300 1/2 San Diego St, Lamont, CA93241 93241
21	2424 Cottonwood Road, Bakersfield, CA93304 93304
22	455 E. Euclid Ave, Shafter, CA93263 93263
23	3101 Mall View Road, Bakersfield, CA93306 93306
24	3811 River Blvd, Bakersfield, CA93305 93305
25	7998 Alicante Ave, Lamont, CA93241 93241
27	1600 Poplar Ave, Wasco, CA93280 93280
28	5704 Pioneer Drive, Bakersfield, CA93306 93306

30	7000 W Doe Ave, Visalia, CA93291 93291
31	520 S Washinton St, Bakersfield, CA93307 93307
32	1825 Feliz Drive, Bakersfield, CA93307 93307
33	459 E,. Euclid Avenue, Shafter, CA93263 93263
34	814 North Norma, Ridgecrest, CA93555 93555
35	1111 Bush St, Arvin, CA93203 93203
36	525 East Yosemite, Madera, CA93638 93638
37	1410 11th St., Bakersfield, CA93302 93302
38	525 Roberts Lane Bldg b, Oildale, CA93308 93308
39	6019 - 3 & 4 Niles, Bakersfield, CA93306 93306
40	401 Willow, Bakersfield, CA93308 93308
41	1913 Feliz Drive, Bakersfield, CA93307 93307
42	500 South Washington, Bakersfield, CA93307 93307
43	108 South Robinson, Tehachapi, CA93261 93261
44	11336 Bartlett Ave, Adelanto, CA92301 92301
46	814 North Norma, Ridgecrest, CA93555 93555
47	2101 7th St Bldg E, Wasco, CA93280 93280
48	650 James St, Shafter, CA93263 93263
49	5055 California Ave. #101 & #220, Bakersfield, CA93309 93309
50	819 Sixth Avenue, Taft, CA93268 93268
52	4600 Panama Lane, Bakersfield, CA93313 93313
53	41820 Garstin Dr., Big Bear Lake, CA92315 92315
54	1900 East California Ave, Bakersfield, CA93305 93305
55	90 Farrell Dr Bldg 5620, Edwards, CA93524 93524
56	21138 CA Hwy 46, Lost Hills, CA93249 93249
57	1500 So Fairfax Rd (module 1, 2 & Admin), Bakersfield, CA93307 93307
58	220 N. 11th Ave, Hanford, CA93230 93230
59	1815 Van Ness, Fresno, CA93721 93721
60	3500 Mojave, Mojave, CA93501 93501
61	1600 E Truxtun Ave, Bakersfield, CA93305 93305
63	347 E Poplar St (historical bldg), Stockton, CA95202 95202
65	425 N California St, Stockton, CA95202 95202
67	545 W Sonora St, Stockton, CA95203 95203

68	2584 Felsite Ave, Rosamond, CA93560 93560
69	1314 Oswell St, Bakersfield, CA93306 93306
70	1145 N Hunter, Stockton, CA95203 95203
71	2739 Diamond St # B, Rosamond, CA93560 93560
72	701 S Hutchins St, Lodi, CA95240 95240
73	1509 N Golden Gate, Stockton, CA95205 95205
74	2800 S D St, Stockton, CA95206 95206
75	236 W 4th St, Stockton, CA95206 95206
76	8401 California City Blvd # 8, California City, CA93505 93505
77	1001 Main St., Delano, CA93215 93215
78	5351 Olive Drive #200, Bakersfield, CA93308 93308
79	1840 Wardrobe Ave, Merced, CA95341 95341
82	Street 929 Broadway St., Wasco, CA93280 93280
83	24028 Lake Dr, Suite A (new), Crestline, CA92325 92325
84	244 G. St #A, Needles, CA92363 92363
85	4032 Jewett Ave., Bakersfield, CA93301 93301
86	2323 16th St. #302, Bakersfield, CA93301 93301
87	2550 E. Belle Terrace #200, Bakersfield, CA93307 93307
89	2900 M Street, Bakersfield, CA93301 93301
91	2323 16th St. #305, Bakersfield, CA93301 93301
93	5 Real Road, Bakersfield, CA93309 93309
94	850 J Street, Lathrop, CA95330 95330
95	1300 18th Street, Bakersfield, CA93301 93301
96	15662 K St, Mojave, CA93501 93501
97	1631 30th Street, Bakersfield, CA93301 93301
98	317 Mt Vernon Ave, Bakersfield, CA93307 93307

PAYROLL/RATE/PREMIUM COMPARISON

PAYROLL COMPARISON				
DESCRIPTION	2023-2024 ESTIMATED ANNUAL PAYROLL	2024-2025 ESTIMATED ANNUAL PAYROLL	$ DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	$255,244	$293,444	$38,200	15%
5479 - Insulation Work	$192,804	$192,523	($281)	(0.15%)
8018 - Stores Wholesale	$1,110,325	$939,019	($171,306)	(15)
8227 - Construction/Erection Yard	$66,161	$42,150	($24,011)	(36%)
8742 - Salespersons	$2,628,316	$3,840,567	$1,212,251	46%
8804 - Alcoholic & Drug Recovery	$778,186	$1,441,046	$662,860	85%
8810 - Clerical Office Employees	$10,626,153	$12,931,816	$2,305,663	22%
9059 - Day Care Centers - Children	$21,773,457	$25,527,597	$3,754,140	17%
9067 - Clubs – Boys & Girls	$605,398	$494,703	($110,695)	(18%)
Total Payroll	**$38,036,044**	**$45,702,864**	**$7,666,820**	**20%**

2023 EXPERIENCE MODIFICATION	2024 EXPERIENCE MODIFICATION	% CHANGE
108	135	25%

NET RATE COMPARISON				
DESCRIPTION	2023-2024 NET RATES	2024-2025 NET RATES	DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	6.50	7.86	1.36	21%
5479 - Insulation Work	7.76	7.93	0.17	2%
8018 - Stores Wholesale	8.21	9.09	0.88	11%
8227 - Construction/Erection Yard	5.02	5.74	0.72	14%
8742 - Salespersons	0.49	0.49	0	0%
8804 - Alcoholic & Drug Recovery	3.20	4.11	0.91	28%
8810 - Clerical Office Employees	0.35	0.35	0	0%
9059 - Day Care Centers - Children	2.76	3.20	0.44	16%
9067 - Clubs – Boys & Girls	2.00	2.68	0.68	34%

LINES OF BUSINESS	2023-2024 PREMIUM	2024-2025 PREMIUM	$ DIFFERENCE	% CHANGE
Workers' Compensation	$812,597	$1,079,067	$266,470	33%
WC Surcharges/Fees	$47,573	$65,280	$17,707	37%
Total Premium	**$860,170**	**$1,144,347**	**$284,177**	**33%**

MARKETING SUMMARY

WORKERS' COMPENSATION	RESULTS
AmTrust	Declined – Risk is Ineligible
Applied Underwriters	Pending
Berkshire Hathaway	$1,144,347
Charity First	Declined -
Chubb	Declined – Not an appetite for social services risk
Church Mutual	Declined – In-home exposure and claims history
Compstar/Benchmark	Pending
CompWest	Pending
Copperpoint	Pending
Employers	Declined – Exposures outside of risk appetite
GuideOne	Declined – Extensive off-premises exposures
Hartford	Declined – Class code 5479, 8227, 8804 and 9067 not eligible
ICW	Pending
Insured Solutions / Zynergia	$1,278,687
Key Risk	Pending
Liberty Mutual	Pending
Markel	Declined – Class codes and underwriting guidelines
Midwest	Declined – Class code 5479 not eligible
Nonprofits United – Self-Insured Group	Declined – Not competitive with BHHC; Underwriting requires 60–90-day lead time
Preferred Employers	Declined – Class code 5479 is not eligible
QBE	Pending
Risk Placement Services	Pending
RT Specialty	Pending
State Fund	$1,218,704 - $1,390,258 Price Indication
Strategic Comp – Great American	Pending
Tangram	Pending
Travelers	Pending
Zenith	Pending

DISCLAIMERS AND DISCLOSURE

A.M. BEST RATING

A Best Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. A.M. Best assigns to insurance related organizations one of two types of rating opinions, a Best's Rating, and a financial size category rating. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. Best has seven (7) rating categories including plus "+" or minus "-" rating notches to permit further gradation of financial strength within a particular rating category.

The three highest ratings given by A.M. Best are the following:

Rating	Definition
A++, A+ (Superior)	Assigned to companies that have, in Best's opinion, a superior ability to meet their ongoing insurance obligations.
A, A- (Excellent)	Assigned to companies that have, in Best's opinion, an excellent ability to meet their ongoing insurance obligations
B++, B+ (Good)	Assigned to companies that have, in Best's opinion, a good ability to meet their ongoing insurance obligations

Financial Size Categories. Assigned to all companies and reflects their size based on their capital, surplus, and conditional reserve funds in millions of U.S. dollars, using the scale below.

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

The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser.

Financial analysis of insurance companies is a complex process that requires specialized knowledge. INSURICA relies upon opinions expressed by A.M. Best Company in determining the financial strength and size of insurance companies. INSURICA makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

ADMITTED COMPANY VERSUS NON-ADMITTED INSURERS

Admitted Company

A foreign or alien insurance company which has been licensed by the insurance department of the state in question and which, thereby, is authorized to conduct business within that state to the extent licensed. Also called an admitted market or admitted insurer. In the event of company insolvency, policies written with admitted insurers may have access to the state guaranty fund subject to a number of exceptions and limitations depending on the applicable state guarantee fund law.

Non-admitted Company

If an insurer is not licensed to write insurance in a specific state, then the insurer is a non-admitted insurer for that state. These companies are usually non-admitted because they do not meet the same capitalization requirements as an admitted company. Premiums paid to them are not protected by any state guaranty fund and they are not subject to state regulation. Although not admitted, the insurer must still be approved to write business in that state. Non-admitted companies are part of the excess and surplus lines insurance market. Insurance policies placed with non-admitted companies may require payment of surplus lines premium taxes at a percentage that varies state by state. Non-admitted policies may be subject to a minimum earned premium (MEP), usually twenty-five (25) percent but may be a higher percentage.

A.M. BEST RATINGS, FINANCIAL SIZE CATEGORIES, ADMITTED/NON-ADMITTED

Proposed Program

COMPANY	COVERAGE PROVIDED/PROPOSED	BEST RATING & FINANCIAL SIZE	ADMITTED / NON-ADMITTED
Cypress Insurance Co.	Workers' Compensation	A++ XV	Admitted

COMPENSATION DISCLOSURE

INSURICA is an Independent Agency. For our efforts, primarily commissions paid by insurance companies compensate us. The amount is based on the commission schedules established individually by each insurance company and is typically calculated as a percentage of the premium. INSURICA may also be eligible to receive various forms of incentive compensation, including contingent commissions and other awards and bonuses. This incentive compensation is based upon criteria that may include the volume, growth, profitability, and retention of business placed or other performance measures established by the individual insurers with whom we do business. On occasion insurance carriers will issue a policy at a net premium (no commission factored into the premium) and at that time, INSURICA will determine an appropriate fee which fairly reflects the various services provided for the policy being issued. These fees are disclosed and itemized as a separate billing amount to our clients.

TERMS, CONDITIONS, LIMITATIONS AND/OR EXCLUSIONS

Wherever Terms, Conditions, Limitations and/or Exclusions are listed throughout this proposal, they are not all-inclusive. Please refer to the actual policies for specific Terms, Conditions, Limitations and/or Exclusions that will govern in the event of a loss. Specimen copies of policies are available for review upon request.

TERRORISM RISK INSURANCE ACT

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (also known as “TRIA”), insurance carriers are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

If Terrorism coverage applies to a particular line of business, the portion of your premium attributable to this terrorism coverage has been noted. If Terrorism coverage is optional and requires you make an election to accept or reject the coverage, this has also been noted on noted. Election forms may be required upon inception, at renewal, or when changing carriers.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the US Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of $5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%. However, if aggregate industry insured losses under TRIA exceed $100 Billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed $100 Billion in a calendar year, and the insurance carrier(s) have met, or will meet, their respective insurer deductible under TRIA, they shall not be liable for the payment of any portion of the amount of such losses that exceed $100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and the insurance carrier(s) estimate that they will exceed our insurer deductible. In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

ELECTRONIC COMMUNICATION AND DELIVERY CONSENT FORM

At INSURICA we continually strive to improve our speed of service to clients and to do so in the most efficient manner. One of the ways we are increasing our efficiency to clients is to use electronic communications, emailing of electronic documents, and electronic signatures. As our portal and electronic communications grow, we ask that you sign a consent form providing us your permission to work together using this type of technology.

Please review the following statement and electronically sign.

We ("Client") hereby give consent and agree to receive documents related to insurance coverage written through or quoted by INSURICA ("Agent/Broker") in the form of electronic records. Agent/Broker may transmit documents to Client through electronic media, including but not limited to electronic mail, optical disks (including but not limited to compact discs and digital versatile discs), floppy disks, hard drives, thumb drives, jump drives, magnetic tapes, facsimiles, downloads from Web sites, and any other kinds of electronic media acceptable to both Client and Agent/Broker. Documents to be so delivered include but are not limited to policy information pages and coverage forms; endorsements; binders; certificates and evidences of insurance; automobile insurance identification cards; premium quotations; premium worksheets; invoices'; premium finance agreements; audit statements; loss control reports; claim reports; correspondence; and notices of cancellation and nonrenewal. Client's signature or that of Client's representative signifies that Client voluntarily agrees to use electronic records in accordance with the federal Electronic Signatures in Global and National Commerce Act.

BUSINESS NAME: Community Action Partnership of Kern

SIGNATURE: _____

TITLE: _____

DATE: _____

INSURED

Community Action Partnership of Kern

☐ As presented (all lines)

☐ With changes noted below

1. _____

2. _____

3. _____

4. _____

5. _____

Print Name	Title
Signature	Date

Our Mission and Core Values

To manage risk for our Clients. To build a rewarding environment for our Colleagues. To produce an acceptable return for our Shareholders.



Integrity.

Trust forms the foundation of relationships and strengthens our **INSURICA Community.**



Innovation.

Ingenuity is the competitive Advantage securing the future of our **INSURICA Community.**



Purpose.

Passion transforms ordinary into extraordinary and delights our **INSURICA Community.**

INSURICA colleagues consistently strive to uphold the agency's Mission and Core Values statements. By creating a corporate culture based on ethical behavior in the marketplace and fun in the workplace, INSURICA has been recognized many times as both a Best Practices Agency and a Best Places to Work employer. In 2019, leading insurance industry publication, Rough Notes, named INSURICA Agency of the Year.

INSURICA®

INSURANCE PROPOSAL

COMMUNITY ACTION PARTNERSHIP OF KERN

Presented on: July 11, 2024
Presented by: **Josh Wall, CIC & Aaron Uribe, CIC**

This presentation is designed to provide an overview and summary of the insurance coverages prepared for your review. This proposal is meant to facilitate a general understanding of your insurance needs and should not be construed as a legal interpretation of the insurance policies in place or presented within. This proposal does not alter or amend the insurance contracts. Please refer to the actual policies for details on coverages, conditions and exclusions that will govern in the event of a loss.

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EXECUTIVE OVERVIEW

INSURICA is an independent insurance agency that specializes in core industries and business disciplines.
Our unique structure provides INSURICA customers with unparalleled access to the best coverage and risk management expertise available, all delivered through a local agent relationship.

INDUSTRY SPECIALIZATIONS

Our industry-specific knowledge and in-depth experience gives us valuable insight into the unique and often challenging needs of the following key industries:

- Agriculture
- Construction
- Education
- Energy
- Environmental
- Financial
- Healthcare
- Hospitality
- Manufacturing
- Ministries
- Not-For-Profit
- Staffing
- Technology
- Transportation

OUR APPROACH

Our approach is not about selling an individual policy, but rather understanding our clients' entire business structure and developing a comprehensive insurance management plan. With an in-depth understanding of our clients' business operations, we uncover unseen risks and opportunities that can dramatically lower exposure and costs.

OUR FUTURE

Placing over $1 billion in annual premiums, family-owned INSURICA is among the 40 largest insurance brokers in the United States. INSURICA employs over 600 colleagues in offices located throughout Oklahoma, Texas, Arkansas, Colorado, Arizona, and California. Guided by our Core Values of Integrity, Innovation, and Purpose, we are committed to expanding our services and footprint with partners who bring additional value and expertise to our clients and agency.

INSURICA SERVICE TEAM

Josh Wall, CIC | National Not-For-Profit Practice Leader | Josh.Wall@INSURICA.com | (661) 316-5184

Conduct carrier negotiation, review exposures, analyze coverages. Keep a pulse on the marketing of all lines of coverage during renewal process. Coordinate the team to ensure proper servicing of the overall account. Present renewal options and make recommendations on coverages and where to place coverage.

Aaron Uribe, CIC, AFIS | Account Executive |Aaron.Uribe@INSURICA.com | (661) 316-5182

Conduct carrier negotiation, review exposures, analyze coverages. Keep a pulse on the marketing of all lines of coverage during renewal process. Coordinate the team to ensure proper servicing of the overall account. Present renewal options and make recommendations on coverages and where to place coverage.

Tori Ramirez, CIC | Customer Service Representative (Primary) | Tori.Ramirez@INSURICA.com | (661) 316-5195

Day to day servicing of your account to include: Issuing certificates of insurance, providing Auto ID Cards, handling billing inquires, policy changes, invoicing, and answering questions related to your account.

Danette Cody | Customer Service Representative (Back-up) | Danette.Cody@INSURICA.com | (661) 316-5194

Day to day servicing of your account to include: Issuing certificates of insurance, providing Auto ID Cards, handling billing inquires, policy changes, invoicing, and answering questions related to your account.

Ranee Findley, CIC | Marketing Manager | Ranee.Findley@INSURICA.com | (661) 316-5108

Provides key insight to what the overall market conditions are on all lines of business. Makes recommendations to Account Executives as to what markets may be the best fit for your account.

Jeremy Hearron | Workers Comp Risk & Claims Specialist | Jeremy.Hearron@INSURICA.com | (661) 316-5155

Responsible for workers compensation claim management, work comp claim reserve reductions, injury and risk analysis associated with your organization.

Nicole Angone, WCCA | Work Comp Claims Specialist | Nicole.Angone@INSURICA.com | (661) 316-5141

Will provide workers compensation X-Mod Projections, assist with OSHA logs, review and manage work comp claims and monitor work comp claim reserves.

Lisa Cantu | Work Comp Claims Assistant | Lisa.Cantu@INSURICA.com | (661) 316-5169

Will provide workers compensation X-Mod Projections, assist with OSHA logs, review and manage work comp claims and monitor work comp claim reserves.

INSURICA SERVICE TEAM CONTINUED

Tony Donez, CSM | Safety Service Specialist | Tony.Donez@INSURICA.com | (661) 316-5147

Will provide review of current safety programs, jobsite risk inspections, training and safety meeting materials, auto fleet risk assessment, provide onsite forklift certifications, etc.

Vicky Wright | Claims Manager Property/Casualty | Vicky.Wright@INSURICA.com | (661) 316-5119

Will be the primary contact for reporting, monitoring, and advocating on behalf of the client for any claims or incidents related to the property/casualty side of the business.

Sarah Smith | Claims Administrator | Sarah.Smith@INSURICA.com | (661) 316-5121

Will assist Vicky Wright on any claims or incidents on the property and casualty side of the business.

Christine Stahl | Bonding Manager | Christine.Stahl@INSURICA.com | (661) 316-5112

Will be lead contact to assist and provide bonds as needed for your organization.

Celeste Henry | Notary Department | Celeste.Henry@INSURICA.com | (661) 316-5129

Will provide in-house notary service to fulfill any of your organization's needs.

COMMON CONDITIONS

NAMED INSUREDS

Community Action Partnership of Kern

MAILING ADDRESS

1300 18th St. # 200
Bakersfield, CA 93301

LOCATION SCHEDULE

LOCATION	ADDRESS
1	300 19th St, Bakersfield, CA93301 93301
2	500 E California Ave., Bakersfield, CA93307 93307
3	610 Blandy Bldg, Ridgecrest, CA93555 93555
6	410 E Perkins, Mc Farland, CA93250 93250
7	9124 Catalpa Ave, California City, CA93505 93505
8	2800 Agate St, Bakersfield, CA93304 93304
9	452 W Los Angeles Ave, Shafter, CA93263 93263
10	1120 S Curry, Tehachapi, CA93561 93561
11	3301 Virginia Ave, Bakersfield, CA93304 93304
13	10721 Main St., Lamont, CA93241 93241
14	301-315 Stine Road, Bakersfield, CA93309 93309
15	14327 S Vineland Road, Bakersfield, CA93307 93307
16	1940 Inyo St., Mojave, CA93501 93501
17	1835 Cecil Ave, Delano, CA93215 93215
18	2320 Mt Vernon Ave, Bakersfield, CA93306 93306
19	3000-3003 Sterling Road, Bakersfield, CA93306 93306
20	10300 1/2 San Diego St, Lamont, CA93241 93241
21	2424 Cottonwood Road, Bakersfield, CA93304 93304
22	455 E. Euclid Ave, Shafter, CA93263 93263
23	3101 Mall View Road, Bakersfield, CA93306 93306
24	3811 River Blvd, Bakersfield, CA93305 93305
25	7998 Alicante Ave, Lamont, CA93241 93241
27	1600 Poplar Ave, Wasco, CA93280 93280
28	5704 Pioneer Drive, Bakersfield, CA93306 93306
30	7000 W Doe Ave, Visalia, CA93291 93291

31	520 S Washinton St, Bakersfield, CA93307 93307
32	1825 Feliz Drive, Bakersfield, CA93307 93307
33	459 E,. Euclid Avenue, Shafter, CA93263 93263
34	814 North Norma, Ridgecrest, CA93555 93555
35	1111 Bush St, Arvin, CA93203 93203
36	525 East Yosemite, Madera, CA93638 93638
37	1410 11th St., Bakersfield, CA93302 93302
38	525 Roberts Lane Bldg b, Oildale, CA93308 93308
39	6019 - 3 & 4 Niles, Bakersfield, CA93306 93306
40	401 Willow, Bakersfield, CA93308 93308
41	1913 Feliz Drive, Bakersfield, CA93307 93307
42	500 South Washington, Bakersfield, CA93307 93307
43	108 South Robinson, Tehachapi, CA93261 93261
44	11336 Bartlett Ave, Adelanto, CA92301 92301
46	814 North Norma, Ridgecrest, CA93555 93555
47	2101 7th St Bldg E, Wasco, CA93280 93280
48	650 James St, Shafter, CA93263 93263
49	5055 California Ave. #101, Bakersfield, CA93309 93309
50	819 Sixth Avenue, Taft, CA93268 93268
52	4600 Panama Lane, Bakersfield, CA93313 93313
54	1900 East California Ave, Bakersfield, CA93305 93305
55	90 Farrell Dr Bldg 5620, Edwards, CA93524 93524
57	1500 So Fairfax Rd (module 1, 2 & Admin), Bakersfield, CA93307 93307
58	220 N. 11th Ave, Hanford, CA93230 93230
59	1815 Van Ness, Fresno, CA93721 93721
60	3500 Mojave, Mojave, CA93501 93501
61	1600 E Truxtun Ave, Bakersfield, CA93305 93305
63	347 E Poplar St (historical bldg), Stockton, CA95202 95202
65	425 N California St, Stockton, CA95202 95202
67	545 W Sonora St, Stockton, CA95203 95203
68	2584 Felsite Ave, Rosamond, CA93560 93560
69	1314 Oswell St, Bakersfield, CA93306 93306
70	1145 N Hunter, Stockton, CA95203 95203

71	2739 Diamond St # B, Rosamond, CA93560 93560
72	701 S Hutchins St, Lodi, CA95240 95240
73	1509 N Golden Gate, Stockton, CA95205 95205
74	2800 S D St, Stockton, CA95206 95206
75	236 W 4th St, Stockton, CA95206 95206
76	8401 California City Blvd # 8, California City, CA93505 93505
77	1001 Main St., Delano, CA93215 93215
78	5351 Olive Drive #200, Bakersfield, CA93308 93308
79	1840 Wardrobe Ave, Merced, CA95341 95341
82	Street 929 Broadway St., Wasco, CA93280 93280
83	24028 Lake Dr, Suite A (new), Crestline, CA92325 92325
84	244 G. St #A, Needles, CA92363 92363
85	4032 Jewett Ave., Bakersfield, CA93301 93301
86	2323 16th St. #302, Bakersfield, CA93301 93301
87	2550 E. Belle Terrace #200, Bakersfield, CA93307 93307
89	2900 M Street, Bakersfield, CA93301 93301
91	2323 16th St. #305, Bakersfield, CA93301 93301
93	5 Real Road, Bakersfield, CA93309 93309
94	850 J Street, Lathrop, CA95330 95330
95	1300 18th Street, Bakersfield, CA93301 93301
96	15662 K St, Mojave, CA93501 93501
97	1631 30th Street, Bakersfield, CA93301 93301
98	317 Mt Vernon Ave, Bakersfield, CA93307 93307

HISTORICAL LOSS RATIO & EXPERIENCE MODIFIER

Exhibit 1:

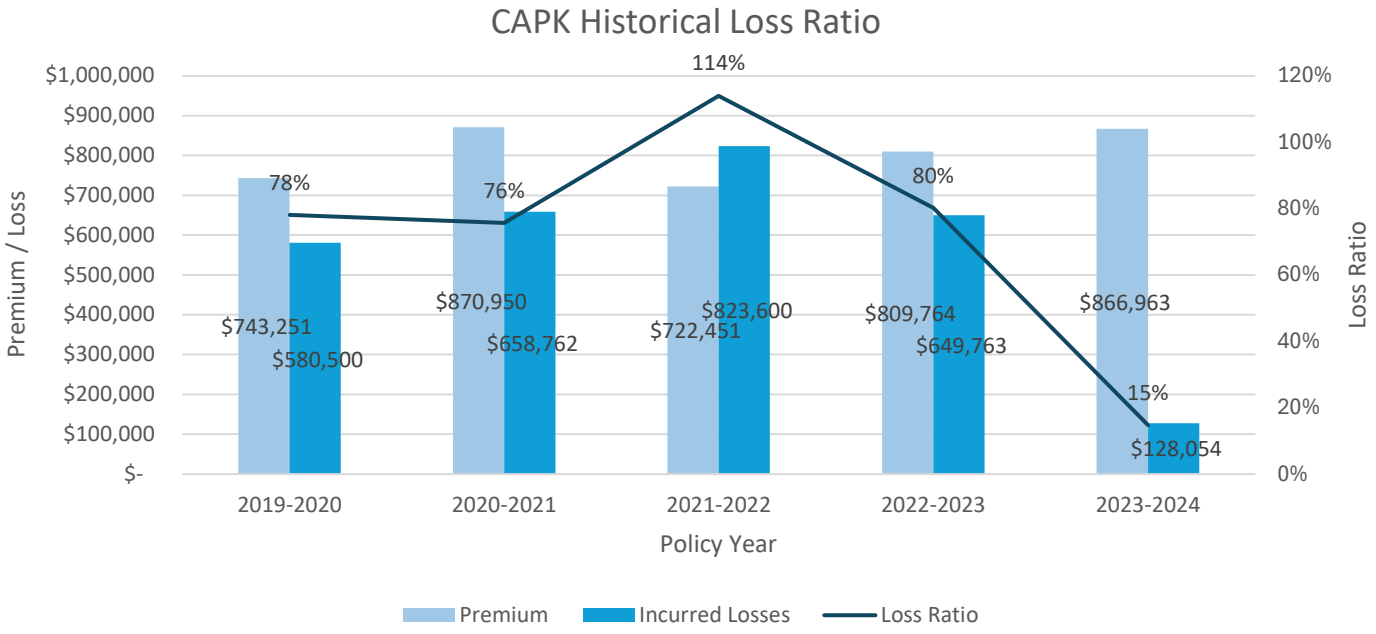
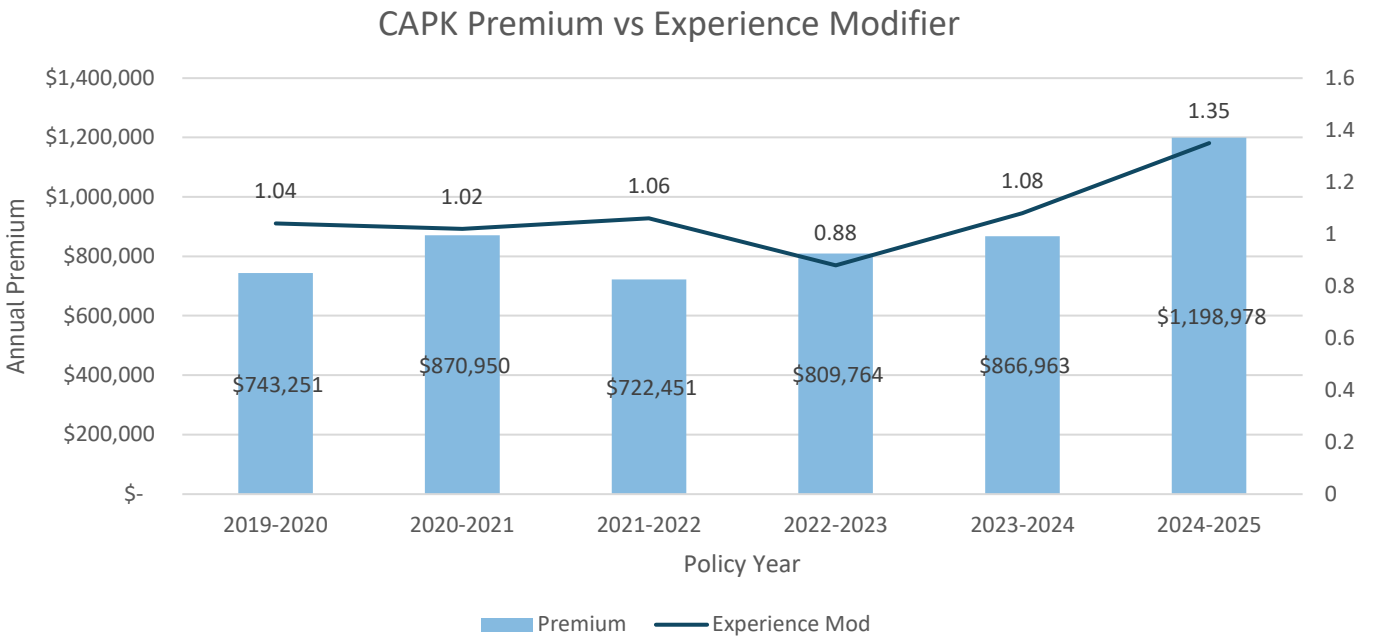


Exhibit 2:



- 2024-2025 Policy Year- Premium includes agency commission.

Loss Ratio: A measure used in the insurance industry to compare incurred losses and loss-adjustment expenses to earned premiums, indicating the percentage of an insurer's premiums that are paid out in claims.

Experience Modifier: Also known as Ex-Mod, the Experience Modifier is a numerical factor used in the workers' compensation insurance industry to adjust premiums based on a company's loss history compared to similar businesses.

PAYROLL/RATE/PREMIUM COMPARISON

PAYROLL COMPARISON				
DESCRIPTION	2023-2024 ESTIMATED ANNUAL PAYROLL	2024-2025 ESTIMATED ANNUAL PAYROLL	$ DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	$255,244	$293,444	$38,200	15%
5479 - Insulation Work	$192,804	$192,523	($281)	(0.15%)
8018 - Stores Wholesale	$1,110,325	$939,019	($171,306)	(15)
8227 - Construction/Erection Yard	$66,161	$42,150	($24,011)	(36%)
8742 - Salespersons	$2,628,316	$3,840,567	$1,212,251	46%
8804 - Alcoholic & Drug Recovery	$778,186	$1,441,046	$662,860	85%
8810 - Clerical Office Employees	$10,626,153	$12,931,816	$2,305,663	22%
9059 - Day Care Centers - Children	$21,773,457	$25,527,597	$3,754,140	17%
9067 - Clubs – Boys & Girls	$605,398	$494,703	($110,695)	(18%)
Total Payroll	**$38,036,044**	**$45,702,864**	**$7,666,820**	**20%**

2023 EXPERIENCE MODIFICATION	2024 EXPERIENCE MODIFICATION	% CHANGE
108	135	25%

NET RATE COMPARISON				
DESCRIPTION	2023-2024 NET RATES (BEFORE BROKER FEE)	2024-2025 NET RATES (COMMISSION - 9%)	DIFFERENCE	% CHANGE
5146 - Cabinet Fixtures	6.50	8.23	1.73	27%
5479 - Insulation Work	7.76	8.31	0.55	7%
8018 - Stores Wholesale	8.21	9.52	1.31	16%
8227 - Construction/Erection Yard	5.02	6.01	0.99	20%
8742 - Salespersons	0.49	0.51	0.02	4%
8804 - Alcoholic & Drug Recovery	3.20	4.31	1.11	35%
8810 - Clerical Office Employees	0.35	0.36	0.01	3%
9059 - Day Care Centers - Children	2.76	3.35	0.59	21%
9067 - Clubs – Boys & Girls	2.00	2.81	0.81	41%

LINES OF BUSINESS	2023-2024 PREMIUM	2024-2025 PREMIUM	$ DIFFERENCE	% CHANGE
Workers' Compensation	$812,597	$1,130,581	$317,984	39%
WC Surcharges/Fees/Broker Fee	$147,573	$68,397	($79,176)	(54%)
Total Cost	**$960,170**	**$1,198,978**	**$238,808**	**25%**

MARKETING SUMMARY

WORKERS' COMPENSATION	RESULTS
AmTrust	Declined – Risk is Ineligible
Applied Underwriters	**$1,546,182**
Berkshire Hathaway	**$1,198,978**
Charity First - Hanover	Declined - Operations include construction exposure
Chubb	Declined – Not an appetite for social services risk
Church Mutual	Declined – In-home exposure and claims history
Compstar/Benchmark	No Response
CompWest	**Indication - $1,200,000**
Copperpoint	Declined - Current exposures vs. premium with current losses, along with over the road exposure
Employers	Declined – Exposures outside of risk appetite
GuideOne	Declined – Extensive off-premises exposures
Hartford	Declined – Class code 5479, 8227, 8804 and 9067 not eligible
ICW	No Response
Insured Solutions / Zynergia	**$1,278,687**
Key Risk	**Indication - $1,300,000**
Liberty Mutual	Declined – Operations outside of underwriting appetite
Markel	Declined – Class codes and underwriting guidelines
Midwest	Declined – Class code 5479 not eligible
Nonprofits United – Self-Insured Group	Declined – Not competitive with BHHC; Underwriting requires 60–90-day lead time
Preferred Employers	Declined – Class code 5479 is not eligible
QBE	Quote not offered
Risk Placement Services	Approached multiple carriers on this list.
RT Specialty	No Response
State Fund	**$1,218,704 - $1,390,258 Price Indication**
Strategic Comp – Great American - Paid Loss Aggregate Deductible Program	Need sufficient time for loss control visit and meeting with Executive Team.
Tangram	Declined – Unable to compete
Travelers	No Response
Zenith	Declined - Uncontrollable exposures and severity potential

DISCLAIMERS AND DISCLOSURE

A.M. BEST RATING

A Best Financial Strength Rating is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. A.M. Best assigns to insurance related organizations one of two types of rating opinions, a Best's Rating, and a financial size category rating. The rating is based on a comprehensive quantitative and qualitative evaluation of a company's balance sheet strength, operating performance and business profile. Best has seven (7) rating categories including plus "+" or minus "-" rating notches to permit further gradation of financial strength within a particular rating category.

The three highest ratings given by A.M. Best are the following:

Rating	Definition
A++, A+ (Superior)	Assigned to companies that have, in Best's opinion, a superior ability to meet their ongoing insurance obligations.
A, A- (Excellent)	Assigned to companies that have, in Best's opinion, an excellent ability to meet their ongoing insurance obligations
B++, B+ (Good)	Assigned to companies that have, in Best's opinion, a good ability to meet their ongoing insurance obligations

Financial Size Categories. Assigned to all companies and reflects their size based on their capital, surplus, and conditional reserve funds in millions of U.S. dollars, using the scale below.

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

The ratings are not assigned to specific insurance policies or contracts and do not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. A Best's Financial Strength Rating is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser.

Financial analysis of insurance companies is a complex process that requires specialized knowledge. INSURICA relies upon opinions expressed by A.M. Best Company in determining the financial strength and size of insurance companies. INSURICA makes no representations and warranties concerning the solvency of any carrier, nor does it make any representation or warranty concerning the rating of the carrier which may change.

ADMITTED COMPANY VERSUS NON-ADMITTED INSURERS

Admitted Company

A foreign or alien insurance company which has been licensed by the insurance department of the state in question and which, thereby, is authorized to conduct business within that state to the extent licensed. Also called an admitted market or admitted insurer. In the event of company insolvency, policies written with admitted insurers may have access to the state guaranty fund subject to a number of exceptions and limitations depending on the applicable state guarantee fund law.

Non-admitted Company

If an insurer is not licensed to write insurance in a specific state, then the insurer is a non-admitted insurer for that state. These companies are usually non-admitted because they do not meet the same capitalization requirements as an admitted company. Premiums paid to them are not protected by any state guaranty fund and they are not subject to state regulation. Although not admitted, the insurer must still be approved to write business in that state. Non-admitted companies are part of the excess and surplus lines insurance market. Insurance policies placed with non-admitted companies may require payment of surplus lines premium taxes at a percentage that varies state by state. Non-admitted policies may be subject to a minimum earned premium (MEP), usually twenty-five (25) percent but may be a higher percentage.

A.M. BEST RATINGS, FINANCIAL SIZE CATEGORIES, ADMITTED/NON-ADMITTED

Proposed Program

COMPANY	COVERAGE PROVIDED/PROPOSED	BEST RATING & FINANCIAL SIZE	ADMITTED / NON-ADMITTED
Cypress Insurance Co.	Workers' Compensation	A++ XV	Admitted

COMPENSATION DISCLOSURE

INSURICA is an Independent Agency. For our efforts, primarily commissions paid by insurance companies compensate us. The amount is based on the commission schedules established individually by each insurance company and is typically calculated as a percentage of the premium. INSURICA may also be eligible to receive various forms of incentive compensation, including contingent commissions and other awards and bonuses. This incentive compensation is based upon criteria that may include the volume, growth, profitability, and retention of business placed or other performance measures established by the individual insurers with whom we do business. On occasion insurance carriers will issue a policy at a net premium (no commission factored into the premium) and at that time, INSURICA will determine an appropriate fee which fairly reflects the various services provided for the policy being issued. These fees are disclosed and itemized as a separate billing amount to our clients.

TERMS, CONDITIONS, LIMITATIONS AND/OR EXCLUSIONS

Wherever Terms, Conditions, Limitations and/or Exclusions are listed throughout this proposal, they are not all-inclusive. Please refer to the actual policies for specific Terms, Conditions, Limitations and/or Exclusions that will govern in the event of a loss. Specimen copies of policies are available for review upon request.

TERRORISM RISK INSURANCE ACT

Terrorism Coverage and Premium

In accordance with the federal Terrorism Risk Insurance Act (also known as “TRIA”), insurance carriers are required to make coverage available under your policy for “certified acts of terrorism.” The actual coverage provided by your policy(ies) will be limited by the terms, conditions, exclusions, limits, and other provisions of your policy(ies), as well as any applicable rules of law.

If Terrorism coverage applies to a particular line of business, the portion of your premium attributable to this terrorism coverage has been noted. If Terrorism coverage is optional and requires you make an election to accept or reject the coverage, this has also been noted on noted. Election forms may be required upon inception, at renewal, or when changing carriers.

Definition of Certified Act of Terrorism

A “certified act of terrorism” means an act that is certified by the US Secretary of the Treasury, in accordance with the provisions of TRIA, to be an act of terrorism under TRIA. The criteria contained in TRIA for a "certified act of terrorism" include the following:

1. The act results in insured losses in excess of $5 million in the aggregate, attributable to all types of insurance subject to TRIA; and
2. The act results in damage within the United States, or outside the United States in the case of certain air carriers or vessels or the premises of a United States mission; and
3. The act is a violent act or an act that is dangerous to human life, property or infrastructure and is committed by an individual or individuals acting as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion.

Disclosure of Federal Share of Terrorism Losses under TRIA

The United States Department of the Treasury will reimburse insurers for 85% of insured losses that exceed the applicable insurer deductible. Effective January 1, 2016, this percentage will be reduced to 84%, effective January 1, 2017 to 83%, effective January 1, 2018 to 82%, effective January 1, 2019 to 81%, and effective January 1, 2020 to 80%. However, if aggregate industry insured losses under TRIA exceed $100 Billion in a calendar year, the Treasury shall not make any payment for any portion of the amount of such losses that exceeds $100 billion. The United States government has not charged any premium for their participation in covering terrorism losses.

Cap on Insurer Liability for Terrorism Losses

If aggregate industry insured losses attributable to “certified acts of terrorism” under TRIA exceed $100 Billion in a calendar year, and the insurance carrier(s) have met, or will meet, their respective insurer deductible under TRIA, they shall not be liable for the payment of any portion of the amount of such losses that exceed $100 billion. In such case, your coverage for terrorism losses may be reduced on a pro-rata basis in accordance with procedures established by the Treasury, based on its estimates of aggregate industry losses and the insurance carrier(s) estimate that they will exceed our insurer deductible. In accordance with the Treasury’s procedures, amounts paid for losses may be subject to further adjustments based on differences between actual losses and estimates.

ELECTRONIC COMMUNICATION AND DELIVERY CONSENT FORM

At INSURICA we continually strive to improve our speed of service to clients and to do so in the most efficient manner. One of the ways we are increasing our efficiency to clients is to use electronic communications, emailing of electronic documents, and electronic signatures. As our portal and electronic communications grow, we ask that you sign a consent form providing us your permission to work together using this type of technology.

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BUSINESS NAME: Community Action Partnership of Kern

SIGNATURE: _____

TITLE: _____

DATE: _____

INSURED

Community Action Partnership of Kern

☐ As presented (all lines)

☐ With changes noted below

1. _____

2. _____

3. _____

4. _____

5. _____

Print Name	Title
Signature	Date

Our Mission and Core Values

To manage risk for our Clients. To build a rewarding environment for our Colleagues. To produce an acceptable return for our Shareholders.



Integrity.

Trust forms the foundation of relationships and strengthens our **INSURICA Community.**



Innovation.

Ingenuity is the competitive Advantage securing the future of our **INSURICA Community.**



Purpose.

Passion transforms ordinary into extraordinary and delights our **INSURICA Community.**

INSURICA colleagues consistently strive to uphold the agency's Mission and Core Values statements. By creating a corporate culture based on ethical behavior in the marketplace and fun in the workplace, INSURICA has been recognized many times as both a Best Practices Agency and a Best Places to Work employer. In 2019, leading insurance industry publication, Rough Notes, named INSURICA Agency of the Year.

INSURICA®

Quote Proposal for Workers Compensation

Community Action Partnership of Kern

FEIN 95-2402760 • **Quote ID** COWC563393 • **Effective** 07/31/2024 to 07/31/2025 • **Prepared Date** 06/21/2024 11:27 a.m.

INSURICA - WALTER MORTENSEN INSURANCE - Bakersfield, CA

We are pleased to offer this Workers Compensation quote to your client. Based on payroll, classification, experience modification, and other information provided by you, our terms are as follows:

Carrier: Cypress Insurance Company

Coverage Type: Guaranteed Cost

Commission: 9.00%

Total Estimated Cost: $1,285,180.00

Deposit: $255,093.90 (15% of premium plus state taxes and fees)

Payment Plan: Payroll Reporting - 11 monthly payroll reports

The quote expires at **12:01 AM on 07/31/2024**. No back dating is allowed. The premium is an estimate. The final premium will be determined from payroll and classificaton information collected at final audit.

Your Underwriter

Miguel Vasquez: mvasquez@bhhc.com

UNDERWRITER COMMENTS & QUOTE CONTINGENCIES

- See California Disclosures and Notices for Officer / Owner exclusion requirements
- Please note dual wage thresholds displayed on this proposal are subject to change due to statutory revisions. It is the responsibility of the policyholder to use the classifications that comply with the correct wages.
- Please be aware that your 15% Deposit will be applied to your twelfth policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining Deposit will be returned to you.
- PLEASE NOTE: Participants of our Payroll Reporting Plan must register and report payroll online through the BHHC Policyholder Portal at BHHC.com. The insured's billing contact and email address is required to bind the account. For assistance with accessing the Portal, please contact webmaster@bhhc.com.
- USL&H coverage is not included.
- Coverage for volunteers is not included.
- Independent Contractors and Subcontractors - at final audit, the insured must provide certificates of workers compensation insurance for all Subcontractors and Independent Contractors utilized during the policy term. In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium.

BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY • BROOKWOOD INSURANCE COMPANY • CONTINENTAL DIVIDE INSURANCE COMPANY
CYPRESS INSURANCE COMPANY • OAK RIVER INSURANCE COMPANY • REDWOOD FIRE AND CASUALTY INSURANCE COMPANY

California

Classification	Code	Payroll	Base Rate/Factor	Premium	Net Rate
Millwright Work - N.O.C.	3724	IF ANY	7.69	$0	7.51
Door/Pre-Glazed Window Install	5107	IF ANY	9.98	$0	9.74
Electrical Wiring-high wage >= $34	5140	IF ANY	3.46	$0	3.38
Cabinet or Fixtures Install-N.O.C.	5146	$293,444	9.04	$26,527	8.83
Plumbing-low wage< $31 N.O.C.	5183	IF ANY	10.85	$0	10.59
Plumbing N.O.C.- high wage = >$31	5187	IF ANY	5.07	$0	4.95
Electrical Wiring-low wage < $34	5190	IF ANY	7.09	$0	6.92
Communications Cabling	5195	IF ANY	5.03	$0	4.91
Insulation Work - N.O.C.	5479	$192,523	9.12	$17,558	8.90
Stores-wholesale N.O.C.	8018	$939,019	10.45	$98,127	10.20
Sandwich Shops-N.O.C.	8078	IF ANY	2.48	$0	2.42
Construction/Erection Yards	8227	$42,150	6.60	$2,782	6.44
Salespersons-outside	8742	$3,840,567	.56	$21,507	.55
Substance Use Recovery Homes	8804	$1,441,046	4.73	$68,161	4.62
Clerical Office Employees N.O.C.	8810	$12,931,816	.40	$51,727	.39
Physicians	8834	IF ANY	1.19	$0	1.16
Colleges/Schools-private	8868	IF ANY	1.07	$0	1.04
Day Care Centers	9059	$25,527,597	3.68	$939,416	3.59
Clubs-boys and girls	9067	$494,703	3.08	$15,237	3.01
Household Appliances	9519	IF ANY	12.32	$0	12.03
Blanket Waiver of Subrogation			1.020	$24,821	
Experience Modification			1.350	$443,052	
Risk Adjustment				-$439,740	
Premium Discount			-.0452	-$57,409	
Expense Constant				$100	
Estimated Premium for California				**$1,211,866**	

Total Estimated Annual Premium (before state taxes & fees)	$1,211,866
Policy Minimum Premium	$3,000

State Taxes & Fees	Base Factor	Cost
CA Workers Compensation Administration Revolving Fund	2.4604%	$29,817
CA Workers Compensation Fraud Account Assessment	0.4122%	$4,995
CA CIGA Surcharge	0.0000%	$0
CA Subsequent Injuries Benefits Trust Fund Assessment	1.5891%	$19,258
CA Uninsured Employers Benefits Trust Fund Assessment	0.1505%	$1,824
CA Occupational Safety and Health Fund Assessment	0.7266%	$8,805
CA Labor Enforcement and Compliance Fund	0.7109%	$8,615

Total Estimated Cost for COWC563393	$1,285,180

BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY • BROOKWOOD INSURANCE COMPANY • CONTINENTAL DIVIDE INSURANCE COMPANY
CYPRESS INSURANCE COMPANY • OAK RIVER INSURANCE COMPANY • REDWOOD FIRE AND CASUALTY INSURANCE COMPANY

California Disclosures And Notices

Medical Provider Notice

We require that all clients use facilities from within their selected MPN networks. In the event this quote is bound, your client will receive an MPN enrollment packet which will need to be distributed to the insured's employees. Additional detailed MPN information will also be provided.

California Officer/Owner Exclusions

Per LC 3552, each person requesting exclusion must complete and sign a waiver form within 15 days of policy inception. We do not require updated waiver forms at renewal if excluded on our current policy.

Please reach out to your underwriter if the SB189 Exclusion Waiver applicable for the insured's entity type is not included in this quote letter. Below are the standard entity types for each waiver.

- California Corporate Officer/Directors
  - Corporation, Sub-Charter Corporation
- California General Partners and LLC Managing Members:
  - Partnership, Limited Liability Co., Limited Liability Partnership, Partner, LLLP
- California Professional Corporation Owner & California Cooperative Corporation Officers/ Directors
  - Contact your underwriter if you believe this waiver is applicable for the insured.
- No waivers are applicable for the following entity types:
  - Association, Common Ownership, Individual, Estate, Executor or Trustee, Governmental Entity, Joint, Employers, Labor Union, Non-Profit Organization, Non-Profit Corporation, Organization, Other, Public Agency, Religious Organization, Trade Name, Trust

Short Rate Penalty

A short rate penalty applies if you cancel this policy or if we cancel due to non-payment of premium, failure to report payroll, or non-payment of deductible billing. The short rate penalty may be up to 100% of the full standard premium.

Policyholder Disclosure

Notice of Terrorism Insurance Coverage

Coverage for acts of terrorism is included in your policy. You are hereby notified that under the Terrorism Risk Insurance Program Reauthorization Act (TRIPRA), as amended in 2015, the definition of act of terrorism has changed. The term "act of terrorism" means any act that is certified by the Secretary of Treasury, in consultation with the Secretary of Homeland Security and the Attorney General of the United States as meeting all of the following requirements: the act is an act of terrorism; the act is violent or dangerous to human life, property or infrastructure; the act resulted in damage within the United States, or outside the United States in the case of the premises of United States missions or certain air carriers or vessels; and the act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States Government by coercion. TRIPRA limits our liability to you under this policy by capping annual losses for certified acts of terrorism, as defined above, at $100,000,000,000 and partially reimbursing such losses up to $100,000,000,000. The amount of the aggregate industry insured losses determines the reimbursement percentage from the United States Government. The charge for this mandatory coverage for acts of terrorism has been applied to your annual premium and does not include any charges for the portion of losses covered by the United States Government under the Act.

BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY • BHHC SPECIAL RISKS INSURANCE COMPANY • CONTINENTAL DIVIDE INSURANCE COMPANY
CYPRESS INSURANCE COMPANY • OAK RIVER INSURANCE COMPANY • REDWOOD FIRE AND CASUALTY INSURANCE COMPANY

Berkshire Hathaway HOMESTATE COMPANIES
Workers Compensation Division ™

Payment Plan Options

	FlexPay	Pay-As-You-Go	Monthly Payroll Reporting (MPR)	Installments
PAYROLL REPORTING OPTIONS				
Frequency of Reporting Payroll	Per Pay Period	Per Pay Period	Monthly	At Final Audit
Data Aggregation Required for Reporting	No	No	Yes	No
Method for Reporting Payroll	Entered into the Policyholder Portal	Emailed or Automated Reporting	Entered into the Policyholder Portal	N/A
UPFRONT COST AND PAYMENT TIMING				
Premium Deposit Required	No	No	Yes	Yes
Deposit Due	N/A	N/A	Within 15 days of inception	Within 15 days of inception
Taxes and Fees Due	Deferred to initial payroll reporting	Payable when policy is bound	Payable with Deposit	Payable with Deposit
Billing Immediately Adapts to Business Changes	Yes	Yes	Partial	No
PAYMENT METHODS AND TIMING				
Payment Method(s)	Direct Draft	Direct Draft	Direct Draft, Check	Direct Draft, Check
Payment Due Dates	Seven days after report date	Two weeks after the check date	Monthly	Monthly
Installment/Annual Fees	None	$325 fee may apply	None	None
ACTION ITEMS				
Pre-Binding Requirements	Email billing contact's information, payroll cycle, and first pay date in the policy period	Complete the Pay-As-You-Go Billing Form, register for the Policyholder Portal, and setup your account for ACH	Confirm payroll can be compiled monthly	Select installment plan
Post Binding Requirements	Register in Policyholder Portal	If self-reporting, email payroll report to match payroll cycle	Register in Policyholder Portal	To view payments, register in Policyholder Portal

Which plan is right for your business?	FlexPay	Pay-As-You-Go	MPR	Installments
Zero premium deposit required.	✔	✔		
Conveniently log into the portal each pay period and input payroll.	✔			
Billing plan that can adapt to the payroll fluctuations of your business.	✔	✔	✔	
Flexible payroll reporting without spending time compiling monthly payroll reports.	✔	✔		
Minimize potential surprises that may surface at Final Audit. Note that all payroll plans require a final audit.	✔	✔	✔	
Completely touchless process for submitting payroll reports when payroll provider is setup with SmartPay's auto reporting feature.*		✔		
Simplicity of consistent payments as annual payroll spend is highly predictable.				✔
Simply compile and input payroll monthly.			✔	
Mail-in payments available.			✔	✔
Easily make payments electronically.	✔	✔	✔	✔

*Payroll provider must be setup with SmartPay for auto reporting feature. Payroll providers not set up with SmartPay and those self-reporting are subject to an annual $325 fee.

Payment plans are determined prior to binding coverage and cannot be changed mid-term.

General Questions
Reach out to your Agent

FlexPay Questions
FlexPay@bhhc.com

Pay-As-You-Go Questions
PayGoAdmin@bhhc.com

MPR, Installments
CustomerCare@bhhc.com

Berkshire Hathaway HOMESTATE COMPANIES

AM BEST A++ Superior



BerkTotalCare™

BerkTotalCare™ delivers on Berkshire Hathaway Homestate Companies' (BHHC) commitment to providing compassionate care to recovering workers, and superior service and value to our customers. Our specialty focus and expertise in Workers Compensation produces better claims outcomes. Our team of experts are ready to spring into action when an injury occurs and provide comprehensive services that ensure high-quality care for workers, and get them on the road to recovery.

A Better Process from Injury to Recovery

Timely and Appropriate Initial Care

We want employees who are injured on the job to get appropriate and timely care, with minimal delays and/or unnecessary treatment. To help ensure this, we offer a range of services to be responsive to the severity of the injury:

- **Nurse Triage Services** - for less severe injuries, our nurse triage services can help your employee get directed to the appropriate facility, telemedicine, or self-care, depending on the level of care necessary.
- **Nationwide Telemedicine** - for times when face-to-face care with a physician is necessary, but physical access is not possible.
- **Catastrophic Claim Protocols** - our highly experienced Technical Claim Professionals will start handling any catastrophic claims immediately, helping find appropriate care and assigning a Field Nurse for additional support if needed. They will partner with our in-house Medical Director or team of Medical Resource Nurses as needed.
- **Medical Excellence Team** - serves as **personal** healthcare assistants to injured workers. They strive to get them to high-quality doctors and top-rated medical facilities no matter the severity of their injuries. They connect them to trusted doctors matched to their condition and their needs. Our team's main focus is to make navigating healthcare within the workers compensation system easier.

A Focus on Quality Treatment

- **Medical Provider Network** - we are selective and we focus on ensuring our MPN comprises the best providers experienced in treating workplace injuries in California.
- **Our Medical Director** - a residency-trained and board-certified occupational medicine physician – provides input on complex and catastrophic claims and leads our Medical Excellence team that is focused on delivering personalized medical access support to challenging and complex injuries.
- **Intelligent UR℠** - we want to ensure the delivery of timely and seamless medical care, so we partner with trusted providers to enable recovering workers to accomplish more in a single visit. As part of our commitment here, we have a custom Express Care℠ program with Kaiser On the Job as well as other network providers.
- **Claims Professionals** - are committed to ensuring we are delivering compassionate care to recovering workers throughout the claims process.
- **Medical Resource Nurses** - work hand in hand with our Claim Professionals to ensure we're looking out for medical issues and helping coordinate a full and timely recovery.



Comprehensive Cost Management

- **Medical Bill Review Team** - we use our own certified coders, to deliver a best-in-class bill review service, that includes pre-negotiated rates, detailed review/adjustment of complex bills, and effective price negotiations on non-fee schedule items.
- **Intelligent UR℠** - in addition to using prospective and retrospective UR intelligently, our in-house team of UR nurses and other medical professionals' can approve appropriate treatments quickly and escalate complex or questionable requests to our network of doctors for review. Our approach is cost-effective and ensures medically necessary treatment is provided at the appropriate time for the injury.
- **BHHC Pharmacy Management** – our pharmacy prescription program focuses on utilizing a customized network of pharmacies and an injury-specific formulary to ensure prescriptions are filled without delay. We started our program years before California introduced a formulary, and combined with our UR and Bill review, this allowed us to spot and address issues early:
  - We identified the abuses with compounds much sooner than the rest of the industry, saving recovering workers from questionable and expensive treatment, and we continue this diligence today
  - With our MPN, we were, and are more careful than the rest of the industry in the use of opiates – using them about half as much others industry participants
- **Lower Medical Cost Containment Expenses** – our approach to medical management helps us achieve superior claim outcomes, at a lower cost; our medical cost containment expenses are about half of the rest of the industry.

Returning to Work

Our goal is to help recovering workers get back to health and back to work. To help facilitate this we offer:

- Claim Professionals and Client Service experts that can work with clients to help them understand work restrictions and ways they might accommodate the worker
- A variety of transitional work programs, if the employer is unable to accommodate certain restrictions

BerkTotalCare™ gives employers the peace of mind knowing we are an advocate for them and their employees when an injury occurs, providing timely and appropriate care with a focus on quality treatments while ensuring comprehensive cost management, that is significantly lower than the rest of the industry; helping to achieve superior claim outcomes at a lower cost.

Representing Financial Strength & Integrity • Workers Compensation Division

California Notice of Collection

This notice applies to the U.S. operations of the following companies: Berkshire Hathaway Assurance Corporation, Berkshire Hathaway Homestate Insurance Company, Berkshire Hathaway Specialty Insurance Company, BHHC Special Risks Insurance Company, BHHC Specialty Risk LLC, Columbia Insurance Company, Continental Divide Insurance Company, Cypress Insurance Company, National Fire & Marine Insurance Company, National Indemnity Company, National Indemnity Company of Mid-America, National Indemnity Company of the South, National Liability & Fire Insurance Company, Northern States Agency, Oak River Insurance Company, Redwood Fire and Casualty Insurance Company and Ringwalt & Liesche Co. (collectively, "we," "us," or "our"). We provide this notice to comply with the California Consumer Privacy Act of 2018 and the California Privacy Rights Act of 2020 (Title 1.81.5 (commencing Section 1798.100) of the California Civil Code) (the "CCPA"). This notice applies solely to individuals who reside in California ("consumers," "you," or "your") and only to the extent that the CCPA applies. Any terms defined in the CCPA have the same meaning when used in this notice.

The following table identifies the categories of personal information we may collect about you:

Category
Identifiers such as real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers
Any of personal information described in Cal. Civ. Code § 1798.80(e) such as name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information
Characteristics of protected classifications under California or federal law, such as race, creed, color, religion, national origin, ancestry, citizenship status, physical disability, mental disability, protected medical condition as defined by applicable state or local law, genetic information, marital status (including registered domestic partnership status), sex or gender (including pregnancy, childbirth, lactation, and related medical conditions), gender identity or gender expression (including transgender status), age , sexual orientation, military and veteran status, or reproductive health decision making
Commercial information, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies
Biometric information, such as retina scans, fingerprints, faceprints, handprints, palmprints, vein patterns, voice recordings, voiceprints, keystroke patterns or rhythms, gait patterns or rhythms, and sleep, health, or exercise data
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement
Geolocation data
Audio, electronic, visual, thermal, olfactory, or similar information
Professional or employment-related information
Education information, meaning information that is not publicly available "personally identifiable information" as defined in the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99), such as student name, parent or other family member names, student or family address, social security number, student number, biometric record, date of birth, place of birth, or mother's maiden name

Inferences drawn from other personal information to create a profile about a consumer reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes
Social security, driver's license, state identification card, or passport number
Account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account
Precise geolocation
Racial or ethnic origin, religious or philosophical beliefs, or union membership
The contents of a consumer's mail, email, and text messages unless we are the intended recipient of the communication
Personal information that reveals a consumer's genetic data
Personal information collected and analyzed concerning a consumer's health
Personal information collected and analyzed concerning a consumer's sex life or sexual orientation

Depending on your relationship with us, we may or may not collect every category of personal information identified.

We may collect personal information about you for the following purposes:

- To operate, manage, and maintain our business, such as providing quotes for insurance, processing applications (either for insurance or for employment), establishing and servicing policies, claims handling, providing customer support, and furnishing other insurance services.
- To assess and improve our product and service offerings, including the development of new products and services.
- To perform data analysis.
- To conduct marketing activities.
- To detect and prevent fraud and other prohibited or illegal activity.
- To maintain and enhance the security and safety of our systems, data, and workplace.
- To hire qualified employees and maintain our workforce.
- To comply with legal obligations and policies.
- To bring and defend claims.
- For other purposes as permitted by law or to which the consumer consents.

We retain personal information for at least the minimum period required by law.

We do not sell or share personal information.

For further information about our privacy practices, please see our California Consumer Privacy Policy at https://www.bhhc.com/legal-policies/california-privacy-policy/.

Quote Proposal for Workers Compensation

Community Action Partnership of Kern

FEIN 95-2402760 • **Quote ID** COWC563393 • **Effective** 07/31/2024 to 07/31/2025 • **Prepared Date** 07/10/2024 03:24 p.m.

INSURICA - WALTER MORTENSEN INSURANCE - Bakersfield, CA

We are pleased to offer this Workers Compensation quote to your client. Based on payroll, classification, experience modification, and other information provided by you, our terms are as follows:

Carrier: Cypress Insurance Company

Coverage Type: Guaranteed Cost

Commission: 9.00%

Total Estimated Cost: $1,198,978.00

Deposit: $237,984.15 (15% of premium plus state taxes and fees)

Payment Plan: Payroll Reporting - 11 monthly payroll reports

The quote expires at **12:01 AM on 07/31/2024**. No back dating is allowed. The premium is an estimate. The final premium will be determined from payroll and classification information collected at final audit.

Your Underwriter

Miguel Vasquez: mvasquez@bhhc.com

UNDERWRITER COMMENTS & QUOTE CONTINGENCIES

- See California Disclosures and Notices for Officer / Owner exclusion requirements
- Please note dual wage thresholds displayed on this proposal are subject to change due to statutory revisions. It is the responsibility of the policyholder to use the classifications that comply with the correct wages.
- Please be aware that your 15% Deposit will be applied to your twelfth policy month's premium, which will be handled as part of your final audit. Afterwards, any remaining Deposit will be returned to you.
- PLEASE NOTE: Participants of our Payroll Reporting Plan must register and report payroll online through the BHHC Policyholder Portal at BHHC.com. The insured's billing contact and email address is required to bind the account. For assistance with accessing the Portal, please contact webmaster@bhhc.com.
- USL&H coverage is not included.
- Coverage for volunteers is not included.
- Independent Contractors and Subcontractors - at final audit, the insured must provide certificates of workers compensation insurance for all Subcontractors and Independent Contractors utilized during the policy term. In the event any form of this documentation is not available for review or deemed otherwise insufficient, amounts paid to these subcontractors or independent contractors will be included as payroll and utilized in the calculation of final audit premium.

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Experience Modification			1.350	$443,052	
Risk Adjustment				-$525,303	
Premium Discount			-.0449	-$53,131	
Expense Constant				$100	
Estimated Premium for California				**$1,130,581**	

Total Estimated Annual Premium (before state taxes & fees)		$1,130,581
Policy Minimum Premium		$3,000
State Taxes & Fees	**Base Factor**	**Cost**
CA Workers Compensation Administration Revolving Fund	2.4604%	$27,817
CA Workers Compensation Fraud Account Assessment	0.4122%	$4,660
CA CIGA Surcharge	0.0000%	$0
CA Subsequent Injuries Benefits Trust Fund Assessment	1.5891%	$17,966
CA Uninsured Employers Benefits Trust Fund Assessment	0.1505%	$1,702
CA Occupational Safety and Health Fund Assessment	0.7266%	$8,215
CA Labor Enforcement and Compliance Fund	0.7109%	$8,037
Total Estimated Cost for COWC563393		$1,198,978

BERKSHIRE HATHAWAY HOMESTATE INSURANCE COMPANY • BHHC SPECIALTY INSURANCE COMPANY • CONTINENTAL DIVIDE INSURANCE COMPANY
CYPRESS INSURANCE COMPANY • EAMES HAVEN INSURANCE COMPANY • KEYSTONE MUTUAL CASUALTY INSURANCE COMPANY

California Disclosures And Notices

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- California Corporate Officer/Directors
  - Corporation, Sub-Charter Corporation
- California General Partners and LLC Managing Members:
  - Partnership, Limited Liability Co., Limited Liability Partnership, Partner, LLLP
- California Professional Corporation Owner & California Cooperative Corporation Officers/ Directors
  - Contact your underwriter if you believe this waiver is applicable for the insured.
- No waivers are applicable for the following entity types:
  - Association, Common Ownership, Individual, Estate, Executor or Trustee, Governmental Entity, Joint, Employers, Labor Union, Non-Profit Organization, Non-Profit Corporation, Organization, Other, Public Agency, Religious Organization, Trade Name, Trust

Short Rate Penalty

A short rate penalty applies if you cancel this policy or if we cancel due to non-payment of premium, failure to report payroll, or non-payment of deductible billing. The short rate penalty may be up to 100% of the full standard premium.

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CYPRESS INSURANCE COMPANY • OAK RIVER INSURANCE COMPANY • REDWOOD FIRE AND CASUALTY INSURANCE COMPANY

Berkshire Hathaway HOMESTATE COMPANIES
Workers Compensation Division

Payment Plan Options

	FlexPay	Pay-As-You-Go	Monthly Payroll Reporting (MPR)	Installments
PAYROLL REPORTING OPTIONS				
Frequency of Reporting Payroll	Per Pay Period	Per Pay Period	Monthly	At Final Audit
Data Aggregation Required for Reporting	No	No	Yes	No
Method for Reporting Payroll	Entered into the Policyholder Portal	Emailed or Automated Reporting	Entered into the Policyholder Portal	N/A
UPFRONT COST AND PAYMENT TIMING				
Premium Deposit Required	No	No	Yes	Yes
Deposit Due	N/A	N/A	Within 15 days of inception	Within 15 days of inception
Taxes and Fees Due	Deferred to initial payroll reporting	Payable when policy is bound	Payable with Deposit	Payable with Deposit
Billing Immediately Adapts to Business Changes	Yes	Yes	Partial	No
PAYMENT METHODS AND TIMING				
Payment Method(s)	Direct Draft	Direct Draft	Direct Draft, Check	Direct Draft, Check
Payment Due Dates	Seven days after report date	Two weeks after the check date	Monthly	Monthly
Installment/Annual Fees	None	$325 fee may apply	None	None
ACTION ITEMS				
Pre-Binding Requirements	Email billing contact's information, payroll cycle, and first pay date in the policy period	Complete the Pay-As-You-Go Billing Form, register for the Policyholder Portal, and setup your account for ACH	Confirm payroll can be compiled monthly	Select installment plan
Post Binding Requirements	Register in Policyholder Portal	If self-reporting, email payroll report to match payroll cycle	Register in Policyholder Portal	To view payments, register in Policyholder Portal

Which plan is right for your business?	FlexPay	Pay-As-You-Go	MPR	Installments
Zero premium deposit required.	✓	✓		
Conveniently log into the portal each pay period and input payroll.	✓			
Billing plan that can adapt to the payroll fluctuations of your business.	✓	✓	✓	
Flexible payroll reporting without spending time compiling monthly payroll reports.	✓	✓		
Minimize potential surprises that may surface at Final Audit. Note that all payroll plans require a final audit.	✓	✓	✓	
Completely touchless process for submitting payroll reports when payroll provider is setup with SmartPay's auto reporting feature.*		✓		
Simplicity of consistent payments as annual payroll spend is highly predictable.				✓
Simply compile and input payroll monthly.			✓	
Mail-in payments available.			✓	✓
Easily make payments electronically.	✓	✓	✓	✓

*Payroll provider must be setup with SmartPay for auto reporting feature. Payroll providers not set up with SmartPay and those self-reporting are subject to an annual $325 fee.

Payment plans are determined prior to binding coverage and cannot be changed mid-term.

General Questions
Reach out to your Agent

FlexPay Questions
FlexPay@bhhc.com

Pay-As-You-Go Questions
PayGoAdmin@bhhc.com

MPR, Installments
CustomerCare@bhhc.com

Berkshire Hathaway HOMESTATE COMPANIES

AM BEST A++ Superior



BerkTotalCare™

BerkTotalCare™ delivers on Berkshire Hathaway Homestate Companies' (BHHC) commitment to providing compassionate care to recovering workers, and superior service and value to our customers. Our specialty focus and expertise in Workers Compensation produces better claims outcomes. Our team of experts are ready to spring into action when an injury occurs and provide comprehensive services that ensure high-quality care for workers, and get them on the road to recovery.

A Better Process from Injury to Recovery

Timely and Appropriate Initial Care

We want employees who are injured on the job to get appropriate and timely care, with minimal delays and/or unnecessary treatment. To help ensure this, we offer a range of services to be responsive to the severity of the injury:

- **Nurse Triage Services** - for less severe injuries, our nurse triage services can help your employee get directed to the appropriate facility, telemedicine, or self-care, depending on the level of care necessary.
- **Nationwide Telemedicine** - for times when face-to-face care with a physician is necessary, but physical access is not possible.
- **Catastrophic Claim Protocols** - our highly experienced Technical Claim Professionals will start handling any catastrophic claims immediately, helping find appropriate care and assigning a Field Nurse for additional support if needed. They will partner with our in-house Medical Director or team of Medical Resource Nurses as needed.
- **Medical Excellence Team** - serves as **personal** healthcare assistants to injured workers. They strive to get them to high-quality doctors and top-rated medical facilities no matter the severity of their injuries. They connect them to trusted doctors matched to their condition and their needs. Our team's main focus is to make navigating healthcare within the workers compensation system easier.

A Focus on Quality Treatment

- **Medical Provider Network** - we are selective and we focus on ensuring our MPN comprises the best providers experienced in treating workplace injuries in California.
- **Our Medical Director** - a residency-trained and board-certified occupational medicine physician – provides input on complex and catastrophic claims and leads our Medical Excellence team that is focused on delivering personalized medical access support to challenging and complex injuries.
- **Intelligent UR℠** - we want to ensure the delivery of timely and seamless medical care, so we partner with trusted providers to enable recovering workers to accomplish more in a single visit. As part of our commitment here, we have a custom Express Care℠ program with Kaiser On the Job as well as other network providers.
- **Claims Professionals** - are committed to ensuring we are delivering compassionate care to recovering workers throughout the claims process.
- **Medical Resource Nurses** - work hand in hand with our Claim Professionals to ensure we're looking out for medical issues and helping coordinate a full and timely recovery.

Representing Financial Strength & Integrity • Workers Compensation Division



Comprehensive Cost Management

- **Medical Bill Review Team** - we use our own certified coders, to deliver a best-in-class bill review service, that includes pre-negotiated rates, detailed review/adjustment of complex bills, and effective price negotiations on non-fee schedule items.
- **Intelligent UR℠** - in addition to using prospective and retrospective UR intelligently, our in-house team of UR nurses and other medical professionals' can approve appropriate treatments quickly and escalate complex or questionable requests to our network of doctors for review. Our approach is cost-effective and ensures medically necessary treatment is provided at the appropriate time for the injury.
- **BHHC Pharmacy Management** – our pharmacy prescription program focuses on utilizing a customized network of pharmacies and an injury-specific formulary to ensure prescriptions are filled without delay. We started our program years before California introduced a formulary, and combined with our UR and Bill review, this allowed us to spot and address issues early:
  - We identified the abuses with compounds much sooner than the rest of the industry, saving recovering workers from questionable and expensive treatment, and we continue this diligence today
  - With our MPN, we were, and are more careful than the rest of the industry in the use of opiates – using them about half as much others industry participants
- **Lower Medical Cost Containment Expenses** – our approach to medical management helps us achieve superior claim outcomes, at a lower cost; our medical cost containment expenses are about half of the rest of the industry.

Returning to Work

Our goal is to help recovering workers get back to health and back to work. To help facilitate this we offer:

- Claim Professionals and Client Service experts that can work with clients to help them understand work restrictions and ways they might accommodate the worker
- A variety of transitional work programs, if the employer is unable to accommodate certain restrictions

BerkTotalCare™ gives employers the peace of mind knowing we are an advocate for them and their employees when an injury occurs, providing timely and appropriate care with a focus on quality treatments while ensuring comprehensive cost management, that is significantly lower than the rest of the industry; helping to achieve superior claim outcomes at a lower cost.

Representing Financial Strength & Integrity • Workers Compensation Division

California Notice of Collection

This notice applies to the U.S. operations of the following companies: Berkshire Hathaway Assurance Corporation, Berkshire Hathaway Homestate Insurance Company, Berkshire Hathaway Specialty Insurance Company, BHHC Special Risks Insurance Company, BHHC Specialty Risk LLC, Columbia Insurance Company, Continental Divide Insurance Company, Cypress Insurance Company, National Fire & Marine Insurance Company, National Indemnity Company, National Indemnity Company of Mid-America, National Indemnity Company of the South, National Liability & Fire Insurance Company, Northern States Agency, Oak River Insurance Company, Redwood Fire and Casualty Insurance Company and Ringwalt & Liesche Co. (collectively, "we," "us," or "our"). We provide this notice to comply with the California Consumer Privacy Act of 2018 and the California Privacy Rights Act of 2020 (Title 1.81.5 (commencing Section 1798.100) of the California Civil Code) (the "CCPA"). This notice applies solely to individuals who reside in California ("consumers," "you," or "your") and only to the extent that the CCPA applies. Any terms defined in the CCPA have the same meaning when used in this notice.

The following table identifies the categories of personal information we may collect about you:

Category
Identifiers such as real name, alias, postal address, unique personal identifier, online identifier, Internet Protocol address, email address, account name, social security number, driver's license number, passport number, or other similar identifiers
Any of personal information described in Cal. Civ. Code § 1798.80(e) such as name, signature, social security number, physical characteristics or description, address, telephone number, passport number, driver's license or state identification card number, insurance policy number, education, employment, employment history, bank account number, credit card number, debit card number, or any other financial information, medical information, or health insurance information
Characteristics of protected classifications under California or federal law, such as race, creed, color, religion, national origin, ancestry, citizenship status, physical disability, mental disability, protected medical condition as defined by applicable state or local law, genetic information, marital status (including registered domestic partnership status), sex or gender (including pregnancy, childbirth, lactation, and related medical conditions), gender identity or gender expression (including transgender status), age , sexual orientation, military and veteran status, or reproductive health decision making
Commercial information, including records of personal property, products or services purchased, obtained, or considered, or other purchasing or consuming histories or tendencies
Biometric information, such as retina scans, fingerprints, faceprints, handprints, palmprints, vein patterns, voice recordings, voiceprints, keystroke patterns or rhythms, gait patterns or rhythms, and sleep, health, or exercise data
Internet or other electronic network activity information, including, but not limited to, browsing history, search history, and information regarding a consumer's interaction with an internet website, application, or advertisement
Geolocation data
Audio, electronic, visual, thermal, olfactory, or similar information
Professional or employment-related information
Education information, meaning information that is not publicly available "personally identifiable information" as defined in the Family Educational Rights and Privacy Act (20 U.S.C. § 1232g; 34 C.F.R. Part 99), such as student name, parent or other family member names, student or family address, social security number, student number, biometric record, date of birth, place of birth, or mother's maiden name

Inferences drawn from other personal information to create a profile about a consumer reflecting the consumer's preferences, characteristics, psychological trends, predispositions, behavior, attitudes, intelligence, abilities, and aptitudes
Social security, driver's license, state identification card, or passport number
Account log-in, financial account, debit card, or credit card number in combination with any required security or access code, password, or credentials allowing access to an account
Precise geolocation
Racial or ethnic origin, religious or philosophical beliefs, or union membership
The contents of a consumer's mail, email, and text messages unless we are the intended recipient of the communication
Personal information that reveals a consumer's genetic data
Personal information collected and analyzed concerning a consumer's health
Personal information collected and analyzed concerning a consumer's sex life or sexual orientation

Depending on your relationship with us, we may or may not collect every category of personal information identified.

We may collect personal information about you for the following purposes:

- To operate, manage, and maintain our business, such as providing quotes for insurance, processing applications (either for insurance or for employment), establishing and servicing policies, claims handling, providing customer support, and furnishing other insurance services.
- To assess and improve our product and service offerings, including the development of new products and services.
- To perform data analysis.
- To conduct marketing activities.
- To detect and prevent fraud and other prohibited or illegal activity.
- To maintain and enhance the security and safety of our systems, data, and workplace.
- To hire qualified employees and maintain our workforce.
- To comply with legal obligations and policies.
- To bring and defend claims.
- For other purposes as permitted by law or to which the consumer consents.

We retain personal information for at least the minimum period required by law.

We do not sell or share personal information.

For further information about our privacy practices, please see our California Consumer Privacy Policy at https://www.bhhc.com/legal-policies/california-privacy-policy/.

MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Director of Operations

Date: July 17, 2024

Subject: *Agenda Item 4b*: Head Start Major Renovations: New Central Kitchen; Barnett House (Stockton); Modular Classrooms in Tehachapi and McFarland – **Action Item**

The following is an update on three Head Start major renovation projects that require applications to the Office of Head Start in accordance with the Head Start Performance Standards 1303.44 (1303).

Project 1: Conversion of the Maintenance Warehouse into the New Central Kitchen

Location: 1825 Feliz, Bakersfield
Contractor: Colombo Construction
Total Construction Price: $4,971,747

As you are aware, Colombo Construction was selected to design and build the project to convert the maintenance warehouse located at 1825 Feliz into the new Central Kitchen. The 1303 application was submitted to the Office of Head Start and is currently under review, with anticipated approval in the coming weeks.

Staff recommend moving forward with amending the design-build contract with Colombo Construction to proceed with construction. All permits have been approved and paid for. This will enable Colombo to lock in its contract cost and begin preparations for an anticipated start date of August 1st. The contract amendment will include a clause that allows CAPK to terminate the contract if approval is denied. Staff will not allow construction to begin until approval is granted.

Given the finite deadline to complete construction by May 15th, including all final billing submitted, staff recommends approving an amendment to Colombo Construction's contract to include a cancellation clause in case the project is not approved by the Office of Head Start.

Project 2: Major Improvements to the Barnett House

Location: Stockton, CA
Contractor: Diede Construction
Total Project Cost: $625,709

The Board previously approved the design-build contract with Diede Construction for major improvements to the Barnett House, including new classrooms, a break room, and restrooms. To this point, we have secured building permits and the total project cost.

Recently, the Office of Head Start approved the1303, allowing us to move forward with construction. Staff recommend granting the CEO the authority to execute an amendment to include construction costs and issue a notice to proceed with construction.

Project 3: Head Start Modular Replacements

Locations: Tehachapi and McFarland
Estimated Project Cost:
McFarland: $1,699,878
Tehachapi: $2,100,204

The Head Start program is seeking to apply for Program Improvement funds to replace the modular buildings in Tehachapi and McFarland, which have reached their useful life and are now considered hazardous to operate. The application for Program Improvements requires a 1303 submission, which is attached for your review.

McFarland Project Details:

Demolition of the existing building
Foundation for the new building
Accessible paths
Fenced playground area

Tehachapi Project Details:

Demolition of the existing building
Foundation for the new building
New parking lot
Accessible paths
Fenced playground area

Staff recommend approval to submit a 1303 application to the Office of Head Start for both the Tehachapi and McFarland projects.

We are committed to ensuring that these projects move forward smoothly and in compliance with Head Start Performance Standards. The approval of the recommended actions will help us meet our construction deadlines and improve the facilities for our Head Start programs.

Recommendation
Staff recommends the execution of contract amendments and notice to proceed with Colombo Construction for Central kitchen with a cancelation clause, contract amendment and notice to proceed with Diede Construction, and approval to submit the 1303 applications for Tehachapi and McFarland.

Attachments:
Amendment II to Contract – Colombo Construction
Barnett House 1303 Approval
Amendment I to Contract – Diede Construction
McFarland 1303 Application
Tehachapi 1303 Application

Community Action Partnership of Kern

1300 18th Street, Suite 200, Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT

This is AMENDMENT II to the Contract for Services Agreement ("Agreement") dated September 1st, 2023, by and between Columbo Construction, Inc ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date of this AMENDMENT II will be July 17th, 2024.

***Section 1 Services* of the original agreement is revised to read as follows:**

g. **FUNDING APPROVAL CONTINGENCY CLAUSE.** This Construction Contract (the "Contract") between CAPK and Contractor is contingent upon CAPK receiving funding approval from the Office of Head Start for the project described herein. In the event that such funding approval is not granted by the Office of Head Start, CAPK reserves the right to cancel this Contract without any penalty or further obligation to the Contractor. The contractor may not mobilize or start any construction work until CAPK provides written notice to proceed.
Upon notification of the denial of funding approval, CAPK will provide written notice to the Contractor, effectively terminating the Contract immediately.

***Section 2 TERM* of the original agreement is revised to read as follows:**

a. This agreement shall be effective October 16, 2023, and all Services shall be provided through May 15, 2025.

Both parties wish to extend and continue said agreement: it is agreed that said agreement is now expiring on May 15, 2025.

***Section 4 PAYMENT FOR SERVICES* of the original agreement is revised to read as follows:**

a. **INVOICES.** Services for Phase I - Design shall be billed according to Attachment A. Phase II fees are to be billed according to Attachment B. Any change in fees in excess of Attachment A and B are to be substantiated. Contractor shall only proceed with Phase II upon issuance of a notice to proceed. Contractor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Contractor providing the Services iii) the hours spent by each such person in providing the Services, and any additional costs incurred in providing the services, as provided in Attachment A. Final payment will be released once certified payroll and Davis Bacon has been reviewed and found to be accurate.

   Contractor shall mail all invoices, with required detail, to:

   Community Action Partnership of Kern
   Attn: Accounts Payable
   1300 18th Street, Suite 200
   Bakersfield, CA 93301

All other terms of the original Agreement remain binding except where they contradict Amendment II, which shall prevail.

DRAFT

VENDOR: COLUMBO CONSTRUCTION, INC

Signature: _____ **Date: _____**

Printed Name: _____ **Title: _____**

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date: _____**

Printed Name: _____ **Title: _____**

DRAFT

Attachment B

Community Action Partnership of Kern

Central Kitchen Tenant Improvement

Design Development Construction Budget

Location:	1825 Feliz Drive, Bakersfield, CA
Date:	Monday, January 22, 2024
Kitchen Building SF:	3,922
General Building SF:	4,103
Plans:	Skarphol / Frank Associates Design Development Drawings dated 1-15-2024
Prepared By:	Colombo Construction Co., Inc.

SECTION	DESCRIPTION	Site	General	Kitchen	Total
01-24000	Janitorial Services	$ -	$ 3,216	$ 3,364	$ 6,581
02-05000	Selective Demolition	$ 13,992	$ 13,874	$ 28,884	$ 56,750
02-15000	Site Concrete	$ 70,870	$ -	$ -	$ 70,870
02-16000	AC Paving	$ 31,968	$ -	$ -	$ 31,968
02-23000	Chain Link Fencing	$ 21,948	$ -	$ -	$ 21,948
02-24000	Ornamental Gates	$ 17,500	$ -	$ -	$ 17,500
03-01000	Concrete	$ -	$ -	$ 219,208	$ 219,208
04-20000	Masonry	$ 7,314	$ -	$ -	$ 7,314
05-10000	Structural Steel	$ 15,415	$ 7,302	$ -	$ 22,717
07-20000	Insulation	$ -	$ 9,555	$ 19,245	$ 28,800
07-30000	Roofing	$ -	$ 6,398	$ 2,148	$ 8,546
08-10000	Doors/ Frames/ Hardware	$ -	$ 41,500	$ 55,500	$ 97,000
08-40000	Glass & Glazing	$ -	$ -	$ 2,400	$ 2,400
09-21000	Metal Studs / Drywall	$ -	$ 65,548	$ 99,452	$ 165,000
09-30000	Tile Work	$ -	$ 4,845	$ -	$ 4,845
09-50010	Suspended Acoustial Ceilings / FRP	$ -	$ 5,759	$ 59,328	$ 65,087
09-68000	Carpet	$ -	$ 6,048	$ -	$ 6,048
09-90000	Paints & Coatings	$ 5,926	$ 11,848	$ 8,700	$ 26,474
09-97000	Floor Hardener / Sealer	$ -	$ -	$ 174,500	$ 174,500
10-40020	Exterior Signage	$ -	$ -	$ 3,000	$ 3,000
10-40030	Interior Signage	$ -	$ 650	$ 6,900	$ 7,550
10-50000	Lockers & Benches	$ -	$ 10,800	$ -	$ 10,800
10-52000	Fire Extingushier & Cabinets	$ -	$ 500	$ 2,000	$ 2,500
10-81000	Toilet Accessories	$ -	$ 1,500	$ -	$ 1,500
11-30000	Grease Interceptor	$ 35,200	$ -	$ -	$ 35,200
11-40000	Food Service Equipment	$ -	$ -	$ 1,095,000	$ 1,095,000
13-10220	Metal Wall Panels	$ -	$ 11,648	$ 3,898	$ 15,546
13-16000	Shade Structures	$ 91,865	$ -	$ -	$ 91,865
15-30000	Fire Sprinkler	$ -	$ 15,338	$ 14,662	$ 30,000
15-40000	Plumbing	$ -	$ 26,000	$ 139,000	$ 165,000
15-70000	HVAC	$ -	$ 21,002	$ 515,490	$ 536,492
16-00000	Electrical	$ -	$ 251,473	$ 240,883	$ 492,356
16-60000	Fire Alarm	$ -	$ 23,403	$ 22,372	$ 45,775
	Subtotal	**$ 311,998**	**$ 538,207**	**$ 2,715,934**	**$ 3,566,138**
8%	Design Contingency	$ 24,960	$ 43,057	$ 217,275	$ 285,291
	Subtotal	**$ 336,957**	**$ 581,263**	**$ 2,933,209**	**$ 3,851,430**
7%	Construction Contingency	$ 23,587	$ 40,688	$ 205,325	$ 269,600
	Subtotal	**$ 360,544**	**$ 621,952**	**$ 3,138,533**	**$ 4,121,030**
8 months	General Conditions	$ 29,249	$ 56,956	$ 264,565	$ 350,770
	Subtotal	**$ 389,793**	**$ 678,908**	**$ 3,403,099**	**$ 4,471,800**
9.0%	Overhead & Profit	$ 35,081	$ 61,102	$ 306,279	$ 402,462
	Subtotal	**$ 424,875**	**$ 740,009**	**$ 3,709,378**	**$ 4,874,262**
	Liability Insurance	$ 4,249	$ 7,400	$ 37,094	$ 48,743
	E&O Insurance	$ 4,249	$ 7,400	$ 37,094	$ 48,743
	Total Construction Cost	**$ 433,372**	**$ 754,809**	**$ 3,783,565**	**$ 4,971,747**
	Building Squarefoot Cost	**$ 54.00**	**$ 183.97**	**$ 964.70**	**$ 619.53**

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH011132-05-04
FAIN# 09CH011132
Federal Award Date: 06/07/2024

Recipient Information

1. Recipient Name
COMMUNITY ACTION PARTNERSHIP OF KERN
5005 Business Park N
Bakersfield, CA 93309-1651
661-336-5236

2. Congressional District of Recipient
23

3. Payment System Identifier (ID)
1952402760A1

4. Employer Identification Number (EIN)
952402760

5. Data Universal Numbering System (DUNS)
072947617

6. Recipient's Unique Entity Identifier (UEI)
MH2JA4FK2WK1

7. Project Director or Principal Investigator
Mrs. Yolanda Gonzales
Director of Head Start/ State Child Development
ygonzale@capk.org
661-336-5236

8. Authorized Official
Mr. Fred Plane
fplane@bak.rr.com
000-000-0000

Federal Agency Information
ACF/OHS Region IX Grants Office

9. Awarding Agency Contact Information
Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10.Program Official Contact Information
Ms. Cynthia T Yao
Head Start Program
Cynthia.Yao@acf.hhs.gov
415-437-8451

Federal Award Information

11. Award Number
09CH011132-05-04

12. Unique Federal Award Identification Number (FAIN)
09CH011132

13. Statutory Authority
42 USC 9801 ET SEQ.

14. Federal Award Project Title
Head Start and Early Head Start

15. Assistance Listing Number
93.600

16. Assistance Listing Program Title
Head Start

17. Award Action Type
Carryover Request

18. Is the Award R&D?
No

Summary Federal Award Financial Information

19.	**Budget Period Start Date** 03/01/2023 **- End Date** 02/28/2025	
20.	**Total Amount of Federal Funds Obligated by this Action**	$0.00
	20a. Direct Cost Amount	$645,378.00
	20b. Indirect Cost Amount	$0.00
21.	Authorized Carryover	$3,523,819.00
22.	Offset	$0.00
23.	Total Amount of Federal Funds Obligated this budget period	$39,182,883.00
24.	**Total Approved Cost Sharing or Matching, where applicable**	$10,515,329.00
25.	**Total Federal and Non-Federal Approved this Budget Period**	$49,698,212.00
26.	**Period of Performance Start Date** 07/01/2019 **- End Date** 02/28/2025	
27.	Total Amount of the Federal Award including Approved Cost Sharing or Matching this Period of Performance	$191,470,805.15

28. Authorized Treatment of Program Income
ADDITIONAL COSTS

29. Grants Management Officer – Signature
Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks

Department of Health and Human Services

Administration for Children and Families

Notice of Award

Award# 09CH011132-05-04
FAIN# 09CH011132
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Recipient Information

Recipient Name
COMMUNITY ACTION PARTNERSHIP OF KERN
5005 Business Park N
Bakersfield, CA 93309-1651
661-336-5236

Congressional District of Recipient
23

Payment Account Number and Type
1952402760A1

Employer Identification Number (EIN) Data
952402760

Universal Numbering System (DUNS)
072947617

Recipient's Unique Entity Identifier (UEI)
MH2JA4FK2WK1

31. Assistance Type
Discretionary Grant

32. Type of Award
Service

33. Approved Budget
(Excludes Direct Assistance)

I. Financial Assistance from the Federal Awarding Agency Only
II. Total project costs including grant funds and all other financial participation

a. Salaries and Wages	$21,109,112.00
b. Fringe Benefits	$7,287,958.00
c. Total Personnel Costs	$28,397,070.00
d. Equipment	$414,100.00
e. Supplies	$1,697,425.00
f. Travel	$148,427.00
g. Construction	$645,378.00
h. Other	$6,654,528.00
i. Contractual	$1,219,974.00
j. TOTAL DIRECT COSTS	$39,176,902.00
k. INDIRECT COSTS	$3,529,800.00
l. TOTAL APPROVED BUDGET	$42,706,702.00
m. Federal Share	$42,706,702.00
n. Non-Federal Share	$10,515,329.00

34. Accounting Classification Codes

FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	CFDA NO.	AMT ACTION FINANCIAL ASSISTANCE	APPROPRIATION
2-G094122	09CH01113204	ACFOHS	41.51	93.600	($645,378.00)	75-22-1536
2-G094122	09CH01113205	ACFOHS	41.51	93.600	$645,378.00	75-22-1536

35. Terms And Conditions

STANDARD TERMS

1. Federal awards are subject to legally binding requirements called terms and conditions (T&Cs). Recipients must review and comply with all T&Cs identified under the award. When a recipient is awarded and accepts an ACF award, it must comply with the requirements outlined in the Notice of Award and T&Cs. The recipient must actively manage its award and adhere to all applicable requirements. For more information about grants management activities and resources for recipients throughout the award lifecycle, see the Managing Your ACF Grant Award at https://www.acf.hhs.gov/grants/manage-grant.

Applicable Legislation, Statute, and Regulations

1. The administration of this program is authorized under the Head Start Act, as amended by the Improving Head Start for School Readiness Act of 2007, Public Law 110-134 at https://www.congress.gov/bill/110th-congress/house-bill/1429.

2. The program is codified at 42 U.S.C. 9831 et seq at http://uscode.house.gov/view.xhtml?path=/prelim@title42/chapter105/subchapter2&edition=prelim.

3. Implementing program regulations are published as the Head Start Program Performance Standards at 45 CFR Parts 1301 to 1305, https://www.ecfr.gov/current/title-45/subtitle-B/chapter-XIII/subchapter-B. Additional program guidance is located on the Early Childhood Learning & Knowledge Center (ECLKC), https://eclkc.ohs.acf.hhs.gov/. Recipients must act in compliance with the Program Instructions and Information Memoranda. For full text, go to https://eclkc.ohs.acf.hhs.gov/policy/pi and https://eclkc.ohs.acf.hhs.gov/policy/im.

4. This award is subject to the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for HHS Awards found at 45 CFR Part 75 at https://www.ecfr.gov/current/title-45/subtitle-A/subchapter-A/part-75. This award is subject to the Closeout requirements for Grants and Agreements found at 2 CFR 200.344 at https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200/subpart-D/subject-group-ECFR682eb6fbfabcde2/section-200.344.

5. This award is subject to Executive Orders in the Federal Register available at https://www.federalregister.gov/presidential-documents/executive-orders.

6. This award is subject to requirements or limitations in any applicable Appropriations Act available at https://crsreports.congress.gov/.

7. This award is subject to the Administrative and National Policy Requirements at https://www.acf.hhs.gov/grants/administrative-and-national-policy-requirements.

8. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable based on your recipient type and the purpose of this award. This includes requirements in Parts I and II available at https://www.hhs.gov/grants-contracts/grants/grants-policies-regulations/index.html. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS.

Property

9. This award is subject to the Property Related T&Cs found at https://www.acf.hhs.gov/grants/manage-grant/grant-award/property-terms. Under 45 CFR §75.323, all real property, equipment, and intangible property acquired or improved with ACF funds must be held in trust by the non-federal entity as trustee for the beneficiaries of the project or program under which the property was acquired or improved.

Award Payment

10. This award will be paid through the Department of Health and Human Services, Payment Management Services, operating under the Program Support Center (PSC). The PSC provides automated award payment and cash management services from awards issued by Federal Government Awarding Agencies through the centralized payment system, Payment Management System (PMS). For more detailed information on payment through PMS, go to https://pms.psc.gov/. Drawing funds from PMS indicates acceptance and agreement to the T&Cs of the award.

Unique Entity Identifier (UEI) Notice

11. All applicants and recipients must have an active System for Award Management (SAM) registration and UEI issued. ACF recommends that organizations start the renewal process at least 30 days prior to expiration to avoid delays in federal funding. Entities can search for help at Federal Service Desk (FSD) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET. This award is subject to requirements as set forth in 2 CFR 25.110.

AWARD ATTACHMENTS

COMMUNITY ACTION PARTNERSHIP OF KERN 09CH011132-05-04

1. 09CH011132-05 FY23 COB Remarks

30. REMARKS (Continued from previous page)

This action reprograms unobligated Head Start operations funds of $645,378.00 from Program Year 04 to Program Year 05 to complete approved program activities. The unobligated federal fund balance is reported as available in the grantee's Final Financial Report SF-425 for Grant No. 09CH011132/04. If the audit report for the periods including Grant No. 09CH011132/04 reflects a lower federal fund balance, it will be the responsibility of the grantee to cover any difference with non-federal funds.

This action approves the request to reprogram operations funds of $645,378 for the following approved program activities:

Construction: $645,378 for the major renovation at the Barnett House in Stockton, CA

This action approves the application submitted under 45 C.F.R. Part 1303 Subpart E – Facilities for the renovation of the grantee owned facility located at 347 E Poplar Street, Stockton, CA 95202, in the amount of $645,378 and removes the special condition specified in award number 09CH011132-04-03, September 12, 2023.

Expenditures for this project are subject to all statutory requirements of the Head Start Program and all applicable terms and conditions of the grant. The scope of the approved project cannot be changed, and funds authorized shall not be used for any other purpose(s) without prior approval. A notice of federal interest must be recorded on the property in accordance with 1303.46.

Compliance with the Davis Bacon Act on all contracts for construction, renovation, and repairs over $2,000 for facilities is required. Funds can only be used to purchase equipment or contractual services from vendors meeting the requirements of 45 C.F.R. § 75.327(h).

Community Action Partnership of Kern

1300 18th Street, Suite 200, Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT

This is AMENDMENT I to the Contract for Services Agreement ("Agreement") dated June 1st, 2022, by and between Diede Construction, Inc ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date of this AMENDMENT II will be July 17, 2024.

***Section 2* of the original agreement is revised to read as follows:**

a. This agreement has been extended through May 15, 2025.

Both parties wish to extend and continue said agreement: it is agreed that said agreement is now expiring on May 15, 2025.

***Section 4* of the original agreement is revised to read as follows:**

a. **INVOICES**. Services for Phase II shall be billed according to **Attachment A** and shall not exceed $625,709.00. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of vendor providing the Services iii) the hours spent by each such person in providing the Services, and cost incurred in providing the services, as provided in **Attachment A**. Vendor shall mail all invoices, with required detail, to:

    Community Action Partnership of Kern
    Attn: Accounts Payable
    1300 18th Street, Suite 200
    Bakersfield, CA 93301

DRAFT

All other terms of the original Agreement remain binding except where they contradict Amendment II, which shall prevail.

VENDOR: DIEDE CONSTRUCTION, INC

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____ **Date:** _____

Printed Name: _____ **Title:** _____

PO Box 1007
Woodbridge, CA 95258
P 209.464.3352
F 209.368.0600

PROPOSAL

License Number 632667

06/18/2024

Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Attention:
Emilio Wagner ewagner@capk.org
Maria Contreras mcontreras@capk.org

RE: CAPK - 347 E. Poplar St, Stockton, CA Tenant Improvement

SCOPE OF WORK:
Based on the permit approved plans designed by Mike Smith Engineering
Remodel existing day care
Create a breakroom
Remodel Restrooms
Add sink in each classroom
Add Fire sprinklers
Miscellaneous electric
Total **$625,709.00**

EXCLUSIONS

1. Design (included in previous contract)
2. Permit or fees.
3. All testing unless stated above
4. Hazardous material removal

Price is good for 30 days.
A formal contract shall be written upon approval of the proposal.

Brett Diede
Diede Construction, Inc

GENERAL PROVISIONS

GENERAL CONDITIONS: All material as specified. All agreements are contingent on strikes, accidents, delays or market conditions beyond our control. All work completed according to standard building practices. Any alteration or deviation from these specifications involving extra costs will be completed only upon signed, written orders and becomes an extra charge above the contract price.

This contract may not be amended, transferred, assigned, sold or in any manner hypothecated or pledged by either party.

INSURANCE: The Owner shall require the Direct Contractor to include the Owner as additional insured on the Contractor's liability insurance. Diede Construction, Inc. is a fully insured and bondable corporation. Our workers are fully covered by Worker's Compensation Insurance. Owner to carry Course of Construction Insurance.

PROPERTY INSURANCE: Unless otherwise provided in the Supplemental Conditions, Owners shall purchase and maintain property insurance upon the work at the site in the amount of the full replacement cost thereof (Subject to such deductible amounts as may be provided in the supplementary Conditions or required by Law
or Regulations). This insurance shall:

1. Include the interests of Owner, Direct Contractor, Subcontractors, Engineer and Construction Manager, and any other individuals or entities identified in the Supplementary conditions, and the officers, directors, partners, employees, agents, consultants and subcontractors of each and any of them, each of whom is deemed to have an insurable interest and shall be listed as an insured or additional insured;

2. Be written on a Builder's Risk "All-Risk" or open peril or special causes of loss policy form that shall at least include insurance for physical loss or damage to the work, temporary buildings, false work, and materials and equipment in transit, and shall insure against all perils including Flood and Earthquake.

3. Include expenses incurred in the repair or replacement of any insured property insured in the repair or replacement of any insured property (including, but not limited to, fees and charges of engineers and architects);

4. Cover materials and equipment stored at the site or at another location that was agreed to in writing by Owner prior to being incorporated in the Work, provided that such materials and equipment have been included in an Application for Payment recommended by Engineer.

5. Allow for partial utilization of the Work by Owner;

6. Include testing and startup; and

7. Be maintained in effect until final payment is made unless otherwise agreed to in writing by Owner, Contractor, Engineer and Construction Manager with 30 days written notice to each other additional insured.

NOTICE TO OWNERS

"Under the California Mechanic's" Lien Law, any direct contractor, subcontractor, laborer, material supplier, or other person or entity that helps to improve your property, but is not paid for his or her work or supplies, has a right to place a lien on your home, land, or property where the work was performed and to sue you in court to obtain payment.

This means that after a court hearing, your home, land, and property could be sold by a court officer and the proceeds of the sale used to satisfy what you owe. This can happen even if you have paid your contractor in full if the contractors, subcontractors, laborers, or suppliers remain unpaid.

To preserve their rights to file a claim or lien against your property, certain claimants such as subcontractors or material suppliers are each required to provide you with a document called a "Preliminary Notice". Direct Contractors and laborers who contract with owners directly do not have to provide such notice since you are aware of their existence as an owner. A preliminary notice is not a lien against your property. Its purpose is to notify you of persons or entities that may have a right to file a lien against your property if they are not paid. In order to perfect their lien rights, a direct contractor, subcontractor, supplier, or laborer must file a mechanic's lien with the county recorder which then becomes a recorded lien against your property. Generally, the maximum time allowed for filing a mechanic's lien against your property is 90 days after substantial completion of your project.

VERIFICATION OF FUNDS

Owner shall provide proof of funds dedicated to this project either by providing Lender information or by having funds in a separate account ear marked for this project. Evidence of such financing shall be a condition precedent to the General contractors continuing the work.

Community Action Partnership of Kern
Project: McFarland Head Start
Grant: 09CH011132
Purpose: Application for program improvement funds – addressing 1303.44 performance standards.
Funding Request: $1,699,878

1. Submit a written application including all requirements in Head Start Program Performance Standards 1303.44 Applications to purchase, construct, and renovate facilities. In compliance with the Head Start Act, the funding application must be reviewed and approved by the governing body and the Policy Council. [Head Start Act, Sec. 642 (c)]
    a. The details and requirements of the Head Start Program Performance Standards 1303 were presented at the Executive Committee meeting of the Board of Directors on July 17. This presentation ensured that all board members were informed about the project's scope, objectives, and compliance requirements.

2. Establish that the proposed purchase, construction, or major renovation is necessary because the lack of suitable facilities in the grantee's service area will inhibit the operation of the program. [45 CFR §1303.42(a)(1)(iii)]
    a. After conducting an extensive search in the community of McFarland, no suitable alternative properties were identified. Attached is a letter from our real estate broker, Jeffrey T. Andrew of Cushman & Wakefield, confirming the lack of alternative options.
3. Provide a written statement from an independent real estate professional describing how it was determined that there is or was a lack of alternative facilities. [45 CFR §1303.42(b)]
    a. Please find attached the correspondence from our realtor, Jeffrey T. Andrew of Cushman & Wakefield, which provides detailed information on the search process and confirms the absence of viable alternative properties in McFarland.
4. Provide a written statement explaining the effect the facility will have on program enrollment, activities and services, and how it was determined what the anticipated effect would be [45 CFR §1303.44(a)(1)]
    a. The replacement of the existing classroom is critical, as failure to complete the project would result in the loss of essential services to families in the community. The Community Needs Assessment identifies McFarland as an area with high needs, underscoring the importance of this project for maintaining and enhancing service delivery to children and families.

5. Provide deed or other document showing legal ownership of real property, legal description of facility site, and explanation why the location is appropriate for the service area. [45 CFR 1303.44(a)(2)]
    a. Community Action Partnership of Kern (CAPK) does not own the property where the new facility will be located. The property is leased from the McFarland Unified School District, ensuring a stable and collaborative arrangement for the duration of the lease.

6. Provide plans and specifications describing the proposed facility including square footage, structure type, number of rooms it will have or has, how the rooms will be used, where the structure will be located on site, and whether there is space available for outdoor play and parking. [45 CFR §1303.44(a)(3)]
    a. Attached are the site plans for the McFarland project, detailing the layout and features of the new facility. The plans include accessible routes to the modular classroom, one classroom, a children's restroom, an adult restroom, an office, storage areas, and a fenced playground area, ensuring a comprehensive and inclusive environment for the children.

7. Submit the proposed schedule that details when the grantee will acquire, renovate, repair and occupy the facility. [45 CFR §1303.44(a)(6)]
    a. The proposed schedule for the project is attached, outlining the timeline from the design and engineering phase to the program move-in. The schedule ensures a structured and timely completion of the project.

8. Provide certification by a licensed engineer or architect that facility is or will be upon completion, structurally sound and safe for use as a Head Start facility and it complies, or will comply upon completion, with building codes, child care licensing requirements, Americans with Disabilities Act, Rehabilitation Act, Flood Disaster Protection Act and National Historical Preservation Act. [45 CFR §1303.44(a)(4)]
    a. Please find attached the statement from our architectural firm, Skarphol/Frank Associates, confirming the structural integrity and compliance of the proposed facility with all relevant building codes and regulations.

9. If the grantee intends to use a facility to operate a Head Start program and for another purpose, it must disclose what percentage of the facility will be used for non-Head Start activities, along with costs associated with those activities, in accordance with applicable cost principles. [45 CFR §1303.45(c)]
    a. CAPK intends to use the facility exclusively for Head Start programs. The building will be dedicated 100% to Head Start activities, ensuring focused and specialized service delivery.

10. Provide an estimate by a licensed independent certified appraiser of the facility's fair market value after proposed purchase and associated repairs and renovations construction, or major renovation is completed (except for major renovations to leased property). [45 CFR §1303.44(a)(7)]
    a. An appraisal has been requested for the application process; however, it has not yet been received. The appraisal will be submitted as soon as it becomes available.

11. Provide a statement that shows what share of the purchase, construction, or major renovation will be paid with grant funds and what the grantee proposes to contribute as a nonfederal match. [45 CFR §1303.44(a)(9)]

a. There are no plans for a non-federal share of funding for this project. The project will be entirely funded by federal sources and allocated 100% to Head Start.

12. Submit detailed cost estimate, compare the costs to other available alternatives in the service area, and provide any additional information the responsible HHS official requests. [45 CFR §1303.45(a)(1)]
    a. The cost estimate for the project is attached. This detailed estimate outlines the anticipated expenses for the construction and associated improvements, ensuring transparency and financial planning.

13. Cost comparison must identify who owns the property, list all costs, identify costs over the structure's useful life, and demonstrate how the proposed purchase is consistent with goals, community needs, enrollment and program options, and how it will support qualify services to children and families. [45 CFR §1303.45(a)(2)(i) through (iv)]
    a. There are no other comparable facilities in the McFarland area. The new facility will provide a high-quality learning environment, incorporating the latest efficiencies in systems and design. Construction of this center is crucial for the continued support and development of child services in the community.

14. Provide a statement from a lender, if a grantee applies to use Head Start funds to continue purchase on a facility or refinance existing debt on a facility, that indicates the lender is willing to comply with 1303.49 Protection of federal interest in mortgage agreements. [45 CFR §1303.44(a)(10)]
    a. CAPK does not intend to request a loan for this project. All funding will be secured through federal sources.

15. Provide the terms of any proposed or existing loan(s) related to purchase, construction, or major renovation, including copies of funding commitment letters, mortgages, notes, potential security agreements, and information on all other sources of funding. [45 CFR §1303.44(a)(11)]
    a. No loan is required for the completion of this project.

16. Provide a Phase I environmental site assessment that describes the environmental condition of the proposed facility site and any structures on the site. [45 CFR §1303.44(a)(12)]
    a. A Phase I Environmental Assessment is currently in progress. The assessment will be submitted upon completion and receipt.

17. Provide a description of the efforts by the grantee to coordinate or collaborate with other providers in the community to seek assistance, including financial assistance. [45 CFR §1303.44(a)(13)]
    a. We have collaborated with the McFarland Unified School District to continue our relationship, ensuring the district will lease the land to us for the long term. They

have agreed to a 15-year commitment, with the lease space being reimbursement-based only for utilities.

18. For leased properties, in addition to all other checklist items, provide copy of existing or proposed lease agreement, and the landlord or lessor's consent. [45 CFR §1303.44(b)(1)]
    a. The lease agreement is currently in progress. We are working to finalize the terms and will provide updates as they become available.

19. For modular unit to be sited on leased property or on property not owned by grantee, in addition to all other checklist items, provide copy of proposed lease or other occupancy agreement giving grantee access to modular unit for at least 15 years. [45 CFR §1303.44(b)(2)]
    a. The lease is in progress and will include a 15-year term for the proposed modular building. The finalized lease agreement will be forwarded once completed.

20. For use of funds to continue purchase on a facility or to refinance existing indebtedness, the grantee must compare costs of continued purchase against cost of purchasing a comparable facility in the service area over remaining years of facility's useful life. [45 CFR §1303.45(b)]
    a. There are no other comparable facilities in the McFarland area, reinforcing the necessity and uniqueness of this project.

21. The grantee must obtain the responsible HHS official's written approval before it uses Head Start funds to contract construction or renovation services and must ensure these contracts are paid on a lump sum fixed-price basis. [45 CFR §1303.55 (b)]
    a. CAPK will not proceed with construction until authorized by the Office of Head Start. The construction contract will be established on a lump sum fixed price basis to ensure cost control and financial clarity.

22. The grantee must ensure all construction and renovation contracts contain a clause that gives the responsible HHS official or his designee access to the facility, at all reasonable times, during construction and inspection. [45 CFR §1303.55 (d)]
    a. The construction contract will include the required clause to ensure compliance and grant the responsible HHS official or designee access to the facility during construction and inspection.

23. Provide a breakdown of the total costs for the project (other Federal funding, bank loan, grantee share, foundation, state and local government share, other funding sources, etc.) and the share of the costs that will be paid with ACF grant funds. [45 CFR §1303.44] and [45 CFR §1303.45]
    a. The project will be funded with 100% Head Start funds. The project estimate outlines the total cost for the project.
24. Any additional information the responsible HHS official may require. [45 CFR §1303.44(14)]
    a. There is no additional information to provide at this time.

Investment Property Sales
5060 California Avenue
Suite 1000
Bakersfield, CA 93309

Jeffrey T. Andrew
Senior Director
Broker Lic. 00941323

July 2, 2024

Mr. Emilio Wagner
Director of Operations
Community Action Partnership of Kern (CAPK)
1300 18th St.
Bakersfield Ca. 93301

Re: Site Search McFarland, Ca.

Dear Mr. Wagner

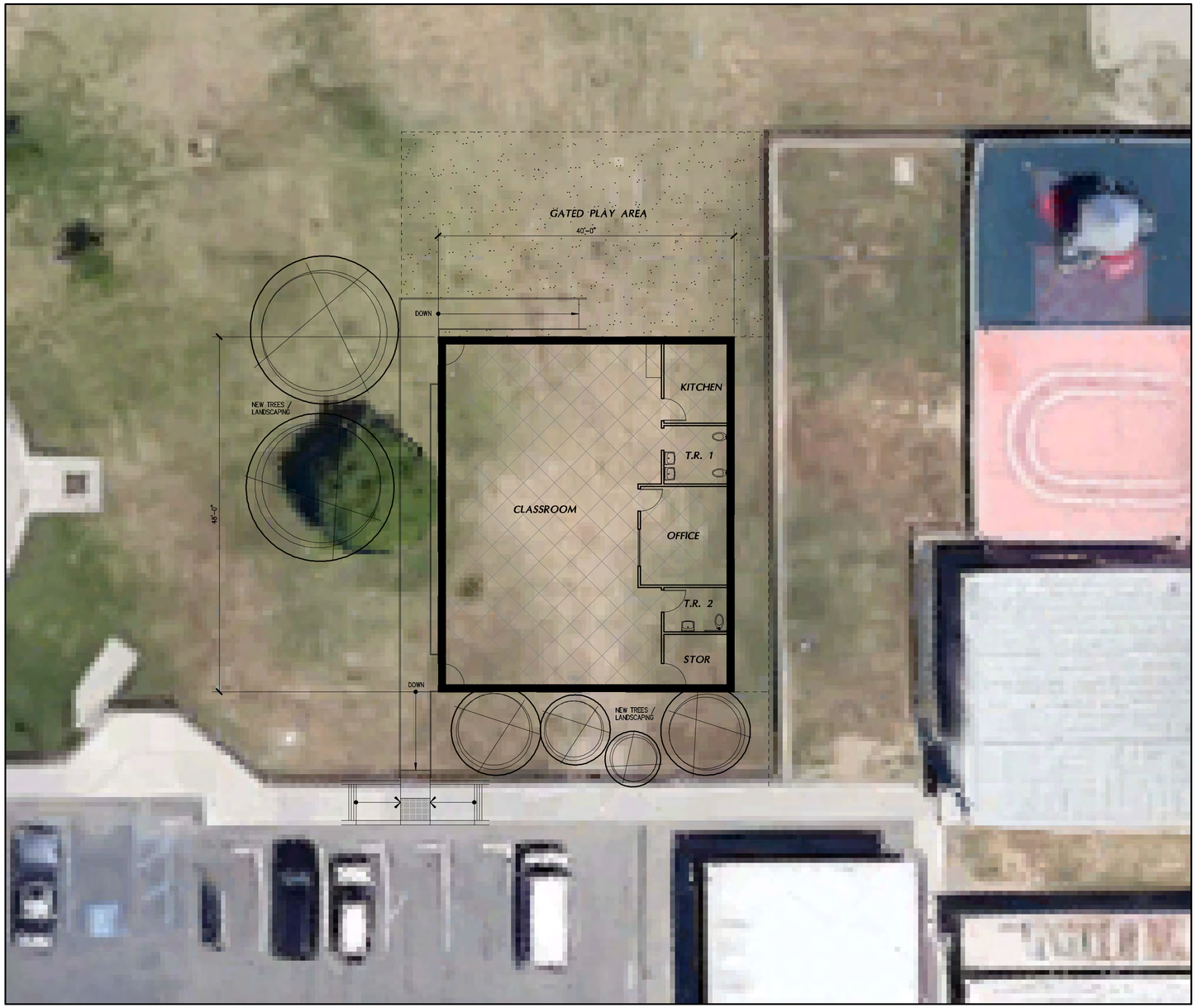
Per your request, I searched the McFarland, California market for available properties in the 1500-2,000 squarer feet range. McFarland is a small town with very few opportunities in commercial real estate. I search for office or retail properties from 1500 to 2,000 square feet. There were no options except for one property under construction that may be completed by the end of 20204. It is a small space fueling property sandwiched between the gas station and a truck stop and would not fit with what Community Action Partnership of Kern would need to use the site for.

So, there are not options for CAPK in the McFarland market. Let me know if you have questions or need additional information?

Sincerely,



Jeffrey T. Andrew | Lic. 00872805
Cushman & Wakefield USA | Broker Lic. 01919464
5060 California Avenue, Suite 1000
Bakersfield, CA 93309
Tel: (661) 633-3827



N

SITE PLAN 1/8"

SCHEMATIC DESIGN 'A'



N

SITE MAP / OVERALL SITE PLAN N.T.S.

Skarphol / Frank Associates
ARCHITECTURE • PLANNING • INTERIORS
Paul Skarphol, Architect • Gregory Frank, Architect
925 17th Street
Bakersfield, CA 93301
(661) 334-2741
skarpholfrank.com

These drawings, related specifications, ideas, designs and arrangements represented thereby are and shall remain the property of the Architect and no part thereof shall be copied, disclosed to others used in connection with any work or project other than the specific project which they have been prepared and developed without the written consent of the Architect. Visual contact with these drawings or specifications shall constitute conclusive acceptance of these restrictions.

NEW MODULAR BUILDING

1120 E. PERKINS AVENUE
MCFARLAND, CALIFORNIA

DATE	ISSUED FOR
7-8-2024	CLIENT REVIEW

REVISION	DESCRIPTION

NOT FOR CONSTRUCTION
CLIENT REVIEW - 7-8-2024

JOB 7462	SCH-A
DP JDL	
PM GJF	

Community Action Partnership of Kern

Project Schedule

Project: McFarland Modular Building.

Date: 7/10/2024

Phase	Start Date	End Date	Duration (days)
Desing/Engineering Phase	7/8/2024	10/21/2024	75
Procurement RFP General Contractor	10/21/2024	12/2/2024	30
Contract Award	12/3/2024	12/6/2024	3
Construction	12/30/2024	10/20/2025	210
Final Inspections	10/20/2025	10/27/2025	5
Program Move in	10/26/2025	12/5/2025	30

Community Action Partnership of Kern
Estimated Project Cost

Location: McFarland Head Start
Project: Construction Cost - Excludes Demolition & Architectural

001	**New Construction**					**$**	**886,608**
	48x40 Slab on Grade Modular	1920	SF	$ 65.00	$ 124,800		
	48x40 Modular	1920	SF	$ 210.00	$ 403,200		
	Site improvements	9300	SF	$ 38.56	$ 358,608		
	Sub Total					$	886,608
D001	**Contractors Cost**						
	General Conditions					$	179,900
	Subtotal					**$**	**1,066,508**
	Liability Insurance					$	10,665
	E&O Insurance					$	5,333
	Subtotal					**$**	**1,082,506**
	Overhead & Profit					$	162,376
	Subtotal					**$**	**1,244,881**
	Bond					$	12,449
	Builders Risk					$	6,224
	Subtotal					**$**	**1,263,555**
	10% Contingency					$	126,355
	Total Construction Cost					**$**	**1,389,910**
A001	**Consultant Cost**						
	Design/Engineering					$	166,789.22
	Permits					$	45,000
	Inspections					$	30,000
	Utilities					$	15,000
	Testing					$	25,000
	Subtotal					$	281,789
	Design 10% Contingency					$	28,179
	Total Construction Cost					**$**	**309,968**
	Total Project Cost					**$**	**1,699,878**

Community Action Partnership of Kern
Project: Tehachapi Head Start
Grant: 09CH011132
Purpose: Application for program improvement funds – addressing 1303.44 performance standards.
Funding Request: $2,100,204

1. Submit a written application including all requirements in Head Start Program Performance Standards 1303.44 Applications to purchase, construct, and renovate facilities. In compliance with the Head Start Act, the funding application must be reviewed and approved by the governing body and the Policy Council. [Head Start Act, Sec. 642 (c)]
    a. The details and requirements of the Head Start Program Performance Standards 1303 were presented at the Executive Committee meeting of the Board of Directors on July 17. This presentation ensured that all board members were informed about the project's scope, objectives, and compliance requirements.

2. Establish that the proposed purchase, construction, or major renovation is necessary because the lack of suitable facilities in the grantee's service area will inhibit the operation of the program. [45 CFR §1303.42(a)(1)(iii)]
    a. After conducting an extensive search in the community of Tehachapi, no suitable alternative properties were identified. Attached is a letter from our real estate broker, Jeffrey T. Andrew of Cushman & Wakefield, confirming the lack of alternative options.
3. Provide a written statement from an independent real estate professional describing how it was determined that there is or was a lack of alternative facilities. [45 CFR §1303.42(b)]
    a. Please find attached the correspondence from our realtor, Jeffrey T. Andrew of Cushman & Wakefield, which provides detailed information on the search process and confirms the absence of viable alternative properties in Tehachapi.
4. Provide a written statement explaining the effect the facility will have on program enrollment, activities and services, and how it was determined what the anticipated effect would be [45 CFR §1303.44(a)(1)]
    a. The replacement of the existing classroom is critical, as failure to complete the project would result in the loss of essential services to families in the community. The Community Needs Assessment identifies Tehachapi as an area with high needs, underscoring the importance of this project for maintaining and enhancing service delivery to children and families.

5. Provide deed or other document showing legal ownership of real property, legal description of facility site, and explanation why the location is appropriate for the service area. [45 CFR 1303.44(a)(2)]
    a. Community Action Partnership of Kern (CAPK) does not own the property where the new facility will be located. The property is leased from the Tehachapi Unified School District, ensuring a stable and collaborative arrangement for the duration of the lease.

6. Provide plans and specifications describing the proposed facility including square footage, structure type, number of rooms it will have or has, how the rooms will be used, where the structure will be located on site, and whether there is space available for outdoor play and parking. [45 CFR §1303.44(a)(3)]
    a. Attached is the site plan for the Tehachapi project, detailing the layout and features of the new facility. The plans include accessible routes to the modular classroom, one classroom, a children's restroom, an adult restroom, an office, storage areas, and a fenced playground area, ensuring a comprehensive and inclusive environment for the children.

7. Submit the proposed schedule that details when the grantee will acquire, renovate, repair and occupy the facility. [45 CFR §1303.44(a)(6)]
    a. The proposed schedule for the project is attached, outlining the timeline from the design and engineering phase to the program move-in. The schedule ensures a structured and timely completion of the project.

8. Provide certification by a licensed engineer or architect that facility is or will be upon completion, structurally sound and safe for use as a Head Start facility and it complies, or will comply upon completion, with building codes, child care licensing requirements, Americans with Disabilities Act, Rehabilitation Act, Flood Disaster Protection Act and National Historical Preservation Act. [45 CFR §1303.44(a)(4)]
    a. Please find attached the statement from our architectural firm, Skarphol/Frank Associates, confirming the structural integrity and compliance of the proposed facility with all relevant building codes and regulations.

9. If the grantee intends to use a facility to operate a Head Start program and for another purpose, it must disclose what percentage of the facility will be used for non-Head Start activities, along with costs associated with those activities, in accordance with applicable cost principles. [45 CFR §1303.45(c)]
    a. CAPK intends to use the facility exclusively for Head Start programs. The building will be dedicated 100% to Head Start activities, ensuring focused and specialized service delivery.

10. Provide an estimate by a licensed independent certified appraiser of the facility's fair market value after proposed purchase and associated repairs and renovations construction, or major renovation is completed (except for major renovations to leased property). [45 CFR §1303.44(a)(7)]
    a. An appraisal has been requested for the application process; however, it has not yet been received. The appraisal will be submitted as soon as it becomes available.

11. Provide a statement that shows what share of the purchase, construction, or major renovation will be paid with grant funds and what the grantee proposes to contribute as a nonfederal match. [45 CFR §1303.44(a)(9)]

a. There are no plans for a non-federal share of funding for this project. The project will be entirely funded by federal sources and allocated 100% to Head Start.

12. Submit detailed cost estimate, compare the costs to other available alternatives in the service area, and provide any additional information the responsible HHS official requests. [45 CFR §1303.45(a)(1)]
    a. The cost estimate for the project is attached. This detailed estimate outlines the anticipated expenses for the construction and associated improvements, ensuring transparency and financial planning.

13. Cost comparison must identify who owns the property, list all costs, identify costs over the structure's useful life, and demonstrate how the proposed purchase is consistent with goals, community needs, enrollment and program options, and how it will support qualify services to children and families. [45 CFR §1303.45(a)(2)(i) through (iv)]
    a. There are no other comparable facilities in the Tehachapi area. The new facility will provide a high-quality learning environment, incorporating the latest efficiencies in systems and design. Construction of this center is crucial for the continued support and development of child services in the community.

14. Provide a statement from a lender, if a grantee applies to use Head Start funds to continue purchase on a facility or refinance existing debt on a facility, that indicates the lender is willing to comply with 1303.49 Protection of federal interest in mortgage agreements. [45 CFR §1303.44(a)(10)]
    a. CAPK does not intend to request a loan for this project. All funding will be secured through federal sources.

15. Provide the terms of any proposed or existing loan(s) related to purchase, construction, or major renovation, including copies of funding commitment letters, mortgages, notes, potential security agreements, and information on all other sources of funding. [45 CFR §1303.44(a)(11)]
    a. No loan is required for the completion of this project.

16. Provide a Phase I environmental site assessment that describes the environmental condition of the proposed facility site and any structures on the site. [45 CFR §1303.44(a)(12)]
    a. A Phase I Environmental Assessment is currently in progress. The assessment will be submitted upon completion and receipt.

17. Provide a description of the efforts by the grantee to coordinate or collaborate with other providers in the community to seek assistance, including financial assistance. [45 CFR §1303.44(a)(13)]
    a. We have collaborated with the Tehachapi Unified School District to continue our relationship, ensuring the district will lease the land to us for the long term. They must present the 15-year term to their governing board before commitment. The

district does not plan to incorporate a lease rate but is asking for reimbursement for any connected utilities.

18. For leased properties, in addition to all other checklist items, provide copy of existing or proposed lease agreement, and the landlord or lessor's consent. [45 CFR §1303.44(b)(1)]
    a. The lease agreement is currently in progress. We are working to finalize the terms and will provide updates as they become available.

19. For modular unit to be sited on leased property or on property not owned by grantee, in addition to all other checklist items, provide copy of proposed lease or other occupancy agreement giving grantee access to modular unit for at least 15 years. [45 CFR §1303.44(b)(2)]
    a. The lease is in progress and will include a 15-year term for the proposed modular building. The finalized lease agreement will be forwarded once completed.

20. For use of funds to continue purchase on a facility or to refinance existing indebtedness, the grantee must compare costs of continued purchase against cost of purchasing a comparable facility in the service area over remaining years of facility's useful life. [45 CFR §1303.45(b)]
    a. There are no other comparable facilities in the Tehachapi area, reinforcing the necessity and uniqueness of this project.

21. The grantee must obtain the responsible HHS official's written approval before it uses Head Start funds to contract construction or renovation services and must ensure these contracts are paid on a lump sum fixed-price basis. [45 CFR §1303.55 (b)]
    a. CAPK will not proceed with construction until authorized by the Office of Head Start. The construction contract will be established on a lump sum fixed price basis to ensure cost control and financial clarity.

22. The grantee must ensure all construction and renovation contracts contain a clause that gives the responsible HHS official or his designee access to the facility, at all reasonable times, during construction and inspection. [45 CFR §1303.55 (d)]
    a. The construction contract will include the required clause to ensure compliance and grant the responsible HHS official or designee access to the facility during construction and inspection.

23. Provide a breakdown of the total costs for the project (other Federal funding, bank loan, grantee share, foundation, state and local government share, other funding sources, etc.) and the share of the costs that will be paid with ACF grant funds. [45 CFR §1303.44] and [45 CFR §1303.45]
    a. The project will be funded with 100% Head Start funds. The project estimate outlines the total cost for the project.
24. Any additional information the responsible HHS official may require. [45 CFR §1303.44(14)]
    a. There is no additional information to provide at this time.

Investment Property Sales
5060 California Avenue
Suite 1000
Bakersfield, CA 93309

Jeffrey T. Andrew
Senior Director
Broker Lic. 00941323

July 2, 2024

Mr. Emilio Wagner
Director of Operations
Community Action Partnership of Kern (CAPK)
1300 18th St.
Bakersfield Ca. 93301

Re: Site Search Tehachapi, Ca.

Dear Mr. Wagner

Per your request, I searched the Tehachapi, California market for available properties in the 1500-2,000 squarer feet range. Tehachapi hasn't expanded much in the past 20 years, so there are very few opportunities in commercial real estate. I search for office or retail properties from 1500 to 2,000 square feet. There were 3 existing options. One adjacent to a brand-new Starbucks on the freeway offramp. The other two where larger spaces that would require substantial costs to the landlord to cut the space down to a size that would work Community Action Partnership of Kern. It appears that there are no real options to fit the needs of CAPK in Tehachapi, Ca.

I am happy to run other searches, but I am not hopeful of finding true options. Let me know if you have questions or comments regarding the property search in Tehachapi, California.

Sincerely,



Jeffrey T. Andrew | Lic. 00872805
Cushman & Wakefield USA | Broker Lic. 01919464
5060 California Avenue, Suite 1000
Bakersfield, CA 93309
Tel: (661) 633-3827

Skarphol / Frank
Associates
ARCHITECTURE • PLANNING • INTERIORS
Paul Skarphol, Architect • Gregory Frank, Architect
925 17th Street
Bakersfield, CA 93301
(661) 334-2741
skarpholfrank.com

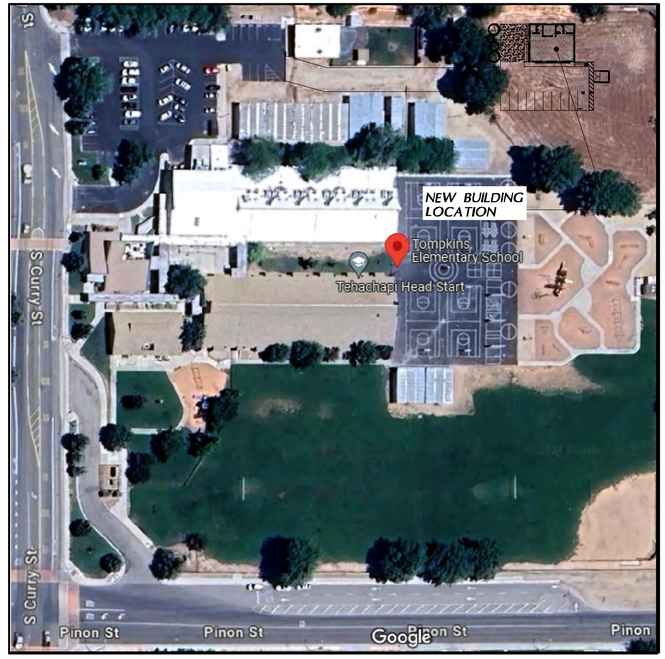
These drawings, related specifications, ideas, designs and arrangements represented thereby are and shall remain the property of the Architect and no part thereof shall be copied, disclosed to others used in connection with any work or project other than the specific project which they have been prepared and developed without the written consent of the Architect. Visual contact with these drawings or specifications shall constitute conclusive acceptance of these restrictions.



N

SITE PLAN
SCHEMATIC DESIGN 'A'

20'



N

SITE MAP / OVERALL SITE PLAN

N.T.S.

capk
Community Action Partnership of Kern

NEW MODULAR BUILDING

1120 S. CURRY STREET
TEHACHAPI, CALIFORNIA

DATE	ISSUED FOR
7-8-2024	CLIENT REVIEW

REVISION	DESCRIPTION

NOT FOR CONSTRUCTION
CLIENT REVIEW - 7-8-2024

JOB 7461	
DP JDL	SCH-A
PM CJF	

G:\7462_CAPK_McFarland\Drawings\Schematic Design\7462_Site Design_Preliminary Schematic.gxd -- 07/08/2024 -- 06:05 PM -- Scale 1 : 1

Community Action Partnership of Kern

Project Schedule

Project: Tehachapi Modular Building.

Date: 7/10/2024

Phase	Start Date	End Date	Duration (days)
Desing/Engineering Phase	7/8/2024	10/21/2024	75
Procurement RFP General Contractor	10/21/2024	12/2/2024	30
Contract Award	12/3/2024	12/6/2024	3
Construction	12/30/2024	12/1/2025	240
Final Inspections	12/2/2025	12/9/2025	5
Program Move in	12/10/2025	1/21/2026	30

Community Action Partnership of Kern
Estimated Project Cost

Location: Tehachapi Head Start
Project: Estimated Project Cost

Item	Description	QTY	Unit	Unit Cost	Unit Total	Total
001	**Demolition**					**$ 45,000**
	Exiting building and site improvements	1	LS	$ 45,000.00	$ 45,000	
002	**New Construction**					**$ 1,133,400**
	48x40 Slab on Grade Modular	1920	SF	$ 65.00	$ 124,800	
	48x40 Modular	1920	SF	$ 210.00	$ 403,200	
	Site improvements	12000	SF	$ 50.45	$ 605,400	
	Sub Total					$ 1,178,400
D001	**Contractors Cost**					
	General Conditions					$ 179,900
	Subtotal					**$ 1,358,300**
	Liability Insurance					$ 13,583
	E&O Insurance					$ 6,792
	Subtotal					**$ 1,378,675**
	Overhead & Profit					$ 206,801
	Subtotal					**$ 1,585,476**
	Bond					$ 15,855
	Builders Risk					$ 7,927
	Subtotal					**$ 1,609,258**
	10% Contingency					$ 160,926
	Total Construction Cost					**$ 1,770,184**
A001	**Consultant Cost**					
	Architectural					$ 177,018
	Permits					$ 48,000
	Inspections					$ 32,000
	Utilities					$ 15,000
	Testing					$ 28,000
	Subtotal					$ 300,018
	10% Contingency					$ 30,002
	Total Consultant Cost					**$ 330,020**
	Total Project Cost					**$ 2,100,204**

MEMORANDUM

To: Executive Committee

From: Freddy Hernandez, Director of Youth & Community Services

Wilfredo Cruz, Energy Program Administrator

Date: July 17, 2024

Subject: *Agenda Item 4c:* Lease Renewal for 300 19th Street, Bakersfield, CA 93301 - **Action Item**

The current lease agreement at 300 19th Street, Bakersfield, CA 93301 is due for renewal, and staff is recommending a three-year term for the renewal. is the site is owned by the Ollie Shankle trust. This location currently supports the Energy and VITA program services. The size of the building is 13,862 square feet. The new lease agreement will commence on September 1, 2024, and terminate on August 31, 2027, with the option to extend it for one year following the expiration of the initial term. The monthly rent for the first year is $10,225.00 ($0.74/per sq ft) and it will increase by $300.00 per month on the anniversary date as indicated in the chart below.

Year	Per Month	Per Year
2024 – 2025	$10,225.00	$122,700.00
2025 – 2026	$10,525.00	$126,300.00
2026 – 2027	$10,825.00	$129,900.00

We are given the option to terminate the lease agreement on the condition that we provide 30 days written notice. The landlord will be responsible for any repairs over $500.00 and any alterations or replacement of hardware, lighting, or facility repairs not associated with any neglect or damage created by CAPK staff.

RECOMMENDATION

Staff recommends that the Executive Committee authorize the Chief Executive Officer to execute the three-year lease agreement for 300 19th Street and allow the execution of additional documents as needed.

Attachment:
Lease Agreement – 300 19th Street, Bakersfield, CA 93301

LEASE AGREEMENT
BETWEEN
OLLIE SHANKLE (TRUSTEE)
AND
COMMUNITY ACTION PARTNERSHIP OF KERN

Lessor: Ollie Shankle (Trustee)

Lessee: Community Action Partnership of Kern

1. PARTIES. This lease (herein called the "Lease"), dated to be effective as of September 1st, 2024, is made by Ollie Shankle, (trustee) (herein called the "Lessor") and the Community Action Partnership of Kern, (herein called "Lessee").

2. PREMISES. Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor that certain real property, including a(n) 13,862 square foot building, commonly known as [300 19th Street, Bakersfield, CA 93301], State of California, and as legally described in Exhibit A, attached hereto and incorporated herein by reference. (the "Premises").

3. USE. Lessee shall use the Premises as [office space] for its [Energy Program] (herein called "Lessee's Programs"). Lessee shall develop the Premises to suit Lessee's Programs in accordance with local building and planning department regulations applicable to Lessee's Programs, including but not limited to all staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs, Lessee's invitees and personnel shall be the sole and exclusive responsibility of Lessee.

4. TERM.

a) Initial Term. The Lease shall be for a three 3-year term commencing September 1st 2024 (the "Commencement Date") and terminating on August 31, 2027 (the "Initial Term"), unless otherwise terminated according to the terms of this Lease.

b) Option to Extend. Lessee shall have three (3) options to extend this Lease for an additional [one] 1-year term following expiration of the Initial Term ("Option Term"). Lessee shall notify Lessor of its intent to exercise such option by giving no more than 360 days and no less than 60 days written notice prior to the expiration of Initial Term. Upon receipt of such option notice, Lessor and Lessee shall negotiate a new monthly rent for the Option Term. Except for the monthly rent, all the terms and conditions of this Lease shall continue to apply and remain in full force and effect, for the duration of the Option Term. The Initial Term and once Lessee's option is exercised, the Option Term shall be collectively referenced as the "Term".

5. RENT. Lessee shall pay to Lessor a monthly rent in the amount of [ten thousand two hundred twenty-five] ($10,225) on the first day of each month. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. Notwithstanding the foregoing, no rent shall be due from Lessee until the specific improvements itemized in Section 8 are substantially complete, as determined by Lessee in its reasonable discretion. Rent shall be increased by $300 per month on the anniversary date:

YEAR	PER MONTH	PER YEAR	
2024-2025	$ 10,225.00	$ 122,700.00	1st 3 year term
2025-2026	$ 10,525.00	$ 126,300.00	
2026-2027	$ 10,825.00	$ 129,900.00	
		$ 378,900.00	
2027-2028	$ 11,125.00	$ 133,500.00	Additional year 1
2028-2029	$ 11,425.00	$ 137,100.00	Additional year 2
2029-2030	$ 11,725.00	$ 140,700.00	Additional year 3
		$ 411,300.00	

6. TERMINATION.

a) By Lessor. Lessor may terminate this Lease For Cause (defined below), upon the expiration of that thirty (30) day period following the receipt by Lessee (the "Cure Period") of written notice of a material breach of this Lease by Lessee (the "Cure Notice") if such material breach is not cured by Lessee within the Cure Period. If this Lease is terminated by Lessor For Cause prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term.

b) By Lessee. Lessee may terminate this Lease for any reason, upon thirty (30) days' notice to Lessor. Notwithstanding the foregoing, if Lessee terminates this Lease due to lack of funding for Lessee's Programs, Lessee shall provide Lessor with sixty (60) days written notice, if possible.

c) Lessor's Personal Property. Upon any termination of the Lease or the expiration of its term, Lessee shall be allowed to remove all personal property introduced to the Premises by Lessee that is not otherwise defined herein as a Trade Fixture.

d) Lessee's Trade Fixtures. Upon any termination of the Lease or the expiration of its term, at Lessee's option, Lessee shall be allowed to remove all Trade Fixtures (defined below). Lessee shall be responsible for repairing any damage caused by such removal.

7. MAINTENANCE AND REPAIRS.

a) Lessor's Obligations. Lessor shall, at its own cost and expense keep the Premises, Utility Installations, and Alterations in good order, condition and repair (whether the portion of the Premises requiring repair is structural or non-structural, and whether or not the need for such repairs occurs as a result of Lessee's use, any prior use, the elements or the age of such portion of the Premises, and whether or not made by Lessee), including, but not limited to, all equipment or facilities, such as plumbing, heating, ventilating, air-conditioning, electrical, lighting facilities, boilers, pressure vessels, fire protection system, fixtures, walls (interior and exterior), foundations, ceilings, roofs, floors, windows, doors, plate glass, skylights, landscaping, driveways, parking lots, fences, retaining walls, signs, sidewalks and parkways located in, on, or adjacent to the Premises.

b) Lessee's Obligations. Notwithstanding Lessor's maintenance obligations above, Lessee shall be responsible for minor (costing less than $500.00) general maintenance of the Premises, Utility Installations and Alterations, including but not limited to replacement of hardware, lighting, etc. Also, any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide written notification to the Lessor of any needed repairs, unless exigency requires telephone contact. If, after thirty (30) days' written notice of a needed repair, repairs are not complete, Lessee has the right to make the necessary repairs and deduct the repair expense from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

8. ALTERATIONS; UTILITY INSTALLATIONS; TRADE FIXTURES.

a) Definitions.

i) The term "Applicable Requirements" shall mean all laws, regulations, rules, ordinances, judgments or orders of any federal, state or local government, agency or court with jurisdiction over the Premises or Lessee's Programs. For the purpose of illustration and not by way of limitation, compliance with Applicable Requirements shall mean obtaining all permits, licenses, related to any proposed Alteration, Utility Installation or Trade Fixture.

ii) The term "Alterations" shall mean any modification of the Premises, other than Utility Installations or Trade Fixtures, whether by addition or deletion.

iii) The term "Trade Fixtures" shall mean Lessee's equipment that can be removed without causing material damage to the Premises. Lessee shall own all Trade Fixtures used on the Premises.

iv) The term "Utility Installations" shall mean all floor and window coverings, air lines, power panels, electrical distribution, security and fire protection systems, communication systems, lighting fixtures, HVAC equipment, plumbing, and fencing in or on the Premises.

b) Consent. Lessee shall make no Alterations or Utility Installations without the written consent of Lessor, which shall not be unreasonably withheld. Consent shall be conditioned upon Lessee's compliance with Applicable Requirements.

c) Lessee Alterations Utility Installations and Trade Fixtures.

i) Tenant's Initial Improvements. Lessee intends to make Alterations and Utility Installations at the beginning of the Initial Term, identified on Exhibit B, which is incorporated herein by reference ("Tenant's Initial Improvements"). From and after the Commencement Date, Tenant shall begin work to implement Tenant's Initial Improvements, in a timely manner, according to all Applicable Requirements.

ii) Other Improvements. Lessee may, at its sole cost and expense, make Alterations to the Premises, change existing, or install new Utility Installations, and introduce Trade Fixtures to the Premises to facilitate Lessee's use thereof.

iii) Financial Responsibility. Except as expressly provided herein, Lessor shall not be responsible for any costs related to any of Lessee's Alterations or Utility Installations, including, but not limited to, the costs of plan preparation by an architect and engineer and compliance with Applicable Requirements. Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. However, if this Lease is terminated by Lessee, For Cause, prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term. All Lessee Alterations, Utility Installations and use of Trade Fixtures shall comply with Applicable Requirements.

11. SIGNS. Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without Lessor's written consent, and compliance with Applicable Requirements relating to such signage.

12. INSURANCE. Lessee shall maintain General Liability Insurance including umbrella policy in the amount of $2,000,000.00, which policy shall name the Lessor as additional insured in so far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of $1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of $2,000,000.00 which policy shall name Lessee as an additional insured in so for as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.

13. UTILITIES. Lessee agrees to pay during the term of the Lease, commencing upon the execution or any extension hereof, for the following utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include electric, telephone, gas, water and refuse. Lessee to provide and pay for its own pest control services

14. TAXES. Lessor shall be responsible for all taxes, including but not limited to real property and related assessments pertaining to the Premises, at all times during the Term of this Lease, and any period of holdover possession by Lessee.

15. DESTRUCTION OF PREMISES. In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that, in the sole discretion of Lessee, Lessee's Programs cannot operate as intended by Lessee, Lessee may terminate this lease by giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.

16. INDEMNITY. Except for Lessor's negligence, gross negligence or willful misconduct, Lessee agrees to indemnify, defend and hold harmless Lessor and its employees, independent contractors and authorized representatives from and against all suits, claims, actions, damages, liens, fees, expenses or proceedings directly resulting from i) Lessee's Programs operated on the Premises, ii) Alterations or Utility Installations made by Lessee to the Premises or iii) the use of Lessee's Trade Fixtures on the Premises. Lessor shall indemnify, defend and hold harmless Lessee and its employees, independent contractors, volunteers, authorized representatives and invitees from any and all suits, claims, actions, damages, liens, fees, expenses or proceeds relating to i) a condition of the Premises existing as of the Commencement Date, ii) any loans, lien or credit obligation incurred by Lessor relating to the Premises, or iii) any taxes resulting from ownership and leasing of the Premises.

17. HOLDING OVER. Any holdover after the expiration of this Lease shall be construed as a month-to-month tenancy, otherwise subject to the terms of this lease as applicable.

18. QUIET POSSESSION. Subject to payment of rent by Lessee and Lessee's compliance with the terms of this Lease, Lessee shall have quite possession and quiet enjoyment of the Premises during the term hereof.

19. RIGHT OF INSPECTION. Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon reasonable notice and accompaniment by authorized Lessee personnel if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.

20. ABANDONMENT OF PREMISES. Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

21. CONDEMNATION. If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date effective the condemner acquires title or possession, which ever first occurs. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.

22. NOTICES. All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

Lessor to:
Ollie Shankle [Trustee]
5358 Nottingham Dr
Cambria, CA 93428
Phone: (805) 927-3632

Lessee to:
Community Action Partnership of Kern
c/o Emilio Wagner, Director of Operations
1300 18th Street, Suite 200
Bakersfield, CA 93301
Phone: 661-336-5236 Fax: 661-322-2237

[IF LESSEE'S PROGRAMS ON THE PREMISES INVOLVE CHILDREN]

23. PUPIL SAFETY REQUIREMENTS. Lessor certifies that none of its employees or subcontractors who may come in contact with Lessee's pupils has been convicted of a felony as defined in Education Code section 45122.1. Lessor shall immediately inform Lessee, and remove from the Premises where Lessee's pupils may be present, any employee or subcontractor whom Lessor discovers has been subsequently convicted of a felony defined in Education Code section 45122.1. Lessor shall immediately inform Lessee when it discovers that any employee or subcontractor of Lessor has been arrested and charged with a felony defined in Education Code section 45122.1. Lessor shall indemnify, defend and hold Lessee harmless from any and all damages, claims, lawsuits, penalties or causes of action arising out of Lessor's failure to comply with this section.

24. MISCELLANEOUS TERMS.

a) Governing Law/Venue. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.

b) Successors. All terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.

c) Authority. If either party hereto is a corporation, trust, limited liability company, partnership or similar entity, or trust, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each party

d) Waiver. The parties hereto agree that failure of Lessor or Lessee to enforce any term hereof shall not be deemed to constitute a waiver of such term of this Lease.

e) Attorney's Fees. If any dispute between the parties results in mediation, arbitration or a lawsuit, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorneys' fees.

f) Entire Agreement. This lease contains all agreements between the parties hereto with respect to any matter mentioned herein, and no other, prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represent and warrant to the other that it has made, and is relying solely upon, its own investigation as to the nature, qualify, character and financial responsibility of the other party to this Lease and as to the nature, quality, character of the Premises.

g) Amendments. This Lease may be amended only by a writing, signed by both parties in interest at the time of the amendment.

h) Time is of the Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the parties hereto according to the terms of this Lease. Unless otherwise indicated to the contrary, the word "days" as used herein means calendar days.

i) Construction of Agreement. All headings and titles are for the convenience of the parties only and shall not be considered a part of the terms of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall be construed as if prepared by both of the parties, according to its fair meaning and not for or against either party.

j) Counterparts. This lease may be executed in counterparts and the signature pages combined to produce one complete and fully effective agreement. Signatures transmitted electronically shall be effective to bind the parties to this Lease.

k) No Joint Venture. Nothing in this Lease shall cause the parties in any way to be construed as partners, joint venturers, or representatives or associates of the other. Nothing in this Lease shall cause a party to be responsible for the obligations, losses, charges or expenses of the other, connected with or arising from the operation or use of the Premises.

25. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

Lessor: Ollie Shankle (Trustee)

Signature: _____

Title: _____

Date: _____

Lessee: Community Action Partnership of Kern

Signature: _____

Title: _____

Date: _____

CAPK Staff INITIALS			

EXHIBIT A

Legal Description of Premises

EXHIBIT B

Tenant's Initial Improvements

MEMORANDUM

To: Executive Committee

From: Freddy Hernandez, Director of Youth & Community Services

Wilfredo Cruz, Energy Program Administrator

Date: July 17, 2024

Subject: *Agenda Item 4c:* Lease Renewal for 300 19th Street, Bakersfield, CA 93301 - **Action Item**

The current lease agreement at 300 19th Street, Bakersfield, CA 93301 is due for renewal, and staff is recommending a three-year term for the renewal. is the site is owned by the Ollie Shankle trust. This location currently supports the Energy and VITA program services. The size of the building is 13,862 square feet. The new lease agreement will commence on September 1, 2024, and terminate on August 31, 2027, with the option to extend it for one year following the expiration of the initial term. The monthly rent for the first year is $10,225.00 ($0.74/per sq ft) and it will increase by $300.00 per month on the anniversary date as indicated in the chart below.

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We are given the option to terminate the lease agreement on the condition that we provide 30 days written notice. The landlord will be responsible for any repairs over $500.00 and any alterations or replacement of hardware, lighting, or facility repairs not associated with any neglect or damage created by CAPK staff.

RECOMMENDATION

Staff recommends that the Executive Committee authorize the Chief Executive Officer to execute the three-year lease agreement for 300 19th Street and allow the execution of additional documents as needed.

Attachment:
Lease Agreement – 300 19th Street, Bakersfield, CA 93301

LEASE AGREEMENT
BETWEEN
OLLIE SHANKLE (TRUSTEE)
AND
COMMUNITY ACTION PARTNERSHIP OF KERN

Lessor: Ollie Shankle (Trustee)

Lessee: Community Action Partnership of Kern

1. PARTIES. This lease (herein called the "Lease"), dated to be effective as of September 1st, 2024, is made by Ollie Shankle, (trustee) (herein called the "Lessor") and the Community Action Partnership of Kern, (herein called "Lessee").

2. PREMISES. Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor that certain real property, including a(n) 13,862 square foot building, commonly known as [300 19th Street, Bakersfield, CA 93301], State of California, and as legally described in Exhibit A, attached hereto and incorporated herein by reference. (the "Premises").

3. USE. Lessee shall use the Premises as [office space] for its [Energy Program] (herein called "Lessee's Programs"). Lessee shall develop the Premises to suit Lessee's Programs in accordance with local building and planning department regulations applicable to Lessee's Programs, including but not limited to all staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs, Lessee's invitees and personnel shall be the sole and exclusive responsibility of Lessee.

4. TERM.

a) Initial Term. The Lease shall be for a three 3-year term commencing September 1st 2024 (the "Commencement Date") and terminating on August 31, 2027 (the "Initial Term"), unless otherwise terminated according to the terms of this Lease.

b) Option to Extend. Lessee shall have three (3) options to extend this Lease for an additional [one] 1-year term following expiration of the Initial Term ("Option Term"). Lessee shall notify Lessor of its intent to exercise such option by giving no more than 360 days and no less than 60 days written notice prior to the expiration of Initial Term. Upon receipt of such option notice, Lessor and Lessee shall negotiate a new monthly rent for the Option Term. Except for the monthly rent, all the terms and conditions of this Lease shall continue to apply and remain in full force and effect, for the duration of the Option Term. The Initial Term and once Lessee's option is exercised, the Option Term shall be collectively referenced as the "Term".

5. RENT. Lessee shall pay to Lessor a monthly rent in the amount of [ten thousand two hundred twenty-five] ($10,225) on the first day of each month. Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. Notwithstanding the foregoing, no rent shall be due from Lessee until the specific improvements itemized in Section 8 are substantially complete, as determined by Lessee in its reasonable discretion. Rent shall be increased by $300 per month on the anniversary date:

YEAR	PER MONTH	PER YEAR	
2024-2025	$ 10,225.00	$ 122,700.00	1st 3 year term
2025-2026	$ 10,525.00	$ 126,300.00	
2026-2027	$ 10,825.00	$ 129,900.00	
		$ 378,900.00	
2027-2028	$ 11,125.00	$ 133,500.00	Additional year 1
2028-2029	$ 11,425.00	$ 137,100.00	Additional year 2
2029-2030	$ 11,725.00	$ 140,700.00	Additional year 3
		$ 411,300.00	

6. TERMINATION.

a) By Lessor. Lessor may terminate this Lease For Cause (defined below), upon the expiration of that thirty (30) day period following the receipt by Lessee (the "Cure Period") of written notice of a material breach of this Lease by Lessee (the "Cure Notice") if such material breach is not cured by Lessee within the Cure Period. If this Lease is terminated by Lessor For Cause prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term.

b) By Lessee. Lessee may terminate this Lease for any reason, upon thirty (30) days' notice to Lessor. Notwithstanding the foregoing, if Lessee terminates this Lease due to lack of funding for Lessee's Programs, Lessee shall provide Lessor with sixty (60) days written notice, if possible.

c) Lessor's Personal Property. Upon any termination of the Lease or the expiration of its term, Lessee shall be allowed to remove all personal property introduced to the Premises by Lessee that is not otherwise defined herein as a Trade Fixture.

d) Lessee's Trade Fixtures. Upon any termination of the Lease or the expiration of its term, at Lessee's option, Lessee shall be allowed to remove all Trade Fixtures (defined below). Lessee shall be responsible for repairing any damage caused by such removal.

7. MAINTENANCE AND REPAIRS.

a) Lessor's Obligations. Lessor shall, at its own cost and expense keep the Premises, Utility Installations, and Alterations in good order, condition and repair (whether the portion of the Premises requiring repair is structural or non-structural, and whether or not the need for such repairs occurs as a result of Lessee's use, any prior use, the elements or the age of such portion of the Premises, and whether or not made by Lessee), including, but not limited to, all equipment or facilities, such as plumbing, heating, ventilating, air-conditioning, electrical, lighting facilities, boilers, pressure vessels, fire protection system, fixtures, walls (interior and exterior), foundations, ceilings, roofs, floors, windows, doors, plate glass, skylights, landscaping, driveways, parking lots, fences, retaining walls, signs, sidewalks and parkways located in, on, or adjacent to the Premises.

b) Lessee's Obligations. Notwithstanding Lessor's maintenance obligations above, Lessee shall be responsible for minor (costing less than $500.00) general maintenance of the Premises, Utility Installations and Alterations, including but not limited to replacement of hardware, lighting, etc. Also, any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide written notification to the Lessor of any needed repairs, unless exigency requires telephone contact. If, after thirty (30) days' written notice of a needed repair, repairs are not complete, Lessee has the right to make the necessary repairs and deduct the repair expense from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

8. ALTERATIONS; UTILITY INSTALLATIONS; TRADE FIXTURES.

a) Definitions.

i) The term "Applicable Requirements" shall mean all laws, regulations, rules, ordinances, judgments or orders of any federal, state or local government, agency or court with jurisdiction over the Premises or Lessee's Programs. For the purpose of illustration and not by way of limitation, compliance with Applicable Requirements shall mean obtaining all permits, licenses, related to any proposed Alteration, Utility Installation or Trade Fixture.

ii) The term "Alterations" shall mean any modification of the Premises, other than Utility Installations or Trade Fixtures, whether by addition or deletion.

iii) The term "Trade Fixtures" shall mean Lessee's equipment that can be removed without causing material damage to the Premises. Lessee shall own all Trade Fixtures used on the Premises.

iv) The term "Utility Installations" shall mean all floor and window coverings, air lines, power panels, electrical distribution, security and fire protection systems, communication systems, lighting fixtures, HVAC equipment, plumbing, and fencing in or on the Premises.

b) Consent. Lessee shall make no Alterations or Utility Installations without the written consent of Lessor, which shall not be unreasonably withheld. Consent shall be conditioned upon Lessee's compliance with Applicable Requirements.

c) Lessee Alterations Utility Installations and Trade Fixtures.

i) Tenant's Initial Improvements. Lessee intends to make Alterations and Utility Installations at the beginning of the Initial Term, identified on Exhibit B, which is incorporated herein by reference ("Tenant's Initial Improvements"). From and after the Commencement Date, Tenant shall begin work to implement Tenant's Initial Improvements, in a timely manner, according to all Applicable Requirements.

ii) Other Improvements. Lessee may, at its sole cost and expense, make Alterations to the Premises, change existing, or install new Utility Installations, and introduce Trade Fixtures to the Premises to facilitate Lessee's use thereof.

iii) Financial Responsibility. Except as expressly provided herein, Lessor shall not be responsible for any costs related to any of Lessee's Alterations or Utility Installations, including, but not limited to, the costs of plan preparation by an architect and engineer and compliance with Applicable Requirements. Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. However, if this Lease is terminated by Lessee, For Cause, prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term. All Lessee Alterations, Utility Installations and use of Trade Fixtures shall comply with Applicable Requirements.

11. SIGNS. Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without Lessor's written consent, and compliance with Applicable Requirements relating to such signage.

12. INSURANCE. Lessee shall maintain General Liability Insurance including umbrella policy in the amount of $2,000,000.00, which policy shall name the Lessor as additional insured in so far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of $1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of $2,000,000.00 which policy shall name Lessee as an additional insured in so for as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.

13. UTILITIES. Lessee agrees to pay during the term of the Lease, commencing upon the execution or any extension hereof, for the following utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include electric, telephone, gas, water and refuse. Lessee to provide and pay for its own pest control services

14. TAXES. Lessor shall be responsible for all taxes, including but not limited to real property and related assessments pertaining to the Premises, at all times during the Term of this Lease, and any period of holdover possession by Lessee.

15. DESTRUCTION OF PREMISES. In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that, in the sole discretion of Lessee, Lessee's Programs cannot operate as intended by Lessee, Lessee may terminate this lease by giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.

16. INDEMNITY. Except for Lessor's negligence, gross negligence or willful misconduct, Lessee agrees to indemnify, defend and hold harmless Lessor and its employees, independent contractors and authorized representatives from and against all suits, claims, actions, damages, liens, fees, expenses or proceedings directly resulting from i) Lessee's Programs operated on the Premises, ii) Alterations or Utility Installations made by Lessee to the Premises or iii) the use of Lessee's Trade Fixtures on the Premises. Lessor shall indemnify, defend and hold harmless Lessee and its employees, independent contractors, volunteers, authorized representatives and invitees from any and all suits, claims, actions, damages, liens, fees, expenses or proceeds relating to i) a condition of the Premises existing as of the Commencement Date, ii) any loans, lien or credit obligation incurred by Lessor relating to the Premises, or iii) any taxes resulting from ownership and leasing of the Premises.

17. HOLDING OVER. Any holdover after the expiration of this Lease shall be construed as a month-to-month tenancy, otherwise subject to the terms of this lease as applicable.

18. QUIET POSSESSION. Subject to payment of rent by Lessee and Lessee's compliance with the terms of this Lease, Lessee shall have quite possession and quiet enjoyment of the Premises during the term hereof.

19. RIGHT OF INSPECTION. Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon reasonable notice and accompaniment by authorized Lessee personnel if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.

20. ABANDONMENT OF PREMISES. Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

21. CONDEMNATION. If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date effective the condemner acquires title or possession, which ever first occurs. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.

22. NOTICES. All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

Lessor to:
Ollie Shankle [Trustee]
5358 Nottingham Dr
Cambria, CA 93428
Phone: (805) 927-3632

Lessee to:
Community Action Partnership of Kern
c/o Emilio Wagner, Director of Operations
1300 18th Street, Suite 200
Bakersfield, CA 93301
Phone: 661-336-5236 Fax: 661-322-2237

[IF LESSEE'S PROGRAMS ON THE PREMISES INVOLVE CHILDREN]

23. PUPIL SAFETY REQUIREMENTS. Lessor certifies that none of its employees or subcontractors who may come in contact with Lessee's pupils has been convicted of a felony as defined in Education Code section 45122.1. Lessor shall immediately inform Lessee, and remove from the Premises where Lessee's pupils may be present, any employee or subcontractor whom Lessor discovers has been subsequently convicted of a felony defined in Education Code section 45122.1. Lessor shall immediately inform Lessee when it discovers that any employee or subcontractor of Lessor has been arrested and charged with a felony defined in Education Code section 45122.1. Lessor shall indemnify, defend and hold Lessee harmless from any and all damages, claims, lawsuits, penalties or causes of action arising out of Lessor's failure to comply with this section.

24. MISCELLANEOUS TERMS.

a) Governing Law/Venue. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.

b) Successors. All terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.

c) Authority. If either party hereto is a corporation, trust, limited liability company, partnership or similar entity, or trust, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each party

d) Waiver. The parties hereto agree that failure of Lessor or Lessee to enforce any term hereof shall not be deemed to constitute a waiver of such term of this Lease.

e) Attorney's Fees. If any dispute between the parties results in mediation, arbitration or a lawsuit, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorneys' fees.

f) Entire Agreement. This lease contains all agreements between the parties hereto with respect to any matter mentioned herein, and no other, prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represent and warrant to the other that it has made, and is relying solely upon, its own investigation as to the nature, qualify, character and financial responsibility of the other party to this Lease and as to the nature, quality, character of the Premises.

g) Amendments. This Lease may be amended only by a writing, signed by both parties in interest at the time of the amendment.

h) Time is of the Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the parties hereto according to the terms of this Lease. Unless otherwise indicated to the contrary, the word "days" as used herein means calendar days.

i) Construction of Agreement. All headings and titles are for the convenience of the parties only and shall not be considered a part of the terms of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall be construed as if prepared by both of the parties, according to its fair meaning and not for or against either party.

j) Counterparts. This lease may be executed in counterparts and the signature pages combined to produce one complete and fully effective agreement. Signatures transmitted electronically shall be effective to bind the parties to this Lease.

k) No Joint Venture. Nothing in this Lease shall cause the parties in any way to be construed as partners, joint venturers, or representatives or associates of the other. Nothing in this Lease shall cause a party to be responsible for the obligations, losses, charges or expenses of the other, connected with or arising from the operation or use of the Premises.

25. ENTIRE AGREEMENT. The foregoing constitutes the entire agreement between the parties and may not be modified, unless done in writing and signed by both parties.

Lessor: Ollie Shankle (Trustee)

Signature: _____

Title: _____

Date: _____

Lessee: Community Action Partnership of Kern

Signature: _____

Title: _____

Date: _____

CAPK Staff INITIALS			

EXHIBIT A

Legal Description of Premises

EXHIBIT B

Tenant's Initial Improvements

MEMORANDUM

To: Executive Committee

From: Sabrina Jones-Roberts, 2-1-1 Program Administrator

Date: July 17, 2024

Subject: *Agenda 4d:* 2-1-1 Call Center - United Way of Stanislaus County FY 2024-2027 Contract for Services Agreement - **Action Item**

The 2-1-1 Kern Call Center program operates around the clock, providing residents with free, comprehensive information and connections to health and human services in Kern County and beyond. The program extends support to other United Way partnerships in the Central Valley, like the United Way of Stanislaus County, by offering back-office call center assistance. Through a services agreement, trained specialists ensure coverage for 211 calls during off-hours, holidays, and weekends.

Currently, the program is in the process of renewing its services contract for another three years, spanning from July 1, 2024, to June 30, 2027. Detailed information regarding the scope of services, reporting, and pricing based on call volume can be found in the enclosed service contract.

Recommendation
Staff recommends the Executive Committee approve the contract for services agreement with United Way of Stanislaus County for 2-1-1 Call Center services for the fiscal years 2024-2027 and authorize the Chief Executive Officer to execute the contract and all amendments throughout the duration of the contract term.

Attachment
FY 2024-27 United Way of Stanislaus County Contract for Services Agreement

Community Action Partnership of Kern
1300 18th Street, Suite 200 • Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 336-5228

CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of July 1, 2024, by and between: United Way Stanislaus County ("UWSC"), and Community Action Partnership of Kern ("CAPK"). This agreement assumes that call and chat volume will remain within the Tier 1 Pricing metrics (see Exhibit A). When inquiries handled exceed Tier 3 range, 211 Kern will initiate discussions with UWSC for renegotiation of the annual fee.

In consideration of mutual promises and agreements of the parties as herein set forth, Contractor (CAPK) and Client (UWSC) agrees as follows:

1. DESCRIPTION OF SERVICES.

CAPK:

A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via telephone and text for the Client 24 hours daily and 7 days weekly at CAPK's Kern County site.

B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.

C. Maintain a campaign for the Client in its Telephony System domain. CAPK will submit invoices to the Client no later than the fifteenth (15th) of the month for the preceding month.

D. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Stanislaus County needs and requirements and to provide information about Stanislaus County communities. CAPK will work with Client to schedule training dates and times.

E. CAPK will provide UWSC staff with telephony system monthly reports which include but are not limited to:

a. Call Log Reports

i. Number of Calls Received

ii. Number of Calls Handled

iii. Number of Calls Dropped

iv. Average Handle Time

v. Average Speed of Answer

F. CAPK 211 Kern Program Manager and/or Division Director are available for conference calls and in-person meetings when needed. Both parties will work to schedule dates and times that are most convenient.

Client:

A. Provide CAPK with access to 211 Stanislaus County resource database. Different levels of access will include Trainee, Standard, Enhanced, Supervisor and Administration

B. Update its iCarol database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Stanislaus County residents.

C. Conduct follow-up calls for Stanislaus County callers and will be responsible for outreach.

D. Provide CAPK with Client Language Line account number to access this service for non-English/Spanish Stanislaus County callers.

E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.

F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

2. COMMUNICATIONS REGARDING SYSTEM ISSUES

- CAPK will notify UWSC immediately when the Telephony System or CRM goes down. Whether the issue originates within CAPK (internet outage), Five9 or iCarol, UWSC will be informed about action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will perform work using laptops.
- Primary Contact for CAPK: Chief Business Development Officer, Pritika Ram

  Secondary Contact for CAPK: 211 Program Administrator, Sabrina Jones-Roberts
- Primary Contact for UWSC: President/CEO, Keristofer Seryani

  Secondary Contact for UWSC: Director of Operations, Rochele Roura-Foster

3. DISASTER EVENT IN STANISLAUS COUNTY

- In the event of a disaster or UWSC anticipates that a disaster is likely in Stanislaus County, UWSC will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Stanislaus County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary UWSC contacts.
    - Disaster Mode will be confirmed to CAPK by UWSC. CAPK is not able to activate Disaster Mode without confirmation from UWSC.
    - UWSC will maintain updated disaster resources in its iCarol database and will also provide CAPK, via e-mail to 211@capk.org, with real time information as it becomes available.
    - CAPK commits to upholding the primary relationship of UWSC and Stanislaus County local emergency services organizations and will only contact the emergency organizations directly when UWSC contacts are not available or when advised to do so by UWSC staff.
    - Data collection for calls during Disaster Mode will be limited to the following information:
        - ✓ Date of Call
        - ✓ Time of Call

- ✓ Caller's city
- ✓ Reason for call

- o CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
- o UWSC and CAPK agree that activating Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Stanislaus County. UWSC agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Stanislaus County while in Disaster Mode.

4. ADDITIONAL PROJECTS

- UWSC commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development.
- If/when special projects are developed, UWSC commits to providing the following information to CAPK so a budget for the project can be developed if it is determined that the project will lead to a change in call volume during/after the project period and/or will lead to longer handle time for Stanislaus County callers:
  - ✓ Description of special project including any outreach
  - ✓ Description of any additional data collection requirements
  - ✓ Anticipated change in call volume during/after the project period
  - ✓ If there are budget implications, it will be approved ahead of time by UWSC and CAPK. A startup fee may apply to all additional service requests.

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 1300 18th Street, Suite 200, Bakersfield, CA 93301.

6. PAYMENT FOR SERVICES.

- Payment for services shall be $80,872.00 in the first year invoiced at $6,739.00 per month for the scope (see Exhibit A). This fee will increase annually by 5% per 1,000 calls over contracted amount (Year 2 fee is $83,298.00 and Year 3 fee is $85,797.00).

- If the call abandonment rate exceeds 20% in any two months within a rolling 12-month period, the parties will meet to discuss and agree upon a reasonable credit (if any) to be applied. This ensures a commitment to maintaining high service standards and addressing any issues promptly. It is understood that in instance of local and state emergencies, call volumes significantly increase. Therefore, these situations will be discussed as they relate to call abandonment.

- CAPK will send all invoices to:
  Keristofer Seryani, President/CEO – kseryani@uwaystan.org
  United Way of Stanislaus County, (UWSC)
  422 McHenry Avenue, Modesto, CA 95354

  Five9 Invoice Process
  1. Monthly Service Charge – monthly service fee based on the Tier Pricing system.
  2. Five9 Fees & Taxes – fees and taxes determined by usage (varies monthly).
  3. Domain Fee – fee determined by the calculation of usage (varies monthly).
  4. Line Fee – fee determined by the number of telephony lines available for 211 Stanislaus County.

7. **TERM/TERMINATION.** The term of this Agreement shall begin on 7/1/2024 through 06/30/2027. This contract may be terminated with or without case upon (90) days written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.

8. **OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and UWSC.

9. **HOLDING OVER.** Any hold-over after the expiration date of this Agreement shall be construed as a month-to-month agreement until the Description of Services has been completed, or otherwise in accordance with the terms hereof as applicable.

10. **INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.

11. **HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless UWSC from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for UWSC, as fully as is permitted by the laws of the State of California. UWSC agrees to indemnity, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to UWSC performance, as fully as is permitted by the laws of the State of California.

12. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.

13. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Client is an independent organization and not an officer, employee, or agent of CAPK.

14. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)	**UNITED WAY STANISLAUS COUNTY ("UWSC")**
Signature: _____	**Signature** _____
Printed Name: _____	**Printed Name:** _____
Title: _____	**Title:** _____
Date: _____	**Date:** _____

Exhibit A

Community Action Partnership of Kern | 2-1-1 Call Center
United Way of Stanislaus County Proposed Fee Schedule

Year 1 - United Way Stanislaus County Proposed New Fee Schedule			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 10,000	$ 80,872	$ 6,739
Tier 2	10,001 to 13,000	$ 84,916	$ 7,076
Tier 3	13,001 to 16,000	$ 89,161	$ 7,430
Tier 4	16,001 +	$ 93,620	$ 7,802

Year 2 - United Way Stanislaus County Proposed New Fee Schedule			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 10,000	$ 83,298	$ 6,942
Tier 2	10,001 to 13,000	$ 87,463	$ 7,289
Tier 3	13,001 to 16,000	$ 91,836	$ 7,653
Tier 4	16,001 +	$ 96,428	$ 8,036

Year 3 - United Way Stanislaus County Proposed New Fee Schedule			
	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 10,000	$ 85,797	$ 7,150
Tier 2	10,001 to 13,000	$ 90,087	$ 7,507
Tier 3	13,001 to 16,000	$ 94,591	$ 7,883
Tier 4	16,001 +	$ 99,321	$ 8,277

MEMORANDUM

To: Board of Directors

From: Alan Rodriguez, Cal Fresh Healthy Living Program Administrator

Susana Magana, Director of Health and Nutrition

Date: July 17, 2024

Subject: *Agenda Item 4e*: FFY25 Subcontracts for the CalFresh Healthy Living Program– **Action Item**

CAPK CalFresh Healthy Living Program's (CFHL) Federal Fiscal Year for 2025 is 10/1/2024 – 9/30/2025. Before acquiring the CFHL grant, The Kern Department of Public Health subcontracted with 3 School districts/Family Resource centers to assist in implementing the program for the 5-17 age population. Since acquiring the grant in 2019, CAPK continued the relationships with all the subcontractors to continue implementing the CFHL program within the LEARN domain. The amount being allocated for subcontracts is $947,103.54. The subcontractors continue to be Kernville Union School District-Family Resource Center, Lamont Elementary School District Family Resource & Learning Center, and Kern County Superintendent of Schools. There have not been any increases or decreases within allocations from FFY24-FFY25. All Subcontractor Agreements exceed the CEO's signing authority and Board approval is required.

The mission statement of the CAPK CalFresh Healthy Living program is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

This three-year reimbursable grant will reach 12,000 unduplicated SNAP-Ed participants in eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play, and eat.

CAPK CalFresh Healthy Living is funded by the California Department of Public Health, Nutrition and Physical Activity Branch (CDPH NPAB), (formerly Nutrition Education and Obesity Prevention Branch/NEOPB) with the origin of funding being the USDA-FNS-Supplemental Nutrition Assistance Program (SNAP).

CAPK CalFresh Healthy Living subcontracts meet the fiduciary responsibility as well as programmatic compliance. The subcontracted partners provide approved CalFresh Healthy Living activities for K-12 to meet nutrition standards for the CalFresh Healthy Living scope of work. CAPK CalFresh Healthy Living staff monitor subcontractor monthly activities via the Program Evaluation and Reporting System (PEARS) to provide evaluation, review, TTA and planning. CFHL staff also review monthly invoices to ensure fiscal compliance.

The total FFY 2025 budget of **$2,189,750.00** will be allocated as follows:
Personnel Costs: *$926,620.08*
Operating Costs: *$129,034.45*
Indirect Costs: *$186,991.93*
Subcontracts: *$947,103.54*
(KCSOS-$296,832.30; Kernville-$299,734.55; Lamont-$350,536.69)

CAPK CalFresh Healthy Living program goals align with the CAPK strategic Goal 1 to meet the needs of its priority populations and Increase access to healthy, affordable food to support the health of the communities we serve. In Specific, Indicators 1.2.2 Strengthen and expand partnerships with schools to reach additional children and families and crosses into Goal Group 2 under 2.2.1(b): Partner with resource agencies to identify potential providers that would benefit from a CAPK partnership to advocate for the educational advancement for all children.

Recommendation:
Staff recommends Board approve the subcontracts with Kern County Superintendent of schools, Kernville Union School District, and Lamont Elementary School District for the period of October 1, 2024, to September 30, 2025, and authorizes the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory for the subcontracts and any subsequent amendments during the contract period.

Attachments:
Kern County Superintendent of Schools (KCSOS) Subcontract Agreement
Kernville Union School District Subcontract Agreement
Lamont Elementary School District Subcontract Agreement

Community Action Partnership of Kern
5005 Business Park North • Bakersfield, CA 93309
P: (661) 336-5236 F: (661) 864-1312

ACCOUNT CODE:

Contract Log:

SUB-CONTRACT AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of October 2024 by and between **Kern County Superintendent of Schools** ("Subcontractor") and **Community Action Partnership of Kern** ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Subcontractor is to perform services as per the Scope of Work contained and found in Attachment A attached hereto and incorporated herein by reference.
2. **LOCATION FOR SERVICES.** K.C.S.O.S. Site list found in Attachment A page 12.
3. **PAYMENT FOR SERVICES.** Payment shall be made when CAPK has determined that the Scope of work contained in Attachment A has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices up to an aggregate amount not exceed $296,832.30 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the fifteenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:
    a. Claim for Payment: Title of program; Subcontractor's name and mailing address; period of service.
    b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other supporting documentation.
    c. Personnel Documentation : Relevant Time Logs
    d. Indirect Cost: Documentation of indirect cost rates used to calculate reimbursement of said costs.
    e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

    Term are Net 45 from the date the original invoice is received at CAPK's Finance Division

    Note: Subcontractor shall mail all invoices, with required supporting documentation, to: Community Action Partnership of Kern, Attn: Accounts Payable, 1300 18th St, Ste 200, Bakersfield, CA 93301.

4. **TERM.** This Agreement is effective as of **October 1, 2024 and** continues until **September 30, 2025**. CAPK may discharge Subcontractor at any time by written notice effective such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **OPTION TO RENEW.** This agreement may be renewed for two (2) 12-month periods, upon agreement between CAPK and Subcontractor. Said renewal shall be based on the quality of work and reasonableness of fees for services.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Subcontractor is an independent contractor and is not an officer or employee of CAPK.
7. **INSURANCE.** Subcontractor shall comply with and procure, furnish, and maintain at all times for the duration of this Agreement the types, rules, and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.

8. **RESPONSIBILITIES.** Subcontractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within reasonable time to CAPK's inquires and communications. CAPK shall provide on a timely basis all information and documents necessary for Subcontractor's effective representation of CAPK's interests. Additionally, for the entire duration of this Agreement, Subcontractor shall maintain proper and effective internet access at each of its sites to ensure Subcontractor maintains the ability to achieve the goals described in this Agreement under the Scope of Work found in **Attachment A**.
9. **CONFIDENTIALITY.** Subcontractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Subcontractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
10. **RECORD KEEPING.** Documentation of program delivery, expenses and in-kind contributions are to be retained by Subcontractor for a minimum of three (3) years after submission of final reports and shall be made available to CAPK at mutually convenient times. Subcontractor shall further maintain all such record until resolution of all related audit and monitoring findings are completed.
11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served on the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:	**CAPK:**
Kern County Superintendent of Schools ATTN: Tina Foster 1300 17th Street Bakersfield, CA 93301 Phone: (661) 852-5662	Community Action Partnership of Kern ATTN: Susana Magana 1300 18th St, Ste 200 Bakersfield, CA 93301 Phone: (661) 379-8321

12. **INDEMNIFICATION.** Both parties to this agreement agree to indemnify and hold harmless one another from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Subcontractor while executing this Agreement.
13. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with CAPK's policies not to exceed 12 months.
14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
15. **SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
17. **ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS

Signature: _____ **Date:**_____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

ATTACHMENT A

Community Action Partnerships of Kern (CAPK)

CalFresh Healthy Living Grant SCOPE OF WORK (SOW) October 2024

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for ***Kern County Superintendent of Schools / Office of John G. Mendiburu*** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (1300 18th St. Suite 302 Bakersfield CA. 93301);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Administrator proof of any required CalFresh Healthy Living Program Certifications for funded staff;

7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
   a. **Direct Education:** ***Conduct evidence-based direct education series reaching at a minimum 2,500 unduplicated CalFresh Healthy Living participants in FY25.***

      Direct Education (5 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

   b. **Indirect Education (5 to 17):** ***Engage at a minimum 3,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY25.***

1

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events.
Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. ***Conduct annual community level and setting-based needs assessments during FY24, FY25, and FY26.***

a. Conduct appropriate community level and setting-based needs assessments such as IOE and SLAQ. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around

healthy eating and physical activity. Planning and preparation for implementation will begin in FFY25 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY24-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2025, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2025, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.

c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt

nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. ***Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap

to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

***d.* Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and/or local collaboratives.**

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2SS Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork

10. FFY 25 KCSOS Site List			
Kern County Superintendent of Schools (KCSOS) Contact:	Brianna Crosby, Coordinator 661-636-4035 EM: brcrosby@kern.org KCSOS Office of John G. Mendiburu 1300 17th Street Bakersfield 93301		
CalFresh Healthy Living Services provided	**Site Name**	**Address & Phone**	**On CDPH Site List?**
Delano Union Elementary IOE - Intervention	Fremont Elementary	1318 Clinton Street Delano CA 93215 661-721-5050	Yes
Delano Union Elementary IOE – Control Site	Del Vista Math & Science Academy	710 Quincy Street Delano CA 93215 661-721-5040	Yes
Delano Union Elementary IOE – Intervention	Princeton Street Elementary	1959 Princeton Street Delano 93215 661-721-5080	Yes
Youth Engagement Team & PSE/SLAQ	Bridges Academy	301 E. 18th St. Bakersfield CA 93305 661-852-5730	Yes
Youth Engagement Team & PSE/SLAQ	Kelly F. Blanton Education Center/Community Learning Center(CLC) Tech	300 E. Truxtun Ave., Bakersfield CA 93305 661-852-5700	Yes
Direct & Indirect Education	Independence through Grace https://www.itsgrace.org/schedule	1830 Truxtun Avenue, Suite 101 Bakersfield CA 93301 661-747-9007	Yes
Direct & Indirect Education	Albany Park Elementary School	235 West 20th Ave Delano CA 93215 661-721-5020	Yes
Direct & Indirect Education	Standard Elementary School	115 Miner Ave Bakersfield CA 93308 661-392-2120	Yes
Direct & Indirect Education	Highland Elementary School	2900 Barnett St Bakersfield CA 93308 661-392-2115	Yes
Direct & Indirect Education	Wingland Elementary School	701 Douglas St Bakersfield CA 93308 661-392-2125	Yes
PSE/SLAQ, Direct & Indirect Education	Nueva Vista Language Academy	120 Garces Hwy Delano CA 93215 661-721-5070	Yes
PSE/SLAQ, Direct & Indirect Education	Buttonwillow Union Elementary	42600 CA-58 Buttonwillow CA 93206 661-764-5248	Yes
PSE/SLAQ, Direct & Indirect Education	Golden Oak Elementary	19 S Wall St Shafter CA 93263 661-746-8670	Yes
PSE/SLAQ, Direct & Indirect Education	Kern Crossroads Facility	17824 Quality Rd. Bakersfield, CA 93305 661-391-2200	Yes

11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Potter the Otter
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index

School Site Level Assessment Questionnaire (SLAQ)
SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships

ATTACHMENT B

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Subcontractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations, and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OR SUB-SUBCONTRACTING.** The Subcontractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or sub-subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Subcontractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Subcontractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Subcontractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Subcontractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Subcontractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Subcontractor and CAPK's Chief Executive Officer.

5. **CLAIMS**. All claims for money due or to become due to the Subcontractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.

6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.

7. **AFFIRMATIVE ACTION.** The Subcontractor agrees to abide by all State and Federal Affirmative Action policies and laws.

8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Subcontractor shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion,

national origin, ancestry, disability, medical condition, marital status, age, or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Subcontractor will be American made.
12. **CONFIDENTIALITY.** The Subcontractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **JOINT RESPONSIBILITY.** If Subcontractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY SUBCONTRACTOR:** If the Subcontractor wishes to file a protest against CAPK for any action, the Subcontractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Subcontractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Subcontractor may file a protest with CAPK as specified in the section titled "Protest by Subcontractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Subcontractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

    Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and

dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

"Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

"(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

"(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

Subcontractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

(In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Subcontractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

b. Provide coverage for owned, non-owned and hired autos.

c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

e. Provide Contractual Liability coverage for the terms of the Agreement.

f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

All policies required of the Subcontractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents, employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents, employees,

and designated volunteers shall be in excess of the Subcontractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Subcontractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
        i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Subcontractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Subcontractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

_____

Signature **Date**

_____

Print Name

_____

Company Name

Community Action Partnership of Kern
1300 18th St, Ste 200 • Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 864-1312

ACCOUNT CODE:

Contract Log:

SUB-CONTRACT AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of October 2024 by and between **Kernville Union School District-Family Resource Center**("Subcontractor") and **Community Action Partnership of Kern** ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Subcontractor is to perform services as per the Scope of Work contained and found in Attachment A attached hereto and incorporated herein by reference.
2. **LOCATION FOR SERVICES.** Kernville Union School District Site list found in Attachment A page 10.
3. **PAYMENT FOR SERVICES.** Payment shall be made when CAPK has determined that the Scope of work contained in Attachment A has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices up to an aggregate amount not exceed $299,734.55 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the fifteenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:
    a. Claim for Payment: Title of program; Subcontractor's name and mailing address; period of service.
    b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other supporting documentation.
    c. Personnel Documentation : Relevant Time Logs
    d. Indirect Cost: Documentation of indirect cost rates used to calculate reimbursement of said costs.
    e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

    Term are Net 45 from the date the original invoice is received at CAPK's Finance Division

    Note: Subcontractor shall mail all invoices, with required supporting documentation, to: Community Action Partnership of Kern, Attn: Accounts Payable, 1300 18th St, Ste 200, Bakersfield, CA 93301.

4. **TERM.** This Agreement is effective as of **October 1, 2024,** and continues until **September 30, 2025**. CAPK may discharge Subcontractor at any time by written notice effective such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **OPTION TO RENEW.** This agreement may be renewed for two (2) 12-month periods, upon agreement between CAPK and Subcontractor. Said renewal shall be based on the quality of work and reasonableness of fees for services.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Subcontractor is an independent contractor and is not an officer or employee of CAPK.
7. **INSURANCE.** Subcontractor shall comply with and procure, furnish, and maintain at all times for the duration of this Agreement the types, rules, and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.

8. **RESPONSIBILITIES.** Subcontractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within reasonable time to CAPK's inquires and communications. CAPK shall provide on a timely basis all information and documents necessary for Subcontractor's effective representation of CAPK's interests. Additionally, for the entire duration of this Agreement, Subcontractor shall maintain proper and effective internet access at each of its sites to ensure Subcontractor maintains the ability to achieve the goals described in this Agreement under the Scope of Work found in **Attachment A**.
9. **CONFIDENTIALITY.** Subcontractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Subcontractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
10. **RECORD KEEPING.** Documentation of program delivery, expenses and in-kind contributions are to be retained by Subcontractor for a minimum of three (3) years after submission of final reports and shall be made available to CAPK at mutually convenient times. Subcontractor shall further maintain all such record until resolution of all related audit and monitoring findings are completed.
11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served to the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:	**CAPK:**
Kernville Union School District – Family Resource Center ATTN: Dr. Steven Martinez 3240 Erskine Creek Road Lake Isabella, CA 93240 Phone: (760)379-3651	Community Action Partnership of Kern ATTN: Susana Magana 1300 18th St, Ste 200 Bakersfield, CA 93301 Phone: (661) 379-8321

12. **INDEMNIFICATION.** Both parties to this agreement agree to indemnify and hold harmless one another from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Subcontractor while executing this Agreement.
13. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with CAPK's policies not to exceed 12 months.
14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
15. **SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
17. **ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: KERNVILLE UNION SCHOOL DISTRICT- FAMILY RESOURCE CENTER

Signature: _____ **Date:**_____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

ATTACHMENT A

Community Action Partnerships of Kern (CAPK)

CalFresh Healthy Living Grant SCOPE OF WORK (SOW) October 2024

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for ***Kernville Union School District-Family Resource Center*** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The strategies will be Nutrition Standards, Physical Activity (non-PE), Portion Size, Gardens for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (1300 18th St. Suite 200, Bakersfield CA 93301);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Administrator proof of any required CalFresh Healthy Living Program Certifications for funded staff;

7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
   a. **Direct Education:** ***Conduct evidence-based direct education series reaching at a minimum 1,500 unduplicated CalFresh Healthy Living participants in FY25.***

      Direct Education (0 to 17 Years): Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

   b. **Indirect Education (0 to 17):** ***Engage at a minimum 4,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY25.***

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Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

8. ***Conduct annual community level and setting-based needs assessments during FY24, FY25, and FY26.***

a. Conduct appropriate community level and setting-based needs assessments such as IOE and SLAQ. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavioraround

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healthy eating and physical activity. Planning and preparation for implementation will begin in FFY25 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY4-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 and Before and After School initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2024, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2024, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.

c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt

nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

9. **Community Engagement**

a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens.

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens.

Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

Program Supports: Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

c. ***Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens .***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

Program Supports: California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

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d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and/or local collaboratives.

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

Program Supports: Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

Program Supports: Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2SS Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.

10. FFY 25 Kernville USD Site List	
Kernville Union School District Kernville Family Resource Center Contact:	Cindy Filkosky Project Facilitator 760-379-2556 Email: cfilkosky@kernvilleusd.org

CalFresh Healthy Living Services provided	**Site Name**	**Address & Phone**	**On CDPH Site List?**
Program Staff Location	Kernville Union School District Family Resource Center	6048 Lake Isabella Blvd Lake Isabella CA 93240 760-379-2556	Yes
Direct & Indirect Education & PSE	Woodrow W. Wallace Preschool	3240 Erskine Creek Road Lake Isabella 93263 760-379-2249	Yes
Direct & Indirect Education & PSE	Woodrow W. Wallace Elementary	3240 Erskine Creek Road Lake Isabella 93263 760-379-2249	Yes
Youth Engagement team & PSE	Woodrow W. Wallace Middle	3240 Erskine Creek Road Lake Isabella 93263 760-379-5953	Yes
Direct & Indirect Education & PSE	Kernville Elementary School	13350 Sierra Way Kernville CA 93240 760-376-2249	Yes
Direct & Indirect Education & PSE	South Fork Middle School	5225 Kelso Valley Road Weldon CA 93283 760-378-4000	Yes
Direct & Indirect Education & PSE	South Fork Elementary School	6401 Fay Ranch Road Weldon CA 93283 760-378-2211	Yes
Direct & Indirect Education & PSE	K.N.U.C.K.L.E. U.P Ministries at the Ark	5301 Lake Isabella Blvd Lake Isabella CA 93240 760-549-7034	Yes
Direct & Indirect Education	Kern Valley High School	3340 Erskine Creek Road Lake Isabella CA 93240 760-379-2611	Yes
Direct & Indirect Education	Kern River Valley Branch Library	7054 Lake Isabella Blvd Lake Isabella CA 93240 760-549-2083	Yes
Direct & Indirect Education	Canyon Hills KRV	25 Arden Ave. Wofford Heights CA 93285 661-871-1150	Yes
Direct & Indirect Education & PSE	Kern Calvary Church- Southlake Campus	14900 Highway 178, Lake Isabella CA, 93240	Yes
Direct & Indirect Education & PSE	Kern Calvary Church- Wofford Heights Campus	125 Sycamore Dr. Wofford Heights, CA 93285	Yes

Direct & Indirect Education & PSE	First Baptist Church	3701 Suhre St. Lake Isabella Ca. 93240	Yes
Indirect Education & PSE	Kern Valley Hospital	6412 Laurel Ave. Mt Mesa CA 93240	Yes

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11. CalFresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Potter the Otter Materials
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships

ATTACHMENT B

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Subcontractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations, and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OR SUB-SUBCONTRACTING.** The Subcontractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or sub-subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Subcontractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Subcontractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Subcontractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Subcontractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Subcontractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Subcontractor and CAPK's Chief Executive Officer.

5. **CLAIMS**. All claims for money due or to become due to the Subcontractor from CAPK under the Agreement may not be assigned to a bank, trust company, or other financial institution without CAPK approval. Notice or requests of any such assignment or transfer shall be furnished promptly in writing to CAPK.

6. **NOTICE**. Any notice or notices required or permitted to be given pursuant to the Agreement may be personally served on the other party by the party giving such notice, or may be served by certified mail, return receipt requested.

7. **AFFIRMATIVE ACTION.** The Subcontractor agrees to abide by all State and Federal Affirmative Action policies and laws.

8. **DISPUTE RESOLUTION.** Any dispute arising regarding the interpretation or implementation of the Agreement, including any claims for breach of the Agreement, shall be resolved by submitting the claim for arbitration to the American Arbitration Association in accordance with its rules and procedures applicable to commercial disputes. The location of any arbitration hearing shall be Bakersfield, California, and any enforcement of the arbitrator's decision shall be brought in the Superior Court of the County of Kern, Bakersfield, California.

9. **EQUAL EMPLOYMENT OPPORTUNITY.** All hiring and other employment practices by the Subcontractor

shall be non-discriminatory, based on merit and qualifications without regard to race, color, religion, national origin, ancestry, disability, medical condition, marital status, age, or sex.

10. **SBE/MBE/WBE POLICY STATEMENT.** It is the policy of Community Action Partnership of Kern, consistent with Federal, State and local laws, to promote and encourage the development, participation, and continued expansion of Small Business Enterprises, Minority Business Enterprises and Women's Business Enterprises.
11. **AMERICAN MADE.** To the extent practicable, all equipment and products provided by Subcontractor will be American made.
12. **CONFIDENTIALITY.** The Subcontractor shall use his or her best efforts to keep confidential any information obtained during the performance of the Agreement.
13. **JOINT RESPONSIBILITY.** If Subcontractor is part of a corporation, the individual or individuals who sign the Agreement on behalf of the corporation are jointly responsible for performance of the Agreement.
14. **PROTEST BY SUBCONTRACTOR:** If the Subcontractor wishes to file a protest against CAPK for any action, the Subcontractor must do so in writing with CAPK within 72 hours after the action to be protested has occurred. All protests will be taken under advisement. Any protests received after that will not be recognized.
15. **CONFLICT OF INTEREST:** In accordance with California Public Contract Code 10410, no officer or employee of CAPK shall engage in any employment, activity, or enterprise from which the officer or employee receives compensation or has a financial interest in the Agreement, which may be in whole, or in part, sponsored or funded by a Local, State, or Federal agency. Also, no relative of an employee of CAPK may enter into or bid on an Agreement while said employee is still employed by CAPK. No relative of an employee of CAPK may bid on an Agreement until 12 months after the date said employee of CAPK has left employment of CAPK, either voluntarily or involuntarily. It is contrary to CAPK policy for any CAPK employee to personally solicit, demand or receive any gratuity of any kind from a Subcontractor in connection with any decision affecting a CAPK purchase or Agreement for Goods or Services. Thus, if such a case were to occur, the Subcontractor may file a protest with CAPK as specified in the section titled "Protest by Subcontractor."
16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Subcontractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    “Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

    Subcontractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker’s Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

    (In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Subcontractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    b. Provide coverage for owned, non-owned and hired autos.

    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    e. Provide Contractual Liability coverage for the terms of the Agreement.

    f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

    g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

All policies required of the Subcontractor shall be primary insurance as to Community Action Partnership of Kern, its board, officers, agents, employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents, employees, and designated volunteers shall be in excess of the Subcontractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Subcontractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
        i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Subcontractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Subcontractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

_____

Signature **Date**

_____

Print Name

_____

Company Name

Community Action Partnership of Kern
1300 18th Street, Ste 200 • Bakersfield, CA 93301
P: (661) 336-5236 F: (661) 864-1312

SUB-CONTRACT AGREEMENT

This Contract for Services Agreement (the "Agreement") is made and entered into as of this 1st day of October 2024 by and between **Lamont Elementary School District/ Lamont Weedpatch Family Resource Center** ("Subcontractor") and **Community Action Partnership of Kern** ("CAPK"). In consideration of mutual promises and agreements of the parties as herein set forth, the parties agree as follows:

1. **DESCRIPTION OF SERVICES.** Subcontractor is to perform services as per the Scope of Work contained and found in **Attachment A** attached hereto and incorporated herein by reference.
2. **LOCATION FOR SERVICES.** Lamont Elementary School District Site list found in Attachment A page 7.
3. **PAYMENT FOR SERVICES.** Payment shall be made when CAPK has determined that the Scope of work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices up to an aggregate amount does not exceed $350,536.69 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the fifteenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:
    a. Claim for Payment: Title of program; Subcontractor's name and mailing address; period of service.
    b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other supporting documentation.
    c. Personnel Documentation : Relevant Time Logs
    d. Indirect Cost: Documentation of indirect cost rates used to calculate reimbursement of said costs.
    e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

    Term are Net 45 from the date the original invoice is received at CAPK's Finance Division

    Note: Subcontractor shall mail all invoices, with required supporting documentation, to: Community Action Partnership of Kern, Attn: Accounts Payable, 1300 18th St, Suite 200, Bakersfield, CA 93301.

4. **TERM.** This Agreement is effective as of **October 1, 2024,** and continues until **September 30, 2025**. CAPK may discharge Subcontractor at any time by written notice effective such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.
5. **OPTION TO RENEW.** This agreement may be renewed for two (2) 12-month periods, upon agreement between CAPK and Subcontractor. Said renewal shall be based on the quality of work and reasonableness of fees for services.
6. **RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, Subcontractor is an independent contractor and is not an officer or employee of CAPK.
7. **INSURANCE.** Subcontractor shall comply with and procure, furnish, and maintain at all times for the duration of this Agreement the types, rules, and limits of insurance specified in **Attachment B**, incorporated herein by reference, and will name CAPK as an additional insured.

8. **RESPONSIBILITIES.** Subcontractor shall perform the services provided for under this Agreement and shall keep CAPK informed of progress and developments and will respond within reasonable time to CAPK's inquires and communications. CAPK shall provide on a timely basis all information and documents necessary for Subcontractor's effective representation of CAPK's interests. Additionally, for the entire duration of this Agreement, Subcontractor shall maintain proper and effective internet access at each of its sites to ensure Subcontractor maintains the ability to achieve the goals described in this Agreement under the Scope of Work found in **Attachment A**.
9. **CONFIDENTIALITY.** Subcontractor shall not at any time or in any manner, either directly or indirectly, use for its benefit, or divulge, disclose, or communicate in any manner any information that is proprietary to CAPK. Subcontractor will protect such information and treat it as strictly confidential. This provision shall continue to be effective even after the termination of this Agreement for a period of three (3) years.
10. **RECORD KEEPING.** Documentation of program delivery, expenses and in-kind contributions are to be retained by Subcontractor for a minimum of three (3) years after submission of final reports and shall be made available to CAPK at mutually convenient times. Subcontractor shall further maintain all such record until resolution of all related audit and monitoring findings are completed.
11. **NOTICES.** Any notice or notices required or permitted to be given pursuant to this Agreement may be personally served to the other party by the party giving such notice, or may be served by Certified Mail, to the address set forth below.

Vendor:	**CAPK:**
Lamont Weedpatch Family Resource Center/ Lamont Elementary School District ATTN: Jennifer Wood- Slayton 7915 Burgundy Avenue Lamont, CA 93241 Phone: (661) 845-2724	Community Action Partnership of Kern ATTN: Susana Magana 1300 18th St, Ste 200, Bakersfield, CA 93301 Phone: (661) 379-8321

12. **INDEMNIFICATION.** Both parties to this agreement agree to indemnify and hold harmless one another from all claims, losses, expenses, fees, including attorney fees, costs and judgments that may be asserted against Subcontractor while executing this Agreement.
13. **HOLDING OVER:** Any holdover after the expiration date of this Agreement shall be construed as a month-to-month agreement in accordance with the terms hereof as applicable until the Agreement has been renewed in accordance with CAPK's policies not to exceed 12 months.
14. **ENTIRE AGREEMENT.** This Agreement contains the entire agreement of the parties. No other agreement, statement or promise made on or before the effective date of this Agreement will be binding on the parties.
15. **SEVERABILITY.** If any provision of this Agreement is held in whole or in part to be unenforceable for any reason, the remainder of that provision will remain in full force and effect.
16. **APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.
17. **ADDITIONAL TERMS AND CONDITIONS.** **Attachment B**, attached hereto and incorporated herein, contains CAPK's Additional Terms and Conditions which are made a part of this Agreement.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date hereinabove first written.

VENDOR: LAMONT ELEMENTARY SCHOOL DISTRICT

Signature: _____ **Date:**_____

Printed Name: _____ **Title:** _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____ **Date:** _____

Printed Name: _____ **Title:** _____

ATTACHMENT A

Attachment A

Community Action Partnership of Kern (CAPK)

CalFresh Health Living | Scope of Work (SOW) | October 2024

The Community Action Partnership of Kern (CAPK) Cal Fresh Healthy Living Funded Partner Scope of Work for **Lamont Elementary School District Family Resource & Learning Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The assigned PSE strategies will be Nutrition Standards, Gardens, and School Wellness Policy.

As a funded CAPK Cal Fresh Healthy Living contracted partner you will:

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Site Review visits for CAPK's Cal Fresh Healthy Living Staff to review program compliance;
3. Submit Cal Fresh Healthy Living Monthly Invoices to CAPK (1300 18th St. Suite 200, Bakersfield CA 93301);
4. Attend Quarterly CAPK Community Nutrition Action Partnership (CNAP) Collaborative, and community meetings to support Cal Fresh Healthy Living program efforts;
5. Participate and attend in-person or online Cal Fresh Healthy Living trainings, webinars, and/or annual meetings;
6. Submit to CAPK Cal Fresh Healthy Living Project Administrator proof of any required Cal Fresh Healthy Living Program Certifications for funded staff;
7. Provide Cal Fresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
   a. **Direct Education:** ***Conduct evidence-based direct education reaching 1,500 unduplicated eligible Cal Fresh Healthy Living participants from October 1st 2023 to September 30th 2024.***

      Direct Education (5 to 17 Years): Provide approved curriculum evidence-based direct education series that are appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Provide evidence-based nutrition education regarding Nutrition Standards, Gardens, and School Wellness Policy to the target population.

   b. **Indirect Education (5 to 59 Years):** ***Engage a minimum 3,500 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information.***

      Annually promote, support and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the Cal Fresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day,

Fruit and Veggie Fest, community and school events etc. Utilize state developed materials including Rethink Your Drink, Be Better, and/or other statewide media related to beverages. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

All Cal Fresh Healthy Living Education Program Activities will be reported in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; Healthy Eating Behaviors (MT1); Food Resource Management Behaviors (MT2); and Physical Activity and Reduced Sedentary Behaviors (MT3) indicators of behavioral change in Cal Fresh Healthy Living participants.

8. ***Conduct annual community-level and setting-based needs assessments for the Nutrition Standards, Gardens, and School Wellness Policy efforts during FY25.***

   a. All Cal Fresh Healthy Living Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; MT5. MT5 is a multi-component indicator of Nutrition Supports adopted in Environmental Settings. MT5 progress will be reported in PEARS as the Nutrition Standards, Gardens, and School Wellness Policy policy across the settings in Kern County where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work is implemented.
   b. Planning and preparation will begin first quarter of FFY25. Trainings will be scheduled on the Youth Participatory Action Research (YPAR) tool. The YPAR tool will guide the youth team and help them build leadership skills, critical thinking, problem solving, nutrition and physical activities will be incorporated and led by youth leaders. FFY 24, 25 & 26 will closely track changes that are implemented, annual Site Level Assessments Questionnaires such as SLAQ and IOE will be completed, as well as program evaluations, and/or monitoring of activities of the campaign. Cal Fresh Healthy Living activities, strategies, and interventions are to be consistent with Dietary Guidelines for Americans (DGA) and the

associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. The Youth Participatory Action Research (YPAR), Community Tool Box Needs Assessment, and/or the Site Level Assessment Questionnaire (SLAQ) will be utilized to complete for annual assessments.

c. YPAR Pre-Assessment will identify current standards for Nutrition Standards, Gardens, and School Wellness Policy for foods and beverages. Collection and analyzing qualitative and quantitative data from primary and secondary sources will include engaging with Stakeholders (e.g. local decision makers, program partners, program participants). Nutrition Standards, Gardens, and School Wellness Policy Promotional priorities and local initiatives will determine appropriate strategies. Engagement will occur in the community and/or at After School program site for understanding of the current issues and relevance of the needs. Advisory groups may form to facilitate and maintain/sustain policy efforts.

d. YPAR Post-Assessment will include assessing the environment(s) in relation to client impact. Coordinating with CAPK and/or partnering with other existing services and resources such as the County Nutrition Action Plan (CNAP) and local community partners to further the reach and impact of the Nutrition Standards, Gardens, and School Wellness Policy. Partnerships will be critical to instituting the policy, system, and/or environmental change strategies in Kern communities. By September 30, 2023, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan.

9. Community Engagement

a. Cultivate relationships and educate appropriate local champions/influencers and community members about the Nutrition Standards, Gardens, and School Wellness Policy.

Identify local influencers such as parents, youth leaders, restaurant owners, business owners, and/or business leaders. Present assessment results and/or educate on the benefits and impact of Nutrition Standards, Gardens, and School Wellness Policy. Leverage relationships with influencers to generate support for existing work and/or additional work around improved and/or expanded Nutrition Standards, Gardens, and School Wellness Policy among community members. Incorporate local champions and community members' vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc.

b. Engage community members in priority planning and implementation about the Nutrition Standards, Gardens, and School Wellness Policy.

Engage community members in assessment and/or present assessment results if applicable. Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to Nutrition Standards, Gardens, and School Wellness Policy. Engage community on policy viability (Feasibility).

c. Conduct information sharing and gathering forums with appropriate stakeholders about the Nutrition Standards, Gardens, and School Wellness Policy

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationships, support and funding opportunities. If appropriate, host convenings around Nutrition Standards, Gardens, and School Wellness Policy.

d. Meet and work with appropriate committees, youth partners, and workgroups engaged in planning, implementation, and maintenance about the Nutrition Standards, Gardens, and School Wellness Policy.

Attend, participate, and work with partners who have a vested interest in nutrition and health outcomes to support work and goals. Promote the Dietary Guidelines and Cal Fresh Healthy Living intervention strategies proven to change behavior and utilize intervention strategies from the Cal Fresh Healthy Living Interventions Obesity Prevention Tool Kit for States and follow the Cal Fresh Healthy Living Evaluation Framework. Interventions will focus on nutrition education, physical activity promotion with environmental supports, family resource management education, community events, training and technical assistance, utilizing media and public

relations, and coordination/collaboration with Community Based Organizations (CBOs). Intervention evaluations will follow Cal Fresh Healthy Living definitions of a Formative, Process, Outcome and/or Impact Evaluation to deliver evidence-based approaches that provide Cal Fresh Healthy Living participants nutrition education and obesity prevention services. Collaboration activities related to the Cal Fresh Healthy Living Program Activities will be reported as Partnerships in the Program Evaluation and Reporting System (PEARS).

10. FFY 25 Lamont Site List			**On CDPH SharePoint?**
Lamont Elementary School District Contact:		Jennifer Wood Slayton LESDFRLC Project Director 661-845-2724	
Direct & Indirect Education & PSE	Mountain View Middle School	8001 Weedpatch Hwy Lamont 661-845-2291	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District Family Resource & Learning Center	7839 Burgundy Ave Lamont 661-845-2724	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District	7915 Burgundy Ave Lamont 661-845-0751	Yes
Direct & Indirect Education & PSE	David Head Center	10300 San Diego St, Lamont CA	Yes
Direct & Indirect Education & PSE	Myrtle Ave Elementary	10421 Myrtle Ave. Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Lamont Elementary School	8201 Palm Ave, Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Alicante Elementary School	7998 Alicante Ave Lamont CA 93241	Yes

11. Cal Fresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2020
Impact Outcome Evaluation (IOE)

Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Potter the Otter
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)
(SNAP-Ed) Cal Fresh Healthy Living Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships

ATTACHMENT B

Community Action Partnership of Kern
Additional Terms and Conditions

1. **TAXES.** The Subcontractor is solely responsible to pay all taxes and comply with all Federal, State, and local laws, ordinances, rules, regulations, and lawful orders bearing on the performance of work.

2. **ASSIGNMENT OR SUB-SUBCONTRACTING.** The Subcontractor may not assign or transfer the Agreement, or any interest therein or claim thereunder, or sub-subcontract any portion of the work thereunder, without the prior written approval of CAPK. If CAPK consents to such assignment or transfer, the terms and conditions of the Agreement shall be binding upon any assignee or transferee. Any transfer shall be considered an addendum to the Agreement and must be included as such.

3. **TERMINATION FOR CONVENIENCE OF CAPK**. CAPK may terminate the Agreement at any time by giving written notice to the Subcontractor of such termination and specifying the effective date thereof. In that event, all finished or unfinished documents and other materials as described herein, at the option of CAPK, shall become its property. If the Agreement is terminated by CAPK as provided herein, the Subcontractor shall be entitled to receive just and equitable compensation for any satisfactory work completed on such documents and other materials. The Subcontractor hereby expressly waives any and all claims for damages or compensation arising under the Agreement except as set forth in this section in the event of such termination.

4. **CHANGES**. CAPK may from time to time, require changes in the scope of the services of the Subcontractor to be performed hereunder. Such changes, including any increase or decrease in the amount of the Subcontractor's compensation which are mutually agreed upon by and between CAPK and the Vendor, shall be effective when incorporated in written amendments to the Agreement. Amendments shall be valid only after approval by Subcontractor and CAPK's Chief Executive Officer.

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16. **DEBARMENT AND SUSPENSION CERTIFICATION**: Subcontractor, under penalty of perjury, certified that, except as noted below, he/she or any person associated therewith in the capacity of owner, partner, director, officer, manager:
    a. Is not currently under suspension, debarment, voluntary exclusion, or determination of ineligibility by any federal agency.
    b. Has not been suspended, debarred, voluntarily excluded or determined ineligible by any federal agency within the past three (3) years.
    c. Does not have a proposed debarment pending; and
    d. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.

    If there are any exceptions to the Certifications above, insert the exceptions in the following space:

Exceptions will not necessarily result in denial of award but will be considered in determining Vendor responsibility. For any exception noted above, indicate below to whom it applies, initiating agency, and dates of action.

Note: Providing false information may result in criminal prosecution or administrative sanctions.

17. **WORKER'S COMPENSATION**: Labor Code Section 3700 provides:

    "Every employer except the State and all political subdivisions or institutions thereof, shall secure the payment of compensation in one or more of the following ways:

    "(a) By being insured against liability to pay compensation in one or to more than one of the insurers duly authorized to write compensation insurance in this State.

    "(b) By securing from the Director of Industrial Relations a certificate of consent to self-insure, which may be given upon furnishing proof satisfactory to the Director of Industrial Relations of ability to self-insure and to pay any compensation that may become due to his employees."

    Subcontractor is aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions of that Code, and Vendor will comply with those provisions before commencing the performance of the work of the Agreement.

    (In accordance with Article 5 [commencing at Section 1860], Chapter 1, Part 7, Division 2 of the Labor Code, this certificate must be signed and filed with the awarding body prior to performing any work under the Agreement.)

18. **INSURANCE REQUIREMENTS:** Subcontractor shall procure, furnish and maintain for the duration of the Agreement the following types and limits of insurance herein:

    a. Automobile Liability Insurance, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    b. Provide coverage for owned, non-owned and hired autos.

    c. Contain an additional insured endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

    d. Broad Form Commercial General Liability Insurance, ISO form CG00 01 11 85 or 88 providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall:

    e. Provide Contractual Liability coverage for the terms of the Agreement.

    f. Contain an additional insured endorsement in favor in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

    g. Workers' compensation insurance with statutory limits and employer's liability insurance with limits of not less than One Million Dollars ($1,000,000) per occurrence; and the policy shall contain a waiver of subrogation endorsement in favor of Community Action Partnership of Kern, its board, officers, agents, employees, and volunteers.

    All policies required of the Subcontractor shall be primary insurance as to Community Action

Partnership of Kern, its board, officers, agents, employees and volunteers and any insurance or self-insurance maintained by Community Action Partnership of Kern, its board, officers, agents, employees, and designated volunteers shall be in excess of the Subcontractor's insurance and shall not contribute with it. Additional insured endorsement shall use ISO form CG20 10 11 85 (in no event with an edition date later than 1990).

Insurance is to be placed with insurers with a Best's rating of no less than A: VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by the Agreement, or insurance rated below Best's A: VII, must be declared prior to execution of the Agreement and approved by CAPK in writing.

All policies shall contain an endorsement providing Community Action Partnership of Kern with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy.

The insurance required hereunder shall be maintained until all work required to be performed by the Agreement is satisfactorily completed.

Subcontractor shall furnish CAPK with a certificate of insurance and required endorsements evidencing the insurance required. CAPK may withdraw its offer of an Agreement or cancel the Agreement if certificates of insurance and endorsements required have not been provided prior to the execution of the Agreement.

19. **DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000.00.
    a. The Department of Industrial Relations (DIR) determines the General Prevailing Wage Rates (GPWR), including fringe benefits, for each craft, classification, or type of worker considered to be necessary to complete the contract work.
    b. The Secretary of Labor (SOL) determines the Davis- Bacon Wage Rates for Federal-Aid projects and in most cases the wage rates set forth by the DIR and SOL will be the same for most given labor classifications.
    c. If there is a difference, the bidder shall pay not less than the higher wage rate.
    d. Concerning Classification of Labor and Davis-Bacon Wage Rate Determinations:
        i. Bidder must obtain Davis-Bacon Wage rate determinations from the following sites: http://www.wdol.gov/ (Federal); http://www.dir.ca.gov/OPRL/PWD/index.htm (State).
    e. Subcontractor must use the classification that most accurately describes the work to be performed. Bidder must reclassify workers to conform to changes in duties, if any. Subcontractor must maintain an accurate payroll record of the time spent in each classification and submit certified payroll weekly.

_____

Signature **Date**

_____

Print Name

_____

Company Name

MEMORANDUM

To: Executive Committee

From: Esperanza Contreras, Program Services Administrator

Date: July 17, 2024

Subject: *Agenda Item 4f*: Head Start /State Child Development Child Care Partnership Program Position Reclassification– **Action Item**

In June 2024, the Board of Directors approved the changes in the organization chart for the Head Start and State Child Development Division. This included the Partnership Program Manager position that plays a crucial role in the addition of the Family Child Care Program to HS/SCD Child Care Partnership operations.

The Early Head Start Partnership Supervisor position will be reclassified to the Partnership Program Manager. This position is responsible for the oversight of the Child Care Partnership programs day-to-day operation, supporting staff and partners which will now include Family Child Care. In addition, the Program Manager will be responsible for monitoring, training, and ensuring compliance among our partner child care centers and in-home child care providers. This role will involve working closely with our staff and partners to uphold the quality of care and adherence to our organization's standards. The position will be reporting directly to the Program Services Administrator.

This position is a direct result of funding allocated to support our Family Child Care and Child Care Partnership program. By bolstering our resources in this area, we aim to further enhance our services and ensure the well-being of those we serve. We believe that this position will significantly contribute to the effectiveness and efficiency of our operations.

Summary of Proposed Changes

Below is a description of the proposed reclassified position and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Partnership Supervisor	Partnership Program Manager	10 Min:$28.39 Mid: $35.49 Max: $42.59	12 Min: $35.58 Mid: $44.47 Max: $53.37

Fiscal Impact and Timeframe

This position has been budgeted in the Head Start FY 2024-25 and the reclassification is expected to transition on July 22, 2024.

Strategic Plan Impact
As part of the 2021-25 Strategic Plan, specifically under 4:

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

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

Recommendation:
Staff recommends the Executive Committee approve the reclassification of the Early Head Start Partnership Supervisor to the Partnership Program Manager position at a grade 12.

Attachment:
Partnership Program Manager Job Description

Partnership Manager

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

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

SUMMARY:
Provide oversight and support to Head Start/Early Head Start Child Care Partnerships (HS/EHS CCP). Implement short-term and long-range planning for service delivery, monitoring, and training. Assist in managing the Partnership staff with the integration of all content areas into the day-to-day program. Ensure all performance standards for education, nutrition, mental wellness, disabilities, health, and family engagement are in full compliance with all aspects of Head Start/Early Head Start federal regulations. Administer effective communication among administration leadership, staff, families, and community partners.

SUPERVISION RECEIVED:
Program Services Administrator

SUPERVISION EXERCISED:
Family Child Care Coordinator and Family Advocates.

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

Essential Job Specific Duties:

- Responsible for the oversight and support of full compliance of required regulations, performance standards, and responsibilities as written on agreements of childcare partnerships.
- Conduct site visits as needed to support staff and ensure childcare programs are well maintained and environments are conducive to the development and learning of all children, both indoors and outdoors.
- Assist in the overall directing and monitoring of all areas for compliance that is consistent with Head Start/Early Head Start Performance Standards funding terms and conditions and other pertinent federal and state guidelines.
- Completes on-going reports based on measurable and objective criteria and related to the program service area plans and goals, transitions, enrollment, and on-going trainings.
- Works with Administrator to ensure budget and expenditures are in full compliance with grant requirements.
- Works with Administrator to monitor grants and budget to actual. Reports to the Board and Policy Council monthly.
- Responsible for the direct supervision, training, and development of direct report staff members.
- Assist in the overall directing and monitoring of all areas for compliance that is consistent with Head Start/Early Head Start Performance Standards funding terms and conditions, and other pertinent federal and state guidelines.

- Evaluates performance, provides mentoring, coaching, and necessary disciplinary action for assigned staff.
- Oversees and provides support to ensure delivery of services in all functional areas, utilizing internal and external resources to provide supplies and medical, social, mental health, educational, and special services as deemed appropriate.
- Conduct ongoing monitoring site visits to ensure compliance of all daily operation.
- Implements and maintains monthly management team meetings comprised of all comprehensive service areas.
- Responsible for responding and/or supporting staff response to non-compliance reports and the completion of corrective action plans.
- Provides monthly comprehensive reports to the Administrator of all performance standards and Head Start Act as it relates to the partnership and the grant.
- Work with Governance Coordinator and Family Engagement Specialists to ensure successful parent meetings are held monthly, parent boards are kept up to date, and ongoing communication and information is posted and kept up to date for parents.
- In collaboration with Education department, assist and support with observation reports and data, including a variety of education assessments and identify training needed.
- Ensures that effective communication is maintained between the Partnership and Head Start staff.
- Oversees the implementation of all required assessments and screenings are completed in a timely manner.
- Manages the coordination of professional development and mentor coaching.
- Develop and implement leadership and communication skills for staff.
- Work with Human Resources in recruitment, reviewing applications, interviewing, and hiring staff as needed.
- Attend and support a variety of community and agency meetings, including, but not limited to, management meetings and School Readiness meetings.
- Support and build rapport with community partners and provide information on program(s) services provided.
- Support and ensure implementation of analysis of data for School Readiness.
- Work closely with all division staff to ensure program goals, objectives, licensing improvements, and overall improvement.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for Head Start/Early Head Start/State Programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Applicable federal, state, and local laws, codes, and regulations.

- Regulations governing the administration of Head Start Program and state related programs desirable.
- Licensing Child Care Regulations (Title 22 and Title 5).
- Regulations governing the administration of Head Start Program and State related program desirable.
- Principles and methods of budget development, administration, and revision.
- Principles and methods of organization, planning, and coordination.
- Supervisory principles and practices.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Agency and division policies and procedures.
- Principles and techniques of training, program development, and operation.

Ability to:

- Coordinate multiple complex projects and meet critical deadlines.
- Plan, organize and allocate confidential data and organizational resources.
- Plan, direct, and review the work of staff on a project or day-to-day basis.
- Work collaboratively as part of a team.
- Work with conceptual matters.
- Work under frequent time pressures or deadlines.
- Supervise, mentor, and motivate a diverse group of individuals.
- Work independently.
- Prepare clear, concise, and complete oral and written reports and other documents and correspondence.
- Exercise sound, independent judgment within general policy guidelines.
- Interpret and apply laws, regulations, and policies.
- Analyze administrative, operational, and organizational problems and evaluate alternatives to reach sound solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Gather and analyze data.
- Ensure the maintenance of accurate records.
- Attend evening and weekend meetings
- Effectively present Head Start program information to the public.
- Establish and maintain professional working relationships with staff, agencies, parents, and both internal and external stakeholders.
- Demonstrate an understanding of and design a curriculum that promotes appreciation of cultural and linguistic diversity, integrates health and nutrition education, facilitates language development, incorporates art, music, and dramatic play, and nurtures the development of mathematical and science concepts

DRAFT

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university with major in one of the following disciplines: early childhood development, education, human development, or related field.
- Minimum four (4) years of progressive management experience in early childhood education, human development, or related field.
- Minimum of two (2) years supervisory experience.
- One (1) year of direct experience in government funded or similar programs required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during working hours.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have completed a First Aid/CPR certificate or will obtain one within 90 days of employment.
- 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 Partnership 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					

DRAFT

MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: July 17, 2024

Subject: *Agenda Item 4g*: Indirect Excess Transfer to Discretionary - **Action Item**

CAPK originally implemented the utilization of the 10% De Minimis indirect rate during fiscal year 2016-17. CAPK had historically utilized a Direct Cost Rate that was administratively intensive. The De Minimis Indirect Rate was allowable for agencies that never had a negotiated indirect rate.

The use of the De Minimis Indirect Rate allows an excess or deficit indirect collection to become unrestricted. Funds held in the Indirect Fund must match the allowability of cost principles described in Uniform Guidance. Hence it is in the best interest of the agency to transfer excess or deficit funds at the end of the fiscal year to the Discretionary Fund. This will allow for the excess funds to be more transparently displayed to the Board. Plus, it allows the agency to build unrestricted reserves within the control of the Board.

During the period of 2016-17 through 2021-22 (6 fiscal years), a total of $3,493,907.62 has been moved to the Discretionary Fund. During fiscal year 2022-23, an indirect excess of $559,800.40 was recognized. Accordingly, these funds will be transferred from the Indirect Fund to the Discretionary Fund.

Recommendation:

Staff recommends that the excess funds in the amount of $559,800.40 from the Indirect Fund be transferred to the Discretionary Fund.

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 17, 2024

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	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	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAP - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	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)	146,294	10.568/.569	15 - MOU - 00118	10/01/23 - 09/30/24	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, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	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 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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	1,275,824	21.027		7/1/2023 - 6/30/2024	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)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

A2

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	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 PROC	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	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	07/01/23 - 06/30/24	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
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
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
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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	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		CMAP - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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) CAL FOOD	256,506		MOU-22-00118	07/01/23 - 04/30/24	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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 - 04/30/25	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 - 04/30/25	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
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799		2020.2.06	07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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 - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVI
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				

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

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/23 - 3/31/24	90 days	$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days		
07/01/24 - 9/30/24	90 days		
10/01/24 - 12/31/24	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF MAY 31, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(78,536.52)
HEAD START/EARLY HEAD START	(894,373.41)
SUBTOTAL	**(972,909.93)**
GENERAL CHILD CARE	(879,682.36)
MIGRANT A/P	2,229,856.09
Child Development Reserve Fund No. 1	0.00
Child Development Reserve Fund No. 2	0.00
MIGRANT CHILD CARE	(14,030.16)
MIGRANT SPECIALIZED SERVICES	7,515.00
SAN JOAQUIN COE GENERAL CHILD CARE	(258,130.55)
STATE PRESCHOOL	(9,892.57)
SUBTOTAL	**1,075,635.45**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(17,482.41)
EF&S	0.00
EFAP	(75,357.13)
HUD CPF Food Bank Expansion	63,546.83
FEEDING AMERICA SERVICE INSIGHTS	(18,266.77)
FOOD BANK	(90,273.26)
FOOD BANK EXPANSION	(260,993.49)
FOOD BANK CAPACITY PROGRAM	(116,758.85)
FOOD BANK - STATE	(575,532.80)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	(554,037.80)
WONDERFUL FOUNDATION	(15,038.10)
SUBTOTAL	**(1,660,193.78)**
ENERGY	(76,478.98)
LIHEAP	(1,208,074.83)
DOE	(4,684.35)
LIWHAP	130,735.66
PG&E	0.00
TRANSFER NEGATIVE BALANCE	1,158,502.50
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	(127,526.80)
ARG III - Warm Handoff	(56,928.55)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	3,931.80
KCCD CERF REGIONAL CONVENOR	6,389.43
KCCD CWDB High Road Training Partnership	(4,291.82)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(53,925.76)
BKRHC-Encampment Resolution	(2,816.00)
CALAIM HOMELESS PREVENTION SERVICES	27,388.20
CAL FRESH	(970.23)
CALEITC	(77,672.10)
CAPK FOUNDATION	(5,704.15)
Child Care Facilities	0.00
COST POOLS	(537,474.07)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(47,135.78)
County of Kern - PPSA COVID-19	209.41
CSBG	300,933.47
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(75.27)
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	(1,113,330.35)
EAST KERN FAMILY RESOURCE CENTER	(13,045.37)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(3,902.98)
Day 1 Families Housing Support	(366.33)
ASTHO VACCINE EQUITY	(53,612.01)
CITY OF BAKERSFIELD CAL VIP	(6,704.18)
FIRST 5 KERN 211	(5,246.72)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(18,268.38)
FIRST 5 HELP ME GROW	14,156.13
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(5,348.29)
FRIENDSHIP HOUSE	(6,273.34)
City of Bakersfield - FHCC Sports Field	(10,988.00)
City of Bkfd-Cal VIP Outreach	(19,037.02)
FUNDRAISING	0.00
GENERAL FUND	236,805.29
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(104,220.00)
HUD-COORDINATED ENTRY SYSTEM	(5,805.61)
Kaiser	(41,525.68)
INDIRECT FUND	(292,878.84)
IRS - VITA	51,564.79
TAX ASSISTANCE	(8,885.42)
M ST NAVIGATION CENTER	(3,719.99)
NEOPB CAL FRESH HEALTHY LIVING	201,788.38
POSITIVE YOUTH DEV SVC	(9,963.04)
POSITIVE YOUTH M	(32,142.35)
SHAFTER YOUTH CENTER	(11,247.86)
OASIS FAMILY RESOURCE CENTER	(2,785.68)
CalCAPA-Diaper Distribution Pilot	4,435.34
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	0.00
County of Kern - 211	(45,936.31)
WELLS FARGO FOUNDATION	0.00
WIC	775,834.93
LESS: ENERGY NEGATIVE BALANCE	(1,158,502.50)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(2,264,819.61)**
TOTAL OPERATING CASH	(3,822,287.87)

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
May 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 05/31/24		8,873,274.87
LESS: OUTSTANDING CHECKS	640,109.00	
ADJUSTED BANK BALANCE AT 05/31/24		8,233,165.87
GENERAL LEDGER BALANCE AT 04/30/24		15,739,798.94
ADD: DEPOSITS	2,807,944.11	
US TREAS DRAWDOWNS	1,936,927.33	
FUNDS FROM OTHER GRANTS	1,859,560.02	
TRANSFERS FROM RESTRICTED ACCOUNTS	40,962.95	
ADP /HEALTH EQUITY REFUND	2,143.06	
REIMBURSEMENT OF ALTERED PAYEE	30,371.11	
LESS: CHECKS	4,261,010.54	
ADP PAYROLL 5/3/24	1,959,398.89	
ADP PAYROLL 5/17/24	1,943,758.17	
ADP PAYROLL 5/31/24	2,091,328.92	
EFTS FOR HRA/HSA/ STD/403B	130,221.25	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	48,945.91	
BANK FEES	-	
ACH VOUCHERS	3,749,877.97	
GENERAL LEDGER BALANCE AT 05/31/24		8,233,165.87
	DIFFERENCE:	(0.00)

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 06/07/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 7, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**05/31/24**		**1,101,728.61**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/24**		**1,101,728.61**

BALANCE PER G/L	**04/30/24**		**1,100,721.28**
ADD: DEPOSITS		0.00	
INTEREST		1,007.33	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/24**		**1,101,728.61**

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: 06/05/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 5, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**05/31/24**		**292.56**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/24**		**292.56**

BALANCE PER G/L	**04/30/24**		**292.29**
ADD: DEPOSITS		0.00	
INTEREST		0.27	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/24**		**292.56**

** 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: 06/05/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 7, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**05/31/24**		**2,512,287.79**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**05/31/24**		**2,512,287.79**

BALANCE PER GENERAL LEDGER	**04/30/24**		**2,510,008.20**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	WIRE TRANSFER	0.00	
	PAYPAL DEPOSIT	0.00	
	INTEREST	2,297.04	
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	0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**05/31/24**		**2,512,287.79**

** 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: 06/05/24

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

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**05/31/24**		**7,613.77**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**05/31/24**		**7,613.77**

BALANCE PER G/L	**04/30/24**		**7,606.81**
ADD: DEPOSITS		0.00	
INTEREST		6.96	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**05/31/24**		**7,613.77**

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 06/05/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 7, 2024

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

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:		**05/31/24**		**97,778.39**
DEPOSITS IN TRANSIT			0.00	
OUTSTANDING CHECKS			0.00	
OTHER			0.00	
ADJUSTED BANK BALANCE:		**05/31/24**		**97,778.39**
BALANCE PER G/L		**04/30/24**		**97,688.99**
ADD:	DEPOSITS		0.00	
	INTEREST		89.40	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS:	CHECKS		0.00	
	CLIENT ANALYSIS SERVICE CHARGE		0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L		**05/31/24**		**97,778.39**
			DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 06/05/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 5, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
May 31, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**05/31/24**	**2,951,689.56**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**05/31/24**	**2,951,689.56**
BALANCE PER G/L		**04/30/24**	**2,989,950.42**
ADD:	DEPOSITS	0.00	
	INTEREST	2,702.09	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	40,962.95	
BALANCE PER G/L		**05/31/24**	**2,951,689.56**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 06/05/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Jun 5, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2024 - May 30, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	3,906.22
Gloria Barbero	Administrator - EHS San Joaquin	81.19
Yolanda Gonzales	Director of Head Start/State Child Development Programs	19,585.54
Freddy Hernandez	Director of Youth and Community Services	10,201.41
Louis Gill	Chief Program Officer	10,500.51
Lisa McGranahan	Director of Human Resources	2,204.03
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	174.00
Pritika Ram	Chief Business Development Officer	9,209.62
Jeremy Tobias	Chief Executive Officer	17,081.28
Emilio Wagner	Chief Facilities and Technology Officer	1,747.58
Tracy Webster	Chief Financial Officer	12,072.09
Rebecca Moreno	Director of Housing Support Services	801.35
Susana Magana	Director of Nutrition Services	5,406.71
	Total	$ 92,971.53

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	4/30/2024	5/1/2024	Usps Po 0504740519 Bakersfield, CA				5.08
	Sending a Certified Letter through USPS						
2	5/1/2024	5/2/2024	Vistaprint 866-207-4955, MA				478.12
	Supplies for Gourmet for Good						
3	5/2/2024	5/2/2024	Printdirtcheap.Com 866-811-4266, CA				60.77
	Gourmet for Good Supplies						
4	5/9/2024	5/10/2024	Michaels.Com 800-642-4235, TX				36.52
	Gourmet for Good Supplies						
5	5/9/2024	5/10/2024	Sq *nanette Art + Design Bakersfield, CA				150.00
	Deposit for Chalk art for Gourmet for Good.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/10/2024	5/13/2024	Walgreens.Com Photo #1624 800-289-2273, FL				93.05
	Supplies for Gourmet for Good						
7	5/13/2024	5/14/2024	Michaels.Com 800-642-4235, TX				-36.52
	Refund for Gourmet for Good Supplies						
8	5/13/2024	5/14/2024	Dri*uprinting 888-8884211, CA				92.86
	A Frames for Gourmet for Good						
9	5/14/2024	5/16/2024	United United.Com, TX				620.82
	Airfare for NCAP Conference- Catherine Anspach						
10	5/14/2024	5/16/2024	United United.Com, TX				620.82
	Airfare for NCAP Conference- Lara Popkin						
11	5/15/2024	5/17/2024	Walgreens.Com Photo #1624 800-289-2273, FL				157.91
	Supplies for Gourmet for Good						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/15/2024	5/17/2024	Walgreens.Com Photo #1624 800-289-2273, FL				17.76
	Supplies for Gourmet for Good						
13	5/17/2024	5/20/2024	Walmart.Com 8009256278 800-966-6546, AR				86.06
	Money Belts for staff. Gourmet for Good						
14	5/20/2024	5/21/2024	Sq *locale Farm To Table Bakersfield, CA				629.20
	Juice for Gourmet for Good						
15	5/20/2024	5/21/2024	Sq *locale Farm To Table Bakersfield, CA				-24.70
	Overcharge-refund. (Gourmet for Good drinks)						
16	5/22/2024	5/23/2024	Walgreens #6756 Bakersfield, CA				29.22
	Photos for Gourmet for Good						
17	5/23/2024	5/24/2024	Fedex Offic52900052936 Bakersfield, CA				8.93
	Lamination for Gourmet for Good.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	5/24/2024	5/27/2024	Sequoia Sand Downtown Bakersfield, CA				231.47
	Sandwiches for Foundation Board Meeting						
19	5/26/2024	5/27/2024	Amzn Mktp Us Amzn.Com/Bill, WA				36.78
	Supplies for Gourmet for Good						
20	5/27/2024	5/28/2024	Amzn Mktp Us Amzn.Com/Bill, WA				261.86
	Supplies for Gourmet for Good						
21	5/28/2024	5/29/2024	Walgreens #6756 Bakersfield, CA				11.69
	Supplies for Gourmet for Good						
22	5/28/2024	5/30/2024	Albertsons #0336 Bakersfield, CA				42.14
	Drinks for Foundation Board Meeting						
23	5/29/2024	5/30/2024	Fedex Offic52900052936 Bakersfield, CA				17.86
	Supplies for Gourmet for Good						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	5/29/2024	5/30/2024	Jasmine And The New Taste Bakersfield, CA				32.25
	Lunch Meeting with a CAPK Donor.						
25	5/29/2024	5/31/2024	Party City 386 Bakersfield, CA				71.45
	Supplies for Gourmet for Good						
26	5/29/2024	5/31/2024	Tractor Supply Co #5509 615-440-4600, TN				133.12
	Supplies for Gourmet for Good						
27	5/30/2024	5/31/2024	Fedex Offic52900052936 Bakersfield, CA				8.93
	Lamination for GFG						
28	5/30/2024	5/31/2024	Smart And Final 362 Bakersfield, CA				32.77
	Corkscrews for Gourmet for Good						

Transaction Count: 28

Total: 3,906.22

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/15/2024	5/17/2024	Office Depot #486 Stockton, CA				803.24
	Ink purchased for the ECE Job Fair recruitment event on Saturday May 18, 2024.						
2	5/22/2024	5/27/2024	Office Depot #486 Stockton, CA				-722.05
	Returned unused Ink purchased for the ECE Job Fair Recruitment Event.						

Transaction Count: 2

Total: 81.19

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/6/2024	Marriott Tampa Watersi Tampa, FL				2,758.72
	Travel- Lodging for NTI 2024 Pyramid Pre-Conference & Conference in Tampa, FL 4/15/24-4/19/24- Yolanda G. 108@15%=$468.99/109@68%=$1,875.93/117@15%=$413.80						
2	5/19/2024	5/20/2024	Zoom.Us 888-799-9666 Www.Zoom.Us, CA				11,764.12
	Annual Zoom Membership Renewal for Head Start Department- 108@17%=$1,999.90/109@68%=$7,999.60/117@15%=$1,764.62						
3	5/28/2024	5/30/2024	Wipfli Llp Madison, WI				2,325.00
	Registration for WIPFLI 2024 Stronger to Serve Conf. in Las Vegas, NV 7/9-7/12/24- Yolanda G. 108@17%=$395.25/109@68%=$1,581/107@15%=$348.75						
4	5/28/2024	5/30/2024	Wipfli Llp Madison, WI				2,325.00
	Registration for WIPFLI 2024 Stronger to Serve Conf. in Las Vegas, NV 7/9-7/12/24- Elsa N. 108@80%1,860/109@20%=$465						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/29/2024	5/30/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Travel-Lodging for WIPFLI 2024 Stronger to Serve Conf. in Las Vegas, NV 7/9-7/12/24- Yolanda G. 108@17%=$35.08/109@68%=$140.32/107@15%=$30.95						
6	5/29/2024	5/30/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Travel-Lodging for WIPFLI 2024 Stronger to Serve Conf. in Las Vegas, NV 7/9-7/12/24- Elsa N. 108@20%=$41.27/109@80%=$165.08						

Transaction Count: 6

Total: 19,585.54

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Lodging for Freddy Hernandez to attend the 2024 CalCAPA Legislative Day April 30-May2, 2024						
2	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Lodging for Jacqueline Guerra to attend the 2024 CalCAPA Legislative Day April 30-May2, 2024						
3	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				671.60
	Lodging for Wilfredo Cruz to attend the 2024 CalCAPA Legislative Day April 30-May 2, 2024						
4	5/6/2024	5/8/2024	Mgm Grand - Adv Dep 877-880-0880, NV				-111.11
	Lodging (refund) for Sulema Garcia to attend the Latino Tax Fest - The Year of Growth 2024 VITA June 2024 (Travel was cancelled)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/6/2024	5/8/2024	Mgm Grand - Adv Dep 877-880-0880, NV				-111.11
	Lodging (refund) for Jayshree Madeka to attend the Latino Tax Fest - The Year of Growth 2024 VITA June 2024 (Travel was cancelled)						
6	5/6/2024	5/8/2024	Mgm Grand - Adv Dep 877-880-0880, NV				-111.11
	Lodging (refund) for Andrea Chavez to attend the Latino Tax Fest - The Year of Growth 2024 VITA June 2024 (Travel was cancelled)						
7	5/6/2024	5/8/2024	Mgm Grand - Adv Dep 877-880-0880, NV				-111.11
	Lodging (refund) for Jacqueline Guerra to attend the Latino Tax Fest - The Year of Growth 2024 VITA June 2024 (Travel was cancelled)						
8	5/7/2024	5/7/2024	Cfed 1to1 Fund 202-207-0130, DC				1,550.00
	Registration for Julia & Sulema to attend the 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All conference in September 2024						
9	5/7/2024	5/8/2024	Canva Create Httpscanva.Co, DE				175.00
	Registration for Leneisha Hammond CANVA Create Work Redesigned Conf May 23, 2024 in Los Angeles, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
10	5/8/2024	5/8/2024	Cfed 1to1 Fund 202-207-0130, DC				775.00
	Registration for Andrea Chavez to attend the 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All conference in September 2024						
11	5/8/2024	5/8/2024	Cfed 1to1 Fund 202-207-0130, DC				775.00
	Registration for Jayshree Madeka to attend the 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All conference in September 2024						
12	5/8/2024	5/9/2024	Ep* Sailing Into Sixty Expopass.Com, IL				1,950.00
	Registration for Cruz, Asuncion, Gonzalez, to attend the CalCAPA Annual Conference in November 2024 $650.00 each						
13	5/17/2024	5/20/2024	Holiday Inn Exp Stockton 2099461234, CA				826.20
	Lodging for Daythen Fernandez to attend the Energy Training in Stockton, CA May 2024						
14	5/17/2024	5/20/2024	Holiday Inn Exp Stockton 2099461234, CA				826.20
	Lodging for Paul Dobis to attend the Energy Training in Stockton, CA May 2024						
15	5/19/2024	5/21/2024	American Air Fort Worth, TX				40.00
	Baggage fee for Freddy Hernandez to attend NEUAC Annual Conference in Chicago, IL May 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
16	5/24/2024	5/27/2024	Woldu Measho Chicago, IL				72.00
	Transportation for Freddy Hernandez during the NEAC conference in Chicago, IL May 2024						
17	5/24/2024	5/27/2024	American Air Fort Worth, TX				40.00
	Baggage fee for Freddy Hernandez during the NEAC conference in Chicago, IL May 2024						
18	5/24/2024	5/29/2024	Sheraton Grand Chicago Chicago, IL				1,461.65
	Lodging for Freddy Hernandez to attend the NEUAC Annual Conference in Chicago IL in May 2024						

Transaction Count: 18

Total: 10,201.41

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/2/2024	Eb 33rd Annual Commun 801-413-7200, CA				108.55
	Registration for Rosario Miranda to attend the 33rd Annual Community Professional Development Conference Jun-24						
2	5/3/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	Loding for Sara Elias to attend 2024 CAPLAW National Conference in Los Angeles, CA June 4-6, 2024						
3	5/7/2024	5/8/2024	Ep* Sailing Into Sixty Expopass.Com, IL				2,600.00
	Reg for Gill, Aguilar, Moreno, Jackson, to attend the 2024 CalCAPA Annual Conference Nov 19-21, 2024						
4	5/8/2024	5/8/2024	Cfed 1to1 Fund 202-207-0130, DC				775.00
	Registration for Freddy Hernandez to attend the 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All conference in September 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/8/2024	5/8/2024	Cfed 1to1 Fund 202-207-0130, DC				775.00
	Registration for Jacqueline Guerra to attend the 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All conference in September 2024						
6	5/8/2024	5/9/2024	Ep* Sailing Into Sixty Expopass.Com, IL				650.00
	Registration for David Gutierrez to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
7	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Jennifer Asuncion to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
8	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit (EXTRA ROOM) to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
9	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for David Gutierrez to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
10	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Abran Gonzalez to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Wilfredo Cruz to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
12	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Keith Jackson to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
13	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Rebecca Moreno to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
14	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Joseph Aguilar to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
15	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit for Louis Gill to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						
16	5/8/2024	5/10/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Lodging Deposit (EXTRA ROOM) to attend the CalCAPA Annual Conference in Monterey, CA Nov 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	5/9/2024	5/10/2024	Gaylord National F/D Oxon Hill, MD				270.22
	Lodging deposit hold for VITA staff to attend 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All in September 2024						
18	5/9/2024	5/10/2024	Gaylord National F/D Oxon Hill, MD				270.22
	Lodging deposit hold for VITA staff to attend 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All in September 2024						
19	5/9/2024	5/10/2024	Gaylord National F/D Oxon Hill, MD				270.22
	Lodging deposit hold for VITA staff to attend 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All in September 2024						
20	5/9/2024	5/10/2024	Gaylord National F/D Oxon Hill, MD				270.22
	Lodging deposit hold for VITA staff to attend 2024 Prosperity Summit: Mobilizing Our Collective Power Toward Economic Justice for All in September 2024						
21	5/15/2024	5/17/2024	Travelodge 661-3250772, CA				336.00
	M Street client lodging K.G.						
22	5/24/2024	5/24/2024	American Air Fort Worth, TX				135.76
	Airfare for Louis Gill to attend the National Alliance for Ending Homelessness 2024 in Washington, DC July 2024						

Transaction Count: 22

Total: 10,500.51

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/3/2024	Hotelbookingservfee 8007279059, UT				15.99
	Marriott HR employees rooms-Stockton Job Fair						
2	5/3/2024	5/6/2024	Htl*courtyardbymar 800-468-3578, TX				571.00
	Marriott HR employees rooms-Stockton Job Fair						
3	5/8/2024	5/9/2024	Trek/Bakersfield Blue Bakersfield, CA				425.96
	TREK Imaging-Branded Polos for HR Team for upcoming events.						
4	5/10/2024	5/13/2024	Biometrics4all Inc 714-568-9888, CA				12.75
	Relay Fees for running New Hire Fingerprints Invoice Period 04/01/2024-4/30/2024 Invoice Date 05/01/2024						
5	5/15/2024	5/17/2024	Safety Holdings 888-9472622, NM				911.29
	Driving Monitoring Services						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/18/2024	5/20/2024	Urbane Cafe Bakersfiel Bakersfield, CA				267.04
	Urban Cafe-Personnel Committee Meeting						

Transaction Count: 6

Total: 2,204.03

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/4/2024	5/6/2024	National Cacfp Sponsors 512-850-8278, TX				174.00
	Registration National CACFP Sponsors Association						

Transaction Count: 1

Total: 174.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	4/30/2024	5/1/2024	Facebk* Ccs9dz3wa2 650-5434800, CA				20.47
	Facebook Ad - VITA Campaign						
2	5/1/2024	5/2/2024	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription Fee for Stock Photos						
3	5/2/2024	5/3/2024	Ca Secretary Of State Web 916-6951338, CA				5.00
	Fee for copy of CAPK's Certificate of Status from the CA Secretary of State.						
4	5/2/2024	5/3/2024	Facebk *kp6944cfm2 Fb.Me/Ads, CA				100.00
	Facebook Ad for Kaiser Medi-Cal Grant						
5	5/2/2024	5/3/2024	Facebk *xt9bh44fm2 Fb.Me/Ads, CA				100.00
	Facebook Ad for Kaiser Medi-Cal Grant						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/2/2024	5/3/2024	Facebk* Glzzy48fm2 650-5434800, CA				131.92
	Facebook Ad for Kaiser Medi-Cal Grant						
7	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Hotel Room Fee for Savannah Maldonado - CalCAPA Legislative Day in Sacramento						
8	5/3/2024	5/3/2024	Facebk 4psmj5cem2 650-543-4800, CA				100.00
	Facebook Ad for Kaiser Medi-Cal Grant						
9	5/3/2024	5/3/2024	Facebk Bbduz3gem2 650-543-4800, CA				100.00
	Facebook Ad for Kaiser Medi-Cal Grant						
10	5/3/2024	5/6/2024	Facebk* 9jbgj44fm2 650-5434800, CA				100.00
	Facebook Ad for Kaiser Medi-Cal Grant						
11	5/3/2024	5/6/2024	Facebk *c26up3yem2 Fb.Me/Ads, CA				125.00
	Facebook Ad for Kaiser Medi-Cal Grant						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/3/2024	5/6/2024	Facebk *wqn6258fm2 Fb.Me/Ads, CA				284.68
	Facebook Ad for Kaiser Medi-Cal Grant						
13	5/6/2024	5/7/2024	Hoo*hootsuite Inc 778-5889767, TX				1,494.00
	Annual Hootsuite Membership (3 Team Seats)						
14	5/10/2024	5/13/2024	Facebk* 8jpbsz3wa2 650-5434800, CA				900.00
	Facebook Ad for VITA Campaign						
15	5/13/2024	5/14/2024	Sequoia Sand Downtown Bakersfield, CA				114.75
	Lunch for PRE Committee Meeting - Agenda and attendee list is attached.						
16	5/14/2024	5/14/2024	Surveymonk* T 45629926 Www.Surveymon, CA				900.00
	Annual Fee - Team Advantage Plan with Additional Seat						
17	5/14/2024	5/15/2024	Amway Grand Plaza Hote Grand Rapids, MI				869.40
	Advance Hotel Fee for Sabrina Jones-Roberts to attend the Inform USA conference in Grand Rapids, MI.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	5/15/2024	5/16/2024	Jersey Mikes Online Uc Https://Prod., NJ				169.90
	Lunch for Free Course offered by Bakersfield College to Friendship House Community Center Staff.						
19	5/20/2024	5/21/2024	Facebk* Y65ge4yem2 650-5434800, CA				88.02
	Facebook Ad for Kaiser Medi-Cal Grant						
20	5/21/2024	5/21/2024	Facebk* Gay5428wa2 650-5434800, CA				900.00
	Facebook Ad for VITA Campaign						
21	5/23/2024	5/27/2024	Holiday Inn Express 3238508151, CA				676.50
	Advance Hotel Payment for Sabrina Jones-Roberts to attend California Community Schools Summit in Los Angeles						
22	5/23/2024	5/27/2024	Holiday Inn Express 3238508151, CA				676.50
	Advance Hotel Payment for Que'Mesha Banner to attend California Community Schools Summit in Los Angeles						
23	5/28/2024	5/29/2024	Facebk* 4kkk63ywa2 650-5434800, CA				494.75
	Facebook Ad for VITA Campaign						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	5/28/2024	5/29/2024	Facebk* F4mtk2cwa2 650-5434800, CA				88.13
	Facebook Ad for VITA Campaign						

Transaction Count: 24

Total: 9,209.62

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	4/29/2024	5/1/2024	Wipfli Llp Madison, WI				1,650.00
	Registration Fee for Board Member Maritza Jimenez to attend the Wipfli Conference in Las Vegas - July 2024.						
2	4/30/2024	5/2/2024	Wipfli Llp Madison, WI				1,650.00
	Registration Fee for Board Member Michelle Jara-Rangel to attend the Wipfli Conference in Las Vegas - July 2024.						
3	5/1/2024	5/3/2024	Wipfli Llp Madison, WI				1,675.00
	Registration Fee for Board Member Fatima Echeverria to attend the Wipfli Conference in Las Vegas - July 2024.						
4	5/2/2024	5/3/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Deposit Fee for Board Member Michelle Jara-Rangel to attend Wipfli Conference in Las Vegas, NV						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/2/2024	5/3/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Deposit Fee for Board Member Maritza Jimenez to attend Wipfli Conference in Las Vegas, NV						
6	5/2/2024	5/3/2024	Chevron 0205456 Westley, CA				82.89
	Gasoline for CEO's Agency Vehicle.						
7	5/2/2024	5/3/2024	Tlf*white Oaks Florist 661-5874994, CA				86.55
	Sympathy Plant for CPO Louis Gill's family.						
8	5/2/2024	5/3/2024	Caesars Place Adv Rsvn 8662094732, NV				206.35
	Hotel Deposit Fee for Board Member Fatima Echeverria to attend Wipfli Conference in Las Vegas, NV						
9	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Hotel Fee for Jeremy Tobias to attend CalCAPA Legislative Day in Sacramento.						
10	5/9/2024	5/10/2024	Caplaw.Org Caplaw.Org, MA				2,295.00
	Registration Fee for Board Members G. Martinez, M. Jara-Rangel & Y. Ochoa to attend CAPLAW Conference in Los Angeles in June.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	5/14/2024	5/15/2024	Exxon Oak Street Mobil Bakersfield, CA				73.35
	Gasoline for CEO's Agency Vehicle.						
12	5/15/2024	5/17/2024	United United.Com, TX				710.82
	Airline Ticket for Paula Daoutis to attend NCAP Annual Convention in Seattle, WA.						
13	5/16/2024	5/17/2024	American Air Fort Worth, TX				587.22
	Airline Ticket for Board Member Michelle Jara-Rangel to attend Wipfli Conference in Las Vegas in July.						
14	5/16/2024	5/17/2024	American Air Fort Worth, TX				44.24
	Airline Seat Fee for Board Member Michelle Jara-Rangel to attend Wipfli Conference in Las Vegas in July. (No other seats were available)						
15	5/16/2024	5/20/2024	Loews Hotels 888-3206065, CA				637.32
	Advance Hotel Payment for Board Member Yolanda Ochoa to attend CAPLAW Conference in Los Angeles						
16	5/16/2024	5/20/2024	Loews Hotels 888-3206065, CA				637.32
	Advance Hotel Payment for Board Member Gina Martinez to attend CAPLAW Conference in Los Angeles						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	5/16/2024	5/20/2024	Loews Hotels 888-3206065, CA				637.32
	Advance Hotel Payment for Board Member Michelle Jara-Rangel to attend CAPLAW Conference in Los Angeles						
18	5/18/2024	5/20/2024	Curb Chi Taxi Queens, NY				62.70
	Taxi Fee from Chicago Airport to Hotel - CEDA Facility Tour						
19	5/21/2024	5/22/2024	Cmt Chicago Il27690015 Chicago, IL				55.80
	Taxi Fare from Hotel to Chicago Airport - CEDA Facility Tour						
20	5/21/2024	5/22/2024	Community Action Partner 202-265-7546, DC				840.00
	Registration Fee for Paula Daoutis to attend NCAP Annual Convention in Seattle, WA in August.						
21	5/21/2024	5/23/2024	Sheraton Grand Chicago Chicago, IL				1,772.56
	Hotel Fee in Chicago, IL to attend tour of CEDA facility. Fees for 1 personal day will be deducted upon liquidation.						
22	5/22/2024	5/23/2024	Rps Bakersfield Bakersfield, CA				40.00
	Parking Fee at Bakersfield Airport - Attended Tour in Chicago, IL						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
23	5/22/2024	5/24/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Hotel Deposit Fee for Board Member Gina Martinez - CalCAPA Annual Conference in November						
24	5/22/2024	5/24/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Hotel Deposit Fee for Board Member Ana Vigil - CalCAPA Annual Conference in November						
25	5/22/2024	5/24/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Hotel Deposit Fee for Board Member Mia Cifuentes - CalCAPA Conference in November.						
26	5/23/2024	5/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						
27	5/25/2024	5/27/2024	American Air Fort Worth, TX				43.58
	Airline Seat Fee for Board Member Maritza Jimenez for Wipfli Conference in Las Vegas. No other seats available.						
28	5/25/2024	5/27/2024	American Air Fort Worth, TX				576.21
	Airline Ticket for Board Member Maritza Jimenez to attend Wipfli Conference in Las Vegas in July.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
29	5/30/2024	5/30/2024	Wpy*foodex 855-999-3729, CA				509.16

Lunch for Board Meeting on May 29, 2024. Agenda & Attendee List is Attached.

Transaction Count: 29

Total: 17,081.28

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/9/2024	5/9/2024	Microsoft#g047033034 Msbill.Info, WA			✓	1,257.73
	Microsoft INV G047033034 Billing Period 4/1/24 - 4/30/24						
2	5/19/2024	5/20/2024	Wl *mindbody Inc 805-250-8506, CA			✓	478.65
	INV# 20004210 Recurring Subscription Purchase						
3	5/19/2024	5/20/2024	Msft * E0200rzkqv Msbill.Info, WA			✓	11.20
	Online Services Billing Period 4/19/24 - 5/18/24						

Transaction Count: 3

Total: 1,747.58

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	CAPLAW Hotel for Vanessa Arreguin						
2	5/2/2024	5/6/2024	Wipfli Llp Madison, WI				124.00
	OMB online class for Tracy, Louis, Naomi and Gabby.						
3	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	CAPLAW Hotel for Louis Rodriquez						
4	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	CAPLAW Hotel for Naomi Ibarra						
5	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	CAPLAW Hotel for Gabrielle Alexander.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				671.60
	Susana Magana CalCAPA Conference hotel stay charged on Tracy's credit card by mistake.						
7	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				598.14
	CAPLAW Hotel for Jennifer Davis. A small portion was already applied.						
8	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Kelly Lowery Hotels stay for conference, charged on Tracy's card by mistake.						
9	5/2/2024	5/6/2024	Loews Hotels 888-3206065, CA				637.32
	CAPLAW Hotel Tracy Webster						
10	5/16/2024	5/17/2024	Goody Technologies Inc Httpswww.Ongo, OR				4,310.63
	Gifts for Staff Development Day support staff.						
11	5/17/2024	5/20/2024	Goody Technologies Inc Httpswww.Ongo, OR				192.53
	Additional gift for missed support staff for Staff Development Day.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	5/17/2024	5/20/2024	Goody Technologies Inc Httpswww.Ongo, OR				56.85
	Fee's for Gift certificates for Staff Development day.						
13	5/19/2024	5/20/2024	American Air Fort Worth, TX				40.00
	Baggage fee for Return flight home						
14	5/21/2024	5/22/2024	Sequoia Sand Downtown Bakersfield, CA				197.75
	Lunch for Budget & Finance Committee Mtg.						
15	5/22/2024	5/23/2024	Goody Technologies Inc Httpswww.Ongo, OR				113.67
	Gifts for Staff Development Day.						
16	5/22/2024	5/24/2024	Sheraton Grand Chicago Chicago, IL				876.99
	NEUAC 2024 Annual Conference in Chicago - Wasn't able to get the discounted conference rate on one night.						
17	5/23/2024	5/29/2024	Sheraton Grand Chicago 312-4641000, IL				569.40
	NEUAC 2024 Annual Conference in Chicago						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	5/24/2024	5/27/2024	American Air Fort Worth, TX				40.00
	Baggage Fee for Flight to Chicago						
19	5/24/2024	5/29/2024	Sheraton Grand Chicago 312-4641000, IL				292.33
	NEUAC 2024 Annual Conference in Chicago						
20	5/25/2024	5/27/2024	Rps Bakersfield Bakersfield, CA				60.00
	Airport Parking for Conference in Chicago.						

Transaction Count: 20

Total: 12,072.09

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Lodging for Rebecca Moreno to attend the 2024 CalCAPA Legislative Day April 30-May 2, 2024						
2	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				4.00
	Lodging for Rebecca Moreno to attend the 2024 CalCAPA Legislative Day April 30-May 2, 2024 (EE will liquidate)						
3	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				43.75
	Lodging for Rebecca Moreno to attend the 2024 CalCAPA Legislative Day April 30-May 2, 2024 (EE will liquidate)						
4	5/9/2024	5/10/2024	Fastrak Violation Cent 415-486-8655, CA				12.00
	Staff drove a company vehicle to the NAEH 2024 Innovations & Solutions for Ending Unsheltered Homelessness March 2024 & incurred a Fastrack Violation						

Transaction Count: 4

Total: 801.35

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 5/1/2024 - 5/31/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	5/1/2024 - 5/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/2/2024	5/6/2024	The Citizen Marriott Sacramento, CA				741.60
	Lodging for Denise Boshers to attend the 2024 CalCAPA Legislative Day April 30-May 2, 2024						
2	5/14/2024	5/16/2024	Embassy Suites 760-7771711, CA				1,200.00
	Lodging for MCAP staff to attend a Riverside Outreach event at Riverside, CA June 2024						
3	5/15/2024	5/17/2024	Residence Inn Downtown Sacramento, CA				273.00
	Lodging for Maureen Andrews to attend the CAFB Capital Action Day & Food Access Conference in Sacramento, CA May 14-17, 2024						
4	5/17/2024	5/20/2024	Officemax/Depot 6235 Bakersfield, CA				106.07
	Office Supplies for the CK						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	5/17/2024	5/20/2024	Residence Inn Downtown Sacramento, CA				921.88
	Lodging for Kelly Lowery to attend the CAFB Capital Action Day & Food Access Conference in Sacramento, CA May 14-17, 2024						
6	5/17/2024	5/20/2024	Wm Supercenter #1624 Bakersfield, CA				61.96
	Special Diet food/milk's						
7	5/17/2024	5/20/2024	Residence Inn Downtown Sacramento, CA				651.76
	Lodging for Maureen Andrews to attend the CAFB Capital Action Day & Food Access Conference in Sacramento, CA May 14-17, 2024						
8	5/21/2024	5/22/2024	Sp Highlight Ind Highlightindu, MI				285.79
	Tape Machine supplies for CSFP Program						
9	5/21/2024	5/22/2024	Sp Highlight Ind Highlightindu, MI				18.15
	Tape Machine supplies for CSFP Program						
10	5/22/2024	5/23/2024	Wal-Mart #1624 Bakersfield, CA				143.28
	Special Diet-Foods/Milk's						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	5/23/2024	5/24/2024	Qr.Io Generator Httpsqr.Io, DE				350.00
	Yearly subscription to QR.io to be used for outreach materials for WIC program. The subscription is from May 2024 to July 2025.						
12	5/23/2024	5/27/2024	Office Depot #952 800-463-3768, CA				282.44
	Supplies for MCAP						
13	5/30/2024	5/31/2024	Ezcaterpanini Kabob G 800-488-1803, MA				370.78
	EZ lunch for CPR/First Aid Training 5/30/24						

Transaction Count: 13

Total: 5,406.71

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (3 OF 12 MONTHS OR 25.0%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,823,278	343,700	18.9%	1,479,578
Head Start Subsidy	946,682	377,789	39.9%	568,893
Total Revenue	2,769,960	721,489	26.0%	2,048,471
Expenditures (Note B)				
Salaries	845,440	208,216	24.6%	637,224
Benefits	258,998	69,743	26.9%	189,255
Vehicle Gasoline, Repair/Maintenance	51,300	13,002	25.3%	38,298
Space Costs	121,700	58,288	47.9%	63,412
Supplies - Office & Food Service	156,000	64,766	41.5%	91,234
Equipment Repair/Maintenance & Lease	11,000	1,785	16.2%	9,215
Communication	13,000	1,997	15.4%	11,003
Risk Insurance	12,700	6,133	48.3%	6,567
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,003,675	229,063	22.8%	774,612
Sub Total	2,475,413	652,994	26.4%	1,822,419
Adult Meals Prepared	128,794	35,445	27.5%	93,349
Indirect	165,753	33,050	19.9%	132,703
Total Expenditures	2,769,960	721,489	26.0%	2,048,471

	Prior Period	May 2024	Cumulative
Total Meals Prepared and Vended (Note C)	119,615	52,293	171,908
Total Meals Claimed	79,019	35,388	114,407
Difference	40,596	16,905	57,501

Percentage Claimed to Prepared/Vended		67.7%	66.6%

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 (11 OF 12 MONTHS = 91.7%)

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	$ 2,218,101	$ 2,186,305	$ 2,093,270	$ 2,049,541	$ 2,170,037	$ 2,210,884	$ 2,249,240	$ 2,318,032	$ -	$ 25,836,940		
Add: Family Fees	-	-	-	27	27	82	82	82	82	82	82	-	$ 547		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,128	$ 2,186,332	$ 2,093,352	$ 2,049,623	$ 2,170,119	$ 2,210,966	$ 2,249,322	$ 2,318,114	$ -	$ 25,837,487	82.99%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,128,446**		**111.71%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,128	$ 2,186,332	$ 2,093,352	$ 2,049,623	$ 2,170,119	$ 2,210,966	$ 2,249,322	$ 2,318,114	$ -	$ 25,837,487		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 733,099	$ 760,803	$ 723,469	$ 589,630	$ 581,177	$ 556,461	$ 544,837	$ 576,868	$ 587,726	$ 597,922	$ 616,208	$ -	$ 6,868,198		
Program Administration/Support Services Costs	177,391	196,747	285,508	116,025	205,049	332,827	184,995	402,676	48,440	243,960	325,211	-	2,518,829	8.09%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,358	231,951	237,703	241,175	221,985	255,798	224,356	247,773	221,587	-	2,778,469	8.92%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,447	$ 501,475	$ 584,866	$ 347,976	$ 442,752	$ 574,002	$ 406,979	$ 658,474	$ 272,796	$ 491,733	$ 546,798	$ -	5,297,298	17.01%	
Revenue Earned Over/(Under) Costs	$ 263,652	$ 259,328	$ 138,602	$ 241,654	$ 138,425	$ (17,540)	$ 137,858	$ (81,607)	$ 314,930	$ 106,188	$ 69,411	$ -	1,570,901		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,294	$ 3,363,540	$ 3,306,484	$ 2,566,104	$ 2,629,085	$ 2,667,353	$ 2,456,603	$ 2,828,593	$ 2,483,762	$ 2,741,056	$ 2,864,912	$ -	31,134,785	100.00%	

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

Provider payments	25,837,487
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	6,868,198

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

Provider Payments	23,128,446	79.00%
Administration	4,757,434	17.85%
Support Services	878,295	3.15%
Maximum Reimbursable Amount (MRA)	28,764,175	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 (11 OF 12 MONTHS = 91.7%)

	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	6,754	6,638	6,878	-	64,999	
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	$ 334,569	$ 328,853	$ 340,716	$ -	$ 3,276,817	**83.37%**
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%	98.36%	99.45%	99.13%			**99.27%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			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	11,229	12,211	10,425	-	101,405	
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	$ 620,606	$ 674,911	$ 576,199	$ -	$ 5,604,673	**79.08%**
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%	98.24%	98.58%	99.11%			**98.74%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	58	68	75	68	86	86	90	-	741	
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	$ 4,433	$ 4,433	$ 4,473	$ -	$ 38,017	**13.05%**
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%	100.00%	100.00%	100.00%			**99.19%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	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 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 (11 OF 12 MONTHS = 91.7%)

	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	4,365	4,509	4,981	-	39,226	
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	$ 213,203	$ 220,206	$ 243,266	$ -	$ 1,915,801	**77.94%**
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%	99.02%	99.26%	99.33%			**99.42%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%			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
Month/Year: May-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	May 2024		Year to Date 03/1/23 - 05/31/24	
Description	Number	Amount		Amount
Bank Deposits	17	2,807,266	53	8,055,350
Wire Deposits	19	2,090,412	53	15,269,043
Head Start/IRS Drawdowns	2	1,706,075	11	8,276,292
Vendor Checks Issued	1,721	8,028,785	4,972	21,650,167
Payroll Disbursed		5,994,486		13,833,391
Grant Reports Prepared	40		128	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
ESLIHEAP				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	150	0	150	366
Contracts	10	1	11	26
Leases	0	4	4	6
Requests for Proposals	4	6	10	10

Business Services Projects

Description	% Completed	Comments
Gardening and Landscape	90%	Closes 7/9
Cabling Vendor	50%	Extended for a revised bid she
Energy Subcontractor	50%	Closes 5/3
Plumbing	50%	Closes 5/9

Total Division Staffing 32 positions

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

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2024

ASSETS	
Cash in Bank	18,007,814
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,694
Net Fixed Assets - Unrestricted	9,875,000
Net Fixed Assets - Restricted	35,509,346
Total Assets	68,997,416
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,118
Accrued Expenses	3,069,472
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	9,899,280
Total Liabilites	31,689,532
Total Net Assets	37,307,884
Total Liabilities and Net Assets	68,997,416

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	115,195,725
Donations	39,122,523
Other Revenue	14,289,643
In-Kind	67,937
Total Revenue	168,675,829
EXPENDITURES	
Salaries	45,754,216
Benefits	12,281,442
Travel	938,290
Space Costs	9,609,296
Supplies	3,745,302
Consultant/Contract Services	6,621,609
Other Costs	5,097,721
Program Costs	72,969,240
Capital Expenditures	0
Indirect	10,690,138
In-Kind	67,937
Total Expenditures	167,775,191
Net Change in Assets	900,638
Net Assets, beginning	36,407,245
Net Assets, ending	37,307,884

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF MAY 31, 2024

ASSETS	
Cash in Bank	13,820,058
Cash - Vacation Reserve	1,101,729
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	17,488
Prepaid Expense	1,055,231
Inventory	3,982,433
Net Fixed Assets - Unrestricted	9,791,667
Net Fixed Assets - Restricted	35,182,401
Total Assets	64,951,005
LIABILITES AND NET ASSETS	
Accounts Payable	4,373,032
Accrued Expenses	537,714
Accrued Vacation	1,026,303
Line of Credit	-
Note Payable	7,853,858
Advance Payable	2,923,302
Deferred Revenue	12,088,915
Total Liabilites	28,803,124
Total Net Assets	36,147,881
Total Liabilities and Net Assets	64,951,005

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO MAY 31, 2024

REVENUE	
Grant Revenue	29,229,591
Donations	25,446
Other Revenue	2,714,097
In-Kind	3,364,206
Total Revenue	35,333,339
EXPENDITURES	
Salaries	10,966,798
Benefits	3,727,566
Travel	248,092
Space Costs	2,577,226
Supplies	998,644
Consultant/Contract Services	1,399,417
Other Costs	1,183,817
Program Costs	9,294,627
Capital Expenditures	162,982
Indirect	2,569,967
In-Kind	3,364,206
Total Expenditures	36,493,341
Net Change in Assets	(1,160,002)
Net Assets, beginning	37,307,884
Net Assets, ending	36,147,881

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	47,687,147	10,362,583	37,324,564	22%
BENEFITS	14,542,474	3,425,508	11,116,966	24%
TRAVEL	995,827	196,682	799,145	20%
SPACE COST	14,336,797	2,185,598	12,151,199	15%
SUPPLIES	2,064,251	845,631	1,218,620	41%
EQUIPMENT	595,525	105,896	489,629	18%
CONSULTANT/CONTRACT SERVICES	4,510,657	929,997	3,580,660	21%
OTHER COSTS	2,790,469	825,293	1,965,176	30%
PROGRAM COSTS	27,936,749	9,192,752	18,743,997	33%
INDIRECT	10,463,856	2,660,810	7,803,046	25%
TOTAL	125,923,752	30,730,751	95,193,001	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,316,810	7,869,753	27,447,057	22%
BENEFITS	10,806,110	2,584,598	8,221,512	24%
TRAVEL	685,926	131,466	554,460	19%
SPACE COST	11,638,783	852,183	10,786,600	7%
SUPPLIES	1,511,872	431,338	1,080,534	29%
EQUIPMENT	414,100	99,163	314,937	24%
CONSULTANT/CONTRACT SERVICES	1,378,236	154,052	1,224,184	11%
OTHER COSTS	1,335,691	346,126	989,565	26%
PROGRAM COSTS	22,197,906	8,064,552	14,133,354	36%
INDIRECT	7,694,795	2,027,084	5,667,711	26%
TOTAL	92,980,229	22,560,316	70,419,913	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,921,710	842,300	4,079,410	17%
BENEFITS	1,528,360	291,129	1,237,231	19%
TRAVEL	118,007	36,153	81,854	31%
SPACE COST	782,795	320,470	462,325	41%
SUPPLIES	147,218	300,208	(152,990)	204%
EQUIPMENT	-	6,119	(6,119)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	70,507	578,403	11%
OTHER COSTS	451,389	124,139	327,250	28%
PROGRAM COSTS	4,778,760	883,731	3,895,029	18%
INDIRECT	1,187,351	235,689	951,662	20%
TOTAL	14,564,500	3,110,445	11,454,055	21%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	467,156	1,874,236	20%
BENEFITS	702,424	163,676	538,748	23%
TRAVEL	75,000	9,602	65,398	13%
SPACE COST	238,000	57,358	180,642	24%
SUPPLIES	125,000	32,826	92,174	26%
EQUIPMENT	174,425	614	173,811	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	365,422	1,450,435	20%
OTHER COSTS	505,338	150,427	354,911	30%
PROGRAM COSTS	227,662	157,993	69,669	69%
INDIRECT	603,071	137,341	465,730	23%
TOTAL	6,808,169	1,542,414	5,265,755	23%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	914,517	3,027,352	23%
BENEFITS	1,185,464	278,237	907,227	23%
TRAVEL	66,604	13,667	52,937	21%
SPACE COST	1,401,039	374,993	1,026,046	27%
SUPPLIES	234,696	68,265	166,432	29%
EQUIPMENT	7,000	-	7,000	0%
CONSULTANT/CONTRACT SERVICES	650,904	339,874	311,030	52%
OTHER COSTS	344,696	121,900	222,796	35%
PROGRAM COSTS	729,421	85,662	643,759	12%
INDIRECT	769,074	201,734	567,340	26%
TOTAL	9,330,767	2,398,849	6,931,918	26%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	224,739	741,062	23%
BENEFITS	255,251	95,843	159,408	38%
TRAVEL	40,290	5,716	34,574	14%
SPACE COST	276,199	42,226	233,973	15%
SUPPLIES	26,615	9,545	17,070	36%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	142	10,608	1%
OTHER COSTS	44,380	13,967	30,413	31%
PROGRAM COSTS	3,000	814	2,186	27%
INDIRECT	169,041	38,103	130,938	23%
TOTAL	1,791,327	431,095	1,360,232	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 05-31-24 (25.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	44,119	155,446	22%
BENEFITS	64,865	12,025	52,840	19%
TRAVEL	10,000	77	9,923	1%
SPACE COST	(19)	538,368	(538,387)	-2833518%
SUPPLIES	18,850	3,451	15,399	18%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	-	6,000	0%
OTHER COSTS	108,975	68,734	40,241	63%
PROGRAM COSTS	-	-	-	0%
INDIRECT	40,524	20,859	19,665	51%
TOTAL	448,760	687,633	(238,873)	153%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 05/31/24 (3 OF 12 MONTHS = 25.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,463,856**	**$ 2,660,810**	**25.4%**	**$ 7,803,046**
Expenditures				
Salaries	5,701,891	1,143,990	20.1%	4,557,901
Benefits @ 23.6% actual	1,575,103	330,568	21.0%	1,244,535
Total Personnel Costs	7,276,994	1,474,558	20.3%	5,802,436
Operating Costs				
Travel	117,750	23,531	20.0%	94,219
Space Costs	255,500	69,186	27.1%	186,314
Supplies	297,772	188,521	63.3%	109,251
Equipment	122,205	-	0.0%	122,205
Consultant/Contract	964,000	299,291	31.0%	664,709
Other Operating Costs	924,080	302,792	32.8%	621,288
Total Operating Costs	2,681,307	883,320	32.9%	1,797,987
Total Expenditures	**$ 9,958,301**	**$ 2,357,878**	**23.7%**	**$ 7,600,423**
Excess (Deficit) Indirect Revenue	**$ 505,555**	**$ 302,932**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,558,810	$ 262,255	16.8%	$ 1,296,555
Operations	3,517,921	901,570	25.6%	2,616,351
Executive	719,429	242,734	33.7%	476,695
Finance	3,000,416	655,129	21.8%	2,345,287
Community Development	1,161,725	296,087	25.5%	865,638
	$ 9,958,301	$ 2,357,878	23.7%	$ 7,600,423

Prepared Date: 07/03/24

Community Action Partnership of Kern

Check/Voucher Register

From 5/1/2024 Through 5/31/2024

Check Date	Check Number	Payee	Check Amount
5/1/2024	223067	4IMPRINT INC AKA NELSON MARKETING	(3,846.11)
5/1/2024	223484	A-1 BATTERY COMPANY	2,145.78
5/1/2024	223485	Accrue Solutions Holding Co, LLC	200.00
5/1/2024	223486	ACME SAW & SUPPLY INC	119.00
5/1/2024	223487	ALAMO ALARM CO INC	203.50
5/1/2024	223488	ALPHA WHOLESALE PRODUCE INC	6,116.05
5/1/2024	223489	Andrea Chavez	141.38
5/1/2024	223490	ANGELICA DANIELS	79.00
5/1/2024	223491	ARAMARK UNIFORM SERVICES	340.75
5/1/2024	223492	ARCADIS, A CALIFORNIA PARTNERSHIP	17,482.96
5/1/2024	223493	BERKSHIRE HATHAWAY HOMESTATE CO	78,371.27
5/1/2024	223494	BLUETRITON BRANDS INC	182.73
5/1/2024	223495	BUILDING HEALTHY COMMUNITIES	10,889.32
5/1/2024	223496	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOCIATION	1,146.00
5/1/2024	223497	CALIFORNIA WATER SERVICE COMPANY	980.33
5/1/2024	223498	CHARTER COMMUNICATIONS	116.03
5/1/2024	223499	CHARTER COMMUNICATIONS	174.98
5/1/2024	223500	CHARTER COMMUNICATIONS	204.00
5/1/2024	223501	CHARTER COMMUNICATIONS	219.98
5/1/2024	223502	CHARTER COMMUNICATIONS	169.98
5/1/2024	223503	CHARTER COMMUNICATIONS	945.00
5/1/2024	223504	CHRISTOPHER PERCIVAL	171.00
5/1/2024	223505	CINTAS CORPORATION #668	809.72
5/1/2024	223506	CITY OF DELANO	196.84
5/1/2024	223507	COMCAST CORPORATION	139.78
5/1/2024	223508	COUNTRY CLUB SERVICE	160.00
5/1/2024	223509	DEPARTMENT OF HUMAN RESOURCES	6,865.10
5/1/2024	223510	DINGO ENTERPRISES INC	1,323.87
5/1/2024	223511	FEDEX	166.05
5/1/2024	223512	FERGUSON ENTERPRISES INC #1350	28.58
5/1/2024	223513	GREAT WESTERN RECREATION, LLC	1,137.38
5/1/2024	223514	GRIMMWAY ENTERPRISES, INC.	32,696.00
5/1/2024	223515	HOME DEPOT COMMERCIAL CREDIT	1,879.13
5/1/2024	223516	INDEPENDENT LIVING CENTER OF KERN COUNTY	309.40
5/1/2024	223517	JORGENSEN & CO	95.26
5/1/2024	223518	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	316.00
5/1/2024	223519	KEVIN GOUDGE	48.24
5/1/2024	223520	LAKESHORE EQUIPMENT COMPANY	8,778.07
5/1/2024	223521	LAMAR COMPANIES	7,100.00
5/1/2024	223522	LAURIE HUGHEY	377.21
5/1/2024	223523	LODI HEALTH WEST OCCUPATIONAL MEDICINE	1,965.64
5/1/2024	223524	LORENA PALOMO	30.00
5/1/2024	223525	LUBERSKY, INC	13,864.80
5/1/2024	223526	MARIA DUARTE	26.77
5/1/2024	223527	MAYRA GARCIA	60.26
5/1/2024	223528	MCWILLIAMS & WALDEN INC	5,127.04
5/1/2024	223529	MICHAEL K BROWN LANDSCAPE INC	40,483.38
5/1/2024	223530	MICHELLI MEASUREMENT GROUP, LLC	695.34

Check Date	Check Number	Payee	Check Amount
5/1/2024	223531	NORTH BAKERSFIELD TOYOTA	62.03
5/1/2024	223532	OASIS AIR CONDITIONING	57,628.00
5/1/2024	223533	ODP BUSINESS SOLUTIONS LLC	3,838.63
5/1/2024	223534	OFFICE1 LEASING	1,145.66
5/1/2024	223535	PACIFICA STOCKTON HOTEL LLC	1,205.64
5/1/2024	223536	PG&E	11,318.89
5/1/2024	223537	PHILADELPHIA INSURANCE COMPANIES	382,973.64
5/1/2024	223538	PRODUCERS DAIRY FOODS INC	3,513.54
5/1/2024	223539	PROTECTION 1/ADT	57.78
5/1/2024	223540	QUADIENT FINANCE USA INC	8,500.00
5/1/2024	223541	QUALITY SECURITY SYSTEMS	135.00
5/1/2024	223542	RAMIRO SANTIVANES	1,600.00
5/1/2024	223543	REBECCA ROCHA	30.00
5/1/2024	223544	ROUTE 66 BROADBAND LLC	221.13
5/1/2024	223545	SIGNAL SERVICE INC	210.00
5/1/2024	223546	SOCALGAS	229.99
5/1/2024	223547	SOUTHERN CALIFORNIA EDISON	1,759.88
5/1/2024	223548	STANDARD PLUMBING SUPPLY COMPANY, INC	77.36
5/1/2024	223549	STATE BOARD OF EQUALIZATION	1,629.24
5/1/2024	223550	T.D. PRODUCE SALES	1,260.00
5/1/2024	223551	TEACHING STRATEGIES INC	103,000.00
5/1/2024	223552	ULINE	7,291.66
5/1/2024	223553	UNITED RENTALS INC	186.10
5/1/2024	223554	VALLEY PROPANE SERVICE	217.03
5/1/2024	223555	VERTHA GOMEZ	12.06
5/1/2024	223556	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	987.06
5/1/2024	223557	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	363.72
5/1/2024	223558	WIPFLI LLP	39,025.30
5/1/2024	223559	ALPHA WHOLESALE PRODUCE INC	5,237.05
5/1/2024	223560	HOME DEPOT COMMERCIAL CREDIT	923.51
5/1/2024	223561	ULINE	1,867.43
5/1/2024	223562	HOME DEPOT COMMERCIAL CREDIT	1,213.75
5/1/2024	223563	HOME DEPOT COMMERCIAL CREDIT	319.27
5/1/2024	223564	CLEMMER AND COMPANY	1,798.00
5/1/2024	223565	OAK PARK TOWNHOMES LLC	3,500.00
5/1/2024	223566	PLAYA AZUL PROPERTY MANAGEMENT, LLC	899.00
5/1/2024	26878	ADP, LLC.	19,159.39
5/1/2024	26879	AMAZON CAPITAL SERVICES, INC	66.60
5/1/2024	26880	AN ICON COMPANY, LLC	4,093.34
5/1/2024	26881	ANTHONY CONRAD CHAVEZ	109.88
5/1/2024	26882	BRADY INDUSTRIES	2,677.42
5/1/2024	26883	CA ASSOCIATION OF FOOD BANKS	25,741.44
5/1/2024	26884	CAZADOR CONSULTING GROUP INC	4,412.87
5/1/2024	26885	COLOMBO CONSTRUCTION COMPANY INC.	193,780.00
5/1/2024	26886	COLOMBO CONSTRUCTION COMPANY INC.	37,434.50
5/1/2024	26887	CREATIVE FINANCIAL STAFFING LLC	2,190.85
5/1/2024	26888	ERIC LE BARBE	7.90
5/1/2024	26889	EXACT STAFF, INC	860.99
5/1/2024	26890	EXACT STAFF, INC	744.64

Community Action Partnership of Kern
Check/Voucher Register
From 5/1/2024 Through 5/31/2024

Check Date	Check Number	Payee	Check Amount
5/1/2024	26891	FLOWERS BAKERIES SALES OF SOCAL, LLC	35.42
5/1/2024	26892	FLOWERS BAKERIES SALES OF SOCAL, LLC	119.14
5/1/2024	26893	FLOWERS BAKERIES SALES OF SOCAL, LLC	48.30
5/1/2024	26894	FLOWERS BAKERIES SALES OF SOCAL, LLC	358.02
5/1/2024	26895	FLOWERS BAKERIES SALES OF SOCAL, LLC	45.08
5/1/2024	26896	FLOWERS BAKERIES SALES OF SOCAL, LLC	283.36
5/1/2024	26897	FLOWERS BAKERIES SALES OF SOCAL, LLC	210.24
5/1/2024	26898	FRESHPOINT CENTRAL CALIFORNIA, INC	3,773.66
5/1/2024	26899	GARCIA INDUSTRIES INC	9,572.00
5/1/2024	26900	GRACE COMMUNITY CHURCH	1,249.08
5/1/2024	26901	HEWLETT-PACKARD COMPANY	3,977.01
5/1/2024	26902	HEWLETT-PACKARD COMPANY	2,451.57
5/1/2024	26903	JAQUELINE GUERRA	46.49
5/1/2024	26904	JORGE GALINDO RAMIREZ	45.00
5/1/2024	26905	KAPLAN EARLY LEARNING CO	584.80
5/1/2024	26906	KAPLAN EARLY LEARNING CO	494.49
5/1/2024	26907	KAPLAN EARLY LEARNING CO	345.04
5/1/2024	26908	KAPLAN EARLY LEARNING CO	515.18
5/1/2024	26909	KAPLAN EARLY LEARNING CO	1,269.64
5/1/2024	26910	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	90.00
5/1/2024	26911	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	45.00
5/1/2024	26912	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00
5/1/2024	26913	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	75.00
5/1/2024	26914	MISSION LINEN SUPPLY	2,741.25
5/1/2024	26916	OFFICE IMAGING, INC	1,347.81
5/1/2024	26917	PAPER CONNECTION INC	696.63
5/1/2024	26918	POWER MACHINERY CENTER	99.44
5/1/2024	26919	ST. MARY'S DINING ROOM	1,498.74
5/1/2024	26920	STAPLES ADVANTAGE	333.16
5/1/2024	26921	STEPHEN WILLIFORD	205.00
5/1/2024	26922	STEPHEN WILLIFORD	175.00
5/1/2024	26923	STEPHEN WILLIFORD	165.00
5/1/2024	26925	STINSON STATIONERS	5,605.10
5/1/2024	26926	SULEMA GARCIA	24.22
5/1/2024	26927	SULEMA GARCIA	211.72
5/1/2024	26928	SYSCO FOOD SERVICES OF VENTURA INC	86.59
5/1/2024	26929	SYSCO FOOD SERVICES OF VENTURA INC	2,070.18
5/1/2024	26930	SYSCO FOOD SERVICES OF VENTURA INC	11,862.29
5/1/2024	26931	SYSCO FOOD SERVICES OF VENTURA INC	334.91

Check Date	Check Number	Payee	Check Amount
5/1/2024	26932	SYSCO FOOD SERVICES OF VENTURA INC	567.38
5/1/2024	26933	SYSCO FOOD SERVICES OF VENTURA INC	2,194.27
5/1/2024	26934	VERNON SORENSON MD INC	100.00
5/1/2024	26935	VERNON SORENSON MD INC	45.00
5/1/2024	26936	W W GRAINGER INC	86.44
5/1/2024	26937	W W GRAINGER INC	86.44
5/1/2024	26938	W W GRAINGER INC	90.00
5/1/2024	26939	KAPLAN EARLY LEARNING CO	82.68
5/3/2024	223481	LAWYERS FOR JUSTICE PC	(2,500.00)
5/3/2024	223569	LAWYERS FOR JUSTICE PC	2,000.00
5/6/2024	28031	WELLS FARGO	48,945.91
5/7/2024	221744	AT&T	(85.38)
5/7/2024	222430	AT&T	(85.38)
5/8/2024	223570	ALEXIS ZEPEDA	104.52
5/8/2024	223571	ALTEC	653.06
5/8/2024	223572	Andrea Chavez	272.02
5/8/2024	223573	ANDREW CHAVEZ	65.66
5/8/2024	223574	AT&T	84.45
5/8/2024	223575	BRONCO ELECTRIC INC	1,375.88
5/8/2024	223576	CALIFORNIA HEAD START ASSOCIATION	3,375.00
5/8/2024	223577	CALIFORNIA WATER SERVICE COMPANY	464.02
5/8/2024	223578	CHARTER COMMUNICATIONS	254.00
5/8/2024	223579	CHARTER COMMUNICATIONS	209.00
5/8/2024	223580	CHARTER COMMUNICATIONS	209.00
5/8/2024	223581	CHARTER COMMUNICATIONS	199.97
5/8/2024	223582	CHARTER COMMUNICATIONS	344.97
5/8/2024	223583	CHARTER COMMUNICATIONS	159.00
5/8/2024	223584	CHARTER COMMUNICATIONS	204.00
5/8/2024	223585	CHARTER COMMUNICATIONS	204.00
5/8/2024	223586	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98
5/8/2024	223587	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98
5/8/2024	223588	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98
5/8/2024	223589	CHRISTOPHER PERCIVAL	153.56
5/8/2024	223590	CINTAS CORPORATION #668	818.20
5/8/2024	223591	CITY OF BAKERSFIELD	10,893.01
5/8/2024	223592	CITY OF SHAFTER	545.35
5/8/2024	223593	COUNTRY CLUB SERVICE	365.00
5/8/2024	223594	COUNTY OF KERN	9,573.83
5/8/2024	223595	COUNTY OF KERN PUBLIC WORKS	30.28
5/8/2024	223596	CYNTHIA RODRIGUEZ	347.89
5/8/2024	223597	DEPARTMENT OF MOTOR VEHICLES	919.00
5/8/2024	223598	DEPARTMENT OF MOTOR VEHICLES	236.00
5/8/2024	223599	DEPARTMENT OF MOTOR VEHICLES	27.00
5/8/2024	223600	DEPARTMENT OF MOTOR VEHICLES	27.00
5/8/2024	223601	DEPARTMENT OF MOTOR VEHICLES	27.00
5/8/2024	223602	DEPARTMENT OF MOTOR VEHICLES	27.00
5/8/2024	223603	DEPARTMENT OF MOTOR VEHICLES	786.00
5/8/2024	223604	DEPARTMENT OF MOTOR VEHICLES	580.00

Check Date	Check Number	Payee	Check Amount
5/8/2024	223605	DEPARTMENT OF MOTOR VEHICLES	188.00
5/8/2024	223606	DEPARTMENT OF MOTOR VEHICLES	188.00
5/8/2024	223607	DEPARTMENT OF MOTOR VEHICLES	188.00
5/8/2024	223608	DEPARTMENT OF SOCIAL SERVICES	242.00
5/8/2024	223609	ECOLAB FOOD SAFETY SPECIALTIES	450.84
5/8/2024	223610	FAMILY RESOURCE & REFERRAL CENTER	50.00
5/8/2024	223611	FATIMA ECHEVERRIA	75.00
5/8/2024	223612	FERGUSON ENTERPRISES INC #1350	418.96
5/8/2024	223613	GRINGTEAM INC.	17,391.11
5/8/2024	223614	GUADALUPE A VILLASANA	134.00
5/8/2024	223615	HERBERT MITCHELL ELLIOTT	188.25
5/8/2024	223616	HOME DEPOT COMMERCIAL CREDIT	366.86
5/8/2024	223617	JULIANNA RODRIGUEZ	125.54
5/8/2024	223618	KATOM RESTAURANT SUPPLY, INC	1.00
5/8/2024	223619	LEVEL 3 FINANCING INC	1,490.71
5/8/2024	223620	LODI HEALTH WEST OCCUPATIONAL MEDICINE	685.73
5/8/2024	223621	LOWES COMPANIES INC	853.59
5/8/2024	223622	MANUEL G BARRIOS	75.00
5/8/2024	223623	MANUELA CASTILLO	103.18
5/8/2024	223624	MARISSA ORTIZ-CORTEZ	79.73
5/8/2024	223625	MARY JANE LOPEZ	69.46
5/8/2024	223626	MCWILLIAMS & WALDEN INC	475.19
5/8/2024	223627	MICHAEL K BROWN LANDSCAPE INC	14,638.93
5/8/2024	223628	OASIS AIR CONDITIONING	81,304.50
5/8/2024	223629	OFFICE1 LEASING	1,232.17
5/8/2024	223630	PACIFICA STOCKTON HOTEL LLC	1,968.12
5/8/2024	223631	PG&E	12,588.14
5/8/2024	223632	PRODUCERS DAIRY FOODS INC	6,532.48
5/8/2024	223633	RACE TELECOMMUNICATIONS INC	238.69
5/8/2024	223634	RAMIRO SANTIVANES	465.00
5/8/2024	223635	RANDIK PAPER CO.	2,664.28
5/8/2024	223636	RAYMOND'S TROPHY AWARDS	276.04
5/8/2024	223637	SAVE MART SUPERMARKETS	324.95
5/8/2024	223638	SOUTHERN CALIFORNIA EDISON	322.90
5/8/2024	223639	SOUTHWEST GAS CORPORATION	20.08
5/8/2024	223640	SPECIALTY TRIM AND AWNING INC	3,000.00
5/8/2024	223641	STEPHANIE CORONEL	25.46
5/8/2024	223642	SUPERIOR SANITATION SERVICE INC	723.40
5/8/2024	223643	TAFT CITY SCHOOL DISTRICT	2,700.00
5/8/2024	223644	TERESA LARA	101.97
5/8/2024	223645	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00
5/8/2024	223646	THE TENNIS CHANNEL	4,145.00
5/8/2024	223647	TOMMIE SUE CORDOVA	80.00
5/8/2024	223648	UNITED RENTALS INC	341.17
5/8/2024	223649	VALLEY PROPANE SERVICE	195.28
5/8/2024	223650	VARNER & SON INC	901.57
5/8/2024	223651	VARNER BROS., INC.	52.02
5/8/2024	223652	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	837.76
5/8/2024	223653	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	410.60
5/8/2024	223654	HOME DEPOT COMMERCIAL CREDIT	682.93

Check Date	Check Number	Payee	Check Amount
5/8/2024	223655	LOWES COMPANIES INC	29,138.59
5/8/2024	223656	PG&E	1,800.00
5/8/2024	223657	RANDIK PAPER CO.	1,111.49
5/8/2024	223658	1110 COTTONWOOD RD, LP.	1,000.00
5/8/2024	223659	CRISTOBAL S CURIEL	1,600.00
5/8/2024	223660	DAYTHEN FERNANDEZ	368.75
5/8/2024	223661	KELLY LOWERY	175.00
5/8/2024	223662	MAUREEN ANDREW	187.75
5/8/2024	223663	PAUL DOBIS	368.75
5/8/2024	223664	PG&E	1,800.00
5/8/2024	223665	KELLY LOWERY	51.75
5/8/2024	223666	AT&T	170.76
5/8/2024	26940	4IMPRINT INC AKA NELSON MARKETING	50,505.77
5/8/2024	26941	ABATE CONSTRUCTION, INCORPORATED	19,100.00
5/8/2024	26942	ADOBE INC	186.89
5/8/2024	26943	ADOBE INC	477.79
5/8/2024	26944	AMAZON CAPITAL SERVICES, INC	3,163.72
5/8/2024	26945	AMAZON CAPITAL SERVICES, INC	366.74
5/8/2024	26946	AMAZON CAPITAL SERVICES, INC	397.00
5/8/2024	26947	AMAZON CAPITAL SERVICES, INC	282.51
5/8/2024	26948	AMAZON CAPITAL SERVICES, INC	1,112.94
5/8/2024	26949	AMAZON CAPITAL SERVICES, INC	80.07
5/8/2024	26950	AMAZON CAPITAL SERVICES, INC	891.03
5/8/2024	26951	AMAZON CAPITAL SERVICES, INC	387.63
5/8/2024	26952	AMAZON CAPITAL SERVICES, INC	62.98
5/8/2024	26953	AMAZON CAPITAL SERVICES, INC	391.47
5/8/2024	26954	AMAZON CAPITAL SERVICES, INC	142.14
5/8/2024	26955	AMAZON CAPITAL SERVICES, INC	943.32
5/8/2024	26956	AMAZON CAPITAL SERVICES, INC	414.08
5/8/2024	26957	AMAZON CAPITAL SERVICES, INC	398.68
5/8/2024	26958	AMAZON CAPITAL SERVICES, INC	14.06
5/8/2024	26959	AMAZON CAPITAL SERVICES, INC	51.37
5/8/2024	26960	AMAZON CAPITAL SERVICES, INC	144.75
5/8/2024	26961	AMERICAN BUSINESS MACHINES	168.06
5/8/2024	26962	AMERICAN REFUSE, INC.	710.50
5/8/2024	26963	AN ICON COMPANY, LLC	89.37
5/8/2024	26964	BLUETRITON BRANDS INC	145.06
5/8/2024	26965	BLUETRITON BRANDS INC	4,972.86
5/8/2024	26966	BLUETRITON BRANDS INC	645.86
5/8/2024	26967	BRADY INDUSTRIES	14,019.01
5/8/2024	26968	CA ASSOCIATION OF FOOD BANKS	16,737.45
5/8/2024	26969	CAZADOR CONSULTING GROUP INC	12,859.01
5/8/2024	26970	CDW GOVERNMENT LLC	3,320.32
5/8/2024	26971	CLASSIC CHARTER INC	1,446.75
5/8/2024	26972	CLASSIC CHARTER INC	2,189.00
5/8/2024	26973	COLOMBO CONSTRUCTION COMPANY INC.	233,021.46
5/8/2024	26974	CREATIVE FINANCIAL STAFFING LLC	11,832.80
5/8/2024	26975	DELK PEST CONTROL	720.00
5/8/2024	26976	DELL TECHNOLOGIES, INC.	1,322.56
5/8/2024	26977	ENVIRONMENTAL SYSTEMS RESEARCH INSTITUTE INC	1,152.00
5/8/2024	26978	ESTEFANY HERNANDEZ	312.89

Check Date	Check Number	Payee	Check Amount
5/8/2024	26979	EVERGREEN CONSTRUCTION	270.00
5/8/2024	26980	EVERGREEN CONSTRUCTION	550.00
5/8/2024	26981	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47
5/8/2024	26982	GLORIA BARBERO	255.68
5/8/2024	26983	JAYSHREE MADEKA	27.47
5/8/2024	26984	JEREMY T TOBIAS	75.00
5/8/2024	26985	JERRY MEADE	322.27
5/8/2024	26986	KAPLAN EARLY LEARNING CO	11.00
5/8/2024	26987	KAPLAN EARLY LEARNING CO	2,159.92
5/8/2024	26988	KAPLAN EARLY LEARNING CO	2,971.37
5/8/2024	26989	KAPLAN EARLY LEARNING CO	712.39
5/8/2024	26990	KAPLAN EARLY LEARNING CO	18.39
5/8/2024	26991	KAPLAN EARLY LEARNING CO	956.85
5/8/2024	26992	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	120.00
5/8/2024	26993	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	240.00
5/8/2024	26994	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	405.00
5/8/2024	26995	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00
5/8/2024	26996	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	330.00
5/8/2024	26997	LETISHA BROOKS	105.98
5/8/2024	26998	MARIA FELIX LIEVANOS	130.64
5/8/2024	26999	MARIA GUADIAN	80.00
5/8/2024	27000	MICHAEL E BRADLEY	1,750.00
5/8/2024	27001	MICHELLE JARA RANGEL	54.30
5/8/2024	27002	MICROSOFT CORPORATION	108.00
5/8/2024	27003	MICROSOFT CORPORATION	3,018.75
5/8/2024	27004	MICROSOFT CORPORATION	56.00
5/8/2024	27005	MICROSOFT CORPORATION	9.00
5/8/2024	27006	MICROSOFT CORPORATION	228.00
5/8/2024	27007	MICROSOFT CORPORATION	228.00
5/8/2024	27008	MICROSOFT CORPORATION	57.60
5/8/2024	27009	MICROSOFT CORPORATION	96.00
5/8/2024	27010	MICROSOFT CORPORATION	228.17
5/8/2024	27011	MISSION LINEN SUPPLY	2,654.57
5/8/2024	27012	NELLY MENDOZA	222.72
5/8/2024	27013	OFFICE IMAGING, INC	1,481.93
5/8/2024	27014	PATRICIA MEXICANO	100.63
5/8/2024	27015	PAULIN INDUSTRIES, INC.	191.91
5/8/2024	27016	PIUSER STONE AND TILE, INC.	242,182.79
5/8/2024	27017	PLC SYSTEM SERVICES	10,942.00
5/8/2024	27018	PRITIKA RAM	11.35
5/8/2024	27019	RELIABLE ENERGY MANAGEMENT INC	28,511.41
5/8/2024	27020	SAFIYA PRICE	88.67
5/8/2024	27021	SMART & FINAL	43.67
5/8/2024	27022	SMART & FINAL	53.14
5/8/2024	27023	STEPHEN WILLIFORD	129.00
5/8/2024	27024	STEPHEN WILLIFORD	325.00
5/8/2024	27025	STEPHEN WILLIFORD	1,150.00
5/8/2024	27026	STEPHEN WILLIFORD	334.75
5/8/2024	27027	STEPHEN WILLIFORD	525.00

Check Date	Check Number	Payee	Check Amount
5/8/2024	27028	STEPHEN WILLIFORD	650.00
5/8/2024	27029	STEPHEN WILLIFORD	129.00
5/8/2024	27030	STEPHEN WILLIFORD	135.00
5/8/2024	27031	STINSON STATIONERS	3,229.85
5/8/2024	27032	SYSCO FOOD SERVICES OF VENTURA INC	999.82
5/8/2024	27033	SYSCO FOOD SERVICES OF VENTURA INC	1,250.50
5/8/2024	27034	SYSCO FOOD SERVICES OF VENTURA INC	2,071.64
5/8/2024	27035	SYSCO FOOD SERVICES OF VENTURA INC	1,139.03
5/8/2024	27036	SYSCO FOOD SERVICES OF VENTURA INC	177.17
5/8/2024	27037	SYSCO FOOD SERVICES OF VENTURA INC	146.61
5/8/2024	27038	SYSCO FOOD SERVICES OF VENTURA INC	1,110.99
5/8/2024	27039	SYSCO FOOD SERVICES OF VENTURA INC	1,065.94
5/8/2024	27040	SYSCO FOOD SERVICES OF VENTURA INC	12,070.89
5/8/2024	27041	SYSCO FOOD SERVICES OF VENTURA INC	1,058.96
5/8/2024	27042	SYSCO FOOD SERVICES OF VENTURA INC	204.03
5/8/2024	27043	SYSCO FOOD SERVICES OF VENTURA INC	1,716.10
5/8/2024	27044	SYSCO FOOD SERVICES OF VENTURA INC	14.98
5/8/2024	27045	SYSCO FOOD SERVICES OF VENTURA INC	15,999.35
5/8/2024	27046	TEL TEC SECURITY SYSTEMS INC	714.69
5/8/2024	27047	TEL TEC SECURITY SYSTEMS INC	559.17
5/8/2024	27048	TEL TEC SECURITY SYSTEMS INC	540.96
5/8/2024	27049	TEL TEC SECURITY SYSTEMS INC	104.17
5/8/2024	27050	TEL TEC SECURITY SYSTEMS INC	676.94
5/8/2024	27051	TEL TEC SECURITY SYSTEMS INC	187.50
5/8/2024	27052	TEL TEC SECURITY SYSTEMS INC	728.46
5/8/2024	27053	VALLEY GARBAGE SERVICE	365.66
5/8/2024	27054	VERIZON WIRELESS	8,264.24
5/8/2024	27055	VERNON SORENSON MD INC	527.00
5/8/2024	27056	VERNON SORENSON MD INC	462.00
5/8/2024	27057	VERNON SORENSON MD INC	100.00
5/8/2024	27058	VERNON SORENSON MD INC	100.00
5/8/2024	27059	VERNON SORENSON MD INC	200.00
5/8/2024	27060	VERNON SORENSON MD INC	25.00
5/8/2024	27061	W W GRAINGER INC	247.02
5/8/2024	27062	AMAZON CAPITAL SERVICES, INC	395.90
5/8/2024	27063	PUBLIC AGENCY COALITION ENTERPRISE	750,666.36
5/9/2024	223618	KATOM RESTAURANT SUPPLY, INC	(1.00)
5/9/2024	223667	COMMUNITY SERVICES AND EMPLOYMENT TRAIN	8,487.00
5/9/2024	223668		0.00

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5/9/2024	223668	KATOM RESTAURANT SUPPLY, INC	116,908.54
5/13/2024	223669	NANCY KRAFT	1,622.27
5/13/2024	223670	NANCY KRAFT	370.87
5/13/2024	223671	TIM BEALESSIO	2,401.55
5/13/2024	223672	TIM BEALESSIO	3,895.39
5/13/2024	27064	4IMPRINT INC AKA NELSON MARKETING	3,846.11
5/14/2024	223668	KATOM RESTAURANT SUPPLY, INC	(116,908.54)
5/14/2024	27065	KATOM RESTAURANT SUPPLY, INC	116,908.54
5/15/2024	223673	CLEMMER AND COMPANY	1,798.00
5/15/2024	223674	EVELIN HERNANDEZ	98.25
5/15/2024	223675	FREDDY HERNANDEZ	325.00
5/15/2024	223676	MAURA SANDOVAL	98.25
5/15/2024	223677	AIDA CRUZ	525.00
5/15/2024	223678	AIDE AVELAR	126.63
5/15/2024	223679	ALICIA GAMINO	182.91
5/15/2024	223680	ALMA RUTH VILLEGAS	21.44
5/15/2024	223681	ALPHA WHOLESALE PRODUCE INC	1,215.40
5/15/2024	223682	ALYSIA GARCIA	17.42
5/15/2024	223683	AMBERLY HILL	20.10
5/15/2024	223684	ANA MARTINEZ	48.91
5/15/2024	223685	ANA TRUJILLO	90.00
5/15/2024	223686	ANDRALETTE I WILSON	73.03
5/15/2024	223687	Andrea Chavez	44.08
5/15/2024	223688	ANGEL TEJEDA	45.56
5/15/2024	223689	ANGELICA HERALDEZ	49.58
5/15/2024	223690	ANNA SAAVEDRA	327.63
5/15/2024	223691	ARACELI LONA FELIX	59.00
5/15/2024	223692	ARAMARK UNIFORM SERVICES	272.60
5/15/2024	223693	ARVIN COMMUNITY SERVICE DISTRICT	211.49
5/15/2024	223694	ASELIDA DEL TORO	36.18
5/15/2024	223695	ASHLEY MCALLISTER	11.39
5/15/2024	223696	ASUSENA ORNELAS	97.15
5/15/2024	223697	AT&T	42.22
5/15/2024	223698	AURORA GALLEGOS ORDONEZ	17.42
5/15/2024	223699	AZUGA INC	495.00
5/15/2024	223700	AZUGA INC	495.00
5/15/2024	223701	AZUGA INC	495.00
5/15/2024	223702	AZUGA INC	495.00
5/15/2024	223703	BARBARA CISNEROS	1.34
5/15/2024	223704	BAYLEE MCDONALD	34.84
5/15/2024	223705	BEATRIZ PLASENCIA	11.39
5/15/2024	223706	BLANCA LILIA ARREOLA	16.08
5/15/2024	223707	BOBBY GUZMAN	200.00
5/15/2024	223708	BRENDA AMAYA	101.84
5/15/2024	223709	CALIFORNIA WATER SERVICE COMPANY	1,740.81
5/15/2024	223710	CAROLINA MORALES	29.48
5/15/2024	223711	CATHARYN LAURIE SPROULE	125.96
5/15/2024	223712	CERTIFIX INC	384.00
5/15/2024	223713	CHARTER COMMUNICATIONS	154.98
5/15/2024	223714	CHARTER COMMUNICATIONS	199.98
5/15/2024	223715	CHRISTINA CLAYSON	304.18
5/15/2024	223716	CHRISTOPHER PERCIVAL	356.60
5/15/2024	223717	CINDY RUIZ	258.62

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5/15/2024	223718	CINTAS CORPORATION #668	245.88
5/15/2024	223719	CINTYA OSORIO	48.24
5/15/2024	223720	CLAUDIA ELENA RIVERA	16.75
5/15/2024	223721	CLAUDIA VALENCIA PRECIADO	42.88
5/15/2024	223722	CLAUDIA ZUNIGA	11.39
5/15/2024	223723	CMA FIRE PROTECTION	355.00
5/15/2024	223724	COMCAST CORPORATION	1,239.38
5/15/2024	223725	COMMUNITY SERVICES AND EMPLOYMENT TRAIN	57,231.93
5/15/2024	223726	COVERALL NORTH AMERICA INC	1,025.00
5/15/2024	223727	CRISEL AVELAR	58.96
5/15/2024	223728	CRYSTAL FLORES	52.26
5/15/2024	223729	CYNTHIA MAGDALENO	49.58
5/15/2024	223730	CYNTHIA MONTERROSO	103.18
5/15/2024	223731	DELANO UNION SCHOOL DISTRICT	4,200.00
5/15/2024	223732	DENISE BOSHERS	372.52
5/15/2024	223733	DENISE LOZA	17.42
5/15/2024	223734	DINGO ENTERPRISES INC	1,783.23
5/15/2024	223735	EDNA QUINONEZ	194.30
5/15/2024	223736	EFRAIN DELGADO	1,955.00
5/15/2024	223737	ELIA ARREOLA	36.18
5/15/2024	223738	ELIZABETH ARZEO SAABEDRA	71.02
5/15/2024	223739	ELIZABETH MARTINEZ MEDINA	272.69
5/15/2024	223740	ENEDINA MARTINEZ	59.63
5/15/2024	223741	ERIKA BRAVO	11.39
5/15/2024	223742	ERIKA MALDONADO	40.20
5/15/2024	223743	ERIKA SALAZAR	170.85
5/15/2024	223744	FEDEX	303.51
5/15/2024	223745	FERGUSON ENTERPRISES INC #1350	329.38
5/15/2024	223746	FLORENTINA PANTOJA	17.42
5/15/2024	223747	FRANCIS VEGA	274.03
5/15/2024	223748	FREDDY HERNANDEZ	372.52
5/15/2024	223749	GABRIELA MCCAULEY	36.18
5/15/2024	223750	GIRLHENE SORIANO	140.70
5/15/2024	223751	GREATER BAKERSFIELD CHAMBER OF COMMERCE	850.00
5/15/2024	223752	GUADALUPE A VILLASANA	62.98
5/15/2024	223753	GUADALUPE CANCHOLA CASTELLANO	36.18
5/15/2024	223754	GURSHAN GILL	48.24
5/15/2024	223755	HANNAH MARIE WEIGHTMAN	69.01
5/15/2024	223756	HAYDEE N CORONA	45.56
5/15/2024	223757	HEIDY ESPINOZA	140.70
5/15/2024	223758	HOME DEPOT COMMERCIAL CREDIT	780.99
5/15/2024	223759	HOWARD'S GARBAGE SERVICE	231.68
5/15/2024	223760	ILEANA STOKES	44.89
5/15/2024	223761	ISABEL RUIZ	64.94
5/15/2024	223762	JACINTA ZEDPEDA	111.22
5/15/2024	223763	JAUBRAE DIXON	29.48
5/15/2024	223764	JEREMIN EASTER	92.46
5/15/2024	223765	JESSICA HERNANDEZ	55.61
5/15/2024	223766	JIMMIE ALVIDREZ	75.04
5/15/2024	223767	Jonathan Ross-Tohill	54.94
5/15/2024	223768	Joseph Rodriguez	90.45
5/15/2024	223769	KATHYA CORRALES VARGAS	68.34
5/15/2024	223770	KAYLA LOZA	11.39

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5/15/2024	223771	KEITH C PFEFFER	2,916.05
5/15/2024	223772	KERN COMMUNITY FOUNDATION	650.00
5/15/2024	223773	KERN ISLAND INVESTORS, GP	3,057.84
5/15/2024	223774	KERN RIVER PROPANE INC	4,456.00
5/15/2024	223775	KIMBERLY D FREIBERG	55.61
5/15/2024	223776	LAKESHORE EQUIPMENT COMPANY	5,174.97
5/15/2024	223777	LAMONT PUBLIC UTILITY DISTRICT	688.70
5/15/2024	223778	LAMONT SANITATION INC	1,096.97
5/15/2024	223779	LANEISHA HAMMOND	85.76
5/15/2024	223780	LANGUAGE LINE SERVICES INC	190.57
5/15/2024	223781	LASTAND, INC	20.00
5/15/2024	223782	LAURA L MUNOZ	16.08
5/15/2024	223783	LETICIA MORENO	11.39
5/15/2024	223784	LILLIAN URREA	40.20
5/15/2024	223785	LISA MORENO	79.06
5/15/2024	223786	LORENA PALOMO	62.31
5/15/2024	223787	LOURDES MENDOZA	254.98
5/15/2024	223788	LOWES COMPANIES INC	360.28
5/15/2024	223789	MARIA ALICIA HUIZAR	231.82
5/15/2024	223790	MARIA CERVANTES	58.96
5/15/2024	223791	MARIA DIAZ	17.42
5/15/2024	223792	MARIA DUARTE	197.65
5/15/2024	223793	MARIA HERNANDEZ DE QUINTERO	17.42
5/15/2024	223794	MARIA MORENO GOMEZ	50.92
5/15/2024	223795	MARIELA NAVARRETE VAZQUEZ	25.46
5/15/2024	223796	MARISOL HERNANDEZ	57.62
5/15/2024	223797	MARTHA GABRIELA PEREZ DE SERRANO	21.44
5/15/2024	223798	MAYRA GARCIA	58.96
5/15/2024	223799	MAYRA ZAMBRANO TORREZ	32.16
5/15/2024	223800	MCFARLAND UNIFIED SCHOOL DISTRICT	1,050.00
5/15/2024	223801	MCWILLIAMS & WALDEN INC	1,754.55
5/15/2024	223802	MELISSA DEWITT	121.94
5/15/2024	223803	MELODY ALDEN	49.58
5/15/2024	223804	MIRELLA RUBIO	215.07
5/15/2024	223805	MOJAVE UNIFIED SCHOOL DISTRICT	7,518.75
5/15/2024	223806	MONICA LOPEZ	14.74
5/15/2024	223807	NATASHA COONROD	112.56
5/15/2024	223808	NATIONAL HEAD START ASSOCIATION	50,000.00
5/15/2024	223809	NEEDLES PUBLIC UTILITY AUTHORITY	59.71
5/15/2024	223810	NICOLE CALLAHAN	132.66
5/15/2024	223811	NINFA CAZARES	152.76
5/15/2024	223812	OBDULIA Z AGUILAR	11.39
5/15/2024	223813	OFFICE1 LEASING	2,280.47
5/15/2024	223814	OSCAR W MARTINEZ	90.45
5/15/2024	223815	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	668.68
5/15/2024	223816	PAULA HUERTA	49.58
5/15/2024	223817	PG&E	5,027.88
5/15/2024	223818	PHILADELPHIA INSURANCE COMPANIES	833.00
5/15/2024	223819	PRODUCERS DAIRY FOODS INC	2,302.12
5/15/2024	223820	RAMIRO LOPEZ	147.40
5/15/2024	223821	RANDIK PAPER CO.	2,804.97
5/15/2024	223822	RAQUEL SILVA	18.09

Check Date	Check Number	Payee	Check Amount
5/15/2024	223823	RAUL GONZALEZ	53.60
5/15/2024	223824	RAYJEAN STONE	26.80
5/15/2024	223825	REBECCA ROCHA	66.33
5/15/2024	223826	REBECCA SHUELLER TRAINING & CONSULTING	1,275.00
5/15/2024	223827	REGION IX HEAD START ASSOCIATION	1,780.00
5/15/2024	223828	RIGOBERTO REYES	120.60
5/15/2024	223829	RITA FREGOSO	85.76
5/15/2024	223830	ROSA CALLEJAS	77.05
5/15/2024	223831	ROSA JOHNSON	138.02
5/15/2024	223832	Ruben Rivera	64.32
5/15/2024	223833	SAFEWAY INC VONS DIVISION	288.77
5/15/2024	223834	SAGASER WATKINS & WIELAND PC	200.00
5/15/2024	223835	SAN LUIS BUTANE DISTRIBUTORS INC	1,609.59
5/15/2024	223836	SARA VAZQUEZ	17.42
5/15/2024	223837	SARAH HODGES	349.74
5/15/2024	223838	SAVE MART SUPERMARKETS	783.24
5/15/2024	223839	SHEVADA DOVE-WILLIAMS	217.75
5/15/2024	223840	SIERRA SANDS UNIFIED SCHOOL DIST	1,440.00
5/15/2024	223841	SOCALGAS	41.22
5/15/2024	223842	SOUTH TULARE RICHGROVE REFUSE INC	407.16
5/15/2024	223843	SOUTHERN CALIFORNIA EDISON	2,470.18
5/15/2024	223844	STANDARD PLUMBING SUPPLY COMPANY, INC	210.72
5/15/2024	223845	SUBURBAN PROPANE	1,515.49
5/15/2024	223846	SUKHMANI SHERGILL	280.00
5/15/2024	223847	T-MOBILE USA INC	3,228.94
5/15/2024	223848	T-MOBILE USA INC	5.00
5/15/2024	223849	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,326.00
5/15/2024	223850	TOMMIE SUE CORDOVA	199.66
5/15/2024	223851	ULINE	216.26
5/15/2024	223852	UNITED WAY OF KERN COUNTY	8,358.24
5/15/2024	223853	VALLEY PROPANE SERVICE	970.72
5/15/2024	223854	VANESSA ALVAREZ	11.39
5/15/2024	223855	VANESSA MOLINA	246.56
5/15/2024	223856	VANESSA ROCHA	46.23
5/15/2024	223857	VESTIS GROUP, INC	204.45
5/15/2024	223858	VILLATORO POWER WASHING	325.00
5/15/2024	223859	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	740.00
5/15/2024	223860	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	6,449.10
5/15/2024	223861	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	175.23
5/15/2024	223862	WESTERN PROPANE SERVICE	1,572.00
5/15/2024	223863	WINDI WALKER	158.12
5/15/2024	223864	YOSHIRA PEREZ	11.39
5/15/2024	223865	HOME DEPOT COMMERCIAL CREDIT	1,592.44
5/15/2024	223866	LAKESHORE EQUIPMENT COMPANY	5,827.49
5/15/2024	223867	RANDIK PAPER CO.	2,666.99
5/15/2024	223868	ADRIANA BAUTISTA DE CRUZ	1,150.96
5/15/2024	223869	ALEJANDRA ORTEGA BARON	1,660.72
5/15/2024	223870	ALICIA MUNOZ DE SANCHEZ	1,112.90

Community Action Partnership of Kern

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From 5/1/2024 Through 5/31/2024

Check Date	Check Number	Payee	Check Amount
5/15/2024	223871	ALL ABOARD PRESCHOOL	4,474.64
5/15/2024	223872	ANA BERTHA BALLESTEROS JAIME	2,781.26
5/15/2024	223873	ANA MARIA ACOSTA DE ARIZAGA	2,725.38
5/15/2024	223874	ANTONIO PERALTA DUQUE	670.60
5/15/2024	223875	BELEN IZAZAGA MERCADO	1,935.46
5/15/2024	223876	CECILIA GAYTAN DE ZARATE	6,819.52
5/15/2024	223877	CONSUELO RAMIREZ DE MAGDALENO	8,556.35
5/15/2024	223878	DIEGO FERREIRA	964.58
5/15/2024	223879	ERLINDA MARTHA MADUENO	1,882.97
5/15/2024	223880	ESTHER MELENDREZ	1,901.24
5/15/2024	223881	GUADALUPE AYON DE MENDOZA	1,778.22
5/15/2024	223882	IRMA FLORES	2,996.80
5/15/2024	223883	IRMA JIMENEZ CASTANEDA	3,593.69
5/15/2024	223884	JESSICA CERVANTES	1,090.66
5/15/2024	223885	MANUELA P MEDINA	7,127.90
5/15/2024	223886	MARA G RAMIREZ DE MARTINEZ	8,620.71
5/15/2024	223887	MARGARITA GARIBAY CORTES	5,594.90
5/15/2024	223888	MARIA CRUZ MACIAS	1,256.50
5/15/2024	223889	MARIA DEL SOCORRO CARMONA	2,974.81
5/15/2024	223890	MARIA LOURDES MORENO ESQUIVEL	1,973.56
5/15/2024	223891	MARIA V SOSA	726.58
5/15/2024	223892	MAYRA PONCE GARIBAY	1,984.61
5/15/2024	223893	ORELLANA RODIGUEZ TOMASA MARISOL	1,268.83
5/15/2024	223894	RUFINITA PRISCILLA MARIE SAUCEDA	2,575.96
5/15/2024	223895	TERESA CERVANTES	611.89
5/15/2024	223896	VERONICA HERNANDEZ	1,047.44
5/15/2024	223897	Yoseling Carolina Mendez Lopez	657.98
5/15/2024	223898	MARIA DOLORES ARIAS	2,893.21
5/15/2024	223899	JUANA H PIMENTEL	8,790.13
5/15/2024	223900	LILIA ESQUIVEL MONROY	4,504.13
5/15/2024	223901	LORI MACIAS CERNA	8,288.35
5/15/2024	223902	ESTELA LOPEZ	820.88
5/15/2024	223903	GLORIA GARCIA DE MADERA	8,871.88
5/15/2024	223904	LETICIA MARIA BOTELLO	4,501.56
5/15/2024	223905	MARIA TERESA HEREDIA	3,843.26
5/15/2024	223906	ELOISA MONTES DE ROMERO	1,111.76
5/15/2024	223907	HERLINDA NOLASCO DE GONZALEZ	4,143.23
5/15/2024	223908	MARIA M ANGULO	5,268.46
5/15/2024	223909	BRENDA SUJEY MARTINEZ	3,007.91
5/15/2024	223910	CRISTINA SOTO DE MARTINEZ	2,834.09
5/15/2024	223911	ESMERALDA YOSELI SALCIDO CURIEL	1,754.04
5/15/2024	223912	GLORIA LEMUS DE LEMUS	1,911.90
5/15/2024	223913	GUADALUPE ELIZABETH PENUELAS	3,823.80
5/15/2024	223914	ROSALINDA G OCHOA	13,418.25
5/15/2024	223915	VERONICA L ESCOBAR	9,876.92
5/15/2024	223916	LAKESHORE EQUIPMENT COMPANY	3,239.95
5/15/2024	223917	BAYLEE MCDONALD	1,403.37
5/15/2024	27066	BELVINDER BIRING	127.75
5/15/2024	27067	JEREMY T TOBIAS	197.50
5/15/2024	27068	NELLY MENDOZA	127.75
5/15/2024	27069	RASHI STROTHER	127.75
5/15/2024	27070	SABRINA JONES	231.50
5/15/2024	27071	TRACY WEBSTER	325.00
5/15/2024	27072	ACCO ENGINEERED SYSTEMS, INC.	401.00

Check Date	Check Number	Payee	Check Amount
5/15/2024	27073	ADOBE INC	959.60
5/15/2024	27074	ADP, LLC.	19,352.81
5/15/2024	27075	ALLIED UNIVERSAL SECURITY SERVICES	53,922.42
5/15/2024	27076	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	15,469.16
5/15/2024	27077	AMAZON CAPITAL SERVICES, INC	383.67
5/15/2024	27078	AN ICON COMPANY, LLC	316.42
5/15/2024	27079	ANDREA MARQUEZ	67.00
5/15/2024	27080	ANNELISA PEREZ	73.03
5/15/2024	27081	ANNETTE JOHNSON-ALLEN	178.22
5/15/2024	27082	AURORA GARCIA LARES	3.35
5/15/2024	27083	AYLEEN QUIROZ	111.89
5/15/2024	27084	BLUETRITON BRANDS INC	101.01
5/15/2024	27085	BLUETRITON BRANDS INC	128.99
5/15/2024	27086	BRADY INDUSTRIES	19,905.28
5/15/2024	27087	BRENDA HERNANDEZ	17.42
5/15/2024	27088	CA ASSOCIATION OF FOOD BANKS	2,277.59
5/15/2024	27089	CARLEEN BENCOMA	152.76
5/15/2024	27090	CAZADOR CONSULTING GROUP INC	7,144.09
5/15/2024	27091	CHEVRON AND TEXACO BUSINESS CARD SERVICES	8,714.63
5/15/2024	27092	CHEVRON AND TEXACO BUSINESS CARD SERVICES	655.72
5/15/2024	27093	CLARK PEST CONTROL	887.00
5/15/2024	27094	CREATIVE FINANCIAL STAFFING LLC	2,653.90
5/15/2024	27096	CROWN EQUIPMENT CORPORATION	1,532.50
5/15/2024	27097	DELK PEST CONTROL	990.00
5/15/2024	27098	DELL TECHNOLOGIES, INC.	154.37
5/15/2024	27099	DELORES PATRICIO	115.24
5/15/2024	27100	DENISE COOPER	50.25
5/15/2024	27101	ECONO WEST INC	28,134.00
5/15/2024	27102	ELSA NAVARRETE	102.51
5/15/2024	27103	ELSA NAVARRETE	49.58
5/15/2024	27104	ERIE CUSTOM COMPUTER APPLICATIONS	2,050.00
5/15/2024	27105	ESTEFANIE VIDAURY	56.95
5/15/2024	27106	ESTHER DODD	54.27
5/15/2024	27107	EXACT STAFF, INC	669.01
5/15/2024	27108	EXACT STAFF, INC	930.80
5/15/2024	27109	FLORENCIA G THOMPSON	39.53
5/15/2024	27110	FLOWERS BAKERIES SALES OF SOCAL, LLC	138.46
5/15/2024	27111	FLOWERS BAKERIES SALES OF SOCAL, LLC	38.64
5/15/2024	27112	FRESHPOINT CENTRAL CALIFORNIA, INC	2,841.90
5/15/2024	27113	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72
5/15/2024	27114	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.66
5/15/2024	27115	FRONTIER COMMUNICATIONS HOLDINGS LLC	49.31
5/15/2024	27116	FRONTIER COMMUNICATIONS HOLDINGS LLC	77.81

Check Date	Check Number	Payee	Check Amount
5/15/2024	27117	FRONTIER COMMUNICATIONS HOLDINGS LLC	251.44
5/15/2024	27118	GARCIA INDUSTRIES INC	10,337.00
5/15/2024	27119	GARRETT MADDEN	337.50
5/15/2024	27120	GIOVANNI ARAGON	108.54
5/15/2024	27121	GLORIA BARBERO	130.89
5/15/2024	27122	GLORIANA TEIXEIRA	182.24
5/15/2024	27123	GRACE COMMUNITY CHURCH	1,233.53
5/15/2024	27124	GREGORIA BENAVIDES	14.74
5/15/2024	27125	HALONDA NAFF	173.53
5/15/2024	27126	HUFFMAN & DOWNS MAINTENANCE	859.95
5/15/2024	27127	JAQUELINE GUERRA	372.52
5/15/2024	27128	JAYSHREE MADEKA	52.93
5/15/2024	27129	Jeanette Ayala Fernandez	31.49
5/15/2024	27130	JERRY MEADE	85.44
5/15/2024	27131	JESSICA REYES GONZALEZ	103.85
5/15/2024	27132	KAPLAN EARLY LEARNING CO	370.25
5/15/2024	27133	KAPLAN EARLY LEARNING CO	318.48
5/15/2024	27134	KAPLAN EARLY LEARNING CO	742.21
5/15/2024	27135	KAPLAN EARLY LEARNING CO	206.06
5/15/2024	27136	KNIGHT'S SITE SERVICES INC	3,091.00
5/15/2024	27137	LIZETTE BRAVO	182.91
5/15/2024	27138	LOANA PATRICIA LUGO	156.78
5/15/2024	27139	LUBERSKY, INC	6,741.60
5/15/2024	27140	LUBERSKY, INC	13,864.80
5/15/2024	27141	LUZVIMINDA ADAMS	63.65
5/15/2024	27142	Magaly Witz	12.73
5/15/2024	27143	MARIA C VARELA	188.94
5/15/2024	27144	MARIA DEL CARMEN VILLANUEVA	21.44
5/15/2024	27145	MARIA MORALES ZARATE	62.98
5/15/2024	27146	MARIA PINANO	6.70
5/15/2024	27147	MARIA RAMOS	75.04
5/15/2024	27148	MARIANA RIOS	25.46
5/15/2024	27149	MARISELA GONZALEZ	184.25
5/15/2024	27150	MARY ANN MOONEY	177.55
5/15/2024	27151	MICHELLE RUIZ	35.51
5/15/2024	27152	MISSION LINEN SUPPLY	1,514.73
5/15/2024	27153	MONICA ZAMUDIO	26.80
5/15/2024	27154	NARAMA INC	266.90
5/15/2024	27155	NATALIE RODRIGUEZ	39.53
5/15/2024	27156	NELLY MENDOZA	17.42
5/15/2024	27157	NICOLE NINO	64.32
5/15/2024	27158	OFFICE IMAGING, INC	1,983.40
5/15/2024	27159	PALOMA SANDOVAL	70.35
5/15/2024	27160	PAPER CONNECTION INC	1,068.18
5/15/2024	27161	PAULIN INDUSTRIES, INC.	1,528.36
5/15/2024	27162	QUE'MESHA BANNER	54.94
5/15/2024	27163	RACHEL LECKKIRK	124.62
5/15/2024	27164	ROSA RABAGO	188.94
5/15/2024	27165	SAFIYA PRICE	31.49
5/15/2024	27166	SANDATA TECHNOLOGIES LLC	193.17
5/15/2024	27167	SHARON BRIGGS	81.74
5/15/2024	27168	SHAWNA R MARKS	59.63
5/15/2024	27169	SMART & FINAL	615.13
5/15/2024	27170	SMART & FINAL	182.72

Check Date	Check Number	Payee	Check Amount
5/15/2024	27171	SMART & FINAL	175.86
5/15/2024	27172	SSD ALARM, INC	428.67
5/15/2024	27173	STAPLES ADVANTAGE	351.99
5/15/2024	27174	STINSON STATIONERS	1,374.96
5/15/2024	27175	STOCKTON COMMUNITY KITCHEN	4,473.36
5/15/2024	27176	STOCKTON COMMUNITY KITCHEN	4,473.36
5/15/2024	27177	STOCKTON COMMUNITY KITCHEN	4,473.36
5/15/2024	27178	STOCKTON COMMUNITY KITCHEN	4,473.36
5/15/2024	27179	STOCKTON COMMUNITY KITCHEN	2,982.24
5/15/2024	27180	STOCKTON COMMUNITY KITCHEN	2,982.24
5/15/2024	27181	SUSIE E MARTINEZ	16.08
5/15/2024	27182	SYSCO FOOD SERVICES OF VENTURA INC	1,908.43
5/15/2024	27183	SYSCO FOOD SERVICES OF VENTURA INC	955.88
5/15/2024	27184	SYSCO FOOD SERVICES OF VENTURA INC	84.65
5/15/2024	27185	SYSCO FOOD SERVICES OF VENTURA INC	78.54
5/15/2024	27186	SYSCO FOOD SERVICES OF VENTURA INC	9,059.69
5/15/2024	27187	SYSCO FOOD SERVICES OF VENTURA INC	1,586.43
5/15/2024	27188	TEL TEC SECURITY SYSTEMS INC	489.44
5/15/2024	27189	THE MARCOM GROUP, INC.	95.00
5/15/2024	27190	THE MARCOM GROUP, INC.	495.00
5/15/2024	27191	THE MARCOM GROUP, INC.	980.00
5/15/2024	27192	TINA MOUA	36.85
5/15/2024	27193	TRANS-WEST SECURITY SERVICES, INC.	1,058.62
5/15/2024	27194	TRANS-WEST SECURITY SERVICES, INC.	1,064.43
5/15/2024	27195	TRANS-WEST SECURITY SERVICES, INC.	569.14
5/15/2024	27196	TRANS-WEST SECURITY SERVICES, INC.	1,918.58
5/15/2024	27197	VERNON SORENSON MD INC	1,470.00
5/15/2024	27198	YOLANDA GONZALES	118.00
5/15/2024	27199	YOLANDA GONZALES	35.08
5/15/2024	27201	BRADY INDUSTRIES	13,625.60
5/15/2024	27202	CROWN EQUIPMENT CORPORATION	517.50
5/15/2024	27203	SYSCO FOOD SERVICES OF VENTURA INC	22.11
5/15/2024	27204	ADELA JAIMES	10,059.52
5/15/2024	27205	ADRIANA AGUIRRE GAONA	4,767.42
5/15/2024	27206	ADRIANA CEJA GONZALEZ	11,278.03
5/15/2024	27207	ADRIANA GOMEZ	12,035.03
5/15/2024	27208	ADRIANA SERNAS	609.76
5/15/2024	27209	ALEXIS SAVEDRA	3,704.92
5/15/2024	27210	ALICIA MONTEJANO PENA	1,058.41
5/15/2024	27211	ANA MARTINEZ	869.13
5/15/2024	27212	ANA PATRICIA CAMARGO	7,420.94
5/15/2024	27213	ANA ROSA M SANCHEZ	7,805.12
5/15/2024	27214	ANDREA PIMENTEL DE DOMINGUEZ	9,549.85
5/15/2024	27215	ANGELICA M MARES	5,333.51

Community Action Partnership of Kern

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From 5/1/2024 Through 5/31/2024

Check Date	Check Number	Payee	Check Amount
5/15/2024	27216	ANTONIA PANIAGUA ROSALES	13,243.30
5/15/2024	27217	ARACELI JIMENEZ AVILA	2,492.22
5/15/2024	27218	ARACELI MORALES DE MARTINEZ	4,934.08
5/15/2024	27219	AYDE JAIME	14,103.49
5/15/2024	27220	BLANCA EVELIA RUIZ DE SOLORIO	9,574.84
5/15/2024	27221	BRENDA BENAVIDEZ	1,038.00
5/15/2024	27222	CAROLINA GIL	6,853.30
5/15/2024	27223	CESILA GARCIA DIAZ	622.38
5/15/2024	27224	CLARA ACOSTA FERREL	1,821.56
5/15/2024	27225	CLAUDIA BARAJAS ROGEL	1,292.98
5/15/2024	27226	CLAUDIA GARCIA	3,769.50
5/15/2024	27227	CLAUDIA ZAVALA CISNEROS	2,444.79
5/15/2024	27228	CONSUELO PUGA	5,625.69
5/15/2024	27229	DAISY ALMIDA GONZALEZ	7,227.40
5/15/2024	27230	DELIA CHAVEZ	622.38
5/15/2024	27231	DEYSI ISELA ESQUIVEL	12,084.72
5/15/2024	27232	DOLORES M PLATERO	5,684.47
5/15/2024	27233	DORA LUZ RIVERA	9,563.34
5/15/2024	27234	DULCE IRASEMA MUNOZ LOPEZ	1,777.35
5/15/2024	27235	EDELMIRA L VIVEROS	5,688.94
5/15/2024	27236	ELENA OCHOA CONTRERAS	1,256.50
5/15/2024	27237	ELIZABETH CHAVEZ	1,984.31
5/15/2024	27238	ELIZABETH DIAZ	5,957.24
5/15/2024	27239	ELIZABETH GONZALEZ	5,106.43
5/15/2024	27240	ELOISA QUINTINO DE MARTINEZ	654.10
5/15/2024	27241	ELSA NOHEMI FLORES GONZALEZ	1,773.34
5/15/2024	27242	ELSA YANETH QUEVEDO ORTIZ	12,523.06
5/15/2024	27243	ELVIA O CASTELLANOS	1,964.34
5/15/2024	27244	ESPERANZA B TOBAR	1,047.44
5/15/2024	27245	FABIOLA GARCIA AVILES	1,085.38
5/15/2024	27246	FELISITA GOMEZ DE GOMEZ	3,983.79
5/15/2024	27247	FLOR JAZMIN ZACARIAS	3,857.78
5/15/2024	27248	GEORGINA CONCEPCION WARREN COSTALES	4,892.67
5/15/2024	27249	GLADYS ITZEL GALVAN	1,973.56
5/15/2024	27250	GLORIA ISITA MEJIA	1,669.73
5/15/2024	27251	GLORIA PARRA	726.58
5/15/2024	27252	GREGORIA GALLEGOS	9,826.76
5/15/2024	27253	GUADALUPE CECILIA JAIME	930.48
5/15/2024	27254	GUADALUPE OLAZABAL	599.92
5/15/2024	27255	GUILLERMINA HERNANDEZ GOMEZ	5,563.88
5/15/2024	27256	HERMELINDA BRICENO NOH	1,718.21
5/15/2024	27257	IMELDA MARIN DE JUAREZ	11,886.07
5/15/2024	27258	INES MARISCAL MACIAS	662.65
5/15/2024	27259	IRENE R SIXTOS	9,273.89
5/15/2024	27260	IRMA AYALA CONTRERAS	2,729.85
5/15/2024	27261	IRMA C GARCIA	1,272.81
5/15/2024	27262	IRMA SANDOVAL ROBLES	10,282.36
5/15/2024	27263	IRMA VERONICA OSEGUERA	6,049.69
5/15/2024	27264	ISABEL GARCIA	6,903.01
5/15/2024	27265	ISABEL LILLY VILLANUEVA	1,047.44
5/15/2024	27266	JACLYN PRADO	12,292.98
5/15/2024	27267	JASMIN ALEJANDRA ARANDA	3,737.31
5/15/2024	27268	JASMINE CANCHOLA	5,067.94
5/15/2024	27269	JESSICA ALEJANDRA BANOS	602.40

Check Date	Check Number	Payee	Check Amount
5/15/2024	27270	JESSICA MIRAXY DOMINGUEZ	323.32
5/15/2024	27271	JOANNA GONZALEZ	6,049.87
5/15/2024	27272	JOANNA ROBLES	946.61
5/15/2024	27273	JOSELINE ARREDONDO	1,964.06
5/15/2024	27274	JUANA INEZ SALGADO RENTERIA	3,672.00
5/15/2024	27275	JUANITA FAY GALVAN	1,820.24
5/15/2024	27276	JULISSA MARIE ARAGON	8,789.71
5/15/2024	27277	KASANDRA FIGUEROA BASURTO	2,533.35
5/15/2024	27278	LAURA A RODRIGUEZ	6,305.74
5/15/2024	27279	LAURA E NUNEZ	704.01
5/15/2024	27280	LESLIE KARINA TOSCANO CRUZ	1,015.82
5/15/2024	27281	LETICIA G HERNANDEZ	9,510.52
5/15/2024	27282	LETICIA HERNANDEZ PEREZ	1,293.90
5/15/2024	27283	LETICIA MORALES	9,431.65
5/15/2024	27284	LILIA HORTENCIA OSEGUERA	9,723.86
5/15/2024	27285	LILIA YAZMIN JUAREZ	9,522.89
5/15/2024	27286	LILIANA SOLORIO	6,049.97
5/15/2024	27287	LORENA SILVA DE MALDONADO	5,001.70
5/15/2024	27288	LORENA TRUJILLO ESCOBEDO	2,353.41
5/15/2024	27289	LOURDES PEREZ DE GARCIA	4,700.92
5/15/2024	27290	MARGARITA BUSTAMANTE DE FELIX	7,235.67
5/15/2024	27291	MARGARITA CORTES DE BARAJAS	14,096.35
5/15/2024	27292	MARGARITA PADILLA BARAJAS	7,557.54
5/15/2024	27293	MARIA A LOPEZ	6,265.74
5/15/2024	27294	MARIA ARACELI CRUZ	889.11
5/15/2024	27295	MARIA ASUSENA GONZALEZ-GUTIERREZ	5,037.93
5/15/2024	27296	MARIA C ARELLANO DE CONTRERAS	3,613.62
5/15/2024	27297	MARIA C CUEVAS DE GARCIA	2,513.00
5/15/2024	27298	MARIA E CORONA HEREDIA	2,797.57
5/15/2024	27299	MARIA E CUARA	1,256.50
5/15/2024	27300	MARIA ELENA CEJA	2,723.96
5/15/2024	27301	MARIA ELENA RODRIGUEZ	1,615.48
5/15/2024	27302	MARIA ESTELA ARROYO	1,868.46
5/15/2024	27303	MARIA ESTHER GONZALEZ AVALOS	7,424.24
5/15/2024	27304	MARIA GUADALUPE ALVAREZ	5,985.38
5/15/2024	27305	MARIA GUADALUPE CONTRERAS VARGAS	4,966.12
5/15/2024	27306	MARIA GUADALUPE DIAZ DE RUIZ	2,797.53
5/15/2024	27307	MARIA GUADALUPE GONZALEZ	5,848.31
5/15/2024	27308	MARIA GUADALUPE LEYVA	2,123.95
5/15/2024	27309	MARIA LOURDES NIEVAS DE SALAZAR	5,464.19
5/15/2024	27310	MARIA NANCY CRUZ	6,658.80
5/15/2024	27311	MARIA R GARCIA DE ARAMBULA	9,822.44
5/15/2024	27312	MARIA RAFAELA JAIMES HERNANDEZ	946.61
5/15/2024	27313	MARIA T HERNANDEZ	1,984.61
5/15/2024	27314	MARIANA NAVA	1,984.61
5/15/2024	27315	MARIANELA G ORTIZ	5,932.45
5/15/2024	27316	MARIELENA VILLALOBOS	1,197.86
5/15/2024	27317	MARILU GARZA	8,095.76
5/15/2024	27318	MARTHA SALGADO	12,609.48
5/15/2024	27319	MAYRA HERNANDEZ	3,877.83
5/15/2024	27320	MIGUEL ANGEL GARCIA JIMENEZ	3,978.66
5/15/2024	27321	Natalie Sevilla	2,195.73
5/15/2024	27322	NORMA LISA GUZMAN	4,763.03

Check Date	Check Number	Payee	Check Amount
5/15/2024	27323	NORMA M ZARAZUA	5,615.46
5/15/2024	27324	NUBIA IVETTE ACEVES RODRIGUEZ	946.61
5/15/2024	27325	OLGA ZAMAGO	1,778.22
5/15/2024	27326	ORGARIDT ALCANZAR MAGANA	6,894.63
5/15/2024	27327	PATRICIA SANCHEZ	7,718.83
5/15/2024	27328	RAQUEL G DE IZARRARAS	2,848.14
5/15/2024	27329	Rebecca Mendoza Vazquez Family Child Care	140.00
5/15/2024	27330	Rebecca Mendoza Vazquez Family Child Care	549.96
5/15/2024	27331	REMEDIOS MORENO ZAVALA	1,805.77
5/15/2024	27332	ROCIO OROZCO IBARRA	11,308.49
5/15/2024	27333	Rosa Elena Arellano	1,860.96
5/15/2024	27334	ROSA HERRERA	6,503.06
5/15/2024	27335	ROSALIA MARTINEZ DE MENDOZA	1,773.34
5/15/2024	27336	RUBICEL RUIZ SOLORIO	4,874.77
5/15/2024	27337	SANDRA RODRIGUEZ	855.06
5/15/2024	27338	SILVIA DAVALOS DE ANGUIANO	4,130.01
5/15/2024	27339	SILVIA MENDEZ URIBE	1,984.61
5/15/2024	27340	SONIA PANTOJA	8,049.79
5/15/2024	27341	STEPHANIE VERDUGO	5,897.59
5/15/2024	27342	SUNSHINE CENTER	2,025.82
5/15/2024	27343	SUSY I SANTACRUZ DE SAHAGUN	6,694.13
5/15/2024	27344	SYDNEY GONZALEZ	2,443.94
5/15/2024	27345	SYLVIA MORA	1,249.96
5/15/2024	27346	TERESA CAROLINA OROPEZA	11,298.75
5/15/2024	27347	TINA MARIE ANTE	11,762.44
5/15/2024	27348	Yanely Garcia	1,820.24
5/15/2024	27349	YESENIA ESCOTO MURILLO	1,921.86
5/15/2024	27350	YESENIA GUADALUPE QUINTERO TAPIA	465.90
5/15/2024	27351	YESENIA SALAZAR-PENA	4,774.07
5/15/2024	27352	YOLANDA JUAREZ	6,592.12
5/15/2024	27353	ZEFERINO GONZALEZ	1,220.32
5/15/2024	27354	ANDREA FRANCISCA SANTOS MENDOZA	13,785.86
5/15/2024	27355	BIVIANA MANRIQUEZ	10,874.15
5/15/2024	27356	DOLORES PALACIOS DE GUZMAN	12,575.03
5/15/2024	27357	EDILIA GUTIERREZ DE GARCIA	1,587.67
5/15/2024	27358	ELDA KARINA IBARRA	4,888.76
5/15/2024	27359	INOCENCIA SALAS ROJAS	6,219.71
5/15/2024	27360	LAURA A GUTIERREZ	12,712.37
5/15/2024	27361	LETICIA FLORES	2,819.80
5/15/2024	27362	LIDIA ALONDRA BRAVO DE MENDOZA	6,606.60
5/15/2024	27363	LORRAINE DIAZ	2,412.59
5/15/2024	27364	LUCINA RAMIREZ	770.39
5/15/2024	27365	MARIA CARRILLO DE GUTIERREZ	7,416.98
5/15/2024	27366	MARIA DEL CARMEN GUTIERREZ BRITO	1,020.35
5/15/2024	27367	MARIA GUADALUPE JAYME	5,629.67
5/15/2024	27368	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	13,438.31
5/15/2024	27369	MATILDE VILLAFAN DE MARAVILLA	8,042.97
5/15/2024	27370	MELANEA FLERROS HIDALGO	2,912.06
5/15/2024	27371	MIREYA GUZMAN CRISTOBAL	1,845.65
5/15/2024	27372	MITZI G CHAVEZ MAGALLON	3,538.75
5/15/2024	27373	NORMA MENDOZA	5,966.17

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5/15/2024	27374	ROSA ANGELA ORTIZ	6,363.52
5/15/2024	27375	YADIRA CARDONA FAMILY CHILD CARE	2,580.38
5/15/2024	27376	YOLANDA MUNOZ	13,610.85
5/15/2024	27377	AGUSTINA MORENO	2,331.59
5/15/2024	27378	AIDEE SANDOVAL	5,062.33
5/15/2024	27379	ALIDA MERCADO DE GARNICA	1,970.48
5/15/2024	27380	ANA C LUCERO	985.24
5/15/2024	27381	ANA M HERNANDEZ DE RIOS	4,506.28
5/15/2024	27382	ANA MARIA RAMIREZ MEJIA	3,229.44
5/15/2024	27383	ANDREA ESTRADA	3,390.47
5/15/2024	27384	ANGELINA VASQUEZ	2,997.97
5/15/2024	27385	AUDELIA RIOS	1,970.48
5/15/2024	27386	CATALINA CASTRO AYALA	6,889.05
5/15/2024	27387	CECILIA ALONSO DE RODRIGUEZ	4,923.02
5/15/2024	27388	CECILIA ATAI PEREZ	9,476.71
5/15/2024	27389	CYNTHIA E CATILLO	2,745.76
5/15/2024	27390	DALILA J CAVAZOS	10,061.40
5/15/2024	27391	ELVIRA OCHOA GOMEZ	5,346.02
5/15/2024	27392	ESTHER NAVARRO	5,027.82
5/15/2024	27393	EVA DILMA VARGAS	7,719.67
5/15/2024	27394	GLAFIRA E CAMACHO DE TRUJILLO	8,049.07
5/15/2024	27395	IRMA L IBARRA	9,382.27
5/15/2024	27396	JACINTA GLORIA CRUZ	3,655.38
5/15/2024	27397	JACOBA C DE ANDRACA	11,357.16
5/15/2024	27398	JUDITH ADRIANA PAREDES DE QUEZADA	1,958.03
5/15/2024	27399	LILIA ISORDIA DE RANGEL	1,311.13
5/15/2024	27400	LIZET M PRECIADO MILLAN	5,113.09
5/15/2024	27401	LUCERO L IBARRA	3,427.90
5/15/2024	27402	LUCERO MILLAN GARCIA	972.79
5/15/2024	27403	MA DEL CARMEN GOMEZ GRANADOS	8,808.84
5/15/2024	27404	MA TERESA NAVA DE FRANCO	2,836.68
5/15/2024	27405	MARIA ANGELA DIAZ	2,860.13
5/15/2024	27406	MARIA C ZEPEDA DE NUNEZ	1,090.90
5/15/2024	27407	MARIA F AGUILAR DE SANDOVAL	4,365.40
5/15/2024	27408	MARIA GARCIA	14,784.90
5/15/2024	27409	MARIA GUADALUPE BELTRAN SALCIDO	3,221.56
5/15/2024	27410	MARIA HAYDEE CRUZ DE SEGOVIA	3,835.98
5/15/2024	27411	MARIA SANTOS DE LOPEZ	6,842.76
5/15/2024	27412	MARIA Z RODRIGUEZ DE OCHOA	8,713.06
5/15/2024	27413	MARIBEL SANTOS GALINDO	4,325.82
5/15/2024	27414	MARICELA CORTEZ	7,784.00
5/15/2024	27415	MARICELA SANDOVAL RODRIGUEZ	5,549.31
5/15/2024	27416	MARISOL GONZALEZ	4,704.77
5/15/2024	27417	MARISOL PEREZ	2,777.19
5/15/2024	27418	MARTHA ESTHELA SANCHEZ	6,257.30
5/15/2024	27419	MARYPAZ MAGANA	4,742.05
5/15/2024	27420	MAYRA ELENA GONZALEZ MORALES	8,011.49
5/15/2024	27421	MILCA REBEKAH PEREZ	7,741.92
5/15/2024	27422	PAULA LARA VALDOVINOS	9,555.93
5/15/2024	27423	REYNA TORRES DE CASTRO	2,986.35
5/15/2024	27424	ROSEMARY ZAVALA	9,818.01
5/15/2024	27425	SANDRA PEREZ	7,866.13
5/15/2024	27426	SARA ESTELA POSADA	9,468.37
5/15/2024	27427	SCHYIENELL JONES	1,938.95

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5/15/2024	27428	SILVIA MEJIA	10,551.77
5/15/2024	27429	SOFIA ALVAREZ DE GONZALEZ	12,254.05
5/15/2024	27430	SUSIE MARIA REYNA	4,969.78
5/15/2024	27431	VIRGINIA PEREZ	985.24
5/15/2024	27432	YAJAIRA GUZMAN	765.69
5/15/2024	27433	ALMA DELIA WENCES	3,768.00
5/15/2024	27434	ANDREA GUADALUPE DIAZ	2,293.28
5/15/2024	27435	BERTHA CAMPOS	1,528.00
5/15/2024	27436	CLAUDIA ZARAGOZA DE RODRIGUEZ	13,291.40
5/15/2024	27437	ESPERANZA TORRES	2,112.96
5/15/2024	27438	HILDA BARAJAS JUAREZ	1,514.47
5/15/2024	27439	JUANA MORILLON GUILLEN	4,643.14
5/15/2024	27440	Karla Elizabeth Huling	4,149.29
5/15/2024	27441	MARIA F MARTINEZ	3,609.86
5/15/2024	27442	MARIA GUADALUPE BARAJAS DE GARCIA	3,280.26
5/15/2024	27443	MARIA GUADALUPE RESENDEZ	1,984.32
5/15/2024	27444	Maria Ledesma De Garcia	13,901.16
5/15/2024	27445	MARIA TERESA ALANIS	5,968.44
5/15/2024	27446	MARIANA MEDRANO	610.45
5/15/2024	27447	MONICA VEGA	5,725.10
5/15/2024	27448	NORMA PULIDO CRUZ	2,632.74
5/15/2024	27449	YAZMIN ARACELI NAVARRO HERRERA	3,465.73
5/15/2024	27450	AMALIA BUENROSTRO	4,896.41
5/15/2024	27451	ANA MARIA NAVARRO DE GUTIERREZ	6,710.86
5/15/2024	27452	ANDREA BUENROSTRO	14,614.34
5/15/2024	27453	BEATRIZ JACQUEZ NUNEZ	2,140.77
5/15/2024	27454	CECILIA ZAMORA	6,070.39
5/15/2024	27455	JOSE FRANCISCO ALVARADO MENDEZ	7,284.78
5/15/2024	27456	LUZ SELENE RUANO ORTEGA	3,064.38
5/15/2024	27457	MARIA G TAMAYO DE ZAMORA	2,995.52
5/15/2024	27458	MARIA GUADALUPE ZAMORA RODRIGUEZ	10,538.17
5/15/2024	27459	ONOFRE ZAMORA	10,882.95
5/15/2024	27460	ADELA GARCIA DE SOSA	7,872.83
5/15/2024	27461	ALICIA DE LA GARZA	1,721.25
5/15/2024	27462	ALMA R RANGEL	5,899.43
5/15/2024	27463	BEATRIZ ADRIANA CARRILLO HERNANDEZ	7,337.29
5/15/2024	27464	BEATRIZ TELLEZ DE TORRES	4,590.39
5/15/2024	27465	BERNARDINA GOMEZ ARAUJO	1,717.98
5/15/2024	27466	CARMEN MORALES DIAZ	8,993.79
5/15/2024	27467	CELESTINA ANDREAH CONTRERAS	584.68
5/15/2024	27468	CONSUELO MEJIA	989.71
5/15/2024	27469	DEANNA RAMIREZ	1,911.90
5/15/2024	27470	EDITH ELIZABETH SANCHEZ	4,951.09
5/15/2024	27471	ELIDIA O RANGEL	972.72
5/15/2024	27472	ELVA BORUNDA FLORES	9,300.92
5/15/2024	27473	ELVIRA GAMBOA	989.71
5/15/2024	27474	GLORIA PADILLA MONTES DE OCA	3,716.12
5/15/2024	27475	GUADALUPE LEMUS LEMUS	2,892.13
5/15/2024	27476	HAYDEE ESTEBAN	1,632.55
5/15/2024	27477	IRIS GISELA MAGANA	9,135.27
5/15/2024	27478	IRMA GUTIERREZ	3,878.00
5/15/2024	27479	IRMA YOLANDA MAGALLON	3,756.28

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5/15/2024	27480	ISABEL MARTINEZ-LOMELI	989.71
5/15/2024	27481	JANET IBARRA	1,937.02
5/15/2024	27482	JANET RODRIGUEZ	3,983.19
5/15/2024	27483	JESSICA MICHELLE ANDRADE	3,982.22
5/15/2024	27484	LAURA MAGALLON OROZCO	922.19
5/15/2024	27485	LUCIA MENDOZA OCHOA	3,732.32
5/15/2024	27486	LUPITA ELIZABETH CAMPOS	2,063.88
5/15/2024	27487	MAGDALENA GUERRERO DE PARRA	1,838.10
5/15/2024	27488	Margarita Garcia	1,581.90
5/15/2024	27489	MARIA A MAGALLON OROZCO	2,115.81
5/15/2024	27490	MARIA DOLORES GOMEZ	6,474.87
5/15/2024	27491	MARIA G AYALA	2,834.09
5/15/2024	27492	MARIA GUADALUPE CHAVEZ	4,174.46
5/15/2024	27493	MARIA PAZ RUIZ	4,957.85
5/15/2024	27494	MARIA PERLA GARCIA DE ARCIGA	5,198.45
5/15/2024	27495	MARIA REINA OROZCO MORA	4,813.51
5/15/2024	27496	MARTHA A ANGUIANO REYES	3,658.22
5/15/2024	27497	MONICA MARTINEZ	5,600.66
5/15/2024	27498	NYELI GONZALEZ	1,644.17
5/15/2024	27499	Oralia Quiroz	5,539.43
5/15/2024	27500	PAULA GARCIA	13,064.80
5/15/2024	27501	RAQUEL SANCHEZ	13,417.72
5/15/2024	27502	ROSA HILDA NAVARRO	2,834.09
5/15/2024	27503	SILVIA LETICIA SANCHEZ DE GARCIA	1,845.33
5/15/2024	27504	TERESA MENDOZA	989.71
5/15/2024	27505	VIRGINIA RANGEL	7,644.99
5/15/2024	27506	YOLANDA LIRA LEMUS	4,664.40
5/15/2024	27507	MARICELA CORTEZ	377.76
5/15/2024	27508	PAULA LARA VALDOVINOS	158.16
5/15/2024	27509	THE HARTFORD PRIORITY ACCOUNTS	5,984.76
5/20/2024	223918	DELANEY CAVAZOS	100.00
5/20/2024	223919	DOUGLAS DILL	13,992.50
5/20/2024	223920	SHELBY LAWSTON	639.69
5/22/2024	223921	AGEE VII LLC	3,185.62
5/22/2024	223922	ALEJANDRA SALVADOR	79.06
5/22/2024	223923	ANDRE-BOUDIN BAKERIES, INC	183.48
5/22/2024	223924	ASHLEY TREVINO	54.94
5/22/2024	223925	AT&T	1,013.17
5/22/2024	223926	AT&T	78.52
5/22/2024	223927	BUILDING HEALTHY COMMUNITIES	22,253.58
5/22/2024	223928	CA EMERGENCY MEDICAL SERVICES AUTHORITY	300.00
5/22/2024	223929	CALIFORNIA WATER SERVICE COMPANY	2,204.23
5/22/2024	223930	CECELIA STEWART	28.14
5/22/2024	223931	CHARTER COMMUNICATIONS	234.96
5/22/2024	223932	CHARTER COMMUNICATIONS	124.98
5/22/2024	223933	CHARTER COMMUNICATIONS	199.98
5/22/2024	223934	CHARTER COMMUNICATIONS	194.98
5/22/2024	223935	CHARTER COMMUNICATIONS	246.00
5/22/2024	223936	CHARTER COMMUNICATIONS	204.00
5/22/2024	223937	CHARTER COMMUNICATIONS	219.98
5/22/2024	223938	CHARTER COMMUNICATIONS	179.98
5/22/2024	223939	CHARTER COMMUNICATIONS	204.00
5/22/2024	223940	CHARTER COMMUNICATIONS	204.00

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5/22/2024	223941	CHARTER COMMUNICATIONS	1,399.00
5/22/2024	223942	CHARTER COMMUNICATIONS	945.00
5/22/2024	223943	CHARTER COMMUNICATIONS	194.98
5/22/2024	223944	CHARTER COMMUNICATIONS	998.00
5/22/2024	223945	CHARTER COMMUNICATIONS	261.77
5/22/2024	223946	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	163.93
5/22/2024	223947	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98
5/22/2024	223948	CINTAS CORPORATION #668	1,327.13
5/22/2024	223949	CITY OF STOCKTON	195.22
5/22/2024	223950	CMA FIRE PROTECTION	355.00
5/22/2024	223951	COMCAST CORPORATION	491.56
5/22/2024	223952	COMMUNITY ACTION PARTNERSHIP	1,680.00
5/22/2024	223953	COUNTY OF KERN PUBLIC WORKS	144.59
5/22/2024	223954	DELANO UNION SCHOOL DISTRICT	5,600.00
5/22/2024	223955	DEPARTMENT OF HUMAN RESOURCES	6,967.53
5/22/2024	223956	EAST NILES COMMUNITY SERVICES DIST	396.60
5/22/2024	223957	EFRAIN RODRIGUEZ RAMIREZ	18.09
5/22/2024	223958	EL GRANO DE ORO TORTILLA FACTORY	13,500.00
5/22/2024	223959	ELENA GARCIA	79.06
5/22/2024	223960	ESTHER A REYES-GARZA	150.08
5/22/2024	223961	FLYERS ENERGY LLC	5,446.23
5/22/2024	223962	HOME DEPOT COMMERCIAL CREDIT	2,245.56
5/22/2024	223963	INDIAN WELLS VALLEY WATER DISTRICT	894.88
5/22/2024	223964	JANELL NICOLE GORE	63.65
5/22/2024	223965	JAZMYN REDICK	30.15
5/22/2024	223966	KERN SPRINKLER LANDSCAPING INC	5,878.54
5/22/2024	223967	KEVIN GOUDGE	30.15
5/22/2024	223968	KIMIKA PORTER	62.31
5/22/2024	223969	LAKESHORE EQUIPMENT COMPANY	5,450.18
5/22/2024	223970	LATWANNA SMITH	25.46
5/22/2024	223971	LEARA LEANNE SPROTT	68.34
5/22/2024	223972	LOIS HANNIBLE	88.88
5/22/2024	223973	LORENA IBARRA	16.75
5/22/2024	223974	LOTUS BAKERSFIELD CORP	1,910.00
5/22/2024	223975	LOWES COMPANIES INC	1,598.86
5/22/2024	223976	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	520.00
5/22/2024	223977	MCFARLAND UNIFIED SCHOOL DISTRICT	1,330.00
5/22/2024	223978	MCWILLIAMS & WALDEN INC	475.19
5/22/2024	223979	ODP BUSINESS SOLUTIONS LLC	2,143.68
5/22/2024	223980	OFFICE1 LEASING	1,827.81
5/22/2024	223981	PATRIOTS INC	16.23
5/22/2024	223982	PG&E	8,194.76
5/22/2024	223983	PRODUCERS DAIRY FOODS INC	2,525.40
5/22/2024	223984	PROTECTION 1/ADT	57.78
5/22/2024	223985	RONALD SHELAN	327.24
5/22/2024	223986	SANCHEZ QUALITY PERFORMANCE HVAC	225.00
5/22/2024	223987	SAVANNAH FLORES	222.44

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5/22/2024	223988	SAVE MART SUPERMARKETS	620.86
5/22/2024	223989	SBI PARKING LOT & HIGHWAY IMPROVEMENT	2,708.31
5/22/2024	223990	SEQUOIA SANDWICH COMPANY	185.00
5/22/2024	223991	SIERRA SANDS UNIFIED SCHOOL DIST	1,890.00
5/22/2024	223992	SILVIA HERNANDEZ	152.76
5/22/2024	223993	SILVIA HULSEY	6.03
5/22/2024	223994	SOCALGAS	121.06
5/22/2024	223995	SOUTHERN CALIFORNIA EDISON	274.64
5/22/2024	223996	SPECIALTY TRIM AND AWNING INC	974.25
5/22/2024	223997	T.D. PRODUCE SALES	1,560.00
5/22/2024	223998	TOMASA JARA	104.52
5/22/2024	223999	TRAFFIC MANAGEMENT, INC.	81.19
5/22/2024	224000	TRES HOMBRES FENCE COMPANY	260.00
5/22/2024	224001	UNITED RENTALS INC	486.10
5/22/2024	224002	UNITED WAY OF KERN COUNTY	30,888.89
5/22/2024	224003	VALLEY PROPANE SERVICE	222.37
5/22/2024	224004	VESTIS GROUP, INC	68.15
5/22/2024	224005	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	520.72
5/22/2024	224006	WIPFLI LLP	17,526.54
5/22/2024	224007	WY CONSULTING GROUP	9,450.00
5/22/2024	224008	ALICIA GARCIA DE LEYVA	5,315.78
5/22/2024	224009	BEATRIZ BUENO	2,100.00
5/22/2024	224010	BERTHA CONTRERAS	10,437.36
5/22/2024	224011	BRIGHT FUTURES PRESCHOOL 2	1,012.91
5/22/2024	224012	CARMELITA JACINTA MORALES MEJIA	670.60
5/22/2024	224013	CELENY SANCHEZ	850.69
5/22/2024	224014	JEMIMA GONZALEZ	575.48
5/22/2024	224015	JOCELYN SANTAMARIA	1,707.62
5/22/2024	224016	JUAN JOSE HERNANDEZ	1,389.23
5/22/2024	224017	LETICIA GARIBAY CEJA	2,096.86
5/22/2024	224018	MA DEL CARMEN FLORES VALLECILLO	575.48
5/22/2024	224019	MARCELA CHAVEZ OSEGUERA	1,818.24
5/22/2024	224020	MARCELA G NUNEZ DE GUTIERREZ	12,953.84
5/22/2024	224021	MARCELINA PERALTA	4,288.84
5/22/2024	224022	MARIA EUGENIA GARCIA DE VEGA	958.00
5/22/2024	224023	MARIA PICOS DE GARCIA	2,807.43
5/22/2024	224024	MARIA SALAZAR	9,843.09
5/22/2024	224025	MARIA SOFIA MENDOZA DE ORTIZ	1,220.32
5/22/2024	224026	PATRICIA H MARTINEZ	1,320.67
5/22/2024	224027	SAIDY LORENA MAYEN	8,082.48
5/22/2024	224028	SONIA C LOPEZ DE JUAREZ	1,939.97
5/22/2024	224029	YOLANDA SALDANA MORENO	2,770.87
5/22/2024	224030	HOME DEPOT COMMERCIAL CREDIT	984.88
5/22/2024	224031	SOCALGAS	35.26
5/22/2024	224032	ANA HERMELINDA SANTOS PACHECO	9,348.73
5/22/2024	224033	CARMEN SANTOS PACHECO	6,278.89
5/22/2024	224034	MARIA P COSIO	10,148.68
5/22/2024	224035	TEODORA GIRON MORALES	700.35
5/22/2024	224036	HORTENCIA HERNANDEZ	640.00
5/22/2024	224037	ALMA YANETH NUNEZ GUTIERREZ	662.23
5/22/2024	224038	AMPARO MAGANA	1,844.38
5/22/2024	224039	ANA R LEMUS LOPEZ	2,901.61

Check Date	Check Number	Payee	Check Amount
5/22/2024	224040	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,631.88
5/22/2024	224041	ANDREA R RIVERA	1,841.15
5/22/2024	224042	ANNA DELFINA REYES	8,071.32
5/22/2024	224043	BERTHA NERTO	7,934.49
5/22/2024	224044	GUADALUPE CABRERA	11,019.02
5/22/2024	224045	KASANDRA LOPEZ-CORDERO	1,651.92
5/22/2024	224046	MARIA ELENA CORONA DE IBARRA	8,528.95
5/22/2024	224047	MARIA J MARTINEZ DE GARCIA	5,770.83
5/22/2024	224048	NORA E LEMUS	2,036.85
5/22/2024	224049	ROSAURA QUINTERO DE LOPEZ	7,265.06
5/22/2024	224050	SOCORRO LARA DE GOVEA	2,036.85
5/22/2024	224051	JOSEFA HERNANDEZ DE RODRIGUEZ	1,951.32
5/22/2024	224052	LUZ E VENEGAS	9,082.57
5/22/2024	224053	MARIA B CRUZ DE PULIDO	10,033.87
5/22/2024	224054	ROCIO JOSEFINA HERNANDEZ	13,824.55
5/22/2024	224055	ROCIO VERONICA MUNIZ CERECEDA	3,541.34
5/22/2024	224056	ERIKA L CENTENO	5,033.42
5/22/2024	224057	ROSELIA MADERA CALDERA	1,708.97
5/22/2024	224058	XOCHITL ARTHEMISA PELAGIO	5,030.46
5/22/2024	224059	ESPERANZA CORREA TELLO	5,930.74
5/22/2024	224060	GUILLERMINA VILLA FLORES	1,430.92
5/22/2024	224061	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOCIATION	2,600.00
5/22/2024	224062	LOIS HANNIBLE	55.50
5/22/2024	224063	MAYRA GARCIA	55.50
5/22/2024	224064		0.00
5/22/2024	224065	AT&T	1,443.30
5/22/2024	224066	AT&T	757.75
5/22/2024	224067	AT&T	850.97
5/22/2024	224068	AT&T	1,583.80
5/22/2024	224069	AT&T	972.58
5/22/2024	224070	AT&T	1,396.81
5/22/2024	224071	AT&T	1,004.54
5/22/2024	224072	AT&T	1,200.93
5/22/2024	224073	AT&T	972.88
5/22/2024	224074	AT&T	873.37
5/22/2024	224075	AT&T	613.56
5/22/2024	224076	MARIAH SORIANO	1,754.69
5/22/2024	27509	4IMPRINT INC AKA NELSON MARKETING	619.74
5/22/2024	27510	ALEYA THOMPSON	78.39
5/22/2024	27511	AN ICON COMPANY, LLC	14,075.08
5/22/2024	27512	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	774.12
5/22/2024	27513	BLUETRITON BRANDS INC	685.27
5/22/2024	27514	BLUETRITON BRANDS INC	2.59
5/22/2024	27515	BLUETRITON BRANDS INC	57.30
5/22/2024	27516	BRADY INDUSTRIES	273.48
5/22/2024	27517	BS& E INC	55.22
5/22/2024	27518	CA ASSOCIATION OF FOOD BANKS	15,434.30
5/22/2024	27519	CAZADOR CONSULTING GROUP INC	9,732.32
5/22/2024	27520	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,266.52
5/22/2024	27521	CHRISTOPHER SANCHEZ	40.20

Check Date	Check Number	Payee	Check Amount
5/22/2024	27522	CHRISTOPHER SANCHEZ	95.14
5/22/2024	27523	CONNIE RAMIREZ	457.61
5/22/2024	27524	CREATIVE FINANCIAL STAFFING LLC	2,638.20
5/22/2024	27525	DELL TECHNOLOGIES, INC.	659.73
5/22/2024	27526	DENA WALKER	107.87
5/22/2024	27527	DESIREE JACKSON	46.23
5/22/2024	27528	DONAHUE TRUCK CENTERS	629.96
5/22/2024	27529	FRONTIER COMMUNICATIONS HOLDINGS LLC	681.71
5/22/2024	27530	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.00
5/22/2024	27531	FRONTIER COMMUNICATIONS HOLDINGS LLC	318.11
5/22/2024	27532	HD Supply Facilites Maintenance LTD	105.74
5/22/2024	27533	HD Supply Facilites Maintenance LTD	164.32
5/22/2024	27534	IDEAL SPECIALTIES INC	20,069.25
5/22/2024	27535	IDEAL SPECIALTIES INC	31,852.80
5/22/2024	27536	IDEAL SPECIALTIES INC	41,483.30
5/22/2024	27537	KAPLAN EARLY LEARNING CO	7,190.17
5/22/2024	27538	LAURA SERNA	96.48
5/22/2024	27539	MARIA D FLORES TORRES	216.41
5/22/2024	27540	MICHAEL E BRADLEY	400.00
5/22/2024	27541	MISSION LINEN SUPPLY	1,612.38
5/22/2024	27542	MITEL NETSOLUTIONS INC	20,791.17
5/22/2024	27543	MOLLY & BRUCE BUSACCA INC	57.00
5/22/2024	27544	NARAMA INC	739.90
5/22/2024	27545	OFFICE IMAGING, INC	3,363.00
5/22/2024	27546	ORKIN PEST CONTROL	4,803.60
5/22/2024	27547	PATRICIA ROBLES WESLEY	132.66
5/22/2024	27548	PAULIN INDUSTRIES, INC.	10,984.93
5/22/2024	27549	PLC SYSTEM SERVICES	16,385.94
5/22/2024	27550	SSD ALARM, INC	223.50
5/22/2024	27551	STINSON STATIONERS	281.52
5/22/2024	27552	SULEMA GARCIA	252.59
5/22/2024	27553	SYSCO FOOD SERVICES OF VENTURA INC	1,636.47
5/22/2024	27554	SYSCO FOOD SERVICES OF VENTURA INC	267.45
5/22/2024	27555	SYSCO FOOD SERVICES OF VENTURA INC	231.56
5/22/2024	27556	SYSCO FOOD SERVICES OF VENTURA INC	8,423.47
5/22/2024	27557	SYSCO FOOD SERVICES OF VENTURA INC	1,633.36
5/22/2024	27558	TEL TEC SECURITY SYSTEMS INC	578.46
5/22/2024	27559	TEL TEC SECURITY SYSTEMS INC	525.00
5/22/2024	27560	TEL TEC SECURITY SYSTEMS INC	5,656.66
5/22/2024	27561	TRANS-WEST SECURITY SERVICES, INC.	95.00
5/22/2024	27562	TRANS-WEST SECURITY SERVICES, INC.	60.00
5/22/2024	27563	TRANS-WEST SECURITY SERVICES, INC.	2,790.00
5/22/2024	27564	VERIZON WIRELESS	8,195.27
5/22/2024	27565	VERNON SORENSON MD INC	25.00

Check Date	Check Number	Payee	Check Amount
5/22/2024	27566	VERNON SORENSON MD INC	25.00
5/22/2024	27567	ALICIA SANCHEZ	3,018.06
5/22/2024	27567	AMAZON CAPITAL SERVICES, INC	0.00
5/22/2024	27568	AMAZON CAPITAL SERVICES, INC	795.58
5/22/2024	27568	ANDREA PIMENTEL DE DOMINGUEZ	3,036.18
5/22/2024	27569	AMAZON CAPITAL SERVICES, INC	458.51
5/22/2024	27569	ARACELY CRUZ DE MONTERROSA	14,470.44
5/22/2024	27570	AMAZON CAPITAL SERVICES, INC	256.14
5/22/2024	27570	BEATRIZ GONZALEZ DUENAS	1,660.72
5/22/2024	27571	BERTHA ALICIA QUIROA	602.40
5/22/2024	27571	SYSCO FOOD SERVICES OF VENTURA INC	549.61
5/22/2024	27572	BERTHA GOMEZ NUNEZ	14,176.99
5/22/2024	27572	SYSCO FOOD SERVICES OF VENTURA INC	204.53
5/22/2024	27573	ANGELICA VALIENTE DE BARRAGAN	10,598.82
5/22/2024	27573	CATALINA RIVERA DE ESPINOZA	5,941.51
5/22/2024	27574	ARACELI EMMA GUERRERO DE MENDEZ	4,779.23
5/22/2024	27574	DANIELA GUADALUPE ESPINOZA	3,452.17
5/22/2024	27575	BAUDELINA SANTOS PACHECO	4,632.02
5/22/2024	27575	DAVID PANTOJA	7,734.89
5/22/2024	27576	BERTHA MORENO	9,036.13
5/22/2024	27576	ELIDA CRUZ	8,455.73
5/22/2024	27577	CELFIDA SANTOS DE RUIZ	11,511.44
5/22/2024	27577	ELIM RODRIGUEZ	3,828.76
5/22/2024	27578	CLAUDIA ANDREA MUNOZ	7,420.74
5/22/2024	27578	ERICKA DELGADILLO RODRIGUEZ	2,931.22
5/22/2024	27579	EVANY MURILLO	2,577.20
5/22/2024	27579	GABRIELA GARCIA DE RODRIGUEZ	13,909.14
5/22/2024	27580	EVELYN SANCHEZ	610.16
5/22/2024	27580	LORENA PEREZ MELGOZA	6,944.52
5/22/2024	27581	GABRIELA ARREGUIN	7,118.16
5/22/2024	27581	MARIA A VARGAS	1,013.16
5/22/2024	27582	GUADALUPE AVILES LEYVA	2,644.75
5/22/2024	27582	MARIA DOLORES ARIAS	890.74
5/22/2024	27583	HILDA ARACELI ARAMBULA MORENO	920.48
5/22/2024	27583	MARIA ELENA ESCOBAR	3,105.03
5/22/2024	27584	IMELDA HERNANDEZ	2,886.69
5/22/2024	27584	MARIA MORENO	8,838.82
5/22/2024	27585	JESSISAY HERNANDEZ PARRAL	882.40
5/22/2024	27585	MERCEDES BOLANOS	961.90
5/22/2024	27586	JUANA RAMOS MUNOZ	1,926.16
5/22/2024	27586	NINFA E. RODRIGUEZ	5,374.04
5/22/2024	27587	LILIANA REYES GONZALEZ	946.61
5/22/2024	27587	ODAIVA GUADALUPE CENTENO	7,906.69
5/22/2024	27588	LORENA ALTAMIRANO HERNANDEZ	662.65
5/22/2024	27588	OLGA NOVELA DE HUERTA	7,909.62
5/22/2024	27589	LUZ ELENA RODRIGUEZ	1,085.24
5/22/2024	27589	PATRICIA MUNOZ VASQUEZ	11,977.51
5/22/2024	27590	MA BELEN RODRIGUEZ BRAVO	1,858.90
5/22/2024	27590	RAQUEL POSADAS DE GIRON	4,195.38
5/22/2024	27591	MA DE LOURDES GONZALEZ MENDEZ	1,984.61
5/22/2024	27591	SUNSHINE BILINGUAL DAYCARE	7,849.21
5/22/2024	27592	MACARMEN LUCATERO	1,565.00
5/22/2024	27592	TERESA LUZ RUIZ	2,012.10

Community Action Partnership of Kern

Check/Voucher Register

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5/22/2024	27593	DINA BEATRIZ GONZALEZ	4,010.67
5/22/2024	27593	MARIA CONCEPCION CEJA	7,241.48
5/22/2024	27594	JACQUELINE DIANE JARAMILLO GONZALEZ	4,217.80
5/22/2024	27594	MARIA FRANCISCA MENA	9,313.10
5/22/2024	27595	ALMA AYDE GOMEZ ALVAREZ	4,434.79
5/22/2024	27595	MARIA GUADALUPE LOPEZ CORZA	10,829.97
5/22/2024	27596	ANA MARIA DAVILA	2,834.09
5/22/2024	27596	MARIA PAZ	7,996.83
5/22/2024	27597	ANABEL A MARTINEZ	2,327.79
5/22/2024	27597	MARIA SANDRA L DE ESTRADA	7,829.88
5/22/2024	27598	ANNA V MENDEZ	991.50
5/22/2024	27598	MARISSA LOPEZ LOPEZ	539.07
5/22/2024	27599	BERENICE IBARRA	3,571.76
5/22/2024	27599	MAYLEN CHAVOLLA AYALA	2,173.37
5/22/2024	27600	BERTHA ALICIA GOMEZ	6,952.47
5/22/2024	27600	MIRIAM LOPEZ GUTIERREZ	9,653.06
5/22/2024	27601	CASA DE ADORACION TULARE	17,226.72
5/22/2024	27601	NANCY GARIBAY HERNANDEZ	1,994.05
5/22/2024	27602	Delia Irene Araujo Dominguez	8,276.74
5/22/2024	27602	OLGA LIDIA ALVAREZ	1,272.81
5/22/2024	27603	DOLORES SANCHEZ LOPEZ	1,682.85
5/22/2024	27603	PRECIOSA ISABEL CHAMALE CASTRO	670.60
5/22/2024	27604	ELISA GONZALES	6,590.37
5/22/2024	27604	RITA GARCIA	14,207.40
5/22/2024	27605	ELIZABETH MARTINEZ	4,938.46
5/22/2024	27605	ROSA M SALAZAR	726.58
5/22/2024	27606	ELOISA LEMUS	5,735.70
5/22/2024	27606	RUTH CARINA PAREDES	8,361.27
5/22/2024	27607	Gladys Isela Rodriguez	1,911.90
5/22/2024	27607	SENDY N HERNANDEZ SOSA	1,241.31
5/22/2024	27608	GLORIA MORENO DE HERNANDEZ	1,813.35
5/22/2024	27608	SILVIA E ZUNIGA	12,940.96
5/22/2024	27609	GUADALUPE PEREZ DOMINGUEZ	4,645.61
5/22/2024	27609	TRINIDAD TINOCO	9,503.27
5/22/2024	27610	ISABEL TORRES	5,751.34
5/22/2024	27610	VIRGINIA RUELAS DE LEYVA	3,119.25
5/22/2024	27611	JUANA CORTEZ DE PEREZ	7,512.56
5/22/2024	27612	KARLA IVETTE MARTINEZ HERNANDEZ	906.92
5/22/2024	27613	KENDAHL ROSE ROWE	4,901.37
5/22/2024	27614	LORENA IBARRA	1,114.66
5/22/2024	27615	LOURDES DE MOYA DE CAMILO	5,243.04
5/22/2024	27616	MARIA E SANCHEZ DE GOMEZ	6,186.51
5/22/2024	27617	MARIA G SANCHEZ ESCALERA	2,235.76
5/22/2024	27618	MARIA LAURA RAYA GOMEZ	3,880.97
5/22/2024	27619	MARIA LUISA CASAS	8,694.74
5/22/2024	27620	MARIA SALOME IBARRA	906.55
5/22/2024	27621	Maricela Munoz Sanchez	2,560.03
5/22/2024	27622	MARISOL MEDINA	7,580.08
5/22/2024	27623	MARTHA ISELA GALINDO	1,844.38
5/22/2024	27624	MIRIAM GOMEZ ZARATE	2,834.09
5/22/2024	27625	NORMA PATRICIA AVILA MOLINA	2,063.88
5/22/2024	27626	OLGA LIRA DE GALLARDO	4,938.46
5/22/2024	27627	PATRICIA HERNANDEZ	13,215.69
5/22/2024	27628	ROCELIA OROZCO LEMUS	5,740.55

Check Date	Check Number	Payee	Check Amount
5/22/2024	27629	ROMELIA MORENO DE ESPINOZA	2,834.09
5/22/2024	27630	ROSA ELENA SANCHEZ	3,240.58
5/22/2024	27631	ROSAURA IBARRA OROZCO	2,964.43
5/22/2024	27632	SILVIA PRECIADO	1,752.90
5/22/2024	27633	VERONICA ALVAREZ	6,021.14
5/22/2024	27634	YESICA SANCHEZ ARRIAGA	9,893.88
5/22/2024	27635	YOLANDA CORTES DE MENDOZA	1,287.53
5/22/2024	27636	ANITA MARIE IBARRA	1,283.67
5/22/2024	27637	CAROLINA HERNANDEZ DE SOLORIO	1,905.28
5/22/2024	27638	EDUVIJES SUAREZ	4,012.66
5/22/2024	27639	ESMERALDA Y GONZALES	1,893.70
5/22/2024	27640	ESPERANZA RESENDEZ	1,957.10
5/22/2024	27641	ISABEL C MEDINA DE GARCIA	1,812.87
5/22/2024	27642	Jessica Lucero Mendez	1,856.78
5/22/2024	27643	TERESA DE LA LUZ SALAZAR MARTINEZ	7,541.77
5/22/2024	27644	YADIRA REBOLLEDO	5,646.50
5/22/2024	27645	YNEZ ATHENA CHAVEZ-ANDRADE	6,022.32
5/22/2024	27646	AZUCENA C ESCAMILLA-MARTINEZ	3,186.42
5/22/2024	27647	DIANE LOMELI	2,802.13
5/22/2024	27648	EDITH ALEJANDRA GALLEGOS	1,931.67
5/22/2024	27649	EMILY RAMIREZ - KIDS N US DAYCARE	677.88
5/22/2024	27650	Guadalupe Carrizoza De Castillo	12,753.74
5/22/2024	27651	HERMELINDA VILLEDA	3,928.51
5/22/2024	27652	JANETH G SARABIA	6,649.47
5/22/2024	27653	JANETH REYNOSA CASILLAS	1,960.36
5/22/2024	27654	LETICIA HERNANDEZ	1,590.02
5/22/2024	27655	Luz Maria Ramirez	5,796.73
5/22/2024	27656	MA L MONROY DE SEVILLA	2,217.10
5/22/2024	27657	MARIA C PEREZ	1,851.04
5/22/2024	27658	MARIA ELENA LEAL	1,080.10
5/22/2024	27659	MARIA GUADALUPE NAVARRO DE ORTIZ	3,001.86
5/22/2024	27660	MARIA SANCHEZ IBARRA	4,029.00
5/22/2024	27661	MARTINA RANGEL	5,008.61
5/22/2024	27662	ROSALINDA VARGAS MATA	4,127.38
5/22/2024	27663	SANDRA MARTINEZ VARELA	11,488.64
5/22/2024	27664	VANESSA NICOLE MEJIA	5,533.25
5/22/2024	27665	VIDALIA MARTINEZ GONZALEZ	5,878.95
5/22/2024	27666	XOCHITL QUIROZ DE ALCALA	8,243.27
5/22/2024	27667	YOANA PEREZ	2,955.72
5/22/2024	27668	ADELA RUIZ	4,665.07
5/22/2024	27669	DOLORES VERDUZCO GALINDO	6,224.68
5/22/2024	27670	HERLINDA CHAVEZ	8,560.63
5/22/2024	27671	JANET GARCIA-ALAPIZCO	2,592.72
5/22/2024	27672	MARGARITA CASTILLO	633.00
5/22/2024	27673	MARGARITA CASTILLO	1,742.80
5/22/2024	27674	MARIA ELENA CASTILLO	7,415.28
5/22/2024	27675	MARYPAZ ALVARADO PEREZ	3,720.75
5/22/2024	27676	MAYRA ALEJANDRA RIOS	3,236.64
5/22/2024	27677	VIRGINIA FERREIRA	12,815.25
5/22/2024	27678	LILIA ISORDIA DE RANGEL	1,210.12
5/22/2024	27678	SYSCO FOOD SERVICES OF VENTURA INC	1,809.10
5/22/2024	27679	SYSCO FOOD SERVICES OF VENTURA INC	145.27

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5/22/2024	27680	AMAZON CAPITAL SERVICES, INC	271.98
5/22/2024	27681	AMAZON CAPITAL SERVICES, INC	494.15
5/22/2024	27682	AMAZON CAPITAL SERVICES, INC	10.80
5/22/2024	27683	AMAZON CAPITAL SERVICES, INC	300.09
5/22/2024	27684	AMAZON CAPITAL SERVICES, INC	372.34
5/22/2024	27685	AMAZON CAPITAL SERVICES, INC	260.54
5/22/2024	27686	AMAZON CAPITAL SERVICES, INC	113.10
5/22/2024	27687	AMAZON CAPITAL SERVICES, INC	297.97
5/22/2024	27688	AMAZON CAPITAL SERVICES, INC	37.38
5/22/2024	27689	AMAZON CAPITAL SERVICES, INC	101.70
5/22/2024	27690	AMAZON CAPITAL SERVICES, INC	182.39
5/22/2024	27691	AMAZON CAPITAL SERVICES, INC	1,605.34
5/22/2024	27692	AMAZON CAPITAL SERVICES, INC	780.56
5/22/2024	27693	AMAZON CAPITAL SERVICES, INC	276.18
5/22/2024	27694	AMAZON CAPITAL SERVICES, INC	20.56
5/22/2024	27695	AMAZON CAPITAL SERVICES, INC	84.40
5/22/2024	27696	AMAZON CAPITAL SERVICES, INC	64.13
5/22/2024	27697	AMAZON CAPITAL SERVICES, INC	510.45
5/22/2024	27698	AMAZON CAPITAL SERVICES, INC	389.40
5/22/2024	27699	AMAZON CAPITAL SERVICES, INC	98.55
5/22/2024	27700	AMAZON CAPITAL SERVICES, INC	279.00
5/22/2024	27701	AMAZON CAPITAL SERVICES, INC	1,242.12
5/22/2024	27702	AMAZON CAPITAL SERVICES, INC	667.16
5/22/2024	27705	AMAZON CAPITAL SERVICES, INC	576.74
5/29/2024	218170	AT&T	(319.39)
5/29/2024	223467	PREWITT FAMILY DECEDENTS TRUST	(925.00)
5/30/2024	224077	1020 CECIL LLC	915.00
5/30/2024	224078	ARIAS LATINO MARKET INC	7,105.24
5/30/2024	224079	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00
5/30/2024	224080	BEAR VALLEY COMMUNITY HEALTHCARE DISTRICT	150.00
5/30/2024	224081	BKAT, INC	10,920.00
5/30/2024	224082	CITY OF ARVIN	633.38
5/30/2024	224083	COUNTY OF KERN	363.12
5/30/2024	224084	FIRST 5 MADERA COUNTY	1,223.14
5/30/2024	224085	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85
5/30/2024	224086	G STREET PLAZA LLC	431.62
5/30/2024	224087	GREENFIELD UNION SCHOOL DISTRICT	42.00
5/30/2024	224088	HEARTS & LIVES	550.00
5/30/2024	224089	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00
5/30/2024	224090	KERN ISLAND INVESTORS, GP	5,949.02
5/30/2024	224091	MARK AND HELENE MCELYEA	3,656.00
5/30/2024	224092	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00
5/30/2024	224093	MERCED COUNTY OFFICE OF EDUCATION	253.67
5/30/2024	224094	MORE THAN ONE DIMENSION, INC.	1,800.00
5/30/2024	224095	NORTH OF THE RIVER RECR & PARK DIST	4,797.00
5/30/2024	224096	OLLIE SHANKLE TRUSTEE (LESSOR)	9,925.00
5/30/2024	224097	OMNI FAMILY HEALTH	5,924.00

Check Date	Check Number	Payee	Check Amount
5/30/2024	224098	PANAMA BUENA VISTA UNIFIED SCHL DIST	100.00
5/30/2024	224099	PREWITT FAMILY DECEDENTS TRUST	1,850.00
5/30/2024	224100	RONALD SHELAN	3,750.00
5/30/2024	224101	STELLAR PLAZA LLC	3,128.47
5/30/2024	224102	SUNRISE VILLA PARTNERS	700.00
5/30/2024	224103	TAFT CITY SCHOOL DISTRICT	4,780.23
5/30/2024	224104	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00
5/30/2024	224105	TULARE COUNTY OFFICE OF EDUCATION	500.00
5/30/2024	224106	VINELAND SCHOOL DISTRICT	375.00
5/30/2024	224107	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00
5/30/2024	224108	YABITO CORPORATION	1,500.00
5/30/2024	224109	A-1 BATTERY COMPANY	2,834.38
5/30/2024	224110	ABILA INC	3,950.27
5/30/2024	224111	ADILENE NAVA	52.26
5/30/2024	224112	ALAMO ALARM CO INC	203.50
5/30/2024	224113	ALPHA WHOLESALE PRODUCE INC	2,225.75
5/30/2024	224114	AT&T	319.39
5/30/2024	224115	CAL FOODS LOGISTICS	83,832.00
5/30/2024	224116	CALIFORNIA WATER SERVICE COMPANY	337.33
5/30/2024	224117	CATHY DOUMA	275.97
5/30/2024	224118	CHARTER COMMUNICATIONS	209.00
5/30/2024	224119	CHARTER COMMUNICATIONS	174.98
5/30/2024	224120	CHARTER COMMUNICATIONS	508.00
5/30/2024	224121	CHARTER COMMUNICATIONS	169.98
5/30/2024	224122	CHRISTOPHER PERCIVAL	826.61
5/30/2024	224123	CINTAS CORPORATION #668	815.94
5/30/2024	224124	CITY OF STOCKTON	5,321.55
5/30/2024	224125	CYNTHIA RODRIGUEZ	124.74
5/30/2024	224126	DEPARTMENT OF JUSTICE	477.00
5/30/2024	224127	DEPARTMENT OF MOTOR VEHICLES	30.00
5/30/2024	224128	DEPARTMENT OF MOTOR VEHICLES	30.00
5/30/2024	224129	DEPARTMENT OF SOCIAL SERVICES	25.00
5/30/2024	224130	DINGO ENTERPRISES INC	537.03
5/30/2024	224131	F.W. WASSERMAN AND ASSOCIATES	175.00
5/30/2024	224132	FEDEX	33.09
5/30/2024	224133	FERGUSON ENTERPRISES INC #1350	2,204.88
5/30/2024	224134	FLYERS ENERGY LLC	7,743.34
5/30/2024	224135	GRIMMWAY ENTERPRISES, INC.	7,804.00
5/30/2024	224136	GRINGTEAM INC.	3,557.10
5/30/2024	224137	HOME DEPOT COMMERCIAL CREDIT	724.49
5/30/2024	224138	IRENE FONSECA	60.00
5/30/2024	224139	JIM'S TOWING SERVICE, INC	630.00
5/30/2024	224140	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	316.00
5/30/2024	224141	KERN COUNTY SUPERINTENDENT OF SCHOOLS	514.21
5/30/2024	224142	KERN HEALTH SYSTEMS	1,335.00
5/30/2024	224143	LAKESHORE EQUIPMENT COMPANY	3,705.12
5/30/2024	224144	LEONOR CASILLAS MAGALLON	38.19
5/30/2024	224145	LIGIA JOHNSON	170.18

Check Date	Check Number	Payee	Check Amount
5/30/2024	224146	LOWES COMPANIES INC	1,372.41
5/30/2024	224147	MARIA INIGUEZ	59.00
5/30/2024	224148	MARISELA GONZALEZ	69.68
5/30/2024	224149	MARITZA LARA MARTINEZ	26.80
5/30/2024	224150	MARTHA ORNELAS	90.00
5/30/2024	224151	MCWILLIAMS & WALDEN INC	2,087.58
5/30/2024	224152	MICHAEL K BROWN LANDSCAPE INC	26,181.51
5/30/2024	224153	MICHELLE OLIVEROS	172.19
5/30/2024	224154	MS POWERPLATFORM CONFERENCE INC	4,798.00
5/30/2024	224155	OFFICE1 LEASING	434.06
5/30/2024	224156	PG&E	14,127.20
5/30/2024	224157	PLAYFUL TRANSFORMATION LLC	30,000.00
5/30/2024	224158	PRICE DISPOSAL	365.66
5/30/2024	224159	PRIYAMVADA KHULLAR	433.00
5/30/2024	224160	PRODUCERS DAIRY FOODS INC	926.71
5/30/2024	224161	QUADIENT LEASING USA, INC	1,652.47
5/30/2024	224162	RAMIRO SANTIVANES	950.00
5/30/2024	224163	REGION IX HEAD START ASSOCIATION	730.00
5/30/2024	224164	RHETA NEGRETE NEAL	220.30
5/30/2024	224165	ROUTE 66 BROADBAND LLC	221.13
5/30/2024	224166	SAFEWAY INC VONS DIVISION	39.95
5/30/2024	224167	SAN JOAQUIN VALLEY UNIFIED AIR POLLUTION CONTROL DISTRICT	160.00
5/30/2024	224168	SANCHEZ QUALITY PERFORMANCE HVAC	421.63
5/30/2024	224169	SAVE MART SUPERMARKETS	676.40
5/30/2024	224170	SOCALGAS	74.10
5/30/2024	224171	SOUTHERN CALIFORNIA EDISON	1,870.84
5/30/2024	224172	SOUTHWEST GAS CORPORATION	11.00
5/30/2024	224173	SULLIVAN ENTERPRISES INC	515.27
5/30/2024	224174	T-MOBILE USA INC	3,426.31
5/30/2024	224175	TERMINIX INTERNATIONAL	907.00
5/30/2024	224176	TOKAY PRESS INC	632.01
5/30/2024	224177	ULINE	4,104.76
5/30/2024	224178	VERTHA GOMEZ	8.71
5/30/2024	224179	VESTIS GROUP, INC	68.15
5/30/2024	224180	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	1,038.87
5/30/2024	224181	HOME DEPOT COMMERCIAL CREDIT	2,795.81
5/30/2024	224182	LOWES COMPANIES INC	1,673.04
5/30/2024	224183	SOUTHERN CALIFORNIA EDISON	0.00
5/30/2024	224184	ULINE	2,467.05
5/30/2024	224185	HOME DEPOT COMMERCIAL CREDIT	1,826.29
5/30/2024	224186	ALL PROPERTY MANAGEMENT & SALES INC	1,200.00
5/30/2024	224187	CYNTHIA M TERRAZAS	700.00
5/30/2024	224188	GINA MARTINEZ	116.25
5/30/2024	224189	HOME DEPOT COMMERCIAL CREDIT	2,774.16
5/30/2024	224190	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00
5/30/2024	224191	JENNIFER DAVIS	116.25
5/30/2024	224192	KBS PROPERTY MANAGEMENT	1,850.00
5/30/2024	224193	LOUIS RODRIGUEZ	116.25
5/30/2024	224194	NAOMI IBARRA	116.25

Check Date	Check Number	Payee	Check Amount
5/30/2024	224195	VANESSA ARREGUIN	116.25
5/30/2024	224196	HOME DEPOT COMMERCIAL CREDIT	165.85
5/30/2024	224197	MARIA ISABEL RUIZ	1,842.02
5/30/2024	27706	5905 NILES ST LLC	3,803.36
5/30/2024	27707	ACUITY BAKERSFIELD LLC	3,489.64
5/30/2024	27708	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81
5/30/2024	27709	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00
5/30/2024	27710	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,009.00
5/30/2024	27711	EAST HILLS ROADWAY ASSOCIATION	459.40
5/30/2024	27712	GRACE COMMUNITY CHURCH	4,612.95
5/30/2024	27713	JANET Y YU	700.00
5/30/2024	27714	M-R PROPERTIES	7,091.00
5/30/2024	27715	MH 3101 MALL VIEW ROAD, LLC	6,000.00
5/30/2024	27716	PROTEUS INC	487.00
5/30/2024	27717	PROTEUS INC	350.00
5/30/2024	27718	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00
5/30/2024	27719	WESLEY UNITED METHODIST CHURCH	2,403.20
5/30/2024	27720	ZREP LLC	3,926.98
5/30/2024	27721	A-B-CPR & FIRST AID TRAINING INC	2,625.00
5/30/2024	27722	ACUITY BAKERSFIELD LLC	2,746.11
5/30/2024	27723	ADOBE INC	299.90
5/30/2024	27724	ADVANCED DATA STORAGE	193.60
5/30/2024	27725	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.00
5/30/2024	27726	AMAZON CAPITAL SERVICES, INC	1,199.08
5/30/2024	27727	AN ICON COMPANY, LLC	4,456.97
5/30/2024	27728	ANGELICA NELSON	309.54
5/30/2024	27729	ANGELICA PALMA	96.48
5/30/2024	27730	AZUGA INC	495.00
5/30/2024	27732	BRADY INDUSTRIES	11,686.83
5/30/2024	27733	CA ASSOCIATION OF FOOD BANKS	6,585.80
5/30/2024	27734	CARITINA PEREZ	99.83
5/30/2024	27735	CDW GOVERNMENT LLC	7,409.72
5/30/2024	27736	CLASSIC CHARTER INC	2,144.00
5/30/2024	27737	CLASSIC CHARTER INC	1,076.25
5/30/2024	27738	COLOMBO CONSTRUCTION COMPANY INC.	353,223.82
5/30/2024	27739	CREATIVE FINANCIAL STAFFING LLC	3,085.77
5/30/2024	27740	CSG-NAM, LLC	705.86
5/30/2024	27741	DELK PEST CONTROL	630.00
5/30/2024	27742	DELL TECHNOLOGIES, INC.	8,314.17
5/30/2024	27743	DOUGLAS DILL	22.11
5/30/2024	27744	FIVE9 INC	4,218.51
5/30/2024	27745	FIVE9 INC	6,578.31
5/30/2024	27746	FLOWERS BAKERIES SALES OF SOCAL, LLC	321.62
5/30/2024	27747	FRESHPOINT CENTRAL CALIFORNIA, INC	2,622.29
5/30/2024	27748	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47
5/30/2024	27749	GABRIELA PADILLA	282.74

Check Date	Check Number	Payee	Check Amount
5/30/2024	27750	GLORIA GONZALEZ	321.60
5/30/2024	27751	HD Supply Facilites Maintenance LTD	18,836.58
5/30/2024	27752	HD Supply Facilites Maintenance LTD	1,164.23
5/30/2024	27753	HD Supply Facilites Maintenance LTD	3,407.71
5/30/2024	27754	HD Supply Facilites Maintenance LTD	1,940.38
5/30/2024	27755	HEWLETT-PACKARD COMPANY	2,516.06
5/30/2024	27756	IDEAL SPECIALTIES INC	70,536.48
5/30/2024	27757	IDEAL SPECIALTIES INC	49,895.04
5/30/2024	27758	INDOFF INCORPORATED	1,700.00
5/30/2024	27759	IRIS M GONZALEZ	44.89
5/30/2024	27760	JEREMY T TOBIAS	75.00
5/30/2024	27761	JERRY MEADE	98.25
5/30/2024	27762	JORGE GALINDO RAMIREZ	245.00
5/30/2024	27763	JORGE GALINDO RAMIREZ	455.00
5/30/2024	27764	JORGE GALINDO RAMIREZ	45.00
5/30/2024	27765	JORONCO RENTALS, INC	875.28
5/30/2024	27766	JORONCO RENTALS, INC	806.04
5/30/2024	27767	KAPLAN EARLY LEARNING CO	813.50
5/30/2024	27768	KAPLAN EARLY LEARNING CO	1,757.22
5/30/2024	27769	KNIGHT'S SITE SERVICES INC	4,148.10
5/30/2024	27770	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	75.00
5/30/2024	27771	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	120.00
5/30/2024	27772	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00
5/30/2024	27773	LUCERO GONZALEZ	137.35
5/30/2024	27774	M AND S SECURITY SERVICES INC	58.25
5/30/2024	27775	MISSION LINEN SUPPLY	1,600.17
5/30/2024	27776	MONIQUE MORENO	142.04
5/30/2024	27777	NARAMA INC	4,392.00
5/30/2024	27778	OFFICE IMAGING, INC	630.69
5/30/2024	27779	PIUSER STONE AND TILE, INC.	172,607.30
5/30/2024	27780	PLC SYSTEM SERVICES	1,280.00
5/30/2024	27781	POWER MACHINERY CENTER	338.52
5/30/2024	27782	RHINA PEREZ	199.66
5/30/2024	27783	SMART & FINAL	475.61
5/30/2024	27784	ST. MARY'S DINING ROOM	1,298.99
5/30/2024	27785	STAPLES ADVANTAGE	1,032.11
5/30/2024	27786	STEPHEN WILLIFORD	130.00
5/30/2024	27787	STEPHEN WILLIFORD	129.00
5/30/2024	27788	STEPHEN WILLIFORD	129.00
5/30/2024	27789	STEPHEN WILLIFORD	285.00
5/30/2024	27790	STEPHEN WILLIFORD	380.00
5/30/2024	27791	STINSON STATIONERS	4,579.21
5/30/2024	27792	SYSCO FOOD SERVICES OF VENTURA INC	1,220.50
5/30/2024	27793	SYSCO FOOD SERVICES OF VENTURA INC	2,080.38
5/30/2024	27794	SYSCO FOOD SERVICES OF VENTURA INC	39.02
5/30/2024	27795	SYSCO FOOD SERVICES OF VENTURA INC	12,280.63
5/30/2024	27796	SYSCO FOOD SERVICES OF VENTURA INC	12.07

Check Date	Check Number	Payee	Check Amount
5/30/2024	27797	SYSCO FOOD SERVICES OF VENTURA INC	437.80
5/30/2024	27798	SYSCO FOOD SERVICES OF VENTURA INC	218.85
5/30/2024	27799	THE MARCOM GROUP, INC.	95.00
5/30/2024	27800	VERNON SORENSON MD INC	30.00
5/30/2024	27801	VERNON SORENSON MD INC	75.00
5/30/2024	27802	W W GRAINGER INC	116.63
5/30/2024	27803	W W GRAINGER INC	46.38
5/30/2024	27804	W W GRAINGER INC	34.88
5/30/2024	27805	W W GRAINGER INC	298.48
5/30/2024	27806	W W GRAINGER INC	105.71
5/30/2024	27807	W W GRAINGER INC	271.82
5/30/2024	27808	W W GRAINGER INC	29.63
5/30/2024	27809	W W GRAINGER INC	91.52
5/30/2024	27810	W W GRAINGER INC	46.29
5/30/2024	27811	W W GRAINGER INC	1,133.83
5/30/2024	27812	W W GRAINGER INC	99.49
5/30/2024	27813	W W GRAINGER INC	295.99
5/30/2024	27814	W W GRAINGER INC	47.38
5/30/2024	27815	W W GRAINGER INC	291.93
5/30/2024	27816	W W GRAINGER INC	113.01
5/30/2024	27817	W W GRAINGER INC	120.82
5/30/2024	27818	W W GRAINGER INC	76.93
5/30/2024	27819	W W GRAINGER INC	530.90
5/30/2024	27820	SYSCO FOOD SERVICES OF VENTURA INC	26.55
5/30/2024	27821	W W GRAINGER INC	0.00
5/30/2024	27822	AMERITAS LIFE INSURANCE CORP.	30,335.94
5/30/2024	27823	AMERITAS LIFE INSURANCE CORP.	4,226.24
5/30/2024	27824	THE HARTFORD PRIORITY ACCOUNTS	5,266.28
5/30/2024	27825	THE HARTFORD PRIORITY ACCOUNTS	1,010.24
5/30/2024	27826	THE HARTFORD PRIORITY ACCOUNTS	2,541.88
5/30/2024	27827	ELSA NAVARRETE	258.75
5/30/2024	27828	GABRIELLE ALEXANDER	116.25
5/30/2024	27829	MICHELLE JARA RANGEL	116.25
5/30/2024	27830	SARA ELIAS	116.25
5/30/2024	27831	TRACY WEBSTER	116.25
5/30/2024	27832	YOLANDA GONZALES	258.75
5/30/2024	27833	YOLANDA OCHOA	116.25
5/31/2024	224198	ANA ALCARAZ	1,710.85
5/31/2024	224199	DEPARTMENT OF MOTOR VEHICLES	150.00
5/31/2024	224200	DEPARTMENT OF MOTOR VEHICLES	314.00
5/31/2024	224201	SOUTHERN CALIFORNIA EDISON	157.71
Report Total			8,028,785.47

MEMORANDUM

To: Executive Committee

From: Emilio G. Wagner, Chief Facilities & Technology Officer
Laurie Sproule, Risk Manager

Date: July 17, 2024

Subject: *Agenda Item 4i: Workplace Violence Prevention Program* – **Info Item**

Introduction

This memorandum is to inform the CAPK Board of Directors about the implementation of our Workplace Violence Prevention Plan (WVPP) as mandated by California Senate Bill 553 (SB-553). The plan has been established and implemented by the required deadline of July 1st.

The agency had many aspects of such a plan already in our current policies and protocols, however they needed to be updated, expanded, and assembled into one single document in order to meet the mandates of SB 553.

Overview of SB-553 Requirements

California SB-553 requires employers to develop and implement a comprehensive workplace violence prevention plan. The key components of the plan must include:

- **Prohibition of Employee Retaliation**: Ensuring employees can report incidents without fear of retaliation.
- **Reporting and Response Procedures**: Establishing clear protocols for accepting and responding to reports of workplace violence.
- **Employee Training and Communication**: Providing ongoing training and communication regarding workplace violence prevention.
- **Emergency Response Protocols**: Preparing for potential violent incidents through established emergency response measures.
- **Hazard Assessments**: Conducting regular assessments to identify and mitigate workplace violence hazards.
- **Maintenance of Violent Incident Logs**: Keeping detailed logs of violent incidents to monitor and address workplace violence trends.

CAPK's WVPP Implementation

Policy Statement
CAPK is committed to ensuring the safety and health of our employees. We have a zero-tolerance policy for workplace violence and are dedicated to creating a secure work environment through the following measures:

- **Authority and Resources**: Adequate authority and budgetary resources have been allocated to ensure the effective implementation of the WVPP.
- **Employee Involvement**: Employees are encouraged to participate in the development and implementation of the WVPP, ensuring their concerns and suggestions are addressed.

- **Reporting Mechanisms**: Employees are required to report all violent incidents promptly and accurately. We guarantee protection against discrimination for victims of workplace violence.

Responsibilities and Roles
Key personnel responsible for the implementation and maintenance of the WVPP include:

- **Jeremy Tobias, CEO**: Overall responsibility for the plan, including final approval and major changes.
- **Emilio Wagner, Chief Facilities & Technology Officer**: Oversees and implements the provisions of the WVPP.
- **Laurie Sproule, Risk Manager**: Coordinates emergency response, conducts safety inspections, and prepares safety and health incident reports.

All managers, supervisors, and employees are responsible for adhering to safe work practices and maintaining a secure work environment.

Employee Compliance and Communication
To ensure compliance with the WVPP:

- **Training Programs**: New employees receive training during orientation, with annual refreshers for all staff. Specialized training in conflict resolution, emergency response, and safety is provided.
- **Communication Channels**: Regular meetings and updates ensure continuous information flow regarding workplace violence prevention. Employees can report incidents through various channels, including an anonymous online form.

Coordination with Other Employers
At multi-employer worksites, CAPK will coordinate its WVPP with other employers to ensure a unified approach to workplace violence prevention. This includes sharing training materials, incident reports, and conducting joint safety meetings.
Emergency Response Procedures
Specific measures are in place to handle workplace violence emergencies, including:

- **Alarm Systems and PA Announcements**: Used to alert employees of emergencies.
- **Evacuation Plans**: Detailed plans for different types of emergencies, such as fires and active shooter situations, are included in the WVPP.

Conclusion
The implementation of the WVPP by the July 1st deadline demonstrates CAPK's commitment to maintaining a safe and secure workplace for all employees. We will continue to review and update the plan annually to ensure its effectiveness in preventing workplace violence.

Attachments:
Workplace Violence Prevention Program
Reporting Forms

WORKPLACE VIOLENCE PREVENTION PROGRAM

Our establishment's Workplace Violence Prevention Plan (WVPP) addresses the hazards known to be associated with the four types of workplace violence as defined by Labor Code (LC) section 6401.9.

Date of Last Review: June 27, 2024

Date of Last Revision(s): June 27, 2024

INTRODUCTION

The Workplace Violence Prevention Plan requires employers to develop and implement a workplace violence prevention plan in accordance with Labor code section 6401.9, which set outs the requirements for the plan. Employers in California must establish, implement, and maintain a Workplace Violence Prevention Plan that includes:

- Prohibiting employee retaliation
- Accepting and responding to reports of workplace violence
- Employee workplace violence training and communication
- Emergency response
- Workplace violence Hazard assessments
- Other requirements, such as maintaining a Violent Incident Log

POLICY STATEMENT

Community Action Partnership of Kern (CAPK) is committed to our employee's safety and health. We refuse to tolerate any form of violence in the workplace and will make every effort to prevent violent incidents from occurring by implementing a WVPP. We will provide adequate authority and budgetary resources to responsible parties so that our goals and responsibilities can be met.

All managers, supervisors and employees are responsible for implementing and maintaining our WVPP Program. We encourage employee participation in designing and implementing our program. We require prompt and accurate reporting of all violent incidents whether or not physical injury has occurred. We will not discriminate against victims of workplace violence.

A copy of this policy statement and WVPP Plan is readily available to all employees and from each manager and supervisor.

Our plan ensures that all employees, including supervisors and managers, adhere to work practices that are designed to make the workplace more secure, and do not engage in verbal threats or physical actions which create a security hazard for others in the workplace.

All employees, including managers and supervisors, are responsible and accountable for using safe work practices, for following all directives, policies, and procedures, and for assisting in maintaining a safe and secure work environment.

The management of our establishment is responsible for ensuring that all safety and health policies and procedures involving workplace security are clearly communicated and understood by all employees. Managers and supervisors are expected to enforce the rules fairly and uniformly.

The WVPP Plan will be reviewed and updated annually.

DEFINITIONS

Emergency - Unanticipated circumstances that can be life-threatening or pose a risk of significant injuries to employees or other persons.

Engineering controls - An aspect of the built space or a device that removes a hazard from the workplace or creates a barrier between the employee and the hazard.

Log - The violent incident log required by LC section 6401.9.

Plan - The workplace violence prevention plan required by LC section 6401.9.

Serious injury or illness - Any injury or illness occurring in a place of employment or in connection with any employment that requires inpatient hospitalization for other than medical observation or diagnostic testing, or in which an employee suffers an amputation, the loss of an eye, or any serious degree of permanent disfigurement, but does not include any injury or illness or death caused by an accident on a public street or highway, unless the accident occurred in a construction zone.

Threat of violence - Any verbal or written statement, including, but not limited to, texts, electronic messages, social media messages, or other online posts, or any behavioral or physical conduct, that conveys an intent, or that is reasonably perceived to convey an intent, to cause physical harm or to place someone in fear of physical harm, and that serves no legitimate purpose.

Workplace violence - Any act of violence or threat of violence that occurs in a place of employment.

Workplace violence includes, but is not limited to, the following:

- The threat or use of physical force against an employee that results in, or has a high likelihood of resulting in, injury, psychological trauma, or stress, regardless of whether the employee sustains an injury.
- An incident involving a threat or use of a firearm or other dangerous weapon, including the use of common objects as weapons, regardless of whether the employee sustains an injury.
- The following four workplace violence types:

Type 1 violence - Workplace violence committed by a person who has no legitimate business at the worksite and includes violent acts by anyone who enters the workplace or approaches employees with the intent to commit a crime.

Type 2 violence - Workplace violence directed at employees by customers, clients, patients, students, inmates, or visitors.

Type 3 violence - Workplace violence against an employee by a present or former employee, supervisor, or manager.

Type 4 violence - Workplace violence committed in the workplace by a person who does not work there but has or is known to have had a personal relationship with an employee.

Workplace violence does not include lawful acts of self-defense or defense of others.

Work practice controls - Procedures and rules which are used to effectively reduce workplace violence hazards.

RESPONSIBILITY

The WVPP administrator, Lauire Sproule, Risk Manager, has the authority and responsibility for implementing the provisions of this plan for Community Action Partnership of Kern (CAPK).

Responsible Persons	Job Title/Position	WVPP Responsibility(ies)	Phone #	Email
Jeremy Tobias	[CEO]	**Overall responsibility for the plan;** *Jeremy approves the final plan and any major changes.*	661.336.5236	jtobias@capk.org]
Emilio Wagner	Chief Facilities & Technology Officer	**Overall responsibility for the plan**; Emilio has authority and responsibility for overseeing and implementing the provisions of this plan	661.336.5236 x 1106	ewagner@capk.org
Laurie Sproule	Risk Manager	**Responsible for emergency response, hazard identification, and coordination with other employers;** conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan. Prepares trend reports and other analyses of safety and health incident report data. Refer employees to medical treatment as needed	661.304.2293 661.369.8969	lsproule@capk.org
Laurie Sproule	Risk Manager	**[Responsible for employee involvement and training;** Conducts safety inspections, organizes safety meetings, updates training materials, and handles any reports of workplace violence. assist in emergency preparedness activities. Refer employees to medical treatment as needed	661.304.2293 661.369.8969	lsproule@capk.org

Employees (Including Managers and Supervisors) are responsible for:

- Their own behavior by interacting responsibly with fellow employees, supervisors, and clients.
- Being familiar with CAPK's policy regarding workplace violence.
- Promptly reporting actual and/or potential acts of violence to appropriate authorities.
- Cooperating fully in investigations/assessments of allegations of workplace violence.
- Being familiar with the service provided by the Employee Assistance Program.
- Informing appropriate personnel about restraining or protective court orders related to domestic situations so that assistance can be offered at the work site.

Managers and Supervisors are additionally responsible for:

- Informing employees of the CAPK 's workplace violence policy and program.
- Taking all reported incidents of workplace violence seriously.
- Investigating all acts of violence, threat, and similar disruptive behavior in a timely fashion and taking the necessary action(s).
- Contact Risk Management or Human Resources to investigate all acts of violence, threat, and similar disruptive behavior in a timely fashion and taking the necessary action(s)
- Providing feedback to employees regarding the outcome of their reports regarding violent or potentially violent incidents.
- Requesting, where appropriate, assistance from functional area expert(s).
- Being cognizant of situations that have the potential to produce violent behavior and promptly addressing them with all concerned parties.
- Encouraging employees who show signs of stress or evidence of possible domestic violence to seek assistance, such as the Employee Assistance Program; and
- Ensuring, where needed, that employees have time and opportunity to attend training, e.g., conflict resolution, stress management, etc.
- Responsible for implementing and maintaining the WVPP in their work areas and for answering employee questions about the WVPP.

Human Resources is responsible for:

- Assisting in assessing and investigating allegations of workplace violence raised by employees, supervisors, and/or managers, as requested.
- Providing technical expertise and consultation to help supervisors determine what course of administrative action is most appropriate in specific situations, including Alternatives to Discipline and use of Alternative Dispute Resolution process.
- Providing advice and counsel regarding personnel rules and regulations; and

Employee Assistance Program is responsible for:

- Providing consultation and guidance to supervisors in dealing with employees who exhibit performance or conduct problems.
- Providing problem assessment for employees experiencing personal problems on and off the job.
- Providing short-term counseling and referral services to employees
- Referring employees needing long-term counseling to appropriate treatment resources and participating in conducting threat assessments when requested.

Unions and Their Representatives are responsible for:

- Supporting the CAPK's workplace violence policy and program.
- Being cognizant of situations that have the potential to produce violence and promptly addressing them with all concerned parties.
- Being sensitive to stress generated by the workplace and assisting employees in alleviating it.
- Encouraging employees who show signs of stress to obtain assistance, such as that offered by the Employee Assistance Program; and
- Advising employees, if they inquire, of the procedures for reporting violent behavior.

EMPLOYEE ACTIVE INVOLVEMENT

CAPK ensures the following policies and procedures to obtain the active involvement of employees and authorized employee representatives in developing and implementing the plan:

- Management will work with and allow employees and authorized employee representatives to participate in:
    - Identifying, evaluating, and determining corrective measures to prevent workplace violence.
    - Management will have quarterly safety meetings with employees and their representatives to discuss the identification of workplace violence-related concerns/hazards, evaluate those hazards and/or concerns, and how to correct them. These meetings could involve brainstorming sessions, discussions of recent incidents, and reviews of safety procedures.
    - Designing and implementing training
        1. Risk Management will email all employees asking if they would like to be involved in developing and implementing CAPK's workplace violence plan.
        2. Designating employees who CAPK feels would be good for the workplace violence plan development.
        3. Asking the Union or their representatives which employees they think would be good to have involved in the development and implementation of CAPK's WVPP.
        4. Employees are encouraged to participate in designing and implementing training programs, and their suggestions are incorporated into the training materials. [For example, an employee might suggest a new training scenario based on a recent incident.]
        5. Where applicable discuss with any sub-contractor or 3rd party who will work on our sites that we have a WVPP.
        6. Provided appropriate training on specifics of WVPP to any outside employees working on our sites around our employees.
        7. Explaining the procedures on how to report any workplace violence they witness or experience.
- Reporting and investigating workplace violence incidents.
    - CAPK will accept and respond to reports of workplace violence, and prohibit retaliation against an employee who makes such a report, including:
        1. Investigate any report of workplace violence reported by an employee and take appropriate action.
        2. Informing all employees that retaliation is prohibited and subject to disciplinary action up to and including termination of employment.
        3. Responding to Workplace Violence incident questions, concerns, and complaints promptly and effectively.
    - To ensure that supervisory and nonsupervisory employees comply with the in a consistent manner we will be:
        1. Inform all employees of the provisions of our WVPP when created, during new hire Orientation for all new employees, and annually for general awareness.
        2. Evaluating employee compliance with our WVPP.
        3. Provide training to any employee who is found not following the specifics of our WVPP.
        4. Disciplining, including up to and including termination, any employee found not complying with our WVPP.
- Management will ensure that all workplace violence policies and procedures within this written plan are clearly communicated and understood by all employees. Managers and supervisors will enforce the

rules fairly and uniformly.

- All employees will follow all workplace violence prevention plan directives, policies, and procedures, and assist in maintaining a safe work environment.
- The plan shall be in effect at all times and in all work areas and be specific to the hazards and corrective measures for each work area and operation.

Employee Compliance

Our system ensures that employees comply with the rules and work practices that are designed to make the workplace more secure, and do not engage in threats or physical actions that create a security hazard for others in the workplace, including at a minimum:

- Acting professionally, courteously, and responsibly at all times, which ensures compliance with CAPK's workplace violence policy requirements.
- Training new employees at new hire orientation on CPAK's WVPP
- Annual training for employees, supervisors, and managers in the provisions of CAPK's WVPP.
- Effective procedures to ensure that supervisory and nonsupervisory employees comply with the WVPP.
- Evaluating employees to ensure compliance with CAPK's WVPP.
- Investigate any report of workplace violence reported by an employee and take appropriate action.
- Informing all employees that retaliation is prohibited and subject to disciplinary action up to and including termination.
- Assuring all employees that they will not be punished and subject to disciplinary action or termination.
- Responding to workplace violence incident questions, concerns, and complaints promptly and effectively.
- Provide retraining to employees whose safety performance is deficient with the WVPP.
- Recognizing employees who demonstrate safe work practices that promote the WVPP in the workplace by memos/emails or certificates of recognition from the CEO/Management of CAPK.
- Discipline employees for failure to comply with the WVPP per CAPK's discipline process.

Communication With Employees

We recognize that open, two-way communication between our management team, staff, and other employers about workplace violence issues is essential to a safe and productive workplace. The following communication system is designed to facilitate a continuous flow of workplace violence prevention information between management and staff in a form that is readily understandable by all employees, and consists of one or more of the following:

- New employee orientation includes workplace violence prevention policies and procedures.
- Training programs designed to address specific aspects of workplace violence and security unique to each location. The following trainings are offered:
  - De-escalation and Conflict Resolution Training
  - Emergency Response Training
  - Safety and Crisis Response Training
- Regularly scheduled meetings that address security issues and potential workplace violence hazards
- Effective communication between employees and supervisors about workplace violence

prevention and violence concerns.

- Ensure that supervisors and employees can communicate effectively and in the employees' first language.
- Posted or distributed workplace violence prevention information.
- Reporting workplace violence/security hazards or threats of violence. (Talk to your supervisors first; if that isn't possible, call Risk Management or HR.
- Protecting employees who report incidents of workplace violence from retaliation by the person making the threats. The CAPK will immediately take the appropriate actions, such as removing the person making the threats from the work area until the situation is resolved. For serious threats or acts of violence, the local police will be called.
- Addressing security issues at our workplace violence prevention team meetings. (Security issues will be discussed at safety/workplace violence/joint Labor Management safety committee meetings. The committee will recommend solutions to management) The Workplace Violence Prevention Administrator will implement approved solutions.
- Instructing on how employees can report a violent incident, threat, or other workplace violence concern to the employer or law enforcement without fear of reprisal or adverse action.
    - CAPK will accomplish this by
        1. Employees can anonymously report a violent incident, threat, of other violence concerns through the Risk Management SharePoint Site or by using the following link: Workplace Violence Occurrence Form
        2. Employees may also report by email to Safety@capk.org, this option is not anonymous.
        3. Incident Reporting to Risk Management safety@capk.org or Laurie Sproule at lsproule@capk.org
        4. Call 8 + 911 if there is a conflict or emergency situation, or if someone has been seriously injured.
        5. Report all threats or acts of workplace violence to your supervisor or manager. If that's not possible, report incidents to Risk Management or HR.
        6. The supervisor or manager should complete a Workplace Violence Occurrence Form and give it to Risk Management or HR. You can get these forms from Risk Management, 1300 18th Street, or electronic file location.
- Employees will not be prevented from accessing their mobile or other communication devices to seek emergency assistance, assess the safety of a situation, or communicate with a person to verify their safety.
- Employees' concerns will be investigated in a timely manner, and they will be informed of the results of the investigation and any corrective actions to be taken.
- Updates on the status of investigations and corrective actions are provided to employees through email and at safety meetings. These updates could include information about the progress of investigations, the results of investigations, and any corrective actions taken.

Coordination With Other Employers

CAPK will implement the following effective procedures to coordinate its plan with other employers to ensure that those employers and employees understand their respective roles, as provided in the plan.

- At a multiemployer worksite, CAPK will ensure that if its employees experience a workplace violence incident CAPK will record the information in a violent incident log and shall provide a copy of that log to the controlling employer.
- Updates during quarterly meetings with other employers, in the building (at or near and around the same worksite) to discuss the plan and any updates. These meetings could involve sharing updates to

the plan, discussing recent incidents, and coordinating training sessions.

- Sharing training materials and incident reports with other employers to ensure a coordinated response to any incidents. This could involve sending copies of training materials and incident reports to other employers.
- All employees will be trained in workplace violence prevention.
- Workplace violence incidents involving any employee are reported, investigated, and recorded.

Workplace Violence Incident Reporting Procedure

CAPK will implement the following effective procedures to ensure that:

- All threats or acts of workplace violence are reported to an employee's supervisor or manager, who will inform the WVPP administrator. If that's not possible, employees will report incidents directly to the WVPP administrator, Laurie Sproule, Risk Manager
  - Reporting all workplace violence directly to their supervisors, Risk Management, or HR as soon as safe and practicable.
  - Employees can report incidents to their supervisor, Risk Management, HR, or through an anonymous online form.
    - Call Risk Management directly at 661.304.2293 or 661.369.8969
    - Workplace Violence Reporting form: Workplace Violence Occurrence Form
- A strict non-retaliation policy is in place, and any instances of retaliation are dealt with swiftly and decisively. Employees who retaliate against a coworker for reporting an incident could be disciplined up to and including termination.

Emergency Response Procedures

CAPK has in place the following specific measures to handle actual or potential workplace violence emergencies:

- Alarm systems and PA announcements will be used to alert employees of emergencies (The alarms could be audible alarms, visual alarms, or both.)
- Effective means to alert employees of the presence, location, and nature of workplace violence emergencies by the following [state what methods of communication and when certain methods should be used or not used.
- CAPK will have evacuation for fire emergencies, lockdown, and drive-by-shooting. Please see Appendix A for plan details.
- If there is immediate danger, call for emergency assistance by dialing 8 9-1-1, and then notify the Risk Management Team (WVPP Administrator) at 661.304.2293
- In the event of an emergency, including a Workplace Violence Emergency, contact the following:

Responsible Persons	**Job Title/Position**	**WVPP Responsibility(ies)**	**Phone #**	**Email**
Emilio Wagner	Chief Facilities and Technology Officer	**Responsible for emergency response, hazard identification, and coordination with other employers;** Risk Mgr conducts safety inspections, coordinates emergency response procedures, and communicates with other employers about the plan.		ewagner@capk.org
Laurie Sproule	Risk Manager		661.304.2293	lsproule@capk.org

Workplace Violence Hazard Identification And Evaluation

The following policies and procedures are established and required to be conducted by CAPK to ensure that workplace violence hazards are identified and evaluated:

- Inspections shall be conducted
    1. When the plan is first established and semi-annually thereafter,
    2. After each workplace violence incident, and
    3. Whenever the employer is made aware of a new or previously unrecognized hazard.
- Review all submitted/reported concerns of potential hazards:
    1. Weekly review of all submitted and reported concerns.
    2. Workplace Violence Hazards suggestion box
    3. Online form for reporting workplace violence hazards
    4. Voicemail/email/text messages

Periodic Inspections

Periodic inspections of workplace violence hazards will identify unsafe conditions and work practices. This may require assessment for more than one type of workplace violence. Periodic Inspections shall be conducted semi-annually.

Periodic inspections to identify and evaluate workplace violence and hazards will be performed by the following designated personnel in coordination with Risk Management in the following areas of the workplace:

Specific Person Name/Job Title	Area/Department/Specific location
Maintenance Technicians/Center Staff	Head Start Center
Managers/Supervisors	Program Offices

Inspections for workplace violence hazards include assessing:

- The exterior and interior of the workplace for its attractiveness to robbers.
- The need for violence surveillance measures, such as mirrors and cameras.
- Procedures for employee response during a robbery or other criminal act, including our policy prohibiting employees, from confronting violent persons or persons committing a criminal act.
- Procedures for reporting suspicious persons or activities.
- Effective location and functioning of emergency buttons and alarms.
- Posting of emergency telephone numbers for law enforcement, fire, and medical services.
- Whether employees have access to a telephone with an outside line.
- Whether employees have effective escape routes from the workplace.
- Whether employees have a designated safe area where they can go to in an emergency.
- Adequacy of workplace security systems, such as door locks, entry codes or badge readers, security windows, physical barriers, and restraint systems.

- Frequency and severity of threatening or hostile situations that may lead to violent acts by persons who are service recipients of our establishment.
- Effectiveness of systems and procedures that warn others of actual or potential workplace violence danger or that summon assistance, e.g., alarms or panic buttons.
- The use of work practices such as the "buddy" system for specified emergency events.
- The availability of employee escape routes.
- How well our establishment's management and employees communicate with each other.
- Access to and freedom of movement within the workplace by non-employees, including recently discharged employees or persons with whom one of our employees is having a dispute.
- Frequency and severity of employees' reports of threats of physical or verbal abuse by managers, supervisors, or other employees.
- Any prior violent acts, threats of physical violence, verbal abuse, property damage or other signs of strain or pressure in the workplace.

Workplace Violence Hazard Correction

Workplace violence hazards will be evaluated and corrected in a timely manner. CAPK will implement the following effective procedures to correct workplace violence hazards that are identified:

- If an imminent workplace violence hazard exists that cannot be immediately abated without endangering employee(s), all exposed employee(s) will be removed from the situation except those necessary to correct the existing condition. Employees necessary to correct the hazardous condition will be provided with the necessary protection.
- All corrective actions taken will be documented and dated on the appropriate forms.
- Corrective measures for workplace violence hazards will be specific to a given work area.

Procedures For Post-Incident Response And Investigation

After a workplace incident, the WVPP administrator or their designee will implement the following post-incident procedures:

- Visit the scene of an incident as soon as safe and practicable.
- Interview involved parties, such as employees, witnesses, law enforcement, and/or security personnel.
- Review security footage of existing security cameras if applicable.
- Examine the workplace for security risk factors associated with the incident, including any previous reports of inappropriate behavior by the perpetrator.
- Determine the cause of the incident.
- Take corrective action to prevent similar incidents from occurring.
- Record the findings and ensuring corrective actions are taken.
- Obtain any reports completed by law enforcement.
- The violent incident log will be used for every workplace violence incident and will include information, such as: Click here for Workplace Violence Log
    - The date, time, and location of the incident.
    - The workplace violence type or types involved in the incident.
    - A detailed description of the incident.
    - A classification of who committed the violence, including whether the perpetrator was a client or customer, family or friend of a client or customer, stranger with criminal intent, coworker,

supervisor or manager, partner or spouse, parent or relative, or other perpetrator.

- A classification of circumstances at the time of the incident, including, but not limited to, whether the employee was completing usual job duties, working in poorly lit areas, rushed, working during a low staffing level, isolated or alone, unable to get help or assistance, working in a community setting, or working in an unfamiliar or new location.
- A classification of where the incident occurred, such as in the workplace, parking lot or other area outside the workplace, or other area.
- The type of incident, including, but not limited to, whether it involved any of the following:
    1. Physical attack without a weapon, including, but not limited to, biting, choking, grabbing, hair pulling, kicking, punching, slapping, pushing, pulling, scratching, or spitting.
    2. Attack with a weapon or object, including, but not limited to, a firearm, knife, or other object. Threat of physical force or threat of the use of a weapon or other object.
    3. Sexual assault or threat, including, but not limited to, rape, attempted rape, physical display, or unwanted verbal or physical sexual contact.
    4. Animal attack.
- Consequences of the incident, including, but not limited to:
    1. Whether security or law enforcement was contacted and their response.
    2. Actions taken to protect employees from a continuing threat or from any other hazards identified as a result of the incident.
    3. Information about the person completing the log, including their name, job title, and the date completed.

- Support and resources, such as counseling services, are provided to affected employees (These resources could include referrals to counseling services, information about employee assistance programs, and time off work if necessary.
- Ensure that no personal identifying information is recorded or documented in the written investigation report. This includes information that would reveal the identification of any person involved in a violent incident, such as the person's name, address, electronic mail address, telephone number, social security number, or other information that, alone or in combination with other publicly available information, reveals the person's identity.
- Reviewing all previous incidents.

Training And Instruction

All employees, including managers and supervisors, will have training and instruction on general and job-specific workplace violence practices. These sessions could involve presentations, discussions, and practical exercises. Training and instruction will be provided as follows:

- When the WVPP is first established.
- Annually to ensure all employees understand and comply with the plan.
- Whenever a new or previously unrecognized workplace violence hazard has been identified and when changes are made to the plan. The additional training may be limited to addressing the new workplace violence hazard or changes to the plan.

CAPK will provide its employees with training and instruction on the definitions found on page 1 of this plan and the requirements listed below:

- The employer's WVPP, how to obtain a copy of the employer's plan at no cost, and how to participate in the development and implementation of the employer's plan.
- How to report workplace violence incidents or concerns to the employer or law enforcement without fear of reprisal.

- Workplace violence hazards specific to the employees' jobs, the corrective measures CAPK has implemented, how to seek assistance to prevent or respond to violence, and strategies to avoid physical harm.
- The violent incident log and how to obtain copies of records pertaining to hazard identification, evaluation and correction, training records, and violent incident logs.
- Opportunities CAPK has for interactive questions and answers with a person knowledgeable about the CAPK plan.
- Strategies to avoid/prevent workplace violence and physical harm, such as:
  - How to recognize workplace violence hazards including the risk factors associated with the four types of workplace violence.
  - Ways to defuse hostile or threatening situations.
- How to recognize alerts, alarms, or other warnings about emergency conditions and how to use identified escape routes or locations for sheltering.
- Employee routes of escape.
- Emergency medical care provided in the event of any violent act upon an employee
- Post-event trauma counseling for employees desiring such assistance.

Note: *Employers must use training material appropriate in content and vocabulary to the educational level, literacy, and language of employees.*

Employee Access To The Written WVPP

CAPK ensures that the WVPP plan shall be in writing and shall be available and easily accessible to employees, authorized employee representatives, and representatives of Cal/OSHA at all times. This will be accomplished by:

- Whenever an employee or designated representative requests a copy of the written WVPP, we will provide the requester with a printed copy of the WVPP, unless the employee or designated representative agrees to receive an electronic copy.
- We will provide unobstructed access through a company server or website, which allows an employee to review, print, and email the current version of the written WVPP. Unobstructed access means that the employee, as part of their regular work duties, predictably and routinely uses electronic means to communicate with management or co-employees.

Recordkeeping

CAPK will:

- Create and maintain records of workplace violence hazard identification, evaluation, and correction, for a minimum of five (5) years.
- Create and maintain training records for a minimum of one (1) year and include the following:
  - Training dates.
  - Contents or a summary of the training sessions.
  - Names and qualifications of persons conducting the training.
  - Names and job titles of all persons attending the training sessions.
- Maintain violent incident logs for a minimum of five (5) years.
- Maintain records of workplace violence incident investigations for a minimum of five (5) years.
  - The records shall not contain medical information per subdivision (j) of section 56.05 of the Civil Code.

- All records of workplace violence hazard identification, evaluation, and correction; training, incident logs and workplace violence incident investigations required by LC section 6401.9(f), shall be made available to Cal/OSHA upon request for examination and copying.

Employee Access To Records

The following records shall be made available to employees and their representatives, upon request and without cost, for examination and copying within **15 calendar days of a request**:

- Records of workplace violence hazard identification, evaluation, and correction.
- Training records.
- Violent incident logs.

Review And Revision Of The WVPP

The CAPK WVPP will be reviewed for effectiveness:

- At least annually.
- When a deficiency is observed or becomes apparent.
- After a workplace violence incident.
- As needed.

Review and revision of the WVPP will include the procedures listed in the EMPLOYEE ACTIVE INVOLVEMENT section of this WVPP, as well as the following procedures to obtain the active involvement of employees and authorized employee representatives in reviewing the plan's effectiveness:

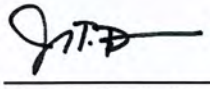
- Review of CAPK's WVPP should include, but is not limited to:
    - Review of incident investigations and the violent incident log.
    - Assessment of the effectiveness of security systems, including alarms, emergency response, and security personnel availability (if applicable).
- Review that violence risks are being properly identified, evaluated, and corrected. Any necessary revisions are made promptly and communicated to all employees. [These revisions could involve changes to procedures, updates to contact information, and additions to training materials.]

Employer Reporting Responsibilities

As required by California Code of Regulations (CCR), Title 8, Section 342(a). Reporting Work-Connected Fatalities and Serious Injuries, CAPK will immediately report to Cal/OSHA any serious injury or illness (as defined by CCR, Title 8, Section 330(h)), or death (including any due to Workplace Violence) of an employee occurring in a place of employment or in connection with any employment.

Formal Approval Of Procedures

"I, Jeremy T. Tobias, CEO of CAPK, hereby authorize and ensure, the establishment, implementation, and maintenance of this written workplace violence prevention plan and the documents/forms within this written plan. I am committed to promoting a culture of safety and violence prevention in our workplace and believe that these policies and procedures will help us achieve that goal."



Jeremy T. Tobias, CEO

06/27/2024

Date:

WORKPLACE VIOLENCE INCIDENT REPORT

To be completed by the individual investigating the incident. Return completed form within 2 days following incident to Risk Management. **Attach witness statements to this form.**

Report submitted by:	Date:
General Description:	Telephone:

Date of Incident:	Time:
Address/Location of Incident:	

Individuals involved in the incident (use additional sheet(s) if necessary)

Name: First Last	Name: Unknown
☐ Victim or ☐ Assailant	☐ Victim or ☐ Assailant
Title:	Title:
Division:	Division:
Phone:	Phone:
Immediate Supervisor:	Immediate Supervisor:

Assailant Relationship to Employee

☐ Co-worker	☐ Former Employee
☐ Other (specify) Stranger	

Possible Reason for Incident: (If known, check all that apply)

☐ Conflict with co-worker(s)/former co-worker	☐ Receiving corrective action
☐ Conflict with management	☐ Other (specify)

Nature of Incident

☐ Stalking
☐ Engaging in actions intended to frighten, coerce, or induce duress
☐ Destruction of Property
☐ Phyisical Assault - Hitting, fighting, pushing, or shoving
☐ Armed Assault - Use of object as weapon (specify)
☐ Armed Assault - Use of weapon such as gun, knife, etc. (specify)
☐ Verbal Harassment
☐ Sexual Harassment
☐ Other (specify)

How was the incident communicated? (Check one or more)

☐ Communicated directly to victim	☐ Verbal	☐ Mail	☐ Note	☐ Email
☐ Communicated to another person	☐ Verbal	☐ Mail	☐ Note	☐ Email
☐ Other (specify)				

Victim Injury (Check all that apply)

☐ Physical injury
☐ Physical Injury - Medical care required

Initial Response or Follow up Activity: (Check all that apply)

☐ Situation defused	☐ Medical Assistance Required
☐ Security called	☐ Law Enforcement notified If Yes, Name of Agency and Report Number:
☐ Other (specify)	☐ Employee Assistance Program referral

Describe Incident in Detail

Include what happened, where, who was involved, what you heard, saw, etc.

List Names of Other Witnesses

Signature	Date
Person Receiving Witness Statement	Date

Routing

Yes	*No*	*Name*	*Signature*	*Date*
☐	☐	Responsible Party 1		
☐	☐	Responsible Party 2		
☐	☐	Responsible Party 3		
☐	☐	Responsible Party 4		

Upon completion of investigation, attach a findings/follow-up document to this form.



Company Name: Community Action Partnership of Kern | Start Date: 1/1/2024

Location of Facility: | End Date: 12/31/2024

Reporter Name & Title: Laurie Sproule, Risk Manager

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The employer shall record information in a violent incident log for every workplace violence incident. Information that is recorded in the log for each incident shall be based on information solicited from the employees who experienced the act of workplace violence, on witness statements, and on investigation findings. At a multiemployer worksite, the employer, or employers whose employees experienced the workplace violence incident shall record the information in a violent incident log pursuant to subparagraph (A) and shall also provide a copy of that log to the controlling employer. Violent incident logs required shall be maintained for a minimum of five years.

Date	Time	Location of Incident	Workplace Violence Type	Detailed Description of Incident	Classify Perpetrator	Circumstances of Incident	Where Incident Occurred (specific location - parking garage, bathroom, etc.)	Type of Incident	Consequences of Incident	Detailed Specific Controls	Log Completed by Name, Title and Date	Case No

This Workplace Violence (WPV) Risk Assessment has been prepared as a general tool to assist policyholders in evaluating the potential risks associated with workplace violence. While every effort has been made to ensure the accuracy and comprehensiveness of this assessment, it is important to note that it may not cover all possible scenarios or factors relevant to your specific workplace environment. The information provided in this risk assessment should not be considered definitive or exhaustive, and policyholders are encouraged to seek professional advice or consultation to address specific circumstances or concerns. Every workplace is unique, and additional factors, not covered in this assessment, may impact the risk of workplace violence in your organization. It is emphasized that the responsibility for workplace violence prevention and mitigation lies with the policyholders themselves. This WPV Risk Assessment does not absolve policyholders from taking comprehensive measures to ensure the safety and well-being of their employees and stakeholders.

By utilizing this WPV Risk Assessment, policyholders acknowledge and accept that it is not a substitute for a professional evaluation or legal compliance review. Policyholders are encouraged to consult with their legal advisors, security experts, or other relevant professionals to ensure compliance with local laws and regulations regarding workplace violence prevention and risk management.The information contained in this assessment is provided on an "as-is" basis, without any warranties or representations of any kind, either expressed or implied. The authors and providers of this assessment shall not be liable for any direct, indirect, special, incidental, consequential, or punitive damages or any other damages arising out of the use, misuse, or reliance on the information provided in this WPV Risk Assessment. Policyholders are strongly encouraged to regularly review, update, and adapt their workplace violence prevention strategies and protocols based on evolving best practices, changing threat landscapes, and specific organizational needs.

Workplace Violence Inspection Checklist

Employer:_____ Date / Time:_____

Work Location:_____ Inspector:_____

1a. What is the work area?:_____

1b. What best describes the work area?

- ☐ Hospital
- ☐ Warehouse
- ☐ Kitchen
- ☐ Public Residence or Business
- ☐ Office Building
- ☐ Park / Campground
- ☐ Rural Road / Highway
- ☐ Correctional Facility
- ☐ Urban Road / Highway
- ☐ Garage / Maintenance
- ☐ Other: _____

Describe:_____

2. Is the work area in a highly visible area? Yes ☐ No ☐

Describe:_____

3. Is there uncontrolled public access to the work area? Yes ☐ No ☐

Describe:_____

4. Are there limited access points to the work area? Yes ☐ No ☐

Describe:_____

5. Are entrances and exits adequately lit? Yes ☐ No ☐

Describe:_____

6. Are entrances and exits under observation? Yes ☐ No ☐

Describe:_____

7. Are parking lots and walkways adequately lit? Yes ☐ No ☐

Describe:_____

8. Are there any potential hazards around or near entrances, exits, parking lot, or walkways? Yes ☐ No ☐

Describe:_____

(Attach additional pages if necessary)

Work Practices

1. What activities or tasks are completed in the work area?

Direct Patient Care	☐	Administrative (no public interaction)	☐
Customer / Client Services	☐	Equipment Repair / Maintenance	☐
Call Center	☐	Corrections / Rehabilitation	☐
Meal Preparation	☐	Mowing / Grounds Keeping	☐
Reception Area	☐	Care / Inspection of Public Property	☐
Cleaning / Housekeeping	☐	Assess/ Inspection of Private Property	☐

Describe:_____

_____

2. Do employees work alone or in small numbers? Yes ☐ No ☐

Describe:_____

3. Are dangerous workplace items present? Yes ☐ No ☐
(ex. weapons, drugs/medications, alcohol, money, hazardous chemicals)

List:_____

_____

4. Are there adequate and clearly identified escape routes? Yes ☐ No ☐

Describe:_____

5. Can employees call for help quickly and easily? Yes ☐ No ☐

Describe:_____

6. Is the work area monitored or observed? Yes ☐ No ☐

Describe:_____

7. Are work practices or standard operating procedures up to date? Yes ☐ No ☐

Describe:_____

8. Are current work practices sensible and safe for employees? Yes ☐ No ☐

Describe:_____

(Attach additional pages if necessary)

Other notes and observations:_____

_____

Workplace Violence Risk Factors

Indicate which risk factors are present in the work area by checking the appropriate box.

1. Working late at night or in early morning. ☐
2. Working alone or in small numbers. ☐
3. Conducting mobile or field operations. ☐
4. Working in remote locations. ☐
5. Work in areas with uncontrolled public access. ☐
6. Work in high crime areas? ☐
7. Work in areas with previous security concerns or problems. ☐
8. Exchange of money with the public. ☐
9. Work with or near dangerous workplace items. (weapons, drugs, alcohol, money) ☐
10. Handle complaints. ☐
11. Long waits for service. ☐
12. Excessively hot areas. ☐
13. Excessively noisy areas. ☐
14. Working with unstable individuals. (drug/alcohol use, mental illness, high emotions) ☐
15. Low or inadequate staffing levels. ☐
16. Inadequately or improperly trained staff. ☐
17. Other. List:_____ ☐
18. Other. List:_____ ☐
19. Other. List:_____ ☐

Other Observations:

_____

_____

_____

_____

(Attach additional pages if necessary)

Established: June 30, 2016
Revised: March 16, 2018

SITE LOCKDOWN PROCEDURES
CHILDCARE CENTERS

Staff

1. If you are the first person to recognize a 911.
2. Use preselected code word/sign to alert other staff, if possible.
3. Call 8-911, Risk Management (Laurie) and Program Manager, if able to do so safely.
4. If you are contacted by law enforcement or School Administration regarding a 911 emergency; call Risk Management (Laurie) and Program Manager if able to do so safely.
5. Quickly survey the area by your classroom. Order any children and staff into your room.
6. Close all binds, turn off lights, and lock doors.
7. Direct children to sit on the floor against walls away from windows in a "safe area" out of sight from windows and doors.
8. Children are to remain as quiet as possible during this time.
9. Teachers are to check roll and make sure their children are either in the classroom or are with another teacher.
10. Children of other teachers are to remain with you during lock down.
11. Keep outside phone lines open.
12. Silent your cell phone.
13. ***Nobody is allowed in or out when center is under lockdown.***
14. Wait in Lock Down until "ALL CLEAR" notice.

Center Directors/Designated Staff

1. Staff is trained to recognize an emergency situation requiring lock down. First person to know of emergency immediately dials 8-911 staying on line to give information. (If contacted by law enforcement, first person will contact teaching staff.)
2. Children in bathrooms or play area when a lock down is announced are immediately escorted back to the classroom by staff.
3. Staff should hurry, without panicking children and lead them to the nearest door and then to the designated "safe area"
4. Center Directors and designated staff will immediately begin locking all outside doors.
5. ***Nobody is allowed in or out when center is under lockdown.***
6. Call Administration office and/or Risk Management (Laurie) and/or notify Program Manager.
7. Stay in contact with law enforcement for information and instructions until incident is under control.
8. When incident is under control, issue "ALL CLEAR"

As Needed

Refer calls from media to the Outreach Department.

Initiate crisis intervention resources.

Please have staff review, initial and place in personnel binder

SITE LOCK DOWN

1. First person to know of emergency immediately dials 8-911 staying on line to give information. (If contacted by law enforcement, first person will immediately notify supervisor.)
2. If you are the first person to recognize a 911 emergency, have another person, notify the staff of what is happening by:
    a. Verbally
    b. Phone
    c. Email
    d. Texting
3. Quickly survey the area by your office/area.
    a. Order everyone to get away from all windows and doors.
4. Lock doors close all binds, and turn off lights.
5. Direct staff and clients to stay away from windows in a "safe area," out of sight from windows and doors.
6. Instruct everyone to mute or turn off cellphones and outside phone lines are to be kept open.
7. Have everyone remain as quiet and calm as possible during this time.
8. Safety Captains are to conduct a roll call ensuring all staff are present and adding name of staff, and visitors.
9. Safety Captains will compare lists to ensure everyone is counted for. This can be through email, cellphone or texting.
10. Everyone is to remain with the Safety Captain during lock down.
11. ***No one will be allowed in or out during the lockdown.***
12. Wait in Lock Down until "ALL CLEAR"

Supervisors

1. First person to know of emergency immediately dials 8-911 staying on line to give information. (If contacted by law enforcement, first person will contact teaching staff.)
2. Ensure bathrooms, break rooms and outdoor break areas are cleared when a lock down is announced Clients are to be immediately escorted back to the designated "safe area" by staff.
3. Staff should hurry, without panicking clients and lead them to the nearest door and then to the designated "safe area"
4. Supervisors will immediately begin locking all outside doors and monitor doors.
5. Call Administration office, who will notify necessary staff.
6. If possible stay in contact with law enforcement for information and instructions until incident is under control
7. When incident is under control, issue "ALL CLEAR"

As Needed

1. Refer calls from media to designated staff
2. Initiate crisis intervention resources.

SHELTER IN PLACE

If evacuation is not possible, find a place to hide where the active shooter is less likely to find you. Your hiding place should:

A. Be out of the active shooter's view.
    1. Provide protection if shots are fired in your direction (i.e., an office with a closed and locked door)
    2. Not trap you or restrict your options for movement.
    3. To prevent an active shooter from entering your hiding place:
        a. Lock the door.
        b. Blockade the door with heavy furniture.

B. How to respond when an active shooter is nearby:
    1. Lock the door.
    2. Silence your cell phone and/or pager.
    3. Turn off any source of noise (i.e., radios, televisions).
    4. Hide behind large items (i.e., cabinets, desks).
    5. Remain quiet.

C. If evacuation and hiding out are not possible:
    1. Remain calm.
    2. Dial 911, if possible, to alert police to the active shooter's location
    3. If you cannot speak, leave the line open and allow the dispatcher to listen.
    4. Act against the active shooter. As a last resort, and only when your life is in imminent danger, attempt to disrupt and/or incapacitate the active shooter by:

D. Acting as aggressively as possible against him/her.
    1. Throwing items and improvising weapons
    2. Yelling
    3. Committing to your actions

DRIVE BY SHOOTINGS

1. If you are outside when shots are heard:
    a. Yell to “Drop to the Ground” or “Drop to the Floor.”
    b. Yell to staff, clients or students to “Run into the Building – Quietly.”
    c. Be alert for car returning to area.
2. As car or shooter exits area, if you are outside:
    a. Be alert for car returning to area.
    b. Be prepared to yell again “Drop to the Ground.”
    c. Ensure everyone is inside before starting lockdown procedures.
    d. Once inside start lockdown procedures.
3. As car or shooter exits area, if you are inside:
    a. Be alert for car returning to area.
    b. Be prepared to yell again “Drop to the Ground.”
    c. Ensure everyone is inside before starting lockdown procedures.
    d. Start lockdown procedures.
4. Call 911 immediately for law enforcement and an ambulance, if necessary.
    a. Report any known injuries.
5. Notify Administration’s office ASAP.
6. Organize staff, clients and students within building, away from windows and try to restore calm.
7. Take roll and report any missing staff or clients.
8. Have staff remain with the clients until the emergency is over and they are dismissed.
9. Be prepared to answer questions from law enforcement.

As Needed

1. Call Administration office who will ensure that the necessary administrators are notified from the following:
    a. Maintenance and Operations
    b. Risk Management
2. Refer calls from media to designated staff
3. Initiate crisis intervention resources.

INTRUDER ALERT PROCEDURES

An intruder is defined as any unauthorized individual who, through act or deed, poses a perceived threat to the safety and welfare of children and employees.

If the intruder is already in the building, initiate the intruder alert procedure and lockdown.

If there is suspicious or criminal activity occurring outside the facility, the facility will go into a building lockdown. Doors to the outside will be locked and access restricted, but staff will be allowed to move between the offices inside the building, if necessary.

There are key recommendations to implement regarding a lockdown, including those conducted because of an intruder:

- It is important that all members of the building's staff understand, support and participate in the Intruder Alert, lockdown, or lockout procedures.
- It is important to practice these procedures in the facility several times per year, just as you practice fire drills.

Intruder Alert / Lockdown

1. **If a person(s) comes into the facility, assess the situation. If you are uneasy or suspicious of the person(s) immediately have someone call 911.**
2. **Our pre-determined hand signal is a *Peace sign or V sign or other designate word/hand signal***
3. **If a weapon is present, or suspected, DO NOT CONFRONT – give pre-designated *Peace sign or V sign or other designate word/hand signal* to** another staff member for them to call 911 immediately.
4. Staff will Initiate Intruder Alert / Lockdown Procedure.
3. If **no** weapon is suspected, confront the intruder in the following manner:
    a) Approach the individual in a non-confrontational manner with the assistance of another staff member
    b) Introduce yourself and the person with you to the individual in a non-confrontational way
    c) Ask the individual who they are and how you can be of assistance
    d) Inform the individual of the policy that all visitors need to sign in and guide him/her to the area where that is done.
    e) If the individual refuses, do not confront him/her. Give the other staff member the pre-***Peace sign or V sign*** designated hand signal to call 911.
    f) Initiate Lockdown Procedure.
    g) Nobody is allowed in or out when the building is under lockdown.

DATE August 1, 2024

TIME 12:00 pm

LOCATION CAPK Administrative Office
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
Committee member Jonathan Mullings called the meeting to order at 12:05 PM from the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with quorum present.

Present: Curits Floyd, Jonathan Mullings, Gina Martinez, and Guadalupe Perez

Absent: Jeff Flores

Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance; Tom Ming, Pensionmark; and other CAPK staff.

3. **Public Forum**

No one addressed the Committee.

4. **New Business**

a. CAPK Audit & Pension Plan Update for Q2 2024 – Tracy Webster, Chief Financial Officer - ***Info Item***

Tracy Webster introduced Tom Ming from Pensionmark, who provided an update on the second quarter of 2024. Last year, Goldman Sacks acquired a 30% stake in Pensionmark, with plans to expand the company's tools and services. The company has rebranded to World Advisors, although it will continue to operate under the Pensionmark name for the time being.

In Q1 2024, strong performance was observed. However, the S&P declined in Q2 compared to Q1. Technology companies have been driving the market, leading to some gains from 2023 and market disruption. The quarter's return was 8.33% as of June 2024. Small caps experienced a decline in Q2, but there is a noticeable shift towards small-cap value in the market.

Tom added that we will review the status of our plans and the conversion from The Standard to Nationwide. Fixed income assets have seen tremendous gains, and money market and CD rates have provided participants with a solid 5% return. Interest rate decreases are expected to begin in September, with a planned reduction of 0.25 points each time over five occurrences.

US investment-grade assets showed good performance with a 0.79% return in Q2. We are witnessing a market rotation, with many participants gravitating towards target-date funds. Notably, 9 out of the top 10 holdings are BlackRock Life target-date funds. These asset allocation funds cover a range of

categories, including small-cap, mid-cap, large-cap, and international investments. This approach is an effective way to guide individuals towards sound investment practices.

Tom Ming highlighted the Standard Stable Asset Value Fund, emphasizing its proper allocation and conservative nature. Although performance declined when interest rates increased, participants are well-allocated in the appropriate fund based on their age. This fund serves as the default option.

Curtis Floyd inquired whether the BlackRock Lifepath fund includes both stocks and bonds. Tom Ming confirmed that the fund does include bonds, noting that the risk decreases every five years as participants approach retirement.

Curtis Floyd asked if the allocation between small-cap and large-cap stocks changes with age. Tom Ming confirmed that it does and noted that their analysis of target-date funds found active management to be more effective than index-based approaches, as performance is the key factor. Tom also mentioned the analysis presented at the last meeting, which provided an overview of the plan's performance. He stated that once the new funds are incorporated into the plan, they will be able to show the projected outcomes.

Curtis Floyd inquired about the net expense ratio. Tom Ming responded that it is approximately 0.32%, depending on the specific derivative.

Jeremy Tobias asked whether the funds indicated under the title “Proposed Lineup” are reflecting the new proposed lineup under Nationwide or our current provider lineup. Tom Ming stated that they are not Nationwide, but they will be reflected at the next meeting.

Tom continued by reviewing performance numbers, noting that they depend on each individual investment. He also discussed key dates related to the transition to Nationwide. Several high-performing funds have been retained. Additionally, a series of webinars have been conducted to educate participants about the changes.

Curtis Floyd inquired about any direct costs associated with the change. Tom Ming responded that there are no direct costs. He explained that they benchmarked the plan, paused it, and collaborated with Nationwide to introduce the new fund. This change is resulting in a 30% reduction in feeds with no upfront costs.

Jeremy Tobias added that the primary reason for the change was the rather significant savings in the fees discovered during their benchmarking. Additionally, Nationwide offers a better website and user experience.

Tracy Webster noted that participants will also be able to link other outside accounts such as a PERS account to see if overall they are on track to meet their goals.

b. Resolution to Change Pension 457(b) Plan Providers to Reliance Trust Company - Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster discussed the reasoning and timeline and subsequent resolution.

Curtis Floyd asked why we are changing to Reliance Trust. Tracy responded the reason is due to Nationwide uses them as a trustee, so it is tied to the Nationwide transition process.

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

c. First 5 Kern 211 Kern County & Help Me Grow Administrative Review - Sabrina Jones-Roberts, 211 Program Administrator – ***Info Item***

Sabrina presented the above administrative reviews with no findings.

d. 2023-2024 Performance Period for CalEITC Education & Outreach Grant Fiscal Desk Review – Freddy Hernandez, Director of Youth & Community Services – ***Info Item***

Tracy Webster presented on behalf of Freddy Hernandez, explaining that the CalEITC is a multi-year grant, initially awarded in 2021 and subsequently extended. The CSD conducts an annual desk review of financial transactions, and there were no findings indicating full compliance.

Jeremy Tobias added this grant covers Kern and Tulare Counties.

e. 2022 LIHEAP Close-Out Letter - Wilfredo Cruz, Energy Program Administrator - ***Info Item***

Wilfredo Cruz presented the above info item and noted that the state is somewhat delayed and is currently addressing 2022. Wilfredo highlighted that CAPK was classified as an "A" category, the highest rating, and has consequently received additional funds.

Jonathon Mullings inquired why the review is a year behind. Wilfredo responded that the state is currently delayed but assured that the 2023 review will be conducted soon.

Jeremy Tobias added commentary on CAPK's Energy Program being graded at an A level, making it possible to receive any remaining funds that other grantees may not have utilized.

Gina Martinez asked if we have received any remaining funds from other grantees. Wilfredo confirmed that we have. Tracy Webster added that we recently received an allocation of $92,000 for the year.

f. CalFresh Healthy Living Program In-Person CDPH Observation – Magaly Witz, CalFresh Healthy Living Program Coordinator - ***Info Item***

Magaly Witz presented the above info item and highlighted the collaboration between CalFresh and the Food Bank and discussed visits to New Life Pantry Church and Premier Valley Medical Group. The medical group screens food security and connects patients to food pantries. Additionally, CalFresh had zero findings in the audit.

Gina Martinez asked if we are collaborating with one clinic or multiple clinics. Magaly responded that we are currently piloting the program with one clinic, which has five sites located in Arvin, McFarland, and other areas.

g. East Kern Family Resource Center & Oasis Admin Review Letter FY 2023-2024 – Freddy Hernandez, Director of Youth & Community Service **- *Info Item***

Tracy Webster presented the above info item on behalf of Freddy Hernandez and discussed the two components of the review, which are the program and the physical component. The only issue identified was that one out of twelve submissions was late, but everything was complete. There were no findings on the physical component. For Oasis, all submissions were correct and on time. There were no recommendations from either review.

Gina Martinez asked why the submission was not on time. Tracy responded that she was not sure of the reason.

h. Food Bank Compliance Review of Commodity Supplemental Food Program – Kelly Lowery, Food Bank Program Administrator - ***Info Item***

Kelly Lowery provided an update on the above info item and discussed the biannual CDS audit conducted in January 2024. The focus was on the CSFP program, specifically our senior box distribution. During the January review, two findings were identified. A root cause analysis was performed for both issues, leading to the development of new procedures to address them. Kelly added that we have acquired an improved scale system and an upgraded inventory program to prevent future problems. Additionally, we have been operating without a digital barcode system until this year. We are currently collaborating with IT and Finance to complete the necessary infrastructure.

Lupe Perez inquired about the previous process. Kelly explained that prior to the Food Bank expansion, the size of the operation made it challenging to maintain organization.

Curtis Floyd asked about the location of the missing pallet. Kelly explained that before the expansion, the Food Bank was leasing space nearby, and box assembly was done at a separate location. This setup made it difficult to keep track of items. The pallet was ultimately found in a section of completed boxes.

Jonathan Mullings inquired about the timeline for completing the IT infrastructure. Kelly responded that it should be finished within the next two months. Jeremy Tobias added that there were areas of recognition noted in the audit report. Jonathan acknowledged and commended the transparency displayed.

5. <u>Committee Member Comments</u>
None

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

Audit & Pension Committee
12:00 PM
November 12, 2024
1300 18th Street, Suite 300
Bakersfield, CA 93307

7. <u>Adjournment</u>

The meeting was adjourned at 12:58 PM.

Pensionmark
A WORLD COMPANY

capk
Community Action Partnership of Kern



Audit & Pension Committee Meeting

Q2 2024 Investment Review

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Presented by: Thomas D Ming, AiF

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

EQUITY MARKETS REVIEW

Domestic Equity

- US Equity indexes continued to rally in Q2 2024, extending the strong performance they exhibited in Q1 2024. However, returns for both the S&P 500 and the US Broad Market were lower in Q2 than Q1.
- Large Caps overall were up for the quarter. US Large Cap Growth led the charge in Q2, up +8.33% for the quarter and +20.70% YTD; once again, strong performance in the very largest stocks drove much of this gain. US Large Cap Value was down -2.17% for the quarter, giving back some of Q1's gain, but remains up +6.62% YTD.
- US Small Caps fell in Q2 2024. Small Caps tend to be more sensitive to economic conditions, and concerns over elevated interest rates and their impact on corporate profitability dragged many small cap names down; the Russell 2000 ended Q2 down -3.28%.

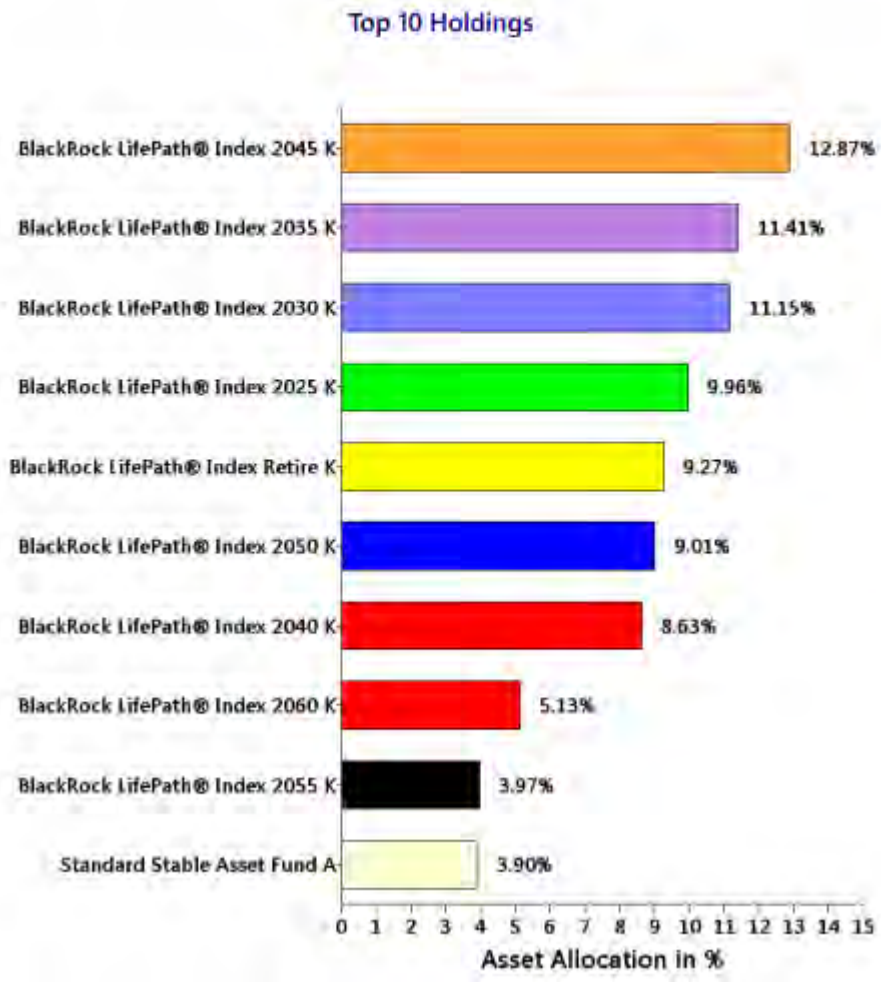
FIXED INCOME

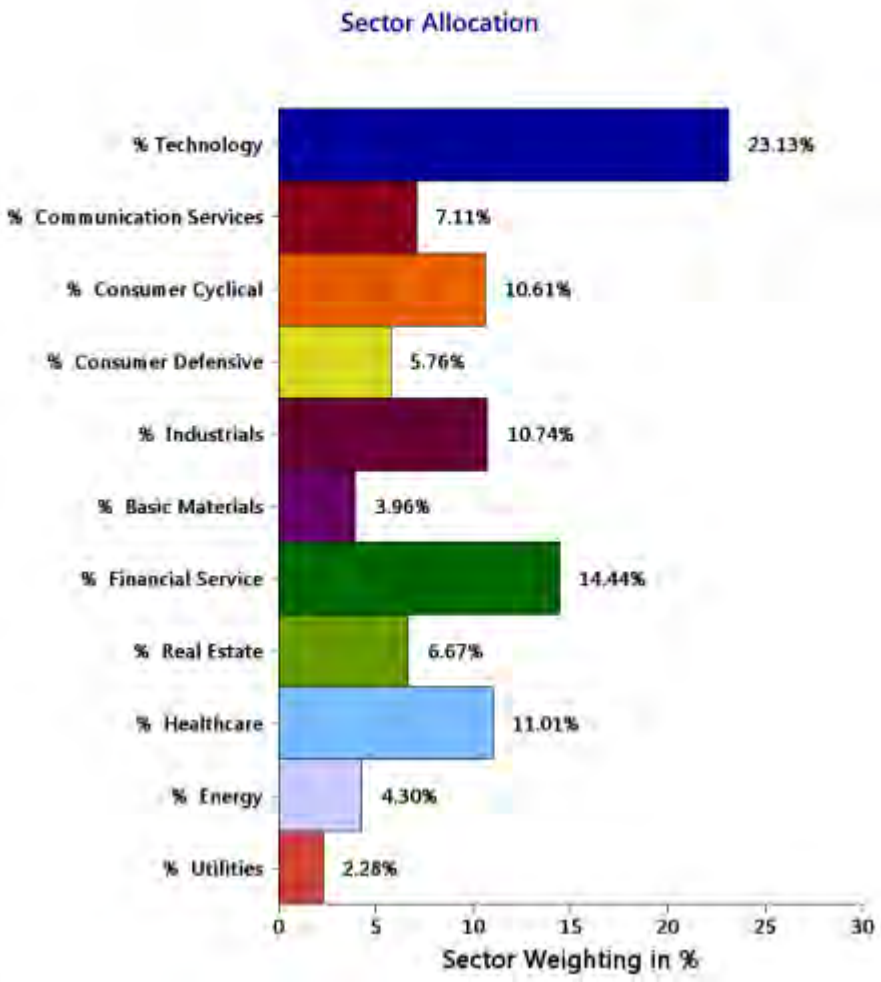
Fixed Income

- Fixed Income indexes were mixed performers again in Q2 2024.
- US Investment Grade was basically flat in Q2 2024, with Corporate Bonds down slightly and Treasury indexes up slightly.
- US High Yield continued to be a solid performer in Q2 after several relatively strong quarters, increasing +1.09% in Q2.
- US TIPS overall were up +0.79% in Q2. Short-maturity (0-5 Years) TIPS were up +1.41%, while longer-maturity TIPS fell due to interest rates increasing in the back end of the yield curve during Q2.
- International Fixed Income fell again in Q2 by -2.11%, extending YTD losses to -5.26%.

Portfolio Holdings & Sector Allocation

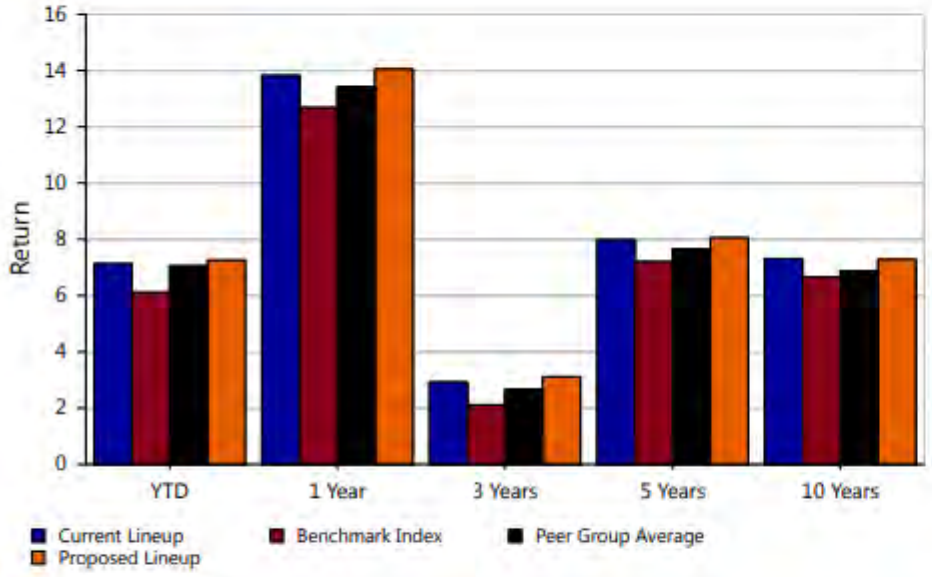
PORTFOLIO | HOLDINGS & SECTOR ALLOCATION



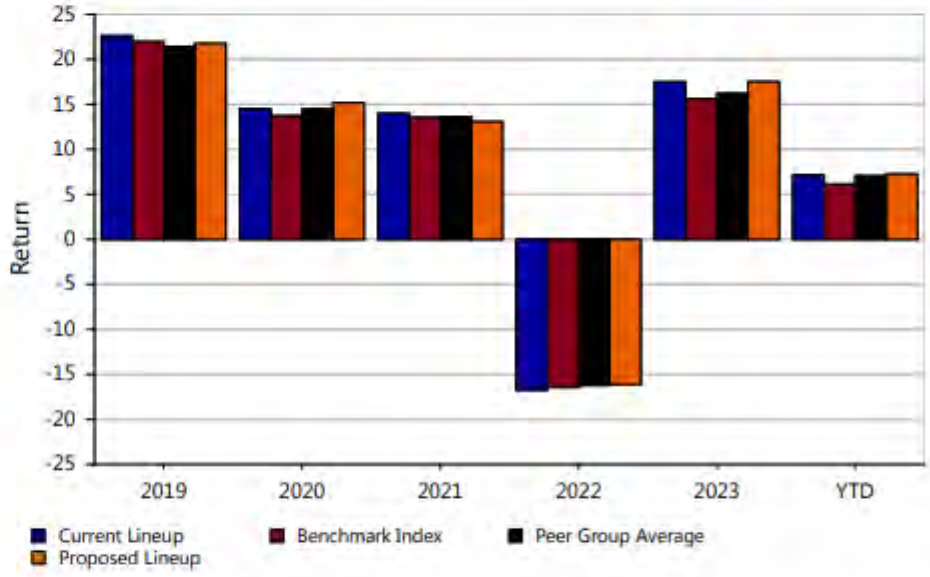


PORTFOLIO | RETURNS

Annualized Returns



Calendar Year Returns



Trailing Returns

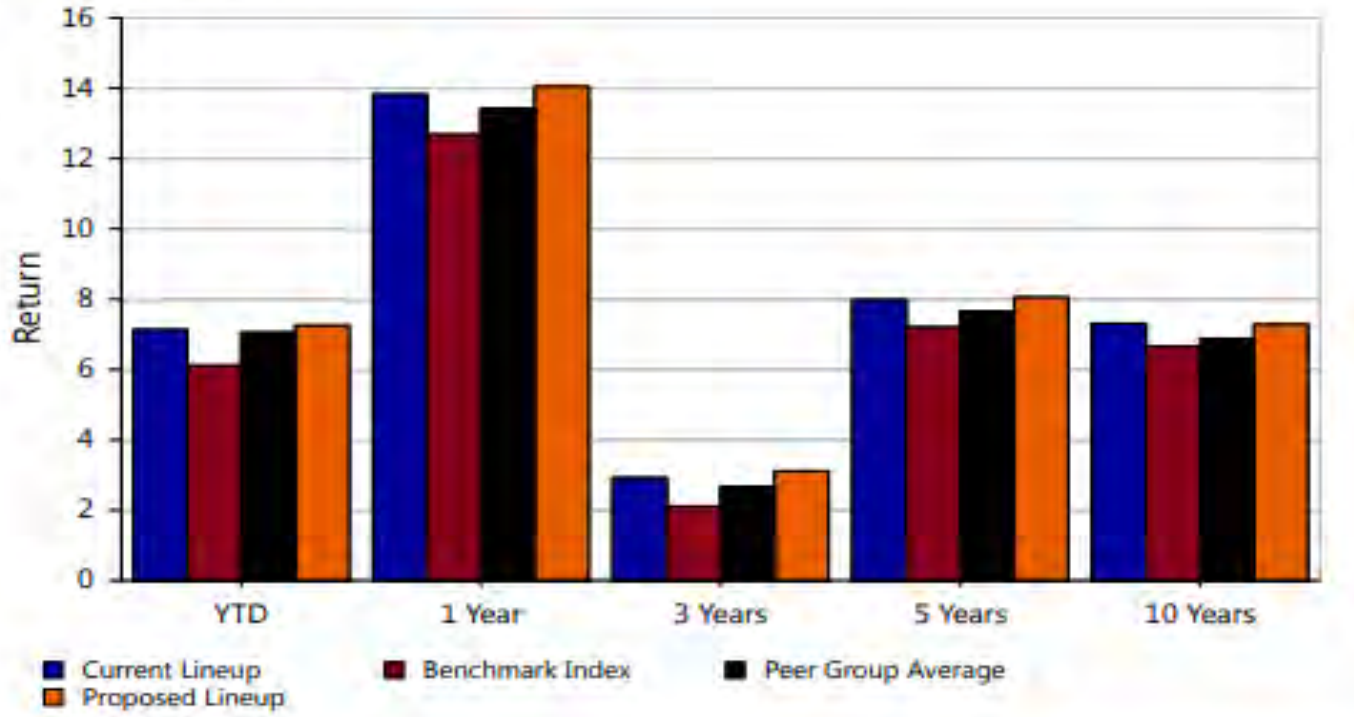
	YTD	1 Year	3 Years	5 Years	10 Years	Net Exp.Ratio
Current Lineup	7.13	13.82	2.92	7.98	7.31	0.14
Benchmark Index	6.11	12.68	2.11	7.20	6.66	NA
Peer Group Average	7.05	13.42	2.66	7.66	6.88	0.72
Proposed Lineup	7.25	14.05	3.11	8.05	7.28	0.13

Calendar Year Returns

	2019	2020	2021	2022	2023	YTD	Net Exp.Ratio
Current Lineup	22.62	14.51	13.99	-16.74	17.49	7.13	0.14
Benchmark Index	21.96	13.72	13.54	-16.44	15.59	6.11	NA
Peer Group Average	21.43	14.47	13.59	-16.22	16.20	7.05	0.72
Proposed Lineup	21.75	15.18	13.06	-16.13	17.51	7.25	0.13

CAPK Q2 2024 - Summary of Plan Returns

Annualized Returns



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Proposed Lineup	7.25	14.05	3.11	8.05	7.28	0.13

Key Dates for Plans transitioning to Nationwide

Key Dates

August 8th- Blackout starts

August 10th- In Person Meetings with Loren Farfan of Nationwide at Bakersfield office

August 12th- Nationwide receives from the Standard

August 15th- Blackout Ends

August 17th- In Person Meetings with Loren Farfan of Nationwide at Stockton office

FUND MAPPING to Nationwide

Current Funds	Ticker	MAPPING TO
Standard Stable Asset Fund A	XSAFA	Keep
Vanguard Total Bond Market Index Adm	VBTLX	Keep
Putnam Dynamic Asset Allocation Cnsrv Y	PACYX	Keep
Putnam Dynamic Asset Allocation Bal Y	PABYX	Keep
Putnam Dynamic Asset Allocation Gr Y	PAGYX	Keep
BlackRock LifePath® Index Retire K	LIRKX	American Funds 2020 Trgt Date Retire R6
BlackRock LifePath® Index 2025 K	LIBKX	American Funds 2025 Trgt Date Retire R6
BlackRock LifePath® Index 2030 K	LINKX	American Funds 2030 Trgt Date Retire R6
BlackRock LifePath® Index 2035 K	LIJKX	American Funds 2035 Trgt Date Retire R6
BlackRock LifePath® Index 2040 K	LIKKX	American Funds 2040 Trgt Date Retire R6
BlackRock LifePath® Index 2045 K	LIHKX	American Funds 2045 Trgt Date Retire R6
BlackRock LifePath® Index 2050 K	LIPKX	American Funds 2050 Trgt Date Retire R6
BlackRock LifePath® Index 2055 K	LIVKX	American Funds 2055 Trgt Date Retire R6
BlackRock LifePath® Index 2060 K	LIZKX	American Funds 2060 Trgt Date Retire R6
MFS Value R6	MEIKX	Putnam Large Cap Value R6
iShares S&P 500 Index K	WFSPX	Keep
TIAA-CREF Large-Cap Growth Inst	TILGX	JPMorgan Large Cap Growth R6
Allspring Special Mid Cap Value Inst	WFMIX	MFS Mid Cap Value R6
Vanguard Mid Cap Index Admiral	VIMAX	Keep
MassMutual Mid Cap Growth I	MEFZX	Virtus KAR Mid-Cap Core R6
DFA US Small Cap Value I	DFSVX	Keep
Vanguard Explorer Adm	VEXRX	Keep
Hartford International Opportunities R6	IHOVX	Avantis® International Equity Instl
American Funds New World R6	RNWGX	Keep
Principal Real Estate Securities Inst	PIREX	Cohen & Steers Instl Realty Shares

MEMORANDUM

To: Audit & Pension Committee Meeting



From: Tracy Webster, Chief Financial Officer

Date: August 1, 2024

Re: *Agenda Item 4b*: Resolution to Change Pension Trustee for 457(b) Plan from The Standard to Reliance Trust Company – **Action Item**

In August 2023, the Board of Directors approved a change in pension plans from The Standard to Nationwide. CAPK leadership has been meeting with Nationwide to coordinate and facilitate the transition. The pension plan transition will be completed at the end of August 2024.

Accordingly, leadership would like to appoint Reliance Trust Company to act as Trustee with respect to CAPK 457(b) Plan effective September 1, 2024.

The following represents the schedule for implementation:

January – July 2024	Weekly meetings with Nationwide
May 31, 2024	All governing documents completed
June 19, 2024	Transition letters and ERISA notices sent to all participants
August 6, 2024	Final payroll submitted to The Standard
August 8th, 2024	Blackout period starts at 4:00 pm
August 15, 2024	Plan liquidation
August 16, 2024	Files sent to Reliance Trust Company
	Funds wired from The Standard to Reliance Trust Company
August 22, 2024	Final files received after liquidation and new plan goes live

Recommendation:
Staff recommends the Board of Directors approve Reliance Trust Company as Trustee with respect to CAPK 457(b) Plan and terminating The Standard.

Attachments:
Resolution No. 2024-11
457(b) Plan documents

RESOLUTION # 2024-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Appointment of Reliance Trust Company as the Trustee for the 457(b) Plan with Nationwide

The Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on August 21, 2024, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the CAPK Board of Directors approved the change of pension plan providers for Plan 457(b) in August 2023.; and

WHEREAS, CAPK has maintained the Community Action Partnership of Kern 457(b) Plan since January 2021 for the benefit of its eligible employees; and

WHEREAS, CAPK has decided to terminate The Standard as Trustee with respect to the CAPK 457(b) Plan effective September 1, 2024; and

WHEREAS, the Board of Directors has decided to appoint Reliance Trust Company, 201 17th Street NW, Suite 1000, Atlanta, GA 30363, to act as Trustee with respect to the CAPK 457(b) Plan effective September 1, 2024; and

NOW, THEREFORE, it be resolved that the undersigned members of the Board of Directors authorize the termination of The Standard as Trustee of the 457(b) Plan and appoint Reliance Trust Company as the trustee of the 457(b) Plan effective September 1, 2024.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 21st day of August 2024.

The undersigned hereby certifies that he/she is an Authorized Representative of CAPK and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the organization

WITNESS WHEREOF, I have executed my name below as an Authorized Representative of CAPK.

_____ _____

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Audit and Pension Committee

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



Date: August 1, 2024

Subject: *Agenda Item: 4d* First 5 Kern – 2-1-1 Kern County and Help Me Grow Kern County Program FY 2022-23 and FY 2023-24 (Q1-Q2) Administrative Review– **Info Item**

On an annual basis, First 5 Kern conducts a fall site visit and administrative review to determine if the funded program is meeting grant expectations for programmatic and fiscal components of the agreement.

In April 2024, 2-1-1 Kern underwent an administrative review (FY 2022-23) to evaluate its fiscal obligations and the outcome of the Fall Site Visit (FY 2023-24) conducted in December 2023. The review determined that performance expectations and fiscal requirements have been met without areas of concern.

In April 2024, the Help Me Grow Program (HMG), administered through the 2-1-1 Kern Program, underwent an administrative review (FY 2022-23) to evaluate its fiscal obligations and the outcome of the Fall Site Visit (FY 2023-24) conducted in January 2024. The review determined that performance expectations and fiscal requirements have been met without areas of concern.

Recommendation:
There are no recommendations.

Attachments:
FY 2022-23 and FY 2023-24 First 5 of Kern – 2-1-1 Kern County Administrative Review Letter (April 9, 2024)
FY 2022-23 and FY 2023-24 First 5 of Kern – Help Me Grow Kern County Administrative Review Letter (April 9, 2024)

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Commissioners

Brynn Carrigan
Chairperson

Debbie Wood
Vice Chairperson

Jennie Sill
Secretary

Lito Morillo
Treasurer

Supervisor Phillip Peters

Aaron Resendez

Deborah Murr

Russell Sentes

Alternate Commissioners

Supervisor Zack Scrivner

Maria Bermudez

Ana Mena, Psy.D

Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.2.05 – 2-1-1 Kern County

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for 2-1-1 Kern County. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2023-24:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Fiscal Compliance Review:

- Fiscal Year 2022-23:
  - All fiscal compliance items were met.
- Fiscal Year 2023-24:
  - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
  - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

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Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.1.06 – Help Me Grow Kern County

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for Help Me Grow Kern County. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

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  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
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Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

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  - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

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Sincerely,

Amy Travis
Executive Director

cc: Pritika Ram, Chief Business Development Officer
Sabrina Jones-Roberts, Program Administrator

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

April 11, 2024

Community Action Partnership of Kern County
Jeremy Tobias, President/CEO
Tracy Webster, Chief Financial Officer
Fred Hernandez, Program Representative

SUBJECT: 2023-24 PERFORMANCE PERIOD FOR CalEITC+ EDUCATION & OUTREACH GRANT FISCAL DESK REVIEW – 21T-1015

Dear Mr. Tobias:

The Department of Community Services and Development (CSD) completed a Fiscal Desk Review of Community Action Partnership of Kern County for the CalEITC Education & Outreach contract number 21T-1015 on April 10, 2024. The Fiscal Desk Review included the review of expenditures that were billed to the grant during the 2023-24 performance period. An analysis of selected expenditures determined that your agency was in compliance with fiscal requirements. Enclosed is a report of the findings for your review.

Thank you for your continued dedication and commitment to serve low-income individuals and families in your local area. If you have any questions, please feel free to contact me or your Program Representative for assistance.

Sincerely,

Stacie Kenner

Stacie Kenner, CalEITC Fiscal Desk Review Analyst
Department of Community Services and Development

C: Stephanie Williams, Manager
Program Development and Reporting Unit

AGENCY INFORMATION

Agency Name	Community Action Partnership of Kern County (CAPKC)
Target Area	10 – Kern/Tulare County
Contract Number	21T-1015
Program Representative	Fred Hernandez
Fiscal Desk Review Analyst	Stacie Kenner
Date Report Completed	April 11, 2024

EXPENDITURES REVIEWED

Transaction Number: 1
Expense Name: Lamar Companies (Subaward Outreach)
Line Item: PO 2023-2670
Transaction Date: 11/27/23 (Effective Date)
Transaction Amount: $2,390.00

Transaction Number: 2
Expense Name: Hey Salty Inc. (Subaward Outreach)
Line Item: Web Hosting and Maintenance
Transaction Date: 12/1/23 (Effective Date)
Transaction Amount: $200.00

Transaction Number: 3
Expense Name: Golden Empire (Subaward Outreach)
Line Item: Bus Advertisement
Transaction Date: 12/31/23 (Effective Date)
Transaction Amount: $8,943.00

SUMMARY OF FINDINGS

The Department of Community Services and Development (CSD) conducted a Fiscal Desk Review (FDR) for the CalEITC+ Education & Outreach contract number 21T-1015 beginning on March 5, 2024. CSD reviewed a copy of CAPKC's general ledger and supporting documentation for the abovementioned transactions. After an analysis of the selected transactions, CSD found CAPKC complies with the program requirements.

COMPLIANCE DETERMINATION

CAPKC was found to be in compliance with fiscal requirements.

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
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Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
ACTING DIRECTOR

GAVIN NEWSOM
GOVERNOR

June 14, 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 Low-Income Home Energy Assistance Program (LIHEAP) Contract 22B-4012. This letter serves as CAPK's 2022 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 2022 LIHEAP Contract:

Contract Component	Amount Budgeted	Actual Expenditures	Projected Dwellings /Clients Served	Actual Dwellings/ Clients Served
Weatherization	$ 2,454,924.00	$ 2,454,924.00	150	124
EHA 16	$ 2,373,719.00	$ 2,373,719.00		
EHCS		$ 294,125.55	65	60
ECIP/HEAP WPO		$ 89,205,10	120	121
HEAP Gas and Electric	$ 376,928.00	$ 376,386.22	3,000	805
ECIP Fast Track	$ 4,232,677.00	$ 4,232,006.67		2,721
Total Contract Allocation: $ 9,438,248.00				
Total Contract Expended: $ 9,437,035.89				

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 expended 100% of funding, 2) learned lessons related to staffing, subcontractor relationships, outreach, training, and internal communication, and 3) plan on adding

vendors, reviewing budgets, going paperless, and reaching out to fellow LSPs for best practice guidance. 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 2022 LIHEAP Contract, CSD has identified and tracked the following 'Major Vehicle and Equipment Purchases':

- *Office cubicles at the purchase price of $9,883.42*
- *Toyota Highlander at the purchase price of $34,013.44*

With respect to interest, revenue, and outstanding Working Capital Advances for the 2022 Program Year, CAPK reported $355.00 in interest income, but expended it during the contract term.

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: 2022 LIHEAP Closeout Worksheet

State of California
Department of Community Services and Development
2022 LIHEAP Closeout Worksheet (as of 12/6/22)

Agency: Community Action Partnership of Kern

Contract Number: 22B-4012

Line Items	Max/Budgeted	Expenditures	Allowable	Paid	Owed
Weatherization (WX) Program Costs					
Intake	$196,394.00	$38,519.20	$38,519.20		
Outreach	$122,746.00	$66,037.35	$66,037.35		
Training & Technical Assistance	$122,746.00	$46,662.48	$46,662.48		
T&TA Out of State Travel		$0.00			
WX Program Costs Subtotal	**$441,886.00**	**$151,219.03**	**$151,219.03**		
Major Vehicle & Field Equipment		$17,009.72	$17,009.72		
Minor Vehicle & Field Equipment		$0.00	$0.00		
Liability Insurance		$18,488.97	$18,488.97		
General Operating Costs		$490,831.01	$490,831.01		
WX Program Activities		$1,094,443.37	$1,094,443.37		
Other Program Costs		$682,931.90	$682,931.90		
WX Program Activities & Costs Subtotal	**$2,013,038.00**	**$2,303,704.97**	**$2,303,704.97**		
Total Weatherization Program Costs	**$2,454,924.00**	**$2,454,924.00**	**$2,454,924.00**	**$2,454,924.00**	**$0.00**
Assurance 16 Costs	**$498,412.00**	**$482,312.89**	**$482,312.89**	**$482,312.89**	**$0.00**
Administratrive Costs					
Administrative Costs		$494,932.27			
Administrative Equipment		$0.00			
Out of State Travel		$0.00			
Administrative Costs Subtotal	**$498,412.00**	**$494,932.27**	**$494,932.27**	**$494,932.27**	**$0.00**
ECIP/HEAP Program Costs					
Intake	$478,920.00	$401,611.81	$401,611.81		
Outreach	$299,325.00	$299,325.00	$299,325.00		
Training & Technical Assistance	$119,730.00	$15,837.01	$15,837.01		
T&TA Out of State Travel		$0.00			
ECIP/HEAP Program Costs Subtotal	**$897,975.00**	**$716,773.82**	**$716,773.82**	**$716,773.82**	**$0.00**
Program Services Costs					
Major Vehicle & Equipment		$17,009.72	$17,009.72		
Minor Vehicle & Equipment		$0.00	$0.00		
Liability Insurance		$0.00	$0.00		
General Operating Costs		$55,545.59	$55,545.59		
Automation Costs		$0.00	$0.00		
ECIP EHCS		$294,125.55	$294,125.55		
ECIP/HEAP WPO		$89,205.10	$89,205.10		
Other Program Costs		$223,814.06	$223,814.06		
SWEATS		$0.00	$0.00		
PSPS Emergency Preparedness		$0.00	$0.00		
Program Services Costs Subtotal	**$478,920.00**	**$679,700.02**	**$679,700.02**	**$679,700.02**	**$0.00**
Total ECIP/HEAP/A16 Costs	**$2,373,719.00**	**$2,373,719.00**	**$2,373,719.00**	**$2,373,719.00**	**$0.00**
Utility Assistance Program Costs					
ECIP Fast Track	$4,232,677.00	$4,232,006.67			
HEAP Gas & Electric	$376,928.00	$376,386.22			
Total Utility Assistance Costs	**$4,609,605.00**	**$4,608,392.89**	**$4,608,392.89**	**$4,608,392.89**	**$0.00**
TOTAL ADMIN COSTS	$498,412.00	$494,932.27	$494,932.27		
TOTAL PROGRAM COSTS	$8,939,836.00	$8,942,103.62	$8,942,103.62		
CONTRACT TOTAL	**$9,438,248.00**	**$9,437,035.89**	**$9,437,035.89**	**$9,437,035.89**	**$0.00**

Darrell McCormick — Completed by

2/29/24 — Date

2022 LIHEAP Closeout Worksheet (as of 12/6/22)
Community Action Partnership of Kern
22B-4012

	WX/ECIP/HEAP Program Dollars			Assurance 16		
	Max/Budgeted	Allowed	% Expended	Max/Budgeted	Expended	Allowed
WX	2,454,924.00	2,454,924.00		498,412.00	482,312.89	482,312.89
Intake	478,920.00	401,611.81				
Outreach	299,325.00	299,325.00				
Training	119,730.00	15,837.01				
ECIP/HEAP	5,088,525.00	5,288,092.91				
	8,441,424.00	8,459,790.73	100.00000000%	498,412.00	482,312.89	**482,312.89**

	WX/ECIP/HEAP/A16 Program Dollars			Administration (WX/ECIP/HEAP/A16)		
	Max/Budgeted	Allowed	% Expended	Max/Budgeted	Expended	Allowed
A16	498,412.00	482,312.89		498,412.00	494,932.27	494,932.27
WX	2,454,924.00	2,454,924.00				
Intake	478,920.00	401,611.81				
Outreach	299,325.00	299,325.00				
Training	119,730.00	15,837.01				
ECIP/HEAP	5,088,525.00	5,288,092.91				
	8,939,836.00	8,942,103.62	100.00000000%	498,412.00	494,932.27	**494,932.27**

	Total Paid	**Total Allowed**
	9,437,035.89	9,437,035.89
Owed:		**0.00**

California Department of Public Health
CalFresh Healthy Living Program

Policy, System and Environmental (PSE) Technical Assistance Form

Date (in person): June 20, 2024

Federal Fiscal Year (FFY): 2024

Date of Site Visit (in person): June 20, 2024

Federal Fiscal Year (FFY): 2024

Grant Number: 23-10327

Local Agency Name: Community Action Partnership of Kern County

Local Agency Staff Attendees: Alan Rodriguez, Magaly Witz, Susana Magana

State Staff Attendees: Chris Bilbrey

Other Attendees: N/A

PSE Site Names/Addresses:

- CAPK Food Bank
  1807 Feliz Drive. Bakersfield CA 93307
- New Life Church Food Pantry 4201 Stine Road, Bakersfield, CA93313
- Golden Eagle Pantry Lemoore Community College Student Union

PSE Settings:
Food Assistance Sites, Food Banks, and Food Pantries

PSE Strategy and Sub-strategy(ies):
Strategy: Comprehensive setting-based Approach Community Sites and Nutrition Standards
Sub-strategy: Nutrition Standards: Community

PSE Level (Site, Organizational, Community): Site, Organizational

PSE Planning Stage: Planning and implementation

Brief Description of PSE:
Partnership between CAPK CFHL program, CAPK Foodbank, and local food pantries

- Kern Food Pantry Collaborative to support, network and provide resource (meet quarterly)
- CAPK Annual Foodbank Conference
- Nutrition Pantry Program toolkit used by CAPK CFHL to promote areas of improvement and model/consult for choice pantry set-up.
- Goal: increase number of choice pantries in Kern County.

This material was funded by the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program-- SNAP. This institution is an equal opportunity provider.

1.Direct Education (DE) (if applicable)
Food Smarts classes offered to Bakersfield college students who visit the campus food pantry. Students that complete class receive a $250 incentive. Plans to expand to Delano food pantries in the future.

How do DE activities support the PSE? Are there any other supporting DE activities occurring? Builds relationships and trust with food pantry staff. Also improves buy-in for potential Nutrition Pantry Program implementation.

Comments/Areas of opportunity: See above responses.

2. Assessment
Describe community level and setting-based assessments conducted to identify the need, challenge, or issue that the PSE addresses.

CAPK utilizes the Leah's Pantry Nutrition Pantry Program to gain baseline and ongoing assess to identify need.

CAPK utilizes food pantry collaborative input and food insecurity assessments/surveys at local healthcare clinics to assess food access and security needs. Kern County Community Health assessment are also utilized to guide PSE efforts to address food access and security needs.

Comments/Areas of opportunity: N/A

3. Community Engagement (CE)
Describe the CE efforts to support the PSE (i.e., cultivate relationships with participants, stakeholders, local decision makers; engage community in planning and implementation; share information with appropriate stakeholders). See above responses.

Comments/Areas of opportunity: N/A

4. Coordination and Collaboration (C&C): Partnerships & Coalitions
Describe the C&C efforts to support the PSE (i.e., identify and meet with partners; work with committees/workgroups engaged in planning, implementation, and maintenance).
See above responses.

Comments/Areas of opportunity: N/A

5. Indirect Education (IE) (Promotion)
Describe how IE strategies and channels are used to support the PSE.

This material was funded by the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program-- SNAP. This institution is an equal opportunity provider.

Brochures and other outreach materials share during direct education classes, local health clinics, and community events. Presentations are also offered at collaboratives meetings and annual food bank conference.

Comments/Areas of opportunity: N/A

6. Training and Technical Assistance (TTA)

Describe the TTA efforts to educate groups or individuals to plan, adopt, implement, maintain, and support the PSE.

- Nutrition Pantry Program as described above, Building Nourished Families classes, External funds leveraged to train on grant writing resources. Other trainings as need identified.

Comments/Areas of opportunity: N/A

Based on the PSE planning stage, describe success/impact made in addressing the identified need:

As described in above responses the CAPK CFHL team has made and anticipates continuing to make significant process by utilizing the Nutrition Pantry program, maintaining/sustaining existing partners, and building new partnerships to expand support and services throughout Kern County.

Based on the PSE planning stage, describe supports planned and/or put in place to maintain/sustain* PSE implemented:

Comments: The CAPK CFHL team plans to continue provide training, resources, and consultation to food pantry and foodbank teams to cultivate pantry participation. Once processes are in place, pantries will sustain work independently with occasional check-in from the CFHL team to maintain relationships..

*Examples of sustainability mechanisms include an organization or group that is not dependent on CalFresh Healthy Living funding has assumed responsibility for sustaining the efforts; a dependable, on-going source of funding and/or support (other than CalFresh Healthy Living) has been identified; one or more policies has been adopted, requiring the changes to be maintained; a monitoring and reporting system has been implemented.

This material was funded by the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program-- SNAP. This institution is an equal opportunity provider.

California Department of Public Health
CalFresh Healthy Living Program

Site Visit Summary

Date of Site Visit (in person): June 20, 2024
Federal Fiscal Year (FFY): 2024
Grant Number: 23-10327
Local Health Department (LHD) Name: Community Action Partnership of Kern County
LHD Staff Attendees: Alan Rodriguez, Magaly Witz, Susana Magana
State Staff Attendees: Chris Bilbrey
Other Attendees: N/A
Note: This is the First FFY 2024 In-person site visit.
Prepared by: Chris Bilbrey

Program Guidance Integrated Work Plan (IWP) Activity Observation]	**Types of Observations: Policy, System and Environmental (PSE)** • CAPK Foodbank • New Life Church Food Pantry • Golden Eagle Food Pantry • Premier Valley Medical Group (supports PSE- work and promotes DE classes)

See attached pages for additional site visit documentation based on type of site visit conducted and noted above.

BRIEF SUMMARY OF SITE VISIT:

The purpose of this site visit was to connect the dots between what is described in CAPK's IWP and how these activities are executed. This visit focused on CAPK's food access and security work which is exceptional as evidenced by details shared in the attached PSE Technical assistance form. The CAPK CFHL strives to reach socioeconomically disadvantaged communities within their county with grace and professionalism in a way that builds trust, confidence and dignity.

RECOMMENDATIONS (if applicable): None at this time.

FOLLOW UP PLAN & TIMELINE (if applicable):

The project officer and the Community Action Partnership team will continue to formally check-in virtually as scheduled and communicate and address TA needs as they arise via email communication. The project officer will also continue regular visits to observe activities and participate in meetings as opportunities arise throughout the year.

This material was funded by the United States Department of Agriculture (USDA) Supplemental Nutrition Assistance Program-- SNAP. This institution is an equal opportunity provider.

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Commissioners

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Chairperson

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Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.2.06 – East Kern Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for the East Kern Family Resource Center. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
  - Of the 12 entries and follow-up items required, 1 was not submitted on time.
- Fiscal Year 2023-24:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Fiscal Compliance Review:

- Fiscal Year 2022-23:
  - All fiscal compliance items were met.
- Fiscal Year 2023-24:
  - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
  - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services
Anna Saavedra, Program Supervisor

5080 California Ave., Suite 200
Bakersfield, CA 93309
661.328.8888
661.475.8122 fax
www.first5kern.org

April 9, 2024

Commissioners

Brynn Carrigan
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Amy Rutledge

Executive Director

Amy Travis

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

Re: 2020.2.18 – Oasis Family Resource Center

Dear Mr. Tobias:

This letter presents the findings of the annual administrative review conducted for the Oasis Family Resource Center. The primary goal of this review is to evaluate whether the program has met the evaluation, fiscal, and contractual requirements specified in the agreement. The summary below outlines the analysis of fiscal year 2022-23 and provides an update on the progress made during quarters one and two (Q1, Q2) of fiscal year 2023-24.

Program Summary

The progress of performance measures, timeliness, program activities, and potential issues/challenges outlined in the program executive summary was verified through the analysis of quarterly reports. Progress in performance measures is assessed against quarterly target projections set by the program coordinator.

Performance Measure Review:

- Fiscal Year 2022-23:
  - All performance measure annual targets listed in the Scope of Work-Evaluation Plan were met.
- Fiscal Year 2023-24:
  - After reviewing Q1 and Q2 performance measures, there are no areas of concern.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Performance Measures, Program Executive Summary entries, and response to the Program Manager's feedback.

- Fiscal Year 2022-23:
  - All program entries and follow-up items were submitted on time.
- Fiscal Year 2023-24:
  - All program entries and follow-up items were submitted on time for Q1 and Q2.

Fiscal Summary

Annual compliance components were reviewed to ensure current documentation is on file. Quarterly invoices, Fiscal Executive Summary entries, and Sustainability entries were reviewed to document reliability, accuracy, and timeliness. Annual Audit reports were reconciled and summarized.

Fiscal Compliance Review:

- Fiscal Year 2022-23:
  - All fiscal compliance items were met.
- Fiscal Year 2023-24:
  - All fiscal compliance items were met for Q1 and Q2.

Timeliness: The following items are tracked for timeliness throughout the fiscal year: Quarterly invoice submission, Fiscal Executive Summary entries, Sustainability, and the Annual Audit report.

- Fiscal Year 2022-23:
  - All fiscal items were submitted on time.
- Fiscal Year 2023-24:
  - All fiscal items were submitted on time for Q1 and Q2.

Recommendations

Fiscal Year 2022-23:

- No recommendations.

Fiscal Year 2023-24:

- No recommendations.

The reports are maintained on file and are available at your request. If you have any questions or comments regarding this correspondence, please contact your respective program or finance manager.

We are grateful for your dedicated and tireless work on behalf of children and families. We value the partnership between your agency and First 5 Kern, and we appreciate your commitment to our shared mission of strengthening and supporting the children of Kern County, from prenatal to age five, and their families. We are dedicated to your success and encourage you to continue providing program updates and addressing any challenges with the assigned First 5 Kern staff as they arise.

Sincerely,

Amy Travis
Executive Director

cc: Freddy Hernandez, Director of Youth & Community Services
Eric Le Barbe, Youth & Community Services Supervisor

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

KIM JOHNSON
DIRECTOR

GAVIN NEWSOM
GOVERNOR

March 11, 2024

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

SUBJECT: CSFP COMPLIANCE REVIEW FFY 2024 COMMUNITY ACTION PARTNERSHIP OF KERN

Dear Jeremy Tobias:

Thank you to your team for their time and cooperation during the recent Compliance Review (Review) of the Commodity Supplemental Food Program (CSFP) operated by Community Action Partnership of Kern County (CAPK). In January and February of 2024, Jessica Radtke conducted the review on behalf of the California Department of Social Services (CDSS) and visited the following locations and warehouse:

- Griffith Avenue Church in Wasco
- La Mission De Jesus in McFarland
- CAPK Warehouse in Bakersfield

The purpose of the review was to determine the Local Agency's (LA) compliance with the Code of Federal Regulations (CFR), United States Department of Agriculture (USDA) regulations, the terms of your approved Memorandum of Understanding (MOU) with the CDSS, and the CSFP Policies and Procedures Manual (CPPM). The review covered Federal Fiscal Year (FFY) 2022 through the date of review in FFY 2024. CDSS reviewed documents and procedures related to key functional areas of the program. The following outlines the seven functional areas of review:

I. General Administration
II. Caseload Management and Outreach
III. Nutrition Education
IV. Civil Rights
V. Certification Procedures
VI. Food Storage and Inventory Control
VII. Financial Management, Audits, and Records

The review resulted in two findings for a couple of functional areas of the program and are listed below.

Finding 1

On January 8, 2024, CAPK emailed CDSS that physical inventory did not match what was reported on the FNS 153 reports for several months. This resulted in high adjustments for December and January in all food categories. Therefore, CAPK had not submitted accurate month-end physical inventories for several monthly FNS 153 inventory reports. Part of the reason for the physical inventory tracking issues may have been caused by the food products not being tracked and grouped together in the warehouse (i.e., peanut butter on different shelves).

Requirement

CPPM, § 6219 The Local Agencies and their Sub-Agencies must maintain accurate and complete records to document the receipt, distribution, disposal, and inventory of USDA Foods received. See Section 2900 – Records

Corrective Action

CAPK must establish written documentation of procedures for a warehouse tracking system to accurately record the movement and inventory levels of CSFP USDA Foods. Submit the proposed plan to CDSS for review and approval.

Finding 2

On the January FNS 153 and during the onsite warehouse on February 13, 2024, CAPK stated the 1600 pasta unit adjustment was placed on a high shelf in the pre-boxing location in the warehouse without being properly tracked or visible in the warehouse causing participants packages to be shorted on the December FNS 153. There was a distribution flexibility for pasta, however it applied only to the lack of available NAMPA inventory.

Requirement

CPPM, § 7111 Partial food packages shall not be distributed.

Corrective Action

CAPK must establish written documentation of procedures for a warehouse tracking system to accurately record the movement and inventory levels of CSFP USDA Foods. Submit the proposed plan to CDSS for review and approval.

Areas of Recognition and Merit

It is also essential to highlight areas of merits during this compliance review. CAPK staff and volunteers at distribution sites receive excellent training and were observed to be friendly and accommodating working with CSFP participants. All CSFP packages reviewed met monthly distribution rates. The process to assemble CSFP food packages is working well with scales and boxing systems. CAPK staff is very responsive to CDSS and seeks guidance when appropriate. Finally, all supporting documentation for the review was organized and staff was receptive to feedback provided during the compliance review.

Corrective Action Plan

Please submit a corrective action plan by **April 11, 2024,** indicating the actions you have taken or plan to take to resolve each noncompliance finding and area of concern listed here. If full compliance cannot be accomplished within the timeframe allowed, please contact your consultant before the due date to request an extension. Please address your response to the following:

Jessica Radtke, Program Consultant
Commodity Supplemental Food Program
Department of Social Services
744 P Street, Sacramento, CA 95814
Jessica.Radtke@dss.ca.gov

We appreciate your cooperation during the review process. The staff was accommodating throughout the entire visit. If you have any questions regarding this letter, please contact Jessica Radtke, Program Consultant, in the Family Engagement and Empowerment Division, Emergency Food Programs Unit A at (916) 862-5613, or via email to Jessica.Radtke@dss.ca.gov.

Sincerely,

Jessica Radtke

Jessica Radtke, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

Lori Coopwood

Reviewed and Approved by
LORI COOPWOOD
Program Manager

Mar 8, 2024
Date

Signature: Lori Coopwood

Email: lori.coopwood@dss.ca.gov

Title: SSM1

Company: STATE OF CALIFORNIA DEPARTMENT OF SOCIAL

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Guadalupe Perez
Greater Bakersfield Representative

Chief Executive Officer
Jeremy T. Tobias

April 03, 2024

To:
Jessica Radtke, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

SUBJECT: CORRECTIVE ACTION PLAN FFY 2024 CAPK

Corrective actions as to finding 1:

CAPK Food Bank will immediately implement a policy of conducting a full physical inventory every month on or before the last business day of each month. This physical inventory will be a complete unit for unit count of all CSFP commodities in stock including all damaged CSFP items and all items already packed in CSFP kits. This count will take place on or before the last day of each month and will be recorded and saved for a period of no less than 4 years. Any discrepancies between the monthly physical inventory count and the FNS 153 will be reported each month in the positive/negative adjustment columns of the report. Additionally, starting April 1st, 2024, CAPK will implement a policy of counting damaged CSFP items once per day. Any damaged CSFP items will be counted each day, logged in both Primarius and the damaged item chart, then immediately disposed of to ensure damaged items are counted accurately. Records of damaged items will be held for no less than 4 years. CAPK Food Bank is also upgrading our CSFP kit scale. The new scale will make it easier for staff and volunteers to accurately weigh CSFP kits before they are sealed for distribution.

Corrective actions as to finding 2:

CAPK Food Bank is implementing a bar coding system to ensure all items and their movements can be tracked by warehouse location. This bar-coding system will prevent items from being lost or misplaced inside the warehouse. All CSFP pallets will be tagged with a bar code. All rack spaces will have a bar code to denote location. Any movements of a CSFP item will be scanned and tracked using this system. We plan to have all staff trained in the usage of this system by 5/15/2024 and anticipate full implementation of the system no later than May 31st 2024.

Thank you,

Matt Jacobs
CSFP Program Coordinator (CAPK Food Bank)
661-809-4935

CDSS
KIM JOHNSON
DIRECTOR

CALIFORNIA HEALTH & HUMAN SERVICES AGENCY
DEPARTMENT OF SOCIAL SERVICES
744 P Street • Sacramento, CA 95814 • *www.cdss.ca.gov*

GAVIN NEWSOM
GOVERNOR

June 13, 2024

SENT VIA EMAIL

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern (CAPK)
5005 Business Park North
Bakersfield, CA 93309

SUBJECT: LETTER OF ACKNOWLEDGMENT OF CORRECTIVE ACTION

Dear Jeremy Tobias

Thank you for your agency's Corrective Action Plan (CAP) to the March 13, 2024, findings letter for the Commodity Supplemental Food Program (CSFP), which is locally administered by the Community Action Partnership of Kern County (CAPK). As the state administering agency, the California Department of Social Services (CDSS) reviewed CAPK's program activities in January and February 2024.

I reviewed the CAP submitted by your agency on April 3, 2024 and documentation of new systems in place on June 12, 2024. The CAP outlines the specific actions the agency has taken to resolve the issues found in the overall assessment of the program operations. Based on the strategies implemented, I determined the actions taken are sufficient to bring CAPK into compliance with program regulations.

CDSS would like to commend your staff on their improvements. I look forward to visiting your agency in the future.

Sincerely,

Jessica Radtke

JESSICA RADTKE, Program Consultant
CalFresh and Nutrition Branch
Family Engagement and Empowerment Division

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

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:03 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair), Jonathan Mullings, and Guadalupe Perez.

   Absent: Lily Pimentel-Stratton

   Others present: Jeremy Tobias, Chief Executive Officer; Emilio Wagner, Chief Facilities and Technology Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Susana Magana, Director of Health and Nutrition; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Position Analysis and Equity Review for Human Resources Positions – Lisa McGranahan, Director of Human Resources – ***Action Item***

      Lisa McGranahan presented the above action item for approval.

      Martiza Jimenez inquired why the HR Generalist-DEI position reports directly to the Director instead of the Benefits Manager. Lisa responded that we're approaching this role from a developmental perspective, focusing on human relations. HR's current priority is to have someone dedicated to human relations who will receive mentorship and support to ensure they possess the necessary DEI skillset. Additionally, this structure helps us mitigate risk, which is a key consideration in our decision.

      Maritza inquired whether these changes would result in a salary increase. Lisa clarified that the changes involve extending the salary range, ensuring that employees do not reach the maximum limit. While no immediate increases are anticipated, the adjustments keep employees within the extended range.

      Jeremy Tobias clarified that these changes do not necessarily affect current staff wages, only the grade levels. In the future, as staff gains years of service and when merit increases are awarded, the higher maximum will allow for a higher ceiling preventing employees from maxing out as quickly. Lisa confirmed that all employees will remain within the appropriate salary range.

Maritza inquired about the timing of the market wage studies. Lisa explained that while it's an ongoing review process, systematically, market studies occur every three years as required by Head Start.

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

b. 2024 All-Agency Job Fair Presentation – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above info item and shared slides of the recent Job Fair which included photos and statistical data.

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

Lisa McGranahan presented the above info item and provided updates from Goal Group 4.

Guadalupe Perez asked if Ridgecrest was the only area affected by the health benefit medical provider restrictions due to the location. Lisa explained that the team conducted a comprehensive analysis of all cities in the region, including Crestline, with representation from these areas. Ridgecrest was identified as the area facing the most challenges.

Maritza Jimenez asked for clarification on the term "supplement." Lisa explained that the PPO plan has a higher contribution rate. To address this, they calculated the difference between the HMO and PPO subsidies and provided a partial subsidy to offset the impact, as employees were somewhat limited to the PPO option. This subsidy was introduced to ease the financial burden.

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

Robert Espinosa presented the above info item and noted the highlights from the report.

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

Martiza Jimenez mentioned that COVID is resurging and asked about the plan to ensure everyone's safety. Lisa responded that we're continuing to follow Cal/OSHA guidelines, and our employees are well-informed on the procedures. We are closely monitoring regulations and will convene with leadership to discuss any next steps, if necessary. For now, we are maintaining the current protocols.

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

Personnel Committee
12:00 pm
September 4, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. <u>Adjournment</u>

The meeting was adjourned at 12:32 PM.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources



Date: August 6, 2024

Subject: *Agenda Item 4(a)*: Position Analysis and Equity Review for Human Resources Positions – **Action Item**

Human Resources (HR) has been diligently working on a comprehensive position analysis of all HR roles within our organization. This initiative is part of our ongoing commitment to equity and fairness, ensuring that all positions are aligned with our new compensation schedule.

As part of this process, each job description has been meticulously reviewed and updated. Our goal was to ensure that job descriptions accurately reflect the current responsibilities and processes associated with each position. This thorough review and modification are crucial to maintaining transparency and consistency in how roles are defined and compensated. Key points of the position analysis include:

- Alignments with the new compensation schedule to ensure competitive and fair pay.
- Comprehensive review of each job description to reflect the current duties and responsibilities.
- Modifications made to align with our updated processes and goals.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Coordinator	No changes to job description.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Benefits Manager	Formerly the Health and Safety Supervisor; grade change from 10 to 12; supervision exercised; education and experience requirements.	10 Min: $28.54 Mid: $35.65 Max: $42.78	12 Min: $35.58 Mid: $44.47 Max: $53.37
Benefits Specialist	Formerly the Benefits Technician; grade change from 6 to 8; supervision received; duties and responsibilities; education and experience; and other requirements.	6 Min: $18.53 Mid: $21.81 Max: $25.08	8 Min: $22.86 Mid: $28.59 Max: $34.30

Human Resources Administrator	Grade change from 12 to 14; supervision exercised and education requirements.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Human Resources Generalist I	Supervision received; duties and responsibilities; education and experience	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Generalist II	Supervision received.	10 Min: $28.39 Mid: $35.49 Max: $42.59	-
Human Resources Generalist-DEI	Formerly Human Resources Generalist. Incorporated elements of DEI; changes to duties and responsibilities; education and experience.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Manager	Grade change from 11 to 12; changes to duties and responsibilities; education and experience.	11 Min: $32.80 Mid: $41.00 Max: $49.20	12 Min: $35.58 Mid: $44.47 Max: $53.37
Human Resources Specialist – San Joaquin	No changes.	9 Min: $25.45 Mid: $31.81 Max: $38.18	-
Human Resources Technician	Changes to supervision received, duties and responsibilities.	6 Min: $18.89 Mid: $23.62 Max: $28.34	-
Recruitment Supervisor	Formerly HR Generalist/Recruiter Supervisor; grade change from 10 to 11; supervision received and exercised; duties and responsibilities.	10 Min: $28.54 Mid: $35.65 Max: $42.78	11 Min: $31.74 Mid: $39.68 Max: $49.20
Staffing Specialist	Changes to duties and responsibilities; education and experience.	8 Min: $22.86 Mid: $28.59 Max: $34.30	-

Fiscal Impact and Timeframe

The adjustments in title and grade allow our program to align with market standards, thereby enhancing our competitiveness in recruitment to fill existing vacancies and improving retention efforts for the fiscal year 2024-2025. HR Leadership collaborated with Finance to ensure the proposed grade increases are supported by the budget. Any budgetary impact was accounted for during the budget revisions at the beginning of the fiscal year.

Strategic Plan Impact

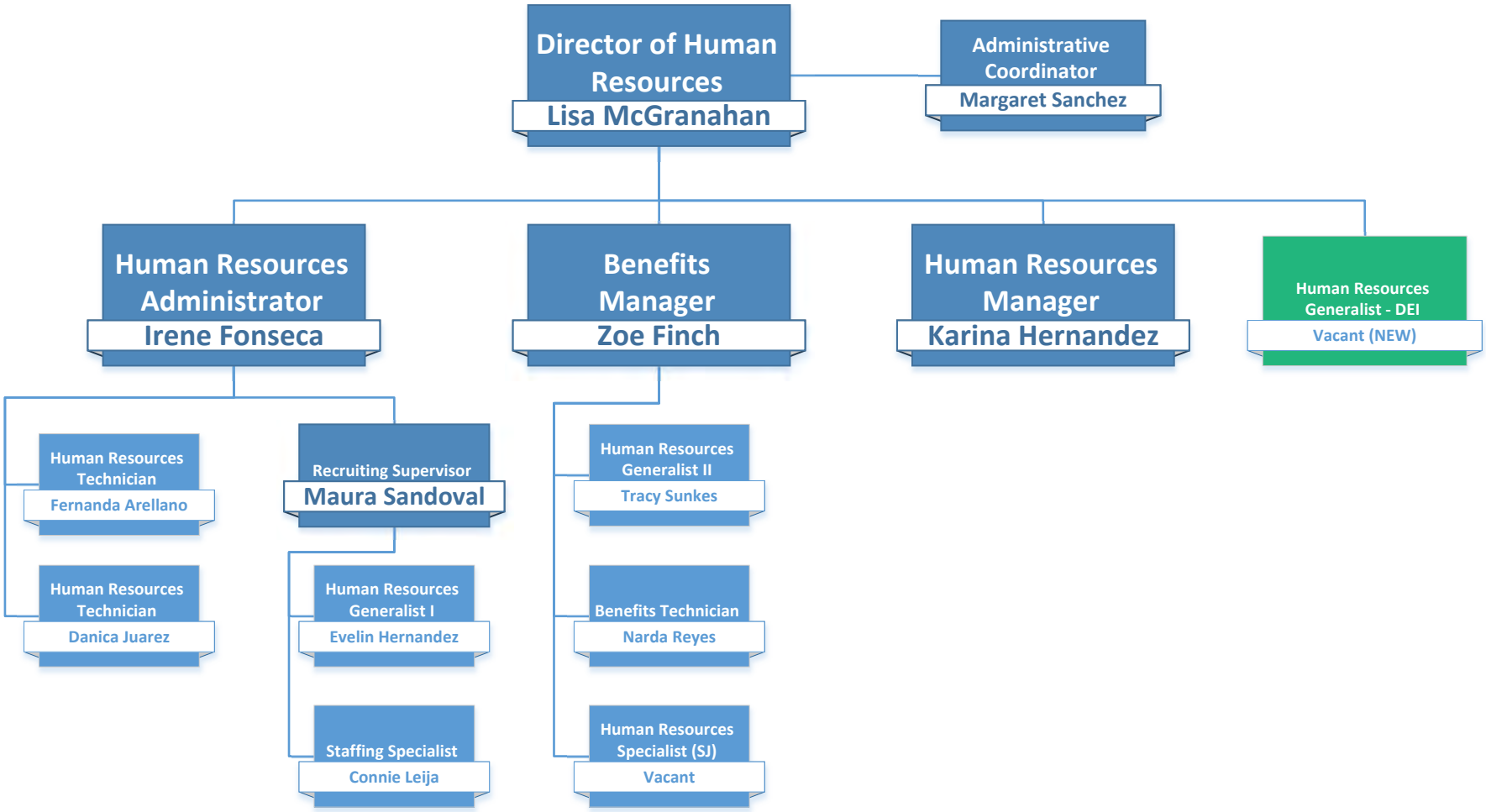
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

Recommendation:
Staff recommends the Personnel Committee approve the revised Human Resources job descriptions.

Attachments:
Human Resources Organizational Chart
Administrative Coordinator Job Description
Benefits Manager Job Description
Benefits Specialist Job Description
Human Resources Administrator Job Description
Human Resources Generalist I Job Description
Human Resources Generalist II Job Description
Human Resources Manager Job Description
Human Resources Specialist-San Joaquin Job Description
Human Resources Technician Job Description
Recruitment Supervisor Job Description
Staffing Specialist Job Description

Human Resources



Revised 07/2024

Subject to change as organizational changes occur

Administrative Coordinator

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 09/27/2023

SUMMARY:
Under the direction of the Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

SUPERVISION RECEIVED:
Receives supervision from Division Director.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Maintains official records system for the Division.
- Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
- Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Director.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.
- Monitors budget for department managed by the Director.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.

- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and equipment, including computers.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.

DRAFT

- 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.
- Bilingual language fluency (English/Spanish) desirable.
- 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 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 Administrative Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	

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

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Benefits Manager

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

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

SUMMARY:
With minimal supervision, under the direction of the Director of Human Resources, supports the administration of all health insurance benefits and the Human Resources Information System (HRIS). Manages all tasks related to employee leaves, including determining eligibility in compliance with federal and state laws. Functions as team player in the Human Resources (HR) Department and is responsible for all aspects of the agency's employee benefits program.

SUPERVISION RECEIVED:
Receives direct supervision from the Director of Human Resources.

SUPERVISION EXERCISED:
Benefits Specialist, San Joaquin Human Resource Specialist, and Human Resources Generalist II.

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:

- Administers employee medical, dental, vision, life, AD&D insurance plans, and retirement.
- Acts as an information resource on employee benefits and coverage.
- Processes enrollments, changes, cancellations, and COBRA notifications.
- Ensures employees pay proper insurance premiums based on employee status.
- Calculates and mails reminder notices for insurance premiums to employees on leave. Exercises proper and respectful collection techniques.
- Maintains regular communication with employees on leave regarding insurance contribution obligations.
- Manages all tasks related to employee leaves, including tracking, determining eligibility in compliance with federal and state laws (FMLA, CFRA, PDA, ADA, etc.), ensures correspondence with employees on leave, and ensures insurance premiums are made in a timely manner. Assembles information and fosters employee engagement in support of the Interactive Process.
- Notifies managers of employee status and when employee is expected to return to work.
- Coordinates with manager on any work modifications.
- Communicates to employee verbally and in writing regarding leave benefit status.
- Assists with new hire orientation and new hire enrollment.
- Coordinates benefits open enrollment to include agency communication and education of benefit plans to include Blue Zone projects.

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- Must be proficient in presenting information to employees in small and large groups and in one-on-one situations.
- Assembles benefit packages and maintains vendor information and form supply and ensures documents are up to date.
- Ensures new hire enrollment is completed for mandatory benefits and employee is aware of enrollment deadlines.
- Oversees the coordination and communication of enrollment meetings for annual benefits enrollment. Ensure all benefits information is up to date for the new benefit year. Ensures timely communication to employees on benefit changes, enrollment dates, and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
- Reconciles monthly premium statements. Works with Finance to ensure allocations are correct. Works with vendor on any payments and/or reconciliations. Tracks employee changes, making sure they are in the correct corporate group. Responsible for accuracy of data.
- Coordinates retirement meetings with vendor. Communicates eligibility notices and compliance documents as required.
- Performs routine reconciliation of employee benefit deductions and calculates, enters, and monitors special-circumstance deduction per employee as needed.
- Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
- Prepares and distributes follow-up correspondence pertaining to personnel actions.
- Compiles statistical reports and data.
- Protects confidentiality of all employee data by ensuring that documents are secured during processing, maintenance, and destruction.
- Completes miscellaneous Human Resources projects as assigned.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must have excellent general office practice and skills. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint.
- Must become familiar with HR department operations and be able to work in a shared office workstation setting with regular peer and employee interaction.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Must be able to prioritize and complete multiple tasks simultaneously, effectively, and on time despite regular interruptions.
- Must have good writing, spelling, and math skills.
- Must be able to work under minimal supervision.
- Must be able to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
- Must have strong interpersonal skills, emphasizing listening and communicating, and be able to remain professional and composed in difficult work situations.
- Must be able to follow verbal and written instructions.
- Must be able to maintain confidentiality in all aspects of work.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

- Associate or bachelor's degree and four (4) years' related experience or a combination of education and experience in benefits administration, human resources, insurance, or related field equal to six (6) years.
- Four (4) years' previous experience in benefits administration and FMLA/CFRA management required.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year 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
- 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 is quiet to moderately quiet.
- Hazards are minimal.

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

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

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Benefits Specialist

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
With minimal supervision, under the direction of the Benefits Manager, supports the administration of all health insurance benefits and the Human Resources Information System (HRIS). Supports all tasks related to employee leaves, including determining eligibility in compliance with federal and state laws. Functions as team player in the Human Resources (HR) Department and is responsible for all aspects of the agency employee benefits program.

SUPERVISION RECEIVED:
Receives direct supervision from the Benefits Manager.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Administers employee medical, dental, vision, life, and AD&D retirement plans.
- Acts as an information resource on employee benefits and coverage.
- Processes enrollments, changes, cancellations, and COBRA notifications.
- Ensures employees pay proper insurance premiums based on employee status.
- Sends reminder notices for insurance premiums to employees on leave.
- Maintains regular communication with employees on leave regarding insurance contribution obligations.
- Ensures eligibility compliance with federal and state laws (FMLA, CFRA, PDL, ADA, etc.).
- Notifies managers of employee status and when employee is expected to return to work.
- Coordinates with manager on any work modifications.
- Communicates to employee verbally and in writing regarding leave benefit status.
- Assists with new hire orientation and coordinates benefits open enrollment.
- Presenting information to employees in small and large groups and in one-on-one situations.
- Assembles benefit packages and maintains vendor information and form supply and ensures documents are up to date.
- Ensures new hire enrollment is completed for mandatory benefits and employee is aware of enrollment deadlines.
- Assist with the coordination and communication of enrollment meetings for annual benefits enrollment. Ensure all benefits information is up to date for the new benefit year.

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- Ensures timely communication to employees on benefit changes, enrollment dates, and completion of enrollment. Ensures file feeds to vendors for new benefit year are accurate and complete for new year.
- Assists with reconciliation of monthly premium statements. Works with vendor on any payments and/or reconciliations. Tracks employee changes, making sure they are in the correct corporate group. Responsible for accuracy of data.
- Participated in retirement meetings with vendors. Communicates eligibility notices and compliance documents as required.
- Reviews enrollment forms for accuracy and follows up in timely manner with applicants regarding enrollment requirements.
- Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint. Will be expected to accurately manipulate and summarize spreadsheet data, compose grammatically appropriate correspondence by email and letter, and use visual presentation software during meetings. Will participate in reviewing, editing, and presenting written and visual benefit materials.
- Compiles statistical reports and data.
- Protects confidentiality of all employee data by ensuring that documents are secured during processing, maintenance, and destruction.
- Completes miscellaneous Human Resources projects as assigned.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must become familiar with HR department operations and be able to work in a shared office workstation setting with regular peer and employee interaction.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Must be able to prioritize and complete multiple tasks simultaneously, effectively, and on time despite regular interruptions.
- Must have good writing, spelling, and math skills.
- Must be able to work under minimal supervision.
- Must be able to develop and maintain effective work relationships with other employees and representatives of private and public agencies.
- Must have strong interpersonal skills, emphasizing listening and communicating, and be able to remain professional and composed in difficult work situations.
- Must be able to follow verbal and written instructions.
- Must be able to maintain confidentiality in all aspects of work.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Must have excellent general office practice knowledge and skills. Must be highly competent in the uses of MS Excel, Word, Outlook, and PowerPoint.

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Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

- Associate degree and three (3) to five (5) years' related experience or a combination of education and experience in benefits administration, human resources, insurance, or related field.
- Three (3) to five (5) years' previous experience in benefits administration and FMLA/CFRA management required.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year 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
- Bilingual language fluency (Spanish/English) desirable.
- 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 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 Benefits Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

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

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

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Human Resources Administrator

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

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

SUMMARY:
Maintains and enhances the organization's Human Resources Department by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assists the Director of Human Resources (HR) with strategic leadership, implementation, and coordination of Human Resources and internal communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:
Receives supervision from the Director of Human Resources.

SUPERVISION EXERCISED:
Human Resource Manager, Human Resources Technicians, Human Resource Generalists, Human Resource Specialists, and Recruitment Supervisor.

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

Essential Job Specific Duties:
Human Resources Responsibilities

- Assist Director in strategic planning and implementation of HR best practices and processes; position is a hands-on leadership role.
- Provide technical support, assistance, and training, and supervises the work of professional, technical, and clerical personnel engaged in activities such as:
    - Reviewing transcripts and professional certifications.
    - Employment processing.
    - Posting personnel information and maintaining records and files.
    - Classification and compensation, staff development, special projects, and other operational services.
    - Determine workload, priorities, and adjust assignments as needed to meet established timelines.
- Plan, design, and coordinate administrative procedures to ensure effective and efficient service delivery.
- Review, evaluate, and conduct procedural studies of existing personnel work methods and operations, recommend proposals for improvements, and implement modifications for work simplification.
- Ensure legal compliance by monitoring and implementing applicable human resources federal and state requirements.
- Assists in conducting investigations, maintaining records, and representing the organization at EDD hearings.

- Coordinate and participate in conducting classification and compensation studies. Recommend allocation of positions to classifications and salary ranges.
- Coordinate the writing of job descriptions.
- Coordinate recruitment, including job announcements and advertisements, applicant screening and interviewing, evaluating work history and education to ensure applications are complete, and that applicant meets minimum qualifications for positions.
- Schedule and conduct interviews with department representatives.
- Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assist and provide guidance to HR staff in training such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
- Assist with employee status changes, new hire, and terminations, and ensure ADP compliance; to include management of audit requests. Work with Payroll to ensure employee status changes are finalized.
- Support management by interpreting policies, procedures, and regulations, and providing human resources advice and counsel.
- Assist with coordinating and conducting employee investigations when needed and makes recommendations for appropriate actions to be taken regarding the outcome of investigations.
- Oversee the preparation and administration of employee corrective actions in cooperation with supervisors.
- Assist in the administration of termination processes, advising management on agency policies and practices.
- Provide technical human resource expertise to all levels of organization staff and public regarding human resource matters. Interpret and explain rules, regulations, policies, procedures, collective bargaining agreements, employee benefits, leave usage and performance evaluation.
- Justify decisions, negotiate, or resolve significant and/or controversial issues related to human resources management, including discipline, organizational matters, and personnel programs.
- Act as liaison to union representatives to assist Director in communications, negotiations, and implementation of union agreements.
- Assist Director in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines.
- Communicate and enforce organizational values.
- Assist Director in the administration and tracking of employee performance evaluations.
- Assist with the DMV Pull Notice program
- Prepare and/or review reports, recommendations, and proposals as requested.
- Plan and conduct administrative studies relative to present and future human resource needs of the Agency and conduct other studies as directed.
- Attend and participate in professional group meetings.
- Stay abreast of new trends and innovations in the field of Human Resources.

Internal Communications Responsibilities

- Implement internal Human Resources communications elements of agency strategic communications plan.

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- Assists in maintaining current and accurate Employee Handbook.
- Develop, or consult with others as requested, internal communications, including position descriptions, reminders, memos, executive emails, sponsorships, etc.
- Set goals, in consultation with Director, regarding effectiveness of internal communications.
- Develop metrics; gather data and report results.

Staff Development Responsibilities

- Develop organizational strategies and plans to address training and development needs of managers.
- Develop, implement, and maintain a leadership and management training program.
- Develop, deliver, and support the execution of talent development and training initiatives for all staff.
- Orchestrate cultural development and change initiatives that foster organizational learning and improvement.
- Establish, implement, and maintain a process for measuring the success of training efforts both individually and organizationally.
- Identify individual groups and organizational development opportunities.

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 critical to HR functions and personnel management.
- Modern office practices, methods, procedures and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization and with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions, and decimals and use basic statistical methods.
- Understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team.
- Work closely with the Director and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in human resources or related field preferred.

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- Two (2) years of experience in a management position requiring supervision of staff preferred.
- Must have a demonstrated experience capacity to work well with others, be well organized, and have above average language, writing, and public relations skills.
- Proficiency with Microsoft products, HR, and benefits administration programs.
- Experience may substitute for education at the discretion of the Director.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, 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 Human Resources 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	

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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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Human Resources Generalist I

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY

Performs human resources duties at a professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, employment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Recruitment Supervisor.

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:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources-related employee training as required.
- Conducts and coordinates new employee orientation, training, and separation of personnel for the Agency and activities involved in staff development and training.
- Conducts recruitment for the Agency in a timely manner and within the requirements of CAPK policies and procedures and state and federal laws.
- Processes status changes dealing with position changes, coding changes, transfers of employees, changes in titles, etc.
- Attends job fairs as needed.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI). Ensures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assists management with corrective action and disciplinary documentation.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.

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- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Director of Human Resources (HR).
- Provides and supports staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
- Interpret policies, procedures, and regulations.
- Prepares reports, correspondence, and a variety of written materials
- Assists in conducting investigations.
- Monitors and prepares appropriate employee status changes.
- Conducts exit interviews and analyzes data.
- Assists in providing office training programs in areas related to personnel management.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Assists in the design and creation of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assists in the monitoring and evaluation of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Provides information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding benefit related issues and questions.
- Uses details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, training, and professional growth activities, as required.
- Works alternative hours as required.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.

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- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships 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.

- Associate degree or equivalent combination of education and experience in human resources, recruiting, or related field.
- Three (3) years' experience in human resources; emphasis on experience as a Human Resources Generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, 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 Human Resources Generalist I			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		

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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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Human Resources Generalist II

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

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

SUMMARY

Performs human resources duties at a complex and professional level and may carry out responsibilities in some or all the following functional areas: employee relations, training, benefits, recruitment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities.

SUPERVISION RECEIVED:

Receives direct supervision from the Benefits Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Partners with employees to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources related training as required.
- Conducts and coordinates new employee orientation, training, and separation of personnel for the Agency and activities involved in staff development and training.
- Ensures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Advises management with corrective action and disciplinary documentation.
- Addresses employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensures proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Benefits Manager.
- Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program.
- Provides and supports staff training and development, including onsite consultation, coaching, and mentoring to supervisory staff.
- Interpret policies, procedures, and regulations; makes recommendations for corrective action.
- Prepares reports, correspondence, and a variety of written materials.

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- Leads complex investigations; prepares summary/termination recommendation documents.
- Monitors and prepares appropriate employee status changes.
- Conducts exit interviews and analyzes data; makes recommendations to departments on remedies to turnover.
- Assists in providing office training programs in areas related to personnel management.
- Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver presentations.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Assists in the design and creation and updating of training manuals, online learning modules, course materials, and in the review and selection of training materials from different vendors.
- Assists in the monitoring evaluation and updating of training programs for relevance and effectiveness, and in the reporting of metrics to the organization.
- Provides information and assistance to new employees including following up post-hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding benefit related issues and questions. Coordinates benefits open enrollment to include agency communication and education of benefit plans and leaves of absence.
- Receive and prioritize claims, questionnaires, and other unemployment related data.
- Uses details regarding employee separation to interpret and apply state laws and regulations in response to unemployment documents.
- Represents the office in unemployment hearings as needed.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Plan, organize, and allocate resources.
- Work independently.

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- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree in public or business administration, personnel administration, education administration, or a closely related field. Demonstrated experience as a Human Resources Specialist may be substituted for the education requirement on a year-to-year basis.
- Five (5) to seven (7) years' experience in human resources; emphasis on experience as a Human Resources Generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during working hours as traveling throughout Kern County may be necessary.
- 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 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 Human Resources Generalist II			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X

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

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

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Human Resources Generalist - DEI

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY

Performs human resources responsibilities at a professional level, encompassing various functional areas such as employee relations, Diversity, Equity, and Inclusion (DEI), training, employment, compensation, and compliance with state and federal laws. Assists in organizing the implementation and administration of Human Resource Department functions, ensuring adherence to policies and procedures across all activities. Coordinates training, planning, and programming related to DEI initiatives, as well as those associated with staff recruitment and retention. Collaborates with colleagues to contribute to the agency's efforts in staff diversity recruiting and retention strategy development.

SUPERVISION RECEIVED:

Receives direct supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Prepares and conducts human resources/DEI related employee training as required.
- Assures related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensure proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the employee handbook, internal resource documents, and by seeking advice from the Director of Human Resources (HR).
- Design, develop, and deliver effective training programs and materials that are inclusive and address DEI principles.
- Interpret policies, procedures, and regulations.
- Prepares reports, correspondence, and a variety of written materials.
- Assists in conducting investigations.
- Collaborate with subject matter experts to address specific DEI concerns within the organization.

- Conducts exit interviews and analyzes data.
- Track and report on DEI-related training initiatives.
- Prepare and deliver oral presentations.
- Evaluate training effectiveness through various assessment methods and feedback with a DEI lens, considering the impact on diverse employee groups.
- Apply a DEI lens to agency policies and procedures, ensuring they align with best practices for diversity, equity, and inclusion.
- Collaborate with the Director of HR to identify, develop, and implement training programs that align with DEI-related goals as outlined in the agency's strategic plan.
- Stay up to date on industry trends, best practices, and advancements in learning and development.
- Provides support in the assessment of organizational training needs through surveys, employee interviews, and consultations with management staff.
- Provides information and assistance to new employees including following up post hire to ensure understanding of information including policies, procedures, and fringe benefits.
- Serves as contact for employees regarding issues and questions.
- Travels to worksites to provide information and meet with employees on various matters.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers and software.

Ability to:

- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance, interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.

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- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Associate degree or equivalent combination of education and experience in human resources, recruiting, or related field.
- Three (3) years' experience in human resources; emphasis on experience as a Human Resources generalist.
- SPHR (Senior Professional in Human Resources) or PHR (Professional in Human Resources) is desired.
- Has a minimum of three (3) years' experience developing and/or delivering training curriculum.
- Has experience in HR training and development, with a specific focus on DEI.
- Has experience in responding to diverse learning styles.
- Possess cultural knowledge; biliterate and bicultural highly desired.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, 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 Human Resources Generalist-DEI			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

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

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

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Human Resources Manager

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

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

SUMMARY:
Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assist the Director of Human Resources with strategic leadership, implementation and coordination of Human Resources, and internal communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:
Receives supervision from the Director of Human Resources and Human Resources Administrator.

SUPERVISION EXERCISED:
Reporting responsibility to be assigned by the Director of Human Resources.

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

Essential Job Specific Duties:

- Assists Director in all employee-facing benefit matters to include coverage, changes, additions, deletions, COBRA notifications, etc.
- Assist in the supervision of the various HR positions as assigned by the Director.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; assists in conducting investigations; maintaining records; representing the organization at EDD hearings.
- Conducts wage surveys within the labor market to determine competitive wage rate.
- Coordinates and works with Staffing Specialist on recruitment to include job announcements and advertisements, applicant screening and interviewing; evaluating work history and education to ensure applications are complete and that applicant meets minimum qualifications for the position; schedule and conduct interviews with department representative.
- Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assist and provide guidance to HR staff in trainings such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
- Assist with employee status changes, new hire and terminations and ensure ADP compliance. Work with payroll to ensure employee status changes are finalized along with management of audit requests.

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- Support management by interpreting policies, procedures, and regulations; providing human resources advice and counsel.
- Assists with coordinating and conducting employee investigations when needed. Makes recommendations as to appropriate actions to be taken regarding the outcome of employee investigations.
- Oversees the preparation and administration of corrective employee actions in cooperation with supervisors.
- Act as liaison to union representatives to assist Director in communications, negotiations, and implementation of union agreements.
- Assist Director of HR in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values
- Manage audit and compliance functions of the HR department.
- Prepare reports, correspondence, and a variety of written materials.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Other Job Specific Duties:

- Implement internal Human Resources communications elements of agency strategic communications plan.
- Assists in maintaining current and accurate Employee Handbook.
- Develop, or consult with others as requested, internal communications including position descriptions, reminders, memos, executive emails, sponsorships, etc.
- Set goals, in consultation with Director, regarding effectiveness of internal communications; develop metrics; gather data and report results

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 critical to HR functions and personnel management.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and use basic statistical methods.
- Ability to understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team.

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- Work closely with the Director of HR and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

EDUCATION AND EXPERIENCE:

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

- Associate or bachelor's degree in human resources or related field preferred.
- Five (5) years' experience with progressive responsibility, including personnel functions and supervision
- Must have demonstrated experience, capacity to work well with others, be well organized, and have above average language, writing and public relations skills.
- Proficiency with Microsoft products, HR, and benefits administration programs.
- Experience may substitute for education at the discretion of the Director of HR.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of live scan, physical, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Human Resources 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

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

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

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Human Resources Specialist – San Joaquin

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

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Performs human resources duties at a professional level and may carry out responsibility in some or all the following functional areas: employee relations, training, employment, compensation, affirmative action, and state and federal laws. Helps organize the implementation and administration of the Human Resource Department functions and carries out policies and procedures relating to all phases of activities. Support and assist in planning and coordinating department operations. Will perform a variety of professional and technical activities of the Agency's human resources management system, including recruitment and selection, affirmative action, employee relations, wage compensation and classifications, training, and benefits.

SUPERVISION RECEIVED:
Receives direct supervision from Human Resources Administrator, Director of Human Resources, and Benefits Manager as well as indirect supervision from Head Start Assistant Director.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Partners with employees and management to communicate various human resource policies, procedures, laws, standards, and government regulations.
- Facilitates staff training and development, including onsite consultation, coaching, and mentoring to subordinates and other staff.
- Manages the internal and external recruitment process.
- Process and review employment applications, evaluate qualifications for eligibility, set up and conduct interviews, complete reference checks, make job offers, ensure pre-employment process is completed. Coordinates recruitment packages, job announcements, advertisements, and brochures.
- Coordinates and conducts new hire orientation and training. Screens applications and evaluates work history and education to ensure applications are complete and that applicant meets minimum qualifications for position.
- Assures HR related activities comply with established standards, requirements, laws, codes, regulations, policies, and procedures. Schedules and conducts Agency testing and interviews and recommends candidates.

- Assists management with corrective action and disciplinary documentation. Ensures all phases of recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assists with employee relation issues such as employee complaints, harassment allegations, and civil rights complaints. Ensures proper steps are taken to address employee concerns.
- Ensures compliance with regulations and procedures by providing advice and guidance to employees by checking data/resources including the Employee Handbook, internal resource documents, and by seeking advice from the Director of HR/HR Administrator.
- Conducts background and reference checks.
- Represents the company for assigned unemployment claims. Responds to unemployment claims as needed and in accordance with the unemployment insurance program.
- Administers employee medical, dental, vision, life AD&D insurance plans, and retirement including open enrollment.
- Manages all tasks to employee leaves. Coordinates leave of absence (FMLA/CFRA/ADA/ etc.). Communicates with employees on leave, ensure proper medical certification is received, and ensure insurance premiums are made in a timely manner. Interprets policies, procedures, and regulations.
- Coordinate benefit enrollments and changes, COBRA, beneficiary and death claims. Prepares reports, correspondence, and a variety of written materials.
- Assists with Workers' Compensation claims, ensuring proper procedures are followed and injury/accident reports and paperwork are completed correctly. Prepares appropriate employee status changes.
- Assists the Director of HR in conducting investigations, as required.
- Process all HR paperwork for staff, new hire personnel files (paper and electronic), including status changes. Ensures all changes are recorded in ADP and ChildPlus as required, and personnel files are current.
- Assists with DMV pull notice and ensure agency drivers meet minimum risk standards.
- Assists the Director of HR with special projects.
- Participates in recruiting efforts at job fairs, educational institutions, and other events as needed.
- Coordinates and conducts training sessions for employees concerning office policies and procedures and other personnel functions. Prepare and deliver oral presentations.
- Conducts exit interviews.
- Protects confidentiality of all employee’s data by ensuring that documents are secured during processing, maintenance and destruction.
- Performs other duties as assigned.

Other Job Specific Duties:

- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Must read and understand the Employee Handbook and be a resource to employees when necessary.
- Communicate effectively, verbally, and in writing.
- Performs any other like duties as assigned.
- Work alternative hours when needed.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Four (4) year degree from a college or university in public or business administration, human resources administration, education administration, or closely related field.
- Three (3) years' experience in human resources with an emphasis on experience as a human resources specialist/generalist, one (1) year of which is in a supervisory role.
- Demonstrated experience as a human resources specialist may be substituted for the education requirement on a year for year basis.

OTHER REQUIREMENTS:

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Human Resources Technician

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

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

SUMMARY:
Assists Human Resources department with all aspects of general human resources inquiries, which include policies and procedures, updates to employee personal information, employee benefits and leave administration, updates HRIS system, and new hire recruitment. Will provide a variety of technical assistance to the department, which requires strong computer skills, proficiency with writing, proofreading, and analytical reports. Will be the front line to customers, acting in a professional and positive manner. Performs operational and clerical duties within the Human Resources Department, ensuring strict confidentiality measures.

SUPERVISION RECEIVED:
Receives direct supervision from Human Resources Administrator.

SUPERVISION EXERCISED:
None.

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

Essential Job Specific Duties:

- Provides administrative and clerical support to the Human Resource Department.
- Inputs and updates information in HRIS system to ensure employee data information is current. Double checks their own work and work of others to ensure accuracy in the HRIS system.
- Compiles, organizes, and analyzes data for various reports. Must be able to create reports in ADP and analyze the data for accuracy.
- Records attendance policy contact logs and warnings in the Time and Attendance system.
- First line in customer service to employees and the public. Assist with information regarding Human Resources policies and procedures and answers questions regarding the department and CAPK in general.
- Assists interested parties in applying for positions at CAPK, including directing them to CAPK website.
- Assist department with screening of applications, on-boarding, new hire orientation, and creation of personnel files.
- Works closely with payroll staff in answering and directing questions to the appropriate team member.
- Maintains employee HR files and ensures files are complete and documents are filed accordingly and in the proper location.
- Provides clerical support for the Human Resources department, including answering

phones, processing mail, data entry, and filing.
- Provides information requested by employees as appropriate.
- Prepares check requests, work orders and purchase orders for the Human Resources Department.
- Assists department with travel arrangements.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Interprets and explains fingerprint practices and procedures to candidates when necessary.

Other Job Specific Duties:
- Works on special projects and audit requests as assigned or as needed.
- Conducts and attends meetings, trainings, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- Performs any other like duties as assigned or as needed.

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

Knowledge of:
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office procedures and equipment, including computers.
- Microsoft Office products, including Excel and PowerPoint.

Ability to:
- Work independently and maintain confidentiality.
- Prepare clear, concise reports. Must have above average writing skills.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Work in a fast-paced environment.
- Type 40 WPM.

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

- High school diploma or equivalent.
- Associate degree in business administration or related field highly desirable.

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- Three (3) years' progressively responsible technical and/or clerical experience in a human resources department or similar environment.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- 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 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 Human Resources Technician			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	

Reaching (below shoulder level)		x	

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

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Recruitment Supervisor

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

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

SUMMARY:
Under the general direction of the Human Resources Administrator, manages the employment function, including recruiting, advertising, screening, interviewing, training, and hiring process. Ensures that the recruitment process is conducted in compliance with all state and federal laws. Acts as an Agency representative and advises staff and management on Human Resources policies and procedures.

SUPERVISION RECEIVED:
Receives supervision from Human Resources Administrator.

SUPERVISION EXERCISED:
Staffing Specialist and HR Generalist I

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:

- Must act in a consulting capacity for managers on employee issues, including compensation, benefits, and employee relations.
- Ensures company policies and procedures are understood by management and employees.
- Ensures all recruitment for the Agency is handled in a timely manner and within the requirements of CAPK policies and procedures and state and federal laws.
- Processes status changes dealing with position changes, coding changes, transfers of employees, changes in titles, etc.
- Manages the internal and external open recruitment process.
- Works with program directors and supervisors to determine job specifications for positions.
- Ensures manager/supervisor has direction on how to request updates to existing job descriptions or develop a new job description.
- Follows trends in salary increases and development to ensure competitive salaries to attract and retain top-notch candidates, including benefits, which are part of the overall package.
- Prepares and distributes job announcements, career opportunity fliers, and web page updates.
- Attends job fairs as needed.
- Advertises all job openings internally and/or externally through e-mails, newspaper ads, various job/career groups, and internet job placements (i.e. Career Builder).

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- Manages web-based applicant tracking system.
- Screens all employment applications for qualifications, education, and suitability. Frequently corresponds with applicants.
- Supervision and training of recruitment team
- Responsible for reviewing employment applications on qualifications for state, federal and Community Care Licensing. Ensures education requirements are met by reviewing transcripts and licensing requirements. Ensures Policy Council and parents are involved in the process when required.
- Assists in screening applications and scheduling interviews. Orients and delivers training to interview panels. Ensures that interviews are conducted in line with all federal and state laws.
- Evaluates interview scores, assists with selection of candidates, and prepares job offers. Makes job offers when required.
- Ensures proper background check and live scan is completed based on position.
- Oversees applicant acknowledgement, tracks new hire acceptance dates, provides new hire candidates with pre-employment paperwork, and ensure they pass pre-employment process.
- Facilitates new hire orientation. Ensures all federal and state mandated and CAPK new hire paperwork is completed, and new hire file is created and meets policy requirements.
- Ensures job description matches recruitment request and keeps master interview questions updated.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Provides training and technical support to leadership teams on recruitment and interview procedures.
- Arranges contracts with temp agencies, background check and pre-employment testing agencies.
- Performs other duties as assigned.

Other Job Specific Duties:

- Must be computer literate with knowledge of word-processing, spreadsheet, and database skills.
- Must be self-motivated and able to work with minimum supervision.
- Must have demonstrated the ability to plan, organize, and administer projects.
- Must be able to maintain confidentiality.
- Ability to work under pressure in a fast-paced, time-sensitive environment with shifting priorities and multiple deadlines.
- Must have excellent written and verbal communication skills. Must have the ability to make oral presentations.
- Must have knowledge of employment regulations with the DOL, EEOC and OFCCP.
- Knowledge of CAPK's grant requirements in hiring.
- Must act in a courteous and effective manner in interfacing with staff and public.
- Must demonstrate the ability to establish and maintain effective internal and external working relationships

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EDUCATION AND EXPERIENCE:

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

- Associate degree or equivalent combination of education and experience in human resources, recruiting, or related field.
- Four (4) years' experience in human resources and/or recruiting.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.
- Experience with fundamental principles and practices of personnel administration.
- Working knowledge of employment laws, wage and hour regulations and safety regulations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, 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 Recruitment Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x

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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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Staffing Specialist

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for the overall agency staffing needs, which includes internal and external job positing, recruitment and screening of applicants, scheduling and participating in interviews, scoring and ranking applicants, and working with management to make final employment decisions. Process and verify final applicants' references, credentials, and new hire paperwork. Conduct HR/staffing data entry. Management of staffing in ChildPlus and agency software.

SUPERVISION RECEIVED:
Receives supervision from the Recruitment Supervisor.

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:

- Work directly with management regarding staffing needs. Perform recruitment, application review, and hiring for all open positions within the division. Process, evaluate, and monitor a variety of personnel actions (e.g., status changes, transfers, staffing needs, interviews, recruitment requisitions, TB and CPR certifications, job standards requirements, etc.).
- Process and review employment applications, evaluate qualifications for eligibility, present candidates to prospective manager, set up interviews, complete reference checks, make offers, ensure new hire process is completed, and all new hires are fingerprinted and cleared for employment.
- Process other HR paperwork for staff, including status changes, transfer paperwork, location changes, promotions, demotions, etc. Ensure all changes are recorded in HRIS system and ChildPlus as required, and personnel files are current.
- Support Program Managers with staffing needs to meet agency requirements.
- Supports management by providing staffing data that is required to go before the Personnel Committee for review and action.
- Participates in recruiting efforts at job fairs, educational institutions, and other events as needed.
- Schedules live scan appointments, ensures identity verification, accuracy of entries into the computerized system and capture fingerprints.
- Operates fingerprinting equipment to obtain and transmit fingerprint images and accompanying data to the Department of Justice (DOJ) and/or Federal Bureau of Investigation (FBI).
- Stays abreast of union contract requirements and its impact on hiring positions that are

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directly included in the union contract. Maintains an employee list according to the union contract and works with management when position changes are to be reviewed.

Other Job Specific Duties:

- Conducts and attends meetings, events, trainings, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- Performs 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:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- The problems and needs of the low-income, disadvantaged, and elderly.
- Computer software applications, including spreadsheets and word processing.

Ability to:

- Maintain confidentiality.
- Communicate effectively, verbally and in writing.
- Read, understand, and apply written regulations and instructions.
- Write clear and concise correspondence, reports, memoranda, letters, and proposals.
- Prioritize and organize tasks.
- Set timelines, meet deadlines, and manage time to effectively meet goals and objectives.
- Deal with conceptual matters.
- Work independently.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration, education administration, or human resources desirable.
- Three (3) to five (5) years' experience in staffing and recruiting.
- Knowledge of hiring standards and the Head Start Program area recommended.
- Strong computer and spreadsheet experience required.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year 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.
- Bilingual language fluency (Spanish/English) desirable.

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	

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

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2024 All-Agency Job Fair

June 27, 2024



Goal 4

CAPK seeks to be an employer of choice and attract and retain a hihg-quality workforce to acheive the organization's desired results.



Job Fair Details:

- Held at the DoubleTree in Bakersfield
- Approximately over 225 attendees
- 75 interviews
- Several passed the interviews and pending job offers
- Seven (7) programs represented: Head Start, Early Head Start, Facilities, Risk, Housing & Supportive Services, IT & WIC

All-Agency Job Fair





All-Agency Job Fair



All-Agency Job Fair



All-Agency Job Fair



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: August 6, 2024

Subject: *Agenda Item 4(c)*: 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 quarterly, 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:

- The Board of Directors has approved the transition of our pension plans from The Standard to Nationwide. Since then, CAPK leadership has been actively collaborating with Nationwide to ensure a seamless transition.
- Created a remote location pay addendum and subsidy for employees who meet the criteria. CAPK will be covering half of the premium difference as an additional subsidy.
- CAPK's ancillary benefits are currently under review to identify better options. Demos have been conducted, and the team will provide a recommendation based on these evaluations. The ancillary benefits being examined include leave management vendors, EAP vendors, and short- and long-term disability options. Our goal is to implement an improved leave management system for 2025.
- Successfully organized the 3rd annual all-agency job fair, achieving greater success than previous events, with increased attendance and a higher number of successful interviews and placements for hard-to-fill positions.
- Transformed paper Change of Status forms into electronic versions to facilitate streamlined processing of pay increases and cost center adjustments. Through

team collaborations, we are continuously transitioning towards a fully electronic change of status procedure.

- Handbook revisions are progressing, with plans for implementation slated for late 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.
- Extended our successful recruitment incentives to December 31, 2024, which is aimed at attracting top talent and ensuring their continued engagement and satisfaction within the company.
- Organized a highly successful staff development day attended by approximately 1000 staff and board members. The event featured Denise Harlow, CEO of NCAP, as our keynote speaker. Highlights of the day included staff recognition and awards for tenure, DEI recruitment efforts, a scavenger hunt, catered meals, and opportunities for collaborative engagement.
- We are strengthening our DEI initiatives by recruiting a dedicated employee to lead our DEI efforts. Recruitment is scheduled to begin in October.
- DEI recruitment initiatives have achieved significant success, welcoming 17 new committee members in July. Furthermore, five staff members are currently engaged in a DEI course offered by e-Cornell and are in the process of enrolling in the NCAP Equity Cohort. Additionally, we have successfully concluded our inaugural DEI book club and are preparing for the second session.

Attachments:
Goal 4 Action Plan

Lisa McGranahan

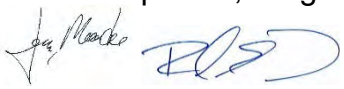
4 Employer of Choice
CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

Objective	Activity
59% of 65% Enhance leadership capacity, effectiveness, and sustainability. (4.1) As of 03/29/24 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 65% Create a standardized onboarding and training plan. (4.1.2) As of 03/29/24 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 53% Increase employee engagement, morale, and retention. (4.2) As of 07/24/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: 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. (Margaret Frazier-Sanchez, 07/24/24)	Not Started of 50% 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%) As of 10/06/21 Owner: Lisa McGranahan, (01/01/24 12/31/24) 45% of 65% Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3) As of 03/01/23 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 65% Increase the visibility of the Agency and create a unified CAPK identity. (4.3) As of 03/29/24 Owner: Lisa McGranahan, (10/01/21 12/31/25)	
55% of 65% Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4) As of 07/24/24 Owner: Lisa McGranahan, (10/01/21 12/31/25) Latest Comment: Our DEI recruitment initiatives have achieved significant success, welcoming 17 new committee members in July. Furthermore, five staff members are currently engaged in a DEI course offered by e-Cornell and are in the process of enrolling in the NCAP Equity Cohort. Additionally, we have successfully concluded our inaugural DEI book club and are preparing for the second session. (Margaret Frazier-Sanchez, 07/24/24)	

MEMORANDUM

To: Personnel Committee

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



Date: August 6, 2024

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

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

For the month of July 2024, the following information is provided to the Personnel Committee:

- 609 staff currently employed, an increase from 603 in June.
- 58 vacant positions, down from 98 in June.
- Onboarded 16 new staff members, an increase from six (6) in June.
- 15 resignations, an increase from two (2) in June due to part-year staff resigning over the summer break.
- Conducted 17 days of interviews for seven (7) open requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. In June 2024, the Office of Head Start approved the 2024/2025 Program Options, which altered the allocation for the number of children to be enrolled and the required staff for each classroom. On June 27, 2024, a job fair was held in Kern County, focusing on direct service positions.

Attached is a document outlining closed classrooms and staff vacancies for both closed and open classrooms as of July 29, 2024.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	27	79%	6	6	0	100%
Alicante	17	14	82%	2	2	0	100%
Angela Martinez EHS	24	20	83%	9	7	2	78%
Angela Martinez HS	51	48	94%	9	5	4	56%
Bakersfield College	32	23	72%				
Blanton	16	12	75%				
Broadway (PY)	37	32	86%	6	6	0	100%
California City (PY)	17	12	71%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	6	75%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	2	1	67%
Delano (PY)	60	45	75%	12	12	0	100%
Escuelita Hernandez	16	14	88%				
Fairfax (PY)	34	31	91%	6	6	0	100%
Family Childcare EHS	20	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	9	82%				
Gianone	16	5	31%	3	2	1	67%
Harvey L. Hall EHS	72	42	58%	24	23	1	96%
Harvey L. Hall	74	31	42%	9	9	0	100%
Heritage (PY)	17	17	100%	2	2	0	100%
Kennedy	16	14	88%	6	6	0	100%
Lathrop	24	16	67%	9	8	1	89%
Lodi	24	21	88%	9	8	1	89%
M. Massei	24	13	54%	15	8	7	53%
MJM EHS	16	0	0%	6	5	1	83%
MJM HS	34	0	0%	6	5	1	83%
Oasis EHS (PY)	8	4	50%	3	1	2	33%
Oasis (PY)	34	14	41%	6	5	1	83%
Pete Parra EHS	48	29	60%	15	15	0	100%
Pete Parra HS	68	38	56%	9	9	0	100%
Primeros Pasos EHS	16	13	81%	6	5	1	83%
Primeros Pasos HS	51	22	43%	9	8	1	89%
Rosamond (PY)	34	16	47%	9	9	0	100%
San Diego EHS	32	20	63%	12	12	0	100%
Shafter EHS	24	11	46%	9	9	0	100%
Shafter	17	11	65%	3	3	0	100%
St. Mary's*	16	14	88%	6	6	0	100%
Stockdale HS	45	0	0%	9	6	3	67%
Sterling EHS	64	38	59%	24	16	8	67%
Sterling HS	70	46	66%	12	8	4	67%
Sunrise Villa (PY)	17	6	35%	3	3	0	100%
Taft (PY)	54	38	70%	9	9	0	100%
Taft College	22	10	45%				
Tehachapi (PY)	15	5	33%	2	2	0	100%
Vineland (PY)	17	8	47%	2	1	1	50%
Virginia (PY)	17	8	47%	2	2	0	100%
Willow (PY)	37	30	81%	6	6	0	100%
Home Base Kern 160	160	90	56%	16	16	0	100%
SJC EHS HB 80	80	64	80%	8	8	0	100%
Total	**1689**	**1024**	**61%**	**336**	**295**	**41**	**88%**

Funded Enrollment	1689	1024 61%

Active Enrollment	1436	1024 71%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Gianone ~ 16		
Class 2	8	1
Harvey Hall EHS ~ 60		
Class 3, 9 & 10	20	7
Harvey Hall HS ~ 80		
Class D-FD	20	2
*MJM EHS ~ 16		
Class 1	8	0
Class 2	8	2
MJM HS ~ 34		
*Class A- FD	17	2
Class B- FD	17	0
Oasis EHS ~ 8		
Class 1	4	1
Pete Parra EHS ~ 48		
Class 6	8	2
Pete Parra HS ~ 80		
Class D-FD	17	3
Shafter EHS ~ 24		
Class 2	4	0
Stockdale HS ~ 60		
Class A-C	45	2
Sterling EHS ~ 64		
Class 7	8	3
Class 8	8	3
Sterling HS ~ 70		
Class D	19	3
Vineland ~20		
Class A	5	1
Kern HB ~ 160		
HB-04	10	1
HB-06	10	1
HB-16	9	**1**
Classrooms Fully or Partially Closed	**Total Slots**	**Staff Vac.**
24	**253**	**35**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**15%**	**85.37%**
Open Enrollment	**85%**	**14.63%**

Enrollment Data Run Date 7/26/2024 Staffing Data Run Date

DATE	August 7, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Executive Conference Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee member Gina Martinez called the meeting to order at 12:10 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 (arrived at 12:26 pm), Yolanda Ochoa, Gina Martínez, Fatima Echeverria

Absent: Jimmie Childress

Others Present: Pritika Ram, Chief Business Development Office, Vanessa Mendoza, Grant Administrator, Carol Hendricks, Enrollment and Attendance Manager, Lois Hannible, Program Administrator, Rebecca Moreno, Director of Housing and Supportive Services and Freddy Hernandez, Director of Youth and Community Services.

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. Friendship House community Center presented by Lois Hannible, Program Administrator

Lois Hannible began her presentation by highlighting the Positive Youth Development Mentoring Program and said mentees are paired with qualified adult mentors who engage with the youth in various mentoring activities at the Friendship House Campus. Additionally, the program offers an afterschool component, which provides transportation for the youth from their school to the center and then back home. During the afterschool hours, students receive tutoring and participate in supervised activities. Another component of the program is the summer school program, where youth had the opportunity to go on several field trips. One of the trips was a beach cleanup in San Simeon and a visit to the CALM zoo. Additionally, the youth visited the California Science Center, made possible by Kern Health Systems. Prior to the trips, the youth participated in classes focused on the importance of marine and wildlife conservation as well as STEM. The program also provided the youth with free breakfast and lunch all made possible through the Kern County Superintendent of Schools.

Lois also covered the City of Bakersfield's CalVIP Mentor Program, where the Friendship House acts as a subgrantee. This program focuses on intervening and preventing gun and gang violence, targeting individuals through the Bakersfield Police Department who are either victims or perpetrators. These individuals are offered various social services, including emergency and permanent housing options. Through CAPK, families

have received assistance in securing housing and covering down payments. Through funding from CalVIP, Friendship House will be providing the youth they serve with backpacks and gift cards to purchase clothing and shoes. This summer, a pre-employment program was launched in partnership with Youth 2 Leaders (Y2L), with three high-risk youth successfully graduating and excelling. Y2L will also be assisting with FAFSA applications and college admissions. The CalVIP outreach worker is responsible for responding to incidents, facilitating conflict resolution, managing cases, and organizing safety meetings and call-ins. They also support families affected by gun violence, including helping with funeral expenses.

Lois announced that Friendship House will host a fundraiser on October 24th at The Collective. Tickets are $100 and include a meal and participation in table card games. Additionally, on Sunday, August 11th, the Friendship House will hold a back-to-school event, providing free backpacks, school supplies, and haircuts to the community.

Vanessa Mendoza announced that the center is receiving a $3 million grant to build a microgrid. This project will reduce energy costs and allow those savings to be reinvested into the program, focusing on facility enhancements.

Gina Martinez expressed her satisfaction with the comprehensive wraparound services being provided to justice-involved youth.

4. <u>New Business</u>

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

Pritika Ram presented the June 2024 Program Reports for approval, highlighting key updates from a few divisions.

Starting with CalAIM, Rebecca Moreno shared that the program, which has been running for nearly two years, is performing very well. Kern Health Systems, the medical provider, has requested that CAPK take on additional CalAIM referrals. A new addition to the program is the day rehabilitation initiative, where clients can participate in courses such as financial literacy, workforce development, résumé building, and interview skills. CAPK plans to integrate existing services, such as VITA and CalFresh, for CalAIM clients. Once the Program Coordinator is hired, they will be responsible for managing these classes and incorporating additional services. A challenge that was raised involved transportation for clients attending the day rehab classes. To address this, Kern Health Systems is offering their medical transportation services to CalAIM clients. The program is also offering Spanish language courses, and daycare services will soon be added to remove barriers that might prevent clients from participating in these upskilling opportunities. Rebecca also highlighted that CalAIM services have recently been expanded to Mojave to serve that underserved population. Additionally, CAPK is working on establishing a new partnership with Anthem Healthcare as an additional provider under CalAIM.

Gina Martinez asked if there are services available to assist individuals with expungements and job searches. Rebecca shared that assistance for justice-involved individuals is currently provided through the M St. Navigation Center. However, under CalAIM, such services will be available once the Program Coordinator is hired, and additional capacity is established.

Ana Vigil asked if Kern Health Systems is the sole provider for transportation services. Rebecca confirmed that, for now, Kern Health Systems is the only contracted partner, but transportation services may be offered through new partners like Anthem in the future. Ana also suggested adding a renters' rights class to the day

rehabilitation program. Rebecca shared that GBLA has been contacted to provide information on this topic through CalAIM, but is currently available at the M St. Navigation Center.

Pritika Ram provided an update on the VITA program's tax return numbers, reporting 6,764 federal tax returns and 7,166 state tax returns completed as of 6/31/2024. Although the contract goal is 10,000 tax returns, the additional returns are being handled through a partnership with UWCEC. Updated numbers will be presented at next month's meeting.

The CAPK Foundation, which is the philanthropic branch with its own fundraising board, has its agenda packets and minutes available on the CAPK website. Board members are encouraged to review these materials to understand how the foundation's funds are used.

Yolanda Ochoa raised concerns about the Food Bank and whether there is funding for better staff wages. Pritika replied that she will pass this question along to the CEO and HR Director and they will respond back to the committee members via email.

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

b. June 2024 Application Status Reports & Funding Profiles – Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa Mendoza presented the June 2024 Application Status Report, highlighting $35,000 in awards for the month. The Kern Family Health Care Community Grant Program allows CAPK to apply for multiple programs without internal competition. This month, four $5,000 awards were given to the Shafter Youth Center, East Kern FRC, Friendship House, and M St. Navigation Center. Additionally, the Califia Farms fund awarded $5,000 to the Food Bank for investment in the Choice Pantries, and the Feeding Lost Hills grant provided $10,000 to support food donations in the Lost Hills area.

Ana Vigil asked if the Lost Hills grant would be used to create a local Choice Pantry. Pritika clarified that the grant would support a distribution model similar to the commodity sites.

Vanessa then presented the Funding Profiles, starting with three separate profiles for the First 5 Kern grant, which covers the East Kern FRC, Oasis FRC, and 211 Call Center. This is a reapplication for an existing grant, and the scope will remain unchanged. The grant will continue to support case management for children and families, parenting classes, and wraparound services. The goal is consistent with the Head Start model, aiming to prepare children for school through family centers. The 211 Call Center will focus on providing information and referrals for families with children ages 0-5, including developmental screenings and other social services.

Yolanda Ochoa asked if the screening is similar to an IEP (Individual Education Plan). Pritika explained that while an IEP is more comprehensive, this is a pre-screening tool for tracking developmental milestones. Freddy Hernandez added that the Mojave FRC provides a program to evaluate children and identify areas where they need support before starting school.

The final funding profile was for the 211 programs through Kaiser Permanente, which will assist individuals with health insurance enrollment and provide educational materials and awareness to low-income and migrant communities.

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

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

Carol Hendricks presented the above action item for approval and provided the committee with highlights from the June 2024 report.

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

5. Committee Member Comments

Yolanda Ochoa reported that a caller from Lake Isabella was informed by 211 that services could not be provided because they did not reside in Kern County. Jackie Guerra clarified that individuals calling with an area code outside of the 661 area code must dial the 1-800 number instead of 211 to reach Kern County services.

Ana Vigil requested that the next presentation be from the Shafter Youth Center.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
September 11, 2024
CAPK Administrative Office, Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:05pm.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Community Action Partnership of Kern
CAPK Food Ban
DONATE
HERE!
Thank you
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Helping People... Changing Lives.

Positive Youth Development Mentor Program

Program Provides:

- Individual Mentoring Services
- Group Mentoring
- Enrichment Activities
- Behavioral Intervention Groups
- Afterschool & Summer Program

Mentees:

- Ages 6-18 (**goal:** to provide mentor services to 100 youth)
- Receive in person mentoring, phone/video calls
- Parent registration is required for participation

Mentors:

- 18 or older
- Complete a mentor application & interview
- Pass a criminal background check
- Commit to being a mentor for 1 hour/week for 1 year
- Complete mentor training



City of Bakersfield CalVIP Mentor Program (247)

Subcontract of the City of Bakersfield to facilitate the California Violence Intervention and Prevention Program (CalVIP) to stop gun violence.

Program provides a mentor program for those that have either been a victim or perpetrator of gun violence.

Community partners include:

- The Bakersfield Police Department
- Compassion Christian Center
- Wendale Davis Foundation
- Mothers Against Gang Violence
- Henrietta Weill Child Guidance Clinic
- Stay Focused Ministries



CalVIP Outreach Worker

Subcontract of the City of Bakersfield to facilitate the California Outreach Worker Program.



Provides:

- Incident response
- Conflict resolution/mediation
- Case management
- Safety meetings & Call-Ins



QUESTIONS?





capk
Community Action Partnership of Kern



Lois Hannible
Program Manager

(661) 369-8926

2424 Cottonwood Rd.
Bakersfield, CA. 93307

www.capk.org

August 2024 PRE Committee

June 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	June-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	590	1,500	8%	39%
Total Clients Served	179	983	2,400	7%	41%
Pets (i.e., kennel, emotional support assistance and service pet)	7	58	75	9%	77%
Residents Under 90 days length of stay	53	336	800	7%	42%
Exits to Permanent Housing (FNPI 4b)	6	33	114	5%	29%
Exits-Self	11	150	150	7%	100%
Exits-Involuntary	68	238	700	10%	34%
Case Management Services (SRV 7a)	863	3,265	8,000	11%	41%
Critical Incidents	44	211	250	18%	84%
Shelter Residents Meals (SRV 5ii)	7,588	38,413	70,000	11%	55%
Number of Volunteers *(duplicated)*	208	669	100	208%	669%
Volunteers Hours *(duplicated)*	131	871	3,000	4%	29%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	69	390	500	14%	78%
Current client census	42	254	300	14%	85%
Meals (SRV 5ii)	2,551	13,740	20,000	13%	69%
Pets	11	64	75	15%	85%
Clients moved to Shelter (SRV 4m)	2	6	15	13%	40%
Exits to Permanent Housing (FNPI 4b)	1	8	20	5%	40%
Exits-Self	3	25	50	6%	50%
Exits-Involuntary	13	48	75	17%	64%
Critical Incidents	3	22			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	9	61	30	30%	203%
Current client census	0	52	25	0%	208%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	There are 8 clients that are currently working in the community with various types of employment, and 11 clients participating in the Project Hire-Up.
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 are currently being reviewed, this is an on-going process.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	33 total clients housed from January 2024 until June 2024.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	14
25 - 34	28
35 - 44	46
45 - 54	44
55 - 61	30
62+	17
Total:	**179**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	35
Hispanic/Latina/e/o	19
White	70
Multiple races	54
Client Don't know / Refused	0
No Answer	-
Total:	**179**

Gender	Month
Female	75
Male	103
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**179**

Zip Code	Month	Zip Code	Month
93301	20	90044	1
		93250	1
93304	15	95340	1
93305	18	93501	1
93306	12	96001	1
93307	21	94964	1
93308	22	93561	1
93309	8	93280	1
93311	3	30011	1
93312	1	38109	1
93313	1	24521	1
93314	2	86351	1
93385	1	90701	1
90212	1	93203	1
93206	1	93204	1
93212	1		
95502	1		
93714	1		
93240	1		
93241	1		
90013	1		
Not specified	32		
Total			**179**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	3
25 - 34	11
35 - 44	15
45 - 54	23
55 - 61	11
62+	6
Total:	**69**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	0
Black or African American	13
Hispanic/Latina/e/o	4
White	33
Multiple races	17
Client Don't know / Refused	-
No Answer	-
Total:	**69**

Gender	Month
Female	29
Male	40
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:	**69**

Zip Code	Month	Zip Code	Month
93301	8		
93304	15		
93305	8		
93306	3		
93307	5		
93308	10		
93309	4		
93311	1		
93312	3		
95322	1		
93251	1		
93501	1		
93275	1		
Not specified	8		
Total			**69**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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	418	2,700	15%		
Number of Referrals Received (SRV 7c)	53				
Number of Enrollments	30	YTD	YTD Goal	Month Progress	Annual Progress
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	969	3,997	8,100	12%	49%
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)	25	80	40	63%	200%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients secured placement (SRV 4o)	18	57	110	16%	52%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024	Completed
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024	Completed
3.) Increase staff recruitment and retention	CalAIM is at capacity for housing navigators. □

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	June-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	June 1, 2024 to June 30, 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)	21	111	100	21%	111%
Number of Client Contacts	26	166	720	4%	23%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	5	23			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	5	8			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	5	89			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	2	86			
Transitional Housing Placements (SRV 4n)	0	16			

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	12	81
Job Referrals (SRV 1l)	12	95
Incentives (e.g., food vouchers, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	51
Parenting Classes SRV 5mm	1	1
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives and bolster staff retention strategies.	Pending to hire a third housing navigator position.
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	Engaging with Parole Agency Officers and utilizing the Intake/Assessment forms.
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	Continuously participaring in community events in efforts to engage with justic invovled participants.

Program Highlights

Health and Nutrition Services

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

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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.	9	748	1,100	1%	68%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	0	5,740	7,500	0%	77%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	46	2,300	3,500	1%	66%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	0	4,000	7,500	0%	53%
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.	1291	9,674	20,000	6%	48%
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	5	6	17%	83%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

Subcontractor #'s have slowed due to most schools being on summer break. CFHL staff is prepping for the new school year and finishing data entry for programmatic purposes. CFHL's DE #'s were lower than usual due to starting classes at Premier Valley Medical Group (PVMG) as part of our collaboration. Nutrition classes at this clinic are not common so the first class didn't have attendance however, the second class did have 9 attendees. Other classes were also rescheduled due to partner internal conflicts with scheduling.

Community Action Partnership of Kern

Monthly Report 2024

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.	In the month of June 2024, CFHL partnered with PVMG to provide Direct Education classes to close the gap in the 3-way collaboration between CAPK and New Life Church. CFHL has been working with PVMG to establish a food insecurity screener and referral process. This includes both internal CAPK referrals and a referral to New Life's Pantry when clients are identified as being food insecure. The CFHL program also attended community events at the Fairgrounds (2 events), F St. Farmers Market, Cal City Farmers Market, Bakersfield College Farmers Market and Food Distribution, Boys and Girls Club in Lamont, and at PVMG.
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. CFHL is continuing its efforts and collaboration with PVMG and Local Pantries and Farmers Markets to increase access to Healthy, affordable food throughout the county of Kern. CFHL also met with a representative of Adventist Health and they are extremely interested in starting a process similar to the one we start with PVMG.

Program Highlights
During the month of June 2024, CFHL has continued the partnership with PVMG and has started collecting referral forms for clients. Collaboration with pantries with the Goal of converting into a Client's Choice Pantry has been progressing positively as well. The major highlights this month is that CFHL also met with a representative of Adventist Health and they are extremely interested in starting a process like PVMG's. So this could potentially add 2 additional clinics where this PSE is being implemented, thus increasing Food Security and access to other CAPK services. Lastly, CFHL had their in-person State Visit with our CDPH Consultant and she verbalized that she was very impressed with the work that the program has been doing. We walked her through our PSE efforts and showed her how it is being implemented. A report of the visit should be received in July 2024.

Community Action Partnership of Kern
Monthly Report 2024

Month	June-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 200 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
Neighbor Engagements - TEFAP	61,994	337,151	600,000	10%	56%
Pounds Distributed	872,528	4,754,053	10,000,000	9%	48%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Pantry Program	90,789	474,194	1,000,000	9%	47%
Pounds Distributed	391,398	1,966,059	5,000,000	8%	39%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not in Pantry Prgm)*	18,485	95,597	150,000	12%	64%
Pounds Distributed *(total)*	144,411	746,851	1,250,000	12%	60%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - CSFP	5,351	25,878	60,000	9%	43%
Pounds Distributed	195,913	955,656	2,000,000	10%	48%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Free Farmers Markets *(includes some connected to TEFAP*	14,000	74,064	175,000	8%	42%
Pounds Distributed	178,816	484,341	1,200,000	15%	40%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Brighter Bites	2,496	11,667	30,000	8%	39%
Pounds Distributed	16,039	114,230	450,000	4%	25%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Snack Attack	1,683	6,581	15,000	11%	44%
Pounds Distributed	775	3,820	12,500	6%	31%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Community Events	1,833	5,596	15,000	12%	37%
Pounds Distributed	175,950	537,222	1,200,000	15%	45%

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Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements	196,630	977,464	2,045,000	10%	48%
Total Pounds Distributed (SRV 5jj)	1,975,830	9,019,639	21,112,500	9%	43%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	44	226	350	13%	65%
Other Volunteers (i.e., general public, duplicated)	177	872	1,750	10%	50%

Explanation (Over/Under Goal Progress)
Overall neighbor engagement and poundage numbers were relatively static compared to the previous month. Slight decreases could be attributed to food bank closures due to inventory and the transition to barcoding that took place in June. Due to a surge in volunteers needed for the monthly CAPK distribution we are seeing higher-than-average volunteer numbers.

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
The first of June witnessed the transition of warehouse inventory management to a digital barcoding system through the exisiting Primarius platform.

Community Action Partnership of Kern
Monthly Report 2024

Month	June-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)	2,397,521	12,520,833	23,000,000	54%

Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	2,397,521	27,942,756	23,000,000	121%

Services	**Current Month**
Active Child Enrollment	2,898
Active Childcare Providers (SRV 7f)	547

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

The Migrant Childcare Program continues to be fully enrolled and actively managing services for 2898 children currently receiving services. For the month of June 2024, our program was able to maintain full enrollment, process $2.3 million dollars in provider reimbursements, manage open cases for a total of 2898 active children and work with 547 active childcare providers in 10 different counties in California.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	Our program is hiring to fill a 2 current Family Services Specialist positions. One will support or Kern County team and the other will be placed in our new Tulare Office location.
2. Staff Retention and Professional Development (Training).	MCAP management team continues to support staff with monthly trainings and professional development opportunities. We are currently undergoing a full review of MCAP's policies to ensure consistency, ease of understanding and compliance with new regulatory requirements. The team has also implemented a Team celebration committee to promote staff recognition and a positive work environment.
3. Contingency Staffing Plan & Solidify Program Growth.	The management team continues to promote cross training, regular training reviews, quality assurance activities and one-on-one support training amongst the team. These activities are important to support the personal and professional development of our team members in preparation for growth and advancement opportunities.

Program Highlights
MCAP continues to meet all program enrollment goals. Our program opened a second office location in Tulare County, and it will allow the program to provide greatly needed support to our current staff member in this county, adjust family caseload numbers for a manageable workload and provide additional case management support and accessibility in the Tulare County area.

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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 is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,369		14,610		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,076		900		120%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	11	83	268	4%	31%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual Progress**
Online Enrollment	144	1,009	1,200	12%	84%
WIC Presentations and Outreach Events	4	39	100	4%	39%
Publication in newspaper, television, and/or social media postings (English and Spanish)	42	208	350	12%	59%
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.	-	-	120	0%	0%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	241	1,466	1000	24%	147%

Explanation (Over/Under Goal Progress)

RBL position vacant since Jan 2024.

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress
The WIC program is finalizing changes to the organizational chart, classifications, and job descriptions. After conducting the salary analysis, the WIC program has formulated competitive salaries which will improve recruitment and retention of staff. Our goal is to reach 100% of our contractual caseload requirement in July.	The WIC program has implemented changes to the organizational chart, classifications, and job descriptions. The WIC program has provided staff with a caseload to ensure an equitable caseload among WIC Nutrition Education Specialists. The caseloads will also increase re-engagement with WIC clients. The CAPK- WIC program has provided staff with competitive salaries which has improved staff morale.

Program Highlights
In the month of June, WIC CAPK reached 98.35% 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	June-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)	14	18	60	23%	30%
Street Outreach and Education	31	39	75	41%	52%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	4	6
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	8	28
Mental Services (SRV 7c)	0	9
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	10
Educational and Career Development (SRV 7c)	0	4

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	43	186
House Hold Items	16	76
Hygiene Kits (SRV 5oo)	15	72
Emergency Clothing (SRV 7n)	60	220
Administrative Services & Copies	10	51
Transportation Services (SRV 7d)	2	7
Educational Supplies (SRV 2k)	0	0

Covid - 19 Supplies (SRV 5oo)	0	18			
First 5 Kern	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Parents Receiving Case Management Services (SRV 7a)	3	6	30	10%	20%
Children Receiving Case Management Services (SRV 7a)	4	6	30	13%	20%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	3	11	10	30%	110%
Children Educational Center Base Activities (FNPI 2b)	0	11	30	0%	37%
Children Educational Home Base Activities (FNPI 2b)	2	9	30	7%	30%
Children Summer Bridge Activities (FNPI 2b)	7	7	15	47%	47%
Collaborative Meetings Participated	1	6	12	8%	50%
Family Support Services for non-clients with children 5 and under	13	149			
First 5 Total	**33**	**205**			
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)	26	248			
CalCapa Diaper Supply Bank	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	14	122	150	9%	81%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	93	437	1800	5%	24%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)	**Month**	**YTD**			
Administrative Services & Copies	147	792			
Baby Supplies (SRV 2w)	75	340			
Covid - 19 Supplies (SRV 5oo)	0	37			
Court Mandated Parenting Correspondence (SRV 2w)	12	27			
Educational Supplies (SRV 2k)	8	50			
Emergency Clothing (SRV 7n)	167	786			

Food Assistance (SRV 7c)	140	878
Household Items (SRV 7c)	59	369
Hygiene Kits (SRV 7c)	15	80
Referrals (SRV 7c)	28	230
Transportation Services (SRV 7d)	7	31

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	We continue to look for funding for our Center and were recently awarded $5000 from Kern Health Systems. Thank You Kern Health Systems!
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We attended the Chamber of Commerce meeting and shared services that we are currently providing to the 38 new Afghan Refugee families who were re- located to the community of Mojave. In total our community has 165 Afghan family members residing in the Santiago Estates.
3. Improve on-site services to more effectively connect with the East Kern target population.	Throughout the month of June we have seen an increase of at risk families and the homeless population stopping by our center asking for water. The high temperatures in the East Kern have been dangerous this summer. We provide water and Gatorades to our walk in clients who drop in our center.

Program Highlights
EKFRC provided 685 walk in services to the East Kern Community in the month of June. We provided food baskets , emergency clothing, baby items and more. Our housing navigators enrolled 14 new clients into the HMIS data base. We are working with Kern Health Systems in obtaining authorizations for East Kern Clients. We are excited in having the CAL-AIMS program in East Kern.

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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)	0	3	30	0%	10%
Children Receiving Case Management Services (SRV 7a)	0	4	30	0%	13%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	0	3	15	0%	20%
Children Summer Bridge Activities (FNPI 2b)	11	11	10	110%	110%
Family Support Services for non-clients with children 5 and under (SRV 2w)	45	177			
First 5 Total	**56**	**205**			

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)	42	198			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	10	10	0%	100%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	14	10	0%	140%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)	17	83	75	23%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	18	231	150	12%	154%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	104	877	1800	6%	49%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	51	415
Baby Supplies (SRV 2w)	99	581
Copies	6	153

Court Mandated Parenting Correspondence (SRV 2w)	0	20
Educational Supplies (SRV 2k)	21	170
Emergency Clothing (SRV 7n)	12	79
Food (SRV 7c)	131	810
Household Items (SRV 7c)	128	817
Referrals(SRV 7c)	43	158
Transportation Assistance (SRV 7d)	25	175
Total Community Services	**516**	**3378**

Explanation (Over/Under Goal Progress)

The Oasis Family Resource Center ended the July 2023-June 2024 fiscal year meeting or exceeding all goals for both the First 5 Kern and Planned Parenthood Mar Monte grants.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC received $4,500 from Kern Family Health Systems to purchase strollers & car seat combos for its annual Baby Shower. The OFRC was also awarded a $5,000 community grants from Kern Family Health Systems for case management and education 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 received several in-kind and monetary donations for its annual baby shower from the Rotary Club of China Lake, High Desert Quild Guild, Crossroads Community Church, Hope City Church, Project Linus, Elks Ridgecrest Lodge #1913, Ridgecrest United Methodist Church, and several individual donors.

Program Highlights

The Oasis FRC hosted its June Summer Bridge program with 12 children (11 reported to F5K as one child was over the age of 5). Guest readers from Ridgecrest Library and the Children Burns Foundation supported the program. Children participated in family field trips at local museums (Maturango & China Lake). The Oasis FRC hosted its third annual baby shower supporting 20 moms and their families. The Oasis FRC hosted a focus group for the CalCAPA Diaper Supply pilot program with 14 parents/guardians participating as well as EKFRC & OFRC staff, Freddy Hernandez and Karen Vasquez.

Community Action Partnership of Kern
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Month	June-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		1,551	700	0%	222%
Utility Payments		$ 502,583.01	$302,457	0%	166%

Low-income Home Energy Program (LIHEAP) 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	545	3,926	3,200	17%	123%
Utility Payments	$ 507,046	$ 4,313,997.93	$ 4,947,219	10%	87%
Households Served - Weatherization	18	96	200	9%	48%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	122	430	450	27%	96%
Utility Payments	$ 113,917	$ 659,006.51	$ 744,877	15%	88%

Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization	0	0	54	0%	0%

Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**667**	**5,907**	**4,350**	15%	136%
Total Utility Payments	**$ 620,963**	**$ 5,475,587.45**	**$ 5,994,553**	10%	91%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**18**	**96**	**200**	9%	48%

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	**18**	**73**	**200**	9%	37%
Total Weatherized Homes Payments	**256,521**	**$ 1,042,366.34**	**$ 2,677,067**	10%	39%

Explanation (Over/Under Goal Progress)

1) DOE WAP contract is currently underway - anticipate jobs to start closing within next couple of months.

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	The tool is currently in the test phase.□
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) Meet at least 22% of production goal for DOE BIL WAP contract	Currently have approximately 28 jobs in progress - various states of completion.

Program Highlights
N/A

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Month	June-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	26	149	100	17%	149%
Summer Program (Max Capacity due to COVID) (SRV 2m)	57	57	35	100%	163%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	-	43	50	0%	86%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	-	4,057,577	15,000,000	-	27%
Canvasing phone calls and flyers	-	7,494	12,000	-	62%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	-	1
Outcome/Case Managed Families (SRV 7a)	1	12
Provided Food Assistance (SRV 7c)	6	67
Assisted with Energy/HEAP Services (SRV 7c)	-	2
Provided Assistance with Medi-Cal (SRV 7c)	-	-
Provided Mentoring Services (SRV 2p, 7c)	2	56
Assisted with relocation services	-	-
Deposit Payments (SRV 4d)	-	-
Temporary Housing Placements (SRV 4m)	-	-

Explanation (Over/Under Goal Progress)

The Medi-Cal Program ended during the start of June 2024, so there are no numbers to report for that program. The afterschool program is not offered in June so there are no new participants to report.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	The Friendship House Advisory Board is currently seeking sponsorships for the 2024 Mixer fundraiser, which will be held at The Collective on October 24th.
Recruit and secure staffing for the Friendship House.	The Friendship House is fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The Friendship House received a grant from Kern Family Health Care to provide a STEM program for community youth.

Program Highlights

Thanks to the California Coastal Commission the CAPK Friendship House was able to provide a field trip for the summer program participants to San Simeon Beach where the youth facilitated a beach clean-up and enjoyed a day of splashing in the ocean, after their hard work. Afterwards, the youth were treated with a visit to see the Elephant Seals.

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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	45	45	60	75%	75%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	-	25	35	0%	71%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	15	-
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1	-
On Site Collaboration: Energy, VITA, Food Bank	1	-

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	-	3	6	0%	50%

Explanation (Over/Under Goal Progress)

Due to Summer, some groups have taken a break. Community/Evening Program will resume mid-August. At this time, we are in the process of automating the data collection process for the Community Program. We are in the testing phase and hope to go Live soon. Big thanks to CAPK Information System (IS) team.

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Student report cards have been collected from the academic year, and student grade trends were analyzed. Majority of students showed an improvement or steady hold.
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.	We are working with the CAPK Foundation to attain funding in an effort to increase services and program deliverables.

3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	SYC has started to survey program participants to find new and attractive ideas for activities that students will enjoy, yet be actively learning.

Program Highlights

SYC garden has been thriving. Students have been growing tomatoes, watermelons and cantaloupe.

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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	105	6,736	7,400	1%	91%
Social Security Number (SSN)	87				
Individual Taxpayer Identification Number (ITIN)	18				
State	124	6,918	7,400	2%	93%
Social Security Number (SSN)	87				
Individual Taxpayer Identification Number (ITIN)	37				

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$62,663	$4,299,764
State Refunds	$43,553	$3,359,637
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$20,971	$2,701,469
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$9,524	$2,147,679
Total Refunds and Credits	**$136,711**	**$12,508,549**

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)	16	202	150	11%	135%

Explanation (Over/Under Goal Progress)

State tax returns for ITIN holders is higher this month. This happens when ITIN applications are processed. Once an ITIN number is issued, the state side of the tax return can be submitted.

Community Action Partnership of Kern

Monthly Report 2024

Program Strategic Goals	Progress Towards Goal
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	CAPK VITA was accepted to host a workshop on ITINS for the Vision Y Compromiso 22nd annual conference. The workshop will be attended by promotoras who will then share the information with their peers

Program Highlights

VITA held their annual Volunteer Appreciation meeting. Volunteers, VITA site hosts, community members, staff, and IRS representatives all showed up to give thanks to the volunteers who assisted their community through tax preparation and their time. Our youngest volunteer this season, a sophomore in high school, Damarys Trevino spoke on the impact of the program from her perspective. "This has been the most rewarding experience I've had working with the community. I've learned a lot, particularly about tax credits I never knew existed such as CalEITC, YCTC, and FYTC, plus so much more. I thoroughly enjoyed every day I volunteered and found myself becoming more interested each day. After volunteering with VITA, I feel equipped to share my knowledge with other students at my school and even with my teachers. I feel more prepared for the future when the time comes for me to have to file taxes for myself. This is something I look forward to next year.



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

Monthly Report 2024

Month	June-24	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence
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	28	3	25	132
Dynamic 365 Enhancements	2	2	0	5

Projects	*Description of Status*	*Current % Status*
Universal Intake	Implementation plan being created	18%
CalFresh HL	Project requirements captured. Development in progress.	15%
In-Kind	Deployed to production. Hot fixes being developed	95%
Referral Management Enhancements	Development being finalized. Moving to UAT July	50%
Energy-Weatherization	Deployed to production	100%
FRC Platform Updates	Deployed to UAT	85%
M Street Application	Application development in progress. Expecting to deploy to UAT in August	50%
Food Bank Front Desk Application	Deployed to UAT	85%
Volunteer Management Application Enhancements	Application enhancements under development	50%
Shafter Youth Center-Evening Program	Project requirements captured. Development in progress.	20%
Feeding America Service Insights Project	Delayed- Waiting on AFB onboarding.	24%
CSBG-CDP	Phase 2 of enhancements in revision	36%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	306	548	331	1959

Construction Projects	*Description of Status*	*Current % Status*
Food Bank Expansion	Generator installed	100%
Central Kitchen	Pending 1303 Approval from OHS for construction	50%
18th Street Admin	3rd floor finalizing finishes, framing Board Room RR and additional offices / 2nd floor finalizing finishes	98% / 98%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Development TI nearing completion.	80%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light	60%
EKFRC		East Kern new office space TI began laundry room	30%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	8%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed	8%

Alberta Dillard		Survey Complete Working of Property Line Discrepancies	5%
Food Bank Pole Sign		Obtain Permit	15%

Information & Technology

Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	351	19	332	2532

Information & Technology Projects	*Description of Status*	*Current % Status*
Mitel Phone System Upgrade	Mitel has been bought out by Ring Central, we are exploring possibilities of the new system and features, more to come on this project.	Canceled
MDM Mobility Project	Upgrade the current MDM software for centrally manage, monitor, and secure Cap K Mobile Devices.	10%
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.	100%
Firewall Upgrades at 18th and Sterling	Migrating to the new managed firewall system at 18th street and Sterling.	*80%*
Head Start Expansion		

Risk Management

Workers Compensation Claims	Reported	Reported YTD
For Report Only	4	44
First Aid	2	11
Medical	1	1
Modified Duty	1	3
Lost Time	0	0
Under Investigation / Non-Industrial /	1	3
Property	3	16
Vehicle Incident / Grand Theft Auto	3	7
Motor Vehicle Accident	0	2
Work Place Violence / Over Doses / Death	2	2
Total	**17**	89

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

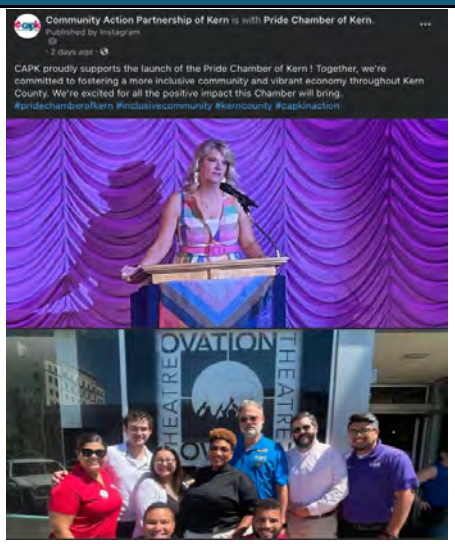
Month	June-24	**Program**	Community Development
Division/Director	Pritika Ram	**Program Manager**	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

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

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	27,499	148,987	250,000	11%	60%
Facebook Impressions (i.e., number of times users see content)	580,136	2,481,631	4,500,000	13%	55%
Other Social Media Impressions	26,728	120,266	250,000	11%	48%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid0vruGScYT1EKzSKJmrGH1od6a8NpyafZnw7oLqM22f272oY4zqUpVYDHgzw3LRKVEl

2,082 impressions How many times the post came across screens)
2,082 reach (how many individuals saw the post)
91 interactions (how many liked, commented, or shared)

Outreach Special Projects

Gourmet for Good: Assisted in set-up, clean up, throughout event logistics, and media support: Social media posts, photo gallery, and highlight video created.
Running VITA Social Media Campaign, providing analytics report for grant reporting
Published Annual Report for 2023, uploaded on our website and communication channels, currently in the process of being printed
Head Start Recruitment Campaign Phase II: Social Media Campaigns are running on Meta and LinkedIn, Mailers were created and sent out for Job Fair, dual-language script created for radio advertising, and commercial has been produced and is airing with Univision. Planning to advertise through KBAK and KGET
CAPK Job Fair Support: press release and media interviews. provided signage, slideshow, and collateral for community. Provided media support: Photo Gallery, Social Media Post, and creating highlight video
Book Distribution Event: press release sent, event logistics set, coordinated with community partners to distribute them books: Kern County Child Support, Kern Literacy Council, UFW Foundation, and our CAPK Youth Centers.
Outreach at Mountain Communities Resource Fair and Park Day
Kern Alliance of Nonprofits dignitary resolution and proclamation support; assistance in break down for event
Social Media Callender created to plan out content and strategically post: Engagement posts, Huggy Heart Campaign, and Holiday posts.

Community Action Partnership of Kern

Monthly Report 2024

Organizational Representation at Black Chamber of Commerce Gala
Organizational Representation at Beautiful Bakersfield Awards Event
Organizational Representation at Pride Chamber of Kern Committee Meeting and Launch Event
Annual Report PowerPoint Presentation created
2 pager for Food Bank Funding for the Grants Team
Oasis Family Resource Center Baby Shower event, provided media support
2-1-1 Marketing Plan created; launch of new 2-1-1 website
Photo Gallery created for 2-1-1 and HR to pick out images to print out canvases
Kern Health Equity Partnership Committee: Monthly Meeting attended, venue being coordinated, we are working on city wide dissemination of collateral we create and promotion on their communication channels for event in Shafter.
Friendship House Video Project: Interview with Charles Everly
Attended Ambassador Meeting for June hosted through the Bakersfield Chamber of Commerce
Assisting FHCC advisory board with collateral, marketing, and planning for annual mixer set for October
Outreach Advocacy
Met with Steven Kemp from Congressman David Valadao's Office to discuss calfoods and it's impacts on the Food Bank
Toured Kern County Director of California Policy Center at Food Bank, FHCC, M street, and 19th street
Advocacy Watch-list
CalFoods and the Farm Bill impacts on the Food Bank
Projects
In June, the Kern Coalition organized a week of subregional meetings across all five sub-regions. During these meetings, they introduced the research firm Dalberg to each community and gathered feedback on the types of industries community members would like to see in their areas. Additionally, Dalberg initiated early-stage stakeholder interviews with representatives from both the public and private sectors to inform them about the process and gain insights into the prominent industries in Kern County. The Kern Coalition also conducted training sessions for the Governance Council, incorporating team bonding exercises and scenarios focused on economic development. These sessions aimed to prepare the council for evaluating future projects.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Check-ins with programs and preparing the 2024 Organizational Standards.	Our team designed an intro to ROMA training for our Chiefs, Directors, and CSPP team. These staff members will meet with ROMA trainers next month to complete a two-day training.

Community Action Partnership of Kern

Monthly Report 2024

Foundation
Executed Fundraising dinner, Gourmet For Good with a total of 31 paid sponsorships and 12 In-Kind Sponsors with 330 persons attending. The event gave CAPK the platform to raise awareness and support of their programs to current and prospective community partners.
Completed follow-up for event sending thank you letters to all donors and sponsors with receipts for goods received for sponsorships paid.
Meeting with Key Food Bank staff to collaborate on additional fundraising ideas for the Food Bank.
Along with Grants and Outreach Team, collaborated on the Food Bank's revenue projections developing activities and outlining progress, needs and barriers for the Foundation.
Began developing the outline for monthly Donor Cultivation events for the Food Bank. Created agenda and naming ideas to have prepared for the next collaborative meeting.
Researched external fundraising event for Food Bank with Bakersfield Condors to tentatively be held
Participated in the weekly planning meeting for FHCC Fall Mixer including developing a prospective sponsor sheet for the Advisory Board to use for solicitation.
Site visit to East Kern FRC for support and to meet with community partner AES, Suely Saro.
Working within the Volunteer Portal to export Food Bank Volunteers and import into CRM to use for texting donor communications.
Meeting with Regional Director of Dignity Health, Donna Sharp to discuss sponsorship of this year's Thanksgiving dinner at M Street and explore other partnership opportunities. Followed up with a written proposal for other partnership opportunities and support needed within CAPK's other programs.
Reached out to Food Bank volunteer leads from both Amazon distribution sites to set-up introductory call for future collaborations on Food Drives
Attended the annual Baby Shower to support the Oasis FRC.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Virtual Food Drives, Hygiene Drives and Toy Drives for the Holidays to kick-off in the fall.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Completed training on navigating Volunteer Portal to begin stewarding Food Bank volunteers. Set up twice monthly meeting with key Food Bank staff to identify prospective supporters and discuss fundraising strategies.
Increasing board effectiveness into your annual strategic planning process.	Using the summer months while the board meetings are dark to actively meet on-on-one with board members to align the Foundation's mission and vision with the board members' responsibilities.

Community Action Partnership of Kern

Monthly Report 2024

Month	June-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 1,300 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 17 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	Rent Payment Assistance	Food Stamps	Homeless Shelter

Information and Referral Services Calls Handled (SRV 7c)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Kern County	5707	36,833	90,000	6%	41%
Kings County	244	1,385	4,000	6%	35%
Tulare County	725	5,029	10,000	7%	50%
Stanislaus County	732	4,793	10,000	7%	48%
Fresno & Madera	2188	18,823	20,000	11%	94%
Merced & Mariposa	81	441	900	9%	49%
Total I&R Calls Handled	**9,677**	**67,304**	**134,900**	**86%**	**50%**
Average Wait Time	**0:24**				
Average Handle Time	**5:22**				

Staffing vs. Call Volume	**Current Staff**	**Staff Needed Per Call**	**Staff Over/ Short**
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	15	17.2	**(2.23)**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 3l)	33	10	136	300	7%	45%
Medi-Cal Application (MNP) (SRV 3h)	21	11	142	100	8%	142%
Medi-Cal Redetermination- KP (SRV 3h)	17	0	0	70	-	0%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	57	17	198	300	9%	66%

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)*	23,487	140,753	225,000	10%	63%

Other Calls	**Month**	**YTD**
LIHEAP (SRV 7b)	2495	20,186
Mental Health (SRV 7c)	439	18,130
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	591	3,704
Food-related Calls (SRV 7c)	1435	8,940
Housing and Homelessness Calls (SRV 7c)	2327	13,770

Health and Human Service Referrals (SRV 7c)	1988	13,714
Total Other Services	9,275	78,444

Explanation (Over/Under Goal Progress)

2-1-1 lends its call handling service to several counties amongst the Central Valley in addition to the local county of Kern. Internally, the program also answers calls associated with homelessness assistance and completes a Quick Reference Tool to transfer callers to Coordinated Entry System. 2-1-1 makes every effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. The program is nearly staffed to capacity having an sufficient number of employees in roles to perform the work. Call volumes have been consistent in recent months and the program continues offering assistance for Medi-Cal renewal applications.

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 remains staffed with 20 Full-Time and 2 temporary Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance related as wells as standard calls. 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.
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

The program achieved an average of 95% calls handled and 5% abandoned calls amongst seven (7) campaigns for the month of June 2024 which lends itself to continuous efforts of improvement. The program is in the process of renewing contracts with three (3) of its county partners.

Community Action Partnership of Kern

Monthly Report 2024

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

Program Description

The Community School Partnership Program (CSPP) provides comprehensive case management services to student-families enrolled in Bakersfield City School District's (BCSD) Community Schools. CSPP receives referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program connects student-families with community-based services to address food insecurities, housing stability, and other essential needs. It is modeled after the Four Pillars of a successful Community School, aimed at mitigating the academic and social impacts of emergencies on local communities and enhancing school responsiveness to student and family needs.

Additional Requested Services	Resume Building	Education Resources	N/A
BCSD Referral Type	M.T.S.S (0)	F.A.C.E (60)	OTHER (19)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	79	349	650	12%	54%
Families Receiving Case Management Services (SRV 7a)	10	81	488	2%	17%

Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**
Families that completed Pre-assessment	11	83
Families that completed Post-assessment	0	7

Internal Referral Services (SRV 7c)	**Month**	**YTD**
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	7	50
Total Families referred internally for Housing (CES)	2	30
Total families referred for Employment Resources (2-1-1 or external)	3	26
Total Families referred internally for Childcare (Head Start)	3	18
Total Families referred internally for Utility Assistance (Energy)	15	47
Total Families referred to Friendship House afterschool/ mentorship program	5	17
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	71	192
Home Visits (SRV 2cc)	1	17

Community Action Partnership of Kern

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Explanation (Over/Under Goal Progress)	
The 2023-2024 academic year has ended, and all four community schools are on summer break. During this period, school-based are not held as school staff are offsite. CSPP had one Case Manager on medical leave who may not return. This year, Summer Camp was held at one of the four community schools. CSPP was stationed at feeder sites during Summer Camp from June 10 to June 28, 2024. Case Managers collaborated with the feeder school Liaisons to provide one-time services to families, as these sites are not community schools. They distributed food boxes and referred families to 211 or external community resources for additional support. Case Managers continued to follow up with existing families on their caseloads, addressing their needs and conducting home visits as permitted by the parents. However, student-families are generally less engaged during summer break.	
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.	The supervisor continues to conduct caseload audits and monitor progress. Additionally, the supervisor observes intakes and the development of family goal plans.
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 improved in completing initial Family Goal Plans with SMART goals and conducting 30-day follow-ups. However, there is a need for improvement in completing 60-day and 90-day follow-ups.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	The CSPP Supervisor connected the Chase Bank Community Manager with CAPK's Public Relations Manager to invite other CAPK programs to participate in an in-branch Back to School backpack giveaway and provide an overview of the financial education workshops. CSPP will continue to partner with Chase Bank for the 2024-2025 academic year.
Program Highlights	
Volunteered at the Food Bank to help sort items. Also, received books from book drive to distribute to students for the upcoming academic year.	

Application Status Report
June 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Eviction Protection Program	Out of Scope- CAPK does not provide legal aid and it is a requirement to submit an application.	City of Bakersfield	$ -	$ -		Abandoned
Arts & Cultural Organizations General Operating Support	CAPK is not eligible for this grant. Funds may be used to support any eligible expenses associated with the general operations of an arts or cultural organization, including but not limited to rent, utilities, and staff salaries. Applying for this grant does not restrict an organization from applying for other CAC project-based grants. General Operating grants are intended to support the applicant organization in carrying out its mission. Funding is not intended to support a specific project.	California Arts Council	$ -	$ -		Abandoned
FY 24 Runaway and Homeless Youth Prevention Demonstration Program	Abandoned - Out of scope for our provision of services. This program supports the design and delivery of community-based demonstration initiatives to prevent youth and young adults from experiencing homelessness. The goal of the program is to expand existing partnerships with organizations focusing on education, health, mental health, child welfare, family support, substance abuse prevention/intervention, domestic violence/crisis intervention, law enforcement, courts, legal services, and public benefits agencies, as well as with non-traditional partners.	Department of Health and Human Services	$ 355,000.00	$ -		Abandoned
Manufactured Housing Opportunity and Revitalization Program	Abandoned - CAPK is not eligible The MORE Program is designed to provide forgivable loans for the acquisition, conversion, rehabilitation, reconstruction, and replacement of mobilehome parks and individual mobilehomes. It aims to improve living conditions for low-income residents by enhancing the safety, quality, and affordability of mobilehome communities. This initiative is a strategic effort to preserve mobilehomes as a critical source of affordable housing, focusing on projects that demonstrate significant health and safety benefits for residents.	CA Department Housing and Community Development	$ -	$ -		Abandoned
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	$ 5,000.00	6/26/2024	Awarded

Application Status Report
June 2024

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	$ 5,000.00	6/26/2024	Awarded
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	$ 5,000.00	6/26/2024	Awarded
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	$ 5,000.00	6/26/2024	Awarded
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	$ 5,000.00	6/26/2024	Awarded
CAPK X Califia Farms 2024	CAPK's Food Bank is seeking sponsorship for a Choice Pantry program, where clients can select their desired food items. The food bank also needs funds or food donations to replace expiring CalFoods funding. Essential donations include fresh produce, non-perishable items, dairy products, meat, poultry, and culturally appropriate foods. Financial support is needed for transportation, vehicle maintenance, insurance, staff salaries, and equipment such as refrigeration and storage systems. Additionally, the food bank aims to stockpile supplies for improved disaster response.	Califia Farms	$ 5,000.00	$ 5,000.00	6/27/2024	Awarded
Feeding Lost Hills	Funds were requested to support food donations in Lost Hills through our partner pantry and commodity sites. These donations aim to provide essential items and improve access to nutritious food for residents in need.	Southern California Gas Company	$ 10,000.00	$ -		Awarded
Victim Impact Grant	FHCC staff will provide rehabilitative services at North Kern State Prison to those with gang and gun-related sentences.	California Department of Corrections and Rehabilitation (CDCR)	$ 400,000.00	$ -	6/10/2024	Denied
SCE PSPS/All Hazards project	A partnership with State 211. Emergency call center phone handling and support services.	Southern California Edison International (SCE)	$ 443,978.00	$ -		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Nonprofit	**CAPK Program**	East Kern Family Resource Cente
Funding Agency	First 5 Kern	**Project Name**	East Kern Family Resource Center
CFDA	N/A	**Target Population**	0-5 children and caregivers
Reapplication (Y/N)	Y	**Number to be served**	100 families per year
Estimated Request	$ 689,866	**Division Director**	Freddy Hernandez
Award Period	7/1/2025 - 6/30/2028	**Program Manager**	Anna Saavedra

Project Goal (One sentence goal statement)

The project goal for the First 5 Kern 2025-2028 funding cycle is to assist families with children aged 0-5 with supportive services that will increase family stability and child development.

Project Description (Brief one paragraph description)

The East Kern Family Resource Center will provide case management to children and families with wraparound services, center and home-based educational activities, and nurturing parenting classes. These services are essential to the East Kern community as they lack affordable childcare/early education for children ages 0-5 that help develop children's gross motor skills and milestones. This is a reapplication for the center and this funding will help continue the services they are already providing to the community.

Estimated Budget Summary

The budget of $689,866 is for the funding cycle period of 7/1/2025-6/30/2028. The budget items included in this proposal are for personnel, benefits, and program related costs, such as: office supplies, mileage, office space, and postage.

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 — Date

2. Chief Business Development Officer — Date
Louis Gill (Aug 1, 2024 08:37 PDT) 08/01/2024

3. Chief Program Officer — Date

Stacy Webster 08/01/2024
4. Chief Financial Officer — Date

Emilio Wagner (Aug 1, 2024 12:08 PDT) 08/01/2024
5. Chief Facilities and Technology Officer — Date

08/01/2024
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	Nonprofit	**CAPK Program**	Oasis Family Resource Center
Funding Agency	First 5 Kern	**Project Name**	Oasis Family Resource Center
CFDA	N/A	**Target Population**	0-5 children and caregivers
Reapplication (Y/N)	Y	**Number to be served**	100 families per year
Estimated Request	$ 781,458	**Division Director**	Freddy Hernandez
Award Period	7/1/2025 - 6/30/2028	**Program Manager**	Eric Le Barbe

Project Goal (One sentence goal statement)

The project goal for the First 5 Kern 2025-2028 funding cycle is to assist families with children aged 0-5 with supportive services that will increase family stability and child development.

Project Description (Brief one paragraph description)

The Oasis Family Resource Center will provide case management to children and families with wraparound services, center and home-based educational activities, and nurturing parenting classes. These services are essential to the Northeastern Kern community as they lack affordable childcare/early education for children ages 0-5 that help develop children's gross motor skills and milestones. This is a reapplication for the center and this funding will help continue the services they are already providing to the community.

Estimated Budget Summary

The budget of $781,458 is for the funding cycle period of 7/1/2025-6/30/2028. The budget items included in this proposal are for personnel, benefits, and program related costs, such as: office supplies, mileage, office space, and postage.

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 — Date

2. Chief Business Development Officer — Date

Louis Gill
Louis Gill (Aug 1, 2024 04:48 PDT) — 08/01/2024

3. Chief Program Officer — Date

Gracy Webster — 08/01/2024

4. Chief Financial Officer — Date

Emilio Wagner (Aug 1, 2024 12:07 PDT) — 08/01/2024

5. Chief Facilities and Technology Officer — Date

08/01/2024

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	Nonprofit	**CAPK Program**	2-1-1
Funding Agency	First 5 Kern	**Project Name**	2-1-1 Kern County Helpline
CFDA	N/A	**Target Population**	Families
Reapplication (Y/N)	Y	**Number to be served**	6000
Estimated Request	$ 405,718	**Division Director**	Pritika Ram
Award Period	7/1/2025 - 6/30/2028	**Program Manager**	Sabrina Jones-Roberts

Project Goal (One sentence goal statement)

The project goal for the First 5 Kern 2025-2028 funding cycle is to assist families with children aged 0-5 with supportive services that will increase family stability and child development.

Project Description (Brief one paragraph description)

CAPK's 2-1-1 Kern Information and Referral Helpline is requesting $405,718 in First 5 Kern (F5K) funding. This funding will support our mission to provide comprehensive Information & Referral (I&R) services that assist families with children ages 0-5 by offering developmental screenings and connecting them to crucial social services and resources that strengthen child development and family well-being. Our specially trained and experienced 2-1-1 I&R Specialists identify families with children ages 0-5 and offer developmental screenings. Those interested are connected to the Developmental Specialist (DS) from our Help Me Grow team, who utilizes online screening tools to identify children in need of services.

Estimated Budget Summary

The 2-1-1 Kern County Helpline budget for fiscal years 2025-2028 includes personnel and operational costs to ensure efficient service delivery. Personnel services feature a Program Administrator, allocated at 0.18 FTE directly charged to the grant and 0.82 FTE as in-kind, and two full-time Information & Referral Specialists. The total salaries and benefits for personnel amount to $220,766 in the first year, $228,130 in the second year, and $235,944 in the third year. Operational expenses include equipment, space costs, and other operating expenses are supported in total by in-kind contributions. The total budget request is $405,718, with indirect costs capped at 4%.

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 — Date

2. Chief Business Development Officer — Date
Louis Gill — Aug 1, 2024
Louis Gill (Aug 1, 2024 08:37 PDT)

3. Chief Program Officer — Date

Stacy Webster — Aug 1, 2024

4. Chief Financial Officer — Date

Aug 1, 2024
Emilio Wagner (Aug 1, 2024 13:40 PDT)

5. Chief Facilities and Technology Officer — Date

Aug 1, 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**	2-1-1
Funding Agency	Kaiser Permanente	**Project Name**	County Community Health Grant 2024 - Ensuring Access for All
CFDA	N/A	**Target Population**	Undocumented and Immigrants
Reapplication (Y/N)	N	**Number to be served**	70
Estimated Request	$ 200,000	**Division Director**	N/A
Award Period	10/1/24-9/30/25	**Program Manager**	Sabrina Jones-Roberts

Project Goal (One sentence goal statement)

The purpose of the project is to support access to coverage by ensuring eligible immigrant and undocumented individuals apply for health coverage.

Project Description (Brief one paragraph description)

This project will educate and assist individuals in understanding their rights for health insurance and navigating the enrollment process. The following four strategies will be included in our project: 1.) Outreach efforts will provide educational materials to inform individuals about their rights and the enrollment process. 2.) Administrative assistance will be available for completing the necessary forms and paperwork required. This will be particularly helpful for individuals who may face language barriers, limited literacy, or difficulties understanding complex paperwork. 3.) Outreach initiatives will offer advocacy services to help individuals assert their rights and navigate the process effectively. This involves frequent participation and visibility in predominantly migrant communities. 4.) Collaborative efforts with healthcare providers, community organizations, and government agencies to establish partnerships and create a network of support for individuals going through the application process. These partnerships can facilitate access to comprehensive resources and services.

Estimated Budget Summary

The total expenses for the project amount to $200,000. This includes personnel costs of $138,452 and program/operating expenses totaling $43,366, which cover travel ($4,500), space cost ($4,197), supplies ($9,500), communication services ($1,185), postage ($8,500), printing ($6,134), hiring costs ($350), and outreach ($9,000). Additionally, indirect/overhead expenses, calculated as 10% of total expenses, amount to $18,182.

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 — Date
Pritika Ram — 07/31/2024

2. Chief Business Development Officer — Date
Louis Gill — 07/31/2024
Louis Gill (Jul 31, 2024 17:51 PDT)

3. Chief Program Officer — Date

Stacy Webster — 07/31/2024

4. Chief Financial Officer — Date
Emilio Wagner (Aug 1, 2024 12:07 PDT) — 08/01/2024

5. Chief Facilities and Technology Officer — Date
08/01/2024

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)
June 2024

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	CalifiaFarms	**Project Name**	Food Bank Donation
CFDA	N/A	**Target Population**	Kern County
Request	$5,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery
Description	CAPK's Food Bank is seeking sponsorship for a Choice Pantry program, where clients can select their desired food items. The food bank also needs funds or food donations to replace expiring CalFoods funding. Essential donations include fresh produce, non-perishable items, dairy products, meat, poultry, and culturally appropriate foods. Financial support is needed for transportation, vehicle maintenance, insurance, staff salaries, and equipment such as refrigeration and storage systems. Additionally, the food bank aims to stockpile supplies for improved disaster response.		

Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	SoCal Gas	**Project Name**	Feeding Lost Hills
CFDA	N/A	**Target Population**	Kern County
Request	$10,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery
Description	Funds were requested to support food donations in Lost Hills through our partner pantry and commodity sites. These donations aim to provide essential items and improve access to nutritious food for residents in need.		

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	June-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	June 1, 2024 - June 30, 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 (15 fully closed classrooms/2 partially closed classroom)	522	821	829	64%	128
Disabilities	219 (YTD)	10%	10%	26%	n/a
Over Income 101%-130% (up to 35%)	24	n/a	n/a	5%	n/a
Over Income 131% and up (up to 10%)	40	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 (10 fully closed classrooms)	350	516	516	68%	138
Disabilities	86 (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%)	55	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	213	362	312	116%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	28,404	9,468	9,468	9,468

Child and Adult Care Food Program (CACFP) (Note: The data represents information from April 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	35,316	14,174/21,142	18,111	68%

Household Services	Month	YTD
Eligibility Determination (SRV 7b)	197	927
Total Community Services	**197**	**927**

Explanation (Over/Under Goal Progress)
The current challenges we are facing regarding enrollment is due to staffing shortages. To address our staffing shortages, ongoing efforts to recruit and retain staff are underway, including but not limted to the following: Education waivers, recruitment events, as well as a Job Fair on June 27, 2024. We will see a reduction in vacant positions as the Office of Head Start approved the 2024/2025 Program Options.

	Progress Towards Goal
1. Workforce	Objective: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succcsion planning, and a positive culture to obtain and retain staff. Progress: On June 27, 2024, a agency wide job fair was held, five staff have been onboarded for the Head Start division. Additionally, in June the Board of Directors approved extending the recruitment incentive until December 31, 2024.

Program Description
1. June 1, 2024 – Kern County Veteran's Collaborative 2. June 5, 2024 – Intake Clinic at the San Diego Center 3. June 6, 2024 – Intake Clinic at California City 4. June 7, 2024 – Intake Clinic at Rosemond 5. June 8, 2024 – Medical Enrollment at Fairgrounds 6. June 9, 2024 – Dia de la Familia - Fairgrounds 7. June 12, 2024 – Intake Clinic – Kaiser Office 8. June 15, 2024 – Black History Community Celebration Juneteenth 9. The Family Engagement Team supported family events at sites. 10. The Health Specialist supported a family at a hospital for a child receiving care. 11. The Wellness Specialist presented wellness services at the Primeros Pasos Center.

DATE	August 14th, 2024
TIME	12:00 am
LOCATION	CAPK Administrative Office 1300 18th St., 3rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee member Michelle Jara-Rangel called the meeting to order at 12:00 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: Michelle Jara-Rangel, Denise Boshers and Fatima Echeverria

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Lisa McGranahan, Director of HR, Jerry Meade, Assistant Director Head Start & Child Development; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for June 2024 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the attached reports noting the Head Start Budget to Actual Report is for the period of March 1, 2024 – June 30, 2024. Office of Head Start has approved construction for the Central Kitchen. Funds for the Central Kitchen will be spent quickly as the design phase was approved a while ago.

   b. County of Kern: CalWorks Home Visiting Program Services Agreement – Esperanza Contreras, Program Services Administration – ***Action Item***

      Esperanza Contreras presented the above action item and reported that the contract amount has decreased due to state budget reductions and explained how the reduction will impact the program and clients served.

      Denise Boshers asked for clarification regarding the decrease in the number of clients served. Esperanza said that some clients have aged out of the program. As of July 1, 2024, the program had 163 clients, and we didn't stop serving any clients.

      Michelle Jara-Rangel asked how staff will be paid with the reduction of funds and if there are any planned layoffs. Esperanza said management staff is tracking the budget to be sure we have the funding to support the positions in place but confirmed that if the funding is not available, there is a potential for layoffs. But taking into account

the current vacant positions, we don't anticipate any large-scale layoffs at this point. Denise Boshers asked if those employees could be relocated into a different program within CAPK. Jeremy Tobias said that the Governor's May Revise budget included a 50% reduction, but during the negotiations with the legislature, the end result was a reduction of 23% which is much more manageable. However, if it comes to having to lay off any staff, we will do our best to relocate staff into other available positions.

Denise Boshers asked about the contract date being back dated to July 1, 2024. Esperanza replied that because we received the final amount of the contract late due to the last-minute budget negotiations, so the county contract was backdated to July 1, 2024.

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

c. Head Start No Cost Extension Budget Revision – Jerry Mead, Assistant Director Head Start and Child Development – ***Action Item***

Jerry Meade presented the above action item for approval and provided a summary of the proposed recommendation.

Denise Boshers commented that she appreciates Jerry explaining the extension is not to fund ongoing expenses.

Michelle Jara-Rangel asked about capital expenditures for the 18th Street move and questioned if the costs are in addition to the original amount approved in February. Jerry said the funds are being moved to the No Cost Extension and will utilize that grant instead of our regular funding, but emphasizing that there is no additional cost, we are just moving the expenses from one grant to the other.

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

d. Head Start / Early Head Start 2024-2025 Budget Revision – Jerry Mead, Assistant Director Head Start and Child Development – ***Action Item***

Jerry Meade presented the above action item for approval and discussed the current grant year budget revision. Jerry said if we don't spend down this grant, we can roll over the remaining funds to the next No Cost extension. Jerry also mentioned there are significant increases reflected in the funds going into Personnel and Fringe due to the prior approved COLA. Additional travel amounts have been added due to the frequency of in-person meetings between Kern and San Joaquin, Jerry also noted that there is additional playground remodeling taking place and you'll see this in the budget under building maintenance. The recruitment stipend has been incredibly beneficial and there are 6 new hires that started this week. Jerry also commented that the collaboration between Head Start and Finance has been amazing and supportive.

Fatima Echeverria asked about the travel for site supervisors that are located in the office and asked how often they are required to travel to the sites. Jerry explained that the site supervisors are assigned to one location and travel to various sites and this additional expense is accounted for in under local travel. Out-of-town travel goes against the travel budget as there are hotel, per diem and mileage expenses to consider.

Michelle Jara-Rangel asked about the Learning Jeanie program that Jerry had mentioned. Jerry said it was an online tool that was used to help support communication with family's, but we've moved on to different tools.

Michelle Jara-Rangel asked if there are specific centers in mind that need repair. Jerry said there are some centers that require updates to the outdoor environments. We will focus on the sites where we own the property first before moving on to the centers that are leased.

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

f. June Financial Reports 2024, Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster reported the agency did not draw from the line of credit during the month of June as we were able to sustain an adequate unrestricted cash balance to cover programs such as Energy, which currently has a negative balance of $1,999,371. The Central Kitchen expenditures are currently 33% at the end of 06/30/24 and USDA revenue is at 21.2%. Expenditure is below the target of 33.3% (4 out of 12 months).

CMAP is currently earning 120.4% as of 6/30/24. The target for this period should be 100%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 90.6%, CSPP is at 83.5%, and CMIG is at 14.1%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE and the current attendance is 85.5% with a target of 100%.

At the time of this report, the Finance Division has two vacancies in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion. We are expecting to go live with the software in November/December.

The Indirect Fund budget to actual report for June month end showed that revenue is excess expenditures by $412,518 which is 81.6% of the budgeted indirect surplus. Overall expenditures are 32.2% of the budget and is less than the target of 33.3% (4 of 12 months)

Tracy called attention to the report that shows all the work the Finance team has done over the last month and noted there has been a large increase in processing vendor checks to the amount of nearly 3,000 per month. We are analyzing this information to see if our Accounts Payable department is adequately tooled to process this amount. Tracy reported that we are currently shorthanded by two staff members and the SAGE Intact conversion is being finalized with staff participating in continuous testing prior to going live.

Tracy also said that she will bring forth a budget revision in September and it will include other sources of funding. Tracy stated indirect budget to actual is in excess of 81.6% of indirect surplus in the budget. Overall expenditures are at 32.2% and is as close to our goal of 33% as possible. Tracy pointed out that the check register is included in the financial report for the members review.

Michelle Jara-Rangel asked a question in regard to the Head Start vacation accrual listed on page 80 of the agenda packet. Tracy explained that the Office of Head Start requires us to maintain a separate restricted account of all accruals of Head Start staff vacation at all times and the account adjusts to reflect accrual hours or used vacation hours. Tracy said the account is reconciled on a quarterly basis.

Denise Boshers asked when someone leaves do you use that account to process their vacation. Tracy Webster answered not necessarily, but it gets squared up at the end of the quarter.

Michelle Jara-Rangel asked about a monthly service fee noted on page 135. Jerry Meade explained it's for Dr. Kirk in Head Start and his services for that month. Jerry added the amount varies per month. The amount listed is higher than usual and is likely due to time spent on the parent and staff workshops.

Michelle Jara-Rangel asked about Garcia Industries. Tracy Webster answered it's a LIHEAP contract. They serve homes, and they take care of a host of items. Tracy Webster added the number is identified with the house number, LIHEAP 24 and cataloged it like an odometer count.

Michelle Jara-Rangel asked about CAL Water service for 520 S. Washington and asked if the charges are for the same month or more than one month. Tracy said it is likely that there are multiple meters at the same location.

Michelle Jara-Rangel asked about the FedEx shipping charges on page 173. Lisa McGranahan answered that majority of final checks for San Joaquin staff are sent via FedEx because we want confirmation that those checks have been received. There may also be instances where we send a Kern County final check or detailed package, and we want to confirm delivery.

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

Committee Member Comments

No comments.

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

Adjournment

The meeting was adjourned at 12:42

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 14, 2024

Subject: *Agenda Item: 4a Agenda Head Start* Budget to Actual Report for the period ended June 30, 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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through June 30, 2024. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 29% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 58% of the budget.

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

The non-Federal share is at 43% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - June 30, 2024
Month 4 of 12 (33.3%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	2,226,921	6,252,845	26%	74%
FRINGE BENEFITS	2,662,019	757,620	1,904,399	28%	72%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	275,753	259,264	52%	48%
CONTRACTUAL	186,280	65,599	120,681	35%	65%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	1,259,891	2,450,116	34%	66%
INDIRECT	1,478,747	430,481	1,048,266	29%	71%
TOTAL BASE FUNDING	**17,051,836**	**5,016,265**	**12,035,571**	**29%**	**71%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	15,881	45,023	26%	74%
SUPPLIES	23,986	11,857	12,129	49%	51%
CONTRACTUAL	12,800	12,800	-	100%	0%
OTHER	63,752	52,588	11,164	82%	18%
INDIRECT	16,144	10,403	5,741	64%	36%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**103,529**	**74,057**	**58%**	**42%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**5,119,794**	**12,109,628**	**30%**	**70%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	1,256,421	995,655	56%	44%
CALIF DEPT OF ED	10,925,665	4,369,666	6,555,999	40%	60%
TOTAL NON-FEDERAL	**13,177,741**	**5,626,087**	**7,551,654**	**43%**	**57%**

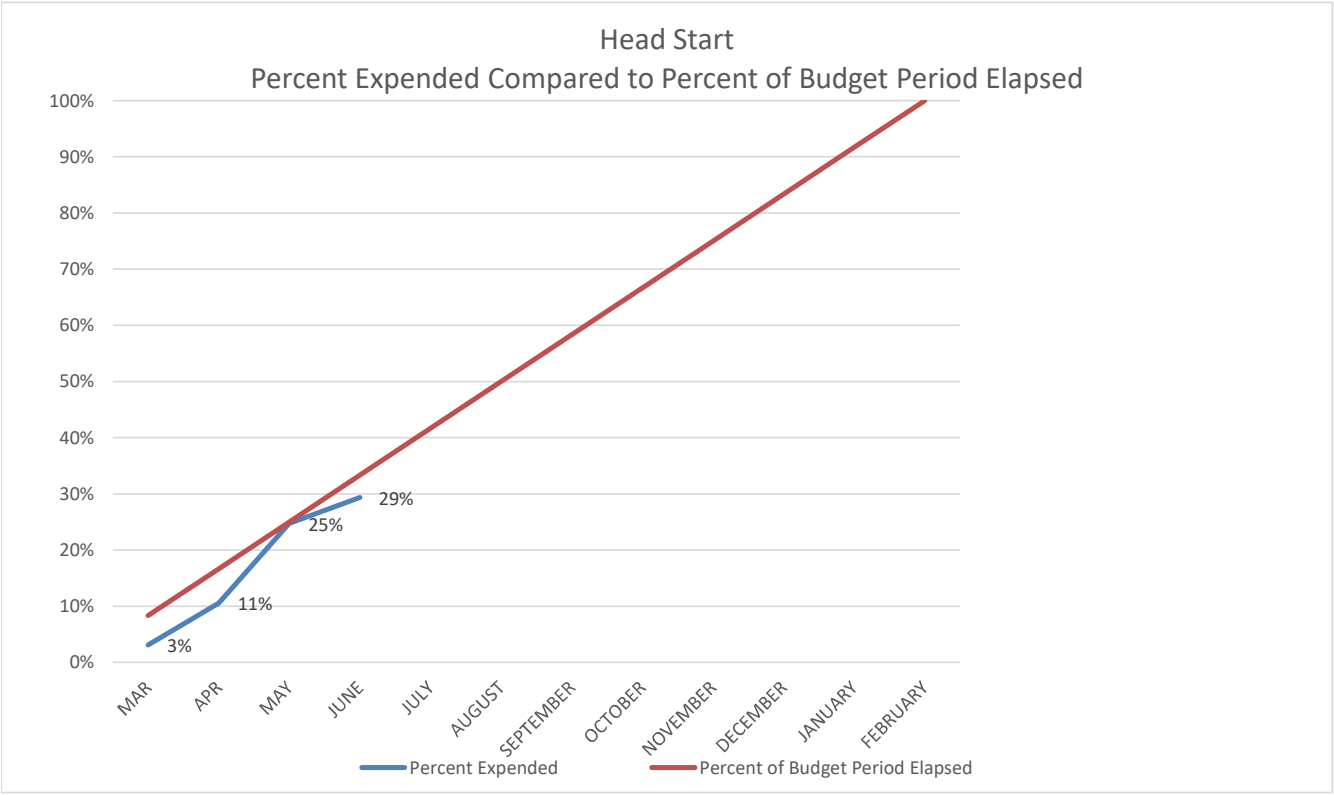
Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 06/30/2024

Administrative Cost for HS and EHS Combined **2.4%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	39,230	-	-	-	**39,230**	7/1/2024
Lowe's	8,335	3,064	-	-	**11,399**	7/2/2024
Smart & Final	76	-	-		**76**	7/2/2024
Save Mart	1,842	-	-	-	**1,842**	7/4/2024
Chevron & Texaco Business Card	7,369	-	-	-	**7,369**	7/6/2024
Home Depot	19,716	-	-	-	**19,716**	7/5/2024
	76,569	**3,064**	**-**	**-**		


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 14, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended June 30, 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 first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through June 30, 2024. Four months (33.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 24% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 32% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - June 30, 2024
Month 4 of 12 (33.3%)

Prepared 08/06/2024

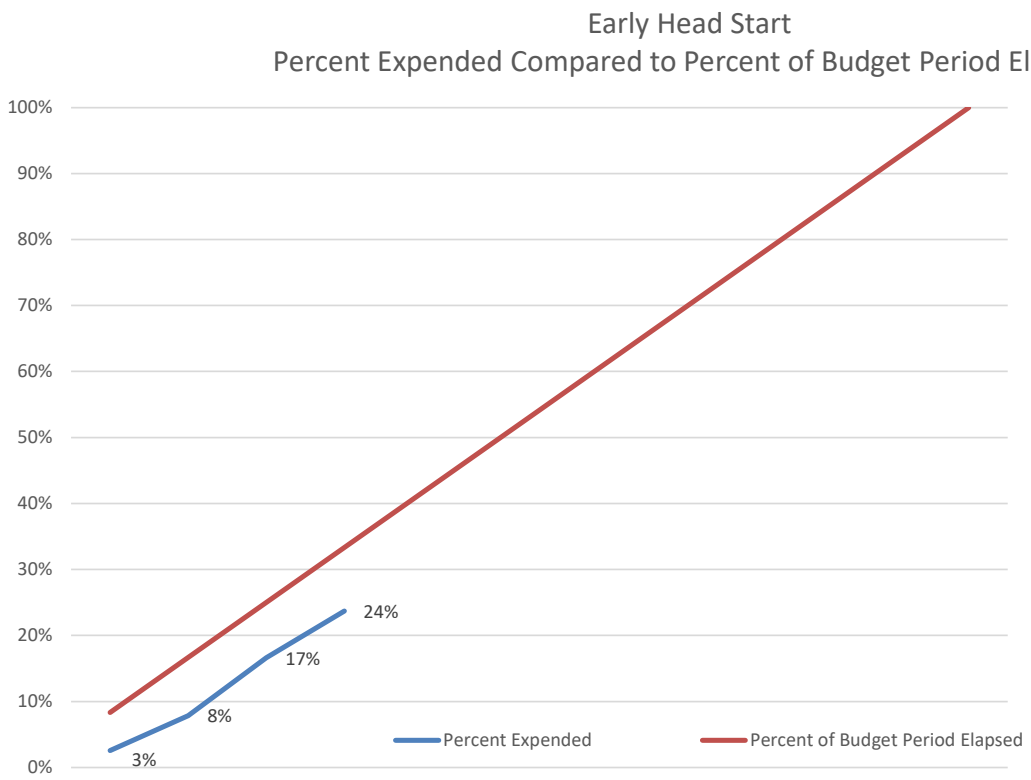
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	2,926,951	9,500,962	24%	76%
FRINGE BENEFITS	3,797,085	889,554	2,907,531	23%	77%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	209,050	552,558	27%	73%
CONTRACTUAL	1,001,244	79,562	921,682	8%	92%
CONSTRUCTION	-	-	-		
OTHER	2,529,435	766,569	1,762,866	30%	70%
INDIRECT	2,000,772	468,351	1,532,421	23%	77%
TOTAL BASE FUNDING	**22,518,057**	**5,340,037**	**17,178,020**	**24%**	**76%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	48,048	70,584	41%	59%
SUPPLIES	30,013	4,896	25,117	16%	84%
CONTRACTUAL	26,080	8,667	17,413	33%	67%
OTHER	137,953	37,948	100,005	28%	72%
INDIRECT	31,268	9,930	21,338	32%	68%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**109,488**	**234,458**	**32%**	**68%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**5,449,526**	**17,412,477**	**24%**	**76%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 06/30/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
24%
17%
8%
3%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 14, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended June 30, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Sixteen months (66.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 93% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 49% of the budget.

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

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - June 30, 2024
Month 16 of 24 (66.7%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,716,020	726,016	92%	8%
FRINGE BENEFITS	3,650,298	2,348,212	1,302,086	64%	36%
TRAVEL	70,000	105	69,895	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,121,185	(377,144)	151%	-51%
CONTRACTUAL	171,839	267,139	(95,300)	155%	-55%
CONSTRUCTION	-	-	-		
OTHER	4,036,858	4,425,706	(388,848)	110%	-10%
INDIRECT	1,752,938	1,581,096	171,842	90%	10%
TOTAL BASE FUNDING	**19,868,010**	**18,452,057**	**1,415,953**	**93%**	**7%**
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	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**99%**	**1%**
CARRYOVER					
PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	53,386	-	100%	0%
EQUIPMENT	314,100	296,301	17,799	94%	6%
CONSTRUCTION	1,000,000	22,783	977,217	2%	98%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	228,170	(62,687)	138%	-38%
INDIRECT	49,259	51,630	(2,371)	105%	-5%
TOTAL CARRYOVER	**1,836,328**	**906,360**	**929,968**	**49%**	**51%**
GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**19,533,425**	**2,348,499**	**89%**	**11%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**15,254,889**	**(2,165,093)**	**117%**	**-17%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 05/31/2024
Administrative Cost for HS and EHS Combined **10.0%**

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 14, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended June 30, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Sixteen months (66.7%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

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 38% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - June 30, 2024
Month 16 of 24 (66.7%)

Prepared 08/06/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,740,935	148,717	98%	2%
FRINGE BENEFITS	2,516,917	2,454,456	62,461	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	831,946	373,177	69%	31%
CONTRACTUAL	1,091,221	945,367	145,854	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,268,681	1,105,864	67%	33%
INDIRECT	1,665,883	1,477,497	188,386	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,662,152**	**2,131,189**	**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	37,190	8	100%	0%
SUPPLIES	13,347	13,322	25	100%	0%
EQUIPMENT	100,000	185,471	(85,471)	185%	-85%
CONSTRUCTION	1,345,378	49,151	1,296,227	4%	96%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	231,155	(157,146)	312%	-212%
INDIRECT	23,470	24,078	(608)	103%	-3%
TOTAL CARRYOVER	**1,687,491**	**634,456**	**1,053,035**	**38%**	**62%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**17,640,554**	**3,184,224**	**85%**	**15%**

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

MEMORANDUM

To: Budget and Finance Committee

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

Date: August 14, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of June 30, 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 June 30, 2024.

Overall expenditures are 12.5% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - June 30, 2024

Prepared 08/06/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	15,971	3,345,763	417,276	2,928,486	87.5%
				% Spent		12.5%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	15,971
	3,345,763
Less Expenses	417,276
Remaining Balance	2,928,486

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, 2024 through February 28, 2025
Report for period ending June **30, 2024** (Month 4 of 12)

Percent of budget period elapsed: 33.3%

LOCATION	Enroll-ment	March	April	May	June	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,724	14,745	6,902	0	37,371	Kern	43,028	87%
Alicante	17	10,871	11,808	10,120	8,079	40,878	Kern	21,514	190%
Angela Martinez	75	21,698	17,031	6,846	6,336	51,911	Kern	94,916	55%
Broadway	37	9,188	7,909	5,992	0	23,088	Kern	46,825	49%
California City	17	8,444	6,427	0	0	14,871	Kern	21,514	69%
Cleo Foran	23	9,095	11,422	12,788	8,230	41,535	Kern	29,107	143%
Delano	60	24,046	22,695	15,771	0	62,511	Kern	75,933	82%
East California	52	10,239	9,308	4,334	656	24,536	Kern	65,808	37%
Fairfax	34	8,090	8,219	4,907	0	21,216	Kern	43,028	49%
Fairview	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	146	21,066		17,686	16,546	55,298	Kern	184,769	30%
Heritage	17	3,577	2,655	799	0	7,032	Kern	21,514	33%
Home Base	160	7,189	2,977	3,370	36	13,572	Kern	202,487	7%
Lamont	20	6,429	9,371	3,940	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	7,366	Kern	63,277	12%
McFarland	20	215	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	15,837	Kern	53,153	30%
Pete H. Parra	116	38,467	35,032	28,639	31,576	133,714	Kern	146,803	91%
Planz	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	33,735	169,199	Kern	84,791	200%
Rosamond	34	1,474	3,599	734	0	5,807	Kern	43,028	13%
San Diego	32	6,452	7,973	6,194	5,582	26,202	Kern	40,497	65%
Seibert	20	2,223	1,036	0	0	3,258	Kern	25,311	13%
Shafter	17	2,135	3,790	552	3,640	10,117	Kern	21,514	47%
Shafter HS/EHS	24	4,087	4,024	3,424	1,929	13,465	Kern	30,373	44%
Sterling	134	27,947	23,207	21,582	20,974	93,711	Kern	169,583	55%
Stockdale Head Start	45	0				0			
Sunrise Villa	17	905	1,552	812	0	3,269	Kern	21,514	15%
Taft	54	4,118	6,079	3,497	0	13,694	Kern	68,339	20%
Tehachapi	15	567	744	0	0	1,310	Kern	18,983	7%
Vineland	17	1,788	1,609	562	0	3,959	Kern	21,514	18%
Virginia	17	10,041	0	4,615	0	14,656	Kern	21,514	68%
Wesley	60	15,716	597	7,898	0	24,211	Kern	75,933	32%
Willow	37	9,709	119	5,844	0	15,672	Kern	46,825	33%
Administrative Services		0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0			
Governance		24	0	50	24	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,420	39,786	Kern/SJC	74,265	54%
California Street	24	12,526	11,522	11,074	7,975	43,098	SJC	30,373	142%
Chrisman	16	0	0	0	0	0	SJC	20,249	0%
Gianone	0	0	0	0	0	0	SJC	0	0%
Kennedy	16	2,025	2,271	2,024	1,488	7,808	SJC	20,249	39%
Lodi Home Base	30	8,517	15,287	10,556	13,115	47,476	SJC	37,966	125%
Lodi UCC	24	8,845	465	11,289	5,854	26,454	SJC	30,373	87%
Manteca Home Base	11	0	0	0	0	0	SJC	13,921	0%
Marci Massei	16	3,181	3,607	3,815	2,671	13,274	SJC	20,249	66%
St. Mary's	24	3,438	4,376	7,566	1,191	16,571	SJC	30,373	55%
Stockton Home Base	27	76	17,519	19,093	18,196	54,885	SJC	34,170	161%
Tracy Home Base	12	0	0	0	0	0	SJC	15,187	0%
Lathrop (old Walnut)	24	9,405	9,356	7,138	4,593	30,492	SJC	30,373	100%
SUBTOTAL IN-KIND	**1,754**	**394,103**	**345,202**	**313,017**	**204,099**	**1,256,421**	**0**	**2,252,076**	**56%**
							x		
State General Child Care*		261,877	257,404	266,689	221,757	1,007,727	Kern	3,481,300	29%
State Preschool*		620,606	674,911	576,199	314,235	2,185,951	Kern	6,219,213	35%
State Migrant Child Care*		4,433	4,433	4,655	3,196	16,718	Kern	50,000	33%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**3,210,395**		**9,750,513**	**33%**
							x		
State General Child Care*		209,012	215,878	238,485	189,226	852,600	SJC	1,175,152	**73%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**852,600**		**1,175,152**	**73%**
GRAND TOTAL		**1,490,031**	**1,497,828**	**1,399,045**	**932,513**	**5,319,416**		**13,177,741**	**40%**
						306,671			
						5,626,087			

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, 2024 through February 28, 2025
Report for period ending June 30, 2024 (Month 04 of 12)

Percent of year elapsed: 33.3%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	6,097	8,743	3,298	3,619	21,757	103,398	21%
Kern Community College District - BC	32	19,159	112,423	27,266	0	158,848	137,864	115%
KCSOS - Blanton	16	20,259	10,258	9,476	81	40,073	68,932	58%
Garden Pathways	11	0	0	0	0	0	47,391	0%
Taft College	42	20,928	30,799	34,264	0	85,992	180,947	48%
Escuelita Hernandez	16	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0		
Admin Services		0	0	0	0	0		
GRAND TOTAL	**152**	**66,443**	**162,223**	**74,305**	**3,699**	**306,671**	**654,854**	**47%**

Budget reflects Notice of Award #09CH012489-01-02

MEMORANDUM

To: Budget & Finance Committee

From: Esperanza Contreras, Program Services Administrator

Date: August 14, 2024

Subject: *Agenda Item 4b*: County of Kern – CalWORKs Home Visiting Program Agreement FY 2024-25 – **Action Item**

Kern County Department of Human Services (DHS) received funding from California Department of Social Services to support the Home Visiting Program (HVP) in Kern County. Within the attached Agreement you will find a decrease in funding of $1,275,643 for the HVP Agreement for FY 2024-25. The FY 2024-25 Agreement is $3,598,400.

Summary of Changes

Changes to the HVP program include:

- Serving 240 clients a decrease of 72 clients
- 30 Home Visitors a decrease of 9 Home Visitors
- 3 Program Supervisor a decrease of 1 Program Supervisor
- Decrease of one Program Assistant

Program services will continue to serve the East, West and Northern parts of the county.

Strategic Plan Impact

As part of the CAPK 2021-2025 Strategic Plan, specifically:

Goal 2.1.1 Identifying and leveraging finding opportunities to expand services for both early childcare and youth services.

2.1.1b Increase capacity to provide slots by taking advantage of emerging funding opportunities at the County, Regional, State and Federal levels.

Recommendation:

Staff recommends the Board of Directors approve the CalWORKs Home Visiting Program Agreement as revised and authorize the Chief Executive Officer (CEO) to execute the Agreement on behalf of CAPK and any amendments throughout the duration of the agreement term.

Attachment:

Agreement for CalWORKs Home Visiting Program Services

Docusign Envelope ID: B5C5D1A6-B27A-4B80-8F9A-0EB522516A7E

AGREEMENT
FOR
CalWORKs HOME VISITING PROGRAM 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 ("**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. Senate Bill 840 (Chapter 29, Statutes of 2018), Assembly Bill 1811 (Chapter 35, Statutes of 2018), and Welfare and Institutions Code (W&IC) Article 3.4 sections 11330.6-11330.9 codified the requirements for the Home Visiting Program; and

c. The CalWORKs Home Visiting Program is an evidence-based, voluntary service delivery model that pairs new parents with a nurse, or other trained professional to make regular visits in the participant's home to provide guidance, coaching, access to prenatal and postnatal care, and other health and social services; and

d. 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. Outreach

1) Contractor's employees shall distribute Home Visiting Program ("**HVP**") information to available venues, such as stores, libraries, laundromats, doctor and dental office, and medical clinics and shall host recruiting events in service areas.

Docusign Envelope ID: B5C5D1A6-B27A-4B80-8F9A-0EB522516A7E

2) Contractor shall station a minimum of two Community Action Partnership of Kern ("**CAPK**") HVP liaisons at the offices of the Kern County Department of Human Services ("**KCDHS**") to promote, enroll, and field questions for the HVP program.

3) Contractor shall provide CAPK-HVP posters for KCDHS lobbies; flyers for KCDHS interview rooms; and brochures for display in KCDHS public areas, inclusion in CalWORKs application packets, and distribution to KCDHS partner agencies within CAPK's service areas.

4) Contractor shall promote the HVP through its social media platforms.

B. Home Visiting

1) Contractor shall provide the following staff to provide HVP services:

a. One Program Manager to provide oversight for the HVP.

b. 30 qualified Home Visitors to provide direct services to participants.

c. Three Program Supervisors to provide oversight to the support staff.

d. Four liaisons to recruit, provide outreach, and enroll participants in the HVP.

e. One Data Analyst to support reporting and data collection.

f. Program /Administrative Assistant to support program needs.

2) Contractor shall concurrently serve up to 240 CalWORKs voluntary participants through the CAPK-HVP Program.

3) Contractor shall cumulatively serve up to 275 families during the term of the Agreement as set forth in **Exhibit "A"**.

4) Contractor shall provide HVP services in the district areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

5) Contractor may conduct Telehealth visits using an agreed upon virtual platform if the following requirements are met:

a. Telehealth home visits are implemented with fidelity to the evidence-based home visiting model.

b. Alternate locations are agreed upon by Contractor and HVP participants.

Docusign Envelope ID: B5C5D1A6-B27A-4B80-8F9A-0EB522516A7E

c. Telehealth home visits shall be used as supplemental visits. The initial home visit shall be conducted in person.

d. Telehealth visits are required to be conducted on a HIPAA-compliant video platform.

e. Home visitors who plan to conduct Telehealth home visits shall be trained in using the technology prior to conducting the virtual visit.

6) Contractor shall annually conduct up to 40 home visits per home for a maximum of 90 minutes in duration on a weekly basis and facilitate up to 12 socialization activities for each family participating in the CAPK-HVP program. Home visits shall be supplemented by regular phone contact and shall be planned collaboratively with the parents (or the child's legal guardian).

7) Contractor shall use the Early Head Start Home Visiting Program-Home Based Option (EIS-HBO) as the home visiting model. Contractor shall provide and use the "Partners for a Health Baby" curriculum. Contractor may use other approved Home Visiting Evidence of Effectiveness (HomeVee) curricula upon obtaining authorization from the Department.

8) Contractor shall provide a ratio of one CAPK-HVP home visitor for 8-10 families. This ratio is the same for the outlying areas of Taft, Shafter, Delano, Rosamond, Ridgecrest, Lamont, and other areas of Eastern Kern County.

9) Contractor shall provide services to the HVP families for 24 months from the time of enrollment, or until the child turns two years of age, whichever is later.

C. Connection to Resources

1) Contractor shall utilize internal resources when possible to meet participants' needs.

2) Contractor shall refer participants to partner agencies (including KCDHS for job readiness; mental health and substance abuse services; and assistance for victims of domestic violence and sexual assault) when unable to internally meet the needs of the participants.

3) Contractor shall refer participants to Information and Referral Specialists through 211 Kern County when resources are not readily available.

D. Data Collection

1) Contractor shall collect the information necessary for the completion of the HVP Program Monthly Status Report (HVP19). Contractor shall provide a State Monthly Report (SMR) by the 10th calendar of the month with data to be submitted on the HVP 19 to the California Department of Social Services (CDSS).

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2) Contractor shall collect, maintain, and electronically input into the ChildPlus® database.

3) Contractor shall generate and submit a report in a format agreed upon by the Department to track individual referrals, program enrollment and exit, CalWORKs aid codes, home visitor assignments, and services provided. Contractor shall update the report on a real-time basis and provide the report by the 10th calendar day of the month to the Department.

E. Material Goods

Material goods funding related to the health and safety of the child and family is available and shall not to exceed the life time limit of up to $1000 per family. The contractor and Department collaborated in the development of a list of items for material goods purchase as set forth in **Exhibit "B"**. The CAPK home visitor shall do the following:

1) Verify need by completing initial assessment.

2) Purchase the items.

3) Deliver or arrange for delivery of items.

4) Request Department approval via Material Goods Approval Request **as set forth in Exhibit "C"** for purchase of material goods not listed in **Exhibit "B"**.

5) Monitor cases to ensure $1000 life time limit per family is not exceeded.

F. Training

1) Contractor shall provide a general training on the CAPK-HVP program for Department's HVP case managers, supervisors, and liaison.

2) Contractor shall mandate all home visitors to complete Cultural/Linguistic and Anti-Bias training. Contractor shall provide to Department verification of completion of Cultural/Linguistic and Anti-Bias training that meets CDSS minimum training standards for all CAPK Home Visiting Program staff.

3) As the administrator of the local Special Supplemental Nutrition Program for Women, Infants, and Children (WIC) program, Contractor shall provide to Department verification of WIC program training for all CAPK Home Visiting Program staff.

4) Contractor shall mandate that all CAPK home visiting staff who provide direct participant services, as per the terms of this agreement, shall complete Civil Rights Training.

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G. Contractor and Department shall collaborate and participate in the Head Start Policy Council Committee. Attendees include the following: Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, KCDHS staff, and CAPK-HVP participants. The committee shall meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and track remedies and outcomes.

H. Reporting Responsibilities

The Contractor shall track and report all program outcomes for the parents and children served in the HVP program and measures specific to CalWORKs objectives that include:

1) Demographic Information

a) Race, ethnicity, national origin primary and secondary language, and county.

2) CAPK/Home Visitor Performance

a) Number of home visits completed, including data on duration of families' enrollment in home visiting services.

b) Indicators of home visiting program workforce capacity, including demographics, characteristics, composition, including employer and certification status, and future training needs of the home visiting workforce.

3) Child and Family Indicators and Outcomes

a) Rates of children receiving regular well-child check-ups and, if available, immunization rates according to the American Academy of Pediatrics Bright Futures guidelines.

b) Number of children receiving developmental screening and referrals for further assessment.

c) Number of children participating in early learning programs.

d) Service referrals by type.

e) Services accessed by type.

f) Parental satisfaction with their gains in parenting skills and knowledge.

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g) Food and housing stability.

h) Workforce training, employment, and financial stability.

i) Child Protective Services referrals and outcomes.

j) Participation in educational programs or English as a Second Language programs, or both, as applicable.

k) Access to immigration services and remedies as applicable.

l) Rate of previously homeless families who return to homelessness.

4) Additional descriptive and outcome indicators, as appropriate and required by the California Department of Social Services (CDSS).

5) Contractor shall be responsible for collecting and analyzing data; recording outcomes of the participants and children; and compiling the data into appropriate reports related to the HVP program as required by CDSS.

6) Contractor shall share HVP reports with Department each month using a secure file transfer protocol.

7) Contractor shall provide a monthly participation report to Department in an agreed upon format by the 10th of every month for each Welfare to Work participant who is participating in the HVP.

8) Contractor shall provide a report tracking the material goods funding that has been issued to each HVP family upon Department's request.

3. RESPONSIBILITIES OF COUNTY

Department shall assume responsibility for providing the following services:

A. Case Management/Coordination of Participants

1) Department shall provide Contractor with limited use of space, when available, for CAPK liaisons within KCDHS offices throughout Kern County. The specific dates, times, rooms, or areas within the offices to be used shall be determined solely by Department in consultation with Contractor. Contractor must obtain prior approval from Department for any changes in staff or requests to alter facility space.

2) Department shall assign designated Eligibility staff to assist CalWORKs participants who are participating in the HVP. For CalWORKs Welfare-to-Work ("**WTW**") active participants or volunteers who are participating in HVP,

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Department shall assign designated WTW Social Service Workers (SSW) to provide case management.

3) Department shall assist the CAPK home visitors by helping HVP families navigate eligibility for public assistance programs, facilitating referrals for barrier removal, and connecting the family with resources to promote self-sufficiency. Department staff shall do the following:

   a) Answer questions regarding public assistance programs and provide assistance as required by regulation to obtain verification for eligibility requirements.

   b) Provide referrals for mental health and substance abuse services through Kern Behavioral and Recovery Services or its designated representatives.

   c) Provide referrals for victims of domestic violence and sexual assault to KCDHS Domestic Violence Social Workers or other approved agencies.

   d) Provide contact information for job readiness services through America's Job Center, Employers' Training Resource, KCDHS Job's First Room at the main office in Bakersfield, and Resource Rooms located in KCDHS District offices.

   e) Provide information on Job Fest job fairs via flyers and through the KCDHS Job Fest Facebook page.

   f) Provide a full range of WTW activity options, as appropriate based upon assessment, for HVP participants who are enrolled in the WTW program as active participants or volunteers.

   g) Report Issuance of services or referrals to the CAPK home visitor to avoid duplication of services.

4) Department shall provide a liaison to serve as primary point of contact for Contractor to provide HVP services to CalWORKs participants. The liaison shall provide the following:

   a) Assist Contractor with securing read-only access to the Department's case management system (CalSAWS) for CAPK liaisons.

   b) Communicate via e-mail with the KCDHS Eligibility and WTW workers (if applicable) to ensure participant is assigned to the appropriate CalSAWS caseload once HVP participation is confirmed or ended.

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c) Receive monthly data reports from Contractor, review for completion, and transmit to CDSS.

d) Review and approve or deny Material Goods Approval Requests (**Exhibit "C"**) when participant material goods needs are beyond the scope of categorical descriptions or items listed in **Exhibit "B"**.

B. Outreach

1) Department shall conduct outreach by mailing HVP program informing notices and outreach flyers to households in the target and expanded populations as needed by Contractor.

2) Department Eligibility staff and WTW SSWs shall screen CalWORKs participants for potential HVP eligibility.

3) Department shall refer potential HVP volunteer participants to the CAPK liaisons for enrollment.

4) Department shall promote the HVP program through its social media platforms.

5) Department shall display CAPK-HVP program posters, flyers, and brochures in its offices throughout Kern County.

6) Department shall encourage partner agencies to display CAPK-HVP program posters, flyers, and brochures.

C. Training

1) Department shall provide pre-service training on the CalWORKs, CalFresh, and Medi-Cal programs to CAPK home visiting staff.

2) Department shall provide additional training to CAPK Home Visiting staff on the WTW program to include (strengths-based) motivational interviewing and the referral processes for behavioral health, substance abuse, and assistance for victims of domestic violence and sexual assault.

D. Data

1) Department shall receive and review monthly reports from Contractor and submit the reports to CDSS using a secure file transfer process.

2) Department shall work with Contractor to generate, update, and submit a report in an agreed upon format to track individual referrals, program enrollment and exit, CalWORKs aid codes, home visitor assignments, and services provided. Department shall review the report and rake appropriate action.

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E. Contractor and Department shall collaborate and participate in the Head Start Policy Council Committee. Attendees include the following: Kern County Department of Public Health, Bakersfield Legal Assistance, Community Connection for Childcare, CAPK home visitors, KCDHS staff, and CAPK-HVP parent participants. The committee shall meet quarterly to promote community awareness of home visiting; improve interagency coordination; develop procedures for communicating problems that may arise; and track remedies and outcomes.

4. COMPENSATION

County shall compensate Contractor in an amount not to exceed $3,598,400 for fiscal year 2024-25. The total amount of compensation over the term of this agreement is not to exceed $3,598,400. County shall reimburse Contractor for all necessary and reasonable costs incurred on behalf of County as set forth in **Exhibit "D"**.

During Fiscal Year 2024-25 Contractor shall implement a Retention Incentive Plan for its employees and shall include the costs as a separate line item in **Exhibit "D"**.

A. Staff Retention Incentive Plan

Contractor shall implement a Recruitment/Retention Incentive Plan for its employees to reduce the rate of attrition and increase the rate of retention and length of service of home visiting staff. Contractor's employees shall be eligible to earn retention incentives , based on program and agency funding, if they meet the following criteria:

Fiscal Year 2024-25	
Criteria	**Amount of Payment**
New employees hired and on active status as of July 1, 2024 and employment retained through June 30, 2025.	$3,000
Employees on active status as of July 1, 2024 and retained employment through June 30, 2025.	$2,000

The amount paid to Contractor by County shall not exceed the total amount of Home Visiting Program funding made available by the State to the County for the period of July 1, 2024 through June 30, 2025. 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.

5. REIMBURSEMENT POLICY AND BILLING REQUIREMENT

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/)

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- 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 received by the 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.

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E. Upon receipt of billing from the Contractor, the Department shall pay an advance each month equal to the Contractor's estimated expenses for the following month; advances for any month will not exceed 1/12 of the total approved budget for that year. Each month the Department will reconcile actual invoices to advances paid, and any differences shall be adjusted to the current month's advance request as an increase or decrease to that advance.

All advances in excess of actual invoices over the term of agreement will be reimbursed to the Department by Contractor or deducted by the Department from the Contractor's final contract payment, at the discretion of the Department.

6. AWARD INFORMATION DISCLOSURE

Pursuant to 2CFR 200.332, all recipients and subrecipients of federal funds must be provided additional information, including the Assistance Listing (AL) Number associated with each award and/or subaward. The AL Number(s) below is/are associated with this Agreement:

Assistance Listing Number	Program Title
93.558	Temporary Assistance for Needy Families (TANF)

Additional award information can be found at www.cdss.ca.gov/inforesources/letters-and-notices.

7. 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.

8. ASSIGNMENT

Contractor may only assign its rights or delegate or otherwise transfer its obligations hereunder only with County consent given or withheld in County's sole discretion. Any such assignment without County consent shall be void. County shall not be obligated to consider any proposed assignment if Contractor is in breach of this Agreement at any time during the period of such consideration. Contractor shall make any request for consent to assign in the form and manner prescribed by County. For purposes of this Section, the term **"assign"** includes, but is not limited to, the following:

A. Selling, exchanging or otherwise transferring to a third party effective control of Contractor management (through sale, exchange or other transfer or outstanding common stock of Contractor or otherwise) or any of Contractor's assets dedicated

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to the performance of services hereunder, unless such assets are promptly replaced with assets of greater or equal value and equivalent function;

B. Issuing new stock or selling, exchanging or otherwise transferring 10% or more of the then outstanding common stock of Contractor to a party other than the shareholders owning said stock as of the date hereof;

C. Any dissolution, reorganization, consolidation, merger, re-capitalization, stock issuance or re-issuance, voting trust, pooling agreement, escrow arrangement, liquidation or other transaction which results in a change of ownership or control of Contractor;

D. Any assignment by operation of law, including insolvency or bankruptcy, making assignment for the benefit of creditors, writ of attachment of an execution, being levied against this Agreement, appointment of a receiver taking possession of any of Contractor's property or transfer occurring in the event of a probate proceeding; and

E. Any combination of the foregoing (whether or not in related or contemporaneous transactions) which has the effect of any such transfer or change of ownership or control of Contractor.

9. 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.

10. 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.

11. 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

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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.

12. 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:

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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.

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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.

13. 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

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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.

14. 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.

15. TERMINATION

County may at its election, at any time and without cause, terminate this Agreement by written notice to Contractor. Said termination shall be deemed effective 10 calendar days after personal delivery, or 15 calendar days after mailing by regular U.S. mail, postage prepaid. In addition, either Party may immediately terminate this Agreement should the other Party fail to substantially perform in accordance with the terms and conditions of this Agreement through no fault of the Party initiating the termination. 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. Should either Party terminate this Agreement as

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provided herein, County shall pay Contractor for all satisfactory services rendered by Contractor prior to the effective date of termination in an amount not to exceed the maximum dollar amount indicated in Section 4 herein.

16. 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.

17. 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:

Yolanda Gonzalez, Director
Community Action Partnership of Kern
Head Start/State Child Development
5005 Business Park North
Bakersfield, CA 93309

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

18. 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.

19. 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

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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.

20. 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.

21. 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.

22. MODIFICATION OF AGREEMENT

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

23. 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.

24. 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.

25. 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 health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005

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("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI 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 PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.

B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.

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 of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA 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 HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI 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 Personally Identifiable Information ("**PII**").

CONTRACTOR RESPONSIBILITIES

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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 "E"**.

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 "E"**.

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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 "E"** 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 "E"** 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.

26. BUSINESS ASSOCIATE ADDENDUM

Each Party agrees to execute the Business Associate Addendum attached hereto as **Exhibit "F"**, which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

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

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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.

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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 "G**"). 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 submit Reporting Package of a single audit performed by an Independent Certified Public Accountant (CPA) as required by law and permitted by 2 CFR 200 Subpart F when aggregate federal funding is $750,000 or more in a fiscal year to the Federal Audit Clearinghouse. Additionally, Contractor shall provide copy of single audit to the County at:

internalaudit@kerndhs.com

If aggregate federal funding is less than $750,000 in a fiscal year, Contractor must provide County with a letter stating the amount of aggregate federal funding received. Contractor shall permit County to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, records or 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.

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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.

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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 Agreement 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.

Notwithstanding the foregoing, nothing in this Agreement shall be construed to unlawfully limit an individual’s Constitutional rights. Accordingly, the limitations contained in this section are for the sole purpose of preventing proselytizing and politicking while engaged in the performance of services under this Agreement.

39. NON-COLLUSION COVENANT

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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.

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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 T. Tobias, Chief Executive Officer
"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

_____
Jennifer Feige, Deputy County Counsel

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Exhibit “A”

CAPK Home Visiting Program

Head Start and State Child Development Division

1Year Plan **Home Visitor**	**Estimated Case Load**	**Year 1** July 1, 2024, through June 30, 2025	**Year 1** July 1, 2024 through June 30, 2025
HV 1	8 - 9	8	1 Program Manager, 3 Supervisors, 4 Liaisons, and 30 Home Visitors serving up to 240 clients. Collaboration with KCDHS to conduct outreach to parents throughout Kern County. Service areas include Bakersfield, Taft, Shafter, Delano, Ridgecrest, and Eastern Kern.
HV 2	8 - 9	8	
HV 3	8 - 9	8	
HV 4	8 - 9	8	
HV 5	8 - 9	8	
HV 6	8 - 9	8	
HV 7	8 - 9	8	
HV 8	8 - 9	8	
HV 9	8 - 9	8	
HV 10	8 - 9	8	
HV 11	8 - 9	8	
HV 12	8 - 9	8	
HV 13	8 - 9	8	
HV 14	8 - 9	8	
HV 15	8 - 9	8	
HV 16	8 - 9	8	
HV 17	8 - 9	8	Program is a full capacity concurrently serving 240 clients. The goal is to reach a cap of cumulatively serving up to 275 families by 6/30/25.
HV 18	8 - 9	8	
HV 19	8 - 9	8	
HV 20	8 - 9	8	
HV 21	8 - 9	8	
HV 22	8 - 9	8	
HV 23	8 - 9	8	
HV 24	8 - 9	8	
HV 25	8 - 9	8	
HV 26	8 - 10	8	
HV 27	8 - 10	8	
HV 28	8 - 10	8	
HV 29	8 - 10	8	
HV 30	8 - 10	8	
Total	**240 - 275**	**240**	

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Exhibit “B”

CAPK / KCDHS Home Visiting Program
Material Goods Items for Health and Safety

List of potential Material Goods Items for Health and Safety:

Safe Sleep Items ~ Items for the purpose of promoting a safe sleeping environment for Infants and toddlers. Items may include:

- Co-Sleeper
- Pack & Play
- Crib with Mattress
- Crib Mattress & fitted sheets
- Blankets Sleepers

- Baby Monitors
- Humidifiers
- Vaporizers

Transportation Safety ~ Items for the purpose of promoting a safe transportation for infants and toddlers. Items may include:

- Door & Window Locks or devices to deter child access (knob covers, chains, latches, etc.)
- Cabinet Locks
- Baby Gates
- Carbon Monoxide Detectors
- Smoke Detectors
- Batteries
- Plug Covers
- Fans/Heaters
- Child safety kits
- Furniture anchors
- Sharp edge protectors
- Appliance Locks / stove knob covers
- Toilet Locks
- Fire extinguisher
- Cord clips
- Window guards
- Locking cabinets
- Anti-slip devices
- Firearm safety devices
- Power strips
- Lead and mold detection kits

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- First Aid Kits
  - Band-Aids
  - Ice packs
  - Thermo Blankets
  - Flashlights w/batteries
  - Gauze
  - Ointments

Nutrition Safety ~ Items for the purpose of promoting a healthy eating habits for infants and toddlers. Items may include:

- Baby bottle warmers
- Baby bottle sterilizers
- Baby bottle drainers
- Breast Pump
- Infant Booster/Feeding chair
- Water filtration devices
- High chair
- Choking Tubes

Personal Hygiene Protection ~ Items for the purpose of promoting a personal hygiene and safe practices while performing hygienic practices for infants and toddlers. Items may include:

- Baby bath tubs
- Bath water safety thermometer
- Guard rails or protective screens
- Personal hygiene products

Cleaning Supplies and Equipment ~ Items for the purpose of promoting a clean and safe environment for infants and toddlers. Items may include:

- Vacuum
- Cleaners
- Mops, brooms, brushes, buckets
- Trash receptacles

Pest Control Products and Services ~ Items for the purpose of promoting a pest free environment for infants and toddlers. Items may include:

- Rodent traps
- Insecticides
- Lice Treatments
- Bed bug treatments
- Flea and tick protective equipment

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Exhibit "C"
HVI Exceptional Material Goods Approval Request

Date:

Participant Name: _____ **Case #** _____
Last, First, MI

Items Requested: _____

_____

Justification: _____

_____

$1000 Material Goods Balance $0
Cost of purchase _____
Balance Remaining _____

CAPK Home Visitor (print) _____

_____ _____
Signature **Date**

_____
CAPK Supervisor (print)

_____ _____
Signature **Date**

Approved ☐

Denied ☐

Reason: _____

_____
KCDHS Representative (print)

_____ _____
Signature **Date**

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Exhibit "D"

COMMUNITY ACTION PARTNERSHIP OF KERN *CAPK HOME VISITING PROGRAM* FY 24/25	
Line Item	**Budget Amount**
SALARIES	$2,359,438
PAYROLL TAXES & BENEFITS	$731,426
OPERATIONAL/PROGRAM COSTS	$180,409
TOTAL DIRECT COSTS	$3,271,273
OVERHEAD OR INDIRECT COSTS	$327,127
TOTAL COSTS	$3,598,400

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Exhibit "D" (cont.)

COMMUNITY ACTION PARTNERSHIP OF KERN CAPK HOME VISITING PROGRAM FY 24/25	
Line Items	**Descriptive Narratives**
SALARIES	**$2,359,438**
HVI Program Manager	Salaries and wages includes program management responsible for program oversight, cost-of-living adjustment, merit increase and retention incentive; 1 program manager and 3 program supervisors for staff supervision and supporting monitoring. 30 home visitors responsible for provideing individual and family services and program delivery, 4 liaisons responsible for case management, enrollment services and coordination of shared communication with DHS. Administrative management for compliance in all areas of the program.
30 Home Visitors	
4 Liaisons	
3 Program Supervisors	
Data Analyst	
nistrative Assistant (@ 33% allocation)	
enior Management (@ 50% allocation)	
inistrative Support (@ 10% allocation)	
PAYROLL TAXES & BENEFITS	**$731,426**
Taxes & Benefits	Benefits include FICA, State Disability, FUTA, Workers Compensation and benefits @33% of ssalaries and wages. Benefits include retirement, medical, dental, vision, and long term disability plan.
OPERATIONAL/PROGRAM COS	**$180,409**
Professional Development/Travel	Operational expenses are prorated amounts using CAPK allocation schedule bases on am occupied square footage allocation methodology. Cost allocatiodincludes rent, facility, utilities, phone/telecommunications, equipment/leases, professional services, supplies, marketing/advertising/printing, and insurances. Other operational cost include mileage reimbursement, and professional development trainings and conferences including curriculum, early childhood education and leadership. Travel and expenses to be included. Computers and otherworkspace supplies to include furnishings for additional staff. Program curriculum, ECE consumable items, books, crafts, music, and incedental food costs. Cosultant services for specialized needs, nurse, and family engagement activity funds. Material goods related to health and safety of the child/family (not to exceed $1000 per family). Activity kits and other educational supplies
Rent/Facility/Utilities	
Phone/Telecommunication	
Equipment/Leases	
Professional Services	
Marketing/Advertising/Printing	
Insurances	
Child and Family Services Supplies	
Nutrition Services	
Child Service Consultants	
Parent Services	
Material Goods	
TOTAL DIRECT COSTS	**$3,271,273**
OVERHEAD OR INDIRECT COST	**$327,127**
	Certified Rate 0% Fixed Rate 10%
TOTAL COSTS	**$3,598,400**

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Exhibit "E"

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
- Human Resources Manager (661-633-7373) BAAContracts@kerndhs.com

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Exhibit “F”

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between County of Kern, by and through the Department of Human Services (“CE”) and Community Action Partnership of Kern ("BA").

RECITALS

A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.

B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.

C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. **Definitions**

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

(a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the name of the Business Associate listed above.

(b) Covered Entity. “Covered Entity” or “CE” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Kern County Department of Human Services.

(c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

(d) **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.

(e) **Privacy Rule** shall I mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

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(a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;

(b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;

(c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;

(d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;

(e) Make available protected health information in a designated record set to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.524;

(f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;

(g) Maintain and make available the information required to provide an accounting of disclosures to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.528;

(h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and

(i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

(a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement

(b) Business associate may use or disclose protected health information as required by law.

(c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

(d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate

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obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.

(d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].

(e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

(f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors. BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].

(g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic

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Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE s responsibility to prepare and deliver any such accounting requested BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.

(h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.

(i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.

(j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and (ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

(k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE’s obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.

(l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA’s facilities, systems, books, records, agreements. policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE’s (i) failure to detect or (ii) detection, but failure to notify BA or require BA’s remediation of any

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unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. **Termination**

(a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].

(b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. I**ndemnification**

BA agrees to indemnify, defend and hold harmless CE and CE'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 CE, 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 negligent act or omission of BA or BA's officers, agents, employees, independent BAs, sub-contractor of any tier, or authorized representatives. Without limiting the generality of the foregoing, the same shall include injury or death to any person or persons; damage to any property, regardless of where located, including the property of CE; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of BA by any person or entity.

5. **Disclaimer**

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CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. **Certification**

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

a. **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE. at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

11. **Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be

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resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

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Exhibit “G”

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 (CAPK)

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: Budget and Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: August 14, 2024

Subject: *Agenda Item 4c:* Head Start No Cost Extension Budget Revision – Action Item

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In January 2024, the Office of Head Start approved the No Cost Extension of the 2023-2024 budget to be extended for 12 additional months. The official end date for the No Cost Extension budget was approved to now end February 28, 2025.

The Head Start and State Child Development Division in partnership with the Finance Division have been closely monitoring the expenditures for these funds. It has been identified that a budget revision is needed to ensure expenditures align with the appropriate categories. It is the intent of the program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing savings in the Personnel and Fringe categories be added to expenditures in the equipment, supply and Construction categories.

In the attached budget detail, you will note the reductions in Personnel and Fringe as we elected to leverage these dollars to support one-time capital expenditures for the new administrative offices and supplies for the move to 1300 18th Street. Additional priorities included the Central Kitchen renovation project as well as modifications to outdoor environments at Head Start child development centers.

This budget revision will align expenditures with actual as well as anticipated expenditures. Program staff in consultation with Finance set these priorities to ensure the full expenditure of the No Cost Extension grant prior to the February 2025 end date.

Recommendation

Staff recommends the Budget and Finance Committee approve with resolution the 2023-2025 Head Start No Cost Extension Budget Revision.

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Attachments:
No Cost Extension Budget Revision Detail
Resolution

RESOLUTION # 2024-12

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Budget Revision of Head Start and Early Head Start No Cost Extension Grant

The Board of Directors of Community Action Partnership of Kern, met on August 21, 2024, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives' in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division is requesting to submit a Budget Revision for the Head Start/Early Head Start Kern No Cost Extension (09CH01132), for budget year 2023-2025; and

WHEREAS, the Head Start and State Child Development Division is requesting to submit a budget revision to realign expenditures to one-time capital improvement projects; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the budget revision as presented for wage increases, playground remodels, and travel for the Head Start and Early Head Start grant; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the 2023-2025 budget revision for the Head Start and Early Head Start No Cost Extension grant.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 21st day of August 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

NO COST EXTENSION GRANT BUDGET REVISION

Head Start

BASE FUNDS	BUDGET	ACTUAL	REMAINING	PROPOSED BUDGET REVISION	Comments
PERSONNEL	9,442,036	8,716,020	726,016	(726,016)	Leveraged use for one-time capital expenditures
FRINGE BENEFITS	3,650,298	2,348,212	1,302,086	(1,302,086)	Leveraged use for one-time capital expenditures
TRAVEL	70,000	105	69,895	(69,895)	Moved to T&TA
EQUIPMENT	-	(7,406)	7,406	555,919	Shade strucures and 18th Street cubicles
SUPPLIES	744,041	1,121,185	(377,144)	911,576	New classroom/office supplies and IT equipment
CONTRACTUAL	171,839	267,139	(95,300)	-	
CONSTRUCTION	-	-	-	561,823	Central Kitchen Renovations
OTHER	4,036,858	4,425,706	(388,848)	-	
INDIRECT	1,752,938	1,581,096	171,842	68,679	Revised Indirect based on MTDC
TOTAL BASE FUNDING	**19,868,010**	**18,452,057**	**1,415,953**	**-**	
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	41,904	-	2,344	Revised to match actual expenditures
SUPPLIES	23,986	23,986	-		
CONTRACTUAL	22,800	22,800	-		
OTHER	72,752	72,752	-		
INDIRECT	16,144	13,566	2,578	(2,344)	Revised Indirect based on MTDC
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**-**	
CARRYOVER					
PERSONNEL	216,462	216,462	-	-	
FRINGE BENEFITS	8,000	8,000	-	-	
TRAVEL	25,133	25,123	10	(10)	Revised to match actual expenditures
SUPPLIES	53,386	77,443	(24,057)	24,057	Revised to match actual expenditures
EQUIPMENT	314,100	50,592	263,508	(263,508)	Revised to match actual expenditures
CONSTRUCTION	1,000,000	(69,069)	1,069,069	240,006	Revised to match actual expenditures
CONTRACTUAL	4,505	4,505	-	-	
OTHER	165,483	168,363	(2,880)	2,880	Revised to match actual expenditures
INDIRECT	49,259	45,834	3,425	(3,425)	Revised Indirect based on MTDC
TOTAL CARRYOVER	**1,836,328**	**527,253**	**1,309,075**	**-**	**-**
				-	Head Start

Early Head Start

BASE FUNDS	BUDGET	ACTUAL	REMAINING	PROPOSED BUDGET REVISION	Comments
PERSONNEL	8,889,652	8,740,935	148,717	(148,717)	Leveraged use for one-time capital expenditures
FRINGE BENEFITS	2,516,917	2,454,456	62,461	(62,461)	Leveraged use for one-time capital expenditures
TRAVEL	50,000	-	50,000	(50,000)	Moved to T&TA
EQUIPMENT	-	(47,014)	47,014	372,884	Shade strucures and 18th Street cubicles
SUPPLIES	1,205,123	831,946	373,177	127,561	New classroom/office supplies and IT equipment
CONTRACTUAL	1,091,221	945,367	145,854	(145,854)	Reduced based on actual expenses
CONSTRUCTION	-	(9,715)	9,715	(9,715)	Moved to Carryover
OTHER	3,374,545	2,268,681	1,105,864	(239,378)	Reduction from general maintenance and repair
INDIRECT	1,665,883	1,477,497	188,386	(112,912)	Revised Indirect based on MTDC
TOTAL BASE FUNDING	**18,793,341**	**16,662,152**	**2,131,189**	**(268,592)**	
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,192	-		
SUPPLIES	30,013	30,013	-		
CONTRACTUAL	26,080	26,080	-		
OTHER	212,393	212,393	-		
INDIRECT	31,268	31,268	-		
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**343,946**	**-**	**-**	
CARRYOVER					
PERSONNEL	92,769	92,769	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	-	
SUPPLIES	13,347	25,117	(11,770)	-	
EQUIPMENT	100,000	68,234	31,766	(31,766)	Revised to match actual expenditures
CONSTRUCTION	1,345,378	6,896	1,338,482	304,686	Central Kitchen Renovations
CONTRACTUAL	1,320	1,320	-		
OTHER	74,009	77,007	(2,998)	2,998	Revised to match actual expenditures
INDIRECT	23,470	16,144	7,326	(7,326)	Revised Indirect based on MTDC
TOTAL CARRYOVER	**1,687,491**	**324,676**	**1,362,815**	**268,592**	
				-	Early Head Start

MEMORANDUM

To: Budget & Finance Committee

From: Jerry Meade, Assistant Director ~ Program

Date: August 14, 2024

Subject: *Agenda Item 4d*: 2024-25 HS/EHS Start Budget Revision – **Action Item**

Through ongoing monitoring and review of the budget to actuals, the Head Start and State Child Development division is proposing revised expenditures for the 2024-2025 program budget. Program staff in partnership with the Finance division have identified increases in the Personnel and Fringe categories as a result of Cost-of-Living Adjustment (COLA) increases earlier this year. Additional expenditures were identified for Travel, Building Maintenance/Repairs and Nutrition Services. Meanwhile, savings are reflected in the Supply and Contractual categories, showing a reduction based on budget actuals, and contractual services, respectively. It is the intent of the program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing savings in the Supplies and Contractual categories and revised expenditures to Personnel, Fringe, Travel, and Other categories.

Increased funds in the Travel category will support the increased travel opportunities for staff training as well as the increased frequency of travel between Kern and San Joaquin Counties. For expenditures in the Other categories, funds will support Maintenance and Repair to support playground remodels as well as wage increases related to Nutrition Services following the wage comparison study completed for the Central Kitchen.

Recommendation

Staff recommends the Budget and Finance Committee approves with resolution the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH012489) for the 2024-2025 budget period.

Attachments:

HS/EHS 2024-2025 Combined Budget Detail
Resolution

RESOLUTION # 2024-13

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Budget Revision of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern, met on August 21, 2024, at a regularly scheduled meeting, at the CAPK Administrative Offices located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives' in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division is requesting to submit a Budget Revision for the Head Start/Early Head Start Kern (09CH012489), for budget year 2024-2025; and

WHEREAS, the Head Start and State Child Development Division is requesting to submit a budget revision to support COLA and wage increases, playground remodels, and travel for staff training; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the budget revision as presented for wage increases, playground remodels, and travel for the Head Start and Early Head Start grant; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the submission of the 2024-2025 budget revision for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 21st day of August 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2024-2025 COMBINED BUDGET DETAIL

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2024-25 Approved	2024-2025 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	**30,264,857**	**31,307,955**	**1,043,098**	Increase due to 2.35% COLA
FRINGE BENEFITS	**9,444,347**	**9,703,314**	**258,967**	Increase due to 2.35% COLA
TRAVEL	**179,536**	**279,536**	**100,000**	Increase due to current activity
EQUIPMENT	**-**	**-**	**-**	
SUPPLIES				
Office Supplies	167,400	167,400	-	
Child and Family Services Supplies	963,433	953,427	**(10,006)**	Reduce based on actuals
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	**1,443,124**	**1,433,118**	**(10,006)**	
CONTRACTUAL				
Administrative Services	100,000	100,000	-	
Training & Technical Assistance	38,880	38,880	-	
Other Contracts	1,099,396	1,087,524	**(11,872)**	Eliminate Learning Genie
TOTAL CONTRACTUAL	**1,238,276**	**1,226,404**	**(11,872)**	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	**-**	**-**	**-**	
OTHER				
Rent	1,216,203	1,216,203	-	
Mortgage	-	-	-	
Utilities, Telephone	1,352,700	1,352,700	-	
Building & Child Liability Insurance	119,700	119,700	-	
Building Maintenance/Repair	1,493,455	1,893,036	**399,581**	Increase due to playground remodels
Local Travel (children)	-	-	-	
Nutrition Services	1,956,951	1,969,943	**12,992**	Increase due to wage comparison study
Child Services Consultants	100,332	100,332	-	
Volunteers	4,937	4,937	-	
Parent Services	16,305	16,305	-	
Publications/Advertising/Printing	110,750	110,750	-	
Training or Staff Development	201,705	201,705	-	
Other	588,805	588,805	-	
TOTAL OTHER	**7,161,843**	**7,574,416**	**412,573**	
INDIRECT	**4,815,519**	**5,055,252**	**239,733**	Increase due to 2.35% COLA
BUDGETED EXPENDITURES	**54,547,502**	**56,579,995**	**2,032,493**	

REVENUES

STATE & FEDERAL REVENUES	2024-25 Approved	2024-2025 Projected	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	38,661,351	39,569,892	908,541	Increase due to 2.35% COLA
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,048,788	1,648,835	(399,953)	Revised projected revenue based on actuals
Estimated California Department of Education	13,315,831	14,839,736	1,523,905	AB110 Stipends CCTR and CSPP
TOTAL STATE & FEDERAL REVENUES	**54,547,502**	**56,579,995**	**2,032,493**	

SUMMARY - 2023-2024

TOTAL REVENUES	56,579,995
TOTAL BUDGETED EXPENDITURES	56,579,995
DIFFERENCE	**-**
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	**13.82%**

MEMORANDUM

To: Board of Directors

GB

From: Gloria Barbero, Assistant Director SJC

Jerry Meade, Assistant Director Program

Date: August 21, 2024

Subject: *Agenda Item V(a):* San Juaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to approve a new cooperative agreement with the San Joaquin County Office of Education (SJCOE) for Head Start Child Care Partnership (CCP) funds.

This new agreement between the San Joaquin County Office of Education and Community Action Partnership of Kern to enhance early childhood activities through CCP funding from Head Start. This agreement is the supplemental funding needed to partner with the California State Preschool Program (CSPP) contract the Board approved in June 2024.

The Head Start CCP funding amount is $274,320. The initial funding period for this agreement is July 1, 2024, through January 31, 2025, which aligns with the SJCOE's Head Start funding cycle. Even though we will not be providing services for a full 12 months in this initial agreement period, the annual funding amount was awarded. We will be able to use these funds to support the start-up of our Pre-K environment. All subsequent funding periods will be February 1st through January 31st. Within the budget detail attached, please note the total cost of this project is shared including both Head Start CCP and CSPP funding.

This funding supports CAPK's efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The program will utilize both the Head Start and CSPP funding to provide center-based services for children of preschool age. This will mark the beginning of CAPK providing preschool services in San Joaquin County.

Recommendation

Staff recommends the Board of Directors approve with resolution the San Joaquin County Office of Education Head Start Child Care Partnership Cooperative Agreement for CAPK's San Joaquin County Head Start program for the July 1, 2024, through January 31, 2025, funding period and authorize the Chief Executive Officer to execute the contract and any amendments throughout the duration of the contract term.

Attachments:
Resolution #2024-14
SJCOE HS 2024-25 Cooperative Agreement
Budget Detail

RESOLUTION #2024-14
A Resolution of the Board of Directors
of Community Action Partnership of Kern
Approving the 2024-2025 San Joaquin County Office of Education
Cooperative Agreement

The Board of Directors of Community Action Partnership of Kern, met on August 21, 2024, at a regularly scheduled meeting, located at 1300 18th Street, Bakersfield, CA 93301, and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the San Joaquin County Office of Education has offered a new Head Start Child Care Partnership funding opportunity for the 2024 – 2025 fiscal year; and

WHEREAS, The Head Start and State Child Development Division is requesting to initiate the cooperative agreement for $274,320 to serve 17 pre-school children in San Joaquin County; and

WHEREAS, the San Joaquin County Office of Education requires that an authorized signatory be named for the cooperative agreement; and

NOW, THEREFORE, be it resolved that the Board of Directors hereby authorize the Chief Executive Officer to act on behalf of the Board as CAPK's representative signatory with regard to the San Joaquin County Office of Education cooperative agreement and further amendments as required.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 21st day of August 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
Troy A. Brown, Ed.D., County Superintendent of Schools

P.O. Box 213030
Stockton, CA 95213-9030
(209) 468-4800
www.sjcoe.org

COOPERATIVE AGREEMENT

This agreement, by and between the **San Joaquin County Office of Education**, hereinafter referred to as OFFICE, and **Community Action Partnership of Kern County** headquartered at **1300 18th St., Ste. 200, Bakersfield, CA 93301** hereinafter referred to as PARTNER, is to conduct activities of the Head Start Program from **July 1, 2024 through January 31, 2025**. Funding to OFFICE is provided by the Federal Administration for Children and Families, hereinafter referred to as ACF. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Federal Agreement Information
Information required as per 45 CFR Part 75.352:

1.1.	*Federal Award Identification*	Funds provided through this agreement are from federal sources.
1.2.	*PARTNER Name*	Community Action Partnership of Kern, Inc.
1.3.	*PARTNER Unique Identifier*	94-2497046
1.4.	*Federal Award Identification Number*	09CH011944/04
1.5.	*Federal Award Date*	May 29, 2024
1.6.	*Subaward Period of Performance*	July 1, 2024 – January 31, 2025
1.7.	*Amount of Federal Funds Obligated by This Action*	$274,320
1.8.	*Total Amount of Federal Funds Obligated to This PARTNER*	This amount is different from year to year and is unknown at the time of agreement.
1.9.	*Total Amount of Federal Award*	$274,320
1.10.	*Federal Award Project Description*	Head Start and Early Head Start Program
1.11.	*Name of HHS Awarding Agency*	ACF/HS/Region IX
1.12.	*Name of Pass-Through Entity*	San Joaquin County Office of Education
1.13.	*Awarding Official Name and Contact Information*	Troy A. Brown, Ed.D., County Superintendent of Schools 209.468.4802 / lbryant@sjcoe.net
1.14.	*CFDA Name and Number*	Head Start / 93.600
1.15.	*Research and Development Award*	N/A
1.16.	*Indirect Cost Rate*	N/A

2. Grant Amount

PARTNER agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **$274,320** of federal funds allocated as follows:

2.1. Head Start (HS) Basic Funds: **$274,320**
2.2. Early Head Start (EHS) Basic Funds: **$0**

In addition, a minimum of **$83,351** nonfederal share match is required in accordance with the approved budget and program concept and conditions that are incorporated in this agreement.

The maximum administrative rate is **10.0%** of allowable expenditures.

3. Maximum Dollar Allocations

All dollar and per-child allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets or for failure to perform or meet standards or regulations, including, but not limited to, patterns of low enrollment and/or attendance.

4. Request for Additional Funds and/or Budget Revisions

4.1. A request for additional funds may be presented in writing to OFFICE by PARTNER for consideration. OFFICE shall be under no obligation to approve these requests. Written approval of such requests by OFFICE and ACF is required before PARTNER may consider such requests approved. Any expenditure by PARTNER without written OFFICE approval shall be considered non-reimbursable. The deadline for requesting additional funds is October 15. Requests must be made utilizing the OFFICE-designated budget revision format with a detailed narrative explaining the reason for the additional funds, what other resources have been explored and utilized before the request, and the outcome should the request be denied.

4.2. A budget revision from one federal category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the federal category to be increased or decreased or $50,000, whichever amount is smaller. Any budget change in out-of-area travel (6c), equipment (6d) if $5,000 or more, or construction/renovation (6g) requires prior written approval from OFFICE. Any request for equipment (6d) must include 3 quotes used to determine the amount requested.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions, which ACF must approve, will not be accepted from PARTNER after October 15 of the contract term. Budget revisions, which OFFICE may approve, may not be accepted from PARTNER after December 1 of the contract term.

This section applies to federal, nonfederal share match funds and the administrative cost budgets.

5. Budget and Narrative

All funds to be awarded under this agreement shall be requested by PARTNER and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved Planned Program Approach Proposal, and supporting narratives supplied by OFFICE.

6. Service Requirements

6.1. PARTNER is funded to provide services to:

6.1.1. **17** HS age-eligible children;
6.1.2. **0** EHS age-eligible children/pregnant women;
6.1.3. Totaling **17** children/pregnant women;

As specified in Attachment A, the approved Planned Program Approach Proposal, which is attached, and by reference made part of this agreement. PARTNER is funded to serve the total number of children for the dates and number of days of operation and sites stated therein, conduct the number of home visits and parent conferences, and provide the program options stated therein.

6.2. PARTNER must submit a written request to OFFICE for approval to change any program service and/or service delivery program option stated therein. Such requests must follow

the established process set up by OFFICE. OFFICE shall be under no obligation to approve such requests. Changes to Planned Program Approach Proposals shall not be implemented unless approved in writing by OFFICE.

6.3. PARTNER Service Area is defined as the area where the PARTNER contracts with OFFICE to provide service to children and families.

7. Program Earnings

7.1. PARTNER may earn all of its approved ACF basic funds up to its approved budget if it maintains enrollment of 100% of said children, if it maintains at least 85% of monthly average daily attendance (ADA), enrolls and serves at least 10% of the number of children/pregnant women listed in 6.1.3 as children with identified disabilities, and generates 100% of said nonfederal share match. For nonfederal share match valued at less than the amount specified in Section 2.0, PARTNER earnings may be reduced on a prorated basis.

For maintained child/pregnant woman enrollment of less than the total number stated in Section 6.1, Basic funds will be reduced. The amount of reduction will be determined by dividing the total amount of Basic funds from Section 2.0 by the total number of children in Section 6.1.

For under-enrollment of children with identified disabilities, future enrollment and funding may be reduced. For such situations, PARTNER and OFFICE will develop plans to be jointly implemented to improve the enrollment level of identified children and maintain the minimum enrollment upon reaching the required level.

7.2. PARTNER shall monitor ADA for each classroom monthly and must take action to continually improve attendance and reduce chronic absenteeism. If the monthly ADA for the classroom falls below the 85% requirement PARTNER must identify strategies for improving attendance for the classroom via a classroom attendance support plan. PARTNER must also have a systematic process for supporting individual children/families when a concern with attendance is identified. If ADA for the overall agency falls below the 85% requirement for three consecutive months, PARTNER must identify focused strategies for improving agency attendance via the Self-Assessment Agency Profile Process. Repeated failure of PARTNER to meet the 85% ADA requirement may result in the reduction of agreement funds in proportion to the actual ADA and the number of enrollment vacancies.

7.3. OFFICE reserves the right to waive any reduction in earnings when unusual circumstances exist that prohibit PARTNER from serving the number of children required, maintaining the required 85% ADA, serving a minimum of 10% of funded enrollment of children with identified disabilities, or generating the required nonfederal share match. PARTNER must request any such waiver in writing using OFFICE's established procedure and submit it to OFFICE no later than 90 calendar days prior to the last effective date of this contract. The granting of such a waiver shall be at the sole discretion of OFFICE and may also be contingent upon approval by ACF.

8. Compliance

PARTNER shall conduct all phases of program operation in accordance with OFFICE and ACF regulations and consistent with GRANTEE program goals and objectives. OFFICE retains the authority to determine whether PARTNER meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits at any time. Serious

violations of the requirements as determined by OFFICE can result in suspension or termination of the agreement with or without advanced notice, depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or PARTNER's requirements, the most stringent provision(s) take precedence.

OFFICE expects PARTNER to achieve the greatest outcomes for all enrolled children and families by providing high-quality, comprehensive services by well-trained and supported staff.

PARTNER assures that:
(1) PARTNER adopted enrollment system shall not impede timely participation of children referred by OFFICE as "Accepted". "Timely Participation" is defined as no more than seven calendar days during program operations;
(2) PARTNER shall provide and/or maintain utilization of content area expertise for the program service areas of early childhood education, disabilities, early mental health, health, family services, and engagement, and caregiver-child interaction quality (Classroom Assessment Scoring System (CLASS));
(3) staff providing services to program children and families will meet qualifications as established by the HS Act, HS performance standards, and state and local requirements and will be afforded opportunities for professional development;
(4) parent engagement, parent education, and father/male involvement programs are implemented, as per the OHS Parent, Family, and Community Engagement (PFCE) Framework and strategies identified in the OFFICE's School Readiness Plan;
(5) community resources are identified and utilized to the fullest extent possible and documented as evidence to support PARTNER program effectiveness in meeting child and family-identified needs;
(6) establish and maintain or include program parents in the PARTNER's existing Parent Advisory Committee for early childhood education and provide representation to the OFFICE Program Policy Council. The function of this advisory committee is to advise the PARTNER on issues related to services provided to children and families through the program;
(7) official documents and records must be in English, with other language translations as appropriate, and be readily accessible for review or audit; and,
(8) there is participation in the OFFICE'S Health Services Advisory Committee.

All activities authorized by this agreement shall be performed in accordance with the approved OFFICE Planned Program Approach Proposal, the approved budgets, agreement terms and conditions, and all relevant OFFICE and ACF directives.

9. Waivers

PARTNER may request a waiver of the following requirements utilizing OFFICE-designated procedures and timelines:

- Non-Federal Share requirement noted in Section 2 (must be requested by October 15);
- 10% Disabilities enrollment requirement noted in section 7.1 (Due by October 31);
- Class-size Waiver using the Locally Designed Option (LDO) process.

10. School Readiness

PARTNER shall follow Head Start Program Performance Standard (HSPPS) 1302.102(b), OFFICE established Goals and Objectives related to School Readiness, and the HS Early Learning Outcomes Framework: Ages Birth to Five (ELOF) for children from birth to compulsory school age.

PARTNER shall use the GRANTEE- adopted child assessment interval timelines for child assessments as appropriate for program days of service.

PARTNER will utilize the systems, forms, and processes developed by the OFFICE, or an approved alternate, for reporting on School Readiness aggregated and disaggregated data to support data-based decision-making for continuous program improvement.

11. Food Program

PARTNER assures that all children shall be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly PARTNER Agency Claim as it is received by PARTNER. The final PARTNER Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by PARTNER.

PARTNER shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within ten calendar days of receipt of the report or correspondence.

PARTNER shall notify OFFICE by telephone within 24 hours and provide a copy within ten calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

PARTNER assures that all children not enrolled in the Home Based option as indicated on the approved Planned Program Approach Proposal shall be located in centers licensed through the California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in PARTNER's centers, and that copies of all current center licenses shall be on file in PARTNER office. Copies shall be submitted to OFFICE prior to the first- day children are present.

PARTNER shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

PARTNER shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

PARTNER shall notify OFFICE by telephone/email within 24 hours of any Unusual Incident Report (UIR) filed or Type A and/or Type B Violation received for either directly operated or Center Based facility.PARTNER shall also provide copies of any written documents related to the incident within one business day. For UIRs, PARTNER shall also provide supporting documentation that the report was submitted to Community Care Licensing.

PARTNER shall notify OFFICE by telephone/email within *24 hours* of receipt and provide a copy of any report when cited by any regulatory agency when citations may result in the assessment of a fine or serious non-compliance designation, including any deficiency or revocation of license, contract, or agreement. PARTNER shall provide copies of any written documents related to each incident within one business day of the citation or receipt of additional documentation after the original citation.

No Federal funds may be used to pay fines resulting from CCLD violations or other regulatory agency citations.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for termination of this agreement.

13. Insurance/Incorporation Requirements

13.1. PARTNER shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.

13.2. PARTNER shall provide evidence that liability insurance at a limit of not less than $5,000,000 with no exclusions for child abuse and/or child molestation is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.

13.3. PARTNER shall ensure that contracts with third-party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Education Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement, with a minimum of $1,000,000. Should such subcontractor fail to provide the required cyber insurance, PARTNER is responsible for procuring and maintaining such policy.

13.4. PARTNER shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policies.

13.5. PARTNER shall purchase and maintain child accident insurance coverage for all children enrolled.

13.6. PARTNER shall purchase and maintain Directors and Officers Insurance in the amount of at least $1,000,000 per incident/ $1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Out-of-Area Travel

PARTNER may not be reimbursed for travel outside the OFFICE service delivery area, except to GRANTEE sponsored events, without prior written approval of OFFICE. Approval of a budget with specified travel included will constitute prior written approval.

15. Required Reports/Documents

PARTNER **must use** identified forms, policies, and procedures agreed upon by OFFICE. PARTNER agrees to submit to OFFICE or have on file such reports and other program data as may be required by ACF or OFFICE, as per Attachment B.

16. Internal Controls

PARTNER shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties, as required in 45 CFR Part 75.303.

PARTNER shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

PARTNER shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually

calculated amounts are minimized or eliminated.

17. Meeting with PARTNER Directors and Site Visits

Meetings of all PARTNER Directors shall be held by OFFICE and attended by PARTNER. Such meetings may be one-to-one and/or group meetings in person and/or virtual.

OFFICE shall also make such site visits as deemed necessary to implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Self-Assessment

18.1. OFFICE and PARTNER shall conduct a Program Self-Assessment process to assess program compliance and quality. OFFICE shall designate the documents and procedures to be used.

18.2. Training shall be provided by OFFICE to key PARTNER staff, parents, and community partners who will participate as part of the Program Self-Assessment process.

18.3. PARTNER understands and agrees that PARTNER shall be responsible for collaborating with the OFFICE on the development of a written plan outlining strategies for corrective actions for each focus area of noncompliance , and that failure to implement such a plan may result in OFFICE not offering an agreement to PARTNER in ensuing years.

19. Participation in OFFICE functions

PARTNER agrees to participate in OFFICE coordinated functions that are consistent with the goals of the program and necessary for the OFFICE to discharge its responsibility to ACF. OFFICE shall guide PARTNER in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

OFFICE-level functions include, but are not limited to:

19.1. Policy Council (PC) through representatives and alternates from the PARTNER.

19.2. Joint staff professional development activities

19.3. Fiscal training

19.4. ERSEA training

20. Maintenance of Records

20.1. PARTNER shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.

20.2. PARTNER shall maintain all financial records according to generally accepted accounting principles for public agencies and/or non-profit organizations.

20.3. PARTNER shall permit OFFICE and/or agents of ACF to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.

20.4. All records shall be maintained for a minimum of five years after completion of the agreement period.

21. Property Management

21.1. Title to facilities, both modular (portable) or structural buildings, purchased or renovated with Head Start funds vests with OFFICE as per 45 CFR 75.318(a).

21.2. Title to equipment and/or supplies purchased with OFFICE funds vests with the PARTNER only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for ACF.

21.3. Property, equipment, and/or supplies purchased on behalf of PARTNER by OFFICE that would be subject to inventory provisions if purchased by PARTNER must be included in PARTNER inventory records with notation of any items purchased by OFFICE.

21.4. A control system must be maintained to ensure adequate safeguards to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.

21.5. A perpetual property inventory shall be maintained by PARTNER containing the following minimum information for all equipment purchased with ACF funds:

- Description of the property, including intended use and estimated useful life
- Manufacturer's serial number or identification number
- Source of funding for the property (including FAIN)
- Titleholder name
- Asset number
- Acquisition date
- Original cost
- Vendor name and address
- Percent of ACF funds used to purchase item
- Location of item
- Condition
- Ultimate disposition data

21.6. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted, and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.

21.7. The ACF definition of equipment purchased with ACF funds shall apply to all property. Any unit of equipment with a purchase cost of $5,000 or more, including all costs associated with purchase, and having a useful life of one year or more and purchased with ACF funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of $5,000 or more shall include three price quotes.

21.8. Written approval must be given by OFFICE in order for PARTNER to dispose of any item with a current per unit fair market value of $1,000 or more and having a useful life of more than one year. Items with a current per unit fair market value of $5,000 or more also require ACF approval. Proceeds from the sale of such equipment must be spent on allowable program activities within the program year of sale or returned to the OFFICE or disbursed as directed by ACF.

22. PARTNER Payment

Funds shall be disbursed to PARTNER according to the following schedule, subject to the receipt of funds by OFFICE and ACF.

22.1. PARTNER shall maintain an accounting system that tracks cash and transactions by agreement and the separate subaccounts listed in Section 2.

22.2. PARTNER shall maintain all advanced agreement funds in an interest bearing account unless approved in advance by OFFICE. All interest earned on advanced agreement funds shall be remitted to OFFICE at least annually with the final claim for reimbursement.

22.3. Upon full execution of this agreement, PARTNER shall submit to OFFICE an invoice for 20% of agreement funds, excluding any Cost Per Maximum Reimbursement amounts from Sections 2.2 and 2.5, to initiate payment of a working capital advance.

22.4. Recoupment of the working capital advance shall be made by deducting 20% from each non-Cost Per claim submitted for February through November and deducting any remaining working capital advanced amount from the December claim. Claims for January and the final period shall be presented without working capital advance deduction.

22.5. PARTNER shall file a monthly Agency Claim with required supporting documentation of actual expenditures with OFFICE no later than the 15th of the month following the activities reported.

22.6. Upon the receipt and approval of each monthly claim submitted by PARTNER, the OFFICE shall reimburse PARTNER claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.

22.7. For Cost Per Claim, names of children claimed for reimbursement shall be verified through ChildPlus. At no time shall the requested reimbursement per classroom exceed the classroom child enrollment target amount, regardless of whether the actual child enrollment for the month exceeds the target. Once claim is reconciled with ChildPlus, the claim shall be forwarded for payment.

22.8. OFFICE reserves the right to refuse payment of any claim, or any final payment due PARTNER, until OFFICE is satisfied PARTNER has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.

22.9. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to PARTNER shall be refunded to OFFICE within 15 calendar days of notification.

22.10. PARTNER shall report all food program reimbursements received and shall reduce the actual expenditures reported on the Agency Invoices by the amounts received from CACFP/NSLBP. (This is reporting “Net”.)

22.11. PARTNER shall submit all final invoices as required in Section 15.4.

22.12. PARTNER shall have and adhere to a board- adopted policy prohibiting inter-fund loans using Head Start funds.

22.13. The consideration paid to PARTNER, as provided in this agreement, is the full compensation for all PARTNER’s expenses incurred in the performance of this agreement.

PARTNER must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

23. CalPERS/CalSTRS Retirement Reporting

PARTNER shall determine if any employee, subcontractor, or contractor of PARTNER is a retiree of either California Public Employees' Retirement System (CalPERS) or California State Teachers' Retirement System (CalSTRS) and report the earning of any such person as per the requirements of California Education Code 22461 and California Government Code 21220. The reporting shall be monthly to OFFICE utilizing OFFICE- designated reporting forms.

24. Changes in Key Personnel and Salaries

PARTNER's approved budget is to be considered approval of the personnel contained therein. Any subsequent change in the number of management positions from the approved budget must be approved in writing by OFFICE. PARTNER must provide a revised organizational chart with request. Written notification must be made to OFFICE by PARTNER within five days when there are any changes to the PARTNER Executive Director, Head Start Program Director, Human Resources Director, or Chief Financial Officer.

No Head Start funds shall be used to pay the compensation of an individual, either as direct cost or any proration as an indirect cost, at a rate in excess of federal employee Executive Level II, which as of January 1, 2024 is $221,900 exclusive of statutorily required fringe and other benefits, as detailed in Section 653 of the Head Start Act. PARTNER may compensate staff at rates that exceed Executive Level II, but no Head Start funds can be used to compensate such staff when such compensation is in excess of this statutorily mandated cap.

25. Staff/Child Ratios

PARTNER assures that staff/child ratios shall be maintained per applicable regulations. Applicable regulations are determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds	Applicable Regulations
ACF Funds Only	Title 22 and HSPPS
ACF and California Department of Education	Title 5, Title 22, and HSPPS

26. Vehicle Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following vehicle(s):

26.1. **N/A**

Title shall vest with PARTNER so long as PARTNER provides Head Start services as specified in this and subsequent agreements. Upon termination of the agreement, vehicles shall be transferred back to OFFICE.

The costs of maintenance and repair necessary to operate the program in the OFFICE- provided vehicle is the responsibility of the PARTNER. Such costs may be included in PARTNER budget.

PARTNER agrees to maintain all vehicles provided by OFFICE in their original condition;normal wear and tear is expected. PARTNER agrees to provide maintenance to vehicles and understands that costs for said maintenance may be included in PARTNER budget.

27. Facility Use Agreement

Included as part of this PARTNER Agreement, OFFICE provides usage of the following modular building(s):

27.1. N/A

The costs of utilities necessary to operate the program in the OFFICE provided buildings are the responsibility of the PARTNER. PARTNER is responsible for all costs associated with operating the Head Start program and may be included in PARTNER budget. See the following section for insurance requirements.

PARTNER agrees to maintain all portable buildings provided by OFFICE in their original condition, normal wear and tear is expected. PARTNER agrees to provide minor maintenance to buildings and understands that costs for said maintenance may be included in PARTNER budget.

28. Facility Management

28.1. A Notice of Federal Interest in Property must be posted in all facilities purchased in whole, or in part with Federal Head Start funds, whether purchased by OFFICE or PARTNER. Such facilities may only be used for Head Start purposes. PARTNER may request such notice from OFFICE.

28.2. Subject to ACF approval when required, OFFICE agrees to repair or provide funding to PARTNER to repair any necessary maintenance item costing more than $5,000 for Federal Head Start purchased portable buildings, whether purchased by OFFICE or PARTNER. PARTNER is responsible for the first $5,000 of cost and may be included in HS/EHS budgets, as appropriate. Requests must be submitted in writing to OFFICE.

28.3. OFFICE must give prior written authorization for repairs costing more than $5,000.

28.4. PARTNER understands that Head Start renovations or repairs of $2,000 or more are subject to the Davis-Bacon Act (40 USC 276a et seq and Department of Labor 29 CFR Part 5) as per 45 CFR 1303.11 and will include the appropriate language in all agreements as required.

28.5. OFFICE is responsible for providing insurance for the building and structure of any OFFICE provided facilities.

28.6. PARTNER is responsible for insuring the building and structure of any facilities purchased by PARTNER with Federal Head Start funds.

28.7. PARTNER is responsible for insuring the contents of all facilities used for the operation of programs funded by this agreement.

29. Audit Requirements

29.1. PARTNER’s financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by PARTNER. Such audit costs may be included in PARTNER budget.

29.2. PARTNER agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with PARTNER, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to PARTNER or non-renewal of this agreement.

29.3. PARTNER shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, PARTNER's lack of performance as required by this agreement.

29.4. PARTNER shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 10 days of receipt and acceptance of said report from auditors.

30. Subdelegation

30.1. No portion of the program operations or of program funds shall be subdelegated, used to jointly operate a different program with another agency, or otherwise contracted by PARTNER without prior written authorization from OFFICE.

30.2. All subcontracts are subject to audit as required by OFFICE.

30.3. The PARTNER, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE.

30.4. PARTNER agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the PARTNER in the performance of this agreement.

30.5. The subcontractor, and the agents and employees of the subcontractor, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

30.6. PARTNER shall include the nondiscrimination and compliance provisions of Section 35 of this agreement in all subcontracts to perform work under this agreement.

31. Annual Agreement Renewal

The completion of an agreement by PARTNER does not grant vested rights to subsequent agreements. PARTNER shall be notified of renewal criteria during the annual contract review process.

32. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

33. Termination of the Agreement

33.1. Termination for Convenience

a. PARTNER or OFFICE may terminate this agreement for any reason during the agreement term. The PARTNER or OFFICE shall notify the other of its intent to terminate the contract at least 120 calendar days prior to the date it intends to terminate the agreement.

b. Within 15 calendar days from the date the PARTNER notifies the OFFICE of its intent to terminate the agreement, the PARTNER shall submit: (1) a current inventory of equipment and supplies purchased in whole or in part with agreement funds; and (2) the names, addresses, and telephone numbers of all staff members funded by the agreement.

c. The OFFICE shall only be obligated to compensate PARTNER for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the PARTNER. The OFFICE shall offset any monies the PARTNER owes OFFICE against any monies the OFFICE owes PARTNER under this agreement.

33.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the PARTNER if PARTNER fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of PARTNER under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

a. PARTNER has been determined to have two or more deficiencies in a single review conducted by OFFICE;

b. PARTNER has been determined by OFFICE based on the same review as Section 33.2.a not to have:

1. Implemented OFFICE program goals for improving the school readiness of children participating in PARTNER's program in accordance with the requirements of Head Start Act Section 641A(g)(2) and demonstrated that such goals appropriately reflect the ages of children participating in the program; align with HSPPS 45 CFR 1302.102(b); and were established in consultation with the parents of the children participating in the program;

2. Taken steps to achieve the school readiness goals described above demonstrated by aggregating and analyzing aggregate child-level assessment data as required in OFFICE's School Readiness Plan;

c. PARTNER has not achieved CLASS score rating thresholds as determined by OHS on an annual basis based on post CLASS scores as noted in HSPPS 45 CFR 1304.11(c)(1) and ACF-PI-HS-20-05;

d. PARTNER has had one or more CCLD license revocation of operated child care centers;

e. PARTNER has been suspended or terminated from any Head Start program by ACF or other Head Start Grantee;

f. PARTNER, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been

disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135;

g. PARTNER has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement and/or has two or more audit findings of material weakness or questioned costs related to their HS funds in audit reports for a financial period within the current project period.

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the PARTNER under this agreement and the balance, if any, shall be paid to the PARTNER upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

33.3. Breach of Contract

If PARTNER materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the PARTNER. Any one of the following specific actions by PARTNER shall constitute a material breach of this agreement. They include, but are not limited to:

a. Noncompliance with the applicable laws, regulations, or agreement requirements.
b. Submission of false, misleading, or erroneous information to the OFFICE.
c. Failure to maintain required records.
d. Administrative mismanagement.
e. Denial of access to authorized representatives of the OFFICE, ACF, or any of their agents to all program-related or fiscal records during normal business hours.
f. Lack of fiscal accountability.
g. Unsatisfactory performance under terms and conditions of this agreement.
h. Failure to complete a timely audit of the prior year agreement.

33.4. Illegal Activities

a. Fraud or conspiracy to defraud.
b. Misuse of ACF funds in violation of the applicable regulations.
c. Embezzlement.
d. Maintenance of an unsafe or unhealthy physical environment for children.
e. Abuse or molestation of children.
f. Failure to report suspected child abuse or molestation.
g. Theft of supplies, equipment, or food.
h. PARTNER is operating in violation of regulations creating imminent danger to the health and welfare of children.
i. Any other activity that is illegal and/or poses the threat of harm to enrolled children or their families.

33.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with PARTNER, OFFICE may terminate this agreement upon 30 calendar day's written notice to PARTNER.

34. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service under the agreement.

PARTNER agrees to hold harmless and to indemnify OFFICE for any injury to person or property sustained by PARTNER or by any person, firm, or corporation employed directly or indirectly by the PARTNER or by any of the individuals participating in or associated with PARTNER, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of PARTNER or any person, firm, or corporation directly or indirectly employed by PARTNER upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and PARTNER, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require PARTNER to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

35. Nondiscrimination Requirements

35.1. During the performance of this agreement, PARTNER shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.

35.2. PARTNER shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.

35.3. PARTNER shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.

35.4. PARTNER shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

36. Nepotism Prohibition

PARTNER shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any PARTNER employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the PARTNER's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising

of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

37. Drug-Free Workplace Act

PARTNER certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

38. Americans with Disabilities Act

PARTNER certifies that it shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

39. Child Support Compliance

PARTNER acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

40. Trafficking Victims Protection Act

This agreement is subject to the requirements of Section 106 (g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

41. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671q) and Federal Water Pollution Control Act as amended (33USC 1251-1387).

42. Amendment/Alteration of Agreement

42.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.

42.2. If PARTNER makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or ACF.

43. PARTNER Certifications

By signing this agreement, PARTNER certifies compliance with the following attachments that by reference are made part of this agreement: Certification Regarding Drug-Free Workplace Requirements; and Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof; OFFICE and PARTNER have executed this agreement this 1st day of July, 2024.

Community Action Partnership of Kern County	SAN JOAQUIN COUNTY OFFICE OF EDUCATION:
Jeremy Tobias **Chief Executive Director**	TROY A. BROWN, Ed.D. COUNTY SUPERINTENDENT OF SCHOOLS By: Warren Sun, Division Director Operations and Support Services
	Warren Sun
Signature	Signature
	08/02/2024
Date Yolanda Gonzales	Date

• Project Manager Authorization •

Total Contract Amount: $ 274,320

	FUND	RESOURCE	YEAR	GOAL	FUNCTION	OBJECT	SITE	MGMT	
Budget Account Number:	12	5210	0	8500	1000	5809	700	6956	**$25,000**
Budget Account Number:	12	5210	0	8500	1000	5100	700	6956	$2**49,320**
Budget Account Number:	12	5211	0	8500	1000	5100	700	6959	**$0**

Jane Chamberlain — C S — 08/02/2024

Project Manager's Signature — Date

• Fingerprinting Certification •

I hereby certify that the **PARTNER** for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.

Jane Chamberlain — 08/02/2024

Project Manager's Signature — Date

• San Joaquin County Office of Education •

Warren Sun — 08/02/2024

Contract Manager's Signature — Date

Contractor Certification of Criminal Background Check

Community Action Partnership of Kern County certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated **July 1, 2024** and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

7/1/2024
Date of Agreement

Community Action Partnership of Kern County
Name of Business

Signature of Contractor/Consultant

Title of Person Signing Certification

ATTACHMENTS:

1. Certification Regarding Drug-Free Workplace Requirements – PARTNER Agencies
2. Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions – PARTNER Agencies
3. Attachment A – Approved Planned Program Approach Proposal
4. Attachment B – Required Reports/Documents
5. Attachment C – Health and Safety Screener

DRUG-FREE WORKPLACE REQUIREMENTS
PARTNER AGENCIES

By signing and submitting this agreement, the PARTNER is verifying the certification set out below.

This certification is required by regulations implementing the Drug-Free Workplace Act of 1988, 45 CFR Part 76, Subpart F. The regulations, published in January 31, 1989, **Federal Register**, require certification by PARTNER, that it will maintain a drug-free workplace. The certification set out below is a material representation of fact upon which reliance will be placed when OFFICE determines to award the agreement. False certification or violation of the certification shall be grounds for suspension of payments, suspension or termination of agreements, or government-wide suspension or debarment.

The PARTNER certifies that it will provide a drug-free awareness program to inform employees about:

a. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the PARTNER's workplace and specifying the actions that will be taken against the employees for violation of such prohibition;

b. Establishing an ongoing drug-free awareness program to inform employees about:
    1. The dangers of drug abuse in the workplace;
    2. The PARTNER's policy of maintaining a drug-free workplace;
    3. Any available drug counseling, rehabilitation, and employee assistance programs; and,
    4. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

c. Making it a requirement that each employee to be engaged in the performance of the agreement be given a copy of the statement required by paragraph a;

d. Notifying the employee in the statement required in paragraph a that, as a condition of employment under the agreement, the employee will:
    1. Abide by the terms of the statement; and,
    2. Notify the PARTNER in writing of any criminal drug statute conviction for a violation occurring in the workplace no later than five calendar days after such conviction;

e. Notifying the OFFICE within ten calendar days after receiving notice under paragraph d 2 from an employee or other receiving actual notice of such conviction;

f. Taking one of the following actions, within 30 calendar days of receiving notice under paragraph d 2, with respect to any employee is so convicted:
    1. Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
    2. Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by federal, state, or local health, law enforcement, or other appropriate agency;

g. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs a, b, c, d, e, and f.

CERTIFICATION REGARDING DEBARMENT, SUSPENSION, INELIGIBILITY, AND VOLUNTARY EXCLUSION – LOWER TIER COVERED TRANSACTIONS
(To Be Supplied To Lower Tier Participants)

By signing and submitting this lower tier proposal, the prospective lower tier participant, as defined in 45 CFR Part 76, certifies to the best of its knowledge and belief that it and its principals:

a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency;

b. Where the prospective lower tier participant is unable to certify to any of the above, such prospective participant shall attach an explanation to this proposal.

The prospective lower tier participant further agrees by submitting this proposal that it will include this clause entitled “Certification Regarding Debarment, Suspension, Ineligibility, and Voluntary Exclusion – Lower Tier Covered Transactions” without modification in all lower tier cover transactions and in all solicitations for lower tier covered transactions.

A lower tier covered transaction is:

a. Any transaction between a participant and a person other than a procurement contract for goods or services, regardless of type, under a primary covered transaction.
b. Any procurement contract for goods or services between a participant and a person, regardless of type, expected to equal or exceed the Federal procurement small purchase threshold fixed at 10 U.S.C. 2304(g) and 41 U.S.C. 253(g) (currently $25,000) under a primary covered transaction.
c. Any procurement contract for goods or services between a participant and a person under a covered transaction, regardless of amount, under which that person will have a critical influence on or substantive control over that covered transaction. Such persons are:
    1. Principal investigators.
    2. Providers of federally-required audit services.
    3. Exceptions. The following transactions are not covered:
        i Statutory entitlements or mandatory awards (but not sub tier awards thereunder which are not themselves mandatory), including deposited funds insured by the Federal Government;
        ii Direct awards to foreign governments or public international organizations, or transactions with foreign governments or foreign governmental entities, public international organizations, foreign government owned (in whole or in part) or controlled entities, entities consisting wholly or partially of foreign governments or foreign governmental entities;
        iii Benefits to an individual as a personal entitlement without regard to the individual's present responsibility (but benefits received in an individual's business capacity are not excepted);
        iv Federal employment;
        v Transactions pursuant to national or agency-recognized emergencies or disasters;
        vi Incidental benefits derived from ordinary governmental operations; and
        vii Other transactions where the application of these regulations would be prohibited by law.

PLANNED PROGRAM APPROACH PROPOSAL

2024-25 Program Year

Agency: CAPK

Please list only one class per line (am class separate from pm class).

Number of Slots	
HS	EHS
17	0

Site	Classroom	Program Slots		Multi-funded					Class Length Program Option			Daily Operations			Days per Week	Days per Year	Hours per Year	Home Visits		Program Year	
				CSPP		CCTR		Other													
		HS	EHS	SJCOE	Agency	SJCOE	Agency		Part Day	Duration length	Full Day	Hours per Day	Start Time	End Time				Number Per Year	Length Per Visit	Start Date	End Date
Plaza Center		17		x							x	10	7:30	5:30	5	245	2,450.00	2	90 min.	7/1/2024	6/30/2025
																	-				
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PLANNED PROGRAM APPROACH

2024-25 Program Year

Narrative/Change Information

Agency: CAPK

The following changes are proposed from the currently approved Planned Program Approach:

The following data/information supports the changes proposed:

Yolanda Gonzales

Partner Head Start Director Signature

Date: 7/3/2024

● ● Requested Changes Approved

○ ○ Requested Changes Not Approved

Reason change was not approved:

Leticia Sida

Head Start San Joaquin Director Signature

Date: 08/02/2024

Connor Sloan

Early Education & Support Director

Date: 08/02/2024

Documentation and Submission Timelines

Fiscal/ Program		Description	On File Partner (PA) ChildPlus (CP) Google Drive (G)	Submit via email to	Submission Dates
Fiscal					
F	1	Documentation of Insurance Policies and Contracts: facilities, providers, consultant services, and health/disabilities services or others as needed	PA		Prior to the first day of the program start, within 5 business days of changes
F	2	Current non-profit status, as applicable (990 form)	PA		Prior to the first day of the grant year
F	3	Facility Maintenance Matrix		Fiscal Coordinator	**Integrated HS- EHS, HS-only** By August 1st
F	4	Budget Revisions due upon request for changes in contract amounts		Fiscal Coordinator	**Integrated HS- EHS, HS** No later than October 15th * Provisions Apply - see 4.1 & 4.2 **CCTR/CSPP** No later than April 15th * Provisions Apply - see section 7
F	5	CalPERS/CalSTRS Retirement Reporting (if applicable)		Accounts Payable	Within 5 business day of every month
F	6	Copies of all Inter-Agency Partnership Agreements		Head Start Director/ Fiscal Coordinator	**Integrated HS- EHS, HS** Within 10 business days of entering into the agreement
F	7	Copy of CACFP/NSLBP reimbursement claims.	PA		Within 10 business days of every month for the month prior
F	8	Copy of CACFP/NSLBP review reports, proposed corrective action plans if applicable, and any correspondence.		Review/Correspondence : Fiscal Coordinator	Within 10 business days of receipt
F	9	Non-Federal Share Monthly Summary Report		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** By the 15th business day of every month for the month prior
F	10	Agency Claim/Invoice and supporting documentation for expenditures (Revenue - CCTR/CSPP) (Separate HS and EHS Basic and any other type of		Fiscal Coordinator/ Account Specialist	By the 15th business day of every month

		one-time funding amounts identified in this or amendments to this agreement - HS)			
F	11	Inventory Report: (purchase cost of $5,000 or more) and (purchase cost of $500-$4,999)		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** By March 15th **CCTR/CSPP** By August 15th
F	12	Fiscal Year Agency-Wide Audit and Management Letter		Fiscal Coordinator	Within 5 business days of receipt
F	13	Final Agency Invoice		Fiscal Coordinator/ Account Specialist	**Integrated HS- EHS, HS** No later than March 15th for the prior fiscal year **CCTR/CSPP** No later than September 15th for the prior fiscal year
F	14	Enrollment and Attendance Reporting (confirmation of End of Month Enrollment, daily attendance entry, submission of CD 9500 Report)	PA CP	Account Specialist	Sign-in/out on file at Partner Attendance and Enrollment on file in ChildPlus **CCTR/CSPP** Email CD 9500 Report by the 3rd business day of the month for the prior month
Program					
P	1	Personnel Files: all documents required by CCLD, ACF/Head Start Act, HSPPS, and/or funding agencies	PA		Upon hire of employee and updated as changes occur
P	2	Personnel information is entered and maintained in the database (general, employment, education, requirements)	CP		Prior to the first day of the program, start Upon the hiring of new staff
P	3	Notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, has the potential to create negative publicity or press or give rise to the need to submit an Unusual Incident or Accident Report (LIC 624), a Suspected Child Abuse Report or any other mandated report		SJCOE Early Education and Support Department Division Director, Head Start and Early Childhood & Education Directors	Within 24 hours
P	4	Notification of any review, investigation, or visit by a regulatory agency or any situation possibly triggering punitive action such as, but not limited to		SJCOE Early Education and Support Department Division Director,	Within 24 hours

		CCLD revocation of any child care center license; suspension or revocation of contract, services or funding by CDE or other federal or state agency; debarment of staff governing board member, program agency, or contract representative by CACFP or NSLBP or other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuses of funds, service, or conflict of interest complaint or investigation		Head Start and Early Childhood & Education Directors	
P	5	Child and Family Participant Record and File: registration and eligibility documentation	PA CP		Upon completion of registration and eligibility determination
P	6	Documentation of agency Professional Development Plan that reflects the use of the following but is not limited to monitoring results and completed Program Self Evaluation (PSE) documents/activities.		HSSJ T/TA Program Manager ECE Program Manager	By May 31st for the subsequent program year
P	7	Copies of the Program Year Calendar that includes open/closed days, instructional days, and minimum days	G		By May 31st for the subsequent program year Within 5 business days of any changes or updates
P	8	Copies of Staff and Parent Handbooks	G		By May 31st for the subsequent program year Within 5 business days of any changes or updates
P	9	Governing Board Approved Personnel and Program Policies	PA		Available for review prior to the first day of the program start
P	10	Current Employee/Personnel Roster (titles, pay rate, location) Staffing Patterns for each classroom demonstrating classroom coverage (start/end times, break/lunch times).	G		Prior to the first day of the program start Within 5 business days of changes or updates
P	11	Emergency Preparedness Plan and LIC 610 Form	PA		Prior to the first day of the program start

					Within 5 business days of changes or updates
P	12	Copy of new and/or updated Center Licenses	G		New licenses- 30 days prior to the start of the facility opening Updated licenses- Prior to the first day of providing services to children
P	13	Completed Health and Safety Screeners	G		**Integrated HS- EHS, HS** Prior to the first day of providing services to children
P	14	Partner Self-Monitoring System including but not limited to monitoring schedule, documentation of completed monitoring, tracking, follow-up on monitoring results	G		Prior to the first day of the program start
P	15	Evidence of professional development activities such as sign-in sheets, agendas, handouts	PA CP		Available for review by the 5th business day of each month
P	16	Supervisory Oversight Evidence of staff meeting agendas, sign-in sheets, and communication plan	PA		Monthly and ongoing
P	17	Daily Roster: parents/guardians signed child(ren) in and out with time of arrival and departure Attendance: daily entry	PA		Daily
P	18	LIC 500 forms that include all facility personnel assigned to the location and who provide backup and support for the facility. Notification of personnel changes of program management and site-level staff	PA	ECE Program Manager HSSJ T/TA Program Manager	By the 25th business day of each month Personnel changes within 2 business days
P	19	Initial and updated thereafter: Active Supervision Plan with Zoning Maps and Daily Classroom Schedules	G		**Integrated & Co-Funded EHS/HS, HS** 30 days prior to the start of the program and as updates occur.
P	20	Documentation of agency-level meetings [Board, Parent Advisory Committee (PAC), Policy Council	G		Meeting schedules within 30 days of the program start

		(as applicable), and site-level parent meetings] schedules that include dates, times, and locations Agendas, minutes, sign-in sheets, and handouts (when applicable)			Agendas, sign-in sheets, and handouts within 2 days of meeting dates
P	21	Family Language Instrument and Family Interest Interview		ECE Program Manager	Available for review within 30 calendar days of the child's enrollment date
P	22	Program Self-Evaluation Plan that includes but is not limited to relevant activities and timelines throughout the year		ECE Program Manager	No later than August 2nd Within 5 business days of any changes or updates
P	23	Parent Education Plan & Evidence of Implementation of the Plan: schedules, agendas, sign-in sheets, and handouts	PA	ECE Program Manager	**Plan** August 2nd **Changes** within 5 days of any changes **Evidence** available for review by the 5th of each month
P	24	CDD-801A Electronic Transfer Status Report		ECE Program Manager	**State & Integrated HS- EHS** By the 10th of the month for the prior month
P	25	School Readiness Reporting: Desired Results Developmental Profile (DRDP), Parent Conferences, and Goal Planning (individually/classroom level)	CP		Based on identified collection periods
P	26	Evidence of a minimum of 2 required educational home visits per child per year (families who have multiple children enrolled only need to receive 2 educational home visits per year) *Refer to procedures for specific processes and Timelines*	CP		**Integrated HS- EHS, HS** Available for review Upon completion
P	27	Plan of Action for EESD Monitoring Reports requiring correction: completed plan with specific steps, responsible party, date to be completed, and evidence of competition *Refer to procedures for specific processes and Timelines*	G		Based on timelines on each report and action plan
P	28	CDMIS Spreadsheet		ECE Program Manager	**State & Integrated HS- EHS**

					No later than the 5th business day of - August, November, February, May
P	29	Completed Agency's Self-Evaluation and required documents		ECE Program Manager	**State & Integrated HS- EHS** No later than April 1st *Subject to change based on submission timelines established by CDE, CDSS, or other regulatory agencies*
P	30	Reconciliation of Program Information Report (PIR) Data (Head Start Only)	CP		**State & Integrated HS- EHS** Quarterly Final reconciliation by June 30th of the program year
P	31	Child Health and Disability Prevention (CHDP) Program/Bright Futures History	CP		**Integrated HS- EHS, HS** Upon completion
P	32	Participation in the development and/or updating of the Annual Community Assessment		Head Start Coordinator	**Integrated HS- EHS, HS** Based on the annual community assessment schedule

Continued Funding – Supporting Documentation					
F	1	Head Start: Planned Program Approach Plan (PPAP) CCTR/CSPP: Projection Worksheets		Head Start Fiscal Coordinator	**Integrated HS- EHS, HS** **Preliminary PPAP** September 15th for the subsequent program year **Final PPAP** - December 4th for the subsequent program year **CCTR/CSPP** **Preliminary Projection Worksheet** April 1st for the subsequent fiscal year **Final Projection Worksheet** May 1st for the subsequent fiscal year

F/P	2	Supporting documents for continued refunding applications, including but not limited to: -responses to prompts provided by SJCOE -organizational chart -budgets for the next program year *Additional guidance will be provided by Head Start Fiscal Coordinator and ECE Program Manager*		Head Start Fiscal Coordinator CCTR/CSPP ECE Program Manager	**Integrated HS- EHS, HS** September 30th **CCTR/CSPP** Four weeks before the submission date to the CDE/CDSS
P	3	Copies all Job Descriptions for positions funded or partially funded through the SJCOE Cooperative Agreement	G		**Integrated HS- EHS, HS** September 30th of the program year **CCTR/CSPP** Four weeks before the submission date to the CDE/CDSS Within 5 business days of changes or updates
P	4	Current Memoranda of Understanding with prominent community partners.	PA		**Integrated HS- EHS, HS** Prior to the first day of the program start

Health and Safety Screener

Introduction

Organizations that serve young children have an obligation to assure that children in their care are in a healthy and safe environment. This Health and Safety Screener will help organizations to identify where they need to make changes and build capacity in order to ensure children are healthy and safe while in their care.

Dates of Screenings:

Partner Self-Monitoring _____

Validation _____

Educational Partner: _____

Location Name: _____

Program Option(s) and Variation(s) provided at this site: _____

Health and Safety Screener Completed by:
Educational Partner Staff Name: _____
Date

Head Start San Joaquin Staff Name: _____
Date

Instructions for Use

1. Designated staff will complete a Health and Safety Screener for each classroom where children receive services prior to occupancy. Designated HSSJ Staff will complete a Health and Safety Screener for each classroom where children receive services within 30 days of children occupying.
   a. Mark "yes," "no" or "na" for each number. Items marked "no" will have specific notes describing what was identified.
2. Identified items will be corrected by the deadline/address by date.
3. HSSJ will provide Governing Board and Policy Council Health and Safety information.

This screening does not include all applicable Head Start Program Performance Standards, nor does it cover every possible health and safety concern or replace each agency's responsibility to ensure ongoing compliance with local, state, and federal health and safety requirements. Items included in this tool have been taken from the Office of Head Start Health and Safety Screener/Environmental Health and safety Protocol and includes a supplement to reflect California Community Care Licensing Requirements.

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
1) Center license is posted and accessible for viewing. 1302.47 (b) (1) (i), T22							
2) The following are posted in a highly visible area: • Licensing Visit Documents • Parent's Rights • Persoanl Rights • Rapid response-choking, asthma and seizure • Emergency Diaster Plan with current staffing [1302.47 (b) (1) (i), T22]							
3) The following phone numbers are posted in a highly visible area: • Child Protective Services • Poison Center • Police and Fire department (CCB 3.4.9.1, 5.2.9.2)							
4) Plans are posted to protect children in emergencies (e.g., natural disasters, community violence, intruders, attempted removal of child by unauthorized adult or adult who appears intoxicated). [1302.47 (b) (1) (vi), T22]							
5) Staff have current Emergency Cards for all children easily accessible and follow the children to all location: outdoor, indoor, cafeteria, field trips, etc. [1302.47(b)(1)(vi), T22]							
6) Indoor and outdoor premises are inspected prior to each use by children. Premises are kept free of undesirable and hazardous materials and conditions. [1302.47(b)(1)(v-vii), T22, CCB 5.7.04, 6.2.4.4, 5.2.8.1, 3.3.0.1]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
7) Fall zone surfaces and equipment meet Customer Product Safety Commission requirement (e.g., adequately secured to the ground, free of sharp edges and/or splinters, soft falling surface). Fall zones extend at least 6 feet beyond the perimeter of stationary climbing equipment or structure. [1302.47(b)(2), CCB 6.2.3.1							
8) Outdoor play areas are enclosed with a fence or natural barriers that allow teaching staff to see children. (CCB 6.1.0.8)							
9) Environments are free from hazards: • Water hazards (unsupervised/unattended bodies of water) • Choking (small items which can cause blockage in a child's throat; including food items) • Strangulation (strings, cords, ribbons, ties and straps) • Pets • Glass or windows • Heating and cooling systems • Electrical • Bodily injury (scrapes, falls, snags, finger/head entrapments) • Chemicals and cleaning materials • Personal belongings (purses, backpacks, drinks, food, medications, etc.) [1302.47(b)(1)(v-vii), 1302.47(b)(1)(ix), 1302.47 (b)(2)(i-v), T22, CCB 2.2.04, 3.4.6.1, 4.5.0.9, 5.3.1.1, 6.2.1.9, 6.3.1.1, 6.3.5.2)							
10) There is a sanitizing schedule and process to document when toys are sanitized.							
11) Infant toys are cleaned and sanitized as needed between each use by individual children. 1302.47(b)(1)(ix), 1302.47(b)(2)(i-v)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
12) Sanitizing agents are appropriately labeled with contents and date filled, stored in a locked area, and separate from food preparation areas and children. [1302.47(b)(1)(ix), 1302.47(b)(2)(i-v), CCB 3.2.3.4, 5.2.8.1, 5.2.9.1, Appendix J]							
13) Lighting is sufficient and adequate for all classrooms activities, materials, and pathways. 1302.47(b)(1)(v-vii), T22							
14) Necessary accommodations and modifications are made to ensure the safety, comfort, and participation of children with disabilities. 1302.61(a)							
15) Sleeping arrangements for infants are free of soft materials/fabric. Crib is not older than 10 years old. No drop side cribs are in use. 1302.47(5)(i)							
16) A teacher / teacher assistant actively supervise all children during meal times. The teacher/ teacher assistant is within arm's reach of the child's high chair or feeding table or is seated at the same table. Infants are being bottle fed in an upright position. 1302.47(5)(iii), T22							
17) Infants/Toddlers: Cribs and cots are at least 3 feet apart to avoid spreading contagious illness and to allow for easy access. 1302.47(b)(1)(v-vii), T22							
18) Preschoolers: Napping equipment shall be arrange so that each child has access to a walkway without having to walk on or over the cots or mats of other children. 1302.47(b)(1)(v-vii), T22							
19) Toilets and hand washing facilities are clean, in good repair, and easily accessible for children's use. 1302.47(b)(1)(ii-iv)(vii)							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
20) There is 1 toilet training chair for every 5 infants being toilet trained and 1 toilet for every 15 children.							
21) Supplies including toilet paper, hand soap, and towels are available and accessible.							
22) Toileting and diapering areas are separated from areas used for food preparation/service/eating, equipped with sanitizing supplies for exclusive use in the area, accessible to sinks for handwashing. [1302.47(b)(1)(ii-iv, vii)]							
23) Diapering procedure is posted in the designated area and implemented. [1302.47(6)(I, iii)							
24) Training toilets used in center-based programs are emptied into the toilet and cleaned and disinfected after each use in a utility sink for that purpose.							
25) Indoor and outdoor space used by mobile infants and toddlers is separated from general walkways and from area used by preschoolers. [1302.47(b)(1)(v-vii), T22]							
26) Children, including sleeping children, are supervised by staff at all times. [1302.47(5)(iii), T22]							
27) Supervision Plan is completed, visibly posted, and current with all required signatures. [1302.47(5)(iii), T22]							
28) Zoning Map is completed, visibly posted, current, and labeled with staff's designated zone of supervision.							
29) Required staff to child ratios are maintained at all times per local, state, and Head Start regulations, following the most stringent. [1302.47(5)(iii), T22, T5]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
30) Garbage is stored in a safe and sanitary manner to prevent contamination. (Note: Garbage receptacles are cover at all times to prevent children contact) [1302.47(b)(1)(ii-iv, vii)]							
31) Indoor and outdoor environments are free of mold, odors, fumes, and pollutants, including smoke, lead, pesticides, and herbicides, as well as soil and water pollutants. There is fresh air provided by windows or a ventilation system. (CCB 3.3.0.1, 5.2.1.1, 5.2.8.1)							
32) Fire extinguishers are available and easily accessible to staff. Service date on the fire extinguisher showing that it has been updated at least once a year and monthly check has been done and documented.							
33) Smoke, carbon monoxide, and as necessary, radon detectors are operational and tested annually. [1302.47(b)(1)(vi), CCB 5.2.5.1							
34) Draperies, curtains and other similar furnishings and decorations flame resistant. Local fire codes are used to determine the process to ensure flame resistant. [1302.47(b)(7)]							
35) Exits are clearly marked, and emergency evacuation map is posted by each exit, with highlighted evacuation route. [1302.47(b)(1)(vi), T22]							
36) Emergency supplies: • parent and emergency contact information • first aid kit • emergency lighting (flashlight) [1302.47(b)(1)(vi), T22]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			Comments
	Yes	No	N/A	Yes	No	N/A	
37) A well-stocked first aid kit is stored out of children's reach, readily available for staff in each location where children spend time, and with the ability to take along when they leave the facility (e.g., when going on a walk, field trip or to another location). [1302.47(b)(1), CCB 5.6.0.1]							
38) Medication are stored appropriately: • Rescue Medications are out of reach of children but easily accessible to staff • Non-Rescue medications are • Medications needing to be refrigerated are in locked box in the refrigerator							
39) Care Plan, Consent to Administer Medication and Medication Administration documents are current and kept with the medication.							
40) Over the counter medications are in the original containers. They are labeled with the child's name. [1302.47(7)(iv), T22, CCB 3.6.3.1,							
41) Prescription medications are in the original, child resistant container, labeled with child's name, date filled, prescribing health care provider's name, pharmacy name and phone number, dosage, instructions, and warnings. [1302.47(7)(iv), T22, CCB 3.6.3.1,							
42) Medications are accessible for rapid access to staff in case of evacuation. This includes prescribed medication instructions and physician information. [1302.47(7)(iv)]							
43) Child Epi-pens are stored in an unlocked location out of the reach of children that is easily and quickly accessible to staff in case of allergic reaction. [1302.47(7)(iv), T22]							
44) Infectious disease policies and procedures are in place and include contacting parents and communicating with the local health department as necessary. [1302.47(b)(7)]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
45) Staff are able to articulate the name(s) of chid(ren) enrolled that require medication and there is documentation of staff being training on the administration of medicaiton. [1302.47(7)(iv), T22]							
46) Staff notify parents when children are sick and injured. [1302.47(b)(1)(vi), T22]							
47) Agency policies and procedures protect children with allergies from known allergens. [1302.47 (b)(7)]							
48) Staff, children, and anyone in the classroom environment must use proper hand-washing techniques, soap and running water, at the appropriate times.							
49) Spills of bodily fluids are cleaned and disinfected immediately. Nonporous gloves are worn if being exposed to any bodily fluids (diapering, nosebleed, runny nose, etc.) [1302.47(6)(iii), CCB3.2.3.4]							
50) Tooth brushing is occurring in accordance with agency procedure and daily schedule. (1302.43, 1302.44, T22, CCB 3.1.5.1)							
51) Toothbrushes: • Clearly labeled with the child's name in permanent marker • Rinsed and placed in an upright position to air dry • Stored in a manner that prevent cross contamination • Replaced in 3 months or sooner if bristles become splayed, worn, or child is absent due to illness. (1302.44, CCB 3.1.5.1)							
52) Policies and procedures ensure children are released only to authorized adults. [1302.47(5)(iii), T22]							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
53) A sign-in/sign-out will be use to track who (other than children) enters and exits the facility. It includes name, contact number, purpose of visit (e.g., parent/guardian, vendor guest consult) and time in and out. (CCB 9.2.4.7)							
54) A daily or weekly child's sign-in/sign-out sheet that includes time child was dropped off/picked up and full signature of adult (18 and over) dropping off/ picking up; adult must be authorized to take child from center/classroom. (Note: Staff will request to any new adult picking up child to show ID to confirm adult is authorized to release child by the parent/guardian as stated in the Emergency card). [1302.47(b)(5)(iv), 1302.47(7)(v), T22]							
55) Federal, State, local, and tribal food safety and sanitation laws are met and evidence of compliance, including appropriate licenses and certificates, are posted (central kitchens and Centers).							
56) Educational Partner ensures basic food sanitation in connection with food preparation and handling. (1302.43, 102.44, T22)							
57) Individual nutritional needs and feeding requirements are met for all children that comply with USDA nutrition requirements. Child Meal Patters (Monthly Menus) are posted at site. (1302.43, 102.44, T22)							
58) Special dietary needs are met for each child. [1304.23 (a)(2), 1302.43, 102.44]							
59) Child's food allergy is clearly posted in a confidential manner in the food preparation area. Posting of food allergy is posted on site (i.e. peanut allergy).							

Requirements	Prior to Children Starting			Within 30 Days of Start-Up			**Comments**
	Yes	No	N/A	Yes	No	N/A	
60) For Programs serving infants and toddlers, Educational Partner ensures that facilities are available for the proper refrigerated storage and handling of breast milk and formula. (1302.43, 1302.44, T22, CCB 4.3.1.3)							
61) Breast milk is properly refrigerated, all containers labeled with the child's full name, date and time the breast milk was collected, frozen breast milk was defrosted in the refrigerator. (1302.44, T22, CCB 4.3.1.3							
62) Prepared formula is labeled with the child's name, date and time of preparation. Original container is dated when item was open. (1302.44, CCB 4.3.1.5)							
63) Foods that pose a high risk of choking for infants and toddlers are not served. (1304.23, 1302.43, 1302.44, t22, CCB 4.5.0.10)							
64) Classroom has at least one outside window for emergency rescue/ventilation.							
65) The agency has policies/procedures in place to include work order protocol and prioritization for repairs. [1302.47(b)(1)(v-vii), T22]							
66) There is a pest management program in place and chemicals for controlling pests are not used while children are present.							

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
July 1, 2024 - January 31, 2025

Agency: CAPK

| | | |

HEAD START SAN JOAQUIN
Basic Funds - Head Start Multi-Funded
July 1, 2024 - January 31, 2025

6c Travel												***$ -***	***$ -***	***$ -***
	# of Staff													
Event #1	1	staff	x		$0.00	/person	x	100%				-	-	0
Event #2	1	staff	x		$0.00	/person	x	100%				-	-	0
Event #3	1	staff	x		$0.00	/person	x	100%				-	-	0
6d Equipment (Over $5,000/Unit)												***$ -***	***$ -***	***$ -***
		each	x				x	100%				-	-	-
		each	x				x	100%				-	-	-
6e Supplies and Equipment Under $5,000/Unit												***$ 112,145***	***$ 72,087***	***$ 40,058***
	Amt/Site													
Instructional Materials & Supplies	$ 5,000.00	Estimate										5,000	3,250	1,750
Equipment < $5,000	$ 78,500.00	Estimate										78,500	50,217	28,283
Classroom expendables	$ 5,000.00	Estimate										5,000	3,250	1,750
Child and Family Services Supplies	$ 4,947.00	Estimate										4,947	3,216	1,731
Food Services Supplies	$ 3,000.00	Estimate										3,000	1,950	1,050
Other Supplies (e.g. janitorial, training)	$ 2,498.00	Estimate										2,498	1,624	874
New Staff -staff startup (computers,desk,cell phone)	$ 10,000.00	Estimate										10,000	6,500	3,500
Office Supplies (Admin)	$ 3,200.00	Estimate										3,200	2,080	1,120
											%	-	-	-
6f Contracts												***$ 5,898***	***$ 3,834***	***$ 2,064***
Hatch and Ready Rosie														
Vended Meals (Subsidy)											100.00%	831	540	291
											100.00%	5,067	3,294	1,773
6g Construction, Repairs/Renovations ($250,000 or greater only)												***$ -***	***$ -***	***$ -***
													-	-
6h Other												***$ 16,499***	***$ 10,725***	***$ 5,774***
Mileage Reimbursement	$0.670	/mile	x		2,600	miles	x	20.00%				348	226	122
Local Conferences/Training	$2,000	/annual	x	1		annual	x					-	-	-
Program Consultants		Estimated	x			annual	x					-	-	-
Translation Services		Estimated	x			annual	x					-	-	-
Child Plus Software	$31,000.00	Estimated	x	1		annual	x	0.01%				3	2	1
Software Licenses	$2,231	/annual	x			annual	x	100.00%				2,231	1,450	781
Laundry/Dry Cleaning		/annual	x			annual	x					-	-	-
Site Rents	$5,000.000	/month	x	7		months	x	20.00%				7,000	4,550	2,450
Phones/Cell Phones		/month	x			months	x					-	-	-
Utilities water/sewage, pest control, gas/electricity, disposal	$416.67	/month	x	7		months	x	20.00%				583	379	204
Utilities Pest Control	$800.00	/month	x	1		months	x	100.00%				800	520	280
Utilities Gas/Electricity		/month	x			months	x					-	-	-
Utilities disposal		/month	x			months	x					-	-	-
Maintenance & Repair	$6,000.00	/annual	x	1		annual	x	20.00%				1,200	780	420
Misc building expenses	$1,510.00	/annual	x	1		months	x	100.00%				1,510	982	528
Copier/Printer (maintenance agreement)	$900	/annual	x	1		annual	x	20.00%				180	117	63
Printing Costs	$500	/month	x	1		months	x	100.00%				500	325	175
Property & Liability Insurance	$1,500	/month	x	1		months	x	100.00%				1,500	975	525
Transportation vouchers,immmunizations		/annual	x			annual	x					-	-	-
Membership and subscription fees	$100	/annual	x	1		annual	x	100.00%				100	65	35
Family Engagement Activities	$250	/annual	x	1		annual	x	100.00%				250	163	87
Excess food cost over reimbursement		/annual	x			annual	x					-	-	-
Legal services		/annual	x			annual	x					-	-	-
TB Testing		/annual	x			annual	x					-	-	-
Service Contracts		/annual	x			annual	x					-	-	-
Marketing, Advertising & Publications	$42	/month	x	7		months	x	100.00%				294	191	103
6i Direct Costs												***$ 390,210***	***$ 252,829***	***$ 137,381***
6j Indirect												***$ 33,168***	***$ 21,491***	***$ 11,677***
	$ 390,210	x		8.50%								$ 33,168	21,491	11,677
											Total Budget Amount	$ 423,378	$ 274,320	$ 149,058
											(Over) / Under Budget:	$ -	$ -	$ -

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Non - Federal Share Match
July 1, 2024 - January 31, 2025

Agency: CAPK

												Total Budget	
												$	***83,351***
6e	***Supplies***											***$***	***8***
	Donated Supplies	Estimate											8
6g	***Contractual***											***$***	***-***
6h	***Personnel***	Rate										***$***	***83,343***
	Parent Volunteers	$23.86	/hour	x	3,493	hours							83,343
	Community Volunteers	$23.86	/hour	x		hours							-
6h	***Non-Personnel***											***$***	***-***
	example: State Collaboration	Estimate		x									-
													-
													-
													-
	State Breakfast and/or Lunch Reimbursement												
6h	***Indirect Costs***	rate		x	$	-		-				***$***	***-***
Funded Number of Children			17	x	$	4,903	NFS Required					$	83,351
							(Over)/Under					$	-

SAN JOAQUIN COUNTY OFFICE OF EDUCATION
HEAD START SAN JOAQUIN
Administrative Cost
July 1, 2024 - January 31, 2025

Agency: CAPK

						Total Budget
				Budget:	***$***	***43,041***
6a	***Personnel***			***Admin %***	***$***	***6,512***
# of Staff	***Title***		***Annual Salary***			
	Director of HS/State Child Develop	$	154,752	x 1.200%		1,857
	Assistant Director - Program	$	116,875	x 1.200%		1,403
	Assistant to the Director	$	64,251	x 1.200%		771
	Finance Administrator	$	96,720	x 1.200%		1,161
	Assistant Director ~ SJC	$	110,011	x 1.200%		1,320
						-
						-
						-
6b	***Fringe Benefits***				***$***	***161***
				%		
			$0	x		-
			$260	x 1.200%		3
			$10,553	x 1.200%		127
			$2,468	x 1.200%		30
			$34	x 1.200%		-
			$58	x 1.200%		1
			$0	x		-
			$0	x		-
			$0	x		-
6c	***Travel***				***$***	***-***
6d	***Equipment (Over $5,000/Unit)***				***$***	***-***
6e	***Supplies and Equipment Under $5,000/Unit***				***$***	***3,200***
	Office Supplies			x		-

HEAD START SAN JOAQUIN
Administrative Cost
July 1, 2024 - January 31, 2025

6f	***Contracts***					***$ -***
6g	***Construction, Repairs/Renovations ($200,000 or greater only)***					***$ -***
6h	***Other***					***$ -***
	Utilities/Telephone	$ 1,383.00	x			-
	Building & Child Liability Insurance	$ -	x			-
	Building Maintenance/Repair	$ 2,710.00	x			-
	Accounting Services & Legal Services	$ -	x			-
	TB Testing and Fingerprinting		x			-
	Mileage		x			-
6j	***Indirect***	$ 33,168	x	100.00%	***$***	***33,168***
	Total Administrative Costs				***$***	***43,041***
	10% Administrative Cost Ceiling					35,767
	Budgeted Administrative Cost					8.49%

SJCOE Head Start Partnership & CSPP Dual Funding
Budget Detail 2024-2025

PERSONNEL	**$**	**270,334**
FRINGE BENEFITS		**83,804**
TRAVEL		**1,000**
SUPPLIES		
Office Supplies		3,000
Child and Family Services Supplies		4,947
Food Services Supplies		2,000
Other Supplies (e.g. janitorial, training)		2,000
TOTAL SUPPLIES		**11,947**
CONTRACTUAL		
Administrative Services		-
Training & Technical Assistance		-
Other Contracts		831
TOTAL CONTRACTUAL		**831**
OTHER		
Rent		-
Mortgage		-
Utilities, Telephone		5,000
Building & Child Liability Insurance		1,000
Building Maintenance/Repair		5,000
Nutrition Services		34,900
Publications/Advertising/Printing		500
Other		2,500
TOTAL OTHER		**48,900**
INDIRECT		**41,682**
TOTAL Budget	**$**	**458,498**

FUNDING		
SCJOE CSPP Funding	$	184,178
SJCOE Head Start Child Care Partnership Funding	$	274,320
Total Funding	$	458,498

Revised 8/14/2024

MEMORANDUM

To: Board of Directors

From: Kelly Lowery, Food Bank Program Administrator

Date: August 21, 2024

Subject: *Agenda Item IV(b):* FY 2024-2025 Food Bank Supplemental Blanket Purchase Orders – **Action Item**

Background

In 2023 the CAPK Food Bank distributed more than 20 million pounds of food through various programs. Of that amount, more than 3.5 million pounds were distributed through the pantry program and the network of agency partners. From the 3.5 million pounds, 2.3 million were donated and 1.2 million were purchased. The Food Bank's ability to purchase food allowed the network of agency partners to grow from 119 in January of 2023 to 157 in December 2023.

Current BPOs for these vendors were approved at the beginning of the fiscal year. However, the substantial allocation balances remaining require additional BPOs in place to fully spend each of them down.

Current Events

The current combined remaining allocations for raw food purchasing is $1,466,144.11.
There are four vendors for which Food Bank is requesting approval for supplemental blanket purchase orders to fully spend these totals down before the grant period ends.

1. CalFood Logistics: $1,227,154.10
2. I Deal Specialties: $1,227,154.10
3. Grimmway: $589,344
4. CA Association of Food Banks: $589,344

Recommendation:

Staff recommends that the Board of Directors approve the attached blanket purchase orders which will allow staff to fully spend down the allocations.

Attachments:
California Association of Food Banks
Grimmway
SSJF's for CalFood Logistics
I Deal Specialties

Community Action Partnership of Kern
Business Services Department
1300 18th St. Suite #200. Bakersfield, CA 93309
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$589,344.00** Account Code(s): **See attachment.**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   California Association of Food Banks 1624 Franklin St. Ste 722 Oakland CA 94612 (510) 272-4435
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**
4. Reason(s) for requesting a sole source purchase:

   ☐ Original manufacturer or provider; no other local distributors exist.
   ☐ Only local distributor for the original manufacturer or provider.
   ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   ☐ Only known item or service matching the requested needs or performing the intended task.
   ☐ Sole provider of a licensed or patented good or service.
   ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   ☐ Sole provider of factory-authorized warranty service.
   X None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 8/13/24 (DATE)

CEDS Fiscal: _____ Date: _____
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Aug 14, 2024 11:48 PDT) Stacy Webster Date: 08/14/2024

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: Kerri Davis (Aug 14, 2024 16:23 PDT) Date: 08/14/2024

Account Codes(s):

7145-216-102-120-000-00-2-1	$**100,000.00**
7145-216-104-120-000-00-2-1	**$100,000.00**
7145-216-087-120-000-00-2-1	**$261,778.00**
7145-467-190-120-000-00-2-1	**$42,522.00**
7145-467-192-120-000-00-2-1	**$42,522.00**
7145-467-193-120-000-00-2-1	**$42,522.00**

#5

California Association of Food Banks: is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Being able to respond in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Being able to respond in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

California Association Of Food Banks is an active vendor. This is a BPO for the remainder of the fiscal year 8/13/24-2/28/25.

Community Action Partnership of Kern
Business Services Department
1300 18th St Suite #200 · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$ 589,344.00** Account Code(s): **See attachment.**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Grimmway Farms PO Box 81498 Bakersfield CA 93380 661 393-3320 Fax 661845-6627
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**
4. Reason(s) for requesting a sole source purchase:

   ❑ Original manufacturer or provider; no other local distributors exist.
   ❑ Only local distributor for the original manufacturer or provider.
   ❑ Parts or equipment not interchangeable with similar parts of another manufacturer.
   ❑ Only known item or service matching the requested needs or performing the intended task.
   ❑ Sole provider of a licensed or patented good or service.
   ❑ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   ❑ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   ❑ Sole provider of factory-authorized warranty service.
   X None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 8/14/24 (DATE)

CEDS Fiscal: _____ Date: _____
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Aug 14, 2024 11:46 PDT) Date: 08/14/2024 08/14/2024

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Kerri Davis (Aug 14, 2024 14:15 PDT) Date: 08/14/2024

Account Codes(s):

7145-216-102-120-000-00-2-1 $**100,000.00**

7145-216-104-120-000-00-2-1 **$100,000.00**

7145-216-087-120-000-00-2-1 **$261,778.00**

7145-467-190-120-000-00-2-1 **$42,522.00**

7145-467-193-120-000-00-2-1 **$42,522.00**

7145-467-192-120-000-00-2-1 **$42,522.00**

#5

Grimmway Farms is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Being able to respond in real time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Being able to respond in real time will save CAPK Food Bank time, money, and staff resources.

Note:

Grimmway Farms is an active vendor. This is just a BPO for the remainder of the fiscal year 8/13/24-2/28/25

Community Action Partnership of Kern
Business Services Department
1300 18th ST. Suite #200 Bakersfield.Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$1,227,154.10** Account Code(s): **See attachment.**

2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title

   Cal Foods Logistics 3478 Buskirk Ave Ste 346 Pleasant Hill CA 94523 Info@calfoods.org

   Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**

3. Reason(s) for requesting a sole source purchase:

   - ☐ Original manufacturer or provider; no other local distributors exist.
   - ☐ Only local distributor for the original manufacturer or provider.
   - ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   - ☐ Only known item or service matching the requested needs or performing the intended task.
   - ☐ Sole provider of a licensed or patented good or service.
   - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   - ☐ Sole provider of factory-authorized warranty service.
   - X None of the above applies. Please attach a detailed explanation and justification for this sole source request.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 8/13/24 (DATE)

CEDS Fiscal: _____ Date: _____
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Aug 14, 2024 11:45 PDT) Stacy Webster Date: 08/14/2024

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Kerri Davis (Aug 14, 2024 13:59 PDT) Date: 08/14/2024

Account Codes(s):

7145-216-102-120-000-00-2-1 $627,313.42

7145-216-104-120-000-00-2-1 $338,062.69

7145-216-087-120-000-00-2-1 $261,778.00

#5

Cal Foods Logistics: is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank must procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Being able to respond in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Being able to respond in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Cal Foods Logistics is an active vendor. This is a BPO for the remaining of the fiscal year 8/13/24- 2/28/25.

Community Action Partnership of Kern
Business Services Department
1300 18th St. Suite #200. Bakersfield, CA 93309
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: ***$1,227,154.10*** Account Code(s): ***See attachment.***

2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   I Deal Specialties 2492 Cedarwood Rd Pepper Pike, OH 44124

3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal-Food Grant**

4. Reason(s) for requesting a sole source purchase:

   - ☐ Original manufacturer or provider; no other local distributors exist.
   - ☐ Only local distributor for the original manufacturer or provider.
   - ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   - ☐ Only known item or service matching the requested needs or performing the intended task.
   - ☐ Sole provider of a licensed or patented good or service.
   - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   - ☐ Sole provider of factory-authorized warranty service.
   - X None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde	Admin Supervisor	8/13/24
PRINTED NAME	TITLE	DATE

CEDS Fiscal: _____ Date: _____
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Aug 14, 2024 11:47 PDT) Stacy Webster Date: 08/14/2024 08/14/2024

Authorization: ☐ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Kerri Davis (Aug 14, 2024 14:15 PDT) Date: 08/14/2024

REVISED 7/1/17

Account Codes(s):

7145-216-102-120-000-00-2-1 $627,313.42

7145-216-104-120-000-00-2-1 $338,062.69

7145-216-087-120-000-00-2-1 $261,778.00

#5

I Deal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank must procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Being able to respond in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Being able to respond in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

I Deal Specialties is an active vendor. This is a BPO for the remaining of the year 8/13/24-2/28/25.

MEMORANDUM

To: Board of Directors

From: Freddy Hernandez, Director of Youth & Community Services

Date: August 21, 2024

Subject: *Agenda Item 4(c):* East Kern Family Resources Center: New Position - **Action Item**

As program services expand and new contracts are secured at the East Kern Family Resource Center, there is a growing recognition of the necessity for a janitorial position in order to maintain a clean and safe environment for staff and clients.

Summary of Proposed Changes

The East Kern Family Resource Center is in the process of expanding services in order to assist individuals and families who are facing a housing crisis. The new expansion would include a new laundry room, conference room, food pantry, and storage. The new position of janitor will fall under the purview of the Family Resource Center Program Manager. The janitor will assist with the daily cleaning and maintenance of the laundry room, office space, storage room and assist with minor repairs.

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

Position Title	Proposed Changes	Current Grade	Proposed Grade
Janitor	New position	-	2 Min: $16.00 Mid: $16.38 Max: $18.77

Fiscal Impact and Timeframe

Pending approval, the proposed position is set to begin on August 31, 2024. The current salary will be accounted for in the 2024/2025 budget. Funding for this position will be provided by the Kern Health System – Incentive Payment Program grant and future CalAIM funding. The cost associated with this position will be included in the FY 2024/2025 budget and will continue to be reflected in subsequent budgets.

The new job description will have a minor fiscal impact since the funding is already available to meet this additional cost. The estimated annual cost for this position will be $39,042.

This new position is in alignment with the CAPK Strategic Goal of program services and will help maintain and support the staff and East Kern community.

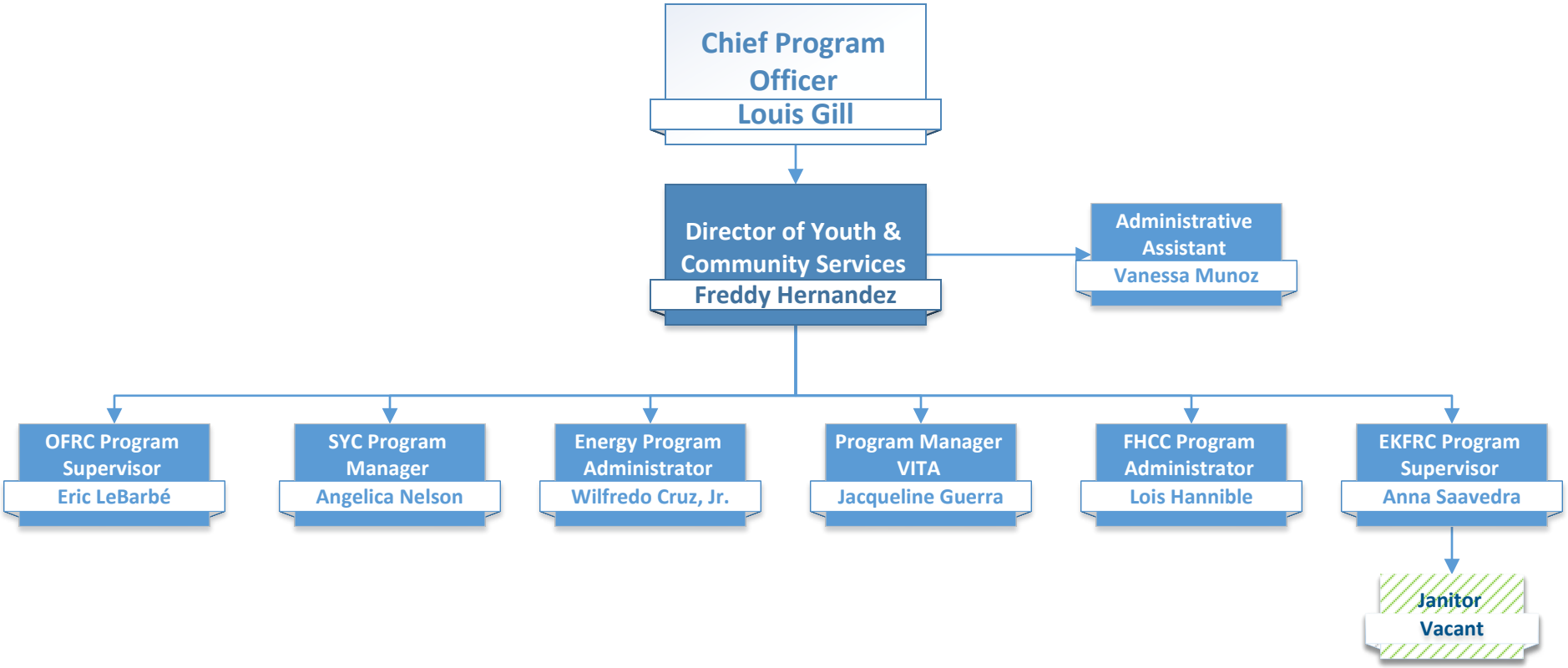
Recommendation:

Staff recommends that the Board of Directors approve this new position for the Youth and Community Services Department.

Attachments:

Youth & Community Services Organizational Chart
Janitor Job Description

Youth & Community Services Division



Legend

Title
New Position

Revised 8/24

Janitor

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 02 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Manager, will maintain a safe and healthy work environment for staff and clients. The Janitor is responsible for cleaning and supplying designated areas, performing and documenting routine inspections, maintenance activities and carrying out light to moderate cleaning tasks.

SUPERVISION RECEIVED:
Receives supervision from the Program Manager.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:
- Performs the necessary work to maintain a clean and safe environment, managing general clean-up of all areas.
- Routine upkeep of exterior areas and removes garbage daily, both indoors and outdoors.
- Assists in examining premises for safety hazards and reports deficiencies to the maintenance team.
- Receives and stores materials and supplies in a safe place, locked and away from clients.
- Ensures standards of sanitation are met and maintained by implementing health, safety, and sanitation policies and procedures.
- Ensures general maintenance of all common areas following a cleaning schedule that defines tasks on a daily, weekly, and monthly basis.
- Performs minor repairs and maintenance such as replacing light fixtures or unclogging drains.
- Adheres to the Americans with Disabilities Act (ADA), which prohibits discriminatory actions toward staff and clients.
- Reports all injuries and health and safety concerns to the Program Manager.
- Assist staff with the stocking and maintenance of the food pantry and community closet.
- Ensures the laundry room is always maintained and clear of slip hazards.
- Other duties as assigned.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.

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- Ability to work alternate shifts as deemed necessary.
- 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:

- Applicable federal, state, and local laws, codes, and regulations.
- Agency and departmental policies and procedures.
- Cleaning chemicals and supplies.
- Understanding of socially and economically diverse families.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Ability to perform basic repairs and operate tools or equipment used in routine maintenance.
- Work as a positive team member.
- Work independently.
- Establish professional working relationships with staff, agencies, and clients.

EDUCATION AND EXPERIENCE:

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

- Must be 18 years of age or older.
- High school diploma or equivalent.

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) desirable.
- 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 and outdoors.
- 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 made to enable employees with disabilities to perform the essential duties.

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

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

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Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

AUGUST 14, 2024

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	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, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	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	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAP - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	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)	146,294	10.568/.569	15 - MOU - 00118	10/01/23 - 09/30/24	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, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	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 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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	1,275,824	21.027		7/1/2023 - 6/30/2024	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)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	147	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, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	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 PROC	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	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	07/01/23 - 06/30/24	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
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
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
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

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	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		CMAP - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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) CAL FOOD	256,506		MOU-22-00118	07/01/23 - 04/30/24	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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 - 04/30/25	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 - 04/30/25	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
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799		2020.2.06	07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
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 - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERVI
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	Youth Services						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				X		

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				
06/30/24	n/a				

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

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/23 - 3/31/24	90 days	$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days	$ 1,895.83	9.18%
07/01/24 - 9/30/24	90 days		
10/01/24 - 12/31/24	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JUNE 30, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(173,129.46)
HEAD START/EARLY HEAD START	475,894.20
SUBTOTAL	**302,764.74**
GENERAL CHILD CARE	(257,059.73)
MIGRANT A/P	7,105,656.22
Child Development Reserve Fund No. 1	427,401.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	82,047.45
MIGRANT SPECIALIZED SERVICES	0.00
SAN JOAQUIN COE GENERAL CHILD CARE	(133,591.14)
STATE PRESCHOOL	2,838,893.94
SUBTOTAL	**10,055,385.85**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(117,100.18)
EF&S	0.00
EFAP	(459,532.66)
HUD CPF Food Bank Expansion	(28,821.82)
FEEDING AMERICA SERVICE INSIGHTS	(8,726.37)
FOOD BANK	(339,937.86)
FOOD BANK EXPANSION	146,869.42
FOOD BANK CAPACITY PROGRAM	210,097.38
FOOD BANK - STATE	(595,165.51)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	474,879.49
WONDERFUL FOUNDATION	159,069.15
SUBTOTAL	**(558,368.96)**
ENERGY	(193,824.47)
LIHEAP	(1,806,974.44)
DOE	(15,236.86)
LIWHAP	(694.50)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	1,999,371.26
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	110,685.57
ARG III - Warm Handoff	(133,303.65)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(89,868.59)
KCCD CERF REGIONAL CONVENOR	(28,840.57)
KCCD CWDB High Road Training Partnership	(4,559.82)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(55,652.05)
BKRHC-Encampment Resolution	(13,155.98)
CALAIM HOMELESS PREVENTION SERVICES	274,710.34
CAL FRESH	(20,212.97)
CALEITC	(183,916.33)
CAPK FOUNDATION	(31,105.10)
Child Care Facilities	114,084.67
COST POOLS	380,498.74
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(106,913.46)
County of Kern - PPSA COVID-19	(1,144.88)
CSBG	262,221.69
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(217.46)
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	174,955.97
EAST KERN FAMILY RESOURCE CENTER	38,431.37
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(7,696.91)
Day 1 Families Housing Support	(3,978.88)
ASTHO VACCINE EQUITY	(43,600.60)
CITY OF BAKERSFIELD CAL VIP	(35,356.60)
FIRST 5 KERN 211	(29,955.58)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(76,446.39)
FIRST 5 HELP ME GROW	(27,681.60)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(75,617.70)
FRIENDSHIP HOUSE	44,795.60
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(32,379.70)
FUNDRAISING	0.00
GENERAL FUND	196,837.41
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(67,356.78)
HUD-COORDINATED ENTRY SYSTEM	(24,900.27)
Kaiser	26,716.62
INDIRECT FUND	2,905,876.44
IRS - VITA	(16,291.66)
TAX ASSISTANCE	24,563.93
M ST NAVIGATION CENTER	23,667.69
NEOPB CAL FRESH HEALTHY LIVING	(347,265.05)
POSITIVE YOUTH DEV SVC	(8,372.09)
POSITIVE YOUTH M	15,996.34
SHAFTER YOUTH CENTER	52,903.01
OASIS FAMILY RESOURCE CENTER	23,651.74
CalCAPA-Diaper Distribution Pilot	(16,348.50)
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	981.55
County of Kern - 211	(943.92)
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,048,621.27)
LESS: ENERGY NEGATIVE BALANCE	(1,999,371.26)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**167,748.18**
TOTAL OPERATING CASH	9,967,529.81

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
June 30, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 06/30/24		11,154,665.92
LESS: OUTSTANDING CHECKS	697,708.91	
ADJUSTED BANK BALANCE AT 06/30/24		10,456,957.01
GENERAL LEDGER BALANCE AT 05/31/24		8,233,165.87
ADD: DEPOSITS	2,882,657.13	
US TREAS DRAWDOWNS	7,668,223.21	
FUNDS FROM OTHER GRANTS	1,733,356.85	
TRANSFERS FROM RESTRICTED ACCOUNTS	75,601.69	
ADP /HEALTH EQUITY REFUND	6,472.00	
REIMBURSEMENT OF ALTERED PAYEE	6,787.74	
LESS: CHECKS	1,460,498.75	
ADP PAYROLL 6/14/24	1,841,542.74	
ADP PAYROLL 6/28/24	1,900,296.85	
EFTS FOR HRA/HSA/ STD/403B	360,801.42	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	98,238.53	
BANK FEES	-	
ACH VOUCHERS	4,487,929.19	
GENERAL LEDGER BALANCE AT 06/30/24		10,456,957.01
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/03/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/03/2024

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**06/30/24**		**1,027,062.48**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/24**		**1,027,062.48**

BALANCE PER G/L	**05/31/24**		**1,101,728.61**
ADD: DEPOSITS		0.00	
INTEREST		935.56	
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		75,601.69	
BALANCE PER G/L	**06/30/24**		**1,027,062.48**

DIFFERENCE: 0.00

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

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/02/2024

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**06/30/24**		**292.82**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/24**		**292.82**

BALANCE PER G/L	**05/31/24**		**292.56**
ADD: DEPOSITS		0.00	
INTEREST		0.26	
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	**06/30/24**		**292.82**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 07/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/02/2024

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**06/30/24**		**2,514,495.27**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**06/30/24**		**2,514,495.27**
BALANCE PER GENERAL LEDGER	**05/31/24**		**2,512,287.79**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		2,224.93	
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		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**06/30/24**		**2,514,495.27**

** 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: NAOMI IBARRA TITLE: Accountant DATE: 07/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/02/2024

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

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**06/30/24**		**7,620.51**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**06/30/24**		**7,620.51**

BALANCE PER G/L	**05/31/24**		**7,613.77**
ADD: DEPOSITS		0.00	
INTEREST		6.74	
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	**06/30/24**		**7,620.51**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/02/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**06/30/24**	**2,954,303.65**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**06/30/24**	**2,954,303.65**
BALANCE PER G/L		**05/31/24**	**2,951,689.56**
ADD:	DEPOSITS	0.00	
	INTEREST	2,614.09	
	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		**06/30/24**	**2,954,303.65**
		DIFFERENCE:	0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 07/02/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 07/02/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED May 1, 2024 - May 30, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,002.08
Gloria Barbero	Administrator - EHS San Joaquin	134.70
Yolanda Gonzales	Director of Head Start/State Child Development Programs	834.19
Freddy Hernandez	Director of Youth and Community Services	3,159.92
Louis Gill	Chief Program Officer	7,155.55
Lisa McGranahan	Director of Human Resources	2,476.36
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	806.72
Pritika Ram	Chief Business Development Officer	6,656.22
Jeremy Tobias	Chief Executive Officer	1,185.98
Emilio Wagner	Chief Facilities and Technology Officer	1,787.47
Tracy Webster	Chief Financial Officer	4,811.29
Rebecca Moreno	Director of Housing Support Services	5,008.24
Susana Magana	Director of Nutrition Services	4,211.62
	Total	$ 39,230.34

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

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 : 6/1/2024 - 6/28/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/31/2024	6/3/2024	Chick-Fil-A #04799 Bakersfield, CA				53.80
	Iced Tea for Gourmet for Good.						
2	5/31/2024	6/3/2024	Party City 291 Bakersfield, CA				18.40
	Table covers for Gourmet for Good						
3	5/31/2024	6/3/2024	Office Depot #952 Bakersfield, CA				20.87
	Command Stripes for Gourmet for Good						
4	6/3/2024	6/4/2024	76 - Samco 4100 Californi Bakersfield, CA				84.52
	Gas for Food Bank Truck.						
5	6/3/2024	6/6/2024	Party City 291 Bakersfield, CA				-18.40
	Refund for the table cloths.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/24/2024	6/25/2024	Smiths Bakeries Inc Bakersfield, CA				173.76
	Cookies for the Oasis Baby Shower						
7	6/25/2024	6/26/2024	Cke*new Vintage Bar & Gri Bakersfield, CA				69.13
	Lunch meeting with Dignity Health and CAPK Foundation						
8	6/27/2024	6/28/2024	Sq *bakersfield National Bakersfield, CA				600.00
	4 tickets to the Cemetery Commitee Dinner						

Transaction Count: 8

Total: 1,002.08

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/12/2024	6/13/2024	Cps Hr Consulting 916-2633600, CA				4.85
	Site Supervisor registration for the CCL Record Keeping Orientation.						
2	6/12/2024	6/13/2024	Cps Hr Consulting 916-2633600, CA				54.85
	Site Supervisor registration for the CCL Childcare center Application Online Orientation.						
3	6/14/2024	6/17/2024	A-B-Cpr & First Aid Abcpr.Com, CA				75.00
	Childcare Preventative Healthcare Online Training for Site Supervisor.						

Transaction Count: 3

Total: 134.70

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	5/30/2024	6/3/2024	Pizzaville Usa Bakersfield, CA				147.27
	POC/Funded Enrollment Initiative Meeting & Site Visits luncheon- 108@20%= $29.45/109@80%=$117.82						
2	6/6/2024	6/10/2024	Paradise Point Resort San Diego, CA				1,208.64
	Travel-Lodging for R9HSA First 1,000 Days EHS Conf. in San Diego, CA 6/3 -/6/5/24- Yolanda G. 108@17%=$205.47/109@68%=$821.88/117@15%= $181.29						
3	6/6/2024	6/10/2024	Paradise Point Resort San Diego, CA				1,168.64
	Travel-Lodging for R9HSA First 1,000 Days EHS Conf. in San Diego, CA 6/3-/6/5/24- Elsa N. 108@20%=$233.73/109@80%=$934.91						
4	6/11/2024	6/13/2024	Prince Hotels 808-9561111, HI				317.32
	Travel-Lodging Deposit for 2024 R9HSA Family Engagement Conf. & Board Meeting in Honolulu, HI 10/21-10/26/24- Yolanda G. 108@17%= $53.94/109@68%=$215.78/117@15%=$47.60						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/11/2024	6/13/2024	Prince Hotels 808-9561111, HI				317.32
	Travel-Lodging Deposit for 2024 R9HSA Family Engagement Conf. & Board Meeting in Honolulu, HI 10/21-10/26/24- Elsa N. 108@20%=$63.46/109@80%=$253.86						
6	6/17/2024	6/19/2024	Wipfli Llp Madison, WI				-2,325.00
	Refund-Registration for WIPFLI 2024 Stronger to Serve Conf. in Las Vegas, NV 7/9-7/12/24- Yolanda G. 108@17%=$395.25/109@68%=$1,581/117@15%=$348.75						

Transaction Count: 6

Total: 834.19

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/5/2024	6/6/2024	Marriottjw L.A.Live Fd Los Angeles, CA				671.98
	Lodging for Jessica Reyes attending the 06-24 - Community Violence & Intervention Conference - Los Angeles CA						
2	6/11/2024	6/14/2024	Latino Tax Professionals Salinas, CA				-499.00
	Refund for Jayshree Madeka registration to attend the Latino Tax Fest Conference - The Year of Growth 2024 in Las Vegas, NV June 23-28, 2024. (Cancelled)						
3	6/12/2024	6/13/2024	Marriottjw L.A.Live Fd Los Angeles, CA				671.98
	Lodging for Jaubrae Dixon attending the 06-24 - Community Violence & Intervention Conference - Los Angeles CA						
4	6/12/2024	6/13/2024	Marriottjw L.A.Live Fd Los Angeles, CA				671.98
	Lodging for Holanda Naff attending the 06-24 - Community Violence & Intervention Conference - Los Angeles CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/12/2024	6/13/2024	Marriottjw L.A.Live Fd Los Angeles, CA				671.98
	Lodging for Lois Hannible attending the 06-24 - Community Violence & Intervention Conference - Los Angeles CA						
6	6/25/2024	6/27/2024	Marriottjw L.A.Live Fd Los Angeles, CA				121.00
	Parking for Lois Hannible & staff attending the 06-24 - Community Violence & Intervention Conference - Los Angeles CA						
7	6/26/2024	6/27/2024	In *united Way Of Kern Co 661-8341820, CA				850.00
	Purchase table of 8 VITA staff to the attend the United Way of Kern County event 6/26/24						

Transaction Count: 7

Total: 3,159.92

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/12/2024	6/13/2024	National Reentry Workfor 307-399-2799, PA				2,550.00
	Registration for Rosario Miranda, Nicole Roberson and Lizette Gonzalez to obtain the NRWC Reentry Specialist Certification						
2	6/17/2024	6/18/2024	Hilton Washington Sertifi 202-4833000, DC				918.32
	Lodging for Veronica Ramos to attend the NAEH Conference in Washington DC July 7-11, 2024						
3	6/17/2024	6/18/2024	Hilton Washington Sertifi 202-4833000, DC				918.32
	Lodging for Marlen Ruiz Hernandez to attend the NAEH Conference in Washington DC July 7-11, 2024						
4	6/17/2024	6/18/2024	Hilton Washington Sertifi 202-4833000, DC				918.32
	Lodging for Laurie Hughey to attend the NAEH Conference in Washington DC July 7-11, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/17/2024	6/18/2024	Hilton Washington Sertifi 202-4833000, DC				918.32
	Lodging for Keith Jackson to attend the NAEH Conference in Washington DC July 7-11, 2024						
6	6/17/2024	6/18/2024	Hilton Washington Sertifi 202-4833000, DC				918.32
	Lodging for Joseph Aguilar to attend the NAEH Conference in Washington DC July 7-11, 2024						
7	6/25/2024	6/27/2024	Office Depot #952 Bakersfield, CA				13.95
	Executive Division / Office Supplies for the CPO						

Transaction Count: 7

Total: 7,155.55

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/1/2024	6/3/2024	Officemax/Officedept#2920 800-463-3768, GA				175.29
	2024 CAPK Job Fair-Table Signage						
2	6/6/2024	6/7/2024	Urbane Cafe Bakersfiel Bakersfield, CA				267.04
	Urban Cafe-Personnel Committee Meeting						
3	6/7/2024	6/10/2024	Tst* Victors Mexican Gri Bakersfield, CA				211.09
	DEI Committee Lunch and Learn for the Book Club						
4	6/10/2024	6/12/2024	Biometrics4all Inc 714-568-9888, CA				12.00
	Relay Fees for running New Hire Fingerprints Invoice Period 05/01/2024-5/31/2024 Invoice Date 06/01/2024						
5	6/12/2024	6/13/2024	Sq *ballooniverse By Jenn Gosq.Com, CA				618.60
	Purchase Sq *ballooniverse By Jenn						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/15/2024	6/17/2024	Safety Holdings 888-9472622, NM				967.09
	Driving Monitoring Services						
7	6/19/2024	6/21/2024	Office Depot #2956 800-463-3768, TX				175.29
	Purchase Office Depot #2956						
8	6/26/2024	6/27/2024	Smart And Final 508 Bakersfield, CA				49.96
	2024 Job Fair-Candies for Tables						

Transaction Count: 8

Total: 2,476.36

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/7/2024	6/10/2024	In *everychild California 916-4435919, CA				199.00
	Registration fee for Partnership Staff to attend Every Child California online training.						
2	6/26/2024	6/27/2024	Mgm Grand - Adv Dep 877-880-0880, NV				241.50
	This line item is a hold to reserve hotel accommodations for a Microsoft PowerPoint conference to be held September 16th - 22nd. The hold will only be held on the credit card until check is received.						
3	6/26/2024	6/27/2024	Mgm Grand - Adv Dep 877-880-0880, NV				366.22
	This line item is a hold to reserve hotel accommodations for a Microsoft PowerPoint conference to be held September 16th - 22nd. The hold will only be held on the credit card until check is received.						

Transaction Count: 3

Total: 806.72

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/1/2024	6/3/2024	Stk*shutterstock 866-6633954, NY				29.00
	Monthly Subscription Fee for Stock Photos.						
2	6/1/2024	6/3/2024	Officemax/Depot 6235 Bakersfield, CA				6.82
	Last minute print job needed for the CAPK Foundation event, Gourmet for Good.						
3	6/2/2024	6/3/2024	Qr-Code-Generator.Com Bielefeld, NOR				191.88
	Monthly fee for QR Code Generator.						
4	6/2/2024	6/3/2024					1.92
	International Exchange Fee for QR Code Generator Invoice. Fee is 1% of invoice total ($191.88). No receipt was provided for this fee.						
5	6/4/2024	6/6/2024	Loews Hotels 888-3206065, CA				693.22
	Hotel Fee for Savannah Maldonado to attend NCAP Board Meeting in Los Angeles						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/6/2024	6/6/2024	Dd *toofatsandwich2 Www.Doordash., CA				293.84
	Lunch for SMARTIE Training on 6/6/24. Receipt was not provided (see attached affidavit & copy of agenda and attendee list).						
7	6/11/2024	6/11/2024	Facebk *v98f434wa2 650-5434800, CA				900.00
	Facebook Ad for VITA Program - Social Media Campaign to promote VITA and services offered & informing community of Earned Income Tax Credit (EITC).						
8	6/11/2024	6/12/2024	Linkedin Ads 9647892396 855-6535653, CA				25.00
	Purchase Linkedin Ads 9647892396						
9	6/11/2024	6/12/2024	Sequoia Sand Ming Bakersfield, CA				102.00
	Lunch for PRE Committee Meeting on 6/12/24. Agenda & Attendee list are attached.						
10	6/12/2024	6/13/2024	Issuu 844-477-8800, CA				252.00
	Annual Subscription for Online Service to Post Annual Report.						
11	6/12/2024	6/13/2024	Facebk *kwkx864fm2 650-5434800, CA				175.00
	Facebook Ad charged to Indirect. Promote HR Job Posting and Upcoming Job Fair.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	6/14/2024	6/17/2024	Holiday Inn Express 3238508151, CA				120.75
	Purchase Holiday Inn Express						
13	6/14/2024	6/17/2024	Holiday Inn Express 3238508151, CA				99.00
	Purchase Holiday Inn Express						
14	6/16/2024	6/18/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Purchase Monterey Plaza Hotel						
15	6/16/2024	6/18/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Purchase Monterey Plaza Hotel						
16	6/16/2024	6/18/2024	Monterey Plaza Hotel Monterey, CA				340.20
	Purchase Monterey Plaza Hotel						
17	6/17/2024	6/17/2024	Facebk *uk2ug5qwa2 650-5434800, CA				900.00
	Purchase Facebk *uk2ug5qwa2						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	6/17/2024	6/18/2024	Linkedin Ads 9665915496 855-6535653, CA				91.69
	Linkedin Ad to promote recruitment of HS program, showcasing competitive pay, benefits, educational reimbursement & open positions.						
19	6/17/2024	6/18/2024	Dropbox Mb6ls89jpysl 141-58576933, CA				119.88
	Lunch for SMARTIE 101 Training on 6/6/24. Order was placed by phone and delivery driver did not leave receipt. Multiple attempts made to obtain a copy of the receipt. See attached.						
20	6/18/2024	6/19/2024	Panda Express #1245 P Olo.Com, CA				110.42
	Lunch for SMARTIE 101 Training - Goal Group Specific Training. Agenda & Attendee List is Attached.						
21	6/20/2024	6/21/2024	Sequoia Sand Downtown Bakersfield, CA				153.00
	Lunch for SMARTIE Training - Goal Group 1. Agenda & Attendee list is attached.						
22	6/20/2024	6/21/2024	Sequoia Sand Downtown Bakersfield, CA				89.21
	Lunch for SMARTIE 101 Goal Specific Training on July 1 (ordered on June 20).						
23	6/23/2024	6/24/2024	Linkedin Ads 9685104856 855-6535653, CA				106.34
	Linkedin Ad to promote recruitment of HS program, showcasing competitive pay, benefits, educational reimbursement & open positions.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	6/23/2024	6/24/2024	Facebk *naxxn34wa2 650-5434800, CA				900.00
	Purchase Facebk *naxxn34wa2						
25	6/25/2024	6/26/2024	Facebk *n4zmx4uem2 650-5434800, CA				176.15
	Purchase Facebk *n4zmx4uem2						
26	6/27/2024	6/28/2024	Sequoia Sand Downtown Bakersfield, CA				-76.50
	Credit Issued for Lunch for the SMARTIE Training - Goal Group 1 on 6/27/24						
27	6/27/2024	6/28/2024	Facebk *zzw8w64fm2 Fb.Me/Ads, CA				175.00
	Purchase Facebk *zzw8w64fm2						

Transaction Count: 27

Total: 6,656.22

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/6/2024	6/10/2024	Loews Hotels 888-3206065, CA				14.94
	Mini-Bar Fee charged to Hotel Room for Board Member Michelle Jara-Rangel. CAPLAW Conference in Hollywood, CA in June.						
2	6/6/2024	6/10/2024	Shell Oil 12822045006 Bakersfield, CA				83.52
	Gasoline for CEO's Agency Vehicle.						
3	6/6/2024	6/10/2024	Loews Hotels 888-3206065, CA				121.00
	Parking Fee for Board Member Yolanda Ochoa at Lowes Hotel in Hollywood, CA for CAPLAW Conference in June. Other hotel fees were pre-paid so only parking was charged. See attached hotel folio.						
4	6/6/2024	6/10/2024	Loews Hotels 888-3206065, CA				121.00
	Parking Fee for Board Member Michelle Jara-Rangel at Lowes Hotel in Hollywood, CA for CAPLAW Conference in June. Other hotel fees were pre-paid so only parking was charged. See attached hotel folio.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/13/2024	6/14/2024	Wpy*foodex 855-999-3729, CA				232.38
	Lunch for S.M.A.R.T.I.E. Training on 6/13/24. See attached agenda/slides and attendee list.						
6	6/23/2024	6/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						
7	6/25/2024	6/27/2024	Shell Oil 12822045006 Bakersfield, CA				80.89
	Gasoline for CEO's Agency Vehicle.						
8	6/27/2024	6/27/2024	Wpy*foodex 855-999-3729, CA				499.26
	Lunch for Board Meeting on June 26, 2024. Agenda & Attendee List are attached.						

Transaction Count: 8

Total: 1,185.98

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/9/2024	6/10/2024	Microsoft#g049839932 Msbill.Info, WA			✓	1,297.62
	Azure Usage Charges						
2	6/19/2024	6/20/2024	Wl *mindbody Inc 805-250-8506, CA			✓	478.65
	Recurring Subscriptions						
3	6/20/2024	6/20/2024	Msft * E0200scylk 800-6427676, WA			✓	11.20
	Service Period 6/2/24 - 7/1/24						

Transaction Count: 3

Total: 1,787.47

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/3/2024	6/4/2024	Ctc-Vis *svc 240-500-0808, MD				19.73
	1001786168 - CA Air Resources Board						
2	6/3/2024	6/4/2024	Ctc-Vis 240-500-0808, CA				660.00
	1001786168 - CA Air Resources Board						
3	6/6/2024	6/7/2024	Sheraton 916-4471700, CA				938.54
	Payroll Conference Hotel for Eric Kelley						
4	6/6/2024	6/7/2024	Sheraton 916-4471700, CA				938.54
	Payroll Conference Hotel for Adrianna Arredondo.						
5	6/6/2024	6/10/2024	Loews Hotels 888-3206065, CA				14.94
	Charged incorrectly. This will be credited back to the credit card.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/6/2024	6/10/2024	Loews Hotels 888-3206065, CA				121.00
	Parking for CAPLAW Conference TW						
7	6/6/2024	6/10/2024	Loews Hotels Hollywood, CA				121.00
	Parking for CAPLAW Conference for LR.						
8	6/18/2024	6/19/2024	Uber Eats Help.Uber.Com, CA				20.00
	Delivery Fee/tip for lunch for Budget & Finance Committee Mtg.						
9	6/18/2024	6/19/2024	Uber Eats Help.Uber.Com, CA				151.46
	Lunch for Budget & Finance Committee Mtg.						
10	6/22/2024	6/24/2024	Caesars Place Adv Rsvn 8662094732, NV				845.36
	Wipfli Conference 2024 GA Hotel prepayment						
11	6/22/2024	6/24/2024	Caesars Place Adv Rsvn 8662094732, NV				845.36
	Wipfli Conference 2024 LS Hotel prepayment						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	6/22/2024	6/24/2024	Caesars Place Adv Rsvn 8662094732, NV				845.36
	Wipfli Conference 2024 MG Hotel prepayment						
13	6/25/2024	6/26/2024	Community Action Partner 202-265-7546, DC				-710.00
	Refund from NCAP Conference for Tracy Webster.						

Transaction Count: 13

Total: 4,811.29

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Veronica Ramos to attend the NAEH Conference in Washington, DC July 7-11, 2024						
2	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Marlen Ruiz Hernandez to attend the NAEH Conference in Washington, DC July 7-11, 2024						
3	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Laurie Hughey to attend the NAEH Conference in Washington, DC July 7-11, 2024						
4	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Keith Jackson to attend the NAEH Conference in Washington, DC July 7-11, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Joseph Aguilar to attend the NAEH Conference in Washington, DC July 7-11, 2024						
6	6/6/2024	6/6/2024	American Air Fort Worth, TX				36.54
	Airfare for Rebecca Moreno to attend the NAEH Conference in Washington, DC July 7-11, 2024						
7	6/6/2024	6/6/2024	American Air Fort Worth, TX				978.45
	Airfare for Rebecca Moreno to attend the NAEH Conference in Washington, DC July 7-11, 2024						
8	6/20/2024	6/21/2024	Wpy*bitfocus 855-999-3729, CA				-899.00
	Refund for Rebecca Moreno's registration paid for to attend the Clarity Connect Conference in Sept 2024.						

Transaction Count: 8

Total: 5,008.24

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/1/2024 - 6/28/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	6/1/2024 - 6/28/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/1/2024	6/3/2024	Ezcaterpanini Kabob G 800-488-1803, MA				377.88
	MCAP-Lunch for CPR/First Aid training 5/31/24						
2	6/3/2024	6/5/2024	Embassy Suites 760-7771711, CA				3,370.03
	Lodging for MCAP staff to attend the Riverside travel June 26-28, 2024						
3	6/14/2024	6/17/2024	Sq *locale Farm To Table Bakersfield, CA				111.03
	MCAP - Meeting expenses / Policy Review and requirements meeting 6/14/24						
4	6/14/2024	6/17/2024	Lowes #00907 866-483-7521, NC				11.89
	MCAP Supplies - Ethernet Cable						
5	6/18/2024	6/19/2024	Lassens Natural Foods-Bk Bakersfield, CA				102.88
	Special Diet-Foods/ Milk's / Formula						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	6/20/2024	6/21/2024	Target 00006148 Bakersfield, CA				187.92
	Special Diet-Foods/ Milk's / Formula						
7	6/24/2024	6/25/2024	Walgreens #3294 Bakersfield, CA				49.99
	Special Diet-Foods / Milk's / Formula						

Transaction Count: 7

Total: 4,211.62

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (4 OF 12 MONTHS OR 33.33%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,823,278	386,589	21.2%	1,436,689
Head Start Subsidy	946,682	526,596	55.6%	420,086
Total Revenue	2,769,960	913,185	33.0%	1,856,775
Expenditures (Note B)				
Salaries	845,440	270,381	32.0%	575,059
Benefits	258,998	90,939	35.1%	168,059
Vehicle Gasoline, Repair/Maintenance	51,300	15,289	29.8%	36,011
Space Costs	121,700	77,548	63.7%	44,152
Supplies - Office & Food Service	156,000	72,178	46.3%	83,822
Equipment Repair/Maintenance & Lease	11,000	9,464	86.0%	1,536
Communication	13,000	2,478	19.1%	10,522
Risk Insurance	12,700	8,178	64.4%	4,522
Printing	1,000	-	0.0%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	1,003,675	278,167	27.7%	725,508
Sub Total	2,475,413	824,621	33.3%	1,650,792
Adult Meals Prepared	128,794	42,588	33.1%	86,206
Indirect	165,753	45,976	27.7%	119,777
Total Expenditures	2,769,960	913,185	33.0%	1,856,775

	Prior Period	JUNE 2024	Cumulative
Total Meals Prepared and Vended (Note C)	171,908	28,404	200,312
Total Meals Claimed	114,407	16,518	130,925
Difference	57,501	11,886	69,387

Percentage Claimed to Prepared/Vended		58.2%	65.4%

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 (11 OF 12 MONTHS = 91.7%)

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	$ 2,218,101	$ 2,186,305	$ 2,093,270	$ 2,049,541	$ 2,170,037	$ 2,211,008	$ 2,253,024	$ 2,327,855	$ 1,999,460	$ 27,850,130		
Add: Family Fees	-	-	-	27	27	82	82	82	82	82	82	82	$ 629		
Net Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,128	$ 2,186,332	$ 2,093,352	$ 2,049,623	$ 2,170,119	$ 2,211,090	$ 2,253,106	$ 2,327,937	$ 1,999,542	$ 27,850,759	82.55%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,128,446**		**120.42%**
Administration & Support Services Revenue															
Provider Payments	$ 2,757,847	$ 2,862,065	$ 2,721,617	$ 2,218,128	$ 2,186,332	$ 2,093,352	$ 2,049,623	$ 2,170,119	$ 2,211,090	$ 2,253,106	$ 2,327,937	$ 1,999,542	$ 27,850,759		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 733,099	$ 760,803	$ 723,469	$ 589,630	$ 581,177	$ 556,461	$ 544,837	$ 576,868	$ 587,759	$ 598,927	$ 618,819	$ 531,524	$ 7,403,372		
Program Administration/Support Services Costs	177,391	196,747	285,508	116,025	205,049	332,827	184,995	402,810	48,502	243,967	331,459	310,013	2,835,291	8.40%	
Indirect (10% x MTDC) Costs	292,056	304,728	299,358	231,951	237,703	241,175	221,985	255,681	224,422	248,322	264,556	229,084	3,051,020	9.04%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 469,447	$ 501,475	$ 584,866	$ 347,976	$ 442,752	$ 574,002	$ 406,979	$ 658,491	$ 272,923	$ 492,289	$ 596,015	$ 539,096	5,886,311	17.45%	
Revenue Earned Over/(Under) Costs	$ 263,652	$ 259,328	$ 138,602	$ 241,654	$ 138,425	$ (17,540)	$ 137,858	$ (81,623)	$ 314,835	$ 106,639	$ 22,804	$ (7,572)	1,517,061		
TOTAL COSTS - NET OF FAMILY FEES	$ 3,227,294	$ 3,363,540	$ 3,306,484	$ 2,566,104	$ 2,629,085	$ 2,667,353	$ 2,456,603	$ 2,828,610	$ 2,484,013	$ 2,745,395	$ 2,923,952	$ 2,538,638	33,737,070	100.00%	

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

Provider payments	27,850,759
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	7,403,372

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

Provider Payments	23,128,446	79.00%
Administration	4,757,434	17.85%
Support Services	878,295	3.15%
Maximum Reimbursable Amount (MRA)	28,764,175	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 (11 OF 12 MONTHS = 91.7%)

	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	6,754	6,638	6,878	5,719	70,718	
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	$ 334,569	$ 328,853	$ 340,716	$ 283,312	$ 3,560,128	**90.58%**
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%	98.36%	99.45%	99.13%	98.45%		**99.21%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	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	11,229	12,211	10,425	5,685	107,091	
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	$ 620,606	$ 674,911	$ 576,199	$ 314,235	$ 5,918,908	**83.51%**
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%	98.24%	98.58%	99.11%	97.35%		**98.68%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	18	50	65	79	58	68	75	68	86	86	90	62	803	
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	$ 4,433	$ 4,433	$ 4,473	$ 3,071	$ 41,089	**14.11%**
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%	100.00%	100.00%	100.00%	100.00%		**99.25%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	97.75%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 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 (11 OF 12 MONTHS = 91.7%)

	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	4,365	4,509	4,981	3,952	43,178	
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	$ 213,203	$ 220,206	$ 243,266	$ 193,020	$ 2,108,820	**85.79%**
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%	99.02%	99.26%	99.33%	99.29%		**99.41%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%

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

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

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

Services: Overall financial and accounting functions of the organization

Activities	June 2024		Year to Date 03/1/23 - 06/30/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	12	2,879,255	65	10,934,605
Wire Deposits	26	8,720,939	79	23,989,982
Head Start/IRS Drawdowns	1	680,391	12	8,956,683
Vendor Checks Issued	2,616	6,027,996	7,588	27,678,163
Payroll Disbursed		3,741,839		17,575,230
Grant Reports Prepared	40		168	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
ESLIHEAP				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	150	0	150	366
Contracts	10	1	11	26
Leases	0	4	4	6
Requests for Proposals	4	6	10	10

Business Services Projects

Description	% Completed	Comments
Gardening and Landscape	90%	Closes 7/9
Cabling Vendor	50%	Extended for a revised bid she

Total Division Staffing 32 positions

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

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2024

ASSETS	
Cash in Bank	20,497,243
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,879,214
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,875,000
Net Fixed Assets - Restricted	35,509,346
Total Assets	77,366,022
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,118
Accrued Expenses	3,090,690
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	9,416,804
Total Liabilites	31,228,274
Total Net Assets	46,137,748
Total Liabilities and Net Assets	77,366,022

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	115,473,048
Donations	39,122,523
Other Revenue	14,556,132
In-Kind	67,937
Total Revenue	169,219,640
EXPENDITURES	
Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	9,249,828
Supplies	3,428,964
Consultant/Contract Services	5,354,771
Other Costs	4,284,416
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	67,937
Total Expenditures	159,489,137
Net Change in Assets	9,730,503
Net Assets, beginning	36,407,245
Net Assets, ending	46,137,748

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF JUNE 30, 2024

ASSETS	
Cash in Bank	18,388,489
Cash - Vacation Reserve	1,177,330
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	33,845
Prepaid Expense	948,025
Inventory	4,007,383
Net Fixed Assets - Unrestricted	9,791,667
Net Fixed Assets - Restricted	35,182,401
Total Assets	69,529,141
LIABILITES AND NET ASSETS	
Accounts Payable	4,644,243
Accrued Expenses	1,289,847
Accrued Vacation	1,026,303
Line of Credit	-
Note Payable	7,828,855
Advance Payable	2,923,302
Deferred Revenue	6,660,887
Total Liabilites	24,373,437
Total Net Assets	45,155,703
Total Liabilities and Net Assets	69,529,141

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO JUNE 30, 2024

REVENUE	
Grant Revenue	40,504,291
Donations	29,048
Other Revenue	3,768,148
In-Kind	4,787,106
Total Revenue	49,088,593
EXPENDITURES	
Salaries	15,517,907
Benefits	5,024,728
Travel	313,497
Space Costs	3,405,168
Supplies	1,502,539
Consultant/Contract Services	1,795,233
Other Costs	1,504,088
Program Costs	11,903,426
Capital Expenditures	748,675
Indirect	3,568,272
In-Kind	4,787,106
Total Expenditures	50,070,638
Net Change in Assets	(982,045)
Net Assets, beginning	46,137,748
Net Assets, ending	45,155,703

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	47,687,147	14,313,759	33,373,388	30%
BENEFITS	14,542,474	4,588,208	9,954,266	32%
TRAVEL	995,827	261,357	734,470	26%
SPACE COST	14,336,797	3,108,116	11,228,681	22%
SUPPLIES	2,064,251	1,305,310	758,941	63%
EQUIPMENT	595,525	691,589	(96,064)	116%
CONSULTANT/CONTRACT SERVICES	4,510,657	1,360,402	3,150,255	30%
OTHER COSTS	2,790,469	1,080,761	1,709,708	39%
PROGRAM COSTS	27,936,749	11,836,422	16,100,327	42%
INDIRECT	10,463,856	3,618,347	6,845,509	35%
TOTAL	125,923,752	42,164,271	83,759,481	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,316,810	10,614,698	24,702,112	30%
BENEFITS	10,806,110	3,431,292	7,374,818	32%
TRAVEL	685,926	164,349	521,577	24%
SPACE COST	11,638,783	1,378,616	10,260,167	12%
SUPPLIES	1,511,872	717,249	794,623	47%
EQUIPMENT	414,100	393,602	20,498	95%
CONSULTANT/CONTRACT SERVICES	1,378,236	170,683	1,207,553	12%
OTHER COSTS	1,335,691	473,461	862,230	35%
PROGRAM COSTS	22,197,906	10,493,595	11,704,311	47%
INDIRECT	7,694,795	2,711,488	4,983,307	35%
TOTAL	92,980,229	30,549,034	62,431,195	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,921,710	1,390,348	3,531,362	28%
BENEFITS	1,528,360	443,829	1,084,531	29%
TRAVEL	118,007	48,184	69,823	41%
SPACE COST	782,795	451,827	330,968	58%
SUPPLIES	147,218	434,824	(287,606)	295%
EQUIPMENT	-	282,915	(282,915)	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	215,274	433,636	33%
OTHER COSTS	451,389	160,175	291,214	35%
PROGRAM COSTS	4,778,760	1,055,245	3,723,515	22%
INDIRECT	1,187,351	359,681	827,670	30%
TOTAL	14,564,500	4,842,301	9,722,199	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	722,565	1,618,827	31%
BENEFITS	702,424	228,633	473,791	33%
TRAVEL	75,000	16,950	58,050	23%
SPACE COST	238,000	80,388	157,612	34%
SUPPLIES	125,000	36,989	88,011	30%
EQUIPMENT	174,425	614	173,811	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	525,759	1,290,098	29%
OTHER COSTS	505,338	186,081	319,257	37%
PROGRAM COSTS	227,662	160,681	66,981	71%
INDIRECT	603,071	191,621	411,450	32%
TOTAL	6,808,169	2,150,282	4,657,887	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	1,347,037	2,594,832	34%
BENEFITS	1,185,464	385,672	799,792	33%
TRAVEL	66,604	20,432	46,172	31%
SPACE COST	1,401,039	573,836	827,203	41%
SUPPLIES	234,696	97,890	136,806	42%
EQUIPMENT	7,000	14,458	(7,458)	207%
CONSULTANT/CONTRACT SERVICES	650,904	434,927	215,977	67%
OTHER COSTS	344,696	152,618	192,078	44%
PROGRAM COSTS	729,421	126,028	603,393	17%
INDIRECT	769,074	294,417	474,657	38%
TOTAL	9,330,767	3,447,315	5,883,452	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	173,185	792,616	18%
BENEFITS	255,251	81,708	173,543	32%
TRAVEL	40,290	11,216	29,074	28%
SPACE COST	276,199	57,226	218,973	21%
SUPPLIES	26,615	10,513	16,102	40%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	235	10,515	2%
OTHER COSTS	44,380	18,301	26,079	41%
PROGRAM COSTS	3,000	873	2,127	29%
INDIRECT	169,041	33,761	135,280	20%
TOTAL	1,791,327	387,018	1,404,309	22%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 06-30-24 (33.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	65,925	133,640	33%
BENEFITS	64,865	17,075	47,790	26%
TRAVEL	10,000	225	9,775	2%
SPACE COST	(19)	566,221	(566,240)	-2980111%
SUPPLIES	18,850	7,845	11,005	42%
EQUIPMENT	-	-	-	#DIV/0!
CONSULTANT/CONTRACT SERVICES	6,000	13,524	(7,524)	225%
OTHER COSTS	108,975	90,126	18,849	83%
PROGRAM COSTS	-	-	-	0%
INDIRECT	40,524	27,379	13,145	68%
TOTAL	448,760	788,320	(339,560)	176%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 06/30/24 (4 OF 12 MONTHS = 33.33%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,463,856**	**$ 3,618,347**	**34.6%**	**$ 6,845,509**
Expenditures				
Salaries	5,701,891	1,638,675	28.7%	4,063,216
Benefits @ 23.6% actual	1,575,103	457,121	29.0%	1,117,982
Total Personnel Costs	7,276,994	2,095,797	28.8%	5,181,197
Operating Costs				
Travel	117,750	45,824	38.9%	71,926
Space Costs	255,500	97,590	38.2%	157,910
Supplies	297,772	233,266	78.3%	64,506
Equipment	122,205	-	0.0%	122,205
Consultant/Contract	964,000	368,249	38.2%	595,751
Other Operating Costs	924,080	365,104	39.5%	558,976
Total Operating Costs	2,681,307	1,110,033	41.4%	1,571,274
Total Expenditures	**$ 9,958,301**	**$ 3,205,829**	**32.2%**	**$ 6,752,472**
Excess (Deficit) Indirect Revenue	**$ 505,555**	**$ 412,518**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,558,810	$ 376,559	24.2%	$ 1,182,251
Operations	3,517,921	1,195,303	34.0%	2,322,618
Executive	719,429	344,108	47.8%	375,321
Finance	3,000,416	932,564	31.1%	2,067,852
Community Development	1,161,725	357,192	30.7%	804,533
	$ 9,958,301	$ 3,205,829	32.2%	$ 6,752,472

Prepared Date: 08/06/24

Community Action Partnership of Kern

Check/Voucher Register

From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/3/2024	29493	WELLS FARGO	19,585.54	Wells Fargo CC May 2024 Statement-Yolanda G.
6/3/2024	29493	WELLS FARGO	2,204.03	Wells Fargo May 2024
6/3/2024	29493	WELLS FARGO	1,747.58	Wells Fargo May 2024 Credit Card Expenses Emilio Wagner
6/3/2024	29493	WELLS FARGO	12,072.09	Wells Fargo May Payment Tracy Webster
6/3/2024	29493	WELLS FARGO	81.19	Wells Fargo Statement Period 5/01/24 - 5/31/24
6/3/2024	29493	WELLS FARGO	174.00	Wells Fargo Statement Summary May 2024
6/3/2024	29493	WELLS FARGO	17,081.28	WELLS FARGO VISA STATEMENT FOR MAY 2024 - J. TOBIAS
6/3/2024	29493	WELLS FARGO	9,209.62	WELLS FARGO VISA STATEMENT FOR MAY 2024 - P. RAM
6/3/2024	29493	WELLS FARGO	10,201.41	WELLS FARGO VISA STATEMENT FOR MAY 2024 F. HERNANDEZ
6/3/2024	29493	WELLS FARGO	10,500.51	WELLS FARGO VISA STATEMENT FOR MAY 2024 LOUIS GILL
6/3/2024	29493	WELLS FARGO	801.35	WELLS FARGO VISA STATEMENT FOR MAY 2024 R. MORENO
6/3/2024	29493	WELLS FARGO	5,406.71	WELLS FARGO VISA STATEMENT FOR MAY 2024 S. MAGANA
6/3/2024	29493	WELLS FARGO	3,906.22	WELLS FARGO VISA STATEMENT FOR MAY 2024- C. Anspach
6/4/2024	224202	ECOLAB FOOD SAFETY SPECIALTIES	961.44	PO-2024-1275
6/4/2024	224202	ECOLAB FOOD SAFETY SPECIALTIES	422.01	PO-2024-1276
6/4/2024	224203	GEAHI COLLEGE HEIGHTS COTTAGES	600.00	CAL AIM SECURITY DEPOSIT ASISTANCE
6/4/2024	27834	NICOLE NINO	325.24	Travel Liquidation NTI 2024 Pyramid Pre-Conference & Confere
6/5/2024	224204	Accrue Solutions Holding Co, LLC	250.00	COBRA Administration Services for (April, 2024)
6/5/2024	224205	AGEE VII LLC	7,179.77	5055 CALIFORNIA AVE , STE. 101&220, BAKERSFIELD CA. 93309
6/5/2024	224206	ANA CARRENO	36.18	Mileage Reimbursement
6/5/2024	224207	ANDREA ARIZONA	5.36	Mileage Reimbursement
6/5/2024	224208	Andrea Chavez	314.90	april mileage
6/5/2024	224209	ANDREW CHAVEZ	595.96	Mileage Reimbursement
6/5/2024	224210	ARVIN COMMUNITY SERVICE DISTRICT	223.73	1111 BUSH ST
6/5/2024	224211	ASELIDA DEL TORO	40.87	May 2024 Mileage Reimbursement
6/5/2024	224212	BERKSHIRE HATHAWAY HOMESTATE CO	119,235.06	2023-2024 May Monthly Premium COWC458472
6/5/2024	224213	CALIFORNIA AVENUE SENIOR HOUSING	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/5/2024	224214	CALIFORNIA STATE CONTROLLER'S OFFICE	109.25	Report ID 1341881 Unclaimed Property Year 2019-2020
6/5/2024	224215	CALIFORNIA WATER SERVICE COMPANY	226.21	305 STINE RD/8945588888
6/5/2024	224215	CALIFORNIA WATER SERVICE COMPANY	137.95	315 STINE RD / 7945588888

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	224215	CALIFORNIA WATER SERVICE COMPANY	252.23	315 STINE RD A/9945588888
6/5/2024	224216	CBT NUGGETS, LLC	655.20	PO-2024-1636 YEARLY SUBSCRIPTION 05/09/24-08/13/24
6/5/2024	224217	CHARLIE'S DAY & NITE, INC.	247.43	Exit Bar for Marci Massei.
6/5/2024	224217	CHARLIE'S DAY & NITE, INC.	141.37	Trim for exit Bar for Marci Massei.
6/5/2024	224218	CHARTER COMMUNICATIONS	344.97	4032 JEWETT AVE BLDG OFC/8301 10 015 0963087
6/5/2024	224219	CHARTER COMMUNICATIONS	159.00	525 ROBERTS LN STE B/8301 10 001 1355580
6/5/2024	224220	CHILD CARE RESULTS INC	4,919.75	Child Care Results Outcomes Survey
6/5/2024	224220	CHILD CARE RESULTS INC	767.25	Child Care results Surveys
6/5/2024	224221	CHRISTOPHER PERCIVAL	173.20	BROADWAY
6/5/2024	224221	CHRISTOPHER PERCIVAL	64.54	STERLING
6/5/2024	224221	CHRISTOPHER PERCIVAL	355.31	WIC
6/5/2024	224222	CINTAS CORPORATION #668	314.71	300 19TH ST
6/5/2024	224223	CITY HARDWARE	58.98	WIC - CAL CITY
6/5/2024	224224	CITY OF DELANO	65.16	1835 CECIL AVE COM0013-0524
6/5/2024	224224	CITY OF DELANO	177.25	1835-L CECIL AVE COM0014-0524
6/5/2024	224225	COUNTRY CLUB SERVICE	49.91	Oil Change for Lic#8Z4632 Chevrolet
6/5/2024	224226	COUNTY OF KERN	39,345.09	County of Kern INV 1610-07604 1300 18TH ST JOA Grounds keep
6/5/2024	224226	COUNTY OF KERN	105,878.57	County of Kern INV 1615-07581 1300 18TH ST Utility 3rd Qrtr
6/5/2024	224226	COUNTY OF KERN	8,125.89	Kern County Utilities 2900 M ST
6/5/2024	224227	COUNTY OF KERN PUBLIC WORKS	21.01	WIC
6/5/2024	224228	DEPARTMENT OF MOTOR VEHICLES	489.00	VIN#1N6AF0LY6HN803623
6/5/2024	224229	DEPARTMENT OF MOTOR VEHICLES	489.00	VIN# 1N6AF0LY8HN806152
6/5/2024	224230	DEPARTMENT OF MOTOR VEHICLES	343.00	VIN#1GKKNKLAXMZ192785
6/5/2024	224231	DEPARTMENT OF MOTOR VEHICLES	514.00	VIN# 2GC2CREG5K1150011
6/5/2024	224232	DEPARTMENT OF MOTOR VEHICLES	514.00	VIN# 2GC2CREG4K1170203
6/5/2024	224233	DEPARTMENT OF MOTOR VEHICLES	514.00	VIN#2GC2REG5K1178374
6/5/2024	224234	DEPARTMENT OF MOTOR VEHICLES	482.00	VIN#1GT08LE77LF253589
6/5/2024	224235	DEPARTMENT OF MOTOR VEHICLES	482.00	VIN# 1GT08LE75LF253736
6/5/2024	224236	DEPARTMENT OF MOTOR VEHICLES	482.00	VIN# 1GT08LE70LF253742
6/5/2024	224237	DEPARTMENT OF MOTOR VEHICLES	482.00	VIN# 1GT08LE79LF253724
6/5/2024	224238	DEPARTMENT OF MOTOR VEHICLES	576.00	VIN# 1FMSK7DH1PGA94530
6/5/2024	224239	FEDEX	40.04	F.ARELLANO/N.KRAFT/818235981745
6/5/2024	224239	FEDEX	32.14	T.SUNKES/A.SALCEDO/817223654309
6/5/2024	224239	FEDEX	41.15	T.SUNKES/A.SOSEBEE/817223654320
6/5/2024	224240	FERGUSON ENTERPRISES INC #1350	64.88	LBNC
6/5/2024	224241	GIRLHENE SORIANO	121.94	May 2024 Mileage Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	224242	GOTO TECHNOLOGIES USA, INC	7,264.80	MAY 21, 2024 TO MAY 20, 2025
6/5/2024	224243	GRIMMWAY ENTERPRISES, INC.	8,090.00	PO-2024-1329
6/5/2024	224244	GRINGTEAM INC.	868.56	School Readiness/QA 5/14/24 - 5/16/24 Stockton employee stay
6/5/2024	224245	GUSTAVO CEJA ALVAREZ	150.75	april mileage
6/5/2024	224245	GUSTAVO CEJA ALVAREZ	76.38	march mileage
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	316.91	18TH ST
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	665.74	ALICANTE
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	48.26	CLEO FORAN
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	46.92	FAIRFAX
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	107.17	HERITAGE
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	349.21	SAN DIEGO
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	21.57	STERLING > CLASS B
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	117.36	SYC
6/5/2024	224246	HOME DEPOT COMMERCIAL CREDIT	11.44	WESLEY
6/5/2024	224247	JACINTA ZEDPEDA	230.48	May 2024 Mileage Reimbursement
6/5/2024	224248	JANELLE ANDRES	33.50	MILEAGE REIMBURSEMENT
6/5/2024	224249	KERN COUNTY CANCER FOUNDATION	2,000.00	SPONSORSHIP - KERN CANCER FOUNDATION DUSTBOWL TO DIAMONDS EV
6/5/2024	224250	LAMONT SANITATION INC	231.68	1500 S FAIRFAX RD / 18000545
6/5/2024	224251	LEVEL 3 FINANCING INC	1,490.71	311475
6/5/2024	224252	LOWES COMPANIES INC	258.66	ANGELA MARTINEZ
6/5/2024	224252	LOWES COMPANIES INC	7.18	ANGELA MARTINEZ EHS CLASS
6/5/2024	224252	LOWES COMPANIES INC	210.92	OPS
6/5/2024	224252	LOWES COMPANIES INC	59.62	SHAFTER EHS
6/5/2024	224252	LOWES COMPANIES INC	58.54	WIC - CAL CITY
6/5/2024	224252	LOWES COMPANIES INC	23.62	WIC - ROSAMOND
6/5/2024	224252	LOWES COMPANIES INC	102.75	WILLOW
6/5/2024	224253	LUIS BARRON	127.97	Luis Barron Mileage Reimbursement April 2024
6/5/2024	224254	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST - START DATE 03/29/24 JANITORIAL SERVICES
6/5/2024	224254	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST APRIL 2024 JANITORIAL SERVICES
6/5/2024	224254	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST MAY 2024 JANITORIAL SERVICES
6/5/2024	224255	MCWILLIAMS & WALDEN INC	4,531.12	LIC# 04810F2 PO-2024-1351

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	224255	MCWILLIAMS & WALDEN INC	131.99	LIC# 50005R3
6/5/2024	224255	MCWILLIAMS & WALDEN INC	2,734.59	LIC# 8K64726
6/5/2024	224256	MICHAEL K BROWN LANDSCAPE INC	1,791.21	DELANO
6/5/2024	224256	MICHAEL K BROWN LANDSCAPE INC	292.28	LBNC
6/5/2024	224256	MICHAEL K BROWN LANDSCAPE INC	260.60	OPS
6/5/2024	224256	MICHAEL K BROWN LANDSCAPE INC	19,875.00	VARIOUS SITES - MAY MONTHLY SERVICE
6/5/2024	224257	MOJAVE UNIFIED SCHOOL DISTRICT	2,265.00	PO-2023-3169 - APRIL 2024
6/5/2024	224258	NATIONAL HEAD START ASSOCIATION	2,102.00	PO-2024-1816 REG FOR NHSA LEADS24 SUMMIT 062424-062724
6/5/2024	224259	OASIS AIR CONDITIONING	8,628.88	L24-164; PASCUAL NERI, 3515 LAVERNE AVE; PO-2023-3359
6/5/2024	224260	OFFICE1 LEASING	454.93	450-7986161-029; 5055 CALIFORNIA AVE STE 220; PO-2024-1455
6/5/2024	224260	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
6/5/2024	224260	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
6/5/2024	224261	OTIS ELEVATOR COMPANY	6,151.68	5005 BUSINESS PARK N
6/5/2024	224262	PATRIOTS INC	9.41	MOJAVE
6/5/2024	224262	PATRIOTS INC	10.33	ROSAMOND
6/5/2024	224263	PG&E	364.22	319 20TH ST
6/5/2024	224263	PG&E	732.85	401 WILLOW DR
6/5/2024	224263	PG&E	3,090.92	4032 JEWETT AVE
6/5/2024	224263	PG&E	1,364.42	425 N CALIFORNIA ST
6/5/2024	224263	PG&E	408.52	460 W LOS ANGELES AVE
6/5/2024	224264	PRODUCERS DAIRY FOODS INC	1,323.46	PO-2024-1137
6/5/2024	224265	PROJECT ENERGY SAVERS, LLC	1,100.38	PO-2024-1652
6/5/2024	224266	RANDIK PAPER CO.	686.05	850 J ST LATHROP PO-2024-1190
6/5/2024	224267	RANDIK PAPER CO.	624.25	850 J ST LATHROP PO-2024-1189
6/5/2024	224268	RANDIK PAPER CO.	107.33	850 J ST LATHROP PO-2024-1057
6/5/2024	224269	RANDIK PAPER CO.	422.84	425 N CALIF ST STOCKTON PO-2024-1190
6/5/2024	224270	RANDIK PAPER CO.	320.55	2800 D ST STOCKTON PO-2024-1190
6/5/2024	224271	RANDIK PAPER CO.	38.39	2800 D ST STOCKTON PO-2024-1057
6/5/2024	224272	RANDIK PAPER CO.	824.36	701 S HUTCHINS ST LODI PO-2024-1190
6/5/2024	224273	RANDIK PAPER CO.	51.83	701 S HUTCHINS ST LODI PO-2024-1088
6/5/2024	224274	RANDIK PAPER CO.	589.18	236 W 4TH ST STOCKTON PO-2024-1190
6/5/2024	224275	RANDIK PAPER CO.	105.46	236 W 4TH ST STOCKTON PO-2024-1057
6/5/2024	224276	RANDIK PAPER CO.	431.50	545 W SONORA ST STOCKTON PO-2024-1190
6/5/2024	224277	ROSLYN CRUZ	127.30	April Mileage
6/5/2024	224278	SAC HOSPITALITY LLC	2,070.60	Managers Academy Conf #353115331 07-22/24 - 07/25/24 Hotel R

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	224279	SAVE MART SUPERMARKETS	197.26	REF/SEQ# 038281 AUTH# 720408 05/21/2024
6/5/2024	224280	SCHOLASTIC INC	80,624.60	500 E CALIF AVE PO-2024-1756 WIC KIDS BOOKS
6/5/2024	224281	SNIDERS	32.48	CAPK-ENERGY REF# 298490 05/28/2024 SPARE KEY
6/5/2024	224282	SOCALGAS	95.76	10300 1/2 SAN DIEGO ST LAMONT 04/25/24 - 05/24/24
6/5/2024	224283	SOUTHERN CALIFORNIA EDISON	178.45	410 E PERKINS AVE MC FARLAND 04/30/2024 - 05/29/2024
6/5/2024	224283	SOUTHERN CALIFORNIA EDISON	166.62	8401 CAL CITY BLVD STE 8 05/01/2024 - 05/30/2024
6/5/2024	224284	STEPHANIE CORONEL	226.46	Mileage Reimbursement SC
6/5/2024	224285	SUPERIOR SANITATION SERVICE INC	723.40	3000 STERLING 3YD BIN/GATE FEES 06/01/24-06/30/24
6/5/2024	224285	SUPERIOR SANITATION SERVICE INC	53.52	3000 STERLING BLUE CARTS BI WK 06/01/24-08/31/24
6/5/2024	224286	TAFT CITY SCHOOL DISTRICT	3,420.00	PO-2023-1563 HEADSTART APRIL 2024 STUDENT LUNCHES
6/5/2024	224287	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,428.00	PO-2023-3250 HEADSTART APRIL 2024 LUNCH PROGRAM
6/5/2024	224288	UNITED RENTALS INC	341.17	2900 M ST 05/28/2024 - 06/25/2024 SN# 2490440
6/5/2024	224289	VALERIE CAMACHO	426.12	April Mileage
6/5/2024	224290	VALLEY PROPANE SERVICE	253.13	PO-2024-1649 FOOD BANK
6/5/2024	224291	VARNER & SON INC	901.57	305 STINE RD JUNE 2024 TRASH/GATE/BIN FEE
6/5/2024	224292	VARNER BROS., INC.	26.01	1410 11TH ST 2YD BIN RENTAL JUNE 2024
6/5/2024	224292	VARNER BROS., INC.	26.01	3811 RIVER BLVD 3YD BIN RENTAL JUNE 2024
6/5/2024	224293	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
6/5/2024	224294	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.42	450-7986161-017 PO-2024-1175 05/22/24 - 06/21/24
6/5/2024	224294	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 PO-2024-1174 05/22/2024 - 06/21/2024
6/5/2024	224295	HOME DEPOT COMMERCIAL CREDIT	36.38	PO-2024-1062
6/5/2024	224295	HOME DEPOT COMMERCIAL CREDIT	183.40	PO-2024-1135
6/5/2024	224296	RANDIK PAPER CO.	8.37	850 J ST LATHROP PO-2024-1189
6/5/2024	224297	RANDIK PAPER CO.	786.87	425 N CALIF ST STOCKTON PO-2024-1189
6/5/2024	224298	RANDIK PAPER CO.	159.04	1145 N HUNTER ST STOCKTON PO-2024-1189
6/5/2024	224299	RANDIK PAPER CO.	286.07	2800 D ST STOCKTON PO-2024-1189
6/5/2024	224300	RANDIK PAPER CO.	1,011.66	701 S HUTCHINS ST LODI PO-2024-1189
6/5/2024	224301	RANDIK PAPER CO.	607.29	236 W 4TH ST STOCKTON PO-2024-1189
6/5/2024	224302	RANDIK PAPER CO.	221.46	236 W 4TH ST STOCKTON PO-2024-1189
6/5/2024	224303	RANDIK PAPER CO.	68.74	236 W 4TH ST STOCKTON PO-2024-1057

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	224304	RANDIK PAPER CO.	182.88	545 W SONORA ST STOCKTON PO-2024-1189
6/5/2024	224305	RANDIK PAPER CO.	51.88	545 W SONORA ST STOCKTON PO-2024-1189
6/5/2024	224306	RANDIK PAPER CO.	98.24	701 S HUTCHINS ST LODI PO-2024-1189
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	34.87	HARVEY HALL
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	57.36	OPS
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	96.44	PETE PARRA
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	14.85	ROSAMOND
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	7.55	SHAFTER HS
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	100.58	STERLING
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	39.56	STERLING > CLASS A
6/5/2024	224307	HOME DEPOT COMMERCIAL CREDIT	7.56	STERLING CLASS C
6/5/2024	224308	HOME DEPOT COMMERCIAL CREDIT	60.34	HARVEY HALL
6/5/2024	224308	HOME DEPOT COMMERCIAL CREDIT	31.78	HERITAGE
6/5/2024	224308	HOME DEPOT COMMERCIAL CREDIT	21.57	STERLING > CLASS A
6/5/2024	224308	HOME DEPOT COMMERCIAL CREDIT	9.72	STERLING CLASS 5/6
6/5/2024	224308	HOME DEPOT COMMERCIAL CREDIT	42.19	TEHACHAPI
6/5/2024	27835	4IMPRINT INC AKA NELSON MARKETING	22,663.33	PO-2024-1755
6/5/2024	27836	ADOBE INC	2,239.20	Adobe INV# 2752523794 8 Acrobat Pro Subscription 5/25/24 t
6/5/2024	27837	ADVANCED DATA STORAGE	202.40	1300 18TH STREET. STE. 200, BAKERSFIELD, CA 93301
6/5/2024	27838	ALAN RODRIGUEZ	221.10	MAY 2024 Mileage Reimbursement AR
6/5/2024	27839	AMAZON CAPITAL SERVICES, INC	146.47	PO-2024-1577
6/5/2024	27840	AMAZON CAPITAL SERVICES, INC	318.18	PO-2024-1578
6/5/2024	27841	AMAZON CAPITAL SERVICES, INC	309.33	PO-2024-1533
6/5/2024	27842	AMAZON CAPITAL SERVICES, INC	1,250.23	PO-2024-1482
6/5/2024	27843	AMAZON CAPITAL SERVICES, INC	121.87	PO-2024-1608
6/5/2024	27844	AMAZON CAPITAL SERVICES, INC	77.60	PO-2024-1560
6/5/2024	27845	AMAZON CAPITAL SERVICES, INC	198.20	PO-2024-1511
6/5/2024	27846	AMAZON CAPITAL SERVICES, INC	671.48	PO-2024-1577

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	27847	AMAZON CAPITAL SERVICES, INC	615.59	PO-2024-1599
6/5/2024	27848	AMAZON CAPITAL SERVICES, INC	97.41	PO-2024-1596
6/5/2024	27849	AMAZON CAPITAL SERVICES, INC	110.36	PO-2024-1435
6/5/2024	27850	AMAZON CAPITAL SERVICES, INC	97.30	PO-2024-1633
6/5/2024	27851	AMAZON CAPITAL SERVICES, INC	308.94	PO-2024-1483
6/5/2024	27852	AMAZON CAPITAL SERVICES, INC	402.77	PO-2024-1629
6/5/2024	27853	AMAZON CAPITAL SERVICES, INC	153.70	PO-2024-1640
6/5/2024	27854	AMAZON CAPITAL SERVICES, INC	113.35	PO-2024-1432
6/5/2024	27855	AMAZON CAPITAL SERVICES, INC	725.38	PO-2024-1474
6/5/2024	27856	AMAZON CAPITAL SERVICES, INC	656.56	PO-2024-1485
6/5/2024	27857	AMAZON CAPITAL SERVICES, INC	93.08	PO-2024-1460
6/5/2024	27858	AMAZON CAPITAL SERVICES, INC	92.00	PO-2024-1622
6/5/2024	27859	AMAZON CAPITAL SERVICES, INC	966.49	PO-2024-1578
6/5/2024	27860	AMAZON CAPITAL SERVICES, INC	17.21	PO-2024-1587
6/5/2024	27861	AMAZON CAPITAL SERVICES, INC	112.94	PO-2024-1544
6/5/2024	27862	AMAZON CAPITAL SERVICES, INC	142.41	PO-2024-1586
6/5/2024	27863	AMAZON CAPITAL SERVICES, INC	739.50	PO-2024-1482
6/5/2024	27864	AMAZON CAPITAL SERVICES, INC	1,265.99	PO-2024-1595
6/5/2024	27865	AN ICON COMPANY, LLC	215.42	PO-2024-1670
6/5/2024	27866	ANA ALCARAZ	406.69	April Mileage
6/5/2024	27867	BIOMETRICS4ALL, INC	550.00	PO-2024-1539
6/5/2024	27868	BLUETRITON BRANDS INC	237.89	2800 S D ST STOCKTON 04/27/2024 - 05/26/2024
6/5/2024	27869	BLUETRITON BRANDS INC	54.11	2900 M ST LBNC 04/27/2024 - 05/26/2024
6/5/2024	27870	BLUETRITON BRANDS INC	5.05	1509 N GOLDEN GATE AVE STOCKTON 04/27/2024 - 05/26/2024
6/5/2024	27871	BLUETRITON BRANDS INC	5,300.24	1300 18TH ST STE 200 VARIOUS ACTS 04/23/2024 - 05/22/2024
6/5/2024	27872	CAZADOR CONSULTING GROUP INC	2,584.94	Temp Hire Fee Invoice #005330
6/5/2024	27872	CAZADOR CONSULTING GROUP INC	2,575.38	Temp Hire Fee Invoice #005347
6/5/2024	27873	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	11,352.00	Consultant Services
6/5/2024	27874	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124200231 IT Temp Tyanna Prince

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	27875	CSG-NAM, LLC	995.68	CONSOLIDATED INVOICE FOR APRIL 2024
6/5/2024	27876	DELL TECHNOLOGIES, INC.	3,289.76	PO-2024-1401
6/5/2024	27877	ELIZABETH CISNEROS	64.32	Mileage Reimbursement
6/5/2024	27878	ERNESTO LEON	313.56	TRAVEL LIQUIDATION GSMCON 2024 PALM SPRINS, CA 041524-041824
6/5/2024	27879	FRESHPOINT CENTRAL CALIFORNIA, INC	915.30	PO-2024-1118
6/5/2024	27880	FROG STREET PRESS INC.	3,999.00	PO-2024-1260 F2F TRAINING EHS PARTNERSHIP
6/5/2024	27881	GARCIA INDUSTRIES INC	7,832.00	MAY ROBINSON/L-23-290E/332 HICKORYWOOD LN/PO-2023-2898
6/5/2024	27882	GARCIA INDUSTRIES INC	11,900.00	JEFFRY DAVIS L24-191E/PO-2023-2902/2629 WEBB AVE
6/5/2024	27883	GARCIA INDUSTRIES INC	525.00	ADALBERTO BUENROSTRO/L-24-011/DOEBIL22-01...
6/5/2024	27884	GARCIA INDUSTRIES INC	1,925.00	DULCE MONTERO/L24-181/PO-2024-1141/18... SCENIC VIEW DR
6/5/2024	27885	INDEPENDENT FIRE & SAFETY	75.00	WIC SHAFTER
6/5/2024	27886	INDOFF INCORPORATED	18,010.76	PO-2024-1113
6/5/2024	27887	JERRY MEADE	1,248.02	Travel Liquidation Cal CAPPA Training Sacramento, CA 043024-
6/5/2024	27888	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
6/5/2024	27889	MARIA DIAZ CORNEJO	117.92	April Mileage
6/5/2024	27890	MELISSA DELA GARZA	72.36	MILEAGE REIMBURSEMENT
6/5/2024	27891	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
6/5/2024	27892	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
6/5/2024	27893	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
6/5/2024	27894	MICROSOFT CORPORATION	108.00	Visio Plan 2 (Nonprofit Staff Pricing)
6/5/2024	27895	MICROSOFT CORPORATION	96.00	Project Plan 3 (Nonprofit Staff Pricing)
6/5/2024	27896	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
6/5/2024	27897	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
6/5/2024	27898	MICROSOFT CORPORATION	228.00	Office 365 E5 (Nonprofit Staff Pricing)
6/5/2024	27899	MONICA CASTANEDA	85.09	Mileage Reimbursement
6/5/2024	27901	OFFICE IMAGING, INC	107.58	TKC-2984; 10300 1/2 SAN DIEGO ST; PO-2023-2555
6/5/2024	27901	OFFICE IMAGING, INC	150.63	TKC-2984; 1111 BUSH ST; PO-2024-1657
6/5/2024	27901	OFFICE IMAGING, INC	103.48	TKC-2984; 1825 FELIZ DR; PO-2023-2551
6/5/2024	27901	OFFICE IMAGING, INC	121.60	TKC-2984; 1835 CECIL AVE; PO-2023-2556
6/5/2024	27901	OFFICE IMAGING, INC	106.88	TKC-2984; 1900 E CALIFORNIA AVE; PO-2024-1656
6/5/2024	27901	OFFICE IMAGING, INC	96.25	TKC-2984; 3000 STERLING RD; PO-2023-2553
6/5/2024	27901	OFFICE IMAGING, INC	190.00	TKC-2984; 315 STINE RD; PO-2024-1660

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6/5/2024	27901	OFFICE IMAGING, INC	135.63	TKC-2984; 3811 RIVER BLVD; PO-2024-1659
6/5/2024	27901	OFFICE IMAGING, INC	96.25	TKC-2984; 401 WILLOW DR; PO-2024-1353
6/5/2024	27901	OFFICE IMAGING, INC	190.15	TKC-2984; 4032 JEWETT AVE; PO-2024-1658
6/5/2024	27901	OFFICE IMAGING, INC	100.08	TKC-2984; 459 E EUCLID AVE; PO-2023-2557
6/5/2024	27901	OFFICE IMAGING, INC	96.25	TKC-2984; 5704 PIONEER DR; PO-2023-2554
6/5/2024	27901	OFFICE IMAGING, INC	20.15	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
6/5/2024	27901	OFFICE IMAGING, INC	125.00	TKC-2984; 814 N NORMA ST; PO-2024-1655
6/5/2024	27902	PERFECT GIFT LLC	1,543.29	GIFT CARDS - FRIENDSHIP HOUSE
6/5/2024	27903	PLC SYSTEM SERVICES	142.50	LBNC
6/5/2024	27903	PLC SYSTEM SERVICES	372.50	STERLING > CLASS C
6/5/2024	27904	PRITIKA RAM	2,305.77	TRAVEL LIQUIDATION Facility tour of CEDA in Chicago, IL (Ene
6/5/2024	27905	REBECCA MORENO	372.52	TRAVEL LIQUIDATION FOR CALCAPA LEGISLATIVE DAY APRIL 30 - MA
6/5/2024	27906	RELIABLE ENERGY MANAGEMENT INC	10,282.00	L24-128E; JERI HORENSTEIN, 15200 RD RUNNER PO-2023-2675
6/5/2024	27906	RELIABLE ENERGY MANAGEMENT INC	2,512.00	L24-157E-ROBERT POWELL-1828 FILSON ST PO-2024-1338
6/5/2024	27907	ROSA RABAGO	256.61	May 2024 Mileage Reimbursement
6/5/2024	27908	SEIU LOCAL 521	24,699.64	May 2024 Union Dues
6/5/2024	27909	SMART & FINAL	62.89	REF# 769700 TRAN# 0187 - SUPPLIES
6/5/2024	27910	STINSON STATIONERS	649.36	1300 18TH ST - EXEC DIV SUPPLIES PO-2024-1768
6/5/2024	27910	STINSON STATIONERS	887.43	ANGELA MARTINEZ SUPPLIES PO-2024-1856
6/5/2024	27910	STINSON STATIONERS	482.91	HARVEY L HALL ADMIN PO-2024-1857
6/5/2024	27910	STINSON STATIONERS	1,069.48	HARVEY L HALL OFFICE SUPPLIES PO-2024-1871
6/5/2024	27910	STINSON STATIONERS	2,327.09	PETE H PARRA OFFICE SUPPLIES PO-2024-1839
6/5/2024	27911	SYSCO FOOD SERVICES OF VENTURA INC	19.10	2900 M ST PO-2024-1531 ORD# 1525226
6/5/2024	27912	SYSCO FOOD SERVICES OF VENTURA INC	1,465.29	2900 M ST PO-2024-1531 ORD# 1529089
6/5/2024	27913	SYSCO FOOD SERVICES OF VENTURA INC	145.27	2900 M ST PO-2024-1531 ORD# 1525225
6/5/2024	27914	SYSCO FOOD SERVICES OF VENTURA INC	2,801.09	2900 M ST PO-2024-1531 ORD# 1543492 & 1543542
6/5/2024	27915	SYSCO FOOD SERVICES OF VENTURA INC	1,212.12	2900 M ST PO-2024-1531 ORD# 1544508
6/5/2024	27916	SYSCO FOOD SERVICES OF VENTURA INC	231.83	3101 MALL VIEW RD PO-2024-1266 ORD# 1545075
6/5/2024	27917	SYSCO FOOD SERVICES OF VENTURA INC	55.10	3101 MALL VIEW RD PO-2024-1266 ORD# 1545079
6/5/2024	27918	SYSCO FOOD SERVICES OF VENTURA INC	1,651.10	3101 MALL VIEW RD PO-2024-1268 ORD# 1545115
6/5/2024	27919	SYSCO FOOD SERVICES OF VENTURA INC	457.33	3101 MALL VIEW RD PO-2024-1255 ORD# 1545146

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/5/2024	27920	SYSCO FOOD SERVICES OF VENTURA INC	1,660.27	2900 M ST PO-2024-1531 ORD# 1546744 & 1546614
6/5/2024	27921	TEL TEC SECURITY SYSTEMS INC	535.59	FOOD BANK JOB# 240400459
6/5/2024	27922	TEL TEC SECURITY SYSTEMS INC	262.50	FOOD BANK JOB# 240400646
6/5/2024	27923	VERLINDA DENWITTY	87.10	April Mileage
6/5/2024	27924	WESLEY UNITED METHODIST CHURCH	1,381.88	PO-2024-1245 1314 OSWELL ST
6/5/2024	27925	YOLANDA GONZALES	221.79	Travel Liquidation NTI 2024 Conference in Tampa, FL April 15
6/5/2024	27926	AMAZON CAPITAL SERVICES, INC	818.08	PO-2024-1588
6/5/2024	27927	SYSCO FOOD SERVICES OF VENTURA INC	563.02	3101 MALL VIEW RD PO-2024-1255 ORD# 1544984
6/5/2024	27927	SYSCO FOOD SERVICES OF VENTURA INC	(108.87)	CREDIT REF# 379615530 05/21/2024 PO-2024-1266
6/5/2024	27928	AMAZON CAPITAL SERVICES, INC	126.08	PO-2024-1523
6/5/2024	27929	AMAZON CAPITAL SERVICES, INC	290.61	PO-2024-1534
6/5/2024	27930	AMAZON CAPITAL SERVICES, INC	247.23	PO-2024-1484
6/6/2024	224310	LUIS BARRON	3,039.51	REG/HP-VACATION PO/H-HOLIDAY HRS 123.68 X 34.29
6/7/2024	224309	MELISA OLEA-GONZALEZ	565.49	REG HRS/R-RETROACTIVE/BIL-BILINGUAL PREM HRS 21.90 X 20.47
6/11/2024	223137	LAVAR NEWSOME	(35.51)	MARCH MILEAGE REIMBURSEMENT
6/12/2024	222945	ARCADIS, A CALIFORNIA PARTNERSHIP	(260.00)	Arcadis INV# 10018407 Food Bank Fire Pump House Expansion Se
6/12/2024	223438	HOUSING AUTHORITY OF THE COUNTY OF KERN	(650.00)	CALAIM HOUSING DEPOSIT REQUEST
6/12/2024	223492	ARCADIS, A CALIFORNIA PARTNERSHIP	(17,482.96)	Project 127133 ood Bank Expansion Services Through 3/30/24
6/12/2024	224311	ACME SAW & SUPPLY INC	62.11	PO-2024-1059
6/12/2024	224312	ACTION GLASS INC	251.50	WESLEY
6/12/2024	224313	ADRIANA VENTURA	102.65	Adriana Ventura SDA Permit Reimbursement 2024
6/12/2024	224314	Alejandro Vallecillo Vidal	25.00	REIMBURSEMENT FOR WORK BOOTS
6/12/2024	224315	ALMA SANCHEZ	26.80	APRIL 2024 MILEAGE REIMBURSEMENT
6/12/2024	224315	ALMA SANCHEZ	16.75	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224316	ALPHA WHOLESALE PRODUCE INC	1,681.45	PO-2024-1138
6/12/2024	224317	AMBER PUMPHREY	34.84	MAY MILEAGE REIMBURSEMENT
6/12/2024	224318	ANNA NUNEZ	85.09	MAY MILEAGE REIMBURSEMENT
6/12/2024	224319	ASUSENA ORNELAS	48.91	MAY MILEAGE REIMBURSEMENT
6/12/2024	224320	AT&T	84.45	661 396 1094
6/12/2024	224321	AT&T	15.64	059 211-9260 741 6/1300 18TH ST
6/12/2024	224321	AT&T	26.58	248 134-0090 016 1/OUTREACH FOR WIC AND 211
6/12/2024	224322	AT&T	224.79	806004864/LONG DISTANCE
6/12/2024	224323	BRIANNA SANCHEZ	59.00	Bilingual Fee reimbursement - BC MAY 2024

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6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	142.45	1509 N GOLDEN GATE AVE/2222688384
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	1,615.80	2424 S DR MARTIN LUTHER KING JR BL/2883604446
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	61.41	3101 MALL VIEW RD/0541111888
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	81.88	315 STINE RD/8217092740
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	258.03	520 S WASHINGTON DR DOM/3533741257
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	389.55	520 S WASHINGTON ST
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	269.47	520 S WASHINGTON ST DOM/9549807644
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	61.41	520 S WASHINGTON ST/5928435562
6/12/2024	224324	CALIFORNIA WATER SERVICE COMPANY	81.88	520 S WASHINGTON ST/9851111888
6/12/2024	224325	CARMEN STARKS	20.10	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224326	CHARTER COMMUNICATIONS	209.00	1001 MAIN ST/8301 10 007 0176885
6/12/2024	224327	CHARTER COMMUNICATIONS	204.00	819 6TH ST/167694301
6/12/2024	224328	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE/167696901
6/12/2024	224329	CHARTER COMMUNICATIONS	204.00	650 JAMES ST/167738701
6/12/2024	224330	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE/167673501
6/12/2024	224331	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
6/12/2024	224332	CINDY RUIZ	163.48	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224333	CINTAS CORPORATION #668	196.92	300 19TH ST
6/12/2024	224334	CINTYA OSORIO	48.91	MAY MILEAGE REIMBURSEMENT
6/12/2024	224335	CITY OF BAKERSFIELD	717.56	1410 11TH ST
6/12/2024	224335	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
6/12/2024	224335	CITY OF BAKERSFIELD	1,092.32	1825 FELIZ DR
6/12/2024	224335	CITY OF BAKERSFIELD	1,336.08	1825 FELIZ DR 500
6/12/2024	224335	CITY OF BAKERSFIELD	531.93	2424 COTTONWOOD RD
6/12/2024	224335	CITY OF BAKERSFIELD	3,498.51	2735 O ST
6/12/2024	224335	CITY OF BAKERSFIELD	1,117.04	300 19TH ST
6/12/2024	224335	CITY OF BAKERSFIELD	1,207.82	3101 MALL VIEW RD
6/12/2024	224335	CITY OF BAKERSFIELD	558.91	3811 RIVER BLVD
6/12/2024	224335	CITY OF BAKERSFIELD	834.98	4032 JEWETT AVE
6/12/2024	224336	CITY OF SHAFTER	126.86	452 W LOS ANGELES AVE ACT# 114946 04/20/2024 - 05/20/2024
6/12/2024	224336	CITY OF SHAFTER	95.48	455 E EUCLID AVE ACT# 101447 04/20/2024 - 05/20/2024
6/12/2024	224336	CITY OF SHAFTER	263.87	459 E EUCLID AVE ACT# 106126 04/20/2024 - 05/20/2024
6/12/2024	224336	CITY OF SHAFTER	59.84	650 JAMES ST ACT# 110839 04/20/2024 - 05/20/2024
6/12/2024	224337	CITY OF TEHACHAPI	4.00	ACCT 0161250 07/01/24-06/30/25 108 S ROBINSON BUSIN TAX RENW
6/12/2024	224338	COMCAST CORPORATION	1,239.38	VARIOUS LOCATIONS
6/12/2024	224339	COUNTY OF SAN JOAQUIN	36.75	BARNETT-DIS OLD FUR REF# 74232L2 T#51-02020026
6/12/2024	224340	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237 1145 N HUNTER ST
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	3.00	DMV Pulls for April 2023

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6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Pulls for December 2022
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	7.00	DMV Pulls for February 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Pulls for January 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	28.00	DMV Pulls for July 2022
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	27.00	DMV Pulls for July 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	7.00	DMV Pulls for June 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	27.00	DMV Pulls for March 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	1.00	DMV Pulls for May 2023
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Pulls for November 2022
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	3.00	DMV Pulls for October 2022
6/12/2024	224341	DEPARTMENT OF MOTOR VEHICLES	4.00	DMV Pulls for September 2023
6/12/2024	224342	DEPARTMENT OF MOTOR VEHICLES	1,162.00	LATE FEES FOR VIN# 1GD08LE74NF313679
6/12/2024	224343	DEPARTMENT OF MOTOR VEHICLES	319.00	Late Fees for VIN# 1FTRE14W96DB37775
6/12/2024	224344	EFRAIN RODRIGUEZ RAMIREZ	14.74	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224345	ELIZABETH ARZEO SAABEDRA	71.69	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224346	ELIZABETH MARTINEZ MEDINA	181.57	MAY MILEAGE REIMBURSEMENT
6/12/2024	224347	ENEDINA MARTINEZ	54.94	MAY MILEAGE REIMBURSEMENT
6/12/2024	224348	ERIKA MALDONADO	42.88	MAY MILEAGE REIMBURSEMENT
6/12/2024	224349	FEDEX	42.10	F.ARELLANO/D.DILL/817223654331
6/12/2024	224350	FERGUSON ENTERPRISES INC #1350	618.44	18TH ST
6/12/2024	224350	FERGUSON ENTERPRISES INC #1350	801.63	CENTRAL KITCHEN
6/12/2024	224350	FERGUSON ENTERPRISES INC #1350	26.30	PRIMEROS PASOS
6/12/2024	224350	FERGUSON ENTERPRISES INC #1350	6.69	SHAFTER HS
6/12/2024	224351	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	2,871.88	PO-2024-1026 5 REAL ROAD
6/12/2024	224352	FRANCIS VEGA	252.59	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	12.83	ANGELA MARTINEZ
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	6.47	ANGELA MARTINEZ EHS CLASSROOM
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	37.86	EAST CAL
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	53.58	MCFARLAND
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	8.05	SAN DIEGO

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6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	36.52	SHAFTER EHS
6/12/2024	224353	HOME DEPOT COMMERCIAL CREDIT	34.49	WESLEY
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	324.53	PO-2024-1321
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	455.70	PO-2024-1563
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	653.24	PO-2024-1569
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	994.43	PO-2024-1609
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	3,025.50	PO-2024-1613
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	533.79	PO-2024-1693
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	1,841.82	PO-2024-1731
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	613.94	PO-2024-1732
6/12/2024	224354	LAKESHORE EQUIPMENT COMPANY	818.59	PO-2024-1746
6/12/2024	224355	LAMONT ELEMENTARY SCHOOL DISTRICT	0.00	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
6/12/2024	224356	LAMONT PUBLIC UTILITY DISTRICT	469.50	10300 1/2 SAN DIEGO ST
6/12/2024	224356	LAMONT PUBLIC UTILITY DISTRICT	234.20	7998 ALICANTE ST
6/12/2024	224357	LANGUAGE LINE SERVICES INC	50.80	ACC: 9022003529
6/12/2024	224358	LARA POPKIN	77.05	MAY MILEAGE REIMBURSEMENT
6/12/2024	224359	LEARA LEANNE SPROTT	192.96	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224360	LORENA PALOMO	28.14	MAY MILEAGE REIMBURSEMENT
6/12/2024	224361	LOWES COMPANIES INC	157.27	LATHROP PO-2024-1136
6/12/2024	224361	LOWES COMPANIES INC	1,195.57	PO-2023-3111; CALAIM NIA WHITE
6/12/2024	224361	LOWES COMPANIES INC	174.88	PO-2023-3111; CALAIM PAULINE GREEN
6/12/2024	224361	LOWES COMPANIES INC	156.84	ST MARY'S PO-2024-1136
6/12/2024	224362	MARTHA ORDUNA	90.45	MAY MILEAGE REIMBURSEMENT
6/12/2024	224363	MICHAEL K BROWN LANDSCAPE INC	234.44	LBNC
6/12/2024	224364	MIRELLA RUBIO	320.93	MAY 2024 Mileage Reimbursement
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	839.94	PO-2024-1663
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	1,330.58	PO-2024-1688
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	746.41	PO-2024-1713
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	344.06	PO-2024-1745
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	364.66	PO-2024-1764
6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	157.97	PO-2024-1765

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6/12/2024	224365	ODP BUSINESS SOLUTIONS LLC	433.30	PO-2024-1766
6/12/2024	224366	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
6/12/2024	224367	PATRICIA LOPEZ DE BAUTISTA	18.00	SDA CPR Reimbursement 2024
6/12/2024	224368	PG&E	1,537.50	1135 N HUNTER ST / 1145 N HUNTER ST
6/12/2024	224368	PG&E	772.05	1410 11TH ST
6/12/2024	224368	PG&E	1,600.69	221 W 5TH ST / 239 W 5TH ST
6/12/2024	224368	PG&E	315.26	2800 AGATE ST
6/12/2024	224368	PG&E	4,577.80	300 19TH ST
6/12/2024	224368	PG&E	5,867.59	315 STINE RD
6/12/2024	224368	PG&E	85.15	347 E POPLAR ST #A & #B
6/12/2024	224368	PG&E	1,960.76	455 E EUCLID AVE / 459 E EUCLID AVE
6/12/2024	224368	PG&E	262.58	650 JAMES ST
6/12/2024	224369	PRODUCERS DAIRY FOODS INC	1,982.45	PO-2024-1137
6/12/2024	224370	RAMIRO LOPEZ	67.67	MAY MILEAGE REIMBURSEMENT
6/12/2024	224371	REBECCA ROCHA	25.46	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	224372	SAFEWAY INC VONS DIVISION	105.49	EXEC DIV COFF SUPP REF# 631737815820
6/12/2024	224373	SARAH VILLAGRAN	30.82	May 2024 Mileage Reimbursement
6/12/2024	224374	SAVE MART SUPERMARKETS	44.08	CALIF ST FORMULA REF# 019068 06/05/24
6/12/2024	224374	SAVE MART SUPERMARKETS	204.48	SPEC DIET PURCH REF# 096636 05/22/24
6/12/2024	224374	SAVE MART SUPERMARKETS	150.12	SPEC DIET PURCH REF# 17232 05/22/24
6/12/2024	224375	SNIDERS	9.74	STERLING WO# 16096 REF# 298037
6/12/2024	224376	SOUTH TULARE RICHGROVE REFUSE INC	407.16	1835 CECIL AVE DELANO JUNE 2024 SVCS ACT# 02-103698 5
6/12/2024	224377	SOUTHERN CALIFORNIA EDISON	380.75	1120 S CURRY ST TEHACHAPI 05/06/2024 - 06/04/2024
6/12/2024	224377	SOUTHERN CALIFORNIA EDISON	247.10	2739 DIAMOND ST B ROSAMOND 05/03/2024 - 06/03/2024
6/12/2024	224377	SOUTHERN CALIFORNIA EDISON	2,946.52	814 N NORMA ST RIDGECREST 05/08/2024 - 06/06/2024
6/12/2024	224378	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	2,446.50	PO-2023-3193 APRIL 2024 MEALS
6/12/2024	224379	STACY MERRIFIELD	31.49	MAY MILEAGE REIMBURSEMENT
6/12/2024	224380	STANDARD PLUMBING SUPPLY COMPANY, INC	30.01	BROADWAY
6/12/2024	224380	STANDARD PLUMBING SUPPLY COMPANY, INC	34.59	SHAFTER EHS
6/12/2024	224380	STANDARD PLUMBING SUPPLY COMPANY, INC	15.00	SHAFTER EHS CLASS 1&2
6/12/2024	224380	STANDARD PLUMBING SUPPLY COMPANY, INC	23.58	SHAFTER HS
6/12/2024	224381	TEHACHAPI UNIFIED SCHOOL DISTRICT	1,326.00	PO-2023-3250 HEAD START MARCH 2024 LUNCH PROGRAM
6/12/2024	224382	TRAFFIC MANAGEMENT, INC.	81.19	DELANO REF# 5531582 WO# 15978
6/12/2024	224383	ULINE	1,497.69	1300 18TH ST EXEC DIV PO-2024-1889 MAIL SORTER

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6/12/2024	224384	UNITED RENTALS INC	3,047.24	PO-2024-1558 STORAGE CONTAIN S/N# CA-48-4899-119
6/12/2024	224385	UNITED WAY OF KERN COUNTY	28,305.23	PO-2023-2549 CalEITC MAY 2024
6/12/2024	224385	UNITED WAY OF KERN COUNTY	8,486.24	PO-2023-2828 MAY 2024 UWKC IRS CAPK-VITA HOURS
6/12/2024	224386	UNIVISION TELEVISION GROUP INC	6,000.00	PO-2024-1899 COPA AMERICA RECRUIT ADVERT C# 268444 & 268461
6/12/2024	224387	VALLEY PROPANE SERVICE	798.00	15612 CUDA DR BFD 93307 A# 135204 PO-2024-1081
6/12/2024	224387	VALLEY PROPANE SERVICE	464.84	PO-2024-1649 FOOD BANK
6/12/2024	224388	VANESSA MOLINA	136.68	MAY MILEAGE REIMBURSEMENT
6/12/2024	224389	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
6/12/2024	224390	VILLALOBOS CONCRETE INC	1,950.00	OASIS INSTALL 6 REGULA CMU WALL OVER EXIST
6/12/2024	224391	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	367.57	1145 N HUNTER ST STOCKTON 06/01/2024 - 06/30/2024
6/12/2024	224391	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	247.49	1509 N GOLDEN GATE AVE STOCKTON 06/01/2024 - 06/30/2024
6/12/2024	224391	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 06/01/2024 - 06/30/2024
6/12/2024	224391	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 06/01/2024 - 06/30/2024
6/12/2024	224392	WESTERN PROPANE SERVICE	868.00	16608 ALEUTIAN DR 93222 A# 2295890 PO-2024-1098
6/12/2024	224393	WIPFLI LLP	13,732.54	Technology Ongoing Services Agreement June 2024
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	1.00	DMV Pulls for April 2024
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	8.00	DMV Pulls for February 2024
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	1.00	DMV Pulls for November 2023
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	3.00	DMV Pulls for October 2023
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Pulls from December 2023
6/12/2024	224394	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Pulls from January 2024
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	26.91	18TH ST
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	170.55	211
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	33.08	ANGELA MARTINEZ
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	170.55	CAL FRESH
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	106.25	CALFRESH
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	351.13	EKFRC
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	32.44	FOOD BANK

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6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	94.27	OASIS
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	30.05	WESLEY
6/12/2024	224395	HOME DEPOT COMMERCIAL CREDIT	36.74	WIC
6/12/2024	224396	CLEMMER AND COMPANY	1,798.00	CALAIM HOUSING DEPOSIT
6/12/2024	224397	ARCADIS, A CALIFORNIA PARTNERSHIP	260.00	Arcadis INV# 10018407 Food Bank Fire Pump House Expansion Se
6/12/2024	224398	ARCADIS, A CALIFORNIA PARTNERSHIP	17,482.96	Project 127133 ood Bank Expansion Services Through 3/30/24
6/12/2024	224399	HOUSING AUTHORITY OF THE COUNTY OF KERN	650.00	CALAIM HOUSING DEPOSIT REQUEST
6/12/2024	224400	LAVAR NEWSOME	35.51	MARCH MILEAGE REIMBURSEMENT
6/12/2024	224401	LAMONT ELEMENTARY SCHOOL DISTRICT	18,574.97	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
6/12/2024	224402	BROOKLIN JENKINS	0.59	LDW 103123
6/12/2024	27931	4IMPRINT INC AKA NELSON MARKETING	5,217.83	PO-2024-1159
6/12/2024	27932	ADVANCED DATA STORAGE	17.60	1807 FELIZ DR / PO-2023-3522
6/12/2024	27932	ADVANCED DATA STORAGE	17.60	2900 M ST/PO-2023-3507
6/12/2024	27932	ADVANCED DATA STORAGE	70.40	3101 Mall View Road
6/12/2024	27932	ADVANCED DATA STORAGE	17.60	5055 CALIFORNIA AVE STE 101/PO-2024-1197
6/12/2024	27932	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR STE 200/PO-2023-3532
6/12/2024	27932	ADVANCED DATA STORAGE	88.00	Inv. 0183773
6/12/2024	27932	ADVANCED DATA STORAGE	17.60	PO-2023-3506/5055 CALIFORNIA AVE STE 220
6/12/2024	27933	AMAZON CAPITAL SERVICES, INC	2,049.28	PO-2024-1623
6/12/2024	27934	AMAZON CAPITAL SERVICES, INC	261.35	PO-2024-1603
6/12/2024	27935	AMAZON CAPITAL SERVICES, INC	520.13	PO-2024-1773
6/12/2024	27936	AMAZON CAPITAL SERVICES, INC	184.01	PO-2024-1616
6/12/2024	27937	AMAZON CAPITAL SERVICES, INC	534.27	PO-2024-1594
6/12/2024	27938	AMAZON CAPITAL SERVICES, INC	203.50	PO-2024-1616
6/12/2024	27939	AMAZON CAPITAL SERVICES, INC	68.90	PO-2024-1593
6/12/2024	27940	AMAZON CAPITAL SERVICES, INC	261.54	PO-2024-1669
6/12/2024	27941	AMAZON CAPITAL SERVICES, INC	264.88	PO-2024-1644
6/12/2024	27942	AMAZON CAPITAL SERVICES, INC	655.68	PO-2024-1546
6/12/2024	27943	AMAZON CAPITAL SERVICES, INC	510.47	PO-2024-1583
6/12/2024	27944	AMAZON CAPITAL SERVICES, INC	78.02	PO-2024-1647
6/12/2024	27945	AMAZON CAPITAL SERVICES, INC	436.21	PO-2024-1556
6/12/2024	27946	AN ICON COMPANY, LLC	184.72	PO-2024-1863

Community Action Partnership of Kern
Check/Voucher Register
From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/12/2024	27946	AN ICON COMPANY, LLC	351.81	PO-2024-1864
6/12/2024	27947	AYLEEN QUIROZ	100.50	MAY MILEAGE REIMBURSEMENT
6/12/2024	27948	AZUGA INC	495.00	PO-2024-1651/ SERVICE PERIOD 05/27/24-06/26/24
6/12/2024	27949	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	291.39	Kennedy - Monitoring fee-fire 6/1/2024-8/31/2024
6/12/2024	27950	BLUETRITON BRANDS INC	185.99	236 W 4TH ST STOCKTON 05/01/2024 - 05/31/2024
6/12/2024	27951	BLUETRITON BRANDS INC	101.01	1600 POPLAR AVE WASCO 05/05/2024 - 06/04/2024
6/12/2024	27952	BRADY INDUSTRIES	4,007.85	PO-2023-1366
6/12/2024	27952	BRADY INDUSTRIES	5,434.25	PO-2024-1267
6/12/2024	27953	CA ASSOCIATION OF FOOD BANKS	674.06	PO-2024-1235/BELL PEPPERS
6/12/2024	27953	CA ASSOCIATION OF FOOD BANKS	578.95	PO-2024-1235/CARROTS
6/12/2024	27953	CA ASSOCIATION OF FOOD BANKS	10,410.90	PO-2024-1235/LETTUCE
6/12/2024	27953	CA ASSOCIATION OF FOOD BANKS	600.00	PO-2024-1235/ORANGES
6/12/2024	27953	CA ASSOCIATION OF FOOD BANKS	1,498.46	PO-2024-1235/TOMATOES
6/12/2024	27954	CAZADOR CONSULTING GROUP INC	2,258.76	PO-2023-3376/PO-2024-1664
6/12/2024	27954	CAZADOR CONSULTING GROUP INC	2,143.12	PO-2024-1664
6/12/2024	27954	CAZADOR CONSULTING GROUP INC	2,054.21	Temp Hire Fee Invoice # 005364
6/12/2024	27955	CDW GOVERNMENT LLC	9,655.56	PO-2024-1606
6/12/2024	27955	CDW GOVERNMENT LLC	653.56	PO-2024-1726
6/12/2024	27956	CHEVRON AND TEXACO BUSINESS CARD SERVICES	9,942.30	0496-00-519779-3
6/12/2024	27957	CHEVRON AND TEXACO BUSINESS CARD SERVICES	698.89	0496-00-516518-8
6/12/2024	27958	COMMUNITY PRODUCTS LLC	3,604.26	PO-2024-1582
6/12/2024	27958	COMMUNITY PRODUCTS LLC	1,838.09	PO-2024-1694
6/12/2024	27958	COMMUNITY PRODUCTS LLC	7,783.18	PO-2024-1747
6/12/2024	27959	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124210234 IT Temp Tyanna Prince
6/12/2024	27959	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124220234 IT Temp Tyanna Prince
6/12/2024	27960	CYNTHIA MAGDALENO	103.85	MAY MILEAGE REIMBURSEMENT
6/12/2024	27961	DELL FINANCIAL SERVICES LLC	1,094.36	PO-2023-3545
6/12/2024	27961	DELL FINANCIAL SERVICES LLC	562.21	PO-2024-1905
6/12/2024	27962	DONAHUE TRUCK CENTERS	151.44	BPO-2024-1019
6/12/2024	27962	DONAHUE TRUCK CENTERS	5,386.22	BPO-2024-1555
6/12/2024	27962	DONAHUE TRUCK CENTERS	1,924.48	PO-2024-1555
6/12/2024	27963	EVERGREEN CONSTRUCTION	550.00	OASIS INVOICE 27622
6/12/2024	27964	EVERGREEN CONSTRUCTION	550.00	OASIS INVOICE 27623
6/12/2024	27965	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/12/2024	27966	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.66	661-763-9280-072009-5
6/12/2024	27967	GLORIANA TEIXEIRA	201.00	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	27968	HALONDA NAFF	224.45	MAY MILEAGE REIMBURSEMENT
6/12/2024	27969	INDEPENDENT FIRE & SAFETY	296.37	PETE PARRA
6/12/2024	27970	JOHN REY	1,000.00	PO-2024-1729 15662 K ST
6/12/2024	27971	KAPLAN EARLY LEARNING CO	3,489.90	PO-2024-1567
6/12/2024	27972	KERNVILLE UNION SCHOOL DISTRICT	27,384.44	PO-2024-1347
6/12/2024	27973	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	120.00	PO-2024-1043 INV 399730
6/12/2024	27974	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	690.00	PO-2024-1043 INV 399731
6/12/2024	27975	MARIA DEL CARMEN VILLANUEVA	16.08	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	27976	MARIA RAMOS	49.58	MAY 2024 MILEAGE REIMBURSEMENT
6/12/2024	27977	MARIANA RIOS	15.41	Mariana Rios Mileage Reimbursement Report May 2024
6/12/2024	27978	MARTHA RIOS TORRES	90.00	Martha Rios-SDA CPR Reimbursement 2024
6/12/2024	27979	MH 3101 MALL VIEW ROAD, LLC	6,395.76	TAX REIMBURSEMENT - 3101 MALL VIEW ROAD -
6/12/2024	27980	MISSION LINEN SUPPLY	1,122.97	ACC 301151 PO-2024-1699
6/12/2024	27980	MISSION LINEN SUPPLY	596.79	ACC 316102 PO-2024-1699
6/12/2024	27981	MOLLY & BRUCE BUSACCA INC	57.00	WIC-Adelanto Monitoring Svc June 2024- August 2024
6/12/2024	27982	MONICA ZAMUDIO	38.86	MAY 2024 Mileage Reimbursement
6/12/2024	27983	NARAMA INC	10,009.23	1300 18TH ST - HS PO-2024-1802 - PRINTING
6/12/2024	27984	OFFICE IMAGING, INC	163.53	TKC-2984; 1410 11TH ST; PO-2024-1352
6/12/2024	27984	OFFICE IMAGING, INC	130.97	TKC-2984; 1631 30TH ST; PO-2024-1246
6/12/2024	27984	OFFICE IMAGING, INC	536.52	TKC-2984; 1807 FELIZ DR; PO-2024-1508
6/12/2024	27984	OFFICE IMAGING, INC	48.00	TKC-2984; 1825 FELIZ DR WAREHOUSE
6/12/2024	27984	OFFICE IMAGING, INC	166.11	TKC-2984; 2323 16TH ST CALFRESH
6/12/2024	27984	OFFICE IMAGING, INC	80.16	TKC-2984; 3101 MALLVIEW RD
6/12/2024	27984	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
6/12/2024	27984	OFFICE IMAGING, INC	270.44	TKC-2984; 5 REAL RD; PO-2024-1423
6/12/2024	27984	OFFICE IMAGING, INC	42.75	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
6/12/2024	27984	OFFICE IMAGING, INC	3,337.35	TKC-2984; COPIER PURCHASE 4032 JEWETT AVE
6/12/2024	27985	PAPER CONNECTION INC	969.10	PO-2024-1775
6/12/2024	27986	PIUSER STONE AND TILE, INC.	7,000.00	18TH ST ARCHITECT INVOICE - PHASE FIVE PO-2024-1011
6/12/2024	27987	PLC SYSTEM SERVICES	1,274.86	LBNC
6/12/2024	27987	PLC SYSTEM SERVICES	2,870.00	LBNC PO-2024-1862
6/12/2024	27988	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST RIDGECREST 06/03/2024 - 07/03/2024
6/12/2024	27989	RACHEL LECKKIRK	26.13	MAY MILEAGE REIMBURSEMENT

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6/12/2024	27990	RHETA NEGRETE NEAL	226.46	APRIL MILEAGE REIMBURSEMENT
6/12/2024	27991	SABRINA JONES	147.99	TRAVEL LIQUIDATION - INFOM USA GRAND GATHERING CONFERENCE GR
6/12/2024	27992	SAFIYA PRICE	36.18	MAY MILEAGE REIMBURSEMENT
6/12/2024	27993	SANDATA TECHNOLOGIES LLC	163.78	eTIME PHONE SVC FEE 05/01/2024 - 05/31/2024
6/12/2024	27994	SHAWNA R MARKS	54.94	MAY MILEAGE REIMBURSEMENT
6/12/2024	27995	SMART & FINAL	108.41	REF# 453633 05/30/24 ACT# 326821
6/12/2024	27996	SPECIALTY TRIM AND AWNING INC	949.50	PETE PARRA WO# 15862 05/24/2024
6/12/2024	27997	STAPLES ADVANTAGE	86.45	HS PO-2024-1743 ORD# 7632263668-000-002
6/12/2024	27998	STAPLES ADVANTAGE	22.51	HS PO-2024-1743 ORD# 7632263668-000-006
6/12/2024	27999	STAPLES ADVANTAGE	499.48	HEAD START PO-2024-1860 ORD# 7906555130-000-001
6/12/2024	28000	STEPHEN WILLIFORD	145.00	WIC
6/12/2024	28001	STEPHEN WILLIFORD	945.00	SHAFTER EHS
6/12/2024	28002	STINSON STATIONERS	880.07	HARVEY L HALL OFFICE SUPPLIES PO-2024-1871
6/12/2024	28002	STINSON STATIONERS	4,380.92	STERLING PO-2024-1779 STORAGE CABINETS
6/12/2024	28003	STOCKTON COMMUNITY KITCHEN	4,944.24	425 N CALIF ST STOCKTON MAY 2024 MEALS PO-2024-1054
6/12/2024	28004	STOCKTON COMMUNITY KITCHEN	4,944.24	701 S HUTCHINS ST LODI MAY 2024 MEALS PO-2024-1054
6/12/2024	28005	STOCKTON COMMUNITY KITCHEN	4,944.24	850 J ST LATHROP MAY 2024 MEALS PO-2024-1054
6/12/2024	28006	STOCKTON COMMUNITY KITCHEN	3,296.16	2800 S D ST STOCKTON MAY 2024 MEALS PO-2024-1054
6/12/2024	28007	STOCKTON COMMUNITY KITCHEN	3,296.16	215 W 5TH ST STOCKTON MAY 2024 MEALS PO-2024-1054
6/12/2024	28008	STOCKTON COMMUNITY KITCHEN	4,944.24	545 W SONORA ST STOCKTON MAY 2024 MEALS PO-2024-1054
6/12/2024	28009	SYSCO FOOD SERVICES OF VENTURA INC	1,311.88	2900 M ST PO-2024-1531 ORD# 1549485
6/12/2024	28010	SYSCO FOOD SERVICES OF VENTURA INC	1,793.00	2900 M ST PO-2024-1531 ORD# 1551850
6/12/2024	28011	SYSCO FOOD SERVICES OF VENTURA INC	218.10	3101 MALL VIEW RD PO-2024-1268 ORD# 1546121
6/12/2024	28012	SYSCO FOOD SERVICES OF VENTURA INC	6,488.47	3101 MALL VIEW RD PO-2024-1255 ORD# 1552159
6/12/2024	28013	SYSCO FOOD SERVICES OF VENTURA INC	76.58	3101 MALL VIEW RD PO-2024-1255 ORD# 1552323
6/12/2024	28014	SYSCO FOOD SERVICES OF VENTURA INC	1,265.62	2900 M ST PO-2024-1531 ORD# 1553847
6/12/2024	28015	SYSCO FOOD SERVICES OF VENTURA INC	2,273.42	2900 M ST PO-2024-1531 ORD# 1556468
6/12/2024	28016	SYSCO FOOD SERVICES OF VENTURA INC	1,426.71	455 E EUCLID AVE CUST# 336143 05/30/2024
6/12/2024	28017	TEL TEC SECURITY SYSTEMS INC	318.77	SHAFTER HS JOB# 240400454 05/15/24
6/12/2024	28018	TEL TEC SECURITY SYSTEMS INC	243.94	STERLING JOB# 240400455 05/15/2024

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6/12/2024	28019	TEL TEC SECURITY SYSTEMS INC	578.46	PETE PARRA JOB# 240400457 05/15/24
6/12/2024	28020	TEL TEC SECURITY SYSTEMS INC	414.44	STERLING JOB# 240400456 05/17/2024
6/12/2024	28021	THE MARCOM GROUP, INC.	112.50	ADA plugin
6/12/2024	28022	TINA MOUA	30.15	MAY MILEAGE REIMBURSEMENT
6/12/2024	28023	TRANS-WEST SECURITY SERVICES, INC.	1,064.43	500 E CALIF AVE-WIC PO-2024-1004 PATROL 5/1/24 - 5/31/24
6/12/2024	28024	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC - MAY 2024
6/12/2024	28025	VALLEY GARBAGE SERVICE	365.66	5704 PIONEER DR JUNE 2024 3YD BIN
6/12/2024	28026	STAPLES ADVANTAGE	(16.82)	CREDIT INV# 6003187406 ITEM# 2723185 PO-2024-1743
6/12/2024	28026	STAPLES ADVANTAGE	1,367.00	HS PO-2024-1743 ORD# 7632263668-000-001
6/12/2024	28027	AMAZON CAPITAL SERVICES, INC	(49.83)	PO-2023-3468/Credit FOR INVOICE 117T-XY3D-TGJR
6/12/2024	28027	AMAZON CAPITAL SERVICES, INC	497.87	PO-2024-1637
6/12/2024	28028	PUBLIC AGENCY COALITION ENTERPRISE	756,572.77	June 2024 MEDICAL
6/12/2024	28029	QUE'MESHA BANNER	158.75	TRAVEL ADVANCE CA COMMUNITY SCHOOLS EMPOWER SUMMIT LOS ANGEL
6/12/2024	28030	SABRINA JONES	158.75	TRAVEL ADVANCE - CA COMMUNITY SCHOOL EMPOWER SUMMIT LOS ANGE
6/14/2024	224403	ALEJANDRA ZAMBRANO	1,400.27	REG/HP-VACATION/S-SICK HRS 55.77 X 21.81
6/14/2024	224404	JUANA MEZA	2,271.61	REG/HP-VACATOIN PO HRS 110.71 X 26.50
6/17/2024	223224	SANDRA RUBI HERNANDEZ	(228.58)	Child Care Reimbursement
6/17/2024	223224	SANDRA RUBI HERNANDEZ	(98.00)	Cost of Care Plus Rate
6/17/2024	224405	JASON ROBERSON	1,246.68	REG+.50/OVERTIME+.50/HP-VACATO... PO HRS 61.19 X 18.41
6/18/2024	224404	JUANA MEZA	(2,271.61)	REG/HP-VACATOIN PO HRS 110.71 X 26.50
6/18/2024	224406	ALEJANDRA ORTEGA BARON	1,366.72	Child Care Reimbursement
6/18/2024	224406	ALEJANDRA ORTEGA BARON	294.00	Cost of Care Plus Rate
6/18/2024	224407	ALICIA MUNOZ DE SANCHEZ	840.28	Child Care Reimbursement
6/18/2024	224407	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
6/18/2024	224408	ALL ABOARD PRESCHOOL	4,154.54	Child Care Reimbursement
6/18/2024	224408	ALL ABOARD PRESCHOOL	980.00	Cost of Care Plus Rate
6/18/2024	224409	ANA BERTHA BALLESTEROS JAIME	2,468.59	Child Care Reimbursement
6/18/2024	224409	ANA BERTHA BALLESTEROS JAIME	420.00	Cost of Care Plus Rate
6/18/2024	224410	ANA MARIA ACOSTA DE ARIZAGA	2,451.34	Child Care Reimbursement
6/18/2024	224410	ANA MARIA ACOSTA DE ARIZAGA	420.00	Cost of Care Plus Rate
6/18/2024	224411	BELEN IZAZAGA MERCADO	1,716.08	Child Care Reimbursement
6/18/2024	224411	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
6/18/2024	224412	BERTHA CONTRERAS	9,174.61	Child Care Reimbursement
6/18/2024	224412	BERTHA CONTRERAS	1,540.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	224413	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
6/18/2024	224413	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
6/18/2024	224414	CARLOS YOVANI HERNANDEZ BONILLA	423.98	Child Care Reimbursement
6/18/2024	224414	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
6/18/2024	224415	CECILIA GAYTAN DE ZARATE	5,452.31	Child Care Reimbursement
6/18/2024	224415	CECILIA GAYTAN DE ZARATE	1,400.00	Cost of Care Plus Rate
6/18/2024	224415	CECILIA GAYTAN DE ZARATE	(95.00)	Union Dues
6/18/2024	224416	CONSUELO RAMIREZ DE MAGDALENO	7,617.00	Child Care Reimbursement
6/18/2024	224416	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
6/18/2024	224416	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
6/18/2024	224417	DIEGO FERREIRA	2,267.63	Child Care Reimbursement
6/18/2024	224417	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
6/18/2024	224418	ERLINDA MARTHA MADUENO	1,661.20	Child Care Reimbursement
6/18/2024	224418	ERLINDA MARTHA MADUENO	294.00	Cost of Care Plus Rate
6/18/2024	224419	ESTHER MELENDREZ	1,683.58	Child Care Reimbursement
6/18/2024	224419	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
6/18/2024	224420	GUADALUPE AYON DE MENDOZA	1,498.22	Child Care Reimbursement
6/18/2024	224420	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
6/18/2024	224421	IRMA JIMENEZ CASTANEDA	928.06	Child Care Reimbursement
6/18/2024	224421	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
6/18/2024	224422	JEMIMA GONZALEZ	477.48	Child Care Reimbursement
6/18/2024	224422	JEMIMA GONZALEZ	98.00	Cost of Care Plus Rate
6/18/2024	224423	JESSICA CERVANTES	1,414.94	Child Care Reimbursement
6/18/2024	224423	JESSICA CERVANTES	294.00	Cost of Care Plus Rate
6/18/2024	224424	JOLDRIN JOSUE ZUNIGA HONDOY	1,001.86	Child Care Reimbursement
6/18/2024	224424	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
6/18/2024	224425	LETICIA GARIBAY CEJA	1,899.43	Child Care Reimbursement
6/18/2024	224425	LETICIA GARIBAY CEJA	280.00	Cost of Care Plus Rate
6/18/2024	224426	MANUELA P MEDINA	5,918.21	Child Care Reimbursement
6/18/2024	224426	MANUELA P MEDINA	980.00	Cost of Care Plus Rate
6/18/2024	224427	MARCELA CHAVEZ OSEGUERA	1,608.16	Child Care Reimbursement
6/18/2024	224427	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
6/18/2024	224428	MARCELA G NUNEZ DE GUTIERREZ	11,832.37	Child Care Reimbursement
6/18/2024	224428	MARCELA G NUNEZ DE GUTIERREZ	1,960.00	Cost of Care Plus Rate
6/18/2024	224428	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
6/18/2024	224429	MARCELINA PERALTA	3,674.97	Child Care Reimbursement
6/18/2024	224429	MARCELINA PERALTA	686.00	Cost of Care Plus Rate
6/18/2024	224430	MARGARITA GARIBAY CORTES	4,969.45	Child Care Reimbursement
6/18/2024	224430	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	224430	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
6/18/2024	224431	MARIA CRUZ MACIAS	1,101.28	Child Care Reimbursement
6/18/2024	224431	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
6/18/2024	224432	MARIA DEL SOCORRO CARMONA	2,625.35	Child Care Reimbursement
6/18/2024	224432	MARIA DEL SOCORRO CARMONA	420.00	Cost of Care Plus Rate
6/18/2024	224432	MARIA DEL SOCORRO CARMONA	(57.51)	Union Dues
6/18/2024	224433	MARIA EUGENIA GARCIA DE VEGA	938.81	Child Care Reimbursement
6/18/2024	224433	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
6/18/2024	224434	MARIA G RAMIREZ DE MARTINEZ	7,367.27	Child Care Reimbursement
6/18/2024	224434	MARIA G RAMIREZ DE MARTINEZ	1,260.00	Cost of Care Plus Rate
6/18/2024	224434	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
6/18/2024	224435	MARIA LOURDES MORENO ESQUIVEL	1,744.15	Child Care Reimbursement
6/18/2024	224435	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
6/18/2024	224436	MARIA PICOS DE GARCIA	2,596.73	Child Care Reimbursement
6/18/2024	224436	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
6/18/2024	224437	MARIA SALAZAR	7,847.15	Child Care Reimbursement
6/18/2024	224437	MARIA SALAZAR	1,260.00	Cost of Care Plus Rate
6/18/2024	224438	MARIA V SOSA	572.60	Child Care Reimbursement
6/18/2024	224438	MARIA V SOSA	98.00	Cost of Care Plus Rate
6/18/2024	224439	MARISOL PEREZ	881.03	Child Care Reimbursement
6/18/2024	224439	MARISOL PEREZ	196.00	Cost of Care Plus Rate
6/18/2024	224440	MAYRA PONCE GARIBAY	1,782.08	Child Care Reimbursement
6/18/2024	224440	MAYRA PONCE GARIBAY	280.00	Cost of Care Plus Rate
6/18/2024	224441	OFELIA QUINTERO DE GUZMAN	367.88	Child Care Reimbursement
6/18/2024	224442	PATRICIA H MARTINEZ	2,379.55	Child Care Reimbursement
6/18/2024	224442	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
6/18/2024	224443	REYNALDA C MALDONADO	1,081.81	Child Care Reimbursement
6/18/2024	224443	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
6/18/2024	224444	RUFINITA PRISCILLA MARIE SAUCEDA	2,267.95	Child Care Reimbursement
6/18/2024	224444	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
6/18/2024	224445	TERESA CERVANTES	524.38	Child Care Reimbursement
6/18/2024	224445	TERESA CERVANTES	98.00	Cost of Care Plus Rate
6/18/2024	224445	TERESA CERVANTES	(10.49)	Union Dues
6/18/2024	224446	VERONICA HERNANDEZ	842.75	Child Care Reimbursement
6/18/2024	224446	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
6/18/2024	224447	Yoseling Carolina Mendez Lopez	1,048.76	Child Care Reimbursement
6/18/2024	224447	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
6/18/2024	224448	CARMEN SANTOS PACHECO	5,506.99	Child Care Reimbursement
6/18/2024	224448	CARMEN SANTOS PACHECO	980.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	224449	TEODORA GIRON MORALES	926.90	Child Care Reimbursement
6/18/2024	224449	TEODORA GIRON MORALES	140.00	Cost of Care Plus Rate
6/18/2024	224450	HORTENCIA HERNANDEZ	378.75	Child Care Reimbursement
6/18/2024	224451	ESTELA LOPEZ	788.39	Child Care Reimbursement
6/18/2024	224451	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
6/18/2024	224452	GLORIA GARCIA DE MADERA	8,718.87	Child Care Reimbursement
6/18/2024	224452	GLORIA GARCIA DE MADERA	1,400.00	Cost of Care Plus Rate
6/18/2024	224453	LETICIA MARIA BOTELLO	3,974.35	Child Care Reimbursement
6/18/2024	224453	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
6/18/2024	224454	LUZ E VENEGAS	8,957.08	Child Care Reimbursement
6/18/2024	224454	LUZ E VENEGAS	1,540.00	Cost of Care Plus Rate
6/18/2024	224455	MARIA B CRUZ DE PULIDO	8,670.39	Child Care Reimbursement
6/18/2024	224455	MARIA B CRUZ DE PULIDO	1,400.00	Cost of Care Plus Rate
6/18/2024	224456	ROCIO JOSEFINA HERNANDEZ	12,348.76	Child Care Reimbursement
6/18/2024	224456	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
6/18/2024	224457	ERIKA L CENTENO	4,079.08	Child Care Reimbursement
6/18/2024	224457	ERIKA L CENTENO	700.00	Cost of Care Plus Rate
6/18/2024	224458	LILIA ESQUIVEL MONROY	3,901.68	Child Care Reimbursement
6/18/2024	224458	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
6/18/2024	224459	LORI MACIAS CERNA	6,818.41	Child Care Reimbursement
6/18/2024	224459	LORI MACIAS CERNA	1,120.00	Cost of Care Plus Rate
6/18/2024	224460	ELOISA MONTES DE ROMERO	846.93	Child Care Reimbursement
6/18/2024	224460	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
6/18/2024	224460	ELOISA MONTES DE ROMERO	(16.94)	Union Dues
6/18/2024	224461	HERLINDA NOLASCO DE GONZALEZ	3,503.22	Child Care Reimbursement
6/18/2024	224461	HERLINDA NOLASCO DE GONZALEZ	640.00	Cost of Care Plus Rate
6/18/2024	224462	MARIA M ANGULO	4,468.49	Child Care Reimbursement
6/18/2024	224462	MARIA M ANGULO	800.00	Cost of Care Plus Rate
6/18/2024	224463	MARTHA HERNANDEZ MEZA	194.14	Child Care Reimbursement
6/18/2024	224463	MARTHA HERNANDEZ MEZA	320.00	Cost of Care Plus Rate
6/18/2024	224464	ANA R LEMUS LOPEZ	2,609.75	Child Care Reimbursement
6/18/2024	224464	ANA R LEMUS LOPEZ	420.00	Cost of Care Plus Rate
6/18/2024	224465	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,551.79	Child Care Reimbursement
6/18/2024	224465	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
6/18/2024	224466	ANDREA R RIVERA	1,632.11	Child Care Reimbursement
6/18/2024	224466	ANDREA R RIVERA	280.00	Cost of Care Plus Rate
6/18/2024	224467	BRENDA SUJEY MARTINEZ	2,687.47	Child Care Reimbursement
6/18/2024	224467	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
6/18/2024	224468	CRISTINA SOTO DE MARTINEZ	2,506.95	Child Care Reimbursement
6/18/2024	224468	CRISTINA SOTO DE MARTINEZ	420.00	Cost of Care Plus Rate
6/18/2024	224469	ESMERALDA YOSELI SALCIDO CURIEL	1,516.17	Child Care Reimbursement
6/18/2024	224469	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate
6/18/2024	224470	GLORIA LEMUS DE LEMUS	1,694.67	Child Care Reimbursement
6/18/2024	224470	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
6/18/2024	224471	GUADALUPE CABRERA	10,935.06	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	224471	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
6/18/2024	224471	GUADALUPE CABRERA	(90.00)	Union Dues
6/18/2024	224472	GUADALUPE ELIZABETH PENUELAS	2,866.44	Child Care Reimbursement
6/18/2024	224472	GUADALUPE ELIZABETH PENUELAS	560.00	Cost of Care Plus Rate
6/18/2024	224473	KASANDRA LOPEZ-CORDERO	1,559.83	Child Care Reimbursement
6/18/2024	224473	KASANDRA LOPEZ-CORDERO	294.00	Cost of Care Plus Rate
6/18/2024	224474	MARIA ELENA CORONA DE IBARRA	7,559.76	Child Care Reimbursement
6/18/2024	224474	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
6/18/2024	224475	ROSAURA QUINTERO DE LOPEZ	7,720.72	Child Care Reimbursement
6/18/2024	224475	ROSAURA QUINTERO DE LOPEZ	1,260.00	Cost of Care Plus Rate
6/18/2024	224476	SOCORRO LARA DE GOVEA	1,486.60	Child Care Reimbursement
6/18/2024	224476	SOCORRO LARA DE GOVEA	280.00	Cost of Care Plus Rate
6/18/2024	224477	VERONICA L ESCOBAR	8,732.87	Child Care Reimbursement
6/18/2024	224477	VERONICA L ESCOBAR	1,400.00	Cost of Care Plus Rate
6/18/2024	224478	JOLDRIN JOSUE ZUNIGA HONDOY	440.74	Child Care Reimbursement
6/18/2024	224479	SAIDY LORENA MAYEN	451.62	Child Care Reimbursement
6/18/2024	224480	KEVIN LAMAR SHILOH	5,000.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/18/2024	224481	SANDRA RUBI HERNANDEZ	228.58	Child Care Reimbursement
6/18/2024	224481	SANDRA RUBI HERNANDEZ	98.00	Cost of Care Plus Rate
6/18/2024	224482	17TH & O INVESTMENT CO LP	2,400.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/18/2024	224483	LUZ A ESQUIVEL MORENO	481.52	Child Care Reimbursement
6/18/2024	224484	LEONOR CASILLAS MAGALLON	1,270.56	REG/S-SICK/S-SICK HRS 63.58 X 21.81
6/18/2024	28032	ADELA JAIMES	8,805.55	Child Care Reimbursement
6/18/2024	28032	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
6/18/2024	28033	ADRIANA AGUIRRE GAONA	4,250.55	Child Care Reimbursement
6/18/2024	28033	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
6/18/2024	28034	ADRIANA GOMEZ	10,917.61	Child Care Reimbursement
6/18/2024	28034	ADRIANA GOMEZ	1,680.00	Cost of Care Plus Rate
6/18/2024	28034	ADRIANA GOMEZ	(100.00)	Union Dues
6/18/2024	28035	ALICIA MONTEJANO PENA	1,056.16	Child Care Reimbursement
6/18/2024	28035	ALICIA MONTEJANO PENA	140.00	Cost of Care Plus Rate
6/18/2024	28036	ALICIA SANCHEZ	2,399.18	Child Care Reimbursement
6/18/2024	28036	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
6/18/2024	28036	ALICIA SANCHEZ	(47.98)	Union Dues
6/18/2024	28037	ANA MARTINEZ	842.75	Child Care Reimbursement
6/18/2024	28037	ANA MARTINEZ	140.00	Cost of Care Plus Rate
6/18/2024	28037	ANA MARTINEZ	(21.86)	Union Dues
6/18/2024	28038	ANA PATRICIA CAMARGO	6,959.47	Child Care Reimbursement
6/18/2024	28038	ANA PATRICIA CAMARGO	1,120.00	Cost of Care Plus Rate
6/18/2024	28039	ANDREA PIMENTEL DE DOMINGUEZ	10,090.13	Child Care Reimbursement
6/18/2024	28039	ANDREA PIMENTEL DE DOMINGUEZ	1,680.00	Cost of Care Plus Rate
6/18/2024	28040	ANGELA PELAYO	830.38	Child Care Reimbursement
6/18/2024	28040	ANGELA PELAYO	294.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28041	ANGELICA M MARES	5,937.06	Child Care Reimbursement
6/18/2024	28041	ANGELICA M MARES	1,120.00	Cost of Care Plus Rate
6/18/2024	28042	ANTONIA PANIAGUA ROSALES	11,862.61	Child Care Reimbursement
6/18/2024	28042	ANTONIA PANIAGUA ROSALES	1,820.00	Cost of Care Plus Rate
6/18/2024	28043	ANTONIO PERALTA DUQUE	572.60	Child Care Reimbursement
6/18/2024	28043	ANTONIO PERALTA DUQUE	98.00	Cost of Care Plus Rate
6/18/2024	28044	ARACELI JIMENEZ AVILA	2,044.35	Child Care Reimbursement
6/18/2024	28044	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate
6/18/2024	28045	ARACELI MORALES DE MARTINEZ	4,486.64	Child Care Reimbursement
6/18/2024	28045	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
6/18/2024	28045	ARACELI MORALES DE MARTINEZ	(89.73)	Union Dues
6/18/2024	28046	ARACELY CRUZ DE MONTERROSA	12,702.49	Child Care Reimbursement
6/18/2024	28046	ARACELY CRUZ DE MONTERROSA	2,100.00	Cost of Care Plus Rate
6/18/2024	28047	ARELI JOSEFINA RIVERA MIRELES	366.64	Child Care Reimbursement
6/18/2024	28047	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
6/18/2024	28048	AYDE JAIME	12,184.55	Child Care Reimbursement
6/18/2024	28048	AYDE JAIME	1,960.00	Cost of Care Plus Rate
6/18/2024	28049	BEATRIZ BUENO	1,840.50	Child Care Reimbursement
6/18/2024	28049	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
6/18/2024	28050	BEATRIZ GONZALEZ DUENAS	1,366.72	Child Care Reimbursement
6/18/2024	28050	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
6/18/2024	28051	BERTHA ALICIA QUIROA	523.80	Child Care Reimbursement
6/18/2024	28051	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
6/18/2024	28052	BERTHA GOMEZ NUNEZ	12,790.67	Child Care Reimbursement
6/18/2024	28052	BERTHA GOMEZ NUNEZ	1,960.00	Cost of Care Plus Rate
6/18/2024	28052	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
6/18/2024	28053	BLANCA EVELIA RUIZ DE SOLORIO	6,654.36	Child Care Reimbursement
6/18/2024	28053	BLANCA EVELIA RUIZ DE SOLORIO	1,120.00	Cost of Care Plus Rate
6/18/2024	28053	BLANCA EVELIA RUIZ DE SOLORIO	(95.00)	Union Dues
6/18/2024	28054	BRENDA BENAVIDEZ	938.81	Child Care Reimbursement
6/18/2024	28054	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
6/18/2024	28055	CAROLINA GIL	6,450.36	Child Care Reimbursement
6/18/2024	28055	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
6/18/2024	28056	CELENY SANCHEZ	2,334.50	Child Care Reimbursement
6/18/2024	28056	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
6/18/2024	28057	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
6/18/2024	28057	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
6/18/2024	28058	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
6/18/2024	28058	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
6/18/2024	28059	CLAUDIA BARAJAS ROGEL	1,096.98	Child Care Reimbursement
6/18/2024	28059	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
6/18/2024	28060	CLAUDIA GARCIA	3,303.84	Child Care Reimbursement
6/18/2024	28060	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28061	CLAUDIA ZAVALA CISNEROS	2,143.90	Child Care Reimbursement
6/18/2024	28061	CLAUDIA ZAVALA CISNEROS	392.00	Cost of Care Plus Rate
6/18/2024	28062	CONSUELO PUGA	4,521.31	Child Care Reimbursement
6/18/2024	28062	CONSUELO PUGA	840.00	Cost of Care Plus Rate
6/18/2024	28063	DAISY ALMIDA GONZALEZ	6,034.03	Child Care Reimbursement
6/18/2024	28063	DAISY ALMIDA GONZALEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28064	DANIELA GUADALUPE ESPINOZA	4,447.44	Child Care Reimbursement
6/18/2024	28064	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
6/18/2024	28065	DAVID PANTOJA	6,943.19	Child Care Reimbursement
6/18/2024	28065	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
6/18/2024	28066	DELIA CHAVEZ	319.19	Child Care Reimbursement
6/18/2024	28066	DELIA CHAVEZ	98.00	Cost of Care Plus Rate
6/18/2024	28067	DEYSI ISELA ESQUIVEL	10,744.67	Child Care Reimbursement
6/18/2024	28067	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
6/18/2024	28068	DOLORES M PLATERO	5,425.12	Child Care Reimbursement
6/18/2024	28068	DOLORES M PLATERO	1,120.00	Cost of Care Plus Rate
6/18/2024	28069	DORA LUZ RIVERA	8,923.57	Child Care Reimbursement
6/18/2024	28069	DORA LUZ RIVERA	1,820.00	Cost of Care Plus Rate
6/18/2024	28070	DULCE IRASEMA MUNOZ LOPEZ	1,754.70	Child Care Reimbursement
6/18/2024	28070	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
6/18/2024	28071	EDELMIRA L VIVEROS	4,532.61	Child Care Reimbursement
6/18/2024	28071	EDELMIRA L VIVEROS	840.00	Cost of Care Plus Rate
6/18/2024	28072	ELENA OCHOA CONTRERAS	1,101.28	Child Care Reimbursement
6/18/2024	28072	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
6/18/2024	28073	ELIDA CRUZ	6,265.06	Child Care Reimbursement
6/18/2024	28073	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28074	ELIM RODRIGUEZ	3,417.34	Child Care Reimbursement
6/18/2024	28074	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
6/18/2024	28075	ELIZABETH CHAVEZ	1,769.85	Child Care Reimbursement
6/18/2024	28075	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
6/18/2024	28076	ELIZABETH DIAZ	5,320.30	Child Care Reimbursement
6/18/2024	28076	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
6/18/2024	28077	ELIZABETH GONZALEZ	3,891.62	Child Care Reimbursement
6/18/2024	28077	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
6/18/2024	28078	ELOISA QUINTINO DE MARTINEZ	577.48	Child Care Reimbursement
6/18/2024	28078	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
6/18/2024	28079	ELSA NOHEMI FLORES GONZALEZ	1,625.08	Child Care Reimbursement
6/18/2024	28079	ELSA NOHEMI FLORES GONZALEZ	294.00	Cost of Care Plus Rate
6/18/2024	28080	ELSA YANETH QUEVEDO ORTIZ	9,864.44	Child Care Reimbursement
6/18/2024	28080	ELSA YANETH QUEVEDO ORTIZ	1,680.00	Cost of Care Plus Rate
6/18/2024	28081	ERICKA DELGADILLO RODRIGUEZ	2,397.07	Child Care Reimbursement
6/18/2024	28081	ERICKA DELGADILLO RODRIGUEZ	420.00	Cost of Care Plus Rate
6/18/2024	28082	ESPERANZA B TOBAR	948.68	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28082	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
6/18/2024	28083	EVANY MURILLO	2,714.53	Child Care Reimbursement
6/18/2024	28083	EVANY MURILLO	420.00	Cost of Care Plus Rate
6/18/2024	28084	EVELYN SANCHEZ	271.60	Child Care Reimbursement
6/18/2024	28084	EVELYN SANCHEZ	98.00	Cost of Care Plus Rate
6/18/2024	28085	FABIOLA GARCIA AVILES	1,095.81	Child Care Reimbursement
6/18/2024	28085	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
6/18/2024	28086	FELISITA GOMEZ DE GOMEZ	4,670.92	Child Care Reimbursement
6/18/2024	28086	FELISITA GOMEZ DE GOMEZ	700.00	Cost of Care Plus Rate
6/18/2024	28087	FLOR JAZMIN ZACARIAS	3,297.78	Child Care Reimbursement
6/18/2024	28087	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
6/18/2024	28088	GABRIELA ARREGUIN	6,309.74	Child Care Reimbursement
6/18/2024	28088	GABRIELA ARREGUIN	1,120.00	Cost of Care Plus Rate
6/18/2024	28089	GEORGINA CONCEPCION WARREN COSTALES	4,172.43	Child Care Reimbursement
6/18/2024	28089	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
6/18/2024	28090	GLADYS ITZEL GALVAN	1,744.15	Child Care Reimbursement
6/18/2024	28090	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
6/18/2024	28091	GLORIA ISITA MEJIA	1,438.28	Child Care Reimbursement
6/18/2024	28091	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
6/18/2024	28091	GLORIA ISITA MEJIA	(48.77)	Union Dues
6/18/2024	28092	GLORIA PARRA	657.16	Child Care Reimbursement
6/18/2024	28092	GLORIA PARRA	98.00	Cost of Care Plus Rate
6/18/2024	28093	GREGORIA GALLEGOS	9,405.97	Child Care Reimbursement
6/18/2024	28093	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
6/18/2024	28094	GUADALUPE AVILES LEYVA	2,514.90	Child Care Reimbursement
6/18/2024	28094	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
6/18/2024	28095	GUADALUPE CECILIA JAIME	843.27	Child Care Reimbursement
6/18/2024	28095	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
6/18/2024	28095	GUADALUPE CECILIA JAIME	(16.87)	Union Dues
6/18/2024	28096	GUADALUPE OLAZABAL	477.48	Child Care Reimbursement
6/18/2024	28096	GUADALUPE OLAZABAL	98.00	Cost of Care Plus Rate
6/18/2024	28096	GUADALUPE OLAZABAL	(9.55)	Union Dues
6/18/2024	28097	GUILLERMINA HERNANDEZ GOMEZ	5,004.90	Child Care Reimbursement
6/18/2024	28097	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
6/18/2024	28097	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
6/18/2024	28098	HERMELINDA BRICENO NOH	1,486.74	Child Care Reimbursement
6/18/2024	28098	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
6/18/2024	28099	HILDA ARACELI ARAMBULA MORENO	843.27	Child Care Reimbursement
6/18/2024	28099	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
6/18/2024	28099	HILDA ARACELI ARAMBULA MORENO	(26.87)	Union Dues
6/18/2024	28100	IMELDA HERNANDEZ	2,617.73	Child Care Reimbursement
6/18/2024	28100	IMELDA HERNANDEZ	420.00	Cost of Care Plus Rate
6/18/2024	28101	IMELDA MARIN DE JUAREZ	10,300.97	Child Care Reimbursement
6/18/2024	28101	IMELDA MARIN DE JUAREZ	1,680.00	Cost of Care Plus Rate
6/18/2024	28101	IMELDA MARIN DE JUAREZ	(95.00)	Union Dues
6/18/2024	28102	INES MARISCAL MACIAS	590.32	Child Care Reimbursement
6/18/2024	28102	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28103	IRENE R SIXTOS	9,003.88	Child Care Reimbursement
6/18/2024	28103	IRENE R SIXTOS	1,680.00	Cost of Care Plus Rate
6/18/2024	28104	IRMA AYALA CONTRERAS	3,085.36	Child Care Reimbursement
6/18/2024	28104	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
6/18/2024	28105	IRMA FLORES	2,664.80	Child Care Reimbursement
6/18/2024	28105	IRMA FLORES	490.00	Cost of Care Plus Rate
6/18/2024	28106	IRMA SANDOVAL ROBLES	8,802.75	Child Care Reimbursement
6/18/2024	28106	IRMA SANDOVAL ROBLES	1,540.00	Cost of Care Plus Rate
6/18/2024	28106	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
6/18/2024	28107	IRMA VERONICA OSEGUERA	5,251.85	Child Care Reimbursement
6/18/2024	28107	IRMA VERONICA OSEGUERA	980.00	Cost of Care Plus Rate
6/18/2024	28108	ISABEL GARCIA	6,045.24	Child Care Reimbursement
6/18/2024	28108	ISABEL GARCIA	980.00	Cost of Care Plus Rate
6/18/2024	28108	ISABEL GARCIA	(100.00)	Union Dues
6/18/2024	28109	ISABEL LILLY VILLANUEVA	577.45	Child Care Reimbursement
6/18/2024	28109	ISABEL LILLY VILLANUEVA	140.00	Cost of Care Plus Rate
6/18/2024	28110	JACLYN PRADO	10,919.07	Child Care Reimbursement
6/18/2024	28110	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
6/18/2024	28111	JASMIN ALEJANDRA ARANDA	3,321.73	Child Care Reimbursement
6/18/2024	28111	JASMIN ALEJANDRA ARANDA	560.00	Cost of Care Plus Rate
6/18/2024	28112	JASMINE CANCHOLA	4,296.15	Child Care Reimbursement
6/18/2024	28112	JASMINE CANCHOLA	840.00	Cost of Care Plus Rate
6/18/2024	28112	JASMINE CANCHOLA	(95.92)	Union Dues
6/18/2024	28113	JESSICA ALEJANDRA BANOS	523.80	Child Care Reimbursement
6/18/2024	28113	JESSICA ALEJANDRA BANOS	98.00	Cost of Care Plus Rate
6/18/2024	28114	JESSISAY HERNANDEZ PARRAL	1,557.42	Child Care Reimbursement
6/18/2024	28114	JESSISAY HERNANDEZ PARRAL	294.00	Cost of Care Plus Rate
6/18/2024	28115	JOANNA GONZALEZ	4,344.94	Child Care Reimbursement
6/18/2024	28115	JOANNA GONZALEZ	700.00	Cost of Care Plus Rate
6/18/2024	28116	JOANNA ROBLES	843.27	Child Care Reimbursement
6/18/2024	28116	JOANNA ROBLES	140.00	Cost of Care Plus Rate
6/18/2024	28117	JOSELINE ARREDONDO	1,909.92	Child Care Reimbursement
6/18/2024	28117	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
6/18/2024	28118	JUANA INEZ SALGADO RENTERIA	3,668.21	Child Care Reimbursement
6/18/2024	28118	JUANA INEZ SALGADO RENTERIA	560.00	Cost of Care Plus Rate
6/18/2024	28119	JUANA RAMOS MUNOZ	1,721.00	Child Care Reimbursement
6/18/2024	28119	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
6/18/2024	28120	JUANITA FAY GALVAN	1,526.24	Child Care Reimbursement
6/18/2024	28120	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
6/18/2024	28121	JULISSA MARIE ARAGON	6,331.81	Child Care Reimbursement
6/18/2024	28121	JULISSA MARIE ARAGON	1,120.00	Cost of Care Plus Rate
6/18/2024	28122	KASANDRA FIGUEROA BASURTO	1,782.92	Child Care Reimbursement
6/18/2024	28122	KASANDRA FIGUEROA BASURTO	560.00	Cost of Care Plus Rate
6/18/2024	28123	LAURA A RODRIGUEZ	4,535.18	Child Care Reimbursement
6/18/2024	28123	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
6/18/2024	28124	LAURA E NUNEZ	514.30	Child Care Reimbursement
6/18/2024	28124	LAURA E NUNEZ	98.00	Cost of Care Plus Rate
6/18/2024	28124	LAURA E NUNEZ	(20.29)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28125	LESLIE KARINA TOSCANO CRUZ	928.06	Child Care Reimbursement
6/18/2024	28125	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
6/18/2024	28125	LESLIE KARINA TOSCANO CRUZ	(18.56)	Union Dues
6/18/2024	28126	LETICIA G HERNANDEZ	8,281.06	Child Care Reimbursement
6/18/2024	28126	LETICIA G HERNANDEZ	1,400.00	Cost of Care Plus Rate
6/18/2024	28127	LETICIA HERNANDEZ PEREZ	1,479.34	Child Care Reimbursement
6/18/2024	28127	LETICIA HERNANDEZ PEREZ	294.00	Cost of Care Plus Rate
6/18/2024	28128	LETICIA MORALES	7,642.56	Child Care Reimbursement
6/18/2024	28128	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
6/18/2024	28129	LILIA HORTENCIA OSEGUERA	8,318.39	Child Care Reimbursement
6/18/2024	28129	LILIA HORTENCIA OSEGUERA	1,540.00	Cost of Care Plus Rate
6/18/2024	28129	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
6/18/2024	28130	LILIA YAZMIN JUAREZ	8,651.29	Child Care Reimbursement
6/18/2024	28130	LILIA YAZMIN JUAREZ	1,400.00	Cost of Care Plus Rate
6/18/2024	28131	LILIANA SOLORIO	5,187.17	Child Care Reimbursement
6/18/2024	28131	LILIANA SOLORIO	980.00	Cost of Care Plus Rate
6/18/2024	28132	LORENA ALTAMIRANO HERNANDEZ	590.32	Child Care Reimbursement
6/18/2024	28132	LORENA ALTAMIRANO HERNANDEZ	98.00	Cost of Care Plus Rate
6/18/2024	28133	LORENA SILVA DE MALDONADO	4,527.49	Child Care Reimbursement
6/18/2024	28133	LORENA SILVA DE MALDONADO	1,120.00	Cost of Care Plus Rate
6/18/2024	28133	LORENA SILVA DE MALDONADO	(95.00)	Union Dues
6/18/2024	28134	LORENA TRUJILLO ESCOBEDO	2,528.10	Child Care Reimbursement
6/18/2024	28134	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
6/18/2024	28135	LOURDES PEREZ DE GARCIA	4,210.65	Child Care Reimbursement
6/18/2024	28135	LOURDES PEREZ DE GARCIA	840.00	Cost of Care Plus Rate
6/18/2024	28136	MA BELEN RODRIGUEZ BRAVO	1,625.08	Child Care Reimbursement
6/18/2024	28136	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
6/18/2024	28137	MARGARITA BUSTAMANTE DE FELIX	4,614.95	Child Care Reimbursement
6/18/2024	28137	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
6/18/2024	28138	MARGARITA CORTES DE BARAJAS	12,618.32	Child Care Reimbursement
6/18/2024	28138	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
6/18/2024	28139	MARGARITA PADILLA BARAJAS	6,749.42	Child Care Reimbursement
6/18/2024	28139	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
6/18/2024	28140	MARIA A LOPEZ	6,450.08	Child Care Reimbursement
6/18/2024	28140	MARIA A LOPEZ	840.00	Cost of Care Plus Rate
6/18/2024	28141	MARIA ARACELI CRUZ	716.54	Child Care Reimbursement
6/18/2024	28141	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28142	MARIA ASUSENA GONZALEZ-GUTIERREZ	4,535.06	Child Care Reimbursement
6/18/2024	28142	MARIA ASUSENA GONZALEZ-GUTIERREZ	700.00	Cost of Care Plus Rate
6/18/2024	28143	MARIA C ARELLANO DE CONTRERAS	3,294.70	Child Care Reimbursement
6/18/2024	28143	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
6/18/2024	28143	MARIA C ARELLANO DE CONTRERAS	(75.89)	Union Dues
6/18/2024	28144	MARIA C CUEVAS DE GARCIA	2,251.52	Child Care Reimbursement
6/18/2024	28144	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
6/18/2024	28145	MARIA CONCEPCION CEJA	6,164.17	Child Care Reimbursement
6/18/2024	28145	MARIA CONCEPCION CEJA	1,120.00	Cost of Care Plus Rate
6/18/2024	28145	MARIA CONCEPCION CEJA	(93.00)	Union Dues
6/18/2024	28146	MARIA E CORONA HEREDIA	2,400.40	Child Care Reimbursement
6/18/2024	28146	MARIA E CORONA HEREDIA	420.00	Cost of Care Plus Rate
6/18/2024	28146	MARIA E CORONA HEREDIA	(58.01)	Union Dues
6/18/2024	28147	MARIA E CUARA	1,101.28	Child Care Reimbursement
6/18/2024	28147	MARIA E CUARA	196.00	Cost of Care Plus Rate
6/18/2024	28148	MARIA ELENA CEJA	2,367.99	Child Care Reimbursement
6/18/2024	28148	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
6/18/2024	28149	MARIA ELENA RODRIGUEZ	1,270.33	Child Care Reimbursement
6/18/2024	28149	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
6/18/2024	28150	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
6/18/2024	28150	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
6/18/2024	28151	MARIA ESTHER GONZALEZ AVALOS	6,139.41	Child Care Reimbursement
6/18/2024	28151	MARIA ESTHER GONZALEZ AVALOS	980.00	Cost of Care Plus Rate
6/18/2024	28152	MARIA GUADALUPE ALVAREZ	4,828.09	Child Care Reimbursement
6/18/2024	28152	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
6/18/2024	28153	MARIA GUADALUPE CONTRERAS VARGAS	4,201.87	Child Care Reimbursement
6/18/2024	28153	MARIA GUADALUPE CONTRERAS VARGAS	700.00	Cost of Care Plus Rate
6/18/2024	28153	MARIA GUADALUPE CONTRERAS VARGAS	(89.04)	Union Dues
6/18/2024	28154	MARIA GUADALUPE DIAZ DE RUIZ	2,283.89	Child Care Reimbursement
6/18/2024	28154	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
6/18/2024	28155	MARIA GUADALUPE GONZALEZ	6,089.62	Child Care Reimbursement
6/18/2024	28155	MARIA GUADALUPE GONZALEZ	980.00	Cost of Care Plus Rate
6/18/2024	28155	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
6/18/2024	28156	MARIA GUADALUPE LEYVA	1,814.10	Child Care Reimbursement
6/18/2024	28156	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
6/18/2024	28156	MARIA GUADALUPE LEYVA	(41.28)	Union Dues
6/18/2024	28157	MARIA GUADALUPE LOPEZ CORZA	10,287.86	Child Care Reimbursement
6/18/2024	28157	MARIA GUADALUPE LOPEZ CORZA	1,820.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28158	MARIA LOURDES NIEVAS DE SALAZAR	5,559.82	Child Care Reimbursement
6/18/2024	28158	MARIA LOURDES NIEVAS DE SALAZAR	980.00	Cost of Care Plus Rate
6/18/2024	28159	MARIA NANCY CRUZ	6,281.13	Child Care Reimbursement
6/18/2024	28159	MARIA NANCY CRUZ	980.00	Cost of Care Plus Rate
6/18/2024	28160	MARIA R GARCIA DE ARAMBULA	8,459.54	Child Care Reimbursement
6/18/2024	28160	MARIA R GARCIA DE ARAMBULA	1,400.00	Cost of Care Plus Rate
6/18/2024	28161	MARIA RAFAELA JAIMES HERNANDEZ	843.27	Child Care Reimbursement
6/18/2024	28161	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
6/18/2024	28162	MARIA T HERNANDEZ	1,782.08	Child Care Reimbursement
6/18/2024	28162	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
6/18/2024	28163	MARIANA NAVA	1,704.60	Child Care Reimbursement
6/18/2024	28163	MARIANA NAVA	280.00	Cost of Care Plus Rate
6/18/2024	28164	MARIANELA G ORTIZ	5,669.68	Child Care Reimbursement
6/18/2024	28164	MARIANELA G ORTIZ	980.00	Cost of Care Plus Rate
6/18/2024	28165	MARIELENA VILLALOBOS	683.98	Child Care Reimbursement
6/18/2024	28165	MARIELENA VILLALOBOS	196.00	Cost of Care Plus Rate
6/18/2024	28166	MARILU GARZA	6,986.61	Child Care Reimbursement
6/18/2024	28166	MARILU GARZA	1,540.00	Cost of Care Plus Rate
6/18/2024	28166	MARILU GARZA	(90.00)	Union Dues
6/18/2024	28167	MARISSA LOPEZ LOPEZ	764.89	Child Care Reimbursement
6/18/2024	28167	MARISSA LOPEZ LOPEZ	140.00	Cost of Care Plus Rate
6/18/2024	28168	MARTHA SALGADO	9,925.74	Child Care Reimbursement
6/18/2024	28168	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
6/18/2024	28169	MAYLEN CHAVOLLA AYALA	1,486.74	Child Care Reimbursement
6/18/2024	28169	MAYLEN CHAVOLLA AYALA	294.00	Cost of Care Plus Rate
6/18/2024	28170	MAYRA HERNANDEZ	3,468.62	Child Care Reimbursement
6/18/2024	28170	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
6/18/2024	28171	MIGUEL ANGEL GARCIA JIMENEZ	3,317.82	Child Care Reimbursement
6/18/2024	28171	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
6/18/2024	28172	MIRIAM LOPEZ GUTIERREZ	8,824.38	Child Care Reimbursement
6/18/2024	28172	MIRIAM LOPEZ GUTIERREZ	1,400.00	Cost of Care Plus Rate
6/18/2024	28172	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
6/18/2024	28173	Natalie Sevilla	1,529.78	Child Care Reimbursement
6/18/2024	28173	Natalie Sevilla	280.00	Cost of Care Plus Rate
6/18/2024	28173	Natalie Sevilla	(30.60)	Union Dues
6/18/2024	28174	NORMA LISA GUZMAN	3,969.39	Child Care Reimbursement
6/18/2024	28174	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
6/18/2024	28175	NORMA M ZARAZUA	4,284.78	Child Care Reimbursement
6/18/2024	28175	NORMA M ZARAZUA	700.00	Cost of Care Plus Rate
6/18/2024	28176	NUBIA IVETTE ACEVES RODRIGUEZ	843.27	Child Care Reimbursement
6/18/2024	28176	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
6/18/2024	28177	OLGA LIDIA ALVAREZ	1,101.28	Child Care Reimbursement
6/18/2024	28177	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
6/18/2024	28178	ORGARIDT ALCANZAR MAGANA	6,116.86	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28178	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
6/18/2024	28178	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
6/18/2024	28179	PATRICIA SANCHEZ	6,398.88	Child Care Reimbursement
6/18/2024	28179	PATRICIA SANCHEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28180	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
6/18/2024	28180	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
6/18/2024	28181	Rebecca Mendoza Vazquez Family Child Care	843.27	Child Care Reimbursement
6/18/2024	28181	Rebecca Mendoza Vazquez Family Child Care	140.00	Cost of Care Plus Rate
6/18/2024	28182	REMEDIOS MORENO ZAVALA	1,567.11	Child Care Reimbursement
6/18/2024	28182	REMEDIOS MORENO ZAVALA	280.00	Cost of Care Plus Rate
6/18/2024	28182	REMEDIOS MORENO ZAVALA	(41.34)	Union Dues
6/18/2024	28183	RITA GARCIA	12,727.41	Child Care Reimbursement
6/18/2024	28183	RITA GARCIA	1,960.00	Cost of Care Plus Rate
6/18/2024	28184	ROCIO OROZCO IBARRA	10,095.77	Child Care Reimbursement
6/18/2024	28184	ROCIO OROZCO IBARRA	1,960.00	Cost of Care Plus Rate
6/18/2024	28185	Rosa Elena Arellano	1,686.54	Child Care Reimbursement
6/18/2024	28185	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
6/18/2024	28185	Rosa Elena Arellano	(33.73)	Union Dues
6/18/2024	28186	ROSA M SALAZAR	657.16	Child Care Reimbursement
6/18/2024	28186	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
6/18/2024	28187	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
6/18/2024	28187	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
6/18/2024	28188	RUBICEL RUIZ SOLORIO	5,280.87	Child Care Reimbursement
6/18/2024	28188	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
6/18/2024	28188	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
6/18/2024	28189	RUTH CARINA PAREDES	7,396.57	Child Care Reimbursement
6/18/2024	28189	RUTH CARINA PAREDES	1,260.00	Cost of Care Plus Rate
6/18/2024	28190	SANDRA RODRIGUEZ	806.61	Child Care Reimbursement
6/18/2024	28190	SANDRA RODRIGUEZ	140.00	Cost of Care Plus Rate
6/18/2024	28191	SARA CASTANEDA	524.38	Child Care Reimbursement
6/18/2024	28191	SARA CASTANEDA	98.00	Cost of Care Plus Rate
6/18/2024	28192	SENDY N HERNANDEZ SOSA	1,125.76	Child Care Reimbursement
6/18/2024	28192	SENDY N HERNANDEZ SOSA	196.00	Cost of Care Plus Rate
6/18/2024	28192	SENDY N HERNANDEZ SOSA	(32.52)	Union Dues
6/18/2024	28193	SILVIA DAVALOS DE ANGUIANO	3,600.56	Child Care Reimbursement
6/18/2024	28193	SILVIA DAVALOS DE ANGUIANO	686.00	Cost of Care Plus Rate
6/18/2024	28194	SILVIA E ZUNIGA	11,937.46	Child Care Reimbursement
6/18/2024	28194	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
6/18/2024	28195	SILVIA MENDEZ URIBE	1,782.08	Child Care Reimbursement
6/18/2024	28195	SILVIA MENDEZ URIBE	280.00	Cost of Care Plus Rate
6/18/2024	28196	SONIA PANTOJA	7,420.95	Child Care Reimbursement
6/18/2024	28196	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
6/18/2024	28197	STEPHANIE VERDUGO	5,147.57	Child Care Reimbursement
6/18/2024	28197	STEPHANIE VERDUGO	840.00	Cost of Care Plus Rate
6/18/2024	28197	STEPHANIE VERDUGO	(90.00)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28198	SUSY I SANTACRUZ DE SAHAGUN	5,893.60	Child Care Reimbursement
6/18/2024	28198	SUSY I SANTACRUZ DE SAHAGUN	1,120.00	Cost of Care Plus Rate
6/18/2024	28198	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
6/18/2024	28199	SYDNEY GONZALEZ	2,051.94	Child Care Reimbursement
6/18/2024	28199	SYDNEY GONZALEZ	392.00	Cost of Care Plus Rate
6/18/2024	28200	SYLVIA MORA	1,001.86	Child Care Reimbursement
6/18/2024	28200	SYLVIA MORA	196.00	Cost of Care Plus Rate
6/18/2024	28201	TERESA CAROLINA OROPEZA	10,161.37	Child Care Reimbursement
6/18/2024	28201	TERESA CAROLINA OROPEZA	1,680.00	Cost of Care Plus Rate
6/18/2024	28202	TINA MARIE ANTE	9,947.77	Child Care Reimbursement
6/18/2024	28202	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
6/18/2024	28203	TRINIDAD TINOCO	8,162.44	Child Care Reimbursement
6/18/2024	28203	TRINIDAD TINOCO	1,400.00	Cost of Care Plus Rate
6/18/2024	28203	TRINIDAD TINOCO	(100.00)	Union Dues
6/18/2024	28204	Yanely Garcia	1,479.34	Child Care Reimbursement
6/18/2024	28204	Yanely Garcia	294.00	Cost of Care Plus Rate
6/18/2024	28205	YESENIA GUADALUPE QUINTERO TAPIA	681.45	Child Care Reimbursement
6/18/2024	28205	YESENIA GUADALUPE QUINTERO TAPIA	140.00	Cost of Care Plus Rate
6/18/2024	28206	YESENIA SALAZAR-PENA	4,421.63	Child Care Reimbursement
6/18/2024	28206	YESENIA SALAZAR-PENA	700.00	Cost of Care Plus Rate
6/18/2024	28207	YOLANDA JUAREZ	5,282.31	Child Care Reimbursement
6/18/2024	28207	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
6/18/2024	28208	ZEFERINO GONZALEZ	1,070.88	Child Care Reimbursement
6/18/2024	28208	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
6/18/2024	28209	ANDREA FRANCISCA SANTOS MENDOZA	11,876.01	Child Care Reimbursement
6/18/2024	28209	ANDREA FRANCISCA SANTOS MENDOZA	1,960.00	Cost of Care Plus Rate
6/18/2024	28209	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
6/18/2024	28210	ARACELI EMMA GUERRERO DE MENDEZ	5,226.78	Child Care Reimbursement
6/18/2024	28210	ARACELI EMMA GUERRERO DE MENDEZ	840.00	Cost of Care Plus Rate
6/18/2024	28210	ARACELI EMMA GUERRERO DE MENDEZ	(100.00)	Union Dues
6/18/2024	28211	BAUDELINA SANTOS PACHECO	3,921.46	Child Care Reimbursement
6/18/2024	28211	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
6/18/2024	28212	BIVIANA MANRIQUEZ	9,064.36	Child Care Reimbursement
6/18/2024	28212	BIVIANA MANRIQUEZ	1,540.00	Cost of Care Plus Rate
6/18/2024	28213	CARMEN BELTRAN	10,611.93	Child Care Reimbursement
6/18/2024	28213	CARMEN BELTRAN	1,680.00	Cost of Care Plus Rate
6/18/2024	28214	CELFIDA SANTOS DE RUIZ	9,147.42	Child Care Reimbursement
6/18/2024	28214	CELFIDA SANTOS DE RUIZ	2,100.00	Cost of Care Plus Rate
6/18/2024	28214	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
6/18/2024	28215	EDILIA GUTIERREZ DE GARCIA	1,763.00	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28215	EDILIA GUTIERREZ DE GARCIA	280.00	Cost of Care Plus Rate
6/18/2024	28216	ELDA KARINA IBARRA	6,174.82	Child Care Reimbursement
6/18/2024	28216	ELDA KARINA IBARRA	1,120.00	Cost of Care Plus Rate
6/18/2024	28216	ELDA KARINA IBARRA	(90.00)	Union Dues
6/18/2024	28217	INOCENCIA SALAS ROJAS	6,407.58	Child Care Reimbursement
6/18/2024	28217	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
6/18/2024	28218	LAURA A GUTIERREZ	10,892.32	Child Care Reimbursement
6/18/2024	28218	LAURA A GUTIERREZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28219	LETICIA FLORES	2,316.39	Child Care Reimbursement
6/18/2024	28219	LETICIA FLORES	420.00	Cost of Care Plus Rate
6/18/2024	28220	LORENA PEREZ MELGOZA	5,623.75	Child Care Reimbursement
6/18/2024	28220	LORENA PEREZ MELGOZA	980.00	Cost of Care Plus Rate
6/18/2024	28221	LUCINA RAMIREZ	630.39	Child Care Reimbursement
6/18/2024	28221	LUCINA RAMIREZ	140.00	Cost of Care Plus Rate
6/18/2024	28222	LUZ MARIA VILLAGOMEZ	12,329.31	Child Care Reimbursement
6/18/2024	28222	LUZ MARIA VILLAGOMEZ	1,960.00	Cost of Care Plus Rate
6/18/2024	28223	MARIA A VARGAS	839.59	Child Care Reimbursement
6/18/2024	28223	MARIA A VARGAS	140.00	Cost of Care Plus Rate
6/18/2024	28224	MARIA CARRILLO DE GUTIERREZ	6,296.98	Child Care Reimbursement
6/18/2024	28224	MARIA CARRILLO DE GUTIERREZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28225	MARIA DEL CARMEN GUTIERREZ BRITO	920.37	Child Care Reimbursement
6/18/2024	28225	MARIA DEL CARMEN GUTIERREZ BRITO	140.00	Cost of Care Plus Rate
6/18/2024	28226	MARIA DOLORES ARIAS	3,223.95	Child Care Reimbursement
6/18/2024	28226	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
6/18/2024	28227	MARIA ELENA ESCOBAR	2,791.38	Child Care Reimbursement
6/18/2024	28227	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
6/18/2024	28227	MARIA ELENA ESCOBAR	(75.83)	Union Dues
6/18/2024	28228	MARIA GUADALUPE JAYME	4,658.43	Child Care Reimbursement
6/18/2024	28228	MARIA GUADALUPE JAYME	840.00	Cost of Care Plus Rate
6/18/2024	28229	MARIA MORENO	8,289.29	Child Care Reimbursement
6/18/2024	28229	MARIA MORENO	1,400.00	Cost of Care Plus Rate
6/18/2024	28230	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	12,096.99	Child Care Reimbursement
6/18/2024	28230	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,820.00	Cost of Care Plus Rate
6/18/2024	28230	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
6/18/2024	28231	MATILDE VILLAFAN DE MARAVILLA	7,424.68	Child Care Reimbursement
6/18/2024	28231	MATILDE VILLAFAN DE MARAVILLA	1,400.00	Cost of Care Plus Rate
6/18/2024	28232	MELANEA FLERROS HIDALGO	2,492.05	Child Care Reimbursement
6/18/2024	28232	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
6/18/2024	28233	MERCEDES BOLANOS	821.89	Child Care Reimbursement
6/18/2024	28233	MERCEDES BOLANOS	140.00	Cost of Care Plus Rate
6/18/2024	28234	MIREYA GUZMAN CRISTOBAL	1,565.65	Child Care Reimbursement
6/18/2024	28234	MIREYA GUZMAN CRISTOBAL	280.00	Cost of Care Plus Rate
6/18/2024	28235	MITZI G CHAVEZ MAGALLON	3,462.78	Child Care Reimbursement
6/18/2024	28235	MITZI G CHAVEZ MAGALLON	560.00	Cost of Care Plus Rate
6/18/2024	28235	MITZI G CHAVEZ MAGALLON	(79.26)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28236	NINFA E. RODRIGUEZ	4,423.53	Child Care Reimbursement
6/18/2024	28236	NINFA E. RODRIGUEZ	840.00	Cost of Care Plus Rate
6/18/2024	28237	NORMA MENDOZA	5,148.47	Child Care Reimbursement
6/18/2024	28237	NORMA MENDOZA	840.00	Cost of Care Plus Rate
6/18/2024	28238	ODAIVA GUADALUPE CENTENO	7,930.52	Child Care Reimbursement
6/18/2024	28238	ODAIVA GUADALUPE CENTENO	1,400.00	Cost of Care Plus Rate
6/18/2024	28238	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
6/18/2024	28239	OLGA NOVELA DE HUERTA	6,881.64	Child Care Reimbursement
6/18/2024	28239	OLGA NOVELA DE HUERTA	1,120.00	Cost of Care Plus Rate
6/18/2024	28239	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
6/18/2024	28240	PATRICIA MUNOZ VASQUEZ	10,237.29	Child Care Reimbursement
6/18/2024	28240	PATRICIA MUNOZ VASQUEZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28241	RAQUEL POSADAS DE GIRON	3,449.16	Child Care Reimbursement
6/18/2024	28241	RAQUEL POSADAS DE GIRON	560.00	Cost of Care Plus Rate
6/18/2024	28242	ROSA ANGELA ORTIZ	5,383.52	Child Care Reimbursement
6/18/2024	28242	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
6/18/2024	28243	SUNSHINE BILINGUAL DAYCARE	6,839.24	Child Care Reimbursement
6/18/2024	28243	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
6/18/2024	28244	TERESA LUZ RUIZ	1,747.33	Child Care Reimbursement
6/18/2024	28244	TERESA LUZ RUIZ	280.00	Cost of Care Plus Rate
6/18/2024	28244	TERESA LUZ RUIZ	(39.95)	Union Dues
6/18/2024	28245	YADIRA CARDONA FAMILY CHILD CARE	1,074.45	Child Care Reimbursement
6/18/2024	28245	YADIRA CARDONA FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
6/18/2024	28246	YOLANDA MUNOZ	12,032.80	Child Care Reimbursement
6/18/2024	28246	YOLANDA MUNOZ	1,960.00	Cost of Care Plus Rate
6/18/2024	28247	DINA BEATRIZ GONZALEZ	4,173.87	Child Care Reimbursement
6/18/2024	28248	JACQUELINE DIANE JARAMILLO GONZALEZ	2,938.60	Child Care Reimbursement
6/18/2024	28249	ALMA DELIA WENCES	3,353.82	Child Care Reimbursement
6/18/2024	28249	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
6/18/2024	28250	ANDREA GUADALUPE DIAZ	1,668.30	Child Care Reimbursement
6/18/2024	28250	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
6/18/2024	28251	BERTHA CAMPOS	186.00	Child Care Reimbursement
6/18/2024	28251	BERTHA CAMPOS	280.00	Cost of Care Plus Rate
6/18/2024	28252	CAROLINA HERNANDEZ DE SOLORIO	1,730.94	Child Care Reimbursement
6/18/2024	28252	CAROLINA HERNANDEZ DE SOLORIO	294.00	Cost of Care Plus Rate
6/18/2024	28253	CLAUDIA ZARAGOZA DE RODRIGUEZ	11,811.87	Child Care Reimbursement
6/18/2024	28253	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28254	EDUVIJES SUAREZ	4,330.91	Child Care Reimbursement
6/18/2024	28254	EDUVIJES SUAREZ	700.00	Cost of Care Plus Rate
6/18/2024	28254	EDUVIJES SUAREZ	(86.62)	Union Dues
6/18/2024	28255	ESPERANZA RESENDEZ	1,753.34	Child Care Reimbursement
6/18/2024	28255	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
6/18/2024	28256	ESPERANZA TORRES	824.23	Child Care Reimbursement

Community Action Partnership of Kern
Check/Voucher Register
From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28256	ESPERANZA TORRES	140.00	Cost of Care Plus Rate
6/18/2024	28257	HILDA BARAJAS JUAREZ	2,840.07	Child Care Reimbursement
6/18/2024	28257	HILDA BARAJAS JUAREZ	560.00	Cost of Care Plus Rate
6/18/2024	28258	ISABEL C MEDINA DE GARCIA	1,387.00	Child Care Reimbursement
6/18/2024	28258	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
6/18/2024	28259	JUANA MORILLON GUILLEN	4,206.50	Child Care Reimbursement
6/18/2024	28259	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
6/18/2024	28259	JUANA MORILLON GUILLEN	(84.13)	Union Dues
6/18/2024	28260	Karla Elizabeth Huling	3,713.76	Child Care Reimbursement
6/18/2024	28260	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
6/18/2024	28261	MARIA F MARTINEZ	2,529.59	Child Care Reimbursement
6/18/2024	28261	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
6/18/2024	28262	MARIA GUADALUPE BARAJAS DE GARCIA	1,576.78	Child Care Reimbursement
6/18/2024	28262	MARIA GUADALUPE BARAJAS DE GARCIA	280.00	Cost of Care Plus Rate
6/18/2024	28263	MARIA GUADALUPE RESENDEZ	619.75	Child Care Reimbursement
6/18/2024	28263	MARIA GUADALUPE RESENDEZ	280.00	Cost of Care Plus Rate
6/18/2024	28264	Maria Ledesma De Garcia	9,668.85	Child Care Reimbursement
6/18/2024	28264	Maria Ledesma De Garcia	1,540.00	Cost of Care Plus Rate
6/18/2024	28265	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
6/18/2024	28265	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
6/18/2024	28266	MARIA TERESA HEREDIA	3,409.55	Child Care Reimbursement
6/18/2024	28266	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
6/18/2024	28267	MONICA VEGA	5,107.16	Child Care Reimbursement
6/18/2024	28267	MONICA VEGA	840.00	Cost of Care Plus Rate
6/18/2024	28268	NORMA PULIDO CRUZ	2,249.92	Child Care Reimbursement
6/18/2024	28268	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
6/18/2024	28269	TERESA DE LA LUZ SALAZAR MARTINEZ	7,140.44	Child Care Reimbursement
6/18/2024	28269	TERESA DE LA LUZ SALAZAR MARTINEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28270	YAZMIN ARACELI NAVARRO HERRERA	2,908.21	Child Care Reimbursement
6/18/2024	28270	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
6/18/2024	28271	YNEZ ATHENA CHAVEZ-ANDRADE	5,381.64	Child Care Reimbursement
6/18/2024	28271	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
6/18/2024	28272	AGUSTINA MORENO	1,854.83	Child Care Reimbursement
6/18/2024	28272	AGUSTINA MORENO	560.00	Cost of Care Plus Rate
6/18/2024	28273	AIDEE SANDOVAL	4,449.17	Child Care Reimbursement
6/18/2024	28273	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
6/18/2024	28274	ALIDA MERCADO DE GARNICA	1,690.48	Child Care Reimbursement
6/18/2024	28274	ALIDA MERCADO DE GARNICA	280.00	Cost of Care Plus Rate
6/18/2024	28275	ANA C LUCERO	883.66	Child Care Reimbursement
6/18/2024	28275	ANA C LUCERO	140.00	Cost of Care Plus Rate
6/18/2024	28276	ANA M HERNANDEZ DE RIOS	3,979.26	Child Care Reimbursement
6/18/2024	28276	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
6/18/2024	28277	ANA MARIA RAMIREZ MEJIA	3,458.11	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28277	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
6/18/2024	28277	ANA MARIA RAMIREZ MEJIA	(69.16)	Union Dues
6/18/2024	28278	ANDREA ESTRADA	2,722.52	Child Care Reimbursement
6/18/2024	28278	ANDREA ESTRADA	560.00	Cost of Care Plus Rate
6/18/2024	28278	ANDREA ESTRADA	(64.45)	Union Dues
6/18/2024	28279	ANGELINA VASQUEZ	2,461.50	Child Care Reimbursement
6/18/2024	28279	ANGELINA VASQUEZ	420.00	Cost of Care Plus Rate
6/18/2024	28279	ANGELINA VASQUEZ	(49.23)	Union Dues
6/18/2024	28280	AUDELIA RIOS	1,767.32	Child Care Reimbursement
6/18/2024	28280	AUDELIA RIOS	280.00	Cost of Care Plus Rate
6/18/2024	28281	CATALINA CASTRO AYALA	6,209.91	Child Care Reimbursement
6/18/2024	28281	CATALINA CASTRO AYALA	980.00	Cost of Care Plus Rate
6/18/2024	28281	CATALINA CASTRO AYALA	(90.00)	Union Dues
6/18/2024	28282	CECILIA ALONSO DE RODRIGUEZ	4,515.74	Child Care Reimbursement
6/18/2024	28282	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
6/18/2024	28282	CECILIA ALONSO DE RODRIGUEZ	(100.00)	Union Dues
6/18/2024	28283	CECILIA ATAI PEREZ	8,508.89	Child Care Reimbursement
6/18/2024	28283	CECILIA ATAI PEREZ	1,400.00	Cost of Care Plus Rate
6/18/2024	28284	CYNTHIA E CATILLO	2,431.46	Child Care Reimbursement
6/18/2024	28284	CYNTHIA E CATILLO	420.00	Cost of Care Plus Rate
6/18/2024	28285	DALILA J CAVAZOS	9,427.72	Child Care Reimbursement
6/18/2024	28285	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
6/18/2024	28286	DIANE LOMELI	2,538.56	Child Care Reimbursement
6/18/2024	28286	DIANE LOMELI	420.00	Cost of Care Plus Rate
6/18/2024	28286	DIANE LOMELI	(50.77)	Union Dues
6/18/2024	28287	ELVIRA OCHOA GOMEZ	4,912.35	Child Care Reimbursement
6/18/2024	28287	ELVIRA OCHOA GOMEZ	700.00	Cost of Care Plus Rate
6/18/2024	28288	Guadalupe Carrizoza De Castillo	11,023.74	Child Care Reimbursement
6/18/2024	28288	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
6/18/2024	28288	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
6/18/2024	28289	HERMELINDA VILLEDA	3,193.17	Child Care Reimbursement
6/18/2024	28289	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
6/18/2024	28290	IRMA L IBARRA	8,634.82	Child Care Reimbursement
6/18/2024	28290	IRMA L IBARRA	1,260.00	Cost of Care Plus Rate
6/18/2024	28291	JACINTA GLORIA CRUZ	3,103.28	Child Care Reimbursement
6/18/2024	28291	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
6/18/2024	28291	JACINTA GLORIA CRUZ	(62.07)	Union Dues
6/18/2024	28292	JACOBA C DE ANDRACA	10,312.33	Child Care Reimbursement
6/18/2024	28292	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
6/18/2024	28292	JACOBA C DE ANDRACA	(100.00)	Union Dues
6/18/2024	28293	JANETH G SARABIA	5,581.26	Child Care Reimbursement
6/18/2024	28293	JANETH G SARABIA	980.00	Cost of Care Plus Rate
6/18/2024	28294	JUDITH ADRIANA PAREDES DE QUEZADA	1,864.76	Child Care Reimbursement
6/18/2024	28294	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
6/18/2024	28295	LETICIA HERNANDEZ	1,362.99	Child Care Reimbursement
6/18/2024	28295	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
6/18/2024	28296	LILIA ISORDIA DE RANGEL	1,976.34	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28296	LILIA ISORDIA DE RANGEL	280.00	Cost of Care Plus Rate
6/18/2024	28297	LIZET M PRECIADO MILLAN	4,489.84	Child Care Reimbursement
6/18/2024	28297	LIZET M PRECIADO MILLAN	700.00	Cost of Care Plus Rate
6/18/2024	28298	LUCERO L IBARRA	3,039.34	Child Care Reimbursement
6/18/2024	28298	LUCERO L IBARRA	420.00	Cost of Care Plus Rate
6/18/2024	28299	LUCERO MILLAN GARCIA	870.64	Child Care Reimbursement
6/18/2024	28299	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
6/18/2024	28300	Luz Maria Ramirez	4,533.17	Child Care Reimbursement
6/18/2024	28300	Luz Maria Ramirez	840.00	Cost of Care Plus Rate
6/18/2024	28300	Luz Maria Ramirez	(90.00)	Union Dues
6/18/2024	28301	MA L MONROY DE SEVILLA	1,754.30	Child Care Reimbursement
6/18/2024	28301	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
6/18/2024	28302	MA TERESA NAVA DE FRANCO	2,637.96	Child Care Reimbursement
6/18/2024	28302	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
6/18/2024	28303	MARIA ANGELA DIAZ	2,737.14	Child Care Reimbursement
6/18/2024	28303	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
6/18/2024	28303	MARIA ANGELA DIAZ	(54.74)	Union Dues
6/18/2024	28304	MARIA C PEREZ	1,703.44	Child Care Reimbursement
6/18/2024	28304	MARIA C PEREZ	280.00	Cost of Care Plus Rate
6/18/2024	28305	MARIA C ZEPEDA DE NUNEZ	1,424.20	Child Care Reimbursement
6/18/2024	28305	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
6/18/2024	28306	MARIA F AGUILAR DE SANDOVAL	3,846.84	Child Care Reimbursement
6/18/2024	28306	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
6/18/2024	28307	MARIA GUADALUPE BELTRAN SALCIDO	2,735.40	Child Care Reimbursement
6/18/2024	28307	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
6/18/2024	28308	MARIA SANCHEZ IBARRA	3,138.31	Child Care Reimbursement
6/18/2024	28308	MARIA SANCHEZ IBARRA	700.00	Cost of Care Plus Rate
6/18/2024	28309	MARIA SANTOS DE LOPEZ	7,096.53	Child Care Reimbursement
6/18/2024	28309	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28310	MARIA Z RODRIGUEZ DE OCHOA	7,664.43	Child Care Reimbursement
6/18/2024	28310	MARIA Z RODRIGUEZ DE OCHOA	1,260.00	Cost of Care Plus Rate
6/18/2024	28311	MARICELA SANDOVAL RODRIGUEZ	4,960.04	Child Care Reimbursement
6/18/2024	28311	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
6/18/2024	28312	MARISOL PEREZ	2,357.19	Child Care Reimbursement
6/18/2024	28312	MARISOL PEREZ	420.00	Cost of Care Plus Rate
6/18/2024	28313	MARTHA ESTHELA SANCHEZ	6,318.22	Child Care Reimbursement
6/18/2024	28313	MARTHA ESTHELA SANCHEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28313	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
6/18/2024	28314	MARTINA RANGEL	4,504.46	Child Care Reimbursement
6/18/2024	28314	MARTINA RANGEL	700.00	Cost of Care Plus Rate
6/18/2024	28315	MARYPAZ MAGANA	3,697.42	Child Care Reimbursement
6/18/2024	28315	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
6/18/2024	28316	MAYRA ELENA GONZALEZ MORALES	6,751.27	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28316	MAYRA ELENA GONZALEZ MORALES	1,120.00	Cost of Care Plus Rate
6/18/2024	28317	MILCA REBEKAH PEREZ	7,926.57	Child Care Reimbursement
6/18/2024	28318	REYNA TORRES DE CASTRO	2,748.42	Child Care Reimbursement
6/18/2024	28318	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
6/18/2024	28318	REYNA TORRES DE CASTRO	(64.97)	Union Dues
6/18/2024	28319	ROSALINDA VARGAS MATA	3,261.13	Child Care Reimbursement
6/18/2024	28319	ROSALINDA VARGAS MATA	560.00	Cost of Care Plus Rate
6/18/2024	28320	ROSEMARY ZAVALA	8,800.68	Child Care Reimbursement
6/18/2024	28320	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
6/18/2024	28321	SANDRA PEREZ	6,988.21	Child Care Reimbursement
6/18/2024	28321	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28322	SARA ESTELA POSADA	7,542.89	Child Care Reimbursement
6/18/2024	28322	SARA ESTELA POSADA	1,260.00	Cost of Care Plus Rate
6/18/2024	28323	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
6/18/2024	28323	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
6/18/2024	28324	SILVIA MEJIA	8,871.77	Child Care Reimbursement
6/18/2024	28324	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
6/18/2024	28325	SOFIA ALVAREZ DE GONZALEZ	10,380.20	Child Care Reimbursement
6/18/2024	28325	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28326	SUSIE MARIA REYNA	4,401.20	Child Care Reimbursement
6/18/2024	28326	SUSIE MARIA REYNA	700.00	Cost of Care Plus Rate
6/18/2024	28327	VANESSA NICOLE MEJIA	4,835.93	Child Care Reimbursement
6/18/2024	28327	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
6/18/2024	28327	VANESSA NICOLE MEJIA	(90.00)	Union Dues
6/18/2024	28328	VIDALIA MARTINEZ GONZALEZ	5,362.08	Child Care Reimbursement
6/18/2024	28328	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
6/18/2024	28328	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
6/18/2024	28329	VIRGINIA PEREZ	845.24	Child Care Reimbursement
6/18/2024	28329	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
6/18/2024	28330	XOCHITL QUIROZ DE ALCALA	7,291.97	Child Care Reimbursement
6/18/2024	28330	XOCHITL QUIROZ DE ALCALA	1,260.00	Cost of Care Plus Rate
6/18/2024	28331	YAJAIRA GUZMAN	536.30	Child Care Reimbursement
6/18/2024	28331	YAJAIRA GUZMAN	140.00	Cost of Care Plus Rate
6/18/2024	28332	YOANA PEREZ	2,650.98	Child Care Reimbursement
6/18/2024	28332	YOANA PEREZ	420.00	Cost of Care Plus Rate
6/18/2024	28333	ADELA RUIZ	4,025.07	Child Care Reimbursement
6/18/2024	28333	ADELA RUIZ	640.00	Cost of Care Plus Rate
6/18/2024	28334	AMALIA BUENROSTRO	6,002.89	Child Care Reimbursement
6/18/2024	28334	AMALIA BUENROSTRO	960.00	Cost of Care Plus Rate
6/18/2024	28335	ANDREA BUENROSTRO	11,754.99	Child Care Reimbursement
6/18/2024	28335	ANDREA BUENROSTRO	2,080.00	Cost of Care Plus Rate
6/18/2024	28336	BEATRIZ JACQUEZ NUNEZ	1,890.79	Child Care Reimbursement
6/18/2024	28336	BEATRIZ JACQUEZ NUNEZ	320.00	Cost of Care Plus Rate
6/18/2024	28337	CECILIA ZAMORA	5,485.60	Child Care Reimbursement
6/18/2024	28337	CECILIA ZAMORA	960.00	Cost of Care Plus Rate
6/18/2024	28338	DOLORES VERDUZCO GALINDO	5,368.00	Child Care Reimbursement
6/18/2024	28338	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28339	HERLINDA CHAVEZ	7,583.39	Child Care Reimbursement
6/18/2024	28339	HERLINDA CHAVEZ	1,280.00	Cost of Care Plus Rate
6/18/2024	28340	JOSE FRANCISCO ALVARADO MENDEZ	6,495.36	Child Care Reimbursement
6/18/2024	28340	JOSE FRANCISCO ALVARADO MENDEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28340	JOSE FRANCISCO ALVARADO MENDEZ	(90.00)	Union Dues
6/18/2024	28341	LUZ SELENE RUANO ORTEGA	2,820.99	Child Care Reimbursement
6/18/2024	28341	LUZ SELENE RUANO ORTEGA	420.00	Cost of Care Plus Rate
6/18/2024	28341	LUZ SELENE RUANO ORTEGA	(56.42)	Union Dues
6/18/2024	28342	MARIA G TAMAYO DE ZAMORA	2,993.97	Child Care Reimbursement
6/18/2024	28342	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
6/18/2024	28342	MARIA G TAMAYO DE ZAMORA	(59.88)	Union Dues
6/18/2024	28343	MARIA GUADALUPE ZAMORA RODRIGUEZ	7,908.85	Child Care Reimbursement
6/18/2024	28343	MARIA GUADALUPE ZAMORA RODRIGUEZ	1,600.00	Cost of Care Plus Rate
6/18/2024	28344	ONOFRE ZAMORA	10,610.63	Child Care Reimbursement
6/18/2024	28344	ONOFRE ZAMORA	1,920.00	Cost of Care Plus Rate
6/18/2024	28345	ADELA GARCIA DE SOSA	9,745.02	Child Care Reimbursement
6/18/2024	28345	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
6/18/2024	28345	ADELA GARCIA DE SOSA	(100.00)	Union Dues
6/18/2024	28346	ALICIA DE LA GARZA	1,021.25	Child Care Reimbursement
6/18/2024	28346	ALICIA DE LA GARZA	700.00	Cost of Care Plus Rate
6/18/2024	28347	ALMA AYDE GOMEZ ALVAREZ	3,672.51	Child Care Reimbursement
6/18/2024	28347	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
6/18/2024	28348	ALMA R RANGEL	5,254.07	Child Care Reimbursement
6/18/2024	28348	ALMA R RANGEL	840.00	Cost of Care Plus Rate
6/18/2024	28349	ANA MARIA DAVILA	2,414.11	Child Care Reimbursement
6/18/2024	28349	ANA MARIA DAVILA	420.00	Cost of Care Plus Rate
6/18/2024	28350	BEATRIZ ADRIANA CARRILLO HERNANDEZ	6,499.89	Child Care Reimbursement
6/18/2024	28350	BEATRIZ ADRIANA CARRILLO HERNANDEZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28351	BEATRIZ TELLEZ DE TORRES	5,684.69	Child Care Reimbursement
6/18/2024	28351	BEATRIZ TELLEZ DE TORRES	1,120.00	Cost of Care Plus Rate
6/18/2024	28352	BERNARDINA GOMEZ ARAUJO	1,830.16	Child Care Reimbursement
6/18/2024	28352	BERNARDINA GOMEZ ARAUJO	280.00	Cost of Care Plus Rate
6/18/2024	28353	BERTHA ALICIA GOMEZ	3,589.21	Child Care Reimbursement
6/18/2024	28353	BERTHA ALICIA GOMEZ	560.00	Cost of Care Plus Rate
6/18/2024	28354	CARMEN MORALES DIAZ	8,135.11	Child Care Reimbursement
6/18/2024	28354	CARMEN MORALES DIAZ	1,260.00	Cost of Care Plus Rate
6/18/2024	28354	CARMEN MORALES DIAZ	(100.00)	Union Dues
6/18/2024	28355	CONSUELO MEJIA	882.39	Child Care Reimbursement
6/18/2024	28355	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
6/18/2024	28356	DEANNA RAMIREZ	1,694.67	Child Care Reimbursement
6/18/2024	28356	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
6/18/2024	28357	DIANA LIZBETH AMBRIZ MADRIZ	1,895.34	Child Care Reimbursement
6/18/2024	28357	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28358	DOLORES SANCHEZ LOPEZ	1,466.61	Child Care Reimbursement
6/18/2024	28358	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
6/18/2024	28359	EDITH ELIZABETH SANCHEZ	2,653.53	Child Care Reimbursement
6/18/2024	28359	EDITH ELIZABETH SANCHEZ	700.00	Cost of Care Plus Rate
6/18/2024	28359	EDITH ELIZABETH SANCHEZ	(53.07)	Union Dues
6/18/2024	28360	ELIDIA O RANGEL	882.39	Child Care Reimbursement
6/18/2024	28360	ELIDIA O RANGEL	140.00	Cost of Care Plus Rate
6/18/2024	28360	ELIDIA O RANGEL	(17.65)	Union Dues
6/18/2024	28361	ELISA GONZALES	5,826.18	Child Care Reimbursement
6/18/2024	28361	ELISA GONZALES	980.00	Cost of Care Plus Rate
6/18/2024	28362	ELOISA LEMUS	5,084.01	Child Care Reimbursement
6/18/2024	28362	ELOISA LEMUS	840.00	Cost of Care Plus Rate
6/18/2024	28363	ELVA BORUNDA FLORES	8,533.00	Child Care Reimbursement
6/18/2024	28363	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
6/18/2024	28364	ELVIRA GAMBOA	882.39	Child Care Reimbursement
6/18/2024	28364	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
6/18/2024	28365	Gladys Isela Rodriguez	1,631.91	Child Care Reimbursement
6/18/2024	28365	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
6/18/2024	28366	GLORIA MORENO DE HERNANDEZ	1,597.11	Child Care Reimbursement
6/18/2024	28366	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
6/18/2024	28367	GLORIA PADILLA MONTES DE OCA	2,412.68	Child Care Reimbursement
6/18/2024	28367	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
6/18/2024	28368	GUADALUPE LEMUS LEMUS	2,706.82	Child Care Reimbursement
6/18/2024	28368	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
6/18/2024	28369	HAYDEE ESTEBAN	1,392.74	Child Care Reimbursement
6/18/2024	28369	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
6/18/2024	28370	IRIS GISELA MAGANA	10,919.74	Child Care Reimbursement
6/18/2024	28370	IRIS GISELA MAGANA	1,680.00	Cost of Care Plus Rate
6/18/2024	28371	IRMA YOLANDA MAGALLON	3,319.23	Child Care Reimbursement
6/18/2024	28371	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
6/18/2024	28372	ISABEL MARTINEZ-LOMELI	882.39	Child Care Reimbursement
6/18/2024	28372	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
6/18/2024	28373	JANET IBARRA	1,824.59	Child Care Reimbursement
6/18/2024	28373	JANET IBARRA	280.00	Cost of Care Plus Rate
6/18/2024	28374	JANET RODRIGUEZ	5,700.21	Child Care Reimbursement
6/18/2024	28374	JANET RODRIGUEZ	980.00	Cost of Care Plus Rate
6/18/2024	28375	JUANA CORTEZ DE PEREZ	6,638.46	Child Care Reimbursement
6/18/2024	28375	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
6/18/2024	28376	KARLA IVETTE MARTINEZ HERNANDEZ	418.32	Child Care Reimbursement
6/18/2024	28376	KARLA IVETTE MARTINEZ HERNANDEZ	140.00	Cost of Care Plus Rate
6/18/2024	28377	LAURA MAGALLON OROZCO	2,010.50	Child Care Reimbursement
6/18/2024	28377	LAURA MAGALLON OROZCO	700.00	Cost of Care Plus Rate
6/18/2024	28378	LORENA IBARRA	1,012.15	Child Care Reimbursement
6/18/2024	28378	LORENA IBARRA	140.00	Cost of Care Plus Rate
6/18/2024	28379	LUCIA MENDOZA OCHOA	3,304.63	Child Care Reimbursement
6/18/2024	28379	LUCIA MENDOZA OCHOA	560.00	Cost of Care Plus Rate
6/18/2024	28380	LUPITA ELIZABETH CAMPOS	810.85	Child Care Reimbursement
6/18/2024	28380	LUPITA ELIZABETH CAMPOS	280.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28381	MAGDALENA GUERRERO DE PARRA	1,603.49	Child Care Reimbursement
6/18/2024	28381	MAGDALENA GUERRERO DE PARRA	294.00	Cost of Care Plus Rate
6/18/2024	28382	MARIA A MAGALLON OROZCO	2,490.99	Child Care Reimbursement
6/18/2024	28382	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
6/18/2024	28383	MARIA DOLORES GOMEZ	5,838.74	Child Care Reimbursement
6/18/2024	28383	MARIA DOLORES GOMEZ	980.00	Cost of Care Plus Rate
6/18/2024	28383	MARIA DOLORES GOMEZ	(90.00)	Union Dues
6/18/2024	28384	MARIA G AYALA	2,506.95	Child Care Reimbursement
6/18/2024	28384	MARIA G AYALA	420.00	Cost of Care Plus Rate
6/18/2024	28385	MARIA G SANCHEZ ESCALERA	3,006.74	Child Care Reimbursement
6/18/2024	28385	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
6/18/2024	28386	MARIA GUADALUPE CHAVEZ	3,574.72	Child Care Reimbursement
6/18/2024	28386	MARIA GUADALUPE CHAVEZ	700.00	Cost of Care Plus Rate
6/18/2024	28387	MARIA LAURA RAYA GOMEZ	3,519.10	Child Care Reimbursement
6/18/2024	28387	MARIA LAURA RAYA GOMEZ	560.00	Cost of Care Plus Rate
6/18/2024	28387	MARIA LAURA RAYA GOMEZ	(90.38)	Union Dues
6/18/2024	28388	MARIA LUISA CASAS	7,139.18	Child Care Reimbursement
6/18/2024	28388	MARIA LUISA CASAS	1,260.00	Cost of Care Plus Rate
6/18/2024	28389	MARIA PAZ RUIZ	4,421.64	Child Care Reimbursement
6/18/2024	28389	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
6/18/2024	28390	MARIA PERLA GARCIA DE ARCIGA	4,671.47	Child Care Reimbursement
6/18/2024	28390	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
6/18/2024	28391	MARIA REINA OROZCO MORA	4,271.73	Child Care Reimbursement
6/18/2024	28391	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
6/18/2024	28392	Maricela Munoz Sanchez	2,000.05	Child Care Reimbursement
6/18/2024	28392	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
6/18/2024	28393	MARISOL MEDINA	6,708.57	Child Care Reimbursement
6/18/2024	28393	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
6/18/2024	28394	MARTHA A ANGUIANO REYES	2,205.26	Child Care Reimbursement
6/18/2024	28394	MARTHA A ANGUIANO REYES	560.00	Cost of Care Plus Rate
6/18/2024	28395	MARTHA ISELA GALINDO	1,624.56	Child Care Reimbursement
6/18/2024	28395	MARTHA ISELA GALINDO	280.00	Cost of Care Plus Rate
6/18/2024	28396	MONICA MARTINEZ	4,943.79	Child Care Reimbursement
6/18/2024	28396	MONICA MARTINEZ	840.00	Cost of Care Plus Rate
6/18/2024	28397	NORA E LEMUS	1,824.43	Child Care Reimbursement
6/18/2024	28397	NORA E LEMUS	280.00	Cost of Care Plus Rate
6/18/2024	28398	NORMA PATRICIA AVILA MOLINA	1,585.67	Child Care Reimbursement
6/18/2024	28398	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
6/18/2024	28399	NYELI GONZALEZ	1,539.85	Child Care Reimbursement
6/18/2024	28399	NYELI GONZALEZ	280.00	Cost of Care Plus Rate
6/18/2024	28400	OLGA LIRA DE GALLARDO	4,401.49	Child Care Reimbursement
6/18/2024	28400	OLGA LIRA DE GALLARDO	700.00	Cost of Care Plus Rate
6/18/2024	28401	Oralia Quiroz	5,021.45	Child Care Reimbursement
6/18/2024	28401	Oralia Quiroz	840.00	Cost of Care Plus Rate
6/18/2024	28402	PATRICIA HERNANDEZ	11,504.68	Child Care Reimbursement
6/18/2024	28402	PATRICIA HERNANDEZ	1,960.00	Cost of Care Plus Rate
6/18/2024	28402	PATRICIA HERNANDEZ	(90.00)	Union Dues
6/18/2024	28403	PAULA GARCIA	9,124.71	Child Care Reimbursement
6/18/2024	28403	PAULA GARCIA	1,820.00	Cost of Care Plus Rate

Community Action Partnership of Kern
Check/Voucher Register
From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/18/2024	28404	RAQUEL SANCHEZ	12,147.69	Child Care Reimbursement
6/18/2024	28404	RAQUEL SANCHEZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28404	RAQUEL SANCHEZ	(100.00)	Union Dues
6/18/2024	28405	ROCELIA OROZCO LEMUS	5,271.04	Child Care Reimbursement
6/18/2024	28405	ROCELIA OROZCO LEMUS	840.00	Cost of Care Plus Rate
6/18/2024	28406	ROSA HILDA NAVARRO	2,506.95	Child Care Reimbursement
6/18/2024	28406	ROSA HILDA NAVARRO	420.00	Cost of Care Plus Rate
6/18/2024	28407	ROSALBA GONZALEZ	10,815.02	Child Care Reimbursement
6/18/2024	28407	ROSALBA GONZALEZ	1,820.00	Cost of Care Plus Rate
6/18/2024	28408	ROSALINDA G OCHOA	11,992.45	Child Care Reimbursement
6/18/2024	28408	ROSALINDA G OCHOA	1,960.00	Cost of Care Plus Rate
6/18/2024	28408	ROSALINDA G OCHOA	(90.00)	Union Dues
6/18/2024	28409	ROSAURA IBARRA OROZCO	2,706.82	Child Care Reimbursement
6/18/2024	28409	ROSAURA IBARRA OROZCO	420.00	Cost of Care Plus Rate
6/18/2024	28409	ROSAURA IBARRA OROZCO	(64.14)	Union Dues
6/18/2024	28410	SILVIA MAGALLON DE REYES	424.86	Child Care Reimbursement
6/18/2024	28410	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate
6/18/2024	28411	SILVIA PRECIADO	1,539.85	Child Care Reimbursement
6/18/2024	28411	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
6/18/2024	28412	TERESA MENDOZA	882.39	Child Care Reimbursement
6/18/2024	28412	TERESA MENDOZA	140.00	Cost of Care Plus Rate
6/18/2024	28413	VIRGINIA RANGEL	6,708.57	Child Care Reimbursement
6/18/2024	28413	VIRGINIA RANGEL	1,120.00	Cost of Care Plus Rate
6/18/2024	28414	YOLANDA CORTES DE MENDOZA	698.46	Child Care Reimbursement
6/18/2024	28414	YOLANDA CORTES DE MENDOZA	280.00	Cost of Care Plus Rate
6/18/2024	28415	YOLANDA LIRA LEMUS	4,522.73	Child Care Reimbursement
6/18/2024	28415	YOLANDA LIRA LEMUS	980.00	Cost of Care Plus Rate
6/18/2024	28416	CARMEN BELTRAN	11,530.66	Child Care Reimbursement
6/18/2024	28417	LAURA A GUTIERREZ	845.25	Child Care Reimbursement
6/18/2024	28418	LUZ MARIA VILLAGOMEZ	13,249.21	Child Care Reimbursement
6/18/2024	28419	ROSA BACA DE CEBALLOS	1,133.00	Child Care Reimbursement
6/18/2024	28420	ROSALBA GONZALEZ	12,224.50	Child Care Reimbursement
6/20/2024	224485	ADILENE NAVA	34.84	MAY MILEAGE REIMBURSEMENT
6/20/2024	224486	AIDE AVELAR	158.12	MILEAGE REIMBURSEMENT
6/20/2024	224487	ALEJANDRA TREVINO	59.00	BC Bilingual Cert Reimb 05/30/2024
6/20/2024	224488	ALICIA N TAMAYAC HERRERA	17.42	Alicia Tamayac Herrera Mileage Reimb MAY 2024
6/20/2024	224489	ALPHA WHOLESALE PRODUCE INC	1,008.40	PO-2024-1138
6/20/2024	224490	ANA MARTINEZ	54.27	MAY MILEAGE REIMBURSEMENT
6/20/2024	224491	ANDRALETTE I WILSON	28.14	May 2024 Milage Reimbursement
6/20/2024	224492	Andrea Chavez	16.51	Reimbursement for Volunteer lunch for off site vita
6/20/2024	224493	ANDREW CHAVEZ	139.36	Mileage reimbursement
6/20/2024	224494	ANGEL TEJEDA	24.12	May 2024 Milage Reimbursement
6/20/2024	224495	ANGELA ORTEGA	90.00	SDA CPR Reimbursement 2024
6/20/2024	224496	ASHLEY MCALLISTER	9.38	MAY MILEAGE REIMBURSEMENT
6/20/2024	224497	AVERY COX	12.06	Mileage Reimbursement
6/20/2024	224498	BARBARA CISNEROS	16.75	Mileage Reimbursement
6/20/2024	224499	BUILDING HEALTHY COMMUNITIES	10,986.31	BHC - APRIL 2024/PO-2024-1128
6/20/2024	224500	CAL FOODS LOGISTICS	77,010.00	PO-2024-1234/TRAIL MIX

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/20/2024	224501	CALIFORNIA COMMUNITY ACTION PARTNERSHIP ASSOCIATION	1,950.00	REGISTRATION FEES FOR COMMUNITY DEVELOPMENT STAFF (3) TO ATT
6/20/2024	224502	CALIFORNIA WATER SERVICE COMPANY	1,308.75	3101 MALL VIEW RD/4313488888
6/20/2024	224502	CALIFORNIA WATER SERVICE COMPANY	651.74	4032 JEWETT AVE 7/2883851298
6/20/2024	224502	CALIFORNIA WATER SERVICE COMPANY	35.26	500 E CALIFORNIA AVE/1174688888
6/20/2024	224503	CECELIA STEWART	9.99	CALIF SERVSAFE CERT REIMB 05/24/2024
6/20/2024	224503	CECELIA STEWART	6.70	Cecelia Mileage - May 24
6/20/2024	224504	CERTIFIX INC	288.00	Fingerprints for Stockton Location
6/20/2024	224505	CHARTER COMMUNICATIONS	199.98	6019 NILES ST STE 3/8301 10 001 1358352
6/20/2024	224506	CHARTER COMMUNICATIONS	1,399.00	5055 CALIFORNIA AVE STE 101/167744801
6/20/2024	224507	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	150.15	2739 DIAMOND ST/8413 13 104 0029578
6/20/2024	224508	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98	24028 LAKE DR/8413 13 160 0058157
6/20/2024	224509	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	234.96	11336 BARTLETT AVE STE 13/8413 13 167 0059549
6/20/2024	224510	CHRISTOPHER PERCIVAL	140.00	19TH ST
6/20/2024	224510	CHRISTOPHER PERCIVAL	79.54	ANGELA MARTINEZ
6/20/2024	224510	CHRISTOPHER PERCIVAL	326.50	OASIS
6/20/2024	224510	CHRISTOPHER PERCIVAL	20.00	STOCKDALE
6/20/2024	224511	CINTAS CORPORATION #668	189.49	Inv. 4195460075/300 19TH ST
6/20/2024	224512	CITY OF STOCKTON	55.68	1145 N HUNTER ST STOCKTON COMMERCIAL SEWER
6/20/2024	224512	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON OWNER STORM DRAIN
6/20/2024	224512	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
6/20/2024	224512	CITY OF STOCKTON	55.68	347 E POPLAR ST STOCKTON COMMERCIAL SEWER
6/20/2024	224512	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON OWNER STORM DRAIN
6/20/2024	224513	CITY OF WASCO	407.10	523 BROADWAY ST ACT# 0130005230 03/15/2024 - 04/15/2024
6/20/2024	224513	CITY OF WASCO	407.10	523 BROADWAY ST ACT# 0130005230 04/15/2024 - 05/15/2024
6/20/2024	224513	CITY OF WASCO	72.74	523 BROADWAY ST ACT# 0130005231 05/01/2024 -05/31/2024
6/20/2024	224513	CITY OF WASCO	72.74	523 BROADWAY ST ACT# 0130005231 06/01/2024 - 06/30/2024
6/20/2024	224514	COMCAST CORPORATION	235.78	850 J ST/8155 60 069 0400240
6/20/2024	224515	COMMUNITY ACTION PARTNERSHIP	2,520.00	NCAP ANNUAL CONVENTION REGISTRATION FEES FOR 3 COMMUNITY DEV

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/20/2024	224515	COMMUNITY ACTION PARTNERSHIP	3,360.00	NCAP ANNUAL CONVENTION REGISTRATION FEES FOR 4 BOARD MEMBERS
6/20/2024	224516	COUNTY OF KERN	7,812.57	Kern County Utility
6/20/2024	224517	COUNTY OF SAN JOAQUIN	42.20	Barnett - Disc Old furn & Yd Waste Ref# 51-02024474
6/20/2024	224518	CYNTHIA RODRIGUEZ	305.52	MAY 2024 MILEAGE REIMBURSEMENT
6/20/2024	224519	DEPARTMENT OF JUSTICE	842.00	New Hire Background Check
6/20/2024	224520	EAST NILES COMMUNITY SERVICES DIST	664.10	3000 STERLING RD
6/20/2024	224520	EAST NILES COMMUNITY SERVICES DIST	76.50	5704 PIONEER DR
6/20/2024	224521	ECOLAB FOOD SAFETY SPECIALTIES	140.67	WESLLEY
6/20/2024	224522	ECOLAB FOOD SAFETY SPECIALTIES	169.50	hlh
6/20/2024	224523	ECOLAB FOOD SAFETY SPECIALTIES	140.67	WESLEY
6/20/2024	224524	ECOLAB FOOD SAFETY SPECIALTIES	169.50	HLH
6/20/2024	224525	ECOLAB FOOD SAFETY SPECIALTIES	140.67	WESLEY
6/20/2024	224526	ECOLAB FOOD SAFETY SPECIALTIES	169.50	HLH
6/20/2024	224527	ECOLAB FOOD SAFETY SPECIALTIES	140.67	WESLEY
6/20/2024	224528	EDNA QUINONEZ	41.54	MAY MILEAGE REIMBURSEMENT
6/20/2024	224529	ELIA ARREOLA	42.88	Mileage Reimbursement
6/20/2024	224530	ERIKA SALAZAR	141.37	May 2024 Mileage Reimbursement
6/20/2024	224531	EULLA AIRRA SIA BARCENAS	67.00	EULLA BARCENAS APRIL 2024 MILEAGE REIMBURSEMENT
6/20/2024	224532	FEDEX	24.89	D.JUAREZ/DMV/817223654342
6/20/2024	224532	FEDEX	32.07	D/JUAREZ/A.SALCEDO/817223654364
6/20/2024	224532	FEDEX	41.06	F.ARELLANO/A.ALCAREZ/817223654353
6/20/2024	224532	FEDEX	26.07	G.BARBERO/K.GALVAN/ 817091102887
6/20/2024	224533	FERGUSON ENTERPRISES INC #1350	148.06	18TH ST
6/20/2024	224533	FERGUSON ENTERPRISES INC #1350	1,028.38	ALICANTE
6/20/2024	224533	FERGUSON ENTERPRISES INC #1350	502.07	OPS
6/20/2024	224534	FLYERS ENERGY LLC	3,777.57	ACCT#78379
6/20/2024	224535	GLORIA NEVEL	66.33	MAY MILEAGE REIMBURSEMENT
6/20/2024	224536	GLYNIEL CAMPBELL	19.43	April Mileage Reimbursement
6/20/2024	224537	GREATER BAKERSFIELD CHAMBER OF COMMERCE	1,200.00	SPONSORSHIP - BEAUTIFUL BAKERSFIELD AWARDS GALA
6/20/2024	224538	GUADALUPE ARELLANO	12.06	Mileage Reimbursement
6/20/2024	224539	GUADALUPE RIVERA CALDERON	101.84	Mileage Reiumbursement
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	93.03	30th Street
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	10.10	CLEO FORAN
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	190.64	DELANO

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	(107.17)	DELANO RETURN
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	38.41	FOOD BANK
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	269.64	HARVEY HALL
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	70.32	HARVEY HALL ROOM 4
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	25.54	SHAFTER EHS
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	41.82	SHAFTER HS
6/20/2024	224540	HOME DEPOT COMMERCIAL CREDIT	19.40	STERLING
6/20/2024	224541	HOWARD'S GARBAGE SERVICE	231.68	1314 OSWELL ST STE #B
6/20/2024	224542	IRIS LOPEZ	44.22	APRIL MILEAGE REIMBURSEMENT
6/20/2024	224542	IRIS LOPEZ	109.21	MAY MILEAGE REIMBURSEMENT
6/20/2024	224543	JIMMIE ALVIDREZ	45.56	Mileage Reimbursement
6/20/2024	224544	KATHYA CORRALES VARGAS	65.66	MAY 2024 MILEAGE REIMBURSEMENT
6/20/2024	224545	KAYLA SALANDO BOND	151.42	May Mileage Reimbursement
6/20/2024	224546	KIMIKA PORTER	10.72	MARCH MILEAGE REIMBURSEMENT
6/20/2024	224547	LANGUAGE LINE SERVICES INC	98.14	ACC: 9020401513
6/20/2024	224548	LAVAR NEWSOME	52.26	MAY MILEAGE REIMBURSEMENT
6/20/2024	224549	LOTUS BAKERSFIELD CORP	1,910.00	PO-2023-2826
6/20/2024	224550	LOWES COMPANIES INC	125.30	19TH ST
6/20/2024	224550	LOWES COMPANIES INC	55.85	ANGELA MARTINEZ
6/20/2024	224550	LOWES COMPANIES INC	3.83	ANGELA MARTINEZ > CLASS A
6/20/2024	224550	LOWES COMPANIES INC	19.27	CLEO FORAN
6/20/2024	224550	LOWES COMPANIES INC	35.76	JEWETT
6/20/2024	224550	LOWES COMPANIES INC	12.30	MJ MORGAN
6/20/2024	224550	LOWES COMPANIES INC	285.91	MOJAVE
6/20/2024	224550	LOWES COMPANIES INC	39.07	OASIS
6/20/2024	224550	LOWES COMPANIES INC	650.60	PETE PARRA
6/20/2024	224550	LOWES COMPANIES INC	821.14	PO-2023-3111; CALAIM CRYSTAL GARCIA
6/20/2024	224551	MANUELA CASTILLO	95.14	Mileage Reimbursement
6/20/2024	224552	MARIA DUARTE	235.84	MILEAGE REIMBURSEMENT
6/20/2024	224553	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	520.00	2323 16TH ST JUNE 2024 JANITORIAL SERVICES
6/20/2024	224554	MARITZA LARA MARTINEZ	79.00	Bilingual Testing Reimbursement
6/20/2024	224555	MAUREEN ANDREW	347.51	TRAVEL LIQUIDATION - CAFB-FOOD ACCESS CONF IN SACRAMENTO, CA
6/20/2024	224556	MAYRA BRAVO	59.00	Bilingual certificate reimbursement May 2024
6/20/2024	224557	MCWILLIAMS & WALDEN INC	2,242.17	LIC# 7S0X990
6/20/2024	224557	MCWILLIAMS & WALDEN INC	109.14	LIC# 81427C3
6/20/2024	224557	MCWILLIAMS & WALDEN INC	1,279.80	LIC# 8A39873
6/20/2024	224557	MCWILLIAMS & WALDEN INC	113.51	LIC#8MWV786 PO-2024-1351
6/20/2024	224558	MELISSA DEWITT	66.33	MILEAGE REIMBURSEMENT
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	341.68	19TH ST

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	639.73	5 REAL RD
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	266.01	ALICANTE
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	445.35	PETE PARRA
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	320.28	PRIMEROS PASOS
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	285.21	SAN DIEGO
6/20/2024	224559	MICHAEL K BROWN LANDSCAPE INC	250.14	VINELAND
6/20/2024	224560	NAOMI CARRILLO	158.12	Mileage Reimbursement
6/20/2024	224561	NICOLE CALLAHAN	70.35	MAY 2024 MILEAGE REIMBURSEMENT
6/20/2024	224562	OFFICE1 LEASING	237.92	450-0120460-000; 1300 18TH ST; PO-2024-1548
6/20/2024	224562	OFFICE1 LEASING	197.77	450-7986161-036; 15662 K ST; PO-2023-2727
6/20/2024	224562	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
6/20/2024	224563	OSCAR W MARTINEZ	303.51	MAY MILEAGE REIMBURSEMENT
6/20/2024	224564	PG&E	1,030.57	3811 RIVER BLVD
6/20/2024	224564	PG&E	34.07	814 N NORMA ST
6/20/2024	224565	PRODUCERS DAIRY FOODS INC	1,013.94	PO-2024-1137
6/20/2024	224566	PROLIFIC PKG, LLC	24,180.89	PO-2024-1013 INV 7829
6/20/2024	224567	PROTECTION 1/ADT	58.78	15662 K ST ACCT 404785402
6/20/2024	224567	PROTECTION 1/ADT	58.78	ADT June 2024/15662 K ST/ACCT#404785402
6/20/2024	224568	RAMON TAPIA	450.00	STERLING - CLASSROOM A LEAK REPAIR WO# 14651
6/20/2024	224569	RANDIK PAPER CO.	78.51	236 W 4TH ST STOCKTON PO-2024-1189
6/20/2024	224569	RANDIK PAPER CO.	40.14	2800 D ST STOCKTON PO-2024-1189
6/20/2024	224569	RANDIK PAPER CO.	46.30	425 N CALIF ST STOCKTON PO-2024-1189
6/20/2024	224569	RANDIK PAPER CO.	45.98	701 S HUTCHINS ST LODI PO-2024-1189
6/20/2024	224570	RAQUEL SILVA	16.75	Mileage Reimbursement RS MAY 2024
6/20/2024	224571	RAYJEAN STONE	32.83	May 2024 Mileage Reimbursement
6/20/2024	224572	RIGOBERTO REYES	86.43	May 2024 Mileage Reimbursement
6/20/2024	224573	RONALD SHELAN	169.45	Reimbursement for ATT 236 4TH STREET, BLDG.2&3, STOCKTON, CA
6/20/2024	224574	ROSA CALLEJAS	150.75	Mileage Reimbursement
6/20/2024	224575	ROSARIO MARTINEZ	59.00	Bilingual Test fee Reimbursement
6/20/2024	224576	ROSLYN CRUZ	131.99	May Mileage Reimbursement
6/20/2024	224577	Ruben Rivera	61.64	MAY 2024 MILEAGE REIMB - RUBEN RIVERA
6/20/2024	224577	Ruben Rivera	200.00	Ruben Rivera (Phone Reimbursement) AT&T MAY 2024
6/20/2024	224578	SANDRA MEJIA ESPARZA	356.44	MILEAGE REIMBURSEMENT
6/20/2024	224579	SAVE MART SUPERMARKETS	47.60	SPECIAL DIET PURCHASE REF# 097626 06/03/2024
6/20/2024	224579	SAVE MART SUPERMARKETS	347.25	SPECIAL DIET PURCHASE REF# 17232 06/05/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/20/2024	224579	SAVE MART SUPERMARKETS	191.73	SPECIAL DIET PURCHASE REF## 056547 05/31/2024
6/20/2024	224580	SHEVADA DOVE-WILLIAMS	239.19	May 2024 Mileage Reimbursement
6/20/2024	224581	SOCALGAS	14.79	15662 K ST APT A MOJAVE 05/13/2024 - 06/12/2024
6/20/2024	224581	SOCALGAS	23.85	15662 K ST APT B MOJAVE 05/13/2024 - 06/12/2024
6/20/2024	224581	SOCALGAS	14.79	2739 DIAMOND ST STE B 05/13/2024 - 06/12/2024
6/20/2024	224581	SOCALGAS	23.56	452 W LOS ANGELES AVE SHAFTER 05/13/2024 - 06/12/2024
6/20/2024	224581	SOCALGAS	21.12	455 E EUCLID AVE SHAFTER 05/14/2024 - 06/13/2024
6/20/2024	224581	SOCALGAS	14.79	650 JAMES ST SHAFTER 05/14/2024 - 06/13/2024
6/20/2024	224581	SOCALGAS	9.05	8401 CAL CITY BLVD STE 8 05/09/2024 - 06/10/2024
6/20/2024	224582	SOUTHERN CALIFORNIA EDISON	733.17	15662 K ST MOJAVE 05/15/2024 - 06/13/2024
6/20/2024	224583	STAGLER CORPORATION	557.73	1807 FELIZ DR PO-2024-1039 W/I FREEZER SN# T13A13765
6/20/2024	224584	STANDARD PLUMBING SUPPLY COMPANY, INC	7.13	5 REAL RD
6/20/2024	224584	STANDARD PLUMBING SUPPLY COMPANY, INC	10.70	SHAFTER HS
6/20/2024	224585	T.D. PRODUCE SALES	350.00	PO-2024-1454 POTATOES
6/20/2024	224586	TOMMIE SUE CORDOVA	28.14	MAY 2024 MILEAGE REIMBURSEMENT
6/20/2024	224587	TRANSITO PEREZ	70.00	SDA CPR Reimbursement 2024
6/20/2024	224588	ULINE	1,460.91	3101 MALL VIEW RD PO-2024-1312 ORD# 20714084
6/20/2024	224588	ULINE	622.17	WIC PO-2024-1957 ORD# 19415072
6/20/2024	224589	VALERIE CAMACHO	234.50	May Mileage Reimbursement
6/20/2024	224590	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINNEN SVCS
6/20/2024	224591	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	175.23	450-7986161-001 PO-2024-1184 HR 06/10/2024 - 07/09/2024
6/20/2024	224592	WEST KERN COMMUNITY COLLEGE DISTRICT	10,495.36	MARCH 2024 ENROLLMENT (03/01/2024 - 03/29/2024) PO-2024-3094
6/20/2024	224593	YVONNE SALDANA	85.76	May 2024 Mileage Reimbursement
6/20/2024	224594	BARBARA CISNEROS	9.95	RPLCD BARBARA CISNEROS CHECK NUMBER 217635 DATED 9/7/2023
6/20/2024	224595	CLEMMER AND COMPANY	1,798.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/20/2024	224596	DAYTHEN FERNANDEZ	252.75	TRAVEL ADVANCE FOR - ENERGY PGE CEDRTIFICATION TRAINING, STO
6/20/2024	224597	GEAHI GREEN GARDENS LP	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	21.51	18TH ST
6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	59.21	DELANO
6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	51.51	MOJAVE

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6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	75.99	OPS
6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	13.57	SHAFTER HS
6/20/2024	224598	HOME DEPOT COMMERCIAL CREDIT	26.72	WESLEY
6/20/2024	224599	LOIS HANNIBLE	146.75	TRAVEL ADVANCE Attend 2024 Community Violence & Intervention
6/20/2024	224600	PACIFIC GAS & ELECTRIC	1,440.00	REGISTRATION FEE FOR ENERGY TRAINING BY PG&E - PAUL DOBIS
6/20/2024	224601	PACIFIC GAS & ELECTRIC	1,440.00	REGISTRATION FEE FOR ENERGY TRAINING BY PG&E - DAYTHEN FERNA
6/20/2024	224602	PAUL DOBIS	252.75	TRAVEL ADVANCE - ENERGY PGE CERTIFICATION TRAINING STOCKTON,
6/20/2024	224603	LOWES COMPANIES INC	1,195.57	PO-2023-3111; CALAIM BRIANA HENDERSON
6/20/2024	224603	LOWES COMPANIES INC	160.48	PO-2023-3111; CALAIM JEANIE BATSON
6/20/2024	224603	LOWES COMPANIES INC	593.87	PO-2023-3111; CALAIM LAQUICE HOLMES
6/20/2024	224604	ANA ROQUE-LARA	326.10	V-VACATION/HP-VACATION PO/S-SICK HRS 6.10 X 21.81
6/20/2024	224605	CHRISTINA SUZY BELTRAN	2,030.60	REG/HP-VACATION PO/S-SICK/H-HOLIDAY HRS 93.15 X 20.81
6/20/2024	224606	GUSTAVO CEJA ALVAREZ	733.34	REGULAR HOURS 33.45 X 20.81
6/20/2024	224607	MARIA INIGUEZ	1,686.80	REG/HP-VACATION PO/S-SICK/H-HOLIDAY HRS 77.03 X 20.00
6/20/2024	224608	JUANA MEZA	1,710.85	REG/H-HOLIDAY HRS 79.90 X 26.50
6/20/2024	224609	JUANA MEZA	1,572.63	REG/V-VACATION/HP-VACATON PO HRS 72.62 X 26.50
6/20/2024	28421	ADOBE INC	21,600.00	PO-2024-1956/Adobe Sign Increase POR
6/20/2024	28422	ADOBE INC	251.91	Adobe for Yolanda Nunez 06/25/24-03/24/25
6/20/2024	28423	ADRIANA LOPEZ	110.55	MAY MILEAGE REIMBURSEMENT
6/20/2024	28424	AMAZON CAPITAL SERVICES, INC	94.81	PO-2024-1686
6/20/2024	28425	AMAZON CAPITAL SERVICES, INC	166.66	PO-2024-1711
6/20/2024	28426	AMAZON CAPITAL SERVICES, INC	469.74	PO-2024-1676
6/20/2024	28427	AMAZON CAPITAL SERVICES, INC	429.61	PO-2024-1758
6/20/2024	28428	AMAZON CAPITAL SERVICES, INC	30.00	PO-2024-1687
6/20/2024	28429	AMAZON CAPITAL SERVICES, INC	434.33	PO-2024-1760
6/20/2024	28430	AMAZON CAPITAL SERVICES, INC	1,405.46	PO-2024-1784
6/20/2024	28431	AMAZON CAPITAL SERVICES, INC	118.85	PO-2024-1685
6/20/2024	28432	AMAZON CAPITAL SERVICES, INC	379.28	PO-2024-1811
6/20/2024	28433	AMAZON CAPITAL SERVICES, INC	4,641.37	PO-2024-1683

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6/20/2024	28434	AMAZON CAPITAL SERVICES, INC	35.58	PO-2024-1754
6/20/2024	28435	AMAZON CAPITAL SERVICES, INC	422.26	PO-2024-1674
6/20/2024	28436	AMAZON CAPITAL SERVICES, INC	296.42	PO-2024-1758
6/20/2024	28437	AMAZON CAPITAL SERVICES, INC	147.00	PO-2024-1866
6/20/2024	28438	AMAZON CAPITAL SERVICES, INC	259.79	PO-2024-1683
6/20/2024	28439	AMAZON CAPITAL SERVICES, INC	87.38	PO-2024-1945
6/20/2024	28440	AMAZON CAPITAL SERVICES, INC	793.11	PO-2024-1784
6/20/2024	28441	AMAZON CAPITAL SERVICES, INC	709.52	PO-2024-1949
6/20/2024	28442	AMAZON CAPITAL SERVICES, INC	42.20	PO-2024-1708
6/20/2024	28443	AMAZON CAPITAL SERVICES, INC	326.97	PO-2024-1867
6/20/2024	28444	AMAZON CAPITAL SERVICES, INC	6,067.46	PO-2024-1754
6/20/2024	28445	AMAZON CAPITAL SERVICES, INC	18.37	PO-2024-1740
6/20/2024	28446	AMAZON CAPITAL SERVICES, INC	147.10	PO-2024-1684
6/20/2024	28447	AMAZON CAPITAL SERVICES, INC	23.70	PO-2024-1916
6/20/2024	28448	AMAZON CAPITAL SERVICES, INC	101.32	PO-2024-1950
6/20/2024	28449	AMAZON CAPITAL SERVICES, INC	477.51	PO-2024-1684
6/20/2024	28450	AMERICAN REFUSE, INC.	96.51	452 W LOS ANGELES AVE/2587300
6/20/2024	28450	AMERICAN REFUSE, INC.	427.78	455 E EUCLID AVE/879400
6/20/2024	28450	AMERICAN REFUSE, INC.	193.04	650 JAMES ST/889300
6/20/2024	28451	AN ICON COMPANY, LLC	48.71	PO-2024-1677
6/20/2024	28451	AN ICON COMPANY, LLC	451.40	PO-2024-1727
6/20/2024	28451	AN ICON COMPANY, LLC	779.40	PO-2024-1751
6/20/2024	28452	ANDREA MARQUEZ	56.28	MAY MILEAGE REIMBURSEMENT
6/20/2024	28453	ANNETTE JOHNSON-ALLEN	148.74	Mileage Reimbursement
6/20/2024	28454	ANTHONY CONRAD CHAVEZ	180.90	April Mileage Reimbursement
6/20/2024	28455	BLUETRITON BRANDS INC	438.47	850 J ST LATHROP - MULTIPLE ACTS 05/11/2024 - 06/10/2024
6/20/2024	28456	BLUETRITON BRANDS INC	2.59	2900 M ST - LBNC 05/11/2024 - 06/10/2024
6/20/2024	28457	BLUETRITON BRANDS INC	101.01	929 BROADWAY ST WASCO 05/07/2024 - 06/06/2024
6/20/2024	28458	BLUETRITON BRANDS INC	42.97	2323 16TH ST STE 305 05/13/2024 - 06/12/2024
6/20/2024	28459	BOOT BARN	330.87	Mauricio Ramirez Elsa Guzman
6/20/2024	28460	BRADY INDUSTRIES	3,672.95	PO-2024-1267
6/20/2024	28460	BRADY INDUSTRIES	5,830.58	PO-2024-1269
6/20/2024	28461	CA ASSOCIATION OF FOOD BANKS	6,103.12	PO-2024-1235/GREEN BEANS/ARTICHOKES
6/20/2024	28462	CARLEEN BENCOMA	284.08	Mileage Reimbursement

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6/20/2024	28463	CDW GOVERNMENT LLC	75.60	PO-2024-1726
6/20/2024	28464	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,304.09	0496-00-566694-6
6/20/2024	28465	CLARK PEST CONTROL	887.00	PO-2024-1045
6/20/2024	28466	CMA FIRE PROTECTION	4,355.00	FOOD BANK BACKFLOW PROJECT# RPW05093 CUST# C00562
6/20/2024	28467	CONNIE RAMIREZ	363.81	May 2024 Milage Reimbursement
6/20/2024	28468	CYNTHIA MAGDALENO	200.00	CELLULAR TELEPHONE REIMBURSEMENT
6/20/2024	28469	DELL TECHNOLOGIES, INC.	1,308.49	PO-2024-1540
6/20/2024	28469	DELL TECHNOLOGIES, INC.	2,392.92	PO-2024-1604
6/20/2024	28470	DELORES PATRICIO	83.75	MAY MILEAGE REIMBURSEMENT
6/20/2024	28471	DENISE COOPER	27.47	Mileage Reimbursement
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	252.03	PO-2024-1307
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	385.98	PO-2024-1342
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	772.19	PO-2024-1529
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	2,504.64	PO-2024-1568
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	545.33	PO-2024-1571
6/20/2024	28472	DISCOUNT SCHOOL SUPPLY	882.51	PO-2024-1611
6/20/2024	28473	ELIZABETH CISNEROS	55.61	Mileage Reimbursement
6/20/2024	28474	ESPERANZA CONTRERAS	255.94	Mileage Reimbursement
6/20/2024	28475	FRONTIER COMMUNICATIONS HOLDINGS LLC	49.31	661-797-1062-112195-5
6/20/2024	28476	FRONTIER COMMUNICATIONS HOLDINGS LLC	681.71	760-371-1084-081104-5
6/20/2024	28477	FRONTIER COMMUNICATIONS HOLDINGS LLC	73.39	760-375-1435-080295-5
6/20/2024	28478	FRONTIER COMMUNICATIONS HOLDINGS LLC	251.44	909-589-0810-071612-5
6/20/2024	28479	FRONTIER COMMUNICATIONS HOLDINGS LLC	316.99	909-878-2605-120513-5
6/20/2024	28480	GABRIELA PADILLA	274.70	MAY MILEAGE REIMBURSEMENT
6/20/2024	28481	GARCIA INDUSTRIES INC	11,233.00	L24-084/Inv#COS-100256/PO-2024-1... VILLANUEVA
6/20/2024	28482	GIOVANNI ARAGON	96.48	Mileage Reimbursement
6/20/2024	28483	GRACE COMMUNITY CHURCH	1,565.98	PO-2024-1330 850 J ST
6/20/2024	28484	GREGORIA BENAVIDES	27.47	May 2024 Mileage Reimbursement
6/20/2024	28485	HANSEN'S MOVING AND STORAGE, INC	1,320.00	18th st
6/20/2024	28486	JANELLE ANDRES	16.08	Mileage Reimbursement
6/20/2024	28487	JAUBRAE DIXON	60.30	May Mileage Reimbursement
6/20/2024	28488	JEREMY T TOBIAS	558.23	EMPLOYEE REIMBURSEMENT for Flight ticket Bakersfield, Ca to
6/20/2024	28489	JOSE CABALLERO	16.08	Mileage Reimbursement
6/20/2024	28490	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
6/20/2024	28491	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	310.00	PO-2024-1207
6/20/2024	28492	LETISHA BROOKS	128.64	Mileage Reimbursement
6/20/2024	28493	LIZETTE BRAVO	196.31	Mileage Reimbursement

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6/20/2024	28494	LOANA PATRICIA LUGO	132.66	MAY MILEAGE REIMBURSEMENT
6/20/2024	28495	LUZVIMINDA ADAMS	186.26	Mileage Reimbursement
6/20/2024	28496	Magaly Witz	25.46	Mileage Reimbusement MW MAY 2024
6/20/2024	28497	MARIA C VARELA	138.69	May 2024 Mileage Reimbursement
6/20/2024	28498	MARIA DEL CARMEN VILLANUEVA	104.15	RPLCD Maria Del Carmen Villanueva CK# 215770 6/14/23
6/20/2024	28499	MARIA PINANO	28.14	MAY MILEAGE REIMBURSEMENT
6/20/2024	28500	MARY ANN MOONEY	126.63	MAY MILEAGE REIMBURSEMENT
6/20/2024	28501	MICHELLE RUIZ	22.11	Mileage Reimbursement MR MAY 2024
6/20/2024	28502	MISSION LINEN SUPPLY	1,302.65	ACC 301151 PO-2024-1699
6/20/2024	28502	MISSION LINEN SUPPLY	629.42	ACC 316102 PO-2024-1699
6/20/2024	28503	MITEL NETSOLUTIONS INC	58.41	260000169
6/20/2024	28504	MONICA CASTANEDA	63.65	Mileage Reimbursement
6/20/2024	28505	NARAMA INC	2,604.68	OUTREACH TOTES PO-2024-1781
6/20/2024	28506	NATALIE RODRIGUEZ	115.24	Mileage Reimbursement NR MAY 2024
6/20/2024	28507	NICOLE NINO	73.03	MAY MILEAGE REIMBURSEMENT
6/20/2024	28508	OFFICE IMAGING, INC	43.21	TKC-2984; 11336 BARLETT AVE STE 14
6/20/2024	28508	OFFICE IMAGING, INC	103.56	TKC-2984; 2800 S D ST; PO-2024-1291
6/20/2024	28509	ORKIN PEST CONTROL	7,987.61	VARIOUS SITES - MAY MONTHLY SERVICE
6/20/2024	28510	PALOMA SANDOVAL	62.31	May 2024 Mileage Reimbursement
6/20/2024	28511	PATRICIA MEXICANO	34.17	MAY MILEAGE REIMBURSEMENT
6/20/2024	28512	PAULIN INDUSTRIES, INC.	2,201.04	18TH ST - 2ND FL JANITORIAL SVCS
6/20/2024	28512	PAULIN INDUSTRIES, INC.	2,857.79	18TH ST - 3RD FLOOR MAY 2024 JANITORIAL SVCS
6/20/2024	28512	PAULIN INDUSTRIES, INC.	8,127.14	VARIOUS SITES - MAY 2024
6/20/2024	28513	PLC SYSTEM SERVICES	915.00	19TH ST
6/20/2024	28513	PLC SYSTEM SERVICES	11,192.00	L24-069; MICHELLE BARRETO, 3910 HITCHCOCK DR; PO-2024-1034
6/20/2024	28513	PLC SYSTEM SERVICES	6,724.00	PREVENTATIVE MAINTENCE MARCH 2024 - VARIOUS SITES
6/20/2024	28513	PLC SYSTEM SERVICES	1,450.00	VENT CLEANING MARCH 2024 - VARIOUS SITES
6/20/2024	28514	POWER MACHINERY CENTER	99.44	PO-2024-1020 SERIAL 9P4880
6/20/2024	28514	POWER MACHINERY CENTER	99.44	PO-2024-1020 SERIAL 9W23909
6/20/2024	28515	QUE'MESHA BANNER	24.79	MAY 2024 Mileage Reimbursement
6/20/2024	28516	RHETA NEGRETE NEAL	200.00	CELLULAR TELEPHONE REIMBURSEMENT
6/20/2024	28517	RHETA NEGRETE NEAL	58.96	MAY MILEAGE REIMBURSEMENT
6/20/2024	28518	RHETA NEGRETE NEAL	19.47	ODP Employee Supplies Reimbursement
6/20/2024	28519	SAVANNAH MALDONADO	279.70	TRAVEL LIQUIDATION - NCAP BOARD MEETING IN LOS ANGELES, CA 0
6/20/2024	28520	SHARON BRIGGS	77.72	Mileage Reimbursement
6/20/2024	28521	SSD ALARM, INC	149.00	FOOD BANK NORTH WING WO# 258798 06/05/2024
6/20/2024	28522	STAPLES ADVANTAGE	652.77	HOME BASE KERN SUPPLIES ORD# 7633525018-000-001
6/20/2024	28523	STEPHEN WILLIFORD	2,700.00	OPS
6/20/2024	28524	STINSON STATIONERS	1,323.48	ANGELA MARTINEZ OFFICE SUPPLIES PO-2024-1918
6/20/2024	28524	STINSON STATIONERS	1,331.90	HS ADMIN & PM STAFF SUPPLIES PO-2024-1920
6/20/2024	28524	STINSON STATIONERS	154.58	PETE H PARRA OFFICE SUPPLIES PO-2024-1919

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6/20/2024	28524	STINSON STATIONERS	103.36	SHAFTER EHS OFFICE SUPPLIES PO-2024-1917
6/20/2024	28525	SUSIE E MARTINEZ	20.10	MAY MILEAGE REIMBURSEMENT
6/20/2024	28526	SYSCO FOOD SERVICES OF VENTURA INC	403.05	2900 M ST PO-2024-1531 ORD# 1557330
6/20/2024	28527	SYSCO FOOD SERVICES OF VENTURA INC	2,640.92	2900 M ST PO-2024-1531 ORD# 1558811
6/20/2024	28528	SYSCO FOOD SERVICES OF VENTURA INC	6,428.98	3101 MALL VIEW RD PO-2024-1255 ORD# 1559525
6/20/2024	28529	SYSCO FOOD SERVICES OF VENTURA INC	904.62	2900 M ST PO-2024-1531 ORD# 1560798
6/20/2024	28530	TEACHSTONE, INC	1,080.00	CLASS RECERT APRIL 2024 PO-2024-1387
6/20/2024	28531	TEL TEC SECURITY SYSTEMS INC	257.48	CENTRAL KITCHEN JOB# 240400196 05/28/2024
6/20/2024	28532	TRACY WEBSTER	59.83	TRAVEL LIQUIDATION NEUAC CONFERENCE CHICAGO, IL 051924-05242
6/20/2024	28533	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST - MAY 2024 PATROL
6/20/2024	28534	TRANS-WEST SECURITY SERVICES, INC.	1,845.00	BAKERSFIELD AREA - MAY 2024 PATROL
6/20/2024	28535	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN - MAY 2024 PATROL
6/20/2024	28536	VERNON SORENSON MD INC	25.00	DS - Matthew Jacobs DOS: 03/14/2024
6/20/2024	28537	VERNON SORENSON MD INC	160.00	WESLEY - FCE/FFD ANA V LEMUS DOS: 05/20/2024
6/20/2024	28538	VERNON SORENSON MD INC	25.00	DS RAPID - MARLEN PELAYO DOS: 05/03/2024
6/20/2024	28539	VERNON SORENSON MD INC	25.00	ENERGY - DS RAPID - ANA RAZO DOS: 05/20/2024
6/20/2024	28540	VERNON SORENSON MD INC	1,686.00	Pre-Employment Physical - Multiple Inv# 00550520-00C
6/20/2024	28541	VERNON SORENSON MD INC	50.00	DS RAPID V. GARCIA & I. RUIZ DOS: 05/07/2024
6/20/2024	28542	W W GRAINGER INC	52.30	SHAFTER HS
6/20/2024	28543	W W GRAINGER INC	47.38	OASIS
6/20/2024	28544	W W GRAINGER INC	34.36	HARVEY HALL
6/20/2024	28545	W W GRAINGER INC	112.56	OASIS
6/20/2024	28546	W W GRAINGER INC	77.60	OASIS EHS CLASS 1
6/20/2024	28547	W W GRAINGER INC	30.20	HARVEY HALL > CLASS 4
6/20/2024	28548	W W GRAINGER INC	11,227.64	18TH ST
6/20/2024	28549	W W GRAINGER INC	68.71	ANGELA MARTINEZ
6/20/2024	28550	W W GRAINGER INC	317.72	PETE PARRA
6/20/2024	28551	W W GRAINGER INC	354.11	PETE PARRA > CLASS 1
6/20/2024	28552	HALONDA NAFF	146.75	TRAVEL ADVANCE 0623062524 Attend 2024 Community Violence & I
6/20/2024	28553	JAUBRAE DIXON	146.75	TRAVEL ADVANCE Attend 2024 Community Violence & Intervention
6/20/2024	28554	JESSICA REYES GONZALEZ	146.75	TRAVEL ADVANCE Attend 2024 Community Violence & Intervention
6/20/2024	28555	AMAZON CAPITAL SERVICES, INC	0.00	PO-2024-1759
6/20/2024	28556	AMAZON CAPITAL SERVICES, INC	865.55	PO-2024-1759

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6/20/2024	28557	AMAZON CAPITAL SERVICES, INC	177.65	PO-2024-1678
6/20/2024	28558	AMAZON CAPITAL SERVICES, INC	331.94	PO-2024-1645
6/20/2024	28559	AMAZON CAPITAL SERVICES, INC	817.05	PO-2024-1709
6/20/2024	28560	AMAZON CAPITAL SERVICES, INC	191.48	PO-2024-1718
6/21/2024	224610		0.00	
6/21/2024	224610	NORA E LEMUS	0.00	Cost of Care Plus Rate
6/21/2024	224611		0.00	
6/21/2024	224611	NORA E LEMUS	0.00	Child Care Reimbursement
6/21/2024	224612	NORA E LEMUS	1,824.43	Child Care Reimbursement
6/21/2024	224612	NORA E LEMUS	280.00	Cost of Care Plus Rate
6/21/2024	28397	NORA E LEMUS	(1,824.43)	Child Care Reimbursement
6/21/2024	28397	NORA E LEMUS	(280.00)	Cost of Care Plus Rate
6/21/2024	28561	PRITIKA RAM	216.00	SDD Group Lunch Reimbursement ON JUNE 24TH, 2024
6/24/2024	224613	AGUSTINA LORENZANO AYON	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224614	BRENDA QUINTERO FLETES	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224615	CYNTHIA P. GARCIA	0.00	REF/MEA-MEALPREM/V-VAC/HP-VAC PO/S-SICK/H-HOLHRS90.27X25.59
6/24/2024	224616	ISABEL RUIZ	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224617	JACQUELINE MARTINEZ CORTEZ	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224618	LAURA PORTA	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224619	MARIA G VERDUZCO	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224620	PERLA RODRIGUEZ	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224621	SUSANA BAILON	0.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224622	CYNTHIA P. GARCIA	12.06	MILEAGE REIMBURSEMENT - APRIL 2024
6/24/2024	224622	CYNTHIA P. GARCIA	49.12	MILEAGE REIMBURSEMENT - JUNE 2024
6/24/2024	224622	CYNTHIA P. GARCIA	36.18	MILEAGE REIMBURSEMENT - MAY 2024 -
6/24/2024	224623	AGUSTINA LORENZANO AYON	125.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224624	BRENDA QUINTERO FLETES	125.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224625	CYNTHIA P. GARCIA	1,796.20	REF/MEA-MEALPREM/V-VAC/HP-VAC PO/S-SICK/H-HOLHRS90.27X25.59
6/24/2024	224626	JACQUELINE MARTINEZ CORTEZ	125.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224627	LAURA PORTA	125.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224628	MARIA G VERDUZCO	125.00	Travel advance for family enrollments, outreach and provider

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6/24/2024	224629	PERLA RODRIGUEZ	151.00	Travel advance for family enrollments, outreach and provider
6/24/2024	224630	SUSANA BAILON	125.00	Travel advance for family enrollments, outreach and provider
6/24/2024	28562	SUSANA R MAGANA	125.00	Travel advance for family enrollments, outreach and provider
6/25/2024	224631	ISABEL RUIZ	125.00	Travel advance for family enrollments, outreach and provider
6/25/2024	224632	ESTHELA SAUCEDA	125.00	Travel advance for family enrollments, outreach and provider
6/26/2024	224633	ALEJANDRA SALVADOR	131.32	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	224634	ALEJANDRA TREVINO	66.33	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	224635	ALEXIA KING	37.52	MILEAGE REIMBURSEMENT
6/26/2024	224636	AMY A JIMENEZ	46.90	MILEAGE REIMBURSEMENT
6/26/2024	224637	AT&T	220.72	9391037342
6/26/2024	224637	AT&T	220.75	9391037343
6/26/2024	224637	AT&T	224.07	9391058732
6/26/2024	224637	AT&T	111.13	9391058795
6/26/2024	224637	AT&T	29.03	9391058798
6/26/2024	224637	AT&T	28.95	9391058818
6/26/2024	224637	AT&T	69.72	9391058824
6/26/2024	224637	AT&T	83.77	9391058914
6/26/2024	224637	AT&T	111.13	9391059050
6/26/2024	224637	AT&T	27.41	9391059093
6/26/2024	224637	AT&T	165.50	9391059214
6/26/2024	224637	AT&T	213.93	9391059565
6/26/2024	224637	AT&T	28.95	9391065168
6/26/2024	224637	AT&T	28.95	9391065525
6/26/2024	224638	AT&T	3,699.04	AT&T Billing ADI Security & Internet Connection Bundle May
6/26/2024	224639	AUTO CELL ELECTRONICS INC	4,158.98	PO-2024-1891
6/26/2024	224640	BRIAN BAKER - DBA: THE AVERY AND BRIAN EXPERIENCE	14,625.00	PO-2024-1140 BALANCE FOR SPEAKER FOR 3 UPCOMING PRE-SERVICE
6/26/2024	224641	BURRTEC KERN, LLC	366.33	1111 BUSH ST / 60040448
6/26/2024	224642	CALIFORNIA HEAD START ASSOCIATION	5,000.00	Head Start California Membership Renewal
6/26/2024	224643	CALIFORNIA WATER SERVICE COMPANY	93.13	1900 E CALIFORNIA AVE/1750588888
6/26/2024	224643	CALIFORNIA WATER SERVICE COMPANY	149.98	300 19TH ST/3966488888
6/26/2024	224643	CALIFORNIA WATER SERVICE COMPANY	444.66	3811 RIVER BLVD/8884488888
6/26/2024	224644	CHARLIE'S DAY & NITE, INC.	24.53	6 key copies for Hunter office
6/26/2024	224645	CHARTER COMMUNICATIONS	124.98	90 FARRELL DR BLDG 5620
6/26/2024	224646	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST/167674901
6/26/2024	224647	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD/167693701
6/26/2024	224648	CHARTER COMMUNICATIONS	945.00	2731 O ST/169105201
6/26/2024	224649	CHRISTOPHER PERCIVAL	673.77	18TH ST - HR
6/26/2024	224650	CINTAS CORPORATION #668	196.92	Inv. 4196127689
6/26/2024	224651	CITY OF BAKERSFIELD	9.00	1631 30TH STREET, BAKERSFIELD, CA 93301

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	224652	CITY OF STOCKTON - REVENUE SERVICES DIVISION	28.00	ACT# 115237 LIC REF# 66764 RENEWAL 215 W 5TH ST 95206
6/26/2024	224652	CITY OF STOCKTON - REVENUE SERVICES DIVISION	28.00	LIC# 66765 ACT# 115240 1145 N HUNTER ST 95202 RENEWAL
6/26/2024	224653	COMMUNITY SERVICES AND EMPLOYMENT TRAIN	58,018.28	PO-2023-2545
6/26/2024	224654	COMPUTER LINX	1,440.12	PO-2024-1873
6/26/2024	224654	COMPUTER LINX	409.80	PO-2024-1874
6/26/2024	224655	COUNTY OF KERN, KERN REGIONAL TRANSIT	350.00	PO-2024-1769 35 @ $3.00 ea AND 49 @ 5.00 EA
6/26/2024	224656	EL CONCILIO CALIFORNIA	225.00	PO-2023-2107
6/26/2024	224657	ELENA GARCIA	28.14	MILEAGE REIMBURSEMENT
6/26/2024	224658	ESTHER A REYES-GARZA	70.00	CPR Certification Reimbursement MAY 2024
6/26/2024	224658	ESTHER A REYES-GARZA	134.67	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	224659	FEDEX	32.00	F.AGUILAR/A.POLCHECO/8172236543...
6/26/2024	224659	FEDEX	32.00	F.AREELANO/B.JENKINS/818235982123
6/26/2024	224659	FEDEX	26.01	N.Nino/ L.Sprott /817091102876
6/26/2024	224659	FEDEX	32.00	T.SUNKES/C.RIVERA/817223654386
6/26/2024	224659	FEDEX	28.58	Z.FINCH/M.DUENAS/817223654375
6/26/2024	224660	FERGUSON ENTERPRISES INC #1350	618.44	18TH ST
6/26/2024	224660	FERGUSON ENTERPRISES INC #1350	303.54	CLEO FORAN
6/26/2024	224661	GUADALUPE FARIAS	48.91	MILEAGE REIMBURSEMENT
6/26/2024	224662	HEIDY ESPINOZA	92.46	MILEAGE REIMBURSEMENT
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	22.27	ANGELA MARTINEZ > RM 1
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	10.79	BROADWAY
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	85.52	DELANO
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	109.57	PETE PARRA > CLASS 3
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	24.87	PETE PARRA > CLASS A&B
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	147.35	STERLING
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	48.07	STERLING > CLASS 2
6/26/2024	224663	HOME DEPOT COMMERCIAL CREDIT	67.13	WILLOW
6/26/2024	224664	INDIAN WELLS VALLEY WATER DISTRICT	499.50	814 N NORMA
6/26/2024	224665	JANEY FELSOCI	146.06	MILEAGE REIMBURSEMENT
6/26/2024	224666	JEREMIN EASTER	128.64	MILEAGE REIMBURSEMENT
6/26/2024	224667	JESSICA HERNANDEZ	52.26	MILEAGE REIMBURSEMENT
6/26/2024	224668	JULIA ROMERO	205.02	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	224669	JULISSA ELIZONDO	22.78	MILEAGE REIMBURSEMENT
6/26/2024	224670	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	316.00	UNIT: L004 PO-2024-1109

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6/26/2024	224671	KAREN SOTO	90.00	Karen Soto Lopez-SDA CPR Reimbursement 2024
6/26/2024	224672	KERN COMMUNITY COLLEGE DISTRICT	16,634.52	PO-2024-1516 MARCH 2024
6/26/2024	224673	KERN COUNTY SUPERINTENDENT OF SCHOOLS	776.40	403891 WO#90116 CKV77
6/26/2024	224673	KERN COUNTY SUPERINTENDENT OF SCHOOLS	13,644.92	PO-2024-1230
6/26/2024	224674	KERN FLOOR CARE INC	4,994.22	PO-2023-2742
6/26/2024	224675	KIMBERLY D FREIBERG	58.29	MILEAGE REIMBURSEMENT
6/26/2024	224676	LANEISHA HAMMOND	47.57	MILEAGE REIMBURSEMENT
6/26/2024	224677	LIGIA JOHNSON	131.32	MILEAGE REIMBURSEMENT
6/26/2024	224678	LODI HEALTH WEST OCCUPATIONAL MEDICINE	977.91	Pre Employment for Stockton Location
6/26/2024	224679	LORENA IBARRA	6.70	MILEAGE REIMBURSEMENT
6/26/2024	224680	LOTUS BAKERSFIELD CORP	1,910.00	PO-2023-2826
6/26/2024	224681	LOWES COMPANIES INC	23,691.66	Inv. 979036 - INVENTORY
6/26/2024	224681	LOWES COMPANIES INC	(820.49)	Inv. 980960 - INVENTORY CREDIT
6/26/2024	224681	LOWES COMPANIES INC	18,154.46	Inv. 989130 - INVENTORY
6/26/2024	224682	MARIA ALICIA HUIZAR	160.13	MILEAGE REIMBURSEMENT
6/26/2024	224683	MARIA MORENO GOMEZ	54.94	MILEAGE REIMBURSEMENT
6/26/2024	224684	MARIA SERVIN	90.00	Maria Servin Hernandez - SDA CPR Reimbursement 2024
6/26/2024	224685	MARISELA GONZALEZ	69.01	MILEAGE REIMBURSEMENT
6/26/2024	224686	MAYRA GARCIA	65.66	MILEAGE REIMBURSEMENT
6/26/2024	224687	MCWILLIAMS & WALDEN INC	661.20	LIC# 05059F2 PO-2024-1351
6/26/2024	224688	NICOLE ROBERSON	50.92	APRIL 2024 MILEAGE REIMBURSEMENT
6/26/2024	224689	OFFICE1 LEASING	201.06	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
6/26/2024	224689	OFFICE1 LEASING	371.42	450-0135444-000; 347 E POPLAR AVE; PO-2024-2004
6/26/2024	224689	OFFICE1 LEASING	371.42	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
6/26/2024	224689	OFFICE1 LEASING	370.74	450-0135464-000; 850 J ST; PO-2024-2007
6/26/2024	224689	OFFICE1 LEASING	292.36	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006
6/26/2024	224689	OFFICE1 LEASING	371.42	450-0135546-000; 215 W 5TH ST; PO-2024-2009
6/26/2024	224689	OFFICE1 LEASING	1,052.61	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
6/26/2024	224689	OFFICE1 LEASING	294.88	450-0135667-000; 545 W SONORA ST; PO-2024-2008
6/26/2024	224689	OFFICE1 LEASING	293.37	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
6/26/2024	224689	OFFICE1 LEASING	179.90	450-7986161-024; 1825 FELIZ DR WAREHOUSE; PO-2024-1322
6/26/2024	224689	OFFICE1 LEASING	176.22	450-7986161-025; 2900 M ST; PO-2024-1247
6/26/2024	224689	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
6/26/2024	224689	OFFICE1 LEASING	254.16	450-7986161-038; 2424 S DR. MLK JR BLVD MCAP; PO-2024-1023

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6/26/2024	224690	PAYROLLORG	299.00	Payroll.Org Membership for Eric Kelley ID# 311210
6/26/2024	224691	PG&E	2,415.16	10300 1/2 SAN DIEGO ST
6/26/2024	224691	PG&E	1,622.98	1111 BUSH ST
6/26/2024	224691	PG&E	2,311.88	1825 FELIZ DR BLDG 500
6/26/2024	224691	PG&E	2,497.97	1900 E CALIFORNIA AVE
6/26/2024	224691	PG&E	405.99	2800 S D ST
6/26/2024	224691	PG&E	6,081.73	3101 MALL VIEW RD
6/26/2024	224691	PG&E	1,773.89	500 E CALIFORNIA AVE
6/26/2024	224691	PG&E	583.73	5704 PIONEER DR
6/26/2024	224691	PG&E	634.48	6019 NILES ST #B4
6/26/2024	224691	PG&E	669.04	E/S SAN DIEGO ST 400
6/26/2024	224692	PRICE DISPOSAL	731.38	1900 E CALIFORNIA / 60039768
6/26/2024	224693	PRODUCERS DAIRY FOODS INC	638.31	PO-2024-1137
6/26/2024	224694	ROSA JOHNSON	113.23	MILEAGE REIMBURSEMENT
6/26/2024	224695	SAVE MART SUPERMARKETS	836.09	CAS REF# 17232 AUTH# 720153 06/13/2024 CENTRAL KITCHEN
6/26/2024	224696	SEQUOIA PAINT ENTERPRISE	136.66	5 REAL RD WO# 16218 REF# 00022799 06/04/2024
6/26/2024	224697	SOCALGAS	61.72	315 STINE RD 05/21/2024 - 06/20/2024
6/26/2024	224698	SOUTHERN CALIFORNIA EDISON	161.31	108 S ROBINSON ST TEHACHAPI 05/21/2024 - 06/19/2024
6/26/2024	224698	SOUTHERN CALIFORNIA EDISON	1,770.28	1835 CECIL AVE DELANO 05/22/2024 - 06/20/2024
6/26/2024	224699	STANDARD PLUMBING SUPPLY COMPANY, INC	57.86	BROADWAY
6/26/2024	224700	SUBURBAN PROPANE	455.00	2701 ERSKINE CREEK RD#64 93240 ACT#1628-088593 PO-2024-1096
6/26/2024	224701	THE HUERTA LAW FIRM, LLP	50,000.00	GARNER V. CAPK - Settlement Payment Case Number BCV-22-10155
6/26/2024	224702	TOKAY PRESS INC	224.54	SJC PO-2024-1648 PRINTING SUPP & MATERIALS
6/26/2024	224703	TOMASA JARA	45.56	MILEAGE REIMBURSEMENT
6/26/2024	224704	ULINE	2,908.03	FOOD BANK PO-2024-1962 ORD# 20961264
6/26/2024	224705	UNITED RENTALS INC	186.10	2900 M ST 06/12/24 - 7/10/24 CONTAINER SN#2401982A CUST# 614
6/26/2024	224706	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
6/26/2024	224707	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	614.00	8912 LIME AVE 93505 ACT#19-17778-93005 PO-2024-1099
6/26/2024	224708	WIPFLI LLP	153.00	Power BI Pro - June 2024
6/26/2024	224709	HOME DEPOT COMMERCIAL CREDIT	10.21	PO-2024-1062
6/26/2024	224709	HOME DEPOT COMMERCIAL CREDIT	74.01	PO-2024-1135
6/26/2024	224709	HOME DEPOT COMMERCIAL CREDIT	152.81	PO-2024-1135 PO-2024-1062
6/26/2024	224710	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 JUNE 2024 JANITORIAL SVCS

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6/26/2024	224710	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	(507.00)	CREDIT REF# 15967 03/29/2024 MARCH JANITORIAL SVCS
6/26/2024	224711	PG&E	2,690.40	2424 COTTONWOOD RD
6/26/2024	224711	PG&E	190.96	3000 STERLING RD
6/26/2024	224712	ALICIA GARCIA DE LEYVA	4,851.17	Child Care Reimbursement
6/26/2024	224712	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
6/26/2024	224713	CARMELITA JACINTA MORALES MEJIA	572.60	Child Care Reimbursement
6/26/2024	224713	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
6/26/2024	224714	CECILIA GAYTAN DE ZARATE	1,769.85	Child Care Reimbursement
6/26/2024	224714	CECILIA GAYTAN DE ZARATE	280.00	Cost of Care Plus Rate
6/26/2024	224715	JOCELYN SANTAMARIA	1,442.52	Child Care Reimbursement
6/26/2024	224715	JOCELYN SANTAMARIA	294.00	Cost of Care Plus Rate
6/26/2024	224716	MA DEL CARMEN FLORES VALLECILLO	523.80	Child Care Reimbursement
6/26/2024	224716	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
6/26/2024	224717	MARIA SOFIA MENDOZA DE ORTIZ	1,070.88	Child Care Reimbursement
6/26/2024	224717	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
6/26/2024	224718	ORELLANA RODIGUEZ TOMASA MARISOL	1,249.78	Child Care Reimbursement
6/26/2024	224718	ORELLANA RODIGUEZ TOMASA MARISOL	196.00	Cost of Care Plus Rate
6/26/2024	224719	SAIDY LORENA MAYEN	7,181.63	Child Care Reimbursement
6/26/2024	224719	SAIDY LORENA MAYEN	1,260.00	Cost of Care Plus Rate
6/26/2024	224720	SONIA C LOPEZ DE JUAREZ	1,744.16	Child Care Reimbursement
6/26/2024	224720	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
6/26/2024	224720	SONIA C LOPEZ DE JUAREZ	(34.88)	Union Dues
6/26/2024	224721	YOLANDA SALDANA MORENO	2,164.28	Child Care Reimbursement
6/26/2024	224721	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
6/26/2024	224722	ANA HERMELINDA SANTOS PACHECO	8,971.75	Child Care Reimbursement
6/26/2024	224722	ANA HERMELINDA SANTOS PACHECO	1,820.00	Cost of Care Plus Rate
6/26/2024	224723	MARIA P COSIO	8,905.31	Child Care Reimbursement
6/26/2024	224723	MARIA P COSIO	1,400.00	Cost of Care Plus Rate
6/26/2024	224724	ALMA YANETH NUNEZ GUTIERREZ	397.05	Child Care Reimbursement
6/26/2024	224724	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
6/26/2024	224725	AMPARO MAGANA	1,624.56	Child Care Reimbursement
6/26/2024	224725	AMPARO MAGANA	280.00	Cost of Care Plus Rate
6/26/2024	224726	ANNA DELFINA REYES	7,218.72	Child Care Reimbursement
6/26/2024	224726	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
6/26/2024	224727	BERTHA NERTO	7,076.60	Child Care Reimbursement
6/26/2024	224727	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
6/26/2024	224728	MARIA J MARTINEZ DE GARCIA	5,095.50	Child Care Reimbursement
6/26/2024	224728	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate

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6/26/2024	224729	BLANCA ESTELA JIMENEZ	323.17	Child Care Reimbursement
6/26/2024	224729	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
6/26/2024	224730	ROCIO VERONICA MUNIZ CERECEDA	3,156.25	Child Care Reimbursement
6/26/2024	224730	ROCIO VERONICA MUNIZ CERECEDA	560.00	Cost of Care Plus Rate
6/26/2024	224731	JUANA H PIMENTEL	9,172.19	Child Care Reimbursement
6/26/2024	224731	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
6/26/2024	224731	JUANA H PIMENTEL	(90.00)	Union Dues
6/26/2024	224732	ROSELIA MADERA CALDERA	870.64	Child Care Reimbursement
6/26/2024	224732	ROSELIA MADERA CALDERA	140.00	Cost of Care Plus Rate
6/26/2024	224732	ROSELIA MADERA CALDERA	(27.41)	Union Dues
6/26/2024	224733	ESPERANZA CORREA TELLO	5,328.12	Child Care Reimbursement
6/26/2024	224733	ESPERANZA CORREA TELLO	800.00	Cost of Care Plus Rate
6/26/2024	224734	GUILLERMINA VILLA FLORES	1,206.92	Child Care Reimbursement
6/26/2024	224734	GUILLERMINA VILLA FLORES	224.00	Cost of Care Plus Rate
6/26/2024	224735	1020 CECIL LLC	915.00	PO-2023-1405 650 JAMES ST
6/26/2024	224736	AGEE VII LLC	3,979.85	5055 CALIFORNIA AVE, STE. 101 & 220, BAKERSFIELD, CA 93309 U
6/26/2024	224736	AGEE VII LLC	7,036.58	5055 CALIFORNIA AVE. STE. 101, BAKERSFIELD, CA 93309
6/26/2024	224737	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DEIGO
6/26/2024	224738	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST
6/26/2024	224739	CITY OF BAKERSFIELD	9.00	5351 OLIVE DRIVE, BAKERSFIELD, CA 93308
6/26/2024	224740	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE
6/26/2024	224741	FIRST 5 MADERA COUNTY	1,223.15	PO-2023-1830 525 YOSEMITE AVE
6/26/2024	224742	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL ROAD
6/26/2024	224743	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G STREET
6/26/2024	224744	HEARTS & LIVES	550.00	PO-2023-2621 24028 LAKE DR
6/26/2024	224745	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE
6/26/2024	224746	KERN ISLAND INVESTORS, GP	5,948.60	PO-2023-2752 1631 30TH ST
6/26/2024	224747	MARK AND HELENE MCELYEA	3,656.00	PO-2023-1908 425 N CALIFORNIA ST
6/26/2024	224748	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 EAST PERKINS AVE
6/26/2024	224749	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE
6/26/2024	224750	MORE THAN ONE DIMENSION, INC.	1,800.00	2550 BELLE TERRACE STE. 200, BAKERSFIELD, CA 93307
6/26/2024	224751	NEEDLES PUBLIC UTILITY AUTHORITY	79.50	244 G ST A
6/26/2024	224752	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR
6/26/2024	224753	OLLIE SHANKLE TRUSTEE (LESSOR)	9,925.00	PO-2024-1272 300 19TH ST
6/26/2024	224754	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTSON LN BLDG B
6/26/2024	224754	OMNI FAMILY HEALTH	1,297.00	PO-2023-1521 741 PALM AVE
6/26/2024	224754	OMNI FAMILY HEALTH	1,622.00	PO-2023-1522 4600 PANAMA LN
6/26/2024	224754	OMNI FAMILY HEALTH	2,275.00	PO-2023-2158 1001 MAIN ST

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6/26/2024	224755	PANAMA BUENA VISTA UNIFIED SCHL DIST	100.00	PO-2024-1250 2800 AGATE ST
6/26/2024	224756	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON ST
6/26/2024	224757	RONALD SHELAN	3,750.00	PO-2024-1383 236 W 4TH ST
6/26/2024	224758	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE
6/26/2024	224759	SUNRISE VILLA PARTNERS	700.00	PO-2023-3426 1600 POPLAR AVE
6/26/2024	224760	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST
6/26/2024	224761	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE
6/26/2024	224762	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD
6/26/2024	224763	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2854 FELSITE AVE
6/26/2024	224764	YABITO CORPORATION	1,500.00	PO-2023-2725 2739 DIAMOND ST
6/26/2024	224765	AT&T	28.97	9391058822
6/26/2024	224765	AT&T	84.05	9391058844
6/26/2024	224765	AT&T	28.95	9391058878
6/26/2024	224765	AT&T	82.24	9391058913
6/26/2024	224765	AT&T	28.97	9391058915
6/26/2024	224765	AT&T	30.08	9391058922
6/26/2024	224765	AT&T	28.95	9391058944
6/26/2024	224765	AT&T	28.97	9391059036
6/26/2024	224765	AT&T	113.68	9391059043
6/26/2024	224765	AT&T	138.64	9391059065
6/26/2024	224765	AT&T	109.56	9391059144
6/26/2024	224765	AT&T	91.98	9391059163
6/26/2024	224765	AT&T	110.76	9391059164
6/26/2024	224765	AT&T	72.86	9391059211
6/26/2024	224766	AT&T	64.27	9391058375
6/26/2024	224766	AT&T	29.00	9391058623
6/26/2024	224766	AT&T	56.39	9391058625
6/26/2024	224766	AT&T	28.97	9391058628
6/26/2024	224766	AT&T	28.97	9391058677
6/26/2024	224766	AT&T	143.08	9391058680
6/26/2024	224766	AT&T	111.33	9391058688
6/26/2024	224766	AT&T	30.05	9391058691
6/26/2024	224766	AT&T	28.97	9391058699
6/26/2024	224766	AT&T	28.97	9391058718
6/26/2024	224766	AT&T	83.74	9391058729
6/26/2024	224766	AT&T	28.97	9391058736
6/26/2024	224766	AT&T	28.97	9391058772
6/26/2024	224766	AT&T	28.97	9391058803
6/26/2024	224767	AT&T	52.39	9391058583
6/26/2024	224767	AT&T	56.27	9391058627
6/26/2024	224767	AT&T	30.06	9391058697
6/26/2024	224767	AT&T	85.29	9391058702
6/26/2024	224767	AT&T	29.12	9391058865
6/26/2024	224767	AT&T	56.31	9391058866
6/26/2024	224767	AT&T	29.12	9391058876
6/26/2024	224767	AT&T	29.12	9391058940
6/26/2024	224767	AT&T	139.39	9391058945
6/26/2024	224767	AT&T	83.02	9391059027
6/26/2024	224767	AT&T	29.12	9391059042
6/26/2024	224767	AT&T	110.70	9391060518
6/26/2024	224767	AT&T	91.84	9391060520

Community Action Partnership of Kern

Check/Voucher Register

From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	224767	AT&T	36.80	9391060521
6/26/2024	224768	CENTRAL CAL MANAGEMENT	1,545.00	CAL SIM SECURITY DEPOSIT ASSISTANCE
6/26/2024	224769	CLEMMER AND COMPANY	1,850.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/26/2024	224770	CLEMMER AND COMPANY	1,850.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/26/2024	224771	GEAHI GREEN GARDENS LP	600.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
6/26/2024	224772	LIGIA JOHNSON	85.00	Travel Advance- Preservice Training Bakersfield, CA 062424-0
6/26/2024	224773	ROSLYN CRUZ	85.00	Travel Advance Preservice Training Bakersfield, CA 062424-06
6/26/2024	28563	4IMPRINT INC AKA NELSON MARKETING	2,521.96	PO-2024-1749
6/26/2024	28564	ABILA INC	3,950.27	Abila Monthly Service Fee INV# 1050-1000225144 Dates 7/1/24
6/26/2024	28565	ADVANCED DATA STORAGE	35.20	PO-2023-3528/4032 JEWETT AVE
6/26/2024	28566	AMAZON CAPITAL SERVICES, INC	447.02	PO-2024-1631
6/26/2024	28567	AMAZON CAPITAL SERVICES, INC	25.72	PO-2024-1675
6/26/2024	28568	AMAZON CAPITAL SERVICES, INC	96.44	PO-2024-1739
6/26/2024	28569	AMAZON CAPITAL SERVICES, INC	891.27	PO-2024-1762
6/26/2024	28570	AMAZON CAPITAL SERVICES, INC	574.14	PO-2024-1675
6/26/2024	28571	AMAZON CAPITAL SERVICES, INC	442.70	PO-2024-1436
6/26/2024	28572	AMAZON CAPITAL SERVICES, INC	296.04	PO-2023-3466
6/26/2024	28573	AMAZON CAPITAL SERVICES, INC	293.72	PO-2024-1771
6/26/2024	28574	AMAZON CAPITAL SERVICES, INC	508.74	PO-2024-1783
6/26/2024	28575	AMAZON CAPITAL SERVICES, INC	436.20	PO-2024-1736
6/26/2024	28576	AMAZON CAPITAL SERVICES, INC	474.15	PO-2024-1630
6/26/2024	28577	AMAZON CAPITAL SERVICES, INC	160.72	PO-2024-1404
6/26/2024	28578	AMAZON CAPITAL SERVICES, INC	652.24	PO-2024-1434
6/26/2024	28579	AMAZON CAPITAL SERVICES, INC	672.76	PO-2024-1738
6/26/2024	28580	AMAZON CAPITAL SERVICES, INC	276.90	PO-2024-1763
6/26/2024	28581	AMAZON CAPITAL SERVICES, INC	1,393.74	PO-2024-1618
6/26/2024	28582	AMAZON CAPITAL SERVICES, INC	524.98	PO-2024-1581
6/26/2024	28583	AMAZON CAPITAL SERVICES, INC	725.71	PO-2024-1872

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28584	AMAZON CAPITAL SERVICES, INC	119.88	PO-2024-1439
6/26/2024	28585	AMAZON CAPITAL SERVICES, INC	410.27	PO-2024-1356
6/26/2024	28586	AMAZON CAPITAL SERVICES, INC	104.71	PO-2024-1774
6/26/2024	28587	AMAZON CAPITAL SERVICES, INC	14.61	PO-2024-1952
6/26/2024	28588	AMAZON CAPITAL SERVICES, INC	236.36	PO-2024-1439
6/26/2024	28589	AMAZON CAPITAL SERVICES, INC	447.31	PO-2024-1944
6/26/2024	28590	AMAZON CAPITAL SERVICES, INC	874.05	PO-2024-1878
6/26/2024	28591	AMAZON CAPITAL SERVICES, INC	50.43	PO-2024-1524
6/26/2024	28592	AMAZON CAPITAL SERVICES, INC	245.72	PO-2024-1580
6/26/2024	28593	AMERICAN BUSINESS MACHINES	193.68	Contract Base Rate for June 2024/315 Stine Road
6/26/2024	28593	AMERICAN BUSINESS MACHINES	55.34	Contract Base Rate for May 2024
6/26/2024	28593	AMERICAN BUSINESS MACHINES	168.06	Contract Base Rate for May 2024/315 Stine Road
6/26/2024	28594	ANA ALCARAZ	156.78	May Mileage Reimbursement
6/26/2024	28595	CA ASSOCIATION OF FOOD BANKS	500.00	PO-2024-1235/MANDARINS
6/26/2024	28595	CA ASSOCIATION OF FOOD BANKS	753.51	PO-2024-1235/TOMATOES
6/26/2024	28596	CAZADOR CONSULTING GROUP INC	2,678.69	Temp Hire Fee Invoice #005380
6/26/2024	28596	CAZADOR CONSULTING GROUP INC	2,700.60	Temp Hire Fee Invoice #005397
6/26/2024	28597	CDW GOVERNMENT LLC	6,486.69	PO-2024-1786
6/26/2024	28598	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	770.00	Consultant Service - May 2024
6/26/2024	28599	CHRISTOPHER SANCHEZ	48.24	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	28600	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124230231 IT Temp Tyanna Prince
6/26/2024	28600	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124240233 IT Temp Tyanna Prince
6/26/2024	28600	CREATIVE FINANCIAL STAFFING LLC	938.40	PO-2024-1601 ALLEN, MISTY
6/26/2024	28601	DENA WALKER	127.97	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	28602	DONAHUE TRUCK CENTERS	142.59	PO-2024-1555
6/26/2024	28603	ERIE CUSTOM COMPUTER APPLICATIONS	2,540.00	PO-2024-1228
6/26/2024	28604	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,495.36	PO-2024-1514 MARCH 2024
6/26/2024	28605	FIVE9 INC	3,393.45	Five9 Long Distance Invoice
6/26/2024	28606	FIVE9 INC	6,678.31	Five9 Recurring Invoice
6/26/2024	28607	FLOWERS BAKERIES SALES OF SOCAL, LLC	128.80	PO-2024-1431
6/26/2024	28608	FLOWERS BAKERIES SALES OF SOCAL, LLC	177.10	PO-2024-1431

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28609	FRESHPOINT CENTRAL CALIFORNIA, INC	1,863.84	PO-2024-1118
6/26/2024	28610	FRONTIER COMMUNICATIONS HOLDINGS LLC	652.72	760-246-4182-011911-5
6/26/2024	28611	FRONTIER COMMUNICATIONS HOLDINGS LLC	653.65	760-246-4182-011911-5
6/26/2024	28612	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.00	760-373-7605-102494-5
6/26/2024	28613	GARDEN PATHWAYS INC	8,394.00	PO-2024-1515 MARCH 2024
6/26/2024	28614	HANSEN'S MOVING AND STORAGE, INC	1,155.00	INV # SM-1585 Storage Vault Fee
6/26/2024	28615	HEWLETT-PACKARD COMPANY	3,014.35	Equipment Rent/Lease
6/26/2024	28616	HUFFMAN & DOWNS MAINTENANCE	859.95	MAY2024
6/26/2024	28617	IDEAL SPECIALTIES INC	41,857.70	PO-2024-1238
6/26/2024	28618	INDEPENDENT FIRE & SAFETY	879.58	HARVEY HALL
6/26/2024	28619	INDEPENDENT FIRE & SAFETY	136.50	FHCC
6/26/2024	28620	INDEPENDENT FIRE & SAFETY	332.00	STERLING
6/26/2024	28621	INDOFF INCORPORATED	57,086.04	18TH ST
6/26/2024	28622	INDOFF INCORPORATED	14,457.96	211
6/26/2024	28623	IRIS M GONZALEZ	22.78	MILEAGE REIMBURSEMENT
6/26/2024	28624	Jeanette Ayala Fernandez	170.18	MILEAGE REIMBURSEMENT
6/26/2024	28625	JESSICA REYES GONZALEZ	190.28	MILEAGE REIMBURSEMENT
6/26/2024	28626	JORGE GALINDO RAMIREZ	45.00	2900 M ST
6/26/2024	28627	KEVIN GOUDGE	61.64	MILEAGE REIMBURSEMENT
6/26/2024	28628	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,998.80	KDG INVOICE FOR MAY 2024 - 062 EMPLOYMENT LAW
6/26/2024	28629	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,510.65	KDG INVOICE FOR MAY 2024 - MATTER #063 EMPLOYMENT LAW COMPLI
6/26/2024	28630	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	159.30	KDG MAY INVOICE FOR MAY 2024 - MATTER #073 COLLECTIVE BARGAI
6/26/2024	28631	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	400.95	KDG INVOICE FOR MAY 2024 - MATTER #076 REGINA BLACKWELL
6/26/2024	28632	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	602.55	KDG INVOICE FOR MAY 2024 - MATTER #082 JENNIFER JAMES
6/26/2024	28633	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	3,610.80	KDG INVOICE FOR MAY 2024 - MATTER #090 PIONEER DRIVE APARTME
6/26/2024	28634	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,748.70	KDG INVOICE FOR MAY 2024 - MATTER #091 CAPK-CVAF MERGER
6/26/2024	28635	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
6/26/2024	28636	LAURA SERNA	99.83	MAY 2024 MILEAGE REIMBURSEMENT

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28637	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	45.00	PO-2024-1552
6/26/2024	28638	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
6/26/2024	28639	LUCERO GONZALEZ	170.85	MILEAGE REIMBURSEMENT
6/26/2024	28640	MARIA D FLORES TORRES	115.91	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	28641	MARISELA GONZALEZ	217.08	MILEAGE REIMBURSEMENT
6/26/2024	28642	MELISSA DELA GARZA	92.46	MILEAGE REIMBURSEMENT
6/26/2024	28643	MISSION LINEN SUPPLY	1,060.52	ACC 301151 PO-2024-1699
6/26/2024	28643	MISSION LINEN SUPPLY	594.59	ACC 316102 PO-2024-1699
6/26/2024	28644	MITEL NETSOLUTIONS INC	21,134.23	21331
6/26/2024	28645	OFFICE IMAGING, INC	174.01	Office 1 Buyout to return
6/26/2024	28646	PAPER CONNECTION INC	2,336.02	PO-2024-1902
6/26/2024	28647	PATRICIA ROBLES WESLEY	119.26	MAY 2024 MILEAGE REIMBURSEMENT
6/26/2024	28648	PIUSER STONE AND TILE, INC.	96,290.00	UPGRADES AT 5 REAL RD PO-2024-1748
6/26/2024	28649	PIUSER STONE AND TILE, INC.	62,277.29	18TH ST JUNE PROGRESS - PHASE TWO PO-2024-1011
6/26/2024	28650	PLC SYSTEM SERVICES	16,137.00	L24-068E; LUS DELCARMEN QUINTANA, 23316 ARNOLD; PO-2024-1672
6/26/2024	28651	SANCHEZ QUALITY PERFORMANCE HVAC	987.16	215 W 5TH ST BLDG #3 STOCKTON 06/06/2024 LABOR & MATERIALS
6/26/2024	28652	SMART & FINAL	642.71	REF#740488 ACT#326821 06/13/24 Satelite Off Basic Supp
6/26/2024	28653	SMART & FINAL	113.73	REF#528066 ACT#326821 06/18/24 SNACKS FOR HVP STAFF
6/26/2024	28654	SSD ALARM, INC	5,817.06	VARIOUS SITES ALARM MONITORING 07/01/2024 - 09/30/2024
6/26/2024	28655	STAPLES ADVANTAGE	155.47	HEAD START PO-2024-1860 ORD# 7906555130-000-002
6/26/2024	28656	STAPLES ADVANTAGE	26.56	ANGELA MARTINEZ ORD#7633981751-000-001 ACT# LA 1823757
6/26/2024	28657	STINSON STATIONERS	781.62	18TH ST PO-2024-1858 OFFICE CHAIR, STAMP & PAPER
6/26/2024	28657	STINSON STATIONERS	141.22	2900 M ST PO-2024-1989
6/26/2024	28657	STINSON STATIONERS	55.98	SAN DIEGO PO-2024-1990 OFFICE SUPPLIES
6/26/2024	28658	SYSCO FOOD SERVICES OF VENTURA INC	1,781.26	2900 M ST PO-2024-1531 ORD# 1565860, 1565664
6/26/2024	28659	SYSCO FOOD SERVICES OF VENTURA INC	526.57	3101 MALL VIEW RD PO-2024-1266 ORD# 1566452
6/26/2024	28660	SYSCO FOOD SERVICES OF VENTURA INC	33.10	3101 MALL VIEW RD PO-2024-1255 ORD# 1566554
6/26/2024	28661	SYSCO FOOD SERVICES OF VENTURA INC	6,431.34	3101 MALL VIEW RD PO-2024-1255 ORD# 1566628
6/26/2024	28662	SYSCO FOOD SERVICES OF VENTURA INC	1,692.30	2900 M ST PO-2024-1531 ORD# 1567834
6/26/2024	28663	TEL TEC SECURITY SYSTEMS INC	5,191.66	VARIOUS LOCATIONS - JUNE 2024
6/26/2024	28664	TRANS-WEST SECURITY SERVICES, INC.	60.00	DELANO - MAY 2024 ALARM RESPONSE
6/26/2024	28665	TRANS-WEST SECURITY SERVICES, INC.	100.00	CAL CITY - MAY 2024 ALARM RESPONSE

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28666	VERIZON WIRELESS	8,182.60	ACT# 352043520-00001 05/09/2024 - 06/08/2024
6/26/2024	28667	YOLANDA OCHOA	671.34	MILEAGE REIMBURSEMENT FOR BOARD MEMBER YOLANDA OCHOA
6/26/2024	28667	YOLANDA OCHOA	219.76	TRAVEL LIQUIDATION - CAPLAW CONFERENCE , LOS ANGELES, CA 06
6/26/2024	28668	STAPLES ADVANTAGE	19.24	ANGELA MARTINEZ ORD#7633981751-000-002 ACT# LA 1823757
6/26/2024	28668	STAPLES ADVANTAGE	(10.87)	CREDIT ORD#7633981751-000-002 ACT# LA 1823757 ANGELA MTZ
6/26/2024	28669	SYSCO FOOD SERVICES OF VENTURA INC	2,408.54	2900 M ST PO-2024-1531 ORD# 1564445
6/26/2024	28669	SYSCO FOOD SERVICES OF VENTURA INC	(182.72)	CREDIT REF# 379132046 03/16/2023 455 E EUCLID AVE SHAFTER
6/26/2024	28670	AMERITAS LIFE INSURANCE CORP.	31,222.24	June 2024 DENTAL
6/26/2024	28670	ANABEL A MARTINEZ	1,647.63	Child Care Reimbursement
6/26/2024	28670	ANABEL A MARTINEZ	420.00	Cost of Care Plus Rate
6/26/2024	28671	AMERITAS LIFE INSURANCE CORP.	4,338.59	June 2024 VISION
6/26/2024	28671	ANNA V MENDEZ	571.50	Child Care Reimbursement
6/26/2024	28671	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
6/26/2024	28672	ADRIANA CEJA GONZALEZ	7,255.07	Child Care Reimbursement
6/26/2024	28672	ADRIANA CEJA GONZALEZ	1,400.00	Cost of Care Plus Rate
6/26/2024	28672	BERENICE IBARRA	2,880.80	Child Care Reimbursement
6/26/2024	28672	BERENICE IBARRA	560.00	Cost of Care Plus Rate
6/26/2024	28673	ALEXIS SAVEDRA	2,795.47	Child Care Reimbursement
6/26/2024	28673	ALEXIS SAVEDRA	560.00	Cost of Care Plus Rate
6/26/2024	28673	CASA DE ADORACION TULARE	14,351.49	Child Care Reimbursement
6/26/2024	28673	CASA DE ADORACION TULARE	2,520.00	Cost of Care Plus Rate
6/26/2024	28674	ANA ROSA M SANCHEZ	6,174.36	Child Care Reimbursement
6/26/2024	28674	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
6/26/2024	28674	ANA ROSA M SANCHEZ	(95.00)	Union Dues
6/26/2024	28674	CELESTINA ANDREAH CONTRERAS	505.39	Child Care Reimbursement
6/26/2024	28674	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
6/26/2024	28675	ANDREA PIMENTEL DE DOMINGUEZ	720.37	Child Care Reimbursement
6/26/2024	28675	ANDREA PIMENTEL DE DOMINGUEZ	140.00	Cost of Care Plus Rate
6/26/2024	28675	Delia Irene Araujo Dominguez	7,200.00	Child Care Reimbursement
6/26/2024	28675	Delia Irene Araujo Dominguez	1,260.00	Cost of Care Plus Rate
6/26/2024	28676	CATALINA RIVERA DE ESPINOZA	2,135.51	Child Care Reimbursement
6/26/2024	28676	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
6/26/2024	28676	ELIZABETH MARTINEZ	4,401.49	Child Care Reimbursement
6/26/2024	28676	ELIZABETH MARTINEZ	700.00	Cost of Care Plus Rate
6/26/2024	28677	GUADALUPE PEREZ DOMINGUEZ	4,261.27	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28677	GUADALUPE PEREZ DOMINGUEZ	700.00	Cost of Care Plus Rate
6/26/2024	28677	JOANNA GONZALEZ	841.79	Child Care Reimbursement
6/26/2024	28677	JOANNA GONZALEZ	140.00	Cost of Care Plus Rate
6/26/2024	28678	IRMA GUTIERREZ	4,683.32	Child Care Reimbursement
6/26/2024	28678	IRMA GUTIERREZ	840.00	Cost of Care Plus Rate
6/26/2024	28678	LILIANA REYES GONZALEZ	843.27	Child Care Reimbursement
6/26/2024	28678	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
6/26/2024	28679	ISABEL TORRES	6,278.97	Child Care Reimbursement
6/26/2024	28679	ISABEL TORRES	980.00	Cost of Care Plus Rate
6/26/2024	28679	LUZ ELENA RODRIGUEZ	502.62	Child Care Reimbursement
6/26/2024	28679	LUZ ELENA RODRIGUEZ	196.00	Cost of Care Plus Rate
6/26/2024	28680	JESSICA MICHELLE ANDRADE	2,836.58	Child Care Reimbursement
6/26/2024	28680	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
6/26/2024	28680	JESSICA MICHELLE ANDRADE	(56.73)	Union Dues
6/26/2024	28680	MA DE LOURDES GONZALEZ MENDEZ	1,303.29	Child Care Reimbursement
6/26/2024	28680	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
6/26/2024	28681	KENDAHL ROSE ROWE	6,201.73	Child Care Reimbursement
6/26/2024	28681	KENDAHL ROSE ROWE	1,120.00	Cost of Care Plus Rate
6/26/2024	28681	MACARMEN LUCATERO	814.70	Child Care Reimbursement
6/26/2024	28681	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
6/26/2024	28682	LOURDES DE MOYA DE CAMILO	4,123.04	Child Care Reimbursement
6/26/2024	28682	LOURDES DE MOYA DE CAMILO	1,120.00	Cost of Care Plus Rate
6/26/2024	28682	MARIA FRANCISCA MENA	8,288.55	Child Care Reimbursement
6/26/2024	28682	MARIA FRANCISCA MENA	1,400.00	Cost of Care Plus Rate
6/26/2024	28682	MARIA FRANCISCA MENA	(95.00)	Union Dues
6/26/2024	28683	MARIA E SANCHEZ DE GOMEZ	5,420.83	Child Care Reimbursement
6/26/2024	28683	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
6/26/2024	28683	MARIA PAZ	7,064.46	Child Care Reimbursement
6/26/2024	28683	MARIA PAZ	1,120.00	Cost of Care Plus Rate
6/26/2024	28684	MARIA SALOME IBARRA	722.04	Child Care Reimbursement
6/26/2024	28684	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
6/26/2024	28684	MARIA SALOME IBARRA	(14.44)	Union Dues
6/26/2024	28684	MARIA SANDRA L DE ESTRADA	7,027.90	Child Care Reimbursement
6/26/2024	28684	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
6/26/2024	28685	MIRIAM GOMEZ ZARATE	2,506.95	Child Care Reimbursement
6/26/2024	28685	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
6/26/2024	28685	NANCY GARIBAY HERNANDEZ	1,897.36	Child Care Reimbursement
6/26/2024	28685	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
6/26/2024	28686	OLGA ZAMAGO	1,498.22	Child Care Reimbursement
6/26/2024	28686	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
6/26/2024	28686	ROMELIA MORENO DE ESPINOZA	2,506.95	Child Care Reimbursement
6/26/2024	28686	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
6/26/2024	28687	RAQUEL G DE IZARRARAS	2,428.14	Child Care Reimbursement
6/26/2024	28687	RAQUEL G DE IZARRARAS	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28687	ROSA BACA DE CEBALLOS	1,010.78	Child Care Reimbursement
6/26/2024	28687	ROSA BACA DE CEBALLOS	196.00	Cost of Care Plus Rate
6/26/2024	28688	ROSA ELENA SANCHEZ	3,745.06	Child Care Reimbursement
6/26/2024	28688	ROSA ELENA SANCHEZ	700.00	Cost of Care Plus Rate
6/26/2024	28688	SUNSHINE CENTER	1,745.82	Child Care Reimbursement
6/26/2024	28688	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
6/26/2024	28689	SILVIA MAGALLON DE REYES	1,732.33	Child Care Reimbursement
6/26/2024	28689	SILVIA MAGALLON DE REYES	280.00	Cost of Care Plus Rate
6/26/2024	28689	VIRGINIA RUELAS DE LEYVA	3,062.06	Child Care Reimbursement
6/26/2024	28689	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
6/26/2024	28690	VERONICA ALVAREZ	5,110.80	Child Care Reimbursement
6/26/2024	28690	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
6/26/2024	28690	YESENIA ESCOTO MURILLO	1,753.08	Child Care Reimbursement
6/26/2024	28690	YESENIA ESCOTO MURILLO	294.00	Cost of Care Plus Rate
6/26/2024	28691	ANGELICA VALIENTE DE BARRAGAN	8,936.68	Child Care Reimbursement
6/26/2024	28691	ANGELICA VALIENTE DE BARRAGAN	1,540.00	Cost of Care Plus Rate
6/26/2024	28691	YESICA SANCHEZ ARRIAGA	9,034.13	Child Care Reimbursement
6/26/2024	28691	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
6/26/2024	28692	BERTHA MORENO	8,123.62	Child Care Reimbursement
6/26/2024	28692	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
6/26/2024	28693	CLAUDIA ANDREA MUNOZ	5,383.52	Child Care Reimbursement
6/26/2024	28693	CLAUDIA ANDREA MUNOZ	980.00	Cost of Care Plus Rate
6/26/2024	28694	DOLORES PALACIOS DE GUZMAN	11,224.73	Child Care Reimbursement
6/26/2024	28694	DOLORES PALACIOS DE GUZMAN	1,820.00	Cost of Care Plus Rate
6/26/2024	28694	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
6/26/2024	28695	GABRIELA GARCIA DE RODRIGUEZ	10,394.06	Child Care Reimbursement
6/26/2024	28695	GABRIELA GARCIA DE RODRIGUEZ	1,960.00	Cost of Care Plus Rate
6/26/2024	28696	LIDIA ALONDRA BRAVO DE MENDOZA	5,857.55	Child Care Reimbursement
6/26/2024	28696	LIDIA ALONDRA BRAVO DE MENDOZA	980.00	Cost of Care Plus Rate
6/26/2024	28697	LORRAINE DIAZ	2,199.46	Child Care Reimbursement
6/26/2024	28697	LORRAINE DIAZ	420.00	Cost of Care Plus Rate
6/26/2024	28697	LORRAINE DIAZ	(43.99)	Union Dues
6/26/2024	28698	PATRICIA MUNOZ VASQUEZ	814.91	Child Care Reimbursement
6/26/2024	28698	PATRICIA MUNOZ VASQUEZ	140.00	Cost of Care Plus Rate
6/26/2024	28699	RAQUEL POSADAS DE GIRON	656.51	Child Care Reimbursement
6/26/2024	28699	RAQUEL POSADAS DE GIRON	140.00	Cost of Care Plus Rate
6/26/2024	28700	ESMERALDA Y GONZALES	1,424.48	Child Care Reimbursement
6/26/2024	28700	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
6/26/2024	28701	Jessica Lucero Mendez	1,648.46	Child Care Reimbursement
6/26/2024	28701	Jessica Lucero Mendez	280.00	Cost of Care Plus Rate
6/26/2024	28702	YADIRA REBOLLEDO	2,977.96	Child Care Reimbursement
6/26/2024	28702	YADIRA REBOLLEDO	840.00	Cost of Care Plus Rate
6/26/2024	28703	AZUCENA C ESCAMILLA-MARTINEZ	2,800.12	Child Care Reimbursement
6/26/2024	28703	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28704	EDITH ALEJANDRA GALLEGOS	1,767.32	Child Care Reimbursement
6/26/2024	28704	EDITH ALEJANDRA GALLEGOS	280.00	Cost of Care Plus Rate
6/26/2024	28704	EDITH ALEJANDRA GALLEGOS	(40.35)	Union Dues
6/26/2024	28705	EMILY RAMIREZ - KIDS N US DAYCARE	845.24	Child Care Reimbursement
6/26/2024	28705	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
6/26/2024	28705	EMILY RAMIREZ - KIDS N US DAYCARE	(19.90)	Union Dues
6/26/2024	28706	ESTHER NAVARRO	4,804.32	Child Care Reimbursement
6/26/2024	28706	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
6/26/2024	28707	EVA DILMA VARGAS	7,004.18	Child Care Reimbursement
6/26/2024	28707	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
6/26/2024	28707	EVA DILMA VARGAS	(100.00)	Union Dues
6/26/2024	28708	GLAFIRA E CAMACHO DE TRUJILLO	7,340.78	Child Care Reimbursement
6/26/2024	28708	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
6/26/2024	28709	JANETH REYNOSA CASILLAS	1,603.98	Child Care Reimbursement
6/26/2024	28709	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
6/26/2024	28710	MA DEL CARMEN GOMEZ GRANADOS	6,847.50	Child Care Reimbursement
6/26/2024	28710	MA DEL CARMEN GOMEZ GRANADOS	1,400.00	Cost of Care Plus Rate
6/26/2024	28711	MARIA GARCIA	12,914.17	Child Care Reimbursement
6/26/2024	28711	MARIA GARCIA	1,960.00	Cost of Care Plus Rate
6/26/2024	28712	MARIA GUADALUPE NAVARRO DE ORTIZ	2,335.51	Child Care Reimbursement
6/26/2024	28712	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
6/26/2024	28713	MARIA HAYDEE CRUZ DE SEGOVIA	3,424.88	Child Care Reimbursement
6/26/2024	28713	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
6/26/2024	28714	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
6/26/2024	28714	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
6/26/2024	28714	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
6/26/2024	28715	MARICELA CORTEZ	7,789.62	Cost of Care Plus Rate
6/26/2024	28716	MARISOL GONZALEZ	4,723.64	Child Care Reimbursement
6/26/2024	28716	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
6/26/2024	28717	PAULA LARA VALDOVINOS	8,128.58	Child Care Reimbursement
6/26/2024	28717	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate
6/26/2024	28717	PAULA LARA VALDOVINOS	(90.00)	Union Dues
6/26/2024	28718	SANDRA MARTINEZ VARELA	10,307.20	Child Care Reimbursement
6/26/2024	28718	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
6/26/2024	28719	ANA MARIA NAVARRO DE GUTIERREZ	5,863.80	Child Care Reimbursement
6/26/2024	28719	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
6/26/2024	28720	JANET GARCIA-ALAPIZCO	3,044.67	Child Care Reimbursement
6/26/2024	28720	JANET GARCIA-ALAPIZCO	480.00	Cost of Care Plus Rate
6/26/2024	28721	MARGARITA CASTILLO	3,273.54	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28721	MARGARITA CASTILLO	633.00	Cost of Care Plus Rate
6/26/2024	28722	MARIA ELENA CASTILLO	6,455.30	Child Care Reimbursement
6/26/2024	28722	MARIA ELENA CASTILLO	960.00	Cost of Care Plus Rate
6/26/2024	28723	MARIBEL MEZA ANAYA	1,903.23	Child Care Reimbursement
6/26/2024	28723	MARIBEL MEZA ANAYA	480.00	Cost of Care Plus Rate
6/26/2024	28724	MARYPAZ ALVARADO PEREZ	3,240.78	Child Care Reimbursement
6/26/2024	28724	MARYPAZ ALVARADO PEREZ	480.00	Cost of Care Plus Rate
6/26/2024	28725	MAYRA ALEJANDRA RIOS	2,756.64	Child Care Reimbursement
6/26/2024	28725	MAYRA ALEJANDRA RIOS	480.00	Cost of Care Plus Rate
6/26/2024	28726	VIRGINIA FERREIRA	10,592.13	Child Care Reimbursement
6/26/2024	28726	VIRGINIA FERREIRA	1,760.00	Cost of Care Plus Rate
6/26/2024	28727	ANA ROSA M SANCHEZ	1,984.31	Child Care Reimbursement
6/26/2024	28728	Karla Elizabeth Huling	57.77	Child Care Reimbursement
6/26/2024	28729	ROSALINDA VARGAS MATA	144.06	Child Care Reimbursement
6/26/2024	28730	TERESA LUZ RUIZ	24.42	Child Care Reimbursement
6/26/2024	28731	5905 NILES ST LLC	4,602.00	PO-2023-2454 6019 NILES ST 3 & 4
6/26/2024	28732	ACUITY BAKERSFIELD LLC	1,063.01	2323 16TH STREET, BAKERSFIELD, CA 93301
6/26/2024	28732	ACUITY BAKERSFIELD LLC	5,563.49	PO-2023-1889 2323 16TH ST STE 305
6/26/2024	28733	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON
6/26/2024	28734	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST
6/26/2024	28735	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BROADWAY
6/26/2024	28736	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD
6/26/2024	28737	GRACE COMMUNITY CHURCH	4,612.95	PO-2024-1333 850 J STREET
6/26/2024	28738	JANET Y YU	700.00	PO-2023-2561 8401 CALIFORNIA CITY BLVD STE 8
6/26/2024	28739	JOHN REY	1,000.00	PO-2024-1729 15662 K ST
6/26/2024	28740	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2023-2869 3101 MALL VIEW RD
6/26/2024	28741	PROTEUS INC	350.00	PO-2023-1556 220 N 11TH ST
6/26/2024	28742	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00	PO-2023-1182 701 S HUTCH ST
6/26/2024	28743	WESLEY UNITED METHODIST CHURCH	912.29	1314 OSWELL ST PO-2024-1245/PO-2024-1963
6/26/2024	28743	WESLEY UNITED METHODIST CHURCH	2,403.20	PO-2024-1240 1314 OSWELL ST
6/26/2024	28744	ZREP LLC	3,926.98	PO-2023-2831 500 E CALIFORNIA AVE
6/26/2024	28745	AMAZON CAPITAL SERVICES, INC	1,571.17	PO-2024-1357
6/26/2024	28745	AMAZON CAPITAL SERVICES, INC	(919.01)	PO-2024-1357 CREDIT MEMO
6/26/2024	28746	AMAZON CAPITAL SERVICES, INC	767.79	PO-2024-1481
6/26/2024	28746	AMAZON CAPITAL SERVICES, INC	(244.63)	PO-2024-1481 CREDIT MEMO
6/26/2024	28746	AMAZON CAPITAL SERVICES, INC	658.82	PO-2024-1710
6/26/2024	28746	AMAZON CAPITAL SERVICES, INC	(45.10)	PO-2024-1710 CREDIT MEMO
6/26/2024	28747	AMAZON CAPITAL SERVICES, INC	55.08	PO-2024-1557

Community Action Partnership of Kern

Check/Voucher Register

From 6/1/2024 Through 6/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
6/26/2024	28748	AMAZON CAPITAL SERVICES, INC	109.16	PO-2024-1619
6/26/2024	28749	AMAZON CAPITAL SERVICES, INC	2,281.26	PO-2024-1772
6/26/2024	28750	ADRIANA LOPEZ	85.00	Travel Advance- Preservice Training Bakersfield, CA 062424-0
6/26/2024	28751	CONNIE RAMIREZ	85.00	Travel Advance- Preservice Training Bakersfield, CA 062424-0
6/26/2024	28752	GABRIELA PADILLA	85.00	Travel Advance- Preservice Training Bakersfield, CA 062424-0
6/26/2024	28753	RHINA PEREZ	85.00	Travel Advance- Preservice Training Bakersfeild, CA 062424-0
6/26/2024	28754	AMAZON CAPITAL SERVICES, INC	3,285.51	PO-2024-1761
6/27/2024	224774		0.00	
6/27/2024	224775		0.00	
6/27/2024	224776		0.00	
6/27/2024	224779	JASMINE VAZQUEZ	1,463.24	REG/OVERTIME/HP-VACATION PO/S-SICK HRS 65.56 X 24.59
6/27/2024	224780	MARLEN TORRES	3,396.16	HP-VACATION PO HRS 163.92 X 24.31
6/27/2024	224780	MARLEN TORRES	840.68	REGULAR HOURS 40.00 X 24.31
6/28/2024	224777		0.00	
6/28/2024	224778		0.00	
6/28/2024	224781	CITY OF BAKERSFIELD	25,817.34	Parcel ID: 167-060-37-00-2 1825 Feliz Dr App ID 24-1806 App
6/28/2024	28754	SILVIA LETICIA SANCHEZ DE GARCIA	1,732.33	Child Care Reimbursement
6/28/2024	28754	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
Report Total			6,027,996.06	

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: August 21, 2024

Subject: *Agenda Item V(a)*: August Policy Council Report – **Action Item**

The Policy Council met as scheduled on June 25, 2024, at which time a quorum was established. Additionally, a Special Call Executive Committee meeting was held on July 22, 2024.

An informative update on the Full Enrollment Initiative was presented to the Council. Information addressed included but was not limited to site staffing vacancies, classroom closures, current enrollment status and timelines for which the program must obtain full enrollment. An opportunity for questions was provided along with an ensuing robust discussion.

The Council unanimously approved a date change for the October Policy Council meeting; the final meeting of the current 2023-2024 term. This change of date will allow for key executive administrative staff to attend this recognition event.

At this time, the Policy Council has not met for its next scheduled monthly meeting therefore the minutes from the previously mentioned meetings have not yet been approved.

The next Policy Council meeting will take place on August 27, 2024 at which time the June 25, 2024 and the July 22, 2024 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 August Policy Council report.

MEMORANDUM

To: Board of Directors

From: Lois Hannible, Program Administrator

Date: August 21, 2024

Subject: *Agenda Item V(b)*: Friendship House Advisory Board - **Info Item**

The Friendship House Advisory Board assisted with the Friendship House Backpack Drive & Resource Fair on August 11th, from 9am to 12pm at Vintage Cutz. This event provided 209 students with free haircuts and made available 461 backpacks filled with school supplies. Food boxes, hot dogs and community resources were also made available. A huge thank you to our Advisory Board, Albertsons, community partners, volunteers, and donors that made this important event possible for community youth!

The Friendship House Advisory Board is also actively involved in planning the 2024 Friendship House Mixer Fundraiser, themed as Casino Night, to be held at The Collective on October 24th at 5:30pm. Sponsorships for the event are currently being received, and the venue, food, and casino game vendor have all been secured. This year's fundraiser promises to be a fun filled evening of excitement, food, and festivities.

The Friendship House Advisory Board will also be assisting with the planning and facilitation of the Friendship House Fall Carnival, which will be held at the Friendship House in late October. More information will be provided soon.

Attachment:
Friendship House Mixer Fundraiser


CASINO
NIGHT
Benefitting the
CAPK
FRIENDSHIP HOUSE COMMUNITY CENTER
THURSDAY
24 OCTOBER 2024
SPONSORSHIP OPPORTUNITIES AVAILABLE
www.capkfoundation.org/FHCC24