DATE: September 25, 2024
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th St.
Bakersfield, CA 93301

Board of Directors Meeting Agenda - REVISED

I. Call to Order

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

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

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

c. Roll Call

Fred Plane (Chair)	Jimmie Childress	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

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 August 28, 2024, Board of Directors Meeting *(p. 4-8)***
b. **Minutes from the September 4, 2024 Personnel Committee Meeting *(p. 9-13)***
c. Head Start Program Position Reclassification ***(p. 14-16)***
d. Position Analysis and Equity Review for Central Kitchen Positions ***(p. 17-35)***
e. Position Analysis and Equity Review for Central Kitchen Represented Positions ***(p. 36-54)***
f. Position Analysis and Equity Review for East Kern Family Resource Center ***(p. 55-67)***
g. Position Analysis and Equity Review for Oasis Family Resource Center ***(p. 68-81)***
h. Position Analysis and Equity Review for Friendship House ***(p. 82-108)***
i. Position Analysis and Equity Review for Shafter Youth Center ***(p. 109-119)***
j. Revisions to CAPK Employee Handbook ***(p. 120-217)***

k. Revisions to Attendance Policy ***(p. 218-222)***
l. Revisions to Lactation Policy ***(p. 223-225)***
m. Revisions to Disciplinary Policy ***(p. 226-233)***
n. Head Start Personnel Update ***(p. 234-235)***
o. **Minutes from the September 11, 2024, Program Review & Evaluation Committee Meeting** ***(p. 236-240)***
p. Shafter Youth Center Program Presentation ***(p. 241-253)***
q. July and August 2024 Program Reports ***(p. 254-332)***
r. July and August 2024 Application Status Report & Funding Profiles ***(p. 333-343)***
s. July and August 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 344-347)***
t. Head Start 2025-2026 Program Goals and Objectives ***(p. 348-357)***
u. Head Start 2025-2026 Training & Technical Assistance Plan ***(p. 358-376)***
v. Goal Group 1 Presentation ***(p. 377-381)***
w. Goal Group 2 Presentation ***(p. 382-384)***
x. **Minutes from the September 18, 2024 Budget & Finance Committee Meeting** ***(p. 385-388)***
y. Head Start / Early Head Start Budget to Actual Reports for July 31, 2024 ***(p. 389-402)***
z. CAPK Agency Wide Budget Revision # 2 ***(p. 403-415)***
aa. Stine Road Lease Proposal ***(p. 416-443)***
bb. California Department of Education Program (CSPP) Continued Funding Application 2025-2026 ***(p. 444-445)***
cc. Strategic Plan Goal Group 6 Update ***(p. 446-449)***

IV. New Business

a. Employee Health Insurance Renewal for the 2025 Plan Year – ***Action Item (p. 450-451)***	Lisa McGranahan, Director of Human Resources Tracy Webster, Chief Financial Officer
b. Approval of an Agreement Between CAPK and the Housing Authority of the County of Kern For Grant Funding and Supportive Services Leading to the Development of an 85-Unit Affordable Apartment Project at 3299 Pioneer Drive, Including the Provision of Client Services On-Site and the Allocation of Day 1 Families Fund – ***Action Item (p. 452-494)***	Jeremy Tobias, Chief Executive Officer
c. July 2024 Financial Reports – ***Action Item (p. 494-644)***	Tracy Webster, Chief Financial Officer
d. Community Needs Assessment Survey – ***Info Item (p. 645-650)***	Karen Vazquez, Sr. Community Development Specialist
e. New Position: Case Manager for Energy Program – ***Action Item (p. 651-655)***	Wilfredo Cruz, Energy Program Administrator

V. Advisory Board Reports

a. Head Start Policy Council Report – ***Action Item (p. 656-662)*** i. August 2024 Policy Council Report ii. Minutes from the Policy Council Meeting on June 25, 2024 iii. Minutes from the Policy Council Executive Committee Special Call Meeting on July 22, 2024	Fatima Echeverria, PC Representative

b. Friendship House Community Center Advisory Board Report – ***Info Item (p. 663-664)*** — Lois Hannible, FHCC Program Administrator

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

a. Update on Hunger Action Month & Feed the Need — Jeremy Tobias, Chief Executive Officer
b. Ethics Training for Board Members ***(p. 665-669)***

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, October 30, 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, September 20, 2024. Paula Daoutis, Executive Assistant.

DATE	August 21, 2024
TIME	12:00 pm
LOCATION	CAPK Administrative Office Board Room 1300 18th St. Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:04 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the Promise of Community Action

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**

Jeremy Tobias introduced Gema Perez, recent appointee of Assemblymember Jasmeet Bains, and invited her to say a few words. Gema said she is happy to be welcomed to the CAPK Board of Directors and looks forward to serving the community in this capacity.

Motion was made and seconded to accept the appointment of Gema Perez to the CAPK Board of Directors (Flors/Perez, Guadalupe)

d. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Denise Boshers, Fatima Echeverria, Jeff Flores, Curtis Floyd, Gina Martinez, Jonathan Mullings, Gema Perez, Guadalupe Perez, Yolanda Ochoa

Absent: Jimmie Childress, Michelle Jara-Rangel, Lily Pimentel-Stratton

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; Catherine Anspach, Director of Development; Maria Contreras, Director of Facilities; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; other CAPK staff.

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

Jeremy Tobias welcomed the Board to the New Board Room and explained the new AV equipment. Emilio Wagner also provided information about the building, Board Member ID badges and access cards.

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 (Ochoa/Vigil).

IV. New Business

a. San Joaquin County Office of Education (SJCOE) Head Start Initial Cooperative Agreement – Gloria Barbero, Assistant Director of Head Start – ***Action Item***

Jerry Meade presented the above action item on behalf of Gloria Barbero and is requesting approval for a new cooperative agreement with the San Joaquin County Office of Education (SJCOE) for Head Start Child Care Partnership (CCP) funds. Jerry explained that the new agreement will enhance early childhood activities through CCP funding from Head Start and the agreement provides supplemental funding needed to partner with the California State Preschool Program (CSPP) contract that was approved in June 2024. The term of this agreement is from July 1, 2024 to January 31, 2025, which aligns with SJCOE's Head Start funding cycle. Although CAPK will not provide services for the full 12 months in this funding cycle, these funds will be used to support the start-up of the Pre-K environment. Jerry also reported that subsequent funding cycles will be from February 1 through January 31st of the following year.

Motion was made and seconded to approve this agreement retroactively to July 1, 2024. Carried by unanimous vote (Vigil/Perez, Guadalupe).

b. FY 2024-2025 Food Bank Supplemental Blanket Purchase Orders – Kelly Lowery, Food Bank Administrator – ***Action Item***

Kelly Lowery presented the above action item and summarized how food purchases are made to supplement the donations and allowed the CAPK Food Bank to distribute more than 20 million pounds of food in 2023 with the help from our network of agency partners. Kelly also reported that through the ability to purchase food, our network of agency partners grew from 119 in January 2023 to 157 by December 2023. Staff is requesting Board approval of the blanket purchase orders for the four vendors which will allow staff to fully spend down the funding allocations.

Maritza Jimenez asked if the vendors are local or from outside of the Kern County area. Kelly replied that two are local and two of the vendors are from the CalFood Program and it requires all purchases to be from vendors that are within California. Maritza also asked how long these BPO's are in effect. Kelly replied that the BPO's are in effect through the end of the fiscal year.

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

c. East Kern Family Resource Center: New Position – Freddy Hernandez, Director of Youth & Community Services – ***Action Item***

Freddy Hernandez presented the above action item for approval and reported that expanded services are being offered at EKFRC which will include a new laundry room, conference room, food pantry and storage area. The new janitorial position will maintain a clean and safe environment for staff and clients at the center and will assist with minor repairs. This new position will have a limited fiscal impact.

Curtis Floyd asked who cleans the building now. Freddy said that the staff is currently cleaning the facility.

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

d. June 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item and reported on the agency's Budget to Actual Report and stated that we are on target with our actuals compared to where we are in the fiscal year, and a budget revision will be presented at the September meeting. Tracy also reported on the Indirect Budget to Actual and noted that there is excess revenue over expenditures by $412,518.

Fred Plane advised the Board that he is continuing to review all checks since we have not yet converted to the new system.

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

V. 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 provided an update on the last meeting and a special call meeting that was held on July 22nd.

Motion was made and seconded to approve the Head Start Policy Council report. Carried by unanimous vote (Ochoa/Mullings).

b. Friendship House Community Center Advisory Board Report – Lois Hannible, FHCC Program Administrator – Info Item.

Freddy Hernandez presented on behalf of Lois Hannible and reported that a Backpack Drive & Resource Fair was held on August 11th and provided 209 haircuts, and backpacks filled with school supplies to children in the community. Food boxes, hot dogs and community resources were also made available at the event thanks to community partners, volunteers and donors. Freddy also provided information about the upcoming Casino Night fundraising event on October 24th and encouraged all to attend.

Ana Vigil asked to have the event information sent to the Board Members by email.

Fred Plane thanked Denise Boshers for help with the school supplies and asked staff for a reminder at the September meeting so Board Members can help supply candy for the fall event.

VI. Chief Executive Officer Report

a. Update on Pioneer Drive Apartment Project – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias provided an update on the Pioneer Drive Apartment project as it relates to the Bezos Family Fund Grant that was awarded to CAPK. Jeremy reported that we have formed a partnership with the Housing Authority to develop the previously approved Memorandum of Understanding (MOU) into a formalized development and services agreement. Jeremy anticipates bringing the agreement to the Board for approval in September or October. Jeremy reported that there are a total of 85 units, with 1 unit designated for an apartment manager,

and 43 units will be designated to CAPK for our client placements through our CES program. The construction budget is approximately $28 million. CAPK's contribution towards construction is $1.75 million in grant funding.. The schedule has moved back slightly as the Housing Authority is navigating several funding streams and is awaiting the finalization of the tax-exempt financing. If awarded, construction is planned to begin in May 2025 with an anticipated completion date of October 2026 and occupancy expected by December 2026. The remaining funds from the Bezos Family Fund Grant will be used over a 5-year period for services. The Housing Authority will provide funding for services after the Bezos funds are expended. CAPK's attorney has drafted an agreement, it was sent to the Housing Authority, and they have made some minor adjustments. Once staff and the attorneys have approved the contract language, it will be brought forth for Board approval.

Jeremy Tobias also announced that CAPK's retirement plan has successfully converted to Nationwide and is now live effective today.

Jeremy also noted that next week is the NCAP Annual Convention in Seattle, WA, and several staff and Board Members will be attending. Jeremy announced that CAPK's Business Manager Kerri Davis will receive recognition at the NCAP Gala for achieving her Certified Community Action Professional (CCAP) certificate.

Jeremy announced that several staff members are scheduled to travel to Mojave in the coming days to meet with the liaison representing the Afghan refugees that have been relocated to the community. The refugees had provided assistance to the United States during the war and have fled their country out of fear of retaliation. CAPK staff will determine if there are any CAPK services that can be offered.

Maritza Jimenez asked about the purpose for the Afghan refugees visit. Jeremy Tobias restated that the staff is seeking information on what the needs are for the 100 plus refugees that are living in the Mojave area. CAPK is currently providing some basic services through our East Kern FRC. Other services may be needed so it is a fact-finding visit.

Savannah Oates talked about September being Hunger Action Month and showcased the activities planned, including a kickoff press event at the Food Bank on September 3rd. Savannah is working on proclamations from each city within Kern County and noted that orange is the official color for Hunger Action Month. T-shirts, lapel pins and other items will be sold in conjunction with the CAPK Foundation.

Jeremy announced that Gloria Barbero and the team from San Joaquin County has just arrived and has asked that each staff member to introduce themselves.

Gloria Barbero is the Assistant Director of Head Start and thanked the Board for approving the recent SJCOE Contract and noted that it will provide a first-time opportunity to provide services to pre-K children. Gloria introduced her staff members and said that for the first time in 9 years, they are fully staffed and noted that the improved benefits the Board approved have helped to attract and retain staff.

Several Board Members indicated their desire to visit staff in San Joaquin County and Jeremy said we will work on organizing a train trip to San Joaquin in the future.

VII. Board Member Comments

Fred Plane said thank you to the San Joaquin Staff for coming to Bakersfield.

Pastor Jonathan Mullings said he appreciates the new Board Room and suggested adding pictures of some of the programs.

Maritza Jimenez thanked the Food Bank team, and said the team is amazing. Maritza noted that her employer, Kern Health Systems (KHS) had a team that volunteered to build senior boxes and the staff was so welcoming. Maritza encouraged Board Members to volunteer and suggested that we organize a Board & family member event for volunteering.

Curtis Floyd asked if the audience could see the screens. They cannot. Jeremy agreed that we will need additional monitors for the audience towards the back of the room.

Denise Boshers acknowledged the CalFresh Team for their presence at the recent Farmers Market event.

Ana Vigil encouraged all Board Members to volunteer at the Feed the Need event at the Fair.

VIII. Next Scheduled Meeting

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

IX. Adjournment

The meeting was adjourned at 12:59 pm.

DATE:	September 4, 2024
TIME:	12:00 PM
LOCATION:	CAPK Administrative Office Board 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 12:06 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; Louis Gill, Chief Program Officer; Emilio Wagner, Chief Facilities and Technology Officer; Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Susana Magana, Director of Health & Nutrition; Freddy Hernandez, Director of Youth & Community Services; Rebecca Moreno, Director of Housing & Supportive Services; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start Program Position Reclassification – Jerry Meade, Assistant Director of Head Start, Program – ***Action Item***

      Jerry Meade presented the above action item for approval.

      Maritza Jimenez inquired whether a promotion was being considered for the individuals whose positions are being reclassified. Jerry responded that while they will transition from a grade 6 to 9, their current rates of pay already align within grade 9. He also noted that they are already performing the responsibilities of the Administrative Coordinator, and this reclassification will provide them with an opportunity for continued growth.

      Maritza also inquired whether their qualifications align with those of other Coordinator positions. Jerry responded that we utilize the same CompEase process for the evaluation, and the job description is consistent across the agency. Within Head Start, all coordinators are classified under grade 9. Lisa McGranahan added that while there may be slight differences in competencies, the overall evaluation results in the same grade.

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

b. Position Analysis and Equity Review for Central Kitchen Positions – Susana Magana, Director of Health & Nutrition - ***Action Item***

Susana Magana presented the above item for approval.

Jonathan Mullings asked for clarification on the terms "represented" and "non-represented." Susana replied that Represented refers to employees who are part of the union and have union representation.

Maritza Jimenez asked whether we are adding new positions or promoting individuals within existing roles. Susana responded that we are moving individuals into some of these positions. Regarding the Administrator and Manager roles, we utilized the CompEase process to assess competencies and ensure alignment with the rest of the agency.

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

c. Position Analysis and Equity Review for Central Kitchen Represented Positions – Susana Magana, Director of Health & Nutrition - ***Action Item***

Susana Magana presented the above item for approval.

Maritza Jimenez inquired whether the proposed changes are based on the Union's request. Lisa McGranahan explained that HR and Finance proposed rate increases are based on the availability of funding, and the process is similar to the approach used for teachers, which follows a step system. For represented positions, the structure still involves evaluating competencies through the CompEase system.

Maritza also inquired about the recommended steps. Susana responded that many employees are already at grade 5, but this adjustment will expand the grade to allow for future increases. Lisa added that there is a consistent spread of 1.5%, which has been maintained throughout the process.

Jeremy Tobias explained that the format differs from the rest of the agency because it was requested by the Union to align with the specific format within the current Collective Bargaining Agreement.

Maritza asked whether individuals at grade 5 will see an increase. Susana explained that when a Cost-of-Living Adjustment (COLA) is applied, the range will move up. Lisa added that when a comprehensive review of positions is completed, there will be no need to request another increase in the future. While it is possible to revisit this, typically, an analysis is only conducted every few years, and no additional increases are anticipated at this time.

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

d. Position Analysis and Equity Review for East Kern Family Resource Center – Freddy Hernandez, Director of Youth & Community Services - ***Action Item***

Freddy Hernandez presented the above item for approval.

Maritza Jimenez asked where financial support would come from if some of the funding is lost and the duration of the grants. Freddy clarified that one grant is for a single year, while the First 5 grants have a duration of three years.

Guadalupe Perez asked how long the supervisor position has been in place. Freddy responded that it was established for at least four years, if not longer.

Maritza Jimenez expressed concerns regarding the funding and asked whether the staff are local and if mileage is reimbursed. Freddy explained that the majority of staff live in Tehachapi or California City. Louis added that many of the Family Resource Centers (FRC's) are grant-funded and face challenges with ongoing support. While services at the FRC's have expanded, leading to an increase in staffing, there is an awareness of these funding limitations. Long-term funding resources are not readily available; therefore, we actively apply for applicable grants.

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

e. Position Analysis and Equity Review for Oasis Family Resource Center – Freddy Hernandez, Director of Youth & Community Services - ***Action Item***

Freddy Hernandez presented the above item for approval.

Louis Gill noted that these changes are consistent with what was submitted for Mojave and align with the practices we've followed using the CompEase system.

Guadalupe Perez asked for clarification if the First 5 grants are awarded to individual Family Resource Centers (FRC's) or to multiple centers. Freddy responded that the grants fund individual FRC's.

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

f. Position Analysis and Equity Review for Friendship House – Freddy Hernandez, Director of Youth & Community Services - ***Action Item***

Freddy Hernandez presented the above item for approval.

Maritza Jimenez inquired about the Cal-VIP program. Freddy responded that Cal-VIP is a program focused on addressing gang violence in the community and providing support to youth in juvenile halls. Jeremy Tobias added that the program has been successful and the outcomes look promising.

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

g. Position Analysis and Equity Review for Shafter Youth Center – Freddy Hernandez, Director of Youth & Community Services - ***Action Item***

Freddy Hernandez presented the above item for approval and stipulated that the goal is to acquire additional funding to support the additional costs.

Lupe Perez requested clarification on the differences between the program manager and supervisor roles at the two locations and inquired why one location has a manager while the other has a supervisor. Freddy explained that this distinction is based on the specific responsibilities associated with each center.

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

h. Revisions to CAPK Employee Handbook – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above info item and informed the Committee that position analysis for all remaining departments will continue to be presented through January.

Lisa stated that the finalized version of the Employee Handbook will be presented next month for approval, noting that policies are still being added to the handbook. Lisa mentioned there are ongoing efforts to engage the Union to meet and confer. Lisa also added that we've sought assistance from our legal advisor. The goal is to bring the final version forward for consideration as an action item next month.

Lupe Perez inquired about the last time the document was reviewed, to which Lisa responded that it was in 2017.

Jeremy Tobias noted that language is included in the handbook to clarify that the Collective Bargaining Agreement (CBA) takes precedence over the handbook for union-represented employees.

Maritza Jimenez inquired about the distribution of the handbook. Lisa responded that it will be emailed to all employees, and division leaders will be responsible for ensuring that their teams acknowledge receipt. Additionally, it will be distributed through ADP.

Maritza asked if there are specific aspects that will be highlighted and whether media is used for communication. Lisa explained that for significant changes within the agency, a managers' meeting will be held to ensure the information is clearly communicated. Efforts are made to present the material in a digestible manner through various channels.

i. Revisions to Attendance Policy – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above info item.

j. Revisions to Lactation Policy – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above info item.

k. Revisions to Disciplinary Policy – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above info item.

Maritza Jimenez inquired whether the document undergoes legal review. Lisa confirmed, stating that it is a requirement for legal counsel to review the policy. It is also stipulated under the CSBG grant guidelines.

Maritza also inquired about the initial approval process for the handbook. Lisa responded that it would first be reviewed and approved by Legal. Jeremy Tobias added that the final draft will then be presented to the Committee and the Board.

Lupe Perez inquired about the review process with the Union and whether changes are negotiated. Lisa explained that the manual is reviewed and adjusted at the agency level. The Union is consulted for any necessary union-specific language, which are incorporated. However, the handbook is revised with the entire agency in mind, not just union-represented employees.

l. 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.

Jeremy Tobias noted that there has been an increase in the number of vacancies being filled.

5. Committee Member Comments

Jonathan Mullings – Good job on the equity review analysis.
Guadalupe Perez – Good job on the due diligence of all the reviews.
Maritza Jimenez – I enjoy seeing that CAPK is maintaining competitiveness in the job market.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
October 9, 2024
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:04 PM.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Head Start, Program

Date: September 4, 2024

Subject: *Agenda Item 4(a)*: Head Start Program Position Reclassification – **Action Item**

The Head Start and State Child Development Division (HSSCD) seeks approval from the Personnel Committee to reclassify two positions within the division. The attached HSSCD organizational structure proposes reclassifying the two Administrative Assistants currently reporting to the Assistant Directors to better align with their assigned duties. This adjustment will reduce the number of Administrative Assistant positions in the HS organizational structure from five to three while increasing the Administrative Coordinator positions from one to three.

The Administrative Assistant position encompasses essential support functions necessary for the operation of programs within the Head Start (HS) division. However, the administrative tasks delegated by the Assistant Directors exceed the scope outlined in the current Administrative Assistant job description. In consultation with the Human Resources department, the HS Senior Leadership team reviewed these work functions and determined that the duties performed are often sensitive and confidential in nature. The complexity of these tasks requires independent judgment, particularly when handling highly confidential projects, and involves significant interaction with external stakeholders. The responsibilities assigned to individuals in these roles align more closely with the Administrative Coordinator job description.

Summary of Proposed Changes

Below is the description of the proposed reclassification and fiscal sustainability:

Position Title	Proposed Change	Current Grade	Proposed Grade
Administrative Assistant	Administrative Coordinator	6 Min: $18.89 Mid: $23.62 Max: $28.34	9 Min: $25.45 Mid: $31.81 Max: $38.18

Fiscal Impact and Timeframe

These positions are budgeted within the Head Start FY 2024-25 budget, and the reclassification is anticipated to have a minimal fiscal impact, as the current salaries of these individuals fall within the range of the newly assigned grade. However, there is potential for continued growth within the new grade. Both individuals exceed the minimum qualifications for the proposed position. The effective date for this change, pending approval, is September 30, 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:

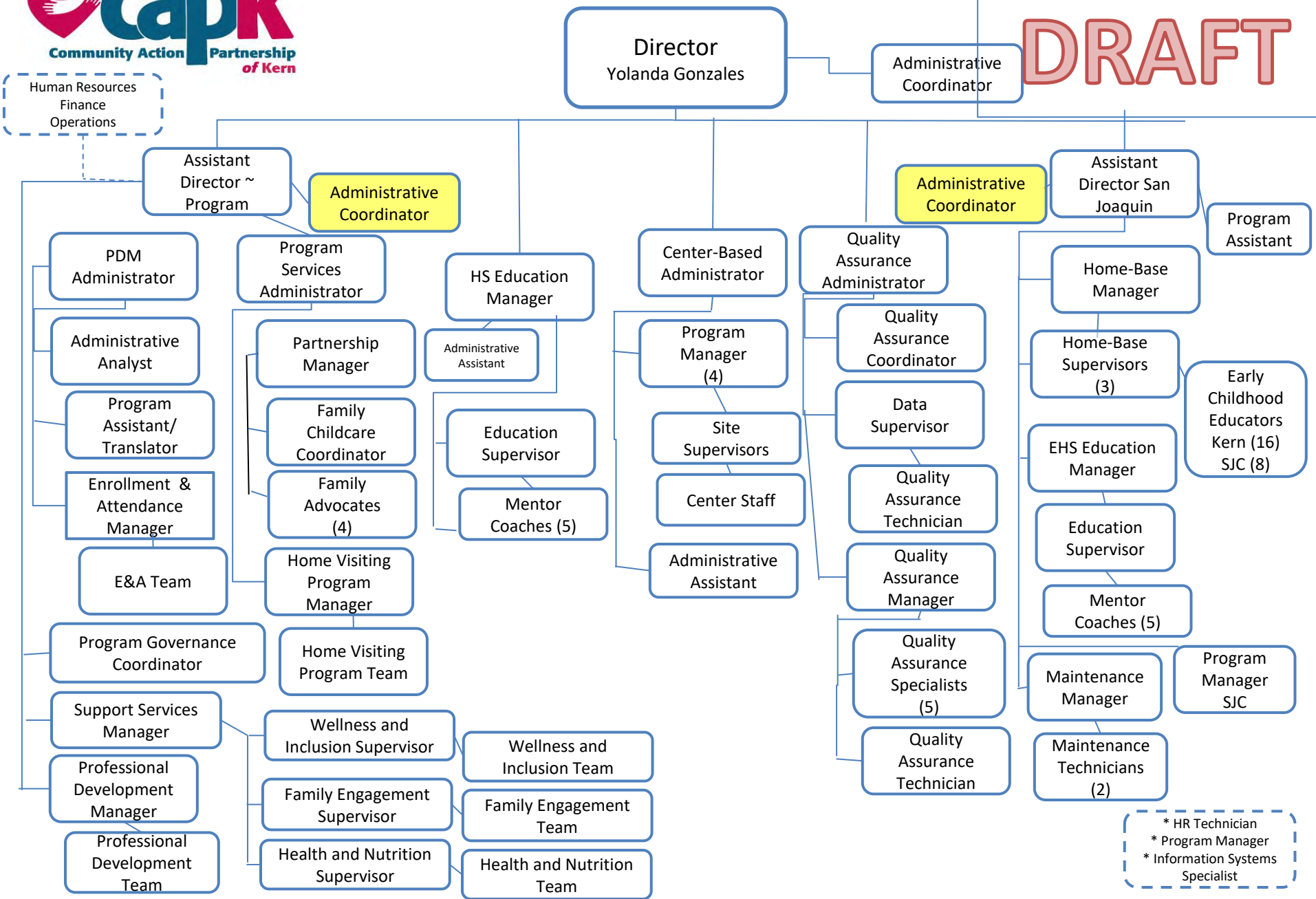
Staff recommends the Personnel Committee approve the reclassification of two Administrative Assistant positions in the Head Start organizational structure to Administrative Coordinators at a grade nine (9).

Attachments:

HSSCD Organizational Structure

Head Start/ State Child Development Programs

DRAFT



MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition

Date: September 4, 2024

Subject: *Agenda Item 4(b)*: Position Analysis and Equity Review for Central Kitchen Positions – **Action Item**

In recent months, Central Kitchen leadership has been thoroughly reviewing processes and operations to identify areas for improvement. This evaluation has highlighted the need for departmental restructuring to optimize performance and ensure compliance with contractual obligations. As part of this restructuring, we utilized the CompEase process to update job descriptions, streamline operations and better align with our organizational goals.

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

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

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Central Kitchen Administrator	Formerly the Central Kitchen Food Service Administrator. Grade, supervision exercised, and education requirement change.	12 Min: $37.72 Mid: $47.13 Max: $56.57	14 Min: $45.63 Mid: $57.04 Max: $68.44
Central Kitchen Coordinator	Formerly the Central Kitchen Food Production Supervisor. Updated job description to simplify roles, clarify responsibilities, and eliminate redundancies.	7 Min: $19.92 Mid: $23.43 Max: $26.96	10 Min: $28.39 Mid: $35.49 Max: $42.59

Central Kitchen Manager	Formerly the Central Kitchen Food Service Manager. Grade, supervision exercised, and education requirement change.	11 Min: $32.80 Mid: $41.00 Max: $49.20	12 Min: $35.58 Mid: $44.47 Max: $53.57
Central Kitchen Technician	Formerly the Central Kitchen Food Service Technician and the Central Kitchen Food Service Clerk. Job descriptions were combined to simplify roles, clarify responsibilities and eliminate redundancies.	2 Min: $16.00 Mid: $16.38 Max: $18.77	5 Min: $16.89 Mid: $21.11 Max: $25.34

Fiscal Impact and Timeframe

The title and grade changes allow our program to come up to market level and be competitive in our recruitment efforts to fill current vacant positions, as well as improve retention for this current 2023-2024 fiscal year. Staff reviewed the Central Kitchen budget with the Chief Financial Officer and the budget can support all proposed changes.

Strategic Plan Impact

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

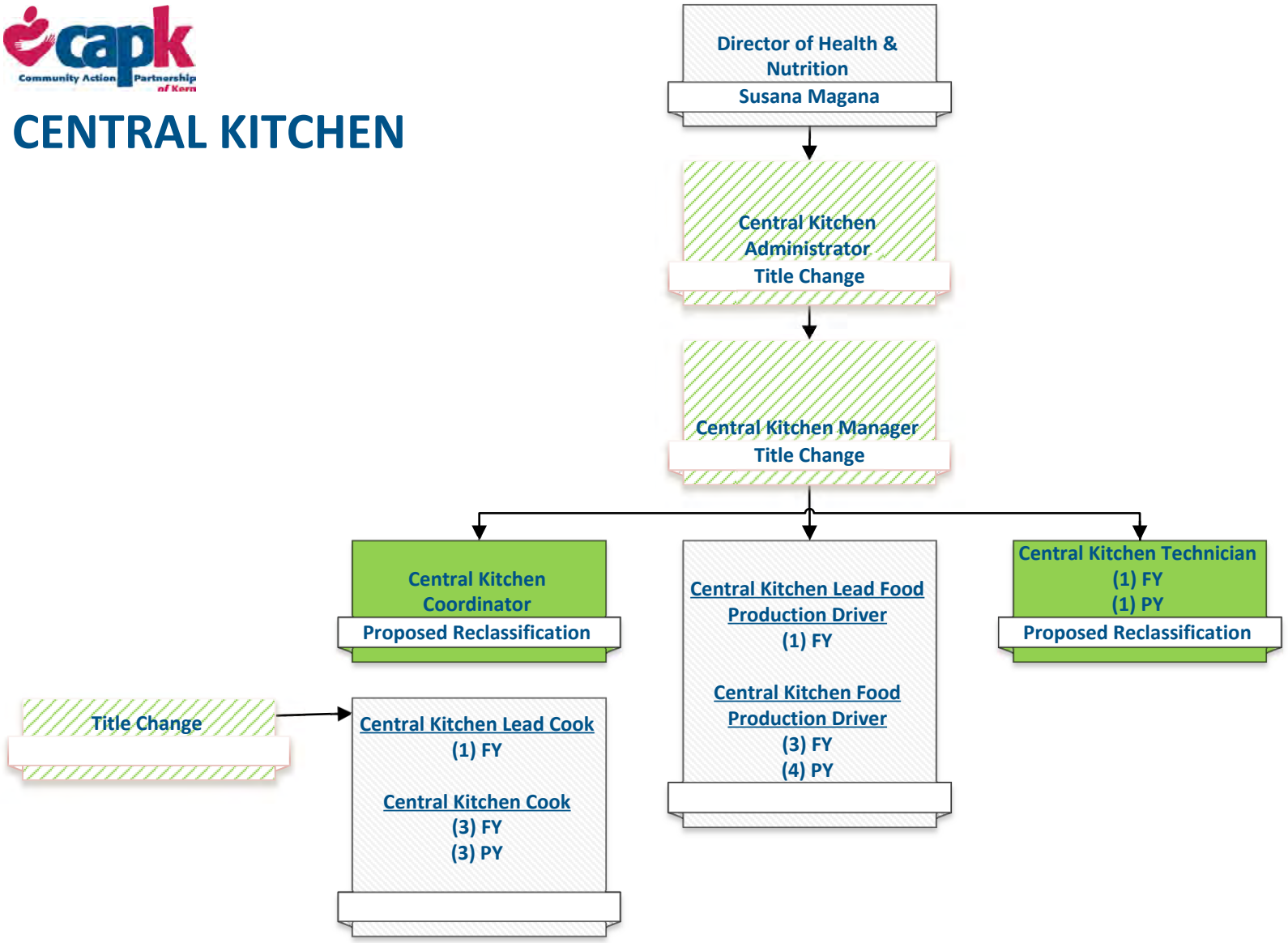
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommends the Personnel Committee approve the updated job descriptions for the administrative staff at the Central Kitchen and the restructuring of the organizational chart.

Attachments:
Central Kitchen Organizational Chart
Central Kitchen Administrator Job Description
Central Kitchen Coordinator Job Description
Central Kitchen Manager Job Description
Central Kitchen Technician Job Description

CENTRAL KITCHEN



Legend



Rev. 09/2024

Administrator – Central Kitchen

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

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

SUMMARY:
Under the direction of the Director of Health and Nutrition, the Central Kitchen Administrator is responsible for overseeing the operation and administration of the central kitchen. The Central Kitchen Administrator will monitor overall compliance, including facilitating audits and ensure all reporting is completed with quality and in a timely manner. The Central Kitchen Administrator will ensure that the program is fully compliant and program quality is met according to the state and federal laws, and CAPK policies.

SUPERVISION RECEIVED:
Director of Health and Nutrition.

SUPERVISION EXERCISED:
Central Kitchen Manager

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 overall operation and administration of the Central Kitchen.
- Responsible for designing, planning, coordinating, and maintaining a management system to monitor and ensure full compliance of program requirements.
- Responsible for shared communications with the Director of Health and Nutrition and Program Design and Management Administrator.
- Responsible for working with the EHS/HS management team to develop the operating budget for the Central Kitchen.
- Responsible for meeting with vendors to explore new menu options, i.e. purchase local produce, bakery items, etc.
- Responsible for providing support to the centers for commercial equipment and services.
- Approves specifications for food, food service, and janitorial supplies and equipment for the Central Kitchen.
- Reports areas for which improvement plans are needed to make corrections for ongoing compliance of health and safety to the director.
- Responsible for the development and support for mandated training to ensure compliance of federal and state requirements.
- Oversees leadership team to ensure that daily services and operations comply with all regulations.
- Assists Procurement staff with the procurement process pertaining to food, food service, and janitorial supplies.
- Assists the director in formulating and administering agency policies and developing

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short range and long ranges goals and objectives.
- Works with director to plan and implement ongoing training as required.
- Supports the development of program budgets, analyzes and reviews budgetary and financial data, controls, and authorizes expenditures in accordance with limitations.
- Works with CAPK's Community Development Division to explore the possibility of using the Central Kitchen during its down time.
- Attends Menu Committee and Health Advisory Committee meetings in partnership with parents, staff, and members of the community.
- Responsible for the development of long- and short-term plans and activities involving the Central Kitchen, including training for Head Start parents and entrepreneurial training.
- Communicate with other administrators, personnel, and outside organizations to coordinate activities and programs, and resolve issues and conflicts.
- Responsible for all reporting requirements pertaining to the Central Kitchen.
- In the absence of the Program Manager, assumes the responsibilities of that position.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment including computers.
- Knowledge of food safety and handling techniques.
- Principles and practices of administration, budgeting, fiscal oversight, and project management.
- Federal, state, and local programs, laws and regulations pertaining to the operation of the program.

Ability to:

- Ability to deal with conceptual matters.
- Ability to communicate effectively.
- Demonstrate good interpersonal skills.
- Work collaboratively and effectively lead a team
- Effectively present program to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Attends meetings, trainings, and conferences as assigned.
- Work an alternate work schedule including evenings and weekends, as needed.
- Maintains safe and functional work environment.
- Is proactive in the program effort to recruit families that qualify for CAPK programs.
- Work independently while managing competing demands.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departments policies and procedures.

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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.

- Bachelor's degree in business administration, food service, or four (4) years related field. Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.
- Five (5) years food service management experience in any of the following areas: nutrition science, food science, community nutrition, clinical nutrition, or quantity food service.
- Five (5) years supervisory experience.
- Experience in budget oversight is required.
- Experience implementing a nutritional program for children 0-5 years.
- Health, sanitation, safety regulations and standards as they relate to food and nutrition.
- Culinary Degree, desirable.
- Current Serv-Safe certification required.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Work alternative hours as required, including nights and weekends.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) desirable.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounter 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 Administrator – Central Kitchen			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		

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

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

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Central Kitchen Coordinator

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

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

SUMMARY:

Under the direction of the Central Kitchen Manager, the Central Kitchen Coordinator is responsible for ensuring high standards of quality food production in accordance with the Child Care Food Program, state, federal and local regulations and the Head Start Performance Standards.

SUPERVISION RECEIVED:

Receives supervision from the Central Kitchen Manager.

SUPERVISION EXERCISED:

Central Kitchen Lead Cook and Central Kitchen Cook.

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 overall operation of the Central Kitchen food production, menus, production sheets, food transport sheets, special diets, recipes, and product specification sheets.
- Assist with menu creation and new recipe implementation.
- Responsible for maintaining an onboarding training manual and schedule for the food production department.
- Communicates daily with center staff to answer questions, follow-up on concerns, give guidance as needed in relation to the meals provided by the Central Kitchen.
- Responsible for ensuring staff are trained and follow all food safety and sanitation procedures, regulations, and requirements.
- Responsible for cross-training cooks on all food production tasks, including the food production documentation.
- Provides leadership in the Central Kitchen by example, establishing and maintaining quality work standards and promoting a positive work environment.
- Assists in direct food production in the absence of cooks, when necessary.
- Responsible for ensuring that menu production sheets and recipes are adjusted as needed.
- Responsible for ensuring that food and non-food items necessary for food production are available and in compliance with policies, procedures, rules, and regulations.
- Assist with the procurement of infant food and formula including special diet items.
- Responsible for menus, production sheets, and cook assignment sheets to accommodate center field trips, Home Base socials, and center cafeteria visits
- Responsible for completing employee evaluations.

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- Stays abreast of current rules and regulations by attending seminars, conferences, and staff meetings.
- Assists with processing check requests, purchase orders (PO's) and other purchase documentation in the CAPK accounting system.
- Assist the Service Technician in the daily checking out of food orders to expedite food delivery to centers.
- Performs 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.
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:

- Deal with conceptual matters.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work collaboratively and effectively lead a team
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Attend meetings, trainings, and conferences as assigned.
- Work alternate work schedule, including evenings and weekends, as assigned.
- Maintain a safe and functional work environment.
- Be proactive in the effort to recruit families that qualify for CAPK programs.

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 dietician technician, food service management, or related field.
- High school diploma or equivalent with additional experience substituted for education requirements yearly.
- Must hold a current Serv-Safe certification or obtain one within 90 days from the date of hire.
- Two (2) years' supervisory experience.
- Large quantity food production experience preferred
- Knowledge of Food Service Management Program, including:
  - Basic nutrition/child nutrition.
  - Basic safety and sanitation and health standards for food service.
  - Institutional food production management and food service.
  - Knowledge of Nutri-Kids computer program or become proficient within one (1) year from the date of hire.

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

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

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	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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Central Kitchen Manager

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

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

SUMMARY:
Under the direction of the Central Kitchen Administrator, the Central Kitchen Manager is responsible for the daily operation of the Central Kitchen and the delivery of food and non-food service supplies to centers, ensuring that all state, federal, and local regulations are followed. The Central Kitchen Manager works with the Head Start Nutrition team to ensure compliance with the special dietary needs of children.

SUPERVISION RECEIVED:
Receives supervision from the Central Kitchen Administrator.

SUPERVISION EXERCISED:
Central Kitchen Coordinator, Central Kitchen Lead Food Production Driver, and Central Kitchen Technician.

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

Essential Job Specific Duties:

- Responsible for the daily operation of the Central Kitchen.
- Responsible for the daily direct supervision of the drivers and the clerical staff.
- Assist in the designing, planning, coordinating, implementing, and supervising staff.
- Responsible for monitoring and tracking the use of company cell phones, gas cards, credit cards and processing payments and reimbursements through CAPK's accounting systems ensuring expenditures are allowable and within set budget.
- Responsible for the supervision, evaluation, and technical assistance to Central Kitchen staff.
- Collaborate with the Head Start Nutrition team with the creation of menus and getting the appropriate approval for the menus pertaining to Head Start, Early Head Start, and Home Base programs, ensuring that the Child and Adult Care Food Program (CACFP) meal pattern and Head Start guidelines are followed.
- Responsible for ensuring that product specification sheets are on hand for all menu items.
- Responsible for ordering requisitioned supplies and appliances for both the centers and the Central Kitchen.
- Assist with the development, implementation, revision, and monitoring of the food services procedure manual.
- Responsible for tracking weekly and monthly expenses, e.g., invoices, receipts.
- Responsible for ensuring implementation and compliance with CAPK's accounting procedures.

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- Responsible for generating Blanket Purchase Orders for food, food service, and janitorial supplies.
- Approve center requisition for food, food service, janitorial supplies, and equipment.
- Responsible for maintaining an adequate inventory of supplies on a cost-effective basis.
- Responsible for the food safety and sanitation of the Central Kitchen to ensure compliance with all state, federal, and local regulations, e.g., Kern County Environmental Health, OSHA, and Kern County Fire Department.
- Responsible for ensuring training of Central Kitchen staff, monitoring, and compliance with all state, federal, and local regulations.
- Assist with the development of long- and short-term plans and activities involving the Central Kitchen, including training for Head Start parents and entrepreneurial training.
- Responsible for maintaining service records for the Central Kitchen equipment, e.g., preventive maintenance and general repairs for kitchen equipment and vehicles.
- In the absence of the Administrator, assumes responsibility for the operation and administration of the Central Kitchen.
- In the absence of the Central Kitchen Coordinator, assumes the responsibilities of that position.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK's programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations pertaining to food service.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Knowledge of safe food preparation and handling techniques.
- Nutritional requirements as established by the Academy of Nutrition and Dietetics, desirable.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally in writing.
- Demonstrate good interpersonal skills.
- Work collaboratively and effectively lead a team.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

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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.

- Bachelor's degree from an accredited college or university in public administration, business management, food service management or nutrition science or related field preferred.
- Three (3) years of supervisory experience.
- Four (4) years of progressive administrative/management experience in nutrition services, social services, child development or related field.
- Experience working with special diets, desirable.
- Experience implementing a nutritional program for children 0-5 years, desirable.
- Health, sanitation, safety regulations and standards as they relate to food and nutrition.
- Serv-Safe certification required within first 90 days of employment.
- Any equivalent combination of education and/or experience may be considered.

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

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

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

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

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Central Kitchen 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 05 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Central Kitchen Technician provides technical and clerical support including creating food transport sheets, data input meal prep items, and filing of meal reimbursement support documentation.

SUPERVISION RECEIVED:
Receives supervision from the Central Kitchen Manager and Central Kitchen Coordinator.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Performs general clerical support functions for the Central Kitchen supervisors, including faxing, copying, filing, mail services, answer telephone, route calls, take messages, etc.
- Develops an Excel spreadsheet to monitor and track daily meal support documentation. Processes inter-agency daily mail.
- Assists in monitoring daily meal counts.
- Assists in maintaining and monitoring inventories, office supplies, food, and food service supplies.
- Ensures office supplies and Central Kitchen food service forms are printed and in stock.
- Assists in ensuring menus are received from vendor schools and reviewed for Child and Adult Care Food Program (CACFP) and Head Start compliance.
- Assists in ensuring all vendor menu items meet Child and Adult Care Food Program (CACFP) compliances by reviewing product specific sheets and recipes.
- Assist with checking in food and non-food deliveries and ensuring items delivered match the packing slips.
- Ensures documents needed for meal reimbursement as vendor food delivery (transport sheets) are returned from centers with all information completed.
- Ensures all required filing is complete, up to date, and accessible for audit purposes.
- Enter all information necessary into the Central Kitchen database to ensure compliance with all funding sources.
- Creates Child and Adult Care Food Program (CACFP) Central Kitchen monthly calendars.
- Assists with preparing menus for centers and counting and addressing inter-agency envelopes for center delivery.
- Assists in checking drivers out for food delivery to ensure all transport sheets match the food being checked out.

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- Tracks center cafeteria experiences, crossing out meals not needed due to center child cafeteria visits.
- Maintains a database of the food production sheets and special diet production sheets.
- Responsible for creating, revising, and maintaining the center food transport sheets for center delivery, including menu items, special diets, field trips, and Home Base, as requested.
- Responsible for researching new menu items and presenting them to the administrative staff for approval.
- Creates food delivery sheets for parent meetings.
- Creates labels for special diets.
- Ensures all documents needed for food delivery (transport sheets) are prepared and accessible by drivers one day prior to delivery:
    - Diet Modification
    - Preschool
    - Toddler
    - Sack Lunch
    - Home Base Socialization

Other Job Specific Duties:

- Attend and participates in staff meetings, safety meetings, in-services/staff development, conferences and trainings.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Departmental policies and procedures.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers and multi-line telephones.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling in written communication.
- Understanding of socially and economically diverse families.

Ability to:

- Plan and organize.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work alternative hours as required including evenings and weekends. Effectively present program information to the public.

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- Establish and maintain professional working relationships with staff, agencies, and parents.
- Work independently and in a team environment.
- Accurately 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.
- One (1) year of experience in social services or related field.
- Two (2) years' experience in a data entry position with administrative and/or general clerical support function.
- Food service knowledge is preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) preferred.
- 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 Central Kitchen 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		

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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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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition



Date: September 4, 2024

Subject: *Agenda Item 4(c)*: Position Analysis and Equity Review for Central Kitchen Represented Positions – **Action Item**

Over the past few months, Central Kitchen leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the department is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

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

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

The updated compensation schedule was shared by Human Resources with the Union and was approved. The changes were then presented as part of the Head Start Budget update to the HS Policy Council on August 27, 2024.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Central Kitchen Cook (Represented)	Updated job description to simplify roles, clarify responsibilities, and eliminate redundancies.	Step 1-5 Min: $17.28 Max: $18.34	Step 1-5 Min: $17.95 Max: $19.05
Central Kitchen Food Production Driver	Updated job description to simplify roles, clarify responsibilities, and eliminate redundancies.	Step 1-5 Min: $17.83	Step 1-5 Min: $18.52

(Represented)		Max: $18.92	Max: $19.66
Central Kitchen Lead Cook (Represented)	Formerly the Central Kitchen Shift Lead. Name change due to no shifts at the Kitchen anymore. Updated job description to simplify roles, clarify responsibilities, and eliminate redundancies.	Step 1-5 Min: $18.90 Max: $20.05	Step 1-5 Min: $19.63 Max: $20.83
Central Kitchen Lead Food Production Driver (Represented)	Updated job description to simplify roles, clarify responsibilities, and eliminate redundancies.	Step 1-5 Min: $18.90 Max: $20.05	Step 1-5 Min: $19.63 Max: $20.83

Fiscal Impact and Timeframe

The title and grade changes allow our program to come up to market level and be competitive in our recruitment efforts to fill current vacant positions, as well as improve retention for this current 2023-2024 fiscal year. Staff reviewed the Central Kitchen budget with our CFO and the budget can support all proposed changes.

Strategic Plan Impact

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

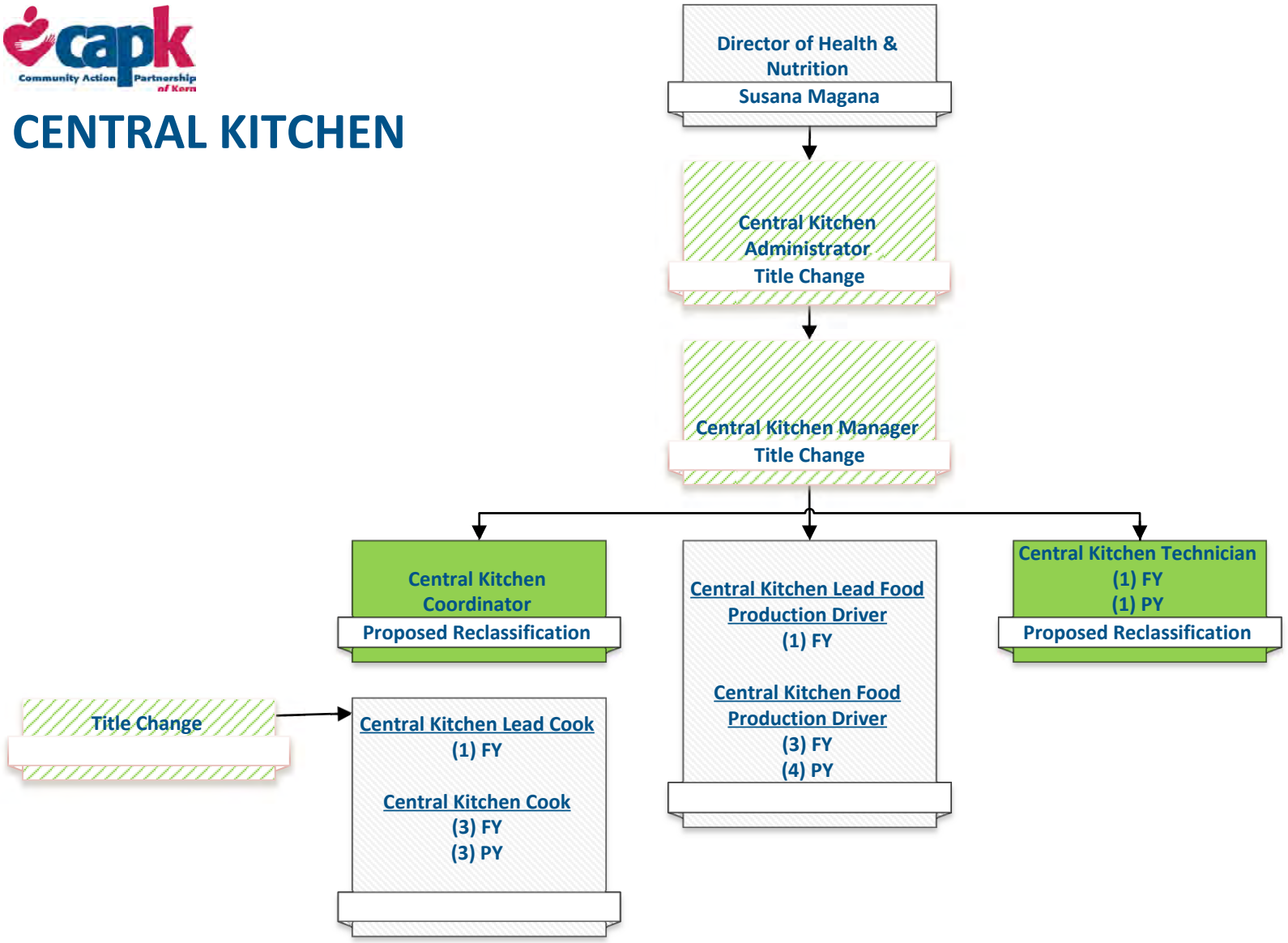
- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommends the Personnel Committee approve the updated job descriptions for the represented staff at the Central Kitchen and the restructuring of the organizational chart.

Attachments:
Central Kitchen Organizational Chart
Central Kitchen Cook (Represented) Job Description
Central Kitchen Food Production Driver (Represented) Job Description
Central Kitchen Lead Cook (Represented) Job Description
Central Kitchen Lead Food Production Driver (Represented) Job Description

CENTRAL KITCHEN



Legend



Rev. 09/2024

Cook (Represented)

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: Step 1 - 5 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the direction of the Central Kitchen Coordinator, the Central Kitchen Cook is responsible for maintaining high standards of quality food production, appropriate quantities of food, and portion control using standardized recipes.

SUPERVISION RECEIVED:

Receives supervision from the Central Kitchen Coordinator and/or Lead Cook.

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:

- Cross-training in all the duties of the kitchen. Ensure that all assignments in the kitchen stay within the time frames of food production.
- Maintain a safe and functional work environment.
- Assist in stocking all food and non-food deliveries using proper rotation – first-in, first-out (FIFO).
- Maintain kitchen, food, and food service supply inventories by keeping all pull sheets up to date.
- Store food items, food service supplies, and janitorial supplies in designated areas.
- Assist in all quality controls in the packaging of meals and snacks that are delivered to the centers according to policies and procedures.
- Ensure all food items are labeled, dated, and packaged correctly using the center count sheets.
- Prepare food as assigned, from approved menus using standardized recipes and portions.
- Develop and test new menu recipes within Child and Adult Care Food Program (CACFP) requirements. Assist in menu prep items such as weighing, measuring, and mixing as needed.
- Follow approved food safety and sanitation standards.
- Responsible for portioning food items according to production sheets.
- Maintain all food at appropriate temperatures and ensure that hot food is not held in the heater more than one (1) hour prior to the drivers' check-out.
- Ensure the safe use and operation of all cooking equipment, including, but not limited to ovens, steamers, kettles, stove, tilt skillet, etc.

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- Inspect kitchen equipment to ensure it is in good working condition prior to use and report any concerns to administrative staff.
- Follow approved sanitation and safety practices.
- Maintain work area and ensure large equipment is always clean (e.g., meat slicer, mixer, refrigerator, freezer, etc.).

Other Job Specific Duties:

- Follows daily cleaning schedule and performs janitorial duties as assigned.
- Attend and participate in staff meetings, in-service training programs, and safety meetings.
- Perform other duties and special projects as assigned.
- Participate in the Central Kitchen Program cross-training.

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:

- Principles and methods of quantity food preparation, serving, and storage.
- All measurements (fluid, volume, weight, etc.).
- Safety and sanitation procedures relating to food preparation in an institutional kitchen.
- Care and use of food service equipment.
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures, food safety, and sanitation.
- Regulations governing the administration of the Head Start Program and state related programs.

Ability to:

- Perform repetitive movements, lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Stand for long periods of time.
- Lift a minimum of fifty (50) lbs.
- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Prioritize workload efficiently, without direct instruction.
- Exercise initiative.
- Work both independently and in a team environment.

EDUCATION AND EXPERIENCE:

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

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- High school diploma or equivalent.
- One (1) to three (3) years of experience in large quantity food preparation, or similar food service.
- Have or will obtain a SERVSAFE certification within 90 days of hire date.

OTHER REQUIREMENTS:

- Must have a valid California driver's license and state 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 Cook (Represented)			
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

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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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Food Production Driver (Represented)

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: Step 1-5 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Central Kitchen Manager and the Central Kitchen Coordinator, the Food Production Driver will be responsible for delivery of food and supplies to various agency sites. The Central Kitchen Food Production Driver will also assist in meal preparation.

SUPERVISION RECEIVED:
Central Kitchen Manager and Central Kitchen Coordinator.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Transport food and requisitioned supplies as follows:
  - Check out food for centers/classrooms using the Food Transfer Record (FTR) ensuring all items are there.
  - Record temperatures for all food being delivered.
  - Load and unload assigned van.
  - Deliver meals to designated childcare centers as assigned according to routes and route schedules.
  - Ensure all food is properly labeled and properly packed for transport e.g., hot pack, ice chest, etc.
  - Ensure all items (food and non-food) leave the kitchen for delivery and have proper documentation with proper signatures.
  - Follow all food safety, sanitation, and transportation procedures.
- Meal preparation:
  - Assist in menu prep items as assigned: counting, labeling, and packaging as needed.
  - Ensure all items are properly labeled, dated, and packaged correctly using the center count sheets and ready for driver check out at scheduled times.
  - Maintain all food at appropriate temperatures.
  - Check equipment and work area often to ensure proper working order.
  - Follow assigned cleaning, safety, and sanitary practices. Ensure safety and sanitation requirements are met and report any concerns to administrative staff.
  - Count and/or measure meal items.
  - Have knowledge of food temperature requirements and how food is temped.
  - Assist in maintaining kitchen inventory, stocking, and rotating.
  - Stock food and food service supplies using proper rotation (FIFO method).
- Maintenance of vehicles:
  - Notify supervisor verbally if any vehicles require repairs, and document the

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issue using the van checklist.
    - Responsible for fuel credit card and all receipts for fuel purchases.
    - Responsible for cleanliness and safety checks.
    - Maintain daily vehicles mileage and maintenance logs.
- Responsible for all CAPK-issued equipment.
- Follow daily cleaning schedule to perform janitorial duties.
- Pick up and deliver mail from centers, Central Kitchen, and business office.
- Performs any other duties as assigned.

Other Job Specific Duties:

- Food production rotation up to a maximum of three (3) consecutive weeks.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- All measurements, including Child and Adult Care Food Program (CACFP) meal patterns (fluid, volume, weight).
- Sanitation and safety of an institutional kitchen.
- Care and maintenance of vehicles.

Ability to:

- Understand and follow prep list.
- Work both independently and in a team environment.
- Maintain critical delivery schedules.
- Become familiar with urban and rural streets and highways.
- Perform repetitive movements, including lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Stand for a long period of time and sit for extended periods of time.
- Lift a minimum of fifty (50) lbs.

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.
- One (1) to three (3) years of experience driving a delivery van or similar vehicle in a distribution or similar circumstance.
- One (1) to three (3) years of experience in large quantity food preparation or similar food service.
- Must have or will obtain a SERVSAFE certification within 90 days of hire date.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with anacceptable 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 outdoors/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 Food Production Driver (Represented)			
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					

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Lead Cook (Represented)

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: Step 1-5 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Central Kitchen Coordinator, the Central Kitchen Lead Cook is responsible for maintaining high standards of quality food production, appropriate quantities of food, and portion control using standardized recipes.

SUPERVISION RECEIVED:
Receives supervision from the Central Kitchen Coordinator.

SUPERVISION EXERCISED:
None

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

Essential Job Specific Duties:

- Prepare meal items for delivery to childcare centers, Home Base, and other center events/activities and ensure all food is properly packed for transport required.
- Ensure all items are properly labeled with childcare center/Home Base name, date to be served, and number of servings.
- Assist with monitoring and updating the center meals sent according to the attendance report from the Head Start staff.
- Follow all food safety and sanitation policies, procedures, and regulations requirements. Assist in cross training of cooks in the Central Kitchen.
- Cross-training in all the duties of the kitchen and assuming duties and responsibilities in the absence of the Central Kitchen Coordinator.
- Assist in menu prep items such as weighing, measuring, and mixing as needed.
- Development and testing of new menu recipes within Child and Adult Care Food Program (CACFP) requirements.
- Assist in preparing menu substitutions items for children with special dietary needs/allergies, and ensures documentation reflects food substitutions.
- Adjust standardized recipes so yield matches actual count needed.
- Collaborate with the food production department to facilitate the transport of meals to designated centers. Acquire knowledge of Head Start, CACFP, and Environmental Health regulations.
- Responsible for portioning food items according to production sheets.
- Assist in all quality controls in the packaging of meals and snacks that are delivered to the centers according to policies and procedures.

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- Oversee the packaging of delivered meals and snacks according to policies and procedures to maintain temperature, sanitation, and quality control.
- Prepare food as assigned from approved menus using standardized recipes and standard portions and following portion control guidelines when preparing food.
- Ensure all kitchen and food service areas are clean and maintained, including all large equipment (meat slicer, food mixers, freezers, refrigerators, food choppers, dish machine, etc).
- Maintain all food at appropriate temperatures and ensure that hot food is not held in the heater more than one hour prior to the drivers' check-out.
- Receives, inspects, and confirms the quantity and quality of food and food supplies delivered.
- Ensure all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Assist in maintaining the kitchen inventory and ensure all foods are in stock by pull sheets at least one day before the day of preparation.
- Maintain kitchen, food, and food service supply inventories by keeping all pull sheets up to date.
- Store food items, food service supplies, and janitorial supplies in designated areas.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and report any concerns to administrative staff.
- Follow approved food safety and sanitation standards.
- Assist in stocking all food and non-food deliveries using proper rotation – first-in, first-out (FIFO).
- Ensure that all assignments in the kitchens stay within the time frames of food production.
- Ensure the safe use and operation of all cooking equipment, including, but not limited to ovens, steamers, kettles, stove, tilt skillet, etc.

Other Job Specific Duties:

- Attend and participate in staff meetings, in-service training programs, and safety meetings.
- Maintains a safe and functional work environment.
- Performs other duties and special projects as assigned.
- Participate in the Central Kitchen Program cross-training.
- Follows daily cleaning schedule and performs janitorial duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Regulations governing the administration of Head Start Program and related programs desirable.
- Food service management including basic nutrition and child nutrition.
- Nutri-Kids computer program or become proficient within one (1) year of date of hire.
- Principles and methods of quantity food preparation, serving, and storage.

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- All measurements (fluid, volume, weight, etc.).
- Safety and sanitation procedures relating to food preparation in an institutional kitchen.
- Care and use of food service equipment.

Ability to:

- Ability to lift a minimum of fifty (50) lbs.
- Must be able to perform repetitive movements, lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Ability to stand for long periods of time.
- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work alternative hours as required including evenings and weekends.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Prioritize workload efficiently, without direct instruction.
- Exercise initiative.
- Work both independently and in a team environment.

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.
- One (1) to three (3) years of experience in large quantity food preparation or similar food service.

OTHER REQUIREMENTS:

- Must have a valid California driver's license and state 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.
- Must have or will obtain a SERVSAFE certification within 90 days of hire date.

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.

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POSITION TITLE Lead Cook (Represented)			
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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Lead Food Production Driver (Represented)

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: Step 1 - 5 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Central Kitchen Manager, the Lead Food Production Driver will assist with overseeing and maintaining the high standards of quality food transport and delivery in addition to the actual driving and delivery.

SUPERVISION RECEIVED:
Receives supervision from the Central Kitchen 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:

- Assisting Central Kitchen Manager:
  - Revising delivery routes, cleaning schedules, and staff onboarding.
  - Maintaining inventory of food service and non-food service supplies.
  - Monitoring fuel credit card receipts for fuel purposes.
  - Monitoring daily vehicles mileage and maintenance log.
- Transport food and requisition supplies as follows:
  - Check out food for centers/classrooms using the Food Transport Record (FTR) ensuring all items are there and record temps for all food being delivered.
  - Load and unload assigned van.
  - Deliver meals to designated childcare centers, as assigned, according to routes and route schedules.
  - Ensure all food is properly labeled and properly packed for transport (e.g., hot pack, ice chest, etc.).
  - Ensure all items (food and non-food) leave the kitchen for delivery and have proper documentation with proper signatures.
  - Follow all food safety, sanitation, and transportation procedures.
- Maintenance of vehicles:
  - Responsible for fuel credit card and receipts for fuel purchases.
  - Responsible for cleanliness and safety checks.
  - Maintain good operating condition.
  - Verbally notify supervisor if vehicles need repairs and document using the van check list.
  - Maintain daily vehicle mileage and maintenance logs.
- Responsible for the CAPK issued cell phone and charger.

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- Follow assigned cleaning, safety, and sanitary practices and follow daily cleaning schedule to perform janitorial duties.
- Assist in maintaining kitchen inventory, stocking, and rotating.
- Stock food and food service supplies using proper rotation (FIFO method).
- Pick up and deliver mail from centers, Central Kitchen, and business office.
- Perform any other like duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- General computer knowledge.
- Food safety and sanitation regulations.
- Urban and rural streets and highways.
- Care and maintenance of vehicles.
- Traffic regulations.

Ability to:

- Maintain critical delivery schedules.
- Perform repetitive movements, including lifting, grasping, and reaching in a forward, upward, or sideways motion.
- Stand for long periods of time.
- Sit for extended periods of time.
- Lift a minimum of fifty (50) lbs.

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.
- One (1) year of driving a delivery van or similar vehicle in a distribution or similar circumstance.
- One (1) to three (3) years of experience in large quantity food preparation or similar food service.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.

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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 outdoors/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 Lead Food Production Driver (Represented)			
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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MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: September 4, 2024

Subject: *Agenda Item 4(d)*: Position Analysis and Equity Review for East Kern Family Resource Center – **Action Item**

In collaboration with the Human Resources Department, we conducted a comprehensive job description and a salary structure review for the East Kern Family Resource Center. The goal of this study is to make sure we are providing equitable compensation, able to compete with the current job market, retain staff, and make sure we continue to meet the evolving needs of East Kern County.

Summary of Proposed Changes

During the study, we found no positions that necessitated a reduction in grade or pay. However, several positions required a grade adjustment, and one position required a title change to ensure equitable pay standards across the agency. Below is an outline of the proposed position changes and their fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Case Manager	Grade change from 6 to 8; duties and responsibilities and education requirements.	6 Min: $18.53 Mid: $21.81 Max: $25.08	8 Min: $22.86 Mid: $28.59 Max: $34.30
Office Assistant	Grade change from 1 to 3; duties and responsibilities and education requirements.	1 Min: $16.00 Mid: $16.00 Max: $17.45	3 Min: $16.00 Mid: $17.51 Max: $21.01
Program Manager	Formerly the Program Supervisor. Grade change from 9 to 12; duties and responsibilities and education requirements.	9 Min: $24.78 Mid: $31.01 Max: $37.21	12 Min: $35.58 Mid: $44.47 Max: $53.37

Fiscal Impact and Timeframe

Upon approval, the proposed grade increases and job title adjustments are scheduled to take effect on September 30, 2024. These changes will raise the annual salary cost to $17,588.00. The additional expense will be covered by the existing funding sources that support the East Kern FRC Center, including First 5, Cal-Aim, Kern Health Systems, and HHAP. The adjustments in grade and title are designed to enhance our recruitment efforts, fill vacant positions, and improve staff retention for the 2024/2025 fiscal year. The

revised and new job descriptions have been reviewed and approved by the Chief Program Officer and the Human Resources Department.

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.*

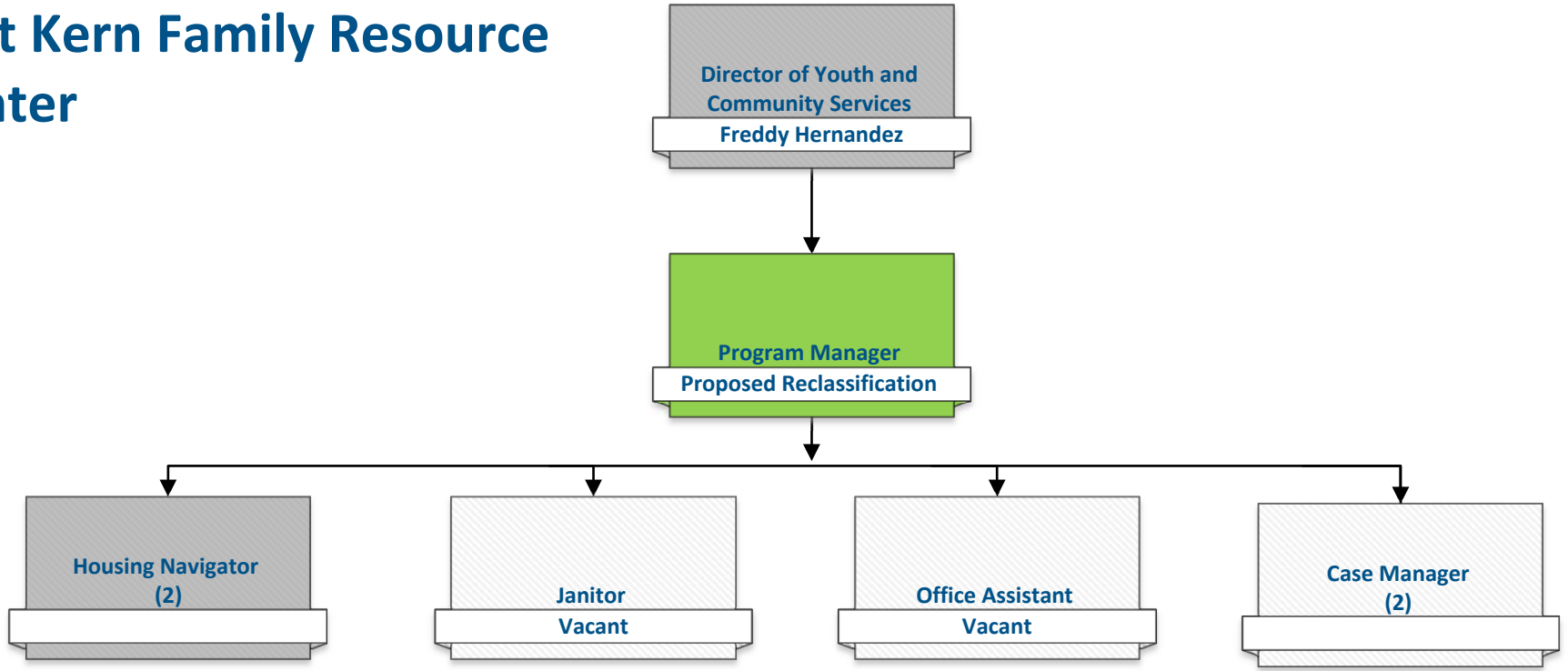
Recommendation:

Staff recommends the Personnel Committee approve the East Kern Family Resource Center job descriptions and pay grade changes.

Attachments:

East Kern Family Resource Center Organizational Chart
EKFRC Case Manager Job Description
EKFRC Office Assistant Job Description
EKFRC Program Manager Job Description

East Kern Family Resource Center



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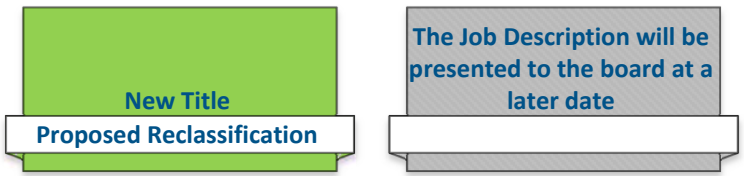

Rev. 09/2024

Case 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 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the Program Manager, the Case Manager provides education and social service support to individuals and families through home and/or community visitation. The Case Manager assesses the needs and develops and implements a program plan. Responsibilities include home visitation, education and support with health, nutrition, finances, parenting, early childhood development, referrals to other community agencies, follow-up, and data tracking. Develops a positive relationship with children, parents, and families.

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:

- Provides program information, education, and support associated with referred services.
- Assess and identify needs specific to clients, individually or as a group.
- Develops and implements individual service plans or health education curriculum.
- Plans and conducts home visitation activities.
- Maintains accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Provides appropriate referrals and follow up based on analysis of observations, screenings, and assessments.
- Advocates for clients and client services when necessary.
- Meet caseload and contract requirements specific to program design.
- Prepares and delivers oral presentations to the agency and public as assigned.
- Serves as a liaison for schools, volunteers, and other community agencies.
- Maintain and update client information in database.

Other Job Specific Duties:

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

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- Travel for home visits, training, and collaboration on a regular basis. May be required to work at alternative sites as needed.
- Perform other tasks as may be required for the efficient operation of the comprehensive, integrated program.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Child development, child nutrition, health and safety, family dynamics, and community resources.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Data entry practices and procedures.

Ability to:

- Establish professional working relationships with staff, agencies, and parents.
- Maintain patient/client dignity and confidentiality.
- Work independently and effectively organize and prioritize work.
- Communicate effectively, verbally, and in writing.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health, social science, early childhood development, or related field preferred.
- Experience working with children 0-5 years of age.
- One (1) year of case management experience.
- Two (2) years' experience working with underserved families of diverse cultures in the home and social services setting.
- Any equivalent combination of education and/or experience may be substituted yearly.

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 access to reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) is desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must adhere to agency dress code policy.

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

POSITION TITLE Case Manager			
	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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Office Assistant

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

Salary Range: Grade 03 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Program Manager, the Office Assistant is responsible for answering multi-line phones, greeting walk-in clients, and delivering exceptional customer service. The Office Assistant will perform a variety of clerical duties including data entry, filing, assisting with the completion of monthly reports, and other duties as assigned.

SUPERVISION RECEIVED:
Receives supervision from 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:
- Operate a multi-line telephone system to answer incoming calls, route them to the appropriate parties, and take accurate messages.
- Keeps track of employees' sign-in and sign-out lists.
- Provides general information about our programs to the public.
- Completes data entry into the program database.
- Delivers outstanding customer service to clients and team members with a commitment to helpfulness, dignity, and respect.
- Upholds and follows establishes policies, confidentiality, and security.
- On a scheduled temporary basis, may be required to work at any satellite facility.
- Responsible for logging gift cards, making copies of receipts, collecting time sheets, and receiving mail for distribution.
- Manage and coordinate the organization of program donations and supplies.
- Ensure cleanliness and organization of the front lobby, including performing basis janitorial maintenance tasks.

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 CAPK programs.
- Performs any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Work independently.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Works alternative hours as required, including nights and weekends.
- 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.

- High school diploma or equivalent.
- One (1) year of clerical experience.
- One (1) year of customer service experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must adhere to agency dress code policy.

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:

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

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

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Program Manager

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

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

SUMMARY:

Under the direction of the Division Director, the Program Manager is responsible for the overall operation including the direct supervision of staff, volunteers, and the day-to-day operational responsibilities of individual programs. The Program Manager monitors all case management services and provides guidance to staff for complex and program requirements. The Program Manager works as a member of the interdisciplinary team which helps deliver the components of all program services. The Program Manager will be responsible for the collaboration and communication of other community partners.

SUPERVISION RECEIVED:

Receives supervision from the Division Director.

SUPERVISION EXERCISED:

Case Managers, indirect supervision of the Housing Navigators, and volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Strategically plan and monitor contract expenditures to ensure expenses are within budget guidelines.
- Negotiate, monitor, and evaluate program contracts to ensure contractual compliance.
- Manage the implementation of new community services.
- Collaborate with other agencies to solicit volunteers, program sites, and other services.
- Develop and maintain a successful volunteer program.
- Ensure the confidentiality of the clients we serve.
- Collaborate with the CAPK Marketing team to develop outreach material and advertising for the program.
- Work with the Grants Department to seek additional funding opportunities.
- Responsible for supervision and training of staff to ensure the overall success of meeting program requirements.
- Monitor the case management of clients; provides direction and consultation to the staff in the case management of patients and the documentation and data input related to the program's outcomes and objectives.
- Assists in the orientation and training of new employees.
- Participates in case conferences, staff meetings, and program/budget planning.

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- Coordinate client services with other agencies and programs.
- Responsible for program reporting, documents relating to internal fiscal, procurement, and human resource requirements of programs/projects.
- Attends local, regional, and state meetings at the Program Director's discretion and the requirements of the funding sources.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Assist with other program service lines.
- Work alternative hours as required, including nights and weekends
- Performs other work duties as required.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Existing community resources and human services.
- Budget and contract management.
- Modern office practices, methods, procedures, and equipment.
- Current problems of socially and economically challenged families including barriers to adequate healthcare.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Establish professional working relationships with staff and other agencies.
- Collaborate effectively within an interdisciplinary team, working with both professionals and paraprofessionals.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public.
- Demonstrate good interpersonal skills.
- Ensure the dignity and confidentiality of clients.
- Travel for work as needed.

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 health, social sciences, or related field preferred.
- Minimum three (3) years of relevant work experience in a related field.
- Minimum two (2) years of supervision of staff and volunteers.

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- Case Management experience preferred.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the duties described may be acceptable.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have access to reliable transportation during work hours.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Additional security clearance may be required to access Government Base.

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 Program 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

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

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

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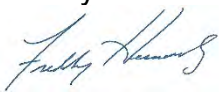
MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services



Date: September 4, 2024

Subject: *Agenda Item 4(e)*: Position Analysis and Equity Review for Oasis Family Resource Center – **Action Item**

In collaboration with the Human Resources Department, we conducted a comprehensive review of the job descriptions and salary structure at the Oasis Family Resource Center (FRC). The aim of this study is to ensure equitable compensation, enhance our competitiveness in the current job market, retain staff, and continue to meet the evolving needs of the Ridgecrest community.

Summary of Proposed Changes

During the study, no positions were identified that required a grade or pay reduction. However, several positions necessitated a grade adjustment, and one required a title change to uphold equitable pay standards across the agency. Below is a description of the proposed position changes and their fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Case Manager	Grade change from 6 to 8; duties and responsibilities and education requirements.	6 Min: $18.53 Mid: $21.81 Max: $25.08	8 Min: $22.86 Mid: $28.59 Max: $34.30
Office Assistant	Grade change from 1 to 3; duties and responsibilities and education requirements.	1 Min: $16.00 Mid: $16.00 Max: $17.45	3 Min: $16.00 Mid: $17.51 Max: $21.01
Program Manager	Formerly the Program Supervisor. Grade change from 9 to 12; duties and responsibilities and education requirements.	9 Min: $24.78 Mid: $31.01 Max: $37.21	12 Min: $35.58 Mid: $44.47 Max: $53.37

Fiscal Impact and Timeframe

Pending approval, the proposed grade increases and job title changes are scheduled to take effect on September 30, 2024. The new compensation rates will result in an annual salary cost increase to $1,309.00. This additional expense will be covered by the existing funding sources, including First 5, Planned Parenthood, and CalCAPA, which currently support the Oasis FRC Center. These grade and title adjustments will enhance our program's competitiveness in recruitment, help fill vacant positions, and improve staff retention for the 2024/2025 fiscal year. The revised and new job descriptions have been

reviewed and approved by the Chief Program Officer, Chief Financial Officer, and the Human Resources Department.

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.*

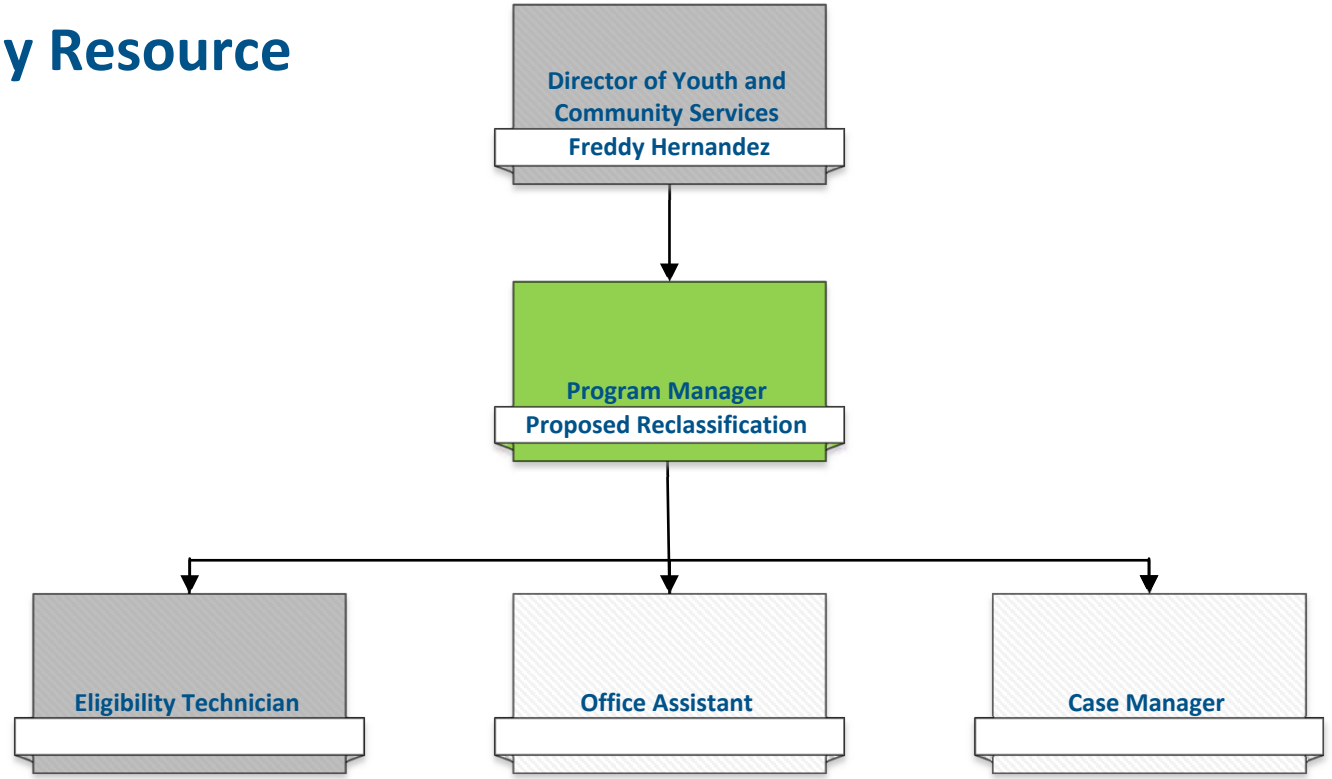
Recommendation:

Staff recommends the Personnel Committee approve the Oasis Family Resource Center job descriptions and pay grade changes.

Attachments:

Oasis Family Resource Center Organizational Chart
Oasis Case Manager Job Description
Oasis Office Assistant Job Description
Oasis Program Manager Job Description

OASIS Family Resource Center



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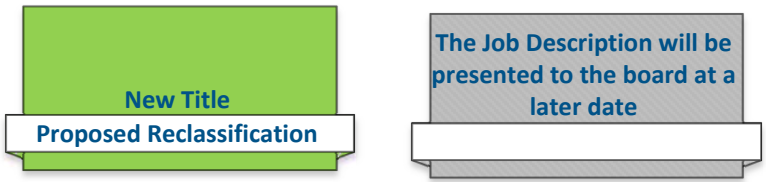

Rev. 09/2024

Case 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 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the Program Manager, the Case Manager provides education and social service support to individuals and families through home and/or community visitation. The Case Manager assesses the needs and develops and implements a program plan. Responsibilities include home visitation, education and support with health, nutrition, finances, parenting, early childhood development, referrals to other community agencies, follow-up, and data tracking. Develops a positive relationship with children, parents, and families.

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:

- Provides program information, education, and support associated with referred services.
- Assess and identify needs specific to clients, individually or as a group.
- Develops and implements individual service plans or health education curriculum.
- Plans and conducts home visitation activities.
- Maintains accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Provide appropriate referrals and follow up based on analysis of observations, screenings, and assessments.
- Advocates for clients and client services when necessary.
- Meet caseload and contract requirements specific to program design.
- Prepares and delivers oral presentations to the agency and public as assigned.
- Serves as a liaison for schools, volunteers, and other community agencies.
- Maintain and update client information in the database.
- Responsible for leading the Summer Bridge Program.

Other Job Specific Duties:

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

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- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Travel for home visits, training, and collaboration on a regular basis. May be required to work at alternative sites as needed.
- Perform other tasks as may be required for the efficient operation of a comprehensive, integrated program.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Child development, child nutrition, health and safety, family dynamics, and community resources.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Establish professional working relationships with staff, agencies, and parents.
- Maintain patient/client dignity and confidentiality.
- Work independently and effectively organize and prioritize work.
- Communicate effectively, verbally and in writing.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health, social science, early childhood development, or related field preferred.
- Experience working with children 0-5 years of age.
- One (1) year of case management experience.
- Two (2) years' experience working with underserved families of diverse cultures in the home and social services setting.
- Any equivalent combination of education and/or experience may be substituted yearly.

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 access to reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) is desirable.

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- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must adhere to agency dress code policy.

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: Case Manager			
	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	

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	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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Office Assistant

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

Salary Range: Grade 03 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Program Manager, the Office Assistant is responsible for answering multi-line phones, greeting walk-in clients, and delivering exceptional customer service. The Office Assistant will perform a variety of clerical duties including data entry, filing, assisting with the completion of monthly reports, and other duties as assigned.

SUPERVISION RECEIVED:
Receives supervision from 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:
- Operate a multi-line telephone system to answer incoming calls, route them to the appropriate parties, and take accurate messages.
- Keeps track of employees' sign-in and sign-out lists.
- Provides general information about our programs to the public.
- Completes data entry into program database.
- Delivers outstanding customer service to clients and team members with a commitment to helpfulness, dignity, and respect.
- Upholds and follows establishes policies, confidentiality, and security.
- On a scheduled temporary basis, may be required to work at any satellite facility.
- Responsible for logging gift cards, making copies of receipts, collecting time sheets, and receiving mail for distribution.
- Manage and coordinate the organization of program donations and supplies.
- Ensure cleanliness and organization of the front lobby, including performing basis janitorial maintenance tasks.

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 CAPK programs.
- Performs any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Work independently.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Works alternative hours as required, including nights and weekends.
- 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.

- High school diploma or equivalent.
- One (1) year of clerical experience.
- One (1) year of customer service experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Must adhere to agency dress code policy.

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.

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

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

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Program Manager

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

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

SUMMARY:

Under the direction of the Division Director, the Program Manager is responsible for the overall operation including the direct supervision of staff, volunteers, and the day-to-day operational responsibilities of individual programs. The Program Manager monitors all case management services and provides guidance to staff for complex and program requirements. The Program Manager works as a member of the interdisciplinary team which helps deliver the components of all the program services. The Program Manager will be responsible for the collaboration and communication of other community partners.

SUPERVISION RECEIVED:

Receives supervision from the Division Director.

SUPERVISION EXERCISED:

Case Managers, indirect supervision of the Housing Navigators, and volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Strategically plan and monitor contract expenditures to ensure expenses are within budget guidelines.
- Negotiate, monitor, and evaluate program contracts to ensure contractual compliance.
- Manage the implementation of new community services.
- Collaborate with other agencies to solicit volunteers, program sites, and other services.
- Develop and maintain a successful volunteer program.
- Ensure the confidentiality of the clients we serve.
- Collaborate with the CAPK Marketing team to develop outreach material and advertising for the program.
- Work with the Grants Department to seek additional funding opportunities.
- Responsible for supervision and training of staff to ensure the overall success of meeting program requirements.
- Monitor the case management of clients; provides direction and consultation to the staff in the case management of patients and the documentation and data input related to the program's outcomes and objectives.
- Assists in the orientation and training of new employees.
- Participates in case conferences, staff meetings and program/budget planning.

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- Coordinate client services with other agencies and programs.
- Responsible for program reporting, documents relating to internal fiscal, procurement and human resource requirements of programs/projects.
- Attends local, regional, and state meetings at the Program Director's discretion and the requirements of the funding sources.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Assist with other programs.
- Work alternative hours as required, including nights and weekends.
- Performs other work duties as required.

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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Existing community resources and human services.
- Budget and contract management.
- Modern office practices, methods, procedures, and equipment.
- Current problems of socially and economically challenged families including barriers to adequate healthcare.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Establish professional working relationships with staff and other agencies.
- Collaborate effectively within an interdisciplinary team, working with both professionals and paraprofessionals.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public.
- Demonstrate good interpersonal skills.
- Ensure the dignity and confidentiality of clients.
- Travel for work as needed.

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 public administration, health services, sociology, behavioral science, childhood development, or related field.
- Minimum three (3) years of relevant work experience in a related field.
- Minimum two (2) years of supervision of staff and volunteers.

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- Case Management experience preferred.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the duties described may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have access to reliable transportation during work hours.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Additional security clearance may be required to access Government Base.

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 Program Manager			
	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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MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: September 4, 2024

Subject: *Agenda Item 4(f)*: Position Analysis and Equity Review for Friendship House – **Action Item**

In collaboration with the Human Resources Department, we conducted a comprehensive review of job descriptions and salary structures at the Friendship House. The goal of this study is to ensure equitable compensation, enhance our competitiveness in the current job market, retain staff, and continue meeting the evolving needs of the East Bakersfield community.

Summary of Proposed Changes

During the study we did not identify any positions that required a grade or pay reduction. However, we did have two positions that required a grade change, and several that required a title change in order to maintain equitable pay standards throughout the agency. Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Assistant	Grade change from 4 to 6; duties and responsibilities; qualifications and education.	4 Min: $16.38 Mid: $18.89 Max: $21.72	6 Min: $18.89 Mid: $23.62 Max: $28.34
Cal-VIP Outreach Specialist	Duties and responsibilities; education and experience.	8 Min: $21.59 Mid: $26.96 Max: $32.35	-
Program Activity Assistant	Formerly the Activity Specialist; grade change from 4 to 6; duties and responsibilities; education and experience.	4 Min: $16.38 Mid: $18.89 Max: $21.72	6 Min: $18.89 Mid: $23.62 Max: $28.34
Program Administrator	Grade change from 12 to 13; duties and responsibilities.	12 Min: $37.72 Mid: $47.13 Max: $56.57	13 Min: $39.97 Mid: $49.96 Max: $59.95
Program Educator – Mentor Services	Formerly Program Educator FHCC; duties and responsibilities; qualifications; education and experience.	8 Min: $21.59 Mid: $26.96 Max: $32.35	-
Program Educator – Violent Intervention Services	Formerly Program Educator FHCC; duties and responsibilities; qualifications; education and experience.	8 Min: $21.59 Mid: $26.96 Max: $32.35	-

Fiscal Impact and Timeframe

Pending approval, the proposed grade increases and job title changes are scheduled to take effect on September 30, 2024. These adjustments will increase the annual salary cost by $10,135.00. This additional expense will be covered by existing funding sources, including Cal-VIP, Cal-VIP Outreach, Positive Youth Impact, and CSBG, which currently support Friendship House. The grade and title changes will enhance our program's competitiveness in recruitment, help fill vacant positions, and improve staff retention for the 2024/2025 fiscal year. The revised and new job descriptions have been reviewed and approved by the Chief Program Officer, Chief Financial Officer, and the Human Resources Department.

Strategic Plan Impact

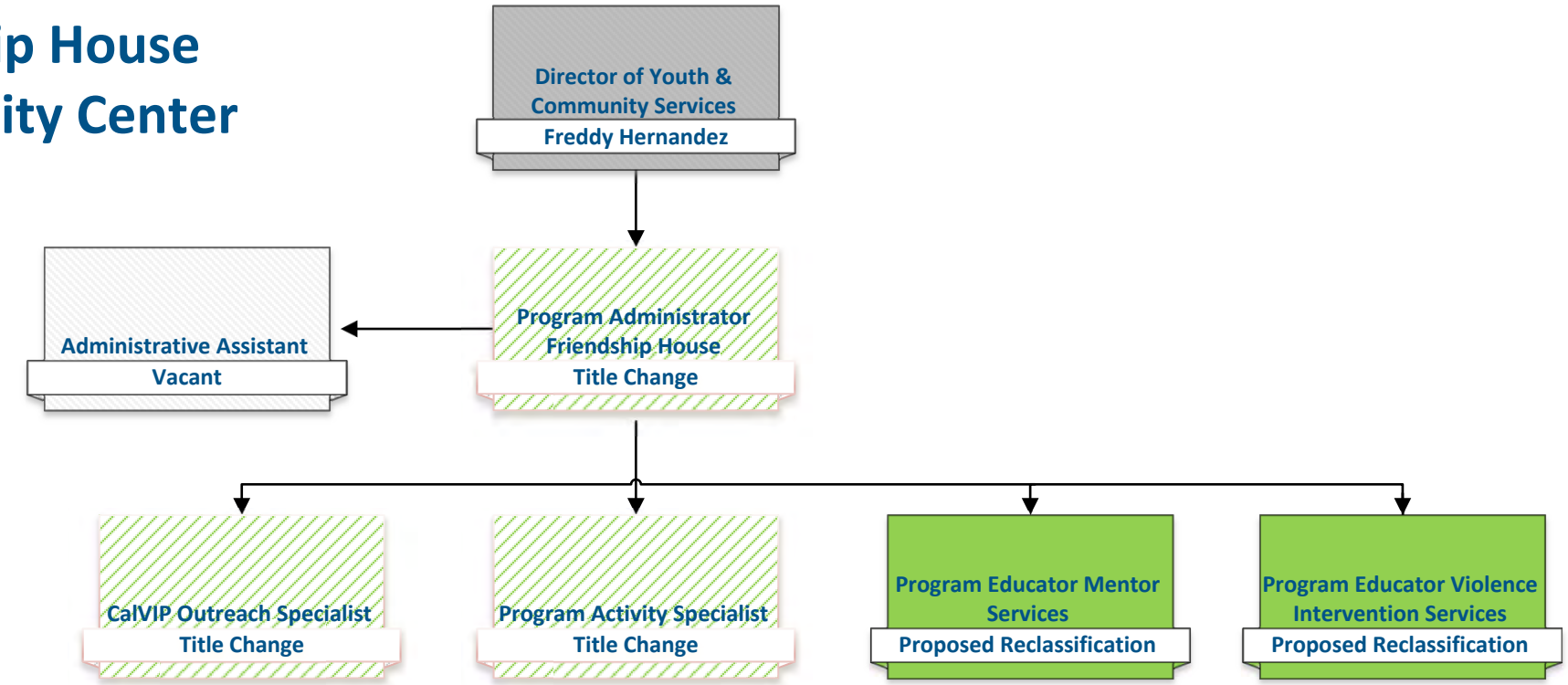
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.*

Recommendation:

Staff recommends the Personnel Committee approve the Friendship House job descriptions and pay grade changes.

Attachments:
Friendship House Organizational Chart
Administrative Assistant Job Description
Cal-VIP Outreach Specialist Job Description
Program Activity Assistant Job Description
Program Administrator Job Description
Program Educator Mentor Services Job Description
Program Educator Violence Intervention Services Job Description

Friendship House Community Center



Legend



Rev. 09/2024

Administrative Assistant

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

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

SUMMARY:
Provides a wide variety of administrative and clerical duties, prepares reports, and performs special projects. The Administrative Assistant will relieve the supervisor of a wide variety of administrative details and interacts with high-level external and internal contacts requiring specialized confidential subject matter expertise in business administration, information systems, and personnel management, including the application and interpretation of federal, state, and local laws related to these subject areas.

SUPERVISION RECEIVED:
Receives supervision from the Program 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:
- Responsible for accurately entering, maintaining, and organizing department files, customer information, and electronic records.
- Delivers outstanding customer service to clients and team members with a commitment to helpfulness, dignity, and respect.
- Provides general information about Agency programs to the public.
- Assist the Program Administrator with department projects, meetings, reports, and correspondence.
- Prioritize workflow, including handling routine matters such as distributing mail, faxing, and photocopying.
- Engage in recruitment and outreach efforts across multiple program service lines.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

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MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Problem solve and address conceptual matters.
- Communicate effectively, verbally and in writing.
- Work independently
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Three (3) years of clerical experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual 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 Assistant				
Activity	**Hours Per Day**	**NEVER**	**OCCASIONALLY**	**FREQUENTLY**

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	0 HOURS	UP TO 4 HOURS	4-8 HOURS
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

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Cal-VIP Outreach Specialist

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Administrator, the Cal-VIP Outreach Specialist is responsible for establishing a positive rapport with communities and individuals that are at risk of gun and gang violence. The Cal-VIP Outreach Specialist solicits high-risk individuals to encourage positive community engagement while linking them to social services, education, and jobs through an intensive case management process. Additionally, will serve as a liaison between health/social services and the community.

SUPERVISION RECEIVED:
Receives supervision from the Program 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:

- Provide court advocacy services and support high-risk clients in court proceedings, ensuring they understand their rights and the legal processes involved.
- Supply food boxes and essential food supplies to clients in need, ensuring nutritional needs are met.
- Maintain inventory of food pantry and replenishment of the food pantry, ensuring accurate inventory records and timely restocking.
- Implement and conduct Aggression Replacement Training sessions in schools to help students develop better anger management and social skills.
- Visit high-risk youth in local youth detention centers to offer personalized mentoring and support, aiming to guide them towards positive behavioral changes.
- Conduct group and individual job readiness training sessions focused on enhancing job readiness skills, such as resume building, interviewing techniques, and application processes; monitors and tracks milestones such as employment acquisition, and/or educational progress.
- Coordinate and facilitate emergency relocation for victims and at-risk clients, ensuring their safety and providing necessary support during the transition.
- Help clients and their families complete Home Energy Assistance Program (HEAP) applications to secure energy bill assistance.
- Process and distribute vouchers to community members for obtaining California identification cards, aiding in their access to various services.

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- Provide participants with gift cards and other incentives to encourage participation and acknowledge achievements.
- Compose detailed letters justifying specific client needs for various services or supports, advocating on their behalf.
- Attend pre-release and safety meetings focused on the safety and reintegration of clients, contributing insights and planning for their successful reentry into the community.
- Engage with the community both individually and as part of a team to establish and maintain positive relationships with high-risk individuals, residents, businesses, and community groups, including neighborhoods at high risk of gun violence.
- Develop strong connections with community-based service organizations, school officials, and resource providers; work collaboratively with City and County partners to align efforts, execute presentations, and sustain a robust network of intervention services and violence prevention initiatives.
- Evaluate each client's situation thoroughly to determine the most appropriate needs and support plan.
- Provide comprehensive case management for high-risk clients, maintaining daily contact and offering coaching, support, and connections to community programs (e.g., job programs, health and wellness services, social services, GED programs, drug treatment, and mentoring).
- Engage in weekly strategic planning sessions to research and identify potential hot spots for gun and gang violence, contributing to the development of intervention strategies.
- Accurately record all observations and actions using program-specific forms and standards, ensuring thorough documentation for reporting and analysis; perform necessary data entry and maintain confidentiality.
- Act as a bridge between health/social services and the community, facilitating communication and support; assist in managing crises and deescalating tense situations.
- Advocate for community education, counseling, and social support while engaging in outreach activities to raise awareness, provide necessary resources, and inform the community about program services.
- Develop and maintain positive working relationships with team members, co-workers, and supervisory staff, as well as those contacted during the performance of duties.
- Adhere to and enforce proper safety procedures and program guidelines during all activities and interactions.
- Support applicants in completing program applications accurately and efficiently, providing guidance as needed.
- Keep participants informed about renewal dates and requirements, ensuring they remain compliant with program protocols.
- Collect relevant data and compile routine reports to track program progress and outcomes; handle all paperwork tasks diligently while maintaining confidentiality.
- Maintains a variety of manual and electronic documents/reports, files and records for the purpose of providing up-to-date information and historical reference in accordance with established administrative guidelines and legal requirements.
- Performs other related tasks as assigned.

Other Job Specific Duties:

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

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- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Proactive in the program effort to recruit and enroll families that qualify for CAPK programs.

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:

- Kern County demographics, culture and population.
- Needs, perspectives, and lifestyle patterns of high-risk, gang-impacted, and/or gang-involved individuals.
- Techniques and strategies for working with diverse populations and individuals.
- General office practices, including operation of standard office equipment.
- Basic interviewing methods and principles.
- Safety practices and procedures related to the job.
- Agency and departmental policies and procedures.
- Current problems of socially and economically challenged families.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work independently.
- Work alternative hours as necessary
- Establish professional working relationships with staff, agencies, and clients.
- Prepare and maintain accurate records and reports.
- Interact effectively within diverse cultural communities and with a variety of public and private agencies, including public school officials, law enforcement, community-based and non-profit organizations, and other city, county, state, and federal agencies.

EDUCATION AND EXPERIENCE:

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

- Associate degree from an accredited college or university with coursework in counseling, social services, or a related field is preferred.
- Experience working or interacting with high-risk populations providing intervention and diversion services.
- Understanding of best practices in gang intervention and harm reduction.
- Experience in lieu of education may be considered on a year-per-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an

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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 performed indoors and outdoors.
- Noise level is mild to moderate.

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

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

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

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Program Activity Assistant

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

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

SUMMARY:
Under the supervision of the Program Administrator, the Program Activity Assistant is responsible for assisting in the planning of afterschool and summer program activities that are designed to stimulate learning and self-concept for students of various ages. The Program Activity Assistant is responsible for the recruitment of program participants, transportation to and from the afterschool program, tracking program enrollment, and helping to maintain a safe and healthy environment for children.

SUPERVISION RECEIVED:
Receives supervision from the Program 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:

- Leads educational and recreational activities for program participants and provides oversight.
- Assists with review of eligibility requirements and program enrollment of students and families.
- Assists in creating program activities and lesson plans for program participants.
- Assists with serving daily meals and clean-up following meal service.
- Tracks inventory of art supplies, snacks, and sports equipment
- Participates in participant/parent conferences as requested.
- Maintains participant and volunteer sign-in sheets for accuracy.
- Responsible for ensuring the overall safety of program participants.
- Provides homework assistance to program participants.
- Assist with the distribution of program surveys and evaluations to determine educational gains and gather feedback from participants.
- Create lesson plans and assist in the facilitation of STEM and leadership programs.
- Assist with the recruitment of the afterschool and summer programs.
- Assist with the meal orders and meal count report forms.
- Communicate and foster strong relationships with parents/guardians to support youth success.
- Responsible for providing transportation for program participants, as follows:
  - Program participants are to be picked up at their school sites, according to routes

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and route schedules, and transported to the Center.
    - Provides transportation for program field trips, as required.
    - Follows all safety and transportation procedures.
- Maintenance of vehicle:
    - Responsible for fuel credit card and all receipts for fuel purchases.
    - Responsible for cleanliness and safety.
    - Responsible for maintaining vehicles in good operating condition and notifies supervisor if vehicles need repair.
    - Maintains daily vehicle maintenance logs.
    - Ensures that the CAPK vehicle usage form and mileage form have proper documentation with proper signatures.
    - Follows weekly vehicle cleaning schedule.

Other Job Specific Duties:

- Attends all meetings and training courses as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current trends of culturally diverse children and families
- Child development and/or recreational background.
- Principles and techniques of instructional aide work.
- Classroom health and safety procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional and positive working relationships.
- Work effectively and collaboratively in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health, social science, early childhood development, or related field desired.
- Experience working with children and families is desirable.

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- Any equivalent combination of education and/or experience may be substituted on a year for 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.
- Experience working with children and families is desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is quiet to moderate.
- 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 Program Activity Assistant			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		X	
Kneeling		X	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	

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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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Program Administrator - Friendship House

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 13 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

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

SUPERVISION RECEIVED:

Receives supervision from Director of Youth and Community Services.

SUPERVISION EXERCISED:

Program staff and volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provide and maintain oversight of all program budgets to ensure expenses are within budget guidelines and ensure compliance with the scope of work as defined by funding sources and contracts.
- Responsible for program planning which includes developing program goals, identifying program objectives, and developing work plans.
- Provide operational administration of Friendship House programs, including the maintaining and efficiency of staffing and professional development.
- Recruit, develop, supervise, and provide leadership to program staff and volunteers.
- Follow and enforce program policies and procedures to ensure compliance with established guidelines. Including federal, state and local regulations.
- Develop strategies in researching and obtaining new initiatives and/or expansion of existing programs and services.
- Develop and maintain the afterschool and summer program for children in the community.

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- Develop and maintain community programs for children and families outside of normal work hours.
- Ensure that confidentiality of program participants is being maintained by staff.
- Manage, recruit, and support the needs of the Friendship House Advisory Board.
- Compile and submit memos related to the Friendship House to the CAPK Board of Directors.
- Develop and maintain fundraising events that will help support the Friendship House needs for new and current programs.
- Collaborate with the CAPK marketing staff to develop outreach material and advertising for asset development programs.
- Interact with individuals, groups, and neighborhoods at high-risk of gun violence, as well as the individuals in their support networks; establish trust; seek answers to questions to better understand the situation.
- Train and coach staff to provide high-risk clients with intensive case management, including daily client contact and goal setting as well as support and linkages to programs and opportunities in the community (e.g., job programs, health and wellness and social services, GED, drug treatment, and mentoring).
- Participate in weekly strategic planning sessions, to include research of gun and gang violence to identify potential hot spots.
- Serve as a liaison between health/social services and the community; assist with crisis management; de-escalate tense situations.
- Establish and maintain contacts with community-based service organizations, school officials, and resources; collaborate with City and County partners to align efforts and sustain a network of intervention services and violence prevention.
- Provide emergency relocation assistance to victims and at-risk clients.
- Write justification letters for specific client needs and seek City and State approval.
- Develop program evaluation tools, analyze data to determine if goals and objectives were met, and interpret findings for internal and external reports.
- Identify funding opportunities and assist with developing program designs for prospective grant proposals.
- Responsible for the care and maintenance of the FHCC vehicle, and for arranging transportation service for the FHCC program participants.
- Responsible for marketing the rental of the FHCC, preparing rental contracts, performing pre and post event walk through of the facility, and collecting rental fees and deposits.
- Responsible for overseeing the occupancy, cost allocation, and facility needs of additional CAPK programs occupying space at the FHCC (e.g., WIC and MCAP).

Other Job Specific Duties:

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

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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:

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

Ability to:

- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain professional working relationships with staff, agency partners, stakeholders, and parents.
- Work independently and make clear recommendations.
- Supervise staff and volunteers.

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly 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.

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- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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

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Program Educator – Mentor Services

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Administrator the Program Educator is responsible for the outreach, enrollment, and retention of program services for persons of various ages and diverse backgrounds. Will provide support, advocacy and linkage to various community services. In addition, assists with program reports, evaluation of processes, and activities. The Program Educator will build strong relationships with participants through role modeling, encouragement, advocacy and problem solving.

SUPERVISION RECEIVED:
Receives supervision from the Program 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 oversight and instruction to mentors and mentees participating in mentoring services in Kern County.
- Plan and supervise educational field trips and related recreational activities.
- Instruct classes on Aggression Replacement Training (ART) and/or similar curriculum.
- Provides orientations and mentor training for adults and youth.
- Perform administrative tasks as required.
- Conduct programming at specified sites and be responsible for safety of the program participants.
- Participate in recruitment, outreach activities, and encourage parent participation.
- Monitor and evaluate the effectiveness of mentor-mentee match.
- Lesson plans and facilitates for the Girls STEM Leadership Program.
- Organizes engaging and educational activities for the summer, afterschool, and mentor program youth participants.
- Facilitates curriculum group mentoring sessions.
- Assist in conducting regular maintenance checks on program vehicle.
- Updates the Mentor Program database to ensure accurate records.
- Assists in organizing and attending community events.
- Utilizes social media to promote service offerings to the community.
- Implement behavior management strategies for student participants.

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- Cultivate and maintain strong relationships with community stakeholders and service providers, leveraging partnerships Assist in the purchase of program supplies, such as snacks and materials while adhering to program budget.
- Performs related tasks as assigned.

Other Job Specific Duties:

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

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

Ability to:

- Utilize social media platforms and websites.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work independently.
- Maintain confidentiality.
- Effectively present program information to the public.
- 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.

- Possession of a High School Diploma or GED.
- Associate degree from an accredited college or university with coursework in counseling, social services, or a related field is preferred. Experience may be considered on a year-per-year basis for education.
- Experience working or interacting with high-risk populations providing intervention and diversion services.
- Two (2) years paid, or volunteer experience facilitating outreach and/or presentations.
- Two (2) years paid, or volunteer experience working with youth and/or facilitating an after-school program.

OTHER REQUIREMENTS:

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- 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 performed indoors and outdoors.
- Noise level is quiet to moderate.
- 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 Program Educator – Mentor Services			
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**

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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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Program Educator – Violence Intervention Services

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

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Program Administrator, the Program Educator is responsible for the outreach, enrollment, and retention of program services for persons of various ages and diverse backgrounds. Will provide support, advocacy and linkage to various community services. In addition, assists with program reports, evaluation of processes, and activities. Monitors participation through in-person engagement and outreach. Conducts research on available community resources to develop and implement intervention, education, employment, health, and/or other social activities for at-risk individuals and their families. Prepares and submits monthly client progress reports, assessments, and outcomes.

SUPERVISION RECEIVED:
Receives supervision from the Program 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:

- Provide court advocacy services and support high-risk clients in court proceedings, ensuring they understand their rights and the legal processes involved.
- Supply food boxes and essential food supplies to clients in need, ensuring nutritional needs are met.
- Maintain inventory of food pantry and replenishment of the food pantry, ensuring accurate inventory records and timely restocking.
- Visit high-risk youth in local youth detention centers to offer personalized mentoring and support.
- Conduct group and individual job readiness training sessions focused on enhancing job readiness skills, such as resume building, interviewing techniques, and application processes; monitors and tracks milestones such as employment acquisition, and/or educational progress.
- Coordinate and facilitate emergency relocation for victims and at-risk clients, ensuring their safety and providing necessary support during the transition.
- Support clients and their families to apply and advocate for eligible health and human service programs including CAPK services.
- Attend pre-release and safety meetings focused on the safety and reintegration of clients, contributing insights and planning for their successful reentry into the community.

- Engage with the community both individually and as part of a team to establish and maintain positive relationships with high-risk individuals, residents, businesses, and community groups.
- Develop strong connections with community-based service organizations, school officials, and resource providers; work collaboratively with City and County partners to align efforts, execute presentations, and sustain a robust network of intervention services and violence prevention initiatives.
- Evaluate each client's situation thoroughly to determine the most appropriate needs and support plan.
- Provide case management for high-risk clients, maintaining daily contact and offering coaching, support, and connections to community programs.
- Engage in weekly strategic planning sessions to research and identify potential hot spots for gun and gang violence, contributing to the development of intervention strategies.
- Accurately record all observations and actions using program-specific forms and standards, ensuring thorough documentation for reporting and analysis; perform necessary data entry and maintain confidentiality.
- Act as a bridge between health/social services and the community, facilitating communication and support; assist in managing crises and deescalating tense situations.
- Develop and maintain positive working relationships with team members, co-workers, and supervisory staff, as well as those contacted during the performance of duties.
- Advocate for community education, counseling, and social support while engaging in outreach activities to raise awareness, provide necessary resources, and inform the community about program services.
- Collect relevant data and compile routine reports to track program progress and outcomes; handle all paperwork tasks diligently while maintaining confidentiality.
- Performs related tasks as assigned.

Other Job Specific Duties:

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

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

Ability to:

- Utilize social media platforms and websites.

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- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Work independently.
- Effectively present program information to the public.
- 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.

- Associate degree from an accredited college or university with coursework in counseling, social services, or a related field is preferred.
- Experience working or interacting with high-risk populations providing intervention and diversion services.
- Two (2) years paid or volunteer experience facilitating outreach and/or presentations.
- Two (2) years paid or volunteer experience working with youth and/or facilitating an after school program.
- Experience may be considered on a year-per-year basis for education.

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 and outdoors.
- Noise level is quiet to moderate.
- 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 Program Educator – Violence Intervention Services			
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

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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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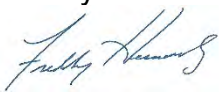
MEMORANDUM

To: Personnel Committee

From: Freddy Hernandez, Director of Youth & Community Services



Date: September 4, 2024

Subject: *Agenda Item 4(g)*: Position Analysis and Equity Review for Shafter Youth Center – **Action Item**

In collaboration with the Human Resources Department, we conducted a comprehensive review of job descriptions and salary structures for the Shafter Youth Center. The goal of this study is to ensure equitable compensation, enhance our competitiveness in the current job market, retain staff, and continue meeting the evolving needs of the Shafter community.

Summary of Proposed Changes

The study did not identify any positions requiring a grade or pay reduction. However, two positions were identified for a grade adjustment, along with title changes to maintain equitable pay standards across the agency. Below is a description of the proposed position changes and their fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Program Activity Assistant	Formerly the Activity Specialist; grade change from 4 to 6; duties and responsibilities; education and experience.	4 Min: $16.38 Mid: $18.89 Max: $21.72	6 Min: $18.89 Mid: $23.62 Max: $28.34
Program Manager	Grade change from 9 to 12; duties and responsibilities.	9 Min: $24.78 Mid: $31.01 Max: $37.21	12 Min: $35.58 Mid: $44.47 Max: $53.37

Fiscal Impact and Timeframe

Pending approval, the proposed grade increases and job title changes are scheduled to take effect on September 30, 2024. These adjustments will result in an annual salary cost increase of $10,087.00. This additional expense will be covered by the existing CSBG funding that supports the Shafter Youth Center. The grade and title changes will enhance our program's competitiveness in recruitment, help fill vacant positions, and improve staff retention for the 2024/2025 fiscal year. The revised and new job descriptions have been reviewed and approved by the Chief Program Officer, Chief Financial Officer, and the Human Resources Department.

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.*

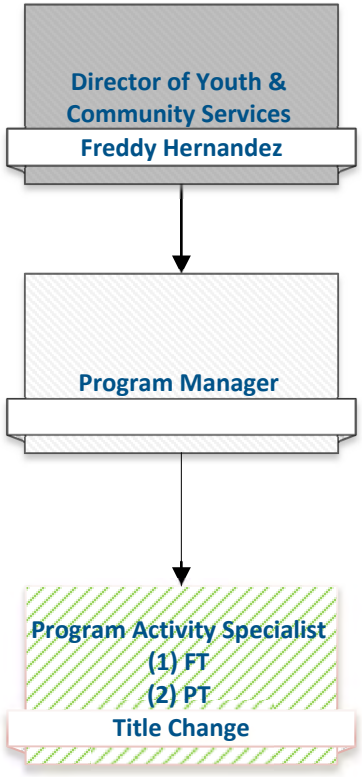
Recommendation:

Staff recommends the Personnel Committee approve the Shafter Youth Center job descriptions and pay grade changes.

Attachments:

Shafter Youth Center Organizational Chart
SYC Program Activity Assistant Job Description
SYC Program Manager Job Description

Shafter Youth Center



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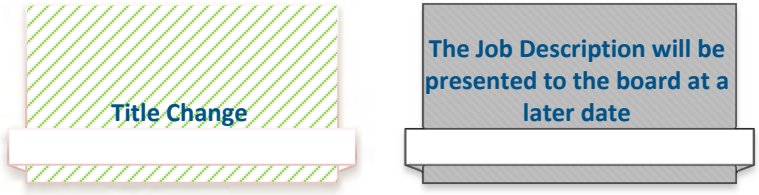

Rev. 09/2024

Program Activity Assistant

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

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

SUMMARY:

Under the supervision of the Program Manager, the Program Activity Assistant is responsible for assisting in the planning of afterschool and summer program activities that are designed to stimulate learning and self-concept for students of various ages. The Program Activity Assistant is responsible for the recruitment of program participants, transportation to and from the afterschool program, tracking program enrollment, and helping to maintain a safe and healthy environment for children.

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:

- Leads educational and recreational activities for program participants and provides oversight.
- Assists with review of eligibility requirements and program enrollment of students and families.
- Assists in creating program activities and lesson plans for program participants.
- Assists with serving daily meals and clean-up following meal service.
- Tracks inventory of art supplies, snacks, and sports equipment
- Participates in participant/parent conferences as requested.
- Maintains participant and volunteer sign-in sheets for accuracy.
- Responsible for ensuring the overall safety of program participants.
- Provides homework assistance to program participants.
- Assist with the distribution of program surveys and evaluations to determine educational gains and gather feedback from participants.
- Create lesson plans and assist in the facilitation of STEM and leadership programs.
- Assist with the recruitment of the afterschool and summer programs.
- Assist with the meal orders and meal count report forms.
- Communicate and foster strong relationships with parents/guardians to support youth success.
- Responsible for providing transportation for program participants, as follows:
  - Program participants are to be picked up at their school sites, according to routes

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and route schedules, and transported to the Center.
    - Provides transportation for program field trips, as required.
    - Follows all safety and transportation procedures.
- Maintenance of vehicle:
    - Responsible for fuel credit card and all receipts for fuel purchases.
    - Responsible for cleanliness and safety.
    - Responsible for maintaining vehicles in good operating condition and notifies supervisor if vehicles need repair.
    - Maintains daily vehicle maintenance logs.
    - Ensures that the CAPK vehicle usage form and mileage form have proper documentation with proper signatures.
    - Follows weekly vehicle cleaning schedule.

Other Job Specific Duties:

- Attends all meetings, and training courses as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs 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 and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current trends of culturally diverse children and families
- Child development and/or recreational background.
- Principles and techniques of instructional aide work.
- Classroom health and safety procedures.

Ability to:

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional and positive working relationships.
- Work effectively and collaboratively in a team environment.

EDUCATION AND EXPERIENCE:

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

- Associate degree in health, social science, early childhood development, or related field desired.
- Experience working with children and families is desirable.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Experience working with children and families is desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is quiet to moderate.
- 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 Program Activity Assistant			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		X	
Kneeling		x	
Crawling		X	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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	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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Program Manager

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

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

SUMMARY:

Under the direction of the Division Director, the Program Manager is responsible for the overall operation including the direct supervision of staff, volunteers, and the day-to-day operational responsibilities of the Shafter Youth Center (SYC). The Program Manager is responsible for implementing all program grants, preparing program reports, ensuring timely progress on all grant goals and objectives, and providing an analysis of program evaluations. The Program Manager provides fiscal oversight of the program and prepares budget reports and allocation plans. In addition, responsible for supervising staff, coordinating volunteers, providing outreach, and attending community collaborative meetings.

SUPERVISION RECEIVED:

Receives supervision from the Division Director.

SUPERVISION EXERCISED:

Program Activity Assistant and Volunteers.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Implements, directs, recruits participants and volunteers, and manages the program, activities, and day-to-day operations of the program, including the afterschool program, summer program, emergency food distributions, and the various grant programs.
- Facilitate and monitor programs within assigned communities implemented in collaboration with independent partners, schools and community-based agencies.
- Strategically plan and monitor contract expenditures to ensure expenses are within budget guidelines.
- Collaborate with the CAPK marketing team to develop outreach material and advertising for the program.
- Work with the Grants Department to seek additional funding opportunities.
- Develop and maintain a successful volunteer program.
- Attends local, regional, and state meetings at the Division Director's discretion and the requirements of the funding sources.
- Fiscal reporting for all grant funded programs and service lines.
- Develops program evaluation tools, analyzes data to determine if goals and objectives are being met, and interprets findings for internal and external reports.
- Responsible for program planning, including developing program goals, identifying program objectives, and developing a work plan.

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- Maintain program database ensuring the completion of all program observations, impact statements, reports, surveys and collection of any, and all, relevant documentation.
- Provides leadership by example and maintains quality work standards.
- Supervises, trains, directs, and evaluates staff and program volunteers.
- Identifies funding opportunities and assists with developing program designs for prospective grant proposals.
- Secure the appropriate tools and supplies for each program.
- Responsible for the care and maintenance of the program vehicle(s), and for arranging transportation service for program participants.
- Market the rental of the center, preparing rental contracts, performing pre- and post-event walk throughs of the facility, and collecting rental fees and deposits.
- Ensure the confidentiality of the clients served.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll children that qualify for the program.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Budget and contract management.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work independently and make clear presentations of ideas and recommendations.
- Supervise and effectively lead staff and volunteers.
- Travel for work as needed.

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 public administration, health services, sociology, behavioral science, childhood development, or related field.
- Minimum three (3) years of relevant work experience in a related field.
- Minimum two (2) years of supervision of staff and volunteers.

- Case Management experience preferred.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the duties described may be acceptable.

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 access to reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is performed indoors and outdoors.
- Noise level is quiet to moderate.
- 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 Program Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 4, 2024

Subject: *Agenda Item 4(h)*: Revisions to CAPK Employee Handbook – **Info Item**

With the assistance of our legal counsel, Human Resources has implemented several important updates to our Employee Handbook. These long-anticipated updates are intended to provide more clarity and ensure our policies align with current practices and legal updates. We believe these updates will help create a more transparent and supportive work environment. Additionally, these updates fulfill the requirements set forth by the Community Services Block Grant (CSBG). Below is a high-level overview of the key updates:

Summary of Proposed Changes

- **Updated Language**: We have revised the language throughout the handbook to ensure it is clear, inclusive, and reflective of our company values. This includes modernizing terminology and removing any outdated phrases.
- **Policy Updates**: Several policies have been updated to align with our current practices and legal requirements. These updates include changes to our dress code policy, employee status, meal breaks, discipline, termination, and payroll and compensation. As a result of the Stericycle NLRB ruling, which prohibits work policies that may be interpreted as interfering with employees' rights under Section 7 of the NLRA, we have included language in the new policy.
- **Increased Clarity**: We have added more detailed explanations and examples to several sections to help increase the understanding and application of CAPK policies. This includes providing more context around our travel and other critical policies. Additionally, we have included language required by law pertaining to the Collective Bargaining Agreement (CBA).

All requested documents have been submitted to the Union for review and are currently undergoing the meet and confer process.

Attachments:
CAPK Employee Handbook

Community Action Partnership of Kern

EMPLOYEE HANDBOOK

REVISED 2024

For questions, contact Human Resources at hr-staff@capk.org



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APPENDIX 93

WELCOME TO COMMUNITY ACTION PARTNERSHIP OF KERN

Community Action Partnership of Kern, ("CAPK"), as we are often referred to, welcomes you to our family. Established in 1965 under the Economic Opportunity Act of 1964, CAPK is one of over a thousand Community Action Agencies designated by the federal government to combat poverty and serve individuals and families in need.

CAPK is a private, non-profit corporation, governed by an all-volunteer Board of Directors which administers a variety of human services programs. Operating out of over 100 service, administrative and support sites, CAPK touches every part of Kern County, key communities in the Central Valley, as well as several hard-to-serve areas of San Bernardino County.

"Helping People, Changing Lives" is CAPK's motto. We provide direct services and link individuals and families with appropriate resources. We are committed to alleviating the hardships of vulnerable individuals and families by providing services that will improve their quality of life and offer opportunities for growth and self-sufficiency.

The work of each and every CAPK employee is very important. Whether meeting face-to-face with clients, teaming up with community partners and vendors, or supporting CAPK's activities in an office, you contribute towards making life better for the people we serve.

In order to best serve our clients, you must not only become familiar with the programs and services we offer, but also be knowledgeable of the policies and procedures contained within this Employee Handbook ("Handbook"). The Handbook outlines what is expected of each employee to successfully perform their job, and to be a vital link within CAPK's poverty fighting network.

CAPK has established a set of guiding principles that shape and influence the way in which we fulfill our mission. Our core values—respect, teamwork, transparency, continuous improvement, and servant leadership— guide the way we make our decisions and carry out our actions every day.

VISION STATEMENT

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

MISSION STATEMENT

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

PROMISE OF COMMUNITY ACTION

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

Our programs do not stop at administering safety net programs designed as temporary assistance to meet the basic needs of struggling individuals and families. Our programs focus on empowering our clients with the skills and support necessary to enable them to transition out of poverty and become self-sufficient providers for themselves and their families.

Head Start/State Child Development
- Head Start and Early Head Start
- Home Visiting Program

Health and Nutrition Services
- CalFresh Health Living
- Central Kitchen
- Food Bank
- Women, Infants, and Children (WIC)

Services to Families and the Community
- Coordinated Entry System
- 2-1-1 Kern County
- CalAIM
- Energy Program
- Homeless Services at M Street
- Adult Re-Entry (ARG) Program
- Volunteer Income Tax Assistance (VITA)
- Community Schools Partnership Program
- East Kern Family Resource Center
- Friendship House Community Center
- Migrant Childcare Program
- Oasis Family Resource Center
- Shafter Youth Center

For more information about these programs and other invaluable information are included on our website, www.capk.org.

ORGANIZATIONAL CORE VALUES

CAPK has identified Organizational Core Values to specifically address the need to build a cohesive identity across the organization and guide the way we make our decisions and carry out our actions every day. With distinct programs, establishing a cohesive CAPK culture remains an ongoing challenge for the agency. The Organizational Core Values developed at the leadership level and validated by staff, aim to build on the vision and mission to inform all aspects of collaboration and interaction between leadership, staff, and community members.

Respect

Dignity and compassion for clients and staff; commitment to diversity, equity, and inclusion.

Teamwork

Effective communication; enthusiastic collaboration; and commitment to organizational goals.

Transparency

Fiscal integrity; authentic relationships; open and inclusive communication.

Continuous Improvement

Providing quality service and data analytics; using feedback loops to inform innovation; and embodying humility and a learning mindset.

Servant Leadership

Genuine care for those we seek to empower, demonstrating courage in leadership.

INTRODUCTION

The rules and guidelines in this CAPK Employee Handbook are designed to ensure consistent, fair, and uniform treatment of all employees and comply with all applicable federal and state laws. If for any reason, any policy of CAPK conflicts with the current law, the applicable law will prevail. The Handbook does not address every situation or answer every question about employment. In order to retain necessary flexibility in the administration of policies, CAPK reserves the right to modify, supplement, rescind, or revise any provision of this Handbook from time to time as it deems necessary and appropriate in its discretion and in line with regulatory and grant compliance.

This document and the policies contained in this Handbook have been approved by CAPK Board of Directors ("Board of Directors"), effective XX. This Handbook supersedes all prior Employee Handbooks. All provisions shall be enforced until amended or revised by the Board of Directors, as applicable. No provisions of these policies shall conflict with federal and state laws, the regulations of the Administration for Children, Youth and Families, or the US Department of Health and Human Services, and shall comply with Head Start Performance Standards including Head Start Policy Council involvement in Program Governance as specified in 45 CFR 1304.50. Some CAPK employees are represented by a recognized bargaining unit for which a Collective Bargaining Agreement ("CBA") has been negotiated. In the event of a conflict between the CBA and this handbook, the CBA shall prevail with respect to the employees within the bargaining unit covered by the CBA.

CAPK is committed to a policy of equal employment opportunity and non-discrimination. CAPK is committed to full compliance with all federal and state laws.

All CAPK employees receive an electronic version of the Handbook and are required to sign a statement acknowledging receipt, as well as the fact that they have read, understand, and will follow the provisions of the Handbook as it may be amended from time to time by CAPK. It is important to note that only the Human Resources Division, with the Chief Executive Officer's approval, is permitted to revise, modify, delete, or add to any and all policies, procedures, work rules, or benefits stated in CAPK's Handbook with Board Approval. No oral statements can in any way change or alter the provisions of this Handbook. Employees should also note that Human Resources may duplicate this Handbook. However, the electronic version of the handbook is the official version. CAPK will make every effort to notify employees of changes in policies and procedures as they occur. The conditions of certain grants and contracts may impose additional rules for employees that must be followed. In these cases, the Chief Executive Officer will notify employees of these rules or exceptions to policy and will submit such rules or exceptions to the Board of Directors for approval.

CAPK strives to improve its policies and procedures, the services provided to those it assists, and positive relations with its employees. Employees are encouraged to bring suggestions for improvements to the attention of their Director, Manager, or the Director of Human Resources. By working together, CAPK hopes that it will share with its employees a sincere pride in the workplace and the services we are to provide. Any employee who has questions about the Handbook should contact Human Resources for clarification.

EMPLOYEE HANDBOOK DISCLAIMER

Policy Recognizing Employee Rights Under the National Labor Relations Act

Section 7 of the National Labor Relations Act ("the act") guarantees employees the right to self-organization, to form, join, or assist labor organizations, to bargain collectively through representatives of their own choosing, and to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, as well as the right to refrain from any or all such activities. Section 8(a)(1) of the act makes it an unfair labor practice for an employer to interfere with, restrain or coerce employees in the exercise of the rights guaranteed in Section 7 of the act.

Nothing in this handbook will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act. To the extent that you are an employee covered by the act, nothing in this handbook prevents you from:

a) Organizing a union to negotiate with CAPK concerning your wages, hours, and other terms and conditions of employment.

b) Forming, joining or assisting a union, such as by sharing employee contact information; talking about or soliciting for a union during nonwork time, such as before or after work or during break times; or distributing union literature during nonwork time, in nonwork areas.

c) Discussing wages and other working conditions with co-workers or a union.

d) Taking action with one (1) or more co-workers to improve working conditions by, among other means, raising work-related complaints directly with the employer or with a government agency, or seeking help from a union; striking and picketing, depending on its purpose and means; and taking photographs or other recordings in the workplace, together with co-workers, to document or improve working conditions, except where an overriding employer interest is present.

e) Wearing union hats, buttons, t-shirts and pins in the workplace.

f) Choosing not to engage in any of these activities.

1.0 EMPLOYEE INFORMATION

1.0 EMPLOYEE INFORMATION

1.1 Release of Personnel Information

The information recorded in an employee's personnel file is confidential and extremely important to both the employee and to CAPK. Employees of CAPK have the right to inspect their own personnel file with a Human Resources representative, as provided by law, on the premises of CAPK at a time mutually convenient.

CAPK will restrict disclosure of personnel files to only authorized individuals. Any request for information from personnel files must be directed to Human Resources, in writing. No other employee, including managers, is authorized to provide personnel information, references, or any other information regarding current or former employees. Human Resources will only provide verification of an employee's or former employee's job title, wages, and employment dates.

1.2 Change in Personal Record

It is necessary for CAPK to have employees' current records on file in case of an emergency and for the determination of many employee benefits. It is mandatory that employees notify Human Resources as soon as possible of any change of information, such as legal name, address, telephone number, marital status, number of dependents, or change of beneficiaries. It is the responsibility of each employee to ensure that CAPK has correct and up-to-date personal data.

1.3 Change in Criminal Record

All employees hired to positions within Head Start programs are required by US Department of Health & Human Services guidelines to report all arrests and convictions related to child abuse and neglect, and all convictions of violent felonies to the Director of Human Resources, who will assess the relevancy of an arrest, pending criminal charge or conviction.

1.4 Licensure, Certifications, and Insurability

Each employee whose professional activities or credentials require governmental licensing or certification has the direct responsibility to keep their license(s)/certification(s) current (including mandated immunizations). Licensed/certified employees must supply CAPK with proof of current licensure/certification before commencing work in any position that requires such a credential and must immediately notify CAPK of any changes in the status of their license or certificate. Under no circumstances is any employee authorized to perform any function for which they are not properly and legally licensed or certified. Failure to keep required licenses or certifications in good standing may result in termination of employment.

All employees must be able to complete the E-Verify process. If at any time an employee no longer has the right to work in the United States, that employee will be ineligible for further employment and will be separated from CAPK immediately upon notification from E-Verify.

Additionally, all employment is contingent upon the employee's completion of all required new hire certifications within the timeframes provided by CAPK's standard requirements such as: proof of required immunizations, health screening, criminal history clearance, and CPR/First Aid certificate. Newly hired employees must complete all intake paperwork as may be required by CAPK.

2.0 CODE OF ETHICS

2.0 CODE OF ETHICS

CAPK's reputation for ethics, integrity and honesty are at the cornerstone of CAPK and its most valuable asset. Such a reputation is built and maintained through the efforts of its directors, managers, and employees at all levels.

CAPK will commit to continually monitoring and improving the quality of our programs and services and will continue to build on our reputation of respect, teamwork, transparency, continuous improvement, and servant leadership. CAPK will not compromise its principles for short-term advantage. The ethical performance of CAPK is the sum of the ethics of those who work here. Therefore, we are all expected to adhere to high standards of personal integrity.

No employee of CAPK shall participate in the selection, award, or administration of funds if a real or apparent conflict of interest is involved.

An employee's actions under this policy are deemed to be significant indications of the individual's judgment and competence. Accordingly, disregard of or insensitivity to the principles of this policy will be grounds for disciplinary action, up to and including immediate termination. If ever in doubt about a course of conduct or business transaction, ask oneself these questions: Is it legal? Does this comply with CAPK policies and procedures? Does this reflect CAPK's mission, vision, and core values?

2.1 Integrity

Integrity means promoting the values of CAPK by behaving and conducting ourselves in a way that further develops the mission of CAPK. CAPK considers any form of dishonesty or fraud on the part of its employees as intolerable conduct. Acts which are considered to be dishonest or fraudulent, or have the appearance of dishonesty or fraud, include, but are not limited to:

- Employees authorizing transactions involving any matter in which they have a personal interest, or any kind of "self-dealing" (i.e., authorizing payments to themselves, specifying themselves as a vendor for a CAPK contract).
- Manipulation or falsification of any information and/or documents, computer records, benefits, or insurance claims, or check requests.
- Theft of any kind, including stealing or "borrowing" cash, taking cash home before depositing it, creating fictitious obligations, overpayments, or kickbacks.
- Tampering, altering, or falsifying your or any other person's timecard.
- Unauthorized overtime compensation.
- Violation of CAPK accounting, payroll, procurement or record-keeping rules, internal controls, regulations, or procedures.
- Requesting another employee to violate CAPK accounting, payroll, procurement or record-keeping rules, internal controls, regulations, or procedures.
- Aiding in or concealing a dishonest or fraudulent act.
- Granting or requesting preferential treatment for anyone.

Upon discovery of a dishonest or fraudulent act committed by an employee, or the discovery of any evidence suggesting such an act, CAPK's Chief Executive Officer must be immediately notified, and an investigation may be conducted. Dishonest or fraudulent acts may lead to immediate termination.

2.2 Conflicts of Interest and Procurement Integrity

Because CAPK administers public funds and has financial and legal responsibilities to the public, issues regarding conflicts of interest are extremely sensitive. Such conflicts can result from seemingly innocent situations in an employee's personal and professional affairs. Employees have an obligation to conduct business using good judgment, adhering to high ethical standards, and avoiding situations which create an actual or potential conflict between the employee's personal interests and the interests of CAPK. A conflict of interest exists when an employee's loyalties are divided between CAPK's interests and those of another, such as the employee, a supplier, a client, or a co-worker. Both the fact and the appearance of a conflict of interest should be avoided.

These guidelines do not attempt to describe all possible conflicts of interest which could develop. Note that the same conflicts can arise *indirectly*, such as when they involve a member of the employee's immediate family, partner, or another relationship. However, some of the more common conflicts from which employees should refrain include the following:

- Soliciting or accepting any gratuities, favors or anything of monetary value from contractors or parties to any sub-agreements with CAPK. It will normally be acceptable to accept extremely modest entertainment (such as a lunch invitation) or personal gifts of nominal value (not to exceed $25) from any person that is or may possibly be doing business with CAPK; however, it is never acceptable for an employee of CAPK to solicit or accept any amount of cash from current or potential clients, suppliers, contractors, or vendors. Employees of CAPK may not accept anything because of, or in anticipation of any transaction with a present or prospective consumer, contractor, vendor, partner, or donor. It is important that employees decline any gratuities which could cause even the slightest question of improper influence. These ethical standards flow both ways. Accordingly, it would be a violation of these standards for any CAPK employee to offer an inappropriate gratuity to any consumer, vendor, or contractor.
- Using or disclosing confidential CAPK information for personal gain or to CAPK's detriment.
- Having a direct or indirect financial interest in, or relationship with a supplier or other agency, which might adversely affect objective decisions by CAPK in which you are involved. Such an interest would include situations where there is an actual or potential financial interest in a firm selected to do business with CAPK and that firm either employs or is about to employ you or a member of your family.
- Using CAPK assets or labor for personal use.
- Acquiring any interest in property or assets of any kind for the purpose of selling or leasing it to CAPK.
- Engaging CAPK in a business relationship with a relative or personal friend where you benefit from the relationship.
- Personal lending, borrowing, or investment transactions with fellow employees or clients.

No “presumption of guilt” is created by the mere existence of a relationship with an outside firm. However, if an employee has any influence on transactions involving purchases, contracts, or leases, it is imperative they disclose to the Chief Executive Officer as soon as possible the existence of any actual or potential conflict of interest so that safeguards can be established to protect all parties.

If the employee is unsure as to whether a certain transaction, activity, or relationship constitutes a conflict of interest, they should discuss it with their immediate supervisor or the Director of Human Resources for clarification. Moreover, failure to adhere to these guidelines, including failure to disclose any potential conflicts and return any gifts or cash, will result in discipline up to and including termination of employment.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

2.3 General Conduct Toward Children and Children’s Rights

All employees will treat every child with respect and dignity. Moreover, employees must respect and promote the unique identity of each child and family and refrain from stereotyping based on gender, race, ethnicity, culture, religion, disability, or other such factors. Employees will comply with the provisions of the Head Start Performance Standards and the Community Care Licensing.

Every employee has a legal responsibility to report any incident that might violate this policy. If an employee observes such an incident or has a good faith reason to believe such an incident has occurred, the employee must report to Head Start Leadership or Human Resources for an Unusual Incident Report to be submitted to Community Care Licensing.

2.4 Corporate Opportunity

Employees may not take advantage of opportunities that rightfully belong to CAPK. For example, employees may not divert business from CAPK or receive a commission or fee from clients or outsiders for any services or transaction that should have been conducted for CAPK or as an employee of CAPK.

2.5 Outside Employment

CAPK does not object to employees holding an outside job, so long as the job itself does not create a potential conflict of interest and does not negatively impact the employee’s availability, attendance, productivity, or job performance. Employees are encouraged to communicate with their direct supervisor of any outside work (paid or unpaid work) in advance of undertaking such work, so that it can be determined if a conflict of interest or other problem will be created. If it is determined that there is a conflict or other problem arising from the employee’s outside employment, the employee must determine which employment to continue. Failure to promptly notify CAPK of outside employment that creates a conflict of interest may result in disciplinary action, up to and including termination. Employees are not allowed to work any type of second job during work hours at CAPK.

2.6 Potentially Conflicting Relationships

CAPK is committed to maintaining an environment in which its management can be trusted and can count on others to be trustworthy. Mutual respect between supervisors and staff is an essential ingredient in the work environment and the greatest care must be taken that it is not eroded. Supervisors are, or can appear to be, in a position to exercise power and authority, directly or indirectly, over employees whether or not an individual employee is subject to their supervision.

For the purposes of this policy a supervisor is defined as a member of management or the executive staff of CAPK. If a supervisor consents to a romantic relationship with an employee, the existence of such a relationship could have adverse unintended effects on CAPK. In some cases, such a relationship can end unhappily or become problematic. Because of CAPK's commitment to maintaining an atmosphere that supports a professional business environment, romantic, sexual, and exploitive relationships between supervisors and employees are prohibited. If any such relationship is reported and confirmed, the supervisor and employee are subject to disciplinary action, up to and including termination. In cases where supervisors and employees are legally married, the terms and conditions refer to Section 2.6.1 Anti-Nepotism Policy: Employment of Relatives, Domestic Partners, Etc.

2.6.1 Anti-Nepotism Policy: Employment of Relatives, Domestic Partners, Etc.

In accordance with the CAPK's existing policy, family members (relatives) cannot work at the same center or location, which could create a conflict of interest, without approval of the Chief Executive Officer.

CAPK may employ qualified relatives if such employment does not involve a supervisor/subordinate relationship between relatives; they do not work in the same department and/or does not create a real or perceived conflict of interest. This policy applies to all categories of employment including regular, temporary, part-time, and independent contractor classifications.

(1) To avoid a conflict of interest and/or favoritism, CAPK limits the employment of relatives, domestic partners, significant others, and individuals who become involved in a "close personal relationship". A "close personal relationship" is defined as a relationship outside of the workplace that may have potential conflict in the workplace.

(2) A parent or grandparent, child or grandchild, spouse, sibling, aunt, uncle, domestic partner, step relative, or any other relative of a supervisor will not be permitted to work in the same department, or site, as the supervisor. The relative may be employed in other departments/sites determined appropriate by the Director of Human Resources.

(3) If, in the opinion of CAPK, employing relatives or person with a close personal relationship to another employee creates a real or perceived conflict of interest, CAPK has the sole discretion to transfer either one or both employees, or to reassign either one or both employees to other duties.

(4) Employees who marry, reside in the same household as domestic partners, or otherwise become related or closely involved while employed are treated in accordance with the provisions of this policy.

(5) No person shall be employed by CAPK while they, or a member of the immediate family serves on a board or committee which has authority over personnel actions affecting the employee's job.

2.7 Political Activity

CAPK is a non-profit agency that uses federal funds to provide services and benefits to others, and accordingly is subject to the Hatch Act. As a result, CAPK is legally bound by certain restrictions on the political activities of its employees, which must be observed always. In general, these restrictions prohibit a CAPK employee from the following:

- Using their official authority or influence for the purpose of interfering with or affecting the results of an election.
- Knowingly soliciting, accepting, or receiving a political contribution from any person, unless such person is a member of the same federal labor or employee organization (as defined by law) and is not a subordinate employee, and unless the solicitation is for a multi-candidate political committee of such labor or employee organization.
- Running for nomination or as a candidate for election to a partisan political office; and
- Knowingly soliciting or discouraging the participation in any political activity of any person who has an application for any grant, contract, permit, or other benefit pending before CAPK, or of any person who is the subject of or a participant in an ongoing audit or enforcement action being carried out by CAPK.

No employee of CAPK shall continue employment with CAPK after filing a declaration of candidacy or is officially nominated by a political party for partisan public office. No employee shall hold any official position in any political party. However, participation on a school board or other non-partisan community board or council is encouraged and is not a violation of this policy.

Except as expressly prohibited above, participation in political activity is encouraged, provided it is not done on CAPK work time. Employees participating in permissible political and civic activities do so as individuals and not as representatives of CAPK. CAPK letterhead and other CAPK resources must not be used in connection with any personal activities, political or otherwise. When writing personal letters or articles to be published and when participating in public affairs, employees are cautioned to avoid embarrassing situations and to take affirmative steps to ensure that their personal views and actions cannot be confused as being those of CAPK.

2.8 Whistleblower Protection

CAPK is committed to high standards of ethical, moral, and legal business conduct. In line with this commitment, this policy aims to provide an avenue for employees to raise concerns and have the reassurance that they will be protected from reprisals or victimization for whistleblowing. The whistleblower protection policy is intended to cover protections for employees should they raise concerns regarding such issues as perceived or actual incorrect financial reporting, unlawful activity, activities that are not in line with CAPK policy, and/or activities which otherwise might be improper or illegal, etc.

Harassment, retaliation, or victimization for reporting concerns under this policy will not be tolerated. Every effort will be made to treat the complainant's identity with appropriate regard for confidentiality. To report a potential issue, employees are encouraged to contact the Chief Executive Officer or Director of Human Resources and identify themselves, however, employees may also remain anonymous.

2.9 Reporting Misconduct

If an employee is aware of any person engaging in any conduct that may be considered dishonest, unethical, or illegal, the employee is expected to report that situation to their direct supervisor, the Director of Human Resources, or the Chief Executive Officer. An example of the types of issues that may be reported includes, but is not limited to, failures to comply with laws and CAPK's guidelines and procedures regarding safety, ethics, conflicts of interest, procurement integrity, privacy, honesty, and funding sources.

Being aware of any compliance problem and not reporting it is the same as facilitating the misconduct; every employee has an obligation to be part of the solution and report on the situation. Reports of misconduct can be made to the Chief Executive Officer or the Director of Human Resources.

Employees are encouraged and expected to actively work toward eliminating any dishonest, unethical, or inappropriate conduct. Employees who pressure or attempt to discourage others from reporting misconduct to management will be subject to disciplinary action.

2.10 Employees as Clients

Employees, immediate relatives, and CAPK Board members are eligible for participation in programs or services operated by CAPK if they meet all program eligibility requirements.

Eligible employees, employee's immediate relatives, and CAPK Board members may contact the program directly to apply for services. Employees, employee's immediate relatives, and CAPK Board members are not given priority or preferential treatment over other applicants and shall pay fees if a program requires a fee for services.

If the employee is a supervisor or manager of the program they are applying for, the Program Director must be involved in establishing eligibility and the Chief Executive Officer must be notified of the application.

3.0 GENERAL EMPLOYMENT POLICIES

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3.1 Equal Employment Opportunity/Affirmative Action Statement

CAPK is firmly committed to Equal Employment Opportunity (EEO) and to ensure compliance with all federal, state and local laws that prohibit employment discrimination on the basis of age, race, color, religion, pregnancy, physical or mental disability, veteran or military status, sexual orientation, gender, gender identity (which means identification as male, female, transgender or a gender different than the person's sex at birth), gender expression (gender-related appearance or behavior, regardless of whether it's stereotypically associated with an individual's sex at birth), national origin or ancestry (including applicants or workers who hold "AB 60" driver's licenses), marital status, genetic information, reproductive health decision-making, use of cannabis/marijuana off the job and away from the workplace (exceptions for CAPK may apply) and other protected classifications. This policy applies to all employment decisions, including, but not limited to, recruiting, hiring, promotions, pay practices, benefits, disciplinary actions, and terminations.

As a government contractor, CAPK is also committed to taking affirmative action to hire and advance minorities and women as well as qualified individuals with disabilities and covered veterans. Covered veterans include: (i) disabled veterans; (ii) veterans who served on active duty in the Armed Forces during a war or in a campaign or expedition for which a campaign badge has been authorized; (iii) veterans who, while serving on active duty in the Armed Forces, participated in a United States military operation for which an Armed Forces service medal was awarded pursuant to Executive Order No. 12985 (61 Fed. Reg. 1209); and (iv) recently separated veterans.

Parents/legal guardians of children in Head Start programs may apply for Head Start job openings. If such an applicant meets the qualifications for the position that applicant must receive preference and be granted an interview.

CAPK invites employees who are disabled or covered veterans, and who wish to be included under our Affirmative Action Program to self-identify as such with the Director of Human Resources. This self-identification is strictly voluntary and confidential and will not result in retaliation of any sort.

Employees and applicants of CAPK will not be subject to harassment, intimidation, threats, coercion, or discrimination because they have engaged or may engage in filing a complaint, assisting in a review, investigation, or hearing or have otherwise sought to obtain their legal rights related to any federal, state, or local law regarding EEO for qualified individuals with disabilities or qualified protected veterans.

CAPK is committed to Affirmative Action (AA) and taking positive steps to eliminate barriers that may exist in employment practices. EEO and AA will be focused in the areas of recruiting, hiring, promotion, demotion, transfer, layoff, termination, training, education, and compensation.

3.2 Americans with Disabilities (ADA/FEHA)

CAPK provides equal opportunities, with reasonable accommodation when appropriate, for applicants and qualified employees with disabilities. CAPK also provides equal access with

reasonable accommodations and auxiliary aids when appropriate, to CAPK's programs, services, activities, and facilities, to employees and members of the public who have disabilities. CAPK prohibits discrimination against qualified individuals with disabilities regarding terms and conditions of employment. Americans with disabilities are considered qualified for an employment position when the individual(s) have job related skills, experience, education, or other job-related experiences and/or qualifications for the employment position. These considerations are given, with or without reasonable accommodation, if the individual(s) can perform the essential functions and expectations of the position. Any employee who needs a reasonable accommodation for a disability should submit a request to Human Resources.

3.3 Religious Accommodation

CAPK will make reasonable accommodations in accordance with applicable laws for employee observance of religious holidays and other held religious beliefs, including providing time off for observation of official holidays or providing exceptions to dress and grooming standards, unless doing so would cause an undue hardship on CAPK's operations if the employee desires a religious accommodation.

3.4 Job Descriptions

CAPK maintains job descriptions for each position. These job descriptions address the roles, responsibilities, relevant qualifications, exempt/non-exempt status, work environment and essential physical demands of the job. Job descriptions will be updated whenever there is a necessary change.

The job descriptions are intended to be a general statement about each position and not to be considered a detailed assignment or a comprehensive listing of activities, duties, and responsibilities. Other duties may be assigned to an employee that are not listed in the job description.

3.5 Performance Evaluations

It is the policy of CAPK that the job performance of each employee should be evaluated periodically by the employee's supervisor. Evaluating the performance of staff is a very important job duty associated with the role of supervision, and one of the most complex in terms of skill. Competent evaluation involves the supervisor in setting goals and standards, clearly communicating performance expectations, assisting employees in accomplishing the job to be done, and evaluating the results.

3.6 Informal Complaint Resolution

We hope that the time employees spend on the job will be pleasant and personally rewarding. If there is ever a problem that is affecting the employee, the employee's attitude, and/or the employee's performance on the job, it should first be discussed with the direct supervisor. Additionally, every supervisor welcomes any employee to come in and discuss matters. If the concern involves the direct supervisor, the employee should contact the next-higher level of supervision. If the concern involves the Chief Executive Officer, the Director of Human Resources should be contacted. If the employee is not comfortable with following this "chain of command," they can always contact the Director of Human Resources directly.

Employees are strongly encouraged to communicate with any members of CAPK management. There are always means available to discuss any concerns employees may have.

Unless excused by the Chief Executive Officer, employees who participate in any complaint process must continue to perform their normal work duties without disruption. The employee will be permitted to use reasonable work time for preparing for and participating in the formal complaint process; however, this will generally be limited to participation that is required during working hours or as specifically authorized by the Chief Executive Officer.

3.7 Formal Written Complaints

For any complaints that cannot be resolved informally, any employee may file a formal complaint in writing. Employees will be given an opportunity to present their complaints and to appeal decisions by management through a formal complaint and grievance procedure. All complaints or incidents will be reviewed, and pertinent documentation maintained in a file separate from the complaining employee's personnel file. The formal complaint process includes three main steps.

The employee will submit the written complaint, specifically indicating the issue is a "Formal Written Complaint" to the Director of Human Resources. If the complaint involved the Director of Human Resources, then skip this step and submit it to the Chief Executive Officer. Formal written complaints should be reported in a timely manner.

1. The Director of Human Resources will submit the complaint to the employee's immediate supervisor for review and will set up a meeting date with the employee and the supervisor to discuss the complaint. If the complaint is about the employee's immediate supervisor, the complaint will be sent to the next level of supervision.
2. If the previous efforts fail to bring a satisfactory resolution the individual may request the Director of Human Resources to send the complaint on to the applicable next level of management with the final step being the Chief Executive Officer, as applicable, for resolution.
3. The decision of the Chief Executive Officer is the final decision of CAPK.

3.8 Appropriate Attire

As representatives of CAPK, staff are expected to exhibit a neat, well-groomed appearance. Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization. This applies to employees attending offsite work functions, traveling for CAPK business, conferences/trainings/official meetings, and any other functions an employee attends within the scope of work for CAPK or as a representative of CAPK.

If an item of clothing is deemed to be excessive, distracting, offensive or otherwise inappropriate by the employee's supervisor and/or the Director of Human Resources, the employee may be sent home to change clothes and will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may result in disciplinary action.

Certain CAPK Programs may require more specific dress code requirements and/or uniforms. Example: Head Start has a separate dress code for employees working in the Head Start Centers; Energy and Maintenance requires specific uniform shirts. Employees not working in an office setting should refer to their Program dress code requirements.

Please refer to current appropriate dress code policy for more details.

This policy will not be enforced in a manner that discriminates against anyone based on a protected class, such as race, sex, gender identity or gender expression, religion, national origin or any other class protected by federal, state, or local law.

3.9 Uniforms

CAPK issues uniforms to employees where circumstances dictate the need for such items. CAPK Chief Executive Officer and/or Directors determine the nature and look of the uniform. The Director is responsible for the purchase approval and replacement of the uniforms in compliance with the laws of the State of California.

Uniforms must be maintained in accordance with the care and maintenance instructions on all labels. The Employee is responsible for the replacement or repair of any damage to uniform items due to negligence or intentional misuse on the part of the employee.

3.10 Co-Worker Relations

All CAPK employees are expected to treat each other with respect. Part of giving a person common respect is to refrain from engaging in any gossip or rumors about the person. Employees should not become involved in passing on or acting upon any unconfirmed information or other information that has no bearing on their job. If an employee believes that a matter requires CAPK's attention, please discuss the concerns with the manager or with Human Resources, and not with co-workers or clients.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

3.11 Client Relations/Client Service

All clients are to be treated with courtesy and always given proper attention and respect. Never regard a client's questions or concerns as an interruption or annoyance; their needs are the reason we are here. Client inquiries, whether by telephone or in person, must be always addressed promptly and professionally. If a problem develops or if a client remains dissatisfied, ask a supervisor or a member of management to intervene. We show our desire to assist the client in obtaining the help they need through each employee's conduct. If an employee is unable to help a client, they should find someone who can.

3.12 Driving for CAPK Business

Some employees may be required to drive on CAPK business; this may be in either a CAPK vehicle or an employee's own personal vehicle, as authorized. In either event, employees are not to drive any vehicle on CAPK business unless authorized to do so. Additionally, no person other than an authorized employee is to drive a CAPK vehicle; that means CAPK vehicles must never be driven by non-employees (such as volunteers, clients, friends, or family) or employees who have not received specific authorization. Employees driving their own vehicles on CAPK business will be reimbursed the IRS permitted rates or according to the terms of the program funding source.

Employees must always follow safe practices, such as wearing a seat belt, and avoiding distractions while driving. All employees must not use cell phones while driving; if a call must be made while on the road, this must be done only after the vehicle is pulled over to a location where the call can be made safely. Also, employees must not engage in "text messaging," emailing, instant messaging, or any other use of an electronic communications device to write, send or read a message, regardless of the type of device (iPhones, iPads, laptops, watches, etc.) that could be a distraction while driving. Programming of GPS is allowed if the vehicle is parked and not on a public street. Any reprogramming of the GPS must be completed while the vehicle is parked and removed from the road.

Regardless of the vehicle driven, the employee must possess a valid California State driver's license. Employees who do not have a valid driver's license must not drive any vehicle on CAPK business or any CAPK vehicle under any circumstances, regardless of the purpose or brevity of the drive. Employees who drive their own vehicle for CAPK must also have current proof of personal liability insurance in their name. Any employee who does not meet these minimum requirements will not be permitted to drive on CAPK business; if driving is an essential function of one's job, this may result in termination of one's employment. No person at CAPK, including any CAPK Director, has the authority to permit anyone to drive in violation of these requirements. Any employee driving on CAPK business must immediately notify CAPK of any changes in the status of their driver's license or liability coverage.

Any employee driving a CAPK vehicle must also be insurable by CAPK's auto insurance carrier. If driving is an essential function of one's job, not being insurable by CAPK's carrier may result in termination.

Client property or CAPK property entrusted to an employee should never be left in any vehicle overnight. CAPK vehicles, with or without CAPK or client property inside, must be kept locked whenever unattended and parked in a secure location overnight.

Any accident, no matter how slight, while on CAPK business must be reported immediately to management and the risk management department. This reporting requirement is not to be deemed an assumption of liability on the part of CAPK, since this will depend on the individual case. Post incident procedures will be followed.

At the time of the accident, CAPK employees should do the following to the best of their ability:

- Obtain the other driver(s) name, insurance information, and driver's license number.
- Obtain the name and badge number of the police officer involved (as applicable).
- Complete a CAPK Vehicle Occurrence Report and Injury Report (if the employee is injured).

Employees are expected to always follow all traffic laws. Traffic violations and parking tickets are the responsibility of the driver; however, all traffic violations and parking tickets must also be immediately reported to management and the risk management department. Employees must not drive on CAPK business if their judgment or driving ability is in any way impaired.

Employees must also keep the CAPK vehicle always clean. There is no smoking, eating or distracted driving permitted at any time in any CAPK vehicle. Even while using a non-CAPK vehicle for CAPK purposes, employees must not smoke when others are present. Employees must never carry unauthorized passengers (i.e., family members, friends, pets, any people not

directly involved in CAPK business, etc.) in any CAPK vehicle or when driving any vehicle on CAPK business.

3.13 Employee Engagement and Feedback

Employees may find areas in CAPK's operation that can be improved. These could be in service, methods, equipment, communications, safety, and ways to reduce costs, losses and/or waste, or other necessary improvements. Please feel free to discuss with management and/or Human Resources if a better way of optimizing workflow or any other function at CAPK is identified.

3.14 Solicitation

Individuals or groups not associated with CAPK are prohibited from engaging in solicitation or distribution of any type and for any purpose on its property. Employees may not engage in solicitation where the soliciting employee or the employee being solicited is on working time. Employees may not distribute materials except during non-working time and in non-working areas. For the purposes of this policy, "working time" does not include break periods or meal periods. "Working area" does not include break rooms or areas which are commonly used for non-work activities.

The use of CAPK's information technology resources, telephones, and other electronic equipment for solicitation during working time is prohibited. In addition, bulletin boards are not to be used for solicitation material or for other non-work-related material.

Under no circumstances will non-employees be permitted to solicit or distribute written material for any purpose on CAPK property at any time. Under no circumstances will employees be permitted to solicit or distribute written material for any purpose on CAPK property during working time.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

3.15 Notification to Human Resources for Convictions That May Impact Safety

Should an employee receive a conviction relating to a sensitive situation that might impact their ability to safely continue performing the essential functions of their job (i.e., moving violation while intoxicated, child abuse, driver's license suspended, etc.), they must notify Human Resources immediately.

3.16 Open Door Policy

CAPK is committed to providing employees with an “Open Door Policy,” to encourage communication and to assist in alleviating possible misunderstandings that may occur in the workplace. While we would prefer that employees discuss any misunderstandings or issues with the immediate supervisor and follow the chain-of-command, this policy provides employees with the opportunity to speak to someone other than their immediate supervisor, as needed. Should that type of situation arise, employees are encouraged to speak to another member of senior management (preferably their supervisor’s direct supervisor) or contact Human Resources if the employee feels that they are not able to speak with their immediate supervisor.

Employees may also submit a “Direct Connect” directly to the Chief Executive Officer.

4.0 EMPLOYEE STATUS AND DEFINITIONS

4.0 EMPLOYEE STATUS AND DEFINITIONS

4.1 Non-Exempt and Exempt Employees

Non-exempt employees include all employees who are covered by the overtime provisions of applicable laws. Employees in this category are entitled to overtime and/or double-time and meal and rest break requirements, in accordance with applicable laws.

Exempt employees are all employees who are classified by CAPK as exempt from the overtime and meal and rest break provisions in accordance with applicable laws. While exempt employees are expected to adhere to regular and predictable work schedules to ensure effective workflow, the number of hours actually worked in a given week may vary. Exempt employees are paid on a salaried basis that does not vary with the number of hours actually worked; exempt employees neither lose pay nor are charged vacation or sick time for such absences of less than a full day. As for absences other than vacation or illness, the salary of exempt employees will not be subject to deduction except in accordance with applicable law.

4.2 "At-Will" Employees

CAPK is an "at-will" employer. CAPK does not promise or guarantee a minimum length of employment, and employment with CAPK is "at-will." Employment at-will means that employment with CAPK may be terminated with or without notice at the option of either CAPK or the employee. Accordingly, either the employee or CAPK can terminate the employment relationship at-will, at any time. Neither policies contained in this Handbook, nor any other written or verbal communication, are intended to create a contract of employment or an offer of benefits.

Nothing in this statement is intended to interfere with your right to communicate or work with others toward altering the terms and conditions of your employment, such as communications regarding wages, scheduling or other terms or conditions of employment.

4.3 Introductory Employees

All new, transferred, or promoted employees in new positions serve an introductory period of six (6) months commencing with their first day of employment or first day in the new position. This shall include rehired employees who have been gone more than 60 days (see section 4.3.1 below). During this period, CAPK and the employee have an opportunity to determine whether further employment with CAPK is appropriate. Successful completion of the introductory period shall not change the "at-will" nature of employment. The employment relationship can be terminated by the employee or CAPK at any time during or after the introductory period, with or without cause.

The introductory period must be six (6) months of continuous service. Among other things, this is a period during which the employee is expected to demonstrate their abilities in the actual work situation. It is also a training period, and a time for CAPK and the employee each to determine if the employee and the assigned position are a good match. CAPK reserves the right

to extend the duration of the introductory period one (1) or more times if, in its sole and absolute discretion, it determines that such an extension is appropriate.

Upon successful completion of the introductory period, the employee shall be advanced to regular status. Performance evaluation reports will be completed and reviewed by the employee and their supervisor during the introductory period. The introductory period may be extended at the discretion of the supervisor and Director.

A current employee who successfully interviews and is hired for another position with CAPK shall serve in an introductory period for the new position. If the employee does not meet the standards of performance required by CAPK in the new position, the employee may be reinstated to their original or comparable position if such a position is available. If such a position is not available, the employee will be terminated by adhering to standard procedure.

4.3.1 Rehired Employees

Employees that are rehired by CAPK within 30 days of their termination will be reinstated with their original hire date and will return to the vacation accrual schedule they were at before they left CAPK.

Employees who are rehired at CAPK within one (1) year of their termination will be reinstated with the previously accrued and unused sick time balance.

4.4 Full-Time and Part-Time Status

Eligibility for certain benefits will be determined, in part, based on the number of hours per week an employee is regularly scheduled to work. An employee will be classified as full-time or part-time, regardless of the other aspects of their status (i.e., full year, part year, exempt or non-exempt, etc.).

Full-time employees are regularly scheduled to work a minimum of thirty (30) hours a week or more on a continuing basis, excluding overtime.

Part–time employees are regularly scheduled to work less than thirty (30) hours a week on a continuing basis, excluding overtime.

An employee does not automatically change from part-time to full-time or become eligible for certain benefits merely by working additional hours for any period of time. Changes from part-time to full-time will be evaluated by management. A formal status change is required.

4.5 Type of Appointment

Eligibility for certain benefits will be determined, in part, based on the type of appointment held by the employee. No change in any appointment or employment status is automatic; in all cases, a formal status change/notice is required. All positions are at-will. The types of appointments include:

4.5.1 Full-Year Appointment

An employee scheduled to work thirty (30) hours or more per week for twelve (12) months out of each calendar year is considered a “full-year” employee.

4.5.2 Part-Year Appointment

A part-year employee is an employee who works thirty (30) hours or more per week but works less than 12 months a year.

4.5.3 Temporary Appointment

A temporary employee is an individual who is hired for a limited period with a predetermined end point of employment. A temporary appointment is normally expected to last no more than twelve (12) months.

4.5.4 Substitute Appointment

A "substitute" is an employee who is not regularly scheduled to work. They work only as needed and as called to cover peak workloads of a limited duration, emergencies, or to cover employee absences.

CAPK will generally assign a substitute to work by telephoning employees until the need is met. Calls will not be made in any particular order and messages may or may not be left.

Substitutes are not subject to the CAPK attendance policy; however, the assigned work schedule should be consistently adhered to. CAPK reserves the right to separate if no service within a twelve (12) month period.

There is no guarantee of any minimum amount of work available to any given substitute employee. Nor is there any particular distribution of the amount of substitute work assigned to the substitute employee; some employees may receive many substitute assignments while others receive none.

4.5.5 Volunteers

Because of the special nature of our work at CAPK, employees will often express an interest in volunteering their free time to help with our mission. We recognize the dedication of our employees and appreciate their willingness to offer even more of their time. However, it generally is not permissible for a non-exempt employee to work as both an employee and as a volunteer. Specifically, a non-exempt employee cannot serve as a volunteer performing the same or similar duties as they perform while working for pay, or other positions for which CAPK normally pays employees to perform. Any employee who is interested in volunteering their time to CAPK for any activities must obtain specific, advance approval from their director.

4.6 Service Date

An employee's length of service with CAPK will affect many issues, such as health benefits, vacation, leaves of absences, and more. CAPK will track the amount of time spent by full-time employees in active status based on their "Service Date". There is no credit toward a person's length of service for time spent as a temporary or substitute employee.

Length of service for determining pension plan benefits and eligibility for any other legally regulated benefit plan is calculated exclusively pursuant to the written terms of the particular plan, regardless of what method is used for other purposes.

4.7 Out of Class and Multiple Assignments

Sometimes an employee will be assigned to perform tasks other than their normal position or even cover several types of jobs at once. In certain cases, CAPK will adjust the employee's pay to account for this special situation. There are generally two circumstances in which this may occur, and the pay issues regarding each are as follows:

4.7.1 Out of Class Assignments

Sometimes an employee will be temporarily assigned to cover another position in a different job classification instead of their own normal position ("out of class" assignment). If any employee is placed in an "out of class" assignment that carries a different pay range, the employee's pay will be adjusted up or down, during the period of the assignment only, to the closest pay rate within the new assignment's pay range.

Out of class assignments are normally temporary and should not exceed six (6) months. Upon completion of an out of class assignment, the employee is automatically returned to their former position and pay level. An out of class assignment does not automatically apply to any situation, and normally will not apply where an employee merely covers only some of the tasks associated with a vacant or different position, or where the assignment is particularly brief, such as covering for a coworker who is on vacation. A formal, written status change is required and will require the signature of the Director and the Director of Human Resources.

4.7.2 Extra Duty Assignments

Where an employee is performing their regular duties and is temporarily assigned significant, additional responsibilities or duties, the employee may qualify for additional pay to compensate for the extra duties. This extra pay, if approved, would apply during the period of the significant extra duties only; once the employee is relieved of the significant extra duties, their pay will return to its normal pay level.

Extra duty assignments are normally temporary and should not exceed six (6) months. An extra duty assignment must be authorized by the Director, and does not automatically apply to any situation, and normally will not apply where an employee merely covers only some of the tasks associated with a vacant or different position, where the extra duties are not significant, or where the assignment is particularly brief, such as covering tasks for a coworker who is on vacation. A formal, written status change is required with appropriate levels of approval.

4.8 Transfers and Promotions

CAPK encourages the professional growth of each employee. Employees are encouraged to apply for promotions and other openings for which they are qualified for. There may also be situations where it is beneficial to CAPK to transfer an employee to a different position where the employee's skills are a better fit with the required functions and the needs of CAPK. Depending upon the employee's status (i.e., full-year, part-year, etc.), eligibility for certain internal promotion or transfer opportunities may be limited.

Open positions will normally be posted internally, although some exceptions may occur. CAPK will look for the most qualified candidate. In considering an employee for a promotion or a

transfer, the employee's past performance, qualifications, skills, potential, abilities, attitude and job experience will be among those factors used in evaluating the appointment.

Changes in an employee's position can occur under a few circumstances, as described below:

4.8.1 Promotions

Promotions can occur in one of two ways: (1) position upgrade or (2) appointment to an open position within a higher pay grade. The employee must be in good standing with satisfactory performance in their current position to be eligible for a promotion.

A position upgrade may occur when there is a change in the job description of a particular employee that results in the reclassification of that employee's position. This may also occur when the employee has additional responsibility on a continuing basis. In either case, if CAPK determines that it is in CAPK's best interest to reclassify the employee's position, the employee may receive a position upgrade. In such cases, there is no vacancy and therefore no posting of any promotional opportunity.

4.8.2 Voluntary Transfers

A voluntary transfer occurs when an employee applies for an appointment to an open position within the same or lower pay classification. The employee must be in good standing with satisfactory performance in their current position to be eligible for consideration; recent corrective action will be a factor.

If the transfer is within the same pay classification, then the employee's pay will normally remain the same. If the transfer is to a position within a lower pay classification, the employee's pay cannot exceed the maximum of the new range.

4.8.3 Involuntary Transfers

An involuntary transfer occurs when CAPK determines, in its sole discretion, that it is beneficial to CAPK to move a current employee to another position. For all employees, "lateral transfers" may be imposed in the discretion of CAPK, dependent on the needs of CAPK's programs. A lateral transfer is to a position within the same pay grade and benefits. The discretionary transfer may also be to a position within a lower pay classification or with different benefits and opportunities, i.e., a demotion.

Employees may be subject to demotions for good cause. Good cause for demotion includes a reorganization of any program or function of CAPK that results in reclassification or reduction of existing positions. Good cause will also include situations where the quality of the individual employee's job performance is unsatisfactory, or the extent of the tasks and responsibilities being fulfilled by the employee do not fit the needs of the position. A demotion may also be imposed as a disciplinary action. In any such circumstances, CAPK may reclassify or downgrade the employee's position, or place the employee into an open position within a lower pay classification. In the case of a demotion, the employee's pay will be changed to the applicable, lower pay range.

4.9 Management Rights

CAPK retains the sole right, functions, power, and authority to manage all components of CAPK. The employer's prerogative, and the exercise thereof shall include the right of full and exclusive

control of the management of CAPK; supervision of all operations; determination of the methods and means of performing any and all work; and composition, assignment, direction, location and determination of the size and mission of the work force. The right to determine the work to be done by the employees, including establishment of levels of service and staffing patterns, is also the right of the employer. CAPK management also reserves the right to change or introduce new or improved operations, methods, means or facilities and the right to prescribe qualifications for employment and determine whether they are met; to hire, set and enforce performance standards; to establish, revise and enforce work rules; to schedule work time and time off; to rotate, reassign, and lay off employees; to suspend, reduce in step, demote, discharge or otherwise discipline employees; and to otherwise maintain orderly, effective, and efficient operations.

5.0 CAPK AND CLIENT INFORMATION

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5.1 CAPK Bulletin Boards

A bulletin board area in each business location is used to post required and important documents such as federal and state labor rules, employee memos, and other approved CAPK announcements. Notices are posted from time-to-time which may personally affect the employee. It is each employee's responsibility to read all posted notices. Only authorized materials may be posted on CAPK bulletin boards (see management for approval to have something posted). All posted material should indicate the date on which it was posted.

5.2 Confidential Business Information

All confidential affairs of CAPK are to remain strictly confidential. Confidential information includes matters of a technical nature, such as strategies and research projects; matters of a business nature, such as information about costs, revenues, lists of clients, plans for future development, and all other information and documents not readily available to the public. CAPK's financial, recruitment/applicant information, and personnel matters are also confidential.

Employees are not to disclose any confidential information to anyone inside (other than for legitimate business purposes) or outside of CAPK, nor use any confidential information for their own personal gain during or after employment without the express written consent of the Executive Director. Nor are employees to obtain and/or convey or discuss confidential information without proper authorization. If an employee leaves CAPK employment, that employee must surrender all items and data (including electronically stored data) bearing CAPK information in their possession, custody, or control, whether or not such information might be considered confidential. This will include, but not be limited to diskettes, flash-drives and other storage media, notebooks, cell phones, reports, copies, or any other form that may contain CAPK information. Breach of confidentiality is an extremely serious matter, which may result in immediate termination and legal action.

This policy does not prohibit employees from confidentially disclosing trade secret, proprietary or confidential information to federal, state, and local government officials, or to an attorney, when done to report or investigate a suspected violation of the law. Employees may also disclose the information in certain court proceedings if specific procedures to protect the information are followed. Nothing in this policy is intended to conflict with 18 U.S.C. sec. 1833(b) or create liability for disclosures of trade secrets that are expressly allowed by 18 U.S.C. sec. 1833(b).

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

5.3 Client Information and Confidentiality

Maintaining the confidentiality of all information pertaining to our clients and their families is of critical importance. Clients provide CAPK with highly personal information which must not be shared. For many, even the fact that they are participating in a CAPK program or benefiting from our services is extremely sensitive information. With our child-care programs, parents

often provide confidential information regarding their children; sometimes, even the schedule kept by the client and their child can be a confidential matter (i.e., in a custody dispute). The fact that any person is participating in a CAPK program, or any information regarding a client and their family, should never be discussed with or revealed to anyone without specific written consent from the client and the authorization of the Director. Work-related discussions about clients and their families are to be carried out discreetly and professionally, so as not to be overheard. CAPK may disclose client information in response to a court order or in cooperation with law enforcement, funding sources, local, state, and federal agencies, etc.; however, such disclosure must be authorized by the applicable Director or the Chief Executive Officer in each instance.

The obligation of confidentiality applies both during and after employment, unless one has specific, proper authorization in advance. All employees must follow CAPK and program confidentiality policies concerning information about children, families, clients, and other employees. Breach of confidentiality is an extremely serious matter, which may result in immediate termination and legal action.

5.4 Media

All employees are involved, to some extent, in promoting good public relations. However, it is important that information given to the public be accurate and reflect the official position of CAPK on any subject. Also, the privacy of our clients and their families must be preserved. Accordingly, if an employee is contacted, approached, or asked to make a statement by any media or public relations representative, they must politely decline and refer them directly to the Chief Business Development Officer or the Chief Executive Officer, unless that employee is expressly authorized to speak on behalf of CAPK. No employee may release any information, including casual comments or opinions, “on or off the record,” without express authorization from the Chief Executive Officer.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

5.5 Social Media/Networking/Technology

CAPK takes no position on your decision to start or maintain a blog or participate in other social networking activities. However, it is the right and duty of CAPK to protect itself from unauthorized disclosure of information. CAPK’s social networking policy includes rules and guidelines for agency-authorized social networking and personal social networking and applies to all directors, board members, management, volunteers, and all employees including regular, temporary, contractor, or any other staffing arrangement.

Blogging or other forms of social media or technology include, but are not limited to video or Wiki postings, sites such as Facebook, Instagram, LinkedIn, Snapchat, TikTok and X, chat rooms, personal blogs or other similar forms of online journals, diaries or personal newsletters

not affiliated with CAPK. Unless specifically instructed, (for example, via Administrator Rights on an agency or program Facebook page, the capk.org website, etc.), employees are not authorized and therefore restricted from speaking on behalf of CAPK. Employees may not disclose confidential proprietary information of CAPK which may include confidential client information, financial information, and strategic business plans to which the employee has access.

Employees are cautioned that they should have no expectation of privacy while using the Internet which is a worldwide, public information-sharing space. Your postings can be reviewed by anyone, including CAPK. CAPK reserves the right to monitor comments or discussions about the agency, its employees, clients, families, and the industry, including products and competitors, posted on the Internet by anyone, including employees and non-employees. CAPK uses blog-search tools and software to monitor forums such as blogs and other types of personal journals, diaries, personal and business discussion forums, and social networking sites. Employees are cautioned that they should have no expectation of privacy while using CAPK equipment or facilities for any purpose, including authorized blogging. CAPK reserves the right to use content management tools to monitor, review or block content on CAPK blogs that violate CAPK blogging rules and guidelines.

The goal of authorized social networking and blogging is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information. Authorized social networking and blogging is used to convey information about company services, promote and raise awareness of CAPK and communicate with employees, clients, and the community.

This policy is in no way to be interpreted as restricting an employees' Section 7 rights under the National Labor Relations Act (NLRA), which protects the employees' rights to engage in concerted activities for the purpose of collective bargaining or other mutual aid or protection, including the discussion of working conditions, including wages, as well as the right to form, join, or assist labor organizations.

5.6 Reporting

Employees are expected to report any activities to the IT Department that may lead to an unauthorized disclosure of CAPK or client information.

6.0 CAPK PROPERTY AND FACILITIES

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6.1 Use of CAPK Property

The equipment, vehicles and computer systems used by employees represent a major investment by CAPK. It is important that each employee exercise care and common sense when using such equipment. See management if there are any questions regarding the proper use of any equipment. Employees must be trained in the proper use of equipment before using it in any way. Employees are expected to take steps to protect all equipment with every use (even small things, such as keeping food and beverages away from equipment and properly shutting down computers). If an employee finds any equipment not working properly or which appears unsafe, stop using it and immediately notify management.

CAPK property, vehicles and equipment are for business use. This includes, but is not limited to photocopiers, computers, trailers, and power tools. In addition, CAPK letterhead and stationery are strictly for official CAPK purposes only. No item of CAPK property is to be removed from CAPK's premises without prior approval from the immediate supervisor.

Documents, data, and other material stored on any computer drive are also CAPK property. Sending such materials outside of CAPK electronically or taking them off CAPK premises on media storage devices without authorization from your immediate supervisor or director is a prohibited removal of CAPK property.

Desks, filing cabinets, vehicles and computers are provided solely for the work efficiency of the employee and are CAPK property. They may be inspected, along with any of their contents, at any time. Employees may also be given access to certain systems using codes or passwords, such as e-mail and/or computers. Employees may be given individual access codes for the purpose of controlling authorized access to such systems; such codes are not meant to imply any privacy in the employee's use (business or personal) of any CAPK systems. CAPK management may access and review all material on all such systems at any time.

Employees are responsible for ensuring that all documents, data, and material stored on any computer drive is stored in a secure manner when not in use. Physical documents should be locked in desks or filing cabinets. Computers storing CAPK information should be locked when not in use. Desks should be clear of any CAPK information when the employee is not at their desk.

6.2 Housekeeping/Food Storage

A break area may be provided for employees' use and convenience. The housekeeping and cleanup of break areas, other shared spaces, and employee desks is the responsibility of all employees. Each person is responsible for cleaning up after themselves, including spills or messes in all spaces. Please be conscientious about removing spoiled food from the refrigerator and/or other storage locations

6.3 Telephones, Faxes, and Mail

Because of the heavy demand for CAPK telephone facilities (including fax lines), telephone calls and faxes of a personal nature are discouraged and whenever possible, should not be made

during work time. Personal calls and faxes tie up our lines and do not permit other employees or clients to conduct official business. Employees are requested to limit personal phone calls and faxes, both incoming and outgoing, to emergencies and pressing matters only. Under no circumstances shall an employee make personal long-distance calls that are chargeable to CAPK.

Employees' personal mail or packages should not be sent to work. In addition, employees are not to use CAPK's facilities or resources to mail or send out personal mail or packages.

Please note that all mail sent to CAPK, regardless of whose name appears, may be opened as official CAPK business mail by employees who are authorized to open and sort mail as part of their job. CAPK stationery and stamps are not to be used for personal use.

Personal cell phones should be kept off or on "vibrate" during working time. Personal cell phones shall not be utilized for business purposes unless specifically authorized in writing by CAPK. Outside of non-working time, use of personal devices is limited to emergency use only including "emergency condition," as defined by law. Employees are required to follow the cell phone procedures of their department, if different. In the instance of Head Start center employees, cell phones are prohibited in the classroom.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

6.4 Computer Systems, E-Mail, Voice Mail, and Internet

CAPK furnishes a variety of systems, such as voicemail, e-mail, Internet and other computer systems to facilitate work and work-related communications. Such systems are CAPK property and are not for personal use. If employees need to conduct any personal business online during the workday, they must do so only through their own personal e-mail account, and employees must handle the matter only during their normal break time.

Whether employees are performing CAPK tasks or accessing their personal email account during a break, CAPK's systems are not to be used in ways that may be disruptive, offensive, or harmful to morale. For example, uses that would violate this provision would include chain letters, political activities, personal announcements, and messages or materials that include sexually explicit content, ethnic slurs, or other content that might be construed as harassment or disparagement based on protected characteristics. No employee may send any email without properly identifying themself as the sender. Employees must never misrepresent who they are in an email or misrepresent the level of authority they have for the content of any email.

Frivolous and wasteful use of CAPK's systems not only violates the prohibition of using CAPK systems for personal use, but such activities can also waste computer resources and monopolize or clog the network. Moreover, downloading materials can cause damage to CAPK's systems by introducing viruses or other problems. Frivolous and wasteful uses include

sending mass emails or chain letters; spending excessive amounts of time on the Internet; playing games; uploading or downloading large files; downloading music, entertainment software, personal pictures, or games; accessing streaming audio and/or video files; or otherwise creating unnecessary loads on network traffic. Even where there is a business purpose to a specific activity (such as sending a mass email), the employee needs to consider whether everyone needs to receive the email, in order to avoid disrupting the work of others and clogging the system. Employees who think they have a business-related need to engage in a use described in this policy as "frivolous and wasteful" must first discuss the intended use with the IT manager.

Employees should not have an expectation of privacy in their use of these systems; they are provided for business purposes. The fact that employees may be issued passwords and access codes to such systems is designed to control authorized access to such systems for business purposes; it is not for the purpose of providing privacy to the users. CAPK always could access systems assigned to each employee, and all material on such systems is subject to CAPK's review and copying without any notice or employee consent. In fact, CAPK periodically may access and inspect all such systems, without notice or employee consent, to ensure that excessive personal use is not taking place, to investigate conduct or behavior that may be illegal or adversely affect CAPK's interests, or for such other reasons as CAPK deems appropriate. Employees should note that, even though information on such systems may be "erased" or "deleted," copies of such information may remain on CAPK's back-up systems.

Because of the confidential nature of business information on CAPK's systems, employees must never disclose their passwords to any other person (even co-workers) and should take steps to protect the secrecy of their passwords. Do not leave passwords taped to monitors or posted at the desk or in any other place where others may easily find them. Employees will be responsible for any computer activity involving their own password.

While use of CAPK's on-site computers is limited to business purposes, CAPK employees also have a duty not to engage in any actions that could be harmful or damaging to CAPK, regardless of time, place, or equipment. This includes inappropriate use of the Internet or electronic disclosure of CAPK or client information from a non-CAPK computer or during an employee's off-duty time. Such inappropriate uses would include, but not be limited to:

- Transmitting any of CAPK's confidential or proprietary information.
- Transmitting or posting any information that could be construed as "insider information" in violation of securities regulations. To comply with such regulations, CAPK may require employees not to address any agency-related activities (or those of certain clients) during legally imposed black-out periods.
- Transmitting or posting information that may harm the finances, business, or reputation of CAPK, its employees or its clients, regardless of whether the information is defamatory. Transmissions should not become vehicles for personal attacks on CAPK, its directors, supervisors, employees, or clients.
- Using CAPK's logo, graphics, trade names, slogans or other such information unless approved in advance by a Director of CAPK and only so long as such usage is in connection with an authorized CAPK business activity.
- Expressing opinions or personal views on the Internet that could be misconstrued or interpreted as being those of CAPK. Employees assume full responsibility and liability for all content contained in their personal transmissions.

The prohibitions described above also apply to employee postings on Internet weblogs ("blogs"), chat rooms, instant messaging, Facebook, emails, and any other Internet, wireless or computer use.

This policy is not intended, nor should it be interpreted, to in any way limit the ability of employees to:

- Communicate with others, while off duty, regarding the terms and conditions of their employment, including such topics as wages, job performance, workplace safety, workload, supervisors, staffing or other terms and conditions of employment; or
- Otherwise engage in protected concerted activity that employees have the right to engage in under federal, state or local law.

6.5 Copyright Infringement

CAPK does not condone the illegal duplication of copyrighted material. Copyright law is clear: "it is illegal to make or distribute copies of copyrighted material without authorization." The only exception is the user's right to make a single backup copy strictly for archival purposes. Unauthorized duplication of material including but not limited to software, music, video, or any other copyrighted work is a federal crime, with penalties including substantial fines and prison terms. Even the users of unlawful copies suffer from their own actions; they receive no documentation, no client support, and no information about product updates.

CAPK licenses software from a variety of sources. Licensed software does not allow for reproduction unless previous written authorization has been received from the software manufacturer. Therefore, employees will use software only in accordance with the license agreement. Employees learning of any misuse of software or documentation should notify Human Resources or the Chief Executive Officer; no retribution to the reporting employee will be tolerated. CAPK employees who make, acquire, or use unauthorized copies of computer software shall be subject to disciplinary action, up to and including termination.

CAPK recognizes that it has become easier to distribute copyrighted material, knowingly or unknowingly. CAPK also recognizes that sharing of such material, without the expressed written consent of the copyright holder is illegal. Thus, employees will not engage in the sharing or distribution of any copyrighted material unless authorized by the manufacturer. Employees should consult the IT Department if they are unsure of the copyright status of any work.

6.6 Network Security

CAPK does not wish to discourage employees from gathering information via the Internet, modem, or on disks that have been used with other computers. However, CAPK's network must be protected against any computer viruses that might enter from any outside source. For this reason, no software or any type of network or computer interfacing device may be installed on any CAPK system before the IT has reviewed it and provided specific, advance approval for placing it on CAPK's systems. This includes any disks or thumb drives that have been used with a non-CAPK computer, even if related to CAPK work.

Similarly, employees should take great care to avoid opening any "spam" or engaging in any other conduct commonly understood to increase the likelihood of a virus, a "cookie" or other potentially damaging item getting into our systems. In general, employees should not open any

email unless they know the sender, are expecting to receive it, and know it relates to a business purpose. That means employees should not open “joke list” or other personal emails, even if it is from a known sender. Employees must be mindful of the fact that our systems contain highly sensitive information regarding our clients – social security numbers, credit card information, tax-I.D. numbers, etc. – which must be carefully always protected.

All employees are required to comply with all written policies that CAPK may establish regarding the use of its network and computer systems.

6.7 Reporting

All employees are expected to report any activities to the IT Department that may involve the unauthorized use of CAPK property and facilities.

7.0 ATTENDANCE

7.0 ATTENDANCE

7.1 Absenteeism and Punctuality

An employee's regular and predictable attendance is an essential function of one's job and cannot be over-emphasized. Absenteeism places a severe burden on CAPK, particularly on those who must directly cover for another's absence. Excessive tardiness and absenteeism and not being punctual may result in termination and will be included in consideration for salary increases and career opportunities. Leaving work early is considered the same as punctuality. If an employee becomes ill while on duty, they must personally notify their supervisor before leaving work.

Employees must always inform their supervisor of the reason for an absence (i.e., vacation, illness, jury duty, etc.). Indicating the basis for an absence does not necessarily mean that it will be paid. All absences will be reviewed by management according to CAPK's policies and practices.

Employees must personally notify their immediate supervisor as far in advance as possible if they know that they will be tardy or absent. If the immediate supervisor is unavailable, speak with the supervisor's designee. If no supervisor is available, the employee must leave a message that also includes a phone number where they can be reached. Employees must call in each day of absence unless they are on a pre-approved leave of absence covering all the days on which they have not called. Some programs have additional requirements for employees reporting absences, which must be followed. Any absence without proper notification to CAPK may result in disciplinary action up to and including the termination of employment.

If an employee does not notify their supervisor for three (3) consecutive scheduled workdays, it will be accepted that the employee abandoned their job and their resignation will be processed as a voluntary termination.

CAPK may require proof of illness or reason for any absences (even scheduled ones) at any time. For absences of three (3) days or more due to the employee's own illness, a doctor's certification of their fitness to return to duty may be required. Excessive tardiness or absenteeism, even if some of it was scheduled, may result in termination.

Absences protected by local, state, and federal law do not count as a violation of the punctuality and attendance policy. Paid sick time protected under California law does not count as a violation of this policy.

7.2. Rest Breaks for Non-Exempt Employees

CAPK complies with legal requirements concerning meal and rest periods. CAPK recognizes that employees perform at their best when they have the rest and nourishment they need. This policy explains when CAPK expects employees to take meal and rest periods.

Non-exempt employees are authorized and permitted to take an uninterrupted 10-minute paid rest break for every four (4) hours worked, or major fraction thereof. CAPK authorizes and permits rest periods according to the following schedule:

DURATION OF SHIFT, Where H represents hours worked	# of Rest Periods	COMMENTS
0 < H ≤ 3.5	0	Non-exempt employees who work less than 3.5 hours in a workday are not authorized to take a rest break.
3.5 < H ≤ 6	1	Non-exempt employees who work 3.5 hours or more in a workday, but who do not work more than 6 hours in a workday are expected to take one 10-minute rest break.
6 < H ≤ 10	2	Non-exempt employees who work more than 6 hours in a workday, but who do not work more than 10 hours in a workday are expected to take two 10-minute rest periods.
10 < H ≤ 14	3	Non-exempt employees who work more than 10 hours in a workday, but who do not work more than 14 hours in a workday are expected to take three 10-minute rest periods.

Whenever practical, non-exempt employees should take their rest periods near the middle of each four-hour work period. Non-exempt employees may not accumulate rest periods or use rest periods as a basis for starting work late, leaving work early, or extending a meal period. Because rest periods are paid, non-exempt employees should not clock out for them. During rest periods, employees are free to come and go as they please and are free to leave the premises.

7.3 Meal Breaks for Non-Exempt Employees

CAPK provides a 30-minute unpaid uninterrupted meal period to employees who work more than five (5) hours, unless they work six (6) or fewer hours total. CAPK provides a second 30-minute unpaid uninterrupted meal period to employees who work more than 10 hours in a workday, unless they work 12 or fewer hours total. Employees should have their first meal period before the end of the fifth (5th) hour of work and should have their second meal period before the end of the tenth (10th) hour of work. Meal periods cannot be taken at the beginning or end of shifts. Employees will be relieved of all their duties during meal periods and are allowed to leave the worksite. CAPK provides unpaid meal periods according to the following schedule:

DURATION OF SHIFT, Where H represents hours worked	# OF MEAL PERIODS	COMMENTS
0 < H < 5.0	0	Employees who work less than five (5) hours in a workday are not provided with a meal period.

5.0 ≤ H <10.0	1	Employees who work more than five (5) hours in a workday, but less than ten (10) hours in a workday are provided at least one 30-minute meal period before the end of the 5th hour of work.
H ≥ 10.0	2	Employees who work more than ten (10) hours in a workday are provided with a second 30-minute meal period no later than the end of the 10th hour of work.

CAPK does not pay non-exempt employees for meal periods, and consequently, non-exempt employees must record the start and stop times of their meal periods to the minute and accurately.

Any manager who requires a non-exempt employee to work through some or all of a meal period provided under this policy or requires the employee to take a meal as a late meal period, must immediately notify Payroll, so that the employee can be compensated correctly. Any non-exempt employee who feels they are required to work through some or all of a provided meal period, or who is required to take their meal period later than the end of the fifth hour of a workday, or who is required to take their second meal period later than the end of the tenth hour of a workday, should contact their manager to ensure they are compensated for the meal period no later than the end of the pay period to ensure they are properly compensated.

Non-exempt employees are expected to take their meal and rest periods in accordance with the applicable guidelines set forth in this policy. Management is expected to make meal and rest periods available to their employees in accordance with this policy. Supervisors can schedule meal and rest periods for their employees, taking into account their department's operational requirements and employee needs. Supervisors may stagger employees' meal periods so ongoing operational responsibilities are not compromised, so long as the applicable guidelines in this policy are met. Supervisors are responsible for administering their department's meal and rest periods in a fair and uniform manner. Supervisors may not pressure or coerce employees to skip their meal periods or rest breaks.

Any employee, supervisor or manager who fails to observe meal and rest period's policies will be subject to discipline, up to and including termination of employment. Violations of this policy should be reported to any program supervisor, manager, director, or to Human Resources. Every report will be investigated, and corrective action will be taken where appropriate.

In addition, CAPK will not allow any form of retaliation against individuals who report alleged violations of this policy or who cooperate in CAPK's investigation of such reports. Any form of retaliation in violation of this policy will result in disciplinary action, up to and including termination.

7.3.1 Lactation Breaks

CAPK supports the needs of nursing parents in the workplace. Employees have the right to request for lactation accommodation. As part of this support, CAPK will make all reasonable efforts to provide a reasonable amount of break time and a suitable lactation location to any employee who desires to express breast milk for their child. Employees should check with their supervisor in regard to any lactation needs. We expect the

employee will try to use their regular break periods for expressing milk; however, if additional time is needed, please work with the supervisor, who may be able to provide additional time, unless the extra time would seriously disrupt CAPK operations. Any extra break time would be unpaid. CAPK will provide a lactation location that complies with Labor Code section 1031.

Employees who desire lactation accommodations should contact their supervisor to request accommodations. An employee's request may be provided orally, by email, or in writing, and need not be submitted on a specific form; however, one may be provided if requested and available here. CAPK will engage in an interactive process with you to determine when and where lactation breaks will occur. If CAPK cannot provide break time or a location that complies with this policy, CAPK will provide a written response to your request. Please refer to the Lactation policy for more information.

CAPK will not tolerate discrimination or retaliation against employees who exercise their rights to a lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to a lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, please reach out to Human Resources. Employees also have the right to file a complaint with the Labor Commissioner.

8.0 PAYROLL INFORMATION

8.0 PAYROLL AND COMPENSATION

8.1 Work Week and Workday

Employees will be paid on a bi-weekly basis, every other Friday, with paychecks distributed covering work performed during the previous two-week pay period. For payroll purposes, CAPK's standard work week begins at 12:00 AM Monday morning and ends at 11:59 PM the following Sunday night. The standard workday begins at 12:00 AM on each scheduled workday and ends at 11:59 PM the same day. This standard workweek and workday apply to all employees unless otherwise specified. The employee's supervisor will advise the employee of their specific work schedule. Employees must notify their supervisor when they will be leaving for lunch or for any other purpose and confirm what time they will return. Employees must be prepared to resume work promptly at the end of their scheduled lunch period or other break. If the employee is aware they will not be returning after lunch, they must communicate with their supervisor prior to leaving the worksite.

Some employees are scheduled to work an "alternate workweek." For most such employees, the standard payroll work week and workday will apply. Overtime premiums will be paid as required by law. CAPK reserves the right to cancel the schedule at any time.

8.2 Paycheck Information

Employees are paid bi-weekly every other Friday. CAPK offers free, automatic payroll deposit to the employee's bank account. CAPK's payroll practices are designed to be paperless; therefore, we provide employees without a bank account the opportunity to enroll in the Visa brand pay card program. This ensures all employees receive their pay in a timely manner and without worry of payment delays. CAPK does not print pay statements. Employees can access their pay statement by an electronic portal. If a payday occurs on a holiday, employees should receive their deposits no later than the next business day.

If a paper check is prepared, it will then be mailed by 3:00 PM the same day, unless the employee has made other arrangements with the Payroll Department. For the employee's protection, their paycheck will not be given to any other person, except on the employee's written request. There are no advances of pay. New hires' first check will be issued via direct deposit if the cutoff date was met, otherwise their first check will be mailed to the address listed on file.

We are required by law to make certain deductions from employees' pay. Garnishments, wage assignments, liens and other legal arrangements will be handled confidentially and in compliance with the law. CAPK employees are able to change Federal and State withholding at any time. Please contact Payroll to make these adjustments.

If an employee finds any error in their paycheck or pay statement (pay rate, hours worked, etc.), they must report the error to their supervisor immediately. If there is an overpayment to one's account, Payroll will contact the employee to see about arrangements for repayment of those funds.

8.3 Non-Exempt Employee Time Records

An employee's time record is their bill to CAPK for services rendered and is a legal document. All non-exempt employees are expected to use CAPK's electronic timekeeping system to accurately record their hours worked. To be sure work time is paid in full, timestamp "In" at the beginning of the day, timestamp "Out" and "In" for lunch, and "Out" again at the completion of the day. All time worked must be accurately reported on your time record accurately and to the minute.

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

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

Each employee is responsible for recording all overtime worked and reporting all noncompliant breaks. It is the employee's responsibility to clock in and clock out for every shift worked (and all meal periods and other unpaid absences) accurately and to the minute. Employees may not begin work before they have clocked in. Non-exempt employees working "off the clock" for any reason is prohibited, and a serious violation of CAPK policy. No one has the authority to require, allow or ask, directly or indirectly, any non-exempt employee to perform any work for CAPK "off the clock". If an employee forgets to clock in or out, or if an employee believes the timestamps are not accurate, they must notify their supervisor or Human Resources immediately, so the time can be accurately recorded for payroll purposes. Remember to record all time worked, even if it is during what should have been non-work time. Employees who clock in or out within a de minimis number of minutes to be on time will not be penalized.

The beginning and end of each meal period or any other unpaid break is recorded by electronic timestamp. All arrivals and departures must be recorded by electronic timestamp as they occur to the minute.

Under no circumstances may an employee record another person's time or alter another employee's timestamp. Each employee is only permitted to record his or her own time. Any errors on an employee's timecard should be reported immediately to their supervisor in writing (teams, email, text etc.) for correction.

Timecards must be reviewed and approved electronically by the employee at the completion of each pay period. If an error is identified employees are to communicate with their supervisor to make corrections prior to approving their timecard. An employee's approval verifies that the employee personally recorded all of the time shown and that the hours reported are complete and accurate. The approved timecard will be submitted to the supervisor for a final review and approval, managers are to ensure timecards have comments on all added pay codes and all

added or adjusted punches prior to signing off. Timecards are to be approved in a timely manner by employees and managers by the payroll deadline.

8.4 Overtime for Non-Exempt Employees

There may be occasions when the workflow is such that CAPK may need non-exempt employees to work beyond their normal shift. CAPK will provide non-exempt employees with overtime pay in accordance with state and federal laws. Employees are expected to cooperate with requests to work overtime. Overtime will be offered or assigned to individuals at the sole discretion of CAPK.

Each instance of overtime must be approved in advance by management. It is the employee's responsibility to obtain approval from the supervisor before working overtime. Employees who work unauthorized overtime will be paid for the time worked; however, repeated failure to get advance approval may result in disciplinary action, up to and including termination.

As a reminder, for the purposes of calculating overtime for non-exempt employees, paid time off such as vacation, sick time, holidays, jury duty, etc. does not count towards overtime.

Exempt employees are not eligible for overtime pay.

8.5 Travel Time

With the exception of the employee's normal commute to and from work, most travel time is considered working time. Normally, on any given day, the time an employee spends traveling to the reporting location, and the time spent traveling home from the last place worked will be the employee's personal commute time. Time spent traveling between worksites after the start of each workday will normally be considered working time. If employees are traveling out of town or are assigned to an unusually distant worksite for the day (i.e., not the employee's regular assignment, meetings, trainings), then the time spent traveling beyond the normal commute would normally be considered work time.

For example, if an employee is regularly assigned to work in Bakersfield four (4) days a week and in Shafter one (1) day a week, then the commute to and from the employee's assigned location each day would not be considered working time. In other words, an employee is not "at work" until they at least show up at their first location for the day. Once they are done for the day, the drive after work is on the employee's own time.

When the time spent traveling is "working time," the employee will be paid for their time in accordance with normal pay procedures. For all travel expenses and liquidation see CAPK Travel Policy.

Non-Exempt employees are required to accurately record the exact times of their travel, including the travel start and arrival time to hotels or destinations. Additionally, they must document (clock in and out using time reporting app, send emails to supervisor, or keep a written log) the exact times they attend meetings and lunches taken during work-related travel. Detailed documentation is essential for compliance with company policies and regulations, as well as for ensuring accurate pay and reimbursement for business-related travel.

Please contact Human Resources with questions.

8.6 Incentive Pay

Incentive compensation to employees based on program cost reduction, or efficient performance, suggestion awards, safety awards, etc., are allowable to the extent that the overall compensation is determined to be allowed by the funding source and reasonable and such costs are paid or accrued pursuant to an agreement entered into in good faith between CAPK and the employee(s) before the services were rendered, or pursuant to an established plan followed by CAPK so consistently as to imply, in effect, an agreement to make such payment.

8.7 Location Differential Pay

CAPK has some locations that are underserved and where there are not enough qualified employees who live reasonably nearby to appropriately staff the location. Accordingly, CAPK may need to staff the location with employees who live far away from the location and will need to commute a distance more than an ordinary, reasonable commute. CAPK recognizes that regularly working this far from home will also create other inconveniences with respect to childcare, medical appointments, and other non-work-related matters.

To account for the impact of assigning an employee to a distant location, the Director may designate certain non-exempt employees as eligible for “location differential pay.” A designation will be considered only where the assigned location is one where CAPK has difficulty staffing the site and must impose on the employee to commute a great distance to work at it.

Positions will be designated only in accordance with the Program’s need, as determined by the Director, with approval from the Director of Human Resources. This pay differential is not automatic; specific approval and a formal status change is required.

8.8 Shift Differential Pay

Employees working a schedule beginning at or after 3:00 PM may be paid a night differential of fifty ($0.50) cents per hour in addition to their base rate.

Employees working a schedule beginning at or after 11:00 PM may be paid a graveyard differential of one dollar ($1.00) per hour in addition to their base rate.

9.0 EMPLOYEE BEHAVIOR

9.0 EMPLOYEE BEHAVIOR

9.1 Standard of Conduct

Acceptable Conduct

CAPK expects employees to observe a standard of conduct which will maintain an orderly, positive, and productive workplace. The cooperation of every individual is imperative. Employees are expected to always conduct and present themselves in a professional manner, which is conducive to the efficient operations of CAPK. Such conduct includes, but is not limited to:

1. Reporting to work punctually as scheduled and being at the workstation ready for work at the assigned starting time.
2. Notifying the supervisor as early as possible when the employee will be absent from work or is unable to report to work on time.
3. Utilizing CAPK's online timekeeping system to accurately reflect time worked.
4. Complying with CAPK's safety rules and policies.
5. Performing assigned tasks efficiently.
6. Treating employees, children, clients, and other individuals with respect and dignity.
7. Complying with CAPK's policies, procedures, guidelines, and confidentiality policies.
8. Complying with program specific rules and policies as directed which include state and federal regulations of the program.
9. Proactively promoting CAPK's mission, vision, and core values.

Unacceptable Conduct

In addition to what is discussed in other policies contained in this Handbook, the following list is an example of some types of behavior that is prohibited and will subject the employee to disciplinary action up to and including termination. Please remember that it is impossible to provide an exhaustive list of types of conduct that would be impermissible, and the list below is simply intended to provide some examples of inappropriate conduct. The omission of any type of conduct from a list does not indicate CAPK approval of such conduct.

1. Insubordination or refusal to obey a direct request of a supervisor.
2. Failure to be courteous and respectful to all employees, clients, and members of the public at all times.
3. Failure to maintain satisfactory job performance which includes failure to perform job assignments.
4. Any conduct that might adversely impact the welfare of a client or a child, fitness to serve clients or CAPK, or fitness to care for children.
5. Falsification or misrepresentation of any information or records, including time records, employment applications, resumes, or alteration of any document.
6. Misrepresentation of an illness, disability, or grounds for a request for leave.
7. Unauthorized taking of CAPK property or unauthorized charges to CAPK, or misuses

of CAPK property or information including equipment and supplies.

8. Removing any materials, documents, or property from CAPK's property without specific approval from management.
9. Engaging in horseplay, practical jokes, running, scuffling, throwing things, or any boisterous conduct on CAPK property.
10. Disorderly conduct in dealing with fellow employees, clients, or children/parents, including, but not limited to, harassment, fighting, gossiping, threatening, intimidating, bullying, or using obscene, abusive, or provocative language.
11. Theft, fraud, or dishonesty in any form, including bribes or kickbacks.
12. Carrying or bringing firearms or other dangerous weapons, including explosives, knives (folding blade knife no bigger than 5"), blackjacks, etc., on CAPK premises.
13. Making a false, vicious, profane, or malicious statement concerning any client or employee, or CAPK or its services.
14. Gambling on CAPK property.
15. Removal or misuse of fire extinguishers from proper locations or tampering with any fire protection or other safety equipment.
16. Deliberately loafing on the job, in restrooms or elsewhere, or otherwise failing to make a productive work effort. Sleeping on the job.
17. Willful or deliberate destruction, damage, neglect, abuse, waste, or misuse of CAPK property or equipment, or the property or equipment of any employee or client.
18. Deliberately restricting output or interfering with efficiency or discipline.
19. Intoxication, or the use, possession or sale of any intoxicants, drugs or narcotics while working or on CAPK premises.
20. Refusing or failing to take a required drug test paid for by CAPK.
21. Failure to adhere to CAPK's Code of Ethics in Section 2.0 of the Handbook or to maintain confidentiality of sensitive CAPK or client information.
22. Failure to follow safety procedures.
23. Conduct that may compromise the licensing status of any CAPK facility.
24. Leaving work without authorization.
25. Failure to observe work schedules, including lunches and breaks.
26. Violating confidentiality of an employee, child, client, or other sensitive issue, etc.
27. Violation of CAPK's Social Networking policy.
28. Failure to adhere to CAPK's policies and program policies and procedures.
29. Violating CAPK's Discriminatory Harassment/Sexual Harassment as outlined in section 10.0 of this Handbook.

The violation of the Standards of Conduct is subject to disciplinary action, up to and including termination for violating this policy.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act

9.2 Employees/Volunteers Working with Children Must Comply with All Federal State and Program Regulations.

Employees and volunteers who are involved in working with children must also note the following guidelines:

1. Must respect and promote the unique identity of each child and family and do not stereotype on any basis including gender, race, ethnicity, culture, religion, disability, sexual orientation, or family composition.
2. Must follow program confidentiality policies concerning information about children, families, and other employee members.
3. Ensure no child is left alone or unsupervised by staff, consultants, contractors, or volunteers while under their care. This is a zero-tolerance mandate.
4. Ensure staff, consultants, contractors, and volunteers implement positive strategies to support children's well-being. Address challenging behavior and do not maltreat or endanger the health or safety of children, including, at a minimum, that staff must not:
    a. Use corporal punishment.
    b. Use isolation to discipline a child.
    c. Bind or tie a child to restrict movement or tape a child's mouth.
    d. Use toilet learning/training methods that punish, demean, or humiliate a child.
    e. Use any form of emotional abuse, including public or private humiliation, rejecting terrorizing, extended ignoring, or corrupting a child.
    f. Use any form of emotional abuse, including public or private humiliation, rejecting, terrorizing, extended ignoring, or corrupting a child.
    g. Physically abuse of a child.
    h. Use any form of verbal abuse, including profane sarcastic language, threats, or derogatory remarks about the child or child's family; or
    i. Use physical activity or outdoor times as a punishment or reward.
5. Any other violations of Head Start Performance Standard 1302.90(c) (1) (i-v) or any other federal or state guidelines.

9.3 Disciplinary Action

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All employees are required to comply with CAPK's standards of performance and conduct. It is important that all employees always perform to the best of their ability. When an employee performs in an unsatisfactory manner, violates a policy, or commits an act that is inappropriate, disciplinary action may be taken, up to and including termination. CAPK may choose to exercise its discretion to utilize forms of discipline that are less severe than termination. Examples of such less severe forms of discipline include verbal warnings, written warnings, or suspensions. CAPK reserves the right to deviate from this policy when it feels that circumstances warrant such a deviation. Nothing contained in this policy changes the "at-will" nature of any employee. Agency employment is at the discretion of the Agency, which may terminate any employee, at any time, with or without cause or notice.

The disciplinary action procedure is intended to give employees notice, whenever possible, of a performance problem or other employee problem.

Disciplinary action may involve, but is not limited to, one or more of the following: verbal counseling or warnings, written reprimands, probation, suspensions without pay, demotions, or termination. Again, it is important to remember that CAPK reserves the right to utilize any form of discipline, including immediate termination, depending on the severity of the violation. CAPK reserves the right to deviate from this policy when in circumstances which warrant such a deviation and remind employees that employment is at the discretion of CAPK, who may terminate any employee at-will, at any time, with or without notice.

The Chief Executive Officer will ultimately be responsible for the final decision of the appeal of suspension and/or termination.

9.4 Termination of Employment

It is the policy of CAPK to terminate employment because of an employee's resignation, discharge, retirement, or as a result of a permanent reduction in the workforce.

Discharge can be for any reason not prohibited by law, including employee misconduct or unsatisfactory job performance. In the absence of a specific written agreement, employees are free to resign at any time with proper notice, and CAPK is an at-will employer and reserves the right to terminate employment for any reason.

9.5 Employee Appeals

At the time, the Disciplinary Action of suspension or termination is presented to an employee, the employee shall be notified of their right to appeal as covered in this policy. Refer to the Disciplinary Action (including Involuntary Termination) and Appeal Policy.

10.0 POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

10.0 POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

CAPK is committed to providing a workplace that is pleasant, productive, and free from harassment. Harassment of any nature should not be tolerated by employees as individuals and will not be tolerated by CAPK. This is true regardless of who is engaging in the offensive conduct, even if it is a manager, a Board Member, a vendor, a visitor, a parent, a client, or an independent contractor of CAPK. Harassment of a client or an independent contractor (any non-employee working at CAPK's premises) by anyone at CAPK will not be tolerated.

All employees are expected to actively work toward eliminating any workplace harassment. Employees who are subjected to or oppose harassment in the workplace are protected by law and CAPK policy against retaliation in this regard. Employees who are concerned about any workplace behavior should immediately report their concerns to management. Complaints will be addressed promptly and thoroughly and CAPK will make every effort to maintain confidentiality to as much an extent as possible. Any employee to whom harassment is reported, even informally, must report the matter to a manager or to Human Resources for appropriate investigation. Employees who pressure or attempt to discourage others from complaining or reporting harassment to CAPK will be subject to disciplinary action. All employees are mandated to complete a training class every two (2) years regarding harassment issues, including how to assist employees who may report any concerns.

10.1 Definition

On the job, harassment can be defined as persistent, annoying behavior by one individual that creates an intimidating, hostile or offensive work environment for another person based on the person's protected category. Harassment of an employee, client, or independent contractor on the basis of being in any protected class, such as sex (which includes sexual harassment, gender harassment, and harassment due to pregnancy, childbirth, breastfeeding or related medical conditions) and harassment because of race, religion (including religious dress and grooming practices) color, national origin or ancestry, physical or mental disability, medical condition, marital status, military and veteran status, age, sexual orientation, reproductive health decision-making, use of cannabis/marijuana off the job and away from the workplace (exceptions for CAPK may apply) or any other bias protected by federal, state or local law, ordinance or regulation will not be tolerated by CAPK. Such conduct is inappropriate and unlawful, regardless of the intent behind it. Harassment could take several forms, such as:

- Misleading or incomplete training of a fellow employee.
- Malicious mischief, such as destruction or defacing of a fellow employee's tools or personal property.
- Offensive language or a belittling manner.
- Jokes, slurs, or derogatory remarks directed at a particular sex, minority, and race, ethnic or another protected group.

Sexual harassment is against CAPK policy and against the law. Sexual harassment is defined as unwanted sexual advances, or visual, verbal, or physical conduct of a sexual nature. Sexual harassment does not need to be motivated by sexual desire to be unlawful or to violate this

policy. This definition includes many forms of offensive behavior and includes gender-based harassment of a person of the same sex as the harasser; the following is a partial list:

- Unwanted verbal or physical sexual advances or propositions.
- Offering employment benefits in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct: leering, making sexual gestures, displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, suggestive, or obscene letters, notes, or invitations.
- Physical conduct: touching, assault, impeding or blocking movements.

10.2 Employee Conduct

No form of harassment is appropriate behavior on the job. It creates a hostile work environment for the victim and distracts both the victim and the offender from important job duties. Also prohibited is any sort of conduct toward clients or children that might be perceived as harassment. This would include, but not be limited to, any ethnic slurs, or unwelcome sexual advances or solicitations. Even where conduct might not meet the above definitions of "harassment," if the conduct is annoying or distracting to employees, independent contractors, clients, children or parents, and the conduct serves no legitimate purpose, good judgment requires that such conduct be stopped.

Bullying can be a form of harassment. Physical harassment can be hitting, kicking, spitting, and pushing. Verbal harassment can be teasing, threatening and name-calling. Psychological harassment can exclude someone, spreading rumors, and intimidating. Sexual harassment can be touching, assault, exhibitionism. Employees who feel they may have been subject to or witnessed bullying behavior in the workplace, are encouraged to contact their supervisor or Human Resources. The employee's supervisor and/or Human Resources will respond promptly to any issue(s) and address it accordingly.

CAPK prohibits use of the computers, e-mail system, voice mail system, cell and video phones and any other electronic media in ways which are offensive to others, or are otherwise discriminatory, harassing, or obscene, or for any other purpose which is illegal, against CAPK policy or not in the best interest of CAPK. For example, the display or transmission of sexually explicit images, jokes, messages, and cartoons is prohibited. Other such misuse of electronic media includes, but is not limited to, ethnic slurs, racial comments, off-color jokes, or anything that may be construed as harassment, discrimination or showing disrespect for others. Any such use of the computers, e-mail system, voice mail system or other electronic media will be considered a violation of the Handbook against harassment.

10.3 Client Conduct

Some of CAPK's programs involve working with clients who may have behavioral problems that may affect their interactions with our employees. Frequently, these clients would not need our programs if they already knew how to cope with these behaviors. Since our programs exist to help them, employees must be willing to work with such clients and welcome this challenge. Our job is to help all clients served by our programs.

This does not mean CAPK condones inappropriate behavior by clients; any employee who is aware of inappropriate behavior by a client must report it immediately to their supervisor or program manager. CAPK will take immediate and appropriate corrective action. Employees should be aware, however, that CAPK's funding requirements may require that CAPK follow a different corrective process than might occur with employee misconduct. This difference makes it even more important that employees report any problems immediately.

10.4 Protection Against Retaliation

CAPK policy, as well as federal and state laws forbid retaliation against any employee who files a complaint, testifies, assists, or participates in any manner in an investigation, proceeding or hearing conducted on behalf of an investigation for a discrimination or harassment claim. Prohibited retaliation includes, but is not limited to demotion, suspension, failure to hire or consider for hire, failure to give equal consideration in making employment decisions, failure to make impartial employment recommendations, and, adversely affecting working conditions or otherwise denying any employment benefits to an individual.

CAPK has a zero-tolerance policy to discriminatory harassment and sexual harassment and will take appropriate disciplinary action whenever such harassment is demonstrated. Any individuals engaging in such conduct may be personally liable in any legal action brought against them.

10.5 Complaint Process

If you believe that you have been the subject of harassment, discrimination, retaliation, or other prohibited conduct, bring your complaint to your supervisor or to the Director of Human Resources as soon as possible. If you need assistance with your complaint, or if you prefer to make a complaint in person, contact the Director of Human Resources. Please provide all known details of the incident or incidents, names of individuals involved and names of any witnesses. It would be best to communicate your complaint in writing, but it is not mandatory.

CAPK encourages all individuals to report any incidents of harassment, discrimination, retaliation, or other prohibited conduct forbidden by this policy immediately so that complaints can be quickly and fairly resolved.

You also should be aware that the Federal Equal Employment Opportunity Commission and the California Civil Rights Department investigate and prosecute complaints of prohibited harassment, discrimination, and retaliation in employment. If you think you have been harassed or discriminated against or that you have been retaliated against for resisting, complaining, or participating in an investigation, you may file a complaint with the appropriate agency. The nearest office can be found by visiting the agency websites at www.calcivilrights.ca.gov and www.eeoc.gov.

Supervisors must refer all complaints involving harassment, discrimination, retaliation, or other prohibited conduct to the Director of Human Resources for immediate action. When CAPK receives allegations of misconduct, it will immediately undertake a fair, timely, thorough, and objective investigation of the allegations in accordance with all legal requirements. CAPK will reach reasonable conclusions based on the evidence collected.

CAPK will maintain confidentiality to the extent possible. However, CAPK cannot promise complete confidentiality. The employer's duty to investigate and take corrective action may require the disclosure of information to individuals with a need to know. Complaints will be:

- Responded to in a timely manner.

- Kept confidential to the extent possible.
- Investigated impartially by qualified personnel in a timely manner.
- Documented and tracked for reasonable progress.
- Given appropriate options for remedial action and resolution.
- Closed in a timely manner.

If CAPK determines that harassment, discrimination, retaliation, or other prohibited conduct has occurred, appropriate and effective corrective and remedial action will be taken in accordance with the circumstances involved. CAPK will also take appropriate action to deter future misconduct.

Any employee determined by CAPK to have engaged in harassment, discrimination, retaliation, or other prohibited conduct will be subject to appropriate disciplinary action, up to, and including termination. Employees should also know that if they engage in unlawful harassment, they can be held personally liable for the misconduct.

11.0 SAFETYAND HEALTH

11.0 SAFTEY AND HEALTH

11.1 Illness and Injury Prevention Program

CAPK has a formal Illness and Injury Prevention Program ("IIPP") which is required by the State of California CCR Title 8 Section 3202. The IIPP can be found on the CAPK's employees' webpage. Employees will receive training concerning workplace safety, including any necessary job-specific training. CAPK's IIPP is managed by the Risk Management Department of the Operations Division, who has the responsibility and authority to implement all aspects of CAPK's safety program. All employees are strongly encouraged to communicate any safety concerns to the Risk Management Department, or any other member of management. Suggestions, concerns, and reports are welcome in any form, and may be made anonymously.

11.2 Safe Practices

CAPK is concerned about employee's health and safety. Proper safety equipment must be used and worn in the performance of job functions. This includes seat belts when driving on CAPK business. In addition, the use of cell phones for any reason (i.e., telephone conversation, texting, e-mail, or another application, etc.) while driving for CAPK business is forbidden (Refer to section 3.12).

In addition to any safety equipment, employees must follow other safety rules and always be safety conscious. Notify your supervisor of any unsafe conditions or practices. Help avoid accidents by eliminating hazards when possible. Should an unsafe condition or an accident occur, even though no one is injured, the incident must be reported to the supervisor and the Risk Management Department as soon as possible. Immediately report all injuries, no matter how slight, to your supervisor and the Risk Management Department. All injury reports must be submitted within 24 hours after the incident.

Employees must inform their supervisor if they think any task is unsafe or that assistance is needed to perform it safely. Employees should not operate any equipment unless they are trained and authorized to do so.

Safety rules are intended to protect the safety of everyone. Violating any safety rule may result in discipline, up to and including termination. Safety rules are not intended to replace sound judgment, nor do they include all the instances in which disciplinary action may be taken.

11.3 Work-Related Accidents or Illnesses

All work-related injuries or illnesses, no matter how slight, must be reported to the supervisor and the Risk Management Department immediately following (i.e., on the day that it occurs) the injury or onset of illness so that they may arrange for any necessary medical attention and prepare any required reports. All injury reports must be submitted within 24 hours after the incident.

To determine the extent of the employee's injuries and applicability of Workers' Compensation insurance coverage, they may be requested to see a particular physician.

Any recreational activities sponsored by CAPK, such as picnics, softball games and other social gatherings, are purely voluntary and not related to any person's work duties for CAPK. Any employee or other person who participates in such activities does so at their own risk. Any specific questions concerning Workers' Compensation should be referred to the Risk Management Department.

11.4 Violence in the Workplace

CAPK is committed to providing a workplace that is free from threats or acts of violence. In keeping with this commitment, CAPK's policy is to have zero tolerance for any actual or threatened violence against employees, clients, visitors, or any other persons who are either on CAPK's premises or have contact with CAPK employees in the course and scope of the CAPK employee's job duties.

Compliance with this anti-violence policy is an essential condition of employment. It would be a violation of this policy for any person to engage in or contribute to violent behavior, threaten others with violence, or engage in any potentially threatening, harmful, or criminal behavior that may negatively affect the safety or productivity of our workplace. Any employee who violates any aspect of this policy may be subject to disciplinary action up to and including immediate termination of employment.

To help CAPK provide a safe and secure environment for all employees, clients, and visitors, every verbal or physical threat must be treated seriously. Employees must immediately report any potentially threatening, harmful, or criminal behavior that may negatively affect the safety or productivity of our workplace to their supervisor, program manager, or to Human Resources. If danger is imminent or there is an immediate risk to the safety of any person, do not hesitate to dial 9-1-1 for police, fire, or ambulance assistance.

For more information on violence in the workplace, see CAPK's Workplace Violence Prevention Policy.

11.5 Smoking

Smoking (including vaporing, e-cigarettes, and smokeless tobacco) is only permitted outside, and must be greater than 20 feet away from any buildings to avoid causing discomfort to those entering or leaving a building. All CAPK properties are designated smoke-free, and smoking must be done entirely off the premises.

Some locations may designate a specific area for smoking; if so, smoking must be restricted to the designated area. Smoking is prohibited in all CAPK vehicles. Smoking is permitted only during lunch and regular break periods; there are no special or extra break times for smoking. Smoking is never permitted around children, when assisting a client or other visitor, or anywhere that clients or business visitors are likely to be present at CAPK. When smoking outside, great caution should be taken to extinguish a cigarette, cigar, or pipe and to make sure it is deposited in a proper receptacle. Smoking must comply with the city's smoking ordinance.

12.0 SUBSTANCE ABUSE AND ALCOHOL

12.0 SUBSTANCE ABUSE AND ALCOHOL

CAPK is concerned about the issue of substance abuse and is committed to achieving a workplace that is free of drugs and alcohol. The unlawful manufacture, distribution, dispensation, possession, or use of a controlled substance is prohibited in the workplace. Employees who unlawfully use, possess or are under the influence of drugs and/or alcohol at work or on CAPK premises present a hazard to themselves and other employees. Moreover, various state and federal laws and regulations require CAPK to adopt tough policies and a comprehensive testing program to achieve a workplace free of drugs and alcohol. The overall goal of this policy is to ensure a drug and alcohol-free work environment and to avoid accidents, injuries, and fatalities.

12.1 General "Drug-Free" Workplace Policy

CAPK complies with both federal and state law. Where state and federal law differ, CAPK will comply with the stricter of the two provisions. California now permits the specified use and possession of marijuana for medical and/or non-medical purposes. However, under federal law, marijuana remains an illegal substance. CAPK adheres to federal law regarding marijuana and considers it to be an illegal drug for purposes of the Drug Free Workplace Policy and for purposes of its drug testing policies.

The consumption or use of any alcohol (alcohol use means the consumption of any beverage, mixture, or preparation, including any medication, containing alcohol), intoxicant or unlawful drug (which includes illegal use of lawful drugs) while working is strictly prohibited. Employees are prohibited from working in an impaired condition because of using any drugs, alcohol, or intoxicating substance. The use/consumption, sale or possession or trafficking of drugs (prescribed or not), alcohol, controlled substances, or related paraphernalia while on the job, while on CAPK or customer property, or in CAPK vehicles is absolutely prohibited. CAPK reserves the right to utilize any necessary procedures for enforcing this policy, including testing of employees and inspection of CAPK property and all articles and property brought onto CAPK's premises or vehicles either by CAPK personnel or law enforcement.

Employees shall not engage in "prohibited conduct" as defined in this policy. Violation of any part of this policy, refusal to cooperate with CAPK efforts to enforce this policy, or any conduct that inhibits CAPK effective enforcement of this policy, will result in disciplinary action, up to and including termination.

12.2 Notification/Accommodations

Employees who currently suffer from a substance abuse problem are strongly encouraged to get help now. CAPK will accommodate employees who voluntarily seek rehabilitation by allowing reasonable unpaid time off for a rehabilitation program. A medical certification from a physician may be required. While CAPK is supportive of employees who try to correct such problems, no situation will excuse violations of law or CAPK policy such as theft, sale of controlled substances, falsifying CAPK documents, or other deliberate, harmful, or unlawful conduct. Asking for a referral to a rehabilitation program after a positive drug or alcohol test will not be considered "voluntarily" seeking rehabilitation.

Employees must immediately notify Human Resources if they receive a conviction due to a criminal drug statute violation, moving violation that might impact one's ability to safely continue performing the essential functions of one's job (i.e., DUI), lose their driver's license, occurring in or out of the workplace.

12.3 Drug and Alcohol Testing

To achieve a workplace free of alcohol and drugs, CAPK may implement a program of drug and alcohol testing in accordance with federal, state, and local law. For all positions, CAPK reserves the right to require pre-employment testing. Such testing is currently required for all employees. Additionally, all employees are subject to testing where there is a reasonable suspicion that the individual is not fit for duty because of drugs or alcohol, or that the individual is using drugs or alcohol in violation of CAPK policy. CAPK may conduct random drug testing.

Any employee involved in a workplace incident will be sent for post-incident testing, in accordance with standards set forth in CAPK procedures. Employees returning from a substance abuse rehabilitation program will be subject to random, follow-up testing. Any employee who is returning to work after an absence may be subject to testing if it falls within CAPK's specified time frame of length of absence or length of time out of the testing pool (such testing to be done in accordance with CAPK's "pre-employment" testing standards and will be referred to as "pre-employment" testing). No employee may be tested without the approval of the Director of Human Resources or Risk Management.

If an after-hours test is required or if utilizing the regular clinic is not available, a test may be performed on-site by a trained collector. If a situation should arise where a direct observation is required, a medical professional will participate in the testing process.

12.3.1 Refusal to Test and Consequences

An employee who refuses to submit to the required drug or alcohol testing shall constitute a verified positive test. Refusal to submit to the types of drug and alcohol tests employed by CAPK will be grounds for refusal to hire applicants and to terminate employment of existing employees.

A refusal to test is defined as any conduct that would delay or obstruct the proper administration of a test, including any lack of cooperation at the laboratory conducting the testing, such as or failing to remain at the testing site until the testing process is complete, failing to sign required forms, or behaving in a confrontational or disruptive manner. A delay in providing a specimen could be considered a refusal. If the employee declines to take a test ordered/required by CAPK or the Medical Review Officer ("MRO") this would be considered a refusal to test and will be grounds to terminate.

If the individual cannot provide a sufficient specimen, they will be evaluated by a physician of CAPK's choice. If the physician cannot find a legitimate medical explanation for the inability to provide a specimen, it will be considered a refusal to test. It will also be treated as a refusal to test where the MRO has reported that the individual has a verified adulterated or substituted test sample.

12.3.2 Consequences of Positive Test: "Zero Tolerance"

CAPK has a zero-tolerance policy towards substance abuse. Any positive drug or alcohol test, conducted in accordance with state law, for a job applicant will result in an employment offer's withdrawal. Employees who test positive for unlawful drugs, or who

test positive for legal drugs without proper proof of the current prescription being issued in their name or who have excessive amounts of legal drugs, will be terminated from employment and be provided with a list of local Substance Abuse Professionals ("SAP") for their personal assistance, if desired.

CAPK has adopted a zero-tolerance policy regarding the use of alcohol while on duty or just before reporting for duty. Therefore, acting on its own authority, CAPK will terminate the employment of any employee who is tested for alcohol under this policy and has a verified blood alcohol concentration of .02 or greater. CAPK will also provide such employees with a list of local SAPs (Substance Abuse Program) for their personal assistance, if desired.

12.3.3 Reasons for Testing

CAPK has implemented five (5) circumstances for drug and/or alcohol tests: (1) pre-employment testing, (2) post-accident/ incident testing, (3) reasonable suspicion testing, (4) Safety Sensitive Positions, and (5) follow-up testing.

Pre-Employment Testing

For all positions, CAPK reserves the right to require pre-employment testing, such testing is currently required for all employees. Such prospective employees are required to undergo testing for drug use as part of their pre-employment medical evaluation to determine fitness for duty. A prospective employee whose pre-employment test is canceled will be required to take another pre-employment drug test with a verified negative result prior to starting. Prospective employees who fail to pass a pre-employment drug test will be ineligible for employment.

Prospective employees are to be informed as early as possible and reminded during the interview process that all job offers, if extended, will be contingent upon results of medical evaluations that will include testing for illegal drugs. All applicants should also be informed that CAPK maintains a drug and alcohol-free workplace and has a program for testing existing employees.

The Third-Party Administrator ("TPA") will provide results to CAPK's Human Resources, who will notify the hiring manager of whether the applicant is eligible for employment. Human Resources will inform the applicant of the results. Only the applicant and responsible CAPK employees having a need to know are to be informed of the results.

Post-Accident/Injury Testing

All accidents, incidents and injuries must be reported to CAPK immediately. If a motor vehicle accident involves loss of human life, a drug and alcohol test shall be conducted on each surviving employee in the vehicle at the time of the accident. CAPK shall also test any other employee whose performance could have contributed to the accident, as determined by CAPK using the best information available at the time of such decision.

In cases not involving a fatality, a drug and alcohol test shall be performed on all employees involved in any injury producing incident that requires (a) employee to be treated by a physician, clinic or hospital for injuries sustained on the job, and/or (b) involved any vehicle incident whether the incident caused damage or not.

Any post-accident/incident or injury, drug or alcohol test must be performed as soon as possible following the accident, incident or injury. If no alcohol collection can be made within two hours, a report shall be made as to why the alcohol test was not obtained. If no specimen collection can be obtained for purposes of post-accident/incident drug

testing within thirty-two (32) hours, attempts to make such collection shall cease. Again, CAPK shall make a report as to why such tests were not obtained.

In the event that federal, state, or local officials conduct any tests to determine the presence of alcohol and controlled substances following an accident, these tests shall be considered to meet the requirements of this section, provided the tests conform to applicable, federal, state, or local requirements. The employee will sign a release allowing CAPK to obtain the test results from federal, state, or local officials, if such a release is required for CAPK to obtain such results.

In the event an employee is so seriously injured that they cannot provide a specimen at the time of the accident, the employee must provide necessary authorization for CAPK to obtain hospital records or other documents that would indicate whether there were controlled substances or alcohol in the employee's system at the time of the accident. In the absence of such an authorization or other necessary release, CAPK will make any necessary determinations based on the information available, including any inferences to be drawn from the lack of medical information.

Employees involved in an accident must remain readily available for a period of 32 hours after the accident or until required drug and alcohol tests are administered, whichever comes first. Remaining readily available for testing requires that the employee notify CAPK or its designated representative of their location and applicable contact information. The employee must also keep such means of contact open. An employee who is subject to post-accident testing and who fails to remain readily available for such testing may be deemed by CAPK to have refused to submit to testing. Nothing in this policy shall be construed to require the delay of necessary medical attention for the injured following any accident or to prohibit the employee from leaving the scene of an accident for the period necessary to obtain necessary emergency medical care.

Reasonable Suspicion Testing

Employees will be subject to testing under this provision when CAPK has a reasonable suspicion that the employee has used a prohibited drug and/or alcohol in violation of this policy. Reasonable suspicion for requiring an employee to submit to drug and/or alcohol testing shall exist when the employee manifests physical or behavioral symptoms or reactions commonly attributed to controlled substances or alcohol. This will be based on contemporaneous, articulated observations about the appearance, behavior, speech, or body odors of the employee. Such employee conduct must be witnessed by at least one supervisor trained in compliance with this program regarding reasonable suspicion testing.

All "reasonable suspicion" drug and alcohol testing will be designated as "reasonable suspicion" testing in all paperwork at the collection site and kept by CAPK.

If an employee is directly observed to be using and/or consuming alcohol or a controlled substance in violation of this policy, such conduct shall constitute a direct violation of CAPK's policies without any drug or alcohol test being conducted. This is because such alcohol or drug use is not merely suspected and such conduct was witnessed.

Safety Sensitive Positions

Personnel employed as drivers or in classifications that could affect the safety of staff or clients may also be subjected to periodic and/or unannounced drug screening. Such examinations and/or tests, when requested, will be a condition of continued employment.

Return to Work Testing

As a separate matter, any employee returning from a substance abuse rehabilitation program, regardless of the length of absence, must submit to a full return-to-duty drug and/or alcohol test with a verified negative test result. Such employees must also have a written release from the treating Substance Abuse Professional ("SAP") prior to returning to their position. Such employees may also be subject to "follow-up" testing as directed by the SAP, as set forth below.

Follow-up Testing

Follow-up testing is separate from and in addition to CAPK's reasonable suspicion, post-accident, and random testing procedures. Follow-up testing shall be randomly timed and in accordance with the instructions of the treating SAP.

Follow-up testing may continue for up to 60 months (about 5 years) following the employee's return to duty, depending on the recommendations of SAP. At least six (6) tests shall be performed in the first twelve (12) months of follow-up testing. Moreover, the employee shall cooperate with CAPK's efforts to monitor the employee's compliance with any other recommendations of SAP with respect to the employee's continuing sobriety. This may include a return-to-duty/last-chance agreement, ongoing certifications by SAP or other monitoring. The costs of any SAP evaluation and/or prescribed treatment/testing shall be borne by the employee. The employee will not be permitted to return to duties until they have obtained a written return-to-work authorization form from the SAP.

12.3.4 Testing Process

Drug Testing

Drug testing will be performed through urinalysis and/or saliva swab, and will be tested for the presence of drugs of the following families of controlled substances:

1. Barbiturates
2. Methadone
3. Phencyclidine-PCP
4. Amphetamines
5. Opiates
6. Cocaine
7. Benzodiazepines
8. Psychoactive Cannabis Metabolites
9. MDMA, commonly known as ecstasy.
10. Methamphetamines

The testing procedure starts with a collection of a specimen. If the individual is unable to provide a specimen, this shall constitute a verified positive test. Refusal to submit to the types of drug and alcohol tests employed by CAPK will be grounds for refusal to hire applicants and to terminate employment of existing employees.

In the event that the primary specimen tests positive, a confirmation test of that specimen will be performed before being reported by the laboratory to the Medical Review Officer ("MRO") as a positive.

Drugs from outside the country will not be considered as a recognized drug in the United States when it comes to drug testing.

Alcohol Tests

CAPK will perform alcohol screening tests by acceptable methods. The employee shall report to the site of an alcohol test as notified by CAPK (employee should be taken by Risk Management or Human Resources). If an Evidential Breath Testing Device (EBTD) or a saliva test indicates a prohibited level of alcohol, the individual will be retested by using an EBTD between fifteen (15) and thirty (30) minutes after the first test, to confirm the results.

If the first test indicates blood alcohol concentration of less than .02, no further testing is required, and the result will be treated as a negative result. If blood alcohol concentration on the first test is .02 or greater, a confirmation test is required. When a confirmation test is required, any actions taken will be based on the confirmation test results. If an employee, on the basis of a confirmed test, has a blood alcohol content of .02 or greater, the employee shall be immediately removed from duty and is then subject to termination of employment.

Dilute Specimens (Negative and Out of Range)

CAPK will retest all negative-dilute specimens. This means that any test that returns from the laboratory with a negative-dilute result will require a new drug test collection to immediately be performed. The requirement of this re-test is not pronouncing guilt upon the intended party - it strictly means that CAPK will not accept a dilute-negative result without first obtaining a second test. The result of the second test is the final test. The sample for this re-test is not done under direct observation; however special security provisions may be implemented to ensure a genuine sample.

12.3.5 Test Results and Confidentiality

CAPK has retained the services of a qualified Medical Review Officer ("MRO"), who is a licensed physician experienced in substance abuse. All laboratory results shall be reported by the laboratory to the MRO. Negative test results shall be reported as such by the MRO to CAPK. Before reporting a positive test result to CAPK, the MRO will attempt to contact the applicant/employee to discuss the test result. Employees may be removed from their duties without pay while verification of test results is pending.

If the MRO is unable to contact the applicant/employee directly, or if the individual fails to return calls to the MRO, the MRO will contact CAPK's Director of Human Resources or Risk Management, who shall in turn contact the applicant/employee and direct that individual to contact the MRO. Upon being so directed, the individual shall contact the MRO immediately or, if after the MRO's business hours and the MRO is unavailable, at the start of the MRO's next business day. If the individual fails to contact the MRO within three (3) days after being requested to do so, the individual's test will be verified as positive.

The MRO must review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication. Evidence to justify a positive test result may include but is not limited to a valid prescription or verification from the individual's physician verifying a valid prescription.

A determination will be made as to whether a result is positive or negative in the MRO's sole discretion. If the MRO determines there is no justification for a positive test result, the result will then be considered a verified positive test result. If the MRO deems the positive result to be justified by acceptable and appropriate medical or scientific

documentation to account for the result other than intentional ingestion of controlled substances, then the result will be treated as a negative test result for all purposes.

Pursuant to law, individual test results for applicants and employees will be released to CAPK and will be kept strictly confidential unless consent for the release of the test results has been obtained. Any individual who has submitted to drug testing in compliance with this policy is entitled to receive the results of such testing upon timely written request.

All laboratory reports, test results, and rehabilitation reports shall not appear in an employee's general personnel folder. Information of this nature will be treated as confidential medical information, which will be kept securely in a separate folder. Such information will be disclosed to CAPK management only on a strictly need-to-know basis, and to the subject employee upon request.

12.4 Prohibited Conduct and Consequences

In addition to other conduct specifically prohibited herein, by federal/state regulations or by CAPK policy, the following conduct shall be prohibited:

- No employee shall report for duty or remain on duty while having an alcohol concentration of .02 or greater.
- No employee shall use alcohol while performing their duties with any measurable amount of alcohol in their system.
- No employee shall drive within four (4) hours after using any amount of alcohol.
- No employee shall refuse to submit to an alcohol or drug test pursuant to these guidelines.
- No employee shall report for duty or remain on duty when the employee uses any controlled substance, except when use is pursuant to the instructions of a physician who has advised the employee that the substance does not adversely affect the employee's ability to perform their duties safely.
- No employee shall facilitate or assist any employee in violating any aspect of this policy or engaging in any prohibited conduct. Failing to report to the Director of Human Resources or Risk Management any conduct generally understood as prohibited by or in violation of this policy may be treated as facilitating the conduct.
- No employee shall engage in any form of retaliation against employees who report violations of this policy or cooperate in the implementation of this policy.

Any employee who engages in prohibited conduct as set forth herein or fails to cooperate in the implementation of CAPK's drug and alcohol policy will be subject to termination, except as otherwise specifically stated in this policy.

12.5 Management and Director of Human Resources or Risk Management Responsibilities

Managers and supervisors are responsible for enforcement of this policy. Managers and supervisors may request that an employee submit to a drug and/or alcohol test when a manager or supervisor has a reasonable suspicion that an employee is intoxicated or under the influence of drugs or alcohol while on the job or subject to being called.

"Reasonable suspicion" is a belief based on objective facts sufficient to lead a reasonably prudent supervisor to suspect that an employee is under the influence of drugs or alcohol so that the employee's ability to perform the functions of the job is impaired or so the employee's ability to perform their job safely is reduced. For example, any of the following, alone or in combination, may constitute reasonable suspicion:

- Slurred speech
- Alcohol odor on breath
- Unsteady movement
- An accident involving CAPK property, where it appears the employee's conduct may be at fault.
- Physical altercation
- Verbal altercation
- Unusual behavior
- Possession of alcohol or drugs

CAPK's Designated Employer Representative ("DER") is the Director of Human Resources and is responsible for answering employee questions regarding CAPK's anti-drug and alcohol policies and program, and the substance-testing program. The DER shall be the principal contact with the laboratory and for collection activities in assuring the effective operation of the testing portion of this program and shall receive drug and alcohol test results. The DER is also responsible for implementing, directing, administering, and managing CAPK's substance abuse policies.

13.0 CHILD SAFETY

13.0 CHILD SAFETY

13.1 Injury Prevention

There can be no greater concern at CAPK than the safety and well-being of the children entrusted to our care. All employees who work around children must always be aware of the activities and whereabouts of the children. No child should ever be left unattended – not even for a moment! This includes while the children are sleeping or napping. One never knows when a supposedly napping child will get up and go, or if a sleeping child might suffer a medical emergency. One should not assume that someone else will be watching the children for whom they are responsible. If one needs to leave their classroom or other area, make sure that another qualified employee is covering for the absence, and that the other employee acknowledges exactly which children they will be watching. We are required by licensing to always supervise children.

Employees are never to administer any medications to children without specific authorization. If a child is supposed to have medication during the day, arrangements must be made in advance between the parents/primary caregivers and the Center Director. If this occurs, only specific employees will be authorized to administer the medication, and then only in accordance with specific procedures.

If an employee has any personal medications on-site (such as your own prescriptions, over-the-counter medications, etc.), or any other items that could pose a threat to a child (including any items small enough to cause a choking threat), the employee must keep the medication in a locked drawer and secured so there is no way for a child to access it. If necessary, see the Center Director to store items in a secure location.

If there is any accident involving injury to a child or children, even just a slight scrape, cut or bruise, the employee must complete a written accident report. This must be done immediately by the employee(s) who witnessed the accident. The only excusable delay in preparing this report will be to ensure that the injured child is properly treated.

13.2 Abuse and Neglect; Mandated Reporters

Mandated reporters are individuals who are mandated by law to report known or suspected child maltreatment. Mandated reporters are required by the State of California to report any known or suspected instances of child abuse or neglect to the county child welfare department or to a local law enforcement agency (local police/sheriff's department). Employees who have contact with children by the nature of their work should refer to departmental procedures for additional information.

13.3 Access to Client Homes

Some of our work is done at the client's home. Employees must always be courteous and respectful toward clients and their privacy in their homes. Employees may only be in areas of a client's home which they have a work-related reason to visit. While in a client's home, employees must be meticulously clean and be careful not to snoop or disturb the client's possessions. Employees are reminded that they should use their best judgment when making

home visits and only enter if they feel safe. If an employee feels unsafe entering a home, they should contact their supervisor and not proceed with the visit until the home visit can be further evaluated.

14.0 SECURITY

14.0 SECURITY

14.1 Building Access

Certain doors are identified as required to remain unlocked during business hours. Employees should be attentive to people passing through those doors for any suspicious behavior. All other unattended exterior doors should never be left open, ajar, or unlocked; anyone could easily enter undetected.

All employees and authorized visitors may be issued badges. Visitors may be required to be accompanied by an escort depending on the location. If an employee sees anyone in an unauthorized area without a badge or unescorted while wearing a visitor badge, ask whom they are visiting and if they need assistance. Cordially escort the person to their destination or to the facility's entrance. If the situation seems suspicious, immediately notify CAPK leadership.

For Head Start Centers, all employees and visitors must sign in using the visitor logbook. It is the responsibility of the employee assigned to the location to ensure that visitors clearly identify themselves and sign in. No child is to leave without being properly signed out to a properly authorized adult. Employees should always know when a child is leaving and with who. Never engage in a confrontation or other risky behavior; however, do not allow an unauthorized person to leave with a child. If necessary, call 911. Nothing is more important than the safety of any person. When leaving after regular business hours, employees must check to be sure that all entrances are properly locked. If another employee remains on site as one leaves, be sure that such employee will make sure the facility is completely locked. If one's keys have been misplaced or if one notices anything suspicious, please notify management immediately.

14.2 Access Badges and Devices

To enhance security for CAPK's employees and clients, CAPK will issue badges to all employees and authorized visitors. All employees will be issued a badge with their photo on it. Certain positions are expected to always wear their badge while they are on CAPK's premises. This will enable us to immediately identify any person who is not authorized to be on site.

At some sites, CAPK employees will be issued a proximity card ("prox card"), which will identify each person as they enter or leave the applicable site. If an employee is issued a prox card, they must always keep it with them during their shift or at any other time they may be at the applicable CAPK site. This will enable CAPK to better control access to its facilities and limit access only to people who are authorized to be on site. Prox cards may be requested through the Information Technology Department by a supervisor or by Human Resources. Appropriate access levels will be determined by the employee's supervisor. It is imperative that lost or stolen cards be reported to the IT department immediately after identified so the card may be disabled.

Employees must be conscious of the delay for the electronic latch to engage after a card is swiped. It is always best practice to check the door to ensure that it is fully latched when exiting. Prox cards are issued to individual employees for their use only; prox cards should never be loaned to others.

Burglar alarm codes are issued to employees to disarm and arm facility burglar systems. Never give alarm codes to anyone including other CAPK personnel. Protect alarm codes from discovery by any person. If for any reason an alarm code is discovered by anyone, it is one's responsibility to notify management immediately so that the code can be cancelled and a new code issued. Alarm codes may be modified by sending a request to the Facilities/Operations.

14.3 Fire Safety

Every employee must be familiar with the location of all exits and fire extinguishers in their general work area. All doors should be shut at night, including the doors to individual rooms and stairwells. Similarly, all office equipment, machinery and electrical appliances should be turned off at the end of each day or when not in use, unless otherwise specified. Each person is responsible for the doors and equipment in their own work area; however, any person who sees a door open, or equipment, lights, or appliances on during inappropriate times should correct the situation.

14.4 Theft

CAPK maintains a strong policy against theft. In addition to monetary theft, theft of any property belonging to CAPK, its clients, visitors, vendors, or employees, will not be tolerated. CAPK will not be responsible for the lost or stolen personal property of any employee, and employees bring such belongings to work at their own risk. Nevertheless, CAPK demands honesty of its employees; any theft by an employee, regardless of the value involved, may be subject to prosecution. In addition to prosecution, the employee may be subject to immediate termination. Borrowing CAPK property for personal reasons at any time is contrary to CAPK policy. CAPK property may not be taken from the premises for any reason without authorization from management.

15.0 BENEFITS AND TIME OFF

15.0 BENEFITS AND TIME OFF

15.1 Interpretation of Benefits Policies

CAPK provides valuable benefits to its employees. Each benefit program offered has its own eligibility requirements that must be satisfied before a particular employee may participate in such a program. For most programs, there is a written plan document or insurance contract that sets forth the details of the program and the eligibility requirements. CAPK reserves the right to change, modify, or delete any benefits at its discretion.

While CAPK explains the basic elements of such programs in this Handbook and elsewhere, the terms of the written plan documents or insurance contracts will control the administration of any benefits under such programs. To the extent that any statements or assurances are made in any form (including this Handbook) that may contradict the provisions of the plan documents or insurance contracts, such statements or assurances are to be disregarded; the provisions set forth in the written plan documents or insurance contracts will control CAPK's obligations and determine the outcome of any situation. This includes any determinations regarding breaks in service.

To understand many of CAPK's benefit programs, it will be helpful to define certain terms as used in the below summaries. The following definitions will apply to interpret CAPK's benefits programs:

> **"Scheduled Workday"**: When calculating the rates at which time off is accrued or used, the term "scheduled workday" refers to an incremental period on the number of hours the employee is regularly scheduled to work, excluding overtime. For employees regularly scheduled to work forty (40) hours per week, one (1) "scheduled workday" consists of eight (8) hours. For employees regularly scheduled to work less than forty (40) hours per week, the "scheduled workday" is in proportion to the number of their regularly scheduled hours per week, excluding overtime. This definition applies to all time-off benefits, such as vacation, holidays, sick time, etc., unless otherwise specifically stated.
>
> **"Immediate Family"**: Unless otherwise stated in the specific policy, the term "immediate family" refers to the employee's spouse, registered domestic partner, child, stepchild(ren) or foster child(ren). It also includes the children of the employee's spouse or registered domestic partner.

15.2 Statutory Benefits

In addition to wages and salaries, CAPK contributes to government-mandated programs on behalf of all its employees. These benefits include the following: Social Security; Medicare; State Unemployment Insurance; and Workers' Compensation Insurance. CAPK also makes payroll deductions for mandatory State Disability Insurance ("SDI") and California's mandatory Paid Family Leave Insurance ("PFLI"). SDI and PFLI benefits are available through the California Employment Development Department. Employees may elect to use any available sick and/or vacation time before they collect SDI or PFLI benefits. Where employees are collecting SDI or PFLI, CAPK can coordinate the payment of any vacation or sick pay with such benefits, to maximize income to the employee.

15.3 Insurance Benefits

CAPK offers benefits through a group medical, dental, vision, and life and AD&D insurance program to all full-year and part-year employees. Employees will share the cost for benefits not fully paid by CAPK. Eligible employees may elect medical which includes vision and dental insurance coverage for their dependents. Coverage for registered domestic partners as "dependents" is available.

New full-time employees become eligible for benefits on the first day of the calendar month following their hire date. Employees who become eligible due to a status change are eligible for benefits on the first day of the calendar month following thirty (30) days from their change in status.

Except as specifically required by law (such as Family & Medical Leave) or stated in this Policy Handbook, during any leave of absence, the employee must pay their share of cost to continue any group health or voluntary life insurance. If an employee does not pay their share of the cost for medical/dental insurance and voluntary life coverage while on leave, benefits will be terminated at the beginning of the month following non-payment. The employee will be offered COBRA until they return to work.

If an employee experiences particular events that would result in a loss of health insurance coverage, such as a change in status, leave of absence (other than periods covered by Family & Medical Leave, or CFRA), or separation from employment, that employee and covered dependents would be eligible to continue their health insurance through COBRA. Dependents who lose dependent status due to an employee's death, divorce from the employee, or a child reaching an age-limit, would also have the right to continue health insurance coverage through COBRA. All participants in CAPK's health insurance plans will receive information regarding COBRA rights, upon becoming ineligible participants. Where the loss of coverage is due to a dependent no longer holding dependent status, that participant has a duty to notify Human Resources of such event to exercise any COBRA rights.

This section is intended only as an overview of our group insurance programs. CAPK reserves the right to change, modify, or delete any benefits at its discretion. Detailed information is provided in the Group Insurance Benefits booklet.

15.4 403(b) Tax Deferred Annuity and 401(a) Pension Plan

CAPK offers all employees the opportunity to contribute a portion of their earnings to a 403(b) tax deferred annuity. Employees are eligible to enroll in the plan as a participant upon date of hire. This plan allows eligible employees to contribute an amount from each paycheck for retirement investments. The investment contribution is deducted from wages before income taxes are calculated, which will reduce tax withholdings. Employees may contribute as little or as much as they want, up to the limits set forth in the Plan documents and by IRS annually. Additional eligibility requirements may apply. See Human Resources for details of the plan.

CAPK also provides eligible, full-time, and part-time employees with 1,000 service hours based on anniversary year, an employer-sponsored contributions to a 401(a)-retirement plan who participate and are at least 18 years old. CAPK contributes to the plan on the employee's behalf. The contributions are subject to vesting and the plan is eligible for deposit of rollover funds from a prior employer's retirement plan or IRA. See Human Resources for vesting and other details of the plan.

15.5 Holidays

CAPK employees observe holidays each year as may be determined by the Board of Directors. Eligible employees will be given the approved holiday off with pay. A schedule of predetermined holidays to be observed during each calendar year will be published and posted with the payroll schedule during the month of December. The holiday schedule will also be posted on the ADP Resource page.

For calculating holiday pay, each holiday pay will be equal to the employees normally schedule workday. Non-exempt employees shall be paid for holidays based upon their non-premium, regular hourly rate; exempt employees shall be paid their regular weekly salary. Holiday pay will not be counted as time worked in the calculation of overtime.

When a holiday falls on a weekend, it will be observed on the nearest regular working day. A schedule of the dates on which CAPK's paid holidays will be observed will be distributed just prior to the beginning of each calendar year. Non-exempt employees required to work on a paid holiday will be paid at their regular rate of pay for all hours worked on the holiday, in addition to regular holiday pay for the day.

Employees who wish to observe religious holidays that are not designated as a CAPK holiday may take the necessary time off to do so, unless their absence would create an undue hardship. Such time will be unpaid; however, vacation time may be used. Such time should be scheduled at least two (2) weeks in advance and requests should be submitted to the employee's immediate supervisor.

1. If a holiday falls on a Saturday or Sunday, it may be observed on the preceding Friday or following Monday, respectively. For eligible employees who work an alternative work week schedule and the holiday falls outside their normal schedule, the employee will be asked to take another day during the pay period in which the holiday occurs.
2. If a holiday falls during an employee's approved vacation period, the employee will be paid for the holiday and will not be charged with a vacation day for the day on the holiday is observed.
3. Employees on leave of absence for any reason are ineligible for holiday benefits that are observed during the period they are on leave of absence. This includes FMLA, CFRA, and PDL, personal leave, medical leave, workers' compensation, or any other type of leave of absence.
4. The number of holiday hours an employee is paid is determined by the number of hours the employee is normally scheduled to work and will be paid at their normal hourly rate.

15.6 Vacation

Note: Some programs may have different accrual and usage policies. In some cases, this policy may not apply. In this case, the program policy will apply (Example: WIC and Union Employees - please refer to program procedures or Union Contract).

Vacations are meant for the relaxation of employees, so they may feel more refreshed at work and can be more productive. CAPK strongly encourages eligible employees to take vacations for this purpose; vacation time is not available to use for absences due to illness or other medical needs so long as any paid sick time is available. All full-time employees are eligible to accrue vacation beginning from their hire date and will earn vacation time at the following annual rates, with the following maximum accrual levels:

Executive Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	4.62 hours/per pay period (15 days/year)	240 hours
37 – 96 months	6.15 hours/per pay period (20 days/year)	320 hours
97 – 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 60 months	4.62 hours/per pay period (15 days/year)	240 hours
61 - 120 months	6.15 hours/per pay period (20 days/year)	320 hours
121 - 180 months	7.69 hours/per pay period (25 days/year)	360 hours
181 – or more months	9.23 hours/per pay period (30 days/year)	360 hours

Non-Exempt Staff

Length of Continuous Service	Accrual Rate	Maximum Accrual
0 – 36 months	3.08 hours/per pay period (10 days/year)	160 hours
37 – 96 months	4.62 hours/per pay period (15 days/year)	240 hours
97 – 180 months	6.15 hours/per pay period (20 days/year)	320 hours
181 – 240 months	6.46 hours/per pay period (21 days/year)	336 hours
241 or more months	6.77 hours/per pay period (22 days/year)	352 hours

Employees do not receive vacation accrual while on unpaid leave, workers' compensation, FMLA/CFRA/PDL, or other types of leave. Vacation time may not be taken in advance of being earned. Exempt employees must use vacation in minimum increments of one (1) full workday.

If an employees' earned but unused vacation accrual reached the maximum, the employee will not accrue any additional vacation. If the employee later uses some of the vacation accrual to fall below the maximum, the employee will resume earning vacation accrual from that date forward. The amount of vacation an employee has accrued will be indicated on their paystub in terms of "hours" available. Vacation does not count as time worked for calculating overtime.

Vacations must be scheduled with the prior approval of the employee's supervisor but shall not be unreasonably denied. Divisions can establish standard timelines regarding advance notice of vacation requests based on program needs. This is necessary because of scheduling demands; requests with minimal notice are discouraged and may be denied based on work and coverage demands. CAPK has the right to control the scheduling, timing, and length of vacations to minimize disruption to CAPK's operations; however, every effort will be made to schedule vacations during a mutually convenient time. If a paid holiday occurs while one is on approved vacation, one will be paid for the holiday and the holiday will not be counted as a vacation day. For all employees, any vacation earned and not used will be paid at the time of termination. CAPK prohibits the advancement of accrued vacation time.

Eligible Head Start Part-Year Employees Working Less Than 12 Months Per Year.

Eligible part-year employees who work less than 12 months per year shall note: part-year employees will earn 24 hours of personal time off effective August 1 of each year. Any paid personal time off balance at the end of the ten (10) months will be included with the last check in May/June of each year.

15.6.1 Vacation Cash Out

CAPK offers eligible employees the opportunity to request a vacation pay out one time during a calendar year. You must have met your one (1) year anniversary, and you must have a 40-hour vacation balance after the request. You will be allowed to make one (1) request per calendar year with the cash out request of one (1) to 40 hours. Example: if you request a vacation cash out of 20 hours that will be your one (1) vacation cash out request for that calendar year.

15.7 Sick Leave

All full-time full-year employees accrue paid sick time starting at date of hire. Sick time benefits accrue at the rate of 3.69 per pay period (some programs may operate with a different accrual schedule). Employees do not accrue sick time while on unpaid leave, workers' compensation or FMLA/CFRA/PDL.

Employees may use accrued sick time for the following: (1) the employee's own or "family member's" diagnosis, care, or treatment of an existing health condition, or preventive care; or (2) an employee who is a victim of domestic violence, sexual assault, or stalking to seek aid, treatment, or related assistance. Sick time may not be used for vacation or any reason other than the previously listed reasons. If available sick leave has been exhausted, vacation can be used to cover such absences. CAPK may require a statement from a doctor verifying any illness causing an absence from work, or other documentation supporting an absence, even if the absence is unpaid.

Covered family members for sick leave includes:

- spouse or registered domestic partner
- child (biological, adopted, or foster child, stepchild, legal ward, or a child to whom the employee stands in loco parentis)
- biological, adoptive, or foster parents or stepparents, legal guardian of the employee or the employee's spouse or registered domestic partner
- grandparent

- grandchild
- sibling
- designated person (a designated person is any individual an employee identifies at the time sick leave is requested; limit to one designated person per 12-month period.)

Hourly employees are paid according to their hourly rate of pay and in compliance to the funding sources. Paid sick time does not count as time worked for the purposes of calculating overtime. Exempt employees must use sick time in minimum increments of two hours.

Sick time may be accrued to a maximum of 480 hours. Once an employee reaches this maximum, no additional sick time will be accrued until falls below 480 hours.

Eligible Full-Time Part-Year Employees Working Less Than 12 Months Per Year.

Part-year employees will earn 40 hours of sick leave at the beginning of employment and August 1 of each year. Sick leave will start over each August 1 and employees will be granted a 40-hour balance on August 1. Sick leave balance at the end of the school calendar will be transferred to their Extended Illness Bank (EIB).

15.8 Sick Leave for Temporary, Part-Time, and Substitute Employees

All temporary, part-time, substitute employees who are not benefit eligible will receive sick leave accrued at 1 hour per 30 hours worked for a maximum of 40 hours or five (5) days per calendar year. CAPK may limit an employee's use of paid sick days to 40 hours or five (5) days in each year of employment in accordance with AB 1522, California Paid Sick Leave.

15.9 Reproductive Loss Leave

An employee who has worked for the CAPK for at least 30 days will be provided up to five (5) days of leave for a "reproductive loss event." A "reproductive loss event" means the day or, for a multiple-day event, the final day of a failed adoption, failed surrogacy, miscarriage, stillbirth, or an unsuccessful assisted reproduction.

- **Failed adoption:** The dissolution or breach of an adoption agreement with the birth mother or legal guardian, or an adoption that is not finalized because it is contested by another party, if you would have been a parent of the adoptee if the adoption had been completed.
- **Failed surrogacy:** The dissolution or breach of a surrogacy agreement, or a failed embryo transfer to the surrogate, if you would have been a parent of a child born as a result of the surrogacy.
- **Miscarriage:** May be a miscarriage by you, your current spouse or domestic partner, or by another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Stillbirth:** May be a stillbirth resulting from your pregnancy, the pregnancy of your current spouse or domestic partner, or another individual if you would have been a parent of a child born as a result of the pregnancy.
- **Unsuccessful assisted reproduction:** An unsuccessful round of intrauterine insemination or of an assisted reproductive technology procedure (i.e., artificial

insemination or an embryo transfer, including gamete and embryo donation). Assisted reproduction does not include reproduction through sexual intercourse. This event applies to you, your current spouse or domestic partner, or another individual, if you would have been a parent of a child born as a result of the pregnancy.

The leave does not have to be taken consecutively, but the leave must be completed within three (3) months of the qualifying event unless the leave falls under another federal, state, or local leave entitlement.

The time off is unpaid. Employees may use their unused and accrued paid time off to cover such leave.

An employee will be provided no more than 20 days within a 12-month period if the employee experiences more than one (1) reproductive loss event within a 12-month period.

Any information provided related to this leave will be maintained as confidential and will not be disclosed except to internal personnel or counsel, as necessary, or as required by law.

15.10 Bereavement

In the event of a death in the immediate family of any employee who has completed 30 days of employment, a paid leave will be granted for six (6) days for the purpose of bereavement leave. At the employee's election, a miscarriage will be treated as the death of a child for the purpose of receiving paid bereavement leave. Bereavement qualifying members of the family are as follows:

- spouse or domestic partner (including common-law spouse)
- child (including foster and/or stepchild)
- parent (including stepparents)
- brother or sister (including step or half)
- grandparent (not in-law)
- grandchild
- Parent-in-law

Bereavement leave does not have to be taken consecutively but must be taken within three (3) months of the date of the death of the family member. Should an employee need additional days for members of their immediate family, or in the event of death of other relatives by blood or marriage, they may draw from available vacation days, floating holidays, and/or sick days. Pay for such time lost shall be computed at the employee's regular hourly rate based on the employee's scheduled hours for each workday lost due to bereavement leave. Such hours shall not be considered as hours worked for the purpose of computing overtime. Employees may request to use accrued vacation time to cover bereavement absence for non-family. If the employee has no vacation time, they may request unpaid leave for bereavement associated with the loss of other persons and may be granted upon request and approval by the employee's division director. The agency may require the employee to provide proof of the relationship, death, or funeral arrangements.

15.11 Jury or Witness Duty

CAPK employees are encouraged to fulfill their civic responsibility when called for jury or witness duty. Employees summoned for such duty must provide a copy of their summons to their

manager as soon as possible to arrange for time off. All full-time employees are eligible for jury-duty. Part-time, temporary, and substitute employees are not eligible for jury duty pay.

CAPK will pay eligible exempt and non-exempt employees up to eighty (80) hours straight-time pay per calendar year.

If jury service starts after the employee's normal workday or jury service ends before the end of workday, the employee must contact their immediate supervisor daily to discuss their scheduled work hours daily. If jury service is less than the number of hours the employee is scheduled to work (i.e., 8- or 10-hour day) and the employee does not report to work, this time should be covered by vacation request or will be unpaid time.

Travel from jury service to work or from work to jury service will be counted as part of your workday. Commuting time from home to jury service or from jury service to home is not paid time.

In instances where a CAPK employee is called to serve as a witness as part of the job and in their capacity as an employee of CAPK, the service as a witness is work time and all such time will be paid accordingly. If employees are called to serve as a witness in any other capacity, such is non-work time.

Certification from the court or other judicial officer verifying the days and times of jury or witness service should be provided to your supervisor. Employees may use available vacation to offset any extended jury or witness duty. The employee and supervisor are responsible for ensuring that jury duty is entered onto your timecard to be paid correctly. If an employee receives a check from the court for mileage and/or per diem, the employee may keep the check.

15.12 Reporting to Work Pay

CAPK will comply with all applicable regulations regarding reporting time pay for non-exempt employees (scheduled workdays). Each workday an employee is required to report to work but is not put to work or is furnished with less than half of their usual or scheduled day's work, the employee will be paid for half the usual or scheduled day's work, but in no event for less than two hours nor more than four hours, at their regular rate of pay.

CAPK will pay a minimum of two (2) hours of pay to employees who are required to report to work on a day other than their normally scheduled workday.

15.13 Interruption of Work Due to Unforeseen Circumstances

CAPK will not pay employees for reporting under the following circumstances:

- Interruption of work because of the failure of any or all public utilities; or of natural causes or other circumstances beyond the CAPK's power to control.

15.14 Catastrophic Leave

In the event an employee has exhausted their leave benefits and must miss work due to a prolonged illness or injury (including that of an eligible family member), Catastrophic Leave is a benefit that allows employees to request leave through time donated by agency peers. Please refer to the Catastrophic Leave Policy for guidelines and information.

16.0 UNPAID TIME OFF

16.0 UNPAID TIME OFF

For the purposes of this policy, CAPK may be the administrator of services or elect a designee.

16.1 Pregnancy and Pregnancy Related Disabilities

Any employee who is disabled by pregnancy, childbirth, or a pregnancy related medical condition is eligible for Pregnancy Disability Leave of Absence. There is no length of service requirement.

For purposes of this policy, an employee is considered disabled when, in the opinion of their healthcare provider, the employee cannot work at all or is unable to perform any one or more of the essential functions of the job or perform them without undue risk to themselves, or the successful completion of her pregnancy, as determined by a health care provider. This also applies to certain pregnancy-related conditions, such as severe morning sickness or if one needs to take time off for prenatal or postnatal care, bed rest, post-partum depression, and the loss or end of pregnancy (among other pregnancy-related conditions that are considered to be disabling).

a. Reasonable Accommodation for Pregnancy-Related Disabilities

An employee who has a pregnancy-related disability may be eligible for a temporary position transfer or other accommodation based on her health care provider and a medical certification. There is no length of service requirement to be eligible for an accommodation or position transfer.

CAPK will provide a temporary transfer to a less strenuous or hazardous position or duties or other accommodation to an employee affected by pregnancy if:

(i) They request a transfer or other accommodation.

(ii) The request is based upon the certification of her health care provider as "medically advisable"; and

(iii) The transfer or other requested accommodation can be reasonably accommodated pursuant to applicable law.

No position will be created and CAPK will not terminate another employee, transfer another employee with more seniority, or promote or transfer any employee who is qualified to perform the new job as a part of the accommodation process.

b. Advance Notice and Medical Certification

To be approved for Pregnancy Disability Leave of Absence, a temporary transfer or other reasonable accommodation, an employee must:

(i) Provide 30 days' advance notice before the leave of absence, transfer or reasonable accommodation is to begin, if the need is foreseeable.

(ii) Provide as much notice as is practicable before the leave, transfer or reasonable accommodation when 30 days' notice is not foreseeable; and

(iii) Provide a signed medical certification from a health care provider that states that the employee is disabled due to pregnancy or that it is medically advisable for her to be temporarily transferred or to receive some other requested accommodation.

CAPK may require an employee to provide a new certification if there is a request for an extension for leave, transfer, or other requested accommodation.

c. Duration

CAPK will provide one with a Pregnancy Disability Leave of Absence for the duration of her pregnancy-related disability for up to four (4) months. This leave may be taken intermittently or on a continuous basis, as certified by the health care provider. The four (4) months of leave available to an employee due to her pregnancy related disability is defined as the number of days (and hours) the employee would normally work within four calendar months, or 17.33 workweeks.

Any temporary transfer or other reasonable accommodation provided to an employee affected by pregnancy will not reduce the amount of Pregnancy Disability Leave time the employee has available to her unless the temporary transfer or other reasonable accommodation involves a reduced work schedule or intermittent absences from work.

d. Reinstatement

If the employee and CAPK have agreed upon a definite return date from the leave of absence or transfer, the employee will be reinstated on that date that the employee is able to return. If the length of the leave of absence or transfer has not been established, or if it differs from the original agreement, the employee will be returned to work within two (2) business days, where feasible, after CAPK is notified of one's readiness to return.

Before an employee will be allowed to return to work in their regular job following a leave of absence or transfer, the employee must provide Human Resources with a certification from their health care provider that they can perform all the essential duties of her position safely, with or without reasonable accommodation. If the employee does not provide such a release prior to or upon reporting for work, the employee will be sent home until a release is provided. This time before the release is provided will be unpaid.

The employee will be returned to the same or a comparable position upon the conclusion of the leave of absence or transfer. If the same position is not available on the scheduled return date, CAPK will provide a comparable position on the scheduled return date or within 60 calendar days of that return date. However, the employee will not be entitled to any greater right to reinstatement than if they had not taken the leave. For example, if the employee would have been laid off regardless of the leave, or if the employee was not offered a comparable position, then the employee will not be entitled to reinstatement.

Failure to return to work the day after the conclusion of the leave of absence may result in termination of employment unless the additional leave is provided by law or CAPK has otherwise approved the employee to take additional time off.

e. Integration with Other Benefits

Pregnancy Disability Leaves of Absence and accommodations that require one to work a reduced work schedule or to take time off from work intermittently are unpaid. Employees may elect to use accrued sick leave and/or accrued vacation time during the

unpaid leave of absence. However, use of paid time off will not extend the available leave of absence time. Employees will not receive pay for official holidays that are observed during their leave of absence.

Employees should apply for California State Disability Insurance ("SDI") benefits. SDI forms are available from CAPK or from one's health care provider. Any SDI for which the employee is eligible may be integrated with accrued sick leave or vacation time, so that one does not receive more than 100% of her regular pay.

f. Benefits

CAPK will maintain an employee's health insurance benefits during an employee's Pregnancy Disability Leave for a period of up to four (4) months (as defined above) on the same terms as they were provided prior to the leave time. This means that for benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments. If an employee takes additional time off following a Pregnancy Disability Leave that qualifies as California Family Rights Act leave, CAPK will continue health insurance benefits for up to maximum of 12 workweeks in a 12-month period. Employees must continue to make any premium payments to continue benefits coverage.

Example: an employee takes 17.33 workweeks off due to a pregnancy disability. Assuming the employee is eligible for FMLA and CFRA leave, her Pregnancy Disability Leave will also be concurrently covered by FMLA, and her group health insurance coverage would continue for the entire 17.33 workweek period if the employee's portion of premium is paid. If, after her pregnancy disability leave and FMLA leave, has been completed, the employee wishes to take 12 additional weeks off from work to bond with a new baby under CFRA, CAPK will continue her health insurance benefits for the 12-workweek period if the employee makes her share of the premium payments.

In some instances, CAPK may recover premiums it paid to maintain health insurance benefits if employee fails to return to work following her pregnancy disability leave for reasons other than taking additional leave afforded by law or CAPK policy or not returning due to circumstances beyond her control.

If the employee does not make their share of the premium payments on time, the insurance will be cancelled, and the employee will be offered COBRA.

16.2 Family and Medical Leave (FMLA/CFRA)

CAPK will grant family and medical leave in accordance with the requirements of applicable state and federal law in effect at the time the leave is granted. The federal Family Medical Leave Act (FMLA) and the state's California Family Rights Act (CFRA) provide up to 12 workweeks of unpaid family/medical leave within a 12-month period.

No greater or lesser leave benefits will be granted than those set forth in such state or federal laws. In certain situations, the federal law requires that provisions of state law apply.

When an absence is due to the employee's own illness or injury, or that of an employee's immediate family member, CAPK may require that the absence be supported by a doctor's certification. The employee must provide CAPK with a written doctor's certification from the treating physician or health-care provider that meets the following criteria: (1) a statement verifying the medical necessity for the employee to be absent from work; and (2) the

physician/health-care provider's best estimate of when the employee will be able to return to work. The certification should not provide any confidential medical information. If the employee is out due to their own illness, the employee must provide a doctor's note certifying that the employee is fit to return to duty prior to their first day returning to work.

Employees should contact the Benefits Department of Human Resources as soon as they become aware of the need for FMLA Leave. Employees are expected to provide prompt notice to CAPK of any change(s) to an employee's return to work date. Accepting other employment, continuing to work in another job, or filing for unemployment insurance benefits while on leave may be treated as a voluntary resignation from employment.

a. Employee Eligibility

To be eligible for FMLA Leave benefits, an employee must: (1) have worked for CAPK for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of leave; and (3) work at a location where at least 50 employees are employed by CAPK within 75 miles, as of the date the leave is requested. To be eligible for CFRA leave benefits, an employee must: (1) have worked for CAPK for a total of at least 12 months; (2) have worked at least 1,250 hours over the previous 12 months as of the start of leave; and employee is employed by an employer of five (5) or more employees.

b. Reasons for Leave

State and federal laws allow leave for various reasons. Because an employee's rights and obligations may vary depending upon the reason for the leave, it is important to identify the purpose or reason for the leave. Leave may be used for the one of the following reasons:

(1) The birth, adoption, or foster care of an employee's child within 12 months following birth or placement of the child ("Bonding Leave") (FMLA/CFRA)

(2) To care for a spouse, registered domestic partner, child of any age, child of a domestic partner, grandparent, sibling, parent-in-law, designated person, or parent with a serious health condition ("CFRA Family Care Leave") (CFRA only)

(3) To care for a spouse, parent, or child under the age of 18, or child over the age of 18 and incapable of self-care due to mental or physical disability at the time leave is to being, who has a serious health condition ("FMLA Family Care Leave") (FMLA only)

(4) An employee's inability to work because of a serious health condition ("Serious Health Condition Leave") (FMLA/CFRA)

(5) A "qualifying exigency," as defined under the FMLA/CFRA, for military operations arising out of a spouse's, child's, or parent's active duty or call to active duty as (a) a member of the military reserves or National Guard in support of a "contingency operation" declared by the U.S. Secretary of Defense, President or Congress, as required by law; or (b) a member of the Armed Forces who is on-or is called to- active duty in a foreign country ("Military Emergency Leave") (if leave is for a domestic partner, then CFRA only), or

(6) To care for a spouse, child, parent or next of kin (nearest blood relative)—who is (a) an Armed Forces member (including the military reserves and National Guard)

undergoing medical treatment, recuperation, or therapy, is otherwise in an outpatient status, or is otherwise on the temporary disability retired list—with a serious injury or illness incurred or aggravated in the line of duty while on active duty that may render the individual medically unfit to perform their military duties; or (b) a person who, during the five (5) years prior to the treatment necessitating the leave, served in the active military, Naval, or Air Service, and who was discharged or released therefrom under conditions other than dishonorable (a "veteran" as defined by the Department of Veteran Affairs) and who has a serious injury or illness incurred or aggravated in the line of duty while on active duty that manifested itself before or after the member became a veteran ("Military Caregiver Leave") (FMLA/CFRA for 12 weeks if the care provider is eligible for both, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave).

c. Length of Leave

The maximum amount of FMLA Leave will be (12) workweeks in any 12-month period when the leave is taken for: (1) Bonding Leave; (2) CFRA Family Care Leave; (3) FMLA Family Care Leave; (4) Serious Health Condition Leave; and/or (5) Military Emergency Leave. Under FMLA, if both parents work for CAPK and are eligible for leave under FMLA, the parents will be limited to a total of 12 workweeks off between the two (2) of them when leave is for Baby Bonding Leave or to care for a parent using Family Care Leave. Under CFRA, if both parents work for CAPK and are eligible for leave under CFRA, the parents will be provided 12 weeks of leave each. A 12-month period begins on the date of the first use of leave. Successive 12-month periods commence on the date of the first use of such leave after the preceding 12-month period has ended.

The maximum amount of leave for an employee wishing to take Military Caregiver Leave will be a combined leave total of twenty-six (26) workweeks in a single 12-months period. A "single 12-month period" begins on the date of the first use of such leave and ends 12 months after that date. If leave is under FMLA/CFRA, an employee is provided 12 weeks if the care provider is eligible for both leaves, followed by 14 weeks of FMLA only, or 26 weeks of FMLA only if leave is not CFRA covered leave.

If both spouses work for CAPK and are eligible for leave under this policy, the spouses will be limited to a total of 26 workweeks off between the two (2) when the leave is for Military Caregiver Leave only or is for a combination of Military Caregiver Leave, Military Emergency Leave, Bonding Leave and/or Family Care Leave taken to care for a parent.

Under some circumstances, employees may take leave intermittently—which means taking leave in blocks of time, or by reducing the normal weekly or daily work schedule. Leave taken intermittently may be taken in increments of no less than one hour.

When an employee who has been approved for intermittent leave calls in due to an unforeseen instance of intermittent leave, at the time the employee calls off the employee must specifically reference either the qualifying reason for leave or the need for leave.

To the extent required by law, some extensions to leave beyond an employee's leave entitlement may be granted when the leave is necessitated by an employee's work-related injury/illness, a pregnancy related disability, or a "disability" as defined under the Americans with Disabilities Act and/or applicable state or local law. Certain restrictions on these benefits may apply.

d. Notice and Certification

i. Baby Bonding, Family Care, Serious Health Condition, and Military Caregiver Leave Requirements

Employees are required to provide:

1. When the need for the leave is foreseeable, 30 days advance notice or such notice as is both possible and practical if the leave must begin in less than 30 days (normally this should be the same day the employee becomes aware of the need for leave or the next business day)
2. When the need for leave is not foreseeable, notice within the time prescribed by CAPK's normal absence reporting policy, unless unusual circumstances prevent compliance, in which case notice is required as soon as is otherwise possible and practical.
3. When the leave relates to medical issues, a completed Certification of Health-Care Provider form within 15 calendar days (for Military Caregiver Leave, an invitational travel order or invitational travel authorization may be submitted in lieu of a Certification of Health-Care Provider form)
4. Periodic recertification (upon request); and
5. Periodic reports during the leave.

Certifications forms are available from Human Resources. At CAPK's expense, CAPK may also require a second or third medical opinion regarding an employee's own serious health condition. Employees are expected to cooperate with CAPK in obtaining additional medical opinions that CAPK may require.

When leave is for planned medical treatment, employees must try to schedule treatment so as not to unduly disrupt CAPK's operation. Please contact the Benefits Team in Human Resources prior to scheduling planned medical treatment.

ii. Military Emergency Leave Requirements

Employees are required to provide:

1. As much advance notice as reasonable and practicable under the circumstances.
2. A copy of the covered military member's active-duty orders when the employee requests leave.
3. Completed Certification of Qualifying Exigency form within 15 calendar days, unless unusual circumstances exist to justify providing the form later.

iii. Failure to Provide Certification and to Return from Leave

Absent unusual circumstances, failure to comply with these notice and certification requirements may result in a delay or denial of the leave. CAPK may presume that an employee does not plan to return to work and will voluntarily terminate one's employment if they fail to return to work once the leave has expired and no extension of leave has been obtained.

e. Compensation During Leave

Generally, FMLA Leave is unpaid. However, employees may be eligible to receive benefits through State Disability Income (SDI). If one is eligible to receive these benefits,

one may also choose to supplement these benefits with the use of accrued sick and/or vacation leave, to the extent permitted by law and CAPK policy. All such payments will be integrated so that employees will receive no more than the regular compensation during this period. If one is not eligible to receive any of these wage-replacement benefits, CAPK may require one to use accrued sick and vacation leave to cover some or all the FMLA Leave. The use of paid benefits will not extend the length of an FMLA Leave.

f. Benefits During Leave

If an employee wants to continue benefits coverage during a leave, they must continue to make any premium payments that are normally made. If the employee is not receiving a check from CAPK, the employee will be required to make payment directly to Human Resources. CAPK will continue making contributions for an employee's group health benefits during their leave on the same terms as if they had continued to work for up to a maximum of 12 weeks. All premium payments must be made within 15 days of the due date, or the employee benefits will be terminated. The due date is normal pay period the employee deduction would have been deducted from had the employee been receiving a check.

If an employee is on leave but does not make their premium contributions be the required date, they will not be entitled to continue paid group health insurance coverage, but they may continue their coverage through COBRA. Please contact Human Resources for further information.

Accrued benefits such as vacation and sick leave or paid holidays will not accrue while on Leave.

g. Job Reinstatement

Under most circumstances, the employee will be reinstated to the same position held at the time of the leave or to an equivalent position with equivalent pay, benefits, and other employment terms and conditions. However, the employee will have no greater right to reinstatement than if they have been continuously employed rather than on leave. For example, if the employee would have been laid off regardless of the leave, or if the employee was not offered a comparable position, then the employee will not be entitled to reinstatement.

Prior to being allowed to return to work, an employee wishing to return after a leave of absence must submit an acceptable release from a health care provider that certifies the employee can perform the essential functions of the job with or without accommodations. For an employee on intermittent leave, such a release may be required if reasonable safety concerns exist regarding the employee's ability to perform their job duties, based on the serious health condition for which the employee took the intermittent leave.

Under FMLA only, "key employees," as defined by law, may be subject to reinstatement limitations in some circumstances. Key employees will be notified of the possible limitations on reinstatement at the time they request a leave.

16.3 Organ and Bone Marrow Donor Leave

Eligible employees are entitled to paid leave to donate an organ or bone marrow if they have been employed with CAPK for the 90 days prior to the commencement of requested leave, as provided below.

a. Organ Donation

Employees may take up to 30 business days of paid leave in any one-year period for the purpose of donating an organ to another person. The one-year period is calculated from the date the employee begins their leave. Employees taking leave for organ donation must utilize two (2) weeks of accrued but unused sick leave, Personal Time Off "PTO" and/or vacation (if available) prior to receiving paid leave. Once a Donor has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

b. Bone Marrow Donation

Employees may take up to five (5) business days of paid leave in any one-year period for the purpose of donating bone marrow to another person. The one-year period is calculated from the date the employee's leave begins. Employees taking leave for bone marrow donation must utilize five (5) days of accrued but unused sick leave, PTO and/or vacation (if available) prior to receiving paid leave. Once the employee has exhausted the required paid sick, PTO and/or vacation leave, the employee will be paid for the remaining leave of absence, if additional leave is needed, up to the maximum allowed by law.

c. Certification

Employees who wish to take a leave of absence to donate bone marrow or an organ must provide written verification of the need for leave, including confirmation that the employee is an organ or bone marrow donor and that there is a medical necessity for the donation of the organ or bone marrow.

d. Benefits

CAPK will continue to provide and pay for any group health plan benefits for donor employees during the leave in the same manner the coverage would have been maintained if the employee had been actively at work during the leave period. For benefits coverage to continue during a leave, the employee must continue to make their share of the premium payments.

Leave taken for the purpose of organ or bone marrow donation is not leave for the purpose of family medical leave under the California Family Rights Act.

16.4 Military Spouse Furlough

CAPK recognizes the sacrifices made by the families of those who are away serving our country on military deployment. This is not a form of FMLA or CFRA Leave, but a separate entitlement. An eligible employee with a spouse away on military deployment may take up to ten (10) days unpaid leave to be with their spouse when the spouse is home on furlough (i.e., leave). All

classifications of employees are eligible, provided the employee is also regularly scheduled to work at least thirty (30) hours per week. The employee must provide notice of intent to take leave no later than two (2) business days after getting official notice that their spouse will be home on leave. The employee must also submit written documentation certifying that the spouse will be home on leave during the time the employee asks to have off. Employees may use vacation during this time. Please see Human Resources for more information.

16.5 Military Service

Leave without pay is provided to employees if they enter military service of the armed forces of the United States or are in the armed forces reserves. Employees that have served in the armed forces are afforded reemployment rights and retain full seniority benefits for all prior service upon reemployment in accordance with the Uniformed Services Employment and Reemployment Rights Act of 1994 as well as any applicable state or federal law.

16.6 Victims of Crime or Abuse

Employees who are victims of a crime or abuse including domestic violence, sexual assault and stalking, a crime that caused physical injury or that caused mental injury and a threat of physical injury, or a person whose immediate family member is deceased as a result of a crime are eligible for leave. While the leave is generally unpaid, employees can use their accrued sick and/or accrued vacation time for the purposes described below.

For the purpose of this policy, an immediate family member includes:

- Regardless of age, your biological, adoptive, or foster child, stepchild, or legal ward, a child of a registered domestic partner, a child to whom you stand in loco parentis, or a person to whom you stood in loco parentis when the person was a minor.
- Your biological, adoptive, or foster parent, stepparent, or legal guardian or that of your spouse or registered domestic partner, or a person who stood in loco parentis when you or your spouse or registered domestic partner was a minor child.
- Your legal spouse or registered domestic partner.
- Your biological, foster, or adoptive sibling, a stepsibling, or half-sibling; or
- Any other individual whose close association with you is the equivalent of a family relationship described in any of the bullets above.

CAPK will provide time off to any employee who is a victim of crime or abuse so that the employee may obtain or attempt to obtain relief and to help ensure the health, safety, or welfare of the employee or the employee's child(ren). The relief that may be sought includes, but is not limited to, a temporary restraining order, restraining order, or other injunctive relief. When taking such leave, the employee should give CAPK reasonable notice of the leave, unless advance notice is not feasible. CAPK also may require the employee to provide written verification of the need for the time off, such as a police report, court order or documentation from a medical professional, etc.

CAPK will make reasonable accommodations for any employee who reports that they are the victim of crime or abuse and will make every effort to accommodate their safety while at work unless undue hardship to CAPK would result.

Additionally, an employee who is a victim of crime or abuse may take time off to attend to any of the following: (1) to seek medical attention for injuries caused by the crime or abuse; (2) to

obtain service from a domestic violence shelter, program, or rape crisis center; (3) to obtain psychological counseling or mental health services related to experiencing crime or abuse; and (4) to participate in safety planning and to take other actions to increase safety from future crime or abuse, including temporary or permanent relocation.

Confidentiality of the situation, including the employee's request for the time off, will be maintained to the greatest extent possible.

16.7 Parental Leave for Child's School Activities

Employees may take time off work for any of the following child-related activities.

- Finding, enrolling, or reenrolling their child in a school or with a licensed childcare provider, or
- Participating in activities of the school or licensed childcare provider of their child, if the employee, prior to taking the time off, gives reasonable notice to the supervisor of the planned absence of the employee.
- Addressing a childcare provider or school emergency if the employee gives notice to the supervisor.

Approved absences for school activities are subject to all the following conditions:

- Eligible employees include parents, guardians, or grandparents having custody of one or more children in kindergarten or grades one to 12.
- The time off for school activity participation cannot exceed eight (8) hours in any calendar month, or a total of 40 hours each school year.
- Employees planning to take time off for school visits must provide as much advance notice as possible to their supervisor.
- If both parents are employed by CAPK, the first employee to request such leave will receive the time off. The other parent will receive the time off only if the leave is approved by their supervisor.
- Employees must use accrued vacation or personal time to receive compensation for this time off.
- Employees who do not have paid time off available will take the time off without pay, and
- Employees must provide their supervisor with documentation from the school verifying that the employee participated in a school activity on the day of the absence for that purpose.

16.7.1 Suspension

If an employee who is the parent or guardian of a child facing suspension from school is summoned to the school to discuss the matter, the employee should alert their supervisor as soon as possible before leaving work. In agreement with California Labor Code Section 230.7, no discriminatory action will be taken against an employee who takes time off for this purpose.

16.8 Voting

CAPK does not provide paid time off from work for employees to participate in voting, unless the employee would otherwise have no time of their own to vote, (i.e., the employee was scheduled to work the entire time the voting polls were open). In that case, CAPK will provide the employee with up to two (2) hours of paid time off, on Election Day, for the employee to be able to vote. This paid time off must be taken at either the beginning or the end of the employee's workday, unless both the employee's supervisor and the employee agree that another time should be taken. The employee requesting paid time off to vote must give CAPK two (2) days' advance notice prior to election day if the employee knows, or would reasonably know, that they will need paid time off to vote on election day.

Employees who do not qualify for paid time off to vote on Election Day may take unpaid time off work for such a purpose at their supervisor's discretion.

16.9 Personal Leave of Absence

A personal leave of absence may be granted upon the approval of the Department Director and Human Resources Director for a reasonable period of up to thirty (30) days.

Requests must be submitted in writing to the Department Director. The Department Director will then forward such written notice to the Director of Human Resources for final approval.

Personal Leave of Absence is unpaid and will require employees to use any available accruals. Employees on personal leave will not accrue vacation, sick leave, or holiday benefits. The Agency will continue health plan benefits during this time. Introductory employees who take a leave of absence will have their introductory period extended by an equal number of days.

It is the employee's responsibility to report to work at the end of the approved leave. An employee who fails to report to work on the day after the leave expires will be considered to have voluntarily terminated employment. Employees shall provide a minimum of five (5) working days' notice to their immediate supervisor before returning to work.

17.0 SEPARATIONS

17.0 SEPARATIONS

17.1 General Separations

Employees who choose to resign from CAPK are expected to submit a signed letter of resignation including the effective date and reason for leaving. CAPK requests all resigning employees to provide a minimum of two (2) weeks' notice. Employees cannot use sick (in excess of mandatory paid sick leave required by state law) or vacation time during the two weeks' notice period. Resignation within five (5) days of a holiday will not get paid for the holiday. CAPK reserves the right to impose an earlier separation date with pay in lieu of notice when it is deemed appropriate. CAPK will pay employees for unused, accrued vacation. No payment will be made for unused accrual in sick leave or extended illness bank (EIB) for represented employees. Upon termination, all employees will receive their final check according to state and federal law.

Employees may not take any CAPK property, records, documents, tools, keys, identification cards, CAPK credit cards, or any other items belonging to CAPK with them upon separation. Departing employees must surrender all items and data (including electronically stored data) bearing CAPK information in their possession, custody, or control, whether such information might be considered confidential. This will include, but not be limited to flash-drives and other media storage, notebooks, reports, copies, or any other form that may contain CAPK information. Any employee rehired within five (5) working days of their termination date will have their termination cancelled and all benefits will be reinstated without any gap in employment.

17.2 Reduction in Staff/Layoff

It may be necessary or appropriate from time to time for CAPK to reduce its staff, either because of a lack of work, a reorganization, to improve efficiency, sequestration, or for other reasons. Depending upon the circumstances that give rise to such a situation, CAPK, in its sole discretion, may respond in several ways, including offering a voluntary reduction of hours or days of work, doing so involuntarily, or implementing a reduction in staff (i.e., a layoff. CAPK will follow all applicable laws in the event of a layoff).

17.3 Exit Interviews

To stay abreast of workplace issues, Human Resources will ensure that employees resigning employment from CAPK have the opportunity to complete, electronically or via written form, an Exit Interview. The purpose of the Exit Interview is to identify workplace, organizational or human resource factors that may have contributed to an employee's decision to leave employment; to enable the company to identify any trends requiring attention or any opportunities for improving CAPK's ability to respond to employee issues; and to allow CAPK to improve and continue to develop recruitment and retention strategies aimed at addressing these issues. An exception to this policy includes employees who are terminated for cause.

18.0 REIMBURSEMENTS

18.0 REIMBURSEMENTS

18.1 Business Expenses

Employees must have their supervisor's written authorization (requisition, purchase order, etc.) prior to incurring any expense on behalf of CAPK. All reimbursable expenses must be supported by receipts and other information and documentation to enable CAPK to properly identify and approve the expense. Employees will not be reimbursed for unsubstantiated expenses.

Employees who are required to travel on CAPK business will be reimbursed for their expenses in accordance with the current CAPK Travel Policy. Private vehicle use will be reimbursed based on a per-mile basis established by the IRS permitted rate. This reimbursement covers all costs associated with the use of the private vehicle, including gas, repairs, maintenance, and insurance. Where more than one employee is driving to the same event, employees will be encouraged to carpool. Unauthorized travel expenses may not be reimbursed.

18.2 Job-Related Education, Training, and Conferences

Mandatory training and certification programs for current employees are provided without expense to the employee. From time to time, CAPK also may select employees at its discretion to attend workshops, conferences, or training programs. Time spent attending mandatory training or other programs that CAPK requests employees to attend will be treated as time worked. Employees required to travel or be gone overnight will be reimbursed according to the CAPK Travel Policy.

18.3 Cellular Phone Policy/Reimbursement

It is CAPK's policy to ensure that any mandated use of an employee's personal cellular telephone, in connection with official business, be adequately compensated in the form of a taxable allowance to cover business-related costs. It will be the Director's responsibility to determine the individual positions that will require the use of a cellular device and at what reimbursement rate. Not all employees will require having a cellular telephone with texting, email, data/internet, and calendaring capabilities.

The Director may elect to make use of CAPK owned cellular telephones as they deem necessary for the satisfactory completion of assigned duties as required by the nature of the employee's work or as needed for safety purposes. The cellular phone must be checked in and out according to IT and the Program's procedures**.** All employees approved to utilize their personal cellular telephone are required to sign the Cellular Telephone Purchase Reimbursement form that clearly states they have read this policy and will adhere to all procedures outlined within.

18.3.1 Personal Cellular Phones

Personal cellular phones and other electronic communication devices are not to be utilized in working areas (including lobbies, offices, cubicles, and hallways) and/or on working time except in the case of a verifiable emergency or "emergency condition" as defined by law. Personal calls interrupt the regular flow of work and cause distractions to others in the

workplace. It is recognized that employees who utilize cell phones and other electronic communication devices cannot control the flow of incoming call/text; therefore, all communication devices must be turned off at all times when brought into working spaces, during working time. An employee who wishes to utilize a personal cell phone for personal business shall do so away from the working areas and on their regularly scheduled rest or meal period. This includes using a cell phone for playing games, text messaging, etc. In cases where essential or emergency calls are anticipated, an employee may request permission from their supervisor to have their cell phone turned on during the period of the anticipated emergency. In such cases, the vibrating feature should be utilized, instead of the audible ring/beep.

Nothing in this policy will be interpreted, applied or enforced to interfere with, restrain or coerce employees in the exercise of their rights under Section 7 of the National Labor Relations Act.

18.4 Other Paid Stipends – Internet, Car Allowance etc.

Stipends are typically a regular fixed or periodic payment that is for a specific purpose. Stipends may be paid based on position or job function. Stipends will be taxable as income. The Director of Human Resources will determine if there is a paid stipend for a service or expense.

19.0 CONCLUSION

19.0 CONCLUSION

As CAPK continues to grow and expand, and as the laws and the needs of the employees change, CAPK will also revise its policies to keep up-to-date and current. CAPK will make every effort to keep employees informed of any changes.

Our best interests (yours and CAPK's) depend upon productivity and teamwork. The spirit of cooperation is always a vital factor in the success of any business, and we very much want this spirit to be present in each employee.

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EMPLOYEE HANDBOOK ACKNOWLEDGEMENT

By signing below, I acknowledge and understand that Community Action Partnership of Kern ("CAPK") is an "At-Will" employer, which permits the organization or the employee to terminate the employment relationship at any time, for any reason, with or without notice. Neither policies contained in the Employee Handbook, nor any other written or verbal communication, are intended to create a contract of employment or a warranty of benefits. The policies contained in this Handbook may be added to, deleted, or changed by the organization in its sole discretion, except that we will not modify our policy for employment at-will in any case.

I understand that the policies and practices set out in the Handbook are not a contract and are not intended to create or to imply a contractual relationship. All Community Action Partnership of Kern employees are employed by the organization on an at-will basis.

By signing below, I further acknowledge that I have been informed of the CAPK's prohibition against harassment, discrimination, and retaliation; that I have been advised of the specific protected categories; that I have been instructed and advised on the process to report complaints; and that I understand I am obligated to read and understand these policies and procedures and any revisions made to it.

Where the Employee Handbook differs from the SEIU Union Contract, the SEIU Union Contract will take precedence. SEIU does not waive any right, protection or privilege granted to the employee as provided for under the National Labor Relations Board.

I have received instructions on where to access the electronic version of the CAPK Employee Handbook on the date listed below and I understand that it is my responsibility to read and comply with the policies contained in this handbook and any revisions made to it. CAPK will make every effort to notify employees, via electronic or other communication, of changes in policies and procedures as they occur. I understand that in instances where there is a change in policy and/or procedures an electronic acknowledgment/agreement may be required in lieu of a signature in writing.

_____
Employee Printed Name

_____ _____
Employee Signature Date

POLICY AGAINST DISCRIMINATORY HARASSMENT/SEXUAL HARASSMENT IN THE WORKPLACE

I have received my copy of CAPK's Policy Against Discriminatory Harassment/Sexual Harassment in the Workplace. I understand and agree that it is my responsibility to read and familiarize myself with this policy.

I understand that CAPK is committed to providing a work environment that is free from harassment, discrimination and retaliation. My signature certifies that I understand that I must conform to and abide by the rules and requirements described in this policy.

Employee's Signature_____

Employee's Printed Name _____

Date _____

ACKNOWLEDGEMENT CERTIFICATE

By signing this document, I acknowledge that I have received the deliverables described above and have read and approved the contents of the above-mentioned document.

Legal:

_____	_____	_____
NAME	SIGNATURE	DATE

SEIU:

_____	_____	_____
NAME	SIGNATURE	DATE

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 4, 2024

Subject: *Agenda Item 4(i)*: Revisions to Attendance Policy – **Info Item**

With the assistance of our legal counsel, Human Resources has implemented several important updates to our Attendance Policy. These changes have been made to ensure full alignment with the recent revision to our Employee Handbook.

During our review of the Employee Handbook, we identified a few updates needed to the stand-alone policy and the newly revised handbook. To address these inconsistencies and provide clear and accurate information, Human Resources has made the necessary adjustments to the Attendance Policy.

All requested documents have been submitted to the Union for review and are currently undergoing the meet and confer process.

Attachments:
Attendance Policy

Policy and Procedure

POLICY TITLE:	Attendance Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

PURPOSE:
This policy aims to set forth Community Action Partnership of Kern's (CAPK) policy and procedures for handling employee absences and tardiness to promote clarity and transparency of policy, the efficient operation of the agency, and to minimize unscheduled absences.

POLICY:
CAPK's policy is to provide a standard of attendance for all CAPK employees. Punctual and regular attendance is an essential responsibility of each employee at CAPK. Employees are also expected to remain at work for their entire work schedule. Late arrival, early departure, or other absences from scheduled hours are disruptive and must be avoided. Employees are expected to accurately record the start and end of their daily work time using an appropriate electronic method of timestamping available to them in their workplace or voluntarily on the ADP Mobile App. Under no circumstances are hourly employees permitted to work or perform assigned duties "off the clock."

Employees must not begin work earlier than scheduled and may not work beyond their regularly scheduled hours without authorization.

CAPK does not allow for make-up time.

SCOPE:
This policy applies to all hourly CAPK employees. Exempt employees are also responsible for upholding the standard of attendance as stated above.

DEFINITIONS:

Absence	The failure of an employee to report for work when they are scheduled to work; when an employee misses a full scheduled day of work; or fails to work their entire scheduled shift.
Protected Absence	Protected absence is excused and does not contribute to attendance actions. The categories below describe when time away from a scheduled workday is considered protected absence: • CAPK provided and accruable paid sick leave (including California MPSL) • CAPK provided and accruable paid vacation • CAPK provided paid holidays

	• Lactation accommodation leave • CAPK provided bereavement leave • Jury duty leave • Witness leave • Disability leaves of absence pursuant to the ADA • Disability leaves of absence pursuant to the California FEHA • Worker's Compensation leave • Organ and bone marrow donor leave • Military service leave • Military spouse leave • Leave for pregnancy and pregnancy related disabilities • Leave for victims of domestic violence or serious crime *To seek medical attention *To attend court proceedings *To plan for personal safety and reasonably accommodation • Parental leave for child's school/daycare activities • Parental leave for child's school suspension • California statutory leave for voting • Family Medical Leave Act leave • California Family Rights Act leave • California Alcohol and Drug Rehabilitation Leave • California Paid Family leave • California Volunteer Civil Service leave • California Literacy Accommodation • Any other local, state, and federal protected leave Protected leaves of absence are detailed in separate policies and applicable local, state, and federal regulations and are subject to eligibility, notification requirements, and other limitations.
Unprotected Absence	Time away from the scheduled workday that does not meet the criteria of a protected absence, as described above. Unprotected absence includes late arrival, early departure, and full day absence if not otherwise arising from a protected leave. Unprotected absence contributes to attendance actions.

POLICY GUIDELINES:

Mandatory Notification Requirements
The giving of notice will not change the classification of leave as protected or unprotected.

If it is necessary for an employee to be absent or late for work because of an illness or an emergency, the employee must notify his or her supervisor at least two (2) hours prior to the start of their scheduled workday or as soon as possible. If the employee is unable to call, they must have someone make the call on their behalf.

Employees who must leave work before the end of their scheduled shift must notify a supervisor immediately.

Employees with three (3) or more consecutive days of excused absences *because of illness or injury* must give Human Resources proof of physician's care and fitness for duty release prior to returning to work.

Other than emergency situations or unforeseen circumstances, employees must provide a one (1) week advance notice to their supervisor for any pre-planned sick circumstance (i.e., medical appointment, etc.).

Employees must notify their supervisor when they will be leaving for lunch or for any other purpose and confirm what time they will return. Employees must be prepared to resume work promptly at the end of their scheduled lunch period or other break. If the employee is aware they will not be returning after lunch, they must communicate with their supervisor prior to leaving the worksite.

Unprotected Absence Points Accumulation

Attendance points are accumulated based on the amount of scheduled time missed from an unprotected absence in a workday, as described below. Unprotected absence is tracked in a rolling 12-month period, calculated from the first day of unprotected absence. Points are removed from tracking after the rolling 12-month period.

Unprotected Absence Violation	Penalty
Less than two hours of missed work on a scheduled workday	½ point
Two hours or more of missed work on a scheduled workday	1 point
One day of no call/no show	2 points

Attendance Warning Notification and Disciplinary Action

Point accumulations will result in warning notices. Below are the thresholds at which the notices are generated.

Full-Year Employees

Warning Level	Points
Documented Verbal Warning	5

Written Warning	6
Final Written Warning	7
Subject to Discharge	8

Part-Year Employees

Warning Level	Points
Documented Verbal Warning	3
Written Warning	4
Final Written Warning	5
Subject to Discharge	6

Job Abandonment
Notwithstanding the above, any employee who fails to report to work for a period of three (3) days or more without notifying his or her supervisor and is not on protected leave will be considered to have abandoned the job and voluntarily terminated the employment relationship.

Tentatively Agreed:

Date: December 21, 2022

SEIU 521: _____

Community Action Partnership of Kern: _____

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 4, 2024

Subject: *Agenda Item 4(j)*: Revisions to Lactation Policy – **Info Item**

With the assistance of our legal counsel, Human Resources has implemented several important updates to our Lactation Stand-Alone Policy. These changes have been made to ensure full alignment with the recent revision to our Employee Handbook.

During our review of the lactation policies, we identified several updates needed to the stand-alone policy and the newly revised handbook. To address these inconsistencies and provide clear and accurate information, Human Resources has made the necessary adjustments to the policy.

The updated policy now fully satisfies all the requirements of Labor Code Section 1035, ensuring that we are compliant with state regulations. This includes providing adequate break time and private space, as well as additional support for our nursing employees.

All requested documents have been submitted to the Union for review and are currently undergoing the meet and confer process.

Attachments:
Lactation Policy

POLICY AND PROCEDURE

POLICY TITLE:	Lactation Accommodation Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Communication Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

POLICY:
Community Action Partnership of Kern (CAPK) supports the needs of nursing parents in the workplace. Employees have the right to request for lactation accommodation. As part of this support, CAPK provides a reasonable amount of break time and a suitable location to accommodate an employee's need to express breast milk for the employee's child. CAPK will make a reasonable effort to provide the employee with the use of a room or other location in close proximity to the employee's work area for the employee to express milk in private.

Such space will meet the requirements of the California Labor Code including a surface to place a breast pump and personal items, a place to sit, and access to electricity that is safe, clean and free of toxic or hazardous materials. Additionally, CAPK shall provide a sink with running water, and a refrigerator or cooler for storing breast milk in close proximity to the employee's workspace.

AFFECTED DEPARTMENTS:
This policy applies to all Community Action Partnership of Kern (CAPK) employees affected.

GUIDELINES:
These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law.

PURPOSE:
1. An employee may request accommodation for lactation breaks by contacting their supervisor. Requests may be provided orally, by email, or in writing.
2. The department supervisor will engage in an interactive process with you to determine when and where lactation breaks will occur. If CAPK cannot provide break time or a location that complies with this policy, CAPK will provide a written response to the employee.
3. The requested break time should, if possible, be taken concurrently with other scheduled break periods. Non-exempt employees must clock out for any lactation breaks that do not run concurrently with normally scheduled 10-minute rest

periods. Any such breaks will be unpaid.

4. The company reserves the right to deny, in writing, an employee's request for a lactation break if the additional break time seriously disrupts operations.

CAPK will not tolerate discrimination or retaliation against employees who exercise their rights to a lactation accommodation, including those who request time to express milk at work and/or who lodge a complaint related to the right to a lactation accommodation. If you believe you have been denied reasonable break time or adequate space to express milk or have otherwise been denied your rights related to lactation accommodation, please reach out to Human Resources.

Additionally, employees have the right to file a complaint with the labor commissioner for any violation of rights provided under Chapter 3.8 of the California Labor Code regarding lactation accommodations.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 4, 2024

Subject: *Agenda Item 4(k)*: Revisions to Disciplinary Policy – **Info Item**

With the update of our Employee Handbook, Human Resources is introducing a newly revised Disciplinary Policy. This updated policy has been developed to provide a more detailed and comprehensive guide to the disciplinary procedures within our organization.

Previously, our Employee Handbook made reference to the disciplinary policy. However, recognizing the need for greater clarity and specificity, we have created a stand-alone policy that goes into more detail. The revised policy outlines the expectations, consequences, and procedures related to employee conduct and performance, ensuring transparency and fairness in our disciplinary process.

All requested documents have been submitted to the Union for review and are currently undergoing the meet and confer process.

Attachments:
Disciplinary Policy

Policy and Procedure

POLICY TITLE:	Disciplinary Policy
BOARD APPROVED DATE:	TBD
APPLIES TO:	Community Action Partnership of Kern Employees
DEPARTMENT:	Human Resources

PURPOSE:
The purpose of this policy is to establish and uphold standards of conduct within the agency, ensuring that all employees are treated fairly and consistently. It aims to provide tools for addressing employee conduct and performance issues in an equitable and consistent manner.

POLICY:
CAPK expects employees to be aware of and adhere to all workplace policies and procedures. When an employee's performance is unsatisfactory, a policy is violated, or an inappropriate act is committed, disciplinary action may be taken. CAPK may implement a progressive discipline process to address and improve unacceptable behaviors. The seriousness of the offense and the employee's disciplinary and performance history will be considered when determining the appropriate level of discipline. The employer reserves the right to apply more stringent disciplinary measures as warranted by the circumstances. CAPK is an at-will employer and may terminate the employment relationship at any time, with or without notice.

SCOPE:
All CAPK Employees.

DEFINITIONS:

Voluntary Separation	Elects to resign or retire; fails to return from an approved leave of absence on the date specified on the leave of absence form; or fails to report to work without notice to CAPK for three consecutive days.
Termination	CAPK may need to terminate an employee because of reorganization, consolidation, job elimination, lack of work, or when programs funds are withdrawn or reduced.
Involuntary Termination	An employee may be terminated involuntarily for reasons as set forth in the Standards of Performance and Conduct, or any other reason that warrants the employee's involuntary termination.

SUPERVISOR RESPONSIBILITIES:
1. Be consistent and fair in taking disciplinary actions.

DRAFT

2. Ensures that all employees of the department understand the rules and regulations.
3. Address, discuss, and keep record of violations.
4. Document all pertinent facts and dates relating to the violation or misconduct.
5. Consult Human Resources for guidance to ensure disciplinary actions are consistent with policy and fairly administered.

POLICY GUIDELINES/PROCEDURE:
Disciplinary action may involve, but is not limited to, one or more of the following: verbal warning, written and final written warning, extended probation, demotion, paid administrative leave, suspension without pay, or termination.

1. *Verbal Warning:* Serve as an alert to establish more satisfactory performance or conduct. A verbal warning is documented and should include the reason for the warning, a clear description of the expected performance, and a statement that continued unsatisfactory performance will result in more severe disciplinary action up to and including termination.

   Procedure: After consulting with the Human Resource Department, the supervisor will meet with the employee to discuss the issue and expected performance. A record of the verbal warning will be prepared and signed by the employee and supervisor indicating that the meeting has taken place. This information is included in the employee's personnel file and a fully executed copy is given to the employee. There is no appeal to a verbal warning.

2. *Written and Final Written Warning.* A higher-level disciplinary action whereby the employee is notified, in writing, of unsatisfactory performance or conduct. This may be part of a progressive disciplinary action due to continued violation of performance or conduct. Based on the severity of the policy violation, a Written Warning can be warranted as the first level of discipline applied. A written warning is documented and should include the reason for the warning, a clear description of the expected performance, and a statement that continued unsatisfactory performance will result in more severe disciplinary action up to and including termination.

   Procedure: After consulting with the Human Resource Department and Division Director, the supervisor will prepare a written warning and provide a copy to Human Resource staff for review and approval. Once the written warning has received approval from Human Resources, the supervisor schedules a meeting with the employee to discuss. A representative from Human Resources will attend this meeting, as necessary.

   The written warning is included in the employee's personnel file and a fully executed copy is given to the employee. There is no appeal of a written warning. The employee is given the opportunity to respond to the specifics of the written warning, within ten (10) business days and this response is included in the employee's personnel file. The supervisor may comment in writing within ten (10) business days on the employee's response. If the supervisor responds, the employee receives a copy of the supervisor's comments, which are included in the employee's personnel file.

3**.** *Extended Probation.* A probationary employee may have their introductory period extended up to an additional six (6) months. During the extended probationary period, the supervisor will evaluate the employee as necessary on an approved Performance Improvement Plan (PIP). The employee may be terminated at any time during the extended probationary period for failure to perform job duties and responsibilities in a satisfactory manner or failure to comply with the guidelines of the performance improvement plan. If the employee improves performance, at or before the 6-month extended introductory period, they may return to regular status.

Procedure: The Supervisor prepares both the memorandum and the plan of action forms. An extended probationary memo should include the reason for the discipline, a clear description of the expected performance, conduct or behavior and a statement that continued unsatisfactory performance, conduct or behavior will result in more severe disciplinary action up to an including termination of employment. The Supervisor must consult with the Division Director and the Human Resources staff before administering an extended probation. Once the extended probation documentation has received approval from the Division Director and the Director of Human Resources, the Supervisor schedules a meeting with the employee to discuss. A representative from Human Resources will attend this meeting, as necessary. The extended probation documentation is included in the employee's personnel file and a fully executed copy is given to the employee.

4. *Demotion.* Demotion can be used as a disciplinary action if circumstances warrant. Demotion is any change of any employee from a position of one grade to a position of lower grade. Any employee can be demoted to a lower position only if the employee meets the qualifications for the lower grade position. Demotion shall not be made if any regular employee in good standing in the lower grade would be displaced by reason of such action. Demotions are done in writing and specify the cause for such action.

Procedure: Demotion. When an employee's conduct warrants demotion the Division Director must consult with the Director of Human Resources or other Human Resources staff. Requiring this review and approval procedure ensures that disciplinary actions are fair and objective.

The Division Director, or their designee, with staff from Human Resources meets with the employee to explain the disciplinary action to be taken. The memorandum should include the reason for the discipline, a clear description of the expected performance, conduct or behavior, and a statement that continued unsatisfactory performance or conduct will result in more severe disciplinary action up to an including termination of employment.

The Demotion documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

5. Suspension. Employees may be suspended without pay by the Division Director, with the approval of the Director of Human Resources. An employee may be suspended

without pay as a disciplinary measure.

Procedure: Suspension. The Division Director must consult with the Director of Human Resources and such consultation may provide assistance in assuring actions are fair and objective. Suspensions without pay are documented in writing and must be authorized by the Chief Executive Officer.

The Division Director, or their designee, with Human Resources staff, meets with the employee to explain the disciplinary action to be taken. The suspension memorandum should include the reason for the discipline, a clear description of the expected performance, conduct or behavior and a statement that continued unsatisfactory performance or conduct will result in more severe disciplinary action up to an including termination of employment.

The suspension will commence after seven (7) business days if no appeal is received. If an appeal is received in the allotted time specified, the suspension will either be rescinded or upheld depending on the decision of the Chief Executive Officer.

The documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

6. *Involuntary Termination.* An employee may be terminated for poor performance, misconduct, or other violations of CAPK's Standards of Conduct. Termination is the most severe form of discipline. This action may be taken only after consultation with the Human Resources Director to ensure proper documentation and procedures have been followed, and the termination must be approved by the Chief Executive Officer.

   Procedure: When termination is due to a violation or serious performance problem, the decision to terminate an employee shall be submitted by the Division Director or their designee to the Director of Human Resources for review and then to the Chief Executive Officer for approval. Prior to making a recommendation to terminate an employee, the Division Director, Program Manager, or authorized supervisor, as applicable, must verify that an employee is aware of the performance problem or violations of policy, and that the employee has had the opportunity to respond verbally or in writing unless the matter is of such a serious nature that the response period would cause further harm to either the agency or its employees

   Documentation supporting a recommendation for involuntary termination must include a written statement of the violations or performance problems, and a history of disciplinary actions and training.

   The documentation is included in the employee's personnel file and a fully executed copy will be provided to the employee.

7. *Administrative Leave.* In cases involving allegations of serious misconduct, or any time the Director of Human Resources determines it is necessary, such as a breach of policy or violation of law, the procedures contained above may be accelerated. The employee may be placed on administrative leave with or without pay pending further

investigation. An investigation of the incidents leading up to the serious incident of misconduct or performance shall be conducted to determine what further action, if any, should be taken up to and including termination.

8. *Investigation.* An investigation will be conducted to determine the facts involved in any suspected violation of CAPK's rules, regulations, and standards of conduct. A typical investigation consists of interviewing the involved employee and any witnesses, finding, and assessing any physical evidence, and evaluating the facts. Human Resources staff may be required to assist the Division Director with the investigation.

   Confidentiality shall be maintained during the investigations. Only those with a need to know should be told about the allegations and investigation, and participants in the investigation should be requested not to discuss the situation with others.

   The foregoing Disciplinary procedures do not alter or limit the Partnership's policy of employment at-will. Either the employee or the Partnership may terminate the employment relationship at any time for any reason with or without cause or notice

9. *Appeals: Process for Appeal of Suspension and Termination.*

   Any appeal relating to the suspension or discharge of an employee must be served in writing to the Chief Executive Officer within seven (7) working days of the employee's receipt of the written notice of suspension or termination. The appeal shall be in written form and must contain the following:

   a) Date, employees name, position, work site, phone number.
   b) A brief statement of the grounds for appeal, including the applicable rule, policy, or regulation at issue.
   c) Copy of any applicable documents.
   d) The proposed remedy.
   e) Signature of the employee.

   The Chief Executive Officer, Division Director, Director of Human Resources, and the appealing employee shall meet within ten (10) working days of the service of the appeal to discuss the appeal. The Chief Executive Officer shall give the employee a written answer to the appeal within ten (10) working days of the conclusion of such meeting.

   a) Termination.
      i) If the decision favors the employee, the employee is reinstated and returns to the position in the program. Failure of the employee to notify the supervisor of his/her intent to return to work within three (3) consecutive working days may result in termination.
      ii) If the decision upholds the termination, the termination will remain as issued.
   b) Suspension.
      i) If the decision favors the employee, the suspension will be rescinded, and all documentation will be removed from the employee file.

ii) If the decision upholds the unpaid suspension, the employee will be notified of the start and end date to the unpaid suspension.

c) Failure of the employee to appear at the meeting without notification as to the cause of the absence entitles the Chief Executive Officer to cancel the meeting and uphold the termination decision.

d) The Chief Executive Officer will ultimately be responsible for the final decision of the appeal of suspension and/or termination.

10. Termination of Employment (Voluntary/ Involuntary)

Violations or Serious Performance Problem.

When termination is due to a violation or serious performance problem, the decision to terminate an employee shall be submitted by the Program's Director or Program's designee via email to Human Resources for review. Prior to making a recommendation to terminate an employee, the Division Director or designee, must verify that an employee is aware of the performance problem or violations of policy, and that the employee has had the opportunity to correct/ improve the problem.

Documentation supporting a recommendation for involuntary termination must include (1) a written statement of the violations or performance problems, (2) a record of disciplinary actions and/or contact log (3) written documentation on coaching's, trainings, and any other support provided.

Documents for involuntary termination must include (1) termination memo, (2) status change, and (3) final timecard.

Process Involuntary:

a) HR to work with Program to complete term memo.
b) Term memo sent to Director of HR for review and approval.
c) Approved term memo sent to Chief Executive Officer for final approval.
d) HR to complete status form and sent to Benefits to complete term rollup.
e) HR to send term rollup, status form, and final timecard to Payroll for final pay processing.
f) Payroll to deliver final check to HR.
g) HR to coordinate date and time to deliver termination.
h) Partnership of HR and program designees to deliver the termination memo, final paycheck and termination packet.
i) After termination has been delivered, HR enters into ADP and sends IT ticket to remove access immediately.

If the employee is involuntarily terminated or resigns with more than 72 hours' notice, final wages will be paid on the date of termination. If an employee resigns without giving notice or fails to return to work, a final paycheck will be mailed to the last known address no later than 72 hours after the date when an employee is considered to have terminated/resigned.

Exit Process

Employees must return all CAPK's furnished property, such as tools, equipment, I.D. cards, keys, credit cards, and other CAPK documents.

Arrangements for clearing any outstanding debts with CAPK such as travel advances or payment of benefit coverage must be made prior to termination.

Benefits

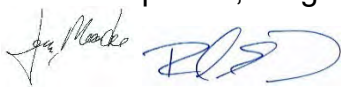
CAPK will pay employees for unused, accrued Personal Time Off (PTO) or vacation hours unless prohibited by a program contract. No payment will be made for unused sick time or Extended Illness Banks (EIB). Upon termination, all employees will receive their final paycheck and information on continuing benefits in a timely fashion, and in accordance with state and federal law.

The Human Resources Division or assigned vendor designee is responsible for notifying terminating employees who are covered by CAPK's group health plan of their right to continue coverage under COBRA.

MEMORANDUM

To: Personnel Committee

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



Date: September 4, 2024

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

- 614 staff employed.
- 53 vacant positions.
- Onboarded 12 new staff members.
- 13 resignations.
- Six (6) days of interviews were conducted for four (4) open direct-service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. Additionally, the Board of Directors has approved the extension of the recruitment incentive for direct service staff until December 31, 2024, to support the recruitment of qualified staff.

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

Attachment:
Enrollment Staffing Data Sheet

Head Start State Child Development

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	20	19	95%	2	2	0	100%
Angela Martinez EHS	24	20	83%	9	7	2	78%
Angela Martinez HS	51	51	100%	9	7	2	78%
Bakersfield College	32	23	72%				
Blanton	16	13	81%				
Broadway (PY)	37	14	38%	6	6	0	100%
California City (PY)	17	15	88%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	13	87%	3	2	1	67%
Delano (PY)	60	33	55%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	21	62%	6	6	0	100%
Family Childcare EHS	23	0	0%				
Family Childcare HS	10	0	0%				
Garden Pathways	11	11	100%				
Gianone	16	15	94%	3	3	0	100%
Harvey L. Hall EHS	72	48	67%	24	23	1	96%
Harvey L. Hall	74	45	61%	9	9	0	100%
Heritage (PY)	17	12	71%	2	2	0	100%
Kennedy	16	16	100%	6	6	0	100%
Lathrop	24	16	67%	9	9	0	100%
Lodi	24	24	100%	9	9	0	100%
M. Massei	24	13	54%	9	9	0	100%
MJM EHS	16	0	0%	6	6	0	100%
MJM HS	34	0	0%	6	5	1	83%
Oasis EHS (PY)	5	0	0%	3	3	0	100%
Oasis (PY)	34	17	50%	6	4	2	67%
Pete Parra EHS	48	32	67%	15	14	1	93%
Pete Parra HS	68	50	74%	9	9	0	100%
Primeros Pasos EHS	16	15	94%	6	5	1	83%
Primeros Pasos HS	51	29	57%	9	8	1	89%
Rosamond (PY)	51	32	63%	9	9	0	100%
San Diego EHS	32	28	88%	12	12	0	100%
Shafter EHS	24	19	79%	9	9	0	100%
Shafter	17	17	100%	3	3	0	100%
St. Mary's*	16	7	44%	6	4	2	67%
Stockdale HS	45	0	0%	9	5	4	56%
Sterling EHS	64	47	73%	24	19	5	79%
Sterling HS	53	51	96%	9	9	0	100%
Sunrise Villa (PY)	17	10	59%	3	3	0	100%
Taft (PY)	51	42	82%	9	9	0	100%
Taft College	22	10	45%				
Tehachapi (PY)	15	15	100%	2	2	0	100%
Vineland (PY)	17	5	29%	2	1	1	50%
Virginia (PY)	17	17	100%	2	2	0	100%
Willow (PY)	37	21	57%	6	6	0	100%
Home Base Kern 160	160	97	61%	16	13	3	81%
SJC EHS HB 80	80	73	91%	8	8	0	100%
Total	**1689**	**1130**	**67%**	**327**	**300**	**27**	**92%**

Funded Enrollment	1689	1130	67%

Active Enrollment	1489	1130	76%

Closed Classrooms	Funded Enrollment	Staff Vacancies
Bakersfield College ~ 32		
Class 1	8	0
Harvey Hall EHS ~ 60		
Class 9 & 10	16	6
Harvey Hall HS ~ 74		
Class D-FD	20	2
*MJM EHS ~ 16		
Class 1	8	0
Class 2	8	0
MJM HS ~ 34		
*Class A- FD	17	1
Class B- FD	17	0
Oasis ~ 17		
Class B	17	2
Pete Parra HS ~ 68		
Class D-FD	17	3
Stockdale HS ~ 60		
Class A-C	45	4
Sterling EHS ~ 64		
Class 8	8	3
Kern HB ~ 160		
HB-04	10	1
HB-06	9	**1**
HB-16	9	**1**
Classrooms Fully	**Total Slots**	**Staff Vac.**
17	**200**	**24**

* MJM slots moved to Angela Martinez and Sterling

	Slots	Staff Vac.
Closed Enrollment	**12%**	**88.89%**
Open Enrollment	**88%**	**11.11%**

Enrollment Data Run Date 8/28/2024 Staffing Data Run Date

DATE September 11, 2024
TIME 12:00 pm
LOCATION CAPK Administrative Office
Executive Conference Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee Chair, Ana Vigil, called the meeting to order at 12:11 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, Yolanda Ochoa, Fatima Echeverria

Absent: Jimmie Childress, Gina Martinez

Others Present: Pritika Ram, Chief Business Development Office, Vanessa Mendoza, Grant Administrator, Carol Hendricks, Enrollment and Attendance Manager, Angie Nelson, Program Manager, Ryan Fergon, Senior Community Development Specialist, Rosa Guerrero, Administrative Analyst, Kelley Lowery, Program Administrator, Jerry Meade, and other CAPK staff

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. Shafter Youth Center presented by Angie Nelson, Program Manager & Ryan Fergon, Senior Community Development Specialist

Angie Nelson began her presentation by providing the historical data for the Shafter Youth Center (SYC), which was established in December 2003 with a $1.3 million grant from the California Youth Authority, along with support from the City of Shafter, which contributed a $249,000 match and donated an acre of land. The deed to the facility has now been granted without restrictions, allowing service expansion to the entire community. The SYC offers after-school and summer programs for youth aged 6 to 18, supported by grants from organizations like the California Coastal Commission, Kern Health System, and Dollar General. This summer, a new financial literacy program, including cooking activities on budgeting and meal prep, was introduced and featured by KGET News. The center, staffed by 2.88 employees, interns, and volunteers, assisted 351 unduplicated individuals in 2023. SYC also serves as a hub for CAPK services like the food bank, VITA, and energy department, with plans to add WIC services soon. The center offers a range of activities, including Zumba, mental health services, fitness boot camps, and job fairs. In May 2024, the SYC was awarded nearly $1 million for the Community Resilience Center (CRC) grant to assess community needs and develop the SYC into a Community Resilience Center. The project will be implemented in three phases, beginning in October 2024 through June 2025. Phase 2 will run from

July 2025 to March 2026, followed by Phase 3 from April 2026 to October 2026. Key partners, including BHC, KCCD, and the Shafter Family Resource Center, will collaborate on community engagement and conduct feasibility studies. Ryan Fergon added that the unrestricted operation has enabled CAPK to seek new funding opportunities for SYC like the CRC grant.

Fatima Echeverria asked whether the City of Shafter had offered their support, to which it was confirmed that they had not. However, Vanessa Mendoza pointed out that there may be an opportunity to revisit the conversation, given the availability of the CRC funds will benefit the community in various ways.

Ana Vigil added that there is a lack of indoor gyms and facilities available for youth to practice sports during the summer. She also commended Angie Nelson for the outstanding work done over the past summer, particularly the cooking and financial literacy activities.

4. <u>New Business</u>

a. July & August 2024 Program Reports presented by Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented an update on the August 2024 (PRE) reports, focusing on the M Street Navigation Center. Year-to-date (YTD), 825 individuals have gone through the M Street Navigation Center system, with nearly 50 successfully transitioned to permanent housing. While some individuals have stayed longer than 90 days, staff is actively working on personalized exit plans to ensure proper readiness for transition and continuing to provide a safe space for others in need. Under safe camping, 513 individuals have participated in the program YTD, with 12 transitions to permanent housing. Pritika mentioned that there will be future updates on potential expansions or enhancements to this program. Under the safe parking program, around 80 individuals have been served, with one person transitioning to a shelter.

Yolanda Ochoa inquired about the nature of critical incidents. Louis Gill explained that these incidents vary widely, ranging from minor falls to more serious issues like overdoses.

Fatima Echeverria then asked about involuntary exits from the shelter, particularly in cases of harmful or threatening behavior. Louis clarified that CAPK operates a low-barrier shelter, meaning it takes significant issues for someone to be involuntarily exited.

Ana Vigil raised a question about the homeless population camping out at the park on Q Street. Louis explained that this issue is related to challenges faced by the City.

Pritika also highlighted the CAPK VITA program collaboration with subcontractor United Way of Central Eastern California (UWCEC), reporting that the combined efforts resulted in over 10,000 tax returns, with $12.6 million in returns from CAPK and $4.5 million from UWCEC. Additionally, YTD, the organization has processed 200 ITIN applications surpassing the initial goal.

Pritika shared an update on the two-year workforce development grant, California Jobs First (formerly CERF), which is set to conclude on September 30, 2024. The final deliverable, a regional plan outlining strategies for bringing quality jobs to disinvested communities in Kern County, was submitted to the state on August 30, 2024. Moving forward, the Catalyst Fund will offer up to $9 million in pre-development funding for local projects that align with the goals and mission of California Jobs First.

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

b. July & August 2024 - Application Status Report & Funding Profiles presented by Vanessa Mendoza, Grant Administrator – ***Action Item***

Vanessa Mendoza provided an update on the July and August 2024 Application Status Report and Funding Profiles. Over the past two months, the team successfully secured over $3 million in funding. Vanessa began reporting on a non-competitive grant from the Central California Food Bank for $983,000. She also highlighted the $1.7 million PG&E grant, which was a competitive process requiring a presentation, interview and additional conversations around the budget. Vanessa shared that PG&E was open to CAPK's program design, which met the agency's needs and also PG&E's interests. An unexpected benefit was that PG&E provided a list of target clients, eliminating the need for CAPK to conduct extensive outreach and allowing for a budget adjustment. Additionally, PG&E requested that CAPK serve more individuals, increasing the target to around 1,200 people. This led to an increase in the grant amount, from an initial request of $1.1 million to the final award of $1.79 million.

Ana Vigil asked if the program had already begun, and Vanessa said it had not started yet, but she added that she would confirm a start date at a later time.

Vanessa highlighted additional grant applications CAPK supported, though not directly involved in. CAPK assisted the California Veterans Assistance Foundation with a Vallarta grant application to provide food for their Stand Down event. Another opportunity was the Kern River Bridge initiative, aiming to fund an onsite kitchen and nutrition classes in Lake Isabella, where up to 20 social services and businesses will offer local services. Vanessa also discussed the WIC Community Outreach Grant, noting that only 52% of eligible clients are enrolled nationally, with over 10,000 potential clients not enrolled in Kern County. Outreach will target areas with high numbers of eligible but not enrolled residents.

Ana Vigil asked if CAPK had partnered with Kern Health Systems (KHS) to identify eligible families and understand why they are not accessing WIC services. Vanessa shared that a new approach includes surveying enrolled families to gather insights.

Fatima Echeverria added that she became a WIC participant due to CAPK's streamlined process, and Susana noted that this grant will help rebrand WIC, aiming to engage not just mothers but also fathers, grandparents, and foster parents. Susana also highlighted the shift in engagement now that virtual appointments are available.

Ana Vigil emphasized the need to raise awareness about the fresh produce and other items available through WIC, and suggested partnering with Head Start to identify families.

Yolanda Ochoa pointed out that residents in the Kern River Valley region face challenges accessing WIC, as they must travel to Bakersfield for services. Susana added that the process of approving WIC sites is handled at the state level.

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

c. July & August 2024 Head Start/State Child Development Division/Program Monthly Activity Report presented by 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 August 2024 report only due to limited time.

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

d. Head Start 2025-2026 Program Goals and Objectives presented by Rosa Guerrero, Administrative Analyst – ***Action Item***

Rosa Guerro presented the 2025-2026 Program Goals and Objectives for the Head Start/Early Head Start grant, due in December 2024. This is part of the annual planning process to assess and monitor goals for the current five-year grant period. Key priorities include Workforce, Program Options, Health and Safety, and School Readiness. Achievements in the first grant year include launching a mentorship program, introducing Family Child Care, creating a health and safety tracking system, and reaching training milestones. Progress will continue to be tracked through the end of the grant period in 2029.

Motion was made and seconded to approve the Head Start 2025-2026 Program Goals and Objectives. Carried by unanimous vote (Echeveria/Ochoa).

e. Head Start 2025-2026 Training & Technical Assistance Plan presented Rosa Guerrero, Administrative Analyst- ***Action Item***

Rosa Guerro presented the Training and Technical Assistance plan that is also to be submitted into the year 2 application in December of 2024. The plan outlines staff professional development through mandatory training and support for achieving the program's long-term goals. It includes responsible teams, target audience, training dates, budget costs, and resource allocation. Rosa clarified that the costs do not include salaries but cover expenses such as facilities, supplies, and food. Also, the frequency of conferences varies each year, and staff will be selected based on their position and if their role aligns with the conference.

Ana Vigil asked about certified associate teachers. Jerry Meade stated that all staff is supported through reimbursement process when permits need to be renewed.

Motion was made and seconded to approve the Head Start 2025-2026 Training & Technical Assistance Plan. Carried by unanimous vote (Ochoa/Echeveria).

f. Goal Group 1 Presentation presented by Kelley Lowery, Program Administrator and Alan - ***Info Item***

Kelley Lowery provided an update on Goal Group 1, which focuses on increasing access to healthy, affordable food as outlined in the 2021-2025 Strategic Plan. Alan highlighted that the CalFresh department recently celebrated National Farmers Market Week and introduced additional resources, including WIC and Aging and Adult Services, which offered vouchers. Over 250 people attended the previous farmers' markets. Alan added that the Market Match program at the F Street Farmers Market continues to be a success, matching up to $30 in EBT funds once a month, allowing participants to leave with $60 worth of fresh produce.

Kelley also provided an update on the Agency Partner Capacity Building Project, which has supplied partners with 35 commercial refrigerators and 20 freezers, expanding access points for fresh and frozen foods. More distributions are planned for later this year. Community engagement with the Food Bank has surged from over 100,000 in January 2023 to 200,000 monthly as of the latest data. While the Food Bank is meeting current

demand, potential funding challenges are anticipated in2025. Kelley also introduced the new Food Locker Program, which aims to provide after-hours and weekend access to food for those unable to attend daytime distributions. Additionally, the Choice Pantries initiative has surpassed its 2024 goal, onboarding eight pantries, though Alan Rodriguez noted many people are still unaware of these resources. Alan highlighted the ReThink Your Drink program has been recognized at the state level as a model initiative, receiving attention for its success in promoting healthier beverage choices.

Ana Vigil asked about strategies to reach families without cars or those working during regular food distribution hours. Kelley responded that the food locker initiative aims to help those unable to attend distributions and noted that while there are currently no resources for food delivery, reintroducing such a service is a long-term goal. Alan added that a potential new direction includes opening pantries at schools, with Vineland Elementary and Foothill High piloting small pantry programs.

g. Goal Group 2 Presentation presented by Jerry Mead, Assistant Director of Head Start/State Child Development - ***Info Item***

Jerry Meade presented on Goal Group 2 which is focused on ensuring that families in the communities we serve have access to high-quality early learning and care options. Head Start has expanded its services through the San Joaquin County Office of Education, now offering preschool services in Stockton with support from CSPP and Head Start funding. This partnership allows CAPK to establish a larger presence in the northern San Joaquin Valley. Additionally, an upcoming Request for Proposal (RFP) will be released to enroll families in Head Start programs through private providers, further enhancing access to early education. The Oasis Family Resource Center is expanding its teen services in Mojave through a Planned Parenthood grant aimed at reducing teen pregnancy, while the East Kern Family Resource Center will launch a new laundry service in December to support the health and well-being of low-income families. Jerry also expressed a need to recruit a new board member to join the Goal group 2. Yolanda Ochoa accepted the request and will be joining Goal Group 2.

5. Committee Member Comments

Pritika Ram added that the consultant for the Strategic Plan has been contracted and the Board will be expected to participate in the planning process.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
October 16, 2024
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:39 pm

capk

Community Action Partnership of Kern

























Helping People... Changing Lives.

capk Community Action Partnership of Kern *is Shafter Youth Center*

The Shafter Youth Center (SYC) was established in December 2003, thanks to a $1.3 million grant from the California Youth Authority and a $249,000 match from the City of Shafter along with 1 acre of land to build the SYC. Each day, youth are empowered to live healthier lives through programs that focus on nutrition, recreation, education, and active healthy living.

SHAFTER YOUTH CENTER

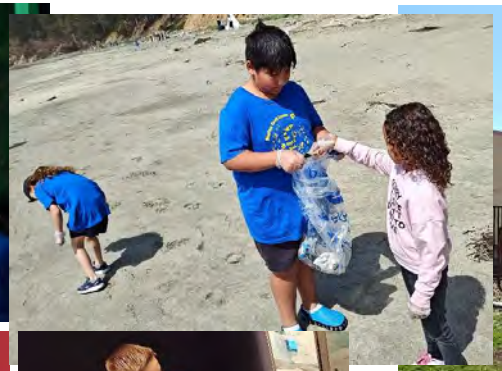
After School and Summer Programs

Connecting Youth by:

- Provide After School programming to children ages 6 yrs through 18 yrs old.
- Opportunities for field trips and new class experiences with the assistance of grant funding.
  - California Coastal Commission
  - Kern Health Systems
  - Dollar General Literacy Summer Reading Program
- Collaboration with community partners in order to provide additional services
  - Local Service Organizations
  - Donations from local businesses

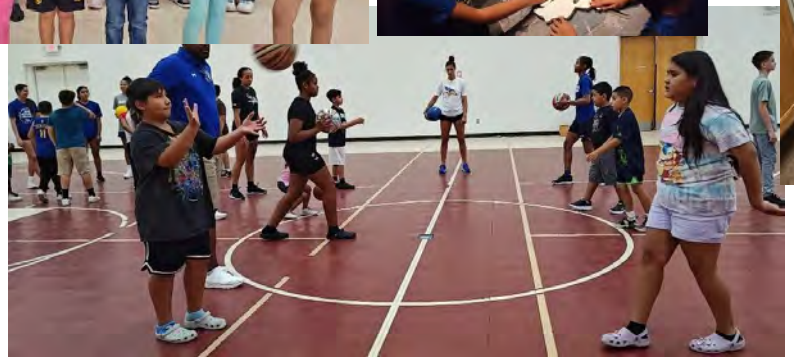
After School and Summer Programs







SHAFTER YOUTH CENTER

Community & Evening Program

Connecting Community by:

- Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building
  - Served 351 unduplicated clients, January 1, 2023 – October 23, 2023
- Provide location for Energy, Food Bank and seasonal VITA services each month. In the process of adding WIC to the facility.
- Partnered with Kern County Human Services Dept to provide a County Job Fair location
- Collaboration with community partners in order to provide additional services
  - California Farmworkers Foundation
  - Kern Literacy Council
  - Girl Scouts of Central California South

Community & Evening Program















Angie Nelson
Program Manager

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Helping People…
Changing Lives.

Shafter Youth Center: Strategic Growth Council's Community Resiliency Centers (CRC) Grant Update

CRC Grant Update – Current Progress

Award Information:

- In **May 2024**, we were informed of our award for the **Community Resiliency Center (CRC) Research and Planning Grant** with a total budget of **$988,752**.

Purpose of the Grant:

- This grant supports **research and planning** to assess community needs and opportunities for transforming the **Shafter Youth Center** into a **Community Resiliency Center** to ensure community resiliency amidst the threat of disasters stemming from climate change.
- The goal is to use these findings to apply for the **implementation grant**, which will fund the necessary **construction and upgrades to SYC** in the next funding cycle.

Current Status:

- Since receiving the notice of award, we have been working with the funder to finalize our **Workplan**, **Budget**, and **Partnership Agreement**.
- Our priority is to secure **contract execution** as soon as possible to move forward with the next phase of the project.



Grant Phases

- **Phase 1 (October 2024 – June 2025)**:
  - Conduct a **needs assessment** to evaluate service gaps and opportunities for collaboration.
  - Engage with **stakeholders** and gather key input for CRC services.
- **Phase 2 (July 2025 – March 2026)**:
  - **Community engagement** involving at least 1,700 residents to guide the design and services of the CRC.
  - Collect **feedback** through public forums, surveys, and other outreach efforts.
- **Phase 3 (April 2026 – October 2026)**:
  - Finalize the **planning, design, and permitting** for the CRC.
  - Prepare for the **implementation grant application** based on the research findings.
- **Grant Term**:
  - The **two-year grant** runs from **October 2024 to October 2026**, during which we will complete the research and planning phases to inform future construction and upgrades.
  - **Timeline Consideration**: The timeline is **tentative**, pending **contract execution** with the **Strategic Growth Council (SGC)**.

Key Partners & Roles

- **Listen to Shafter**:
  - Lead community outreach by engaging directly with residents through canvassing, public meetings, and survey collection to ensure diverse feedback informs CRC services.
- **Building Healthy Communities (BHC)**:
  - Facilitate broad community participation, organizing public forums and collecting input from at least 800 community members to guide the design and services of the CRC.
- **Shafter Family Resource Center:**
  - Engage underserved populations, including low-income families, ensuring their needs and feedback are integrated into the CRC planning and development process.
- **Kern Community College District (KCCD)**:
  - Conduct research on the feasibility of a clean energy workforce development program, with the aim of incorporating this as an ongoing initiative under the CRC, ensuring both **economic resiliency** and a focus beyond disaster preparedness.

Next Steps in the Grant Process

- **Next Steps:**
  - **Finalize Budget & Workplan**: We are completing the final edits with the funder.
  - **Contract Execution**: We aim to secure the **grant contract** by **late October or early November 2024**.
  - **RFP Publication**: Following contract execution, we plan to issue the **RFP** for a consultant by **late October or early November 2024**.
- **Adhering to Collaborative Stakeholder Structure (CSS) throughout grant implementation**:
  - Ensure we are meeting the SGC's CSS guidelines, including equitable decision-making, community engagement, and transparency.
  - Regular CSS meetings will provide updates, collect feedback, and ensure community voices guide the planning process.
  - **Community Feedback**: Develop a Community Engagement Plan for continued feedback throughout the planning process. Ensure regular public updates and participation.
  - **Future Planning**: Incorporate sustainability practices and prepare for long-term programming at the CRC beyond emergency preparedness.

September 2024 PRE Committee

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

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	3,135	19,656	20,000	16%	98%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,699	15,582	16,000	17%	97%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	37	109	240	15%	45%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	7				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	79	218	81	36%	269%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	15	32	70	47%	46%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to offer trainings to new staff from agencies and community members. CES continues to work on improving system through CoC Stragetic Plan
2. Increase staff recruitment and retention.	Interviews completed

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	new hire starting 8/16

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

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

Program Description

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

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	2,709	22,365	20,000	14%	112%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	2,336	17,918	16,000	15%	112%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	20	129	240	8%	54%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	5				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	97	315	81	31%	389%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	3	35	70	9%	50%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	and community members. CES continues to work on improving system through CoC Stragetic Plan. CES provided training to East Kern Mojave site to start implementing calaim
2. Increase staff recruitment and retention.	1 FTE onboarded, offer was made to another FTE and accepted

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	objective completed, calls closed for Aug within 5 days.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

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

Program Description

CAPK operates the 148-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	706	1,500	8%	47%
Total Clients Served	173	1,156	2,400	7%	48%
Pets (i.e., kennel, emotional support assistance and service pet)	10	68	75	13%	91%
Residents Under 90 days length of stay	51	387	800	6%	48%
Exits to Permanent Housing (FNPI 4b)	6	39	114	5%	34%
Exits-Self	17	167	150	11%	111%
Exits-Involuntary	34	272	700	5%	39%
Case Management Services (SRV 7a)	222	3,487	8,000	3%	44%
Critical Incidents	28	239	250	11%	96%
Shelter Residents Meals (SRV 5ii)	7,969	46,382	70,000	11%	66%
Number of Volunteers *(duplicated)*	127	796	100	127%	796%
Volunteers Hours *(duplicated)*	182	1,053	3,000	6%	35%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	54	444	500	11%	89%
Current client census	48	302	300	16%	101%
Meals (SRV 5ii)	1,754	15,494	20,000	9%	77%
Pets	11	75	75	15%	100%
Clients moved to Shelter (SRV 4m)	0	6	15	0%	40%
Exits to Permanent Housing (FNPI 4b)	2	10	20	10%	50%
Exits-Self	4	29	50	8%	58%
Exits-Involuntary	2	50	75	3%	67%
Critical Incidents	2	24			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	8	69	30	27%	230%
Current client census	8	60	25	32%	240%
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, Project Hire-Up has started their recruitment for their next cohort.
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.	39 total clients housed from January 2024 until July 2024.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	11
25 - 34	34
35 - 44	41
45 - 54	41
55 - 61	26
62+	20
Total:	**173**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	
Black or African American	32
Hispanic/Latina/e/o	22
White	70
Multiple races	47
Client Don't know / Refused	
No Answer	
Total:	**173**

Gender	Month
Female	66
Male	105
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	2
Client doesn't know	
Client refused	
No Answer	
Total:	**173**

Zip Code	Month	Zip Code	Month
93301	29	90044	
		93250	2
93304	18	95340	
93305	17	93501	1
93306	11	96001	
93307	20	94964	1
93308	22	93561	1
93309	5	93280	1
93311	1	30011	1
93312		38109	1
93313	1	24521	1
93314	2	86351	1
93385		90701	
90212	1	93203	
93206		93204	
93212		93523	1
95502		90013	1
93714		93555	1
93240		97201	1
93241			
90013			
Not specified	31		
Total			**168**

Community Action Partnership of Kern
Monthly Report 2024

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	
25 - 34	11
35 - 44	15
45 - 54	13
55 - 61	10
62+	6
Total:	**55**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	
Black or African American	11
Hispanic/Latina/e/o	7
White	25
Multiple races	11
Client Don't know / Refused	
No Answer	
Total:	**55**

Gender	Month
Female	23
Male	32
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:	**55**

Zip Code	Month	Zip Code	Month
93301	5		
93304	12		
93305	6		
93306	3		
93307	4		
93308	7		
93309	4		
93311			
93312	2		
95322	1		
93251			
93501	1		
93275	1		
Not specified	9		
Total			**55**

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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)	119	825	1,500	8%	55%
Total Clients Served	184	1,340	2,400	8%	56%
Pets (i.e., kennel, emotional support assistance and service pet)	12	80	75	16%	107%
Residents Under 90 days length of stay	62	449	800	8%	56%
Exits to Permanent Housing (FNPI 4b)	8	47	114	7%	41%
Exits-Self	15	182	150	10%	121%
Exits-Involuntary	50	322	700	7%	46%
Case Management Services (SRV 7a)	1,067	4,554	8,000	13%	57%
Critical Incidents	32	271	250	13%	108%
Shelter Residents Meals (SRV 5ii)	7,963	54,345	70,000	11%	78%
Number of Volunteers *(duplicated)*	267	1,063	100	267%	1063%
Volunteers Hours *(duplicated)*	130	1,183	3,000	4%	39%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	69	513	500	14%	103%
Current client census	30	332	300	10%	111%
Meals (SRV 5ii)	1,586	17,080	20,000	8%	85%
Pets	10	85	75	13%	113%
Clients moved to Shelter (SRV 4m)	1	7	15	7%	47%
Exits to Permanent Housing (FNPI 4b)	2	12	20	10%	60%
Exits-Self	14	43	50	28%	86%
Exits-Involuntary	4	54	75	5%	72%
Critical Incidents	4	28			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	10	79	30	33%	263%
Current client census	10	70	25	40%	280%
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).	5 clients are currently participating in Project Hire-Up, and 6 clients working in the community, and 3 attended the last financial literacy class.
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.	Total of 47 individuals housed during this reporting period.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	12
25 - 34	35
35 - 44	46
45 - 54	40
55 - 61	28
62+	23
Total:	**184**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	1
Black or African American	28
Hispanic/Latina/e/o	28
White	79
Multiple races	46
Client Don't know / Refused	
No Answer	
Total:	**184**

Gender	Month
Female	77
Male	105
Trans Female and Male (Male to Female, Female to Male)	2
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**184**

Zip Code	Month	Zip Code	Month
93301	38	38109	1
		24521	1
93304	15		
93305	17		
93306	11		
93307	27		
93308	23		
93309	7		
93311	1		
93313	2		
93314	1		
90212	1		
90013	1		
93501	1		
93555	3		
94964	1		
93268	1		
93561	3		
93280	1		
34470	1		
97201	1		
Not specified	26		
Total			**184**

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	0
25 - 34	12
35 - 44	15
45 - 54	17
55 - 61	9
62+	6
Total:	**59**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	9
Hispanic/Latina/e/o	7
White	30
Multiple races	12
Client Don't know / Refused	
No Answer	
Total:	**59**

Gender	Month
Female	24
Male	35
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:	**59**

Zip Code	Month	Zip Code	Month
93301	4		
93304	10		
93305	6		
93306	3		
93307	5		
93308	9		
93309	5		
93312	2		
93313	1		
95322	1		
93240	1		
93501	1		
93275	1		
93277	1		
93280	1		
97201	1		
Not specified	7		
Total			**59**

Program Highlights

Two individuals from Sae Camp were housed into permanent supportive housing and one individual transferred to M Street.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	429	3,150	14%		
Number of Referrals Received (SRV 7c)	75				
Number of Enrollments	30				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,135	5,132	8,100	14%	63%
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)	26	106	40	65%	265%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients secured placement (SRV 4o)	16	73	110	15%	66%

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	Interviews completed for Cal-Aim Program Coordinator and Billing analyst

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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	444	3,594	12%		
Number of Referrals Received (SRV 7c)	89				
Number of Enrollments	56				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,017	6,149	8,100	13%	76%

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)	7	113	40	18%	283%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	4	77	110	4%	70%

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	Cal-Aim Program Coordinator will onboard in September, and Billing analyst onboarded in August

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	July 1, 2024 to July 31, 2024		

Program Description

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

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	21	132	100	21%	132%
Number of Client Contacts	26	214	720	4%	30%

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	27
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	5	10

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	5	107
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	2	104
Transitional Housing Placements (SRV 4n)	0	19

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	12	99
Job Referrals (SRV 1l)	12	113
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	3
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 participating in community events in efforts to engage with justice involved participants.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

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

Program Description

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

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	25	157	100	25%	157%
Number of Client Contacts	62	276	720	9%	38%
Client Outcomes	**Month**	**YTD**			
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	0	27			
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	11	21			
Referrals	**Month**	**YTD**			
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	25	132			
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	25	129			
Transitional Housing Placements (SRV 4n)	0	19			

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	0	99
Job Referrals (SRV 1l)	13	126
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	0	3
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 participating in community events in efforts to engage with justice involved participants.

Program Highlights

All three staff members received training and certification as Reentry Specialists through the National Reentry Workforce Collaboration.



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	July-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.	5	753	1,100	0%	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.	0	2,300	3,500	0%	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.	1842	11,516	20,000	9%	58%
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.	2	7	6	33%	117%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Community Action Partnership of Kern

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Explanation (Over/Under Goal Progress)
Subcontractor #'s have slowed due to most schools being on summer break but should be returning to normal within the next 2 months. 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 to training staff on a new curriculum that the program is hoping to implement in the next few months.

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 July 2024, CFHL partnered with The Open Door Network to provide Direct Education classes and were able to offer a $50 Food Voucher incentive for those who complete the curriculum. CFHL has continued 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 F St. Farmers Market, Bakersfield Colleges Farmers Market distribution, CAPK Food Banks Distribution, BAIHP's Bright Futures, New Life Church's Back to school event.
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 highlight this month is that we met with another CalAim Direct support implementor to fill the gap with food Security within the Food Insecurity Screener. CFHL staff have also began training on a new curriculum to implement within the community.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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.	47	800	1,100	4%	73%
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.	114	2,414	3,500	3%	69%
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.	2227	13,743	20,000	11%	69%
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	8	6	17%	133%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)	
Subcontractor #'s have slowed due to most schools being on summer break but should be returning to normal within the next month. 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 to train staff on a new curriculum that the program is hoping to implement in the next few months.	
Program Strategic Goals	**Progress**
Minimize staff turn-over and become fully staffed.	The CFHL has 2 resignations in August 2024. 1 resignation was due to going out of the county to pursue a Master's Degree and the other was due to another position aligning more with their current Master's courses. Recruitment was opened, interviews were held, and 2 offers were made and accepted. 2 new staff are expected to start in September 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 August 2024, CFHL partnered with The Open Door Network and Taft Colleges TIL Program to provide Direct Education classes and was able to offer a $50 Food Voucher incentive for those who complete the curriculum. CFHL has continued 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 F St. Farmers Market, CalCity Farmers Market, Bakersfield Colleges Farmers Market distribution, and CAPK's Food Bank Distribution.
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.
Program Highlights	

Community Action Partnership of Kern

Monthly Report 2024

During the month of August 2024, CFHL continued the partnership with PVMG and continued collecting referral forms for clients. In 3 months CFHl was able to outreach to 72 families who screened positive for food insecurity and refer them to internal and external resources including Food Pantries within their zip code Collaboration with pantries with the Goal of converting into a Client's Choice Pantry has been progressing positively as well. The major highlight this month is that our program hosted its annual National Farmers Market Week celebration at the F. St Farmers Market. The event was a success with an estimated attendance of over 250 community members and 12 resource vendors.

Community Action Partnership of Kern
Monthly Report 2024

Month	July-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	57,424	394,575	600,000	10%	66%
Pounds Distributed	797,321	5,551,374	10,000,000	8%	56%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Pantry Program	94,707	568,901	1,000,000	9%	57%
Pounds Distributed	374,783	2,340,842	5,000,000	7%	47%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not included in Pantry Prgm)*	27,027	122,624	150,000	18%	82%
Pounds Distributed *(total)*	211,150	958,001	1,250,000	17%	77%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - CSFP	4,756	30,634	60,000	8%	51%
Pounds Distributed	207,136	1,162,792	2,000,000	10%	58%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Free Farmers Markets *(includes some connected to TEFAP distributions)*	16,500	93,014	175,000	9%	53%
Pounds Distributed	82,924	567,265	1,200,000	7%	47%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Brighter Bites	0	11,667	30,000	0%	39%
Pounds Distributed	0	114,230	450,000	0%	25%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Snack Attack	2,734	9,315	15,000	18%	62%
Pounds Distributed	1,170	4,990	12,500	9%	40%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Community Events	1,668	7,264	15,000	11%	48%
Pounds Distributed	160,163	697,385	1,200,000	13%	58%

Community Action Partnership of Kern
Monthly Report 2024

Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements	204,817	1,184,731	2,045,000	10%	58%
Total Pounds Distributed (SRV 5jj)	1,834,647	10,854,286	21,112,500	9%	51%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership through service providers, duplicated)	44	270	350	13%	77%
Other Volunteers (i.e., the general public, duplicated)	227	1,099	1,750	13%	63%

Explanation (Over/Under Goal Progress)
Brighter Bites does not operate in July as it is a school-based program. Despite this, the overall neighbor engagements number continues to exceed 200,000 monthly.

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

Program Highlights
In July, CAPK staff began a series of meetings with municipal leaders from communities we serve around the County. The first was July 18th with Delano. The next is scheduled for September in Wasco.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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)	$2,397,521.04	15,249,504	23,000,000	66%
Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,397,521.04	30,671,427	23,000,000	133%

Services	**Current Month**
Active Child Enrollment	2,662
Active Childcare Providers (SRV 7f)	555

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

During the month of July, the Migrant Childcare Program processed all childcare provider reimbursements for the month of June 2024 and finalized operations for FY 2023-2024. For the closing period the MCAP program was able to reach and exceed all set enrollment and reimbursement goals. Our reimbursement totals for the entire FY totaled $30.9 million dollars in childcare reimbursement payments. Another significant accomplishment is the opening of our second satellite office in Tulare County which will enable our program to serve our clients and community members better, enhancing access and minimizing traveling burden to our clients in the Tulare County area.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	Program administration is currently advertising two vacant positions to better serve the community in our Tulare and Kern County areas. These positions are currently being advertised for and interviews will be conducted as soon as possible.
2. Staff Retention and Professional Development (Training).	Program administration continued to offer trainings on a monthly basis both in group and individual settings.
3. Contingency Staffing Plan & Solidify Program Growth.	Program administration continues to seek out and facilitate personal and professional development opportunities for staff members, and management team members. Policy reviews

Program Highlights
For the FY 23/24, the MCAP program was able to reach and exceed all set enrollment and reimbursement goals. Our reimbursement totals for the entire FY totaled $30.9 million dollars in childcare reimbursement payments. Another significant accomplishment is the opening of our second satellite office in Tulare County which will enable our program to serve our clients and community members better, enhancing access and minimizing traveling burden to our clients in the Tulare County area.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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)	$2,358,564.00	17,608,068	23,000,000	77%
Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,358,564.00	33,029,991	23,000,000	144%

Services	**Current Month**
Active Child Enrollment	2,646
Active Childcare Providers (SRV 7f)	544

	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 expected to meet 100% of the contract amount for the new FY 2023-2024. After processing the first month of reimbursements, it was verified that we show to be on target to meet all program set goals.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	Program administration is currently hiring for two family specialists positions. These positions will provide support and manageable workloads for our satellite office staff members.
2. Staff Retention and Professional Development (Training).	Program management continues to provide monthly training and support opportunities to staff, enhancing personal and professional development for all staff.
3. Contingency Staffing Plan & Solidify Program Growth.	Program management continues to revise and update policies as necessary to reflect current CDSS directive. Further, management is conducting a revision of program policies and procedures and enhancing the quality of work with regular reviews and technical assistance sessions with staff.

Program Highlights

The Migrant Childcare Program began FY 2024-2025 in the month of July 2024. Processed reimbursement totals in the month of August indicate that we are on target to be able to meet our set reimbursement goals this year.

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Monthly Report 2024

Month	July-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)	14,365		14,610		98%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,048		900		116%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	11	94	268	4%	35%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	205	1,214	1,200	17%	101%
WIC Presentations and Outreach Events	5	44	100	5%	44%
Publication in newspaper, television, and/or social media postings (English and Spanish)	13	221	350	4%	63%
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.	2	2	120	2%	2%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	229	1,695	1000	23%	170%

Explanation (Over/Under Goal Progress)

RBL position vacant since Jan 2024.

Program Strategic Goals	Progress

Restructure WIC Program staffing model to improve recruitment and retention of staff.	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 be evaluated the first week of Sept. The CAPK- WIC program has provided staff with competitive salaries which has improved staff morale.

Program Highlights

CAPK - WIC has increased events with the community which has improved community relationships with our WIC participants. In the month of July, WIC CAPK reached 98.32% of the participation caseload requirement.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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)	14,454		14,610		99%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,024		900		114%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	15	109	268	6%	41%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	118	1,332	1,200	10%	111%
WIC Presentations and Outreach Events	6	50	100	6%	50%
Publication in newspaper, television, and/or social media postings (English and Spanish)	3	224	350	1%	64%
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.	3	5	120	3%	4%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	187	1,882	1000	19%	188%

Explanation (Over/Under Goal Progress)

We hired a new RBL 8/6/24 and she completed her RBL orientation on 8/14/24. She was not allowed to visit stakeholders per CDPH regulations until she completed her orientation along with trainings for the position. We no longer have the LVL and Outreach position which resulted in lower social media posts since we are training staff. We maintained consistent LVL visits because we had previously cross trained multiple staff

Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff.	The WIC Program is planning to relocate the CAPK WIC main office at 500 E California Bakersfield to improve participant and staff safety. We believe improving office accessibility and safety for participants will increase enrollment and participation at the WIC main office.

Program Highlights

WIC has received a 100-client caseload increase from CDPH WIC due to performance over the last few months. The program reaching 99% of monthly caseload has demonstrated to CDPH WIC that we need additional funding to increase WIC services. Due to performance CDPH WIC has granted the CAPK WIC program with an additional $358,944 for the next fiscal year of our WIC contract. At the operational level the increase in wages for WIC staff have improved staff morale and teamwork. The caseload implementation has just started but I'm confident it will ensure an equitable caseload. New CAPK- WIC events have improved community relationships with current WIC participants. We hired a new RBL 8/6/24 and she completed her RBL orientation on 8/14/24. In the month of August, CAPK- WIC reached 98.99% 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	July-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)	12	30	60	20%	50%
Street Outreach and Education	10	49	75	13%	65%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	6	12
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	2	30
Mental Services (SRV 7c)	5	14
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	0	10
Educational and Career Development (SRV 7c)	0	4

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	51	237
House Hold Items	14	90
Hygiene Kits (SRV 5oo)	17	89
Emergency Clothing (SRV 7n)	61	281
Administrative Services & Copies	16	67
Transportation Services (SRV 7d)	2	9
Educational Supplies (SRV 2k)	0	0
Covid - 19 Supplies (SRV 5oo)	15	33

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	17	23	30	57%	77%
Children Receiving Case Management Services (SRV 7a)	24	30	30	80%	100%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	3	14	10	30%	140%
Children Educational Center Base Activities (FNPI 2b)	0	11	30	0%	37%
Children Educational Home Base Activities (FNPI 2b)	24	33	30	80%	110%
Children Summer Bridge Activities (FNPI 2b)	7	14	15	47%	93%
Collaborative Meetings Participated	1	7	12	8%	58%
Family Support Services for non-clients with children 5 and under	107	256			
First 5 Total	**183**	**388**			

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)	106	354			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	7	129	150	5%	86%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)		437	1800	0%	24%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	143	935
Baby Supplies (SRV 2w)	86	426
Covid - 19 Supplies (SRV 5oo)	20	57
Court Mandated Parenting Correspondence (SRV 2w)	3	30
Educational Supplies (SRV 2k)	5	55
Emergency Clothing (SRV 7n)	167	953
Food Assistance (SRV 7c)	156	1034
Household Items (SRV 7c)	52	421
Hygiene Kits (SRV 7c)	44	124

Referrals (SRV 7c)	18	248
Transportation Services (SRV 7d)		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 Care for Kids, which allowed us to purchase new educational hands on supplies for our center-based classroom. We were able to purchase a play kitchen which had not been upgraded for over 10 years,
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We are partnering with other organizations and providing services to our Afghan Community who are currently relocating to Mojave. We have approximately 40 families with minimal 6 members in each household for a total of 240 new residents. EKFRC has provided many services to the Afghan Community which include food, diapers, emergency clothing and referring to other programs such as WIC, medical services and more.
3. Improve on-site services to more effectively connect with the East Kern target population.	Our HMIS Team continues to do outreach in the East Kern Community , sharing flyers and information regarding our program and services we are providing to our homeless population.

Program Highlights
We received $5000 from Care for Kids, EKFRC had a wish list for fun educational learning hands on toys. We also purchased books and a carpet and couch for the pre schoolers reading area. Our KHS construction project is running as scheduled and soon we will have our washers and dryers installed and ready to provide services to our case managed community.

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Month	August-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)	27	57	60	45%	95%
Street Outreach and Education	32	81	75	43%	108%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	4	16
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	2	32
Mental Services (SRV 7c)	0	14
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	0	10
Educational and Career Development (SRV 7c)	1	5

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	51	288
House Hold Items	19	109
Hygiene Kits (SRV 5oo)	16	105
Emergency Clothing (SRV 7n)	66	347
Administrative Services & Copies	12	79
Transportation Services (SRV 7d)	6	15
Educational Supplies (SRV 2k)	0	0
Covid - 19 Supplies (SRV 5oo)	20	53

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First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	25	30	7%	83%
Children Receiving Case Management Services (SRV 7a)	2	32	30	7%	107%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	14	10	0%	140%
Children Educational Center Base Activities (FNPI 2b)	12	23	30	40%	77%
Children Educational Home Base Activities (FNPI 2b)	1	34	30	3%	113%
Children Summer Bridge Activities (FNPI 2b)	0	14	15	0%	93%
Collaborative Meetings Participated	0	7	12	0%	58%
Family Support Services for non-clients with children 5 and under	45	301			
First 5 Total	**62**	**450**			

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)	119	473			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	8	137	150	5%	91%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	88	525	1800	5%	29%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	134	1069
Baby Supplies (SRV 2w)	79	505
Covid - 19 Supplies (SRV 5oo)	90	147
Court Mandated Parenting Correspondence (SRV 2w)	12	42
Educational Supplies (SRV 2k)	102	157
Emergency Clothing (SRV 7n)	184	1137
Food Assistance (SRV 7c)	144	1178
Household Items (SRV 7c)	61	482
Hygiene Kits (SRV 7c)	54	178
Referrals (SRV 7c)	26	274

Transportation Services (SRV 7d)		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 applied for the First 5 funding opportunity for the upcoming 3 years.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We partnered with the Mojave Unified School District and were able to join them and provide school supplies for the Back to School Backpack giveaway. Their event was a success ,this event took place in California City Hacienda Elementary school. We partnered with the Mojave Moms and partnered with their BackPack giveaway which took place in Mojave at a local church, we also partnered with The Salvation Army and their Backpack give away in Rosamond CA, We reached out to a total of 160 students providing them with crayons, colored pencils, pencils, new socks, pencil boxes etc. during our three events.
3. Improve on-site services to more effectively connect with the East Kern target population.	We are seeking Medi-cal services for our center. We would like to be trained and provide that service to our clients. We will be focusing on all our clients but more so on our Homeless population and take the opportunity of meeting with them and offering them that service along with cal-fresh and renewals.

Program Highlights
We had the opportunity of meeting with Nimo who is the Project Manager for the Afghan Community. Our meeting was attended by Jeremy Tobias our CEO, Louis Gill, Pritika Ram, Freddy Hernandez, Rebecca Moreno and our Grant Team. We offered more services and asked How can we help? The meeting was successful. We had the opportunity of touring the Afghan Community Mobile Park and learned a lot more regarding their culture.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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)	13	16	30	43%	53%
Children Receiving Case Management Services (SRV 7a)	14	18	30	47%	60%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	7	10	0%	70%
Children Educational Home Base Activities (FNPI 2b)	14	17	15	93%	113%
Children Summer Bridge Activities (FNPI 2b)	13	24	10	130%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)	96	273			
First 5 Total	**150**	**355**			

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)	N/A	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)	0	83	75	0%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	17	248	150	11%	165%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	136	1013	1800	8%	56%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	58	473
Baby Supplies (SRV 2w)	119	700
Copies	30	183
Court Mandated Parenting Correspondence (SRV 2w)	0	20
Educational Supplies (SRV 2k)	49	219

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Emergency Clothing (SRV 7n)	14	93
Food (SRV 7c)	142	952
Household Items (SRV 7c)	139	956
Referrals(SRV 7c)	50	208
Transportation Assistance (SRV 7d)	29	204
Total Community Services	**630**	**4008**

Explanation (Over/Under Goal Progress)

The new F5K fiscal year started on July 1st therefore higher number as existing F5K clients continuing to receive services are being rolled over to the new fiscal year. Note that DHS grant reporting ended June 30th 2024 hence NA in results.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for the next 3-year funding cycle from First 5 Kern for 2025-2028.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the United Way Resource Fair in Ridgecrest on 07/22/24 promoting its services to the community. The Oasis FRC received additional donations of supplies from Baby2Baby to help with victims of the Borel fire. The Oasis FRC also received dental supplies from Kern County Dental Society.

Program Highlights

The Oasis FRC hosted its July Summer Bridge program with 13 children. 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).

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Month	August-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)	4	20	30	13%	67%
Children Receiving Case Management Services (SRV 7a)	4	22	30	13%	73%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	7	14	10	70%	140%
Children Educational Home Base Activities (FNPI 2b)	2	19	15	13%	127%
Children Summer Bridge Activities (FNPI 2b)	0	24	10	0%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)	46	319			
First 5 Total	**63**	**418**			

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)	N/A	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)	0	83	75	0%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	24	272	150	16%	181%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	249	1262	1800	14%	70%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	77	550
Baby Supplies (SRV 2w)	126	826
Copies	33	216
Court Mandated Parenting Correspondence (SRV 2w)	15	35
Educational Supplies (SRV 2k)	75	294

Community Action Partnership of Kern

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Emergency Clothing (SRV 7n)	17	110
Food (SRV 7c)	168	1120
Household Items (SRV 7c)	140	1096
Referrals(SRV 7c)	63	271
Transportation Assistance (SRV 7d)	31	235
Total Community Services	**745**	**4753**

Explanation (Over/Under Goal Progress)

Note that DHS grant reporting ended June 30th 2024 hence N/A in results.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for funding from WACOM (Women's Auxiliary of the Commissioned Officer's Mess) for the Fall 2024 funds distribution.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC participated in the Child Support Services backpack distribution helping distributing backpacks and conduct outreach to the Ridgecrest community. The FRC coordinated the recruitment of 50 volunteers to support the Kiwanis Back to School Shopping Spree on 08/03/24. The Oasis FRC also received backpacks and school supplies from Boeing. Boeing will provide a monetary match of all items purchased by employees.

Program Highlights

The Oasis Family Resource Center started a new court-mandated parenting class in August with 9 parents (7 reported to F5K with children 0-5 and 2 additional parents with children 6-18). A great focus was to help families with back to school supplies in August. The Oasis FRC started helping new Afghan refugees families moving to Ridgecrest in August. The Oasis Family Resource Center provided community services responding to a total of 347 inquiries in the month of April 2024. This was yet another new record for the busiest month ever since the OFRC opened in May 2021.

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Monthly Report 2024

Month	July-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	734	4,660	3,200	23%	146%
Utility Payments	$ 649,479	$ 4,963,476.43	$ 4,947,219	13%	100%
Households Served - Weatherization	15	111	200	8%	56%
Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	2	2	324	1%	1%
Utility Payments	$ 2,000	$ 2,000.00	$ 325,164	1%	1%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Households Served - Utilities Assistance	7	437	450	2%	97%
Utility Payments	$ 5,225	$ 664,231.07	$ 744,877	1%	89%
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)	**743**	**6,650**	**4,350**	17%	153%
Total Utility Payments	**$ 656,703**	**$ 6,132,290.51**	**$ 5,994,553**	11%	102%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**15**	**111**	**200**	8%	56%
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	**19**	**92**	**200**	10%	46%
Total Weatherized Homes Payments	**220,040**	**$ 1,262,406.48**	**$ 2,677,067**	8%	47%

Explanation (Over/Under Goal Progress)

1) DOE BIL 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	Guidelines for program are currently being review by state. Will update this goal in the near future.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2024

Month	August-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	843	5,503	3,200	26%	172%
Utility Payments	$ 596,751	$ 5,560,227.78	$ 4,947,219	12%	112%
Households Served - Weatherization	12	123	200	6%	62%

Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	0	2	324	0%	1%
Utility Payments	$ -	2,000	$ 325,164	0%	1%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	6	8	450	1%	2%
Utility Payments	$ 4,358	$ 6,358.42	$ 744,877	1%	1%

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)	**849**	**7,499**	**4,350**	20%	172%
Total Utility Payments	**$ 601,110**	**6,733,400**	**$ 5,994,553**	10%	112%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**12**	**123**	**200**	6%	62%

Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Weatherized	**15**	**107**	**200**	8%	54%
Total Weatherized Homes Payments	**212,503**	**$ 1,474,909**	**$ 2,677,067**	8%	55%

Explanation (Over/Under Goal Progress)

1) DOE BIL WAP contract is currently underway - anticipate jobs to start closing within next couple of months - state is changing program goals for all LSP's (Local Service Providers)

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	As of 8/27/24, this is now live on the Energy Program's website

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 October-November 2024.
3) Meet at least 22% of production goal for DOE BIL WAP contract	Guidelines for program are currently being review by state. Will update this goal in the near future.

Program Highlights

1) We went live with an online client self-application tool for utility assistance services. This took about 8 months to design (Hancock) and test.

2) Over the last several weeks in August, IT has been working with the Energy Program to complete Phase 1 of an Energy Project Management Tool. The project management tool was initially created and maintained by Energy staff member Jose Gomez. In conjunction with Jose, our IT Team worked to port this over to a sustainable and compatible system to be used by our program.

3) The CAPK Energy Program signed a $1.7 million contract with PG&E for a utility arrearage case management (pilot program), the first of its kind, in the state of California.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	49	49	100	100%	49%
Summer Program (Max Capacity due to COVID) (SRV 2m)	13	70	35	19%	200%
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	0	27%
Canvasing phone calls and flyers	-	7,494	12,000	0	62%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	-	1
Outcome/Case Managed Families (SRV 7a)	-	12
Provided Food Assistance (SRV 7c)	-	67
Assisted with Energy/HEAP Services (SRV 7c)	-	2
Provided Assistance with Medi-Cal (SRV 7c)	-	-
Provided Mentoring Services (SRV 2p, 7c)	9	65
Assisted with relocation services	-	-
Deposit Payments (SRV 4d)	1	1
Temporary Housing Placements (SRV 4m)	-	-

Explanation (Over/Under Goal Progress)

The Medi-Cal Program ended during the start of June of 2024, so there are no numbers to report for that program. The afterschool program is not offered in July so there are no participants to report for that month. CAPK was granted a New Mentor Program which started 7/1/24. The numbers reported above show the number of participants in the new Mentor Program (49). The former Mentor Program ended 6/31/24.

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 seeking sponsorships for the 2024 Mixer fundraiser. A huge Thank You to Kern Health Systems and PENTA Construction for the sponsorships and support of the CAPK Friendship House.
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 Program Administrator is actively seeking grant opportunities to benefit youth and families in Kern County.

Program Highlights

The CAPK Friendship House will be hosting a backpack giveaway on Sunday, August 11th at Vintage Cutz, located at 2677 Mt. Vernon Ave. in Bakersfield. Along with backpacks & school supplies, youth will be treated to free haircuts, food boxes, and hot dogs & drinks. A huge Thank You to Vintage Cutz and to all those who donated time & supplies to make this well needed event possible!

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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	18	67	100	27%	67%
Summer Program (Max Capacity due to COVID) (SRV 2m)	-	70	35	0%	200%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	13	56	50	23%	112%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	-	4,057,577	15,000,000	0	27%
Canvasing phone calls and flyers	-	7,494	12,000	0	62%

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	1
Outcome/Case Managed Families (SRV 7a)	0	12
Provided Food Assistance (SRV 7c)	0	67
Assisted with Energy/HEAP Services (SRV 7c)	0	2
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	3	68
Assisted with relocation services	0	-
Deposit Payments (SRV 4d)	0	1
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Medi-Cal Program ended during the start of June of 2024, so there are no new numbers to report for that program. The Summer Program ended in August and there were no new program 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 seeking sponsorships for the 2024 Mixer fundraiser. A huge Thank You to Valley Strong and Houchin Community Blood Bank for their sponsorships in August to support the CAPK Friendship House.
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 Program Administrator is working with the CAPK grant team to actively seek grant opportunities.

Program Highlights

On August 19 Councilmember Arias, a few investors, and representatives from the City of Bakersfield held a community meeting at the Friendship House to inform community members about the ground breaking of new housing of all types, the MLK Blvd sewer line expansion, a new retail shopping center, and many other community amenities coming to the area of Southeast Bakersfield. The event was well attended by the community who were able to ask questions and provide input on the new developments coming to the area.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-24	Program/Work Unit	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	46	60	75%	77%
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)	-	189
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	-	
On Site Collaboration: Energy, VITA, Food Bank	-	

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)

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.	Grade assessment was on break due to school not being in session
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.	Consistently working with the Foundation and Grants team to find additional funding.
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Conducted impromptu survey of student interests to help plan activities

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Program Highlights
Summer Program was in full swing as kids attended for 9 weeks. Students enjoyed activities, guest speakers and a few field trips.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-24	Program/Work Unit	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	-	46	60	0%	77%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	15	29	35	43%	83%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	6	195
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	-	
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)

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.	School term just began. Staff is already contacting parents about Back-to-School reports and conducting plans for student success.
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.	Two recent grants are now complete and are in the process of having reports written.

3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Students have expressed areas of interest that they would like to pursue. Staff is researching areas that can meet

Program Highlights

Students returned from the Summer break. Majority of the students are returning students, although we do have 4 new faces.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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.

e-Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	53	6,912	7,400	1%	93%
Social Security Number (SSN)	47				
Individual Taxpayer Identification Number (ITIN)	6				
State	110	7,152	7,400	1%	97%
Social Security Number (SSN)	78				
Individual Taxpayer Identification Number (ITIN)	32				

Paper Filed Tax Return (SRV 3o) *(total YTD added to Federal YTD)*	Month	YTD
Paper-files Tax Returns	-	-

Sub-contactor: United Way Central Eastern California	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	-	0	2,600	-	-
State	-	0	2,600	-	-

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$44,701	$4,281,802
State Refunds	$33,353	$3,349,437
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$35,607	$2,716,105
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$8,345	$2,146,500
Total Refunds and Credits	**$122,011**	**$12,493,844**

Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	-	$0

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State Refunds	-	$0			
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	-	$0			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	-	$0			
Total Refunds and Credits		**$0**			
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)	7	193	150	5%	129%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	**Progress Towards Goal**
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	**August-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.

e-Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	45	7,245	7,400	1%	98%
Social Security Number (SSN)	38				
Individual Taxpayer Identification Number (ITIN)	7				
State	50	7,202	7,400	1%	97%
Social Security Number (SSN)	43				
Individual Taxpayer Identification Number (ITIN)	7				

Paper Filed Tax Return (SRV 3o) *(total YTD added to Federal YTD)*	Month	YTD
Paper-files Tax Returns	288	288

Sub-contactor: United Way Central Eastern California	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	2,711	2,711	2,600	104%	104%
State	2,711	2,711	2,600	104%	104%

Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$19,531	$4,301,333
State Refunds	$22,352	$3,371,789
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$18,700	$2,734,805
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$5,498	$2,151,998
Total Refunds and Credits	**$122,011**	**$12,559,925**

Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$2,139,191	$2,139,191
State Refunds	$654,010	$654,010

Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$1,400,898	$1,400,898			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$281,138	$281,138			
Total Refunds and Credits		**$4,475,237**			
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)	7	200	150	5%	133%

explanation of over or under

Subcontractors information is January through August 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.	Attending multiple outreach events in order to recruit new volunteers and site locations.

Program Highlights

The CAPK VITA program has surpassed the VITA minimum return requirement of 10,000 in partnership with United Way of Central Eastern California.



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	0	0	0	132
Dynamic 365 Enhancements	0	0	0	5

Projects	*Description of Status*	*Current % Status*
Universal Intake		
Contract Management System		
In-kind Management		
CalAIM - KHS		
Referral Management Enhancements		
FRC Platform Updates		
Feeding America Service Insights Project		

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	210	483	241	242

Construction Projects	*Description of Status*	*Current % Status*
Food Bank Expansion	Generator installed	100%
Central Kitchen	1303 Has been approved, Construction Started	50%
18th Street Admin	3rd floor finalizing finishes, framing Board Room RR and additional offices / 2nd floor finalizing finishes	99% / 99%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Pending Inspections	85%
Stockdale HS		Play Yard installation began Front Office Open Entry began	75%
EKFRC		East Kern new office space TI began laundry room	60%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	15%
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	60%

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders				0

Information & Technology Projects	*Description of Status*	*Current % Status*
Head Start Expansion		

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	2	46
First Aid	4	15
Medical	1	2
Modified Duty	0	3
Lost Time	0	0
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	2	5
Property	0	15
Vehicle Incident / Grand Theft Auto	0	8
Motor Vehicle Accident	2	4
Work Place Violence / Over Doses / Death	1	3
Total	**12**	101

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

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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	0	0	0	132
Dynamic 365 Enhancements	0	0	0	5

Projects	*Description of Status*	*Current % Status*
Universal Intake		
Contract Management System		
In-kind Management		
CalAIM - KHS		
Referral Management Enhancements		
FRC Platform Updates		
Feeding America Service Insights Project		

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	225	663	200	201

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen	1303 Has been approved, Construction Started	51%
18th Street Admin	3rd floor finalizing finishes, framing Board Room RR and additional offices / 2nd floor finalizing finishes	99% / 99%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Resource Development Center Completed	95%
Stockdale HS		Play Yard nearing its completion Fire Inspection To Do List is being worked on Getting Center ready for licensing	95%
EKFRC		East Kern new office space TI began laundry room	85%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	18%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed	10%
Alberta Dillard		Survey Complete Working of Property Line Discrepancies	5%
Food Bank Pole Sign		Completed	100%

Community Action Partnership of Kern

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders				0

Information & Technology Projects	*Description of Status*	*Current % Status*
Head Start Expansion		

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	8	54
First Aid	3	18
Medical	0	2
Modified Duty	0	3
Lost Time	0	0
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	2	7
Property	3	18
Vehicle Incident / Grand Theft Auto	1	9
Motor Vehicle Accident	0	4
Work Place Violence / Over Doses / Death	0	3
Total	**17**	118

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

Program Highlights



Community Development

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

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	27,000	175,987	250,000	11%	70%
Facebook Impressions (i.e., number of times users see content)	323,616	2,805,247	4,500,000	7%	62%
Other Social Media Impressions	18,727	138,993	250,000	7%	56%

Highest Performing Post



https://www.facebook.com/photo/?fbid=867374905426048&set=pcb.867375132092692

2,616 impressions How many times the post came across screens)
2,612 reach (how many individuals saw the post)
75 interactions (how many liked, commented, or shared)

Outreach Special Projects

Sorted 15,000 books in collaboration with KC Child Support and distributed them to them, UFW, KCL, and several other local partners
Attended the 3rd of July event in Shafter and passed out books and shared information of KHEP shafter meeting
Began on the redevelopment of the CalFresh and WIC websites
Relaunched a newly designed 211 website
Partnering with CVAF in the marketing of the 2024 Veterans Stand Down
Hosted KHEP Community meeting at the Shafter Youth Center
Attended CALVIP graduation ceremony to provide media coverage
Attended State of the City Luncheon
Savannah met with WV CAP, Texas State CAP, and Alaska rural CAP as representation of the NCAP YPAC in collaborating with young professional development
Savannah met with CALCAPA in planning the launch of a YP affinity group statewide

Community Action Partnership of Kern

Monthly Report 2024

Outreach Advocacy
CPO& Homeless services team went to DC for conference and met with elected officials such as Congressman Valadao
Completed a CSBG comment in partnership with CALCAPA
Toured Congressman Valadao's Staff member Steven Kemp around FHCC and Food Bank
Toured Assemblymember Tom Lackey at EKFRC
Toured Congressman Valadao around FHCC

Advocacy Watch-list
CAL-EITC Tax credit expansion

Projects
In July, the Kern Coalition, along with Dalberg, the contracted research firm, organized another round of community meetings across all five subregions. These meetings aimed to inform the communities about the final selected tradable and locally serving industries. The tradable industries prioritized in the Regional Plan Part Two are Manufacturing, Clean Energy, and Agriculture. Additionally, the three highlighted locally serving industries are Healthcare, Entrepreneurship, and Education & Workforce Development. During the meetings, community members provided feedback on the selected industries, as well as the objectives and strategies aligned with each industry, with the vision of creating better jobs and increasing access to opportunities for obtaining those jobs. The Governance Council has completed their training sessions focused on team bonding, economic development, and evaluating viable projects. Additionally, the group has started reviewing their bylaws, aiming for eventually ratifying. As the fiscal sponsor of the Kern Coalition, KCCD has published two RFPs: one for a grant writing firm and another for a PR and marketing firm. These efforts are to help finalize the deliverables for the planning phase of the CA Jobs First Initiative.
The IS team has concluded the first phase of updates to the IRM Platform and java set up the testing environment. On 7/30 the team led a virtual training to demonstrate how programs could use the testing environment and provide feedback.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Ongoing Monthly Reporting	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.
Pending Annual Organizational Standards Report due 8/30/2024 to CSD.	

Foundation
Meeting with Food Bank Team to discuss ongoing fundraising strategies specifically a fundraising night with the Condors game.and a fundraising night at the Bakersfield TrainRobbers game.
Scouted locations for 2025 Gourmet For Good including touring the Nirvana Estate and the Old River Ranch.
Met with event planner, Elaine Solan to discuss Consulting services for Gourmet For Good 2025
Researched costs and developed plans to add a Drive-Thru Lunch component to the KGET-TV Holiday Food Drive to increase funds for the Food Bank's annual event.

Community Action Partnership of Kern

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Redesigned the PowerPoint for the Delano Food Insecurity Presentation.
Attended the Chamber of Commerce Ambassadors luncheon.
Attended the State of the City Luncheon.
Attended In-person ROMA Training.
Attended the City Connect monthly meeting in Tehachapi.
Meeting with Central Kitchen Team. Discuss past collaboration with Gourmet For Good and also possible collaboration for the drive-thru lunch for KGET Holiday Food Drive.

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.	Participating twice monthly meetings 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	August-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	-	175,987	250,000	0%	70%
Facebook Impressions (i.e., number of times users see content)	-	2,805,247	1,250,000	0%	224%
Other Social Media Impressions	-	138,993	250,000	0%	56%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid035S4YvAD3iNBGt5CEL3ckoBXzRpsT7v7KyJduzGtbDALQZ4GyaLPrHd7a1sY7H4p5l

95,446 impressions How many times the post came across screens)

50,748 reach (how many individuals saw the post)

2,409 interactions (how many liked, commented, or shared)

Outreach Special Projects

Ongoing revamp project for WIC program's website
Finalized revamp project for CalFresh Healthy Living Program website along with Website training to CalFresh HL outreach specialist
Building the TCC website in collaboration with Operations, Grants, and Energy program
Updated Dual Language One Sheets; in print production
Creating program collateral for CSPP Program: Flyers, Graphics, and Headshots,
Assisted CalFresh Healthy Living with National Farmers Market Event: provided media and promotional assistance
Assisted Friendship House with Back to School Event: provided media and promotional assistance
Actively working with Friendship House program and Advisory Board on annual Fundraising event: Sponsorship packet, promotional assistance, and logistics.
Assisting Foundation and Food Bank Lunch and Learn project: Created script and editing video for those presentations.
Ongoing Recruitment Campaign: Social Media Marketing, KGET proposal finalized and campaign now in effect.
Hunger Action Month Campaign created: talking points, merch, collateral, and event planning.
Hunger Action Month Campaign: Coordinated Press Conference

Community Action Partnership of Kern

Monthly Report 2024

Hunger Action Month Campaign: Social Media Campaign planned
Hunger Action Month Campaign: Coordinating PSA's with all Media Outlets, creating script and scheduling interviews to promote Feed the Need 2024
Finalized collateral for Housing and Supportive Services: Dual Language program flyer for CalAIM and updated rack cards for CES, that include emergency shelters, food pantries, and drop in centers.
Outreach assistance for programs and Kern County Child Support Services Back 2 School event
Media support for Head Start Pre-Service
Marketing and Comms support for Head Start Father Figure Conference
Actively working with Kern County Public Health and community partners for KHEP committee. Planning community engagement meetings throughout Kern County.
Scheduling media interviews to promote Migrant Childcare program via Spanish media outlets
Working with Human Resources on beautification project for their space.
Working on creating wall wraps for walls in Administrative Office 3rd Floor building.
Savannah attended NCAP and lead YPAC cohort in training development and lead workshop.
Savannah attended State Hispanic Chamber of Commerce event
Projects
In August, the Kern Coalition, in collaboration with Dalberg, worked on finalizing the Regional Plan Part 2, which was due on August 30th. This report outlines a strategic plan with various strategies for each identified priority industry to create access to quality jobs. We also focused on finalizing the details for the CJF summit, scheduled for Saturday, September 7th. This summit will be free to the community and highlight the work accomplished during the planning phase of the CA Jobs First initiative. Dalberg will also be presenting the Regional Plan Part 2 to all stakeholders present. The presentation will highlight strategies for creating accessible quality jobs and moving towards a carbon-neutral economy.
The IS team officially launched the updated IRM Platform on August 16, 2024. Following the virtual training, a two-week period was provided for feedback and reporting issues. No issues were reported. Referral groups have been updated to ensure that the correct team members receive referrals. Additionally, a new onboarding manual has been created and is available on SharePoint. For any new issues or encounters, please submit a ticket or email is-support@capk.assist.com. If possible, include a description of the problem and a screenshot.
Foundation
Participated in twice monthly meetings with Food Bank Team to discuss ongoing fundraising strategies.
Development meeting with Spectrum to develop corporate support.
Volunteered at Friendship House "Back To School Event"
Submitted PG&E Community Resiliency Grant for Food Bank for 59,350 to support general operations.
Finalized numbers and program allocation for Gourmet For Good 2024.
Worked on development of Food Bank Holiday Food Drive. Met with Central Kitchen Team and vendor to review logistics. Sent volunteer opportunity to PG & E to recruit volunteers for day of event. Secured Media

Community Action Partnership of Kern

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Revised the job description and implemented the recruitment of a Donor Relations Administrator for the Foundation.
Attended networking reception and luncheon for California Hispanic Chamber of Commerce Convention.
Attended In-person ROMA Training.
Developed collateral for Gourmet For Good 2025 inlcuding Save The Date and Sponsorship Packet
Developed and updated Venue & Contractor vendor contracts for G4G 2025.
Developed Foundation Campaign Workbook to track development activites for each program annually.
Reached with Sponsorship request to Alta One Bank and to the Ridgecrest Grocery Outlet to support the Oasis FRC through the Paper Huggy Heart Campaign.
Attended the Bakersfield National Cemetery annual fundraising dinner at Tejon Ranch.
Sent out invitation for Food Bank's Lunch & Learn Series for end of October.
Attended the National CAP Convention in Seattle.

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.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Foundation support for Anti-Hunger Month Campaign.
Increasing board effectiveness into your annual strategic planning process.	Continue to set-up individual meetings with board members to outline responsibilities that will align with the mission of and vision of the Foundation.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	Utility Service Payment	Food Pantries
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	7074	43,907	90,000	8%	49%
Kings County	296	1,681	4,000	7%	42%
Tulare County	846	5,875	10,000	8%	59%
Stanislaus County	852	5,645	10,000	9%	56%
Fresno & Madera	2776	21,599	20,000	14%	108%
Merced & Mariposa	107	548	900	12%	61%
Total I&R Calls Handled	**11,951**	**79,255**	**134,900**	**106%**	**59%**

Average Wait Time	**0:29**
Average Handle Time	**5:18**

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.	16	10.9	**5.14**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 3l)	46	22	158	300	14%	53%
Medi-Cal Application (MNP) (SRV 3h)	-	-	142	100	0%	142%
Medi-Cal Redetermination- KP (SRV 3h)	16	0	0	70	0%	0%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	75	49	247	300	20%	82%

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)*	27,531	168,284	225,000	12%	75%

Other Calls	**Month**	**YTD**
LIHEAP (SRV 7b)	4,346	24,532
Mental Health (SRV 7c)	518	2,988
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	939	4,643
Food-related Calls (SRV 7c)	1,534	10,474
Housing and Homelessness Calls (SRV 7c)	2,555	16,325

Health and Human Service Referrals (SRV 7c)	2,319	16,033	
Total Other Services		74,995	

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. The Medi-Cal Health Navigator Program (Medi-Cal) came to an end on 6/30/24 resulting in State budget changes; as of 7/1/2024, the program is no longer in contract to lead those efforts.

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 is 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. The program has been able to renew contracts with existing Funders.

Program Highlights

The program achieved an average of 94% calls handled and 6% abandoned calls amongst seven (7) campaigns for the month of July 2024 which lends itself to continuous efforts of improvement. The program has renewed contracts with three (3) of its county partners.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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	Utility Service Payment	Homeless Diversion Programs	Food Pantries
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	6463	50,370	90,000	7%	56%
Kings County	302	1,983	4,000	8%	50%
Tulare County	872	6,747	10,000	9%	67%
Stanislaus County	956	6,601	10,000	10%	66%
Fresno & Madera	3355	24,954	20,000	17%	125%
Merced & Mariposa	86	634	900	10%	70%
Total I&R Calls Handled	**12,034**	**91,289**	**134,900**	**107%**	**68%**
Average Wait Time	**0:41**				
Average Handle Time	**5:37**				

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.	16	10.9	**5.06**

Grant Funded Services	**Activity**	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
CalFresh Application (SRV 3l)	53	24	182	300	13%	61%
Medi-Cal Application (MNP) (SRV 3h)	-	-	142	100	0%	142%
Medi-Cal Redetermination- KP (SRV 3h)	14	2	2	70	100.00%	3%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	57	33	280	300	12%	93%

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)*	30,588	198,872	225,000	14%	88%

Other Calls	**Month**	**YTD**
LIHEAP (SRV 7b)	5352	29,884
Mental Health (SRV 7c)	461	3,449
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	1204	5,847
Food-related Calls (SRV 7c)	1388	11,862
Housing and Homelessness Calls (SRV 7c)	2103	18,428

Health and Human Service Referrals (SRV 7c)	2072	18,105
Total Other Services		87,575

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. The Medi-Cal Health Navigator Program (Medi-Cal) came to an end on 6/30/24 resulting in State budget changes; as of 7/1/2024, the program is no longer in contract to lead those efforts.

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 is 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. The program has been able to renew contracts with existing Funders.

Program Highlights

The program has a newly certified Community Resource Specialist. With consistent call procedures in place, the average calls handled is 94% and abandoned is 6% abandoned amongst seven (7) campaigns for the month of August 2024.

Community Action Partnership of Kern

Monthly Report 2024

Month	July-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	Interview Clothing	N/A
BCSD Referral Type	M.T.S.S (0)	F.A.C.E (10)	OTHER (4)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	14	363	650	2%	56%
Families Receiving Case Management Services (SRV 7a)	6	87	488	1%	18%

Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**
Families that completed Pre-assessment	6	89
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)	1	51
Total Families referred internally for Housing (CES)	1	31
Total families referred for Employment Resources (2-1-1 or external)	1	27
Total Families referred internally for Childcare (Head Start)	1	19
Total Families referred internally for Utility Assistance (Energy)	2	49
Total Families referred to Friendship House afterschool/ mentorship program	0	17
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	9	201
Home Visits (SRV 2cc)	10	27

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

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The 2023-2024 academic year has ended, and all four community schools are currently on summer break. During this period, school-based meetings are not held as all school staff are offsite. Case Managers are working out of the 211 office due to the school closures. On July 24, 2024, interviews were conducted to fill one Case Manager vacancy. Despite the break, Case Managers have continued to follow up with families on their caseloads, distributing food items and addressing any arising needs. However, student-families tend to be less engaged during the 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.	Worked with the ROMA Trainer to convert the agency's current ROMA assessment scale into a MATRIX format, enhancing the tracking of progress and outcomes.
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.	For the upcoming 2024-2025 academic year, CSPP will continue its collaboration with Chase Bank to offer financial literacy education to families.
4. Recruitment	A job requisition was opened to fill one CSPP Case Manager vacancy, and interviews were conducted on July 24, 2024. A candidate will be selected and offered the position by the end of the month.

Program Highlights

On 7/17/24 and 7/18/24, CSPP team attended the intro to Results-Oriented and Accountability (ROMA) for the Community Action Network training. CSPP also received non-food items for families through our Food Pantry partnership.

Community Action Partnership of Kern

Monthly Report 2024

Month	August-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	Furniture	Rental Assistance
BCSD Referral Type	M.T.S.S (1)	F.A.C.E (43)	OTHER (26)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	70	433	650	11%	67%
Families Receiving Case Management Services (SRV 7a)	22	109	488	5%	22%

Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**
Families that completed Pre-assessment	16	105
Families that completed Post-assessment	1	8

Internal Referral Services (SRV 7c)	**Month**	**YTD**
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	15	66
Total Families referred internally for Housing (CES)	4	35
Total families referred for Employment Resources (2-1-1 or external)	2	29
Total Families referred internally for Childcare (Head Start)	1	20
Total Families referred internally for Utility Assistance (Energy)	19	68
Total Families referred to Friendship House afterschool/ mentorship program	4	21
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	62	263
Home Visits (SRV 2cc)	12	39

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)
The 2024-2025 academic year has begun, and CSPP experienced one case manager vacancy at McKinley Elementary School for the month of August. A job offer was extended on August 7, 2024, and the candidate accepted on August 12, 2024. The new hire is scheduled to attend orientation in September. Case Managers participated in Back-to-School night events, engaging with both new and returning parents about the program's services. Additionally, the Program Supervisor met with the Case Managers to discuss goals for the academic year aimed at increasing program referrals and parent involvement, reinforcing our value as a resource to our school partners.

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 Program Supervisor has been working closely with the IS team to improve the Dynamics Case Management System. Updates include refining the ROMA assessment and integrating the Family Goal Plans into the system. Additionally, we have implemented a Supervisor's Dashboard to provide a clearer overview of the services being provided to student-families.
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.	For the upcoming 2024-2025 academic year, CSPP will continue its partnership with Chase Bank to provide financial literacy education to families. Additionally, CSPP will actively seek out and explore other housing resources.
4. Recruitment	Successful recruitment and onboarding of a new Case Manager for McKinley Elementary School.

Program Highlights
Successful onboarding of new case manager, Back-to-School Night engagement, goal-setting for the academic year, continued partnership with Chase Bank, Case Management System enhancements. Enhancing outreach efforts by partnering with the outreach team to take headshots of Case Managers, which will be featured on flyers distributed within the schools and to student-families. This initiative aims to raise awareness of the presence of CAPK representatives on-site and the services they offer.

Application Status Report
July and August 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Zero-Emission Forklift Replacement Program	Grant funds are to replace forklifts for newer energy efficient models. The Food Bank has determined this opportunity is not applicable to them at this time.	San Joaquin Valley Air Pollution Control District	$ -	$ -		Abandoned
HUD 2024 Preservation and Reinvestment Initiative for Community Enhancement (PRICE)	The Preservation and Reinvestment Initiative for Community Enhancement (PRICE) grant aims to support the preservation, revitalization, and enhancement of manufactured housing communities. The program provides substantial funding for projects that improve the quality and resilience of manufactured homes, promote affordable housing, and support low- and moderate-income households. Abandoned due to tight timeline on application requirements.	US Department of Housing and Urban Development (HUD)	$ 5,000,000.00	$ -		Abandoned
Transform Youth Justice	The 2024-2026 Transform Youth Justice (TYJ) Community-Based Organization (CBO) Capacity Building Initiative (CBI) aims to improve the health, social and intergenerational life course outcomes of justice-involved youth and their families. Abandoned- CAPK does not meet annual budget requirements	Office of Youth and Community Restoration	$ -	$ -		Abandoned
Local Food Purchase Assistance (LFPA) Central California Collaborative	California Department of Social Services - USDA Local Food Purchase Assistance Cooperative Agreement Program A proposal prepared by the Central California Food Bank (CCFB) for the Local Food Purchase Assistance (LFPA) Central California Collaborative grant as part of a BIPOC Small Farmer Engagement Initiative.	Central California Food Bank (CCFB)	$ -	$ 983,837.00	7/16/2024	Awarded
CJF Catalyst Funds	The Catalyst program will work to bridge the gap between planning regional economic development strategies and implementing projects designed to achieve outcomes that align with those strategies. CAPK is a subrecipient to KCCD, the lead in the project. Funder: Employment Development Department, State of California	Kern Community College District	$ 380,000.00	$ 380,000.00	8/13/2024	Awarded
Community Based Organization Arrears Case Management Pilot Program	Case management for PG&E clients in arrears.	Pacific Gas and Electric Company (PG&E)	$ 1,790,077.00	$ 1,790,077.00	8/16/2024	Awarded
Borel Fire Response	Baby2Baby reached out to OFRC and donated emergency supplies for families affected by the Borel Fire.	Baby 2 Baby	$ 8,045.00	$ 8,045.00	8/2/2024	Awarded
Kern Family Health Care Community Grant Program	This project will fund the continuation of VITA services after tax season ends.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -	7/1/2024	Denied

Application Status Report
July and August 2024

Kern Family Health Care Community Grant Program	Funds from KFHC will allow CalFresh to purchase incentive items during outreach events that will promote healthy habits/alternatives.	Kern Family Health Care (KFHC)	$ 5,000.00	$ -	7/1/2024	Denied
CalMoneySmart Grant	Through this program, the Department of Financial Protection and Innovation (DFPI) offers grants of up to $200,000 each to develop and deliver free financial education and empowerment programs to help unbanked and underbanked communities.	Department of Financial Protection and Innovation (DFPI)	$ 200,000.00	$ -	8/6/2024	Denied
Building Capacity to Increase Older Adult Access to Health Essentials Programs	Enhance the Senior Food Box Program by adding a new text service technology to improve process and delivery.	American Association of Retired Persons	$ 50,000.00	$ -		LOI-Submitted
HUD CoC FY 2024 Letter of Intent (LoI) Packet	Coordinated Entry System (CES) continued funding	Bakersfield Kern Regional Homeless Collaborative	$ 236,388.00	$ -		LOI-Submitted
2025-2028 Funding- East Kern	EKFRC will provide case management, comprehensive services, early education, and parenting classes.	First 5 Kern	$ 689,866.00	$ -		Pending
211 Kern _ I&R Services	The scope is to provide parents/guradians with education and support services by identifying callers with children ages 0-5 years that are concerned with their child's current development.	First 5 Kern	$ 405,718.00	$ -		Pending
County Community Health Grant 2024 - Ensuring Access for All	Support access to health insurance coverage by ensuring eligible immigrants and undocumented individuals apply.	Kaiser Permanente	$ 200,000.00	$ -		Pending
NSF Type II Engine Grant	Develop a sustainable workforce development program targeting disinvested communities in East Kern, with a focus on high-wage middle class careers in water technology, energy, agricultural tech, space, and aerospace sectors. CAPK will be a subcontractor under this grant.	National Science Foundation	$ 362,000.00	$ -		Pending
Commonspirit Health Grants	This funding opportunity, provided by CommonSpirit Health, aims to support programs that address community health needs and promote equity. CAPK is applying for $20,000 to fund the purchase of over 500 hygiene kits for individuals and families experiencing homelessness at the M Street Navigation Center. These kits, which include personal care items and basic clothing, will be distributed as part of the intake process to meet immediate needs and connect clients to healthcare services, improving overall health and stability.	CommonSpirit Health	$ 20,000.00	$ -		Pending

Application Status Report
July and August 2024

Prop 64 Youth community Access	The Youth Community Access (YCA) Grant Program, funded by the California Natural Resources Agency, aims to support youth access to natural and cultural resources, particularly for low-income and disadvantaged communities. CAPK is applying for both SYC and FHCC to offer leadership opportunities and field trip excursions to youth. Step one in the three step process complete. Waiting to hear for a call back for a teleconference before proceeding to step 3.	State of California Natural Resources Agency	$ 500,000.00	$ -		Pending
Equitable Access to Healthy Food Initiative	This funding opportunity will allow the Food Bank to pilot a 24/7 Food Locker for community members to obtain emergency food at anytime.	Kaiser Permanente	$ 60,000.00	$ -		Pending
August 2024 Distribution of Funds	Funds from WACOM will assist with ongoing operational expenses for the OFRC.	WACOM Thrift Shop	* N/A - WACOM decides funding amount	$ -		Pending
Other Opportunities						
Kern County Veterans Stand Down	This donation request was submitted by CAPK on behalf of California Veterans Assistance Foundation. Request - Lunch and beverages for 1,000 veterans for the Stand Down event on 10/10 at Stramler Park.	Vallarta Supermarkets	$5,000 *Donation will be provided in the form of food and beverages. Not monetary.	$ -		Pending
Kitchen Bridge to Health -Kern River Bridge	The Kitchen Bridge to Health project aims to educate low-income and underserved community members in Lake Isabella on nutrition cooking using ingredients from our on-site pantry and edible Garden.	Kaiser Permanente	$ 10,000.00	$ -		Pending
HUD Youth Homeless Demonstration Program	CAPK assisted Bakersfield-Kern Regional Homeless Collaborative (BKRHC) in crafting a narrative for the Youth Homelessness Demonstration Program (YHDP) grant application. Our role involved incorporating data from the Homeless Management Information System (HMIS) and local housing plans to showcase how BKRHC projects, such as College Heights Cottages, align with affirmatively furthering fair housing (AFFH) goals.	Housing and Urban Development	$ -	$ -		Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State Grant	**CAPK Program**	FHCC, SYC
Funding Agency	California Department of Natural Resources	**Project Name**	Youth Community Access Grants
CFDA	n/a	**Target Population**	Youth
Reapplication (Y/N)	N	**Number to be served**	80 youth (40 from each center)
Estimated Request	$ 500,000	**Division Director**	Freddy Hernandez
Award Period	Fall 2025 to March 2027	**Program Manager**	Lois Hannible, Angelica Nelson

Project Goal (One sentence goal statement)

To provide underserved youth in Kern County with transformative experiences in nature and cultural heritage that foster environmental stewardship, cultural awareness, and leadership skills.

Project Description (Brief one paragraph description)

Note: CAPK is in the first phase of the Youth Community Access (YCA) grant process and is awaiting selection to submit a full application.

The CAPK Youth Centers Nature and Culture Program will engage 80 youth from low-income and underserved communities in East and West Kern County in immersive educational experiences. Implemented at the Friendship House Community Center in Bakersfield and the Shafter Youth Center in Shafter, this one-year program includes field trips to state and national parks, cultural sites, and other significant locations, guided by the One Step Environmental Education curriculum. The program aims to instill a deep appreciation for California's natural and cultural heritage, while equipping participants with leadership skills and a strong sense of environmental responsibility.

Estimated Budget Summary

The $500,000 budget is evenly split between the Friendship House and Shafter Youth Centers. Each center receives $250,000 for personnel, program materials (including One Step curriculum), transportation (hybrid vehicle purchase), and field trip costs. This allocation ensures both centers can deliver impactful, high-quality programming focused on environmental stewardship and cultural awareness.

Recommendation

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

Approvals:

Freddy Hernandez
Freddy Hernandez (Aug 28, 2024 13:00 PDT) 08/28/2024
1. Division Director Date

Pritika Ram 08/28/2024
2. Chief Business Development Officer Date

08/28/2024
3. Chief Program Officer Date

Stacy Webster 08/28/2024
4. Chief Financial Officer Date

Emilio Wagner (Aug 28, 2024 14:16 PDT) 08/28/2024
5. Chief Facilities and Technology Officer Date

08/29/2024
6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Wonderful Company	**Project Name**	Wonderful Community Grant
CFDA	N/A	**Target Population**	Low-income individuals and families
Reapplication (Y/N)	Y	**Number to be served**	350+ households
Estimated Request	$200,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

Provide fresh produce to community members in Shafter, Wasco, Delano, and Lost Hills.

Project Description (Brief one paragraph description)

The Wonderful Community Food Center at the CAPK Food Bank intends to continue its efforts in providing a free farmers' market experience to outlying areas of Bakersfield that experience food insecurities and economic challenges. The CAPK Food Bank will deliver monthly fresh produce to the outlying areas of Shafter, Wasco, Delano, and Lost Hills. This program reduces local food insecurity rates by increasing access and affordability to produce goods distributed at our local farmers markets.

Estimated Budget Summary

$50,000 will be budgeted for each town: Shafter, Wasco, Delano, and Lost Hills for the program term year to allocate fresh produce for the community; totaling to $200,000.

Recommendation

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

Approvals:

Susana Magana (Aug 22, 2024 16:18 PDT) 08/22/2024
1. Division Director Date

Pritika Ram 08/22/2024
2. Chief Business Development Officer Date

08/26/2024
3. Chief Program Officer Date

Stacy Webster 08/26/2024
4. Chief Financial Officer Date

Emilio Wagner (Aug 26, 2024 11:23 PDT) 08/26/2024
5. Chief Facilities and Technology Officer Date

08/26/2024
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**	Women Infant and Children
Funding Agency	Food Research and Action Center	**Project Name**	Community Outreach Grant
CFDA	N/A	**Target Population**	Enrolled/Unenrolled WIC clients
Reapplication (Y/N)	N	**Number to be served**	1,200
Estimated Request	$ 750,000	**Division Director**	Susana Magana
Award Period	1/1/25-12/31/26	**Program Manager**	N/A

Project Goal (One sentence goal statement)

The purpose of this grant is to improve WIC enrollment and in Kern County by through comprehensive and data-driven outreach efforts.

Project Description (Brief one paragraph description)

The purpose of this grant is to improve WIC enrollment in Kern County through comprehensive and data-driven outreach efforts. Two Outreach Specialists will be hired to implement and evaluate three key project activities. The project aims to: (1) increase awareness by reaching 1,000 eligible families through continuous visibility of the outreach team at community events, meetings, and workshops; (2) improve accessibility by establishing a mobile outreach unit to boost WIC enrollment by 9% or 1,200 clients and (3) enhance utilization of WIC benefits by making it easier for families to reach the resources they need by providing transportation assistance. This assistance is especially important in rural areas where there are hundreds of enrolled clients but few WIC-approved vendors to access nutritious food. Outreach efforts will also capitalize on CAPK's extensive network, including the Head Start programs and several advertising campaigns that include GET bus advertisements, billboards, social media, newsletters, mailers, and newspaper ads.

Estimated Budget Summary

The budget includes approximately $350,000 for personnel and fringe benefits to hire two Outreach Specialists, 20% of the WIC Administrator's time and 10% of the Director of Health and Nutrition's time. About $24,000 is allocated for program incentives, including gas gift cards to support transportation assistance and incentives for survey participation, which will be conducted twice over two years to gather feedback and adjust the plan as needed. Additionally, $80,000 is budgeted for advertisements, such as billboards, mailers, and newspaper ads, $8,000 allocated for travel expenses, and $7,500 for indirect costs.

Recommendation

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

Approvals:

Susana Magana (Sep 3, 2024 14:15 PDT) 09/03/2024
1. Division Director Date

Pritika Ram 09/03/2024
2. Chief Business Development Officer Date

09/03/2024
3. Chief Program Officer Date

Stacy Webster 09/03/2024
4. Chief Financial Officer Date

Emilio Wagner (Sep 3, 2024 07:55 PDT) 09/03/2024
5. Chief Facilities and Technology Officer Date

09/02/2024
6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	Kaiser Permanente	**Project Name**	CAPK Food Locker Pilot Program
CFDA	N/A	**Target Population**	low-income individuals and families
Reapplication (Y/N)	N	**Number to be served**	2,500 individuals
Estimated Request	$60,000	**Division Director**	Susana Magana
Award Period	1 year	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

Provide a 24/7 food access alternative for community members.

Project Description (Brief one paragraph description)

The CAPK Food Locker Pilot Program is designed to enhance food access for low-income individuals and families in Kern County by implementing a secure, temperature-controlled food locker system at the CAPK Food Bank. The food locker contains sixteen (16) locker spaces and will contain 25 pounds of non-perishable food items and fresh produce. Clients will have the ability to select their preferred language to access a code to open a locker and retrieve their food boxes. 20,800 pounds of food items will be stored in the food lockers weekly for community members to come to the CAPK Food Bank and retrieve at their time of availability/need.

Estimated Budget Summary

$54,918 has been allocated for the purchase of a food locker, $4,620 will be used to cover software configuration and fees. $462 will be allocated for indirect.

Recommendation

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

Approvals:

Susana Magana (Aug 22, 2024 16:18 PDT) 08/22/2024
1. Division Director Date

Pritika Ram 08/22/2024
2. Chief Business Development Officer Date

08/26/2024
3. Chief Program Officer Date

Stacy Webster 08/26/2024
4. Chief Financial Officer Date

Emilio Wagner (Aug 26, 2024 11:23 PDT) 08/26/2024
5. Chief Facilities and Technology Officer Date

08/26/2024
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	Independent Federal Agency	**CAPK Program**	Outreach Team
Funding Agency	National Science Foundation	**Project Name**	NSF. Type 2 Engine Grant
CFDA	n/a	**Target Population**	East Kern college students and adults
Reapplication (Y/N)	N	**Number to be served**	1,000
Estimated Request	$ 362,000	**Division Director**	Pritika Ram
Award Period	10/2024-09/2026	**Program Manager**	Savannah Maldonado

Project Goal (One sentence goal statement)

Develop a sustainable workforce development program targeting disinvested communities in East Kern, with a focus on high-wage middle-class careers in water technology, energy, agricultural technology, space, and aerospace sectors

Project Description (Brief one paragraph description)

The plan is divided into four phases. Phase 1 focuses on building strong partnerships with educational institutions, businesses, and community leaders. Phase 2 involves curriculum development, pilot programs in schools and centers, and establishing internship and mentorship opportunities. Phase 3 expands successful pilots, increases program awareness, and provides ongoing support to participants. Finally, Phase 4 secures long-term partnerships, seeks additional funding, measures program impact, and explores regional expansion and policy advocacy. This approach ensures a sustainable program that fosters a skilled workforce and economic growth in East Kern.

Estimated Budget Summary

The drafted budget is estimated for a two year term with funds going to the following budgetary items: personnel, benefits, travel, supplies, translation services, outreach expenses, and client incentives; totaling to $362,000.

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:

Pritika Ram 08/22/2024
1. Division Director Date

Pritika Ram 08/22/2024
2. Chief Business Development Officer Date

08/26/2024
3. Chief Program Officer Date

Stacy Webster 08/26/2024
4. Chief Financial Officer Date

Emilio Wagner (Aug 26, 2024 11:23 PDT) 08/26/2024
5. Chief Facilities and Technology Officer Date

08/26/2024
6. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	Food Bank
Funding Agency	American Association of Retired Persons	**Project Name**	Building Capacity to Increase Older Adult Access to Health Essentials Programs
CFDA	N/A	**Target Population**	people over 50
Reapplication (Y/N)	N	**Number to be served**	100+
Estimated Request	$50,000	**Division Director**	Susana Magana
Award Period	1 year grant period	**Program Manager**	Kelly Lowery

Project Goal (One sentence goal statement)

Enhance the current logistics of the Senior Food Box Program by adding a text service.

Project Description (Brief one paragraph description)

If invited to submit a full proposal, the Food Bank will propose an added technology service that will improve the current access and distribution to the Senior Food Box Program. This added technology will increase the number of people reached and awareness of the program in the community.

Estimated Budget Summary

If invited to submit a full proposal, the Food Bank will work closely with the Grants Team to develop a budget draft that will fulfill the technological request for this grant proposal.

Recommendation

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

Approvals:

Susana Magana (Sep 3, 2024 14:20 PDT) 09/03/2024
1. Division Director Date

Pritika Ram 09/03/2024
2. Chief Business Development Officer Date

09/04/2024
3. Chief Program Officer Date

Stacy Webster 09/04/2024
4. Chief Financial Officer Date

Emilio Wagner (Sep 4, 2024 15:00 PDT) 09/04/2024
5. Chief Facilities and Technology Officer Date

09/04/2024
6. Chief Executive Officer Date

Date Presented / Approved:

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

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

Funding Type	Private	**CAPK Program**	M Street Navigation Center
Funding Agency	Common Spirit Health	**Project Name**	M Street Homeless Hygiene Initiative
CFDA	N/A	**Target Population**	Persons experiencing homelessness
Request	$20,000	**Division Director**	Rebecca Moreno
Award Period	3/1/25 - 2/28/26	**Program Manager**	Laurie Hughey
Description	If funded, this program at the M Street Navigation Center will distribute over 500 hygiene kits to individuals and families experiencing or at risk of homelessness in Bakersfield. Each kit includes essential personal care items, basic clothing, and specialized products for those with additional needs, such as incontinence underwear. These kits will be provided as part of the client intake process, serving not only to meet immediate hygiene needs but also as a strategic tool to encourage engagement with ongoing support services. The program aims to improve health outcomes and promote stability by connecting clients to healthcare screenings and referrals facilitated through existing partnerships with local medical and dental providers. This initiative is designed to enhance the overall impact of M Street's services, addressing both urgent and long-term needs of the community.		

Funding Type	Private	**CAPK Program**	Oasis FRC
Funding Agency	WACOM	**Project Name**	Fall 2024
CFDA	N/A	**Target Population**	Veteran households
Request	WACOM determines amount-typically less than $3,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Eric Le Barbe
Description	Funds from WACOM help the OFRC provide case management support to military families in the Naval Air Weapons Station-China Lake.		

Funding Type	Private	**CAPK Program**	NOT a CAPK Program – California Veterans
Funding Agency	WACOM	**Project Name**	Fall 2024
CFDA	N/A	**Target Population**	Veteran households
Request	WACOM determines amount-typically less than $3,000	**Division Director**	Freddy Hernandez
Award Period	1 year	**Program Manager**	Eric Le Barbe

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

Description	Funds from WACOM help the OFRC provide case management support to military families in the Naval Air Weapons Station-China Lake.

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	July-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	July 1, 2024 - July 31, 2024		

Program Description

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

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (15 fully closed classrooms/2 partially closed classroom)	524	753	753	70%	128
Disabilities	117 (YTD)	10%	10%	15%	n/a
Over Income 101%-130% (up to 35%)	20	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	48	n/a	n/a	9%	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)	269	953	953	28%	138
Disabilities	18 (YTD)	10%	10%	2%	n/a
Over Income 101%-130% (up to 35%)	8	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	16	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	141	141	312	45%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	31,973	10,651	10,661	10,661

Child and Adult Care Food Program (CACFP) (Note: The data represents information from June 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)	235	476
Total Community Services	**235**	**476**

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern
Monthly Report 2024

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.School Rediness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.	Objective: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions. Progress: 100% of staff atteded Loose Parts/STEM training during pre-service. Loose Parts/STEM curriculum pilot sites were identified. Materials are being ordered for loose Parts. Loose parts curriculum was presented at the Father Engagement Conference.

Program Description

1. 7/20/2024 – BAIHP Recruitment Event
2. 7/25/2024 – Recruitment at the Alberta Dillard and Vineland centers/communities
3. Ongoing recruitment throughout the community.

Community Action Partnership of Kern
Monthly Report 2024

Month	August-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	August 1, 2024 - August 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 (9 fully closed classroom rooms)	572	753	753	76%	128
Disabilities	136 (YTD)	10%	10%	18%	n/a
Over Income 101%-130% (up to 35%)	21	n/a	n/a	4%	n/a
Over Income 131% and up (up to 10%)	53	n/a	n/a	9%	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 (8 fully closed classrooms)	568	953	953	60%	138
Disabilities	49 (YTD)	10%	10%	5%	n/a
Over Income 101%-130% (up to 35%)	19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	58	n/a	n/a	9%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To-Date	Annual Goal (Contract Limit 400)	Annual Progress	
Enrollment	142	142	312	46%	

Central Kitchen	Total Number Prepared	Breakfast	Lunch	Snack
Meals and Snacks	31,973	10,651	10,661	10,661

Child and Adult Care Food Program (CACFP) (Note: The data represents information from July 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	40,133	21,482/18,651	18,111	61%

Household Services	Month	YTD
Eligibility Determination (SRV 7b)	176	652
Total Community Services	**176**	**652**

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of centers. We have addressed our staffing shortages by hiring several staff members, such as, teachers, assistant teachers and kitchen staff. These new staff members are in the hiring process before starting. Many of our centers are pending visits by licensing to approve remodels, repairs and the yards of some centers. Once licensing approves the centers we can open classrooms and yards.

	Progress Towards Goal
1. Workforce: To enhance onboarding, recruitment and rentention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal atttainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. Progress: The third cohort group of the mentorship program met at the end of July 2024. Surveys are provided at the first and last meeting of each cohort group and provide ongoing feedback to injform mentorship program assessment and evaluation. Policies and procedures for the mentorship program were approved by program

Program Description

1. August 1, 2024 – Vineland School, First day of school recruitment.
2. August 1, 2024 – Delano Recruitment – Intake clinic.
3. August 8, 2024 – Ready, Set, Back to School-Child Support Offices – Kern County Museum
4. August 11, 2024 – Friendship House Community Center School Backpack Drive and Resource Fair.
5. August 15, 2024 – Delano – Intake clinic
6. August 22, 2024 – Taft- Intake clinic.
7. August 29, 2024 – Recruiting for the Broadway and Sunrise Villa Centers.

MEMORANDUM

To: Program Review and Evaluation Committee

From: Rosa Guerrero, Administrative Analyst

Date: September 11, 2024

Subject: *Agenda Item 5d:* Head Start 2025-2026 Program Goals and Objectives – **Action Item**

The Head Start & State Child Development Division requests approval of the 2025-2026 Program Goals and Objectives for the Head Start/Early Head Start grant #09CH012489 due in December 2024. This update is part of our annual program planning process, during which we assess and monitor our Program Goals and Objectives for the five-year grant period.

As we enter our second grant cycle, we will continue prioritizing our Workforce, Program Options, Health and Safety, and School Readiness goals. Notable milestones during the first grant year period include introducing our mentorship program, implementing Family Child Care as a program option, establishing a tracking system for health and safety incidents, and reaching training benchmarks in areas such as dual language framework and Loose Parts curriculum. The program will continue tracking progress and challenges through the end of the five-year grant period through 2029.

Recommendation

Staff recommends the Program Review and Evaluation Committee approve the 2025-2026 Program Goals and Objectives for the Head Start/Early Head Start grant #09CH012489.

Attachments:

2025-2026 Program Goals and Objectives

Head Start and Early Head Start 09CH012489
2025-2026 Program Goals and Objectives

Goal I **Workforce:** To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.			
	Objectives	**Action Steps**	**Progress/Challenges**
HS & EHS Kern Measurable Objectives/ Outcomes	**Objective A:** Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.	1. During new hire orientation, conduct an official welcome session to introduce them to key team members, managers, and colleagues. 2. Provide an overview of the organizational structure, departments, and how their roles fit within the broader picture. 3. Provide job-specific training that covers the tasks, responsibilities, and expectations associated with their position. 4. Conduct hands-on training, workshops, or online courses to enhance their understanding of job functions, tools, and systems they will be using. 5. Assign a mentor who could provide guidance and support.	**In Progress** • The New Hire 2.0 packet is underway. Head Start departments submitted their new-hire materials in July and are under review by Professional Development.
	Objective B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure	1. Identify experienced and knowledgeable employees who can serve as mentors.	**In Progress** • The third cohort group of the mentorship program met at the end of July 2024.

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	comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.	2. Provide mentorship training to help mentors understand their roles, effective communication techniques, and the importance of fostering a positive learning environment. 3. Assign mentors with mentees. 4. During orientation, introduce mentors and mentees to each other and provide an overview of the mentorship program. 5. Set clear expectations and goals for both mentors and mentees via policies and procedures. 6. Evaluation and Feedback: Regularly assess the mentorship program's effectiveness through surveys, feedback sessions, or focus groups. Questions regarding the satisfaction with the program, the quality of the mentoring relationship, and whether the goals were met. An inquiry about specific aspects such as communication, supportiveness, and knowledge transfer	• Surveys are provided at the first and last meeting of each cohort group and provide ongoing feedback to inform mentorship program assessment and evaluation. • Policies and procedures for the mentorship program were approved by program directors. **Challenges** • Obtaining consistent survey participation among mentees. Staff will identify alternate methods to increase the number of survey responses among center staff.

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		will be documented as well. The questions will be in quantitative format; however, a qualitative portion will be included to determine if there are any themes that need to be addressed. 7. Gather input from mentors and mentees to identify strengths and areas for improvement. 8. Continuously review and update the mentorship program to ensure its alignment with evolving organizational needs and changing employee demographics. 9. Retention and Promotion rates: Monitor the retention rates of mentees within the organization. Additionally, track the number of mentees who have been promoted or advanced in their careers as an indication of the program's impact on their professional development. 10. Measure the level of engagement of both mentees and mentors.	

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	Objective C: Incorporate incentive or reward programs to empower all staff to be directly involved in the recruitment and retention process that would shift the culture of the division.	1. Develop a reward program that will incentivize staff recruitment. The incentive would be based on the position recruited and obtained when the recruit passes their probationary period.	COMPLETE • Recruitment incentive will be in effect until 12/31/2024. • Retention incentive is complete. • We will continue to empower all staff to be directly involved in the recruitment and retention process.
Goal II **Program Options:** To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress/Challenges**
	Objective A: Develop and implement program options that tailor to the community's unique needs and characteristics.	1. Develop and implement a Home Base option for children eligible for Head Start services. 2. Develop and implement a Family Childcare Option to reach families that are receiving services in the private sector while ensuring it upholds the Head Start Performance Standards. 3. Provide opportunities that allow for more 3-year-old designated classrooms to reach a needed population in the community.	COMPLETE • Head Start Home Base is now available as a program option. • Family Child Care Option was approved by OHS. Program has onboarded FCC staff. The timeline to start enrolling children is set for November 2024.

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		4. Explore the need to create more Early Head Start classrooms to facilitate the needs of the community for the specific demographic.	
Goal III **Health and Safety:** Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress/Challenges**
	Objective A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2024. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.	1. Explore new resources to enhance protecting children by recognizing the signs and symptoms of suspected child abuse or neglect, understanding the responsibilities of a mandated reporter, and supporting families when filing a mandated report. 2. 20% of program staff will complete the iLookOut training by the year 2.	**In Progress** • Program staff will complete iLookOut upon all staff's return for school year 2024-2025. • Site staff will participate in health and safety topics during monthly meetings. • Health and Safety practices will be regularly communicated through family engagement meetings.
	Objective B: The program will establish a system of fidelity for implementing a child health and safety environment, including reporting of all incidents for all program options prior	1. Administration will partner with program to enhance system on the importance of seamless reporting. 2. The program will set clear expectations on the importance of reporting health and safety incidents.	COMPLETE • Policy for health and safety incidents were submitted and approved by program executive staff. • Data system on health and safety incidents has been developed using a

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	to the 2024 school year.	3. The program will develop a data system to track and report child health and safety incidents.	Power BI dashboard in collaboration with Data Analyst.
	Objective C: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.	1. Gather input from program and admin staff to identify strengths and areas for improvement. 2. Develop and implement a Critical Review System and ensure it upholds the Community Care Licensing and Head Start Program Performance Standards. 3. Continuously review and update the system to ensure fidelity and quality with evolving organizational needs.	**In Progress** • Pending completion of Objective A before initiating this Objective.

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Goal IV **School Readiness:** Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.			
HS & EHS Kern Measurable Objectives/ Outcomes	**Objectives**	**Action Steps**	**Progress/Challenges**
	Objective A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety.	1. 10% of the program staff will attend Loose Parts and STEM training by year 1. 2. The program will pilot 15% of centers in a Loose Parts / STEM curriculum enhancement implementation by Year 2. 3. The program will increase male involvement participation to enhance learning environments.	**In Progress** • 100% of staff attended Loose Parts/STEM training during pre-service. • Loose Parts/STEM curriculum pilot sites are identified; materials to carry out Loose Parts/STEM curriculum have been ordered. • Loose Parts curriculum was presented at the Father Engagement Conference in January 2024.
	Objective B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	1. The program will provide training to 15% of staff to increase their knowledge of best practices that support dual language learners and bilingualism by Year 2. 2. The program will partner with families in the importance of maintaining their home language by Year 2.	**In Progress** • At least 75% of infant and toddler staff completed training on best practices for dual language. • Pre-school staff training for dual language is pending.
	Objective C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.	1. The program will have 4 train-the-trainers on Pyramid Model, Trauma Informed Care, and CLASS by end of year 2. 2. 85% of education and support services staff will be trained in Pyramid	**In Progress** • Two (2) trauma informed and one (1) Pyramid Model train-the-trainers are currently certified. At least three (3) Pyramid Model train-the-trainer

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		Model by the end of Year 2. 3. 50% of newly hired staff will participate in the Pyramid Model training and ongoing coaching in Trauma Informed Care during Professional Learning Communities. 4. The program will increase the number of mentor coaches to enhance quality interactions. 5.The program will implement an annual Family Workshop to increase Social Emotional Awareness in young children.	will be certified by the end of year 2. • Five (5) train-the-trainers for CLASS Pre-K have been identified to train in October 2024. • Seven (7) staff were selected to attend and received certification in Pyramid Infant Toddler Observation Scale (TPITOS), Teaching Pyramid Observation Tool (TPOT) and Behavior Incident Report (BIR) for social emotional awareness in April 2024. • Annual Family Workshop to increase Social Emotional Awareness took place in April. **Challenges** • Transition from 2008 CLASS to current CLASS 2.0 guidelines.
	Objective D: The program will strengthen the collaboration with 25% of receiving School Districts by developing MOUs.	1. The program will collaborate with community agencies to support transitions by participating in collaborative meetings and community resource fairs. 2. The program will provide ongoing series of parent's roles in transitions and developmental milestones.	**In Progress** • Additional efforts will be made to connect staff to liaison meetings to establish connections for MOU's by end of school year 2024-2025. • School Readiness committee will be used to speak to parents about their roles in transitions and milestones by end of school year 2024-2025.

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		3. The program will develop a data system to track transitions across program options.	• In collaboration with our Data Analyst, a tracking system for transitions will be developed in ChildPlus by end of school year 2024-2025.

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MEMORANDUM

To: Program Review and Evaluation Committee

From: Rosa Guerrero, Administrative Analyst

Date: September 11, 2024

Subject: *Agenda Item 5e*: Head Start 2025-2026 Training and Technical Assistance Plan – **Action Item**

The Head Start & State Child Development Division requests approval of the 2025-2026 Training and Technical Assistance Plan for the Kern Head Start/Early Head Start grant #09CH012489 due in December 2024.

Using program data analysis, the Training and Technical Assistance Plan (T/TA) encompasses the program's plan for the professional development of staff including mandatory training and priorities to support the program's long-term plans of accomplishing our Program Goals and Objectives. Also, included are teams/people responsible, training audience, dates, budget costs, and use of T/TA resources.

Upon approval, the Head Start/State Child Development Division will include the Training and Technical Assistance Plan in the Head Start Refunding Application in December 2024 and apply the incorporated training activities in the 2025-2026 fiscal year.

Recommendation

Staff recommends the Program Review and Evaluation Committee approve the 2025-2026 Training and Technical Assistance Plan for the Head Start/Early Head Start grant #09CH012489.

Attachments:

2025-2026 Training and Technical Assistance Plan

Community Action Partnership of Kern
Head Start/State Child Development
2025-2026 TRAINING and TECHNICAL ASSISTANCE PLAN

Approach/Philosophy/Priorities:

Community Action Partnership of Kern's Head Start/State Child Development is dedicated to building staff's skills, knowledge, experience, and professional competencies necessary to provide high quality, comprehensive, culturally, and linguistically appropriate family centered services for children and families assisting them on their road to success and school readiness. The program's priority is to provide training and technical assistance, so program services and systems are in compliance with Head Start and Early Head Start Performance Standards, the Head Start Act, State and Federal Regulations. The program offers Staff, Parents and our Governing Body opportunities and support for ongoing learning and career/professional development. The Training and Technical Assistance Plan has been developed using program data analysis (e.g. Self Assessment, PIR Data, DRDP results, Community Assessment, CLASS scores, Parent, Family and Community Engagement Framework, etc.) to identify operational improvements, potential areas of non-compliance, means in which we will meet the new education requirements for teachers/partners, and audit findings, all of which will support the programs long term plans of accomplishing our Program Goals and Objectives.

Key Elements of Head Start/State Child Development Training and Technical Assistance Approach:

- Address Program Goals and Objectives, Head Start Performance Standards, Head Start Act, CLASS, School Readiness, and Parent, Family, & Community Engagement support for teachers/partners in the credentialing and continuing education process, integration of systems and services, professional growth, program policies/procedures, reporting, monitoring and evaluation, current and new Federal and State initiatives as well as continuous program improvements
- CAPK's EHS San Joaquin will continue their partnership with PITC Partners with PITC Partners for Quality, a project of WestEd's Center for Child and Family Studies to offer Infant and toddler related topics college courses and coaching.
- Incorporate cross training as a strategy for building capacity in the areas of child development, health, nutrition, wellness, disabilities, family services, program governance, Enrollment & Attendance
- Include pre-service sessions, monthly staff development opportunities, clinics, conference attendance, use of community resources, consultants, college coursework, shadowing, mentoring/coaching, and individual professional growth plans and performance appraisals.
- Address the need for all Partnership Teachers to meet or demonstrate progress toward meeting EHS qualifications and focus on trainings that assist Partners in understanding Head Start Federal Guidelines

Planning Process:

A committee comprised of Staff, Parents and community members was organized to provide input and identify goals and objectives for the program as well as strategies for this Training and Technical Assistant Plan. This committee reviewed the monitoring activities, self assessment, program information report data, child outcome reports, Parent, Family, & Community Engagement framework, Head Start Act requirements, Head Start Performance Standards, California Licensing Requirements, Agency Policy and Procedures, Management observations, CLASS, and Staff input to develop the 2025-2026 program Goals and Objectives as well related training goals.

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PROGRAM GOALS & TRAINING GOALS

Grantee 2025-2026 Program Goals	Grantee 2025-2026 Training Goals
PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.	TRAINING GOAL A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles. TRAINING GOAL B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program. TRAINING GOAL C: Incorporate incentive or reward programs to empower all staff to be directly involved in the recruitment and retention process that would shift the culture of the division.
PROGRAM GOAL #2 ~ Program Options ~ To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.	TRAINING GOAL A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.
PROGRAM GOAL #3 ~ Health and Safety ~ Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.	TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2024. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse. TRAINING GOAL B: The program will establish a system of fidelity for implementing a child health and safety environment, including reporting of all incidents for all program options prior to the 2024 school year.

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	TRAINNG GOAL C: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.
PROGRAM GOAL #4 ~ School Readiness ~ Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.	TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety. TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners. TRAINING GOAL C: The program will elevate children's social-emotional development and strengthen teacher-child interactions. TRAINING GOAL D: The program will strengthen the collaboration with 25% of receiving School Districts by developing MOUs.

BUDGET FOR TRAINING AND TECHNICAL ASSISTANCE ACTIVITIES	**EXPECTED COST**
Training and Technical Assistance for the Program Goal Completion	$30,949
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	$18,584
Early Childhood Development and Health, Disabilities and Family Partnerships	$8,906
Professional Conferences and Trainings	$103,003
Indirect Cost	$16,144
Total Head Start Cost	**$177,586**
Training and Technical Assistance for the Program Goal Completion	$74,666
Staff Professional Development (Including degree completion, annual pre-service & mandated trainings)	$23,012
Early Childhood Development and Health, Disabilities and Family Partnerships	$26,340
Professional Conferences and Trainings	$188,660
Indirect Cost	$31,268
Total Early Head Start Cost	**$343,946**
Total Training and Technical Assistance Budget	**$521,532**

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PROGRAM GOALS

The program has developed various **Training Goals** to reach the 2025-2026 Program Goals**.** Each of the **Training Goals** below identifies the expected outcome, how T/TA resources will be used, person(s) responsible, the target audience, date, and cost for each activity. Following each will be the tool used to identify and evaluate training outcomes.

PROGRAM GOAL #1 ~ Workforce ~ To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.

Training Goal A: Develop a structured onboarding process that introduces new employees to the organization's culture, values, and expectations. Provide them with the necessary tools, resources, and training to quickly integrate into their roles.

Training Goal B: Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.

Training Goal C: Incorporate incentive or reward programs to empower all staff to be directly involved in the recruitment and retention process that would shift the culture of the division.

Information Source Identifying Need for Training: Self-Assessment, Professional Growth Plans, and Head Start Performance Standards.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes, Progress
Training Goal A: Objective 1:						
During new hire orientation, conduct an official welcome session to introduce them to key team members, managers, and colleagues.	• Contracts • Venues • Supplies	• Assistant Directors • Human Resources • Professional Development Department	• All New Hires	On-going	Budget: HS $6,627 EHS $3,980	Staff will develop a more strategic training track based on position for new hire orientation. Additionally, up to three surveys will be provided, collected, and reviewed during staff's probationary period to ensure fidelity of the new hire orientation

						program.
Training Goal B: Objective 1:						
Develop, implement, and evaluate a mentorship program for new staff onboarding to ensure comprehension, knowledge, and understanding of their position by gathering feedback from the mentors and mentees, assessing goal attainment, retention, and promotion rates, and measuring the level of engagement between the mentees and mentors in the program.	• Contracts • Trainings	• Assistant Directors • Administrators • Mentors • Mentees • Professional Development Team	• All New Hires and Assigned Mentors	Ongoing	Budget: HS $5,200 EHS $9,150	1. Identify experienced and knowledgeable employees who can serve as mentors. 2. Provide mentorship training to help mentors understand their roles, effective communication techniques, and the importance of fostering a positive learning environment. 3. Assign mentors with mentees. 4. During orientation, introduce mentors and mentees to each other and provide an overview of the mentorship program. 5. Set clear

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						expectations and goals for both mentors and mentees via policies and procedures. 6. Evaluation and Feedback: Regularly assess the mentorship program's effectiveness through surveys, feedback sessions, or focus groups. Questions regarding the satisfaction with the program, the quality of the mentoring relationship, and whether the goals were met. An inquiry about specific aspects such as communication, supportiveness, and knowledge transfer will be documented as well. The questions will be in quantitative

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						format; however, a qualitative portion will be included to determine if there are any themes that need to be addressed. 7. Gather input from mentors and mentees to identify strengths and areas for improvement. 8. Continuously review and update the mentorship program to ensure its alignment with evolving organizational needs and changing employee demographics. 9. Retention and Promotion rates: Monitor the retention rates of mentees within the organization. Additionally, track the number of mentees who have been promoted or

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						advanced in their careers as an indication of the program's impact on their professional development. 10. Measure the level of engagement of both mentees and mentors.
Training Goal A: Objective 3:						
Incorporate incentive or reward programs to empower all staff to be directly involved in the recruitment and retention process that would shift the culture of the division.	• Recruitment and Retention Incentives	• Assistant Director • Chief Finance Officer • Professional Development Manager • Human Resources	• All Employees	Completed 12/31/2024	Budget: $0	1. Develop a reward program that will incentivize staff recruitment. The incentive would be based on the position recruited and obtained when the recruit passes their probationary period.

Travel Related to Meeting Workforce Goal	How T/TA Resources will be used	Estimated HS Costs	Estimated EHS Costs	Total Estimated Budget Costs for Travel within this Training Goal
Head Start California Annual Training Conference ~ 4 staff	Travel, Housing, & Misc. Expenses	$6,160	$4,054	$10,214
Total Training Goal A		$6,160	$4,054	$10,214

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PROGRAM GOAL #2 ~ Program Options ~ To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.

Training Goal A: Develop and implement program options that tailor to the community's unique needs and characteristics.

Information Source Identifying Need for Training: All Program surveys, Recruitment and Selection Plan, and the Community Needs Assessment.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes, & Progress
Training Goal A: Objective 1:						
Develop and implement program options that tailor to the community's unique needs and characteristics.	• Contract • Training	• Assistant Director • Administrators	• Center-Based Staff • Home-Based Staff • Support Services Department • Enrollment and Attendance Department	7/24-6/25	Budget: HS $15,317 EHS $19,536	1. Develop and implement a Home Base option for children eligible for Head Start services. 2. Develop and implement a Family Childcare Option to reach families that are receiving services in the private sector while ensuring it upholds the Head Start Performance Standards. 3. Provide opportunities that allow for more 3-year-old designated classrooms to reach a needed population in the community. 4. Explore the need to create more Early Head Start classrooms to facilitate the needs of the

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						community for the specific demographic.

PROGRAM GOAL #3 ~ Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

TRAINING GOAL A: The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2024. For example, Bee Safe and iLookOut training, a free online professional development course focused on protecting child safety and preventing and identifying child abuse.

TRAINING GOAL B: The program will establish a system of fidelity for implementing a child health and safety environment, including reporting of all incidents for all program options prior to the 2024 school year.

TRAINING GOAL C: The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.

Information Source Identifying Need for Training: Parent & Family Engagement survey results, self-assessment and staff surveys, and CIR's.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes, & Progress
Training Goal A: Objective 1:						
The program will expand tools and resources necessary to ensure we have a standard of practice focused on protecting child safety and preventing and identifying child abuse before August 2024. For example, Bee Safe and iLookOut training, a free	• Training • Supplies • Contracts	• Support Services Department • Quality Assurance Department	• Direct Service Staff	On-going	Budget: HS: $5,000 EHS: $3,000	1. Explore new resources to enhance protecting children by recognizing the signs and symptoms of suspected child abuse or neglect, understanding the responsibilities of a mandated reporter, and supporting families when

online professional development course focused on protecting child safety and preventing and identifying child abuse.						filing a mandated report. 2. 20% of program staff will complete the iLookOut training by year 2.
Training Goal B: Objective 1:						
The program will establish a system of fidelity for implementing a child health and safety environment, including reporting of all incidents for all program options prior to the 2024 school year.	• Training • Supplies	• Support Services Department • Quality Assurance Department	• Direct Service Staff	Completed, process will be used moving forward.		1. Administration will partner with program staff to enhance system on the importance of seamless reporting. 2. The program will set clear expectations on the importance of reporting health and safety incidents. 3. The program will develop a data system to track and report child health and safety incidents.
Training Goal C: Objective 1:						
The program will implement a CIR (Critical Incident Review) system to establish a culture of active supervision to support ongoing health and safety improvement prior to the Year 3 funding period.	• Training • Supplies • Contracts	• Support Services Department • Quality Assurance Department	• Direct Service Staff	Ongoing		1. Gather input from program and admin staff to identify strengths and areas for improvement. 2. Develop and implement a Critical Review System and ensure it upholds the Community Care Licensing and Head Start

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						Program Performance Standards. 3. Continuously review and update the system to ensure fidelity and quality with evolving organizational needs**.**

PROGRAM GOAL #4 ~ School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.

TRAINING GOAL A: The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety.

TRAINING GOAL B: The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.

TRAINING GOAL C: The program will elevate children's social-emotional development and strengthen teacher-child interactions.

TRAINING GOAL D: The program will strengthen the collaboration with 25% of receiving School Districts by developing MOUs.

Information Source Identifying Need for Training: Community Assessment, Self-Assessment, PIR, and ADP source of applicant trends; will be looked at to determine need.

Objectives/Expected Outcomes	How T/TA Resources will be used	Person(s) Responsible	Audience	Date	Budget Costs	Evaluation, Training Outcomes
Training Goal A: Objective 1:						
The program will redesign indoor/outdoor environments to reflect the children's culture, promote curiosity, diversity, equity, inclusion, and safety.	• Training • Supplies • Contracts • Venues	• Professional Development Department • Center-Based Administrator • Support	Center-based staff Home-based staff	On-going	Budget: HS $5,305 EHS $6,500	1. 10% of the program staff will attend Loose Parts and STEM training by year 1. 2. The program will pilot 15% of centers in a Loose Parts /

		Services Department				STEM curriculum enhancement implementation by Year 2. 3. The program will increase male involvement participation to enhance learning environments.
Training Goal B Objective 1:						
The program will develop a dual-language framework and will strengthen the ability of staff to work with dual-language learners.	• Supplies	Support Services Department	All Direct Service Positions	On-going	$1,500.00	1. The program will provide training to 15% of staff to increase their knowledge of best practices that support dual language learners and bilingualism by year 2. 2. The program will partner with families in the importance of maintaining their home language by end of year 2.
Training Goal C Objective 1:						
The program will elevate children's social-emotional development and strengthen teacher-child interactions.	• Supplies • Venues	• Professional Development Department • Support Services Department • Education Department	All Direct Service Positions	Ongoing	HS: $1,600 EHS: $400	1. The program will have 4 train-the-trainers on Pyramid Model, Trauma Informed Care, and CLASS by the end of year 2. 2. 85% of education and support services staff will be trained in Pyramid Model by the end of Year 2. 3. 50% of newly hired staff will participate in the Pyramid

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						Model training and ongoing coaching in Trauma Informed Care during Professional Learning Communities. 4. The program will increase the number of mentor coaches to enhance quality interactions. 5. The program will implement an annual Family Workshop to increase Social Emotional Awareness in young children.
Training Goal D Objective 1:						
The program will strengthen the collaboration with 25% of receiving School Districts by developing MOUs.	• Supplies	• Professional Development Department • Administrators • Assistant Directors	Community Partners	Ongoing		1. The program will collaborate with community agencies to support transitions by participating in collaborative meetings and community resource fairs. 2. The program will provide ongoing series of parent's roles in transitions and developmental milestones. 3. The program will develop a data system to track transitions across program options.

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Travel Related to Meeting School Readiness Goal	How T/TA Resources will be used	Estimated HS Costs	Estimated EHS Costs	Total Estimated Budget Costs for Travel within this Training Goal
Head Start California Health Institute ~ 4 staff	Travel, Housing, & Misc. Expenses	$2,392	$798	$3,190
NHSA Managers and Directors Academy ~ 6 Staff	Travel, Housing, & Misc. Expenses		$11,877	$11,877
NHSA Annual Conference ~ 2 Staff	Travel, Housing, & Misc. Expenses	$4,451	$13,353	$17,804
Total Training Goal		$6,843	$26,826	$32,871

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Mandated Trainings

The following training/activities will be provided in various formats including in-house training and follow-up to ensure all requirements are met. Each area will have effects on the T&TA Budget detailed under the categories of Supplies, Contractual, and Other identified in the budget detail under the pre-service and professional growth line items following a 76.5% HS and 23.5% EHS allocation.

STAFF:	Performance Standards	Date
Respectful Language Training & Dual Language Training	HS Act Section640(a)(3)(B)(ii)	Annually
Child Protective Services Training Universal Precautions & Blood Borne Pathogens	N-30-354-1-30(B)(ii) 45 CFR 1302.(a) – (d)	Pre-Service New Hire Orientation
Transitions for Children / School Readiness	45 CFR 1302.(a) – (d)	Annually
New Hire Orientation	45 CFR 1302.(a) – (d)	Weekly
Pre-Service & In-Service training opportunities	45 CFR 1302.(a) – (d)	Annually
HS Goals and Objective Training	45 CFR 1302.(a) – (d)	Annually
Vehicle Safety Training	45 CFR 1302.(a) – (d)	New Hire Orientation by Human Resources
First Aid and CPR Training	45 CFR 1302.(a) – (d)	Monthly
Health and Safety Training	45 CFR 1302.(a) – (d)	Monthly
Classroom Assessment Scoring System (CLASS)	45 CFR 1302.(a) – (d)	Ongoing
PARENTS:		
Parents as Primary Teachers	45 CFR 1302.5	Annually
Parent orientation on the prevention of Child Abuse	45 CFR 1302.5	Parent Orientation Meetings
Parent Rights (Licensing Form upon Enrollment)	45 CFR 1302.15	Home Visit with Eligibility Technicians /Home Based Educators
Pedestrian training	45 CFR 1302.47	Parent Committee Meetings
Family Assistance with Nutrition	45 CFR 1302.44	Nutrition Assessment, first 45 days
Parent Education of mental health issues	45 CFR 1302.46	Annually & as needed
Parenting Skills Training	45 CFR 1302.43	Parent Committee Meetings
Disabilities Training	45 CFR 1302.60	Inclusion Advisory Meetings

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ADDITIONAL TRAININGS

The following training/activities will be supported by local community partnerships, Region IX TAS and internal staff trainings at little* to no cost to the program. (*some minor cost for supplies may be needed, and would be identified under the category of Supplies in the budget detail)

PARENT EDUCATION	
Policy Council New Member Training	November 2025
Parent Committee Training	November 2025
Case Management for Family Engagement	Monthly Series
EARLY CHILDHOOD DEVELOPMENT / PROGRAM	
ITERS & ECERS Identified Trainings	October 2025
Challenging Behaviors/Behavioral Strategies (ASQ)	January 2026
DRDP Identified Trainings	April 2025
Creative Curriculum	April 2025
Teacher Talk (SELPA)	August 2025
Disabilities Transitions	May 2025
Monitoring Audit	December 2025
CLASS	August 2025
Mentor Coaching Training	August 2025
ADMINISTRATION	
Pre-Service 2025	August 2025
Professional Development Post Service	April 2025
Health and Safety Training	Monthly
Performance Evaluation Training	Annually
Student/Volunteer Accident Training	As needed
BOD Training ~ Roles and Responsibilities	November 2025
FISCAL	
Budget Development	Quarterly

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ADDITIONAL CONFERENCES

The following trainings have been selected to improve staff skills in completing daily tasks. The various topics will assist in providing the training(s) needed that are not readily available within our community or by one of our own employees.

Head Start California trainings and BOD Meetings
Child and Adult Care Food & Nutrition Conference Expo
ChildPlus Trainings
Every Child California
Policy Leadership (NHSA)
Pyramid Model Annual National Conference
Early Start National Home Visiting Summit
Region 9 Conference
Community Action Partnership Conferences

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MEMORANDUM

To: Program Review and Evaluation Committee

From: Kelly Lowery, Food Bank Administrator

Date: September 11, 2024

Subject: *Agenda Item 5f:* Strategic Plan 2021-2025 – Goal Group 1 Presentation
-Info Item

Goal Group 1 is dedicated to promoting efforts to "increase access to healthy, affordable food to support the health of the communities we serve" (Strategic Plan, 2021-2025). This goal group is comprised of the following staff: Susana Magana, Laurie Hughey, Vanessa Cortez, Alan Rodriguez, and Kelly Lowery. These members represent various programs and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

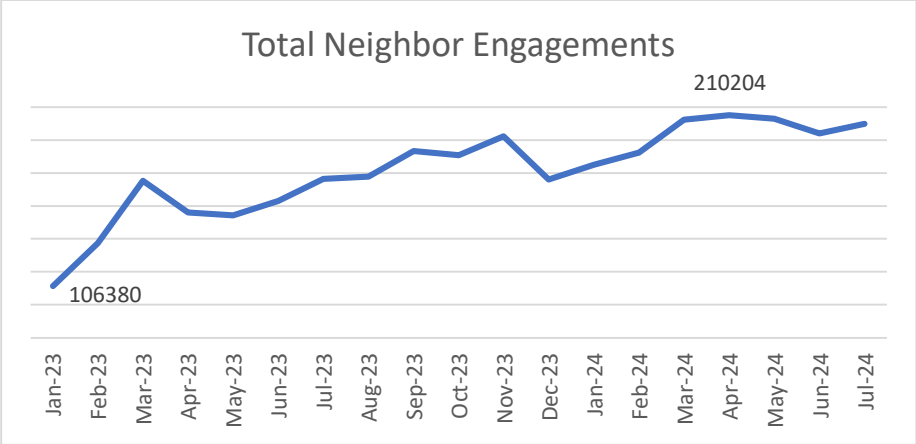
CAPK Strategic Goal 1
"Increased access to healthy affordable food to support the health of the communities we serve."

Meetings
Goal group 1 meets on the first Friday of every month. The next scheduled meeting is Friday, October 4th.

National Farmers Market Week Event
The CFHL team hosted a National Farmers Market Week event in partnership with the only local farmers market that accepts EBT. Over 250 families were able to be connected to resources, had a chance to win raffles and buy from local farmers. We were also able to have media coverage from 23ABC (KERO-TV) and provide emergency food boxes from the CAPK Foodbank.

Agency Partner Capacity Building Project (Update)
Last year we applied for and were granted funding under the Reach & Resiliency Round 2 grant from CDSS. The purpose for which we applied for these funds is to expand the capacity of our agency partners to receive and distribute more food, especially fresh and frozen items like proteins and produce. In May we had our first delivery of 35 two-door commercial refrigerators and 20 one-door commercial freezers. Shelving, hand trucks, and tables have also been ordered and delivered. There will be another 10-15 pantry sites that will receive the same resources in the second and final phase of the project in Q4.

Current Food Bank Engagements Exceed 100% of 2023 Numbers
The chart below illustrates the rise in neighbor engagements from January 2023 to the present:



Food Locker Program
Food Bank staff are developing a program to deploy food lockers in areas where acute food insecurity is highest to provide after-hours access to emergency food. We have been in contact with potential donors as well as potential host sites. Additionally, the grants team is pursuing potential grant opportunities to fund a pilot program. If we are able to launch this program before the end of the year, CAPK would be the first in California to utilize a food locker program like this in the fight to fully address food insecurity.

Nutrition Pantry Program
In the last nine months, our Nutrition Pantry Program (NPP) added eight agency partners. Partnering with the NPP program means that pantries are committing to modifying their location and processes to promote food security through a trauma-informed approach. Our original goal was six for 2023, we are excited to use these last three months to recruit more.

Food Insecurity Screening
To address food insecurity, we piloted a Food Insecurity Screener at a local clinic. The CFHL team has contacted 72 families who screened positive for food insecurity in the three months since we launched the program. The families were referred to internal and external services to meet their individual needs, including referring them to the local food pantries in their zip code.

ReThink Your Drink Highlight
CAPK CFHL was honored to be chosen as one of the two counties selected by the California Department of Public Health to film a "Success Story" regarding our ReThink Your Drink Initiatives that have been growing over the last few years. this was such an honor because there were only 2 counties chosen to be promoted from all 58 countries in California. During the filming of the story we also highlighted the collaboration with the CAPK Foodbank and their amazing impact on the community. Due to this, the State Department is interested in filming a story on the food bank as well.

Attachment:
Action Plan by Team Member – Susana Magana

Susana Magana
My Summary for 2024

Community Action...
As of September 4, 2024

Mission Statement

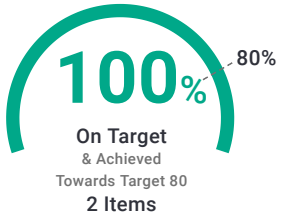
Organizational Slogan

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

Vision Statement

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

Vision Description





My Items

Item	YTD Actual
1.1: Enhance accessibility through expansion of food distribution sites and services.	57%
1.2: Leverage new and strengthened partnerships to reach additional families and communities.	57%

Item	YTD Actual

Susana Magana
My Items for 2024

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

Community Action...
As of September 4, 2024

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

Objective
Enhance accessibility through expansion of food distribution sites and services. (1.1) (Last updated: 02/02/24)
Aligned to: #1 Food Access

Owner
Susana Magana

Measure:
Percent Complete

57% **0%**



YTD Target: 68.6%

Objective
Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 02/02/24)
Aligned to: #1 Food Access

Owner
Susana Magana

Measure:
Percent Complete

57% **0%**



YTD Target: 68.6%

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

Susana Magana
Contributing to for 2024

Community Action...
As of September 4, 2024

Objective
Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 02/02/24)
Aligned to: #1 Food Access

Owner
Susana Magana

Measure:
Percent Complete

57%

0%



YTD Target: 68.6%

MEMORANDUM

To: Program Review & Evaluation - PRE-Committee

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

Date: September 11, 2024

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

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

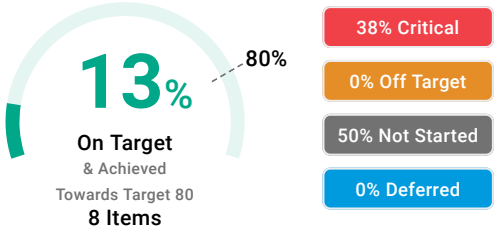
The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities throughout Kern County. Listed below are some program updates that will help us reach our goal:

- Head Start is expanding services in San Joaquin County as an SJCOE Educational Partner to serve preschool children with a focus on three-year-olds. The new funding that CAPK will receive is CSPP and Head Start Preschool to serve 17 children in the City of Stockton, CA. Head Start is securing a new facility for this expansion to accommodate infants, toddlers, and preschoolers.
- Head Start is on track to submit a contract in November for a Family Child Care (FCC) Partnership option which will offer Early Head Start and Head Start options.
- Oasis Family Resource Center is currently in the process of negotiating the expansion of the Planned Parent Hood program to the City of Mojave to educate families and help reduce teen pregnancy.
- The East Kern Family Resource Center will be implementing their new laundry service in the Month of December to help meet the needs of the community and help improve the health of low-income families.

Group 2 met on August 2, 2024, to review and evaluate our current Strategic goal and to identify new opportunities. The next meeting is scheduled for October 4, 2024.

Attachment:
Action Plan by Team Member Report -Yolanda Gonzales

Yolanda Gonzales



2 Community Access
All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.

Objective	Activity	Sub-Activity
90% of 69% **Expand access to services and resources for health and safety of children and youth by providing a safe environment.** (2.1) Owner: Yolanda Gonzales, (10/01/21 - 12/31/25) Updated as of 06/07/24 Latest Comment: Obtained contract to increase services in Jan Joaquin County by opening a new facility, including 3-5 yr old children. Also in the beginning stages of opening a family home child care option. (Angie Nelson, 06/07/24)	Not Started of 67% **Identify and secure additional funding to support facility and capacity development required to expand geographic coverage.** (2.1.3) (EOY Target: 100%) Owner: Yolanda Gonzales, (01/01/24 - 12/31/24) Updated as of 02/02/24 Latest Comment: Received a second grant to provide homeless services in Eastern Kern County (Angie Nelson, 02/02/24)	

40% of 69%

Support the quality and availability of non-traditional hours of service. (2.2)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 06/07/24

Latest Comment: Will be seeking childcare providers that are able to provide non-traditional hours, within the Early Head Start and Head Start Program. (Angie Nelson, 06/07/24)

35% of 69%

Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 02/02/24

Latest Comment: East Kern Resource Center and Oasis has partnered with Dept of Human Services to increase support services for parenting classes, and waiving fees. Transportation services are also provided. Families from Head Start are also receiving services. (Angie Nelson, 02/02/24)

73% of 69%

Support workforce development and employment opportunities for CAPK clients. (2.3)

Owner: Yolanda Gonzales, (10/01/21 - 12/31/25)
Updated as of 06/07/24

Latest Comment: Energy has partnered up with Bakersfield College and a Solar Company to train individuals to install solar systems. (Angie Nelson, 06/07/24)

Not Started of 83%

Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2) (EOY Target: 100%)

Owner: Yolanda Gonzales, (01/01/23 - 12/31/24)
Updated as of 10/06/21

Not Started of 83%

Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members. (2.3.2.1) (EOY Target: 100%)

Owner: Yolanda Gonzales, (01/01/23 - 12/31/24)
Updated as of 10/06/21

Not Started of 83%

Identify and implement mechanisms to provide ongoing support to participants. (2.3.2.2) (EOY Target: 100%)

Owner: Yolanda Gonzales, (01/01/23 - 12/31/24)
Updated as of 10/06/21

DATE	September 18, 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 Chair Michelle Jara-Rangel called the meeting to order at 12:02 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 and Denise Boshers

   Absent: Gema Perez, Fatima Echeverria

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Emilio Wagner, Chief Facilities & Technology Officer, Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition 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 July 31, 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 July 31, 2024. Tracy noted this budget reflects information before the Budget Revision has been approved by Head Start. Funds for the construction of the Central Kitchen will be spent down quickly as the design phase was approved a while ago. Tracy noted you will see building proceeds for the sale of the two properties that were sold last year, and funds are allocated for the new Central Kitchen. We broke ground for the new Central Kitchen on August 26, 2024.

   b. CAPK Agency Wide Budget Revision #2 – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above agenda noting annual operating budget has been increased from $125,923,752 to $129,117,611. The increase is attributed to the following: Child Care Cost of Care stipend revenue from the State, adjustments to USDA revenue and expenses for the Central Kitchen and an amendment to the Discretionary Budget to account for the completed construction on 1300 18th Street.

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

c. Stine Road Lease Proposal – Emilio Wagner, Chief Facilities & Technology Officer – ***Action Item***

Emilo Wagner presented the above action item for approval and provided a summary of the proposed recommendation. Emilio noted this proposal is very reasonable compared to other property on the market. Emilio mentions the current location for MCAP is a great location for WIC to move into. The current WIC location has had issues with security and deferred maintenance issues. The Olive Drive offices would be a great fit for WIC and meet their needs. The WIC move would be a separate issue that would come back as a separate agenda item.

Denise Boshers asked what services are provided at the MCAP location.

Susan Magana replied and said that the local office is for administrative staff and that there are no childcare services provided at that location. Susana also said that the staffing has doubled in size due to the growth of the program and the current office can no longer meet their needs.

Denise Boshers asked about the potential loss of services to clients that utilize the current WIC location on East California Avenue.

Jeremy Tobias responded and said the State will be involved in approving our service location and will ensure that there is coverage in various areas where services are needed. State WIC must approve all site locations proposed by WIC.

Michelle Jara-Rangle asked if the Stine location would be sufficient to rent the entire building and locate both MCAP and WIC programs at that one site.

Susana Magana replied and said that the 2nd floor is set up as classrooms and would not support the needs for the WIC program administrative staff.

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

d. California Department of Education Program Continued Funding Application – Rosa Guerrero, Administrative Analyst Head Start & Child Development - ***Action Item***

Rosa Guerrero presented the above action item for approval and discussed the current grant year budget revision.

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

e. Strategic Plan Goal Group 6 update – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above agenda item noting the Goal Group 6 has been meeting regularly and shared the dashboard indicating that the goals of this group are being met.

Denise Boshers asked about the status for the next Strategic Plan session to take place next year.

Jeremy Tobias answered that the agency is in the early stages of planning and we will likely plan for the Board Retreat in the first quarter of next year, and the Board will be actively involved in the preparation of the next Strategic Plan during the retreat.

f. July Financial Reports 2024, Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above agenda item noting the agency did not draw from the line of credit during the month of July. We are able to sustain an adequate unrestricted cash balance to cover programs with negative cash balances. The Central Kitchen expenditures are currently 38.9% at the end of 07/31/24 and USDA revenue is at 24.0%. Expenditures are in line with the target of 41.6% (5 out of 12 months).

CMAP is currently earning 8.5% as of 7/31/24. The target for this period should be 8.3%.

Center based state programs (CSPP, CMIG and CCTR) reflect average earnings based on attendance/enrollment for the current period. Earnings for the year CCTR is at 8.2%, CSPP is at 3.9%, and CMIG is at 0.4% Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current earnings are 9.1% with a target of 8.3%.

At the time of this report, the Finance Division has three vacancies in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion, and we are expecting to go live with the software in November/December.

The agency expenditure rate is currently at 41% for the year and is aligned with the goal of 41.7%.

The Indirect Fund budget to actual report for June month end showed that revenue is excess expenditures by $369,082 which is 73.0% of the budgeted indirect surplus. Overall expenditures are 41.1% of the budget and is less than the target of 41.7% (5 of 12 months).

Tracy noted that the agency check register is included in the financial statement report.

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

Committee Member Comments

Michelle Jara Rangle asked if there are any updates about a previous request to assist the Inyo & Mono County CAP Agency. Jeremy Tobias said the Inyo & Mono County CAP hasn't reached out to us directly, we received communication through CalCAPA and they indicated Inyo/Mono may need some assistance. They are struggling with limited staff and limited budget. We are still in very early discussions with CalCAPA to assess their needs and we may be in a position to assist if a formal request is made.

Michelle Jara-Rangle asked about a new non-profit that is starting in Lake Isabella and wanted to know if this is an organization we can partner with. Jeremy Tobias answered that the new entity is called Kern River Valley Bridge Connection, and it is being started by Karen Zuber who is the local Regional Manager at Bank of America, she is trying to get this new non-profit going. We are one of several participants that

are in talks with to locate services at their new site. Jeremy noted we do provide services in that area and it would be a good idea to consolidate into one location. The Food Bank has expressed a desire to open a fresh pantry there and we are planning a small office space where we would rotate CAPK services through.

Denise Broshers commented that Feed the Need is next Tuesday at the Kern County Fair and mentioned she has seen a lot of promotion for it. Jeremy Tobias confirmed it starts around 3:30pm.

Next Scheduled Meeting

12:00 pm
Wednesday, October 23, 2024
CAPK Administration Office
1300 18th St., 3rd Floor
Bakersfield, CA 93301

Adjournment

The meeting was adjourned at 12:34 pm

o

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 18, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended July 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the 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 July 31, 2024. Five months (41.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 35% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 76% of the budget.

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

The non-Federal share is at 47% 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 - July 31, 2024
Month 5 of 12 (41.7%)

Prepared 09/10/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,479,766	2,515,851	5,963,915	30%	70%
FRINGE BENEFITS	2,662,019	990,505	1,671,514	37%	63%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	319,234	215,783	60%	40%
CONTRACTUAL	186,280	75,668	110,612	41%	59%
CONSTRUCTION	-	-	-		
OTHER	3,710,007	1,560,533	2,149,474	42%	58%
INDIRECT	1,478,747	507,690	971,057	34%	66%
TOTAL BASE FUNDING	**17,051,836**	**5,969,481**	**11,082,355**	**35%**	**65%**

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	60,904	17,351	43,553	28%	72%
SUPPLIES	23,986	15,319	8,667	64%	36%
CONTRACTUAL	12,800	24,000	(11,200)	188%	-88%
OTHER	63,752	66,199	(2,447)	104%	-4%
INDIRECT	16,144	11,934	4,210	74%	26%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**134,803**	**42,783**	**76%**	**24%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**6,104,284**	**11,125,138**	**35%**	**65%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	1,512,725	739,351	67%	33%
CALIF DEPT OF ED	10,925,665	4,725,958	6,199,707	43%	57%
TOTAL NON-FEDERAL	**13,177,741**	**6,238,683**	**6,939,058**	**47%**	**53%**

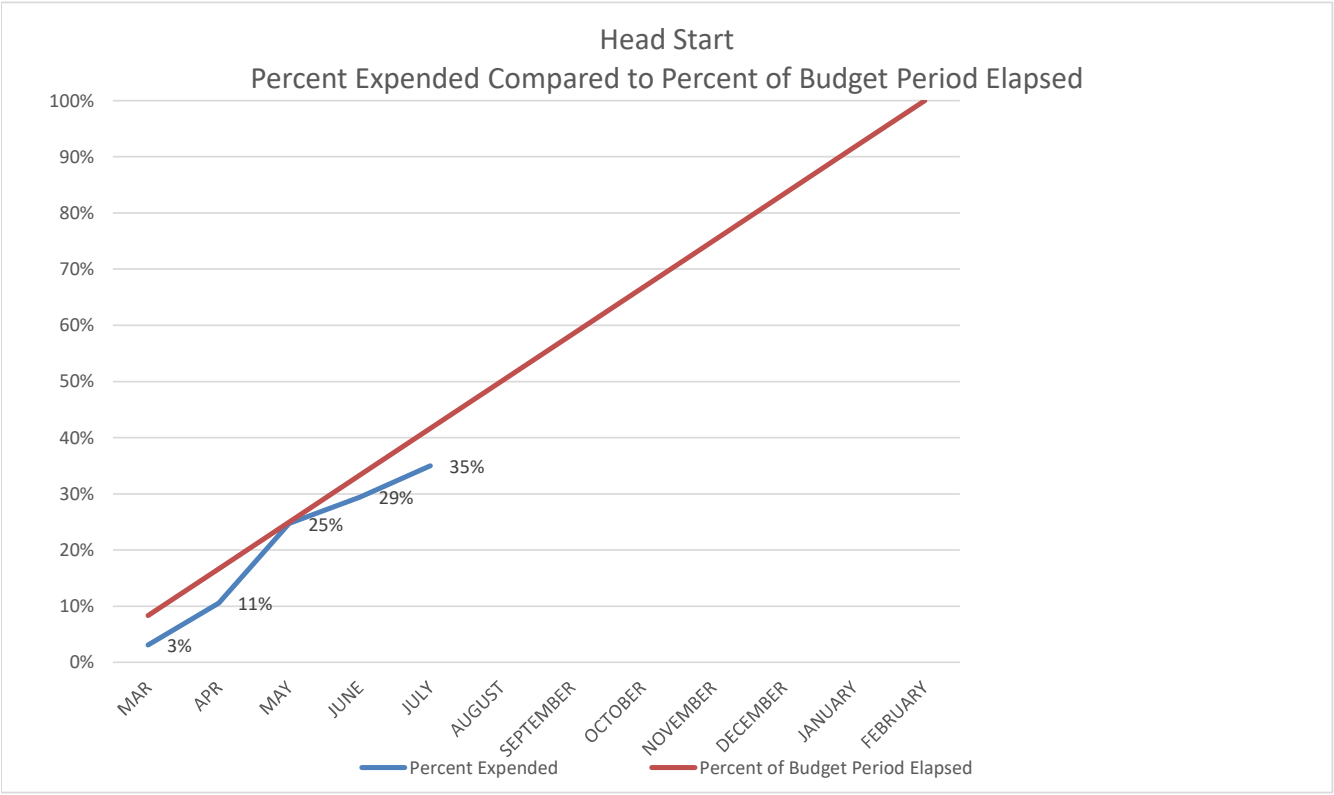
Budget reflects Notice of Award #09CH012489-01-02

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2024

Administrative Cost for HS and EHS Combined **2.8%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	44,325	-	-	-	**44,325**	8/1/2024
Lowe's	34,258	758	-	-	**35,016**	8/2/2024
Smart & Final	325	-	-		**325**	8/2/2024
Save Mart	513	-	-	-	**513**	8/4/2024
Chevron & Texaco Business Card	7,660	-	-	-	**7,660**	8/6/2024
Home Depot	5,666	69	-	-	**5,735**	8/5/2024
	92,748	**827**	**-**	**-**		


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%
35%
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: September 18, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended July 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the 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 July 31, 2024. Five months (41.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 29% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 37% 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 - July 31, 2024
Month 4 of 12 (41.7%)

Prepared 09/10/2024

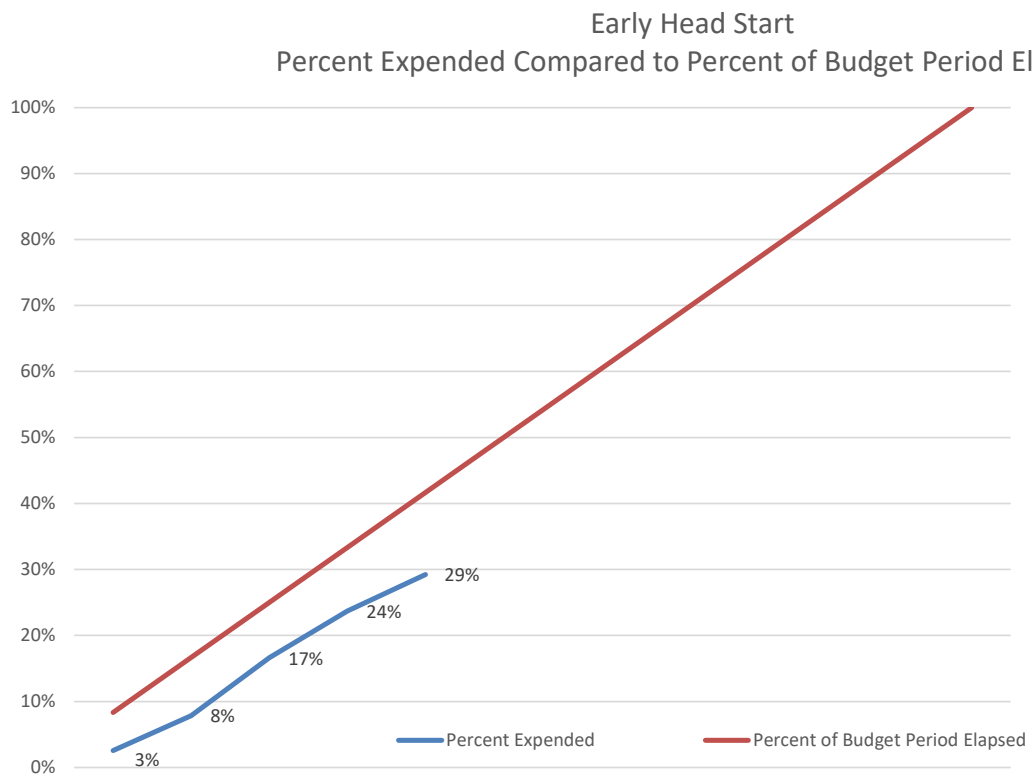
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,427,913	3,437,482	8,990,431	28%	72%
FRINGE BENEFITS	3,797,085	1,104,095	2,692,990	29%	71%
TRAVEL	-	90	(90)		
EQUIPMENT	-	-	-		
SUPPLIES	761,608	250,155	511,453	33%	67%
CONTRACTUAL	1,001,244	279,805	721,439	28%	72%
CONSTRUCTION	-	913,555	(913,555)		
OTHER	2,529,435	17,130	2,512,305	1%	99%
INDIRECT	2,000,772	579,032	1,421,740	29%	71%
TOTAL BASE FUNDING	**22,518,057**	**6,581,344**	**15,936,713**	**29%**	**71%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	50,690	67,942	43%	57%
SUPPLIES	30,013	5,997	24,016	20%	80%
CONTRACTUAL	26,080	9,333	16,747	36%	64%
OTHER	137,953	50,418	87,535	37%	63%
INDIRECT	31,268	11,534	19,734	37%	63%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**127,973**	**215,973**	**37%**	**63%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**6,709,317**	**16,152,686**	**29%**	**71%**

Budget reflects Notice of Award #09CH012489-01-02
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 18, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended July 31, 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. Seventeen months (70.8%) 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 56% 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 - July 31, 2024
Month 16 of 24 (70.8%)

Prepared 09/10/24

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	152,313	90%	10%
TOTAL BASE FUNDING	**19,868,010**	**18,452,057**	**1,396,424**	**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	267,253	(213,867)	501%	-401%
EQUIPMENT	314,100	283,354	30,746	90%	10%
CONSTRUCTION	1,000,000	(2,056)	1,002,056	0%	100%
CONTRACTUAL	4,505	4,505	-	100%	0%
OTHER	165,483	165,483	0	100%	0%
INDIRECT	49,259	68,788	(0)	140%	-40%
TOTAL CARRYOVER	**1,836,328**	**1,036,912**	**818,945**	**56%**	**44%**

GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**19,663,977**	**2,217,947**	**90%**	**10%**

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 07/31/2024

Administrative Cost for HS and EHS Combined **10.3%**

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 18, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended July 31, 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. Seventeen months (70.8%) 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 44% 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 - July 31, 2024
Month 16 of 24 (70.8%)

Prepared 09/10/24

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	99,557	(86,210)	746%	-646%
EQUIPMENT	100,000	228,337	(128,337)	228%	-128%
CONSTRUCTION	1,345,378	164,042	1,181,336	12%	88%
CONTRACTUAL	1,320	1,320	-	100%	0%
OTHER	74,009	74,009	-	100%	0%
INDIRECT	23,470	43,182	(19,712)	184%	-84%
TOTAL CARRYOVER	**1,687,491**	**740,406**	**947,085**	**44%**	**56%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**17,746,504**	**3,078,274**	**85%**	**15%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 07/31/2024

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 18, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of July 31, 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 July 31, 2024.

Overall expenditures are 12.7% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - July 31, 2024

Prepared 09/10/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	15,971	3,345,763	423,776	2,921,986	87.3%

% Spent 12.7%

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	423,776
Remaining Balance	2,921,986

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 July **31, 2024** (Month 5 of 12)

Percent of budget period elapsed: 41.7%

LOCATION	Enroll-ment	March	April	May	June	July	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,724	15,179	6,902	0	0	37,805	Kern	43,028	88%
Alicante	17	10,871	11,808	10,120	8,079	6,979	47,856	Kern	21,514	222%
Angela Martinez	75	21,698	18,009	11,496	6,336	16,446	73,985	Kern	94,916	78%
Broadway	37	11,446	7,909	5,992	0	0	25,347	Kern	46,825	54%
California City	17	16,202	12,187	3,114	0	0	31,503	Kern	21,514	146%
Cleo Foran	23	9,095	11,613	12,788	8,230	3,309	45,035	Kern	29,107	155%
Delano	60	24,046	25,401	15,771	0	0	65,217	Kern	75,933	86%
East California	52	10,239	9,308	4,334	656	0	24,536	Kern	65,808	37%
Fairfax	34	8,090	8,219	4,907	0	0	21,216	Kern	43,028	49%
Fairview	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	146	21,066		17,703	17,322	17,606	73,697	Kern	184,769	40%
Heritage	17	3,577	2,886	799	0	0	7,263	Kern	21,514	34%
Home Base	160	7,607	3,498	3,201	901	2,495	17,702	Kern	202,487	9%
Lamont	20	6,429	9,371	3,940	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	7,366	Kern	63,277	12%
McFarland	20	215	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	15,837	Kern	53,153	30%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,674	167,025	Kern	146,803	114%
Planz	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	199,564	Kern	84,791	235%
Rosamond	34	1,474	3,599	734	0	0	5,807	Kern	43,028	13%
San Diego	32	6,452	7,973	6,807	6,795	8,391	36,418	Kern	40,497	90%
Seibert	20	2,223	1,036	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,135	3,790	799	3,640	708	11,071	Kern	21,514	51%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,539	16,757	Kern	30,373	55%
Sterling	134	27,947	23,207	21,937	21,774	23,196	118,061	Kern	169,583	70%
Stockdale Head Start	45	0								
Sunrise Villa	17	905	1,552	745	0	0	3,202	Kern	21,514	15%
Taft	51	4,118	6,079	3,535	0	0	13,732	Kern	64,543	21%
Tehachapi	15	567	744	0	0	0	1,310	Kern	18,983	7%
Vineland	17	1,788	1,609	562	0	0	3,959	Kern	21,514	18%
Virginia	17	10,041	0	4,607	0	0	14,648	Kern	21,514	68%
Wesley	60	15,716	597	7,850	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	15,559	Kern	50,622	31%
Administrative Services		0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0			
Governance		24	0	50	24	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	55,072	Kern/SJC	74,265	74%
California Street	24	12,526	12,655	11,074	9,643	7,720	53,619	SJC	30,373	177%
Gianone	16	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	9,816	SJC	20,249	48%
Lodi Home Base	20	8,517	15,287	10,556	13,115	11,297	58,773	SJC	25,311	232%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	32,712	SJC	30,373	108%
Lathrop Home Base	20	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	18,711	SJC	30,373	62%
St. Mary's	16	3,438	4,376	7,566	1,191	458	17,029	SJC	20,249	84%
Stockton Home Base	40	76	17,519	20,203	20,165	16,908	74,870	SJC	50,622	148%
Lathrop	24	9,405	9,356	7,138	6,215	3,796	35,910	SJC	30,373	118%
SUBTOTAL IN-KIND	**1,754**	**404,536**	**357,156**	**323,794**	**221,975**	**205,264**	**1,512,725**	**0**	**2,258,258**	**67%**
								x		
State General Child Care*		261,877	256,008	266,689	221,757	248,064	1,254,394	Kern	3,481,300	36%
State Preschool*		620,606	675,972	576,199	314,235	290,402	2,477,414	Kern	6,219,213	40%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,190	17,908	Kern	50,000	36%
SUBTOTAL CA DEPT of ED		**886,916**	**936,413**	**847,543**	**539,188**	**539,656**	**3,749,716**		**9,750,513**	**38%**
								x		
State General Child Care*		209,012	215,878	238,485	238,485	219,905	663,374	SJC	1,175,152	**56%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**238,485**	**219,905**	**663,374**		**1,175,152**	**56%**
GRAND TOTAL		**1,500,464**	**1,509,447**	**1,409,822**	**999,648**	**964,825**	**5,925,815**		**13,183,923**	**45%**
							312,868			
							6,238,683			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending July 31, 2024 (Month 05 of 12)

Percent of year elapsed: 41.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	6,097	8,743	3,298	5,348	4,468	27,954	103,398	27%
Kern Community College District - BC	32	19,159	112,423	27,266	0	0	158,848	137,864	115%
KCSOS - Blanton	16	20,259	10,258	9,476	81	0	40,073	68,932	58%
Garden Pathways	11	0	0	0	0	0	0	47,391	0%
Taft College	42	20,928	30,799	34,264	0	0	85,992	180,947	48%
Escuelita Hernandez	16	0	0	0	0	0	0	68,932	0%
TBD	11	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0		
GRAND TOTAL	**152**	**66,443**	**162,223**	**74,305**	**5,429**	**4,468**	**312,868**	**654,854**	**48%**

Budget reflects Notice of Award #09CH012489-01-02

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: September 18, 2024

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #2 – **Action Item**

The proposed revised annual budget for the 2024/25 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from $125,923,752 to $129,117,611. The increase is attributed to the following: Child Care Cost of Care stipend revenue from the state, adjustments to USDA revenue and expenses for the Central Kitchen, and an amendment to the discretionary budget to account for the completed construction on 1300 18th Street. Attached is the 2024/25 annual budget with category support schedules.

Recommendation

Staff recommends that the Executive Committee approve the revised annual budget for FY 2024/25.

Attachments:
(1) Revised Annual Budget for FY 2024/25 (11 pages)
(2) Detail of Budget Revision Changes for FY 2024/25 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 97,057,986	$ 12,134,420	$ 6,808,169	$ 9,330,767	$ 1,791,327	$ -	$ 127,122,669	$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,830,485
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 101,551**	**$ 127,770,402**	**$ 10,830,485**
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,701,891
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,575,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	117,750
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	1,004,981	15,054,623	180,500
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	297,772
Equipment	974,100	-	174,425	7,000	-	-	1,155,525	122,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	964,000
Other Operating Costs	1,719,322	451,389	505,338	344,696	44,380	108,975	3,174,100	924,080
Program Costs	22,363,004	4,057,241	227,662	729,421	3,000	-	27,380,328	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,996,211	1,252,564	603,071	769,074	169,041	40,524	10,830,485	-
Total Expenditures	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 1,448,760**	**$ 129,117,611**	**$ 9,958,301**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,347,209)**	**$ (1,347,209)**	**$ 872,184**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
BUDGET REVISION #1 (PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	$ 2,594,094	$ (400,235)	$ -	$ -	$ -	$ -	$ 2,193,859	$ -
Head Start Subsidy for CACFP	165,098	(165,098)	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	366,629
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 2,759,192**	**$ (565,333)**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 2,193,859**	**$ 366,629**
Expenditures								
Salaries	1,065,690	78,513	-	-	-	-	1,144,203	-
Benefits	283,357	12,460	-	-	-	-	295,817	-
Travel	-	-	-	-	-	-	-	-
Space Cost	-	-	-	-	-	1,000,000	1,000,000	-
Supplies	-	-	-	-	-	-	-	-
Equipment	560,000	-	-	-	-	-	560,000	-
Consultant/Contract	-	-	-	-	-	-	-	-
Other Operating Costs	383,631	-	-	-	-	-	383,631	-
Program Costs	165,098	(721,519)	-	-	-	-	(556,421)	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	301,416	65,213	-	-	-	-	366,629	-
Total Expenditures	**$ 2,759,192**	**$ (565,333)**	**$ -**	**$ -**	**$ -**	**$ 1,000,000**	**$ 3,193,859**	**$ -**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,000,000)**	**$ (1,000,000)**	**$ 366,629**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 94,463,892	$ 12,534,655	$ 6,808,169	$ 9,330,767	$ 1,791,327	$ -	$ 124,928,810	$ -
Head Start Subsidy for CACFP	(1,503,663)	1,503,663	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,463,856
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 92,980,229**	**$ 14,564,500**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 101,551**	**$ 125,576,543**	**$ 10,463,856**
Expenditures								
Salaries	35,316,810	4,921,710	2,341,392	3,941,869	965,801	199,565	47,687,147	5,701,891
Benefits	10,806,110	1,528,360	702,424	1,185,464	255,251	64,865	14,542,474	1,575,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	117,750
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	4,981	14,054,623	180,500
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	297,772
Equipment	414,100	-	174,425	7,000	-	-	595,525	122,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	964,000
Other Operating Costs	1,335,691	451,389	505,338	344,696	44,380	108,975	2,790,469	924,080
Program Costs	22,197,906	4,778,760	227,662	729,421	3,000	-	27,936,749	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,694,795	1,187,351	603,071	769,074	169,041	40,524	10,463,856	-
Total Expenditures	**$ 92,980,229**	**$ 14,564,500**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 448,760**	**$ 125,923,752**	**$ 9,958,301**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (347,209)**	**$ (347,209)**	**$ 505,555**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	49,531,518	12,833,311	2,006,425	4,874,043	27,812,689	**97,057,986**
Head Start Subsidy for CACFP	(1,338,565)	-	-	-	-	**(1,338,565)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	20,000	-	-	-	-	**20,000**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 48,212,953**	**$ 12,833,311**	**$ 2,006,425**	**$ 4,874,043**	**$ 27,812,689**	**$ 95,739,421**
Expenditures						
Salaries	20,927,527	8,997,743	1,402,190	2,785,694	2,269,346	**36,382,500**
Benefits	6,462,108	2,648,036	443,732	894,331	641,260	**11,089,467**
Travel	437,326	-	-	232,000	16,600	**685,926**
Space Cost	11,094,609	-	-	96,000	166,000	**11,356,609**
Supplies	1,332,724	-	-	110,148	69,000	**1,511,872**
Equipment	974,100	-	-	-	-	**974,100**
Consultant/Contract	1,307,154	20,982	3,600	25,000	21,500	**1,378,236**
Other Operating Costs	1,496,738	-	-	78,284	144,300	**1,719,322**
Program Costs	194,980	-	-	196,000	21,972,024	**22,363,004**
Depreciation	267,774	-	-	14,400	-	**282,174**
Indirect	3,717,913	1,166,550	156,903	442,186	2,512,659	**7,996,211**
Total Expenditures	**$ 48,212,953**	**$ 12,833,311**	**$ 2,006,425**	**$ 4,874,043**	**$ 27,812,689**	**$ 95,739,421**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.9%	29.4%	31.6%	32.1%	28.3%	30.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 401,831	**$ 401,831**
Other Government Revenue	4,409,835	1,824,793	1,423,043	203,206	1,626,249	4,273,543	**12,134,420**
Head Start Subsidy for CACFP	-	-	1,117,585	220,980	1,338,565	-	**1,338,565**
Private Revenue	-	-	-	-	-	50,000	**50,000**
Other Revenue	-	-	-	-	-	253,247	**253,247**
Donations	-	-	-	-	-	222,935	**222,935**
Total Revenue	**$ 4,409,835**	**$ 1,824,793**	**$ 2,540,628**	**$ 424,186**	**$ 2,964,814**	**$ 5,201,556**	**$ 14,400,998**
Expenditures							
Salaries	2,553,500	655,319	923,953	-	923,953	1,148,452	**5,281,224**
Benefits	791,585	206,245	271,274	-	271,274	356,016	**1,625,120**
Travel	10,000	33,307	27,000	-	27,000	47,700	**118,007**
Space Cost	420,368	49,627	121,700	-	121,700	186,100	**777,795**
Supplies	43,500	16,887	6,000	-	6,000	80,831	**147,218**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	648,910	-	-	-	-	**648,910**
Other Operating Costs	177,489	48,608	62,600	-	62,600	162,692	**451,389**
Program Costs	7,500	-	897,135	36,247	933,382	2,746,894	**3,687,776**
- Vended Meals	-	-	-	369,465	369,465	-	**369,465**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	400,893	165,890	230,966	18,474	249,440	472,871	**1,289,094**
Total Expenditures	**$ 4,409,835**	**$ 1,824,793**	**$ 2,540,628**	**$ 424,186**	**$ 2,964,814**	**$ 5,201,556**	**$ 14,400,998**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	31.5%	29.4%		29.4%	31.0%	30.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,808,169**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,808,169**
Expenditures	
Salaries	**2,341,392**
Benefits	**702,424**
Travel	**75,000**
Space Cost	**238,000**
Supplies	**125,000**
Equipment	**174,425**
Consultant/Contract	**1,815,857**
Other Operating Costs	**505,338**
Program Costs	**227,662**
Depreciation	**-**
Indirect	**603,071**
Total Expenditures	**$ 6,808,169**
Gain/(Loss)	**$ -**
Benefit Rate	**30.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Diaper Distribution Pilot	KCCD CERF	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	$ 267,826	$ 225,054	$ 47,732	$ -	$ 192,413	$ -	$ -	$ -	$ -	$ 594,963	**$ 1,327,988**
Other Government Revenue	1,299,790	5,468,477	297,799	176,248	1,163,056	48,333	500,000	83,333	65,090	228,641	**9,330,767**
Private Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,567,616**	**$ 5,693,531**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 10,658,755**
Expenditures											
Salaries	953,639	2,237,596	187,034	121,503	405,470	8,003	276,069	52,252	41,336	314,328	**4,597,230**
Benefits	288,127	689,990	56,762	30,376	80,194	3,430	85,581	16,198	12,778	86,502	**1,349,938**
Travel	2,370	27,347	10,000	2,000	17,655	-	16,176	500	1,733	14,113	**91,894**
Space Cost	78,000	1,258,207	39,917	9,000	40,625	-	1,325	4,800	1,173	244,191	**1,677,238**
Supplies	45,339	147,500	200	1,500	20,645	-	8,650	-	2,151	32,326	**258,311**
Equipment	-	-	-	-	7,000	-	-	-	-	-	**7,000**
Consultant/Contract	-	7,500	-	-	554,153	32,506	66,745	-	-	750	**661,654**
Other Operating Costs	75,985	135,650	15,125	5,090	99,944	-	-	2,007	-	53,275	**387,076**
Program Costs	-	674,884	-	-	53,237	-	-	-	-	4,300	**732,421**
Depreciation	-	-	-	-	-	-	-	-	-	-	**-**
Indirect	124,156	514,857	36,493	6,779	76,546	4,394	45,454	7,576	5,919	73,819	**895,993**
Total Expenditures	**$ 1,567,616**	**$ 5,693,531**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 10,658,755**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.2%	30.8%	30.3%	25.0%	19.8%	42.9%	31.0%	31.0%	30.9%	27.5%	**29.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 401,831	$ 267,826	$ 47,732	$ 192,413	$ 594,963	$ 225,054	$ 61,508	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Expenditures								
Salaries	281,001	194,782	11,070	87,421	235,135	126,953	29,439	**965,801**
Benefits	84,300	48,696	2,214	19,233	58,784	35,547	6,477	**255,251**
Travel	-	-	4,000	11,000	5,790	4,500	15,000	**40,290**
Space Cost	-	-	15,000	24,400	206,720	30,079	-	**276,199**
Supplies	-	-	200	9,220	9,695	4,500	3,000	**26,615**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	5,000	-	**10,750**
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	**44,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	36,530	24,348	15,248	16,564	53,034	17,725	5,592	**169,041**
Total Expenditures	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**22.0%**	**25.0%**	**28.0%**	**22.0%**	**26.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	66,065	**66,065**
Donations	2,486	-	**2,486**
Transfer Released From Restriction	(347,209)	347,209	**-**
Total Revenue	**$ (344,723)**	**$ 413,274**	**$ 68,551**
Expenditures			
Salaries	-	199,565	**199,565**
Benefits	-	64,865	**64,865**
Travel	-	10,000	**10,000**
Space Cost	1,002,000	2,981	**1,004,981**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	6,000	**6,000**
Other Operating Costs	5,260	103,715	**108,975**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	40,298	**40,524**
Total Expenditures	**$ 1,002,486**	**$ 446,274**	**$ 1,448,760**
Fund Balance	-	33,000	**33,000**
Gain/(Loss)	**$ (1,347,209)**	**$ -**	**$ (1,347,209)**
Benefit Rate	0.0%	32.5%	**32.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**10,830,485**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 10,830,485**
Expenditures						
Salaries	981,292	1,734,146	429,259	1,888,413	668,781	**5,701,891**
Benefits	294,388	468,220	133,070	472,103	207,322	**1,575,103**
Travel	9,000	37,000	27,200	21,000	23,550	**117,750**
Space Cost	-	180,500	-	-	-	**180,500**
Supplies	87,000	108,000	17,500	40,000	45,272	**297,772**
Equipment	-	115,205	-	-	7,000	**122,205**
Consultant/Contract	103,500	248,000	16,500	523,000	73,000	**964,000**
Other Operating Costs	83,630	551,850	95,900	55,900	136,800	**924,080**
Program Costs	-	-	-	-		**-**
Depreciation	-	75,000	-	-		**75,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,558,810**	**$ 3,517,921**	**$ 719,429**	**$ 3,000,416**	**$ 1,161,725**	**$ 9,958,301**
Gain/(Loss)						**$ 872,184**
Benefit Rate	30.0%	27.0%	31.0%	25.0%	31.0%	**27.6%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Revenue	$ 5,799,844	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	7.2%
Expenditures							
Personnel Costs							
Salaries	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	5,701,891	21.7%
Benefits	756,241	875,486	931,312	982,302	1,216,557	1,575,103	29.5%
Benefit Rate	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*27.6%*	
Total Personnel Costs	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 7,276,994	23.3%
	72.5%	*71.2%*	*71.9%*	*70.0%*	*59.3%*	*73.1%*	
Operating Costs							
Travel	93,650	56,750	62,350	71,150	88,000	117,750	33.8%
Space Costs	186,800	193,300	206,370	215,700	386,450	255,500	-33.9%
Supplies	166,500	119,400	150,200	195,000	264,650	297,772	12.5%
Equipment	-	-	196,000	-	200,000	122,205	-38.9%
Consultant/Contract	659,100	1,144,066	956,000	1,288,000	1,049,000	964,000	-8.1%
Other Operating Costs	345,050	298,600	352,750	511,107	780,300	924,080	18.4%
Total Operating Costs	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 2,681,307	-3.1%
	27.5%	*28.8%*	*28.1%*	*30.0%*	*31.9%*	*26.9%*	
Total Expenditures	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 9,958,301	14.9%
Excess Indirect Revenue	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 872,184	-39.3%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Operations	$ 1,355,800	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,517,921	19.1%
Human Resources	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1,558,810	19.7%
Finance	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	3,000,416	17.6%
Community Development	705,930	-	-	-	1,329,568	1,161,725	-12.6%
Executive	612,204	1,145,335	1,133,815	1,337,079	534,524	719,429	34.6%
TOTAL	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 9,958,301	14.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Education	$ 54,886,617	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	8.7%
Nutrition	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	13,999,167	-27.2%
Energy Conservation	5,746,308	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	25.6%
Community Services	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	-2.4%
CSBG	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	41,233	203,689	284,270	311,758	3,423,525	1,448,760	-57.7%
COVID Response	-	-	4,259,035	3,602,032	-	-	0.0%
Total Annual Budget	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	1.3%

RECAP - EXPENDITURES BY CATEGORY	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Salaries	$ 30,816,989	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	4.5%
Benefits	9,792,653	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	5.6%
Travel	604,666	814,611	723,003	721,930	943,184	995,827	5.6%
Space Cost	7,496,553	10,436,885	8,378,137	23,204,587	16,448,026	15,054,623	-8.5%
Supplies	2,343,556	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	-33.2%
Equipment	99,000	92,760	291,353	831,379	1,806,455	1,155,525	-36.0%
Consultant/Contract	2,765,704	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	19.7%
Other Operating Cost	2,805,782	2,720,184	2,571,193	3,452,283	2,800,371	3,174,100	13.3%
Program Costs	9,513,508	11,039,753	11,336,024	11,277,182	27,462,618	27,380,328	-0.3%
Depreciation	362,700	311,004	301,440	301,440	317,240	282,174	-11.1%
Indirect	5,799,844	6,862,349	7,471,110	7,597,038	10,107,416	10,830,485	7.2%
TOTAL	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	1.3%

MEMORANDUM

To: Budget and Finance Committee

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

Date: September 18, 2024

Subject: *Agenda Item 4c*: Stine Road Lease Proposal – ***Action Item***

Background

The Migrant Childcare Alternative Payment (MCAP) Program has seen substantial grow recently and have no room for expansion at their current lease space located at 5351 Olive Dr. The landlord as well does not have any additional suites available for the space needed. The program is limited to 5,032 rentable square feet of space and is currently spending $9,555 per month which equates to $1.90 per square foot.

Current Events

Space Analysis:

After an extensive search an 8,459 square foot space was found available at 1300 Stine Road that will accommodate the current and projected staff needed to run the program. Aside from paint and flooring there are minimal tenant improvements required for move in.

Lease:

The initial term of the lease is 3 years with a $14,380 monthly base rent which equates to $1.70 per square foot. In addition, there is a 2 year option to renew. The lease includes an escalation schedule which modifies the rent for years 2 & 3 and the additional 2 years. The following is the escalation schedule:

Effective date	Adjusted base rent
October 1, 2025	$14,506.00
October 1, 2026	$14,920.00
October 1, 2027	$15,335.00 (2 year option)
October 1, 2028	$15,750.00

Fiscal Impact:

The monthly rent will increase by $4,825 from the current lease to the proposed lease for the first year, which is an annual expense of $57,900. The MCAP budget is able to support this additional cost for the current and future fiscal years.

Benefit:

As an added benefit the WIC program is looking to relocate its 500 E. California location due to issues such as Landlord deferred maintenance and site safety concerns. Additionally, WIC would like to consolidate their Niles location MCAPs current space is large enough to accommodate the California and Niles WIC locations. Terms of the lease are currently being negotiated and will be presented to the Board for approval in October.

Recommendation:

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute the attached Standard Multi-Tenant Office Lease and any subsequent amendments.

Attachments:

Standard Multi-Tenant Office Lease

AIRCRE contracts

MODIFIED

STANDARD MULTI-TENANT OFFICE LEASE - GROSS

1. **Basic Provisions ("Basic Provisions").**

1.1 **Parties:** This Lease ("**Lease**"), dated for reference purposes only August 15, 2024, is made by and between Rancho De Stine, LLC (RDS) ("**Lessor**") and Community Action Partnership of Kern (CAPK) ("**Lessee**"), (collectively the "**Parties**", or individually a "**Party**").

1.2(a) **Premises:** That certain portion of the Project (as defined below), commonly known as (street address, suite, city, state): 1300 Stine Rd CA ("**Premises**"). The Premises are located in the County of Kern, and consist of approximately 8289 rentable square feet and approximately 8289 usable square feet. in addition to Lessee's right to use and occupy the Premises as hereinafter specified, Lessee shall have non-exclusive rights to the Common Areas (as defined in Paragraph 2.7 below) as hereinafter specified, but shall not have any rights to the roof, the exterior walls, the area above the dropped ceilings, or the utility raceways of the building containing the Premises ("**Building**") or to any other buildings in the Project. The Premises, the Building, the Common Areas, the land upon which they are located, along with all other buildings and improvements thereon, are herein collectively referred to as the "**Project.**" The Project consists _____ rentable square feet. (See also Paragraph 2)

1.2(b) **Parking**: _____ unreserved and _____ reserved vehicle parking spaces at a monthly cost of $ _____ per unreserved space and $ _____ per reserved space. (See Paragraph 2.6)

1.3 **Term**: 3 years and 0 months ("**Original Term**") commencing October 1, 2024 ("**Commencement Date**") and ending September 30, 2027 ("**Expiration Date**"). (See also Paragraph 3)

1.4 **Early Possession:** If the Premises are available Lessee may have non-exclusive possession of the Premises commencing _____ ("**Early Possession Date**"). (See also Paragraphs 3.2 and 3.3)

1.5 **Base Rent**: $ 14,091.00 per month ("**Base Rent**"), payable on the 1st day of each month commencing October 1, 2024 . (See also Paragraph 4)

☐ If this box is checked, there are provisions in this Lease for the Base Rent to be adjusted. See Paragraph _____

1.6 **Lessee's Share of Operating Expense Increase:** _____ percent (_____ %) ("**Lessee's Share**"). In the event that size of the Premises and/or the Project are modified during the term of this Lease, Lessor shall recalculate Lessee's Share to reflect such modification.

1.7 **Base Rent and Other Monies Paid Upon Execution**:

(a) **Base Rent**: $ 14,091.00 for the period October 1st 2024- September 30th 2025 .

(b) **Security Deposit**: $ 14,091.00 ("**Security Deposit**"). (See also Paragraph 5)

(c) **Parking**: $ _____ for the period _____ .

(d) **Other**: $ _____ for _____ .

(e) **Total Due Upon Execution of this Lease**: $ 28,182.00 .

1.8 **Agreed Use**: Office Use . (See also Paragraph 6)

INITIALS INITIALS

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R.E.O.P.B./L.O.R.E./U.P.B., 907 WESTWOOD BLVD #107 Los Angeles CA 90024
Phone: 6614289616 Fax: 3108610105 Steven Mironowski

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1.9 **Base Year; Insuring Party.** The Base Year is 2025 . Lessor is the **"Insuring Party".** (See also Paragraphs 4.2 and 8)

1.10 **Real Estate Brokers**: (See also Paragraph 15 and 25)

(a) **Representation:** Each Party acknowledges receiving a Disclosure Regarding Real Estate Agency Relationship, confirms and consents to the following agency relationships in this Lease with the following real estate brokers ("Broker(s)") and/or their agents ("Agent(s)"):

Lessor's Brokerage Firm Universal Property Brokers

License No. 01259783 Is the broker of (check one): [X] the Lessor; or [ ] both the Lessee and Lessor (dual agent).

Lessor's Agent Steven R. Mironowski

License No. 02025329 Is (check one): [ ] the Lessor's Agent (salesperson or broker associate); or [ ] both the Lessee's Agent and the Lessor's Agent (dual agent).

Lessee's Brokerage Firm Cushman & Wakefield

License No. 01919464 Is the broker of (check one): [X] the Lessee; or [ ] both the Lessee and Lessor (dual agent).

Lessee's Agent Jeffrey T. Andrew

License No. 00941323 Is (check one): [ ] the Lessee's Agent (salesperson or broker associate); or [ ] both the Lessee's Agent and the Lessor's Agent (dual agent).

(b) **Payment to Brokers**: Upon execution and delivery of this Lease by both Parties, Lessor shall pay to the Brokers the brokerage fee agreed to in a separate written agreement (or if there is no such agreement, the sum of _____ or 3.000 % of the Base Rent) for the brokerage services rendered by the Brokers.

1.11 **Guarantor.** The obligations of the Lessee under this Lease shall be guaranteed by _____ ("**Guarantor**"). (See also Paragraph 37)

1.12 **Business Hours for the Building:** _____ a.m. to _____ p.m., Mondays through Fridays (except Building Holidays) and _____ a.m. to _____ p.m. on Saturdays (except Building Holidays). **"Building Holidays"** shall mean the dates of observation of New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Christmas Day, and _____ .

1.13 **Lessor Supplied Services.** Notwithstanding the provisions of Paragraph 11.1, Lessor is NOT obligated to provide the following within the Premises:

[X] Janitorial services

[ ] Electricity

[ ] Other (specify): _____

1.14 **Attachments.** Attached hereto are the following, all of which constitute a part of this Lease:

[ ] an Addendum consisting of Paragraphs _____ through _____ ;

[ ] a plot plan depicting the Premises;

[X] a current set of the Rules and Regulations;

[X] a Work Letter;

[ ] a janitorial schedule;

[X] other (specify): Addendum attached

_____ .

2. **Premises.**

2.1 **Letting.** Lessor hereby leases to Lessee, and Lessee hereby leases from Lessor, the Premises, for the term, at the rental, and upon all of the terms, covenants and conditions set forth in this Lease. While the approximate square footage of the Premises may have been used in the marketing of the Premises for purposes of comparison, the Base Rent stated herein is NOT tied to square footage and is not subject to adjustment should the actual size be determined to be different. **Note: Lessee is advised to verify the actual size prior to executing this Lease.**

2.2 **Condition.** Lessor shall deliver the Premises to Lessee in a clean condition on the Commencement Date or the Early Possession Date, whichever first occurs (**"Start Date"**), and warrants that the existing electrical, plumbing, fire sprinkler, lighting, heating, ventilating and air conditioning systems (**"HVAC"**), and all other items which the Lessor is obligated to construct pursuant to the Work Letter attached hereto, if any, other than those constructed by Lessee, shall be in good operating condition on said date, that the structural elements of the roof, bearing walls and foundation of the Unit shall be free of material defects, and that the Premises do not contain hazardous levels of any mold or fungi defined as toxic under applicable state or federal law. Lessor also warrants, that unless otherwise specified in writing, Lessor is unaware of (i) any recorded Notices of Default affecting the Premises; (ii) any delinquent amounts due under any loan secured by the Premises; and (iii) any bankruptcy proceeding affecting the Premises.

2.3 **Compliance.** Lessor warrants that to the best of its knowledge the improvements on the Premises and the Common Areas comply with the building codes applicable laws, covenants or restrictions of record, regulations, and ordinances (**"Applicable Requirements"**) that were in effect at the time that each improvement, or portion thereof, was constructed. Said warranty does not apply to the use to which Lessee will put the Premises, modifications which may be required by the Americans with Disabilities Act or any similar laws as a result of Lessee's use (see Paragraph 49), or to any Alterations or Utility Installations (as defined in Paragraph 7.3(a)) made or to be made by Lessee. **NOTE: Lessee is responsible for determining whether or not the zoning and other Applicable Requirements are appropriate for Lessee's intended use, and acknowledges that past uses of the Premises may no longer be allowed.** If the Premises do not comply with said warranty, Lessor shall, except as otherwise provided, promptly after receipt of written notice from Lessee setting forth with specificity the nature and extent of such non-compliance, rectify the same. If the Applicable Requirements are hereafter changed so as to require during the term of this Lease the construction of an addition to or an alteration of the Premises, the remediation of any Hazardous Substance, or the reinforcement or other physical modification of the Premises (**"Capital Expenditure"**), Lessor and Lessee shall allocate the cost of such work as follows:

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(a) Subject to Paragraph 2.3(c) below, if such Capital Expenditures are required as a result of the specific and unique use of the Premises by Lessee as compared with uses by tenants in general, Lessee shall be fully responsible for the cost thereof, provided, however that if such Capital Expenditure is required during the last 2 years of this Lease and the cost thereof exceeds 6 months' Base Rent, Lessee may instead terminate this Lease unless Lessor notifies Lessee, in writing, within 10 days after receipt of Lessee's termination notice that Lessor has elected to pay the difference between the actual cost thereof and the amount equal to 6 months' Base Rent. If Lessee elects termination, Lessee shall immediately cease the use of the Premises which requires such Capital Expenditure and deliver to Lessor written notice specifying a termination date at least 90 days thereafter. Such termination date shall, however, in no event be earlier than the last day that Lessee could legally utilize the Premises without commencing such Capital Expenditure.

(b) If such Capital Expenditure is not the result of the specific and unique use of the Premises by Lessee (such as, governmentally mandated seismic modifications), then Lessor shall pay for such Capital Expenditure and Lessee shall only be obligated to pay, each month during the remainder of the term of this Lease or any extension thereof, on the date that on which the Base Rent is due, an amount equal to 1/144th of the portion of such costs reasonably attributable to the Premises. Lessee shall pay Interest on the balance but may prepay its obligation at any time. If, however, such Capital Expenditure is required during the last 2 years of this Lease or if Lessor reasonably determines that it is not economically feasible to pay its share thereof, Lessor shall have the option to terminate this Lease upon 90 days prior written notice to Lessee unless Lessee notifies Lessor, in writing, within 10 days after receipt of Lessor's termination notice that Lessee will pay for such Capital Expenditure. If Lessor does not elect to terminate, and fails to tender its share of any such Capital Expenditure, Lessee may advance such funds and deduct same, with Interest, from Rent until Lessor's share of such costs have been fully paid. If Lessee is unable to finance Lessor's share, or if the balance of the Rent due and payable for the remainder of this Lease is not sufficient to fully reimburse Lessee on an offset basis, Lessee shall have the right to terminate this Lease upon 30 days written notice to Lessor.

(c) Notwithstanding the above, the provisions concerning Capital Expenditures are intended to apply only to nonvoluntary, unexpected, and new Applicable Requirements. If the Capital Expenditures are instead triggered by Lessee as a result of an actual or proposed change in use, change in intensity of use, or modification to the Premises then, and in that event, Lessee shall either: (i) immediately cease such changed use or intensity of use and/or take such other steps as may be necessary to eliminate the requirement for such Capital Expenditure, or (ii) complete such Capital Expenditure at its own expense. Lessee shall not have any right to terminate this Lease.

2.4 **Acknowledgements.** Lessee acknowledges that: (a) it has been given an opportunity to inspect and measure the Premises, (b) Lessee has been advised by Lessor and/or Brokers to satisfy itself with respect to the size and condition of the Premises (including but not limited to the electrical, HVAC and fire sprinkler systems, security, environmental aspects, and compliance with Applicable Requirements), and their suitability for Lessee's intended use, (c) Lessee has made such investigation as it deems necessary with reference to such matters and assumes all responsibility therefor as the same relate to its occupancy of the Premises, (d) it is not relying on any representation as to the size of the Premises made by Brokers or Lessor, (e) the square footage of the Premises was not material to Lessee's decision to lease the Premises and pay the Rent stated herein, and (f) neither Lessor, Lessor's agents, nor Brokers have made any oral or written representations or warranties with respect to said matters other than as set forth in this Lease. In addition, Lessor acknowledges that: (i) Brokers have made no representations, promises or warranties concerning Lessee's ability to honor the Lease or suitability to occupy the Premises, and (ii) it is Lessor's sole responsibility to investigate the financial capability and/or suitability of all proposed tenants.

2.5 **Lessee as Prior Owner/Occupant.** The warranties made by Lessor in Paragraph 2 shall be of no force or effect if immediately prior to the Start Date, Lessee was the owner or occupant of the Premises. In such event, Lessee shall be responsible for any necessary corrective work.

2.6 **Vehicle Parking.** So long as Lessee is not in default, and subject to the Rules and Regulations attached hereto, and as established by Lessor from time to time, Lessee shall be entitled to rent and use the number of parking spaces specified in Paragraph 1.2(b) at the rental rate applicable from time to time for monthly parking as set by Lessor and/or its licensee.

(a) If Lessee commits, permits or allows any of the prohibited activities described in the Lease or the rules then in effect, then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove or tow away the vehicle involved and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

(b) The monthly rent per parking space specified in Paragraph 1.2(b) is subject to change upon 30 days prior written notice to Lessee. The rent for the parking is payable one month in advance prior to the first day of each calendar month.

2.7 **Common Areas - Definition.** The term **"Common Areas"** is defined as all areas and facilities outside the Premises and within the exterior boundary line of the Project and interior utility raceways and installations within the Premises that are provided and designated by the Lessor from time to time for the general non-exclusive use of Lessor, Lessee and other tenants of the Project and their respective employees, suppliers, shippers, customers, contractors and invitees, including parking areas, loading and unloading areas, trash areas, roofs, roadways, walkways, driveways and landscaped areas.

2.8 **Common Areas - Lessee's Rights.** Lessor grants to Lessee, for the benefit of Lessee and its employees, suppliers, shippers, contractors, customers and invitees, during the term of this Lease, the nonexclusive right to use, in common with others entitled to such use, the Common Areas as they exist from time to time, subject to any rights, powers, and privileges reserved by Lessor under the terms hereof or under the terms of any rules and regulations or restrictions governing the use of the Project. Under no circumstances shall the right herein granted to use the Common Areas be deemed to include the right to store any property, temporarily or permanently, in the Common Areas. Any such storage shall be permitted only by the prior written consent of Lessor or Lessor's designated agent, which consent may be revoked at any time. In the event that any unauthorized storage shall occur then Lessor shall have the right, without notice, in addition to such other rights and remedies that it may have, to remove the property and charge the cost to Lessee, which cost shall be immediately payable upon demand by Lessor.

2.9 **Common Areas - Rules and Regulations.** Lessor or such other person(s) as Lessor may appoint shall have the exclusive control and management of the Common Areas and shall have the right, from time to time, to adopt, modify, amend and enforce reasonable rules and regulations (**"Rules and Regulations"**) for the management, safety, care, and cleanliness of the grounds, the parking and unloading of vehicles and the preservation of good order, as well as for the convenience of other occupants or tenants of the Building and the Project and their invitees. The Lessee agrees to abide by and conform to all such Rules and Regulations, and shall use its best efforts to cause its employees, suppliers, shippers, customers, contractors and invitees to so abide and conform. Lessor shall not be responsible to Lessee for the noncompliance with said Rules and Regulations by other tenants of the Project.

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2.10 **Common Areas - Changes.** Lessor shall have the right, in Lessor's sole discretion, from time to time:

(a) To make changes to the Common Areas, including, without limitation, changes in the location, size, shape and number of the lobbies, windows, stairways, air shafts, elevators, escalators, restrooms, driveways, entrances, parking spaces, parking areas, loading and unloading areas, ingress, egress, direction of traffic, landscaped areas, walkways and utility raceways;

(b) To close temporarily any of the Common Areas for maintenance purposes so long as reasonable access to the Premises remains available;

(c) To designate other land outside the boundaries of the Project to be a part of the Common Areas;

(d) To add additional buildings and improvements to the Common Areas;

(e) To use the Common Areas while engaged in making additional improvements, repairs or alterations to the Project, or any portion thereof; and

(f) To do and perform such other acts and make such other changes in, to or with respect to the Common Areas and Project as Lessor may, in the exercise of sound business judgment, deem to be appropriate.

3. **Term.**

3.1 **Term.** The Commencement Date, Expiration Date and Original Term of this Lease are as specified in Paragraph 1.3.

3.2 **Early Possession.** Any provision herein granting Lessee Early Possession of the Premises is subject to and conditioned upon the Premises being available for such possession prior to the Commencement Date. Any grant of Early Possession only conveys a non-exclusive right to occupy the Premises. If Lessee totally or partially occupies the Premises prior to the Commencement Date, the obligation to pay Base Rent shall be abated for the period of such Early Possession. All other terms of this Lease (including but not limited to the obligations to pay Lessee's Share of the Operating Expense Increase) shall be in effect during such period. Any such Early Possession shall not affect the Expiration Date.

3.3 **Delay In Possession.** Lessor agrees to use commercially reasonable efforts to deliver exclusive possession of the Premises to Lessee by the Commencement Date. If, despite said efforts, Lessor is unable to deliver possession by such date, Lessor shall not be subject to any liability therefor, nor shall such failure affect the validity of this Lease or change the Expiration Date. Lessee shall not, however, be obligated to pay Rent or perform its other obligations until Lessor delivers possession of the Premises and any period of rent abatement that Lessee would otherwise have enjoyed shall run from the date of delivery of possession and continue for a period equal to what Lessee would otherwise have enjoyed under the terms hereof, but minus any days of delay caused by the acts or omissions of Lessee. If possession is not delivered within 60 days after the Commencement Date, as the same may be extended under the terms of any Work Letter executed by Parties, Lessee may, at its option, by notice in writing within 10 days after the end of such 60 day period, cancel this Lease, in which event the Parties shall be discharged from all obligations hereunder. If such written notice is not received by Lessor within said 10 day period, Lessee's right to cancel shall terminate. If possession of the Premises is not delivered within 120 days after the Commencement Date, this Lease shall terminate unless other agreements are reached between Lessor and Lessee, in writing.

3.4 **Lessee Compliance.** Lessor shall not be required to deliver possession of the Premises to Lessee until Lessee complies with its obligation to provide evidence of insurance (Paragraph 8.5). Pending delivery of such evidence, Lessee shall be required to perform all of its obligations under this Lease from and after the Start Date, including the payment of Rent, notwithstanding Lessor's election to withhold possession pending receipt of such evidence of insurance. Further, if Lessee is required to perform any other conditions prior to or concurrent with the Start Date, the Start Date shall occur but Lessor may elect to withhold possession until such conditions are satisfied.

4. **Rent.**

4.1 **Rent Defined.** All monetary obligations of Lessee to Lessor under the terms of this Lease (except for the Security Deposit) are deemed to be rent (**"Rent"**).

4.2 **Operating Expense Increase.** Lessee shall pay to Lessor during the term hereof, in addition to the Base Rent, Lessee's Share of the amount by which all Operating Expenses for each Comparison Year exceeds the amount of all Operating Expenses for the Base Year, such excess being hereinafter referred to as the **"Operating Expense Increase"**, in accordance with the following provisions:

(a) **"Base Year"** is as specified in Paragraph 1.9.

(b) **"Comparison Year"** is defined as each calendar year during the term of this Lease subsequent to the Base Year; provided, however, Lessee shall have no obligation to pay a share of the Operating Expense Increase applicable to the first 12 months of the Lease Term (other than such as are mandated by a governmental authority, as to which government mandated expenses Lessee shall pay Lessee's Share, notwithstanding they occur during the first twelve (12) months). Lessee's Share of the Operating Expense Increase for the first and last Comparison Years of the Lease Term shall be prorated according to that portion of such Comparison Year as to which Lessee is responsible for a share of such increase.

(c) The following costs relating to the ownership and operation of the Project, calculated as if the Project was at least 95% occupied, are defined as **"Operating Expenses"**:

(i) Costs relating to the operation, repair, and maintenance in neat, clean, safe, good order and condition, but not the replacement (see subparagraph (g)), of the following:

(aa) The Common Areas, including their surfaces, coverings, decorative items, carpets, drapes and window coverings, and including parking areas, loading and unloading areas, trash areas, roadways, sidewalks, walkways, stairways, parkways, driveways, landscaped areas, striping, bumpers, irrigation systems, Common Area lighting facilities, building exteriors and roofs, fences and gates;

(bb) All heating, air conditioning, plumbing, electrical systems, life safety equipment, communication systems and other equipment used in common by, or for the benefit of, tenants or occupants of the Project, including elevators and escalators, tenant directories, fire detection systems including sprinkler system maintenance and repair.

(cc) All other areas and improvements that are within the exterior boundaries of the Project but outside of the Premises and/or any other space occupied by a tenant.

(ii) The cost of trash disposal, janitorial and security services, pest control services, and the costs of any environmental inspections;

(iii) The cost of any other service to be provided by Lessor that is elsewhere in this Lease stated to be an "Operating Expense";

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(iv) The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 and any deductible portion of an insured loss concerning the Building or the Common Areas;

(v) The amount of the Real Property Taxes payable by Lessor pursuant to paragraph 10;

(vi) The cost of water, sewer, gas, electricity, and other publicly mandated services not separately metered;

(vii) Labor, salaries, and applicable fringe benefits and costs, materials, supplies and tools, used in maintaining and/or cleaning the Project and accounting and management fees attributable to the operation of the Project;

(viii) The cost of any capital improvement to the Building or the Project not covered under the provisions of Paragraph 2.3 provided; however, that Lessor shall allocate the cost of any such capital improvement over a 12 year period and Lessee shall not be required to pay more than Lessee's Share of 1/144th of the cost of such Capital Expenditure in any given month;

(ix) The cost to replace equipment or improvements that have a useful life for accounting purposes of 5 years or less.

(x) Reserves set aside for maintenance, repair and/or replacement of Common Area improvements and equipment.

(d) Any item of Operating Expense that is specifically attributable to the Premises, the Building or to any other building in the Project or to the operation, repair and maintenance thereof, shall be allocated entirely to such Premises, Building, or other building. However, any such item that is not specifically attributable to the Building or to any other building or to the operation, repair and maintenance thereof, shall be equitably allocated by Lessor to all buildings in the Project.

(e) The inclusion of the improvements, facilities and services set forth in Subparagraph 4.2(c) shall not be deemed to impose an obligation upon Lessor to either have said improvements or facilities or to provide those services unless the Project already has the same, Lessor already provides the services, or Lessor has agreed elsewhere in this Lease to provide the same or some of them.

(f) Lessee's Share of Operating Expense Increase is payable monthly on the same day as the Base Rent is due hereunder. The amount of such payments shall be based on Lessor's estimate of the Operating Expense Expenses. Within 60 days after written request (but not more than once each year) Lessor shall deliver to Lessee a reasonably detailed statement showing Lessee's Share of the actual Common Area Operating Expenses for the preceding year. If Lessee's payments during such Year exceed Lessee's Share, Lessee shall credit the amount of such over-payment against Lessee's future payments. If Lessee's payments during such Year were less than Lessee's Share, Lessee shall pay to Lessor the amount of the deficiency within 10 days after delivery by Lessor to Lessee of said statement. Lessor and Lessee shall forthwith adjust between them by cash payment any balance determined to exist with respect to that portion of the last Comparison Year for which Lessee is responsible as to Operating Expense Increases, notwithstanding that the Lease term may have terminated before the end of such Comparison Year.

(g) Operating Expenses shall not include the costs of replacement for equipment or capital components such as the roof, foundations, exterior walls or a Common Area capital improvement, such as the parking lot paving, elevators, fences that have a useful life for accounting purposes of 5 years or more.

(h) Operating Expenses shall not include any expenses paid by any tenant directly to third parties, or as to which Lessor is otherwise reimbursed by any third party, other tenant, or by insurance proceeds.

4.3 **Payment.** Lessee shall cause payment of Rent to be received by Lessor in lawful money of the United States on or before the day on which it is due, without offset or deduction (except as specifically permitted in this Lease). All monetary amounts shall be rounded to the nearest whole dollar. In the event that any invoice prepared by Lessor is inaccurate such inaccuracy shall not constitute a waiver and Lessee shall be obligated to pay the amount set forth in this Lease. Rent for any period during the term hereof which is for less than one full calendar month shall be prorated based upon the actual number of days of said month. Payment of Rent shall be made to Lessor at its address stated herein or to such other persons or place as Lessor may from time to time designate in writing. Acceptance of a payment which is less than the amount then due shall not be a waiver of Lessor's rights to the balance of such Rent, regardless of Lessor's endorsement of any check so stating. In the event that any check, draft, or other instrument of payment given by Lessee to Lessor is dishonored for any reason, Lessee agrees to pay to Lessor the sum of $25 in addition to any Late Charge and Lessor, at its option, may require all future Rent be paid by cashier's check. Payments will be applied first to accrued late charges and attorney's fees, second to accrued interest, then to Base Rent and Common Area Operating Expenses, and any remaining amount to any other outstanding charges or costs.

5. **Security Deposit.** Lessee shall deposit with Lessor upon execution hereof the Security Deposit as security for Lessee's faithful performance of its obligations under this Lease. If Lessee fails to pay Rent, or otherwise Defaults under this Lease, Lessor may use, apply or retain all or any portion of said Security Deposit for the payment of any amount already due Lessor, for Rents which will be due in the future, and/ or to reimburse or compensate Lessor for any liability, expense, loss or damage which Lessor may suffer or incur by reason thereof. If Lessor uses or applies all or any portion of the Security Deposit, Lessee shall within 10 days after written request therefor deposit monies with Lessor sufficient to restore said Security Deposit to the full amount required by this Lease. If the Base Rent increases during the term of this Lease, Lessee shall, upon written request from Lessor, deposit additional monies with Lessor so that the total amount of the Security Deposit shall at all times bear the same proportion to the increased Base Rent as the initial Security Deposit bore to the initial Base Rent. Should the Agreed Use be amended to accommodate a material change in the business of Lessee or to accommodate a sublessee or assignee, Lessor shall have the right to increase the Security Deposit to the extent necessary, in Lessor's reasonable judgment, to account for any increased wear and tear that the Premises may suffer as a result thereof. If a change in control of Lessee occurs during this Lease and following such change the financial condition of Lessee is, in Lessor's reasonable judgment, significantly reduced, Lessee shall deposit such additional monies with Lessor as shall be sufficient to cause the Security Deposit to be at a commercially reasonable level based on such change in financial condition. Lessor shall not be required to keep the Security Deposit separate from its general accounts. Within 90 days after the expiration or termination of this Lease, Lessor shall return that portion of the Security Deposit not used or applied by Lessor. Lessor shall upon written request provide Lessee with an accounting showing how that portion of the Security Deposit that was not returned was applied. No part of the Security Deposit shall be considered to be held in trust, to bear interest or to be prepayment for any monies to be paid by Lessee under this Lease. THE SECURITY DEPOSIT SHALL NOT BE USED BY LESSEE IN LIEU OF PAYMENT OF THE LAST MONTH'S RENT.

6. **Use.**

6.1 **Use.** Lessee shall use and occupy the Premises only for the Agreed Use, or any other legal use which is reasonably comparable thereto, and for no other purpose. Lessee shall not use or permit the use of the Premises in a manner that is unlawful, creates damage, waste or a nuisance, or that disturbs occupants of or causes damage to neighboring premises or properties. Other than guide, signal and seeing eye dogs, Lessee shall not keep or allow in the Premises any pets, animals, birds, fish, or reptiles. Lessor shall not unreasonably withhold or delay its consent to any request for a modification of the Agreed Use, so long as the same will not impair the structural integrity of the improvements of the Building,

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will not adversely affect the mechanical, electrical, HVAC, and other systems of the Building, and/or will not affect the exterior appearance of the Building. If Lessor elects to withhold consent, Lessor shall within 7 days after such request give written notification of same, which notice shall include an explanation of Lessor's objections to the change in the Agreed Use.

6.2 **Hazardous Substances.**

(a) **Reportable Uses Require Consent.** The term **"Hazardous Substance"** as used in this Lease shall mean any product, substance, or waste whose presence, use, manufacture, disposal, transportation, or release, either by itself or in combination with other materials expected to be on the Premises, is either: (i) potentially injurious to the public health, safety or welfare, the environment or the Premises, (ii) regulated or monitored by any governmental authority, or (iii) a basis for potential liability of Lessor to any governmental agency or third party under any applicable statute or common law theory. Hazardous Substances shall include, but not be limited to, hydrocarbons, petroleum, gasoline, and/or crude oil or any products, byproducts or fractions thereof. Lessee shall not engage in any activity in or on the Premises which constitutes a Reportable Use of Hazardous Substances without the express prior written consent of Lessor and timely compliance (at Lessee's expense) with all Applicable Requirements. **"Reportable Use"** shall mean (i) the installation or use of any above or below ground storage tank, (ii) the generation, possession, storage, use, transportation, or disposal of a Hazardous Substance that requires a permit from, or with respect to which a report, notice, registration or business plan is required to be filed with, any governmental authority, and/or (iii) the presence at the Premises of a Hazardous Substance with respect to which any Applicable Requirements requires that a notice be given to persons entering or occupying the Premises or neighboring properties. Notwithstanding the foregoing, Lessee may use any ordinary and customary materials reasonably required to be used in the normal course of the Agreed Use such as ordinary office supplies (copier toner, liquid paper, glue, etc.) and common household cleaning materials, so long as such use is in compliance with all Applicable Requirements, is not a Reportable Use, and does not expose the Premises or neighboring property to any meaningful risk of contamination or damage or expose Lessor to any liability therefor. In addition, Lessor may condition its consent to any Reportable Use upon receiving such additional assurances as Lessor reasonably deems necessary to protect itself, the public, the Premises and/or the environment against damage, contamination, injury and/or liability, including, but not limited to, the installation (and removal on or before Lease expiration or termination) of protective modifications (such as concrete encasements) and/or increasing the Security Deposit.

(b) **Duty to Inform Lessor.** If Lessee knows, or has reasonable cause to believe, that a Hazardous Substance has come to be located in, on, under or about the Premises, other than as previously consented to by Lessor, Lessee shall immediately give written notice of such fact to Lessor, and provide Lessor with a copy of any report, notice, claim or other documentation which it has concerning the presence of such Hazardous Substance.

(c) **Lessee Remediation.** Lessee shall not cause or permit any Hazardous Substance to be spilled or released in, on, under, or about the Premises (including through the plumbing or sanitary sewer system) and shall promptly, at Lessee's expense, comply with all Applicable Requirements and take all investigatory and/or remedial action reasonably recommended, whether or not formally ordered or required, for the cleanup of any contamination of, and for the maintenance, security and/or monitoring of the Premises or neighboring properties, that was caused or materially contributed to by Lessee, or pertaining to or involving any Hazardous Substance brought onto the Premises during the term of this Lease, by or for Lessee, or any third party.

(d) **Lessee Indemnification.** Lessee shall indemnify, defend and hold Lessor, its agents, employees, lenders and ground lessor, if any, harmless from and against any and all loss of rents and/or damages, liabilities, judgments, claims, expenses, penalties, and attorneys' and consultants' fees arising out of or involving any Hazardous Substance brought onto the Premises by or for Lessee, or any third party (provided, however, that Lessee shall have no liability under this Lease with respect to underground migration of any Hazardous Substance under the Premises from areas outside of the Project not caused or contributed to by Lessee). Lessee's obligations shall include, but not be limited to, the effects of any contamination or injury to person, property or the environment created or suffered by Lessee, and the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease. No termination, cancellation or release agreement entered into by Lessor and Lessee shall release Lessee from its obligations under this Lease with respect to Hazardous Substances, unless specifically so agreed by Lessor in writing at the time of such agreement.

(e) **Lessor Indemnification.** Except as otherwise provided in paragraph 8.7, Lessor and its successors and assigns shall indemnify, defend, reimburse and hold Lessee, its employees and lenders, harmless from and against any and all environmental damages, including the cost of remediation, which result from Hazardous Substances which existed on the Premises prior to Lessee's occupancy or which are caused by the gross negligence or willful misconduct of Lessor, its agents or employees. Lessor's obligations, as and when required by the Applicable Requirements, shall include, but not be limited to, the cost of investigation, removal, remediation, restoration and/or abatement, and shall survive the expiration or termination of this Lease.

(f) **Investigations and Remediations.** Lessor shall retain the responsibility and pay for any investigations or remediation measures required by governmental entities having jurisdiction with respect to the existence of Hazardous Substances on the Premises prior to Lessee's occupancy, unless such remediation measure is required as a result of Lessee's use (including "Alterations", as defined in paragraph 7.3(a) below) of the Premises, in which event Lessee shall be responsible for such payment. Lessee shall cooperate fully in any such activities at the request of Lessor, including allowing Lessor and Lessor's agents to have reasonable access to the Premises at reasonable times in order to carry out Lessor's investigative and remedial responsibilities.

(g) **Lessor Termination Option.** If a Hazardous Substance Condition (see Paragraph 9.1(e)) occurs during the term of this Lease, unless Lessee is legally responsible therefor (in which case Lessee shall make the investigation and remediation thereof required by the Applicable Requirements and this Lease shall continue in full force and effect, but subject to Lessor's rights under Paragraph 6.2(d) and Paragraph 13), Lessor may, at Lessor's option, either (i) investigate and remediate such Hazardous Substance Condition, if required, as soon as reasonably possible at Lessor's expense, in which event this Lease shall continue in full force and effect, or (ii) if the estimated cost to remediate such condition exceeds 12 times the then monthly Base Rent or $100,000, whichever is greater, give written notice to Lessee, within 30 days after receipt by Lessor of knowledge of the occurrence of such Hazardous Substance Condition, of Lessor's desire to terminate this Lease as of the date 60 days following the date of such notice. In the event Lessor elects to give a termination notice, Lessee may, within 10 days thereafter, give written notice to Lessor of Lessee's commitment to pay the amount by which the cost of the remediation of such Hazardous Substance Condition exceeds an amount equal to 12 times the then monthly Base Rent or $100,000, whichever is greater. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days following such commitment. In such event, this Lease shall continue in full force and effect, and Lessor shall proceed to make such remediation as soon as reasonably possible after the required funds are available. If Lessee does not give such notice and provide the required funds or assurance thereof within the time provided, this Lease shall terminate as of the date specified in Lessor's notice of termination.

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6.3 **Lessee's Compliance with Applicable Requirements.** Except as otherwise provided in this Lease, Lessee shall, at Lessee's sole expense, fully, diligently and in a timely manner, materially comply with all Applicable Requirements, the requirements of any applicable fire insurance underwriter or rating bureau, and the recommendations of Lessor's engineers and/or consultants which relate in any manner to the Premises, without regard to whether said Applicable Requirements are now in effect or become effective after the Start Date. Lessee shall, within 10 days after receipt of Lessor's written request, provide Lessor with copies of all permits and other documents, and other information evidencing Lessee's compliance with any Applicable Requirements specified by Lessor, and shall immediately upon receipt, notify Lessor in writing (with copies of any documents involved) of any threatened or actual claim, notice, citation, warning, complaint or report pertaining to or involving the failure of Lessee or the Premises to comply with any Applicable Requirements. Likewise, Lessee shall immediately give written notice to Lessor of: (i) any water damage to the Premises and any suspected seepage, pooling, dampness or other condition conducive to the production of mold; or (ii) any mustiness or other odors that might indicate the presence of mold in the Premises.

6.4 **Inspection; Compliance.** Lessor and Lessor's **"Lender"** (as defined in Paragraph 30) and consultants authorized by Lessor shall have the right to enter into Premises at any time, in the case of an emergency, and otherwise at reasonable times, after reasonable notice, for the purpose of inspecting and/or testing the condition of the Premises and/or for verifying compliance by Lessee with this Lease. The cost of any such inspections shall be paid by Lessor, unless a violation of Applicable Requirements, or a Hazardous Substance Condition (see paragraph 9.1(e)) is found to exist or be imminent, or the inspection is requested or ordered by a governmental authority. In such case, Lessee shall upon request reimburse Lessor for the cost of such inspection, so long as such inspection is reasonably related to the violation or contamination. In addition, Lessee shall provide copies of all relevant material safety data sheets (**MSDS**) to Lessor within 10 days of the receipt of written request therefor. Lessee acknowledges that any failure on its part to allow such inspections or testing will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to allow such inspections and/or testing in a timely fashion the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or $100, whichever is greater for the remainder to the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to allow such inspection and/or testing. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to such failure nor prevent the exercise of any of the other rights and remedies granted hereunder.

7. **Maintenance; Repairs; Utility Installations; Trade Fixtures and Alterations.**

7.1 **Lessee's Obligations.** Notwithstanding Lessor's obligation to keep the Premises in good condition and repair, Lessee shall be responsible for payment of the cost thereof to Lessor as additional rent for that portion of the cost of any maintenance and repair of the Premises, or any equipment (wherever located) that serves only Lessee or the Premises, to the extent such cost is attributable to abuse or misuse. In addition, Lessee rather than the Lessor shall be responsible for the cost of painting, repairing or replacing wall coverings, and to repair or replace any similar improvements within the Premises. Lessor may, at its option, upon reasonable notice, elect to have Lessee perform any particular such maintenance or repairs the cost of which is otherwise Lessee's responsibility hereunder.

7.2 **Lessor's Obligations.** Subject to the provisions of Paragraphs 2.2 (Condition), 2.3 (Compliance), 4.2 (Operating Expenses), 6 (Use), 7.1 (Lessee's Obligations), 9 (Damage or Destruction) and 14 (Condemnation), Lessor, subject to reimbursement pursuant to Paragraph 4.2, shall keep in good order, condition and repair the foundations, exterior walls, structural condition of interior bearing walls, exterior roof, fire sprinkler system, fire alarm and/or smoke detection systems, fire hydrants, and the Common Areas. Lessee expressly waives the benefit of any statute now or hereafter in effect to the extent it is inconsistent with the terms of this Lease.

7.3 **Utility Installations; Trade Fixtures; Alterations.**

(a) **Definitions.** The term **"Utility Installations"** refers to all floor and window coverings, air lines, vacuum lines, power panels, electrical distribution, security and fire protection systems, communication cabling, lighting fixtures, HVAC equipment, and plumbing in or on the Premises. The term **"Trade Fixtures"** shall mean Lessee's machinery and equipment that can be removed without doing material damage to the Premises. The term **"Alterations"** shall mean any modification of the improvements, other than Utility Installations or Trade Fixtures, whether by addition or deletion. **"Lessee Owned Alterations and/or Utility Installations"** are defined as Alterations and/or Utility Installations made by Lessee that are not yet owned by Lessor pursuant to Paragraph 7.4(a).

(b) **Consent.** Lessee shall not make any Alterations or Utility Installations to the Premises without Lessor's prior written consent. Lessee may, however, make non-structural Alterations or Utility Installations to the interior of the Premises (excluding the roof) without such consent but upon notice to Lessor, as long as they are not visible from the outside, do not involve puncturing, relocating or removing the roof, ceilings, floors or any existing walls, will not affect the electrical, plumbing, HVAC, and/or life safety systems, do not trigger the requirement for additional modifications and/or improvements to the Premises resulting from Applicable Requirements, such as compliance with Title 24, and the cumulative cost thereof during this Lease as extended does not exceed $2000. Notwithstanding the foregoing, Lessee shall not make or permit any roof penetrations and/or install anything on the roof without the prior written approval of Lessor. Lessor may, as a precondition to granting such approval, require Lessee to utilize a contractor chosen and/or approved by Lessor. Any Alterations or Utility Installations that Lessee shall desire to make and which require the consent of the Lessor shall be presented to Lessor in written form with detailed plans. Consent shall be deemed conditioned upon Lessee's: (i) acquiring all applicable governmental permits, (ii) furnishing Lessor with copies of both the permits and the plans and specifications prior to commencement of the work, and (iii) compliance with all conditions of said permits and other Applicable Requirements in a prompt and expeditious manner. Any Alterations or Utility Installations shall be performed in a workmanlike manner with good and sufficient materials. Lessee shall promptly upon completion furnish Lessor with asbuilt plans and specifications. For work which costs an amount in excess of one month's Base Rent, Lessor may condition its consent upon Lessee providing a lien and completion bond in an amount equal to 150% of the estimated cost of such Alteration or Utility Installation and/or upon Lessee's posting an additional Security Deposit with Lessor.

(c) **Liens; Bonds.** Lessee shall pay, when due, all claims for labor or materials furnished or alleged to have been furnished to or for Lessee at or for use on the Premises, which claims are or may be secured by any mechanic's or materialmen's lien against the Premises or any interest therein. Lessee shall give Lessor not less than 10 days notice prior to the commencement of any work in, on or about the Premises, and Lessor shall have the right to post notices of non-responsibility. If Lessee shall contest the validity of any such lien, claim or demand, then Lessee shall, at its sole expense defend and protect itself, Lessor and the Premises against the same and shall pay and satisfy any such adverse judgment that may be rendered thereon before the enforcement thereof. If Lessor shall require, Lessee shall furnish a surety bond in an amount equal to 150%

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of the amount of such contested lien, claim or demand, indemnifying Lessor against liability for the same. If Lessor elects to participate in any such action, Lessee shall pay Lessor's attorneys' fees and costs.

7.4 **Ownership; Removal; Surrender; and Restoration.**

(a) **Ownership.** Subject to Lessor's right to require removal or elect ownership as hereinafter provided, all Alterations and Utility Installations made by Lessee shall be the property of Lessee, but considered a part of the Premises. Lessor may, at any time, elect in writing to be the owner of all or any specified part of the Lessee Owned Alterations and Utility Installations. Unless otherwise instructed per paragraph 7.4(b) hereof, all Lessee Owned Alterations and Utility Installations shall, at the expiration or termination of this Lease, become the property of Lessor and be surrendered by Lessee with the Premises.

(b) **Removal.** By delivery to Lessee of written notice from Lessor not earlier than 90 and not later than 30 days prior to the end of the term of this Lease, Lessor may require that any or all Lessee Owned Alterations or Utility Installations be removed by the expiration or termination of this Lease. Lessor may require the removal at any time of all or any part of any Lessee Owned Alterations or Utility Installations made without the required consent.

(c) **Surrender; Restoration.** Lessee shall surrender the Premises by the Expiration Date or any earlier termination date, with all of the improvements, parts and surfaces thereof clean and free of debris, and in good operating order, condition and state of repair, ordinary wear and tear excepted. "Ordinary wear and tear" shall not include any damage or deterioration that would have been prevented by good maintenance practice. Notwithstanding the foregoing and the provisions of Paragraph 7.1(a), if the Lessee occupies the Premises for 12 months or less, then Lessee shall surrender the Premises in the same condition as delivered to Lessee on the Start Date with NO allowance for ordinary wear and tear. Lessee shall repair any damage occasioned by the installation, maintenance or removal of Trade Fixtures, Lessee owned Alterations and/or Utility Installations, furnishings, and equipment as well as the removal of any storage tank installed by or for Lessee. Lessee shall also remove from the Premises any and all Hazardous Substances brought onto the Premises by or for Lessee, or any third party (except Hazardous Substances which were deposited via underground migration from areas outside of the Premises) to the level specified in Applicable Requirments. Trade Fixtures shall remain the property of Lessee and shall be removed by Lessee. Any personal property of Lessee not removed on or before the Expiration Date or any earlier termination date shall be deemed to have been abandoned by Lessee and may be disposed of or retained by Lessor as Lessor may desire. The failure by Lessee to timely vacate the Premises pursuant to this Paragraph 7.4(c) without the express written consent of Lessor shall constitute a holdover under the provisions of Paragraph 26 below.

8. **Insurance; Indemnity.**

8.1 **Insurance Premiums.** The cost of the premiums for the insurance policies maintained by Lessor pursuant to paragraph 8 are included as Operating Expenses (see paragraph 4.2 (c)(iv)). Said costs shall include increases in the premiums resulting from additional coverage related to requirements of the holder of a mortgage or deed of trust covering the Premises, Building and/or Project, increased valuation of the Premises, Building and/or Project, and/or a general premium rate increase. Said costs shall not, however, include any premium increases resulting from the nature of the occupancy of any other tenant of the Building. If the Project was not insured for the entirety of the Base Year, then the base premium shall be the lowest annual premium reasonably obtainable for the required insurance as of the Start Date, assuming the most nominal use possible of the Building and/or Project. In no event, however, shall Lessee be responsible for any portion of the premium cost attributable to liability insurance coverage in excess of $2,000,000 procured under Paragraph 8.2(b).

8.2 **Liability Insurance.**

(a) **Carried by Lessee.** Lessee shall obtain and keep in force a Commercial General Liability policy of insurance protecting Lessee and Lessor as an additional insured against claims for bodily injury, personal injury and property damage based upon or arising out of the ownership, use, occupancy or maintenance of the Premises and all areas appurtenant thereto. Such insurance shall be on an occurrence basis providing single limit coverage in an amount not less than $1,000,000 per occurrence with an annual aggregate of not less than $2,000,000. Lessee shall add Lessor as an additional insured by means of an endorsement at least as broad as the Insurance Service Organization's "Additional Insured-Managers or Lessors of Premises" Endorsement and coverage shall also be extended to include damage caused by heat, smoke or fumes from a hostile fire. The policy shall not contain any intra-insured exclusions as between insured persons or organizations, but shall include coverage for liability assumed under this Lease as an **"insured contract"** for the performance of Lessee's indemnity obligations under this Lease. The limits of said insurance shall not, however, limit the liability of Lessee nor relieve Lessee of any obligation hereunder. Lessee shall provide an endorsement on its liability policy(ies) which provides that its insurance shall be primary to and not contributory with any similar insurance carried by Lessor, whose insurance shall be considered excess insurance only.

(b) **Carried by Lessor.** Lessor shall maintain liability insurance as described in Paragraph 8.2(a), in addition to, and not in lieu of, the insurance required to be maintained by Lessee. Lessee shall not be named as an additional insured therein.

8.3 **Property Insurance - Building, Improvements and Rental Value.**

(a) **Building and Improvements.** Lessor shall obtain and keep in force a policy or policies of insurance in the name of Lessor, with loss payable to Lessor, any ground-lessor, and to any Lender insuring loss or damage to the Building and/or Project. The amount of such insurance shall be equal to the full insurable replacement cost of the Building and/or Project, as the same shall exist from time to time, or the amount required by any Lender, but in no event more than the commercially reasonable and available insurable value thereof. Lessee Owned Alterations and Utility Installations, Trade Fixtures, and Lessee's personal property shall be insured by Lessee not by Lessor. If the coverage is available and commercially appropriate, such policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and/or earthquake unless required by a Lender), including coverage for debris removal and the enforcement of any Applicable Requirements requiring the upgrading, demolition, reconstruction or replacement of any portion of the Premises as the result of a covered loss. Said policy or policies shall also contain an agreed valuation provision in lieu of any coinsurance clause, waiver of subrogation, and inflation guard protection causing an increase in the annual property insurance coverage amount by a factor of not less than the adjusted U.S. Department of Labor Consumer Price Index for All Urban Consumers for the city nearest to where the Premises are located. If such insurance coverage has a deductible clause, the deductible amount shall not exceed $5,000 per occurrence.

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(b) **Rental Value.** Lessor shall also obtain and keep in force a policy or policies in the name of Lessor with loss payable to Lessor and any Lender, insuring the loss of the full Rent for one year with an extended period of indemnity for an additional 180 days (**"Rental Value Insurance"**). Said insurance shall contain an agreed valuation provision in lieu of any coinsurance clause, and the amount of coverage shall be adjusted annually to reflect the projected Rent otherwise payable by Lessee, for the next 12 month period.

(c) **Adjacent Premises.** Lessee shall pay for any increase in the premiums for the property insurance of the Building and for the Common Areas or other buildings in the Project if said increase is caused by Lessee's acts, omissions, use or occupancy of the Premises.

(d) **Lessee's Improvements.** Since Lessor is the Insuring Party, Lessor shall not be required to insure Lessee Owned Alterations and Utility Installations unless the item in question has become the property of Lessor under the terms of this Lease.

8.4 **Lessee's Property; Business Interruption Insurance; Worker's Compensation Insurance.**

(a) **Property Damage.** Lessee shall obtain and maintain insurance coverage on all of Lessee's personal property, Trade Fixtures, and Lessee Owned Alterations and Utility Installations. Such insurance shall be full replacement cost coverage with a deductible of not to exceed $1,000 per occurrence. The proceeds from any such insurance shall be used by Lessee for the replacement of personal property, Trade Fixtures and Lessee Owned Alterations and Utility Installations.

(b) **Worker's Compensation Insurance.** Lessee shall obtain and maintain Worker's Compensation Insurance in such amount as may be required by Applicable Requirements. Such policy shall include a 'Waiver of Subrogation' endorsement. Lessee shall provide Lessor with a copy of such endorsement along with the certificate of insurance or copy of the policy required by paragraph 8.5.

(c) **Business Interruption.** Lessee shall obtain and maintain loss of income and extra expense insurance in amounts as will reimburse Lessee for direct or indirect loss of earnings attributable to all perils commonly insured against by prudent lessees in the business of Lessee or attributable to prevention of access to the Premises as a result of such perils.

(d) **No Representation of Adequate Coverage.** Lessor makes no representation that the limits or forms of coverage of insurance specified herein are adequate to cover Lessee's property, business operations or obligations under this Lease.

8.5 **Insurance Policies.** Insurance required herein shall be by companies maintaining during the policy term a "General Policyholders Rating" of at least A-, VII, as set forth in the most current issue of "Best's Insurance Guide", or such other rating as may be required by a Lender. Lessee shall not do or permit to be done anything which invalidates the required insurance policies. Lessee shall, prior to the Start Date, deliver to Lessor certified copies of policies of such insurance or certificates with copies of the required endorsements evidencing the existence and amounts of the required insurance. No such policy shall be cancelable or subject to modification except after 10 days prior written notice to Lessor. Lessee shall, at least 30 days prior to the expiration of such policies, furnish Lessor with evidence of renewals or "insurance binders" evidencing renewal thereof, or Lessor may increase his liability insurance coverage and charge the cost thereof to Lessee, which amount shall be payable by Lessee to Lessor upon demand. Such policies shall be for a term of at least one year, or the length of the remaining term of this Lease, whichever is less. If either Party shall fail to procure and maintain the insurance required to be carried by it, the other Party may, but shall not be required to, procure and maintain the same.

8.6 **Waiver of Subrogation.** Without affecting any other rights or remedies, Lessee and Lessor each hereby release and relieve the other, and waive their entire right to recover damages against the other, for loss of or damage to its property arising out of or incident to the perils required to be insured against herein. The effect of such releases and waivers is not limited by the amount of insurance carried or required, or by any deductibles applicable hereto. The Parties agree to have their respective property damage insurance carriers waive any right to subrogation that such companies may have against Lessor or Lessee, as the case may be, so long as the insurance is not invalidated thereby.

8.7 **Indemnity.** Except for Lessor's gross negligence or willful misconduct, Lessee shall indemnify, protect, defend and hold harmless the Premises, Lessor and its agents, Lessor's master or ground lessor, partners and Lenders, from and against any and all claims, loss of rents and/or damages, liens, judgments, penalties, attorneys' and consultants' fees, expenses and/or liabilities arising out of, involving, or in connection with, the use and/or occupancy of the Premises by Lessee. If any action or proceeding is brought against Lessor by reason of any of the foregoing matters, Lessee shall upon notice defend the same at Lessee's expense by counsel reasonably satisfactory to Lessor and Lessor shall cooperate with Lessee in such defense. Lessor need not have first paid any such claim in order to be defended or indemnified.

8.8 **Exemption of Lessor and its Agents from Liability.** Notwithstanding the negligence or breach of this Lease by Lessor or its agents, neither Lessor nor its agents shall be liable under any circumstances for: (i) injury or damage to the person or goods, wares, merchandise or other property of Lessee, Lessee's employees, contractors, invitees, customers, or any other person in or about the Premises, whether such damage or injury is caused by or results from fire, steam, electricity, gas, water or rain, indoor air quality, the presence of mold or from the breakage, leakage, obstruction or other defects of pipes, fire sprinklers, wires, appliances, plumbing, HVAC or lighting fixtures, or from any other cause, whether the said injury or damage results from conditions arising upon the Premises or upon other portions of the Building, or from other sources or places, (ii) any damages arising from any act or neglect of any other tenant of Lessor or from the failure of Lessor or its agents to enforce the provisions of any other lease in the Project, or (iii) injury to Lessee's business or for any loss of income or profit therefrom. Instead, it is intended that Lessee's sole recourse in the event of such damages or injury be to file a claim on the insurance policy(ies) that Lessee is required to maintain pursuant to the provisions of paragraph 8.

8.9 **Failure to Provide Insurance.** Lessee acknowledges that any failure on its part to obtain or maintain the insurance required herein will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, for any month or portion thereof that Lessee does not maintain the required insurance and/or does not provide Lessor with the required binders or certificates evidencing the existence of the required insurance, the Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or $100, whichever is greater. The parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to maintain the required insurance. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to maintain such insurance, prevent the exercise of any of the other rights and remedies granted hereunder, nor relieve Lessee of its obligation to maintain the insurance specified in this Lease.

9. **Damage or Destruction.**

9.1 **Definitions.**

(a) **"Premises Partial Damage"** shall mean damage or destruction to the improvements on the Premises, other than Lessee

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Owned Alterations and Utility Installations, which can reasonably be repaired in 3 months or less from the date of the damage or destruction, and the cost thereof does not exceed a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date of the damage or destruction as to whether or not the damage is Partial or Total.

(b) **"Premises Total Destruction"** shall mean damage or destruction to the improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which cannot reasonably be repaired in 3 months or less from the date of the damage or destruction and/or the cost thereof exceeds a sum equal to 6 month's Base Rent. Lessor shall notify Lessee in writing within 30 days from the date of the damage or destruction as to whether or not the damage is Partial or Total.

(c) **"Insured Loss"** shall mean damage or destruction to improvements on the Premises, other than Lessee Owned Alterations and Utility Installations and Trade Fixtures, which was caused by an event required to be covered by the insurance described in Paragraph 8.3(a), irrespective of any deductible amounts or coverage limits involved.

(d) **"Replacement Cost"** shall mean the cost to repair or rebuild the improvements owned by Lessor at the time of the occurrence to their condition existing immediately prior thereto, including demolition, debris removal and upgrading required by the operation of Applicable Requirements, and without deduction for depreciation.

(e) **"Hazardous Substance Condition"** shall mean the occurrence or discovery of a condition involving the presence of, or a contamination by, a Hazardous Substance, in, on, or under the Premises which requires restoration.

9.2 **Partial Damage - Insured Loss.** If a Premises Partial Damage that is an Insured Loss occurs, then Lessor shall, at Lessor's expense, repair such damage (but not Lessee's Trade Fixtures or Lessee Owned Alterations and Utility Installations) as soon as reasonably possible and this Lease shall continue in full force and effect; provided, however, that Lessee shall, at Lessor's election, make the repair of any damage or destruction the total cost to repair of which is $5,000 or less, and, in such event, Lessor shall make any applicable insurance proceeds available to Lessee on a reasonable basis for that purpose. Notwithstanding the foregoing, if the required insurance was not in force or the insurance proceeds are not sufficient to effect such repair, the Insuring Party shall promptly contribute the shortage in proceeds as and when required to complete said repairs. In the event, however, such shortage was due to the fact that, by reason of the unique nature of the improvements, full replacement cost insurance coverage was not commercially reasonable and available, Lessor shall have no obligation to pay for the shortage in insurance proceeds or to fully restore the unique aspects of the Premises unless Lessee provides Lessor with the funds to cover same, or adequate assurance thereof, within 10 days following receipt of written notice of such shortage and request therefor. If Lessor receives said funds or adequate assurance thereof within said 10 day period, the party responsible for making the repairs shall complete them as soon as reasonably possible and this Lease shall remain in full force and effect. If such funds or assurance are not received, Lessor may nevertheless elect by written notice to Lessee within 10 days thereafter to: (i) make such restoration and repair as is commercially reasonable with Lessor paying any shortage in proceeds, in which case this Lease shall remain in full force and effect, or (ii) have this Lease terminate 30 days thereafter. Lessee shall not be entitled to reimbursement of any funds contributed by Lessee to repair any such damage or destruction. Premises Partial Damage due to flood or earthquake shall be subject to Paragraph 9.3, notwithstanding that there may be some insurance coverage, but the net proceeds of any such insurance shall be made available for the repairs if made by either Party.

9.3 **Partial Damage - Uninsured Loss.** If a Premises Partial Damage that is not an Insured Loss occurs, unless caused by a negligent or willful act of Lessee (in which event Lessee shall make the repairs at Lessee's expense), Lessor may either: (i) repair such damage as soon as reasonably possible at Lessor's expense (subject to reimbursement pursuant to Paragraph 4.2), in which event this Lease shall continue in full force and effect, or (ii) terminate this Lease by giving written notice to Lessee within 30 days after receipt by Lessor of knowledge of the occurrence of such damage. Such termination shall be effective 60 days following the date of such notice. In the event Lessor elects to terminate this Lease, Lessee shall have the right within 10 days after receipt of the termination notice to give written notice to Lessor of Lessee's commitment to pay for the repair of such damage without reimbursement from Lessor. Lessee shall provide Lessor with said funds or satisfactory assurance thereof within 30 days after making such commitment. In such event this Lease shall continue in full force and effect, and Lessor shall proceed to make such repairs as soon as reasonably possible after the required funds are available. If Lessee does not make the required commitment, this Lease shall terminate as of the date specified in the termination notice.

9.4 **Total Destruction.** Notwithstanding any other provision hereof, if a Premises Total Destruction occurs, this Lease shall terminate 60 days following such Destruction. If the damage or destruction was caused by the gross negligence or willful misconduct of Lessee, Lessor shall have the right to recover Lessor's damages from Lessee, except as provided in Paragraph 8.6.

9.5 **Damage Near End of Term.** If at any time during the last 6 months of this Lease there is damage for which the cost to repair exceeds one month's Base Rent, whether or not an Insured Loss, Lessor may terminate this Lease effective 60 days following the date of occurrence of such damage by giving a written termination notice to Lessee within 30 days after the date of occurrence of such damage. Notwithstanding the foregoing, if Lessee at that time has an exercisable option to extend this Lease or to purchase the Premises, then Lessee may preserve this Lease by, (a) exercising such option and (b) providing Lessor with any shortage in insurance proceeds (or adequate assurance thereof) needed to make the repairs on or before the earlier of (i) the date which is 10 days after Lessee's receipt of Lessor's written notice purporting to terminate this Lease, or (ii) the day prior to the date upon which such option expires. If Lessee duly exercises such option during such period and provides Lessor with funds (or adequate assurance thereof) to cover any shortage in insurance proceeds, Lessor shall, at Lessor's commercially reasonable expense, repair such damage as soon as reasonably possible and this Lease shall continue in full force and effect. If Lessee fails to exercise such option and provide such funds or assurance during such period, then this Lease shall terminate on the date specified in the termination notice and Lessee's option shall be extinguished.

9.6 **Abatement of Rent; Lessee's Remedies.**

(a) **Abatement.** In the event of Premises Partial Damage or Premises Total Destruction or a Hazardous Substance Condition for which Lessee is not responsible under this Lease, the Rent payable by Lessee for the period required for the repair, remediation or restoration of such damage shall be abated in proportion to the degree to which Lessee's use of the Premises is impaired, but not to exceed the proceeds received from the Rental Value insurance. All other obligations of Lessee hereunder shall be performed by Lessee, and Lessor shall have no liability for any such damage, destruction, remediation, repair or restoration except as provided herein.

(b) **Remedies.** If Lessor is obligated to repair or restore the Premises and does not commence, in a substantial and meaningful way, such repair or restoration within 90 days after such obligation shall accrue, Lessee may, at any time prior to the commencement of such repair

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or restoration, give written notice to Lessor and to any Lenders of which Lessee has actual notice, of Lessee's election to terminate this Lease on a date not less than 60 days following the giving of such notice. If Lessee gives such notice and such repair or restoration is not commenced within 30 days thereafter, this Lease shall terminate as of the date specified in said notice. If the repair or restoration is commenced within such 30 days, this Lease shall continue in full force and effect. "Commence" shall mean either the unconditional authorization of the preparation of the required plans, or the beginning of the actual work on the Premises, whichever first occurs.

9.7 **Termination; Advance Payments.** Upon termination of this Lease pursuant to Paragraph 6.2(g) or Paragraph 9, an equitable adjustment shall be made concerning advance Base Rent and any other advance payments made by Lessee to Lessor. Lessor shall, in addition, return to Lessee so much of Lessee's Security Deposit as has not been, or is not then required to be, used by Lessor.

10. **Real Property Taxes.**

10.1 **Definitions.** As used herein, the term **"Real Property Taxes"** shall include any form of assessment; real estate, general, special, ordinary or extraordinary, or rental levy or tax (other than inheritance, personal income or estate taxes); improvement bond; and/or license fee imposed upon or levied against any legal or equitable interest of Lessor in the Project, Lessor's right to other income therefrom, and/or Lessor's business of leasing, by any authority having the direct or indirect power to tax and where the funds are generated with reference to the Project address. **"Real Property Taxes"** shall also include any tax, fee, levy, assessment or charge, or any increase therein: (i) imposed by reason of events occurring during the term of this Lease, including but not limited to, a change in the ownership of the Project, (ii) a change in the improvements thereon, and/or (iii) levied or assessed on machinery or equipment provided by Lessor to Lessee pursuant to this Lease.

10.2 **Payment of Taxes.** Except as otherwise provided in Paragraph 10.3, Lessor shall pay the Real Property Taxes applicable to the Project, and said payments shall be included in the calculation of Operating Expenses in accordance with the provisions of Paragraph 4.2.

10.3 **Additional Improvements.** Operating Expenses shall not include Real Property Taxes specified in the tax assessor's records and work sheets as being caused by additional improvements placed upon the Project by other lessees or by Lessor for the exclusive enjoyment of such other lessees. Notwithstanding Paragraph 10.2 hereof, Lessee shall, however, pay to Lessor at the time Operating Expenses are payable under Paragraph 4.2, the entirety of any increase in Real Property Taxes if assessed solely by reason of Alterations, Trade Fixtures or Utility Installations placed upon the Premises by Lessee or at Lessee's request or by reason of any alterations or improvements to the Premises made by Lessor subsequent to the execution of this Lease by the Parties.

10.4 **Joint Assessment.** If the Building is not separately assessed, Real Property Taxes allocated to the Building shall be an equitable proportion of the Real Property Taxes for all of the land and improvements included within the tax parcel assessed, such proportion to be determined by Lessor from the respective valuations assigned in the assessor's work sheets or such other information as may be reasonably available. Lessor's reasonable determination thereof, in good faith, shall be conclusive.

10.5 **Personal Property Taxes.** Lessee shall pay prior to delinquency all taxes assessed against and levied upon Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all personal property of Lessee contained in the Premises. When possible, Lessee shall cause its Lessee Owned Alterations and Utility Installations, Trade Fixtures, furnishings, equipment and all other personal property to be assessed and billed separately from the real property of Lessor. If any of Lessee's said property shall be assessed with Lessor's real property, Lessee shall pay Lessor the taxes attributable to Lessee's property within 10 days after receipt of a written statement setting forth the taxes applicable to Lessee's property.

11. **Utilities and Services.**

11.1 **Services Provided by Lessor.** Lessor shall provide heating, ventilation, air conditioning, reasonable amounts of electricity for normal lighting and office machines, water for reasonable and normal drinking and lavatory use in connection with an office, and replacement light bulbs and/or fluorescent tubes and ballasts for standard overhead fixtures. Lessor shall also provide janitorial services to the Premises and Common Areas 5 times per week, excluding Building Holidays, or pursuant to the attached janitorial schedule, if any. Lessor shall not, however, be required to provide janitorial services to kitchens or storage areas included within the Premises.

11.2 **Services Exclusive to Lessee.** Notwithstanding the provisions of paragraph 11.1, Lessee shall pay for all water, gas, light, power, telephone and other utilities and services specially or exclusively supplied and/or metered exclusively to the Premises or to Lessee, together with any taxes thereon. Notwithstanding the provisions of Paragraph 4.2(vi), if a service is deleted by Paragraph 1.13 and such service is not separately metered to the Premises, Lessee shall pay at Lessor's option, either Lessee's Share or a reasonable proportion to be determined by Lessor of all charges for such jointly metered service.

11.3 **Hours of Service.** Said services and utilities shall be provided during times set forth in Paragraph 1.12. Utilities and services required at other times shall be subject to advance request and reimbursement by Lessee to Lessor of the cost thereof.

11.4 **Excess Usage by Lessee.** Lessee shall not make connection to the utilities except by or through existing outlets and shall not install or use machinery or equipment in or about the Premises that uses excess water, lighting or power, or suffer or permit any act that causes extra burden upon the utilities or services, including but not limited to security and trash services, over standard office usage for the Project. Lessor shall require Lessee to reimburse Lessor for any excess expenses or costs that may arise out of a breach of this subparagraph by Lessee. Lessor may, in its sole discretion, install at Lessee's expense supplemental equipment and/or separate metering applicable to Lessee's excess usage or loading.

11.5 **Interruptions.** There shall be no abatement of rent and Lessor shall not be liable in any respect whatsoever for the inadequacy, stoppage, interruption or discontinuance of any utility or service due to riot, strike, labor dispute, breakdown, accident, repair or other cause beyond Lessor's reasonable control or in cooperation with governmental request or directions.

11.6 Within fifteen days of Lessor's written request, Lessee agrees to deliver to Lessor such information, documents and/or authorization as Lessor needs in order for Lessor to comply with new or existing Applicable Requirements relating to commercial building energy usage, ratings, and/or the reporting thereof.

12. **Assignment and Subletting.**

12.1 **Lessor's Consent Required.**

(a) Lessee shall not voluntarily or by operation of law assign, transfer, mortgage or encumber (collectively, **"assign or assignment"**) or sublet all or any part of Lessee's interest in this Lease or in the Premises without Lessor's prior written consent.

(b) Unless Lessee is a corporation and its stock is publicly traded on a national stock exchange, a change in the control of Lessee shall constitute an assignment requiring consent. The transfer, on a cumulative basis, of 25% or more of the voting control of Lessee shall constitute a change in control for this purpose.

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(c) The involvement of Lessee or its assets in any transaction, or series of transactions (by way of merger, sale, acquisition, financing, transfer, leveraged buyout or otherwise), whether or not a formal assignment or hypothecation of this Lease or Lessee's assets occurs, which results or will result in a reduction of the Net Worth of Lessee by an amount greater than 25% of such Net Worth as it was represented at the time of the execution of this Lease or at the time of the most recent assignment to which Lessor has consented, or as it exists immediately prior to said transaction or transactions constituting such reduction, whichever was or is greater, shall be considered an assignment of this Lease to which Lessor may withhold its consent. **"Net Worth of Lessee"** shall mean the net worth of Lessee (excluding any guarantors) established under generally accepted accounting principles.

(d) An assignment or subletting without consent shall, at Lessor's option, be a Default curable after notice per Paragraph 13.1(d), or a noncurable Breach without the necessity of any notice and grace period. If Lessor elects to treat such unapproved assignment or subletting as a noncurable Breach, Lessor may either: (i) terminate this Lease, or (ii) upon 30 days written notice, increase the monthly Base Rent to 110% of the Base Rent then in effect. Further, in the event of such Breach and rental adjustment, (i) the purchase price of any option to purchase the Premises held by Lessee shall be subject to similar adjustment to 110% of the price previously in effect, and (ii) all fixed and non-fixed rental adjustments scheduled during the remainder of the Lease term shall be increased to 110% of the scheduled adjusted rent.

(e) Lessee's remedy for any breach of Paragraph 12.1 by Lessor shall be limited to compensatory damages and/or injunctive relief.

(f) Lessor may reasonably withhold consent to a proposed assignment or subletting if Lessee is in Default at the time consent is requested.

(g) Notwithstanding the foregoing, allowing a de minimis portion of the Premises, i.e. 20 square feet or less, to be used by a third party vendor in connection with the installation of a vending machine or payphone shall not constitute a subletting.

12.2 **Terms and Conditions Applicable to Assignment and Subletting.**

(a) Regardless of Lessor's consent, no assignment or subletting shall: (i) be effective without the express written assumption by such assignee or sublessee of the obligations of Lessee under this Lease, (ii) release Lessee of any obligations hereunder, or (iii) alter the primary liability of Lessee for the payment of Rent or for the performance of any other obligations to be performed by Lessee.

(b) Lessor may accept Rent or performance of Lessee's obligations from any person other than Lessee pending approval or disapproval of an assignment. Neither a delay in the approval or disapproval of such assignment nor the acceptance of Rent or performance shall constitute a waiver or estoppel of Lessor's right to exercise its remedies for Lessee's Default or Breach.

(c) Lessor's consent to any assignment or subletting shall not constitute a consent to any subsequent assignment or subletting.

(d) In the event of any Default or Breach by Lessee, Lessor may proceed directly against Lessee, any Guarantors or anyone else responsible for the performance of Lessee's obligations under this Lease, including any assignee or sublessee, without first exhausting Lessor's remedies against any other person or entity responsible therefore to Lessor, or any security held by Lessor.

(e) Each request for consent to an assignment or subletting shall be in writing, accompanied by information relevant to Lessor's determination as to the financial and operational responsibility and appropriateness of the proposed assignee or sublessee, including but not limited to the intended use and/or required modification of the Premises, if any, together with a fee of $500 as consideration for Lessor's considering and processing said request. Lessee agrees to provide Lessor with such other or additional information and/or documentation as may be reasonably requested. (See also Paragraph 36)

(f) Any assignee of, or sublessee under, this Lease shall, by reason of accepting such assignment, entering into such sublease, or entering into possession of the Premises or any portion thereof, be deemed to have assumed and agreed to conform and comply with each and every term, covenant, condition and obligation herein to be observed or performed by Lessee during the term of said assignment or sublease, other than such obligations as are contrary to or inconsistent with provisions of an assignment or sublease to which Lessor has specifically consented to in writing.

(g) Lessor's consent to any assignment or subletting shall not transfer to the assignee or sublessee any Option granted to the original Lessee by this Lease unless such transfer is specifically consented to by Lessor in writing. (See Paragraph 39.2)

12.3 **Additional Terms and Conditions Applicable to Subletting.** The following terms and conditions shall apply to any subletting by Lessee of all or any part of the Premises and shall be deemed included in all subleases under this Lease whether or not expressly incorporated therein:

(a) Lessee hereby assigns and transfers to Lessor all of Lessee's interest in all Rent payable on any sublease, and Lessor may collect such Rent and apply same toward Lessee's obligations under this Lease; provided, however, that until a Breach shall occur in the performance of Lessee's obligations, Lessee may collect said Rent. In the event that the amount collected by Lessor exceeds Lessee's then outstanding obligations any such excess shall be refunded to Lessee. Lessor shall not, by reason of the foregoing or any assignment of such sublease, nor by reason of the collection of Rent, be deemed liable to the sublessee for any failure of Lessee to perform and comply with any of Lessee's obligations to such sublessee. Lessee hereby irrevocably authorizes and directs any such sublessee, upon receipt of a written notice from Lessor stating that a Breach exists in the performance of Lessee's obligations under this Lease, to pay to Lessor all Rent due and to become due under the sublease. Sublessee shall rely upon any such notice from Lessor and shall pay all Rents to Lessor without any obligation or right to inquire as to whether such Breach exists, notwithstanding any claim from Lessee to the contrary.

(b) In the event of a Breach by Lessee, Lessor may, at its option, require sublessee to attorn to Lessor, in which event Lessor shall undertake the obligations of the sublessor under such sublease from the time of the exercise of said option to the expiration of such sublease; provided, however, Lessor shall not be liable for any prepaid rents or security deposit paid by such sublessee to such sublessor or for any prior Defaults or Breaches of such sublessor.

(c) Any matter requiring the consent of the sublessor under a sublease shall also require the consent of Lessor.

(d) No sublessee shall further assign or sublet all or any part of the Premises without Lessor's prior written consent.

(e) Lessor shall deliver a copy of any notice of Default or Breach by Lessee to the sublessee, who shall have the right to cure the Default of Lessee within the grace period, if any, specified in such notice. The sublessee shall have a right of reimbursement and offset from and against Lessee for any such Defaults cured by the sublessee.

13. **Default; Breach; Remedies.**

13.1 **Default; Breach.** A **"Default"** is defined as a failure by the Lessee to comply with or perform any of the terms, covenants, conditions or Rules and Regulations under this Lease. A **"Breach"** is defined as the occurrence of one or more of the following Defaults, and the failure of Lessee to cure such Default within any applicable grace period:

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(a) The abandonment of the Premises; the vacating of the Premises prior to the expiration or termination of this Lease without providing a commercially reasonable level of security, or where the coverage of the property insurance described in Paragraph 8.3 is jeopardized as a result thereof, or without providing reasonable assurances to minimize potential vandalism; or failure to deliver to Lessor exclusive possession of the entire Premises in accordance herewith prior to the expiration or termination of this Lease.

(b) The failure of Lessee to make any payment of Rent or any Security Deposit required to be made by Lessee hereunder, whether to Lessor or to a third party, when due, to provide reasonable evidence of insurance or surety bond, or to fulfill any obligation under this Lease which endangers or threatens life or property, where such failure continues for a period of 3 business days following written notice to Lessee. THE ACCEPTANCE BY LESSOR OF A PARTIAL PAYMENT OF RENT OR SECURITY DEPOSIT SHALL NOT CONSTITUTE A WAIVER OF ANY OF LESSOR'S RIGHTS, INCLUDING LESSOR'S RIGHT TO RECOVER POSSESSION OF THE PREMISES.

(c) The failure of Lessee to allow Lessor and/or its agents access to the Premises or the commission of waste, act or acts constituting public or private nuisance, and/or an illegal activity on the Premises by Lessee, where such actions continue for a period of 3 business days following written notice to Lessee. In the event that Lessee commits waste, a nuisance or an illegal activity a second time then, the Lessor may elect to treat such conduct as a non-curable Breach rather than a Default.

(d) The failure by Lessee to provide (i) reasonable written evidence of compliance with Applicable Requirements, (ii) the service contracts, (iii) the rescission of an unauthorized assignment or subletting, (iv) an Estoppel Certificate or financial statements, (v) a requested subordination, (vi) evidence concerning any guaranty and/or Guarantor, (vii) any document requested under Paragraph 41, (viii) material data safety sheets (MSDS), or (ix) any other documentation or information which Lessor may reasonably require of Lessee under the terms of this Lease, where any such failure continues for a period of 10 days following written notice to Lessee.

(e) A Default by Lessee as to the terms, covenants, conditions or provisions of this Lease, or of the rules adopted under Paragraph 2.9 hereof, other than those described in subparagraphs 13.1(a), (b) or (c), above, where such Default continues for a period of 30 days after written notice; provided, however, that if the nature of Lessee's Default is such that more than 30 days are reasonably required for its cure, then it shall not be deemed to be a Breach if Lessee commences such cure within said 30 day period and thereafter diligently prosecutes such cure to completion.

(f) The occurrence of any of the following events: (i) the making of any general arrangement or assignment for the benefit of creditors; (ii) becoming a **"debtor"** as defined in 11 U.S.C. § 101 or any successor statute thereto (unless, in the case of a petition filed against Lessee, the same is dismissed within 60 days); (iii) the appointment of a trustee or receiver to take possession of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where possession is not restored to Lessee within 30 days; or (iv) the attachment, execution or other judicial seizure of substantially all of Lessee's assets located at the Premises or of Lessee's interest in this Lease, where such seizure is not discharged within 30 days; provided, however, in the event that any provision of this subparagraph is contrary to any applicable law, such provision shall be of no force or effect, and not affect the validity of the remaining provisions.

(g) The discovery that any financial statement of Lessee or of any Guarantor given to Lessor was materially false.

(h) If the performance of Lessee's obligations under this Lease is guaranteed: (i) the death of a Guarantor, (ii) the termination of a Guarantor's liability with respect to this Lease other than in accordance with the terms of such guaranty, (iii) a Guarantor's becoming insolvent or the subject of a bankruptcy filing, (iv) a Guarantor's refusal to honor the guaranty, or (v) a Guarantor's breach of its guaranty obligation on an anticipatory basis, and Lessee's failure, within 60 days following written notice of any such event, to provide written alternative assurance or security, which, when coupled with the then existing resources of Lessee, equals or exceeds the combined financial resources of Lessee and the Guarantors that existed at the time of execution of this Lease.

13.2 **Remedies.** If Lessee fails to perform any of its affirmative duties or obligations, within 10 days after written notice (or in case of an emergency, without notice), Lessor may, at its option, perform such duty or obligation on Lessee's behalf, including but not limited to the obtaining of reasonably required bonds, insurance policies, or governmental licenses, permits or approvals. Lessee shall pay to Lessor an amount equal to 115% of the costs and expenses incurred by Lessor in such performance upon receipt of an invoice therefor. In the event of a Breach, Lessor may, with or without further notice or demand, and without limiting Lessor in the exercise of any right or remedy which Lessor may have by reason of such Breach:

(a) Terminate Lessee's right to possession of the Premises by any lawful means, in which case this Lease shall terminate and Lessee shall immediately surrender possession to Lessor. In such event Lessor shall be entitled to recover from Lessee: (i) the unpaid Rent which had been earned at the time of termination; (ii) the worth at the time of award of the amount by which the unpaid rent which would have been earned after termination until the time of award exceeds the amount of such rental loss that the Lessee proves could have been reasonably avoided; (iii) the worth at the time of award of the amount by which the unpaid rent for the balance of the term after the time of award exceeds the amount of such rental loss that the Lessee proves could be reasonably avoided; and (iv) any other amount necessary to compensate Lessor for all the detriment proximately caused by the Lessee's failure to perform its obligations under this Lease or which in the ordinary course of things would be likely to result therefrom, including but not limited to the cost of recovering possession of the Premises, expenses of reletting, including necessary renovation and alteration of the Premises, reasonable attorneys' fees, and that portion of any leasing commission paid by Lessor in connection with this Lease applicable to the unexpired term of this Lease. The worth at the time of award of the amount referred to in provision (iii) of the immediately preceding sentence shall be computed by discounting such amount at the discount rate of the Federal Reserve Bank of the District within which the Premises are located at the time of award plus one percent. Efforts by Lessor to mitigate damages caused by Lessee's Breach of this Lease shall not waive Lessor's right to recover any damages to which Lessor is otherwise entitled. If termination of this Lease is obtained through the provisional remedy of unlawful detainer, Lessor shall have the right to recover in such proceeding any unpaid Rent and damages as are recoverable therein, or Lessor may reserve the right to recover all or any part thereof in a separate suit. If a notice and grace period required under Paragraph 13.1 was not previously given, a notice to pay rent or quit, or to perform or quit given to Lessee under the unlawful detainer statute shall also constitute the notice required by Paragraph 13.1. In such case, the applicable grace period required by Paragraph 13.1 and the unlawful detainer statute shall run concurrently, and the failure of Lessee to cure the Default within the greater of the two such grace periods shall constitute both an unlawful detainer and a Breach of this Lease entitling Lessor to the remedies provided for in this Lease and/or by said statute.

(b) Continue the Lease and Lessee's right to possession and recover the Rent as it becomes due, in which event Lessee may sublet or assign, subject only to reasonable limitations. Acts of maintenance, efforts to relet, and/or the appointment of a receiver to protect the Lessor's interests, shall not constitute a termination of the Lessee's right to possession.

(c) Pursue any other remedy now or hereafter available under the laws or judicial decisions of the state wherein the Premises are

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located. The expiration or termination of this Lease and/or the termination of Lessee's right to possession shall not relieve Lessee from liability under any indemnity provisions of this Lease as to matters occurring or accruing during the term hereof or by reason of Lessee's occupancy of the Premises.

13.3 **Inducement Recapture.** Any agreement for free or abated rent or other charges, the cost of tenant improvement for lessee paid for or performed by Lessor, or for the giving or paying by Lessor to or for Lessee of any cash or other bonus, inducement or consideration for Lessee's entering into this Lease, all of which concessions are hereinafter referred to as **"Inducement Provisions"**, shall be deemed conditioned upon Lessee's full and faithful performance of all of the terms, covenants and conditions of this Lease. Upon Breach of this Lease by Lessee, any such Inducement Provision shall automatically be deemed deleted from this Lease and of no further force or effect, and any rent, other charge, bonus, inducement or consideration theretofore abated, given or paid by Lessor under such an Inducement Provision shall be immediately due and payable by Lessee to Lessor, notwithstanding any subsequent cure of said Breach by Lessee. The acceptance by Lessor of rent or the cure of the Breach which initiated the operation of this paragraph shall not be deemed a waiver by Lessor of the provisions of this paragraph unless specifically so stated in writing by Lessor at the time of such acceptance.

13.4 **Late Charges.** Lessee hereby acknowledges that late payment by Lessee of Rent will cause Lessor to incur costs not contemplated by this Lease, the exact amount of which will be extremely difficult to ascertain. Such costs include, but are not limited to, processing and accounting charges, and late charges which may be imposed upon Lessor by any Lender. Accordingly, if any Rent shall not be received by Lessor within 5 days after such amount shall be due, then, without any requirement for notice to Lessee, Lessee shall immediately pay to Lessor a one-time late charge equal to 10% of each such overdue amount or $100, whichever is greater. The parties hereby agree that such late charge represents a fair and reasonable estimate of the costs Lessor will incur by reason of such late payment. Acceptance of such late charge by Lessor shall in no event constitute a waiver of Lessee's Default or Breach with respect to such overdue amount, nor prevent the exercise of any of the other rights and remedies granted hereunder. In the event that a late charge is payable hereunder, whether or not collected, for 3 consecutive installments of Base Rent, then notwithstanding any provision of this Lease to the contrary, Base Rent shall, at Lessor's option, become due and payable quarterly in advance.

13.5 **Interest.** Any monetary payment due Lessor hereunder, other than late charges, not received by Lessor, when due shall bear interest from the 31st day after it was due. The interest (**"Interest"**) charged shall be computed at the rate of 10% per annum but shall not exceed the maximum rate allowed by law. Interest is payable in addition to the potential late charge provided for in Paragraph 13.4.

13.6 **Breach by Lessor.**

(a) **Notice of Breach.** Lessor shall not be deemed in breach of this Lease unless Lessor fails within a reasonable time to perform an obligation required to be performed by Lessor. For purposes of this Paragraph, a reasonable time shall in no event be less than 30 days after receipt by Lessor, and any Lender whose name and address shall have been furnished Lessee in writing for such purpose, of written notice specifying wherein such obligation of Lessor has not been performed; provided, however, that if the nature of Lessor's obligation is such that more than 30 days are reasonably required for its performance, then Lessor shall not be in breach if performance is commenced within such 30 day period and thereafter diligently pursued to completion.

(b) **Performance by Lessee on Behalf of Lessor.** In the event that neither Lessor nor Lender cures said breach within 30 days after receipt of said notice, or if having commenced said cure they do not diligently pursue it to completion, then Lessee may elect to cure said breach at Lessee's expense and offset from Rent the actual and reasonable cost to perform such cure, provided however, that such offset shall not exceed an amount equal to the greater of one month's Base Rent or the Security Deposit, reserving Lessee's right to seek reimbursement from Lessor for any such expense in excess of such offset. Lessee shall document the cost of said cure and supply said documentation to Lessor.

14. **Condemnation.** If the Premises or any portion thereof are taken under the power of eminent domain or sold under the threat of the exercise of said power (collectively **"Condemnation"**), this Lease shall terminate as to the part taken as of the date the condemning authority takes title or possession, whichever first occurs. If more than 10% of the rentable floor area of the Premises, or more than 25% of Lessee's Reserved Parking Spaces, if any, are taken by Condemnation, Lessee may, at Lessee's option, to be exercised in writing within 10 days after Lessor shall have given Lessee written notice of such taking (or in the absence of such notice, within 10 days after the condemning authority shall have taken possession) terminate this Lease as of the date the condemning authority takes such possession. If Lessee does not terminate this Lease in accordance with the foregoing, this Lease shall remain in full force and effect as to the portion of the Premises remaining, except that the Base Rent shall be reduced in proportion to the reduction in utility of the Premises caused by such Condemnation. Condemnation awards and/or payments shall be the property of Lessor, whether such award shall be made as compensation for diminution in value of the leasehold, the value of the part taken, or for severance damages; provided, however, that Lessee shall be entitled to any compensation paid by the condemnor for Lessee's relocation expenses, loss of business goodwill and/or Trade Fixtures, without regard to whether or not this Lease is terminated pursuant to the provisions of this Paragraph. All Alterations and Utility Installations made to the Premises by Lessee, for purposes of Condemnation only, shall be considered the property of the Lessee and Lessee shall be entitled to any and all compensation which is payable therefor. In the event that this Lease is not terminated by reason of the Condemnation, Lessor shall repair any damage to the Premises caused by such Condemnation.

15. **Brokerage Fees.**

15.1 **Additional Commission.** In addition to the payments owed pursuant to Paragraph 1.10 above, Lessor agrees that: (a) if Lessee exercises any Option, (b) if Lessee or anyone affiliated with Lessee acquires from Lessor any rights to the Premises or other premises owned by Lessor and located within the Project, (c) if Lessee remains in possession of the Premises, with the consent of Lessor, after the expiration of this Lease, or (d) if Base Rent is increased, whether by agreement or operation of an escalation clause herein, then, Lessor shall pay Brokers a fee in accordance with the fee schedule of the Brokers in effect at the time the Lease was executed. The provisions of this paragraph are intended to supersede the provisions of any earlier agreement to the contrary.

15.2 **Assumption of Obligations.** Any buyer or transferee of Lessor's interest in this Lease shall be deemed to have assumed Lessor's obligation hereunder. Brokers shall be third party beneficiaries of the provisions of Paragraphs 1.10, 15, 22 and 31. If Lessor fails to pay to Brokers any amounts due as and for brokerage fees pertaining to this Lease when due, then such amounts shall accrue Interest. In addition, if Lessor fails to pay any amounts to Lessee's Broker when due, Lessee's Broker may send written notice to Lessor and Lessee of such failure and if Lessor fails to pay such amounts within 10 days after said notice, Lessee shall pay said monies to its Broker and offset such amounts against Rent. In addition, Lessee's Broker shall be deemed to be a third party beneficiary of any commission agreement entered into by and/or between Lessor and Lessor's Broker for the limited purpose of collecting any brokerage fee owed.

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15.3 **Representations and Indemnities of Broker Relationships.** Lessee and Lessor each represent and warrant to the other that it has had no dealings with any person, firm, broker, agent or finder (other than the Brokers and Agents, if any) in connection with this Lease, and that no one other than said named Brokers and Agents is entitled to any commission or finder's fee in connection herewith. Lessee and Lessor do each hereby agree to indemnify, protect, defend and hold the other harmless from and against liability for compensation or charges which may be claimed by any such unnamed broker, finder or other similar party by reason of any dealings or actions of the indemnifying Party, including any costs, expenses, attorneys' fees reasonably incurred with respect thereto.

16. **Estoppel Certificates.**

(a) Each Party (as **"Responding Party"**) shall within 10 days after written notice from the other Party (the **"Requesting Party"**) execute, acknowledge and deliver to the Requesting Party a statement in writing in form similar to the then most current **"Estoppel Certificate"** form published by the AIR Commercial Real Estate Association, plus such additional information, confirmation and/or statements as may be reasonably requested by the Requesting Party.

(b) If the Responding Party shall fail to execute or deliver the Estoppel Certificate within such 10 day period, the Requesting Party may execute an Estoppel Certificate stating that: (i) the Lease is in full force and effect without modification except as may be represented by the Requesting Party, (ii) there are no uncured defaults in the Requesting Party's performance, and (iii) if Lessor is the Requesting Party, not more than one month's rent has been paid in advance. Prospective purchasers and encumbrancers may rely upon the Requesting Party's Estoppel Certificate, and the Responding Party shall be estopped from denying the truth of the facts contained in said Certificate. In addition, Lessee acknowledges that any failure on its part to provide such an Estoppel Certificate will expose Lessor to risks and potentially cause Lessor to incur costs not contemplated by this Lease, the extent of which will be extremely difficult to ascertain. Accordingly, should the Lessee fail to execute and/or deliver a requested Estoppel Certificate in a timely fashion the monthly Base Rent shall be automatically increased, without any requirement for notice to Lessee, by an amount equal to 10% of the then existing Base Rent or $100, whichever is greater for remainder of the Lease. The Parties agree that such increase in Base Rent represents fair and reasonable compensation for the additional risk/costs that Lessor will incur by reason of Lessee's failure to provide the Estoppel Certificate. Such increase in Base Rent shall in no event constitute a waiver of Lessee's Default or Breach with respect to the failure to provide the Estoppel Certificate nor prevent the exercise of any of the other rights and remedies granted hereunder.

(c) If Lessor desires to finance, refinance, or sell the Premises, or any part thereof, Lessee and all Guarantors shall within 10 days after written notice from Lessor deliver to any potential lender or purchaser designated by Lessor such financial statements as may be reasonably required by such lender or purchaser, including but not limited to Lessee's financial statements for the past 3 years. All such financial statements shall be received by Lessor and such lender or purchaser in confidence and shall be used only for the purposes herein set forth.

17. **Definition of Lessor.** The term **"Lessor"** as used herein shall mean the owner or owners at the time in question of the fee title to the Premises, or, if this is a sublease, of the Lessee's interest in the prior lease. In the event of a transfer of Lessor's title or interest in the Premises or this Lease, Lessor shall deliver to the transferee or assignee (in cash or by credit) any unused Security Deposit held by Lessor. Upon such transfer or assignment and delivery of the Security Deposit, as aforesaid, the prior Lessor shall be relieved of all liability with respect to the obligations and/or covenants under this Lease thereafter to be performed by the Lessor. Subject to the foregoing, the obligations and/or covenants in this Lease to be performed by the Lessor shall be binding only upon the Lessor as hereinabove defined.

18. **Severability.** The invalidity of any provision of this Lease, as determined by a court of competent jurisdiction, shall in no way affect the validity of any other provision hereof.

19. **Days.** Unless otherwise specifically indicated to the contrary, the word **"days"** as used in this Lease shall mean and refer to calendar days.

20. **Limitation on Liability.** The obligations of Lessor under this Lease shall not constitute personal obligations of Lessor or its partners, members, directors, officers or shareholders, and Lessee shall look to the Project, and to no other assets of Lessor, for the satisfaction of any liability of Lessor with respect to this Lease, and shall not seek recourse against Lessor's partners, members, directors, officers or shareholders, or any of their personal assets for such satisfaction.

21. **Time of Essence.** Time is of the essence with respect to the performance of all obligations to be performed or observed by the Parties under this Lease.

22. **No Prior or Other Agreements; Broker Disclaimer.** This Lease contains all agreements between the Parties with respect to any matter mentioned herein, and no other prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represents and warrants to the Brokers that it has made, and is relying solely upon, its own investigation as to the nature, quality, character and financial responsibility of the other Party to this Lease and as to the use, nature, quality and character of the Premises. Brokers have no responsibility with respect thereto or with respect to any default or breach hereof by either Party.

23. **Notices.**

23.1 **Notice Requirements.** All notices required or permitted by this Lease or applicable law shall be in writing and may be delivered in person (by hand or by courier) or may be sent by regular, certified or registered mail or U.S. Postal Service Express Mail, with postage prepaid, or by facsimile transmission, and shall be deemed sufficiently given if served in a manner specified in this Paragraph 23. The addresses noted adjacent to a Party's signature on this Lease shall be that Party's address for delivery or mailing of notices. Either Party may by written notice to the other specify a different address for notice, except that upon Lessee's taking possession of the Premises, the Premises shall constitute Lessee's address for notice. A copy of all notices to Lessor shall be concurrently transmitted to such party or parties at such addresses as Lessor may from time to time hereafter designate in writing.

23.2 **Date of Notice.** Any notice sent by registered or certified mail, return receipt requested, shall be deemed given on the date of delivery shown on the receipt card, or if no delivery date is shown, the postmark thereon. If sent by regular mail the notice shall be deemed given 72 hours after the same is addressed as required herein and mailed with postage prepaid. Notices delivered by United States Express Mail or overnight courier that guarantees next day delivery shall be deemed given 24 hours after delivery of the same to the Postal Service or courier. Notices delivered by hand, or transmitted by facsimile transmission or by email shall be deemed delivered upon actual receipt. If notice is received on a Saturday, Sunday or legal holiday, it shall be deemed received on the next business day.

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INITIALS **INITIALS**

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24. **Waivers.**

(a) No waiver by Lessor of the Default or Breach of any term, covenant or condition hereof by Lessee, shall be deemed a waiver of any other term, covenant or condition hereof, or of any subsequent Default or Breach by Lessee of the same or of any other term, covenant or condition hereof. Lessor's consent to, or approval of, any act shall not be deemed to render unnecessary the obtaining of Lessor's consent to, or approval of, any subsequent or similar act by Lessee, or be construed as the basis of an estoppel to enforce the provision or provisions of this Lease requiring such consent.

(b) The acceptance of Rent by Lessor shall not be a waiver of any Default or Breach by Lessee. Any payment by Lessee may be accepted by Lessor on account of moneys or damages due Lessor, notwithstanding any qualifying statements or conditions made by Lessee in connection therewith, which such statements and/or conditions shall be of no force or effect whatsoever unless specifically agreed to in writing by Lessor at or before the time of deposit of such payment.

(c) THE PARTIES AGREE THAT THE TERMS OF THIS LEASE SHALL GOVERN WITH REGARD TO ALL MATTERS RELATED THERETO AND HEREBY WAIVE THE PROVISIONS OF ANY PRESENT OR FUTURE STATUTE TO THE EXTENT THAT SUCH STATUTE IS INCONSISTENT WITH THIS LEASE.

25. **Disclosures Regarding The Nature of a Real Estate Agency Relationship.**

(a) When entering into a discussion with a real estate agent regarding a real estate transaction, a Lessor or Lessee should from the outset understand what type of agency relationship or representation it has with the agent or agents in the transaction. Lessor and Lessee acknowledge being advised by the Brokers in this transaction, as follows:

(i) Lessor's Agent. A Lessor's agent under a listing agreement with the Lessor acts as the agent for the Lessor only. A Lessor's agent or subagent has the following affirmative obligations: To the Lessor: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessor. To the Lessee and the Lessor: a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(ii) Lessee's Agent. An agent can agree to act as agent for the Lessee only. In these situations, the agent is not the Lessor's agent, even if by agreement the agent may receive compensation for services rendered, either in full or in part from the Lessor. An agent acting only for a Lessee has the following affirmative obligations. To the Lessee: A fiduciary duty of utmost care, integrity, honesty, and loyalty in dealings with the Lessee. To the Lessee and the Lessor: a. Diligent exercise of reasonable skills and care in performance of the agent's duties. b. A duty of honest and fair dealing and good faith. c. A duty to disclose all facts known to the agent materially affecting the value or desirability of the property that are not known to, or within the diligent attention and observation of, the Parties. An agent is not obligated to reveal to either Party any confidential information obtained from the other Party which does not involve the affirmative duties set forth above.

(iii) Agent Representing Both Lessor and Lessee. A real estate agent, either acting directly or through one or more associate licenses, can legally be the agent of both the Lessor and the Lessee in a transaction, but only with the knowledge and consent of both the Lessor and the Lessee. In a dual agency situation, the agent has the following affirmative obligations to both the Lessor and the Lessee: a. A fiduciary duty of utmost care, integrity, honesty and loyalty in the dealings with either Lessor or the Lessee. b. Other duties to the Lessor and the Lessee as stated above in subparagraphs (i) or (ii). In representing both Lessor and Lessee, the agent may not, without the express permission of the respective Party, disclose to the other Party confidential information, including, but not limited to, facts relating to either Lessee's or Lessor's financial position, motivations, bargaining position, or other personal information that may impact rent, including Lessor's willingness to accept a rent less than the listing rent or Lessee's willingness to pay rent greater than the rent offered. The above duties of the agent in a real estate transaction do not relieve a Lessor or Lessee from the responsibility to protect their own interests. Lessor and Lessee should carefully read all agreements to assure that they adequately express their understanding of the transaction. A real estate agent is a person qualified to advise about real estate. If legal or tax advice is desired, consult a competent professional. Both Lessor and Lessee should strongly consider obtaining tax advice from a competent professional because the federal and state tax consequences of a transaction can be complex and subject to change.

(b) Brokers have no responsibility with respect to any default or breach hereof by either Party. The Parties agree that no lawsuit or other legal proceeding involving any breach of duty, error or omission relating to this Lease may be brought against Broker more than one year after the Start Date and that the liability (including court costs and attorneys' fees), of any Broker with respect to any such lawsuit and/or legal proceeding shall not exceed the fee received by such Broker pursuant to this Lease; provided, however, that the foregoing limitation on each Broker's liability shall not be applicable to any gross negligence or willful misconduct of such Broker.

(c) Lessor and Lessee agree to identify to Brokers as "Confidential" any communication or information given Brokers that is considered by such Party to be confidential.

26. **No Right To Holdover.** Lessee has no right to retain possession of the Premises or any part thereof beyond the expiration or termination of this Lease. At or prior to the expiration or termination of this Lease Lessee shall deliver exclusive possession of the Premises to Lessor. For purposes of this provision and Paragraph 13.1(a), exclusive possession shall mean that Lessee shall have vacated the Premises, removed all of its personal property therefrom and that the Premises have been returned in the condition specified in this Lease. In the event that Lessee does not deliver exclusive possession to Lessor as specified above, then Lessor's damages during any holdover period shall be computed at the amount of the Rent (as defined in Paragraph 4.1) due during the last full month before the expiration or termination of this Lease (disregarding any temporary abatement of Rent that may have been in effect), but with Base Rent being 150% of the Base Rent payable during such last full month. Nothing contained herein shall be construed as consent by Lessor to any holding over by Lessee.

27. **Cumulative Remedies.** No remedy or election hereunder shall be deemed exclusive but shall, wherever possible, be cumulative with all other remedies at law or in equity.

28. **Covenants and Conditions; Construction of Agreement.** All provisions of this Lease to be observed or performed by Lessee are both covenants and conditions. In construing this Lease, all headings and titles are for the convenience of the Parties only and shall not be considered a part of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall not be construed as if prepared by one of the Parties, but rather according to its fair meaning as a whole, as if both Parties had prepared it.

29. **Binding Effect; Choice of Law.** This Lease shall be binding upon the Parties, their personal representatives, successors and assigns and be governed by the laws of the State in which the Premises are located. Any litigation between the Parties hereto concerning this Lease shall be initiated in the county in which the Premises are located. Signatures to this Lease accomplished by means of electronic signature or similar technology shall be legal and binding.

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30. **Subordination; Attornment; Non-Disturbance.**

30.1 **Subordination.** This Lease and any Option granted hereby shall be subject and subordinate to any ground lease, mortgage, deed of trust, or other hypothecation or security device (collectively, **"Security Device"**), now or hereafter placed upon the Premises, to any and all advances made on the security thereof, and to all renewals, modifications, and extensions thereof. Lessee agrees that the holders of any such Security Devices (in this Lease together referred to as **"Lender"**) shall have no liability or obligation to perform any of the obligations of Lessor under this Lease. Any Lender may elect to have this Lease and/or any Option granted hereby superior to the lien of its Security Device by giving written notice thereof to Lessee, whereupon this Lease and such Options shall be deemed prior to such Security Device, notwithstanding the relative dates of the documentation or recordation thereof.

30.2 **Attornment.** In the event that Lessor transfers title to the Premises, or the Premises are acquired by another upon the foreclosure or termination of a Security Device to which this Lease is subordinated (i) Lessee shall, subject to the non-disturbance provisions of Paragraph 30.3, attorn to such new owner, and upon request, enter into a new lease, containing all of the terms and provisions of this Lease, with such new owner for the remainder of the term hereof, or, at the election of the new owner, this Lease will automatically become a new lease between Lessee and such new owner, and (ii) Lessor shall thereafter be relieved of any further obligations hereunder and such new owner shall assume all of Lessor's obligations, except that such new owner shall not: (a) be liable for any act or omission of any prior lessor or with respect to events occurring prior to acquisition of ownership; (b) be subject to any offsets or defenses which Lessee might have against any prior lessor, (c) be bound by prepayment of more than one month's rent, or (d) be liable for the return of any security deposit paid to any prior lessor which was not paid or credited to such new owner.

30.3 **Non-Disturbance.** With respect to Security Devices entered into by Lessor after the execution of this Lease, Lessee's subordination of this Lease shall be subject to receiving a commercially reasonable non-disturbance agreement (a **"Non-Disturbance Agreement"**) from the Lender which Non-Disturbance Agreement provides that Lessee's possession of the Premises, and this Lease, including any options to extend the term hereof, will not be disturbed so long as Lessee is not in Breach hereof and attorns to the record owner of the Premises. Further, within 60 days after the execution of this Lease, Lessor shall, if requested by Lessee, use its commercially reasonable efforts to obtain a Non-Disturbance Agreement from the holder of any pre-existing Security Device which is secured by the Premises. In the event that Lessor is unable to provide the Non-Disturbance Agreement within said 60 days, then Lessee may, at Lessee's option, directly contact Lender and attempt to negotiate for the execution and delivery of a Non-Disturbance Agreement.

30.4 **Self-Executing.** The agreements contained in this Paragraph 30 shall be effective without the execution of any further documents; provided, however, that, upon written request from Lessor or a Lender in connection with a sale, financing or refinancing of the Premises, Lessee and Lessor shall execute such further writings as may be reasonably required to separately document any subordination, attornment and/or Non-Disturbance Agreement provided for herein.

31. **Attorneys' Fees.** If any Party or Broker brings an action or proceeding involving the Premises whether founded in tort, contract or equity, or to declare rights hereunder, the Prevailing Party (as hereafter defined) in any such proceeding, action, or appeal thereon, shall be entitled to reasonable attorneys' fees. Such fees may be awarded in the same suit or recovered in a separate suit, whether or not such action or proceeding is pursued to decision or judgment. The term, **"Prevailing Party"** shall include, without limitation, a Party or Broker who substantially obtains or defeats the relief sought, as the case may be, whether by compromise, settlement, judgment, or the abandonment by the other Party or Broker of its claim or defense. The attorneys' fees award shall not be computed in accordance with any court fee schedule, but shall be such as to fully reimburse all attorneys' fees reasonably incurred. In addition, Lessor shall be entitled to attorneys' fees, costs and expenses incurred in the preparation and service of notices of Default and consultations in connection therewith, whether or not a legal action is subsequently commenced in connection with such Default or resulting Breach ($200 is a reasonable minimum per occurrence for such services and consultation).

32. **Lessor's Access; Showing Premises; Repairs.** Lessor and Lessor's agents shall have the right to enter the Premises at any time, in the case of an emergency, and otherwise at reasonable times after reasonable prior notice for the purpose of showing the same to prospective purchasers, lenders, or tenants, and making such alterations, repairs, improvements or additions to the Premises as Lessor may deem necessary or desirable and the erecting, using and maintaining of utilities, services, pipes and conduits through the Premises and/or other premises as long as there is no material adverse effect on Lessee's use of the Premises. All such activities shall be without abatement of rent or liability to Lessee.

33. **Auctions.** Lessee shall not conduct, nor permit to be conducted, any auction upon the Premises without Lessor's prior written consent. Lessor shall not be obligated to exercise any standard of reasonableness in determining whether to permit an auction.

34. **Signs.** Lessor may place on the Premises ordinary "For Sale" signs at any time and ordinary "For Lease" signs during the last 6 months of the term hereof. Lessor may not place any sign on the exterior of the Building that covers any of the windows of the Premises. Except for ordinary "For Sublease" signs which may be placed only on the Premises, Lessee shall not place any sign upon the Project without Lessor's prior written consent. All signs must comply with all Applicable Requirements.

35. **Termination; Merger.** Unless specifically stated otherwise in writing by Lessor, the voluntary or other surrender of this Lease by Lessee, the mutual termination or cancellation hereof, or a termination hereof by Lessor for Breach by Lessee, shall automatically terminate any sublease or lesser estate in the Premises; provided, however, that Lessor may elect to continue any one or all existing subtenancies. Lessor's failure within 10 days following any such event to elect to the contrary by written notice to the holder of any such lesser interest, shall constitute Lessor's election to have such event constitute the termination of such interest.

36. **Consents.** All requests for consent shall be in writing. Except as otherwise provided herein, wherever in this Lease the consent of a Party is required to an act by or for the other Party, such consent shall not be unreasonably withheld or delayed. Lessor's actual reasonable costs and expenses (including but not limited to architects', attorneys', engineers' and other consultants' fees) incurred in the consideration of, or response to, a request by Lessee for any Lessor consent, including but not limited to consents to an assignment, a subletting or the presence or use of a Hazardous Substance, shall be paid by Lessee upon receipt of an invoice and supporting documentation therefor. Lessor's consent to any act, assignment or subletting shall not constitute an acknowledgment that no Default or Breach by Lessee of this Lease exists, nor shall such consent be deemed a waiver of any then existing Default or Breach, except as may be otherwise specifically stated in writing by Lessor at the time of such consent. The failure to specify herein any particular condition to Lessor's consent shall not preclude the imposition by Lessor at the time of consent of such further or other conditions as are then reasonable with reference to the particular matter for which consent is being given. In the event that either Party disagrees with any determination made by the other hereunder and reasonably requests the reasons for such determination, the determining party shall furnish its reasons in writing and in reasonable detail within 10 business days following such request.

37. **Guarantor.**

37.1 **Execution.** The Guarantors, if any, shall each execute a guaranty in the form most recently published by the AIR Commercial Real Estate Association.

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37.2 **Default.** It shall constitute a Default of the Lessee if any Guarantor fails or refuses, upon request to provide: (a) evidence of the execution of the guaranty, including the authority of the party signing on Guarantor's behalf to obligate Guarantor, and in the case of a corporate Guarantor, a certified copy of a resolution of its board of directors authorizing the making of such guaranty, (b) current financial statements, (c) an Estoppel Certificate, or (d) written confirmation that the guaranty is still in effect.

38. **Quiet Possession.** Subject to payment by Lessee of the Rent and performance of all of the covenants, conditions and provisions on Lessee's part to be observed and performed under this Lease, Lessee shall have quiet possession and quiet enjoyment of the Premises during the term hereof.

39. **Options.** If Lessee is granted an Option, as defined below, then the following provisions shall apply.

39.1 **Definition. "Option"** shall mean: (a) the right to extend or reduce the term of or renew this Lease or to extend or reduce the term of or renew any lease that Lessee has on other property of Lessor; (b) the right of first refusal or first offer to lease either the Premises or other property of Lessor; (c) the right to purchase, the right of first offer to purchase or the right of first refusal to purchase the Premises or other property of Lessor.

39.2 **Options Personal To Original Lessee.** Any Option granted to Lessee in this Lease is personal to the original Lessee, and cannot be assigned or exercised by anyone other than said original Lessee and only while the original Lessee is in full possession of the Premises and, if requested by Lessor, with Lessee certifying that Lessee has no intention of thereafter assigning or subletting.

39.3 **Multiple Options.** In the event that Lessee has any multiple Options to extend or renew this Lease, a later Option cannot be exercised unless the prior Options have been validly exercised.

39.4 **Effect of Default on Options.**

(a) Lessee shall have no right to exercise an Option: (i) during the period commencing with the giving of any notice of Default and continuing until said Default is cured, (ii) during the period of time any Rent is unpaid (without regard to whether notice thereof is given Lessee), (iii) during the time Lessee is in Breach of this Lease, or (iv) in the event that Lessee has been given 3 or more notices of separate Default, whether or not the Defaults are cured, during the 12 month period immediately preceding the exercise of the Option.

(b) The period of time within which an Option may be exercised shall not be extended or enlarged by reason of Lessee's inability to exercise an Option because of the provisions of Paragraph 39.4(a).

(c) An Option shall terminate and be of no further force or effect, notwithstanding Lessee's due and timely exercise of the Option, if, after such exercise and prior to the commencement of the extended term or completion of the purchase, (i) Lessee fails to pay Rent for a period of 30 days after such Rent becomes due (without any necessity of Lessor to give notice thereof), or (ii) if Lessee commits a Breach of this Lease.

40. **Security Measures.** Lessee hereby acknowledges that the Rent payable to Lessor hereunder does not include the cost of guard service or other security measures, and that Lessor shall have no obligation whatsoever to provide same. Lessee assumes all responsibility for the protection of the Premises, Lessee, its agents and invitees and their property from the acts of third parties. In the event, however, that Lessor should elect to provide security services, then the cost thereof shall be an Operating Expense.

41. **Reservations.**

(a) Lessor reserves the right: (i) to grant, without the consent or joinder of Lessee, such easements, rights and dedications that Lessor deems necessary, (ii) to cause the recordation of parcel maps and restrictions, (iii) to create and/or install new utility raceways, so long as such easements, rights, dedications, maps, restrictions, and utility raceways do not unreasonably interfere with the use of the Premises by Lessee. Lessor may also: change the name, address or title of the Building or Project upon at least 90 days prior written notice; provide and install, at Lessee's expense, Building standard graphics on the door of the Premises and such portions of the Common Areas as Lessor shall reasonably deem appropriate; grant to any lessee the exclusive right to conduct any business as long as such exclusive right does not conflict with any rights expressly given herein; and to place such signs, notices or displays as Lessor reasonably deems necessary or advisable upon the roof, exterior of the Building or the Project or on signs in the Common Areas. Lessee agrees to sign any documents reasonably requested by Lessor to effectuate such rights. The obstruction of Lessee's view, air, or light by any structure erected in the vicinity of the Building, whether by Lessor or third parties, shall in no way affect this Lease or impose any liability upon Lessor.

(b) Lessor also reserves the right to move Lessee to other space of comparable size in the Building or Project. Lessor must provide at least 45 days prior written notice of such move, and the new space must contain improvements of comparable quality to those contained within the Premises. Lessor shall pay the reasonable out of pocket costs that Lessee incurs with regard to such relocation, including the expenses of moving and necessary stationary revision costs. In no event, however, shall Lessor be required to pay an amount in excess of two months Base Rent. Lessee may not be relocated more than once during the term of this Lease.

(c) Lessee shall not: (i) use a representation (photographic or otherwise) of the Building or Project or their name(s) in connection with Lessee's business; or (ii) suffer or permit anyone, except in emergency, to go upon the roof of the Building.

42. **Performance Under Protest.** If at any time a dispute shall arise as to any amount or sum of money to be paid by one Party to the other under the provisions hereof, the Party against whom the obligation to pay the money is asserted shall have the right to make payment "under protest" and such payment shall not be regarded as a voluntary payment and there shall survive the right on the part of said Party to institute suit for recovery of such sum. If it shall be adjudged that there was no legal obligation on the part of said Party to pay such sum or any part thereof, said Party shall be entitled to recover such sum or so much thereof as it was not legally required to pay. A Party who does not initiate suit for the recovery of sums paid "under protest" within 6 months shall be deemed to have waived its right to protest such payment.

43. **Authority; Multiple Parties; Execution**

(a) If either Party hereto is a corporation, trust, limited liability company, partnership, or similar entity, 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 shall, within 30 days after request, deliver to the other Party satisfactory evidence of such authority.

(b) If this Lease is executed by more than one person or entity as "Lessee", each such person or entity shall be jointly and severally liable hereunder. It is agreed that any one of the named Lessees shall be empowered to execute any amendment to this Lease, or other document ancillary thereto and bind all of the named Lessees, and Lessor may rely on the same as if all of the named Lessees had executed such document.

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1300 Stine

(c) This Lease may be executed by the Parties in counterparts, each of which shall be deemed an original and all of which together shall constitute one and the same instrument.

44. **Conflict.** Any conflict between the printed provisions of this Lease and the typewritten or handwritten provisions shall be controlled by the typewritten or handwritten provisions.

45. **Offer.** Preparation of this Lease by either party or their agent and submission of same to the other Party shall not be deemed an offer to lease to the other Party. This Lease is not intended to be binding until executed and delivered by all Parties hereto.

46. **Amendments.** This Lease may be modified only in writing, signed by the Parties in interest at the time of the modification. As long as they do not materially change Lessee's obligations hereunder, Lessee agrees to make such reasonable nonmonetary modifications to this Lease as may be reasonably required by a Lender in connection with the obtaining of normal financing or refinancing of the Premises.

47. **Waiver of Jury Trial. THE PARTIES HEREBY WAIVE THEIR RESPECTIVE RIGHTS TO TRIAL BY JURY IN ANY ACTION OR PROCEEDING INVOLVING THE PROPERTY OR ARISING OUT OF THIS AGREEMENT.**

48. **Arbitration of Disputes.** An Addendum requiring the Arbitration of all disputes between the Parties and/or Brokers arising out of this Lease ☐ is ☒ is not attached to this Lease.

49. **Accessibility; Americans with Disabilities Act.**

(a) The Premises:

☒ Have not undergone an inspection by a Certified Access Specialist (CASp). Note: A Certified Access Specialist (CASp) can inspect the subject premises and determine whether the subject premises comply with all of the applicable construction-related accessibility standards under state law. Although state law does not require a CASp inspection of the subject premises, the commercial property owner or lessor may not prohibit the lessee or tenant from obtaining a CASp inspection of the subject premises for the occupancy or potential occupancy of the lessee or tenant, if requested by the lessee or tenant. The parties shall mutually agree on the arrangements for the time and manner of the CASp inspection, the payment of the fee for the CASp inspection, and the cost of making any repairs necessary to correct violations of construction-related accessibility standards within the premises.

☐ Have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises met all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential.

☐ Have undergone an inspection by a Certified Access Specialist (CASp) and it was determined that the Premises did not meet all applicable construction-related accessibility standards pursuant to California Civil Code §55.51 et seq. Lessee acknowledges that it received a copy of the inspection report at least 48 hours prior to executing this Lease and agrees to keep such report confidential except as necessary to complete repairs and corrections of violations of construction related accessibility standards.

In the event that the Premises have been issued an inspection report by a CASp the Lessor shall provide a copy of the disability access inspection certificate to Lessee within 7 days of the execution of this Lease.

(b) Since compliance with the Americans with Disabilities Act (ADA) and other state and local accessibility statutes are dependent upon Lessee's specific use of the Premises, Lessor makes no warranty or representation as to whether or not the Premises comply with ADA or any similar legislation. In the event that Lessee's use of the Premises requires modifications or additions to the Premises in order to be in compliance with ADA or other accessibility statutes, Lessee agrees to make any such necessary modifications and/or additions at Lessee's expense.

LESSOR AND LESSEE HAVE CAREFULLY READ AND REVIEWED THIS LEASE AND EACH TERM AND PROVISION CONTAINED HEREIN, AND BY THE EXECUTION OF THIS LEASE SHOW THEIR INFORMED AND VOLUNTARY CONSENT THERETO. THE PARTIES HEREBY AGREE THAT, AT THE TIME THIS LEASE IS EXECUTED, THE TERMS OF THIS LEASE ARE COMMERCIALLY REASONABLE AND EFFECTUATE THE INTENT AND PURPOSE OF LESSOR AND LESSEE WITH RESPECT TO THE PREMISES.

ATTENTION: NO REPRESENTATION OR RECOMMENDATION IS MADE BY THE AIR CRE OR BY ANY BROKER AS TO THE LEGAL SUFFICIENCY, LEGAL EFFECT, OR TAX CONSEQUENCES OF THIS LEASE OR THE TRANSACTION TO WHICH IT RELATES. THE PARTIES ARE URGED TO:

1. SEEK ADVICE OF COUNSEL AS TO THE LEGAL AND TAX CONSEQUENCES OF THIS LEASE.

2. RETAIN APPROPRIATE CONSULTANTS TO REVIEW AND INVESTIGATE THE CONDITION OF THE PREMISES. SAID INVESTIGATION SHOULD INCLUDE BUT NOT BE LIMITED TO: THE POSSIBLE PRESENCE OF HAZARDOUS SUBSTANCES, THE ZONING AND SIZE OF THE PREMISES, THE STRUCTURAL INTEGRITY, THE CONDITION OF THE ROOF AND OPERATING SYSTEMS, COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT AND THE SUITABILITY OF THE PREMISES FOR LESSEE'S INTENDED USE.

WARNING: IF THE PREMISES ARE LOCATED IN A STATE OTHER THAN CALIFORNIA, CERTAIN PROVISIONS OF THE LEASE MAY NEED TO BE REVISED TO COMPLY WITH THE LAWS OF THE STATE IN WHICH THE PREMISES ARE LOCATED.

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The parties hereto have executed this Lease at the place and on the dates specified above their respective signatures.

Executed at: _____
On: _____

By LESSOR:

Rancho De Stine, LLC (RDS)

By: _____
Name Printed: Ruben Mironowski
Title: Owner/ Signing Officer
Phone: (661)335-2494
Fax: _____
Email: connie_rancho@sbcglobal.com

By: _____
Name Printed: Fannie Mironowski
Title: Owner/ Signing Officer
Phone: _____
Fax: _____
Email: _____

Address: _____

Federal ID No.: _____

BROKER

Universal Property Brokers

Att: Steven R. Mironowski
Title: Broker
Address: 5707 Woodmere Dr. Bakersfield Ca 93313

Phone: (661)428-9616
Fax: _____
Email: stevenmironowski@gmail.com
Federal ID No.: _____
Broker DRE License #: 01259783
Agent DRE License #: 02025329

Executed at: _____
On: _____

By LESSEE:

Community Action Partnership of Kern (CAPK)

By: _____
Name Printed: _____
Title: _____
Phone: _____
Fax: _____
Email: _____

By: _____
Name Printed: _____
Title: _____
Phone: _____
Fax: _____
Email: _____

Address: _____

Federal ID No.: _____

BROKER

Cushman & Wakefield

Att: Jeffrey T. Andrew
Title: Broker
Address: 5060 California Ave.
Bakersfield CA 93309
Phone: (661)332-2009
Fax: _____
Email: jeff.andrew@cushwake.com
Federal ID No.: _____
Broker DRE License #: 01919464
Agent DRE License #: 00941323

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ADDENDUM #1

Date: August 15, 2024

By and Between

Lessor: Rancho De Stine, LLC (RDS)

Lessee: Community Action Partnership of Kern (CAPK)

Property Address: 1300 Stine Rd

CA 93309

(street address, city, state, zip)

Paragraph _____

In the event of any conflict between the provisions of this Addendum and the printed provisions of the Lease, this Addendum shall control.

Paragraph 1.3- Months 13-24($14,506.00) Months 25-36 ($14,920.00)

Lessee has option to extend lease for an additional two years. See attached Rent Adjustments.

Tenant shall reimburse the Landlord for their pro-rata share of all utilities (electrical & gas) which will be contracted for by the Landlord. Tenant shall contract for directly and pay for any janitorial services needed. Water will be paid 25% by the Landlord and 75% split pro-rata based on square footage occupied after a tenant occupies the second floor. Landlord shall turn off breakers to the elevator, and second floor plugs and HVAC units until such time as the second floor is leased. Once leased the utilities will be split on a pro-rata share basis.

Utility Payments (electricity, gas, water) Lessee to make payments to Rancho De Stine ,LLC quarterly.

Lessor to pay for fire sprinkler SERVICE.Lessee to pay for fire alarm.

Lessee to pay for Janitorial service. Including restrooms and debris or trash in common area breezeway.
Lessee to pay for trash pick up services. Lessor to provide a 3 yard container at no additional cost.
Tenant does agree to pay for a quarterly maintenance contract on the HVAC systems and will pay for repairs with a maximum out of pocket of $1,000 per occurrence. Landlord shall pay any other repair or replacement costs over the $1000 limit and add the expensed for repairs only to the operating expense numbers for the Base Year Pass Through. Tenant shall have no responsibility for elevator cost since tenant is only leasing the ground floor.

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_____ _____

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RENT ADJUSTMENT(S)
(ORIGINAL TERM)
STANDARD LEASE ADDENDUM

Dated: August 15, 2024

By and Between

Lessor: Rancho De Stine, LLC (RDS)

Lessee: Community Action Partnership of Kern (CAPK)

Property Address: 1300 Stine Rd
CA 93309
(street address, city, state, zip)

Paragraph _____

The monthly Base Rent during the Original Term of the Lease shall be increased by using the method(s) selected below (*check method(s) to be used and fill in appropriately*):

☐ **I. Consumer Price Index.**

a. The monthly Base Rent shall be increased on _____ and every _____ months thereafter during the Original Term (**"CPI Increase Date(s)"**) commensurate with the increase in the CPI (as herein defined) determined as follows: the monthly Base Rent scheduled for the first month of the Original Term shall be multiplied by a fraction the denominator of which is the Base CPI (as herein defined), and the numerator of which is the Comparison CPI (as herein defined). The amount so calculated shall constitute the new Base Rent until the next CPI Increase Date, but in no event shall any such new Base Rent be less than the Base Rent for the month immediately preceding the applicable CPI Increase Date.

b. The term **"CPI"** shall mean the Consumer Price Index of the Bureau of Labor Statistics of the U.S. Department of Labor for (*select one*): ☐ CPIW (UrbanWage Earners and ClericalWorkers) or ☐ CPI U (All Urban Consumers), for (*fill in Urban Area*): _____ or ☐ the area in which the Premises is located, All Items (1982-1984 = 100). The term **"Comparison CPI"** shall mean the CPI of the calendar month which is 2 full months prior to the applicable Original Term CPI Increase Date. The term "Base CPI" shall mean the CPI of the calendar month which is 2 full months prior to the Commencement Date of the Original Term.

c. If the compilation and/or publication of the CPI is transferred to another governmental department, bureau or agency or is discontinued, then instead the index most nearly the same as the CPI shall be used to calculate the Base Rent increases hereunder. If the Parties cannot agree on such alternative index, then the matter shall be submitted for decision to the American Arbitration Association in accordance with the then rules of said association and the decision of the arbitrators shall be binding upon the parties, with the cost of such arbitration being paid equally by the Parties.

☐ **II. Fixed Percentage.** Themonthly Base Rent shall be increased on _____ and every _____ months thereafter during the Original Term ("Percentage Increase Date(s)") by _____ percent (_____%) of the monthly Base Rent scheduled to be paid for the month immediately preceding the applicable Percentage Increase Date.

☒ **III. Fixed Rental Adjustment(s) ("FRA").**

Themonthly Base Rent shall be increased to the following amounts on the dates set forth below:

On (Fill in FRA Adjustment Date(s)):	The New Base Rent shall be:
October 1, 2025	$14,506.00
October 1, 2026	$14,920.00
October 1, 2027	$15,335.00
October 1, 2028	$15,750.00

OPTION FOR YEAR 4 &5

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_____ _____
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R.E.O.P.B./L.O.R.E./U.P.B., 907 WESTWOOD BLVD #107 Los Angeles CA 90024
Phone: 6614289616 Fax: 3108610105 Steven Mironowski

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AIRCRE contracts

WORK LETTER

Dated: August 15, 2024

By and Between

Lessor: Rancho De Stine, LLC (RDS)

Lessee: Community Action Partnership of Kern (CAPK)

Property Address: 1300 Stine Rd
CA 93309

1. **The Improvements.** The Premises shall be modified with the following improvements or work: see attached Addendum #2

(the "Improvements"). The Improvements shall be of the quality which is standard for the Building, which quality shall be determined by Lessor ("Standard Improvement" - See paragraph 12 below).

2. **Preliminary Plans.** Within 1 days after the Parties have mutually executed and delivered this Lease, Lessor shall prepare preliminary plans and specifications for the completion of the Improvements ("Preliminary Plans"). The Preliminary Plans shall itemize the work to be done by each Party, including, an estimate of the cost any work required of Lessor which is not a Standard Improvement. Lessee shall approve the Preliminary Plans and the preliminary cost estimate or specify with particularity Lessee's objection thereto within 1 days following delivery thereof by Lessor. Lessee's failure to timely approve or disapprove the Preliminary Plans and the preliminary cost estimate shall constitute Lessee's approval thereof. If Lessee shall disapprove all or any part of the Preliminary Plans, and the Preliminary Plans cannot in good faith be modified within 10 days after such disapproval to be acceptable to both Lessor and Lessee, then this Lease shall terminate upon notice thereof by one Party to the other, Lessor shall refund to Lessee any Security Deposit or prepaid rent by Lessee, less the cost of the Preliminary Plans, legal fees and other costs incurred by Lessor in connection with this Lease, and neither Party shall thereafter have any obligation, liability or responsibility to the other Party for any reason whatsoever having to do with this Lease. The Preliminary Plans, when approved by Lessee, shall supersede any prior agreement of the Parties concerning the Improvements.

3. **Final Plans.** After the Parties have, or are deemed to have, mutually approved the Preliminary Plans, Lessor shall prepare final plans and specifications for the completion of the Improvements ("Final Plans"), including an estimate of the cost the Improvements in excess of Lessor's Standard Improvements. Lessee shall approve the Final Plans and the final cost estimate or specify with particularity Lessee's objection thereto within 1 days following delivery thereof by Lessor. Lessee's failure to timely approve or disapprove the Final Plans and the final cost estimate shall constitute Lessee's approval thereof. If Lessee shall disapprove all or any part of the Final Plans, and the Final Plans cannot in good faith be modified within 10 days after such disapproval to be acceptable to both Lessor and Lessee, then this Lease shall terminate upon notice thereof by one Party to the other, Lessor shall refund to Lessee any Security Deposit or prepaid rent by Lessee, less the cost of the Preliminary Plans, Final Plans, legal fees and other costs incurred by Lessor in connection with this Lease, and neither Party shall thereafter have any obligation, liability or responsibility to the other Party for any reason whatsoever having to do with this Lease. The Final Plans, when approved by Lessee, shall supersede the Preliminary Plans and any prior agreement of the Parties concerning the Improvements.

4. **Construction.** If Lessor's estimated cost constructing the Improvements exceeds Lessor's estimated cost of the Standard Improvements, before Lessor is obligated to start construction of the Improvements or perform any acts in furtherance thereof, Lessee shall pay to Lessor in cash a sum equal to such excess. If the Final Plans are approved or deemed approved by Lessor and Lessee, and Lessee pays Lessor for such excess, then Lessor shall construct the Improvements. Lessee shall, within 5 days of demand by Lessor, pay for all non-Standard Improvements.

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Phone: 6614289616 Fax: 3108610105 Steven Mironowski

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5. **Completion.** The term "Completion", as used in this Work Letter, is hereby defined to mean the date the building department of the municipality having jurisdiction of the Premises shall have made a final inspection of the Improvements and authorized a final release of restrictions on the use of public utilities in connection therewith and the Premises are in a broom-clean condition. If the Improvements, or any portion thereof, have not reached Completion by the Commencement Date, this Lease shall not be invalid, Lessor shall not be subject to any liability therefore in any respect whatsoever, and as Lessee's sole and exclusive, Lessor shall use commercially reasonable efforts to complete the same. Lessee shall use Lessee's best, good faith, efforts and all due diligence to cooperate with the Lessor to complete all phases of the construction of the Improvements, and, in that regard, shall meet with Lessor on a scheduled basis to be determined by Lessor.

6. **Delay.** If Lessor shall be directly or indirectly delayed at any time in the progress of the planning or construction of the Improvements by strikes, lockouts, fire, delay in transportation, unavoidable casualties, rain or weather conditions, governmental procedures or delay, or by any other cause beyond Lessor's control ("force majeure"), or by Lessee's Breach or Default, by any acts or omissions of Lessee, Lessee's agents, employees, contractors, including extra work, changes in construction ordered by Lessee ("Lessee Delay"), then the Commencement Date established in the Lease shall be extended by the period of such force majeure delay and Lessee Delay; provided, however, Lessor may elect to designate the Commencement Date as the date Completion of the Improvements would have occurred if such Lessee Delays had not occurred. Lessee shall from time to time, upon Lessor's request, meet with Lessor or Lessor's representatives and provide sufficient information for the preparation of the Preliminary Plans or the Final Plans, or otherwise for the timely and property construction of the Improvements.

7. **Extra Work.** Notwithstanding anything to the contrary in the Lease or this Work Letter, if at any time before the actual Completion of the Improvements, any governmental body, authority or instrumentality does or may require any work to be performed outside of the Premises, such as the Building Common Areas, fire life safety or any other systems, and the cost of such extra work is estimated to exceed _____ then Lessor shall have the right to terminate this Lease by giving written notice of such election to Lessee. In the event that the Lessor elects to terminate this Lease, Lessee shall have the right within 5 days of the receipt of such notice of termination to give written notice to Lessor of Lessee's commitment to pay for such extra work. Lessee shall provide Lessor with the necessary funds to perform such work within 5 days thereafter. If Lessee does not make the required commitment or does not forward the necessary funds within the time limits specified then this Lease shall terminate and Lessor shall refund to Lessee any Security Deposit or Rent prepaid by Lessee, and neither Party shall thereafter have any obligation, liability or responsibility to the other Party for any reason whatsoever having to do with this Lease.

8. **Term.** Any time after Completion of the Improvements, upon request by Lessor, the Parties shall execute an amendment to the Lease confirming the date of Completion of the Improvements, the date that Lessor delivered possession of the Premises to Lessee, the Commencement Date and Expiration Date of this Lease.

9. **Work Done by Lessee.** Any work done by Lessee shall be performed in a good and workmanlike manner and in full compliance with paragraph 7.3 of this Lease. . If required by Lessor, all work by Lessee shall be done only with union labor and only by contractors approved by Lessor, it being understood that all plumbing, mechanical, electrical wiring and ceiling work are to be done only by contractors designated by Lessor.

10. **Early Entry.** If Lessor notifies Lessee of the estimated Completion, Lessee may, starting as of 10 days before said date, enter the Premises to commence construction of any improvements Lessee is to construct and to equip and fixturize the Premises, as long as such entry does not interfere with Lessor's work. Any entry by Lessee into the Premises under this paragraph shall be under all of the terms and provisions of the Lease to which this Work Letter is attached.

11. **Acceptance of Premises.** Lessee shall, within 10 days following the date that Lessor delivered possession of the Premises to Lessee, notify Lessor in writing of any items of the Improvements that Lessee deems incomplete or incorrect in order for the Completion of the Improvements in the Premises to occur and the Premises to be acceptable to Lessee. Lessee shall be deemed to have accepted the Premises and approved construction of the Improvements if and to the extent Lessee does not deliver such a list to Lessor within said time period.

12. **Standard Improvements.** Lessor's Standard Improvements are as follows:

a. Partitions:
b. Wall Surfaces: **All Interior walls to be painted**
c. Window Coverings: **All window covers to be fixed**
d. Floor Coverings: **See addendum #2**
e. Doors:
f. Electrical and Telephone Outlets: **Power/ all breakers to second floor to be shut off**
g. Ceilings:
h. Lighting: **All lights to be LED (Interior and Exterior)**
i. HVAC Ducting: **All Units to be serviced**
j. Sound Proofing:
k. Plumbing: **New Back flow to be installed. Toilet to be replaced in mens restroom**

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ADDENDUM #2

Date: August 15, 2024

By and Between

Lessor: Rancho De Stine, LLC (RDS)

Lessee: Community Action Partnership of Kern (CAPK)

Property Address: 1300 Stine Rd

CA 93309

(street address, city, state, zip)

Paragraph _____

In the event of any conflict between the provisions of this Addendum and the printed provisions of the Lease, this Addendum shall control.

Work Letter

Landlord shall deliver the space as-is except Landlord shall make sure all lighting fixtures including ballasts & bulbs are LED and are in proper working condition and all toilets and plumbing fixtures are in proper working condition along with the HVAC system are properly working. In addition, Landlord at Landlords expense shall pavers in the court yard in the courtyard and complete a block wall between the 1300 St Road property and the 1400 Stine Road property. Lastly Landlord shall install new Armstrong Biome - Color Mountaine Kilimanjaro ST252 flooring throughout the Premises and patch, repair and paint all walls. Tenant shall have the right to choose colors of paint and flooring.

If floor color can not be found or has to be special ordered, Landlord will find a color that is similar and approved by tenant.

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RULES AND REGULATIONS FOR STANDARD OFFICE LEASE

Dated: August 15, 2024

By and Between

Lessor: Rancho De Stine, LLC (RDS)

Lessee: Community Action Partnership of Kern (CAPK)

Property Address: 1300 Stine Rd
CA 93309
(street address, city, state, zip)

GENERAL RULES

1. Lessee shall not suffer or permit the obstruction of any Common Areas, including driveways, walkways and stairways.
2. Lessor reserves the right to refuse access to any persons Lessor in good faith judges to be a threat to the safety and reputation of the Project and its occupants.
3. Lessee shall not make or permit any noise or odors that annoy or interfere with other lessees or persons having business within the Project.
4. Lessee shall not keep animals or birds within the Project, and shall not bring bicycles, motorcycles or other vehicles into areas not designated as authorized for same.
5. Lessee shall not make, suffer or permit litter except in appropriate receptacles for that purpose.
6. Lessee shall not alter any lock or install new or additional locks or bolts.
7. Lessee shall be responsible for the inappropriate use of any toilet rooms, plumbing or other utilities. No foreign substances of any kind are to be inserted therein.
8. Lessee shall not deface the walls, partitions or other surfaces of the Premises or Project.
9. Lessee shall not suffer or permit anything in or around the Premises or Building that causes excessive vibration or floor loading in any part of the Project.
10. Furniture, significant freight and equipment shall be moved into or out of the building only with the Lessor's knowledge and consent, and subject to such reasonable limitations, techniques and timing, as may be designated by Lessor. Lessee shall be responsible for any damage to the Office Building Project arising from any such activity.
11. Lessee shall not employ any service or contractor for services or work to be performed in the Building, except as approved by Lessor.
12. Lessor reserves the right to close and lock the Building on Saturdays, Sundays and Building Holidays, and on other days between the hours of _____ P.M. and _____ A.M. of the following day. If Lessee uses the Premises during such periods, Lessee shall be responsible for securely locking any doors it may have opened for entry.
13. Lessee shall return all keys at the termination of its tenancy and shall be responsible for the cost of replacing any keys that are lost.
14. No window coverings, shades or awnings shall be installed or used by Lessee.
15. No Lessee, employee or invitee shall go upon the roof of the Building.
16. Lessee shall not suffer or permit smoking or carrying of lighted cigars or cigarettes in areas reasonably designated by Lessor or by applicable governmental agencies as non-smoking areas.
17. Lessee shall not use any method of heating or air conditioning other than as provided by Lessor.
18. Lessee shall not install, maintain or operate any vending machines upon the Premises without Lessor's written consent.
19. The Premises shall not be used for lodging or manufacturing, cooking or food preparation.
20. Lessee shall comply with all safety, fire protection and evacuation regulations established by Lessor or any applicable governmental agency.
21. Lessor reserves the right to waive any one of these rules or regulations, and/or as to any particular Lessee, and any such waiver shall not constitute a waiver of any other rule or regulation or any subsequent application thereof to such Lessee.
22. Lessee assumes all risks from theft or vandalism and agrees to keep its Premises locked as may be required.
23. Lessor reserves the right to make such other reasonable rules and regulations as it may from time to time deem necessary for the appropriate operation and safety of the Project and its occupants. Lessee agrees to abide by these and such rules and regulations.

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R.E.O.P.B./L.O.R.E./U.P.B., 907 WESTWOOD BLVD #107 Los Angeles CA 90024 Phone: 6614289616 Fax: 3108610105
Steven Mironowski

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PARKING RULES

1. Parking areas shall be used only for parking by vehicles no longer than full size, passenger automobiles herein called "Permitted Size Vehicles." Vehicles other than Permitted Size Vehicles are herein referred to as "Oversized Vehicles."

2. Lessee shall not permit or allow any vehicles that belong to or are controlled by Lessee or Lessee's employees, suppliers, shippers, customers, or invitees to be loaded, unloaded, or parked in areas other than those designated by Lessor for such activities.

3. Parking stickers or identification devices shall be the property of Lessor and be returned to Lessor by the holder thereof upon termination of the holder's parking privileges. Lessee will pay such replacement charge as is reasonably established by Lessor for the loss of such devices.

4. Lessor reserves the right to refuse the sale of monthly identification devices to any person or entity that willfully refuses to comply with the applicable rules, regulations, laws and/or agreements.

5. Lessor reserves the right to relocate all or a part of parking spaces from floor to floor, within one floor, and/or to reasonably adjacent offsite location(s), and to reasonably allocate them between compact and standard size spaces, as long as the same complies with applicable laws, ordinances and regulations.

6. Users of the parking area will obey all posted signs and park only in the areas designated for vehicle parking.

7. Unless otherwise instructed, every person using the parking area is required to park and lock his own vehicle. Lessor will not be responsible for any damage to vehicles, injury to persons or loss of property, all of which risks are assumed by the party using the parking area.

8. Validation, if established, will be permissible only by such method or methods as Lessor and/or its licensee may establish at rates generally applicable to visitor parking.

9. The maintenance, washing, waxing or cleaning of vehicles in the parking structure or Common Areas is prohibited.

10. Lessee shall be responsible for seeing that all of its employees, agents and invitees comply with the applicable parking rules, regulations, laws and agreements.

11. Lessor reserves the right to modify these rules and/or adopt such other reasonable and non-discriminatory rules and regulations as it may deem necessary for the proper operation of the parking area.

12. Such parking use as is herein provided is intended merely as a license only and no bailment is intended or shall be created hereby.

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1300 Stine

MEMORANDUM

To: Budget and Finance Committee

From: Rosa Guerrero, Administrative Analyst

Date: September 18, 2024

Subject: *Agenda Item 4d:* California Department of Education Program (CSPP) Continued Funding Application– **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to submit an application for continued funding for the California Department of Education's California State Preschool Program (CSPP) grant. The funding period would be July 2025 through June 2026.

The funds will be used to continue the State Preschool program that is currently blended with Head Start center-based services. The estimated funding is $7,381,970 but may increase if additional funding is budgeted from the California Department of Education.

Recommendation

Staff recommends the Budget and Finance Committee approve with resolution the submission of the Fiscal Year 2025-2026 Continued Funding Application for California Department of Education's CSPP program and authorize the Chief Executive Officer to sign the application for funding and execute the contract.

Attachment:
Resolution

RESOLUTION # 2024-15

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2025-26 California Department of Education Funding Application

The Board of Directors of Community Action Partnership of Kern, met on September 25, 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 the California Department of Education (CDE) continued funding application for State Preschool (CSPP), for funding from July 1, 2025 through June 30, 2026; and

WHEREAS, the Head Start and State Child Development Division is requesting a maximum funding amount of $7,381,970 for State Preschool (CSPP) in annual funding; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the refunding application and contract, as well as an authorized representative be named for submitting the application electronically; 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 CDE Continued Funding Application and CDE contract, and assign Rosa Guerrero, Administrative Analyst to submit the application electronically.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of September 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Office

Date: September 18, 2024

Subject: *Agenda item 4e:* Goal Group 6 - **Info Item**

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

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

Key accomplishments for Goal 6 are:

- The Finance Team continues to collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.
  - ❖ The CAPK Foundation’s Director is cultivating donors, prospecting, stewardship for long term support and working with the Board for future plans.

- Finance is currently in the last phase of the Sage Intacct build out. Currently conducting user testing.

- Operations is going to tackle the Preventative Maintenance plan with one aspect at a time instead of the entire plan. This will allow smaller goals to be met while working on the entire Preventive Maintenance Plan which will take a substantial amount of time.

Attachments:
Goal 6 Progress Summary

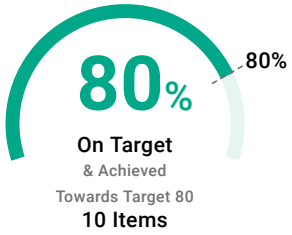


Tracy Webster Summary

Individual Goals

As of September 11, 2024

Tracy Webster



10% Critical

10% Off Target

0% Not Started

0% Deferred

6 Fiscal Health and Stability
Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.

Objective	Activity	Sub-Activity
60% of 100% **Ensure adequate staffing for successful implementation and fiscal decisionmaking.** (6.1) Owner: Tracy Webster, (10/01/21 - 12/31/25) Updated as of 09/11/24	60% of 100% **Enhance functionality and implementation of a human capital management platform to support workforce planning and management.** (6.1.2) (EOY Target: 100%) Owner: Tracy Webster, (01/01/23 - 12/31/24) Updated as of 09/11/24	
100% of 100% Achieved **Grow unrestricted funding capacity.** (6.2) Owner: Tracy Webster, (10/01/21 - 12/31/25) Updated as of 05/22/23	100% of 100% Achieved **Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding streams and service lines based upon new and emerging needs.** (6.2.1) Owner: Tracy Webster, (10/01/21 - 12/31/22) Updated as of 12/06/21	
	100% of 100% Achieved **Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.** (6.2.2) Owner: Tracy Webster, (10/01/21 - 12/31/23) Updated as of 05/22/23	100% of 100% Achieved **Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.** (6.2.2.1) Owner: Tracy Webster, (10/01/21 - 12/31/23) Updated as of 05/22/23
		100% of 100% Achieved **Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.** (6.2.2.2) Owner: Tracy Webster, (10/01/21 - 12/31/23) Updated as of 02/05/24

85% of 100%	**Enhance agency administrative and operational infrastructure.** (6.3) Owner: Tracy Webster, (10/01/21 - 12/31/25) Updated as of 09/11/24 Latest Comment: Scheduled implementation for SageIntacct is March 1, 2024. (Tracy Webster, 02/05/24)	40% of 100%	**Create an alignment of a deferred maintenance program among the finance and operations department.** (6.3.1) (EOY Target: 100%) Owner: Tracy Webster, (01/01/23 - 12/31/24) Updated as of 09/11/24	
		100% of 100% Achieved	**To support Goal 5, expand the information and technology department to support current and future needs.** (6.3.2) (EOY Target: 100%) Owner: Tracy Webster, (01/01/23 - 12/31/24) Updated as of 03/12/24	

MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources
Tracy Webster, Chief Financial Officer

Date: September 25, 2024

Subject: *Agenda Item IV(a)*: Employee Health Insurance Renewal for the 2025 Plan Year – ***Action Item***

On August 1, 2023, CAPK transitioned insurance brokers to Keenan & Associates and joined the Public Agency Coalition Enterprise (PACE) risk pool. Keenan administers several Joint Powers Authorities (JPA) risk pools, primarily serving public agencies and municipalities.

Our 2024 plan year marks our first year as a member of this risk pool. It is important to highlight that membership in the PACE pool is proving advantageous for CAPK when looking at the 2025 proposed rates. The PACE Board has committed to supplementing up to one million dollars in contributions to help offset what would have resulted in a higher renewal cost for CAPK.

Proposed 2025 Benefit Plan Package
Human Resources attended the PACE Board meeting earlier in the month of September and later met with Keenan to review the new 2025 insurance rates for our benefit plan package featured below:

- Kaiser HMO ($25 co-pay)
- Anthem Blue Cross HMO ($35 co-pay)
- Anthem Blue Cross PPO HDHP (90/10)

For the January 1, 2025, renewal year, we will continue to offer the insurance pool option that is most cost-effective, affordable for staff, and benefit-option rich. The proposed package includes Kaiser, a full-network HMO, and PPO options. The election of the Anthem Blue Cross plans would require the employee to “buy-up” and increase the level of employee contributed premium.

Plan	Coverage	Rate	ER	EE	%
Kaiser	Employee Only	916.17	824.17	92.00	90%
	Employee + Spouse	1,923.96	1,703.96	220.00	89%
	Employee + Child(ren)	1,740.73	1,556.73	184.00	89%
	Employee + Family	2,656.90	2,289.90	367.00	86%
HMO	Employee Only	971.11	824.11	147.00	85%
	Employee + Spouse	2,039.33	1,704.33	335.00	84%
	Employee + Child(ren)	1,748.00	1,557.00	191.00	89%
	Employee + Family	2,913.33	2,290.33	623.00	79%
PPO	Employee Only	1,057.80	823.80	234.00	78%
	Employee + Spouse	2,327.17	1,704.17	623.00	73%
	Employee + Child(ren)	1,904.04	1,557.04	347.00	82%
	Employee + Family	3,279.19	2,290.19	989.00	70%

Fiscal Impact

The total agency-wide projected fiscal impact is approximately a 7% increase in the employer portion of costs in the amount of $636,500. The increase in the costs have been reviewed with program directors and each have made accommodation in their budget to offset the increase costs.

Timeline

Human Resources has begun preparations for the open enrollment period, scheduled for November 1-15, 2024. A multi-tiered, agency-wide communication strategy is being developed to inform employees about upcoming plan options and cost changes.

Recommendation

Staff recommends the Board of Directors approve the 2025 employee health insurance renewal package as outlined in the Proposed Benefit plan chart and authorize the CEO to execute all related documents.

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: **September 25, 2024**

Subject: *Agenda Item IV(b):* Approval of an Agreement between CAPK and the Housing Authority of the County of Kern for Grant Funding and Supportive Services Leading to the Development of an 85-Unit Affordable Apartment Project at 3299 Pioneer Drive Including the Provision of Client Services On-Site and the Allocation of Day 1 Families Fund - **Action Item**

Overview: This memo serves to update the Board of Directors on the progress of the 85-unit affordable apartment project in collaboration with the Housing Authority of the County of Kern (Housing Authority) and request the approval of an agreement facilitating the construction and the on-site services for the project. This project also facilitates the detailed use of the Day 1 Families Fund grant totaling $5 million. CAPK received the Day 1 Families grant to furnish services targeted at providing Housing Stability for Families at risk of homelessness. Since Board approval of the original MOU for this project on April 23, 2024, significant developments have taken place. CAPK and the Housing Authority have developed a comprehensive Agreement between CAPK and the Housing Authority, and the formulation of a comprehensive 17-year budget that integrates the funding contributions for the construction (years 1-2) and the provision of services to residents on-site for 15 years (years 3-17).

This project provides an exciting step for CAPK in our endeavors to participate in the development of affordable housing in Kern County. This is a goal developed through our strategic planning initiatives with our Board of Directors and staff over the past several years. CAPK has been cautiously entering the marketplace with other smaller programs such as rental support, housing placement, etc. As a partner in this project, it represents our first project of a significant size consisting of development of new affordable housing units. It will support CAPK's mission and Goal 3 of the Strategic Plan. Goal 3 aims to, "Advance economic empowerment and financial stability for low-income people." More specifically, Objective 3.1 states: "*Increase housing stability for people experiencing or at risk of homelessness*." By being a partner with a long-standing housing agency such as the Housing Authority, it provides a low-risk opportunity to enter the arena without much funding or risk as a developer.

Target Population: The project will be restricted to affordable permanent supportive housing, serving families facing homelessness and earning up to 40% of the area's median income. CAPK will provide comprehensive housing wraparound services to the residents of 84 units, with 1 unit designated for the on-site manager. CAPK will have rights under the agreement to directly refer clients from our Coordinated Entry System (CES) program into the units. The agreement specifically designates 43 units to be utilized for CAPK direct client referrals. The remaining 41 units will be filled through the Housing Authority using the "*No Place Like Home*" program eligibility criteria.

Contractual Agreement: A draft agreement has been prepared by our legal counsel (KDG), establishing the terms of the partnership, and this agreement supersedes all other prior agreements including our MOU approved April 23, 2024. Staff from both the Housing Authority and CAPK have negotiated and agreed to the draft agreement. The Housing Authority Board of Directors reviewed and approved the contract at their Board meeting on September 11, 2024. This agreement formalizes our partnership and outlines the

specific responsibilities of both parties. CAPK will provide an infusion of construction funding, referral of clients, and the provision of housing wraparound services for 15 years to the residents of the 85-unit apartment complex.

Construction Funding: The Housing Authority is the project developer and is responsible for the project's construction and ownership. CAPK Day 1 funding is one of the many funding sources for construction, but CAPK will not be directly involved in any of the construction activities. The funding sources for construction include:

- Tax Credit Equity: $8,857,676
- County HOME/HOME ARP Loans: $5,250,000
- HCD NPLH Loan: $5,550,000
- Permanent Bank Loan: $4,300,000
- ***CAPK Bezos Day 1 Funding: $1,757,593***
- Housing Authority Loan: $500,000
- Solar Tax Credit Equity: $108,375
- Deferred Developer Costs: $1,883,716
- Total Construction Budget: $28,207,360

On-site Services: CAPK is the designated service provider for all clients on-site in 84 units, including housing navigation, stabilization, and enhanced case management services. Additional services including mental health counseling, addiction treatment, and job training, will be embedded within our housing program to address the underlying issues that contribute to homelessness.

Much like our CAPK model at the M Street Navigation Center, the Housing Navigators will collaborate with clients to complete a 90-Day Stability Plan. Weekly one-on-one meetings are conducted to set obtainable goals, including case management for supportive services (i.e., medical, mental health, education opportunities through Bakersfield College's Project Hire-Up, finance literacy courses, legal, workforce development via Employment Training Resources, childcare, vital documentation). These weekly interactions allow the Housing Navigators to build rapport and trusting relationships with their clients.

Families will be eligible to receive monthly vouchers for day care services. Daycare enables parents to secure and maintain employment or engage in educational or career-building courses that are crucial steps in achieving self-sufficiency and upward mobility. These services will offer children a stable and nurturing environment, promoting healthy development, and preventing disruptions that arise from unstable living situations, contributing to the long-term success and stabilization of formerly homeless families. We will also allocate funds for a Housing Retention Fund, meant to cover outstanding rent balances and move-in costs.

The plan for our on-site services was developed in relation to two separate program objectives. First, the Housing Authority under specific State of California funding requirements must provide a minimum level of resident services for at least 15 years. This is a common requirement of their projects, and they have agreements with local service providers at various housing developments throughout the area. You will notice that the agreement sets the minimum service levels for CAPK to provide, matching the minimum requirements of the state funding. The second objective is to utilize our Day 1 grant funding requirements with services to families facing homelessness. Day 1 funding will allow us to provide services well above the minimum levels spelled out in the agreement, at least in the first 5 to 6 years of services, after which it is expected that the Day 1 funding will be depleted and closed out. At that point, the Housing Authority will utilize their construction reserve account to pay CAPK for providing services on site. The service levels are expected to be lower but will continue to meet all minimum requirements. Our plan is CAPK will

continue to search for other funding streams to augment the services on-site moving forward, keeping them at a higher level for the full 15 years.

On-site Service Budget: The project's financial plan for the provision of on-site services has been fortified with a detailed 17-year budget (15 years of services). This budget includes significant funding sources including:

- Bezos Day 1 Family Fund: Of the original grant commitment of $5 million, $1,757,593 will be designated for capital expenses as noted in the construction funding discussion. The remaining $3,242,407 in funds will be allocated for the on-site client services.
- Bezos Day 1 interest income: over the course of the project, interest is projected to total $72,500 and will be reallocated towards the on-site client services budget.
- Housing Authority Construction Reserve: $546,162 ($47,642 per year increasing 3% per year), which will be funded at the permanent loan conversion stage. This reserve will earn interest and will be reinvested into the housing project as needed (designated specifically for client services on-site).

The operational expenditure budget for the on-site client services program will include costs associated with providing staffing and the other client services including the following:

- Staffing Profile: The budget supports 1.0 FTE Housing Administrator and 2.0 FTE Housing Navigators.
- Housing Retention Fund: Allocated for outstanding rent balances, move-in costs, and general mitigation funds.
- Childcare Funds: Set aside to support resident families.
- Operational Support: Provisions for ongoing operational costs.

Construction Schedule:

- Tax Credit/Tax Exempt Bond Award: December 2024
- Close Construction Financing: May 2025
- Start Construction: May 2025
- Complete Construction: October 2026
- 100% Occupancy: December 2026
- Permanent Loan Conversion: May 2027

Recommendation:

Staff recommends that the Board of Directors approve an agreement between CAPK and the Housing Authority of the County of Kern for the construction and provision of services for the Pioneer Drive Apartments including the allocation of the Day 1 Families Fund and authorize the Chief Executive Officer (CEO) to sign said agreement.

Attachments:

1. *Agreement between Housing Authority of the County of Kern and Community Action Partnership of Kern for Grant Funding and Supportive Services for Pioneer Drive Apartments*
2. *CAPK Project Budget*
3. *Staff memo and all attachments approving MOU on the project April 23, 2024*
4. *Architectural renderings of sample projects in the area*

AGREEMENT

Between

HOUSING AUTHORITY OF THE COUNTY OF KERN

And

COMMUNITY ACTION PARTNERSHIP OF KERN

For

GRANT FUNDING AND SUPPORTIVE SERVICES FOR PIONEER DRIVE APARTMENTS, LOCATED AT 3299 PIONEER DRIVE, BAKERSFIELD, CA 93306

This Agreement is entered into by and among Housing Authority of the County of Kern ("AUTHORITY") and Community Action Partnership of Kern ("CAPK"). AUTHORITY and CAPK are sometimes individually referred to as a "Party" and collectively as the "Parties." This Agreement will be effective as of the last date on which the Agreement is signed by all Parties ("Effective Date").

RECITALS

A. Whereas, AUTHORITY is an independent, local government agency that provides housing to low-income residents of Kern County, including developing and managing affordable housing projects. CAPK is the official anti-poverty agency of Kern County and operates many programs, often in collaboration with other organizations, to assist low-income residents and address the underlying causes of poverty. CAPK's programs include finding shelter for the unhoused, and providing medical, educational, and vocational services to help stabilize housing for such individuals and families.

B. Whereas, Pioneer Drive Apartments LP ("Owner") is the owner of the 5.41-acre parcel of currently vacant land located at 3299 Pioneer Drive, Bakersfield, CA, APN 143-050-17 (the "Property").

C. Whereas, AUTHORITY is the developer of the Property and it intends to construct, with funding from various sources, an 85-unit residential rental project called "Pioneer Drive Apartments" which will be restricted for affordable permanent supportive housing (the "Project"). After construction of the Project is completed, AUTHORITY will continue to provide property management services at the Pioneer Drive Apartments ("PDA").

D. Whereas, AUTHORITY and CAPK both serve low-income residents of Kern County, and have discussed working together to increase low-income housing. Those discussions led to CAPK applying for a grant from the Day 1 Families Fund to be used to help fund a housing project with AUTHORITY.

E. Whereas, in late-2023, CAPK was notified that it was selected to receive a grant of $5,000,000 from the Day 1 Families Fund (the "Day 1 Grant") to help fund the construction of, and then services at, the PDA. The conditions of the Day 1 Grant require CAPK to allocate roughly $1.7 million of the grant money to the construction of the PDA, and to use the remaining Day 1 Grant money for services (such as placing unsheltered persons at the PDA and helping those persons connect to other services such as childcare, workforce development, income assistance, education, healthcare, and behavior healthcare).

F. Whereas, AUTHORITY agrees to use the roughly $1.7 million of Day 1 Grant money earmarked for the construction of the Project for such purpose, and to manage and operate the PDA in a manner that is consistent with the conditions and requirements of the Day 1 Grant (including providing space to CAPK personnel, and designating 43 units at the PDA for persons who are referred by CAPK to be housed at PDA through the Coordinated Entry System for which CAPK is the local provider).

AGREEMENT

NOW, THEREFORE, in consideration of the recitals and mutual covenants and conditions contained in this Agreement, which are incorporated herein, the Parties agree as follows:

ARTICLE I

CONSTRUCTION OF THE PROJECT

1.1 Design and Construction of the Project. AUTHORITY agrees to construct and otherwise develop the Project, including the PDA. The design and actual construction of the Project, including the PDA, shall be consistent with the requirements of the Day 1 Grant and consistent with the site plan and floor plan attached hereto as Attachment 1.1, including constructing a community center, common areas, and office space to be used by CAPK personnel. If AUTHORITY materially breaches its obligation to design and construct the Project consistent with the requirements of the Day 1 Grant, then CAPK shall have the right, in its sole discretion, to terminate this Agreement, in which case any Day 1 Grant funds that have been disbursed to AUTHORITY shall be promptly returned to CAPK.

1.2 Day 1 Grant Construction Funds. AUTHORITY has requested, and, subject to the terms stated herein, CAPK has agreed to provide to AUTHORITY, $1,757,593 of the money received from the Day1 Grant to assist in the cost of constructing the Project (the "Day 1 Grant Construction Funds"). The Day 1 Grant Construction Funds may be used by AUTHORITY only for the specific purpose of constructing the Project consistent with the requirements of the Day 1 Grant. The Day 1 Grant Construction Funds provide only a portion of the total construction costs of the Project, and AUTHORITY shall be solely responsible for obtaining the additional money needed to cover the construction costs. The Parties agree that the Project would not be able to be completed but for the Day 1 Grant Construction Funds, and that the Day 1 Grant Construction Funds does not duplicate or supplant any other funding source, including any local, state, or federal funding.

1.3 Conditions to Providing Day 1 Grant Construction Funds. CAPK shall not

be obligated to disburse or pay to AUTHORITY any of the Day 1 Grant Construction Funds prior to (i) CAPK actually receiving such funds from the Day 1 Grant; (ii) the commitment of all other funding sources related to the construction of the Project; (iii) the issuance of all required land use entitlements; and (iv) the issuance of all building permits required to commence construction.

1.4 Construction Milestones. AUTHORITY shall construct and complete the Project within the time frames set forth in Schedule 1.4. If AUTHORITY materially breaches its obligation to construct the Project in accordance with the time requirements set forth in Schedule 1.4, then CAPK shall have the right, in its sole discretion, to terminate this Agreement, in which case any Day 1 Grant Construction Funds that have been disbursed to AUTHORITY shall be promptly returned to CAPK.

1.5 Schedule for Payment of the Day 1 Grant Construction Funds and Requests for Payment. Conditioned upon the design and construction of the Project being consistent with the requirements of the Day 1 Grant, and the submission of a request for payment as described below, the Day 1 Grant Construction Funds will be disbursed by CAPK to AUTHORITY as construction of the Project progresses based on the passing of certain inspections as follows:

Inspection	**Percentage of Day 1 Grant Construction Funds to be Paid**
Underground (e.g., installation of underground electrical, plumbing, mechanical, fire service, storm water components)	30%
Foundation (including pouring of concrete)	30%
All frame and rough (e.g., after all rough floor, wall, and roof framing is complete, and all electrical, plumbing, mechanical, and fire components are properly installed)	30%
Final (approval to occupy)	10%

When construction of the Project passes each inspection listed above, AUTHORITY may submit to CAPK a "Request for Payment" to be paid the percentage of the Day 1 Grant Construction Funds associated with that inspection as set forth above. Each Request for Payment shall include proof satisfactory to CAPK that the construction passed the inspection that is the subject of the Request for Payment. CAPK shall pay AUTHORITY the amount associated with Request for Payment within 30 days of receiving a satisfactory Request for Payment.

1.6 CAPK's Rights to Audit and Be Kept Informed. CAPK shall have the right to be kept informed about the progress of the Project and how the Day 1 Grant Construction Funds are being spent, and AUTHORITY shall provide to CAPK upon request the information

reasonably needed to inform CAPK about such matters. CAPK's right to be kept informed includes being allowed to attend and observe any meetings (whether in-person or via electronic means), phone conversations, and other means of communication related to the construction of the Project, including meetings involving the general contractor or superintendent, any subcontractors, or any government entity with authority over the Project (including Kern County Public Works), and CAPK is authorized to conduct visits to the Property at any time during the construction of the Project. In addition, AUTHORITY shall submit to CAPK detailed written quarterly reports describing the progress of the Project until the completion of the Project. AUTHORITY, furthermore, shall maintain until at least December 31, 2030, and CAPK shall have the right to inspect and audit, accounting records sufficient to show how the Day 1 Grant Construction Funds were used, including records sufficient to show to whom and for what purpose the funds were expended. AUTHORITY also shall provide any records requested by the Day 1 Families Fund. All information and records relating to the construction and development of the Project and the PDA shall be made available to CAPK, the Day 1 Families Fund, and each of their designees and advisers (such as accountants and attorneys) at any time during normal business hours, as often as CAPK or the Day 1 Families Fund deem necessary, to audit, examine, copy, and make notes, excerpts, or transcripts of or from the information or records. AUTHORITY's failure to comply with the requirements of this section will constitute a material breach of this Agreement and may result in the withholding of future payments, the return of prior payments, the termination of this Agreement, and any other remedies available to CAPK.

1.7 CAPK's Lack of Control Over Construction Activities. CAPK's role in developing and constructing the Project is limited to providing the Day 1 Grant Construction Funds and having the right to remain informed about construction progress and how the Day 1 Grant Construction Funds are being used. CAPK is not the developer or owner of the Property, and it has no role in selecting or supervising those working on the Project.

1.8 Compliance with Public Works and Wage and Hours Requirements. If the Project is a public works project, then AUTHORITY shall comply with, and ensure that all contractors and subcontractors comply with, all applicable laws regarding public works projects, including the prevailing wage requirements and any anti-kickback statute. AUTHORITY shall comply with, and ensure that all contractors and subcontractors comply with, all applicable wage and hour laws. AUTHORITY's duties to defend and indemnify CAPK that are set forth below in Section 4.1 shall apply to any claims arising from or related in any way to any alleged violations of the laws concerning public works or wage and hour requirements.

1.9 Appointment of Liaisons. Each Party will designate one or more liaisons to be responsible for coordinating with the other Party the activities required to be carried out under this Agreement, including the activities during and after construction of the Project.

ARTICLE II

POST-CONSTRUCTION OPERATIONS

2.1 How the PDA Is to Be Used. Following the completion of the construction of the Project, the PDA shall be used and operated as a residential rental project called

“Pioneer Drive Apartments” that will include roughly 85 residential units that will be restricted for affordable permanent supportive housing.

2.2 Property Management Services. Following the completion of the construction of the Project, AUTHORITY or Owner shall provide property management services, which shall include providing office and other space to CAPK personnel at no cost to CAPK; making repairs to the Property as reasonably requested by CAPK; designating 43 units at the PDA for persons who are referred by CAPK to be housed at PDA through the Coordinated Entry System; and otherwise providing such property management services that are customarily provided to apartment complexes of similar size.

2.3 Non-Construction Grant Funds. CAPK shall provide at minimum a .137 full-time equivalent (FTE) service coordinator and a .49 FTE case manager onsite for 15 years from the date the certificate of occupancy is issued for the PDA. All such services (which generally include placing unsheltered persons at the PDA and helping those persons connect to other services such as childcare, workforce development, income assistance, education, healthcare, and behavior healthcare) shall be provided at no charge to the tenants. For years one through five, such services shall be paid for by CAPK using the Day 1 Grant money that is not Day 1 Grant Construction Funds. For years six through fifteen, AUTHORITY or Owner will provide $47,642 per year in funding to CAPK (increasing 3% per year), which shall be disbursed quarterly for the services provided to PDA tenants. AUTHORITY and CAPK shall work together to identify additional funding sources, as needed, to enhance the services level beyond the required minimum. CAPK’s services and the use of Day 1 Grant funds is conditioned upon the Project being constructed and the PDA being used in accordance with the terms and conditions of this Agreement and the Day 1 Grant.

2.4 Right to Use Property. AUTHORITY and Owner agree to provide a non-exclusive license to CAPK (including its agents, employees, invitees, and clientele) to enter upon and use the Property in a manner consistent with the services to be provided by CAPK in connection with the PDA.

ARTICLE III

TERM, TERMINATION, AND RETURN OF FUNDS

3.1 Term of Agreement. This Agreement is effective on the Effective Date and, unless previously terminated in accordance with the terms stated in the next section, will continue in effect until the date that is 15 years after the date of the issuance of the certificate of occupancy for the PDA following its construction (the “Term”). To the extent required by law, the term of this Agreement will continue until all monitoring and post-monitoring requirements, if any, have been fulfilled.

3.2 Termination of Agreement. During the Term, either Party may terminate this Agreement in the event the other Party materially breaches this Agreement by giving 60-days’ prior written notice to the other Party.

3.3 Return of Funds. CAPK may, in its sole discretion, require AUTHORITY to

return some or all of the Day 1 Grant Construction Funds if: (i) AUTHORITY materially breaches this Agreement in any way (including, without limitation, by failing to construct and complete the Project in accordance with the time requirements set forth in Schedule 1.4; failing to construct the Project and operate the PDA in a manner that complies with the Day 1 Grant requirements; failing to set aside the agreed-upon number of residential units for CAPK to place persons; failing to provide office space to CAPK; and failing to provide property management services in accordance with Section 2.2 above), or (ii) CAPK determines in its sole discretion that the return of the Day 1 Grant Construction Funds is needed to comply with the requirements of any agreement, law, or regulation applicable to CAPK, or to comply with the Day 1 Grant requirements and conditions. CAPK shall provide AUTHORITY with written notice if they require AUTHORITY to repay any Day 1 Grant Construction Funds pursuant to this section. Upon receipt of such notice, if the reason the CAPK is requiring repayment is capable of being cured, then AUTHORITY shall have sixty (60) days to cure before such repayment shall be owed to CAPK.

ARTICLE IV

INDEMNIFICATION AND INSURANCE

4.1 Indemnification. AUTHORITY shall indemnify, defend, and hold harmless CAPK (including its officers, directors, trustees, agents, employees, designated volunteers, and contractors) and the Day 1 Families Fund from and against any and all claims, actions, damages, losses, liabilities, costs, and expenses of whatever nature (including attorney's fees, consultant fees, and indirect and incidental damages) which CAPK or Day 1 Families Fund may incur, become responsible for, or suffer and which arise out of or relate in any way to this Agreement, the Project (including the construction of the Project), the PDA (including its post-construction operations), or any acts or omissions of AUTHORITY or its employees, agents, independent contractors, subcontractors, or related entities or agencies, whether or not caused in whole or in part by CAPK, except for CAPK's sole active negligence or willful misconduct. CAPK shall indemnify, defend, and hold harmless AUTHORITY (including its officers, directors, trustees, agents, employees, designated volunteers, and contractors) from and against any and all claims, actions, damages, losses, liabilities, costs, and expenses of whatever nature (including attorney's fees, consultant fees, and indirect and incidental damages) which AUTHORITY may incur, become responsible for, or suffer as a result of CAPK's sole active negligence or willful misconduct.

4.2 Insurance. In addition to any other insurance or bond required under this Agreement or any law, each Party shall procure and maintain for the duration of this Agreement the following types and limits of insurance and shall name the other Party ("Community Action Partnership of Kern" or "Housing Authority of the County of Kern") and their officers, directors, trustees, agents, employees, and designated volunteers as additional insureds under each policy:

a. Automobile liability insurance, which shall provide 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 Two Million Dollars

($2,000,000) aggregate, and the policy shall provide coverage for owned, non-owned, and hired autos.

b. Broad form commercial general liability insurance, which shall provide 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 Two Million Dollars ($2,000,000) per occurrence and Three Million Dollars ($3,000,000) aggregate; and the policy shall provide (i) contractual liability coverage for the terms of this Agreement, and (ii) products and completed operations coverage. Each policy shall be written on a first-dollar coverage basis, or contain a deductible provision.

c. 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 in favor of the other Party and its officers, directors, trustees, agents, employees, and designated volunteers.

The insurance required under this section shall be maintained at all times during the term of this Agreement or any extension thereof, and each Party shall provide to the other upon request a certificate of insurance and required endorsements evidencing the required insurance required. It is further understood and agreed that each Party's liability shall not in any way be limited to or affected by the amount of insurance obtained and carried by that Party in connection with this Agreement.

The following terms shall also apply:

- If any of the insurance coverages required under this Agreement is written on a claims-made basis, then the Party obtaining the insurance 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.

- All insurance afforded pursuant to this Agreement shall be primary to and not contributing to all insurance maintained by the Party obtaining the insurance. An endorsement shall be provided on all policies which shall waive any right of recovery (waiver of subrogation) against the other Party (i.e., the additional insured).

- All insurance shall be issued by a company(s) 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 additional insured.

- The above stated insurance coverages required to be maintained shall be maintained until the completion of its obligations under this Agreement except as otherwise indicated herein. Each insurance policy required to be maintained hereunder shall not be suspended, voided, cancelled, or reduced in coverage or in limits except after 10

days written notice in the case of non-payment of premiums, or 30 days written notice in all other cases.

ARTICLE V

GENERAL PROVISIONS

5.1 No Partnership or Joint Venture. Nothing in this Agreement shall be deemed or construed as creating an agency, partnership, or joint venture between the Parties. No Party is by virtue of this Agreement authorized to act as the agent or representative of the other. The Parties have their own separate employees and they do not intend, and shall not be considered, to be joint employers. AUTHORITY acknowledges, represents, and agrees that it acts completely independently of CAPK and is solely responsible for any and all of its activities, including those activities related to the construction of the Project and those activities that are supported by the Day 1 Grant.

5.2 Compliance with Laws. In performing its obligations under this Agreement, each Party shall comply with all applicable laws, including any statutes, regulations, ordinances, standards, and rules. This Agreement shall be construed in a manner consistent with compliance with any applicable law, and the Parties hereto agree to take such actions necessary to construe and administer this Agreement accordingly. If any court or administrative agency of competent jurisdiction determines that this Agreement violates any law, then the Parties agree to negotiate in good faith amendments to this Agreement to conform the Agreement to the ruling of the court or administrative agency.

5.3 Remedies Not Exclusive. If AUTHORITY fails to materially comply with the terms of this Agreement, CAPK, at its option, may suspend or terminate this Agreement and may demand that AUTHORITY return all funds paid by CAPK to AUTHORITY under this Agreement, including the Day 1 Grant Construction Funds. The remedies provided in this Agreement are cumulative and are in addition to any other remedies in law or equity which may be available to the Parties, and all remedies may be enforced concurrently. The election of one or more remedies shall not bar the use of other remedies unless the circumstances make the remedies incompatible.

5.4 Waiver. No action taken pursuant to this Agreement shall be deemed to constitute a waiver by the Party taking such action of compliance with any representations, warranties, covenants, or agreements contained in this Agreement. The waiver by any Party of a breach of any portion of this Agreement shall not operate or be construed as a waiver of any subsequent breach.

5.5 Entire Agreement. This Agreement contains the entire agreement between the Parties and constitutes an integration of the entire agreement, contract, promise and understandings of the Parties. All prior agreements, conditions, contracts, promises, warranties, representations, and understandings (including each prior Memorandum of Understanding between the Parties), whether oral of written, express or implied, concerning the subject matter of this Agreement are expressly superseded hereby and have no further force or effect.

5.6 Modification. This Agreement may not be altered, amended, or modified in any respect, except by a writing duly executed by all of the Parties.

5.7 Authority to Sign. Each individual signing this Agreement on behalf of a Party represents and warrants that they are duly authorized to sign on behalf of that Party and to bind that Party fully to each obligation set forth in this Agreement.

5.8 Conflicts of Interest. Each Party represents that neither it nor its employees or sub-consultants have any financial interest in either the success or failure of any project that is dependent upon the result of the work prepared pursuant to this Agreement and funds provided for herein.

5.9 Assignment. Each Party may assign its rights, obligations, and duties contemplated under this Agreement to its controlled affiliates only, and this Agreement shall inure to and be binding upon each such assign of the Parties. Notice of any assignment to a Party's controlled affiliate shall be provided promptly to the other Party.

5.10 No Third-Party Beneficiaries. This Agreement is made for the sole benefit of the Parties and their respective successors and assigns and no other person or persons shall have any right of action hereon.

5.11 Governing Law; Venue. This Agreement shall be governed by the laws of the state of California. Subject to the next section, any litigation between the Parties shall be filed and take place in the Kern County Superior Court.

5.12 Dispute Resolution. If any dispute arises regarding the interpretation or implementation of this Agreement, including any claims for breach of this Agreement, the Parties shall, within 30 days of the dispute arising and prior to any formal legal action being taken, make a good faith effort to resolve the dispute via direct negotiation. Should any Party fail to make a good faith effort to resolve the dispute via direct negotiation, then that Party shall waive the right to collect attorney's fees against the other party. If the dispute cannot be resolved by direct negotiation, the Parties agree that any dispute, controversy, or claim arising out of or relating to this Agreement (including any disputes regarding the interpretation, implementation, or the breach thereof) shall be settled by arbitration administered by the American Arbitration Association (AAA) under its Commercial Arbitration Rules. 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. Notwithstanding anything to the contrary in AAA's Commercial Arbitration Rules, there shall be a single arbitrator, and the arbitrator shall be bound by California substantive law and shall issue a reasoned award that includes written findings of fact and conclusions of law. Nothing in this section shall prohibit either Party from seeking injunctive or similar relief in a court of competent jurisdiction as may be necessary to protect their respective rights and interests. THE PARTIES UNDERSTAND AND AGREE THAT THEY ARE WAIVING THEIR RIGHT TO BRING THEIR CLAIMS IN COURT (except as otherwise expressly set forth herein), INCLUDING THE RIGHT TO A JURY TRIAL.

5.13 Attorney's Fees and Costs. In the event of any arbitration proceeding or action at law or in equity between the Parties to enforce or interpret this Agreement, the

prevailing party in such litigation shall be entitled to recover all costs and expenses (including reasonable attorneys' fees, expert witness fees, and the expenses and fees associated with the arbitration) incurred therein by such prevailing party from the non-prevailing party.

5.14 Opportunity to Obtain Legal Counsel. Each Party has received independent legal advice from its attorneys with respect to the advisability of entering into this Agreement or has intentionally elected not to seek the advice of counsel, and has carefully reviewed and considered this Agreement.

5.15 Construction. This Agreement shall be construed as a whole according to its fair meaning and without regard to any presumption against the Party who drafted the Agreement.

5.16 Severability. If any term or provision of this Agreement is invalid, illegal, or unenforceable in any jurisdiction, such invalidity, illegality, or unenforceability shall not affect any other term or provision of this Agreement.

5.17 Notices. Any notice or demand which is permitted or required to be given in connection with this Agreement shall be given in writing and directed as follows:

If to AUTHORITY: Housing Authority of the County of Kern
601 24th Street
Bakersfield, CA 93301
Attention: Executive Director

If to CAPK: Community Action Partnership of Kern
1300 18th Street
Suite 200
Bakersfield, CA 93301
Attention: Chief Executive Office

Notices shall be either (i) personally delivered (including delivery by Federal Express or other courier service) to the offices set forth above, in which case they shall be deemed delivered on the date of delivery to said offices, or (ii) sent by certified mail, return receipt requested, in which case they shall be deemed delivered on the date shown on the receipt unless delivery is refused or delayed by the addressee, in which event they shall be deemed delivered on the date of deposit in the United States mail. The addresses and addressees may be changed by giving notice of such change in the manner provided for above.

5.18 Counterparts. This Agreement may be executed in any number of counterparts, each of which so executed shall be deemed to be an original, and such counterparts shall together constitute one and the same instrument. The Parties shall be entitled to sign and transmit an electronic signature of this Agreement (whether by facsimile, PDF, DocuSign, or other electronic transmission), which shall be binding on the Party whose name is contained therein.

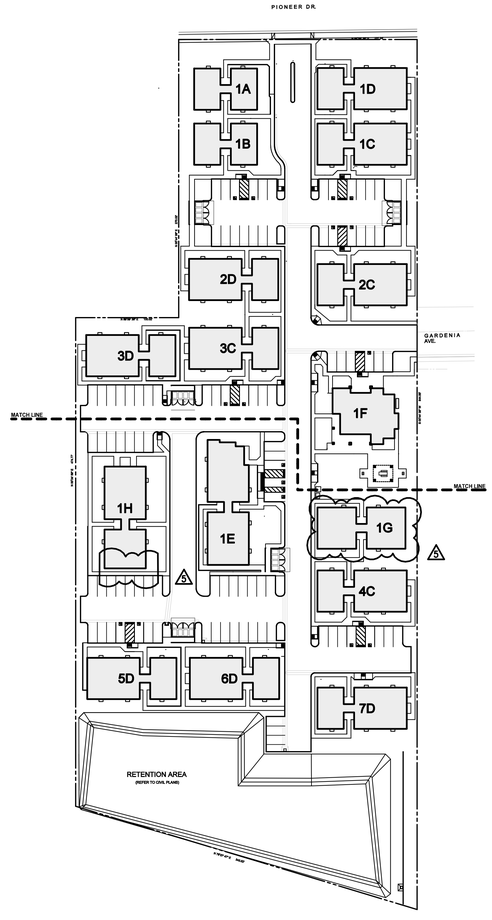
IN WITNESS WHEREOF, the Parties have executed this Agreement on the date set forth below.

Housing Authority of the County of Kern.	Community Action Partnership
Signature	Signature
Stephen M. Pelz, Executive Director	Jeremy T. Tobias, CEO
Date:	Date:

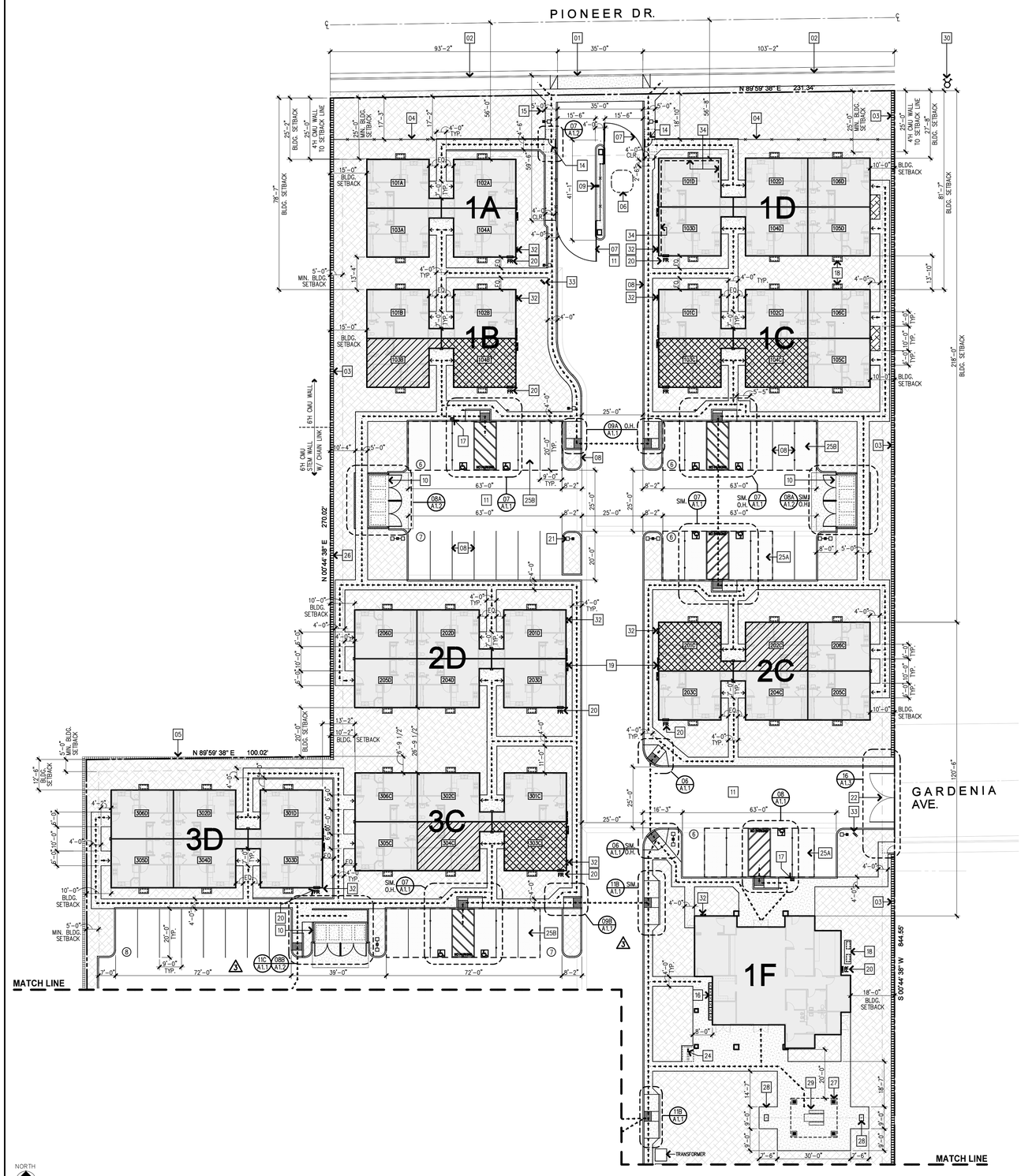
ATTACHMENT 1.1

CONSTRUCTION PLANS

Pursuant to Section 1.1 of the Agreement, the Project shall be constructed in accordance with these site and floor plans:



01 OVERALL SITE PLAN — 1" = 60'-0"



02 PARTIAL SITE PLAN - NORTH — 1" = 20'-0"

00 KEYNOTES — SITE PLAN

01 DRIVE APPROACH, REFER TO CIVIL DRAWINGS
02 (E) CURB, GUTTER AND SIDEWALK, TO REMAIN
03 6'H CMU WALL, REFER TO CIVIL DWGS.
NOTE: LOWER CMU WALL TO 4'H WITHIN FRONT SETBACK, ADD W.I. ON TOP FROM SETBACK LINE TO FRONT W.I. FENCE TO COMPLETE 6'H PERIMETER FENCE
04 6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS 02 & 07/A1.2
05 (E) CMU STEM WALL W/ CHAIN LINK ON TOP, F.V. EXTENT
06 CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS.
07 AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS.
08 CONCRETE CURB, REFER TO CIVIL DWGS.
09 KEYPAD FOR AUTOMATIC SWING ACCESS GATE, PER GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND
10 CMU REFUSE ENCLOSURE
11 AC PAVING, REFER TO CIVIL DWGS.
12 WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O.
13 PROVIDE MIN. 24" OF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP.
14 PROVIDE LEVEL LANDING AND CLEARANCES ON EA. SIDE OF W.I. GATE, TYP., PER CBC 11B-404.
15 SITE TOW-AWAY SIGN LOCATION, REFER TO DETAIL 05/A1.3, SIGN 'B'
16 MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER
POSTAL BOX SPECIFICATIONS:
MFR: SALSBURY INDUSTRIES
MODEL NAME: 16 DOORS - TYPE III-CBU (QUANTITY 4)
12 DOORS - TYPE III-CBU (QUANTITY 2)
MODEL #: #3316 & #3312
COLOR: TO BE SELECTED
DOOR PLACARDS: CUSTOM ENGRAVED, #3367
17 FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS.
NOTE: FUTURE EVCS SERVING AN ACCESSIBLE PARKING STALL SHALL BE PER CBC 11B-812. ALL EVCS EQUIP. SHALL COMPLY W/ CBC 11B-228.3.1.2 AND 11B-309 FOR CLEAR FLOOR SPACE AND OPERABLE PARTS
-ALL EVCS EQUIP. SHALL BE UNDER SEPARATE PERMIT
18 HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS
19 TEL/CATV CABINETS, METER CENTER - REFER TO ELEC. DWGS.
20 FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/A4.1
21 SITE LIGHTING, REFER TO ELEC. DWGS.
22 WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX
23 REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND
24 BIKE RACK, REFER TO DETAIL 09/A1.3
25 COVERED PARKING, TYP. MIN. 48 STALLS, CONTRACTOR TO PROVIDE DESIGN-BUILD DWGS. AND SUBMIT FOR APPROVAL, CARPORTS SHALL BE UNDER SEPARATE PERMIT

TYPE	STALLS PER CARPORT	NO. OF CARPORTS
A	4*	4
B	6*	4
C	4	2

*PLUS ACCESSIBLE PARKING AISLE

26 CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (E), REFER TO CIVIL DWGS.
27 SHADE STRUCTURE, REFER TO DETAIL 38/A1.3
28 IN-GROUND MOUNT BARBEQUE GRILL, TYP. OF (2)
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA ROTATING PEDESTAL GRILL
DESCRIPTION: 300 SQUARE INCHES, ADA ROTATING PEDESTAL GRILL W/ 4-LEVEL ADJUSTABLE GRATE, RUST-RESISTANT BLACK PAINTED FINISH
29 PICNIC TABLE
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE
DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR - "DOVE GRAY", LIGHT SANDBLASTED CONCRETE FINISH, COLOR "DOVE GRAY"
30 (E) FIRE HYDRANT, OFF-SITE, REFER TO CIVIL PLANS
31 FIRE HYDRANT, ON-SITE, REFER TO CIVIL PLANS
32 12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING OFFICIAL/FIRE DEPARTMENT PRIOR TO INSTALLATION
33 BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION
34 ALT. EXTERIOR WALL CONDITION (DASHED LINE), REFER TO DTL. 38/A7.0 AND EXTERIOR ELEVATIONS

LEGEND — SITE PLAN

- CONC. FLATWORK - REFER TO CIVIL DWGS. NOTE: ALL SIDEWALKS CONSTRUCTED ARE PART OF THE ACCESSIBLE ROUTE AND SHALL HAVE A MAX. 5% SLOPE AND MAX. 2% CROSS SLOPE.
- LANDSCAPED AREA - REFER TO LANDSCAPE DWGS.
- AC PAVNG - REFER TO CIVIL DWGS.
- SETBACK LINE
- PROPERTY LINE
- COVERED PARKING
- BUILDING FOOTPRINT
- UNITS FULLY ACCESSIBLE FOR MOBILITY
- UNITS FULLY ACCESSIBLE FOR MOBILITY AND COMMUNICATIONS
- 101 UNIT NUMBER NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY; NOT FOR BUILDING ADDRESSES
- ACCESSIBLE PATH OF TRAVEL - SLOPE 1:12 MAX. / CROSS-SLOPE 1/4:12 MAX.
- ARROW INDICATES ENTRY INTO DWELLING UNIT
- AREA OF CONC. FLATWORK W/ 6X6X#10 WWM IN MIDDLE THIRD, O/ 2" SAND SUBSTRATE, TIE WWM TO BLDG. FTG., REINFORCE W/ 18" #4 DOWELS AT 24" O.C. 6" MIN. INTO FOOTING

KSA GROUP ARCHITECTS
4660 American Avenue Suite 200
Bakersfield, California 93309
(661) 834-1331 FAX (661) 834-1376

LICENSED ARCHITECT DERICK KOS DEWORTH NO. C8675 1-31-23 REN. DATE STATE OF CALIFORNIA

ordiz melby architects
a professional corporation
5500 Ming Avenue, Suite 280
Bakersfield, CA 93309
www.ordizmelby.com
o: (661) 832-5258
f: (661) 832-4294

REG. ARCHITECT OF CALIFORNIA

NOT FOR CONSTRUCTION

PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

Every reasonable effort has been made in the preparation of these documents to ascertain and comply with all applicable codes and ordinances. However, in that these requirements are subject to change and interpretation, no warranty is given or implied relative to these documents level of compliance. Furthermore, nothing shown in or omitted from these documents shall relieve the contractor from full compliance with any such codes and ordinances.

Before commencement of work, these documents shall be reviewed by the contractor for any discrepancies or conflicts in dimensions, notes, or references. Any items that become apparent during this review process or during construction shall be referred immediately to the Architect for clarification. Any work proceeding without such notification shall become the responsibility of the contractor.

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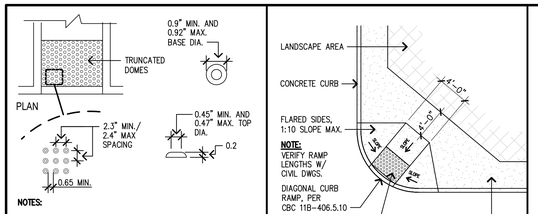
No.	Description	Date
5	OWNER REVISIONS	08/12/24
4	OWNER REVISIONS	03/07/24

Revisions

OVERALL SITE PLAN
PARTIAL SITE PLAN - NORTH

Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 1.0 of sheets

PLOT DATE: 7/31/2024 PLOT TIME: 10:46 AM PATH/NAME: (DM/WORK)3000 Pioneer Drive Apartments\(01-DWGS)\01-01\A1.0.dwg



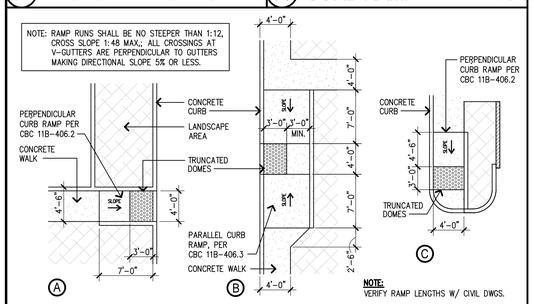
NOTES:

1. DETECTABLE WARNING SURFACE MAY HAVE TO BE CUT TO ALLOW REMOVAL OF UTILITY COVERS WHILE MAINTAINING FULL DETECT. WARNING WIDTH AND DEPTH.
2. CURB RAMPS SHALL HAVE A DETECTABLE WARNING SURFACE THAT EXTENDS THE FULL WIDTH AND 3'-0" DEPTH OF THE RAMP, AND SHALL CONFORM TO THE REQ. IN THE STANDARD SPECIFICATIONS. A 4'-0" WIDE DETECTABLE WARNING SURFACE MAY BE USED ON A 4'-2" WIDE CURB RAMP. 4'-2" WIDE CURB RAMP.
3. TRUNCATED DOMES SHALL COMPLY WITH CBC 11B-705.
4. DETECTABLE WARNING SURFACES SHALL BE YELLOW IN COLOR, COMPLY W/ CBC 11B-705.1.1.3.1

12 TRUNCATED DOMES 1/8"

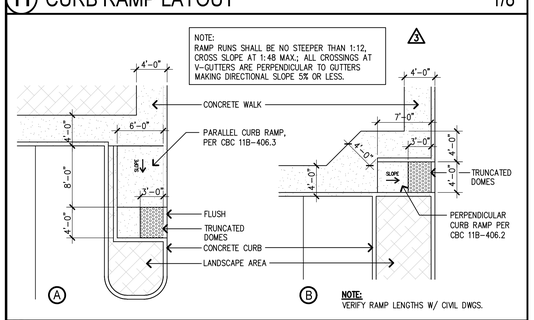
NOTE: RAMP RUNS SHALL BE NO STEEPER THAN 1:12, CROSS SLOPE 1:48 MAX.; ALL CROSSINGS AT V-GUTTERS ARE PERPENDICULAR TO GUTTERS MAKING DIRECTIONAL SLOPE 5% OR LESS.

06 CURB RAMP 1/8"



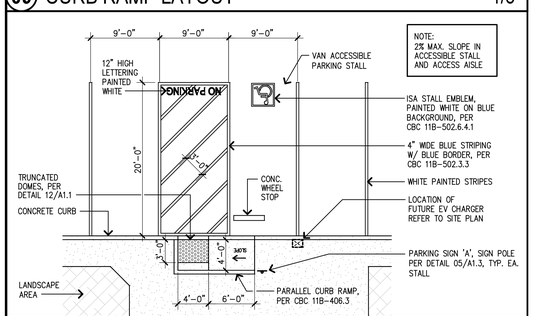
NOTE: VERIFY RAMP LENGTHS W/ CIVIL DWGS.

11 CURB RAMP LAYOUT 1/8"

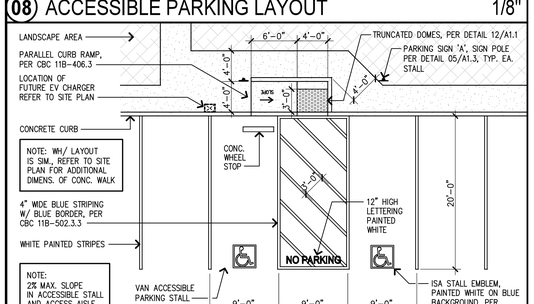


NOTE: VERIFY RAMP LENGTHS W/ CIVIL DWGS.

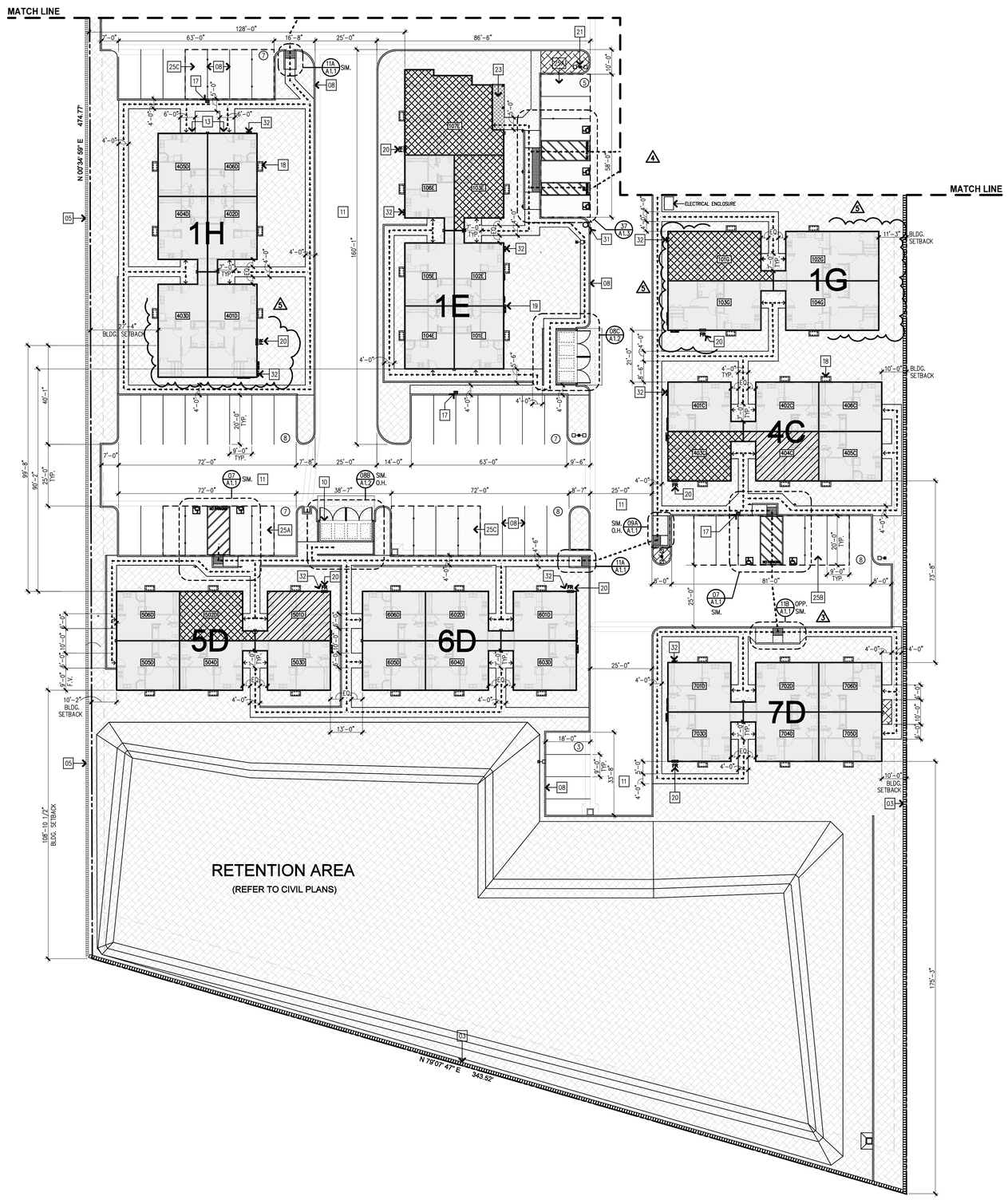
09 CURB RAMP LAYOUT 1/8"



08 ACCESSIBLE PARKING LAYOUT 1/8"



07 ACCESSIBLE PARKING LAYOUT 1/8"



01 PARTIAL SITE PLAN - SOUTH 1" = 20'-0"

00 KEYNOTES SITE PLAN

01 DRIVE APPROACH, REFER TO CIVIL DRAWINGS
02 (E) CURB, GUTTER AND SIDEWALK, TO REMAIN
03 6'H CMU WALL, REFER TO CIVIL DWGS.
NOTE: LOWER CMU WALL TO 4'H WITHIN FRONT SETBACK, ADD W.I. ON TOP FROM SETBACK LINE TO FRONT W.I. FENCE TO COMPLETE 6'H PERIMETER FENCE
04 6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS 02 & 07/A1.2
05 (E) CMU STEM WALL W/ CHAIN LINK ON TOP, F.V. EXTENT
06 CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS.
07 AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS.
08 CONCRETE CURB, REFER TO CIVIL DWGS.
09 KEYPAD FOR AUTOMATIC SWING ACCESS GATE, PER GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND
10 CMU REFUSE ENCLOSURE
11 AC PAVING, REFER TO CIVIL DWGS.
12 WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O.
13 PROVIDE MIN. 24" OF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP.
14 PROVIDE LEVEL LANDING AND CLEARANCES ON EA. SIDE OF W.I. GATE, TYP., PER CBC 11B-404.
15 SITE TOW-AWAY SIGN LOCATION, REFER TO DETAIL 05/A1.3, SIGN 'B'
16 MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER
POSTAL BOX SPECIFICATIONS:
MFR: SALSBURY INDUSTRIES
MODEL NAME: 16 DOORS – TYPE III–CBU (QUANTITY 4)
12 DOORS – TYPE III–CBU (QUANTITY 2)
MODEL #: #3316 & #3312
COLOR: TO BE SELECTED
DOOR PLACARDS: CUSTOM ENGRAVED, #3367
17 FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS.
NOTE: FUTURE EVCS SERVING AN ACCESSIBLE PARKING STALL SHALL BE PER CBC 11B-812. ALL EVCS EQUIP. SHALL COMPLY W/ CBC 11B-228.3.1.2 AND 11B-309 FOR CLEAR FLOOR SPACE AND OPERABLE PARTS
–ALL EVCS EQUIP. SHALL BE UNDER SEPARATE PERMIT
18 HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS
19 TEL/CATV CABINETS, METER CENTER – REFER TO ELEC. DWGS.
20 FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/A4.1
21 SITE LIGHTING, REFER TO ELEC. DWGS.
22 WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX
23 REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND
24 BIKE RACK, REFER TO DETAIL 09/A1.3
25 COVERED PARKING, TYP. MIN. 48 STALLS, CONTRACTOR TO PROVIDE DESIGN–BUILD DWGS. AND SUBMIT FOR APPROVAL; CARPORTS SHALL BE UNDER SEPARATE PERMIT

TYPE	STALLS PER CARPORT	NO. OF CARPORTS
(A)	4*	4
(B)	6*	4
(C)	4	2

*PLUS ACCESSIBLE PARKING AISLE

26 CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (E), REFER TO CIVIL DWGS.
27 SHADE STRUCTURE, REFER TO DETAIL 38/A1.3
28 IN–GROUND MOUNT BARBEQUE GRILL, TYP. OF (2)
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA ROTATING PEDESTAL GRILL
DESCRIPTION: 300 SQUARE INCHES, ADA ROTATING PEDESTAL GRILL W/ 4–LEVEL ADJUSTABLE GRATE, RUST–RESISTANT BLACK PAINTED FINISH
29 PICNIC TABLE
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE
DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR – 'DOVE GRAY', LIGHT SANDBLASTED CONCRETE FINISH, COLOR 'DOVE GRAY'
30 (E) FIRE HYDRANT, OFF–SITE, REFER TO CIVIL PLANS
31 FIRE HYDRANT, ON–SITE, REFER TO CIVIL PLANS
32 12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING OFFICIAL/FIRE DEPARTMENT PRIOR TO INSTALLATION
33 BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION
34 ALT. EXTERIOR WALL CONDITION (DASHED LINE), REFER TO DTL. 38/A7.0 AND EXTERIOR ELEVATIONS

LEGEND SITE PLAN

- CONC. FLATWORK – REFER TO CIVIL DWGS.
  NOTE: ALL SIDEWALKS CONSTRUCTED ARE PART OF THE ACCESSIBLE ROUTE AND SHALL HAVE A MAX. 5% SLOPE AND MAX. 2% CROSS SLOPE.
- LANDSCAPED AREA – REFER TO LANDSCAPE DWGS.
- AC PAVING – REFER TO CIVIL DWGS.
- SETBACK LINE
- PROPERTY LINE
- COVERED PARKING
- BUILDING FOOTPRINT
- UNITS FULLY ACCESSIBLE FOR MOBILITY
- UNITS FULLY ACCESSIBLE FOR MOBILITY AND COMMUNICATIONS
- 101 UNIT NUMBER
  NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY; NOT FOR BUILDING ADDRESSES
- ACCESSIBLE PATH OF TRAVEL – SLOPE 1:12 MAX. / CROSS–SLOPE 1/4:12 MAX.
- ARROW INDICATES ENTRY INTO DWELLING UNIT
- AREA OF CONC. FLATWORK W/ 6X6X@10 WWM IN MIDDLE THIRD, O/ 2" SAND SUBSTRATE, TIE WWM TO BLDG. FTG., REINFORCE W/ 18" @4 DOWELS AT 24" O.C. 6" MIN. INTO FOOTING

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LICENSED ARCHITECT — ROLAK MOLDSWORTH — NO. C8675 — 1–31–23 REN. DATE — STATE OF CALIFORNIA

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LICENSED ARCHITECT — NOT FOR CONSTRUCTION — STATE OF CALIFORNIA

PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

Every reasonable effort has been made in the preparation of these documents to ascertain and comply with all applicable codes and ordinances. However, in that these requirements are subject to change and interpretation, no warranty is given or implied relative to these documents level of compliance. Furthermore, nothing shown in or omitted from these documents shall relieve the contractor from full compliance with any such codes and ordinances.

Before commencement of work, these documents shall be reviewed by the contractor for any discrepancies or conflicts in dimensions, notes, or references. Any items that become apparent during this review process or during construction shall be referred immediately to the Architect for clarification. Any work proceeding without such notification shall become the responsibility of the contractor.

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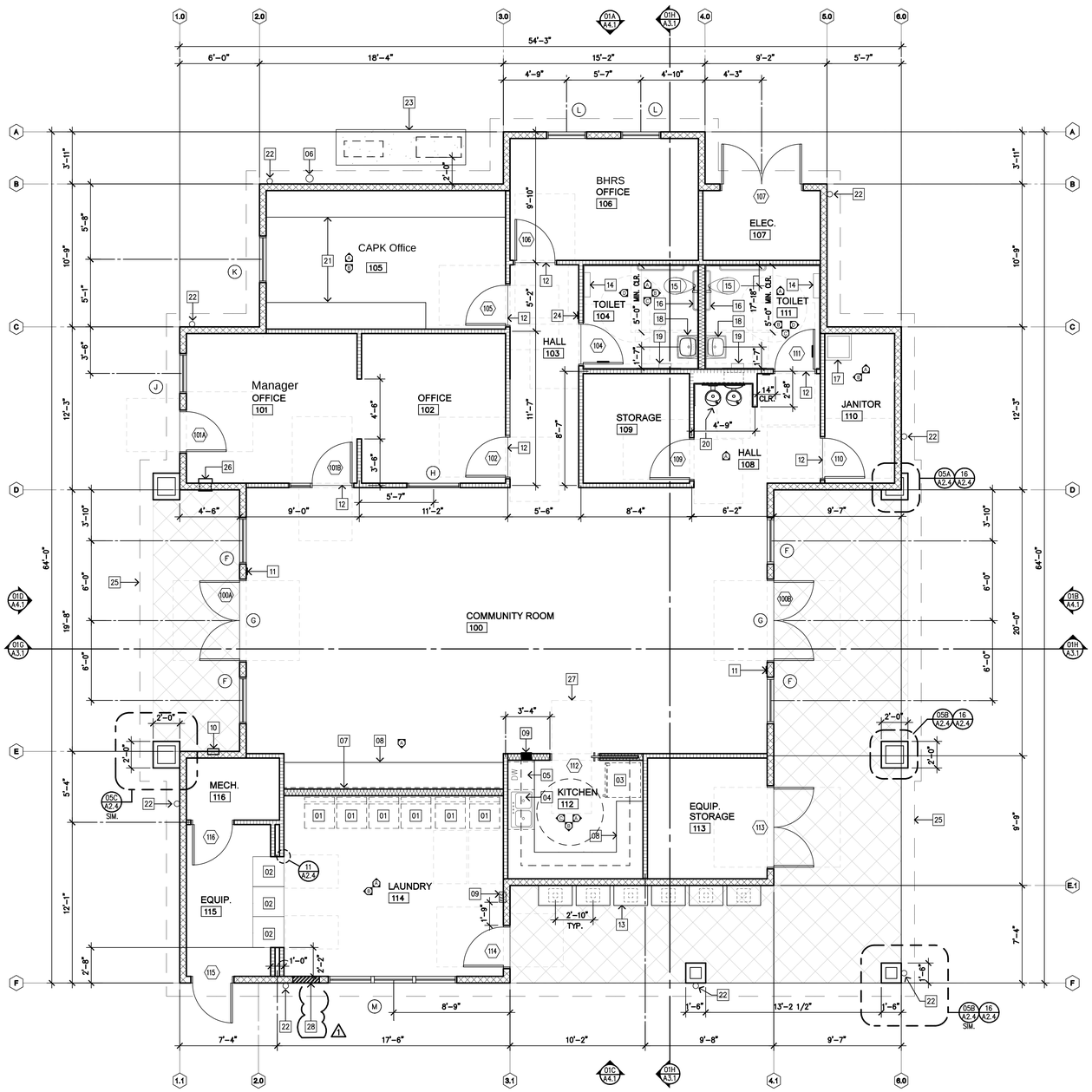
No.	Description	Date
5	OWNER REVISIONS	08/12/24
4	OWNER REVISIONS	03/07/24

Revisions

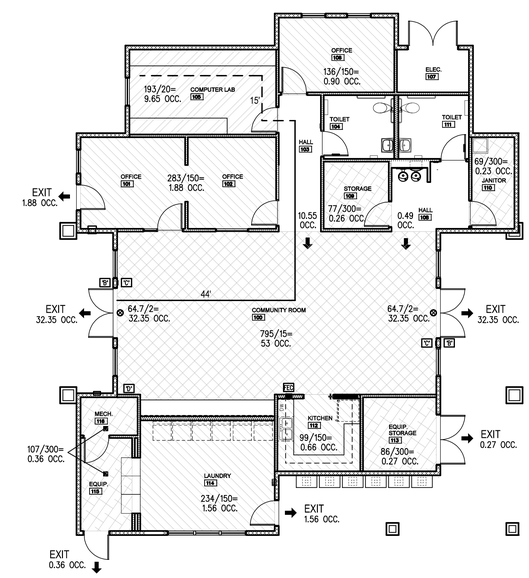
PARTIAL SITE PLAN - SOUTH

Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 1.1 of sheets

PLOT DATE: 7/31/2024 PLOT TIME: 11:31 AM PATH/NAME: (0MAR5982)3000 Pioneer Drive Apartments\01-DWGS\03-CD\A1.1.dwg



01 COMMUNITY BUILDING - FLOOR PLAN — 1/4"



02 COMMUNITY BUILDING - EXIT ANALYSIS — NTS

LEGEND

- 2x6 STUDS AT 16" O.C., W/ R-21 INSULATION AT EXT. WALLS, U.N.O.
- 2x6 STUDS AT 16" O.C. W/ R-15 INSULATION, U.N.O
- 2X4 STUDS AT 16" O.C. W/ R-15 INSULATION, U.N.O.
- AREA OF CONCRETE FLATWORK TO RECEIVE REINFORCEMENT -REFER TO SITE FOR ADDITIONAL INFO.

OCCUPANCY/ EXIT ANALYSIS LEGEND

LARGEST EXIT DISCHARGE SERVES 66.75
0.2" * 32.35 = 6.47" MIN. REQ'D WIDTH

TACTILE SIGNAGE (CBC 1011.3):
- SEE DETAIL - /A6.0 FOR SIGNAGE

- 'B' ENTRANCE SIGNAGE (CBC 1117B.5.8) ACCESSIBILITY SYMBOL
- 'C' "EXIT"
- 'D' MAXIMUM OCCUPANCY SIGNAGE
- FEC FIRE EXTINGUISHER CABINET
- ILLUMINATED EXIT SIGNAGE

EXIT ACCESS TRAVEL DISTANCE (COMMON PATH SOLID)

BUSINESS AREA - 752 S.F.
OCCUPANT LOAD @ 150 S.F./PERSON = 4.98 OCCUPANTS

ACCESSORY AREA - 339 S.F.
OCCUPANT LOAD @ 300 S.F./PERSON = 1.13 OCCUPANTS

ASSEMBLY - 795 S.F.
OCCUPANT LOAD @ 15 S.F./PERSON = 53 OCCUPANTS

CLASSROOM - 193 S.F.
OCCUPANT LOAD @ 20 S.F./PERSON = 9.65 OCCUPANTS

00 KEYNOTES — FLOOR PLAN

01 WASHER LOCATIONS, CONTRACTOR TO PROVIDE UTILITY HOOKUPS, APPLIANCES PROVIDED AND INSTALLED BY OTHERS
NOTE: AT ACCESSIBLE WASHER AND DRYER, MACHINES SHALL COMPLY W/ 11B-611; PROVIDE CLEAR FLOOR SPACE PER 11B-305, ALL OPERABLE PARTS SHALL COMPLY W/ 11B-309 AND DOORS FOR TOP-LOADING AND FRONT LOADING MACHINES SHALL COMPLY W/ 11B-611.4

02 STACKED DRYERS, CONTRACTOR TO PROVIDE UTILITY HOOKUPS AND VENTING, APPLIANCES PROVIDED AND INSTALLED BY OTHERS
NOTE: REFER TO NOTE IN KEYNOTE #01

03 REFRIGERATOR LOCATION
04 SINK LOCATION, PROVIDE ACCESSIBLE SINK CABINET
05 DISHWASHER LOCATION
06 FIRE RISER LOCATION
07 PROVIDE (1) LAYER OF 1/2" SOUND DEADENING BOARD UNDER GYP BD., THIS SIDE OF WALL
08 CASEWORK, REFER TO INT. ELEVATIONS
09 FIRE EXTINGUISHER CABINET, REFER TO DETAIL 12/A2.4
10 PROVIDE "KNOX BOX" FOR FIRE DEPARTMENT ACCESS, MOUNT BOT. OF BOX AT +6'-0" MIN. A.F.F., TOP OF BOX AT +6'-8" MAX. A.F.F.
11 SIGNAGE LOCATION, REFER TO SHEET A6.0
12 LINE OF CHANGE IN FLOORING MATERIAL, PROVIDE TRANSITION STRIP/REDUCER AS REQ.
13 POSTAL BOXES, REFER TO SITE PLAN FOR MORE INFORMATION
NOTE: INSTALL PER MFR. LATEST RECOMMENDATIONS, VERIFY POSTAL BOX QUANTITY AND COORDINATE KEY LABELING W/ OWNER
14 VERTICAL WALL-MOUNTED BABY CHANGING STATION, PROVIDE REQUIRED BACKING, INSTALL PER MFR. TO MEET ADA HEIGHT REQUIREMENTS AND CBC ACCESSIBLE REACH REQUIREMENTS
15 WATER CLOSET LOCATION
16 GRAB BARS, PROVIDE REQUIRED BACKING
17 MOP SINK LOCATION
18 WALL-MOUNTED LAVATORY
19 PAPER TOWEL DISPENSER, REFER TO SPECS.
20 DRINKING FOUNTAIN AND BOTTLE FILLER STATION, REFER TO DETAIL 09/A5.1 AND PLBG. DWGS.
21 COUNTER, REFER TO INT. ELEVATIONS
22 DOWNSPOUT LOCATION, REFER TO ROOF PLAN
23 MECH. CONDENSING UNIT LOCATION, PROVIDE CONCRETE HOUSEKEEPING PAD, VERIFY CLEARANCES AND SIZE REQUIRED W/ MFR.
24 RESTROOM WALL AND DOOR SIGNAGE, TYP. EA. RESTROOM, REFER TO SHEET A6.0
25 LINE OF ROOF OVERHANG
26 THROUGH-WALL DROP BOX W/ ADJUSTABLE CHUTE, "ADIROFFICE" #631-10-WH, PROVIDE SIGN ABOVE DROP SLOT THAT READS "RENT DROP BOX", MOUNT TOP OF DROP SLOT AT +44" A.F.F., INSTALL PER MFR'S RECOMMENDATIONS
27 ACCESSIBLE DOOR MANUVERING CLEARANCES REPRESENTED BY DASHED LINES, REFER TO DETAIL 13/A7.0 FOR MORE INFORMATION, FIXTURE CLEARANCES SIM.
28 INTAKE LOUVER IN WALL, REFER TO MECH. DWGS.

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LICENSED ARCHITECT — DEREK HOLDSWORTH — NO. C8675 — 1-31-23 REN. DATE — STATE OF CALIFORNIA

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NOT FOR CONSTRUCTION

PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

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No.	Description	Date
1	PLAN CHECK REVISIONS	03/01/23

Revisions

COMMUNITY BUILDING FLOOR PLAN

Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 2.2 of sheets

PLOT DATE: 3/7/2023 PLOT TIME: 8:25 AM PATH\NAME: (OMA#5089)3000 Pioneer Drive Apartments\01-DWGS\03-01\A2.2.pwc

SCHEDULE 1.4

CONSTRUCTION MILESTONES

Pursuant to Section 1.4 of the Agreement, AUTHORITY shall construct and complete the Project within these time requirements:

	Milestone	Due Date
Milestone 1:	Environmental & Design Work Complete	January 31, 2025
Milestone 2:	Enter contracts with Contractors for onsite activity (Ex Earthwork/Utilities)	May 31, 2025
Milestone 3:	Construction Begins	June 30, 2025
Milestone 4:	Completion of structural concrete slab	October 31, 2025
Milestone 5:	Rough framing	January 31, 2026
Milestone 6:	Exterior building finishes	July 31, 2026
Milestone 7:	Interior building finishes	October 31, 2026

Community Action Partnership of Kern (CAPK)
Bezos Day One Families Housing Support | Pioneer Drive Apartments Housing Project
Lead: Housing Authority of County of Kern
Sub-Contractor: Community Action Partnership of Kern (CAPK)

		Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	Year 13	Year 14	Year 15	Year 16	Year 17	TOTALS
REVENUE																			
Day 1 Families Housing Support		$ 1,171,729	$ 745,801 -	$ 504,823	$ 510,596	$ 503,186	$ 512,603	$ 522,318	$ 528,945	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,000,000 -
Housing Authority Revenue		-	-	-	-	-	-	-	47,642	49,071	50,543	52,059	53,621	55,230	56,887	58,594	60,352	62,163	546,162
Interest Income		40,000	10,000	5,000	5,000	5,000	5,000	2,500	-	-	-	-	-	-	-	-	-	-	72,500
Ongoing carryover		(40,000)	(10,000)	(5,000)	(5,000)	(5,000)	(5,000)	(2,500)	-	8,055	8,055	8,055	8,055	8,055	8,055	8,055	8,055	8,060	-
Ongoing carryover		-	-	-	-	-	-	-	(47,642)	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,294	5,290	-
Total Revenue		**$ 1,171,729**	**$ 745,801**	**$ 504,823**	**$ 510,596**	**$ 503,186**	**$ 512,603**	**$ 522,318**	**$ 528,945**	**$ 62,420**	**$ 63,892**	**$ 65,408**	**$ 66,970**	**$ 68,579**	**$ 70,236**	**$ 71,943**	**$ 73,701**	**$ 75,513**	**$ 5,618,662**
EXPENDITURES																			
Salaries	29%	$ -	$ 95,303	$ 196,323	$ 202,213	$ 208,279	$ 214,528	$ 220,964	$ 227,593	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 30,379	$ 1,638,614
Benefits	10%	-	29,544	64,787	66,730	68,732	70,794	72,918	75,106	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	10,025	538,836
Travel	0%	-	1,500	1,650	1,733	1,819	1,910	2,006	2,106	-	-	-	-	-	-	-	-	-	12,724
Supplies	0%	-	7,950	3,300	1,500	1,500	1,500	1,500	1,500	-	-	-	-	-	-	-	-	-	18,750
Space Costs	31%	1,171,729	585,864	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	1,757,593
Consultant/Contract Services	17%	-	-	156,000	156,000	156,000	156,000	156,000	156,000	-	-	-	-	-	-	-	-	-	936,000
Other Operating Costs	1%	-	11,100	11,870	11,002	10,293	10,453	10,629	7,737	-	-	-	-	-	-	-	-	-	73,084
Direct Program Costs	6%	-	-	25,000	25,000	25,000	25,000	25,000	25,000	16,342	17,680	19,058	20,478	21,941	23,447	24,999	26,597	28,245	348,787
Administrative Indirect	5%	-	14,540	45,893	46,418	31,562	32,418	33,301	33,903	5,674	5,808	5,946	6,088	6,234	6,385	6,540	6,700	6,864	294,274
Total Expenditures	100%	**$ 1,171,729**	**$ 745,801**	**$ 504,823**	**$ 510,596**	**$ 503,186**	**$ 512,603**	**$ 522,318**	**$ 528,945**	**$ 62,420**	**$ 63,892**	**$ 65,408**	**$ 66,970**	**$ 68,579**	**$ 70,236**	**$ 71,943**	**$ 73,701**	**$ 75,513**	**$ 5,618,662**

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, Chief Executive Officer

Date: **April 23, 2024**

Subject: *Agenda Item IV(a):* Bezos Day 1 Families Fund: Affordable Housing Project MOU between CAPK and the Housing Authority of the County of Kern for Pioneer Drive Apartments project – **Action Item**

Background

In August 2023, the organization received an invitation to submit a grant application from the Bezos Day 1 Families Fund, which aims to assist organizations addressing homelessness, particularly with the objective of ensuring that "no child sleeps outside." With a quick turnaround needed and the required scope of the funding, staff worked with the Housing Authority and the County of Kern to formulate a plan to partner on a project and leverage our various areas of expertise and funding sources. Subsequently, in October 2023, the agency was chosen to receive the full grant amount of $5,000,000. This funding will be utilized to support families currently facing homelessness—whether living outdoors, in vehicles, in shelters, or in precarious conditions—and those in the process of transitioning out of homelessness into stable, permanent housing.

Original Project Description

In collaboration with the County of Kern and the Housing Authority of the County of Kern, CAPK planned to utilize its Day 1 Families Fund grant to facilitate the establishment and management of a permanent housing community consisting of 27-31 units (manufactured homes). These units, ranging from one to two bedrooms, included a two-bedroom manager unit, an office, services, and community space, with the capacity to serve 100 distinct individuals. The location was in an unincorporated Oildale area of Bakersfield. The targeted occupants for these units were households experiencing homelessness with income levels below 30% or 40% of the area median income (AMI).

CAPK agreed to take on the service provider role, delivering housing navigation, stabilization, and enhanced case management services. To address the underlying issues contributing to homelessness, additional services such as mental health counseling, addiction treatment, and job training would be integrated into the housing program. One hundred unique individuals would be served through an initial 3.5-year client services period, aiming for minimal turnover with the goal of stabilizing the households.

The Housing Authority was designated as the project operator and subcontracts would be used for CAPK services. Out of the total $5m CAPK Bezos funding, approximately $1.75 million was designated for capital expenses (construction), while the remaining funds were allocated for onsite services to be provided by CAPK. Furthermore, a portion of the funding was allocated to offer childcare stipends and rental assistance in situations where housing vouchers are not accessible. Here is breakdown of the original Bezos grant budget approved by the Board:

Construction and Facility		
Construction + Facility Enhancements	1,757,593	35%
Direct Client Services		
Operation (includes case management and supportive services)	900,907	18%
Rental Payments & Childcare Services	2,341,500	47%
Total	**$ 5,000,000**	**100%**

The Housing Authority and the County were co-leads in securing funding for the entire project and securing the site. Ultimately managed by the Housing Authority, the overall project was estimated to cost around $6.1 million.

Within the original five-year grant proposal, 18-24 months were planned for site development and construction, while the subsequent 36-42 months were to focus on operations and delivering direct client services.

Updated project description

In November 2023, the Board approved the original concept as described above. However, due to significant delays in land acquisition, the Housing Authority proposed an alternative plan with a larger scope. The project is titled Pioneer Drive Apartments and is described below:

Category	Original Scope	New Scope (Pioneer Drive Apartments)
Property	Beardsley property - Oildale	Pioneer Drive Apartments – East Bakersfield on Pioneer Dr. between Oswell and Sterling Rd
Number of Units	31 units	44 units
Clients	Clients exiting the Tiny Homes Village in Oildale	Housing insecure families with an adjusted monthly income of 40%
Rent & Budget	Modular fixed rent at $750 per month x 31 clients x 42 months, totaling $976,500	Re-allocation of $976,500 to increase personnel by a 1.0 Housing Navigator that will support the increase of units & clients. We will consider additional investments in childcare or capital as needed.
Timeline	2 years for construction and 3 years for direct services	Approximately 2.5 years for pre-construction and construction, followed by 15 years of direct services.

Benefits of new scope: This project is much further along, as the Housing Authority has been working on this project for several years. The Housing Authority has site control and several funding streams have already been committed. The final funding stream is Tax Credit financing which is expected to be secured in August 2024. Construction would commence January 2025, and be completed by March 2026. Also, the funding the Housing Authority is using requires their 15-year commitment to services for this project, which ensures long-term stability and support for low-income individuals and families, providing them with secure and reliable housing options that can positively impact their quality of life and community development.

Challenge: Identifying the new project has caused delays and pushed back the construction timeline, which in turn delays the project schedule and reduces the duration available for direct services within the original proposed 5-year grant schedule. While there is no specific 5-year term outlined in the Bezos grant agreement, our original application for grant funding proposed a 5-year funding schedule (based on information in the application paperwork). Staff will be discussing alternative time schedules with the funder in greater detail, and we expect the alternatives will be acceptable. In combination, the Bezos funding and the Housing Authority capitalized services reserve offer adequate funding to provide client services on site for 15 years. Utilizing the Bezos funding to allow on-site services for a five-year period is our goal. Alternatively other homeless services funding streams may be used to fill gaps if needed.

The total project construction cost is approximately $26m. The Housing Authority will utilize several funding streams to construct the project. In addition to a $1.75m infusion from CAPK Bezos funding, it will utilize a Bank Loan $3.6m; State Tax Credit $10.5m; State NPLH $5.5m; County HOME $4.5m; and Housing Authority loan $500k. Including the CAPK Bezos funding, all funding streams are secured and committed except for the Tax Credit financing, which they expect to have finalized in August 2024.

In working towards finalizing the tax credit financing, the Housing Authority is requesting an MOU between CAPK and the Housing Authority indicating that we will participate in the project for at least 15 years by providing client services on site. A combination of the Bezos funding (first 5 years) and the project capitalized services reserve (final 10 years) will be used to provide the services. The MOU is written specifically for the requirements of the California Tax Credit financing component, and as the project moves forward towards construction, a more formalized and detailed agreement(s) with the Housing Authority will be needed, and those agreements will be brought back to the Board of Directors for review and action.

Recommendation

Staff recommends that the Board of Directors authorize the Chief Executive Officer (CEO) to sign the MOU between CAPK and the Housing Authority of the County of Kern and proceed with the updated project scope known as the Pioneer Drive Apartments in conjunction with the Day 1 Families Fund grant agreement, intended to support an affordable housing project.

Attachments:
MOU with Housing Authority of the County of Kern
Agreement with Jeff Bezos for Day 1 Families Fund
Staff memo November 29, 2023
Project Location Map
Project Construction and Design Description
Project Site Plans (north half and south half)

MEMORANDUM OF UNDERSTANDING
PIONEER DRIVE APARTMENTS SUPPORTIVE SERVICES
Between
The Housing Authority of the County of Kern,
Pioneer Drive Apartments LP,
and Community Action Partnership of Kern

The **Housing Authority of the County of Kern** (hereafter referred to as **"**Authority"), **Pioneer Drive Apartments LP** (hereafter referred to as "LP") and **Community Action Partnership of Kern** (hereafter referred to as **"**CAPK") are aware of the critical need to provide housing and supportive services for persons who are homeless. Consequently, the entities listed above have agreed to enter into this Memorandum of Understanding (MOU) on April 23, 2024 for the provision of services to tenants in 43 units designated for the CAPK program at the proposed Pioneer Drive Apartments to be located at 3299 Pioneer Drive, Bakersfield, CA 93306.

I. WHEREAS:

I. Pioneer Drive Apartments (PDA) is a proposed affordable housing development of 84 one and two-bedroom units to be located at 3299 Pioneer Drive, Bakersfield, CA 93306.

II. PDA will have 43 units designated for persons who are homeless and referred through the Coordinated Entry System to PDA by **CAPK**.

III. The **LP** is the owner of PDA.

IV. The **Authority** is the developer of PDA and will be the management agent.

V. **CAPK** has extensive experience providing services to persons who are homeless and is willing to provide services, including service coordinator and case management services to PDA tenants as detailed below.

II. Term

The term of this agreement shall commence upon certificate of occupancy at PDA and end 15 years later.

III. Purpose

This MOU is intended to establish the responsibilities of the **Authority, LP,** and **CAPK** in the provision of supportive services to tenants in the 43 units designated for the **CAPK** program at PDA.

IV. Responsibilities

A. CAPK has the following responsibilities under this **MOU**:

1. Provide a .137 Full-Time Equivalent (FTE) Service Coordinator who will provide information to tenants about available services in the community, assist tenants in accessing services, and organize community building and enrichment activities.

2. Provide a .49 FTE Case Manager who will work with tenants to develop an individualized service plan to help them access income and remain stable in their housing.

3. Provide all services at no charge to the tenants for a minimum of 15 years.

4. Coordinate with **Authority** staff and the other primary service provider, Kern County Behavioral Health & Recovery Services (BHRS), to ensure the effective implementation and management of the supportive services, thereby contributing to the overall well-being and stability of the residents.

5. Provide $238,209 in Bezos Day 1 Families Fund grant dollars to fund the services for the first five years.

6. Implement all services using a Housing First approach to service delivery.

B. The Authority has the following obligations under this MOU:

1. Coordinate with **CAPK** and BHRS to facilitate effective implementation and management of the supportive services for PDA tenants.

2. Coordinate with **CAPK** on filing vacancies at the property and promoting housing stability and retention of tenants.

C. The LP has the following obligations under this MOU:

1. Using a PDA capitalized services reserve, provide $47,642 in funding to **CAPK** per year (increasing at 3% annually) for years six through fifteen for the services provided by **CAPK** at PDA.

V. Indemnification

A. To the fullest extent permitted by law, **CAPK** shall indemnify, defend, and hold harmless the **Authority and LP**, its officers, officials, employees, and volunteers from and against any and all liability, limitation, claims, damage, costs, expenses, awards, fines, judgements, and attorney fees (including without limitation, costs, attorney fees, and expert witness fees and other expenses of litigation) of every nature arising out of or in connection with **CAPK's** performance of work hereunder, or work of its agents, employees, subcontractors and/or independent contractors, or their failure to comply with any of its obligations contained in the agreement, except to the extent: (1) the claims arise out of, pertain to, or

relate to the sole negligence, active negligence, or willful misconduct of indemnified parties or indemnified parties' other agents, other servants, or other independent contractors who are responsible to indemnified parties; (2) , the claim is for defects in design furnished by indemnified parties or indemnified parties' other agents, other servants, or other independent contractors who are responsible to indemnified parties; or (3) to the extent the claims do not arise out of the scope of work of **CAPK** pursuant to the contract.

VI. Insurance

A. **CAPK** shall procure and maintain, for the duration of the Agreement, insurance against claims for, injury, loss, and damage as a result of **CAPK** actions in connection with the performance of its obligations, as required in this agreement, **CAPK** shall secure and maintain insurance as described below. **CAPK** shall be responsible for any deductibles under all required insurance policies.

CAPK shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the services provided by **CAPK**, its agents, representatives, or employees.

B. Minimum Scope and Coverage of Insurance – Coverage shall be at least as brood as:

1. Worker's Compensation insurance as required by the state of California and Employer's Liability Insurance ($1,000,000 per accident for bodily injury or disease).
2. General Liability insurance as require by the State of California ($1,000,000 per occurrence).

C. Deductible and Self-Insured Retentions: Each insurance policy required by this clause shall be endorsed to state that coverage shall not be canceled by either party, except after thirty (30) days' prior written notice by certified mail, return receipt requested, has been given to the Housing Authority.

D. **CAPK** agrees to name the **Authority and LP** as an additional insured entity on their certificate of liability insurance and agrees to provide a copy of such certification.

E. Verification of Coverage: **CAPK** shall furnish the **Authority and LP** with certificates and mandatory endorsements effecting coverage required by this clause. The endorsements should be on forms provided by the **Authority** or on other than **Authority** forms provided those endorsements conform to the **Authority** requirements. All certificates and endorsements are to be reviewed and approved by the **Authority** before work commences. The **Authority** reserves the right to require complete,

certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications at any time.

VII. MODIFICATIONS TO MOU

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

VIII. COMPLIANCE WITH LAW

Each party and any subcontractors shall observe and comply with all applicable County, State, and federal laws, ordinances, rules, and regulations now in effect or hereafter enacted, each of which are made a part hereof and incorporated herein by reference.

IX. NONDISCRIMINATION

Both parties agree to abide by all applicable federal and State laws prohibiting discrimination against any participant, volunteer, or any other persons because of race, color, religion, handicap, sex, age, sexual orientation, or place of natural origin.

X. INDEPENDENT CONTRACTORS.

In the performance of all services under this Agreement, **CAPK** shall be, and acknowledge that each is, in fact and law, an independent contractor and not an agent or employee of **LP or Authority**. **CAPK** have and retain the right to exercise full supervision and control of the manner and methods of providing services under this Agreement.

CAPK retains full supervision and control over the employment, direction, compensation and discharge of all persons providing services under this Agreement. With respect to **CAPK**'s employees, if any, **CAPK** shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal, State or local, and compliance with any and all other laws regulating employment.

XI. NON-ASSIGNMENT AND SUBCONTRACTING.

CAPK shall not assign, sublet, or transfer this Agreement, or any part hereof. Neither shall assign any monies due or which become due to **CAPK** under this Agreement without the prior written and express approval of **LP**.

XII. CHOICE OF LAW/VENUE.

The parties hereto agree that the provisions of this Agreement will be construed pursuant to formed in the County of Kern. Accordingly, the parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.

XIII. SIGNATURE AUTHORITY

Each party represents that they have full power and authority to enter into and perform this MOU, and the person signing this MOU on behalf of each party has been properly authorized and empowered to enter into this MOU.

IN WITNESS WHEREOF, the parties have caused this Memorandum of Understanding to be executed by their duly authorized officers in the County of Kern, California.

CAPK

Community Action Partnership of Kern,
a California nonprofit public benefit corporation

By: _____
Jeremy T. Tobias, CEO

Authority

Housing Authority of the County of Kern,
a public body, corporate and politic

By: _____
Stephen M. Pelz, Executive Director

LP

Pioneer Drive Apartments LP

By: GEAHI PIONEER DRIVE APARTMENTS LLC,
a California limited liability company
Its: Managing General Partner

By: Golden Empire Affordable Housing, Inc., a California nonprofit public benefit corporation,
Its: Sole member and manager

By: _____
Stephen M. Pelz, Executive Director

By: KERN HOUSING XVI LLC, a California limited liability company
Its: Administrative General Partner

By: Housing Authority of the County of Kern, a public body, corporate and politic,
Its: Sole member and manager

By: _____
Stephen M. Pelz, Executive Director

Agreement to Advise a Grant

November 8, 2023

This agreement (the "Agreement") sets forth the terms and conditions under which Jeff Bezos (the "Donor Advisor") will recommend that Northern Trust Charitable Giving Program, a program of The Chicago Community Foundation (the "Sponsor"), make a grant to Community Action Partnership of Kern (the "Charity").

Recitals

Whereas, the Donor Advisor has established the JPB Fund (the "Fund") as a donor advised fund, as defined in section 4966 of the Internal Revenue Code (the "Code"), at Sponsor.

Whereas, the Donor Advisor has or will irrevocably transfer funds to Sponsor that are, or will upon transfer be, the sole property of Sponsor and subject to the control and discretion of Sponsor's Board of Directors.

Whereas, the Donor Advisor has authority to recommend grants from the Fund.

Whereas, Sponsor is free to accept or reject any recommended grant from the Fund.

Whereas, the Donor Advisor intends to recommend a grant from the Fund to the Charity in the amount of $5,000,000.00 (the "Grant").

Whereas, it is a condition of the Donor Advisor's recommendation that Charity agree to the terms and conditions set forth here.

Now therefore, for good and adequate consideration, the sufficiency of which is hereby acknowledged, the parties agree as follows:

Terms

1. Charity will use any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, and earnings on any such Grant, to pursue solutions to family homelessness with a strong focus on providing housing as well as social services, skills training, and job support to assist families in transitioning to and remaining in permanent housing. Examples of eligible activities include diversion, street outreach, low barrier shelters, rehousing, and connection to services. All uses of any such Grant, and earnings thereon, will be for purposes described in section 501(c)(3) of the Code.

2. Notwithstanding any other provision in this Agreement, Charity acknowledges and understands that the timing of the irrevocable transfer of funds to Sponsor, and therefore of the Grant, should Sponsor determine to make it, is subject to Donor Advisor's compliance with any restrictions regarding open trading windows to which he may be subject.

3. To enable the Donor Advisor to evaluate the effectiveness of any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, Charity will provide Donor Advisor with an initial

progress report in June 2024, with annual progress reports thereafter, and other interim reports as the Donor Advisor may reasonably request. Charity may use its own standard reporting templates.

4. Charity shall maintain adequate financial records consistent with generally accepted accounting practices, and the Donor Advisor or his representatives have the right to inspect such records. Charity will permit the Donor Advisor, or his designees, at his own expense, to conduct an independent financial and/or programmatic audit of the expenditures related to any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation, if the Donor Advisor deems it necessary.

5. This Agreement and the rights and obligations of the parties hereunder shall be governed by and construed in accordance with the laws of the State of Florida applicable to the construction and enforcement of contracts wholly executed and performed in Florida. The Donor Advisor shall not be liable for losses, damages, or other liabilities arising out of Charity's activities.

6. Charity agrees that any publicity of any Grant distributed by Sponsor to Charity at the Donor Advisor's recommendation shall be made in consultation and coordination with the Donor Advisor or his representative.

7. If any term or provision of this Agreement or the application thereof to any party or circumstance will to any extent be invalid or unenforceable, the remainder of this Agreement and the application of that term or provision to such parties or circumstances other than those to which it is held invalid or unenforceable will not be affected thereby, and each term or provision of this Agreement will be valid and enforceable to the fullest extent permitted by law. Nothing in this Agreement shall be interpreted to give the Charity any rights to compel a grant or other disposition from the Sponsor or in any manner that would cause the Fund not to be a donor advised fund within the meaning of section 4966 of the Code. Nothing in the Agreement shall be interpreted to bind Sponsor or affect any terms that may be agreed to between Sponsor and Charity.

8. The Donor Advisor has no obligation to recommend additional grants from the Fund or to provide any additional funding to Charity; nor does this grant represent any commitment to, or expectation of, future support from the Donor Advisor or Sponsor.

9. Charity recognizes and acknowledges that the Donor Advisor has no control over either Sponsor or the Fund, that the Fund is under the exclusive control and discretion of Sponsor, that the Donor Advisor's sole authority with respect to the Fund is to recommend grants from the Fund, and that Sponsor has complete discretion whether to accept or reject the Donor Advisor's recommendation. Charity represents and agrees that it will not provide, directly or indirectly, to the Donor Advisor, his family members, or any entity controlled more than 35% by them, a "more than incidental benefit" within the meaning of section 4967(a)(1) of the Code in connection with the Grant.

10. This Agreement embodies the entire agreement and understanding of the parties hereto in respect of the subject matter contained herein and supersedes all prior written or oral communications or agreements, all of which are merged herein. This Agreement shall be binding upon, inure to the benefit of, and be enforceable by, the parties and their respective successors and assigns. The rights and obligations of this Agreement are not assignable by Charity without the express written consent of the Donor Advisor.

11. A representative of Charity with authority to bind Charity must sign this Agreement as evidence of understanding and acceptance of its terms and conditions.

12. This Agreement may be executed in multiple counterparts, each of which when so executed is deemed to be an original and all of which together, upon delivery, constitute one and the same agreement. Facsimile and electronic are as binding and enforceable as original signatures.

Each of the parties has caused this Agreement to be executed by its duly authorized signatory as of the date and year first written above.

Donor Advisor

Dated: _____

_____
Jeff Bezos

Charity

Dated: 11/13/2023

_____
By: Jeremy T. Tobias

Its: Chief Executive Officer

Each of the parties has caused this Agreement to be executed by its duly authorized signatory as of the date and year first written above.

Donor Advisor

Dated: 11/8/2023

Jeff Bezos

Charity

Dated: _____

_____

By: _____

Its: _____

COPY

MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: November 29, 2023

Subject: *Agenda Item V(b):* Grant Agreement with Bezos Day 1 Families Fund – Affordable Housing Project – **Action Item**

Background
In August 2023, the organization received an invitation to submit a grant application from the Bezos Day 1 Families Fund, which aims to assist organizations addressing homelessness, particularly with the objective of ensuring that "no child sleeps outside." Subsequently, in October 2023, the agency was chosen to receive the full grant amount of $5,000,000. This funding will be utilized to support families currently facing homelessness—whether living outdoors, in vehicles, in shelters, or in precarious conditions—and those in the process of transitioning out of homelessness into stable, permanent housing.

Project Description
In collaboration with the County of Kern and the Housing Authority of the County of Kern, CAPK intends to utilize its Day 1 Families Fund grant to facilitate the establishment and management of a permanent housing community consisting of 27-31 units (manufactured homes). These units, ranging from one to two bedrooms, will include a two-bedroom manager unit, an office, services, and community space, with the capacity to serve 100 distinct individuals. The location will be in an unincorporated area of Bakersfield, Kern County, CA. The targeted occupants for these units are households experiencing homelessness with income levels below 30% or 40% of the area median income (AMI).

CAPK will take on the role of the service provider, delivering housing navigation, stabilization, and enhanced case management services. To address the underlying issues contributing to homelessness, additional services such as mental health counseling, addiction treatment, and job training will be integrated into the housing program. The organization anticipates assisting one hundred unique individuals throughout a 3.5-year performance period, aiming for minimal turnover with the ultimate goal of stabilizing the households.

The Housing Authority will serve as the operator and will subcontract with CAPK. Out of the total of $5 million in funding, around $1.7 million will be designated for capital expenses as a contribution towards the construction costs, while the remaining funds will be allocated for the employment of new CAPK housing navigators who will be present on-site as integral members of daily operations. Furthermore, a portion of the funding will be utilized to offer childcare stipends and rental assistance in situations where housing vouchers are not accessible.

COPY

Construction and Facility		
Construction + Facility Enhancements	1,757,593	35%
Direct Client Services		
Operation (includes case management and supportive services)	900,907	18%
Rental Payments & Childcare Services	2,341,500	47%
Total	**$ 5,000,000**	**100%**

The Housing Authority and County are actively involved in securing remaining funding for the entire project, with specific details being worked out between the County and HACK. Managed under the Housing Authority, the overall construction project is estimated to cost around $6.1 million. Over the next few months, the staff will present agreements with the respective partner(s) as we collaborate on the project's specifics.

Within the five-year contract duration, 18-24 months are expected to be dedicated to site development and unit construction, while the subsequent 36-42 months will focus on operations and delivering direct client services. To ensure continued operational support beyond the contract period, the staff is committed to identifying sustainable funding sources to address ongoing client needs.

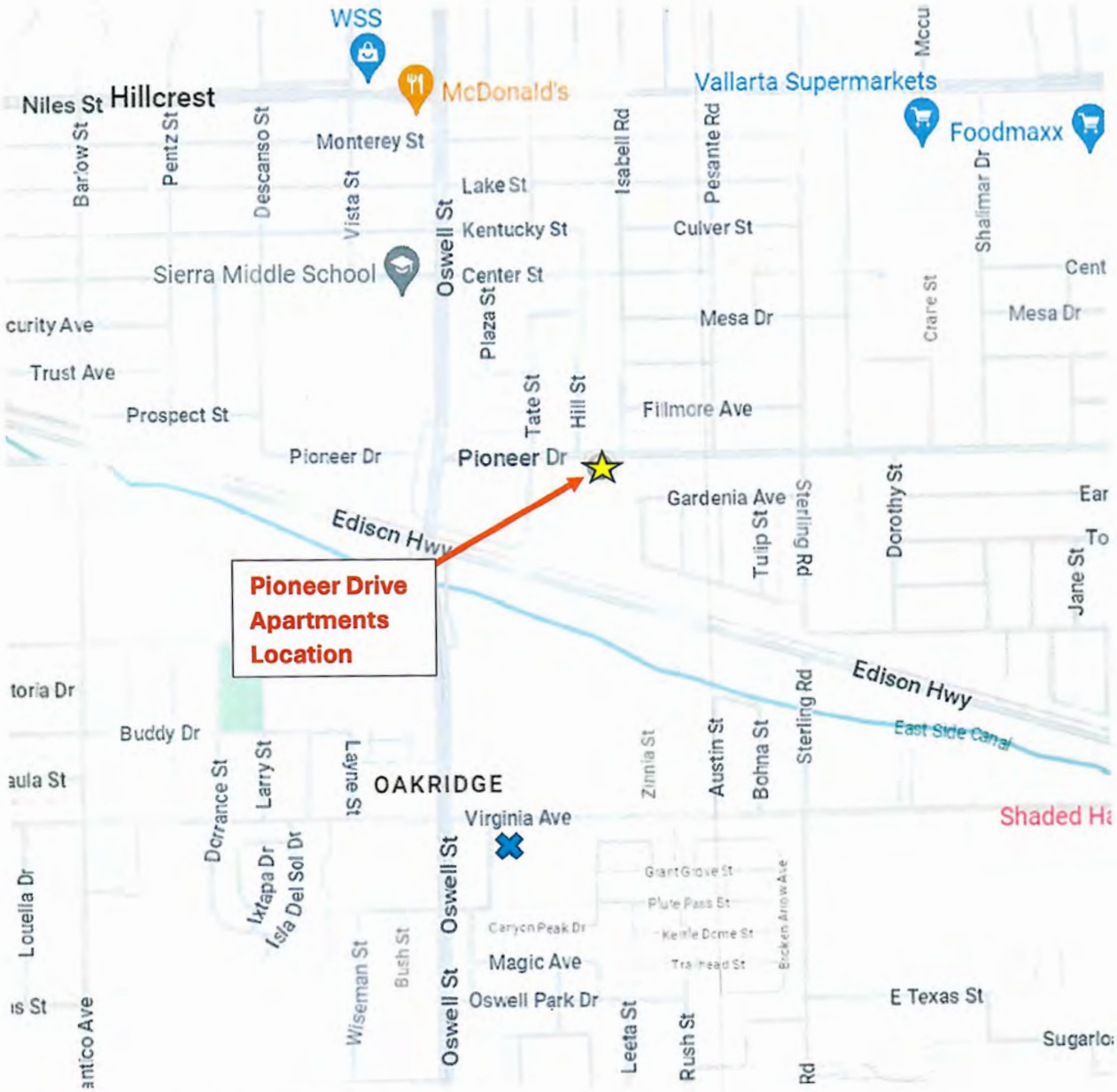
Recommendation

Because of the swift execution requirement of the contract by the grantor, the Chief Executive Officer obtained approval from the Board Chairperson to proceed with signing the grant agreement with the grant fund and fund advisor (Jeff Bezos) on November 13, 2023. The staff recommends that the Board of Directors retroactively approves the Day 1 Families Fund grant agreement, intended to support an affordable housing project.

Attachment

Day 1 Families Fund – Agreement to Advise a Grant (fully executed)

Location of Pioneer Drive Apartments project



✖ - Virginia Ave Head Start Center

ATTACHMENT 12-A1

Construction and Design Description

Pioneer Drive Apartments is a proposed 85-unit, new construction, multifamily development located at 3299 Pioneer Drive in Bakersfield, CA 93306 (APN# 143-050-17). This development will be located on currently vacant land totaling approximately 5.41 acres and will consist of 16 one-story, duplex, triplex, and fourplex buildings containing 78 one-bedroom units, 6 two-bedroom units and one, three-bedroom employee unit. It will be a gated community and will have a one-story community building containing a leasing office, community room, laundry room, rental and supportive service space. All structures will be wood frame construction with a combination of wood trim around windows, and hard board siding on concrete slab foundations. Other exterior improvements will include a picnic area and 99 surface parking spaces. Unit amenities include central heating and cooling, window blinds, vinyl plank floors, storage, refrigerator, stove/oven, dishwasher, garbage disposal, and microwave oven.

Pioneer Drive Apartments will have 41 one-bedroom units set aside for eligible homeless households under the State of California Housing and Community Development Department No Place Like Home Program that have income levels at 30 percent of the Area Median Income. Project based vouchers from the Housing Authority of the County of Kern will be in place to assist these tenants with rent and utility costs. Of the remaining units, 37 one-bedroom and the 6 two-bedroom will be restricted to family households earning at or below the 40 percent AMI level, with one unit reserved as a non-revenue employee unit. Behavioral Health & Recovery Services will provide on-site and off-site services to the NPLH eligible tenants and the Housing Authority will provide services to the remaining tenants at the site.

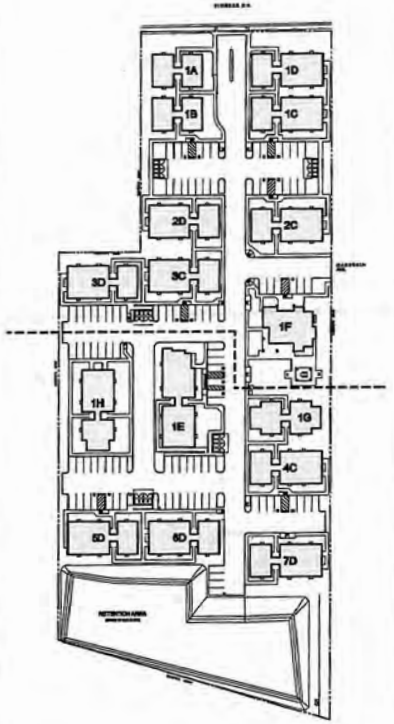
The site will be designed for efficiency of design and construction, offering on-site parking, as well as exterior controlled access to the site for the safety of the residents. The projected electricity usage for the residential portion of the development will be partially offset by solar power.

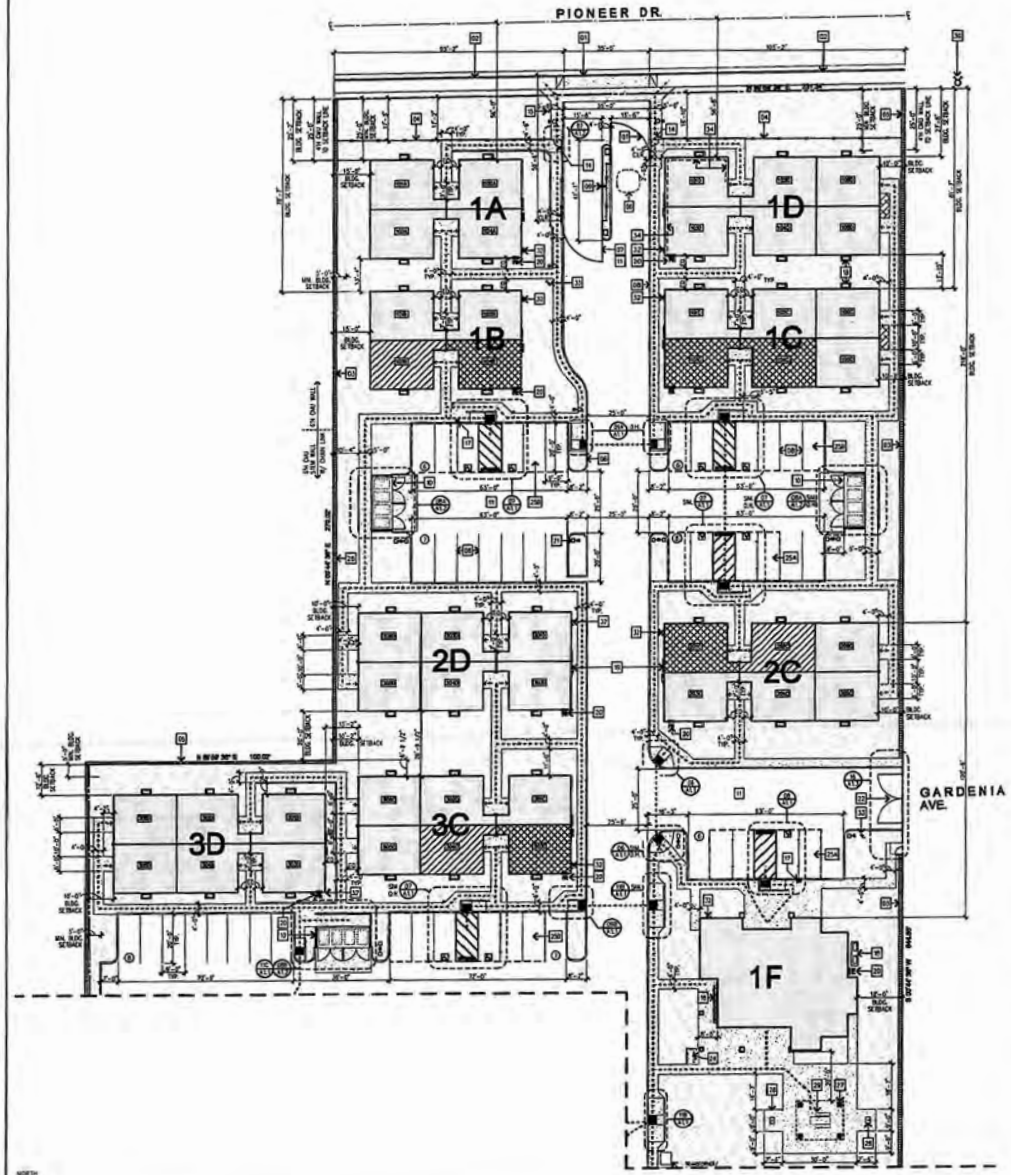
Conventional wood frame construction will be featured and appliances will be ENERGY STAR rated. Floor coverings will be a hard, water resistant, cleanable surface. The buildings will exceed Title 24 standards. Landscaping will feature California native and drought tolerant plants and trees. The project does not include demolition of existing structures, lot line adjustments or zoning changes.

The exterior design of Pioneer Drive Apartments will complement the surrounding area. Pioneer Drive Apartments will provide safe, quality, housing dedicated to meeting the housing needs of the targeted residents.

Off-Site Improvements and Costs

1) There are no anticipated demolition or off-site improvements.
2) Project-specific off-site costs:
    a. There are no anticipated project-specific costs which meet the requirements under TCAC Regulation Section 10325 (c)(9) as public contributions of off-site costs.
    b. There are no anticipated off-site costs that do not meet the requirements under TCAC Regulation Section 10325 (c)(9) as public contributions of off-site costs.





KEYNOTES (SITE PLAN)

01 DRIVE APPROACH, REFER TO CIVIL DRAWINGS
02 (E) CURB, GUTTER AND SIDEWALK, TO REMAIN
03 6'H CMU WALL, REFER TO CIVIL DWGS.
NOTE: LOWER WALL HEIGHT TO 4 FEET WH/ OCCURS WITHIN FRONT SETBACK
04 6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS D2 & D7/A1.2
05 (E) CMU STEM WALL W/ CHAIN LINK ON TOP, F.V. EXTENT
06 CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS.
07 AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS.
08 CONCRETE CURB, REFER TO CIVIL DWGS.
09 KEYPAD FOR AUTOMATIC SWING ACCESS GATE, FOR GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND
10 CMU REFUSE ENCLOSURE
11 AC PAVING, REFER TO CIVIL DWGS.
12 WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O.
13 PROVIDE MIN. 24" OF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP.
14 PROVIDE LEVEL LANDING AND CLEARANCES ON EA. SIDE OF W.I. GATE, TYP., PER CBC 11B-404.
15 STC TOW-AWAY SIGN LOCATION, REFER TO DETAIL D5/A1.3, SIGN "F"
16 MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER
POSTAL BOX SPECIFICATIONS
MFR: SALISBURY INDUSTRIES
MODEL NAME: 16 DOORS – TYPE S-16R; QUANTITY ○
32 DOORS – TYPE S-32R; QUANTITY ○
MODEL #: #3316 & #3312
COLOR: TO BE SELECTED
DOOR PLACARDS: CUSTOM ENGRAVED, #3307
17 FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS.
NOTE: FUTURE EVCS SERVING AN ACCESSIBLE PARKING STALL SHALL BE PER CBC 11B-812, ALL EVCS EQUIP. SHALL COMPLY W/ CBC 11B-228.3.1.2 AND 11B-308 FOR CLEAR FLOOR SPACE AND OPERABLE PARTS
–ALL EVCS EQUIP. SHALL BE UNDER SEPARATE PERMIT
18 HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS
19 TEL/CATV CABINETS, METER CENTER – REFER TO ELEC. DWGS.
20 FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/AA1
21 SITE LIGHTING, REFER TO ELEC. DWGS.
22 WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX
23 REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND
24 BIKE RACK, REFER TO DETAIL D9/A1.3
25 COVERED PARKING, TYP., MIN. 48 STALLS; CONTRACTOR TO PROVIDE DESIGN-BUILD DWGS. AND SUBMIT FOR APPROVAL. CARPORTS SHALL BE UNDER SEPARATE PERMIT

TYPE	STALLS PER CARPORT	NO. OF CARPORTS
A	4*	4
B	6*	4
C	4	2

*PLUS ACCESSIBLE PARKING AISLE

26 CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (E), REFER TO CIVIL DWGS.
27 SHADE STRUCTURE, REFER TO DETAIL 3B/A1.3
28 (N) GROUND MOUNT BARBEQUE GRILL, TYP. OF (1)
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA ROTATING PEDESTAL GRILL
DESCRIPTION: 200 SQUARE INCHES, ADA ROTATING PEDESTAL GRILL W/ 4-LEVEL ADJUSTABLE GRATE, RUST-RESISTANT BLACK PAINTED FINISH
29 PICNIC TABLE
MFR: THE PARK AND FACILITIES CATALOG
MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE
DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR – TOUC GRAY, LIGHT SANDBLASTED FINISH, COLOR DOVE GRAY
30 (E) FIRE HYDRANT, OFF-SITE, REFER TO CIVIL PLANS
31 FIRE HYDRANT, ON-SITE, REFER TO CIVIL PLANS
32 12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING/FIRE DEPARTMENT PRIOR TO INSTALLATION
33 BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION
34 ALT. EXTERIOR WALL CONDITION (DASHED LINE), REFER TO DTL. 3B/A1.3 AND EXTERIOR ELEVATIONS

LEGEND (SITE PLAN)

- CONC. FLATWORK – REFER TO CIVIL DWGS.
  NOTE: ALL DOORWAYS CONSTRUCTED ARE PART OF THE ACCESSIBLE ROUTE AND SHALL HAVE A MAX. 2% SLOPE AND MAX. 2% CROSS SLOPE.
- LANDSCAPED AREA – REFER TO LANDSCAPE DWGS.
- AC PAVING – REFER TO CIVIL DWGS.
- SETBACK LINE
- PROPERTY LINE
- COVERED PARKING
- BUILDING FOOTPRINT
- UNITS FULLY ACCESSIBLE FOR MOBILITY
- UNITS FULLY ACCESSIBLE FOR MOBILITY AND COMMUNICATIONS
- UNIT NUMBER
  NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY; NOT FOR BUILDING ADDRESSES
- ACCESSIBLE PATH OF TRAVEL – SLOPE 1:12 MAX. / CROSS-SLOPE 1/4:12 MAX.
- ARROW INDICATES ENTRY INTO DWELLING UNIT
- AREA OF CONC. FLATWORK W/ EMBEDD MIN. 6" MIDDLE THIRD, O/ 6" SAND SUBSTRATE, TIE MIN. TO BLDG. FTG., REINFORCE W/ 1/2" Ø# DOWELS AT 24" O.C. 9" MIN. INTO FOOTING

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PIONEER DRIVE APARTMENTS

85-UNIT HOUSING COMPLEX

FOR

THE HOUSING AUTHORITY OF THE COUNTY OF KERN

3299 PIONEER DRIVE
BAKERSFIELD, CA

Every reasonable effort has been made in the preparation of these documents to ascertain and comply with all applicable codes and ordinances. However, in that these requirements are subject to change and interpretation, no warranty is given or implied that the following schedule of drawings represents a complete listing of all requirements. Nothing shown on or omitted from these documents shall relieve the contractor from full compliance with any such codes and ordinances.

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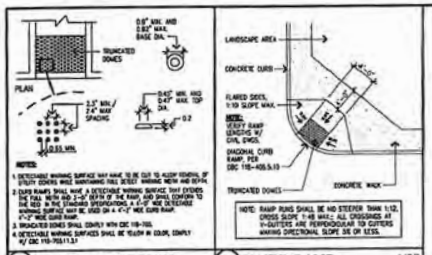
No.	Description	Date
2	BACK CHECK REVISIONS	04/01/23
1	PLAN CHECK REVISIONS	03/01/23

Revisions

OVERALL SITE PLAN
PARTIAL SITE PLAN - NORTH

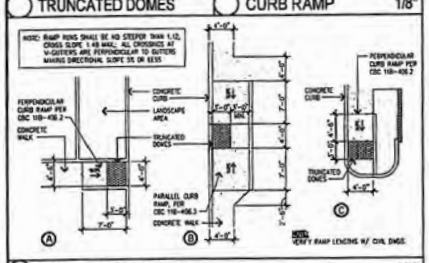
Scale: AS NOTED
Job No: 3000
Date: 09/27/22
Sheet No: A 1.0 of sheets

PLOT DATE: 3/1/2023 PLOT TIME: 9:48 AM PLOTTED BY: (DRAWINGS) 3000 Pioneer Drive Apartments (23-JAN)(23-JAN).dwg

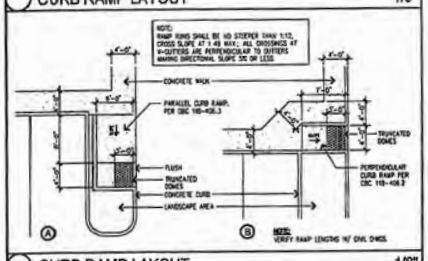


TRUNCATED DOMES

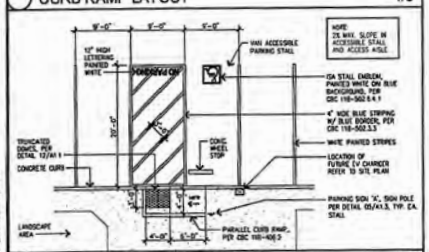
CURB RAMP 1/8"



CURB RAMP LAYOUT 1/8"



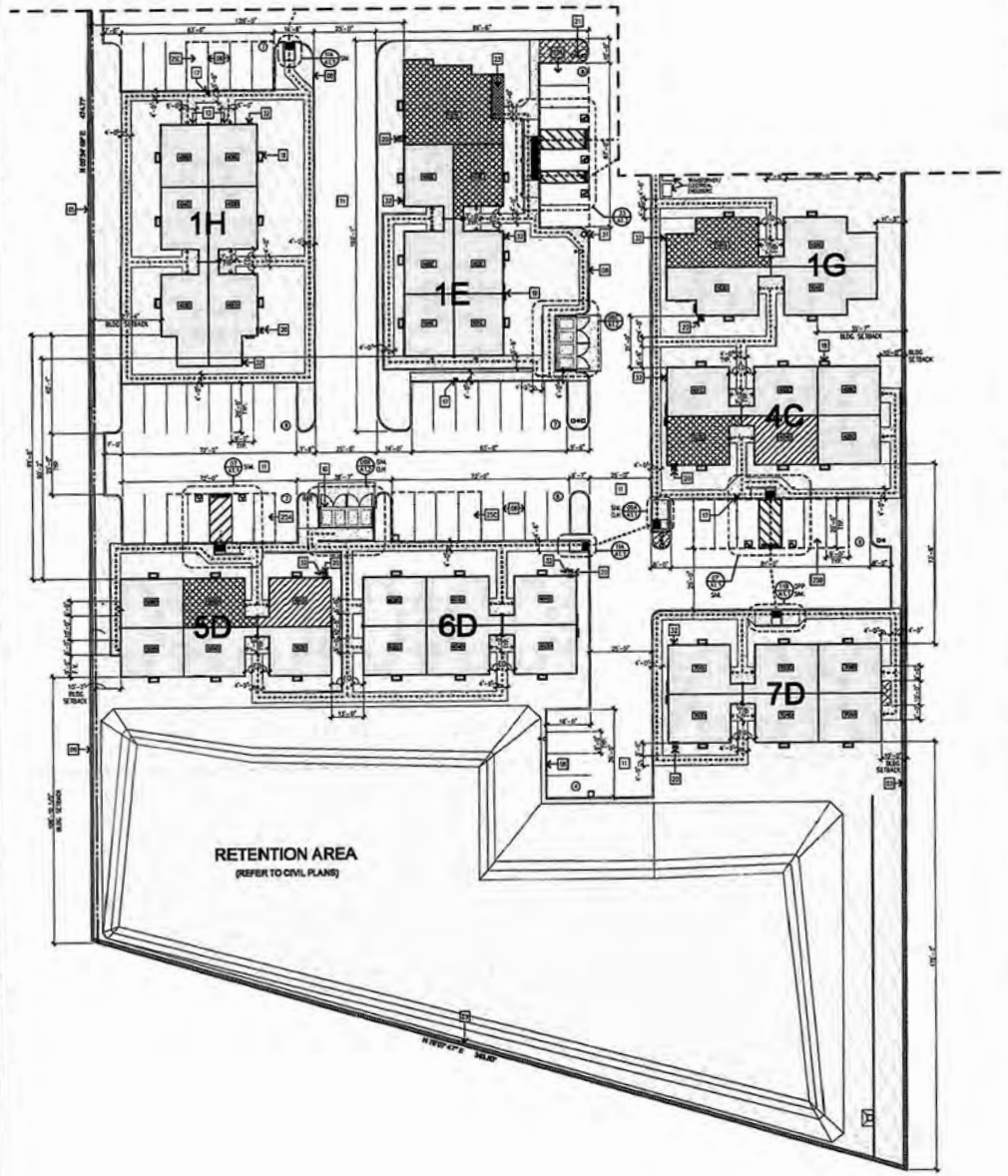
CURB RAMP LAYOUT 1/8"



ACCESSIBLE PARKING LAYOUT 1/8"



ACCESSIBLE PARKING LAYOUT 1/8"



KEYNOTES

SITE PLAN

01	DRIVE APPROACH, REFER TO CIVIL DRAWINGS
02	(E) CURB, GUTTER AND SIDEWALK, TO REMAIN
03	6'H CMU WALL. REFER TO CIVIL DWGS. NOTE: LOWER WALL HEIGHT TO 4 FEET MAX. OCCURS WITHIN FRONT SETBACK
04	6' HIGH WROUGHT IRON FENCE AND GATES, REFER TO DETAILS 02 & 03/A3.2
05	(E) CMU STEM WALL W/ CHAIN LINK ON TOP, V.I.F. EXTENT
06	CAR SENSOR LOOP FOR SWING GATE, REFER TO ELEC. DWGS.
07	AUTOMATIC SWING ACCESS GATE, REFER TO CIVIL DWGS.
08	CONCRETE CURB, REFER TO CIVIL DWGS.
09	KEYPAD FOR AUTOMATIC SWING ACCESS GATE, PER GATE MFR., EMBED POST INTO CONC. PAD IN ISLAND
10	CMU REFUSE ENCLOSURE
11	AC PAVING, REFER TO CIVIL DWGS.
12	WHITE PAINTED PARKING STALL STRIPE, TYP. U.N.O.
13	PROVIDE MIN. 24" OF CONC. FLATWORK BEYOND LATCH SIDE OF DOOR FOR LEVEL LANDING AT EXTERIOR DOOR, TYP.
14	PROVIDE LEVEL LANDING AND CLEARANCES ON EA. SIDE OF ALL GATE, TYP., PER CBC 11B-404.
15	SITE TOB-JOINT SIGN LOCATION, REFER TO DETAIL 05/A1.3, SIGN 'B'
16	MAILBOX LOCATION, INSTALL PER MFR. LATEST RECOMMENDATIONS, COORDINATE KEY LABELING W/ OWNER POSTAL BOX SPECIFICATIONS: MFR: SALISBURY INDUSTRIES MODEL NAME: 10 DOORS – TYPE B-CBU (QUANTITY 4) 10 DOORS – TYPE B-CBU (QUANTITY 2) MODEL #: #3310 & #3312 COLOR: TO BE SELECTED DOOR PLACARDS: CUSTOM ENGRAVED, #3367
17	FUTURE EV CHARGING STATION, PROVIDE CONDUIT AND PULL BOX FOR FUTURE CAPABILITY FOR ELECTRIC VEHICLE CHARGING, REFER TO ELECTRICAL DWGS. NOTE: FUTURE EVCS SERVING AN ACCESSIBLE PARKING STALL SHALL BE PER CBC 11B-812. ALL EVCS EQUIP. SHALL COMPLY W/ CBC 11B-228.3.1.2 AND 11B-308 FOR CLEAR FLOOR SPACE AND OPERABLE PARTS –ALL EVCS EQUIP. SHALL BE UNDER SEPARATE PERMIT
18	HEAT PUMP, REFER TO MECH. DWGS., PROVIDE CONCRETE PAD UNDER UNITS
19	TEL/CATV CABINETS, METER CENTER – REFER TO ELEC. DWGS.
20	FIRE RISER CABINET IN WALL AT RESIDENTIAL BUILDINGS, REFER TO DETAIL 13/A4.1
21	SITE LIGHTING, REFER TO ELEC. DWGS.
22	WROUGHT IRON SWING GATE FOR FIRE DEPARTMENT ACCESS, PROVIDE KNOX BOX
23	REINFORCE CONCRETE PATIO SLAB, REFER TO LEGEND
24	BIKE RACK, REFER TO DETAIL 09/A1.3
25	COVERED PARKING, TYP. MIN. 48 STALLS, CONTRACTOR TO PROVIDE DESIGN-BUILD DWGS. AND SUBMIT FOR APPROVAL. CARPORTS SHALL BE UNDER SEPARATE PERMIT

TYPE	STALLS PER CARPORT	NO. OF CARPORTS
A	6+	4
B	6+	4
C	4	2

+PLUS ACCESSIBLE PARKING AISLE

26	CMU STEM WALL W/ CHAIN LINK FENCE ON TOP TO MATCH (5), REFER TO CIVIL DWGS.
27	SHADE STRUCTURE, REFER TO DETAIL 08/A4.3
28	IN-GROUND MOUNT BARBECUE GRILL, TYP. OF (2) MFR: THE PARK AND FACILITIES CATALOG MODEL NAME: ADA ROTATING PEDESTAL GRILL DESCRIPTION: 300 SQUARE INCHES, ADA ROTATING PEDESTAL GRILL W/ 4-LEVEL ADJUSTABLE GRATE, RUST-RESISTANT BLACK PAINTED FINISH
29	PICNIC TABLE MFR: THE PARK AND FACILITIES CATALOG MODEL NAME: ADA RECTANGULAR CONCRETE PICNIC TABLE DESCRIPTION: 8 FOOT LONG, SMOOTH FINISH TOP, COLOR – SOME GRAY LIGHT SANDBLASTED CONCRETE FINISH, COLOR: SOME GRAY
30	(E) FIRE HYDRANT, OFF-SITE, REFER TO CIVIL PLANS
31	FIRE HYDRANT, ON-SITE, REFER TO CIVIL PLANS
32	12"H ALUMINUM LETTER/NUMBER BUILDING IDENTIFICATION, OBTAIN APPROVAL OF LOCATION FROM BUILDING OFFICIAL/FIRE DEPARTMENT PRIOR TO INSTALLATION
33	BUILDING LOCATION MAP, VERIFY LOCATION W/ BLDG. DIVISION/FIRE DEPARTMENT PRIOR TO INSTALLATION
34	42" EXTERIOR WALL CONDITION (DASHED LINE), REFER TO DTL. 38/A7.0 AND EXTERIOR ELEVATIONS

LEGEND

SITE PLAN

- CONC. FLATWORK – REFER TO CIVIL DWGS. NOTE: ALL SIDEWALKS CONSTRUCTED ARE PART OF THE ACCESSIBLE ROUTE AND SHALL HAVE A MAX. 5% SLOPE AND MAX. 2% CROSS SLOPE.
- LANDSCAPED AREA – REFER TO LANDSCAPE DWGS.
- AC PAVING – REFER TO CIVIL DWGS.
- SETBACK LINE
- PROPERTY LINE
- COVERED PARKING
- BUILDING FOOTPRINT
- UNITS FULLY ACCESSIBLE FOR MOBILITY
- UNITS FULLY ACCESSIBLE FOR MOBILITY AND COMMUNICATIONS
- 101 UNIT NUMBER NOTE: BUILDING/UNIT NUMBERING IS FOR CONSTRUCTION ONLY, NOT FOR BUILDING ADDRESSES
- ACCESSIBLE PATH OF TRAVEL – SLOPE 5:12 MAX. / CROSS-SLOPE 1/4:12 MAX.
- ARROW INDICATES ENTRY INTO DWELLING UNIT
- AREA OF CONC. FLATWORK W/ RAILINGS MIN. 36" MIDDLE THIRD, 6" 3/4" SAND SUBSTRATE, TIE MIN. 10 BLDG. FTG., REINFORCE W/ 12" #4 DOWELS AT 24" O.C. 5' MIN. INTO FOOTING

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No.	Description	Date
2	BACK CHECK REVISIONS	04/01/23
1	PLAN CHECK REVISIONS	03/01/23

Revisions

PARTIAL SITE PLAN - SOUTH

Scale: AS NOTED

Job No: 3000

Date: 09/27/22

Sheet No: A 1.1 of sheets




101

BUDGET AND FINANCE COMMITTEE

SEPTEMBER 18, 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

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

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				
07/31/24	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 durin 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 calculate 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 operatin bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF JULY 31, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(140,190.52)
HEAD START/EARLY HEAD START	1,870,687.06
SUBTOTAL	**1,730,496.54**
GENERAL CHILD CARE	(676,849.38)
MIGRANT A/P	5,858,484.38
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	80,867.30
MIGRANT SPECIALIZED SERVICES	0.00
SAN JOAQUIN COE GENERAL CHILD CARE	78,148.56
STATE PRESCHOOL	4,424,839.55
SUBTOTAL	**10,187,484.52**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(145,403.05)
EF&S	31,672.00
EFAP	(367,306.84)
HUD CPF Food Bank Expansion	(28,821.82)
FEEDING AMERICA SERVICE INSIGHTS	(8,726.37)
FOOD BANK	(315,840.04)
FOOD BANK EXPANSION	146,869.42
FOOD BANK CAPACITY PROGRAM	52,458.12
FOOD BANK - STATE	(288,695.00)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	421,759.66
WONDERFUL FOUNDATION	157,137.65
SUBTOTAL	**(344,896.27)**
ENERGY	(156,320.70)
LIHEAP	(2,399,058.04)
DOE	(20,140.70)
LIWHAP	(694.50)
PG&E	17,359.01
TRANSFER NEGATIVE BALANCE	2,558,854.93
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	79,628.82
ARG III - Warm Handoff	(107,755.19)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(69,641.63)
KCCD CERF REGIONAL CONVENOR	(35,010.35)
KCCD CWDB High Road Training Partnership	(6,932.42)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(75,996.38)
BKRHC-Encampment Resolution	(11,087.25)
CALAIM HOMELESS PREVENTION SERVICES	337,880.15
CalAIM East Kern Family Resource Center	(10,611.82)
CAL FRESH	(21,473.35)
CALEITC	(138,689.99)
CAPK FOUNDATION	(18,945.04)
Child Care Facilities	114,084.67
COST POOLS	3,003.08
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(375,633.16)
County of Kern - PPSA COVID-19	(369.60)
CSBG	310,750.33
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(242.55)
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	634,767.77
EAST KERN FAMILY RESOURCE CENTER	40,691.02
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(117,210.87)
Day 1 Families Housing Support	(8,994.53)
ASTHO VACCINE EQUITY	(44,999.98)
CITY OF BAKERSFIELD CAL VIP	(43,347.96)
FIRST 5 KERN 211	(4,317.76)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(70,429.44)
FIRST 5 HELP ME GROW	(36,011.94)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(42,145.83)
FRIENDSHIP HOUSE	1,177.75
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(33,045.12)
FUNDRAISING	0.00
GENERAL FUND	84,882.16
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(556,263.93)
HUD-COORDINATED ENTRY SYSTEM	0.33
Kaiser	20,671.52
INDIRECT FUND	2,353,130.47
IRS - VITA	(9,487.71)
TAX ASSISTANCE	23,576.78
M ST NAVIGATION CENTER	23,873.42
NEOPB CAL FRESH HEALTHY LIVING	(582,996.48)
POSITIVE YOUTH DEV SVC	(13,332.42)
POSITIVE YOUTH M	15,429.95
SHAFTER YOUTH CENTER	57,621.27
OASIS FAMILY RESOURCE CENTER	33,693.11
CalCAPA-Diaper Distribution Pilot	(11,881.89)
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	981.55
County of Kern - 211	(951.53)
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,129,808.79)
LESS: ENERGY NEGATIVE BALANCE	(2,558,854.93)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**(1,973,380.57)**
TOTAL OPERATING CASH	9,599,704.22

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
July 31, 2024

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 07/31/24		10,126,830.15
LESS: OUTSTANDING CHECKS	535,210.59	
ADJUSTED BANK BALANCE AT 07/31/24		9,591,619.56
GENERAL LEDGER BALANCE AT 06/30/24		10,456,957.01
ADD: DEPOSITS	3,976,656.82	
US TREAS DRAWDOWNS	4,025,792.19	
FUNDS FROM OTHER GRANTS	2,220,805.13	
TRANSFERS FROM RESTRICTED ACCOUNTS	25,817.34	
ADP /HEALTH EQUITY REFUND	673.83	
REIMBURSEMENT OF ALTERED PAYEE	1,554.54	
LESS: CHECKS	1,446,327.63	
ADP PAYROLL 6/14/24	1,731,579.22	
ADP PAYROLL 6/28/24	1,773,366.50	
EFTS FOR HRA/HSA/ STD/403B	780,627.79	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	38,963.34	
BANK FEES	2,723.92	
ACH VOUCHERS	5,343,048.90	
GENERAL LEDGER BALANCE AT 07/31/24		9,591,619.56
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/12/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/12/2024

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2024

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**07/31/24**		**1,028,002.40**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/24**		**1,028,002.40**

BALANCE PER G/L	**06/30/24**		**1,027,062.48**
ADD: DEPOSITS		0.00	
INTEREST		939.92	
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	**07/31/24**		**1,028,002.40**

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: 08/13/24

APPROVED BY: _____ TITLE: Chief Financial Officer DATE: _____

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2024

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**07/31/24**		**293.09**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/24**		**293.09**

BALANCE PER G/L	**06/30/24**		**292.82**
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	**07/31/24**		**293.09**

** 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: 08/06/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/06/2024

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2024

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**07/31/24**		**2,516,778.96**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**07/31/24**		**2,516,778.96**

BALANCE PER GENERAL LEDGER	**06/30/24**		**2,514,495.27**
ADD:	DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
	WIRE TRANSFER	0.00	
	PAYPAL DEPOSIT	0.00	
	INTEREST	2,301.14	
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:	**07/31/24**		**2,516,778.96**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*
***** January 2024 name changed from Online Donations to Day 1 Families*

Difference: **0.00**

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/13/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/13/2024

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

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2024

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**07/31/24**		**7,627.49**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**07/31/24**		**7,627.49**

BALANCE PER G/L	**06/30/24**		**7,620.51**
ADD: DEPOSITS		0.00	
INTEREST		6.98	
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	**07/31/24**		**7,627.49**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/12/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/12/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2024

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

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**07/31/24**	**2,931,183.11**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**07/31/24**	**2,931,183.11**
BALANCE PER G/L		**06/30/24**	**2,954,303.65**
ADD:	DEPOSITS	0.00	
	INTEREST	2,696.80	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	25,817.34	
BALANCE PER G/L		**07/31/24**	**2,931,183.11**
		DIFFERENCE:	0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 08/12/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 08/12/2024

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

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	594.94
Gloria Barbero	Administrator - EHS San Joaquin	346.20
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,574.24
Freddy Hernandez	Director of Youth and Community Services	7,699.73
Louis Gill	Chief Program Officer	6,138.91
Lisa McGranahan	Director of Human Resources	1,282.71
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,502.95
Pritika Ram	Chief Business Development Officer	9,601.47
Jeremy Tobias	Chief Executive Officer	7,475.99
Emilio Wagner	Chief Facilities and Technology Officer	6,391.31
Tracy Webster	Chief Financial Officer	279.90
Rebecca Moreno	Director of Housing Support Services	-
Susana Magana	Director of Nutrition Services	1,437.02
	Total	$ 44,325.37

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

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 : 6/29/2024 - 7/31/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/4/2024	7/4/2024	Wf Wayfair4252762167 866-263-8325, MA				411.34
	Couch for Foundation team- furniture for meetings.						
2	7/9/2024	7/11/2024	Target 00025247 Bakersfield, CA				21.64
	Corkboard for Foundation team.						
3	7/11/2024	7/12/2024	Sequoia Sand Downtown Bakersfield, CA				34.22
	Lunch meeting with David Brust- donor to CAPK.						
4	7/23/2024	7/24/2024	Plaquemaker San Jose, CA				127.74
	Plaque for Vintage Cutz- donated 200+ haircuts for Friendship House. Donation Acknowledgement.						

Transaction Count: 4

Total: 594.94

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/24/2024	7/26/2024	Hiltonsac Arden W-Room Sacramento, CA				346.20
	Hotel stay for Denise Cooper attending R9HSA Managers & Directors Institute 7/23/24 - 7/24/24.						

Transaction Count: 1

Total: 346.20

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/29/2024	7/1/2024	Flockler Www.Flockler., GA				1,320.00
	Flocker Subscription Automatic Renewal- 108@20%=$264/109@80%=$1,056						
2	6/29/2024	7/1/2024	Caesars Place Adv Rsvn 8662094732, NV				-206.35
	Refund- Travel Hotel Deposit to attend 2024 WIPFLI Stronger to Serve Pre-Conference and Conference in Las Vegas, NV 7/8/24-7/12/24- Yolanda G. 108@17%=$35.08/109@68%=$140.32/117@15%=$30.95						
3	7/3/2024	7/3/2024	American Air Fort Worth, TX				356.95
	Travel AA Airfare to attend NCAP Annual Convention in Seattle, WA 8/27-8/30/24 - Yolanda G. 108@17%=$60.68/109@68%=$242.73/117@15%=$53.54						
4	7/3/2024	7/4/2024	Canva* 04201-66245556 737-2853388, DE				264.99
	Canva Membership Renewal for Education & Support Services- 108@20%= $52.99/109@80%=$212						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	7/3/2024	7/5/2024	Vcn 866-2551857, MI				102.65
	CTC Child Development Program Director Permit Renewal- Yolanda G. - 108@17%=$17.45/109@68%=$69.80/117@15%=$15.40						
6	7/9/2024	7/11/2024	Flockler Www.Flockler., GA				-264.00
	Refund-- Flocker Subscription Automatic Renewal- 108@20%= $52.80/109@80%=$211.20						

Transaction Count: 6

Total: 1,574.24

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/27/2024	7/1/2024	Tst* El Puesto Cocina & L Bakersfield, CA				3,333.88
	VITA - Volunteer Annual Appreciation Meeting 6/20/24						
2	6/27/2024	7/1/2024	Wipfli Llp Madison, WI				1,700.00
	Registration for Jacqueline Guerra to attend WIPFLI 2024 Stronger to Serve Conference in Las Vegas, Nevada July 8-12, 2024						
3	6/28/2024	7/1/2024	Holiday Inn Exp Stockton 2099461234, CA				694.52
	Lodging for Paul Dobis to attend Energy PGE Certification Training - Stockton, CA June 24-28, 2024						
4	6/28/2024	7/1/2024	Holiday Inn Exp Stockton 2099461234, CA				694.52
	Lodging for Daythen Fernandez to attend Energy PGE Certification Training - Stockton, CA June 24-28, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	6/29/2024	7/1/2024	Harrahs Hotel Lv Reserv 8662094732, NV				24.97
	Lodging/Deposit for Jacqueline Guerra to attend WIPFLI 2024 Stronger to Serve Conference in Las Vegas, Nevada July 8-12, 2024						
6	7/1/2024	7/3/2024	Wipfli Llp Madison, WI				625.00
	Registration for Jacqueline Guerra to attend WIPFLI 2024 Stronger to Serve Conference in Las Vegas, Nevada July 8-12, 2024						
7	7/1/2024	7/4/2024	Latino Tax Professionals Salinas, CA				-499.00
	Refund for Sulema Garcia registration to attend the Latino Tax Fest Conference - The Year of Growth 2024 in Las Vegas, NV June 23-28, 2024. (Cancelled)						
8	7/1/2024	7/4/2024	Latino Tax Professionals Salinas, CA				-399.00
	Latino Tax - 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)						
9	7/1/2024	7/4/2024	Latino Tax Professionals Salinas, CA				-449.00
	Refund for Jaqueline Guerra a registration to attend the Latino Tax Fest Conference - The Year of Growth 2024 in Las Vegas, NV June 23-28, 2024. (Cancelled)						
10	7/3/2024	7/5/2024	Staterbros102 Mojave, CA				33.70
	EKFRC - purchased client drinks during hot summer weather						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	7/4/2024	7/5/2024	Harrahs Hotel Lv Reserv 8662094732, NV				922.35
	Lodging for Jacqueline Guerra to attend WIPFLI 2024 Stronger to Serve Conference in Las Vegas, Nevada July 8-12, 2024						
12	7/13/2024	7/15/2024	Harrahs Hotel Las Vegas 8662094732, NV				-40.00
	Parking/Lodging credit for Jacqueline Guerra the WIPFLI 2024 Stronger to Serve Conference in Las Vegas, Nevada July 8-12, 2024						
13	7/13/2024	7/15/2024	Caesars Hotel & Casino 8662094732, NV				1,048.04
	Lodging for Lois Hannible to attend the WIPFLI Conference 2024 Las Vegas, CA July 2024						
14	7/14/2024	7/15/2024	Caesars Hotel & Casino 8662094732, NV				9.75
	Lodging/expenditure for Lois Hannible to attend the WIPFLI Conference 2024 Las Vegas, CA July 2024 (Meal expenditures will be collected from Louis Hannible at liquidation)						

Transaction Count: 14

Total: 7,699.73

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/1/2024	7/3/2024	Tst* Kuma Sushi Bakersfield, CA				148.56
	Program Administration Staff Meeting with the CPO 7/1/24						
2	7/7/2024	7/9/2024	American Air Fort Worth, TX				40.00
	Baggage charge for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
3	7/8/2024	7/8/2024	Uber Trip Help.Uber.Com, CA				52.68
	Transportation cost for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
4	7/10/2024	7/11/2024	Pp*coach Transportation I Washington, DC				22.03
	Transportation cost for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	7/10/2024	7/12/2024	American Ai 800-433-7300, TX				35.00
	Baggage charge for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
6	7/11/2024	7/12/2024	Uber Trip Help.Uber.Com, CA				45.57
	Transportation cost for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
7	7/11/2024	7/12/2024	Sq *aa Dca Curb Arlington, VA				7.00
	Transportation for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
8	7/11/2024	7/12/2024	Hilton Internationals Washington, DC				918.33
	Lodging for Louis Gill to attend the NAEH Conference in Washington, DC July 7-11, 2024						
9	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Airfare for Keith Jackson to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
10	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Airfare for Joseph Aguilar to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Airfare for Rebecca Moreno to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
12	7/11/2024	7/15/2024	Rps Bakersfield Bakersfield, CA				50.00
	Airport Parking for Louis Gill during the NAEH Conference in Washington, DC July 7-11, 2024						
13	7/11/2024	7/15/2024	Hilton Internationals 202-4833000, DC				918.33
	Lodging for Rebecca Moreno to attend the NAEH Conference in Washington, DC July 7-11, 2024						
14	7/11/2024	7/15/2024	United United.Com, TX				745.38
	Airfare for Laurie Hughey to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
15	7/14/2024	7/15/2024	Uber Eats Help.Uber.Com, CA				95.83
	Card was used by mistake by the Chief Program Officer (CPO). The CPO will be reimbursing the agency for the amount of $95.83						
16	7/16/2024	7/18/2024	Sheraton Grd Seattle Seattle, WA				1,486.80
	Lodging for Laurie Hughey to Attend the NCAP Convention in Seattle, WA - August 27-30, 2024 (DUPLICATE CHARGE - PENDING DISPUTE WITH THE VENDOR)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	7/23/2024	7/24/2024	Plaquemaker 18668809617, IN				138.56
	Youth & Community Services Back to school Community Service Award						
18	7/23/2024	7/25/2024	Charles Paddock Zoo Atascadero, CA				381.00
	Youth & Community Services / Shafter Youth Center Field trip admission tickets to City of Atascadero, Charles Paddock Zoo						
19	7/26/2024	7/29/2024	United United.Com, TX				-322.76
	Reduced Airfare (Refund credit) due to flight changes for Rebecca Moreno to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
20	7/26/2024	7/29/2024	United United.Com, TX				-272.18
	Reduced Airfare (Refund credit) due to flight changes for Keith Jackson to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
21	7/26/2024	7/29/2024	United United.Com, TX				-272.18
	Reduced Airfare (Refund credit) due to flight changes for Joseph Aguilar to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						
22	7/26/2024	7/29/2024	United United.Com, TX				-282.93
	Reduced Airfare (Refund credit) due to flight changes for Laurie Hughey to attend the NCAP Convention in Seattle, WA - August 27-30, 2024						

Transaction Count: 22

Total: 6,138.91

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/10/2024	7/12/2024	Biometrics4all Inc 714-568-9888, CA				7.50
	Relay Fees for running New Hire Fingerprints Invoice Period 06/01/2024-6/30/2024 Invoice Date 07/01/2024						
2	7/15/2024	7/17/2024	Safety Holdings 888-9472622, NM				1,074.22
	Relay Fees for running New Hire Fingerprints Invoice Period 6/1/2024-6/30/2024						
3	7/27/2024	7/29/2024					1.99
	DISPUTING CHARGES						
4	7/27/2024	7/29/2024	Learnformula(Cpd) Thornhill, ON				199.00
	DISPUTING CHARGES						

Transaction Count: 4

Total: 1,282.71

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/11/2024	7/12/2024	Fsp*nv Catering Inc 661-679-3540, CA				102.90
	Retainer fee to secure catering vendor providing service for end-of-year Policy Council meeting to be held on October 29, 2024.						
2	7/18/2024	7/19/2024	In *kern County Family Ma 661-8614939, CA				877.00
	Program Advertisement Kern Family Magazine.						
3	7/19/2024	7/22/2024	Hsi Emergency Care Soluti 800-4473177, OR				45.00
	CPR Instructor Recertification for 3 Health staff trainers.						
4	7/25/2024	7/29/2024	Hiltonsac Arden W-Room Sacramento, CA				1.65
	This charge was made to the card to fulfill the remaining balance pending after the payment check was applied to satisfy the Hotel Accommodations for Health staff attending a Conference.						
5	7/26/2024	7/29/2024	Hawaiian Ai Honolulu, HI				476.40
	Airline travel for R9HSA Conference for Assistant Director.						

Transaction Count: 5

Total: 1,502.95

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/28/2024	7/1/2024	Facebk *gfzs644xa2 650-5434800, CA				502.80
	Facebook Ad for VITA Program - Promote VITA program & services offered and information about Earned Income Tax Credit (EITC).						
2	6/28/2024	7/1/2024	Facebk *v94sx3cwa2 650-5434800, CA				131.22
	Facebook Ad for VITA Program - Promote VITA program & Services and info about Earned Income Tax Credit (EITC)						
3	6/29/2024	7/1/2024	Linkedin Ads 9703921826 855-6535653, CA				104.37
	Linkedin Ad to promote recruitment of HS program, showcasing competitive pay, benefits, educational reimbursement & open positions.						
4	7/1/2024	7/2/2024	Sequoia Sand Downtown Bakersfield, CA				89.58
	Lunch for SMARTIE 101 Goal Group Specific Training on July 2.						
5	7/1/2024	7/2/2024	Linkedin Ads 9708207476 855-6535653, CA				22.37
	Head Start Teacher Recruitment						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	7/5/2024	7/8/2024	Chevron 0380243 Bakersfield, CA				90.46
	Fuel for CAPK Food Bank Truck used attend outreach event in Shafter 7/3/24						
7	7/9/2024	7/10/2024	Sequoia Sand Downtown Bakersfield, CA				89.16
	SMARTIE Goal Group 5 Training						
8	7/10/2024	7/11/2024	Linkedin Ads 9732591986 855-6535653, CA				52.39
	Head Start Teacher Recruitment						
9	7/11/2024	7/15/2024	United United.Com, TX				630.33
	Savannah Oates, NCAP Conference flight to Seattle, WA						
10	7/11/2024	7/15/2024	United United.Com, TX				493.46
	Ryan Fergon NCAP Flight to Seattle, WA						
11	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Sabrina Jones-Roberts NCAP Flight to Seattle, WA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	7/11/2024	7/15/2024	United United.Com, TX				630.33
	Karen Vazquez NCAP flight to Seattle, WA						
13	7/12/2024	7/15/2024	Walgreens.Com Photo #1624 800-289-2273, FL				85.57
	211 Dept. Canvases order #45520501321508						
14	7/12/2024	7/15/2024	Walgreens.Com Photo #1624 800-289-2273, FL				33.69
	211 Dept. Canvases order #45520501321505						
15	7/12/2024	7/15/2024	Pkg Online Bakersfield 661-396-9010, CA				252.18
	ROMA training for Chiefs, Directors and Managers.						
16	7/12/2024	7/15/2024	Walgreens.Com Photo #1624 800-289-2273, FL				101.07
	211 Dept. Canvases order #45520101321932						
17	7/12/2024	7/15/2024	Walgreens.Com Photo #1624 800-289-2273, FL				102.02
	211 Dept. Canvases Order #45520501321506						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	7/12/2024	7/15/2024	Walgreens.Com Photo #1624 800-289-2273, FL				76.99
	211 Dept. Canvases order #45520501321507						
19	7/14/2024	7/15/2024	Facebk 8z7297lem2 650-543-4800, CA				250.00
	RFP for procurement, 2 Indirect job fair posts, Indirect-KHEP Shafter event, KCCD Grant-ZEV event						
20	7/15/2024	7/16/2024	Linkedin Ads 9747435166 855-6535653, CA				104.50
	Head Start Teacher recruitment						
21	7/19/2024	7/22/2024	Facebk *6ux3g7lem2 Fb.Me/Ads, CA				250.00
	"Are you a kern non-profit"-KCCD Grant Post (ZEV Event), "Shafter residents please join us.."-Indirect KHEP Shafter Event						
22	7/20/2024	7/22/2024	Facebk *6syuh88fm2 650-5434800, CA				38.11
	"Are you a Kern non-profit"-KCCD Grant (ZEV Event), "Shafter residents please join us..."-Indirect KHEP Shafter Event						
23	7/20/2024	7/22/2024	Facebk *fy6966uem2 650-5434800, CA				27.81
	"Shafter residents please join us..."-Indirect KHEP Shafter Event, "Are you a Kern Non-profit"-KCCD Grant (ZEV Event)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24	7/20/2024	7/22/2024	Linkedin Ads 9763432776 855-6535653, CA				130.48
	Head Start Teacher recruitment						
25	7/22/2024	7/23/2024	Sequoia Sand Downtown Bakersfield, CA				89.16
	SMARTIE Goal Group 6 Training						
26	7/23/2024	7/24/2024	Frescomexi* Fresco Mex Frescomexican, CA				827.30
	Kern Health Equity Partnership Shafter Community Event						
27	7/24/2024	7/24/2024	Facebk Rs2s85cwa2 650-543-4800, CA				654.32
	3 Head Start Teacher Recruitment posts, "Maximize your refund..." Indirect-VITA Campaign						
28	7/25/2024	7/26/2024	Linkedin Ads 9777230396 855-6535653, CA				109.32
	Head Start Teacher Recruitment						
29	7/26/2024	7/29/2024	United United.Com, TX				447.46
	NCAP Flight to Seattle, WA for Vanessa Mendoza						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
30	7/26/2024	7/29/2024	Community Action Partner 202-265-7546, DC				1,005.00
	NCAP Registration for Vanessa Mendoza						
31	7/26/2024	7/29/2024	United United.Com, TX				14.99
	NCAP Flight Seat fee to Seattle, WA for Vanessa Mendoza						
32	7/26/2024	7/29/2024	United United.Com, TX				22.99
	NCAP Flight Seat fee to Seattle, WA for Vanessa Mendoza						
33	7/26/2024	7/29/2024	Expedia 72884267226609 Expedia.Com, WA				984.24
	NCAP Hotel booking for Vanessa Mendoza						
34	7/28/2024	7/29/2024	Facebk *kzz5a58wa2 650-5434800, CA				21.08
	Head Start Teacher Recruitment						
35	7/28/2024	7/29/2024	Facebk *8wxuq54xa2 650-5434800, CA				77.09
	Head Start Teacher Recruitment						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
36	7/29/2024	7/30/2024	Cahcc* Chcc 45th Annua Www.Cahcc.Com, CA				325.00
	California Hispanic Chamber of Commerce Statewide Conference Registration for Savannah Oates						

Transaction Count: 36

Total: 9,601.47

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/6/2024	7/9/2024	Loews Hotels 888-3206065, TN				-14.94
	Credit issued from Lowes Hotel for overcharging room fee for Board Member Michelle Jara-Rangel from CAPLAW Conference.						
2	7/1/2024	7/2/2024	Tlf*white Oaks Florist 661-5874994, CA				81.14
	Get Well Plant for Board Member Jimmie Childress.						
3	7/1/2024	7/5/2024	Blossom Flower Delivery 877-4147903, CA				93.05
	Wishing a Speedy Recovery Flowers for Board Member Yolanda Ochoa.						
4	7/9/2024	7/10/2024	Caesars Place Adv Rsvn 8662094732, NV				845.36
	Advance Payment for Hotel Fee for Board Member Michelle Jara-Rangel for Wipfli Conference.						
5	7/9/2024	7/10/2024	Thingsremembered.Com 866-516-8474, IL				53.40
	Retirement Gift for Head Start Staff Rochelle Clipper in Stockton, CA.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	7/10/2024	7/11/2024	Caesars Hotel & Casino 8662094732, NV				845.36
	Advance Payment for Hotel Fee for Board Member Maritza Jimenez for Wipfli Conference.						
7	7/10/2024	7/11/2024	Caesars Place Adv Rsvn 8662094732, NV				845.36
	Advance Payment for Hotel Fee for Board Member Fatima Echeverria. Charged twice and credited on final folio.						
8	7/10/2024	7/11/2024	Caesars Hotel & Casino 8662094732, NV				845.36
	Advance Payment for Hotel Fee for Board Member Fatima Echeverria						
9	7/11/2024	7/15/2024	United United.Com, TX				24.00
	Additional Airline seat fee charged for Board Member Denise Boshers as no other seats were available .						
10	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Airline Ticket for Board Member Denise Boshers to attend NCAP Convention in Seattle, WA in August.						
11	7/11/2024	7/15/2024	United United.Com, TX				49.00
	Additional Airline seat fee charged for Board Member Denise Boshers as no other seats were available .						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	7/11/2024	7/15/2024	United United.Com, TX				734.63
	Airline Ticket for Board Member Maritza Jimenez to attend NCAP Convention in Seattle, WA in August.						
13	7/11/2024	7/15/2024	United United.Com, TX				59.00
	Additional Airline seat fee charged for Board Member Denise Boshers as no other seats were available .						
14	7/11/2024	7/15/2024	United United.Com, TX				59.00
	Additional Airline seat fee charged for Board Member Denise Boshers as no other seats were available .						
15	7/13/2024	7/15/2024	Caesars Hotel & Casino 8662094732, NV				-1,082.50
	Credit issued for hotel room overcharges for Board Member Fatima Echeverria for the Wipfli Conference in Las Vegas.						
16	7/13/2024	7/15/2024	Caesars Hotel & Casino 8662094732, NV				-300.00
	Credit issued for hotel room overcharges for Board Member Michelle Jara-Rangel for the Wipfli Conference in Las Vegas.						
17	7/13/2024	7/15/2024	Caesars Hotel & Casino 8662094732, NV				-300.00
	Credit issued for hotel room overcharges for Board Member Maritza Jimenez for the Wipfli Conference in Las Vegas.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18	7/15/2024	7/17/2024	Shell Oil 12822045006 Bakersfield, CA				81.15
	Gasoline for CEO's Agency Vehicle						
19	7/19/2024	7/22/2024	Societyforhumanresource 800-2837476, VA				1,895.00
	Registration Fee for HS Staff Member Chase Rangel to attend SHRM Inclusion Conference in Denver, CO in November.						
20	7/19/2024	7/22/2024	Societyforhumanresource 800-2837476, VA				1,895.00
	Registration Fee for Shafter Youth Center Manager Angelica Nelson to attend SHRM Inclusion Conference in Denver, CO in November.						
21	7/23/2024	7/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						

Transaction Count: 21

Total: 7,475.99

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/9/2024	7/10/2024	Microsoft#g052994493 Msbill.Info, WA			✓	1,256.94
	Microsoft Azure Standard 6/1/24 - 6/30/24						
2	7/10/2024	7/11/2024	Bluebeam Inc. Httpswww.Blue, CA			✓	1,320.00
	Renewal for collaborative software, Bluebeam.						
3	7/19/2024	7/22/2024	Marriott Coronado Coronado, CA			✓	3,324.52
	Mariana ESRI User Conference Hotel Stay 7/14 - 7/19						
4	7/19/2024	7/22/2024	WI *mindbody Inc 805-250-8506, CA			✓	478.65
	Recurring fee's						
5	7/20/2024	7/22/2024	Msft * E0200sq2wo Msbill.Info, WA			✓	11.20
	Teams Phones with Calling Plan 7/2/24 - 8/1/24						

Transaction Count: 5

Total: 6,391.31

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	6/26/2024	7/2/2024	Loews Hotels 888-3206065, TN				-14.94
	Credit for Water charged incorrectly.						
2	7/1/2024	7/2/2024	Spectrum 855-707-7328, MO				417.86
	30th Street Internet Payment						
3	7/5/2024	7/8/2024	Ca Secretary Of State Web 916-6951338, CA				25.00
	Statement of Information with the Secretary of State for the CAPK Foundation.						
4	7/22/2024	7/23/2024	Spectrum 855-707-7328, MO				154.98
	Wic Internet Payment						
5	7/24/2024	7/25/2024	Big Red Consulting 408-732-1492, CA				297.00
	Renew Positive Pay plug-in for Banking						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	7/25/2024	7/26/2024	Caesars Hotel & Casino 8662094732, NV				-300.00
	MG Hotel Credit for Wipfli Conference						
7	7/25/2024	7/26/2024	Caesars Hotel & Casino 8662094732, NV				-300.00
	LS Hotel Credit from Wipfli Conference						

Transaction Count: 7

Total: 279.90

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 6/29/2024 - 7/31/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

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 : 6/29/2024 - 7/31/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	6/29/2024 - 7/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	7/1/2024	7/2/2024	Target 00006148 Bakersfield, CA				179.94
	Special Diet-Foods / Milk's / Formula						
2	7/9/2024	7/10/2024	Wal-Mart #1624 Bakersfield, CA				61.96
	Special Diet-Foods / Milk's Formula						
3	7/11/2024	7/12/2024	Walgreens #6526 Bakersfield, CA				99.98
	Special Diet-Foods / Milk's Formula						
4	7/11/2024	7/12/2024	Lassens Natural Foods-Bk Bakersfield, CA				42.31
	Special Diet-Foods / Milk's Formula						
5	7/11/2024	7/12/2024	Walgreens #3294 Bakersfield, CA				49.99
	Special Diet-Foods / Milk's Formula						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	7/17/2024	7/18/2024	Usps Po Boxes Online 800-344-7779, DC				232.00
	MCAP - USPS PO BOX 1101 Handford CA 93230 Renewal fees						
7	7/17/2024	7/18/2024	Lassens Natural Foods-Bk Bakersfield, CA				49.51
	Special Diet-Foods / Milk's Formula						
8	7/17/2024	7/19/2024	Sp162 Brimhall Mini St 661-5897000, CA				237.55
	WIC - Storage Pro July PMT						
9	7/26/2024	7/29/2024	Target 00006148 Bakersfield, CA				403.80
	Special Diet-Foods / Milk's / Formula						
10	7/30/2024	7/31/2024	Target 00006148 Bakersfield, CA				79.98
	Special Diet-Foods / Milk's / Formula						

Transaction Count: 10

Total: 1,437.02

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 (5 OF 12 MONTHS OR 41.66%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,823,278	436,834	24.0%	1,386,444
Head Start Subsidy	946,682	640,181	67.6%	306,501
Total Revenue	2,769,960	1,077,015	38.9%	1,692,945
Expenditures (Note B)				
Salaries	845,440	305,036	36.1%	540,404
Benefits	258,998	109,933	42.4%	149,065
Vehicle Gasoline, Repair/Maintenance	51,300	17,967	35.0%	33,333
Space Costs	121,700	105,665	86.8%	16,035
Supplies - Office & Food Service	156,000	84,325	54.1%	71,675
Equipment Repair/Maintenance & Lease	11,000	11,752	106.8%	(752)
Communication	13,000	3,300	25.4%	9,700
Risk Insurance	12,700	10,222	80.5%	2,478
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	331,399	33.0%	672,276
Sub Total	2,475,413	979,599	39.6%	1,495,814
Adult Meals Prepared	128,794	51,893	40.3%	76,901
Indirect	165,753	45,523	27.5%	120,230
Total Expenditures	2,769,960	1,077,015	38.9%	1,692,945

	Prior Period	JULY 2024	Cumulative
Total Meals Prepared and Vended (Note C)	200,312	31,973	232,285
Total Meals Claimed	130,925	16,275	147,200
Difference	69,387	15,698	85,085

Percentage Claimed to Prepared/Vended		50.9%	63.4%

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 7/1/24 - 6/30/25 (1 OF 12 MONTHS = 8.3%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	$ 1,989,233	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,989,233		
Add: Family Fees	83	-	-	-	-	-	-	-	-	-	-	-	$ 83		
Net Provider Payments	$ 1,989,316	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,989,316	82.97%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**23,312,651**		**8.53%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,316	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,989,316		
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	$ 528,806	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 528,806		
Program Administration/Support Services Costs	191,687	-	-	-	-	-	-	-	-	-	-	-	191,687	8.00%	
Indirect (10% x MTDC) Costs	216,499	-	-	-	-	-	-	-	-	-	-	-	216,499	9.03%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 408,186	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	408,186	17.03%	
Revenue Earned Over/(Under) Costs	$ 120,620	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	120,620		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,397,502	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	2,397,502	100.00%	

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

Provider payments	1,989,316
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	528,806

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	23,312,651	79.00%
Administration	5,267,479	17.85%
Support Services	929,555	3.15%
Maximum Reimbursable Amount (MRA)	29,509,685	100.00%

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (1 OF 12 MONTHS = 8.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,330												6,330	
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	$ 326,334	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 326,334	**8.17%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.39%													**99.21%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,254												5,254	
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	$ 290,402	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 290,402	**3.93%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.28%													**98.68%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23												23	
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	$ 1,191	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,191	**0.41%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%													**99.25%**
Five Percent Flexibility, Maximum = 100 Percent	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 7/1/24 - 6/30/25 (1 OF 12 MONTHS = 8.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-1242)														
Adjusted Days of Enrollment - Certified	4,593												4,593	
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	$ 224,314	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 224,314	**9.13%**
Maximum Reimburseable Amount (MRA)													**$2,458,117**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.75%													**99.41%**
Five Percent Flexibility, Maximum = 100 Percent	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: July-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	July 2024		Year to Date 03/1/23 - 07/31/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	15	3,976,657	80	14,911,261
Wire Deposits	25	6,246,597	104	30,236,580
Head Start/IRS Drawdowns	0	0	12	8,956,683
Vendor Checks Issued	3,015	7,144,749	10,603	34,822,912
Payroll Disbursed		3,504,946		21,080,176
Grant Reports Prepared	39		207	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield CDBG Food Bank Expansion				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
EFAP Build Back Better				
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 Housing Assistance & Prevention				
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	247	0	247	1,704
Contracts	17	5	10	95
Leases	4	2	2	15
Requests for Proposals	4	6	0	10

Business Services Projects

Description		% Completed		Comments
Gardening and Landscape		90%		Pending BOD approval
Plumbing		90%		Waiting for clarification from vendors
Landscape Architect	Released 6/20			Pending Scoring -Operations
Auto Mechanic		50%		Closes September 17

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	20,507,591
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,580,849
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,523,281
Net Fixed Assets - Restricted	36,242,195
Total Assets	77,459,136
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,118
Accrued Expenses	3,503,190
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	9,118,155
Total Liabilites	31,342,125
Total Net Assets	46,117,011
Total Liabilities and Net Assets	77,459,136

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	124,102,463
Donations	39,122,523
Other Revenue	5,926,717
In-Kind	67,937
Total Revenue	169,219,640
EXPENDITURES	
Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	8,868,698
Supplies	3,428,964
Consultant/Contract Services	5,767,271
Other Costs	4,273,783
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	67,937
Total Expenditures	159,509,874
Net Change in Assets	9,709,766
Net Assets, beginning	36,407,245
Net Assets, ending	46,117,011

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)

AS OF JULY 31, 2024

ASSETS	
Cash in Bank	17,662,710
Cash - Vacation Reserve	1,025,191
Petty Cash	-
Accounts Receivable	0
Travel Advance	37,986
Prepaid Expense	848,303
Inventory	3,987,635
Net Fixed Assets - Unrestricted	9,314,948
Net Fixed Assets - Restricted	35,429,095
Total Assets	68,305,869
LIABILITES AND NET ASSETS	
Accounts Payable	4,552,483
Accrued Expenses	(0)
Accrued Vacation	1,026,303
Line of Credit	-
Note Payable	7,804,435
Advance Payable	6,070,173
Deferred Revenue	3,014,651
Total Liabilites	22,468,045
Total Net Assets	45,837,825
Total Liabilities and Net Assets	68,305,870

STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2024 TO JULY 31, 2024

REVENUE	
Grant Revenue	51,046,247
Donations	35,626
Other Revenue	4,749,901
In-Kind	4,787,106
Total Revenue	60,618,880
EXPENDITURES	
Salaries	18,156,523
Benefits	6,171,868
Travel	373,031
Space Costs	4,992,778
Supplies	2,098,188
Consultant/Contract Services	2,210,034
Other Costs	1,927,253
Program Costs	14,812,764
Capital Expenditures	972,670
Indirect	4,395,851
In-Kind	4,787,106
Total Expenditures	60,898,067
Net Change in Assets	(279,186)
Net Assets, beginning	46,117,011
Net Assets, ending	45,837,825

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

	AGENCY TOTAL				
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED	ANNUAL BUDGET
EXPENDITURES					
SALARIES	47,687,147	16,634,889	31,052,258	35%	35,316,810
BENEFITS	14,542,474	5,617,213	8,925,261	39%	10,806,110
TRAVEL	995,827	315,098	680,729	32%	685,926
SPACE COST	14,336,797	3,992,346	10,344,451	28%	11,638,783
SUPPLIES	2,064,251	1,786,889	277,362	87%	1,511,872
EQUIPMENT	595,525	853,809	(258,284)	143%	414,100
CONSULTANT/CONTRACT SERVICES	4,510,657	2,016,758	2,493,899	45%	1,378,236
OTHER COSTS	2,790,469	1,476,093	1,314,376	53%	1,335,691
PROGRAM COSTS	27,936,749	14,735,609	13,201,140	53%	22,197,906
INDIRECT	10,463,856	4,464,255	5,999,601	43%	7,694,795
TOTAL	125,923,752	51,892,958	74,030,794	41%	92,980,229

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

	EDUCATION			NUTR	
	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED	ANNUAL BUDGET	EXPENDITURES
EXPENDITURES					
SALARIES	12,231,923	23,084,887	35%	4,921,710	1,651,665
BENEFITS	4,191,360	6,614,750	39%	1,528,360	534,656
TRAVEL	184,646	501,280	27%	118,007	60,328
SPACE COST	1,833,287	9,805,496	16%	782,795	535,834
SUPPLIES	1,064,950	446,922	70%	147,218	514,507
EQUIPMENT	562,555	(148,455)	136%	-	276,796
CONSULTANT/CONTRACT SERVICES	386,894	991,342	28%	648,910	297,408
OTHER COSTS	646,139	689,552	48%	451,389	227,898
PROGRAM COSTS	12,866,059	9,331,847	58%	4,778,760	1,461,502
INDIRECT	3,314,823	4,379,972	43%	1,187,351	442,494
TOTAL	37,282,636	55,697,593	40%	14,564,500	6,003,089

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

	ITION		ENERGY CONSERVATION		
	BUDGET AVAILABLE	PERCENTAGE EXPENDED	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE
EXPENDITURES					
SALARIES	3,270,045	34%	2,341,392	868,219	1,473,173
BENEFITS	993,704	35%	702,424	282,812	419,612
TRAVEL	57,679	51%	75,000	18,962	56,038
SPACE COST	246,961	68%	238,000	104,907	133,093
SUPPLIES	(367,289)	349%	125,000	50,415	74,585
EQUIPMENT	(276,796)	#DIV/0!	174,425	-	174,425
CONSULTANT/CONTRACT SERVICES	351,502	46%	1,815,857	843,554	972,303
OTHER COSTS	223,491	50%	505,338	253,071	252,267
PROGRAM COSTS	3,317,258	31%	227,662	236,525	(8,863)
INDIRECT	744,857	37%	603,071	260,585	342,486
TOTAL	8,561,411	41%	6,808,169	2,919,051	3,889,118

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

		COMMUNITY SERVICES			
	PERCENTAGE EXPENDED	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES					
SALARIES	37%	3,941,869	1,548,642	2,393,227	39%
BENEFITS	40%	1,185,464	471,362	714,102	40%
TRAVEL	25%	66,604	34,269	32,335	51%
SPACE COST	44%	1,401,039	696,229	704,810	50%
SUPPLIES	40%	234,696	134,326	100,370	57%
EQUIPMENT	0%	7,000	14,458	(7,458)	207%
CONSULTANT/CONTRACT SERVICES	46%	650,904	475,118	175,786	73%
OTHER COSTS	50%	344,696	206,922	137,774	60%
PROGRAM COSTS	104%	729,421	170,174	559,247	23%
INDIRECT	43%	769,074	352,978	416,096	46%
TOTAL	43%	9,330,767	4,104,477	5,226,290	44%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

	CSBG				DIS
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED	ANNUAL BUDGET
EXPENDITURES					
SALARIES	965,801	256,697	709,104	27%	199,565
BENEFITS	255,251	115,518	139,733	45%	64,865
TRAVEL	40,290	15,397	24,893	38%	10,000
SPACE COST	276,199	81,384	194,815	29%	(19)
SUPPLIES	26,615	14,258	12,357	54%	18,850
EQUIPMENT	-	-	-	0%	-
CONSULTANT/CONTRACT SERVICES	10,750	260	10,490	2%	6,000
OTHER COSTS	44,380	26,128	18,252	59%	108,975
PROGRAM COSTS	3,000	1,348	1,652	45%	-
INDIRECT	169,041	49,298	119,743	29%	40,524
TOTAL	1,791,327	560,287	1,231,040	31%	448,760

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 07-31-24 (41.7%)

	SCRETIONARY & FUND RAISING		
	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES			
SALARIES	77,743	121,822	39%
BENEFITS	21,505	43,360	33%
TRAVEL	1,495	8,505	15%
SPACE COST	740,705	(740,724)	-3898449%
SUPPLIES	8,433	10,417	45%
EQUIPMENT	-	-	0%
CONSULTANT/CONTRACT SERVICES	13,524	(7,524)	225%
OTHER COSTS	115,935	(6,960)	106%
PROGRAM COSTS	-	-	0%
INDIRECT	44,077	(3,553)	109%
TOTAL	1,023,419	(574,659)	228%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 07/31/24 (5 OF 12 MONTHS = 41.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,463,856**	**$ 4,464,255**	**42.7%**	**$ 5,999,601**
Expenditures				
Salaries	5,701,891	1,920,014	33.7%	3,781,877
Benefits @ 23.6% actual	1,575,103	560,309	35.6%	1,014,794
Total Personnel Costs	7,276,994	2,480,322	34.1%	4,796,672
Operating Costs				
Travel	117,750	51,021	43.3%	66,729
Space Costs	255,500	198,544	77.7%	56,956
Supplies	297,772	361,872	121.5%	(64,100)
Equipment	122,205	-	0.0%	122,205
Consultant/Contract	964,000	578,635	60.0%	385,365
Other Operating Costs	924,080	424,778	46.0%	499,302
Total Operating Costs	2,681,307	1,614,850	60.2%	1,066,457
Total Expenditures	**$ 9,958,301**	**$ 4,095,173**	**41.1%**	**$ 5,863,128**
Excess (Deficit) Indirect Revenue	**$ 505,555**	**$ 369,082**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,558,810	$ 582,537	37.4%	$ 976,273
Operations	3,517,921	1,533,970	43.6%	1,983,951
Executive	719,429	399,216	55.5%	320,213
Finance	3,000,416	1,174,889	39.2%	1,825,527
Community Development	1,161,725	404,457	34.8%	757,268
	$ 9,958,301	$ 4,095,173	41.1%	$ 5,863,128

Prepared Date: 09/03/24

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/1/2024	224782	MASS MUTUAL	8,929.00	J. Tobias Life Insurance Policy Number 022846018
7/2/2024	224902	KIM QUINONES	1,466.88	REG/OVERTIME/AL-PD ADM LV/MEA-MEAL PREMIUM HRS 80.87 X 26.11
7/2/2024	224903	KIM QUINONES	405.07	HP-VACATION PO/AL - PD ADM LV HRS 21.22 X 26.11
7/2/2024	224904	LAURA SOBALVARRO	673.83	REPLACEMENT CHECK
7/3/2024	224783	Accrue Solutions Holding Co, LLC	185.00	COBRA Administration Services for May 2024
7/3/2024	224784	ALAMO ALARM CO INC	203.50	Commercial Monitoring 7/01/2024-7/31/2024 for Barnett, Calif
7/3/2024	224785	ALICIA GAMINO	62.31	MILEAGE REIMBURSEMENT
7/3/2024	224786	ALMA SANCHEZ	10.72	Alma Sanchez- Fundraiser Gourmet for food Mileage 06/01/202
7/3/2024	224787	ALPHA OMEGA SHUTTERS INSTALLATIONS	29,582.56	PO-2024-2017
7/3/2024	224788	ALPHA WHOLESALE PRODUCE INC	1,512.25	PO-2024-1138
7/3/2024	224789	AMBER PUMPHREY	102.65	SDA Teachers Permit Reimbursement 2024
7/3/2024	224790	Andrea Chavez	204.35	MAY MILEAGE REIMBURSEMENT
7/3/2024	224791	ANDRES GONZALEZ	14.97	EMPLOYEE REIMBURSEMENT FOR BOOTS
7/3/2024	224792	ARCADIS, A CALIFORNIA PARTNERSHIP	29,859.50	Project 127133 Food Bank Expansion Services Through 5/31/24
7/3/2024	224793	AT&T	3,506.74	Switched Ethernet April 2024 Acct 831-000-9464 127
7/3/2024	224794	BAYLEE MCDONALD	32.16	MAY MILEAGE REIMBURSEMENT
7/3/2024	224795	BERKSHIRE HATHAWAY HOMESTATE CO	70,935.26	2023-24 Workers Compensation Policy June Monthly Premium COW
7/3/2024	224796	BURRTEC KERN, LLC	366.33	1111 BUSH ST / 60040448
7/3/2024	224797	CALIFORNIA WATER SERVICE COMPANY	78.41	1410 11TH ST
7/3/2024	224797	CALIFORNIA WATER SERVICE COMPANY	172.18	2800 S D ST
7/3/2024	224798	CHARLIE'S DAY & NITE, INC.	25.11	Cam lock for filing cabinet for California St
7/3/2024	224799	CHARTER COMMUNICATIONS	209.00	2101 7TH ST/ 8301 10 013 0109405
7/3/2024	224800	CHARTER COMMUNICATIONS	209.00	1001 MAIN ST/8301 10 007 0176885
7/3/2024	224801	CHARTER COMMUNICATIONS	344.97	4032 JEWETT AVE BLDG OFC
7/3/2024	224802	CHARTER COMMUNICATIONS	159.00	525 ROBERTS LN STE B/8301 10 001 1355580
7/3/2024	224803	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE
7/3/2024	224804	CHARTER COMMUNICATIONS	169.98	1109 9TH ST/168815301
7/3/2024	224805	CHARTER COMMUNICATIONS	194.98	15662 K ST
7/3/2024	224806	CHARTER COMMUNICATIONS	499.00	5 REAL RD
7/3/2024	224807	CHARTER COMMUNICATIONS	267.11	1300 18TH ST
7/3/2024	224808	CHARTER COMMUNICATIONS	194.98	1300 18TH ST
7/3/2024	224809	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98	41820 GARSTIN DR/8413 13 153 0102521
7/3/2024	224810	CHRISTOPHER PERCIVAL	670.83	18TH ST
7/3/2024	224810	CHRISTOPHER PERCIVAL	631.82	18TH ST - 211
7/3/2024	224810	CHRISTOPHER PERCIVAL	472.02	HARVEY HALL

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/3/2024	224810	CHRISTOPHER PERCIVAL	394.34	LBNC
7/3/2024	224811	CINTAS CORPORATION #668	134.31	Inv. 4196868761 300 19TH ST
7/3/2024	224812	COMCAST CORPORATION	139.78	525 E YOSEMITE AVE/8155 50 032 0834760
7/3/2024	224813	COMPUTER LINX	595.00	Computer Linx
7/3/2024	224814	COUNTRY CLUB SERVICE	579.00	Remove and replace Shifter cable, transmission cable and shi
7/3/2024	224815	COUNTY OF KERN PUBLIC WORKS	60.55	PO-2024-1203
7/3/2024	224816	COUNTY OF SAN JOAQUIN	39.94	BARNET HOUSE TICKET# 51-02033398 VH# 70486N2-V
7/3/2024	224816	COUNTY OF SAN JOAQUIN	36.75	BARNETT HOUSE TICKET# 51-02025212 REF# 74232L2
7/3/2024	224817	DELANO UNION SCHOOL DISTRICT	3,360.00	PO-2023-1670 MAY 2024 MEAL REIMBURSEMENT
7/3/2024	224818	Denise Barnwell	50.92	May Mileage
7/3/2024	224819	DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT	58.00	1410 11 Street Bakersfield Ca 93304 - CCJ4464
7/3/2024	224819	DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT	58.00	1410 11 Street Bakersfield Ca 93304 - CCJ4529
7/3/2024	224819	DEPARTMENT OF HOUSING & COMMUNITY DEVELOPMENT	58.00	1410 11 Street Bakersfield Ca 93304 - CCJ4530
7/3/2024	224820	DEPARTMENT OF HUMAN RESOURCES	7,256.66	CCPU Automatic Deductions - MAY 2024
7/3/2024	224821	DEPARTMENT OF MOTOR VEHICLES	548.00	VIN#1GC5WLE78MF268812
7/3/2024	224822	DEPARTMENT OF MOTOR VEHICLES	548.00	VIN# 1GC5WLE72MF268840
7/3/2024	224823	DEPARTMENT OF MOTOR VEHICLES	323.00	VIN# 1GTHG39U561268910
7/3/2024	224824	EL CONCILIO CALIFORNIA	225.00	PO-2023-2107
7/3/2024	224825	ELIZABETH MARTINEZ	90.00	SDA CPR Reimbursement 2024
7/3/2024	224826	EULLA AIRRA SIA BARCENAS	176.21	Eulla Barcenas May 2024 Mileage Reimbursement
7/3/2024	224827	FEDEX	25.78	F.ARELLANO//G.BARBERO/818235981...
7/3/2024	224827	FEDEX	25.78	F.ARELLANO/G.BARBERO/818235981...
7/3/2024	224827	FEDEX	32.00	F.AVELLANO/A.LARA/818235981804
7/3/2024	224827	FEDEX	86.63	G.BARBERO/I.FONSECA/817091102854
7/3/2024	224827	FEDEX	24.26	O.ABELLO/E.BARCENAS/ 817091102843
7/3/2024	224828	FELDESMAN LEIFER LLP	2,990.00	Feldesman Training Solutions: Mastering ERSEA (VIRTUAL)July
7/3/2024	224829	FERGUSON ENTERPRISES INC #1350	176.30	18TH ST
7/3/2024	224829	FERGUSON ENTERPRISES INC #1350	87.27	CENTRAL KITCHEN
7/3/2024	224829	FERGUSON ENTERPRISES INC #1350	71.68	WILLOW
7/3/2024	224830	FLYERS ENERGY LLC	3,873.32	ACCT#78379
7/3/2024	224831	FRESH BABY LLC	821.10	PO-2024-1444
7/3/2024	224832	GREATER BAKERSFIELD CHAMBER OF COMMERCE	1,000.00	SPONSORSHIP - STATE OF THE CITY LUNCH ON JULY 17, 2024

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	170.75	ANGELA MARTINEZ
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	944.88	HARVEY HALL
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	140.76	OASIS
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	47.93	OASIS > CLASS 1
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	5.32	OASIS > CLASS B
7/3/2024	224833	HOME DEPOT COMMERCIAL CREDIT	17.28	STERLING
7/3/2024	224834	ILEANNA FIGUEROA	90.00	Employee Reimbursement -SDA CPR Reimbursement 2024
7/3/2024	224835	JAZMIN LEON	97.82	MAY MILEAGE REIMBURSEMENT
7/3/2024	224836	Jonathan Ross-Tohill	183.58	May 2024 Mileage Reimbursement
7/3/2024	224837	JOSE ALBERTO GOMEZ	24.07	EMPLOYEE REIMBURSEMENT FOR BOOTS
7/3/2024	224838	JULIA ROMERO	10.72	Julia Romero- Fundraiser Gourmet for Food Mileage 06/01/2024
7/3/2024	224839	KARAYA GAGE	5.36	MILEAGE REIMBURSEMENT
7/3/2024	224840	KAREN VASQUEZ	10.72	Karen Vazquez- Mileage Fundraiser Gourmet for Food 06/01/202
7/3/2024	224841	KEITH C PFEFFER	70.36	EAST KERN PO-2024-1703 VINYL/LEAF PIECES
7/3/2024	224842	KERN RIVER PROPANE INC	736.00	ACCT# LONALL/6686 14432 HIGHWAY 178 PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	736.00	ACCT# PAPMIR/7222 107 ROBY LN PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	736.00	ACCT#BECPAU/5296 19 MAC HILL PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	736.00	ACCT#GREPER/7908 15171 SAGE LN PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	736.00	ACCT#LIPCLA/2115 9224 IROQUOIS WA PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	746.00	ACCT#RAYMAR/6605 2836 FULOP ST PO-2024-1094
7/3/2024	224842	KERN RIVER PROPANE INC	746.00	ACCT#tumcar/2362 2613 steensen st po-2024-1094
7/3/2024	224843	LAMONT SANITATION INC	499.63	10300 1/2 SAN DIEGO ST / 18000514
7/3/2024	224843	LAMONT SANITATION INC	365.66	7998 ALICANTE AVE / 18000260
7/3/2024	224844	LANEISHA HAMMOND	55.50	TRAVEL LIQUIDATION -CANVA CREATE Work Redesign, Los Angeles,
7/3/2024	224845	LASTAND, INC	20.00	Invoice # 2805-122595
7/3/2024	224846	LAURA PORTA	86.40	Employee Reimbursement - CPR training expenses
7/3/2024	224847	LOIS HANNIBLE	169.00	Employee Reimbursement Food Manager Certification
7/3/2024	224847	LOIS HANNIBLE	32.31	Employee Reimbursement Pizza for CalVIP participants
7/3/2024	224848	LOUIS RODRIGUEZ	140.70	Travel Liquidation CAPLAW CONFERENCE, LOS ANGELES, CA 060424
7/3/2024	224849	LOWES COMPANIES INC	77.02	BROADWAY
7/3/2024	224849	LOWES COMPANIES INC	55.02	DELANO

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/3/2024	224849	LOWES COMPANIES INC	204.62	HARVEY HALL
7/3/2024	224849	LOWES COMPANIES INC	3.67	HARVEY HALL > CLASS A
7/3/2024	224849	LOWES COMPANIES INC	264.05	HERITAGE
7/3/2024	224849	LOWES COMPANIES INC	1,842.83	OPS
7/3/2024	224849	LOWES COMPANIES INC	30.31	PETE PARRA CLASS A & B
7/3/2024	224849	LOWES COMPANIES INC	14.35	PRIMEROS PASOS
7/3/2024	224849	LOWES COMPANIES INC	180.69	SAN DIEGO
7/3/2024	224850	MALLORY MISASI	90.00	SDA CPR Reimbursement 2024
7/3/2024	224851	MARIA CONTRERAS	364.35	Travel Liquidation San Joaquin Site Visit Stockton, CA Jun
7/3/2024	224852	MCFARLAND UNIFIED SCHOOL DISTRICT	840.00	PO-2023-1611 410 E PERKINS AVE
7/3/2024	224853	MGM RESORTS INTERNATIONAL	4,141.06	MGM- Hotel reservation for Microsoft Platform 091624-092224
7/3/2024	224854	MICHELLE OLIVEROS	174.87	MAY MILEAGE REIMBURSEMENT
7/3/2024	224855	MOJAVE UNIFIED SCHOOL DISTRICT	1,515.00	Mojave Unified School District PO-2023-3169
7/3/2024	224856	NATIVIDAD VALDOVINOS GUTIERREZ	79.00	Employee Reimbursement-SDA Professional Growth Reimbursement
7/3/2024	224857	NTM PRODUCTIONS	50,268.00	DEPOSIT - BOARD ROOM DESIGN - 1300 18Th ST
7/3/2024	224858	OASIS AIR CONDITIONING	11,900.00	L24-037E; MIGUEL AGUILAR, 115 EDGEWOOD CT; PO-2024-1506
7/3/2024	224858	OASIS AIR CONDITIONING	10,900.00	L24-054; YELI S CARRENO, 160 CALIFORNIA AVE; PO-2024-1377
7/3/2024	224858	OASIS AIR CONDITIONING	11,600.00	L24-056E; NOAH NUNLEY, 1115 NILES ST APT B; PO-2024-1547
7/3/2024	224858	OASIS AIR CONDITIONING	13,662.75	L24-083E; AURORA TREVINO, 5921 LENTZ CT; PO-2024-1734
7/3/2024	224858	OASIS AIR CONDITIONING	6,734.75	L24-165; MARRIA JOHNSON, 1624 E 11TH ST; PO-2024-1673
7/3/2024	224859	OBDULIA GUZMAN BAUTISTA	90.00	EMployee Reimbursement - SDA CPR Reimbursement 2024
7/3/2024	224860	ODP BUSINESS SOLUTIONS LLC	3,309.58	PO-2024-1767
7/3/2024	224861	OFFICE1 LEASING	820.28	450-7986161-027; 4032 JEWETT AVE
7/3/2024	224861	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
7/3/2024	224862	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	356.78	Direct Bill Payment JERRY MEADE
7/3/2024	224863	PATRIOTS INC	7.57	ROSAMOND
7/3/2024	224864	PG&E	186.43	1509 N GOLDEN GATE AVE
7/3/2024	224864	PG&E	459.36	1825 FELIZ DR / 317 MOUNT VERNON AVE / 1807 FELIZ DR
7/3/2024	224864	PG&E	610.91	2320 MOUNT VERNON AVE
7/3/2024	224864	PG&E	9,417.70	3000 STERLING RD
7/3/2024	224864	PG&E	141.44	3101 MALL VIEW RD
7/3/2024	224864	PG&E	17.86	3811 RIVER BLVD
7/3/2024	224865	PRIYAMVADA KHULLAR	70.00	Employee Reimbursement RD Registration Fee
7/3/2024	224866	PRODUCERS DAIRY FOODS INC	1,280.68	PO-2024-1137
7/3/2024	224867	QUADIENT FINANCE USA INC	4,500.00	POSTAGE MACHINE FUNDS
7/3/2024	224868	ROUTE 66 BROADBAND LLC	215.13	CAPK WIC, 244 G ST #A, NEEDLES, CA JULY 2024 SVC FEES

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/3/2024	224869	Roxanne Quiroz	10.72	GOURMET FOR GOOD MILEAGE REIMBURSEMENT
7/3/2024	224870	SAGASER WATKINS & WIELAND PC	2,305.00	GARNER V CAPK / REF: T2213350 03/17/2024 - 04/05/2024
7/3/2024	224871	SANDRA MEJIA ESPARZA	193.63	MILEAGE REIMBURSEMENT
7/3/2024	224872	SAVANNAH FLORES	233.16	MILEAGE REIMBURSEMENT
7/3/2024	224873	SAVE MART SUPERMARKETS	328.77	SAVE MART REF SEQ# 071214 06/24/2024
7/3/2024	224873	SAVE MART SUPERMARKETS	51.38	SPEC DIET NEEDS REF# 052489 06/18/2024
7/3/2024	224873	SAVE MART SUPERMARKETS	282.30	SPEC DIET NEEDS REF# 063329 06/17/2024
7/3/2024	224873	SAVE MART SUPERMARKETS	343.60	SPEC DIET NEEDS REF# 098803 06/20/2024
7/3/2024	224874	SEQUOIA PAINT ENTERPRISE	36.33	5 REAL RD REF# 00022581 WO# 16218
7/3/2024	224874	SEQUOIA PAINT ENTERPRISE	109.28	5 REAL RD REF# 00022801 WO# 16218
7/3/2024	224874	SEQUOIA PAINT ENTERPRISE	207.93	5 REAL RD REF# 00022883 WO# 16257
7/3/2024	224874	SEQUOIA PAINT ENTERPRISE	304.75	EKFRC REF# 00022845 WO# 16383
7/3/2024	224875	SIERRA SANDS UNIFIED SCHOOL DIST	1,170.00	PO-2023-3113 MAY 2024 MEAL CHARGES
7/3/2024	224876	SOCALGAS	79.39	10300 1/2 SAN DIEGO ST 05/24/204 -06/25/2024
7/3/2024	224877	SOUTHERN CALIFORNIA EDISON	307.63	11336 BARTLETT AVE STE 13 & 14 ADELANTO 05/24/24 - 06/24/24
7/3/2024	224877	SOUTHERN CALIFORNIA EDISON	306.57	410 E PERKINS AVE MCFARLAND 05/30/2024 - 06/27/2024
7/3/2024	224878	STACY MERRIFIELD	22.78	APRIL MILEAGE REIMBURSEMENT
7/3/2024	224879	STACY MERRIFIELD	125.00	CELLULAR TELEPHONE REIMBURSEMENT
7/3/2024	224880	STACY MERRIFIELD	10.72	GOURMET FOR GOOD MILEAGE REIMBURSEMENT
7/3/2024	224881	STANDARD PLUMBING SUPPLY COMPANY, INC	122.24	BROADWAY
7/3/2024	224881	STANDARD PLUMBING SUPPLY COMPANY, INC	64.08	SHAFTER
7/3/2024	224881	STANDARD PLUMBING SUPPLY COMPANY, INC	19.28	SHAFTER EHS
7/3/2024	224882	T-MOBILE USA INC	3,476.26	CORP ID SOURCEWELL T-MOBILE 05/21/2024 - 06/20/2024
7/3/2024	224883	TAFT CITY SCHOOL DISTRICT	2,160.00	PO-2023-1563 HEAD START MAY 2024 STUDENT LUNCHES
7/3/2024	224884	TEHACHAPI UNIFIED SCHOOL DISTRICT	918.00	PO-2023-3250 HEAD START MAY 2024 LUNCH PROGRAM
7/3/2024	224885	THERESE DOZIER	75.04	april mileage
7/3/2024	224885	THERESE DOZIER	71.02	March mileage
7/3/2024	224885	THERESE DOZIER	201.00	may mileage
7/3/2024	224886	TRAFFIC MANAGEMENT, INC.	102.84	ALBERTA DILLARD REF# 06-1920380 WO#15846
7/3/2024	224886	TRAFFIC MANAGEMENT, INC.	52.47	ALBERTA DILLARD REF#06-1920408 WO# 15846
7/3/2024	224886	TRAFFIC MANAGEMENT, INC.	73.08	HARVEY HALL REF# 06-1920378 WO# 16228
7/3/2024	224887	TRINISHA PITTS	102.65	SDA Teachers Permit Reimbursement 2024
7/3/2024	224888	TRINO LOPEZ	88.44	MAY MILEAGE REIMBURSEMENT

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7/3/2024	224889	ULINE	849.07	FOOD BANK PO-2024-2001 ORD# 21078744
7/3/2024	224890	VALLEY PROPANE SERVICE	375.79	PO-2024-1649 FOOD BANK
7/3/2024	224891	VANESSA ARREGUIN	183.70	Travel Liquidation CAPLAW 2024 National Training conference,
7/3/2024	224892	VANESSA MUNOZ	10.05	GOURMET FOR GOOD MILEAGE REIMBURSEMENT
7/3/2024	224893	VERONICA GONZALEZ	102.65	Employee Reimbursement- SDA Teachers Permit Reimbursement 20
7/3/2024	224894	VERTHA GOMEZ	1.34	MILEAGE REIMBURSEMENT
7/3/2024	224895	VICTORIA FLORES	4.02	MILEAGE REIMBURSEMENT
7/3/2024	224896	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	247.50	1940 INYO ST MOJAVE 06/01/2024 - 06/30/2024
7/3/2024	224896	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 07/01/2024 - 07/31/2024
7/3/2024	224896	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	188.93	9124 CATALPA AVE CALCITY 06/01/2024 - 06/30/2024
7/3/2024	224897	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	363.72	450-7986161-002 06/13/2024 - 07/12/2024 ERSEA
7/3/2024	224897	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.42	450-7986161-017 PO-2024-1175 06/22/2024 - 07/21/2024
7/3/2024	224897	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 PO-2024-1174 06/22/2024 - 07/21/2024
7/3/2024	224897	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	157.00	450-7986161-022 06/04/2024 - 07/03/2024 CUST# 3691624163
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	116.78	Inv. 1261263 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	647.33	Inv. 1900667 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	387.36	Inv. 1900668 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	303.10	Inv. 358038 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	182.62	Inv. 4514645 - SUPPLIES
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	871.26	Inv. 5900497 - SUPPLIES
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	(182.62)	Inv. 5900500 - SUPPLY CREDIT
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	182.62	Inv. 5902302 - SUPPLY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	462.83	Inv. 637451 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	(182.62)	Inv. 6903023 - SUPPLY CREDIT
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	756.54	Inv. 704765 - INVENTORY
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	(86.47)	Inv. 7203228 - SUPPLY CREDIT
7/3/2024	224898	HOME DEPOT COMMERCIAL CREDIT	124.01	Inv. 7612681 - SUPPLIES
7/3/2024	224899	LOWES COMPANIES INC	46.55	GIANONE PO-2024-1136
7/3/2024	224899	LOWES COMPANIES INC	77.86	LATHROP PO-2024-1136
7/3/2024	224899	LOWES COMPANIES INC	459.86	MARCI PO-2024-1136

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7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	254.11	18TH ST
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	53.78	BROADWAY
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	25.94	CENTRAL KITCHEN
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	(64.88)	CENTRAL KITCHEN CREDIT
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	10.80	FAIRFAX
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	28.09	HERITAGE
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	33.15	OPS
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	34.52	PRIMEROS PASOS
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	109.57	WESLEY
7/3/2024	224900	HOME DEPOT COMMERCIAL CREDIT	29.29	WILLOW
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	319.20	18TH ST
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	12.93	EAST CAL
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	294.12	HARVEY HALL
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	11.88	PO-2024-1062
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	289.99	PO-2024-1135
7/3/2024	224901	HOME DEPOT COMMERCIAL CREDIT	107.17	PRIMEROS PASOS
7/3/2024	224905	ANGEL PEREZ AREVALO	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024
7/3/2024	224906	FATIMA ECHEVERRIA	229.50	TRAVEL ADVANCE 2024 STRONGER TO SERVE WIPFLI LAS VEGAS, NV
7/3/2024	224907	GINA MARTINEZ	44.22	TRAVEL LIQUIDATION - 2024 CAPLAW National Conference, Los An
7/3/2024	224908	JOSEPH AGUILAR	252.50	TRAVEL ADVANCE - JOSEPH AGUILAR - NAEH CONFERENCE WA DC - JU
7/3/2024	224909	KEITH JACKSON	252.50	TRAVEL ADVANCE- NAEH CONFERENCE WASHINGTON, DC - JULY 7-11,
7/3/2024	224910	LETICIA NUNEZ	3,000.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
7/3/2024	224911	LILIANA SOLORIO	206.25	Travel Advance 2024 STRONGER TO SERVCE WIPFLI CONF LAS VEGAS
7/3/2024	224912	LOIS HANNIBLE	275.25	TRAVEL ADVANCE WIPFLI 2024 Stronger to Serve Conference in L
7/3/2024	224913	LORENA JUAREZ	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024 L.Jua
7/3/2024	224914	MARITZA JIMENEZ	229.50	TRAVEL ADVANCE 2024 STRONGER TO SERVE WIPFLI LAS VEGAS,NV 07
7/3/2024	224915	MARTIN GONI	206.25	Travel Advance 2024 STRONGER TO SERVE Wipfli Conference LAS

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/3/2024	224916	RAYJEAN STONE	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024 R.Sto
7/3/2024	224917	LAURIE HUGHEY	252.50	TRAVEL ADVANCE - NAEH CONFERENCE WASHINGTON, DC - JULY 7-1
7/3/2024	28755	4IMPRINT INC AKA NELSON MARKETING	8,585.96	PO-2024-1682
7/3/2024	28755	4IMPRINT INC AKA NELSON MARKETING	2,177.14	PO-2024-1974
7/3/2024	28756	ADP, LLC.	22,852.28	PO-2024-1158 CLIENT NUMBER 450671
7/3/2024	28757	ADVANCED DATA STORAGE	88.00	PO-2024-1183/19TH ST
7/3/2024	28758	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.00	5 REAL RD
7/3/2024	28759	AMAZON CAPITAL SERVICES, INC	296.57	PO-2024-1879
7/3/2024	28760	AMAZON CAPITAL SERVICES, INC	369.46	PO-2024-1851
7/3/2024	28761	AMAZON CAPITAL SERVICES, INC	85.84	PO-2024-1971
7/3/2024	28762	AMAZON CAPITAL SERVICES, INC	354.57	PO-2024-1846
7/3/2024	28763	AMAZON CAPITAL SERVICES, INC	127.67	PO-2024-1972
7/3/2024	28764	AMAZON CAPITAL SERVICES, INC	1,349.08	PO-2024-1847
7/3/2024	28765	AMAZON CAPITAL SERVICES, INC	720.40	PO-2024-1848
7/3/2024	28766	AMAZON CAPITAL SERVICES, INC	516.28	PO-2024-1848
7/3/2024	28767	AMAZON CAPITAL SERVICES, INC	100.66	PO-2024-1859
7/3/2024	28768	AMAZON CAPITAL SERVICES, INC	301.44	PO-2024-1770
7/3/2024	28769	AMAZON CAPITAL SERVICES, INC	51.49	PO-2024-1973
7/3/2024	28770	AMAZON CAPITAL SERVICES, INC	782.78	PO-2024-1947
7/3/2024	28771	AMAZON CAPITAL SERVICES, INC	513.24	PO-2024-1799
7/3/2024	28772	AMAZON CAPITAL SERVICES, INC	181.63	PO-2024-1887
7/3/2024	28773	AMAZON CAPITAL SERVICES, INC	3,096.80	PO-2024-1879
7/3/2024	28774	AMAZON CAPITAL SERVICES, INC	445.94	PO-2024-1800
7/3/2024	28775	AMAZON CAPITAL SERVICES, INC	780.09	PO-2024-1852
7/3/2024	28776	AMAZON CAPITAL SERVICES, INC	536.89	PO-2024-1741
7/3/2024	28777	AMAZON CAPITAL SERVICES, INC	809.93	PO-2024-1646
7/3/2024	28778	AMAZON CAPITAL SERVICES, INC	279.19	PO-2024-1969
7/3/2024	28779	AMAZON CAPITAL SERVICES, INC	838.91	PO-2024-1798

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7/3/2024	28780	AN ICON COMPANY, LLC	27.06	FMNP Posters
7/3/2024	28780	AN ICON COMPANY, LLC	30.37	PO-2024-1702
7/3/2024	28780	AN ICON COMPANY, LLC	62.09	PO-2024-1722
7/3/2024	28780	AN ICON COMPANY, LLC	231.73	PO-2024-1809
7/3/2024	28780	AN ICON COMPANY, LLC	332.38	PO-2024-1861
7/3/2024	28780	AN ICON COMPANY, LLC	63.43	PO-2024-1941
7/3/2024	28780	AN ICON COMPANY, LLC	528.83	PO-2024-1959
7/3/2024	28781	ANGELICA NELSON	211.72	MAY MILEAGE REIMBURSEMENT
7/3/2024	28782	ANGELICA PALMA	111.22	MAY MILEAGE REIMBURSEMENT
7/3/2024	28783	ANTHONY CONRAD CHAVEZ	75.04	Mileage REIMBURSEMENT
7/3/2024	28784	BRADY INDUSTRIES	1,529.06	PO-2023-1366
7/3/2024	28784	BRADY INDUSTRIES	60.04	PO-2024-1058
7/3/2024	28784	BRADY INDUSTRIES	11.17	PO-2024-1269
7/3/2024	28784	BRADY INDUSTRIES	1,331.40	PO-2024-1366
7/3/2024	28785	BS& E INC	40.00	OPS - PROPANE
7/3/2024	28786	CARITINA PEREZ	82.41	MAY MILEAGE REIMBURSEMENT
7/3/2024	28787	CAZADOR CONSULTING GROUP INC	1,507.54	Temp Hire Fee Invoice #005413
7/3/2024	28788	CLASSIC CHARTER INC	1,969.00	Order #171946 CA Science Center Trip is scheduled for 08052
7/3/2024	28789	CLASSIC CHARTER INC	1,988.00	Charter bus for CA Science Center Los Angeles, Ca CA Science
7/3/2024	28790	CMA FIRE PROTECTION	597.00	3101 MALL VIEW RD PO-2024-1704 PROJ# R2451493
7/3/2024	28791	CMA FIRE PROTECTION	435.00	BROADWAY ALARM MONITORING JAN 2024 - MARCH 2024
7/3/2024	28792	CMA FIRE PROTECTION	130.00	STERLING JOB# 35067624 06/10/2024 ANNUAL BACKFLOW TEST
7/3/2024	28793	COMMUNITY PRODUCTS LLC	8,519.28	PO-2024-1813
7/3/2024	28794	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124250243 IT Temp Tyanna Prince
7/3/2024	28794	CREATIVE FINANCIAL STAFFING LLC	3,952.00	PO-2024-1601/ALLEN, MISTY - CONVERSION FEE
7/3/2024	28795	DELL FINANCIAL SERVICES LLC	846.81	PO-2023-1411
7/3/2024	28795	DELL FINANCIAL SERVICES LLC	562.21	PO-2024-1905
7/3/2024	28796	DONAHUE TRUCK CENTERS	48.33	PO-2024-1555/04-38
7/3/2024	28796	DONAHUE TRUCK CENTERS	142.59	PO-2024-1555/04-50
7/3/2024	28797	ELSA NAVARRETE	136.68	MAY MILEAGE REIMBURSEMENT
7/3/2024	28798	ERIC LE BARBE	9.63	Employee Reimbursement Mail
7/3/2024	28799	ERNESTO LEON	33.50	APRIL MILEAGE REIMBURSEMENT
7/3/2024	28800	ERNESTO LEON	119.26	MARCH MILEAGE REIMBURSEMENT
7/3/2024	28801	ERNESTO LEON	206.36	MAY MILEAGE REIMBURSEMENT
7/3/2024	28802	FRESHPOINT CENTRAL CALIFORNIA, INC	1,093.25	PO-2024-1118
7/3/2024	28803	GLORIA BARBERO	77.05	May 2024 Mileage
7/3/2024	28804	GLORIA GONZALEZ	118.59	MILEAGE REIMBURSEMENT
7/3/2024	28805	HD Supply Facilites Maintenance LTD	1,293.59	PO-2024-1691
7/3/2024	28806	HD Supply Facilites Maintenance LTD	4,656.92	PO-2024-1691
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	216.14	1145 N HUNTER ST STOCKTON PO-2024-1189 JANITORIAL

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7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	336.68	1509 N GOLDEN GATE AVE PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	42.90	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1190 DIAPERS
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	501.61	236 W 4TH ST STOCKTON PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	513.46	236 W 4TH ST STOCKTON PO-2024-1190 DIAPERS
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	282.83	2800 D ST STOCKTON PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	504.42	2800 D ST STOCKTON PO-2024-1190 DIAPERS
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	523.11	425 N CALIF ST STOCKTON PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	372.33	425 N CALIF ST STOCKTON PO-2024-1190 DIAPERS
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	327.97	545 W SONORA ST STOCKTON PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	183.20	545 W SONORA ST STOCKTON PO-2024-1190 DIAPERS
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	155.47	701 S HUTCHINS ST LODI PO-2024-1189 JANITORIAL
7/3/2024	28808	IMPERIAL BAG & PAPER CO, LLC	546.66	701 S HUTCHINS ST LODI PO-2024-1190 DIAPERS
7/3/2024	28809	INDEPENDENT FIRE & SAFETY	47.00	CAL CITY
7/3/2024	28810	INDEPENDENT FIRE & SAFETY	47.00	TEHACHAPI
7/3/2024	28811	INDEPENDENT FIRE & SAFETY	91.00	2323 16TH ST
7/3/2024	28812	Jeanette Ayala Fernandez	18.76	MILEAGE REIMBURSEMENT
7/3/2024	28813	JEREMY T TOBIAS	75.00	EMPLOYEE REIMBURSEMENT - J. TOBIAS AT&T JUNE 2024
7/3/2024	28814	JERRY MEADE	511.27	Travel Liquidation Conduct SDI Training, Stockton, CA 052024
7/3/2024	28815	JOHN REY	47.27	PO-2024-1542 15664 K ST UTILITIES
7/3/2024	28816	MARIA DIAZ CORNEJO	99.83	May Mileage
7/3/2024	28817	MARIANA RIOS	42.75	Travel Liquidation Stockton Site Visit with Maria, Stockton
7/3/2024	28818	MICHELLE JARA RANGEL	139.36	TRAVEL LIQUIDATION - 2024 CAPLAW CONFERENCE LOS ANGELES, CA
7/3/2024	28819	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
7/3/2024	28820	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
7/3/2024	28821	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
7/3/2024	28822	MICROSOFT CORPORATION	152.00	Visio Plan 2 (Nonprofit Staff Pricing)
7/3/2024	28823	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
7/3/2024	28824	MICROSOFT CORPORATION	96.00	Project Plan 3 (Nonprofit Staff Pricing)
7/3/2024	28825	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
7/3/2024	28826	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
7/3/2024	28827	MISSION LINEN SUPPLY	2,183.85	ACC 301151 PO-2024-1699
7/3/2024	28827	MISSION LINEN SUPPLY	550.22	ACC 316102 PO-2024-1699

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7/3/2024	28828	MONIQUE MORENO	115.91	MAY MILEAGE REIMBURSEMENT
7/3/2024	28829	NARAMA INC	3,491.05	HVP PO-2024-1634 TENT/TABLE COVER
7/3/2024	28830	OFFICE IMAGING, INC	235.95	TKC-2984; 1300 18TH ST FINANCE BY PAYROLL; PO-2024-1410
7/3/2024	28830	OFFICE IMAGING, INC	80.80	TKC-2984; 1300 18TH ST GLYNS AREA; PO-2024-1337
7/3/2024	28830	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
7/3/2024	28830	OFFICE IMAGING, INC	40.00	TKC-2984; 1825 FELIZ DR WAREHOUSE
7/3/2024	28830	OFFICE IMAGING, INC	335.48	TKC-2984; 1825 FELIZ DR; PO-2024-1908
7/3/2024	28830	OFFICE IMAGING, INC	167.10	TKC-2984; 2900 M ST
7/3/2024	28830	OFFICE IMAGING, INC	129.78	TKC-2984; 459 E EUCLID AVE; PO-2023-2557
7/3/2024	28830	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
7/3/2024	28830	OFFICE IMAGING, INC	1,140.00	TKC-2984; EQUIPT. RELOCATION FOR 450-7986161-008
7/3/2024	28831	PAPER CONNECTION INC	8,471.91	PO-2024-1932
7/3/2024	28832	PAPER CONNECTION INC	7,475.40	PO-2024-1996
7/3/2024	28833	PAULIN INDUSTRIES, INC.	61.59	18TH ST MICRO LINER 06/12/2024
7/3/2024	28834	PLC SYSTEM SERVICES	429.21	FHCC
7/3/2024	28834	PLC SYSTEM SERVICES	11,827.00	L24-108; MARGARET HUBBARD, 1014 BARLOW ST; PO-2023-1735
7/3/2024	28834	PLC SYSTEM SERVICES	14,589.50	L24-171E; MARIA D GREEN, 500 REDONDO CT; PO-2024-1214
7/3/2024	28834	PLC SYSTEM SERVICES	12,254.50	L24-178; GRISELDA BELTRAN, 3210 Q ST; PO-2024-1218
7/3/2024	28834	PLC SYSTEM SERVICES	1,970.00	WIC
7/3/2024	28835	POWER MACHINERY CENTER	1,306.03	PO-2024-1020 SERIAL 9H0035
7/3/2024	28836	SABRINA JONES	79.45	TRAVEL LIQUIDATION - CA COMMUNITY SCHOOLS SUMMIT Los Angeles
7/3/2024	28837	SARA ELIAS	192.70	TRAVEL LIQUIDATION 2024 attended the 2024 CAPLAW National Co
7/3/2024	28838	ST. MARY'S DINING ROOM	1,997.56	UTILITIES 545 W SONORA ST PO-2024-1243
7/3/2024	28839	STAPLES ADVANTAGE	173.35	HS PO-2024-1743 ORD# 7632263668-000-004
7/3/2024	28840	STAPLES ADVANTAGE	275.57	HS PO-2024-2011 OFFICE SUPP/EDUCATION
7/3/2024	28841	STAPLES ADVANTAGE	499.63	HS/EHS PO-2024-1992 BINDERS FOR LESSON PLANS
7/3/2024	28842	STAPLES ADVANTAGE	13.75	ANGELA MARTINEZ PO-2024-1991 ORD# 7634286757-000-003
7/3/2024	28843	STAPLES ADVANTAGE	1,049.86	HS/EHS PO-2024-1992 BINDERS FOR LESSON PLANS
7/3/2024	28844	STAPLES ADVANTAGE	347.15	ANGELA MARTINEZ PO-2024-1991 ORD# 7634286757-000-001
7/3/2024	28845	STINSON STATIONERS	11,854.90	CFHL PO-2024-1794 FURNITURE
7/3/2024	28845	STINSON STATIONERS	817.17	FOOD BANK PO-2024-1988 SUPPLIES
7/3/2024	28845	STINSON STATIONERS	196.86	SHAFTER HS PO-2024-2036 OFFICE SUPPLIES
7/3/2024	28846	SULEMA GARCIA	48.66	Employee Reimbursement storage bins for VITA supplies

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7/3/2024	28847	SULEMA GARCIA	30.28	Employee Reimbursement- volunteer lunch
7/3/2024	28848	SULEMA GARCIA	140.70	MILEAGE REIMBURSEMENT
7/3/2024	28849	SULEMA GARCIA	31.43	Employee Reimbursement-Volunteer lunch at off site
7/3/2024	28850	SYSCO FOOD SERVICES OF VENTURA INC	703.41	2900 M ST PO-2024-1531 ORD# 1571460
7/3/2024	28851	SYSCO FOOD SERVICES OF VENTURA INC	3,075.93	2900 M ST PO-2024-1531 ORD# 1572934
7/3/2024	28852	SYSCO FOOD SERVICES OF VENTURA INC	680.35	3101 MALL VIEW RD PO-2024-1268 ORD# 1573182
7/3/2024	28853	SYSCO FOOD SERVICES OF VENTURA INC	4,698.76	3101 MALL VIEW RD PO-2024-1255 ORD# 1573236
7/3/2024	28854	SYSCO FOOD SERVICES OF VENTURA INC	1,118.51	2900 M ST PO-2024-1531 ORD# 1574868
7/3/2024	28855	TRACY WEBSTER	140.70	Travel Liquidation CAPLAW 2024 National Training Conference
7/3/2024	28856	VERLINDA DENWITTY	122.61	May Mileage
7/3/2024	28857	W W GRAINGER INC	31.98	PETE PARRA
7/3/2024	28858	W W GRAINGER INC	38.84	PETE PARRA > CLASS 2
7/3/2024	28859	W W GRAINGER INC	1,010.45	CENTRAL KITCHEN
7/3/2024	28860	W W GRAINGER INC	581.83	18TH ST
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	208.77	1145 N HUNTER ST STOCKTON PO-2024-1088 COPY PAPER
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	65.86	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1057 FOOD SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	174.19	236 W 4TH ST STOCKTON PO-2024-1057 FOOD SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	52.19	236 W 4TH ST STOCKTON PO-2024-1088 COPY PAPER
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	51.88	236 W 4TH ST STOCKTON PO-2024-1189 JANITORIAL SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	52.19	425 N CALIF ST STOCKTON PO-2024-1088 COPY PAPER
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	51.88	545 W SONORA ST STOCKTON PO-2024-1189 JANITORIAL SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	112.69	701 S HUTCHINS ST LODI PO-2024-1057 FOOD SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	402.11	850 J ST LATHROP PO-2024-1189 JANITORIAL SUPPLIES
7/3/2024	28861	IMPERIAL BAG & PAPER CO, LLC	576.56	850 J ST LATHROP PO-2024-1190 DIAPERS
7/3/2024	28862	ANDRALETTE I WILSON	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024
7/3/2024	28863	ELIZABETH WILLIAMS	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024
7/3/2024	28864	ELSA NAVARRETE	281.50	WIPFLI 2024 Stronger to Serve Pre-Conference/Conf. in Las Ve
7/3/2024	28865	GABRIELLE ALEXANDER	206.25	Travel Advance for Wipfli Conference in Las Vegas, NV 070924
7/3/2024	28866	KEVIN GOUDGE	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024 K.Gou
7/3/2024	28867	LETISHA BROOKS	111.75	Travel Advance SJC Pre-Service Training July 7-9, 2024 L.Bro

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7/3/2024	28868	LOUIS GILL	252.50	TRAVEL ADVANCE 2024 to Attend the NAEH Conference in Washing
7/3/2024	28869	MARLENE RUIZ HERNANDEZ	252.50	TRAVEL ADVANCE - NAEH CONFERENCE WASHINGTON, DC - JULY 7-11
7/3/2024	28870	MICHELLE JARA RANGEL	229.50	TRAVEL ADVANCE 2024 STONGER TO SERVICE WIPFLI LAS VEGAS, NV
7/3/2024	28871	REBECCA MORENO	252.50	TRAVEL ADVANCE - NAEH CONFERENCE WASHINGTON, DC JULY 7-11,
7/3/2024	28872	ROSITA C CURRY	98.25	Travel Advance for CAPK SJC Pre-Service 2024-2025 7/8/24
7/3/2024	28873	VERONICA PEREZ RAMOS	252.50	TRAVEL ADVANCE- NAEH CONFERENCE WASHINGTON, DC- JULY 7-11,
7/3/2024	28874	AMAZON CAPITAL SERVICES, INC	388.27	PO-2024-1071
7/3/2024	28874	AMAZON CAPITAL SERVICES, INC	(13.67)	PO-2024-1071/CREDIT MEMO
7/3/2024	28875	AMAZON CAPITAL SERVICES, INC	826.77	PO-2024-1316
7/3/2024	28875	AMAZON CAPITAL SERVICES, INC	(20.76)	PO-2024-1316 CREDIT MEMO
7/3/2024	28875	AMAZON CAPITAL SERVICES, INC	(270.61)	PO-2024-1481 CREDIT MEMO
7/3/2024	28876	AMAZON CAPITAL SERVICES, INC	0.00	PO-2024-1801
7/3/2024	28877	AMAZON CAPITAL SERVICES, INC	194.84	PO-2024-1868
7/3/2024	28879	AMAZON CAPITAL SERVICES, INC	(18.52)	PO-2023-3561
7/3/2024	28879	AMAZON CAPITAL SERVICES, INC	(99.62)	PO-2024-1050
7/3/2024	28879	AMAZON CAPITAL SERVICES, INC	(64.84)	PO-2024-1115
7/3/2024	28879	AMAZON CAPITAL SERVICES, INC	269.65	PO-2024-1853
7/3/2024	28880	AMAZON CAPITAL SERVICES, INC	472.20	PO-2024-1838
7/3/2024	28881	AMAZON CAPITAL SERVICES, INC	6,409.27	PO-2024-1849
7/3/2024	28882	AMAZON CAPITAL SERVICES, INC	908.58	PO-2024-1943
7/3/2024	28883	AMAZON CAPITAL SERVICES, INC	(56.92)	PO-2024-1718
7/3/2024	28883	AMAZON CAPITAL SERVICES, INC	460.33	PO-2024-1854
7/8/2024	224918	CLAUDIA RIVERA	115.03	V-VACATON/HP-VACATIONPO/S-SICK/... 8.40 X 22.70
7/8/2024	224919	JEANETTE AYALA FERNANDEZ	1,107.34	REF/OVERTIME/S-SICK HRS 63.96 X 21.81
7/8/2024	224920	JEANETTE AYALA FERNANDEZ	2,210.17	HP-VACATION PO HRS 137.45 X 21.81
7/8/2024	224921	RHONDA CUMMINGS	433.18	REG/OVERTIME/HP-VACATIONPO HRS 25.30 X 18.64

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/8/2024	29767	WELLS FARGO	806.72	J. Meade Statement Summary Wells Fargo
7/8/2024	29767	WELLS FARGO	834.19	Wells Fargo CC June 2024 Statement-Yolanda G.
7/8/2024	29767	WELLS FARGO	2,476.36	Wells Fargo June 2024
7/8/2024	29767	WELLS FARGO	1,787.47	Wells Fargo June 2024 Credit Card Expenses Emilio Wagner
7/8/2024	29767	WELLS FARGO	6,656.22	WELLS FARGO JUNE 2024 STATEMENT - P. RAM
7/8/2024	29767	WELLS FARGO	4,811.29	Wells Fargo June Credit Card Payment Tracy Webster
7/8/2024	29767	WELLS FARGO	134.70	Wells Fargo Statement Period 6/01/24 - 6/28/24
7/8/2024	29767	WELLS FARGO	1,185.98	WELLS FARGO VISA STATEMENT FOR JUNE 2024 - J. TOBIAS
7/8/2024	29767	WELLS FARGO	3,159.92	WELLS FARGO VISA STATEMENT FOR JUNE 2024 F. HERNANDEZ
7/8/2024	29767	WELLS FARGO	7,155.55	WELLS FARGO VISA STATEMENT FOR JUNE 2024 LOUIS GILL
7/8/2024	29767	WELLS FARGO	5,008.24	WELLS FARGO VISA STATEMENT FOR JUNE 2024 R. MORENO
7/8/2024	29767	WELLS FARGO	4,211.62	WELLS FARGO VISA STATEMENT FOR JUNE 2024 S. MAGANA
7/8/2024	29767	WELLS FARGO	1,002.08	WELLS FARGO VISA STATEMENT FOR JUNE 2024- C. Anspach
7/10/2024	224922	AIDE AVELAR	117.92	Mileage Reimbursement
7/10/2024	224923	ALPHA WHOLESALE PRODUCE INC	4,064.25	PO-2024-1138
7/10/2024	224924	ANGEL TEJEDA	64.99	June 2024 Mileage Reimbursement
7/10/2024	224925	ARTURO FLORES	15.00	EMPLOYEE REIMBURSEMENT - GAS
7/10/2024	224926	ARVIN COMMUNITY SERVICE DISTRICT	297.17	1111 BUSH ST
7/10/2024	224927	AT&T	84.45	661 396 1094
7/10/2024	224928	AT&T	6,480.19	AT&T Account# 831-001-3590-809 INV# 91892230900 - 1300 18th
7/10/2024	224929	CAL FOODS LOGISTICS	27,095.04	PO-2024-1234, APPLE JUICE 100%, ORANGE JUICE 100%
7/10/2024	224930	CALIFORNIA WATER SERVICE COMPANY	325.31	1509 N GOLDEN GATE/2222688384
7/10/2024	224930	CALIFORNIA WATER SERVICE COMPANY	579.02	305 STINE RD/8945588888
7/10/2024	224930	CALIFORNIA WATER SERVICE COMPANY	206.38	315 STINE RD/7945588888
7/10/2024	224930	CALIFORNIA WATER SERVICE COMPANY	282.19	520 S WASHINGTON DR DOM/3533741257
7/10/2024	224930	CALIFORNIA WATER SERVICE COMPANY	560.15	520 S WASHINGTON ST DOM/954907644
7/10/2024	224931	CHARTER COMMUNICATIONS	174.98	5351 OLIVE DR STE 200/1376586061924
7/10/2024	224932	CHRISTOPHER PERCIVAL	624.70	18TH ST
7/10/2024	224932	CHRISTOPHER PERCIVAL	95.00	OPS
7/10/2024	224933	CINTAS CORPORATION #668	196.92	300 19TH ST
7/10/2024	224934	CITY OF DELANO	61.58	1835 CECIL AVE/COM0013
7/10/2024	224934	CITY OF DELANO	522.34	1835-L CECIL AVE/COM0014

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7/10/2024	224935	CITY OF RIDGECREST	1,000.00	PO-2024-2074 BUS PASSES (100*10) TRASNPORTATION
7/10/2024	224936	CITY OF SHAFTER	140.78	452 W LOS ANGELES AVE 05/20/2024 - 06/20/2024 ACT# 1149146
7/10/2024	224936	CITY OF SHAFTER	106.55	455 E EUCLID AVE 05/20/2024 - 06/20/2024 ACT# 101447
7/10/2024	224936	CITY OF SHAFTER	338.59	459 E EUCLID AVE 05/20/2024 - 06/20/2024 ACT# 106126
7/10/2024	224936	CITY OF SHAFTER	59.89	650 JAMES ST 05/20/2024 - 06/20/2024 ACT# 110839
7/10/2024	224937	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST
7/10/2024	224938	COUNTRY SWEET PRODUCE INC	1,800.00	PO-2024-1239, SWEET POTATOES
7/10/2024	224939	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N HUNTER ST
7/10/2024	224940	EDUCATIONAL MESSAGE SERVICES, INC	3,930.72	Annual Subscription Renewal July1,2024-june 30 2025
7/10/2024	224941	EVERYCHILD CALFORNIA	2,500.00	Membership Renewal 2024-25
7/10/2024	224942	FERGUSON ENTERPRISES INC #1350	156.89	LBNC
7/10/2024	224943	FLYERS ENERGY LLC	2,989.07	ACCT#78379
7/10/2024	224944	GW SCHOOL SUPPLY	205.50	CUS#9905409
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	62.67	EKFRC
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	86.56	ENERGY
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	(86.47)	Inv. 1181892 - SUPPLY CREDIT
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	418.93	Inv. 4224850 - SUPPLIES
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	179.39	Inv. 5902282 - SUPPLIES
7/10/2024	224945	HOME DEPOT COMMERCIAL CREDIT	404.25	PO-2024-1135
7/10/2024	224946	JANEY FELSOCI	52.26	MILEAGE REIMBURSEMENT
7/10/2024	224947	KERN COUNTY SUPERINTENDENT OF SCHOOLS	15,902.65	PO-2024-1230
7/10/2024	224948	LAKESHORE EQUIPMENT COMPANY	613.94	PO-2024-1976
7/10/2024	224948	LAKESHORE EQUIPMENT COMPANY	706.44	PO-2024-1978
7/10/2024	224948	LAKESHORE EQUIPMENT COMPANY	613.94	PO-2024-1979
7/10/2024	224948	LAKESHORE EQUIPMENT COMPANY	1,637.17	PO-2024-1980
7/10/2024	224948	LAKESHORE EQUIPMENT COMPANY	632.44	PO-2024-1981
7/10/2024	224949	LAMONT ELEMENTARY SCHOOL DISTRICT	23,238.47	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
7/10/2024	224950	LANGUAGE LINE SERVICES INC	62.30	ACC: 9020401513
7/10/2024	224950	LANGUAGE LINE SERVICES INC	8.05	ACC: 9022003529

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7/10/2024	224951	LASTAND, INC	20.00	Fish Window Cleaning June 2024
7/10/2024	224952	LEVEL 3 FINANCING INC	1,490.71	311475
7/10/2024	224953	LIGIA JOHNSON	251.92	MILEAGE REIMBURSEMENT
7/10/2024	224954	LISA RAGAN	200.00	Lisa Ragan (Phone Reimbursement) 06/20/2024
7/10/2024	224955	LOIS HANNIBLE	25.00	Employee Reimbursement Reservation Fee for Field Trip
7/10/2024	224956	LOTUS BAKERSFIELD CORP	750.00	Festival de la familia - KIWI FM
7/10/2024	224957	LOWES COMPANIES INC	25.66	ANGELA MARTINEZ
7/10/2024	224957	LOWES COMPANIES INC	632.70	OPS
7/10/2024	224957	LOWES COMPANIES INC	11.81	PETE PARRA
7/10/2024	224958	MARIA DUARTE	174.20	Mileage Reimbursement
7/10/2024	224959	MARITZA LARA MARTINEZ	285.42	JUNE MILEAGE REIMBURSEMENT
7/10/2024	224960	MARTIN GONI	695.68	Employee Training Reimbursement forCalifronia board of accou
7/10/2024	224961	MICHAEL K BROWN LANDSCAPE INC	1,017.43	HARVEY HALL
7/10/2024	224961	MICHAEL K BROWN LANDSCAPE INC	4,750.93	STERLING
7/10/2024	224961	MICHAEL K BROWN LANDSCAPE INC	636.50	WESLEY
7/10/2024	224962	MIRELLA RUBIO	261.97	June 2024 Mileage Reimbursement
7/10/2024	224963	OASIS AIR CONDITIONING	9,037.12	L24-023; AMELIA BARAJAS, 1221 MCNEW CT; PO-2024-1551
7/10/2024	224964	ODP BUSINESS SOLUTIONS LLC	74.64	PO-2024-1767
7/10/2024	224964	ODP BUSINESS SOLUTIONS LLC	174.20	PO-2024-1780
7/10/2024	224964	ODP BUSINESS SOLUTIONS LLC	1,375.18	PO-2024-1993
7/10/2024	224965	OFFICE1 LEASING	454.93	450-7986161-029; 5055 CALIFORNIA AVE STE 220; PO-2024-1455
7/10/2024	224965	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
7/10/2024	224965	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
7/10/2024	224966	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	356.78	Hilton Stockton Lodging for SJC SDI Training for Yolanda G.
7/10/2024	224967	PG&E	2,338.12	1135 N HUNTER ST / 1145 N HUNTER ST
7/10/2024	224967	PG&E	1,244.85	1410 11TH ST
7/10/2024	224967	PG&E	6,283.80	300 19TH ST
7/10/2024	224967	PG&E	400.49	319 20TH ST
7/10/2024	224967	PG&E	255.72	347 E POPLAR AVE #A & #B
7/10/2024	224967	PG&E	636.03	401 WILLOW DR
7/10/2024	224967	PG&E	5,246.51	4032 JEWETT AVE
7/10/2024	224967	PG&E	2,135.11	425 N CALIFORNIA ST
7/10/2024	224967	PG&E	4,112.86	455 E EUCLID AVE / 459 E EUCLID AVE
7/10/2024	224967	PG&E	654.92	460 W LOS ANGELES AVE
7/10/2024	224968	PRODUCERS DAIRY FOODS INC	1,422.85	PO-2024-1137
7/10/2024	224969	R&S ERECTION TRI-COUNTY	7,508.00	317 MT VERNON PO-2024-1707 INSTALL ROLL UP DOOR
7/10/2024	224970	Ralph Soloreo Jr.	161.29	Phone Reimbursement for Ralph Soloreo 06/27/2024

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7/10/2024	224971	RAMIRO SANTIVANES	950.00	OASIS
7/10/2024	224972	Ruben Rivera	48.24	June 2024 Mileage Reimbursement
7/10/2024	224973	SAFEWAY INC VONS DIVISION	102.47	REF# 533652815820 07/03/2024 EXEC DIV COFF SUPP
7/10/2024	224974	SANDRA MEJIA ESPARZA	209.71	MILEAGE REIMBURSEMENT
7/10/2024	224975	SAVE MART SUPERMARKETS	74.08	REF# 010496 07/02/2024 CALIF ST INFANT FORMULA
7/10/2024	224975	SAVE MART SUPERMARKETS	196.34	REF# 022411 07/02/2024 EMERG FOOD PURCHASE
7/10/2024	224976	SEQUOIA SANDWICH COMPANY	481.00	Meeting Expenses 06/26/2024
7/10/2024	224977	SOUTHERN CALIFORNIA EDISON	686.87	2739 DIAMOND ST B ROSAMOND 06/04/2024 - 07/02/2024
7/10/2024	224977	SOUTHERN CALIFORNIA EDISON	385.75	8401 CALCITY BLVD STE 8 05/31/2024 - 06/30/2024
7/10/2024	224978	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	1,484.00	MAY 2024 MEALS (REFERENCE PO-2023-3193)
7/10/2024	224979	SOUTHWEST GAS CORPORATION	11.00	11336 BARTLETT AVE STE 14 ADELANTO 05/22/2024 - 06/20/2024
7/10/2024	224980	STAGLER CORPORATION	850.00	520 S WASHINGTON PO-2024-1039 REFRIGERATION SVC
7/10/2024	224981	THE FOOD EXCHANGE LLC	39,463.20	23155 Pear and Mixed Fruit Cups
7/10/2024	224982	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES
7/10/2024	224983	TOKAY PRESS INC	1,392.04	SJC PRE SERVICE 07/08/2024 PO-2024-2083
7/10/2024	224984	U.S. POSTAL SERVICE	680.00	Postage for satellite offices outgoing mail
7/10/2024	224985	VALLEY PROPANE SERVICE	366.37	PO-2024-1649 FOOD BANK
7/10/2024	224986	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
7/10/2024	224987	VILLALOBOS CONCRETE INC	1,980.00	STERLING CONCRETE PAD 06/17/2024 - 06/18/2024
7/10/2024	224988	VIRGINIA ESPINOZA	18.76	MILEAGE REIMBURSEMENT
7/10/2024	224989	AT&T	29.12	9391058620
7/10/2024	224989	AT&T	29.12	9391058734
7/10/2024	224989	AT&T	33.16	9391058738
7/10/2024	224989	AT&T	29.12	9391058784
7/10/2024	224989	AT&T	29.12	9391058787
7/10/2024	224989	AT&T	29.12	9391059041
7/10/2024	224989	AT&T	56.82	9391059073
7/10/2024	224989	AT&T	73.63	9391059174
7/10/2024	224989	AT&T	214.11	9391059567
7/10/2024	224989	AT&T	56.69	9391059573
7/10/2024	224989	AT&T	89.16	9391060519
7/10/2024	224990	LOWES COMPANIES INC	88.01	18TH ST
7/10/2024	224990	LOWES COMPANIES INC	137.07	ANGELA MARTINEZ
7/10/2024	224990	LOWES COMPANIES INC	123.23	HARVEY HALL
7/10/2024	224990	LOWES COMPANIES INC	251.80	HARVEY HALL >CLASS 104 & 106
7/10/2024	224990	LOWES COMPANIES INC	17.46	OASIS
7/10/2024	224990	LOWES COMPANIES INC	30.83	OPS
7/10/2024	224990	LOWES COMPANIES INC	264.25	PRIMEROS PASOS
7/10/2024	224990	LOWES COMPANIES INC	100.78	PRIMEROS PASOS > PLAYGROUND 2
7/10/2024	224990	LOWES COMPANIES INC	571.64	ROSAMOND
7/10/2024	224990	LOWES COMPANIES INC	136.75	SAN DIEGO

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7/10/2024	224990	LOWES COMPANIES INC	259.24	STERLING > CLASS A
7/10/2024	224991	AT&T	30.23	9391058626
7/10/2024	224991	AT&T	29.12	9391058731
7/10/2024	224991	AT&T	167.22	9391058743
7/10/2024	224991	AT&T	29.12	9391058783
7/10/2024	224991	AT&T	138.08	9391058788
7/10/2024	224991	AT&T	201.68	9391058839
7/10/2024	224991	AT&T	27.56	9391058846
7/10/2024	224991	AT&T	56.69	9391059009
7/10/2024	224991	AT&T	74.62	9391059161
7/10/2024	224991	AT&T	187.55	9391059166
7/10/2024	224991	AT&T	55.13	9391059419
7/10/2024	224991	AT&T	215.03	9391059574
7/10/2024	224992	LOWES COMPANIES INC	143.88	18TH ST
7/10/2024	224992	LOWES COMPANIES INC	63.33	ANGELA MARTINEZ
7/10/2024	224992	LOWES COMPANIES INC	44.90	FAIRFAX
7/10/2024	224992	LOWES COMPANIES INC	62.74	HARVEY HALL
7/10/2024	224992	LOWES COMPANIES INC	5.12	JEWETT
7/10/2024	224992	LOWES COMPANIES INC	411.62	OPS
7/10/2024	224992	LOWES COMPANIES INC	37.90	PRIMEROS PASOS
7/10/2024	224993	UNITED RENTALS INC	434.23	2900 M ST GLO/OFF CONT, SN: 2490440 06/25/24 - 07/23/24
7/10/2024	224993	UNITED RENTALS INC	(47.50)	CREDIT REF# 205039645-030 6/25/24 - 7/23/24
7/10/2024	224994	AT&T	110.77	93910059164
7/10/2024	224994	AT&T	114.15	9391059043
7/10/2024	224994	AT&T	139.39	9391059065
7/10/2024	224994	AT&T	109.62	9391059144
7/10/2024	224994	AT&T	92.75	9391059163
7/10/2024	224994	AT&T	72.90	9391059211
7/10/2024	224994	AT&T	110.76	9391060518
7/10/2024	224994	AT&T	89.08	9391060519
7/10/2024	224994	AT&T	91.89	9391060520
7/10/2024	224994	AT&T	36.82	9391060521
7/10/2024	224995	LOWES COMPANIES INC	85.16	CALIFORNIA ST PO-2024-1136
7/10/2024	224995	LOWES COMPANIES INC	49.61	GIANONE PO-2024-1136
7/10/2024	224995	LOWES COMPANIES INC	(893.00)	Inv. 975289 - WX MATERIALS CREDIT
7/10/2024	224995	LOWES COMPANIES INC	893.00	L24-079; Karina Rivera Inv. 988756
7/10/2024	224995	LOWES COMPANIES INC	689.07	PO-2023-3111; CALAIM ERICKIA HOLMES
7/10/2024	224995	LOWES COMPANIES INC	769.17	PO-2023-3111; CALAIM RICKY LUJAN
7/10/2024	224995	LOWES COMPANIES INC	1,314.30	PO-2023-3111; CALAIM TKEYAH EDWARDS
7/10/2024	224995	LOWES COMPANIES INC	821.73	PO-2023-3111; CALAIM TYLER REESE
7/10/2024	224996	AT&T	29.12	9391058736
7/10/2024	224996	AT&T	29.12	9391058772
7/10/2024	224996	AT&T	29.12	9391058803
7/10/2024	224996	AT&T	29.13	9391058822
7/10/2024	224996	AT&T	84.39	9391058844
7/10/2024	224996	AT&T	29.12	9391058878
7/10/2024	224996	AT&T	82.69	9391058913
7/10/2024	224996	AT&T	29.12	9391058915
7/10/2024	224996	AT&T	30.23	9391058922
7/10/2024	224996	AT&T	29.12	9391059036
7/10/2024	224997	AT&T	222.08	9391037342

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7/10/2024	224997	AT&T	222.08	9391037343
7/10/2024	224997	AT&T	64.27	9391058375
7/10/2024	224997	AT&T	29.12	9391058623
7/10/2024	224997	AT&T	56.69	9391058625
7/10/2024	224997	AT&T	29.12	9391058628
7/10/2024	224997	AT&T	29.12	9391058677
7/10/2024	224997	AT&T	143.25	9391058680
7/10/2024	224997	AT&T	111.81	9391058688
7/10/2024	224997	AT&T	30.21	9391058691
7/10/2024	224997	AT&T	29.12	9391058699
7/10/2024	224997	AT&T	29.12	9391058718
7/10/2024	224997	AT&T	84.25	9391058729
7/10/2024	224997	AT&T	29.12	9391065168
7/10/2024	224998	AT&T	70.03	9391058624
7/10/2024	224998	AT&T	56.69	9391058627
7/10/2024	224998	AT&T	111.81	9391058795
7/10/2024	224998	AT&T	29.12	9391058798
7/10/2024	224998	AT&T	29.12	9391058818
7/10/2024	224998	AT&T	56.69	9391058866
7/10/2024	224998	AT&T	84.25	9391058914
7/10/2024	224998	AT&T	29.12	9391058944
7/10/2024	224998	AT&T	111.81	9391059050
7/10/2024	224998	AT&T	27.56	9391059093
7/10/2024	224998	AT&T	165.55	9391059214
7/10/2024	224998	AT&T	214.11	9391059565
7/10/2024	224998	AT&T	215.22	9391059574
7/10/2024	224998	AT&T	29.12	9391065525
7/10/2024	224999	THERESE DOZIER	1,862.82	REG/BL-BEREAVEMENT/HP-VACATION PO HRS 79.22 X 34.80
7/10/2024	225000	THERESE DOZIER	252.59	MILEAGE REIMBURSEMENT
7/10/2024	28884	4IMPRINT INC AKA NELSON MARKETING	1,331.24	PO-2024-1933
7/10/2024	28885	ADRIANA LOPEZ	146.73	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28886	ALICIA N TAMAYAC HERRERA	15.41	MILEAGE REIMBURSEMENT
7/10/2024	28887	ALLIED UNIVERSAL SECURITY SERVICES	(550.76)	2900 M ST CREDIT 03/29/24-04/25/24/CREDIT MEMO
7/10/2024	28887	ALLIED UNIVERSAL SECURITY SERVICES	93,870.40	PO-2024-1762/M ST
7/10/2024	28888	ALMA SANCHEZ	21.44	JUNE 2024 LOCAL MILEAGE REIMBURSEMENT - ALMA SANCHEZ
7/10/2024	28889	AMAZON CAPITAL SERVICES, INC	208.28	PO-2024-1965
7/10/2024	28890	AMAZON CAPITAL SERVICES, INC	290.51	PO-2024-2056
7/10/2024	28891	AMAZON CAPITAL SERVICES, INC	204.65	PO-2024-2058
7/10/2024	28892	AMAZON CAPITAL SERVICES, INC	290.26	PO-2024-1964
7/10/2024	28893	AMAZON CAPITAL SERVICES, INC	817.09	PO-2024-1966
7/10/2024	28894	AMAZON CAPITAL SERVICES, INC	591.33	PO-2024-1958
7/10/2024	28895	AMAZON CAPITAL SERVICES, INC	400.11	PO-2024-2057

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7/10/2024	28896	AMAZON CAPITAL SERVICES, INC	831.30	PO-2024-1909
7/10/2024	28897	AMAZON CAPITAL SERVICES, INC	91.48	PO-2024-2028
7/10/2024	28898	AMAZON CAPITAL SERVICES, INC	328.88	PO-2024-1909
7/10/2024	28899	AMAZON CAPITAL SERVICES, INC	11.29	PO-2024-1965
7/10/2024	28900	AMAZON CAPITAL SERVICES, INC	859.75	PO-2024-2061
7/10/2024	28901	ANGELICA NELSON	54.86	Reimbursement-Ice Cream Activity
7/10/2024	28902	ANGELICA PALMA	7.37	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28903	ANNELISA PEREZ	171.52	JUNE MILEAGE REIMBURSTMENT
7/10/2024	28904	ANNETTE JOHNSON-ALLEN	134.00	Mileage Reimbursement
7/10/2024	28905	AZUGA INC	495.00	PO-2024-1651/SERVICE PERIOD 06/27/2024-07/26/2024
7/10/2024	28906	BLUETRITON BRANDS INC	274.63	236 W 4TH ST STOCKTON 06/01/2024 - 06/30/2024
7/10/2024	28907	BLUETRITON BRANDS INC	162.76	2800 SOUTH D ST STOCKTON 05/27/2024 - 06/26/2024
7/10/2024	28908	BLUETRITON BRANDS INC	117.96	2900 M ST - LBNC ACT# 6701364035 05/27/2024 - 06/26/2024
7/10/2024	28909	BLUETRITON BRANDS INC	5.05	1509 N GOLDEN GATE AVE STOCKTON 05/27/2024 - 06/26/2024
7/10/2024	28910	BOOT BARN	224.05	PO-2024-1110, DOUGLAS WOODCOOK, KELLEY SALMON
7/10/2024	28911	CARLEEN BENCOMA	138.00	Employee Reimbursement -SDA Tuition Reimbursement 2024
7/10/2024	28912	CAZADOR CONSULTING GROUP INC	2,374.40	PO-2024-1664
7/10/2024	28912	CAZADOR CONSULTING GROUP INC	1,218.00	PO-2024-1664, GABRIEL NAHE
7/10/2024	28912	CAZADOR CONSULTING GROUP INC	2,143.12	PO-2024-1664, SAMUAL PADILLA, GABRIEL NAHE
7/10/2024	28912	CAZADOR CONSULTING GROUP INC	1,721.71	Temp Hire Fee Invoice #005430
7/10/2024	28913	CHEVRON AND TEXACO BUSINESS CARD SERVICES	7,368.62	0496-00-519779-3
7/10/2024	28914	CHEVRON AND TEXACO BUSINESS CARD SERVICES	548.72	0496-00-516518-8
7/10/2024	28915	CMA FIRE PROTECTION	131.00	FOOD BANK INSP JOB# 33587014 03/15/2024
7/10/2024	28916	COLOMBO CONSTRUCTION COMPANY INC.	300,056.13	FOOD BANK EXPANSION
7/10/2024	28917	CONNIE RAMIREZ	81.07	June 2024 Mileage Reimbursement
7/10/2024	28918	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124260235 IT Temp Tyanna Prince
7/10/2024	28919	CROWN EQUIPMENT CORPORATION	756.50	PO-2024-1650
7/10/2024	28920	CSG-NAM, LLC	372.61	CONSOLIDATED MAY 2024 INVOICE
7/10/2024	28921	CYNTHIA MAGDALENO	120.60	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28922	DELL FINANCIAL SERVICES LLC	247.55	PO-2023-3545
7/10/2024	28923	DISCOUNT SCHOOL SUPPLY	4,133.08	PO-2024-1928
7/10/2024	28924	ELSA NAVARRETE	64.63	2024 Agency Job Fair Meeting Lunch

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7/10/2024	28925	ERIE CUSTOM COMPUTER APPLICATIONS	2,617.60	PO-2024-1228
7/10/2024	28926	FLOWERS BAKERIES SALES OF SOCAL, LLC	96.60	PO-2024-1431
7/10/2024	28927	FRESHPOINT CENTRAL CALIFORNIA, INC	82.80	PO-2024-1118
7/10/2024	28928	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
7/10/2024	28929	GABRIELA PADILLA	9.38	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28930	GLORIA BARBERO	21.00	Reimbursement for Parking Garage/lot for Advocacy Day in the
7/10/2024	28931	GLORIA GONZALEZ	101.84	MILEAGE REIMBURSEMENT
7/10/2024	28932	GLORIANA TEIXEIRA	141.37	June 2024 Mileage Reimbursement
7/10/2024	28933	HUFFMAN & DOWNS MAINTENANCE	859.95	JUNE 2024
7/10/2024	28934	IMPERIAL BAG & PAPER CO, LLC	130.64	425 N CALIF ST STOCKTON PO-2024-1189 JANITORIAL
7/10/2024	28934	IMPERIAL BAG & PAPER CO, LLC	103.05	701 S HUTCHINS ST LODI PO-2024-1189 JANITORIAL
7/10/2024	28935	INDEPENDENT FIRE & SAFETY	191.00	OASIS
7/10/2024	28936	JANELLE ANDRES	36.18	JUNE 2024 MILEAGE
7/10/2024	28937	JAQUELINE GUERRA	275.25	TRAVEL ADVANCE - WIPFLI LAS VEGA, NV JULY 8-12, 2024
7/10/2024	28938	JAUBRAE DIXON	24.88	Employee Reimbursement Purchased pizza for program participa
7/10/2024	28939	KAPLAN EARLY LEARNING CO	45.67	PO-2024-1906
7/10/2024	28940	KAREN RIOS	79.00	Bilingual Certification Test Reimbursement 06/27/2024
7/10/2024	28941	KERNVILLE UNION SCHOOL DISTRICT	31,361.79	PO-2024-1347
7/10/2024	28942	KEVIN GOUDGE	37.52	MILEAGE REIMBURSEMENT
7/10/2024	28943	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
7/10/2024	28944	LAURA SERNA	58.29	June 2024 Mileage Reimbursement
7/10/2024	28945	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
7/10/2024	28946	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	630.00	INVOICE 399748 PO-2024-1043
7/10/2024	28947	LETISHA BROOKS	90.45	MILEAGE REIMBRSEMENT
7/10/2024	28948	LIZETTE BRAVO	180.90	Mileage Reimbursement
7/10/2024	28949	LUCERO GONZALEZ	52.26	MILEAGE REIMBURSEMENT
7/10/2024	28950	M AND S SECURITY SERVICES INC	150.00	INVOICE 109823 PO-2024-1044
7/10/2024	28951	MARIA D FLORES TORRES	206.36	June 2024 Mileage Reimbursement
7/10/2024	28952	MARIANA RIOS	209.04	Mariana Rios Mileage Reimbursement June 2024
7/10/2024	28953	MARY ANN MOONEY	42.21	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28954	MISSION LINEN SUPPLY	1,124.29	ACC 301151 PO-2024-1699
7/10/2024	28954	MISSION LINEN SUPPLY	593.22	ACC 316102 PO-2024-1699
7/10/2024	28955	NARAMA INC	465.93	OUTREACH PO-2024-1997 APPAREL
7/10/2024	28956	NARAMA INC	1,959.33	Banners for Gourmet for Good
7/10/2024	28957	NARAMA INC	625.58	SYC PO-2024-1931
7/10/2024	28958	OFFICE IMAGING, INC	4.00	TKC-2984; 1300 18TH / HR FINAL SERVICE

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7/10/2024	28958	OFFICE IMAGING, INC	24.58	TKC-2984; 1300 18TH ST
7/10/2024	28958	OFFICE IMAGING, INC	20.46	TKC-2984; 1300 18TH ST EXECUTIVE
7/10/2024	28958	OFFICE IMAGING, INC	89.16	TKC-2984; 1825 FELIZ DR WAREHOUSE
7/10/2024	28958	OFFICE IMAGING, INC	140.89	TKC-2984; 2323 16TH ST STE 302; PO-2024-1415
7/10/2024	28958	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
7/10/2024	28958	OFFICE IMAGING, INC	919.75	TKC-2984; 5055 CALIFORNIA AVE STE 101
7/10/2024	28959	PAPER CONNECTION INC	2,751.63	PO-2024-1907
7/10/2024	28960	PAPER CONNECTION INC	1,000.09	PO-2024-2023
7/10/2024	28961	PATRICIA ROBLES WESLEY	25.46	June 2024 Mileage Reimbursement
7/10/2024	28962	PERFECT GIFT LLC	1,477.95	PERFECT GIFT - CALVIP - CLOTHING
7/10/2024	28963	POWER MACHINERY CENTER	841.78	PO-2024-1020 SERIAL 1548
7/10/2024	28964	QUE'MESHA BANNER	57.70	TRAVEL LIQUIDATION - CA COMMUNITY SCHOOLS EMPOWER SUMMIT LO
7/10/2024	28965	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST RIDGECREST 07/03/2024 - 08/03/2024
7/10/2024	28966	RHETA NEGRETE NEAL	24.79	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28967	RHINA PEREZ	95.14	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28968	SAVANNAH MALDONADO	50.94	DEI - Book Club Celebration
7/10/2024	28969	SAVANNAH MALDONADO	63.47	California Policy Center Tour Lunch
7/10/2024	28970	SEIU LOCAL 521	12,179.19	Union Dues June 2024
7/10/2024	28971	SMART & FINAL	76.36	ACT# 326821 REF# 874888 06/24/2024
7/10/2024	28972	STACY MERRIFIELD	22.11	JUNE MILEAGE REIMBURSEMENT
7/10/2024	28973	STAPLES ADVANTAGE	247.63	HS PO-2024-1921 ORD# 7634119262-000-002
7/10/2024	28974	STAPLES ADVANTAGE	145.38	HS PO-2024-1921 ORD# 7634119262-000-001
7/10/2024	28975	STAPLES ADVANTAGE	7,811.71	HVP PO-2024-1991 ORD# 7634286757-000-002
7/10/2024	28976	STAPLES ADVANTAGE	777.34	HS PO-2024-2011 ORD# 7634655969-000-002
7/10/2024	28977	STEPHEN WILLIFORD	950.00	2900 M ST
7/10/2024	28978	STINSON STATIONERS	331.82	315 STINE PO-2024-2096 SUPPLIES
7/10/2024	28978	STINSON STATIONERS	621.71	HS PO-2024-1987 OFFICE SUPPLIES/EDUCATION
7/10/2024	28979	SYLVIA ORTEGA	200.00	CELLULAR TELEPHONE REIMBURSEMENT
7/10/2024	28980	SYLVIA ORTEGA	75.30	Quality Assurance CACFP Meeting 3/19/24
7/10/2024	28981	SYSCO FOOD SERVICES OF VENTURA INC	723.15	3101 MALL VIEW RD PO-2024-1268 ORD# 1575685
7/10/2024	28982	SYSCO FOOD SERVICES OF VENTURA INC	2,408.23	2900 M ST PO-2024-1531 ORD# 1578448 & 1578400
7/10/2024	28983	SYSCO FOOD SERVICES OF VENTURA INC	1,514.83	2900 M ST PO-2024-1531 ORD# 1579761
7/10/2024	28984	SYSCO FOOD SERVICES OF VENTURA INC	337.90	3101 MALL VIEW RD PO-2024-1266 ORD# 1580145
7/10/2024	28985	SYSCO FOOD SERVICES OF VENTURA INC	338.63	3101 MALL VIEW RD PO-2024-1255 ORD# 1580362
7/10/2024	28986	SYSCO FOOD SERVICES OF VENTURA INC	109.05	3101 MALL VIEW RD PO-2024-1268 ORD# 1574409

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7/10/2024	28987	TIFFANY WAITERS-MCCLINTON	13.40	June 2024 Mileage Reimbursement
7/10/2024	28988	VERNON SORENSON MD INC	25.00	DOT RAPID 05/17/2024 - C. A. WORTHY
7/10/2024	28989	VERNON SORENSON MD INC	25.00	DOT RAPID 06/17/2024 A. DIEGO
7/10/2024	28990	VERNON SORENSON MD INC	25.00	DOT RAPID 06/27/2024 J. MARSH
7/10/2024	28991	VERNON SORENSON MD INC	25.00	DOT RAPID 06/05/2024 C. MENDOZA
7/10/2024	28992	VERNON SORENSON MD INC	25.00	DOT RAPID C. M. FLORES DOS: 06/04/2024
7/10/2024	28993	VERNON SORENSON MD INC	905.00	Pre-Employment Physical Multiple INV# 00552513-00
7/10/2024	28994	W W GRAINGER INC	868.62	FAIRFAX
7/10/2024	28995	WESLEY UNITED METHODIST CHURCH	1,464.79	PO-2024-1963 1314 OSWELL ST
7/10/2024	28996	PUBLIC AGENCY COALITION ENTERPRISE	769,297.00	July 2024 MEDICAL
7/10/2024	28997	THE HARTFORD PRIORITY ACCOUNTS	6,029.28	LEAVE MANAGEMENT
7/10/2024	28998	THE HARTFORD PRIORITY ACCOUNTS	5,991.12	LEAVE MANAGEMENT
7/10/2024	28999	SYSCO FOOD SERVICES OF VENTURA INC	6,538.68	3101 MALL VIEW RD PO-2024-1255 ORD# 1580065
7/10/2024	28999	SYSCO FOOD SERVICES OF VENTURA INC	(196.13)	CREDIT REF# 379664342 PO-2024-1255 ORD# 1580065
7/10/2024	29000	AMAZON CAPITAL SERVICES, INC	(33.55)	PO-2024-1482
7/10/2024	29000	AMAZON CAPITAL SERVICES, INC	(48.31)	PO-2024-1674
7/10/2024	29000	AMAZON CAPITAL SERVICES, INC	1,012.05	PO-2024-1797
7/10/2024	29001	AMAZON CAPITAL SERVICES, INC	327.26	PO-2024-1948
7/10/2024	29002	AMAZON CAPITAL SERVICES, INC	2,252.45	PO-2024-1955
7/10/2024	29003	AMAZON CAPITAL SERVICES, INC	4,236.12	PO-2024-2013
7/10/2024	29004	MARIANA RIOS	368.75	Travel Advance esri 2024 User Conference CORONADO, CA 071424
7/11/2024	225001	SHELBY LAWSTON	853.91	HP-VACATION PO/AL-PD ADM LV HRS 52.35 X 17.91
7/17/2024	225002	AMBER PUMPHREY	42.88	JUNE MILEAGE REIMBURSEMENT
7/17/2024	225003	ANDREW CHAVEZ	91.79	Mileage reimbursement
7/17/2024	225004	ASHLEY MCALLISTER	10.05	JUNE MILEAGE REIMBURSEMENT
7/17/2024	225005	AT&T	15.64	2323 16TH ST STE 305/059 211-9260 741 6
7/17/2024	225005	AT&T	26.58	248 134-0090 016 1/OUTREACH FOR WIC AND 211
7/17/2024	225006	AT&T	3,699.04	831-000-7563 312 Billing ADI Security & Internet Connection
7/17/2024	225007	AT&T	2,430.07	Switched Ethernet May 2024 Acct 831-000-9464 127
7/17/2024	225008	AT&T	2,619.46	Switched Ethernet June 2024 Acct 831-000-9464 127
7/17/2024	225009	BAKERSFIELD COLLEGE	256.00	Bilingual Exams

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Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	225010	CALIFORNIA WATER SERVICE COMPANY	2,563.73	2424 S DR MARTIN LUTHER KING JR BL
7/17/2024	225010	CALIFORNIA WATER SERVICE COMPANY	260.53	315 STINE RD A/9945588888
7/17/2024	225010	CALIFORNIA WATER SERVICE COMPANY	999.20	520 S WASHINGTON ST
7/17/2024	225011	CATHY DOUMA	1,653.74	PO-2024-1789
7/17/2024	225011	CATHY DOUMA	487.84	PO-2024-1923
7/17/2024	225011	CATHY DOUMA	1,153.88	PO-2024-1924
7/17/2024	225011	CATHY DOUMA	404.16	PO-2024-1925
7/17/2024	225011	CATHY DOUMA	165.67	PO-2024-1926
7/17/2024	225011	CATHY DOUMA	424.75	PO-2024-1930
7/17/2024	225012	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE/167673501
7/17/2024	225013	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
7/17/2024	225014	CHARTER COMMUNICATIONS	204.00	819 6TH ST/167694301
7/17/2024	225015	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE/167696901
7/17/2024	225016	CHARTER COMMUNICATIONS	204.00	650 JAMES ST/167738701
7/17/2024	225017	CHRISTOPHER PERCIVAL	764.04	CAL FRESH
7/17/2024	225017	CHRISTOPHER PERCIVAL	43.30	MCAP
7/17/2024	225018	CINDY RUIZ	188.27	JUNE 2024 MILEAGE REIMBURSEMENT
7/17/2024	225019	CINTAS CORPORATION #668	214.33	300 19TH ST
7/17/2024	225020	CITY OF WASCO	407.10	523 BROADWAY ST ACT# 0130005230 05/15/204 - 06/15/2024
7/17/2024	225020	CITY OF WASCO	76.60	523 BROADWAY ST ACT# 013005231 07/01/2024 - 07/31/2024
7/17/2024	225021	CLAUDIA PALAFOX LOPEZ	64.00	SDA Permit Renewal Reimbursement 06/24/2024
7/17/2024	225022	DEPARTMENT OF JUSTICE	510.00	New Hire Background Check
7/17/2024	225023	DEPARTMENT OF SOCIAL SERVICES	968.00	Licensing Fees 5 REAL ROAD
7/17/2024	225024	ELIZABETH ARZEO SAABEDRA	42.88	JUNE 2024 MILEAGE REIMBURSEMENT
7/17/2024	225025	FEDEX	40.81	D.JUAREZ/M.FAUSTO/818235981815
7/17/2024	225025	FEDEX	33.65	HR/P.BAVER/818235981826
7/17/2024	225025	FEDEX	26.01	N.NINO/ L.SPROTT/817091102832
7/17/2024	225025	FEDEX	61.08	Z/FINCH/L.GINGALENED/818235981837
7/17/2024	225026	FERGUSON ENTERPRISES INC #1350	596.50	HARVEY HALL
7/17/2024	225026	FERGUSON ENTERPRISES INC #1350	246.69	OPS
7/17/2024	225026	FERGUSON ENTERPRISES INC #1350	149.13	PETE PARRA > CLASS 1
7/17/2024	225027	FIRST 5 MADERA COUNTY	312.28	Reimbursement for Postage and Copies 525 E Yosemite Ave
7/17/2024	225028	FLORIDA STATE UNIVERSITY	29,700.00	PO-2024-2136
7/17/2024	225029	GILBERTO GEORGE DENIZ	125.00	Travel Liquidation to la Quinta for family enrollments, outr
7/17/2024	225030	GREAT WESTERN RECREATION, LLC	70,519.39	OASIS - EHS
7/17/2024	225031	GRIMMWAY ENTERPRISES, INC.	25,866.00	PO-2024-1329
7/17/2024	225032	GRINGTEAM INC.	1,737.12	Hotel Accommodations- Preservice Training DoubleTree Bakersf
7/17/2024	225032	GRINGTEAM INC.	10,617.61	PO-2024-2002
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	59.65	5 REAL RD

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7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	387.54	ANGELA MARTINEZ
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	64.69	HARVEY HALL
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	12.69	STERLING > CLASS 5 &6
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	323.49	STERLING > CLASS A
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	123.28	STERLING > EHS
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	123.41	STERLING >CLASS 6
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	43.21	STERLING CLASS 5/6
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	22.28	STERLING CLASS A
7/17/2024	225033	HOME DEPOT COMMERCIAL CREDIT	155.87	STERLING SHED 1
7/17/2024	225034	JULISSA ELIZONDO	20.10	Mileage Reimbursement
7/17/2024	225035	KERN COUNTY SUPERINTENDENT OF SCHOOLS	207.18	INVOICE 404309
7/17/2024	225035	KERN COUNTY SUPERINTENDENT OF SCHOOLS	144.64	INVOICE 404310
7/17/2024	225036	KERN FLOOR CARE INC	1,561.35	PO-2023-2742
7/17/2024	225037	LAKESHORE EQUIPMENT COMPANY	657.13	PO-2024-1692
7/17/2024	225037	LAKESHORE EQUIPMENT COMPANY	1,497.31	PO-2024-1790
7/17/2024	225037	LAKESHORE EQUIPMENT COMPANY	538.80	PO-2024-1977
7/17/2024	225038	LOWES COMPANIES INC	20.55	18TH ST
7/17/2024	225038	LOWES COMPANIES INC	3.67	HARVEY HALL > CLASS 103
7/17/2024	225038	LOWES COMPANIES INC	12.79	Inv. 991751 - SUPPLIES
7/17/2024	225038	LOWES COMPANIES INC	30.84	Inv. 991774 - SUPPLIES
7/17/2024	225038	LOWES COMPANIES INC	27.70	LBNC
7/17/2024	225038	LOWES COMPANIES INC	154.25	PO-2024-1785; CALAIM VANESSA CRAIN
7/17/2024	225038	LOWES COMPANIES INC	69.82	STERLING
7/17/2024	225039	MANUEL G BARRIOS	75.00	Lawn Services for month of May 2024
7/17/2024	225039	MANUEL G BARRIOS	75.00	Manuel Barrios - June 2024 Lawn Services
7/17/2024	225040	MARIA MORALES CARDENAS	23.45	JUNE 2024 MILEAGE REIMBURSEMENT
7/17/2024	225041	MARIA RODRIGUEZ LOPEZ	90.00	SDA CPR Reimbursement 06/20/2024
7/17/2024	225042	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 JULY 2024 JANITORIAL SVCS
7/17/2024	225043	MARLEN TORRES	245.00	Marlin Torres - SDA College Books Reimbursement 05/23/2024
7/17/2024	225044	MARTHA ORDUNA	105.86	JUNE MILEAGE REIMBURSEMENT
7/17/2024	225045	MCWILLIAMS & WALDEN INC	96.23	LIC# 8W71304 PO-2024-1351
7/17/2024	225045	MCWILLIAMS & WALDEN INC	120.27	LIC# 9HTA614 PO-2024-1351

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7/17/2024	225046	MICHAEL K BROWN LANDSCAPE INC	371.88	ALBERTA DILLARD
7/17/2024	225046	MICHAEL K BROWN LANDSCAPE INC	160.80	LBNC
7/17/2024	225046	MICHAEL K BROWN LANDSCAPE INC	19,875.00	VARIOUS SITES - JUNE MONTHLY SERVICE
7/17/2024	225047	NICOLE CALLAHAN	158.79	JUNE 2024 MILEAGE REIMBURSEMENT
7/17/2024	225048	ODP BUSINESS SOLUTIONS LLC	2,039.05	PO-2024-1922
7/17/2024	225048	ODP BUSINESS SOLUTIONS LLC	1,793.37	PO-2024-2037
7/17/2024	225048	ODP BUSINESS SOLUTIONS LLC	205.52	PO-2024-2068
7/17/2024	225049	OFFICE1 LEASING	197.77	450-7986161-036; 15662 K ST; PO-2023-2727
7/17/2024	225050	PG&E	2,431.61	221 W 5TH ST / 239 W 5TH ST
7/17/2024	225050	PG&E	358.32	2800 AGATE ST
7/17/2024	225050	PG&E	10,436.05	315 STINE RD
7/17/2024	225050	PG&E	597.65	650 JAMES ST
7/17/2024	225051	PRODUCERS DAIRY FOODS INC	1,222.05	PO-2024-1137
7/17/2024	225052	RAQUEL SILVA	24.12	June 2024 Mileage Reimbursement RS
7/17/2024	225053	ROSA CALLEJAS	129.31	Mileage Reimbursement
7/17/2024	225054	SAVE MART SUPERMARKETS	267.34	REF# 099782 07/03/2024 SPEC DIET NEEDS FOOD MAX
7/17/2024	225055	SEQUOIA PAINT ENTERPRISE	214.82	KAISER 5055 CAL AVE 220 REF# 00023069 WO# 16489
7/17/2024	225056	SEQUOIA PAINT ENTERPRISE	57.67	KAISER 5055 CAL AVE 220 REF# 00023124 WO# 16489
7/17/2024	225057	SEQUOIA PAINT ENTERPRISE	11.00	KAISER - 5055 CAL AVE 220 REF# 0023144 WO#16489
7/17/2024	225058	SNIDERS	25.98	PETE PARRA REF# 301710 WO# 16582
7/17/2024	225059	SOUTH TULARE RICHGROVE REFUSE INC	414.19	1835 CECIL AVE DELANO JULY 2024 SVCS ACT# 02-103698 5
7/17/2024	225060	SOUTHERN CALIFORNIA EDISON	409.61	1120 S CURRY ST TEHACHAPI 06/05/2024 - 07/07/2024
7/17/2024	225060	SOUTHERN CALIFORNIA EDISON	5,948.96	814 N NORMA ST RIDGECREST 06/07/2024 - 07/09/2024
7/17/2024	225061	STANDARD PLUMBING SUPPLY COMPANY, INC	37.71	SYC
7/17/2024	225062	STANDARD RETIREMENT SERVICES, INC	1,425.00	The Standard Insurance Base Plan C# 814421 04/01/24 - 06/30/
7/17/2024	225063	STEPHANIE CORONEL	221.10	Mileage Reimbursement
7/17/2024	225064	SUPERIOR SANITATION SERVICE INC	767.94	3000 STERLING RD ACT# 119046 07/04/2024 - 07/31/2024
7/17/2024	225065	THERESE DOZIER	34.84	July Mileage
7/17/2024	225066	UNITED WAY OF KERN COUNTY	59,014.48	PO-2023-2549 CalEITC JUNE 2024
7/17/2024	225066	UNITED WAY OF KERN COUNTY	8,486.24	PO-2023-2828 JUNE 2024 UWKC IRS CAPK-VITA HOURS
7/17/2024	225067	VALERIE CAMACHO	93.80	June Mileage
7/17/2024	225068	VALLEY PROPANE SERVICE	400.43	PO-2024-1649 FOOD BANK
7/17/2024	225069	VARNER BROS., INC.	27.31	1410 11TH ST JULY 2024 2YD BIN RENTAL

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7/17/2024	225069	VARNER BROS., INC.	27.31	3811 RIVER BLVD JULY 2024 3YD BIN RENTAL
7/17/2024	225070	VESTIS GROUP, INC	136.30	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
7/17/2024	225071	VILLATORO POWER WASHING	325.00	300 19TH ST COMM POWER WASHING 05/28/2024
7/17/2024	225072	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	276.03	1145 N HUNTER ST STOCKTON 07/01/2024 - 07/31/2024
7/17/2024	225072	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	280.55	1509 N GOLDEN GATE AVE STOCKTON 07/01/2024 - 07/31/2024
7/17/2024	225072	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 07/01/2024 - 07/31/2024
7/17/2024	225072	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 07/01/2024 - 07/31/2024
7/17/2024	225073	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
7/17/2024	225073	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
7/17/2024	225074	ALICIA GARCIA DE LEYVA	3,846.17	Child Care Reimbursement
7/17/2024	225074	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
7/17/2024	225075	ALICIA MUNOZ DE SANCHEZ	780.50	Child Care Reimbursement
7/17/2024	225075	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
7/17/2024	225076	ALL ABOARD PRESCHOOL	4,833.51	Child Care Reimbursement
7/17/2024	225076	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
7/17/2024	225077	ANA BERTHA BALLESTEROS JAIME	2,146.60	Child Care Reimbursement
7/17/2024	225077	ANA BERTHA BALLESTEROS JAIME	420.00	Cost of Care Plus Rate
7/17/2024	225078	ANA MARIA ACOSTA DE ARIZAGA	2,164.43	Child Care Reimbursement
7/17/2024	225078	ANA MARIA ACOSTA DE ARIZAGA	420.00	Cost of Care Plus Rate
7/17/2024	225079	ANTONIA PANIAGUA ROSALES	10,903.98	Child Care Reimbursement
7/17/2024	225079	ANTONIA PANIAGUA ROSALES	1,820.00	Cost of Care Plus Rate
7/17/2024	225080	BELEN IZAZAGA MERCADO	1,526.24	Child Care Reimbursement
7/17/2024	225080	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
7/17/2024	225081	CARLOS YOVANI HERNANDEZ BONILLA	465.60	Child Care Reimbursement
7/17/2024	225081	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
7/17/2024	225082	CECILIA GAYTAN DE ZARATE	6,779.31	Child Care Reimbursement
7/17/2024	225082	CECILIA GAYTAN DE ZARATE	1,400.00	Cost of Care Plus Rate
7/17/2024	225082	CECILIA GAYTAN DE ZARATE	(95.00)	Union Dues
7/17/2024	225083	CONSUELO RAMIREZ DE MAGDALENO	6,968.19	Child Care Reimbursement
7/17/2024	225083	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
7/17/2024	225083	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
7/17/2024	225084	DIEGO FERREIRA	2,167.44	Child Care Reimbursement
7/17/2024	225084	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
7/17/2024	225085	ERLINDA MARTHA MADUENO	1,444.52	Child Care Reimbursement
7/17/2024	225085	ERLINDA MARTHA MADUENO	294.00	Cost of Care Plus Rate
7/17/2024	225086	ESTHER MELENDREZ	1,558.86	Child Care Reimbursement
7/17/2024	225086	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	225087	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
7/17/2024	225087	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
7/17/2024	225087	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
7/17/2024	225088	IRMA JIMENEZ CASTANEDA	859.31	Child Care Reimbursement
7/17/2024	225088	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
7/17/2024	225089	JEMIMA GONZALEZ	306.54	Child Care Reimbursement
7/17/2024	225089	JEMIMA GONZALEZ	98.00	Cost of Care Plus Rate
7/17/2024	225090	JESSICA CERVANTES	1,527.56	Child Care Reimbursement
7/17/2024	225090	JESSICA CERVANTES	294.00	Cost of Care Plus Rate
7/17/2024	225091	JOLDRIN JOSUE ZUNIGA HONDOY	1,001.86	Child Care Reimbursement
7/17/2024	225091	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
7/17/2024	225092	LETICIA GARIBAY CEJA	280.00	Cost of Care Plus Rate
7/17/2024	225093	LETICIA GARIBAY CEJA	1,651.69	Child Care Reimbursement
7/17/2024	225094	LUZ A ESQUIVEL MORENO	1,019.71	Child Care Reimbursement
7/17/2024	225094	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
7/17/2024	225095	MA DEL CARMEN FLORES VALLECILLO	485.00	Child Care Reimbursement
7/17/2024	225095	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
7/17/2024	225095	MA DEL CARMEN FLORES VALLECILLO	(19.70)	Union Dues
7/17/2024	225096	MANUELA P MEDINA	5,656.84	Child Care Reimbursement
7/17/2024	225096	MANUELA P MEDINA	980.00	Cost of Care Plus Rate
7/17/2024	225097	MARCELA CHAVEZ OSEGUERA	1,431.23	Child Care Reimbursement
7/17/2024	225097	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
7/17/2024	225098	MARCELA G NUNEZ DE GUTIERREZ	6,657.83	Child Care Reimbursement
7/17/2024	225098	MARCELA G NUNEZ DE GUTIERREZ	1,540.00	Cost of Care Plus Rate
7/17/2024	225098	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
7/17/2024	225099	MARGARITA GARIBAY CORTES	4,625.46	Child Care Reimbursement
7/17/2024	225099	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
7/17/2024	225099	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
7/17/2024	225100	MARIA CRUZ MACIAS	1,019.71	Child Care Reimbursement
7/17/2024	225100	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
7/17/2024	225101	MARIA DEL SOCORRO CARMONA	2,166.40	Child Care Reimbursement
7/17/2024	225101	MARIA DEL SOCORRO CARMONA	420.00	Cost of Care Plus Rate
7/17/2024	225101	MARIA DEL SOCORRO CARMONA	(48.33)	Union Dues
7/17/2024	225102	MARIA EUGENIA GARCIA DE VEGA	818.00	Child Care Reimbursement
7/17/2024	225102	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	225103	MARIA LOURDES MORENO ESQUIVEL	1,614.96	Child Care Reimbursement
7/17/2024	225103	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
7/17/2024	225104	MARIA V SOSA	572.60	Child Care Reimbursement
7/17/2024	225104	MARIA V SOSA	98.00	Cost of Care Plus Rate
7/17/2024	225105	MARISOL PEREZ	978.92	Child Care Reimbursement
7/17/2024	225105	MARISOL PEREZ	196.00	Cost of Care Plus Rate
7/17/2024	225106	MAYRA PONCE GARIBAY	1,567.11	Child Care Reimbursement
7/17/2024	225106	MAYRA PONCE GARIBAY	280.00	Cost of Care Plus Rate
7/17/2024	225107	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
7/17/2024	225107	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
7/17/2024	225108	ORELLANA RODIGUEZ TOMASA MARISOL	1,084.76	Child Care Reimbursement
7/17/2024	225108	ORELLANA RODIGUEZ TOMASA MARISOL	196.00	Cost of Care Plus Rate
7/17/2024	225109	PATRICIA H MARTINEZ	2,146.60	Child Care Reimbursement
7/17/2024	225109	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
7/17/2024	225110	REYNALDA C MALDONADO	1,460.68	Child Care Reimbursement
7/17/2024	225110	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
7/17/2024	225111	RUFINITA PRISCILLA MARIE SAUCEDA	2,099.96	Child Care Reimbursement
7/17/2024	225111	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
7/17/2024	225112	SAIDY LORENA MAYEN	4,583.73	Child Care Reimbursement
7/17/2024	225112	SAIDY LORENA MAYEN	840.00	Cost of Care Plus Rate
7/17/2024	225113	SONIA C LOPEZ DE JUAREZ	1,208.58	Child Care Reimbursement
7/17/2024	225113	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
7/17/2024	225113	SONIA C LOPEZ DE JUAREZ	(24.17)	Union Dues
7/17/2024	225114	TERESA CERVANTES	524.38	Child Care Reimbursement
7/17/2024	225114	TERESA CERVANTES	98.00	Cost of Care Plus Rate
7/17/2024	225114	TERESA CERVANTES	(10.49)	Union Dues
7/17/2024	225115	VERONICA HERNANDEZ	733.28	Child Care Reimbursement
7/17/2024	225115	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
7/17/2024	225116	YAZMIN ORNELAS PINEDA	829.08	Child Care Reimbursement
7/17/2024	225116	YAZMIN ORNELAS PINEDA	196.00	Cost of Care Plus Rate
7/17/2024	225117	YOLANDA SALDANA MORENO	2,265.61	Child Care Reimbursement
7/17/2024	225117	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
7/17/2024	225118	Yoseling Carolina Mendez Lopez	1,026.64	Child Care Reimbursement
7/17/2024	225118	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
7/17/2024	225119	ANA HERMELINDA SANTOS PACHECO	8,107.41	Child Care Reimbursement
7/17/2024	225119	ANA HERMELINDA SANTOS PACHECO	1,820.00	Cost of Care Plus Rate
7/17/2024	225120	CARMEN SANTOS PACHECO	4,728.31	Child Care Reimbursement
7/17/2024	225120	CARMEN SANTOS PACHECO	980.00	Cost of Care Plus Rate
7/17/2024	225121	MARIA P COSIO	7,813.66	Child Care Reimbursement
7/17/2024	225121	MARIA P COSIO	1,400.00	Cost of Care Plus Rate
7/17/2024	225122	TEODORA GIRON MORALES	187.68	Child Care Reimbursement
7/17/2024	225122	TEODORA GIRON MORALES	140.00	Cost of Care Plus Rate
7/17/2024	225123	HORTENCIA HERNANDEZ	589.72	CHILD CARE REIMBURSEMENT

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7/17/2024	225124	CYNTHIA E CASTILLO	2,114.32	Child Care Reimbursement
7/17/2024	225124	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
7/17/2024	225125	JUANA H PIMENTEL	7,870.56	Child Care Reimbursement
7/17/2024	225125	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
7/17/2024	225125	JUANA H PIMENTEL	(90.00)	Union Dues
7/17/2024	225126	LILIA ESQUIVEL MONROY	4,079.01	Child Care Reimbursement
7/17/2024	225126	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
7/17/2024	225127	LORI MACIAS CERNA	5,547.38	Child Care Reimbursement
7/17/2024	225127	LORI MACIAS CERNA	1,120.00	Cost of Care Plus Rate
7/17/2024	225128	BLANCA ESTELA JIMENEZ	946.78	Child Care Reimbursement
7/17/2024	225128	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
7/17/2024	225129	GLORIA GARCIA DE MADERA	8,173.70	Child Care Reimbursement
7/17/2024	225129	GLORIA GARCIA DE MADERA	1,400.00	Cost of Care Plus Rate
7/17/2024	225130	JOSEFA HERNANDEZ DE RODRIGUEZ	2,000.60	Child Care Reimbursement
7/17/2024	225130	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
7/17/2024	225131	LETICIA MARIA BOTELLO	3,558.80	Child Care Reimbursement
7/17/2024	225131	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
7/17/2024	225132	LUZ E VENEGAS	8,361.02	Child Care Reimbursement
7/17/2024	225132	LUZ E VENEGAS	1,540.00	Cost of Care Plus Rate
7/17/2024	225133	MARIA B CRUZ DE PULIDO	8,127.10	Child Care Reimbursement
7/17/2024	225133	MARIA B CRUZ DE PULIDO	1,400.00	Cost of Care Plus Rate
7/17/2024	225134	ROCIO JOSEFINA HERNANDEZ	11,150.74	Child Care Reimbursement
7/17/2024	225134	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
7/17/2024	225135	ROCIO VERONICA MUNIZ CERECEDA	2,206.86	Child Care Reimbursement
7/17/2024	225135	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
7/17/2024	225136	ELOISA MONTES DE ROMERO	1,355.08	Child Care Reimbursement
7/17/2024	225136	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
7/17/2024	225136	ELOISA MONTES DE ROMERO	(27.10)	Union Dues
7/17/2024	225137	MARIA M ANGULO	3,390.44	Child Care Reimbursement
7/17/2024	225137	MARIA M ANGULO	800.00	Cost of Care Plus Rate
7/17/2024	225138	MARTHA HERNANDEZ MEZA	1,701.12	Child Care Reimbursement
7/17/2024	225138	MARTHA HERNANDEZ MEZA	320.00	Cost of Care Plus Rate
7/17/2024	225139	ADELAIDA ESPINOZA	449.24	Child Care Reimbursement
7/17/2024	225139	ADELAIDA ESPINOZA	196.00	Cost of Care Plus Rate
7/17/2024	225140	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
7/17/2024	225140	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
7/17/2024	225141	AMPARO MAGANA	1,504.22	Child Care Reimbursement
7/17/2024	225141	AMPARO MAGANA	280.00	Cost of Care Plus Rate
7/17/2024	225142	ANA R LEMUS LOPEZ	1,011.03	Child Care Reimbursement
7/17/2024	225142	ANA R LEMUS LOPEZ	420.00	Cost of Care Plus Rate
7/17/2024	225143	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	1,069.36	Child Care Reimbursement
7/17/2024	225143	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
7/17/2024	225144	ANDREA R RIVERA	1,004.25	Child Care Reimbursement
7/17/2024	225144	ANDREA R RIVERA	280.00	Cost of Care Plus Rate
7/17/2024	225145	ANNA DELFINA REYES	6,516.84	Child Care Reimbursement

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7/17/2024	225145	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
7/17/2024	225146	BERTHA NERTO	4,751.31	Child Care Reimbursement
7/17/2024	225146	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
7/17/2024	225147	BRENDA SUJEY MARTINEZ	2,321.25	Child Care Reimbursement
7/17/2024	225147	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
7/17/2024	225148	CRISTINA SOTO DE MARTINEZ	2,321.25	Child Care Reimbursement
7/17/2024	225148	CRISTINA SOTO DE MARTINEZ	420.00	Cost of Care Plus Rate
7/17/2024	225149	ESMERALDA YOSELI SALCIDO CURIEL	1,403.88	Child Care Reimbursement
7/17/2024	225149	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate
7/17/2024	225150	GLORIA LEMUS DE LEMUS	1,569.14	Child Care Reimbursement
7/17/2024	225150	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
7/17/2024	225151	GUADALUPE CABRERA	6,997.35	Child Care Reimbursement
7/17/2024	225151	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
7/17/2024	225151	GUADALUPE CABRERA	(90.00)	Union Dues
7/17/2024	225152	GUADALUPE ELIZABETH PENUELAS	2,321.25	Child Care Reimbursement
7/17/2024	225152	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
7/17/2024	225153	KASANDRA LOPEZ-CORDERO	1,213.22	Child Care Reimbursement
7/17/2024	225153	KASANDRA LOPEZ-CORDERO	294.00	Cost of Care Plus Rate
7/17/2024	225154	MARIA ELENA CORONA DE IBARRA	7,268.95	Child Care Reimbursement
7/17/2024	225154	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
7/17/2024	225155	NORA E LEMUS	1,689.28	Child Care Reimbursement
7/17/2024	225155	NORA E LEMUS	280.00	Cost of Care Plus Rate
7/17/2024	225156	ROSAURA QUINTERO DE LOPEZ	6,106.13	Child Care Reimbursement
7/17/2024	225156	ROSAURA QUINTERO DE LOPEZ	1,260.00	Cost of Care Plus Rate
7/17/2024	225157	SOCORRO LARA DE GOVEA	1,151.68	Child Care Reimbursement
7/17/2024	225157	SOCORRO LARA DE GOVEA	280.00	Cost of Care Plus Rate
7/17/2024	225158	VERONICA L ESCOBAR	3,065.73	Child Care Reimbursement
7/17/2024	225158	VERONICA L ESCOBAR	1,400.00	Cost of Care Plus Rate
7/17/2024	225159	ANA MARIA ACOSTA DE ARIZAGA	91.39	Child Care Reimbursment
7/17/2024	225160	JOSEFA HERNANDEZ DE RODRIGUEZ	2,697.16	Child Care Reimbursement
7/17/2024	225161	JUAN JOSE HERNANDEZ	1,443.48	Child Care Reimbursement
7/17/2024	225162	NORMA ALIDA ANDRADE LOPEZ	622.38	Child Care Reimbursement
7/17/2024	225163	XOCHITL ARTHEMISA PELAGIO	2,978.97	Child Care Reimbursement
7/17/2024	225164	HOME DEPOT COMMERCIAL CREDIT	451.21	18TH ST
7/17/2024	225165	ANGEL PEREZ AREVALO	140.25	Travel Advance Managers Academy Sacramento, CA 07.23.24 - 07
7/17/2024	225166	CAROL HENDRICKS	140.25	Travel Advance Managers academy Sacramento 07.23.24 - 07-24
7/17/2024	225167	RAYJEAN STONE	140.25	Travel Advance Managers academy Sacramento 07.23.24 - 07-24

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7/17/2024	29005	4IMPRINT INC AKA NELSON MARKETING	442.75	PO-2024-1914
7/17/2024	29006	A-1 BATTERY COMPANY	372.22	18TH ST - HS VEHICLE #09-105
7/17/2024	29007	A-1 BATTERY COMPANY	335.68	HEADSTART > OPS, TRUCK#09-81
7/17/2024	29008	ABATE CONSTRUCTION, INCORPORATED	62,686.75	PO-2024-1782/2400 PLANZ RD - DEMO WORK
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3506/5055 CALIFORNIA AVE STE 220
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3506/5055 CALIFORNIA AVE STE 220 FINAL PICKUP
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3507/2900 M ST
7/17/2024	29009	ADVANCED DATA STORAGE	35.20	PO-2023-3518/4032 JEWETT AVE
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3522/1807 FELIZ DR
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3532/5351 OLIVE DRIVE
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2023-3546/5055 CALIFORNIA AVE STE 101
7/17/2024	29009	ADVANCED DATA STORAGE	17.60	PO-2024-2035/3101 MALL VIEW RD
7/17/2024	29010	ALLIED UNIVERSAL SECURITY SERVICES	78,009.96	PO-2024-1425/2900 M ST
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	383.16	PO-2024-1441
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	8,253.62	PO-2024-1617
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	254.86	PO-2024-1984
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	294.09	PO-2024-2003
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	1,062.70	PO-2024-2026
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	270.96	PO-2024-2055
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	1,134.26	PO-2024-2060
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	946.49	PO-2024-2065
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	96.09	PO-2024-2066
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	181.99	PO-2024-2088
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	932.89	PO-2024-2091
7/17/2024	29012	AMAZON CAPITAL SERVICES, INC	350.04	PO-2024-2110
7/17/2024	29013	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES
7/17/2024	29013	AMERICAN REFUSE, INC.	456.78	455/459 E EUCLID AVE
7/17/2024	29013	AMERICAN REFUSE, INC.	206.27	650 JAMES ST
7/17/2024	29014	AN ICON COMPANY, LLC	292.58	PO-2024-2059
7/17/2024	29015	ANGELICA NELSON	25.00	Employee Reimbursement - Science Reservation Deposit Fee
7/17/2024	29016	ANTHONY CONRAD CHAVEZ	56.28	Mileage Reimbursement
7/17/2024	29017	AURORA GARCIA LARES	10.05	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29018	BLUETRITON BRANDS INC	3.13	2900 M ST LBNC 06/11/2024 - 07/10/2024 ACT# 6701364039
7/17/2024	29019	BLUETRITON BRANDS INC	5.94	929 BROADWAY ST WASCO HS 06/07/2024 - 07/06/2024

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7/17/2024	29020	BRADY INDUSTRIES	2,511.08	PO-2023-1366
7/17/2024	29021	CA ASSOCIATION OF FOOD BANKS	1,078.45	PO-2024-1235/TOMATOES
7/17/2024	29022	CAZADOR CONSULTING GROUP INC	1,529.32	LIDIA CHAVEZ, JULIE BLUMENBERG
7/17/2024	29023	CHRISTOPHER SANCHEZ	317.58	June 2024 Mileage Reimbursement
7/17/2024	29024	CMA FIRE PROTECTION	105.00	WESLEY HS JULY 2024 FIRE ALARM MONITORING
7/17/2024	29025	CMA FIRE PROTECTION	130.00	HARVEY HALL INSP JOB# 35039283 06/26/2024
7/17/2024	29026	CMA FIRE PROTECTION	130.00	EAST CAL AVE INSP JOB# 35334383 06/24/2024 - 06/28/2024
7/17/2024	29027	CREATIVE FINANCIAL STAFFING LLC	1,520.00	CFS INV 124270233 IT Temp Tyanna Prince
7/17/2024	29027	CREATIVE FINANCIAL STAFFING LLC	1,252.96	PO-2024-2098
7/17/2024	29028	CROWN EQUIPMENT CORPORATION	2,215.88	PO-2024-1650
7/17/2024	29029	DELL TECHNOLOGIES, INC.	3,342.03	PO-2024-1724
7/17/2024	29029	DELL TECHNOLOGIES, INC.	6,318.44	PO-2024-1793
7/17/2024	29029	DELL TECHNOLOGIES, INC.	777.89	PO-2024-2025
7/17/2024	29030	DISCOUNT SCHOOL SUPPLY	683.88	PO-2024-1668
7/17/2024	29030	DISCOUNT SCHOOL SUPPLY	292.25	PO-2024-1696
7/17/2024	29031	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR STE 200 & 300
7/17/2024	29032	DONAHUE TRUCK CENTERS	151.44	PO-2024-1555
7/17/2024	29033	ECOLAB FOOD SAFETY SPECIALTIES	240.36	MJM
7/17/2024	29034	ERNESTO LEON	52.26	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29035	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
7/17/2024	29036	FRONTIER COMMUNICATIONS HOLDINGS LLC	63.66	661-763-9280-072009-5
7/17/2024	29037	GLORIA BARBERO	38.86	June 2024 Mileage
7/17/2024	29038	GRACE COMMUNITY CHURCH	1,565.98	UTILITY PO-2024-1330 850 J ST
7/17/2024	29039	GREGORIA BENAVIDES	38.86	June 2024 Mileage
7/17/2024	29040	HALONDA NAFF	80.40	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29041	HD Supply Facilites Maintenance LTD	1,318.73	OPS
7/17/2024	29042	INDEPENDENT FIRE & SAFETY	228.50	Invoice#67010
7/17/2024	29043	INDOFF INCORPORATED	67,411.79	PO-2023-3287
7/17/2024	29044	INDOFF INCORPORATED	400,892.23	PO-2024-1070
7/17/2024	29045	JAUBRAE DIXON	62.31	June Mileage
7/17/2024	29046	JERRY MEADE	200.00	CELLULAR TELEPHONE REIMBURSEMENT
7/17/2024	29047	JESSICA REYES GONZALEZ	114.57	MILEAGE REIMBURSEMENT
7/17/2024	29048	KAPLAN EARLY LEARNING CO	105.53	PO-2024-1936
7/17/2024	29049	KAREN VAZQUEZ	135.34	June 2024 Mileage Reimbursement
7/17/2024	29050	KATHYA CORRALES VARGAS	56.95	JUNE 2024 MILEAGE REIMBURSEMENT
7/17/2024	29051	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	290.00	PO-2024-1207
7/17/2024	29052	LUZVIMINDA ADAMS	85.76	Mileage Reimbursement

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7/17/2024	29053	Magaly Witz	30.82	June 2024 Mileage Reimbursement MW
7/17/2024	29054	MICHELLE RUIZ	49.58	June 2024 Mileage Reimbursement MR
7/17/2024	29055	MISSION LINEN SUPPLY	1,183.69	ACC 301151 PO-2024-1699
7/17/2024	29055	MISSION LINEN SUPPLY	633.47	ACC 316102 PO-2024-1699
7/17/2024	29056	MONICA ZAMUDIO	37.52	June 2024 Mileage Reimbursement
7/17/2024	29057	NATALIE RODRIGUEZ	22.78	June 2024 Mileage Reimbursement NR
7/17/2024	29058	NELLY MENDOZA	37.52	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29059	OFFICE IMAGING, INC	300.80	TKC-2984; 1807 FELIZ DR; PO-2024-1508
7/17/2024	29059	OFFICE IMAGING, INC	76.63	TKC-2984; 3101 MALLVIEW RD
7/17/2024	29060	PAULIN INDUSTRIES, INC.	3,873.61	18TH ST - JUNE 2024 JANITORIAL SVCS
7/17/2024	29060	PAULIN INDUSTRIES, INC.	45.25	18TH ST MICRON LINER
7/17/2024	29060	PAULIN INDUSTRIES, INC.	1,257.39	FHCC WINDOW CLEANING & SCISSOR LIFT RENTAL 04/27/2024
7/17/2024	29060	PAULIN INDUSTRIES, INC.	14,162.54	VARIOUS SITES - JUNE 2024 JANITORIAL SERVICES
7/17/2024	29061	PLC SYSTEM SERVICES	1,689.00	PRIMEROS PASOS PO-2024-2122
7/17/2024	29062	PROTEUS INC	25.00	PO-2024-1904 220 N 11TH AVE PAID 350.00 S/B 375.00 AS OF 701
7/17/2024	29063	RELIABLE ENERGY MANAGEMENT INC	4,200.00	L24-109 DEBRA CASTANEDA 2237 CORTO ST PO-2023-3364
7/17/2024	29063	RELIABLE ENERGY MANAGEMENT INC	8,918.93	L24-109 ECIP DEBRA CASTANEDA 2237 CORTO ST PO-2024-1215
7/17/2024	29063	RELIABLE ENERGY MANAGEMENT INC	12,434.73	L24-153 ECIP MARIWYN A SIMMONS 5371 PUITE MTN PO-2024-1102
7/17/2024	29063	RELIABLE ENERGY MANAGEMENT INC	16,324.12	L24-175 ECIP JEANNY CASTRO 2308 COMMERCIAL AVE PO-2024-1274
7/17/2024	29064	SAFIYA PRICE	20.10	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29065	SANDATA TECHNOLOGIES LLC	139.59	eTIME PHONE SVC FEE 06/01/2024 - 06/30/2024 PO-2024-1134
7/17/2024	29066	SAVANNAH MALDONADO	74.37	APRIL MILEAGE REIMBURSEMENT
7/17/2024	29067	SAVANNAH MALDONADO	65.66	JUNE MILEAGE REIMBURSEMENT
7/17/2024	29068	SAVANNAH MALDONADO	111.22	MAY MILEAGE REIMBURSEMENT
7/17/2024	29069	SMART & FINAL	178.57	REF# 821955 07/03/2024 ACT# 326821
7/17/2024	29070	SSD ALARM, INC	3,821.94	317 MT VERNON AVE PROGRESS BILLING PO-2024-1517
7/17/2024	29071	STINSON STATIONERS	40.27	315 STINE RD PO-2024-2105 OFFICE SUPPLIES
7/17/2024	29071	STINSON STATIONERS	470.89	315 STINE RD PO-2024-2125 OFFICE SUPPLIES
7/17/2024	29072	SYSCO FOOD SERVICES OF VENTURA INC	1,002.41	2900 M ST PO-2024-2141 ORD# 1583958
7/17/2024	29073	SYSCO FOOD SERVICES OF VENTURA INC	2,119.72	2900 M ST PO-2024-1531 ORD# 1585804
7/17/2024	29074	SYSCO FOOD SERVICES OF VENTURA INC	1,396.37	2900 M ST PO-2024-2141 ORD# 1587821
7/17/2024	29075	TANGO TECHNOLOGY INC	2,372.07	TANGO PRO JULY 6, 2024 - JULY 6, 2025
7/17/2024	29076	TEL TEC SECURITY SYSTEMS INC	412.50	TEHACHAPI JOB# 240500060 6/18/2024
7/17/2024	29077	TEL TEC SECURITY SYSTEMS INC	337.50	CENTRAL KITCHEN JOB# 240500434 06/20/2024
7/17/2024	29078	TEL TEC SECURITY SYSTEMS INC	300.00	FOOD BANK JOB# 240500042 06/25/2024
7/17/2024	29079	TINA MOUA	20.10	JUNE MILEAGE REIMBURSEMENT

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7/17/2024	29080	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29081	TRANS-WEST SECURITY SERVICES, INC.	1,064.43	WIC 500 E CAL AVE PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29082	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29083	TRANS-WEST SECURITY SERVICES, INC.	60.00	SOUTH KERN PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29084	TRANS-WEST SECURITY SERVICES, INC.	120.00	NORTH KERN PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29085	TRANS-WEST SECURITY SERVICES, INC.	4,500.00	BAKERSFIELD AREA PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29086	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN PATROL SERVICES 06/01/2024 -06/30/2024
7/17/2024	29087	VERLINDA DENWITTY	16.08	June Mileage
7/17/2024	29088	VERLINDA DENWITTY	200.00	Cell Phone Reimbursement
7/17/2024	29089	ADELA JAIMES	8,094.85	Child Care Reimbursement
7/17/2024	29089	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
7/17/2024	29090	ADRIANA AGUIRRE GAONA	3,129.67	Child Care Reimbursement
7/17/2024	29090	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
7/17/2024	29091	ADRIANA CEJA GONZALEZ	6,927.52	Child Care Reimbursement
7/17/2024	29091	ADRIANA CEJA GONZALEZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29092	ADRIANA GOMEZ	9,412.33	Child Care Reimbursement
7/17/2024	29092	ADRIANA GOMEZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29092	ADRIANA GOMEZ	(100.00)	Union Dues
7/17/2024	29093	ALEXIS SAVEDRA	3,144.92	Child Care Reimbursement
7/17/2024	29093	ALEXIS SAVEDRA	560.00	Cost of Care Plus Rate
7/17/2024	29094	ALICIA MONTEJANO PENA	920.25	Child Care Reimbursement
7/17/2024	29094	ALICIA MONTEJANO PENA	140.00	Cost of Care Plus Rate
7/17/2024	29095	ALICIA SANCHEZ	2,795.47	Child Care Reimbursement
7/17/2024	29095	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
7/17/2024	29095	ALICIA SANCHEZ	(55.91)	Union Dues
7/17/2024	29096	ANA MARTINEZ	842.75	Child Care Reimbursement
7/17/2024	29096	ANA MARTINEZ	140.00	Cost of Care Plus Rate
7/17/2024	29096	ANA MARTINEZ	(21.86)	Union Dues
7/17/2024	29097	ANA PATRICIA CAMARGO	5,905.82	Child Care Reimbursement
7/17/2024	29097	ANA PATRICIA CAMARGO	1,120.00	Cost of Care Plus Rate
7/17/2024	29098	ANA ROSA M SANCHEZ	7,787.10	Child Care Reimbursement
7/17/2024	29098	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
7/17/2024	29098	ANA ROSA M SANCHEZ	(95.00)	Union Dues
7/17/2024	29099	ANDREA PIMENTEL DE DOMINGUEZ	7,060.17	Child Care Reimbursement
7/17/2024	29099	ANDREA PIMENTEL DE DOMINGUEZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29100	ANGELA PELAYO	1,432.44	Child Care Reimbursement
7/17/2024	29100	ANGELA PELAYO	294.00	Cost of Care Plus Rate
7/17/2024	29101	ANGELICA M MARES	4,427.01	Child Care Reimbursement
7/17/2024	29101	ANGELICA M MARES	1,120.00	Cost of Care Plus Rate
7/17/2024	29102	ANTONIO PERALTA DUQUE	524.38	Child Care Reimbursement
7/17/2024	29102	ANTONIO PERALTA DUQUE	98.00	Cost of Care Plus Rate
7/17/2024	29103	ARACELI JIMENEZ AVILA	2,302.17	Child Care Reimbursement
7/17/2024	29103	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate
7/17/2024	29104	ARACELI MORALES DE MARTINEZ	4,116.01	Child Care Reimbursement

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29104	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
7/17/2024	29104	ARACELI MORALES DE MARTINEZ	(82.32)	Union Dues
7/17/2024	29105	ARELI JOSEFINA RIVERA MIRELES	1,466.56	Child Care Reimbursement
7/17/2024	29105	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
7/17/2024	29106	AYDE JAIME	11,015.65	Child Care Reimbursement
7/17/2024	29106	AYDE JAIME	1,960.00	Cost of Care Plus Rate
7/17/2024	29107	BEATRIZ BUENO	1,685.50	Child Care Reimbursement
7/17/2024	29107	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
7/17/2024	29108	BEATRIZ GONZALEZ DUENAS	1,366.72	Child Care Reimbursement
7/17/2024	29108	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
7/17/2024	29109	BERTHA GOMEZ NUNEZ	7,833.95	Child Care Reimbursement
7/17/2024	29109	BERTHA GOMEZ NUNEZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29109	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
7/17/2024	29110	BLANCA EVELIA RUIZ DE SOLORIO	3,235.61	Child Care Reimbursement
7/17/2024	29110	BLANCA EVELIA RUIZ DE SOLORIO	1,260.00	Cost of Care Plus Rate
7/17/2024	29110	BLANCA EVELIA RUIZ DE SOLORIO	(69.71)	Union Dues
7/17/2024	29111	BRENDA BENAVIDEZ	816.36	Child Care Reimbursement
7/17/2024	29111	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
7/17/2024	29112	CATALINA RIVERA DE ESPINOZA	1,960.76	Child Care Reimbursement
7/17/2024	29112	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
7/17/2024	29113	CELENY SANCHEZ	2,297.90	Child Care Reimbursement
7/17/2024	29113	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
7/17/2024	29114	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
7/17/2024	29114	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
7/17/2024	29115	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
7/17/2024	29115	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
7/17/2024	29116	CLAUDIA BARAJAS ROGEL	1,096.98	Child Care Reimbursement
7/17/2024	29116	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
7/17/2024	29117	CLAUDIA GARCIA	3,059.13	Child Care Reimbursement
7/17/2024	29117	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
7/17/2024	29118	CLAUDIA ZAVALA CISNEROS	1,834.34	Child Care Reimbursement
7/17/2024	29118	CLAUDIA ZAVALA CISNEROS	392.00	Cost of Care Plus Rate
7/17/2024	29119	CONSUELO PUGA	3,183.61	Child Care Reimbursement
7/17/2024	29119	CONSUELO PUGA	840.00	Cost of Care Plus Rate
7/17/2024	29120	DAISY ALMIDA GONZALEZ	5,733.74	Child Care Reimbursement
7/17/2024	29120	DAISY ALMIDA GONZALEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29121	DANIELA GUADALUPE ESPINOZA	4,260.45	Child Care Reimbursement
7/17/2024	29121	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
7/17/2024	29122	DAVID PANTOJA	6,182.57	Child Care Reimbursement
7/17/2024	29122	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
7/17/2024	29123	DEYSI ISELA ESQUIVEL	9,638.51	Child Care Reimbursement
7/17/2024	29123	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
7/17/2024	29124	DOLORES M PLATERO	4,844.47	Child Care Reimbursement
7/17/2024	29124	DOLORES M PLATERO	840.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29125	DORA LUZ RIVERA	9,847.84	Child Care Reimbursement
7/17/2024	29125	DORA LUZ RIVERA	1,820.00	Cost of Care Plus Rate
7/17/2024	29126	DULCE IRASEMA MUNOZ LOPEZ	1,818.48	Child Care Reimbursement
7/17/2024	29126	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
7/17/2024	29127	EDELMIRA L VIVEROS	2,113.35	Child Care Reimbursement
7/17/2024	29127	EDELMIRA L VIVEROS	420.00	Cost of Care Plus Rate
7/17/2024	29128	ELENA OCHOA CONTRERAS	1,019.71	Child Care Reimbursement
7/17/2024	29128	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
7/17/2024	29129	ELIDA CRUZ	5,607.30	Child Care Reimbursement
7/17/2024	29129	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29130	ELIM RODRIGUEZ	3,041.37	Child Care Reimbursement
7/17/2024	29130	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
7/17/2024	29131	ELIZABETH CHAVEZ	1,638.74	Child Care Reimbursement
7/17/2024	29131	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
7/17/2024	29132	ELIZABETH DIAZ	4,873.27	Child Care Reimbursement
7/17/2024	29132	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
7/17/2024	29133	ELIZABETH GONZALEZ	4,141.03	Child Care Reimbursement
7/17/2024	29133	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
7/17/2024	29133	ELIZABETH GONZALEZ	(92.82)	Union Dues
7/17/2024	29134	ELOISA QUINTINO DE MARTINEZ	524.38	Child Care Reimbursement
7/17/2024	29134	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
7/17/2024	29135	ELSA NOHEMI FLORES GONZALEZ	1,504.71	Child Care Reimbursement
7/17/2024	29135	ELSA NOHEMI FLORES GONZALEZ	294.00	Cost of Care Plus Rate
7/17/2024	29136	ELSA YANETH QUEVEDO ORTIZ	7,981.44	Child Care Reimbursement
7/17/2024	29136	ELSA YANETH QUEVEDO ORTIZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29137	ERICKA DELGADILLO RODRIGUEZ	2,282.92	Child Care Reimbursement
7/17/2024	29137	ERICKA DELGADILLO RODRIGUEZ	420.00	Cost of Care Plus Rate
7/17/2024	29138	ESPERANZA B TOBAR	824.94	Child Care Reimbursement
7/17/2024	29138	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
7/17/2024	29139	EVANY MURILLO	2,557.15	Child Care Reimbursement
7/17/2024	29139	EVANY MURILLO	420.00	Cost of Care Plus Rate
7/17/2024	29140	FABIOLA GARCIA AVILES	979.56	Child Care Reimbursement
7/17/2024	29140	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
7/17/2024	29141	FELISITA GOMEZ DE GOMEZ	4,491.29	Child Care Reimbursement
7/17/2024	29141	FELISITA GOMEZ DE GOMEZ	700.00	Cost of Care Plus Rate
7/17/2024	29142	FLOR JAZMIN ZACARIAS	3,374.85	Child Care Reimbursement
7/17/2024	29142	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
7/17/2024	29143	GABRIELA ARREGUIN	5,452.88	Child Care Reimbursement
7/17/2024	29143	GABRIELA ARREGUIN	1,120.00	Cost of Care Plus Rate
7/17/2024	29144	GEORGINA CONCEPCION WARREN COSTALES	1,730.96	Child Care Reimbursement
7/17/2024	29144	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
7/17/2024	29145	GLADYS ITZEL GALVAN	1,614.96	Child Care Reimbursement
7/17/2024	29145	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29146	GLORIA ISITA MEJIA	1,444.52	Child Care Reimbursement
7/17/2024	29146	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
7/17/2024	29146	GLORIA ISITA MEJIA	(48.89)	Union Dues
7/17/2024	29147	GLORIA PARRA	572.60	Child Care Reimbursement
7/17/2024	29147	GLORIA PARRA	98.00	Cost of Care Plus Rate
7/17/2024	29148	GREGORIA GALLEGOS	7,696.55	Child Care Reimbursement
7/17/2024	29148	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
7/17/2024	29149	GUADALUPE AVILES LEYVA	1,644.35	Child Care Reimbursement
7/17/2024	29149	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
7/17/2024	29150	GUADALUPE CECILIA JAIME	749.11	Child Care Reimbursement
7/17/2024	29150	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
7/17/2024	29150	GUADALUPE CECILIA JAIME	(14.98)	Union Dues
7/17/2024	29151	GUADALUPE DURAN	332.56	Child Care Reimbursement
7/17/2024	29151	GUADALUPE DURAN	280.00	Cost of Care Plus Rate
7/17/2024	29152	GUADALUPE OLAZABAL	907.21	Child Care Reimbursement
7/17/2024	29152	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate
7/17/2024	29152	GUADALUPE OLAZABAL	(18.14)	Union Dues
7/17/2024	29153	GUILLERMINA HERNANDEZ GOMEZ	4,429.52	Child Care Reimbursement
7/17/2024	29153	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
7/17/2024	29153	GUILLERMINA HERNANDEZ GOMEZ	(93.59)	Union Dues
7/17/2024	29154	HERMELINDA BRICENO NOH	1,444.52	Child Care Reimbursement
7/17/2024	29154	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
7/17/2024	29155	HILDA ARACELI ARAMBULA MORENO	749.11	Child Care Reimbursement
7/17/2024	29155	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
7/17/2024	29155	HILDA ARACELI ARAMBULA MORENO	(24.98)	Union Dues
7/17/2024	29156	IMELDA MARIN DE JUAREZ	7,120.51	Child Care Reimbursement
7/17/2024	29156	IMELDA MARIN DE JUAREZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29156	IMELDA MARIN DE JUAREZ	(95.00)	Union Dues
7/17/2024	29157	INES MARISCAL MACIAS	513.32	Child Care Reimbursement
7/17/2024	29157	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
7/17/2024	29158	IRENE R SIXTOS	7,593.01	Child Care Reimbursement
7/17/2024	29158	IRENE R SIXTOS	1,680.00	Cost of Care Plus Rate
7/17/2024	29159	IRMA AYALA CONTRERAS	3,016.20	Child Care Reimbursement
7/17/2024	29159	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
7/17/2024	29160	IRMA FLORES	2,481.56	Child Care Reimbursement
7/17/2024	29160	IRMA FLORES	490.00	Cost of Care Plus Rate
7/17/2024	29161	IRMA SANDOVAL ROBLES	9,406.81	Child Care Reimbursement
7/17/2024	29161	IRMA SANDOVAL ROBLES	1,820.00	Cost of Care Plus Rate
7/17/2024	29161	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
7/17/2024	29162	IRMA VERONICA OSEGUERA	3,934.90	Child Care Reimbursement
7/17/2024	29162	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
7/17/2024	29163	ISABEL GARCIA	5,565.10	Child Care Reimbursement
7/17/2024	29163	ISABEL GARCIA	980.00	Cost of Care Plus Rate
7/17/2024	29163	ISABEL GARCIA	(100.00)	Union Dues
7/17/2024	29164	JACLYN PRADO	9,874.72	Child Care Reimbursement
7/17/2024	29164	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
7/17/2024	29165	JASMIN ALEJANDRA ARANDA	2,888.46	Child Care Reimbursement
7/17/2024	29165	JASMIN ALEJANDRA ARANDA	560.00	Cost of Care Plus Rate
7/17/2024	29166	JASMINE CANCHOLA	2,323.28	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29166	JASMINE CANCHOLA	700.00	Cost of Care Plus Rate
7/17/2024	29166	JASMINE CANCHOLA	(56.47)	Union Dues
7/17/2024	29167	JESSICA ALEJANDRA BANOS	485.00	Child Care Reimbursement
7/17/2024	29167	JESSICA ALEJANDRA BANOS	98.00	Cost of Care Plus Rate
7/17/2024	29168	JESSISAY HERNANDEZ PARRAL	2,070.66	Child Care Reimbursement
7/17/2024	29168	JESSISAY HERNANDEZ PARRAL	392.00	Cost of Care Plus Rate
7/17/2024	29169	JOANNA GONZALEZ	4,521.94	Child Care Reimbursement
7/17/2024	29169	JOANNA GONZALEZ	840.00	Cost of Care Plus Rate
7/17/2024	29170	JOANNA ROBLES	733.28	Child Care Reimbursement
7/17/2024	29170	JOANNA ROBLES	140.00	Cost of Care Plus Rate
7/17/2024	29171	JOSELINE ARREDONDO	1,909.92	Child Care Reimbursement
7/17/2024	29171	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
7/17/2024	29172	JUANA INEZ SALGADO RENTERIA	3,051.28	Child Care Reimbursement
7/17/2024	29172	JUANA INEZ SALGADO RENTERIA	560.00	Cost of Care Plus Rate
7/17/2024	29173	JUANITA FAY GALVAN	1,526.24	Child Care Reimbursement
7/17/2024	29173	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
7/17/2024	29174	JULISSIA LIZBETH RODRIGUEZ	734.72	Child Care Reimbursement
7/17/2024	29174	JULISSIA LIZBETH RODRIGUEZ	140.00	Cost of Care Plus Rate
7/17/2024	29175	KASANDRA FIGUEROA BASURTO	1,498.22	Child Care Reimbursement
7/17/2024	29175	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
7/17/2024	29176	LAURA A RODRIGUEZ	4,661.53	Child Care Reimbursement
7/17/2024	29176	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
7/17/2024	29177	LESLIE KARINA TOSCANO CRUZ	756.19	Child Care Reimbursement
7/17/2024	29177	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
7/17/2024	29177	LESLIE KARINA TOSCANO CRUZ	(25.12)	Union Dues
7/17/2024	29178	LETICIA G HERNANDEZ	7,897.36	Child Care Reimbursement
7/17/2024	29178	LETICIA G HERNANDEZ	1,400.00	Cost of Care Plus Rate
7/17/2024	29179	LETICIA HERNANDEZ PEREZ	1,591.34	Child Care Reimbursement
7/17/2024	29179	LETICIA HERNANDEZ PEREZ	294.00	Cost of Care Plus Rate
7/17/2024	29180	LETICIA MORALES	6,448.72	Child Care Reimbursement
7/17/2024	29180	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
7/17/2024	29181	LILIA HORTENCIA OSEGUERA	7,725.28	Child Care Reimbursement
7/17/2024	29181	LILIA HORTENCIA OSEGUERA	1,540.00	Cost of Care Plus Rate
7/17/2024	29181	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
7/17/2024	29182	LILIA YAZMIN JUAREZ	7,384.46	Child Care Reimbursement
7/17/2024	29182	LILIA YAZMIN JUAREZ	1,400.00	Cost of Care Plus Rate
7/17/2024	29183	LILIANA REYES GONZALEZ	659.95	Child Care Reimbursement
7/17/2024	29183	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
7/17/2024	29184	LILIANA SOLORIO	4,127.04	Child Care Reimbursement
7/17/2024	29184	LILIANA SOLORIO	840.00	Cost of Care Plus Rate
7/17/2024	29185	LORENA ALTAMIRANO HERNANDEZ	410.66	Child Care Reimbursement
7/17/2024	29185	LORENA ALTAMIRANO HERNANDEZ	98.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29186	LORENA SILVA DE MALDONADO	4,481.16	Child Care Reimbursement
7/17/2024	29186	LORENA SILVA DE MALDONADO	1,120.00	Cost of Care Plus Rate
7/17/2024	29186	LORENA SILVA DE MALDONADO	(94.62)	Union Dues
7/17/2024	29187	LORENA TRUJILLO ESCOBEDO	2,528.10	Child Care Reimbursement
7/17/2024	29187	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
7/17/2024	29188	LOURDES PEREZ DE GARCIA	4,332.63	Child Care Reimbursement
7/17/2024	29188	LOURDES PEREZ DE GARCIA	1,120.00	Cost of Care Plus Rate
7/17/2024	29189	LUZ ELENA RODRIGUEZ	0.00	Child Care Reimbursement
7/17/2024	29190	MA BELEN RODRIGUEZ BRAVO	1,504.71	Child Care Reimbursement
7/17/2024	29190	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
7/17/2024	29191	MARGARITA BUSTAMANTE DE FELIX	3,398.41	Child Care Reimbursement
7/17/2024	29191	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
7/17/2024	29192	MARGARITA CORTES DE BARAJAS	11,407.24	Child Care Reimbursement
7/17/2024	29192	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
7/17/2024	29193	MARGARITA PADILLA BARAJAS	3,916.65	Child Care Reimbursement
7/17/2024	29193	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
7/17/2024	29194	MARIA A LOPEZ	7,280.98	Child Care Reimbursement
7/17/2024	29194	MARIA A LOPEZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29195	MARIA ARACELI CRUZ	711.65	Child Care Reimbursement
7/17/2024	29195	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate
7/17/2024	29196	MARIA ASUSENA GONZALEZ-GUTIERREZ	3,831.97	Child Care Reimbursement
7/17/2024	29196	MARIA ASUSENA GONZALEZ-GUTIERREZ	700.00	Cost of Care Plus Rate
7/17/2024	29197	MARIA C ARELLANO DE CONTRERAS	2,782.96	Child Care Reimbursement
7/17/2024	29197	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
7/17/2024	29197	MARIA C ARELLANO DE CONTRERAS	(65.66)	Union Dues
7/17/2024	29198	MARIA C CUEVAS DE GARCIA	2,003.72	Child Care Reimbursement
7/17/2024	29198	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
7/17/2024	29199	MARIA CONCEPCION CEJA	5,447.09	Child Care Reimbursement
7/17/2024	29199	MARIA CONCEPCION CEJA	980.00	Cost of Care Plus Rate
7/17/2024	29199	MARIA CONCEPCION CEJA	(93.00)	Union Dues
7/17/2024	29200	MARIA E CORONA HEREDIA	2,265.61	Child Care Reimbursement
7/17/2024	29200	MARIA E CORONA HEREDIA	420.00	Cost of Care Plus Rate
7/17/2024	29200	MARIA E CORONA HEREDIA	(55.31)	Union Dues
7/17/2024	29201	MARIA E CUARA	1,019.71	Child Care Reimbursement
7/17/2024	29201	MARIA E CUARA	196.00	Cost of Care Plus Rate
7/17/2024	29202	MARIA ELENA CEJA	2,214.82	Child Care Reimbursement
7/17/2024	29202	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29203	MARIA ELENA RODRIGUEZ	1,431.23	Child Care Reimbursement
7/17/2024	29203	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
7/17/2024	29204	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
7/17/2024	29204	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
7/17/2024	29205	MARIA ESTHER GONZALEZ AVALOS	5,474.28	Child Care Reimbursement
7/17/2024	29205	MARIA ESTHER GONZALEZ AVALOS	980.00	Cost of Care Plus Rate
7/17/2024	29206	MARIA FRANCISCA MENA	7,323.75	Child Care Reimbursement
7/17/2024	29206	MARIA FRANCISCA MENA	1,400.00	Cost of Care Plus Rate
7/17/2024	29206	MARIA FRANCISCA MENA	(95.00)	Union Dues
7/17/2024	29207	MARIA G RAMIREZ DE MARTINEZ	6,743.89	Child Care Reimbursement
7/17/2024	29207	MARIA G RAMIREZ DE MARTINEZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29207	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
7/17/2024	29208	MARIA GUADALUPE ALVAREZ	4,354.33	Child Care Reimbursement
7/17/2024	29208	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
7/17/2024	29209	MARIA GUADALUPE CONTRERAS VARGAS	3,916.45	Child Care Reimbursement
7/17/2024	29209	MARIA GUADALUPE CONTRERAS VARGAS	700.00	Cost of Care Plus Rate
7/17/2024	29209	MARIA GUADALUPE CONTRERAS VARGAS	(83.33)	Union Dues
7/17/2024	29210	MARIA GUADALUPE DIAZ DE RUIZ	2,377.53	Child Care Reimbursement
7/17/2024	29210	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
7/17/2024	29211	MARIA GUADALUPE GONZALEZ	5,555.49	Child Care Reimbursement
7/17/2024	29211	MARIA GUADALUPE GONZALEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29211	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
7/17/2024	29212	MARIA GUADALUPE LOPEZ CORZA	10,139.46	Child Care Reimbursement
7/17/2024	29212	MARIA GUADALUPE LOPEZ CORZA	1,820.00	Cost of Care Plus Rate
7/17/2024	29213	MARIA LOURDES NIEVAS DE SALAZAR	4,293.69	Child Care Reimbursement
7/17/2024	29213	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
7/17/2024	29214	MARIA NANCY CRUZ	5,168.54	Child Care Reimbursement
7/17/2024	29214	MARIA NANCY CRUZ	980.00	Cost of Care Plus Rate
7/17/2024	29215	MARIA R GARCIA DE ARAMBULA	8,107.22	Child Care Reimbursement
7/17/2024	29215	MARIA R GARCIA DE ARAMBULA	1,400.00	Cost of Care Plus Rate
7/17/2024	29216	MARIA RAFAELA JAIMES HERNANDEZ	696.62	Child Care Reimbursement
7/17/2024	29216	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
7/17/2024	29217	MARIA SANDRA L DE ESTRADA	6,135.49	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29217	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
7/17/2024	29218	MARIA T HERNANDEZ	1,567.11	Child Care Reimbursement
7/17/2024	29218	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
7/17/2024	29219	MARIANA NAVA	445.75	Child Care Reimbursement
7/17/2024	29219	MARIANA NAVA	280.00	Cost of Care Plus Rate
7/17/2024	29220	MARIANELA G ORTIZ	5,103.28	Child Care Reimbursement
7/17/2024	29220	MARIANELA G ORTIZ	980.00	Cost of Care Plus Rate
7/17/2024	29221	MARILU GARZA	7,679.91	Child Care Reimbursement
7/17/2024	29221	MARILU GARZA	1,540.00	Cost of Care Plus Rate
7/17/2024	29221	MARILU GARZA	(90.00)	Union Dues
7/17/2024	29222	MARISSA LOPEZ LOPEZ	682.12	Child Care Reimbursement
7/17/2024	29222	MARISSA LOPEZ LOPEZ	140.00	Cost of Care Plus Rate
7/17/2024	29223	MARTHA SALGADO	9,645.17	Child Care Reimbursement
7/17/2024	29223	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
7/17/2024	29224	MAYLEN CHAVOLLA AYALA	1,479.34	Child Care Reimbursement
7/17/2024	29224	MAYLEN CHAVOLLA AYALA	294.00	Cost of Care Plus Rate
7/17/2024	29225	MAYRA HERNANDEZ	3,065.33	Child Care Reimbursement
7/17/2024	29225	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
7/17/2024	29226	MIRIAM LOPEZ GUTIERREZ	9,463.47	Child Care Reimbursement
7/17/2024	29226	MIRIAM LOPEZ GUTIERREZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29226	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
7/17/2024	29227	NANCY GARIBAY HERNANDEZ	1,466.56	Child Care Reimbursement
7/17/2024	29227	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
7/17/2024	29228	Natalie Sevilla	1,330.24	Child Care Reimbursement
7/17/2024	29228	Natalie Sevilla	280.00	Cost of Care Plus Rate
7/17/2024	29228	Natalie Sevilla	(26.60)	Union Dues
7/17/2024	29229	NORMA LISA GUZMAN	3,987.67	Child Care Reimbursement
7/17/2024	29229	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
7/17/2024	29230	NORMA M ZARAZUA	4,191.14	Child Care Reimbursement
7/17/2024	29230	NORMA M ZARAZUA	700.00	Cost of Care Plus Rate
7/17/2024	29231	NUBIA IVETTE ACEVES RODRIGUEZ	561.83	Child Care Reimbursement
7/17/2024	29231	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
7/17/2024	29232	OLGA LIDIA ALVAREZ	985.00	Child Care Reimbursement
7/17/2024	29232	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
7/17/2024	29233	OLGA ZAMAGO	1,498.22	Child Care Reimbursement
7/17/2024	29233	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
7/17/2024	29234	ORGARIDT ALCANZAR MAGANA	5,564.32	Child Care Reimbursement
7/17/2024	29234	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
7/17/2024	29234	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
7/17/2024	29235	PATRICIA SANCHEZ	5,865.50	Child Care Reimbursement
7/17/2024	29235	PATRICIA SANCHEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29236	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
7/17/2024	29236	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
7/17/2024	29237	RAQUEL G DE IZARRARAS	3,110.26	Child Care Reimbursement
7/17/2024	29237	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
7/17/2024	29238	Rebecca Mendoza Vazquez Family Child Care	1,222.72	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29238	Rebecca Mendoza Vazquez Family Child Care	420.00	Cost of Care Plus Rate
7/17/2024	29239	REMEDIOS MORENO ZAVALA	1,567.11	Child Care Reimbursement
7/17/2024	29239	REMEDIOS MORENO ZAVALA	280.00	Cost of Care Plus Rate
7/17/2024	29239	REMEDIOS MORENO ZAVALA	(41.34)	Union Dues
7/17/2024	29240	RITA GARCIA	10,028.53	Child Care Reimbursement
7/17/2024	29240	RITA GARCIA	1,960.00	Cost of Care Plus Rate
7/17/2024	29241	ROCIO OROZCO IBARRA	9,721.65	Child Care Reimbursement
7/17/2024	29241	ROCIO OROZCO IBARRA	1,960.00	Cost of Care Plus Rate
7/17/2024	29242	Rosa Elena Arellano	1,498.22	Child Care Reimbursement
7/17/2024	29242	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
7/17/2024	29242	Rosa Elena Arellano	(29.96)	Union Dues
7/17/2024	29243	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
7/17/2024	29243	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
7/17/2024	29243	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
7/17/2024	29244	RUBICEL RUIZ SOLORIO	5,082.31	Child Care Reimbursement
7/17/2024	29244	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
7/17/2024	29244	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
7/17/2024	29245	SANDRA RODRIGUEZ	1,328.48	Child Care Reimbursement
7/17/2024	29245	SANDRA RODRIGUEZ	280.00	Cost of Care Plus Rate
7/17/2024	29246	SENDY N HERNANDEZ SOSA	597.83	Child Care Reimbursement
7/17/2024	29246	SENDY N HERNANDEZ SOSA	196.00	Cost of Care Plus Rate
7/17/2024	29246	SENDY N HERNANDEZ SOSA	(21.96)	Union Dues
7/17/2024	29247	SILVIA DAVALOS DE ANGUIANO	3,102.02	Child Care Reimbursement
7/17/2024	29247	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
7/17/2024	29248	SILVIA E ZUNIGA	8,499.44	Child Care Reimbursement
7/17/2024	29248	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
7/17/2024	29249	SONIA PANTOJA	5,426.28	Child Care Reimbursement
7/17/2024	29249	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
7/17/2024	29250	SUSY I SANTACRUZ DE SAHAGUN	5,137.30	Child Care Reimbursement
7/17/2024	29250	SUSY I SANTACRUZ DE SAHAGUN	1,120.00	Cost of Care Plus Rate
7/17/2024	29250	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
7/17/2024	29251	SYDNEY GONZALEZ	2,003.72	Child Care Reimbursement
7/17/2024	29251	SYDNEY GONZALEZ	392.00	Cost of Care Plus Rate
7/17/2024	29252	SYLVIA MORA	1,001.86	Child Care Reimbursement
7/17/2024	29252	SYLVIA MORA	196.00	Cost of Care Plus Rate
7/17/2024	29253	TERESA CAROLINA OROPEZA	8,231.11	Child Care Reimbursement
7/17/2024	29253	TERESA CAROLINA OROPEZA	1,680.00	Cost of Care Plus Rate
7/17/2024	29254	TINA MARIE ANTE	9,896.43	Child Care Reimbursement
7/17/2024	29254	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
7/17/2024	29255	TRINIDAD TINOCO	5,056.40	Child Care Reimbursement
7/17/2024	29255	TRINIDAD TINOCO	1,400.00	Cost of Care Plus Rate
7/17/2024	29255	TRINIDAD TINOCO	(100.00)	Union Dues
7/17/2024	29256	Yanely Garcia	1,526.24	Child Care Reimbursement
7/17/2024	29256	Yanely Garcia	294.00	Cost of Care Plus Rate
7/17/2024	29257	YESENIA GUADALUPE QUINTERO TAPIA	665.12	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29257	YESENIA GUADALUPE QUINTERO TAPIA	140.00	Cost of Care Plus Rate
7/17/2024	29258	YESENIA SALAZAR-PENA	3,796.54	Child Care Reimbursement
7/17/2024	29258	YESENIA SALAZAR-PENA	700.00	Cost of Care Plus Rate
7/17/2024	29259	YOLANDA JUAREZ	5,031.89	Child Care Reimbursement
7/17/2024	29259	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
7/17/2024	29260	ZEFERINO GONZALEZ	954.96	Child Care Reimbursement
7/17/2024	29260	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
7/17/2024	29261	ANDREA FRANCISCA SANTOS MENDOZA	7,662.79	Child Care Reimbursement
7/17/2024	29261	ANDREA FRANCISCA SANTOS MENDOZA	1,400.00	Cost of Care Plus Rate
7/17/2024	29261	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
7/17/2024	29262	ARACELI EMMA GUERRERO DE MENDEZ	4,296.33	Child Care Reimbursement
7/17/2024	29262	ARACELI EMMA GUERRERO DE MENDEZ	840.00	Cost of Care Plus Rate
7/17/2024	29262	ARACELI EMMA GUERRERO DE MENDEZ	(95.93)	Union Dues
7/17/2024	29263	BAUDELINA SANTOS PACHECO	3,769.28	Child Care Reimbursement
7/17/2024	29263	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
7/17/2024	29264	BIVIANA MANRIQUEZ	4,134.38	Child Care Reimbursement
7/17/2024	29264	BIVIANA MANRIQUEZ	840.00	Cost of Care Plus Rate
7/17/2024	29265	CARMEN BELTRAN	8,657.36	Child Care Reimbursement
7/17/2024	29265	CARMEN BELTRAN	1,680.00	Cost of Care Plus Rate
7/17/2024	29266	CELFIDA SANTOS DE RUIZ	9,686.75	Child Care Reimbursement
7/17/2024	29266	CELFIDA SANTOS DE RUIZ	1,680.00	Cost of Care Plus Rate
7/17/2024	29266	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
7/17/2024	29267	DOLORES PALACIOS DE GUZMAN	8,215.99	Child Care Reimbursement
7/17/2024	29267	DOLORES PALACIOS DE GUZMAN	1,820.00	Cost of Care Plus Rate
7/17/2024	29267	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
7/17/2024	29268	EDILIA GUTIERREZ DE GARCIA	1,875.58	Child Care Reimbursement
7/17/2024	29268	EDILIA GUTIERREZ DE GARCIA	420.00	Cost of Care Plus Rate
7/17/2024	29269	INOCENCIA SALAS ROJAS	5,475.05	Child Care Reimbursement
7/17/2024	29269	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
7/17/2024	29270	LAURA A GUTIERREZ	9,287.46	Child Care Reimbursement
7/17/2024	29270	LAURA A GUTIERREZ	1,820.00	Cost of Care Plus Rate
7/17/2024	29271	LETICIA FLORES	2,223.73	Child Care Reimbursement
7/17/2024	29271	LETICIA FLORES	420.00	Cost of Care Plus Rate
7/17/2024	29272	LIDIA ALONDRA BRAVO DE MENDOZA	5,778.44	Child Care Reimbursement
7/17/2024	29272	LIDIA ALONDRA BRAVO DE MENDOZA	980.00	Cost of Care Plus Rate
7/17/2024	29273	LORENA PEREZ MELGOZA	3,644.49	Child Care Reimbursement
7/17/2024	29273	LORENA PEREZ MELGOZA	980.00	Cost of Care Plus Rate
7/17/2024	29274	LORRAINE DIAZ	2,380.56	Child Care Reimbursement
7/17/2024	29274	LORRAINE DIAZ	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29274	LORRAINE DIAZ	(47.61)	Union Dues
7/17/2024	29275	LUCINA RAMIREZ	535.84	Child Care Reimbursement
7/17/2024	29275	LUCINA RAMIREZ	140.00	Cost of Care Plus Rate
7/17/2024	29276	LUZ MARIA VILLAGOMEZ	8,734.90	Child Care Reimbursement
7/17/2024	29276	LUZ MARIA VILLAGOMEZ	1,540.00	Cost of Care Plus Rate
7/17/2024	29277	MARIA A VARGAS	1,108.24	Child Care Reimbursement
7/17/2024	29277	MARIA A VARGAS	280.00	Cost of Care Plus Rate
7/17/2024	29278	MARIA CARRILLO DE GUTIERREZ	6,600.17	Child Care Reimbursement
7/17/2024	29278	MARIA CARRILLO DE GUTIERREZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29279	MARIA DEL CARMEN GUTIERREZ BRITO	1,628.68	Child Care Reimbursement
7/17/2024	29279	MARIA DEL CARMEN GUTIERREZ BRITO	420.00	Cost of Care Plus Rate
7/17/2024	29280	MARIA DOLORES ARIAS	3,223.95	Child Care Reimbursement
7/17/2024	29280	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
7/17/2024	29281	MARIA ELENA ESCOBAR	2,654.07	Child Care Reimbursement
7/17/2024	29281	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
7/17/2024	29281	MARIA ELENA ESCOBAR	(73.08)	Union Dues
7/17/2024	29282	MARIA GUADALUPE JAYME	3,036.21	Child Care Reimbursement
7/17/2024	29282	MARIA GUADALUPE JAYME	700.00	Cost of Care Plus Rate
7/17/2024	29283	MARIA MORENO	6,621.05	Child Care Reimbursement
7/17/2024	29283	MARIA MORENO	1,400.00	Cost of Care Plus Rate
7/17/2024	29284	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	9,835.11	Child Care Reimbursement
7/17/2024	29284	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,820.00	Cost of Care Plus Rate
7/17/2024	29284	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
7/17/2024	29285	MATILDE VILLAFAN DE MARAVILLA	6,520.64	Child Care Reimbursement
7/17/2024	29285	MATILDE VILLAFAN DE MARAVILLA	1,400.00	Cost of Care Plus Rate
7/17/2024	29286	MELANEA FLERROS HIDALGO	2,396.20	Child Care Reimbursement
7/17/2024	29286	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
7/17/2024	29287	MIREYA GUZMAN CRISTOBAL	1,385.47	Child Care Reimbursement
7/17/2024	29287	MIREYA GUZMAN CRISTOBAL	280.00	Cost of Care Plus Rate
7/17/2024	29287	MIREYA GUZMAN CRISTOBAL	(37.71)	Union Dues
7/17/2024	29288	MITZI G CHAVEZ MAGALLON	3,011.12	Child Care Reimbursement
7/17/2024	29288	MITZI G CHAVEZ MAGALLON	560.00	Cost of Care Plus Rate
7/17/2024	29288	MITZI G CHAVEZ MAGALLON	(70.22)	Union Dues
7/17/2024	29289	NINFA E. RODRIGUEZ	4,541.17	Child Care Reimbursement
7/17/2024	29289	NINFA E. RODRIGUEZ	840.00	Cost of Care Plus Rate
7/17/2024	29290	NORMA MENDOZA	4,090.64	Child Care Reimbursement
7/17/2024	29290	NORMA MENDOZA	840.00	Cost of Care Plus Rate
7/17/2024	29291	OLGA NOVELA DE HUERTA	6,269.63	Child Care Reimbursement
7/17/2024	29291	OLGA NOVELA DE HUERTA	1,120.00	Cost of Care Plus Rate
7/17/2024	29291	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
7/17/2024	29292	RAQUEL POSADAS DE GIRON	5,146.96	Child Care Reimbursement
7/17/2024	29292	RAQUEL POSADAS DE GIRON	1,260.00	Cost of Care Plus Rate
7/17/2024	29293	ROSA ANGELA ORTIZ	5,383.52	Child Care Reimbursement
7/17/2024	29293	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
7/17/2024	29294	SUNSHINE BILINGUAL DAYCARE	5,673.66	Child Care Reimbursement

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29294	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
7/17/2024	29295	TERESA LUZ RUIZ	442.43	Child Care Reimbursement
7/17/2024	29295	TERESA LUZ RUIZ	420.00	Cost of Care Plus Rate
7/17/2024	29295	TERESA LUZ RUIZ	(13.85)	Union Dues
7/17/2024	29296	YADIRA CARDONA FAMILY CHILD CARE	716.44	Child Care Reimbursement
7/17/2024	29296	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
7/17/2024	29297	DINA BEATRIZ GONZALEZ	3,684.24	CHILD CARE REIMBURSEMENT
7/17/2024	29298	AGUSTINA MORENO	1,605.10	Child Care Reimbursement
7/17/2024	29298	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
7/17/2024	29299	AIDEE SANDOVAL	3,803.42	Child Care Reimbursement
7/17/2024	29299	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
7/17/2024	29300	ALIDA MERCADO DE GARNICA	1,605.10	Child Care Reimbursement
7/17/2024	29300	ALIDA MERCADO DE GARNICA	280.00	Cost of Care Plus Rate
7/17/2024	29301	ANA C LUCERO	768.40	Child Care Reimbursement
7/17/2024	29301	ANA C LUCERO	140.00	Cost of Care Plus Rate
7/17/2024	29302	ANA MARIA RAMIREZ MEJIA	4,133.80	Child Care Reimbursement
7/17/2024	29302	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
7/17/2024	29302	ANA MARIA RAMIREZ MEJIA	(82.68)	Union Dues
7/17/2024	29303	ANGELINA VASQUEZ	2,981.50	Child Care Reimbursement
7/17/2024	29303	ANGELINA VASQUEZ	560.00	Cost of Care Plus Rate
7/17/2024	29303	ANGELINA VASQUEZ	(59.63)	Union Dues
7/17/2024	29304	AUDELIA RIOS	1,536.80	Child Care Reimbursement
7/17/2024	29304	AUDELIA RIOS	280.00	Cost of Care Plus Rate
7/17/2024	29305	CATALINA CASTRO AYALA	4,536.44	Child Care Reimbursement
7/17/2024	29305	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
7/17/2024	29305	CATALINA CASTRO AYALA	(90.00)	Union Dues
7/17/2024	29306	CECILIA ALONSO DE RODRIGUEZ	3,842.61	Child Care Reimbursement
7/17/2024	29306	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
7/17/2024	29306	CECILIA ALONSO DE RODRIGUEZ	(86.85)	Union Dues
7/17/2024	29307	CECILIA ATAI PEREZ	7,386.97	Child Care Reimbursement
7/17/2024	29307	CECILIA ATAI PEREZ	1,400.00	Cost of Care Plus Rate
7/17/2024	29308	DALILA J CAVAZOS	7,750.58	Child Care Reimbursement
7/17/2024	29308	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
7/17/2024	29309	DIANE LOMELI	2,209.76	Child Care Reimbursement
7/17/2024	29309	DIANE LOMELI	420.00	Cost of Care Plus Rate
7/17/2024	29309	DIANE LOMELI	(44.20)	Union Dues
7/17/2024	29310	EDITH ALEJANDRA GALLEGOS	845.24	Child Care Reimbursement
7/17/2024	29310	EDITH ALEJANDRA GALLEGOS	280.00	Cost of Care Plus Rate
7/17/2024	29310	EDITH ALEJANDRA GALLEGOS	(21.90)	Union Dues
7/17/2024	29311	ELVIRA OCHOA GOMEZ	3,990.53	Child Care Reimbursement
7/17/2024	29311	ELVIRA OCHOA GOMEZ	700.00	Cost of Care Plus Rate
7/17/2024	29312	EMILY RAMIREZ - KIDS N US DAYCARE	802.55	Child Care Reimbursement

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7/17/2024	29312	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
7/17/2024	29312	EMILY RAMIREZ - KIDS N US DAYCARE	(19.05)	Union Dues
7/17/2024	29313	ESTHER NAVARRO	4,293.44	Child Care Reimbursement
7/17/2024	29313	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
7/17/2024	29314	EVA DILMA VARGAS	6,073.41	Child Care Reimbursement
7/17/2024	29314	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
7/17/2024	29314	EVA DILMA VARGAS	(100.00)	Union Dues
7/17/2024	29315	GLAFIRA E CAMACHO DE TRUJILLO	6,215.04	Child Care Reimbursement
7/17/2024	29315	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
7/17/2024	29316	Guadalupe Carrizoza De Castillo	6,360.45	Child Care Reimbursement
7/17/2024	29316	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
7/17/2024	29316	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
7/17/2024	29317	HERMELINDA VILLEDA	3,193.17	Child Care Reimbursement
7/17/2024	29317	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
7/17/2024	29318	IRMA L IBARRA	5,511.99	Child Care Reimbursement
7/17/2024	29318	IRMA L IBARRA	1,260.00	Cost of Care Plus Rate
7/17/2024	29319	JACINTA GLORIA CRUZ	2,342.82	Child Care Reimbursement
7/17/2024	29319	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
7/17/2024	29319	JACINTA GLORIA CRUZ	(46.86)	Union Dues
7/17/2024	29320	JACOBA C DE ANDRACA	7,818.74	Child Care Reimbursement
7/17/2024	29320	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
7/17/2024	29320	JACOBA C DE ANDRACA	(100.00)	Union Dues
7/17/2024	29321	JANETH G SARABIA	5,784.96	Child Care Reimbursement
7/17/2024	29321	JANETH G SARABIA	980.00	Cost of Care Plus Rate
7/17/2024	29322	JANETH REYNOSA CASILLAS	1,527.60	Child Care Reimbursement
7/17/2024	29322	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
7/17/2024	29323	JUDITH ADRIANA PAREDES DE QUEZADA	1,441.36	Child Care Reimbursement
7/17/2024	29323	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
7/17/2024	29324	LETICIA HERNANDEZ	1,441.36	Child Care Reimbursement
7/17/2024	29324	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
7/17/2024	29325	LILIA ISORDIA DE RANGEL	1,718.55	Child Care Reimbursement
7/17/2024	29325	LILIA ISORDIA DE RANGEL	280.00	Cost of Care Plus Rate
7/17/2024	29326	LUCERO L IBARRA	2,642.90	Child Care Reimbursement
7/17/2024	29326	LUCERO L IBARRA	420.00	Cost of Care Plus Rate
7/17/2024	29327	LUCERO MILLAN GARCIA	672.96	Child Care Reimbursement
7/17/2024	29327	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
7/17/2024	29328	Luz Maria Ramirez	4,278.44	Child Care Reimbursement
7/17/2024	29328	Luz Maria Ramirez	980.00	Cost of Care Plus Rate
7/17/2024	29328	Luz Maria Ramirez	(85.57)	Union Dues
7/17/2024	29329	MA DEL CARMEN GOMEZ GRANADOS	7,236.64	Child Care Reimbursement
7/17/2024	29329	MA DEL CARMEN GOMEZ GRANADOS	1,400.00	Cost of Care Plus Rate
7/17/2024	29330	MA TERESA NAVA DE FRANCO	2,303.34	Child Care Reimbursement

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7/17/2024	29330	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
7/17/2024	29331	MARGARITA VALENCIA AVILA	1,099.52	Child Care Reimbursement
7/17/2024	29331	MARGARITA VALENCIA AVILA	420.00	Cost of Care Plus Rate
7/17/2024	29332	MARIA C PEREZ	883.26	Child Care Reimbursement
7/17/2024	29332	MARIA C PEREZ	280.00	Cost of Care Plus Rate
7/17/2024	29333	MARIA C ZEPEDA DE NUNEZ	2,807.27	Child Care Reimbursement
7/17/2024	29333	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
7/17/2024	29334	MARIA F AGUILAR DE SANDOVAL	3,591.10	Child Care Reimbursement
7/17/2024	29334	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
7/17/2024	29335	MARIA GARCIA	10,875.70	Child Care Reimbursement
7/17/2024	29335	MARIA GARCIA	1,960.00	Cost of Care Plus Rate
7/17/2024	29336	MARIA GUADALUPE NAVARRO DE ORTIZ	1,507.99	Child Care Reimbursement
7/17/2024	29336	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
7/17/2024	29337	MARIA HAYDEE CRUZ DE SEGOVIA	2,978.16	Child Care Reimbursement
7/17/2024	29337	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
7/17/2024	29338	MARIA SANCHEZ IBARRA	3,245.74	Child Care Reimbursement
7/17/2024	29338	MARIA SANCHEZ IBARRA	700.00	Cost of Care Plus Rate
7/17/2024	29339	MARIA SANTOS DE LOPEZ	5,460.59	Child Care Reimbursement
7/17/2024	29339	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29340	MARIA Z RODRIGUEZ DE OCHOA	6,397.15	Child Care Reimbursement
7/17/2024	29340	MARIA Z RODRIGUEZ DE OCHOA	1,260.00	Cost of Care Plus Rate
7/17/2024	29341	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
7/17/2024	29341	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
7/17/2024	29341	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
7/17/2024	29342	MARICELA CORTEZ	5,669.19	Child Care Reimbursement
7/17/2024	29342	MARICELA CORTEZ	980.00	Cost of Care Plus Rate
7/17/2024	29343	MARICELA SANDOVAL RODRIGUEZ	3,408.76	Child Care Reimbursement
7/17/2024	29343	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
7/17/2024	29344	MARISOL GONZALEZ	3,752.35	Child Care Reimbursement
7/17/2024	29344	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
7/17/2024	29345	MARISOL PEREZ	2,331.91	Child Care Reimbursement
7/17/2024	29345	MARISOL PEREZ	420.00	Cost of Care Plus Rate
7/17/2024	29346	MARTINA RANGEL	3,962.29	Child Care Reimbursement
7/17/2024	29346	MARTINA RANGEL	700.00	Cost of Care Plus Rate
7/17/2024	29347	MARYPAZ MAGANA	3,962.29	Child Care Reimbursement
7/17/2024	29347	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
7/17/2024	29348	MAYRA ELENA GONZALEZ MORALES	5,880.40	Child Care Reimbursement
7/17/2024	29348	MAYRA ELENA GONZALEZ MORALES	1,120.00	Cost of Care Plus Rate
7/17/2024	29349	MILCA REBEKAH PEREZ	5,178.72	Child Care Reimbursement
7/17/2024	29349	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
7/17/2024	29350	PAULA LARA VALDOVINOS	7,870.73	Child Care Reimbursement
7/17/2024	29350	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate

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7/17/2024	29350	PAULA LARA VALDOVINOS	(90.00)	Union Dues
7/17/2024	29351	REYNA TORRES DE CASTRO	2,490.94	Child Care Reimbursement
7/17/2024	29351	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
7/17/2024	29351	REYNA TORRES DE CASTRO	(59.82)	Union Dues
7/17/2024	29352	ROSALINDA VARGAS MATA	3,014.79	Child Care Reimbursement
7/17/2024	29352	ROSALINDA VARGAS MATA	560.00	Cost of Care Plus Rate
7/17/2024	29353	ROSEMARY ZAVALA	7,776.27	Child Care Reimbursement
7/17/2024	29353	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
7/17/2024	29354	SANDRA MARTINEZ VARELA	9,188.51	Child Care Reimbursement
7/17/2024	29354	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
7/17/2024	29355	SANDRA PEREZ	6,029.73	Child Care Reimbursement
7/17/2024	29355	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29356	SARA ESTELA POSADA	7,158.91	Child Care Reimbursement
7/17/2024	29356	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
7/17/2024	29357	SILVIA MEJIA	8,447.55	Child Care Reimbursement
7/17/2024	29357	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
7/17/2024	29358	SOFIA ALVAREZ DE GONZALEZ	9,494.36	Child Care Reimbursement
7/17/2024	29358	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
7/17/2024	29359	SUSIE MARIA REYNA	3,302.20	Child Care Reimbursement
7/17/2024	29359	SUSIE MARIA REYNA	700.00	Cost of Care Plus Rate
7/17/2024	29360	VANESSA NICOLE MEJIA	4,556.12	Child Care Reimbursement
7/17/2024	29360	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
7/17/2024	29360	VANESSA NICOLE MEJIA	(90.00)	Union Dues
7/17/2024	29361	VIDALIA MARTINEZ GONZALEZ	4,502.37	Child Care Reimbursement
7/17/2024	29361	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
7/17/2024	29361	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
7/17/2024	29362	VIRGINIA PEREZ	768.40	Child Care Reimbursement
7/17/2024	29362	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
7/17/2024	29363	XOCHITL QUIROZ DE ALCALA	7,117.41	Child Care Reimbursement
7/17/2024	29363	XOCHITL QUIROZ DE ALCALA	1,260.00	Cost of Care Plus Rate
7/17/2024	29364	YAJAIRA GUZMAN	826.41	Child Care Reimbursement
7/17/2024	29364	YAJAIRA GUZMAN	280.00	Cost of Care Plus Rate
7/17/2024	29365	YOANA PEREZ	2,305.20	Child Care Reimbursement
7/17/2024	29365	YOANA PEREZ	420.00	Cost of Care Plus Rate
7/17/2024	29366	ALMA DELIA WENCES	1,813.26	Child Care Reimbursement
7/17/2024	29366	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
7/17/2024	29367	CAROLINA HERNANDEZ DE SOLORIO	2,193.11	Child Care Reimbursement
7/17/2024	29367	CAROLINA HERNANDEZ DE SOLORIO	294.00	Cost of Care Plus Rate
7/17/2024	29368	CLAUDIA ZARAGOZA DE RODRIGUEZ	10,851.07	Child Care Reimbursement
7/17/2024	29368	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
7/17/2024	29369	EDUVIJES SUAREZ	3,769.06	Child Care Reimbursement
7/17/2024	29369	EDUVIJES SUAREZ	700.00	Cost of Care Plus Rate
7/17/2024	29369	EDUVIJES SUAREZ	(75.38)	Union Dues
7/17/2024	29370	ESPERANZA RESENDEZ	1,638.98	Child Care Reimbursement
7/17/2024	29370	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
7/17/2024	29371	HILDA BARAJAS JUAREZ	1,514.44	Child Care Reimbursement

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7/17/2024	29371	HILDA BARAJAS JUAREZ	560.00	Cost of Care Plus Rate
7/17/2024	29372	ISABEL C MEDINA DE GARCIA	1,462.35	Child Care Reimbursement
7/17/2024	29372	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
7/17/2024	29373	Jessica Lucero Mendez	1,361.76	Child Care Reimbursement
7/17/2024	29373	Jessica Lucero Mendez	280.00	Cost of Care Plus Rate
7/17/2024	29374	JUANA MORILLON GUILLEN	3,657.85	Child Care Reimbursement
7/17/2024	29374	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
7/17/2024	29374	JUANA MORILLON GUILLEN	(73.16)	Union Dues
7/17/2024	29375	Karla Elizabeth Huling	3,327.48	Child Care Reimbursement
7/17/2024	29375	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
7/17/2024	29376	MARIA F MARTINEZ	2,034.88	Child Care Reimbursement
7/17/2024	29376	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
7/17/2024	29377	MARIA GUADALUPE BARAJAS DE GARCIA	1,608.12	Child Care Reimbursement
7/17/2024	29377	MARIA GUADALUPE BARAJAS DE GARCIA	420.00	Cost of Care Plus Rate
7/17/2024	29378	Maria Ledesma De Garcia	8,849.51	Child Care Reimbursement
7/17/2024	29378	Maria Ledesma De Garcia	1,680.00	Cost of Care Plus Rate
7/17/2024	29379	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
7/17/2024	29379	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
7/17/2024	29380	MARIA TERESA HEREDIA	3,156.98	Child Care Reimbursement
7/17/2024	29380	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
7/17/2024	29381	MONICA VEGA	4,276.24	Child Care Reimbursement
7/17/2024	29381	MONICA VEGA	840.00	Cost of Care Plus Rate
7/17/2024	29382	NORMA PULIDO CRUZ	2,000.60	Child Care Reimbursement
7/17/2024	29382	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
7/17/2024	29383	TERESA DE LA LUZ SALAZAR MARTINEZ	6,019.58	Child Care Reimbursement
7/17/2024	29383	TERESA DE LA LUZ SALAZAR MARTINEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29384	YAZMIN ARACELI NAVARRO HERRERA	2,816.76	Child Care Reimbursement
7/17/2024	29384	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
7/17/2024	29385	YNEZ ATHENA CHAVEZ-ANDRADE	4,983.00	Child Care Reimbursement
7/17/2024	29385	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
7/17/2024	29386	AMALIA BUENROSTRO	6,071.09	Child Care Reimbursement
7/17/2024	29386	AMALIA BUENROSTRO	960.00	Cost of Care Plus Rate
7/17/2024	29387	ANDREA BUENROSTRO	11,703.64	Child Care Reimbursement
7/17/2024	29387	ANDREA BUENROSTRO	2,080.00	Cost of Care Plus Rate
7/17/2024	29388	BEATRIZ JACQUEZ NUNEZ	1,844.21	Child Care Reimbursement
7/17/2024	29388	BEATRIZ JACQUEZ NUNEZ	320.00	Cost of Care Plus Rate
7/17/2024	29389	CECILIA ZAMORA	4,644.68	Child Care Reimbursement
7/17/2024	29389	CECILIA ZAMORA	960.00	Cost of Care Plus Rate
7/17/2024	29390	DOLORES VERDUZCO GALINDO	4,749.80	Child Care Reimbursement
7/17/2024	29390	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
7/17/2024	29391	JOSE FRANCISCO ALVARADO MENDEZ	6,014.23	Child Care Reimbursement
7/17/2024	29391	JOSE FRANCISCO ALVARADO MENDEZ	1,120.00	Cost of Care Plus Rate

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7/17/2024	29391	JOSE FRANCISCO ALVARADO MENDEZ	(90.00)	Union Dues
7/17/2024	29392	LUZ SELENE RUANO ORTEGA	2,543.88	Child Care Reimbursement
7/17/2024	29392	LUZ SELENE RUANO ORTEGA	420.00	Cost of Care Plus Rate
7/17/2024	29392	LUZ SELENE RUANO ORTEGA	(50.88)	Union Dues
7/17/2024	29393	MARGARITA CASTILLO	2,805.23	Child Care Reimbursement
7/17/2024	29393	MARGARITA CASTILLO	633.00	Cost of Care Plus Rate
7/17/2024	29394	MARIA ELENA CASTILLO	4,007.52	Child Care Reimbursement
7/17/2024	29394	MARIA ELENA CASTILLO	960.00	Cost of Care Plus Rate
7/17/2024	29395	MARIA G TAMAYO DE ZAMORA	2,630.28	Child Care Reimbursement
7/17/2024	29395	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
7/17/2024	29395	MARIA G TAMAYO DE ZAMORA	(52.61)	Union Dues
7/17/2024	29396	MARIA GUADALUPE ZAMORA RODRIGUEZ	6,604.02	Child Care Reimbursement
7/17/2024	29396	MARIA GUADALUPE ZAMORA RODRIGUEZ	1,280.00	Cost of Care Plus Rate
7/17/2024	29397	MARYPAZ ALVARADO PEREZ	3,116.10	Child Care Reimbursement
7/17/2024	29397	MARYPAZ ALVARADO PEREZ	480.00	Cost of Care Plus Rate
7/17/2024	29398	MAYRA ALEJANDRA RIOS	4,776.97	Child Care Reimbursement
7/17/2024	29398	MAYRA ALEJANDRA RIOS	960.00	Cost of Care Plus Rate
7/17/2024	29399	ONOFRE ZAMORA	10,543.68	Child Care Reimbursement
7/17/2024	29399	ONOFRE ZAMORA	1,920.00	Cost of Care Plus Rate
7/17/2024	29400	ADELA GARCIA DE SOSA	4,530.55	Child Care Reimbursement
7/17/2024	29400	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
7/17/2024	29400	ADELA GARCIA DE SOSA	(100.00)	Union Dues
7/17/2024	29401	ALICIA DE LA GARZA	1,276.57	Child Care Reimbursement
7/17/2024	29401	ALICIA DE LA GARZA	700.00	Cost of Care Plus Rate
7/17/2024	29402	ALMA AYDE GOMEZ ALVAREZ	3,825.47	Child Care Reimbursement
7/17/2024	29402	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
7/17/2024	29403	ALMA R RANGEL	2,639.58	Child Care Reimbursement
7/17/2024	29403	ALMA R RANGEL	840.00	Cost of Care Plus Rate
7/17/2024	29404	ANA MARIA DAVILA	2,321.25	Child Care Reimbursement
7/17/2024	29404	ANA MARIA DAVILA	420.00	Cost of Care Plus Rate
7/17/2024	29405	ANNA V MENDEZ	428.64	Child Care Reimbursement
7/17/2024	29405	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
7/17/2024	29406	BEATRIZ ADRIANA CARRILLO HERNANDEZ	5,826.39	Child Care Reimbursement
7/17/2024	29406	BEATRIZ ADRIANA CARRILLO HERNANDEZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29407	BEATRIZ TELLEZ DE TORRES	4,917.46	Child Care Reimbursement
7/17/2024	29407	BEATRIZ TELLEZ DE TORRES	1,120.00	Cost of Care Plus Rate
7/17/2024	29408	BERENICE IBARRA	1,502.25	Child Care Reimbursement
7/17/2024	29408	BERENICE IBARRA	560.00	Cost of Care Plus Rate
7/17/2024	29409	BERNARDINA GOMEZ ARAUJO	1,394.40	Child Care Reimbursement
7/17/2024	29409	BERNARDINA GOMEZ ARAUJO	280.00	Cost of Care Plus Rate
7/17/2024	29410	BERTHA ALICIA GOMEZ	6,147.81	Child Care Reimbursement
7/17/2024	29410	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
7/17/2024	29411	CARMEN MORALES DIAZ	6,638.48	Child Care Reimbursement
7/17/2024	29411	CARMEN MORALES DIAZ	1,260.00	Cost of Care Plus Rate
7/17/2024	29411	CARMEN MORALES DIAZ	(100.00)	Union Dues
7/17/2024	29412	CASA DE ADORACION TULARE	13,889.68	Child Care Reimbursement

Community Action Partnership of Kern

Check/Voucher Register

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Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29412	CASA DE ADORACION TULARE	2,380.00	Cost of Care Plus Rate
7/17/2024	29413	CELESTINA ANDREAH CONTRERAS	467.96	Child Care Reimbursement
7/17/2024	29413	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
7/17/2024	29414	CONSUELO MEJIA	817.03	Child Care Reimbursement
7/17/2024	29414	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
7/17/2024	29415	DEANNA RAMIREZ	1,569.14	Child Care Reimbursement
7/17/2024	29415	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
7/17/2024	29416	DIANA LIZBETH AMBRIZ MADRIZ	2,256.33	Child Care Reimbursement
7/17/2024	29416	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate
7/17/2024	29417	DOLORES SANCHEZ LOPEZ	1,383.25	Child Care Reimbursement
7/17/2024	29417	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
7/17/2024	29418	EDITH ELIZABETH SANCHEZ	683.59	Child Care Reimbursement
7/17/2024	29418	EDITH ELIZABETH SANCHEZ	420.00	Cost of Care Plus Rate
7/17/2024	29418	EDITH ELIZABETH SANCHEZ	(13.67)	Union Dues
7/17/2024	29419	ELISA GONZALES	3,723.31	Child Care Reimbursement
7/17/2024	29419	ELISA GONZALES	980.00	Cost of Care Plus Rate
7/17/2024	29420	ELIZABETH MARTINEZ	1,424.47	Child Care Reimbursement
7/17/2024	29420	ELIZABETH MARTINEZ	700.00	Cost of Care Plus Rate
7/17/2024	29421	ELOISA LEMUS	4,707.42	Child Care Reimbursement
7/17/2024	29421	ELOISA LEMUS	840.00	Cost of Care Plus Rate
7/17/2024	29422	ELVA BORUNDA FLORES	7,900.92	Child Care Reimbursement
7/17/2024	29422	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
7/17/2024	29423	Gladys Isela Rodriguez	1,569.14	Child Care Reimbursement
7/17/2024	29423	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
7/17/2024	29424	GLORIA MORENO DE HERNANDEZ	1,514.23	Child Care Reimbursement
7/17/2024	29424	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
7/17/2024	29425	GLORIA PADILLA MONTES DE OCA	2,412.68	Child Care Reimbursement
7/17/2024	29425	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
7/17/2024	29426	GUADALUPE LEMUS LEMUS	2,305.81	Child Care Reimbursement
7/17/2024	29426	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
7/17/2024	29427	GUADALUPE PEREZ DOMINGUEZ	2,070.56	Child Care Reimbursement
7/17/2024	29427	GUADALUPE PEREZ DOMINGUEZ	700.00	Cost of Care Plus Rate
7/17/2024	29428	HAYDEE ESTEBAN	1,283.60	Child Care Reimbursement
7/17/2024	29428	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
7/17/2024	29429	IRIS GISELA MAGANA	9,032.52	Child Care Reimbursement
7/17/2024	29429	IRIS GISELA MAGANA	1,680.00	Cost of Care Plus Rate
7/17/2024	29430	IRMA GUTIERREZ	4,699.64	Child Care Reimbursement
7/17/2024	29430	IRMA GUTIERREZ	840.00	Cost of Care Plus Rate
7/17/2024	29431	IRMA YOLANDA MAGALLON	3,073.36	Child Care Reimbursement
7/17/2024	29431	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
7/17/2024	29432	ISABEL MARTINEZ-LOMELI	817.03	Child Care Reimbursement
7/17/2024	29432	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
7/17/2024	29433	ISABEL TORRES	5,205.51	Child Care Reimbursement
7/17/2024	29433	ISABEL TORRES	980.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29434	JANET RODRIGUEZ	3,199.97	Child Care Reimbursement
7/17/2024	29434	JANET RODRIGUEZ	980.00	Cost of Care Plus Rate
7/17/2024	29435	JUANA CORTEZ DE PEREZ	5,665.38	Child Care Reimbursement
7/17/2024	29435	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
7/17/2024	29436	KENDAHL ROSE ROWE	5,955.83	Child Care Reimbursement
7/17/2024	29436	KENDAHL ROSE ROWE	1,120.00	Cost of Care Plus Rate
7/17/2024	29437	LAURA MAGALLON OROZCO	722.03	Child Care Reimbursement
7/17/2024	29437	LAURA MAGALLON OROZCO	140.00	Cost of Care Plus Rate
7/17/2024	29438	LORENA IBARRA	937.17	Child Care Reimbursement
7/17/2024	29438	LORENA IBARRA	140.00	Cost of Care Plus Rate
7/17/2024	29439	LOURDES DE MOYA DE CAMILO	4,123.04	Child Care Reimbursement
7/17/2024	29439	LOURDES DE MOYA DE CAMILO	1,120.00	Cost of Care Plus Rate
7/17/2024	29440	LUCIA MENDOZA OCHOA	2,973.06	Child Care Reimbursement
7/17/2024	29440	LUCIA MENDOZA OCHOA	560.00	Cost of Care Plus Rate
7/17/2024	29441	MAGDA SALDIVAR	1,255.31	Child Care Reimbursement
7/17/2024	29441	MAGDA SALDIVAR	280.00	Cost of Care Plus Rate
7/17/2024	29442	MAGDALENA GUERRERO DE PARRA	1,220.37	Child Care Reimbursement
7/17/2024	29442	MAGDALENA GUERRERO DE PARRA	294.00	Cost of Care Plus Rate
7/17/2024	29443	MARIA A MAGALLON OROZCO	962.70	Child Care Reimbursement
7/17/2024	29443	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
7/17/2024	29444	MARIA DOLORES GOMEZ	5,077.16	Child Care Reimbursement
7/17/2024	29444	MARIA DOLORES GOMEZ	980.00	Cost of Care Plus Rate
7/17/2024	29444	MARIA DOLORES GOMEZ	(90.00)	Union Dues
7/17/2024	29445	MARIA E SANCHEZ DE GOMEZ	5,092.72	Child Care Reimbursement
7/17/2024	29445	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
7/17/2024	29446	MARIA G AYALA	2,321.25	Child Care Reimbursement
7/17/2024	29446	MARIA G AYALA	420.00	Cost of Care Plus Rate
7/17/2024	29447	MARIA G SANCHEZ ESCALERA	4,142.22	Child Care Reimbursement
7/17/2024	29447	MARIA G SANCHEZ ESCALERA	1,260.00	Cost of Care Plus Rate
7/17/2024	29448	MARIA GUADALUPE CHAVEZ	4,630.16	Child Care Reimbursement
7/17/2024	29448	MARIA GUADALUPE CHAVEZ	840.00	Cost of Care Plus Rate
7/17/2024	29449	MARIA LAURA RAYA GOMEZ	3,258.42	Child Care Reimbursement
7/17/2024	29449	MARIA LAURA RAYA GOMEZ	560.00	Cost of Care Plus Rate
7/17/2024	29449	MARIA LAURA RAYA GOMEZ	(85.17)	Union Dues
7/17/2024	29450	MARIA LUISA CASAS	4,415.70	Child Care Reimbursement
7/17/2024	29450	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
7/17/2024	29451	MARIA PAZ RUIZ	4,010.53	Child Care Reimbursement
7/17/2024	29451	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
7/17/2024	29452	MARIA PERLA GARCIA DE ARCIGA	2,872.10	Child Care Reimbursement
7/17/2024	29452	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
7/17/2024	29453	MARIA REINA OROZCO MORA	3,955.31	Child Care Reimbursement
7/17/2024	29453	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
7/17/2024	29454	MARIA SALOME IBARRA	180.51	Child Care Reimbursement
7/17/2024	29454	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
7/17/2024	29454	MARIA SALOME IBARRA	(3.61)	Union Dues
7/17/2024	29455	Maricela Munoz Sanchez	1,710.62	Child Care Reimbursement
7/17/2024	29455	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/17/2024	29456	MARISOL MEDINA	5,019.10	Child Care Reimbursement
7/17/2024	29456	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
7/17/2024	29457	MARTHA A ANGUIANO REYES	1,394.40	Child Care Reimbursement
7/17/2024	29457	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
7/17/2024	29458	MONICA MARTINEZ	3,426.61	Child Care Reimbursement
7/17/2024	29458	MONICA MARTINEZ	840.00	Cost of Care Plus Rate
7/17/2024	29459	NEREYDA LIRA LOPEZ	1,769.35	Child Care Reimbursement
7/17/2024	29459	NEREYDA LIRA LOPEZ	420.00	Cost of Care Plus Rate
7/17/2024	29460	NORMA PATRICIA AVILA MOLINA	1,441.52	Child Care Reimbursement
7/17/2024	29460	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
7/17/2024	29461	NYELI GONZALEZ	937.30	Child Care Reimbursement
7/17/2024	29461	NYELI GONZALEZ	280.00	Cost of Care Plus Rate
7/17/2024	29462	OLGA LIRA DE GALLARDO	3,927.43	Child Care Reimbursement
7/17/2024	29462	OLGA LIRA DE GALLARDO	980.00	Cost of Care Plus Rate
7/17/2024	29463	Oralia Quiroz	3,975.18	Child Care Reimbursement
7/17/2024	29463	Oralia Quiroz	840.00	Cost of Care Plus Rate
7/17/2024	29464	PATRICIA HERNANDEZ	7,223.22	Child Care Reimbursement
7/17/2024	29464	PATRICIA HERNANDEZ	1,820.00	Cost of Care Plus Rate
7/17/2024	29464	PATRICIA HERNANDEZ	(90.00)	Union Dues
7/17/2024	29465	PAULA GARCIA	7,554.34	Child Care Reimbursement
7/17/2024	29465	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
7/17/2024	29466	RAQUEL SANCHEZ	10,250.80	Child Care Reimbursement
7/17/2024	29466	RAQUEL SANCHEZ	1,960.00	Cost of Care Plus Rate
7/17/2024	29466	RAQUEL SANCHEZ	(100.00)	Union Dues
7/17/2024	29467	ROCELIA OROZCO LEMUS	3,950.89	Child Care Reimbursement
7/17/2024	29467	ROCELIA OROZCO LEMUS	840.00	Cost of Care Plus Rate
7/17/2024	29468	ROMELIA MORENO DE ESPINOZA	1,021.35	Child Care Reimbursement
7/17/2024	29468	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
7/17/2024	29469	ROSA ELENA SANCHEZ	4,715.40	Child Care Reimbursement
7/17/2024	29469	ROSA ELENA SANCHEZ	980.00	Cost of Care Plus Rate
7/17/2024	29469	ROSA ELENA SANCHEZ	(100.00)	Union Dues
7/17/2024	29470	ROSA HILDA NAVARRO	2,321.25	Child Care Reimbursement
7/17/2024	29470	ROSA HILDA NAVARRO	420.00	Cost of Care Plus Rate
7/17/2024	29471	ROSA ISELA MENDOZA MENDEZ	239.92	Child Care Reimbursement
7/17/2024	29471	ROSA ISELA MENDOZA MENDEZ	140.00	Cost of Care Plus Rate
7/17/2024	29472	ROSALBA GONZALEZ	8,408.44	Child Care Reimbursement
7/17/2024	29472	ROSALBA GONZALEZ	1,820.00	Cost of Care Plus Rate
7/17/2024	29473	ROSALINDA G OCHOA	8,225.15	Child Care Reimbursement
7/17/2024	29473	ROSALINDA G OCHOA	1,680.00	Cost of Care Plus Rate
7/17/2024	29473	ROSALINDA G OCHOA	(90.00)	Union Dues
7/17/2024	29474	ROSAURA IBARRA OROZCO	2,506.31	Child Care Reimbursement
7/17/2024	29474	ROSAURA IBARRA OROZCO	420.00	Cost of Care Plus Rate
7/17/2024	29474	ROSAURA IBARRA OROZCO	(60.13)	Union Dues
7/17/2024	29475	SILVIA LETICIA SANCHEZ DE GARCIA	1,391.40	Child Care Reimbursement
7/17/2024	29475	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
7/17/2024	29476	SILVIA MAGALLON DE REYES	817.03	Child Care Reimbursement
7/17/2024	29476	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate

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7/17/2024	29477	SILVIA PRECIADO	1,339.00	Child Care Reimbursement
7/17/2024	29477	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
7/17/2024	29478	TERESA MENDOZA	817.03	Child Care Reimbursement
7/17/2024	29478	TERESA MENDOZA	140.00	Cost of Care Plus Rate
7/17/2024	29479	VERONICA ALVAREZ	4,635.20	Child Care Reimbursement
7/17/2024	29479	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
7/17/2024	29480	VIRGINIA RANGEL	5,754.10	Child Care Reimbursement
7/17/2024	29480	VIRGINIA RANGEL	1,120.00	Cost of Care Plus Rate
7/17/2024	29481	YOLANDA CORTES DE MENDOZA	723.26	Child Care Reimbursement
7/17/2024	29481	YOLANDA CORTES DE MENDOZA	280.00	Cost of Care Plus Rate
7/17/2024	29482	YOLANDA LIRA LEMUS	3,952.92	Child Care Reimbursement
7/17/2024	29482	YOLANDA LIRA LEMUS	980.00	Cost of Care Plus Rate
7/17/2024	29483	ANGELICA M MARES	123.75	Child Care Reimbursement
7/17/2024	29484	MARIA ESTHER GONZALEZ AVALOS	308.88	Child Care Reimbursement
7/17/2024	29485	MIRIAM MACIEL BARRIGA	3,583.57	Child Care Reimbursement
7/17/2024	29486	SARA ESTELA POSADA	741.20	Child Care Reimbursement
7/17/2024	29487	SYSCO FOOD SERVICES OF VENTURA INC	6,372.72	3101 MALL VIEW RD PO-2024-1255 ORD# 1586358
7/17/2024	29487	SYSCO FOOD SERVICES OF VENTURA INC	(64.89)	CREDIT REF# 379664342 ORD# 1580065 PO-2024-1255
7/17/2024	29488	ANDRALETTE I WILSON	140.25	Travel Advance Managers Academy Sacramento, CA 07.23.24 -
7/17/2024	29489	DENISE COOPER	90.00	R9HSA Managers & Directors Institute Sacramento, CA 7/23/24
7/17/2024	29490	AMAZON CAPITAL SERVICES, INC	374.16	PO-2024-2091
7/17/2024	29491	AMAZON CAPITAL SERVICES, INC	319.44	PO-2024-2026
7/18/2024	225168	SUSANA PANIAGUA	1,858.59	REG/OVERTIME/HP-VACTION PO HRS 103.83 X 18.93
7/18/2024	225169	THOMAS E MORES	1,990.00	Rental Deposit & First Month's Rent for Sabrina Bronner
7/18/2024	225170	JENNIFER PONCE	4,185.82	HP-VACTION PO HOURS 180.33 X 30.19
7/18/2024	225171	JENNIFER PONCE	2,164.42	REG/OVERTIME/V-VACATION HRS 80.05 X 30.19
7/18/2024	225172	LIZABETH A LOPEZ	1,714.11	REG/OVERTIME/V-VACATION/HP-VAC... PO/S-SICK HRS 87.25 X 24
7/19/2024	225173	JESUS FIERROS GONZALEZ	2,493.66	REG/HP-VACATION PO HOURS 89.22 X 32.75
7/22/2024	225174	MARISOL LLANES	1,519.74	REG/S-SICK HRS 79.92 X 21.03
7/22/2024	225175	MARISOL LLANES	1,565.18	REG/HP-VACATION PO HRS 79.80 X 21.03
7/23/2024	29655	AMAZON CAPITAL SERVICES, INC	4,783.72	PO-2024-1742
7/24/2024	225176	ALPHA WHOLESALE PRODUCE INC	972.90	PO-2024-1138
7/24/2024	225177	ANA MARTINEZ	16.08	JUNE MILEAGE REIMBURSEMENT
7/24/2024	225178	Andrea Chavez	26.80	june mileage
7/24/2024	225179	AT&T	6,534.21	1300 18TH ST/831-001-3590 809 JULY 2024
7/24/2024	225180	AT&T	89.53	806004864/LONG DISTANCE

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	225181	CAL FOODS LOGISTICS	13,214.88	PO-2024-1234/CRYSTAL GEYSER SPRING WATER
7/24/2024	225182	CALIFORNIA DEPARTMENT OF TAX AND FEE ADMINISTRATION	18,279.99	CDTFA - Environmental Fee Account# 042-008810
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	61.41	3101 MALL VIEW RD/0541111888
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	1,463.53	3101 MALL VIEW RD/4313488888
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	81.88	315 STINE RD/8217092740
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	1,021.32	4032 JEWETT AVE/2883851298
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	28.93	500 E CALIFORNIA AVE A/1174688888
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	61.41	520 S WASHINGTON ST/5928435562
7/24/2024	225183	CALIFORNIA WATER SERVICE COMPANY	81.88	520 S WASHINGTON ST/9851111888
7/24/2024	225184	CATHY DOUMA	28.34	PO-2024-2120
7/24/2024	225185	CERTIFIX INC	192.00	Fingerprints for Stockton Location
7/24/2024	225186	CHARTER COMMUNICATIONS	163.93	8401 CALIFORNIA CITY BLVD/8413 13 100 0060993
7/24/2024	225187	CHARTER COMMUNICATIONS	124.98	90 FARRELL DR BLDG 5620/8448 20 007 0166094
7/24/2024	225188	CHARTER COMMUNICATIONS	199.98	6019 NILES ST STE 3/8301 10 001 1358352
7/24/2024	225189	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE/167696701
7/24/2024	225190	CHARTER COMMUNICATIONS	945.00	2731 O ST/169105201
7/24/2024	225191	CHARTER COMMUNICATIONS	194.98	15662 K ST/228401801
7/24/2024	225192	CHARTER COMMUNICATIONS	499.00	5 REAL RD/230086801
7/24/2024	225193	CHARTER COMMUNICATIONS	267.11	1300 18TH ST/231948701
7/24/2024	225194	CHARTER COMMUNICATIONS	194.98	1300 18TH ST/232326901
7/24/2024	225195	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98	2739 DIAMOND ST
7/24/2024	225196	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	154.98	24028 LAKE DR/8413 13 160 0058157
7/24/2024	225197	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	234.96	11336 BARTLETT AVE STE 13/8413 13 167 0059549
7/24/2024	225198	CHILD CARE RESULTS INC	753.50	Child Surveys SJC - JULY 2024
7/24/2024	225199	CINTAS CORPORATION #668	144.45	300 19TH ST
7/24/2024	225200	CITY OF STOCKTON	62.82	1145 N HUNTER ST STOCKTON COMMERCIAL SEWER
7/24/2024	225200	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON OWNER STORM DRAIN
7/24/2024	225200	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
7/24/2024	225200	CITY OF STOCKTON	58.34	347 E POPLAR ST STOCKTON COMMERCIAL SEWER
7/24/2024	225200	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON OWNER STORM DRAIN
7/24/2024	225201	COMCAST CORPORATION	235.78	850 J ST/8155 60 069 0400240

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7/24/2024	225202	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	16,888.80	PO-2023-2545/SUB-CONTRACT AGREEMENT
7/24/2024	225203	DEPARTMENT OF MOTOR VEHICLES	2.00	DMV Information Services SJ 180063
7/24/2024	225204	EAST NILES COMMUNITY SERVICES DIST	811.30	3000 STERLING RD
7/24/2024	225204	EAST NILES COMMUNITY SERVICES DIST	103.70	5704 PIONEER DR
7/24/2024	225205	FEDEX	33.65	D.JUAREZ/G.BARBEROS/818235981859
7/24/2024	225205	FEDEX	33.16	D.JUAREZ/R.CUMMINGSAS/81823598...
7/24/2024	225205	FEDEX	25.00	F.ARELLANO/C.MOJICA/818235980907
7/24/2024	225205	FEDEX	33.16	F.ARELLANO/C.RIVERA/818239818700
7/24/2024	225205	FEDEX	32.21	F.ARELLANO/S.GOMEZ/818235981881
7/24/2024	225206	FERGUSON ENTERPRISES INC #1350	3.22	OPS
7/24/2024	225207	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	2,799.91	PO-2024-1026 5 REAL ROAD APR-JUNE 2024
7/24/2024	225208	FLYERS ENERGY LLC	4,404.74	ACCT#78379
7/24/2024	225209	GOLDEN BEAR FIRE EQUIPMENT, INC.	1,747.15	Check request for Overage of PO-2024-1055
7/24/2024	225210	GRINGTEAM INC.	4,966.51	2024 All-Agency Job Fair - Room Rental
7/24/2024	225211	GUADALUPE A VILLASANA	84.42	June 2024 Mileage Reimbursement
7/24/2024	225212	HERBERT MITCHELL ELLIOTT	68.25	CK VAN# 12-76 SMOG TEST 07/03/2024 INV# 70897
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	21.61	ALBERTA DILLARD
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	170.51	OASIS
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	1,102.69	OPS
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	232.13	SHAFTER EHS
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	37.40	SHAFTER HS
7/24/2024	225213	HOME DEPOT COMMERCIAL CREDIT	29.30	WESLEY
7/24/2024	225214	INDIAN WELLS VALLEY WATER DISTRICT	842.66	814 N NORMA
7/24/2024	225215	IRIS LOPEZ	163.48	JUNE MILEAGE REIMBURSEMENT
7/24/2024	225216	JORGE MENDEZ	81.74	JUNE MILEAGE REIMBURSEMENT
7/24/2024	225217	KEITH C PFEFFER	935.28	18TH ST - NAME PLATES & FRAMES PO-2024-1877
7/24/2024	225218	KERN COUNTY SUPERINTENDENT OF SCHOOLS	15,706.47	PO-2024-1230
7/24/2024	225219	KERN ISLAND INVESTORS, GP	1,135.86	PO-2023-3365 1631 30TH ST
7/24/2024	225220	LAKESHORE EQUIPMENT COMPANY	1,962.27	PO-2024-2000
7/24/2024	225221	LAMONT ELEMENTARY SCHOOL DISTRICT	28,227.10	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
7/24/2024	225222	LOWES COMPANIES INC	368.63	GIANONE PO-2024-1136
7/24/2024	225222	LOWES COMPANIES INC	68.99	KENNEDY PO-2024-1136
7/24/2024	225222	LOWES COMPANIES INC	615.94	PO-2024-2155; CALAIM RAYMOND CLARDY

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7/24/2024	225222	LOWES COMPANIES INC	748.60	PO-2024-2155; CALAIM TIMOTHY GRISSO
7/24/2024	225223	MANUEL G BARRIOS	75.00	Lawn Services for July 2024/500 E CALIFORNIA AVE
7/24/2024	225224	MARIA MORENO GOMEZ	39.53	MILEAGE REIMBURSEMENT
7/24/2024	225225	MCWILLIAMS & WALDEN INC	448.01	LIC# 04810F2 PO-2024-1351
7/24/2024	225225	MCWILLIAMS & WALDEN INC	113.51	LIC# 21574U2 PO-2024-1787
7/24/2024	225225	MCWILLIAMS & WALDEN INC	113.51	LIC# 57257R1 PO-2024-1351
7/24/2024	225225	MCWILLIAMS & WALDEN INC	468.48	LIC# 57259R1 PO-2024-1351
7/24/2024	225225	MCWILLIAMS & WALDEN INC	131.99	LIC# 64723G3 PO-2024-1787
7/24/2024	225225	MCWILLIAMS & WALDEN INC	436.81	LIC# 91415C3 PO-2024-1787
7/24/2024	225226	MELISSA SHERRILL	138.00	Melissa Sherrill- SDA Reimbursement Tuition 07/15/24
7/24/2024	225227	NEEDLES PUBLIC UTILITY AUTHORITY	130.59	244 G ST A
7/24/2024	225228	OASIS AIR CONDITIONING	2,550.00	L24-196E; CINDY GONZALEZ, 418 PARK DR; PO-2024-1750
7/24/2024	225229	ODP BUSINESS SOLUTIONS LLC	1,077.80	PO-2024-2068
7/24/2024	225230	OFFICE1 LEASING	176.22	450-7986161-025; 2900 M ST; PO-2024-1247
7/24/2024	225230	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
7/24/2024	225230	OFFICE1 LEASING	254.16	450-7986161-038; 2424 S DR MLK JR BLD MCAP; PO-2024-1023
7/24/2024	225230	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
7/24/2024	225231	OSCAR W MARTINEZ	261.30	JUNE MILEAGE REIMBURSEMENT
7/24/2024	225232	PACIFICA HOST INC / STOCKTON HOSPITALITY LP	15,265.55	PO-2024-1804
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	550.00	PO-2024-1714 ROSITA CURRY
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1819 AIDE AVELAR
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1820 ANNETTE JOHNSON-ALLEN
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1833 PALOMA SANDOVAL
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1835 SAVANNAH FLORES
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1836 ERIKA SALAZAR
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1837 TERESA LARA
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	650.00	PO-2024-1901 DENISE COOPER ORDER ZWN7H5DM7GW
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	650.00	PO-2024-1901 RASHI STROTHER
7/24/2024	225233	PARENTS AS TEACHERS NATIONAL CENTER	650.00	PO-2024-1901 ROSITA CURRY ORDER#DON727BD3X4
7/24/2024	225234	PG&E	3,059.85	10300 1/2 SAN DIEGO ST
7/24/2024	225234	PG&E	2,981.69	1111 BUSH ST
7/24/2024	225234	PG&E	3,828.76	1825 FELIZ DR BLDG 500
7/24/2024	225234	PG&E	3,230.18	1900 E CALIFORNIA AVE
7/24/2024	225234	PG&E	51.64	2424 COTTONWOOD RD

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7/24/2024	225234	PG&E	636.72	2800 S D ST
7/24/2024	225234	PG&E	983.98	317 MOUNT VERNON AVE / 1807 FELIZ DR
7/24/2024	225234	PG&E	1,246.51	3811 RIVER BLVD
7/24/2024	225234	PG&E	3,269.92	500 E CALIFORNIA AVE
7/24/2024	225234	PG&E	1,013.50	5704 PIONEER DR
7/24/2024	225234	PG&E	34.14	814 N NORMA ST
7/24/2024	225234	PG&E	1,080.46	E/S SAN DIEGO ST 400
7/24/2024	225235	PRODUCERS DAIRY FOODS INC	1,131.23	PO-2024-1137
7/24/2024	225236	QUADIENT FINANCE USA INC	4,000.00	POSTAGE MACHINE FUNDS
7/24/2024	225237	QUALITY SECURITY SYSTEMS	135.00	Monitoring Services for Jul. Aug and Sept 2024
7/24/2024	225238	RENEE HULBRT	235.86	Employee SDA Reimbursement Textbooks 07/16/24
7/24/2024	225239	RINGCENTRAL, INC	21,078.49	21331
7/24/2024	225240	RITA FREGOSO	60.30	MILEAGE REIMBURSEMENT
7/24/2024	225241	RONALD SHELAN	544.24	REIMBURSEMENT - 236 4TH ST - BLDG 2&3 STOCKTON -
7/24/2024	225242	SAVANNAH FLORES	48.91	MILEAGE REIMBURSEMENT
7/24/2024	225243	SAVE MART SUPERMARKETS	125.94	CK ITEMS FOR INFANTS REF# 058396 07/11/2024
7/24/2024	225243	SAVE MART SUPERMARKETS	56.88	CK SPEC DIET NEEDS CAS REF# 17232 07/11/2024
7/24/2024	225243	SAVE MART SUPERMARKETS	2.01	CK SPEC DIET NEEDS REF# 056742 07/08/2024
7/24/2024	225243	SAVE MART SUPERMARKETS	29.94	CK SPEC DIET NEEDS REF# 090262 07/08/2024
7/24/2024	225243	SAVE MART SUPERMARKETS	72.55	HS CK EMERGENCY FOOD REF# 028047 07/18/2024
7/24/2024	225244	SOCALGAS	14.79	15662 K ST APT A MOJAVE 06/12/2024 - 07/12/2024
7/24/2024	225244	SOCALGAS	24.01	15662 K ST APT B MOJAVE 06/12/2024 - 07/12/2024
7/24/2024	225244	SOCALGAS	14.79	2739 DIAMOND ST STE B 06/12/2024 - 07/12/2024
7/24/2024	225244	SOCALGAS	25.71	452 W LOS ANGELES AVE SHAFTER 06/12/2024 - 07/12/2024
7/24/2024	225244	SOCALGAS	21.54	455 E EUCLID AVE SHAFTER 06/13/2024 - 07/15/2024
7/24/2024	225244	SOCALGAS	15.78	650 JAMES ST SHAFTER 06/13/2024 - 07/15/2024
7/24/2024	225245	SOIL ENGINEERING, INC	826.50	HS TEHACHAPI PARTIAL PHASE 1 ESA PO-2024-2102
7/24/2024	225246	SOUTHERN CALIFORNIA EDISON	1,622.98	15662 K ST MOJAVE 06/14/2024 - 07/16/2024
7/24/2024	225247	STANDARD APPLIANCE PARTS CO OF STOCKTON, INC	65.84	LATHROP PO-2024-1061 CUST# C0920
7/24/2024	225248	ULINE	769.69	FOOD BANK PO-2024-2161 ORD# 21163111
7/24/2024	225248	ULINE	431.86	FOOD BANK PO-2024-2163 ORD# 18099366
7/24/2024	225249	UNITED RENTALS INC	186.10	2900 M ST GUARD SHACK SN: 2401982A 07/10/2024 - 08/07/2024

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7/24/2024	225250	VALLEY PROPANE SERVICE	141.14	PO-2024-1649 FOOD BANK
7/24/2024	225251	VERTHA GOMEZ	8.04	MILEAGE REIMBURSEMENT
7/24/2024	225252	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SVCS
7/24/2024	225253	VICTORIA FLORES	28.14	MILEAGE REIMBURSEMENT
7/24/2024	225254	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	363.72	450-7986161-002 07/13/2024 - 08/12/2024 ERSEA
7/24/2024	225254	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	179.00	450-7986161-022 07/04/2024 - 08/03/2024 CUST# 3691624163
7/24/2024	225255	WIPFLI LLP	153.00	Power BI Pro - July 2024
7/24/2024	225255	WIPFLI LLP	5,183.25	Technology Ongoing Services Agreement July 2024
7/24/2024	225256	YOSHIRA PEREZ	102.65	SDA Permit Reimbursement 2024
7/24/2024	225257	YVETTE PEREZ	50.00	SDA Reimbursement Teacher Permit 2024
7/24/2024	225258	BERTHA CONTRERAS	7,228.18	Child Care Reimbursement
7/24/2024	225258	BERTHA CONTRERAS	1,400.00	Cost of Care Plus Rate
7/24/2024	225259	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
7/24/2024	225259	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
7/24/2024	225260	CARMELITA JACINTA MORALES MEJIA	572.60	Child Care Reimbursement
7/24/2024	225260	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
7/24/2024	225261	JOCELYN SANTAMARIA	1,342.94	Child Care Reimbursement
7/24/2024	225261	JOCELYN SANTAMARIA	294.00	Cost of Care Plus Rate
7/24/2024	225262	KIMBERLY CRUZ GONZALEZ	243.21	Child Care Reimbursement
7/24/2024	225262	KIMBERLY CRUZ GONZALEZ	294.00	Cost of Care Plus Rate
7/24/2024	225263	MARCELINA PERALTA	1,783.68	Child Care Reimbursement
7/24/2024	225263	MARCELINA PERALTA	686.00	Cost of Care Plus Rate
7/24/2024	225264	MARIA PICOS DE GARCIA	2,343.20	Child Care Reimbursement
7/24/2024	225264	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
7/24/2024	225265	MARIA SALAZAR	2,323.43	Child Care Reimbursement
7/24/2024	225265	MARIA SALAZAR	700.00	Cost of Care Plus Rate
7/24/2024	225266	MARIA SOFIA MENDOZA DE ORTIZ	954.96	Child Care Reimbursement
7/24/2024	225266	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
7/24/2024	225267	SAIDY LORENA MAYEN	2,249.23	Child Care Reimbursement
7/24/2024	225267	SAIDY LORENA MAYEN	420.00	Cost of Care Plus Rate
7/24/2024	225268	MARIA J MARTINEZ DE GARCIA	2,608.57	Child Care Reimbursement
7/24/2024	225268	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
7/24/2024	225269	ESTELA LOPEZ	680.88	Child Care Reimbursement
7/24/2024	225269	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
7/24/2024	225270	JAQUELINE MATURINO MONARREZ	305.23	Child Care Reimbursement
7/24/2024	225270	JAQUELINE MATURINO MONARREZ	420.00	Cost of Care Plus Rate
7/24/2024	225271	ROCIO VERONICA MUNIZ CERECEDA	716.72	Child Care Reimbursement
7/24/2024	225271	ROCIO VERONICA MUNIZ CERECEDA	140.00	Cost of Care Plus Rate

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7/24/2024	225272	ERIKA L CENTENO	4,790.72	Child Care Reimbursement
7/24/2024	225272	ERIKA L CENTENO	980.00	Cost of Care Plus Rate
7/24/2024	225273	ROSELIA MADERA CALDERA	785.52	Child Care Reimbursement
7/24/2024	225273	ROSELIA MADERA CALDERA	140.00	Cost of Care Plus Rate
7/24/2024	225273	ROSELIA MADERA CALDERA	(25.71)	Union Dues
7/24/2024	225274	ESPERANZA CORREA TELLO	4,933.39	Child Care Reimbursement
7/24/2024	225274	ESPERANZA CORREA TELLO	800.00	Cost of Care Plus Rate
7/24/2024	225275	GUILLERMINA VILLA FLORES	1,097.20	Child Care Reimbursement
7/24/2024	225275	GUILLERMINA VILLA FLORES	224.00	Cost of Care Plus Rate
7/24/2024	225276	HERLINDA NOLASCO DE GONZALEZ	1,229.50	Child Care Reimbursement
7/24/2024	225276	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
7/24/2024	225277	ALICIA GARCIA DE LEYVA	82.53	Child Care Reimbursement
7/24/2024	225278	MARIA SALAZAR	956.36	Child Care Reimbursement
7/24/2024	225279	HOME DEPOT COMMERCIAL CREDIT	1,788.52	HARVEY HALL
7/24/2024	225279	HOME DEPOT COMMERCIAL CREDIT	34.62	HARVEY HALL > EHS
7/24/2024	225279	HOME DEPOT COMMERCIAL CREDIT	14.59	HARVEY HALL > EHS PLAYGROUND
7/24/2024	225279	HOME DEPOT COMMERCIAL CREDIT	943.67	HARVEY HALL > EHS ROOMS
7/24/2024	225279	HOME DEPOT COMMERCIAL CREDIT	7.56	HARVEY HALL > ROOM 104
7/24/2024	225280	PG&E	4,700.96	2424 COTTONWOOD RD
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	216.41	18TH ST
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	(229.75)	18TH ST RETURN
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	85.73	5055 CAL AVE 101
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	42.20	ANGELA MARTINEZ > EHS SHED
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	41.05	BROADWAY >CLASS A
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	72.07	CAL CITY
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	62.18	FOOD BANK
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	32.99	PETE PARRA > CLASS A/B
7/24/2024	225281	HOME DEPOT COMMERCIAL CREDIT	52.88	PRIMEROS PASOS
7/24/2024	225282	PG&E	6,500.00	Central Kitchen Project - Upgrade Gas and Electric at 1825
7/24/2024	225283	CLEMMER AND COMPANY	1,650.00	CALAIM SECURITY DEPOSIT ASSISTANCE
7/24/2024	225284	JEFFREY MARSH	102.75	TRAVEL ADVANCE - CSFP-TEFAP BEST PRACTICES - SACRAMENTO - JU
7/24/2024	225285	KELLY LOWERY	102.75	TRAVEL ADVANCE - CSFP-TEFAP BEST PRACTICE - JULY 30-AUGUST 1
7/24/2024	225286	MATTHEW JACOBS	66.75	Travel Advance - - CSFP Best Practice - July 31, 2024

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7/24/2024	225287	JIM BURKE FORD	55,927.70	VIN#1FTYE1C84PKC12622 PO-2024-2202
7/24/2024	29494	ADOBE INC	21,367.12	Moving from Zones to Adobe Acrobat Pro Subscriptions (68),
7/24/2024	29495	ADP, LLC.	18,980.93	PO-2024-1158 CLIENT NUMBER 450671
7/24/2024	29496	ALFONSO MORALES	48.91	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29497	ALFONSO MORALES	37.52	MAY MILEAGE REIMBURSEMENT
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	256.11	PO-2024-1626
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	1,441.05	PO-2024-1737
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	3,416.14	PO-2024-1951
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	48.25	PO-2024-2027
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	497.93	PO-2024-2029
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	821.77	PO-2024-2030
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	396.47	PO-2024-2031
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	1,010.62	PO-2024-2032
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	605.04	PO-2024-2033
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	237.05	PO-2024-2042
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	429.80	PO-2024-2043
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	590.20	PO-2024-2090
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	819.41	PO-2024-2092
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	541.23	PO-2024-2093
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	879.69	PO-2024-2094
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	84.00	PO-2024-2103
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	138.91	PO-2024-2108
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	292.76	PO-2024-2111
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	909.24	PO-2024-2112
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	1,082.44	PO-2024-2114
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	173.79	PO-2024-2126
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	121.30	PO-2024-2127
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	311.43	PO-2024-2128
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	36.19	PO-2024-2147

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7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	433.27	PO-2024-2150
7/24/2024	29500	AMAZON CAPITAL SERVICES, INC	78.46	PO-2024-2159
7/24/2024	29501	AN ICON COMPANY, LLC	31.72	BUSINESS CARDS FOR JEREMY TOBIAS - REVISED
7/24/2024	29501	AN ICON COMPANY, LLC	49.75	PO-2024-1999
7/24/2024	29502	ANDRALETTE I WILSON	14.07	June 2024 Mileage Reimbursement
7/24/2024	29503	ANDREA MARQUEZ	73.70	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29504	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	237.63	Security Alarm Monitoring Fee 03/01/24-05/31/24
7/24/2024	29504	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	237.63	Security Alarm Monitoring Fee 06/01/24-08/31/24
7/24/2024	29505	Brigitte Melvin	82.41	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29506	CA ASSOCIATION OF FOOD BANKS	5,337.50	PO-2024-1235/MINI WATERMELONS
7/24/2024	29506	CA ASSOCIATION OF FOOD BANKS	1,591.92	PO-2024-1235/ONIONS
7/24/2024	29506	CA ASSOCIATION OF FOOD BANKS	5,529.28	PO-2024-1235/STONE FRUIT
7/24/2024	29507	CDW GOVERNMENT LLC	991.14	PO-2024-2024
7/24/2024	29508	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,046.96	0496-00-566694-6
7/24/2024	29509	CLARK PEST CONTROL	149.00	PO-2024-1045/1807 FELIZ DR
7/24/2024	29509	CLARK PEST CONTROL	124.00	PO-2024-1045/1807 FELIZ DR ROL
7/24/2024	29509	CLARK PEST CONTROL	61.00	PO-2024-1045/2550 E BELLE TER STE 200
7/24/2024	29509	CLARK PEST CONTROL	553.00	PO-2024-2181
7/24/2024	29510	CLASSIC CHARTER INC	41.00	Additional expense for larger charter to CALM
7/24/2024	29511	CLASSIC CHARTER INC	185.00	To pay additional expense for larger charter to Science Cen
7/24/2024	29512	CREATIVE FINANCIAL STAFFING LLC	1,529.69	CFS INV 124280234 IT TEMP TYANNA PRINCE
7/24/2024	29512	CREATIVE FINANCIAL STAFFING LLC	1,563.80	PO-2024-2098/BRIANNA ORTIZ
7/24/2024	29513	DELL FINANCIAL SERVICES LLC	562.21	Lease Rental for Computer Equipment
7/24/2024	29513	DELL FINANCIAL SERVICES LLC	846.81	PO-2023-1411/JULY 2024
7/24/2024	29513	DELL FINANCIAL SERVICES LLC	247.55	PO-2023-3545/JULY 2024
7/24/2024	29514	DELL TECHNOLOGIES, INC.	172,867.32	PO-2024-1719
7/24/2024	29514	DELL TECHNOLOGIES, INC.	3,304.01	PO-2024-1869
7/24/2024	29514	DELL TECHNOLOGIES, INC.	3,775.25	PO-2024-1929
7/24/2024	29514	DELL TECHNOLOGIES, INC.	6,115.65	PO-2024-2020
7/24/2024	29514	DELL TECHNOLOGIES, INC.	25,487.70	PO-2024-2071
7/24/2024	29515	DELORES PATRICIO	74.37	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29516	DENISE COOPER	28.81	Mileage Reimbursement
7/24/2024	29517	DESIREE JACKSON	58.96	MILEAGE REIMBURSEMENT
7/24/2024	29518	ECOLAB FOOD SAFETY SPECIALTIES	311.31	CENTRAL KITCHEN
7/24/2024	29519	ELENA GARCIA	34.84	MILEAGE REIMBURSEMENT
7/24/2024	29520	ERIC LE BARBE	11.13	Employee Reimbursement Postage & Certified Mail

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7/24/2024	29521	ESPERANZA CONTRERAS	261.30	Mileage Reimbursment
7/24/2024	29522	EXACT STAFF, INC	1,036.00	Inv. 255695; Temp Employee WX W/E 4.7.24
7/24/2024	29523	EXACT STAFF, INC	1,036.00	Inv. 255847; Temp Employee WX W/E 4.14.24
7/24/2024	29524	FIVE9 INC	3,101.46	Five9 Long Distance Invoice
7/24/2024	29525	FIVE9 INC	5,203.17	Five9 Recurring Invoice
7/24/2024	29527	FRESHPOINT CENTRAL CALIFORNIA, INC	2,364.80	PO-2024-1118
7/24/2024	29528	FRONTIER COMMUNICATIONS HOLDINGS LLC	49.51	661-797-1062-112195-5
7/24/2024	29529	FRONTIER COMMUNICATIONS HOLDINGS LLC	642.86	760-246-4182-011911-5
7/24/2024	29530	FRONTIER COMMUNICATIONS HOLDINGS LLC	74.05	760-375-1435-080295-5
7/24/2024	29531	GABRIELLE ALEXANDER	60.00	Travel Liquidation for Gabrielle Alexander for Wipfli Confer
7/24/2024	29532	GARCIA INDUSTRIES INC	3,550.00	L24-026/JOSE L LUNA/1420 E 11TH ST/PO-2023-3557
7/24/2024	29533	GARCIA INDUSTRIES INC	5,275.00	L24-192/GEORGIA JOHNSON/6713 PACIFIC ISLAND/PO-2024-1219
7/24/2024	29534	HANSEN'S MOVING AND STORAGE, INC	428.75	2323 16th st -MOVE JOB 619-1 CAPK
7/24/2024	29535	IMPERIAL BAG & PAPER CO, LLC	38.84	545 W SONORA ST STOCKTON PO-2024-1057
7/24/2024	29536	KAPLAN EARLY LEARNING CO	1,037.34	PO-2024-1428
7/24/2024	29537	KAPLAN EARLY LEARNING CO	606.74	PO-2024-1428
7/24/2024	29538	KAPLAN EARLY LEARNING CO	1,488.87	PO-2024-1592
7/24/2024	29539	KAPLAN EARLY LEARNING CO	361.96	PO-2024-2047
7/24/2024	29540	KERNVILLE UNION SCHOOL DISTRICT	29,835.06	PO-2024-1347
7/24/2024	29541	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	370.00	PO-2024-1043 INV 311811
7/24/2024	29542	LOANA PATRICIA LUGO	103.85	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29543	M AND S SECURITY SERVICES INC	240.00	JEWETT
7/24/2024	29544	MARIA C VARELA	108.54	June 2024 Mileage Reimbursement
7/24/2024	29545	MARISELA GONZALEZ	129.98	MILEAGE REIMBURSEMENT
7/24/2024	29546	MISSION LINEN SUPPLY	1,033.42	PO-2024-1699 ACC 301151
7/24/2024	29546	MISSION LINEN SUPPLY	614.03	PO-2024-1699 ACC 316102
7/24/2024	29547	OFFICE IMAGING, INC	43.21	TKC-2984; 11336 BARLETT AVE STE 14
7/24/2024	29547	OFFICE IMAGING, INC	40.00	TKC-2984; 1300 18TH ST HR
7/24/2024	29547	OFFICE IMAGING, INC	109.95	TKC-2984; 1410 11TH ST; PO-2024-1352
7/24/2024	29547	OFFICE IMAGING, INC	20.50	TKC-2984; 1631 30TH ST
7/24/2024	29547	OFFICE IMAGING, INC	21.26	TKC-2984; 2800 S D ST; PO-2024-1291
7/24/2024	29547	OFFICE IMAGING, INC	20.50	TKC-2984; 5 REAL RD; PO-2024-1423
7/24/2024	29547	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
7/24/2024	29547	OFFICE IMAGING, INC	1,823.88	TKC-2984; 5055 CALIFORNIA AVE STE 101
7/24/2024	29547	OFFICE IMAGING, INC	48.45	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	29548	PATRICIA MEXICANO	108.54	JUNE MILEAGE REIMBURSEMENT
7/24/2024	29549	PIUSER STONE AND TILE, INC.	8,650.00	18TH ST - ARCHITECT INVOICE
7/24/2024	29550	POWER MACHINERY CENTER	84.63	SERIAL 9301911 PO-2024-1020
7/24/2024	29550	POWER MACHINERY CENTER	148.77	SERIAL 9P4880 PO-2024-1020
7/24/2024	29550	POWER MACHINERY CENTER	99.44	SERIAL 9W2632 PO-2024-1020
7/24/2024	29551	STEPHEN WILLIFORD	965.00	DELANO
7/24/2024	29552	STINSON STATIONERS	686.74	1300 18TH ST EXEC DIV SUPPLIES PO-2024-2104
7/24/2024	29552	STINSON STATIONERS	990.19	18TH ST STE 200 PO-2024-2124 PAPER & TONER
7/24/2024	29552	STINSON STATIONERS	1,558.80	CFHL FURNITURE PO-2024-1794
7/24/2024	29552	STINSON STATIONERS	2,856.89	FOOD BANK PO-2024-2168 SUPPLIES
7/24/2024	29552	STINSON STATIONERS	1,902.22	PD LAB SUPPLIES PO-2024-2106
7/24/2024	29553	STOCKTON COMMUNITY KITCHEN	4,237.92	425 N CALIF ST STOCKTON JUNE 2024 MEALS PO-2024-1054
7/24/2024	29554	STOCKTON COMMUNITY KITCHEN	2,825.28	2800 D ST STOCKTON JUNE 2024 MEALS PO-2024-1054
7/24/2024	29555	STOCKTON COMMUNITY KITCHEN	4,237.92	701 S HUTCHINS ST LODI JUNE 2024 MEALS PO-2024-1054
7/24/2024	29556	STOCKTON COMMUNITY KITCHEN	2,825.28	215 W 5TH ST STOCKTON JUNE 2024 MEALS PO-2024-1054
7/24/2024	29557	STOCKTON COMMUNITY KITCHEN	4,237.92	850 J ST LATHROP JUNE 2024 MEALS PO-2024-1054
7/24/2024	29558	STOCKTON COMMUNITY KITCHEN	4,237.92	545 W SONORA ST STOCKTON JUNE 2024 MEALS PO-2024-1054
7/24/2024	29559	SYSCO FOOD SERVICES OF VENTURA INC	7,136.08	3101 MALL VIEW RD PO-2024-1255 ORD# 1593045
7/24/2024	29560	SYSCO FOOD SERVICES OF VENTURA INC	940.39	3101 MALL VIEW RD PO-2024-1268 ORD# 1593135
7/24/2024	29561	VERIZON WIRELESS	8,057.81	ACT# 342043520-00001 06/09/2024 - 07/08/2024
7/24/2024	29562	W W GRAINGER INC	583.85	HARVEY HALL
7/24/2024	29563	W W GRAINGER INC	875.78	STERLING
7/24/2024	29564	W W GRAINGER INC	19.84	FOOD BANK
7/24/2024	29565	W W GRAINGER INC	955.54	HARVEY HALL
7/24/2024	29566	ADRIANA GOMEZ	93.47	Child Care Reimbursement
7/24/2024	29567	ANTONIA PANIAGUA ROSALES	79.88	Child Care Reimbursement
7/24/2024	29568	ARACELI MORALES DE MARTINEZ	38.27	Child Care Reimbursement
7/24/2024	29568	ARACELI MORALES DE MARTINEZ	(0.77)	Union Dues
7/24/2024	29569	ARACELY CRUZ DE MONTERROSA	10,925.56	Child Care Reimbursement
7/24/2024	29569	ARACELY CRUZ DE MONTERROSA	1,820.00	Cost of Care Plus Rate
7/24/2024	29570	BERTHA ALICIA QUIROA	485.00	Child Care Reimbursement
7/24/2024	29570	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
7/24/2024	29571	BERTHA GOMEZ NUNEZ	1,362.28	Child Care Reimbursement
7/24/2024	29571	BERTHA GOMEZ NUNEZ	420.00	Cost of Care Plus Rate
7/24/2024	29572	CAROLINA GIL	5,977.57	Child Care Reimbursement
7/24/2024	29572	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
7/24/2024	29573	DELIA CHAVEZ	367.07	Child Care Reimbursement
7/24/2024	29573	DELIA CHAVEZ	98.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	29574	JOANNA GONZALEZ	321.75	Child Care Reimbursement
7/24/2024	29575	JUANA RAMOS MUNOZ	1,534.78	Child Care Reimbursement
7/24/2024	29575	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
7/24/2024	29576	JULISSA MARIE ARAGON	5,608.52	Child Care Reimbursement
7/24/2024	29576	JULISSA MARIE ARAGON	1,120.00	Cost of Care Plus Rate
7/24/2024	29577	LESLIE KARINA TOSCANO CRUZ	68.75	Child Care Reimbursement
7/24/2024	29577	LESLIE KARINA TOSCANO CRUZ	(1.38)	Union Dues
7/24/2024	29578	MA DE LOURDES GONZALEZ MENDEZ	1,509.11	Child Care Reimbursement
7/24/2024	29578	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
7/24/2024	29579	MACARMEN LUCATERO	1,018.38	Child Care Reimbursement
7/24/2024	29579	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
7/24/2024	29580	MARIA PAZ	6,164.02	Child Care Reimbursement
7/24/2024	29580	MARIA PAZ	1,120.00	Cost of Care Plus Rate
7/24/2024	29581	ROSA M SALAZAR	380.00	Child Care Reimbursement
7/24/2024	29581	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
7/24/2024	29582	RUTH CARINA PAREDES	6,633.64	Child Care Reimbursement
7/24/2024	29582	RUTH CARINA PAREDES	1,260.00	Cost of Care Plus Rate
7/24/2024	29583	SONIA PANTOJA	1,179.72	Child Care Reimbursement
7/24/2024	29584	STEPHANIE VERDUGO	3,682.60	Child Care Reimbursement
7/24/2024	29584	STEPHANIE VERDUGO	840.00	Cost of Care Plus Rate
7/24/2024	29584	STEPHANIE VERDUGO	(73.65)	Union Dues
7/24/2024	29585	SUNSHINE CENTER	2,101.28	Child Care Reimbursement
7/24/2024	29585	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
7/24/2024	29586	TRINIDAD TINOCO	162.13	Child Care Reimbursement
7/24/2024	29587	VIRGINIA RUELAS DE LEYVA	2,595.42	Child Care Reimbursement
7/24/2024	29587	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
7/24/2024	29588	ANGELICA VALIENTE DE BARRAGAN	3,254.59	Child Care Reimbursement
7/24/2024	29588	ANGELICA VALIENTE DE BARRAGAN	1,120.00	Cost of Care Plus Rate
7/24/2024	29589	BERTHA MORENO	7,513.74	Child Care Reimbursement
7/24/2024	29589	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
7/24/2024	29590	BIVIANA MANRIQUEZ	3,968.22	Child Care Reimbursement
7/24/2024	29590	BIVIANA MANRIQUEZ	700.00	Cost of Care Plus Rate
7/24/2024	29591	CLAUDIA ANDREA MUNOZ	4,812.96	Child Care Reimbursement
7/24/2024	29591	CLAUDIA ANDREA MUNOZ	980.00	Cost of Care Plus Rate
7/24/2024	29592	ELDA KARINA IBARRA	6,358.78	Child Care Reimbursement
7/24/2024	29592	ELDA KARINA IBARRA	1,120.00	Cost of Care Plus Rate
7/24/2024	29592	ELDA KARINA IBARRA	(90.00)	Union Dues
7/24/2024	29593	GABRIELA GARCIA DE RODRIGUEZ	6,655.99	Child Care Reimbursement
7/24/2024	29593	GABRIELA GARCIA DE RODRIGUEZ	1,960.00	Cost of Care Plus Rate
7/24/2024	29594	MERCEDES BOLANOS	747.18	Child Care Reimbursement
7/24/2024	29594	MERCEDES BOLANOS	140.00	Cost of Care Plus Rate
7/24/2024	29595	ODAIVA GUADALUPE CENTENO	7,222.74	Child Care Reimbursement
7/24/2024	29595	ODAIVA GUADALUPE CENTENO	1,400.00	Cost of Care Plus Rate
7/24/2024	29595	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	29596	PATRICIA MUNOZ VASQUEZ	10,074.75	Child Care Reimbursement
7/24/2024	29596	PATRICIA MUNOZ VASQUEZ	1,960.00	Cost of Care Plus Rate
7/24/2024	29597	YOLANDA MUNOZ	11,141.42	Child Care Reimbursement
7/24/2024	29597	YOLANDA MUNOZ	1,960.00	Cost of Care Plus Rate
7/24/2024	29598	ANABEL A MARTINEZ	1,611.04	Child Care Reimbursement
7/24/2024	29598	ANABEL A MARTINEZ	420.00	Cost of Care Plus Rate
7/24/2024	29599	Delia Irene Araujo Dominguez	3,868.45	Child Care Reimbursement
7/24/2024	29599	Delia Irene Araujo Dominguez	1,260.00	Cost of Care Plus Rate
7/24/2024	29600	ELVIRA GAMBOA	817.03	Child Care Reimbursement
7/24/2024	29600	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
7/24/2024	29601	JANET IBARRA	1,506.38	Child Care Reimbursement
7/24/2024	29601	JANET IBARRA	280.00	Cost of Care Plus Rate
7/24/2024	29602	JESSICA MICHELLE ANDRADE	2,506.31	Child Care Reimbursement
7/24/2024	29602	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
7/24/2024	29602	JESSICA MICHELLE ANDRADE	(50.13)	Union Dues
7/24/2024	29603	MARTHA ISELA GALINDO	1,504.22	Child Care Reimbursement
7/24/2024	29603	MARTHA ISELA GALINDO	280.00	Cost of Care Plus Rate
7/24/2024	29604	MIRIAM GOMEZ ZARATE	2,321.25	Child Care Reimbursement
7/24/2024	29604	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
7/24/2024	29605	ROSA BACA DE CEBALLOS	935.92	Child Care Reimbursement
7/24/2024	29605	ROSA BACA DE CEBALLOS	196.00	Cost of Care Plus Rate
7/24/2024	29606	YESICA SANCHEZ ARRIAGA	8,809.60	Child Care Reimbursement
7/24/2024	29606	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
7/24/2024	29607	ANDREA GUADALUPE DIAZ	1,544.72	Child Care Reimbursement
7/24/2024	29607	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
7/24/2024	29608	ESMERALDA Y GONZALES	1,341.52	Child Care Reimbursement
7/24/2024	29608	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
7/24/2024	29609	ANA M HERNANDEZ DE RIOS	3,460.24	Child Care Reimbursement
7/24/2024	29609	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
7/24/2024	29610	ANDREA ESTRADA	1,429.28	Child Care Reimbursement
7/24/2024	29610	ANDREA ESTRADA	420.00	Cost of Care Plus Rate
7/24/2024	29610	ANDREA ESTRADA	(38.59)	Union Dues
7/24/2024	29611	AZUCENA C ESCAMILLA-MARTINEZ	2,592.71	Child Care Reimbursement
7/24/2024	29611	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate
7/24/2024	29612	IRMA L IBARRA	1,011.88	Child Care Reimbursement
7/24/2024	29613	LIZET M PRECIADO MILLAN	3,555.68	Child Care Reimbursement
7/24/2024	29613	LIZET M PRECIADO MILLAN	700.00	Cost of Care Plus Rate
7/24/2024	29614	MA L MONROY DE SEVILLA	1,441.36	Child Care Reimbursement
7/24/2024	29614	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
7/24/2024	29615	MARIA ANGELA DIAZ	2,318.97	Child Care Reimbursement
7/24/2024	29615	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
7/24/2024	29615	MARIA ANGELA DIAZ	(46.38)	Union Dues
7/24/2024	29616	MARIA GUADALUPE BELTRAN SALCIDO	2,114.32	Child Care Reimbursement
7/24/2024	29616	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
7/24/2024	29617	MARTHA ESTHELA SANCHEZ	6,940.35	Child Care Reimbursement
7/24/2024	29617	MARTHA ESTHELA SANCHEZ	1,540.00	Cost of Care Plus Rate
7/24/2024	29617	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
7/24/2024	29618	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
7/24/2024	29618	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
7/24/2024	29619	SULMA REYNOSO	676.78	Child Care Reimbursement
7/24/2024	29619	SULMA REYNOSO	280.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	29620	ADELA RUIZ	4,563.85	Child Care Reimbursement
7/24/2024	29620	ADELA RUIZ	800.00	Cost of Care Plus Rate
7/24/2024	29621	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	1,274.22	Child Care Reimbursement
7/24/2024	29621	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	320.00	Cost of Care Plus Rate
7/24/2024	29622	ANA MARIA NAVARRO DE GUTIERREZ	5,638.20	Child Care Reimbursement
7/24/2024	29622	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
7/24/2024	29623	HERLINDA CHAVEZ	7,208.89	Child Care Reimbursement
7/24/2024	29623	HERLINDA CHAVEZ	1,280.00	Cost of Care Plus Rate
7/24/2024	29624	JANET GARCIA-ALAPIZCO	2,819.10	Child Care Reimbursement
7/24/2024	29624	JANET GARCIA-ALAPIZCO	480.00	Cost of Care Plus Rate
7/24/2024	29625	MARIBEL MEZA ANAYA	2,265.75	Child Care Reimbursement
7/24/2024	29625	MARIBEL MEZA ANAYA	480.00	Cost of Care Plus Rate
7/24/2024	29626	SILVIA ARREDONDO VARGAS	679.59	Child Care Reimbursement
7/24/2024	29626	SILVIA ARREDONDO VARGAS	160.00	Cost of Care Plus Rate
7/24/2024	29627	AMERITAS LIFE INSURANCE CORP.	31,066.56	July 2024 DENTAL
7/24/2024	29627	VIRGINIA FERREIRA	10,455.13	Child Care Reimbursement
7/24/2024	29627	VIRGINIA FERREIRA	1,760.00	Cost of Care Plus Rate
7/24/2024	29627	VIRGINIA FERREIRA	(90.00)	Union Dues
7/24/2024	29628	AMERITAS LIFE INSURANCE CORP.	4,330.28	July 2024 VISION
7/24/2024	29629	THE HARTFORD PRIORITY ACCOUNTS	2,346.66	ACCIDENT INSURANCE
7/24/2024	29630	THE HARTFORD PRIORITY ACCOUNTS	5,269.83	BASIC LIFE
7/24/2024	29631	THE HARTFORD PRIORITY ACCOUNTS	4,290.40	CRITICAL ILLNESS
7/24/2024	29632	THE HARTFORD PRIORITY ACCOUNTS	1,022.56	EAP
7/24/2024	29633	THE HARTFORD PRIORITY ACCOUNTS	2,854.58	HOSPITAL INSURANCE
7/24/2024	29634	THE HARTFORD PRIORITY ACCOUNTS	7,298.41	SUPPLEMENTAL LIFE
7/24/2024	29635	THE HARTFORD PRIORITY ACCOUNTS	2,543.55	0GL698417
7/24/2024	29636	THE HARTFORD PRIORITY ACCOUNTS	2,341.59	ACCIDENT INSURANCE
7/24/2024	29637	THE HARTFORD PRIORITY ACCOUNTS	5,356.89	BASIC LIFE
7/24/2024	29638	THE HARTFORD PRIORITY ACCOUNTS	4,284.00	CRITICAL ILLNESS
7/24/2024	29639	THE HARTFORD PRIORITY ACCOUNTS	1,039.36	EAP
7/24/2024	29640	THE HARTFORD PRIORITY ACCOUNTS	2,826.70	HOSPITAL INSURANCE
7/24/2024	29641	THE HARTFORD PRIORITY ACCOUNTS	7,296.56	SUPPLEMENTAL LIFE
7/24/2024	29642	THE HARTFORD PRIORITY ACCOUNTS	2,537.06	0GL698417

Community Action Partnership of Kern
Check/Voucher Register
From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/24/2024	29643	THE HARTFORD PRIORITY ACCOUNTS	2,313.34	ACCIDENT INSURANCE
7/24/2024	29644	THE HARTFORD PRIORITY ACCOUNTS	4,083.00	CRITICAL ILLNESS
7/24/2024	29645	THE HARTFORD PRIORITY ACCOUNTS	2,801.20	HOSPITAL INSURANCE
7/24/2024	29646	THE HARTFORD PRIORITY ACCOUNTS	7,213.63	SUPPLEMENTAL LIFE
7/24/2024	29647	THE HARTFORD PRIORITY ACCOUNTS	2,576.67	0GL698417
7/24/2024	29648	THE HARTFORD PRIORITY ACCOUNTS	2,341.99	ACCIDENT INSURANCE
7/24/2024	29649	THE HARTFORD PRIORITY ACCOUNTS	5,304.53	BASIC LIFE
7/24/2024	29650	THE HARTFORD PRIORITY ACCOUNTS	4,290.40	CRITICAL ILLNESS
7/24/2024	29651	THE HARTFORD PRIORITY ACCOUNTS	1,028.16	EAP
7/24/2024	29652	THE HARTFORD PRIORITY ACCOUNTS	2,834.06	HOSPITAL INSURANCE
7/24/2024	29653	THE HARTFORD PRIORITY ACCOUNTS	7,193.20	SUPPLEMENTAL LIFE
7/24/2024	29654	AMAZON CAPITAL SERVICES, INC	544.17	PO-2024-2086
7/24/2024	29656	AMAZON CAPITAL SERVICES, INC	3,784.70	PO-2024-1954
7/26/2024	225288	BLANCA ARREOLA	983.34	REG/OVERTIME/S-SICK HRS 50.02 X 23.88
7/26/2024	225289	BLANCA ARREOLA	1,511.62	HP-VACATION PO HRS 80.08 X 23.88
7/26/2024	225290	COURTNEY BUCHANAN	1,827.41	REG/V-VACATION/HP-VACATION PO HRS 108.00 X 22.23
7/26/2024	225291	DEANNA M AVILA	394.11	REG/V-VACATION/HP=VACATON PO S-SICK HRS 19.73 X 22.23
7/26/2024	225292	EDRIEANA MARTINEZ	1,803.38	REG/OVERTIME/HP-VACATION PO HRS 96.27 X 22.36
7/26/2024	225293	EMMA JELINEK	1,852.64	REG/HP-VACTION PO HRS 80.80 X 30.19
7/26/2024	225294	MONICA ALCAZAR	398.18	REG/V-VACTION/HP-VACATION PO/S-SICK HRS 23.41 X 18.64
7/26/2024	225295	ROCHELLE CLIPPER	1,301.83	REGULAR HOURS 56.00 X 30.19
7/26/2024	225296	ROCHELLE CLIPPER	3,351.54	HP-VACATION PO HRS 166.48 X 30.19
7/29/2024	224629	PERLA RODRIGUEZ	(151.00)	Travel advance for family enrollments, outreach and provider
7/29/2024	224772	LIGIA JOHNSON	(85.00)	Travel Advance- Preservice Training Bakersfield, CA 062424-0
7/29/2024	224773	ROSLYN CRUZ	(85.00)	Travel Advance Preservice Training Bakersfield, CA 062424-06
7/29/2024	225166	CAROL HENDRICKS	(140.25)	Travel Advance Managers academy Sacramento 07.23.24 - 07-24
7/29/2024	225297	BAKERSFIELD DODGE INC.	55,587.74	VIN 3C6LRVAG9RE120922
7/30/2024	223277	CHANTHA SENG	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield
7/30/2024	223279	ELIZABETH MARTINEZ	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield

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7/30/2024	223293	KATHERINE LEONARDO	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield
7/30/2024	223301	MARIA GRANADOS	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield
7/30/2024	223314	ROSA CALLEJAS	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield
7/30/2024	223437	GLORYLEE SELMI	(41.25)	Travel Advance for 2024 Staff Development Day in Bakersfield
7/30/2024	224127	DEPARTMENT OF MOTOR VEHICLES	(30.00)	VIN#5PVNJ8JV8G4S62847
7/30/2024	224128	DEPARTMENT OF MOTOR VEHICLES	(30.00)	VIN#5PVNJ8JT2H4S58020
7/31/2024	225298	ALPHA WHOLESALE PRODUCE INC	477.55	PO-2024-1138
7/31/2024	225298	ALPHA WHOLESALE PRODUCE INC	95.40	PO-2024-1138/APPLE, HONEYCRISP
7/31/2024	225299	AMERICAN INCORPORATED	190.00	300 19TH ST - SERVICE DATE 5/24/24
7/31/2024	225300	AMERIGAS LAKE ISABELLA	680.77	2 CEDAR WAY/201814288/PO-2024-1169
7/31/2024	225300	AMERIGAS LAKE ISABELLA	853.76	20124 WILDMAN RD/203829762/PO-2024-1169
7/31/2024	225300	AMERIGAS LAKE ISABELLA	525.00	2613 FLOWER ST #3/203748366/PO-2024-1169
7/31/2024	225301	ASG SERVICES, LLC	3,917.98	PO-2024-1840/Rack Locations for FB/504
7/31/2024	225302	AT&T	29.12	9391058620
7/31/2024	225302	AT&T	31.31	9391058697
7/31/2024	225302	AT&T	27.56	9391058846
7/31/2024	225302	AT&T	29.12	9391058865
7/31/2024	225302	AT&T	29.12	9391058876
7/31/2024	225302	AT&T	29.12	9391058940
7/31/2024	225302	AT&T	139.39	9391058945
7/31/2024	225302	AT&T	56.69	9391059009
7/31/2024	225302	AT&T	83.07	9391059027
7/31/2024	225302	AT&T	29.12	9391059041
7/31/2024	225302	AT&T	187.54	9391059166
7/31/2024	225302	AT&T	73.63	9391059174
7/31/2024	225302	AT&T	55.13	9391059419
7/31/2024	225303	KENNETH BARRON	408.88	Barron's Repair
7/31/2024	225304	BRISEYDA HERNANDEZ	109.88	MILEAGE REIMBURSEMENT
7/31/2024	225305	BUILDING HEALTHY COMMUNITIES	5,300.00	BHC - JUNE/PO-2024-1128
7/31/2024	225305	BUILDING HEALTHY COMMUNITIES	20,099.40	BHC - MAY/PO-2024-1128
7/31/2024	225306	CALIFORNIA WATER SERVICE COMPANY	445.51	347 E POPLAR ST/8918085984
7/31/2024	225307	CALYPSO WEST INC. / BAKERSFIELD ICE	137.69	PO-2024-2041
7/31/2024	225308	CATHY DOUMA	28.34	PO-2024-2242
7/31/2024	225309	CHRISTOPHER PERCIVAL	103.66	5 REAL RD
7/31/2024	225309	CHRISTOPHER PERCIVAL	199.80	HARVEY HALL
7/31/2024	225310	CINTAS CORPORATION #668	317.46	300 19TH ST
7/31/2024	225310	CINTAS CORPORATION #668	3,137.50	Cintas Service Angela Martinez
7/31/2024	225310	CINTAS CORPORATION #668	551.07	PO-2024-1757/300 19TH ST
7/31/2024	225311	CITY OF BAKERSFIELD	717.56	1410 11TH ST

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7/31/2024	225311	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
7/31/2024	225311	CITY OF BAKERSFIELD	1,092.32	1825 FELIZ DR
7/31/2024	225311	CITY OF BAKERSFIELD	1,336.08	1825 FELIZ DR 500
7/31/2024	225311	CITY OF BAKERSFIELD	532.58	2424 COTTONWOOD RD
7/31/2024	225311	CITY OF BAKERSFIELD	3,498.51	2735 O ST
7/31/2024	225311	CITY OF BAKERSFIELD	1,117.04	300 19TH ST
7/31/2024	225311	CITY OF BAKERSFIELD	1,207.82	3101 MALL VIEW RD
7/31/2024	225311	CITY OF BAKERSFIELD	559.56	3811 RIVER BLVD
7/31/2024	225311	CITY OF BAKERSFIELD	834.98	4032 JEWETT AVE
7/31/2024	225312	COUNTY OF KERN PUBLIC WORKS	24.11	PO-2024-1203/300 19TH ST
7/31/2024	225313	DELTA LIQUID ENERGY	749.80	1811 WILLIAMS CT/BROSAN/1003236/PO-2024-1092
7/31/2024	225314	SAN LUIS BUTANE DISTRIBUTORS INC	799.80	21130 72ND STREET/1002766/PO-2024-1091
7/31/2024	225314	SAN LUIS BUTANE DISTRIBUTORS INC	729.80	4064 CROCKER ST/1001923/PO-2024-1091
7/31/2024	225314	SAN LUIS BUTANE DISTRIBUTORS INC	729.80	4513 JUNIPER LANE/DEEJUD/1004369/PO-2024-1091
7/31/2024	225314	SAN LUIS BUTANE DISTRIBUTORS INC	729.80	631 COLUMBUS AVE/MEDJOH/1002804/PO-2024-1091
7/31/2024	225314	SAN LUIS BUTANE DISTRIBUTORS INC	789.80	8506 JIMSON AVE/OGRSHE/1001542/PO-2024-1091
7/31/2024	225315	DEPARTMENT OF HUMAN RESOURCES	7,321.55	CCPU Automatic Deductions - JUNE 2024
7/31/2024	225316	DEPARTMENT OF MOTOR VEHICLES	538.00	VIN# 1FDNF20538EA87138 - VEHICLE# 09-81
7/31/2024	225317	DEPARTMENT OF MOTOR VEHICLES	27.00	VIN# 1GCHG39R021171491 - VEHICLE# 12-60
7/31/2024	225318	DEPARTMENT OF MOTOR VEHICLES	429.00	VIN# 1GCWGBFG3J1180866 - VEHICLE# 12-78
7/31/2024	225319	DEPARTMENT OF MOTOR VEHICLES	429.00	VIN#1GCWGAFP7J1328124 - VEHICLE# 12-79
7/31/2024	225320	DEPARTMENT OF MOTOR VEHICLES	429.00	VIN# 1GCWGAFG2J1326748 - VEHICLE# 12-80
7/31/2024	225321	DEPARTMENT OF MOTOR VEHICLES	429.00	VIN#1GCWGBFG1J1310515 - VEHICLE# 12-81
7/31/2024	225322	DEPARTMENT OF MOTOR VEHICLES	326.00	VIN# 1GCEC19029E135227 - VEHICLE# 24-16
7/31/2024	225323	DEPARTMENT OF MOTOR VEHICLES	326.00	VIN# 1GCEC19J19E115477 - VEHICLE# 24-17
7/31/2024	225324	DEPARTMENT OF MOTOR VEHICLES	326.00	VIN# 1GCEC19069E148840 - VEHICLE# 24-18
7/31/2024	225325	DEPARTMENT OF MOTOR VEHICLES	326.00	VIN# 1GCEC19J89E137167 - VEHICLE# 24-19
7/31/2024	225326	DEPARTMENT OF MOTOR VEHICLES	559.00	VIN# 5FNYG2H23PB014745 - VEHICLE# 24-37
7/31/2024	225327	DEPARTMENT OF MOTOR VEHICLES	432.00	VIN# 5TDKRKEC2MS061799 - VEHICLE# 31-05
7/31/2024	225328	GUADALUPE FARIAS	24.79	MILEAGE REIMBURSEMENT
7/31/2024	225329	HAYDEE N CORONA	46.23	MILEAGE REIMBURSEMENT
7/31/2024	225330	HOME DEPOT COMMERCIAL CREDIT	209.59	LBNC
7/31/2024	225330	HOME DEPOT COMMERCIAL CREDIT	22.86	PO-2024-1062

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7/31/2024	225330	HOME DEPOT COMMERCIAL CREDIT	754.66	PO-2024-1135
7/31/2024	225330	HOME DEPOT COMMERCIAL CREDIT	33.73	PO-2024-1135 PO-2024-1062
7/31/2024	225331	HOWARD'S GARBAGE SERVICE	84.63	3101 MALL VIEW RD
7/31/2024	225332	JIMMIE ALVIDREZ	60.30	Mileage Reimbursement
7/31/2024	225333	KARADANIS SURVIVORS TRUST / ADVANCED MINI STORAGE	316.00	UNIT: L004 PO-2024-1109
7/31/2024	225334	KERN RIVER PROPANE INC	728.00	ACCT#CLEROR/8998 3001 ELMWOOD PO-2024-1094
7/31/2024	225334	KERN RIVER PROPANE INC	728.00	ACCT#KELMA1/4361 2321 COMMERCIAL AVE PO-2024-1094
7/31/2024	225334	KERN RIVER PROPANE INC	728.00	ACCT#SALISA/8408 4219 GOAT RAND RD PO-2024-1094
7/31/2024	225335	LAMONT SANITATION INC	530.26	10300 SAN DIEGO ST / 18000614
7/31/2024	225335	LAMONT SANITATION INC	246.03	1500 S FAIRFAX RD / 18000545
7/31/2024	225335	LAMONT SANITATION INC	388.14	7998 ALICANTE AVE / 18000260
7/31/2024	225336	LORENA JUAREZ	321.60	Travel Liquidation - SJC Pre-Service July 7-9, 2024
7/31/2024	225337	LOWES COMPANIES INC	132.66	PO-2023-3111; CALAIM CINDY CALDERON
7/31/2024	225338	MARIA G VERDUZCO	10.00	M VERDUZCO CAR WASH REIMB RCPT 27312 6/21/2024
7/31/2024	225338	MARIA G VERDUZCO	10.00	M VERDUZCO CAR WASH REIMB RCPT K27310 6/21/2024
7/31/2024	225338	MARIA G VERDUZCO	10.00	M VERDUZCO CAR WASH REIMB RCPT K27311 6/21/2024
7/31/2024	225339	MAYRA ZAMBRANO TORREZ	161.47	MAY 2024 MILEAGE REIMBURSEMENT
7/31/2024	225340	MCWILLIAMS & WALDEN INC	537.56	LIC# 36461F1
7/31/2024	225340	MCWILLIAMS & WALDEN INC	1,056.10	LIC# 76762T1
7/31/2024	225340	MCWILLIAMS & WALDEN INC	307.70	LIC# 8A399873
7/31/2024	225340	MCWILLIAMS & WALDEN INC	157.43	LIC# 8W71305 PO-2024-1351
7/31/2024	225340	MCWILLIAMS & WALDEN INC	719.35	LIC# 8W71305 PO-2024-2226
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	158.58	19TH ST
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	1,624.26	ALICANTE
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	839.23	CLEO FORAN
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	1,067.04	JEWETT
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	540.00	MJ MORGAN
7/31/2024	225341	MICHAEL K BROWN LANDSCAPE INC	3,509.10	STERLING
7/31/2024	225342	MONICA ALCAZAR	90.00	Employee SDA CPR Reimbursement 2024
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Andrew Chavez- VIRTUAL Summit Aug 14, 15, 21, 22 2024
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Carol Hendricks - VIRTUAL Summit Aug 14, 15, 21, 22 2
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Isabel Urena- VIRTUAL Summit Aug 14, 15, 21, 22 2024

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7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Kevin Goudge- VIRTUAL Summit Aug 14, 15, 21, 22 2024
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Rayjean Stone- VIRTUAL Summit Aug 14, 15, 21, 22 2024
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Theresa Priest- VIRTUAL Summit Aug 14, 15, 21, 22 202
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Tom Adame - VIRTUAL Summit Aug 14, 15, 21, 22 2024
7/31/2024	225343	National CACFP Sponsors Association	199.00	CACFP- Vertha Gomez- VIRTUAL Summit Aug 14, 15, 21, 22 2024
7/31/2024	225344	OFFICE1 LEASING	201.06	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
7/31/2024	225344	OFFICE1 LEASING	171.00	450-0135444-000; 347 E POPLAR ST; PO-2024-2004
7/31/2024	225344	OFFICE1 LEASING	171.00	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
7/31/2024	225344	OFFICE1 LEASING	170.61	450-0135464-000; 850 J ST; PO-2024-2007
7/31/2024	225344	OFFICE1 LEASING	125.39	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006
7/31/2024	225344	OFFICE1 LEASING	171.00	450-0135546-000; 215 W 5TH ST; PO-2024-2009
7/31/2024	225344	OFFICE1 LEASING	570.35	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
7/31/2024	225344	OFFICE1 LEASING	126.84	450-0135667-000; 545 W SONORA ST; PO-2024-2008
7/31/2024	225344	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
7/31/2024	225344	OFFICE1 LEASING	392.03	450-7986161-027; 4032 JEWETT AVE
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1821 GLORIANA TEIXEIRA
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1822 MARIA DUARTE
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1823 MARISELA GONZALEZ
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1824 ROS A CALLEJAS
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1825 TERESA MARTINEZ
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1826 NELLY MENDOZA
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1827 ESTEFANIE VIDAURY
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1828 Lisa Moreno
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1829 JENNIFER PONCE
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1830 MARIA CIVILINA VARELA
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1831 AMY JIMENEZ
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1832 LOANA LUGO
7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1834 ANA MARTINEZ

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7/31/2024	225345	PARENTS AS TEACHERS NATIONAL CENTER	245.00	PO-2024-1939 GLORIA BARBERO
7/31/2024	225346	PG&E	709.17	1509 N GOLDEN GATE AVE
7/31/2024	225346	PG&E	940.83	2320 MT VERNON AVE
7/31/2024	225346	PG&E	11,296.65	3000 STERLING RD
7/31/2024	225346	PG&E	9,274.58	3101 MALL VIEW RD
7/31/2024	225346	PG&E	17.38	3811 RIVER BLVD
7/31/2024	225346	PG&E	630.25	6019 NILES ST #B4
7/31/2024	225347	PRODUCERS DAIRY FOODS INC	2,314.98	PO-2024-1137
7/31/2024	225348	PTS RENTALS INC	195.12	FOOD BANK
7/31/2024	225349	ROUTE 66 BROADBAND LLC	218.13	CAPK WIC 244 G ST #A NEEDLES CA AUGUST 2024 SVC FEE
7/31/2024	225350	SAVE MART SUPERMARKETS	122.05	SPECIAL DIET NEEDS 07/15/2024 CAS REF# 17232
7/31/2024	225350	SAVE MART SUPERMARKETS	137.06	SPECIAL DIET NEEDS 07/15/2024 REF# 013342
7/31/2024	225350	SAVE MART SUPERMARKETS	13.47	SPECIAL DIET NEEDS 07/17/2024 REF# 090983
7/31/2024	225350	SAVE MART SUPERMARKETS	165.39	SPECIAL DIET NEEDS REF# 054281 07/23/2024
7/31/2024	225350	SAVE MART SUPERMARKETS	20.25	ST MARY'S SOY MILK & BABY PUFS REF# 029733 07/23/24
7/31/2024	225351	SIGNAL SERVICE INC	210.00	Fire Alarm Semi-Annual Inspection Service for Barnett 8/1/20
7/31/2024	225352	SOIL ENGINEERING, INC	3,500.00	PO-2024-2118 410 E PERKINS AVE MCFARLAND 7/25/2024
7/31/2024	225353	SOUTHERN CALIFORNIA EDISON	335.93	108 S ROBINSON ST TEHACHAPI 06/20/2024 - 07/22/2024
7/31/2024	225353	SOUTHERN CALIFORNIA EDISON	562.80	11336 BARTLETT AVE 13&14 ADELANTO 06/25/24 - 07/25/24
7/31/2024	225353	SOUTHERN CALIFORNIA EDISON	2,564.72	1835 CECIL AVE DELANO 06/21/2024 - 07/23/2024
7/31/2024	225354	CHARTER COMMUNICATIONS	346.22	4032 JEWETT AVE BLDG OFC/8301 10 015 0963087
7/31/2024	225355	CHARTER COMMUNICATIONS	199.98	1631 30TH ST/8301 10 015 1128573
7/31/2024	225356	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST/167674901
7/31/2024	225357	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD/167693701
7/31/2024	225358	CHARTER COMMUNICATIONS	169.98	1109 9TH ST/168815301
7/31/2024	225359	STANDARD RETIREMENT SERVICES, INC	1,000.00	Final Payment The Standard 07/01/24 - 08/15/24 C# 811957
7/31/2024	225360	ST. MICHAEL'S ANGLICAN PARISH RIDGECREST CA	300.00	Storage JULY THROUGH DECEMBER 2024 @ $50.00 A MONTH
7/31/2024	225361	SUBURBAN PROPANE	1,086.08	2701 ERSKINE CREEK RD #25 93240 ACT#1628-087800 PO-2024-1096
7/31/2024	225361	SUBURBAN PROPANE	455.00	2701 ERSKINE CREEK RD #39 93240 ACT#1628-051772 PO-2024-1096
7/31/2024	225361	SUBURBAN PROPANE	595.00	2701 ERSKINE CREEK RD #9 93240 ACT# 1628-082644 PO-2024-1096
7/31/2024	225362	GATEHOUSE MEDIA	2,338.44	KCCD PO-2024-1389 NEWSPAPER ADD CUST# 132488
7/31/2024	225363	SOCALGAS	72.32	10300 1/2 SAN DIEGO ST LAMONT 06/25/24 - 07/25/24
7/31/2024	225363	SOCALGAS	66.53	315 STINE RD BAKERSFIELD 06/20/2024 - 07/22/2024

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7/31/2024	225364	T-MOBILE USA INC	3,595.85	CORP ID SOURCEWELL T-MOBILE 06/21/2024 - 07/20/2024
7/31/2024	225365	TRAFFIC MANAGEMENT, INC.	111.68	ANGELA MARTINEZ WO# 16401 REF# 06-1921181 7/10/24
7/31/2024	225365	TRAFFIC MANAGEMENT, INC.	30.45	ANGELA MARTINEZ WO# 16472 7/10/24 REF# 06-1921182
7/31/2024	225366	TUFF SHED INC	3,401.23	STERLING PO-2024-1975 ORD# 2093364 STORAGE FACILITY
7/31/2024	225367	ULINE	691.47	3101 MALL VIEW RD PO-2024-1320 ORD# 21786263
7/31/2024	225368	VALLEY PROPANE SERVICE	798.00	9003 GRANITE RD 93308 ACT# 121244 PO-2024-1081
7/31/2024	225368	VALLEY PROPANE SERVICE	336.93	PO-2024-1649 FOOD BANK
7/31/2024	225369	VARNER & SON INC	956.61	305 STINE RD JULY 2024 TRASH/GATE/BIN FEE
7/31/2024	225370	VESTIS GROUP, INC	68.15	PO-2024-1662 3101 MALL VIEW RD LINEN SVCS
7/31/2024	225371	VILLATORO POWER WASHING	325.00	INV# 1099 300 19TH ST COM POWER WASH DOS: 06/14/2024
7/31/2024	225372	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	33.92	1940 INYO ST MOJAVE 07/01/2024 -07/31/2024
7/31/2024	225372	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 08/01/2024 - 08/31/2024
7/31/2024	225372	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	255.96	9124 CATALPA AVE CALCITY 07/01/2024 - 07/31/2024
7/31/2024	225372	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	740.00	9725 GLADE AVE 93505 ACT# 00019-17771-63008 PO-2024-1099
7/31/2024	225373	WESTED	4,800.00	EHS PO-2023-1192 CAteachingPyramid PH 1 & 2 N. MENDOZA
7/31/2024	225374	WESTERN PROPANE SERVICE	791.64	2313 RHINE CT 93222 ACT# 9667850 PO-2024-1098
7/31/2024	225375	AT&T	52.19	9391058583
7/31/2024	225375	AT&T	30.23	9391058626
7/31/2024	225375	AT&T	85.29	9391058702
7/31/2024	225375	AT&T	29.12	9391058731
7/31/2024	225375	AT&T	167.34	9391058743
7/31/2024	225375	AT&T	29.12	9391058783
7/31/2024	225375	AT&T	138.11	9391058788
7/31/2024	225375	AT&T	201.68	9391058839
7/31/2024	225375	AT&T	29.12	9391059042
7/31/2024	225375	AT&T	74.62	9391059161
7/31/2024	225375	AT&T	56.69	9391059573
7/31/2024	225376	LOWES COMPANIES INC	1,365.61	Inv. 914316 - WINDOW
7/31/2024	225376	LOWES COMPANIES INC	(55.16)	Inv. 978033 - INVENTORY CREDIT
7/31/2024	225376	LOWES COMPANIES INC	(151.54)	Inv. 980430 - INVENTORY CREDIT
7/31/2024	225376	LOWES COMPANIES INC	(1,343.96)	Inv. 995167 - WINDOW CREDIT
7/31/2024	225376	LOWES COMPANIES INC	805.87	L24-079; Karina Rivera; Inv. 975262
7/31/2024	225376	LOWES COMPANIES INC	1,343.96	L24-168; Edith Cabral Invoice #992374
7/31/2024	225377	MIKE BUMGARNER	1,500.00	CALAIM SECURITY DEPSIT ASSISTANCE
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	45.12	ANGELA MARTINEZ
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	636.39	HARVEY HALL
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	120.94	HERITAGE

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7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	24.40	Inv. 3533663 - SUPPLIES
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	1,734.28	Inv. 3902802 - SUPPLIES
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	(64.85)	Inv. 4904246 - SUPPLY CREDIT
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	692.54	Inv. 7195104 - INVENTORY
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	102.35	Inv. 7515126 - INVENTORY
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	1,219.00	Inv. 8901667 - INVENTORY
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	(87.62)	Inv. 8901676 - INVENTORY CREDIT
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	1,097.66	Inv. 8902206 - INVENTORY
7/31/2024	225378	HOME DEPOT COMMERCIAL CREDIT	224.98	OPS
7/31/2024	225379	1020 CECIL LLC	915.00	PO-2023-1405 650 JAMES ST WIC AUGUST 2024
7/31/2024	225380	AGEE VII LLC	5,494.15	5055 California Ave, Suite 101 August 2024
7/31/2024	225380	AGEE VII LLC	683.84	UTILITIES JULY - 5055 CALIFORNIA AVE SUITE 220
7/31/2024	225380	AGEE VII LLC	3,721.38	UTILITIES JULY 2024 - 5055 CALIFORNIA AVE STE 101
7/31/2024	225381	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 SAN DIEGO ST LAMONT AUG 2024
7/31/2024	225382	RONALD SHELAN	3,750.00	PO-2024-1383 236 W 4TH ST STOCKTON AUG 2024
7/31/2024	225383	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN AUG 2024
7/31/2024	225384	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE AUGUST 2024
7/31/2024	225385	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE AUGUST 2024
7/31/2024	225386	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE AUGUST 2024
7/31/2024	225386	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD AUGUST 2024
7/31/2024	225387	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE AUGUST 2024
7/31/2024	225388	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD AUGUST 2024
7/31/2024	225389	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G ST NEEDLES CA AUGUST 2024
7/31/2024	225390	HEARTS & LIVES	550.00	PO-2023-2621 24028 LAKE DR CRESTLINE CA AUGUST 2024
7/31/2024	225391	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO AUGUST 2024
7/31/2024	225392	KERN ISLAND INVESTORS, GP	(5,949.44)	CREDIT NOV 2023 RENT + JUNE 2024 $0.42 OVERPMNT 1631 30TH ST

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7/31/2024	225392	KERN ISLAND INVESTORS, GP	6,780.20	PO-2023-2752 1631 30TH ST AUGUST 2024
7/31/2024	225392	KERN ISLAND INVESTORS, GP	673.21	PO-2023-3365 1631 30TH ST JUNE 2024 UTILITIES
7/31/2024	225393	LAMONT SCHOOL DISTRICT	150.00	PO-2023-2451 8201 PALM AVE LAMONT AUGUST 2024
7/31/2024	225394	MARK AND HELENE MCELYEA	3,656.00	LEASE - MONTH OF AUGUST 2024 - 425 N CALIFORNIA - STOCKTON
7/31/2024	225394	MARK AND HELENE MCELYEA	4,000.00	PO-2024-2176 425 N CALIF ST STOCKTON AUGUST 2024
7/31/2024	225395	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS MCFARLAND AUGUST 2024
7/31/2024	225396	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED MCAP AUG 2024
7/31/2024	225397	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA AVE HS AUGUST 2024
7/31/2024	225397	MOJAVE UNIFIED SCHOOL DISTRICT	50.00	PO-2024-1248 1940 INYO ST MOJAVE AUGUST 2024
7/31/2024	225398	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR AUGUST 2024
7/31/2024	225399	OLLIE SHANKLE TRUSTEE (LESSOR)	9,925.00	AUGUST 2024 RENT - 300 19TH STREET - ENERGY
7/31/2024	225400	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B AUGUST 2024
7/31/2024	225400	OMNI FAMILY HEALTH	1,297.00	PO-2023-1521 714 PALM AVE BLDG E WIC AUGUST 2024
7/31/2024	225400	OMNI FAMILY HEALTH	1,622.00	PO-2023-1522 4600 PANAMA LN WIC AUGUST 2024
7/31/2024	225400	OMNI FAMILY HEALTH	2,275.00	PO-2023-2158 1001 MAIN ST DELANO AUGUST 2024
7/31/2024	225401	PANAMA BUENA VISTA UNIFIED SCHL DIST	100.00	2800 Agate St, Bakersfield August 2024
7/31/2024	225402	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHACHAPI AUGUST 2024
7/31/2024	225403	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE 13 & 14 ADELANTO AUG 2024
7/31/2024	225404	SUNRISE VILLA PARTNERS	700.00	PO-2023-3426 1600 POPLAR AVE WASCO AUGUST 2024
7/31/2024	225405	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT AUGUST 2024
7/31/2024	225406	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES AUGUST 2024
7/31/2024	225407	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE AUGUST 2024
7/31/2024	225408	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD AUGUST 2024
7/31/2024	225409	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND AUGUST 2024
7/31/2024	225410	YABITO CORPORATION	1,500.00	PO-2023-2725 2739 DIAMOND ST UNIT B ROSAMOND AUG 2024
7/31/2024	225411	CRYSTAL MCDEVITT	110.30	V-VACATION/HP-VACATION PO/S-SICK HRS 6.58 X 18.37
7/31/2024	225412	JESHAIAH L TYLER	242.66	REG/OVERTIME/MEA-MEAL PREMIUM HRS 14.00 X 16.62

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7/31/2024	225413	JESHAIAH L TYLER	1,201.19	REG/OVERTIME/MEA-MEAL PREMIUM HRS 84.00 X 16.62
7/31/2024	29657	A-1 BATTERY COMPANY	175.37	18TH ST - JUMP STARTER/SOLAR PANEL MAINTAINER
7/31/2024	29658	ABILA INC	3,950.27	Abila Monthly Service Fee INV# 1050-1000228546 Dates 8/1/24
7/31/2024	29659	ADVANCED DATA STORAGE	17.60	PO-2023-3507/2900 M ST
7/31/2024	29659	ADVANCED DATA STORAGE	17.60	PO-2023-3522/1807 FELIZ DRIVE
7/31/2024	29659	ADVANCED DATA STORAGE	17.60	PO-2023-3532/5351 OLIVE DR
7/31/2024	29659	ADVANCED DATA STORAGE	35.20	PO-2024-1197/5055 CALIFORNIA AVE SUITE 101
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	186.00	PO-2024-1942
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	4,104.40	PO-2024-1968
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	655.07	PO-2024-1970
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	528.57	PO-2024-2113
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	198.78	PO-2024-2158
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	1,122.23	PO-2024-2164
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	145.38	PO-2024-2191
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	712.67	PO-2024-2193
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	323.32	PO-2024-2201
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	45.49	PO-2024-2216
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	38.94	PO-2024-2217
7/31/2024	29660	AMAZON CAPITAL SERVICES, INC	69.70	PO-2024-2219
7/31/2024	29661	AMERICAN BUSINESS MACHINES	61.95	American Business Machines Invoice #749276/2323 16TH ST SUIT
7/31/2024	29662	ANGELICA NELSON	120.60	JUNE MILEAGE REIMBURSEMENT
7/31/2024	29663	BS& E INC	958.77	M STREET
7/31/2024	29664	CA ASSOCIATION OF FOOD BANKS	200.00	PO-2024-1235/ORANGES
7/31/2024	29665	CAZADOR CONSULTING GROUP INC	1,165.35	Temp Hire Fee/ANA MOSQUEDA RAYA/ISABEL BARBA
7/31/2024	29666	CDW GOVERNMENT LLC	804.19	PO-2024-2015/#35231 EKFRC Signature pad POR
7/31/2024	29667	BRADY INDUSTRIES	954.19	PO-2023-1366
7/31/2024	29667	BRADY INDUSTRIES	3,150.38	PO-2024-1267
7/31/2024	29667	BRADY INDUSTRIES	9,300.09	PO-2024-1269
7/31/2024	29667	BRADY INDUSTRIES	(87.30)	PO-2024-1269/ORIGINAL INV#8676518
7/31/2024	29668	GARCIA INDUSTRIES INC	14,819.00	L-24-032/MELANIE HERNANDEZ/2516 SECURITY AVE/PO-2024-1716
7/31/2024	29669	GARCIA INDUSTRIES INC	3,850.00	L24-082/TYLER D MACLEAY/6647 BUCKEL AVE/PO-2024-1725
7/31/2024	29670	CREATIVE FINANCIAL STAFFING LLC	1,216.00	CFS INV 124290231 IT Temp Tyanna Prince

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7/31/2024	29670	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
7/31/2024	29671	CROWN EQUIPMENT CORPORATION	260.00	PO-2024-1025/V-022
7/31/2024	29671	CROWN EQUIPMENT CORPORATION	130.00	PO-2024-1650/V-022
7/31/2024	29672	CSG-NAM, LLC	859.22	CONSOLIDATED JUNE 2024 INVOICE
7/31/2024	29673	CUSTOM L & A CONSTRUCTION INC	8,300.00	PO-2024-1473/5 REAL ROAD/INSTALL 2 FAUCET/SINKS
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 1145 N HUNTER ST
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 1509 N GOLDEN GATE AVE
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 215 W 5TH ST
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 2800 S D ST
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 347 E POPLAR ST
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 425 N CALIFORNIA ST
7/31/2024	29674	DELK PEST CONTROL	90.00	PO-2023-3427 545 W SONORA ST
7/31/2024	29674	DELK PEST CONTROL	180.00	PO-2023-3427 701 S HUTCHINS ST
7/31/2024	29674	DELK PEST CONTROL	180.00	PO-2023-3427 850 J ST
7/31/2024	29675	DELL TECHNOLOGIES, INC.	1,440.59	OVERAGE PO 2024-1710
7/31/2024	29675	DELL TECHNOLOGIES, INC.	2,785.80	PO-2024-1927
7/31/2024	29675	DELL TECHNOLOGIES, INC.	777.89	PO-2024-2208
7/31/2024	29676	DONAHUE TRUCK CENTERS	863.12	PO-2024-1555/04-50
7/31/2024	29677	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PO-2024-1276
7/31/2024	29678	ECOLAB FOOD SAFETY SPECIALTIES	169.50	HLH
7/31/2024	29679	ELIZABETH WILLIAMS	324.28	Travel Liquidation - SJC Pre-Service July 7-9, 2024
7/31/2024	29680	ELSA NAVARRETE	158.79	Travel Liquidation R9HSA First 1,000 Days EHS Conference in
7/31/2024	29681	ELSA NAVARRETE	1,255.15	Travel Liquidation 2024 WIPFLI Stronger to Serve Pre-Confere
7/31/2024	29682	FRESHPOINT CENTRAL CALIFORNIA, INC	802.00	PO-2024-1118
7/31/2024	29683	FRONTIER COMMUNICATIONS HOLDINGS LLC	685.60	760-371-1084-081104-5
7/31/2024	29684	FRONTIER COMMUNICATIONS HOLDINGS LLC	87.44	760-373-7605-102494-5
7/31/2024	29685	GABRIELA PADILLA	132.35	Travel Liquidation- HVP Preservice Training Bakersfield, CA
7/31/2024	29686	JORGE GALINDO RAMIREZ	45.00	2900 M ST
7/31/2024	29687	GARRETT MADDEN	277.06	18TH ST
7/31/2024	29688	HANSEN'S MOVING AND STORAGE, INC	9,028.37	18th Street HS storage INV# SM-1844
7/31/2024	29688	HANSEN'S MOVING AND STORAGE, INC	1,155.00	INV # SM-1586 Storage Vault Fee
7/31/2024	29688	HANSEN'S MOVING AND STORAGE, INC	462.50	INV # SM-1627
7/31/2024	29689	STEPHEN WILLIFORD	260.00	LBNC
7/31/2024	29690	INDOFF INCORPORATED	18,838.50	PO-2024-2134
7/31/2024	29691	JON DOOLEY HEATING AND COOLING	1,512.40	L24-028 214 RAY ST PO-2024-1165

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7/31/2024	29692	SSD ALARM, INC	204.39	2739 DIAMOND ST STE B ROSAMOND 07/01/2024 - 09/30/2024
7/31/2024	29693	KEVIN GOUDGE	318.92	Travel Liquidation - SJC Pre-Service July 7-9, 2024
7/31/2024	29694	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00	KDG JUNE 2024 INVOICE - 062 EMPLOYMENT LAW COMPLIANCE & COUN
7/31/2024	29695	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,754.15	KDG JUNE 2024 INVOICE - 063 EMPLOYMENT LAW COMPLIANCE & CONS
7/31/2024	29696	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	159.30	KDG JUNE 2024 INVOICE - 073 COLLECTIVE BARGAINING AGREEMENT
7/31/2024	29697	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,327.05	KDG JUNE 2024 INVOICE - 076 REGINA BLACKWELL
7/31/2024	29698	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	4,101.75	KDG JUNE 2024 INVOICE - 090 PIONEER DRIVE APARTMENTS PROJECT
7/31/2024	29699	LETISHA BROOKS	324.28	Travel Liquidation - SJC Pre-Service July 7-9, 2024
7/31/2024	29700	MARIANA RIOS	340.36	Travel Liquidation - ESRI 2024 User Conference Coronado, CA
7/31/2024	29701	MARY ANN MOONEY	200.00	CELLULAR TELEPHONE REIMBURSEMENT
7/31/2024	29702	VERNON SORENSON MD INC	85.00	Pre-Employment Physical M. DEL RIO FUENTES DOS: 06/21/2024
7/31/2024	29703	VERNON SORENSON MD INC	25.00	DOT RAPID 06/24/2024 Jose Nevarez
7/31/2024	29704	VERNON SORENSON MD INC	25.00	DOT RAPID 06/21/2024 ROSENDA SANDOVAL
7/31/2024	29705	MISSION LINEN SUPPLY	2,075.93	PO-2024-1699
7/31/2024	29706	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST GLYNS AREA; PO-2024-1337
7/31/2024	29706	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
7/31/2024	29706	OFFICE IMAGING, INC	40.00	TKC-2984; 3101 MALL VIEW RD
7/31/2024	29706	OFFICE IMAGING, INC	81.50	TKC-2984; 4032 JEWETT AVE
7/31/2024	29706	OFFICE IMAGING, INC	50.78	TKC-2984; 5351 OLIVE DR
7/31/2024	29706	OFFICE IMAGING, INC	6,046.72	TKC-2984; VARIOUS HS LOCATIONS
7/31/2024	29707	PENSIONMARK FINACIAL GROUP, LLC	3,125.00	QUARTERLY RETIREMENT PLAN APRIL - JUNE 2024
7/31/2024	29708	PIUSER STONE AND TILE, INC.	81,367.85	18TH ST JULY PROGRESS - PHASE TWO PO-2024-1011
7/31/2024	29709	PLC SYSTEM SERVICES	4,666.50	L24-160; FLAURA GAGE, 2666 VICTORIA DR; PO-2024-1807
7/31/2024	29709	PLC SYSTEM SERVICES	1,355.71	LBNC
7/31/2024	29710	AN ICON COMPANY, LLC	30.37	PO-2024-2019
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	104.38	1145 N HUNTER ST STOCKTON PO-2024-1088 COPY PAPER
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	166.25	1145 N HUNTER ST STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	134.02	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	84.00	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1190 DIAPERING

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7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	463.28	236 W 4TH ST STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	430.60	236 W 4TH ST STOCKTON PO-2024-1190 DIAPERING
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	51.59	2800 D ST STOCKTON PO-2024-1088 COPY PAPER
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	452.32	2800 D ST STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	342.63	2800 D ST STOCKTON PO-2024-1190 DIAPERING
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	110.71	425 N CALIF ST STOCKTON PO-2024-1057 FOOD SUPPLIES
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	880.97	425 N CALIF ST STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	702.93	425 N CALIF ST STOCKTON PO-2024-1190 DIAPERING
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	52.19	545 W SONORA ST STOCKTON PO-2024-1088 COPY PAPER
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	176.41	545 W SONORA ST STOCKTON PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	300.93	545 W SONORA ST STOCKTON PO-2024-1190 DIAPERING
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	354.98	701 S HUTCHINS ST LODI PO-2024-1190 DIAPERING
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	52.07	850 J ST LATHROP PO-2024-1088 COPY PAPER
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	565.15	850 J ST LATHROP PO-2024-1189 JANITORIAL
7/31/2024	29712	IMPERIAL BAG & PAPER CO, LLC	380.90	850 J ST LATHROP PO-2024-1190 DIAPERING
7/31/2024	29713	BLUETRITON BRANDS INC	1,026.39	850 J ST LATHROP 06/11/2024 - 07/10/2024 ACT# 0034407445
7/31/2024	29714	RELIABLE ENERGY MANAGEMENT INC	16,198.26	L24-065 KIMBERLY SOLTERO 705 CRYSTAL ST 93268 PO-2024-1777
7/31/2024	29715	RHINA PEREZ	80.76	Travel Liquidation-HVP PreserviceBakersfield, CA 6/25-6/26
7/31/2024	29716	CMA FIRE PROTECTION	435.00	BROADWAY FIRE ALARM MONITORING JUL 2024 - SEP 2024
7/31/2024	29717	PAULIN INDUSTRIES, INC.	1,573.63	18TH ST JANITORIAL SUPPLIES
7/31/2024	29718	STAPLES ADVANTAGE	569.49	ANGELA MTZ PO-2024-2197 HVP VISITOR'S SUPPLIES
7/31/2024	29719	STAPLES ADVANTAGE	332.31	SHAFTER EHS PO-2024-2196 OFFICE SUPPLIES
7/31/2024	29720	STAPLES ADVANTAGE	61.76	HS PO-2024-2095 SUPPLIES FOR LESSON PLANS
7/31/2024	29721	STINSON STATIONERS	573.73	18TH ST PO-2024-2151 OFFICE CHAIRS
7/31/2024	29721	STINSON STATIONERS	335.97	CSFP/147 PO-2024-2169 SUPPLIES
7/31/2024	29721	STINSON STATIONERS	373.50	SHAFTER EHS PO-2024-2170 OFFICE SUPPLIES
7/31/2024	29721	STINSON STATIONERS	967.24	SHAFTER EHS PO-2024-2195 SUPPLIES
7/31/2024	29721	STINSON STATIONERS	4,125.58	STERLING PO-2024-2228 OFFICE SUPPLIES
7/31/2024	29722	SYSCO FOOD SERVICES OF VENTURA INC	1,338.59	2900 M ST PO-2024-2141 ORD# 1591367

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7/31/2024	29723	SYSCO FOOD SERVICES OF VENTURA INC	947.36	2900 M ST PO-2024-2141 ORD# 1592097
7/31/2024	29724	SYSCO FOOD SERVICES OF VENTURA INC	1,674.71	2900 M ST PO-2024-2141 ORD# 1595713
7/31/2024	29725	SYSCO FOOD SERVICES OF VENTURA INC	1,234.17	2900 M ST PO-2024-2141 ORD# 1598112
7/31/2024	29726	SYSCO FOOD SERVICES OF VENTURA INC	1,671.59	2900 M ST PO-2024-2141 ORD# 1598858
7/31/2024	29727	SYSCO FOOD SERVICES OF VENTURA INC	792.04	3101 MALL VIEW RD PO-2024-1266 ORD# 1599773
7/31/2024	29728	SYSCO FOOD SERVICES OF VENTURA INC	7,603.85	3101 MALL VIEW RD PO-2024-1255 ORD# 1600204
7/31/2024	29729	SYSCO FOOD SERVICES OF VENTURA INC	3,253.12	2900 M ST PO-2024-2141 ORD# 1601121
7/31/2024	29730	W W GRAINGER INC	407.01	OPS
7/31/2024	29731	W W GRAINGER INC	25.57	PETE PARRA
7/31/2024	29732	W W GRAINGER INC	16.16	HARVEY HALL
7/31/2024	29733	W W GRAINGER INC	177.66	HARVEY HALL
7/31/2024	29734	W W GRAINGER INC	20.31	PETE PARRA
7/31/2024	29735	W W GRAINGER INC	8.71	9185209203 Patch Cord, Cat 6 (1 Total)
7/31/2024	29736	W W GRAINGER INC	339.85	9185209211 Patch Cord, Cat 6 (39 Total)
7/31/2024	29737	W W GRAINGER INC	522.85	9185209229 Patch Cord cat 6 (60 Total)
7/31/2024	29738	YOLANDA GONZALES	317.58	Travel Liquidation R9HSA First 1,000 Days EHS Conference in
7/31/2024	29739	BELVINDER BIRING	191.75	Travel Advance for QA Training Bakersfield, CA 8/7/24- 8/8/
7/31/2024	29740	NELLY MENDOZA	131.75	Travel Advance for Kern Pre-Service Bakersfield, CA 8/7/24 -
7/31/2024	29741	RASHI STROTHER	131.75	Travel Advance for Kern Pre-Service Bakersfield, CA 8/7/24 -
7/31/2024	29742	AMAZON CAPITAL SERVICES, INC	468.70	PO-2024-1946
7/31/2024	29743	W W GRAINGER INC	42.70	PETE PARRA
7/31/2024	29743	W W GRAINGER INC	(25.57)	PETE PARRA CREDIT
7/31/2024	29744	AMAZON CAPITAL SERVICES, INC	1,451.60	PO-2024-1910
7/31/2024	29745	AMAZON CAPITAL SERVICES, INC	898.16	PO-2024-2129
7/31/2024	29746	AMAZON CAPITAL SERVICES, INC	1,414.54	PO-2024-2109
7/31/2024	29747	AMAZON CAPITAL SERVICES, INC	1,300.58	PO-2024-2087
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 1145 N HUNTER ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 1509 N GOLDEN GATE AVE
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 215 W 5TH ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 2800 S D ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 347 E POPLAR ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 425 N CALIFORNIA ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 545 W SONORA ST
7/31/2024	29748	DELK PEST CONTROL	90.00	PO-2023-3427 701 S HUTCHINS ST
7/31/2024	29749	5905 NILES ST LLC	4,602.00	PO-2023-2454 6019 NILES ST 3 & 4 AUGUST 2024

Community Action Partnership of Kern

Check/Voucher Register

From 7/1/2024 Through 7/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
7/31/2024	29750	ACUITY BAKERSFIELD LLC	5,563.49	PO-2023-1889 2323 16TH ST STE 305 AUGUST 2024
7/31/2024	29751	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON AVE AUG 2024
7/31/2024	29752	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST AUGUST 2024
7/31/2024	29753	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BROADWAY WASCO AUGUST 2024
7/31/2024	29754	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR AUGUST 2024
7/31/2024	29755	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD CAM AUGUST 2024
7/31/2024	29756	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP AUGUST 2024
7/31/2024	29757	JANET Y YU	700.00	PO-2023-2561 8401 CALIF CITY BLVD STE 8 AUGUST 2024
7/31/2024	29758	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2023-2869 3101 MALL VIEW RD AUGUST 2024
7/31/2024	29759	M-R PROPERTIES	7,091.00	PO-2024-2157 1135 & 1145 N HUNTER ST STOCKTON AUGUST 2024
7/31/2024	29760	PROTEUS INC	298.49	FINAL CHECK 1815 VAN NESS AVE FRESNO MCAP 7/1/24 - 7/19/24
7/31/2024	29761	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANFORD AUGUST 2024
7/31/2024	29762	JOHN REY	1,000.00	PO-2024-1729 15662 K ST MOJAVE AUGUST 2024
7/31/2024	29763	UNITED CONGREGATIONAL CHURCH OF LODI	4,901.00	PO-2023-1182 701 S HUTCHINS ST LODI AUGUST 2024
7/31/2024	29764	WESLEY UNITED METHODIST CHURCH	2,403.20	PO-2024-1240 1314 OSWELL ST AUGUST 2024
7/31/2024	29765	ZREP LLC	3,926.98	PO-2023-2831 500 E CALIF AVE AUGUST 2024
Report Total			7,144,748.85	

MEMORANDUM

To: Board of Directors

Karen Vazquez

From: Karen Vazquez, Senior Community Development Specialist II

Date: September 25, 2024

Subject: *Agenda Item IV(d)*: Community Needs Assessment Survey – **Info Item**

INTRODUCTION

As a Community Action Agency and recipient of the Community Services Block Grant (CSBG), CAPK utilizes these funds to offer service to low-income clients, and to help bridge funding gaps for some of our low-income service programs that do not have sustainable funding. A CSBG requirement is for Community Action Agencies to conduct a Community Needs Assessment and a Community Action Plan every two years. The Community Action Plan is to assess poverty related needs, available resources, and to create feasible goals.

The Community Needs Assessment (CNA) entails of primary data through surveys, public hearings, and small focus groups, and secondary data through reputable sources such as the U.S. Census Data, the Point in Time Count, and more. A key component is surveys. Every two years we like to survey the following subgroups:

1. Surveys
2. Community Partners
3. Board Members
4. Funders*

Survey results will help us analyze needs in our service area based on community response and allow us to meet with community members through small focus groups. The CAP CNA is due May 31, 2025, thus providing us with plenty of time to receive feedback.

In the coming weeks, Board Members will receive an email with a link to complete the survey by the date provided in the email.

Attachment:
Community Needs Survey - BOD

Community Needs Survey - BOD

Start of Block: Default Question Block

Q15 What is your primary role for CAPK?

O Board Member (1)

Q1 Please note the level of need for each category based on your involvement with the community :

	Most Needed (1)	Somewhat Needed (2)	Not Needed (3)	Not Applicable (4)
Access to food assistance (1)	O	O	O	O
Education on Pregnancy and Childbirth (2)	O	O	O	O
Preparing/submitting my taxes (3)	O	O	O	O
Paying my utility bills (4)	O	O	O	O
Housing/Rental Assistance (5)	O	O	O	O
Health Insurance (6)	O	O	O	O

Page Break

Q2 Please note the level of need for each category based on your involvement with the community :

	Most Needed (1)	Somewhat Needed (2)	Not Needed (3)	Not Applicable (4)
Skills for a Job (1)	O	O	O	O
Senior Services (2)	O	O	O	O
Substance Abuse/Mental Health Assistance (3)	O	O	O	O
Legal Assistance (4)	O	O	O	O
Domestic Violence Support (5)	O	O	O	O
Other (6)	O	O	O	O

Page Break

Q4 Please note the level of need for each category based on your involvement with the community :

	Most Needed (1)	Somewhat Needed (2)	Not Needed (3)	Not Applicable (4)
Childcare (1)	O	O	O	O
Activities for after school or the summer (2)	O	O	O	O
Health Insurance (3)	O	O	O	O

Q10 What is your gender?

- O Male (1)
- O Female (2)
- O Non-binary / third gender (3)
- O Prefer not to say (4)

Q11 What is your age?

- O Under 18 (1)
- O 18 - 30 (2)
- O 31 - 50 (3)
- O 51- 65 (4)
- O 66 or older (5)

Q12 What is your ethnicity?

- O Asian (1)
- O White (2)
- O Black/African American (3)
- O Hispanic (4)
- O American Indian / Alaskan Native (5)
- O Native Hawaiian/ Pacific Islander (6)
- O Other (7)

Q13 What is your zip code?

_____

Page Break

Q14 Is there a specific need you have witnessed in the community that you would like to express to CAPK?
This response will help us evaluate our current programs to determine if future programs are needed to assist the community.

_____

End of Block: Default Question Block

MEMORANDUM

To: Board of Directors

Wilfredo Cruz Jr

From Wilfredo Cruz, Jr., Energy Program Administrator

Date: September 25, 2024

Subject: *Agenda Item IV(e):* New Position: Case Manager for Energy Program – **Action Item**

On August 21, 2024, CAPK received the contract for PG&E's Community-Based Organization (CBO) Arrears Case Management Pilot Program. This type of program is the first of it's kind in our state and is intended to serve customers who would otherwise continue to face difficulty in resolving their utility bill debt. The CBO pilot program will include varying levels of support, including multi-tiered case management services to assist customers in managing their arrears for a period of twelve (12) months. It will include financial education and arrearage assistance. This is a two-year contract.

As part of this program, we recognize the need to hire Energy Case Managers as soon as possible to meet our contractual obligations.

Under the supervision of the Energy Outreach Supervisor, the Case Managers will assess the needs of clients and develop individualized plans to assist the clients with the management of their utility debt. Their responsibilities will include assisting clients in accessing utility and non-utility administered programs to reduce arrearages and energy usage through ongoing guidance and conversations. They will also provide referrals to other community partners and arrearage-reducing programs, conduct follow-up conversations with clients, provide financial education, and maintain thorough documentation throughout the life of the program.

Summary of Proposed Changes
We are requesting the addition of the Case Manager position to the Energy Program classified at grade 8. This role would report directly to the Energy Outreach Supervisor.

Position Title	Proposed Change	Current Grade	New Grade
Case Manager - Energy	New Position	-	8 Min $21.59 Mid $26.96 Max $32.35

Fiscal Impact and Timeframe

In order to complete this program in a timely manner, we are looking to hire four (4) Case Managers. This will result in an annual budgetary impact of approximately $208,000. This cost will be covered in full by the PG&E CBO Arrears Case Management Pilot Program grant. Hiring for this position will commence once funding has been secured.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 3: Advancing economic empowerment and financial stability for low-income people in the community we serve, we are advocating for the low-income community of Kern County who often struggle with the inability to pay high energy bills.

Recommendation

Staff recommends the Board approve the addition of the Case Manager position to the Energy Program and classify it as a grade 8.

Attachment:
Energy Case Manager Job Description

Case Manager - Energy

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: 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the Outreach Supervisor, the Case Manager assesses needs and develops a program plan to support clients with managing and resolving utility debt. Responsibilities include assisting clients in accessing utility and non-utility administered programs to reduce arrearages and energy usage through ongoing guidance and conversations. This involves providing referrals to other community partners and arrearage-reducing programs, conducting follow-up conversations with clients, and maintaining thorough documentation.

SUPERVISION RECEIVED:

Receives supervision from the Outreach 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:

- Provides program information, education, and support associated with referred services.
- Manage multiple cases, including case assignments, development of client goal plans, regular progress reviews, and determining case closure.
- Assess and identify social service and utility support needs for clients.
- Develops and implements individual service plans.
- Plans and conducts home visitation for case management support.
- Maintains accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Educates clients by helping them re-frame problems and focus on solutions, while discussing and supporting their progress towards goals.
- Provides appropriate social service referrals and follow up based on analysis of observations, screenings, and assessments.
- Actively monitors progress toward plan goals through continuous evaluation of plan activities and makes recommendations for adjustments to services as needed.
- Summarizes progress at specified intervals, including data collection and client record keeping.
- Assures quality service for clients by enforcing rules, regulations, and compliance requirements, and documents all contacts.
- Meet caseload and contract requirements specific to program design.
- Maintain and update client information in database.
- Collaborate with the external and internal departments for referral and reporting purposes

DRAFT

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Supports Outreach team as needed.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Data entry practices and procedures.
- Effective communication strategies.
- Current problems of socially and economically challenged families.

Ability to:

- Establish professional working relationships with staff and clients.
- Maintain client dignity and confidentiality.
- Work independently and effectively organize and prioritize work.
- Prioritize, stay organized, and manage deadlines in a fast-paced environment.
- Communicate effectively, verbally, and in writing.

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's degree in social sciences or related field preferred.
- One (1) year of case management experience preferred.
- Two (2) years' experience working with underserved families of diverse cultures in social services setting.
- Any equivalent combination of education and/or experience may be substituted yearly.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout. Must have reliable transportation during work hours
- Bilingual language fluency is desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

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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 Case Manager - Energy			
	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		

DRAFT

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: September 25, 2024

Subject: *Agenda Item V(a)*: September Policy Council Report – **Action Item**

The Policy Council met as scheduled on August 27, 2024, with a quorum established.

In hearing new business matters there were two items that the Council unanimously approved. These items were the 2023-2024 Head Start No-Cost Extension Budget Revision as well as the 2024-2025 Head Start Budget Revision.

Additionally, an informative presentation was provided to the Policy Council about the Family Child Care Partnership. This included an overview of the program as well as information as to how the program will function, the requirements and expectations of providers, the application process and more.

Currently, the Policy Council has not yet conducted its scheduled monthly meeting. The next Policy Council meeting will take place on September 25, 2024 at which time the August 27, 2024 Policy Council meeting minutes will be presented to the Council for approval. Upon receipt of such, the minutes will subsequently be brought to the Board of Directors for approval.

Recommendation:

The Policy Council requests Board approval of the September Report and the Policy Council meeting minutes from June 25, 2024 and the Policy Council Executive Committee Special Call meeting minutes from July 22, 2024.

Attachment:

June 25, 2024 Policy Council Meeting Minutes
July 22, 2024 Policy Council Executive Committee Special Call Meeting Minutes

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
June 25, 2024
Meeting ID: 266 838 416 93

1. **Call to Order**

   Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:32 p.m.

   a. Roll call was taken, and a quorum was established.

   Policy Council Members Present: Alejandra Verduzco, Ashley Trent, Candy Diaz, Cristina Herrera, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Michelle Jara-Rangel, Ruby Cruz

2. **Public Comments**

   The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.

   None

3. **Standing Committee Reports**

   a. School Readiness Committee

   The School Readiness Committee met on June 13, 2024. Education managers, Rashi Strother and Cynthia Rodriguez presented the school readiness goals for the 2024-2025 school year to the committee. Goals and effective learning experiences across all domains were reviewed and discussed. Members were provided the opportunity to ask questions about strategies shared and to add personal, effective experiences for each of the goals. Collaboratively, committee members also developed additional strategies and/or activities for each domain. This was the final School Readiness Committee meeting of the term. Members were thanked for their involvement and active participation.

   b. Planning Committee

   The Planning Committee met on June 4, 2024. The May Division Program Activity Report was shared with members. Enrollment information was provided with Head Start reporting 73% enrollment and Early Head Start reporting 65% enrollment. The Child Adult Care Food Program Report for April indicated 49,079 meals were prepared by the Central Kitchen, additionally there was a total of 71,168 meals delivered during this reporting period. It was shared that Kern Home Base Head Start is fully enrolled. San Joaquin Early Childhood Educators attended a Home Visiting Workforce Summit focused on making connections and strengthening the workforce in the early childhood education field. Staff participated in a social and emotional workshop in which families learned about the Pyramid Model and how to support their child's social emotional development. The San Joaquin County Office of Education hosted a job fair in which CAPK participated and received sixty-one applications for various Head Start classroom positions. Kern County will host a job fair in Bakersfield on June 27, 2024.

   c. Budget & Finance Committee

   The Budget & Finance Committee met on June 20, 2024. The financial reports through April 2024 were presented to the committee for review and discussion. Budget detail was provided for Head Start as well as Early Head Start grants. Clarification was given as to the expenses that can be paid from the Training and Technical Assistance budget. There was also an inquiry about paid internships noting that the program does not offer this kind of training program for increased potential future employment. The Parent Activities report and Parent Local Travel and Childcare Reimbursement along with the non-federal share reports were provided and discussed. Additional information shared with the committee were the No-Cost Extension grants for Head Start and Early Head Start as well as the Head Start Building Proceeds report including budget detail. The next Budget & Finance Committee meeting will be held on August 20, 2024.

d. Bylaws Committee

The Bylaws Committee met on June 11, 2024, and continued their discussion and evaluation of the Council's Bylaws. The roles and responsibilities of each Policy Council Committee as outlined in Article XIII were reviewed. It was also noted that all Policy Council members must participate in a minimum of one committee in addition to their service on the Council. In reviewing Article IX discussion on reimbursement for members to allow for their participation in Policy Council meetings, committee meetings and Regional Parent Committee meetings took place. It was stated that reimbursement is not provided for any meeting held on a virtual platform. Staff are working with the Finance Department to review and update the reimbursement process as Policy Council meetings will transition to an in-person setting for the 2024-2025 term. The next Bylaws Committee meeting will be held on August 13, 2024.

4. <u>Presentations</u>

a. Plan of Action Update – Robert Espinosa, Program Design and Management Administrator

Robert provided the Council with a historical overview of the Full Enrollment Initiative. He stated that due to low enrollment CAPK's Head Start program was placed on plan of action by the Office of Head Start. To change the trajectory, the program adopted various strategies based on a variety of factors to support reaching full enrollment within the required timeline. Examples of contributing factors for under enrollment were shared with the Council which included but was not limited to workforce vacancies, facilities under construction, and a saturation of services available. Robert also noted in working to alleviate the workforce barriers, staff have received increased compensation, additional benefit plans/options have been introduced and a mentor program for new hires has been implemented. Robert also shared that a reduction in slots has been approved for the program by the Office of Head Start. Additionally, the program will have a focus on serving 3-year-old children. The maximum number of children in each (3-year-old) classroom will decrease from 20 to 17. The program will also add a Family Child Care option which will serve a total of thirty children. He also stated that several of our larger centers were included as a part of our program options however due to construction or pending licensing we were unable to serve children. However, that has since changed because a great deal of the construction has now been completed. Stockdale is pending licensing as is Martha J. Morgan, however the program anticipates that should happen prior to August 12, 2024. It was reported that staffing is still a challenge, however because of the new program options, transfers, and bumping there are not as many vacancies as there have been in the past. Previously the program would experience 99-100 vacancies and there are currently twenty-seven. The agency will be hosting a job fair in Kern County later in the week to support employee recruitment. Robert stated that the goal is on August 12, 2024, that every classroom equipped with staff has full enrollment. A wide range of questions were posed by the Council which included the *due date* for the plan of action, which centers will <u>not</u> have open classrooms, how many children have been identified to start at the beginning of the school year, and more. Responses were provided to inquiries with continued robust discussion ensuing, including questions about employment opportunities currently available.

5. <u>Consent Agenda</u> ***ACTION**

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

a. Policy Council Meeting Minutes – May 28, 2024
b. Policy Council School Readiness Committee Minutes – April 11, 2024
c. Policy Council Planning Committee Meeting Minutes – May 7, 2024
d. Policy Council School Budget & Finance Committee Meeting Minutes – May 21, 2024
e. Policy Council Planning Committee Meeting Minutes – June 4, 2024
f. Policy Council Bylaws Committee Meeting Minutes – June 11, 2024

g. Policy Council School Readiness Committee Meeting Minutes – June 13, 2024
h. Head Start Budget to Actual Report – March 1, 2024, through April 30, 2024
i. Early Head Start Budget to Actual Report – March 1, 2024, through April 30, 2024
j. Kern Head Start and Early Head Start Non-Federal Report – March 1, 2024, through April 30, 2024
k. Early Head Start Childcare Partnership Non-Federal Report – March 1, 2024, through April 30, 2024
l. Head Start (*No Cost Extension*) Budget to Actual Report – March 1, 2023, through April 30, 2024
m. Early Head Start (*No Cost Extension*) Budget to Actual Report– March 1, 2023, through April 30, 2024
n. Head Start Building Proceeds for Central Kitchen – April 30, 2024
o. Parent Travel & Child Care through April 30, 2024
p. Parent Activity Funds through April 30, 2024
q. Program Review & Evaluation Report – May 2024
r. Kern County Cooling Centers – (English/Spanish)
s. Kern County Public Works Services and Programs
t. Parenting Classes – Bakersfield Pregnancy Center
u. SUN Bucks California – California Department of Social Services
v. Junior Police Academy – Bakersfield, CA
w. Regal Summer Movie Express – Stockton, CA and Bakersfield, CA
x. Movies in the Park – Kern County
y. Movies in the Park – Lathrop, CA
z. Fireworks Safety – Nation Fire Protection Association
aa. Lowering the Cost of Rates and Bills – Pacific Gas and Electric Company
bb. Keep Your Medi-Cal – Kern Family Health Care
cc. Backpack Giveaway & Job Fair – August 10, 2024; Strata Center at Central Park, California City, CA
dd. Backpack Connection Series: How to Give Clear Directions (English/Spanish)
ee. Head Start/Early Head Start Kern Flyer (English/Spanish)
ff. Early Head Start San Joaquin Flyer (English/Spanish)
gg. Home Visiting Program Flyer (English/Spanish)
hh. Policy Council Meeting Dates

Gabriela Rangel made a motion to approve consent agenda items (a) through (hh); seconded by Ashley Trent. Motion carried unanimously.

6. <u>New Business</u> ***ACTION**

a. October Policy Council Meeting Date Change – Lisa Gonzales, Program Governance Coordinator

It was noted that historically at the final meeting of the Policy Council term members and staff meet in person for a recognition event as well as to conduct the monthly scheduled meeting addressing any necessary business of the Council. Lisa shared that the current meeting schedule which was approved by the Council in November of 2023 will not allow for key executive administrative staff to attend as they will be out of the area attending a conference. If the Council is open to moving the date of the final meeting from October 22, 2024, to October 29, 2024, (one week later) this would allow for executive administrative staff to attend thus providing them the opportunity to acknowledge and recognize members for their service to the Policy Council. Gabriela Rangel made a motion to change the meeting date as proposed; seconded by Alejandra Verduzco. Motion carried unanimously.

7. <u>Standing Reports</u>

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa expressed her appreciation to members for their attendance. She also shared that she recently had the opportunity to attend parent meetings at Primeros Pasos and Pete Parra. Lisa stated there was a great turnout for both meetings with prizes, snacks, and informative speakers. She also reminded members that there will not be a Policy Council meeting in July. Lisa shared information on heat preparedness, symptoms of heat stroke and heat exhaustion and provided informative flyers to members. She went on to discuss heat related deaths specifically of children who were left unattended in a vehicle. Lisa reported that there

have been three child heat related deaths to date in California with the most recent taking place just a few weeks ago near San Diego. Additional handouts were shared with members (via email) which included facts and statistics on hot car deaths. Members were reminded to "look before they lock" to ensure they do not inadvertently leave a little one in their vehicle. A member shared her personal testimony about closing the car door after securing her child in his car seat which resulted in her accidentally locking her keys in the car. She stated that she immediately called 9-1-1 and the fire department was on the scene within 3 minutes! She shared this experience to show how these things can happen and most of all to bring attention to the immediate response of first responders. Lisa showed a video which exampled how one might "forget" their child was in the vehicle adding that it is most frequent when there is a change in routine. It was noted that this type of tragedy has happened to people of all walks of life, doctors, police officers, teachers, and more. An inquiry was made as to when the first day of school for part year centers is going to be. It was stated that children will begin at our part year sites on August 12, 2024; families will receive letters as the date draws closer. In closing Lisa wished everyone a wonderful, relaxing, enjoyable summer and July Policy Council break; adding she looks forward to seeing everyone again in August.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative

Michelle shared the Board of Directors meeting was held on May 29, 2024. A slideshow presentation of photos taken at the 2024 Staff Development Day was shared as was the new CAPK program video. The consent agenda was approved as presented as were several new business items brought before the Board of Directors. The selection process taken to identify the best option for CAPK's Property & Casualty and Workers Comp Insurance was presented with Insurica scoring the highest number of points and subsequently approved by the Board as the insurance broker. Also approved were the resolutions for CAPK's 401(a) and 401(b) plans as well as the March financial reports. The Policy Council report was presented to the Board by Fatima Echeverria shared that the Policy Council had elected a new secretary. When presenting the Chief Executive Officer's report Jeremy Tobias presented an update on the California State Budget and how some of the agency's programs might be impacted. He also announced that with the recent special election of Assembly member Vince Fong to replace the vacancy left by Kevin McCarthy the Assembly seat on the CAPK Board of Directors will now go to Assembly member Bains from District 35. Until she has made an appointment, Mia Cifuentes will continue to occupy this seat. The Board met for closed session with no reportable action taken.

c. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

LeTisha Brooks, Center Based Program Administrator, provided the Head Start/State Child Development report on behalf of Yolanda Gonzales. She shared that the education team along with support services supervisors and three site supervisors completed a series of coaching and training sessions on the curriculum Loose Parts. LeTisha added that Loose Parts is an enhancement to Creative Curriculum. There are three pilot centers implementing Loose Parts: two centers in Kern County and one center in San Joaquin County. She also stated that while the program does have a budget for paints and other supplies, Loose Parts encourages repurposing items already on hand. This is the reason a request for donations was sent to parents at those pilot sites. LeTisha exampled items that could potentially be donated which included muffin pans, pie tins, wooden spoons, and more. It was stated that at this time only the pilot centers are seeking donations. In continuing to share, LeTisha stated that end of year celebrations took place for those children transition to kindergarten with many wonderful themes. The East California Center in Kern County had a licensing visit which was successful and did not result in any findings. July 1, 2024, is the start of the new program year with the building study beginning for Head Start classrooms and the shoe study for Early Head Start classrooms. LeTisha shared that upon review of immunization requirements our San Joaquin program was found to be compliance. San Joaquin teaching staff and Early Childhood Educators received training on latest updates and changes to children's files. LeTisha shared that staffing is coming along nicely, positions are being filled and there is excitement for the start of the new school year, adding that 2024-2025 is going to be the best one yet!

8. **Policy Council Chairperson Report**

Ruby thanked everyone for their attendance. She also thanked Lisa for sending a lot of great information through email. Ruby shared that she was appreciative to receive all the resources. Well wishes were given for a fun and safe summer and 4th of July. She also commented on the importance of making sure children are keeping cool during the current heat wave. In closing Ruby stressed the importance of staying healthy as COVID is still affecting families.

9. **Policy Council Member Comments**

Members were given an opportunity to make a statement or comment. Ashely Trent wished everyone a great summer and thanked Lisa for all she does. Christina also wished everyone a good summer and expressed excitement about the additional benefits being offered to staff and expressed hopefulness about employee recruitment. Gabriela Rangel thanked members for always showing up and participating, and extended wishes for a fun, safe and healthy summer. Jennifer Wilson expressed her gratitude for the opportunity to serve on the Council, adding that through this participation there is the opportunity to take part in so many other events. She stated that last month's Policy Council presentation had guest speakers who spoke about and promoted their free Hope for the Journey Conference. Jennifer stated that she was able to attend that conference. She shared that she learned so much from the conference, adding that the content tied into her current scope of employment. Jennifer reiterated her gratitude and wished everyone a great summer.

10. **Next Scheduled Meeting**

The next meeting will be held on Tuesday, August 27, 2024, at 5:30 p.m.

11. **Adjournment**

The meeting was adjourned at 6:25 p.m.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES
July 22, 2024
Meeting ID: 261 283 253 038

1. **Call to Order**
   Policy Council Chairperson, Ruby Cruz called the meeting to order at 12:32 p.m.
   a. Roll call was taken, and a quorum was established.
   Policy Council Members Present: Ruby Cruz, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson

2. **Public Comments**
   The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than referring the item(s) to staff for study and analysis. ***Speakers are limited to three minutes each****. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*
   None

3. **New Business** ***ACTION**
   a. **Head Start Program Improvement Funding Request and 1303 Approval for Modular Classrooms in Tehachapi and McFarland – Jerry Meade, Assistant Director ~ Program**
   Rosa Guerrero, Administrative Analyst presented on behalf of Jerry Meade. Rosa shared that in order to move forward with improvements at the Tehachapi and McFarland child development centers the program must submit a 1303 application to the Office of Head Start. It was stated that the modular buildings at both locations have reached their useful life expectancy. Project details for both sites, including estimated project costs, were shared with Executive Committee members. An opportunity was provided for members to pose any questions they may have. It was asked since the funding request is being made for improvements, is there already a site in Tehachapi. Additional information was provided stating there are services for children in Tehachapi in the current building, however the building at McFarland was deemed unsafe therefore there will not be any services in McFarland until the modular is replaced. It was further noted that the modular buildings at both locations because of their age are unable to be renovated to meet current codes. The additional funding requested will support removal of the existing facilities at both locations with new modulars then being placed on the premises. Gabriela Rangel made a motion to approve the program improvement funding request not to exceed $3,800,082 and approval for submission of the 1303 applications to the Office of Head Start for the modular classroom projects in Tehachapi and McFarland. Jennifer Wilson seconded the motion. Motion carried unanimously.

4. **Policy Council Member Comments**
   Members were given an opportunity to share comments, to which they thanked each other for their attendance and for the opportunity to serve on the Council.

5. **Next Scheduled Meeting**
   The next scheduled meeting will take place on August 27, 2024 at 5:30 p.m.

6. **Adjournment**
   The meeting was adjourned at 12:38 p.m.

MEMORANDUM

To: Board of Directors

From: Lois Hannible, Program Administrator

Date: September 25, 2024

Subject: *Agenda Item V(b)*: Friendship House Advisory Board - **Info Item**

The Friendship House Advisory Board is seeking applications to fill two vacant Advisory Board positions. Those interested in applying for the Friendship House Advisory Board are encouraged to apply by using the link provided below:

https://www.capk.org/programs/friendship-house/advisory-board/member-application/

The Friendship House Advisory Board is actively planning the 2024 Friendship House Fundraiser, themed as Casino Night, to be held at The Collective on October 24th at 5:30pm. This year's fundraiser promises to bring excitement with great food & drinks, a live band, casino games, and other festivities. Sponsorships and event tickets are still available. More information can be found on the link provided below.
https://drive.google.com/file/d/1TsW0strMaerOtcG4xLNNPou2bbXNETFQ/view?usp=sharing

The Friendship House Advisory Board is assisting with the planning of the Friendship House Fall Carnival, which will be held at the Friendship House on October 29th at 5pm. Candy is donated by the Food Bank, however, anyone wishing to donate any other items for the carnival, please reach out to Lois by email at lhannible@capk.org Attached is an event flyer with more information.

capk Community Action Partnership of Kern

FRIENDSHIP HOUSE COMMUNITY CENTER

Fall Carnival

October 29, 2024

5:00-8:00pm

Friendship House Community Center
2424 Cottonwood Rd.
Bakersfield

FREE Admission

Fun for the whole family!

- Candy
- Games
- Cake Walk
- Scary House
- Costume Contest
- Prizes & More

For more information, contact the Friendship House at (661) 369-8926.

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Ethics Training for Local Government Officials

Government Code section 53235 requires ethics training for specified local government officials. The training can consist of self-study materials, an online course, or in-person training. The Attorney General's Office anticipates that an online training course may be developed to satisfy core curriculum requirements, but additional local training would still be necessary to address purely local issues.

Persons wishing to create a local ethics training course must consult with the Attorney General and the Fair Political Practices Commission concerning the sufficiency and accuracy of course content. (Gov. Code, § 53235, subd. (c).) In response to this requirement for consultation with the Attorney General, the following outline has been prepared to provide uniform guidance from the Office of the Attorney General regarding appropriate course content. The outline also provides links to relevant educational materials regarding ethics. Due to the demand for ethics training, it is anticipated that the Office of the Attorney General will be unable to review and comment on individual course materials. This outline provides uniform guidance, but the course preparer must be familiar with applicable law and the publications issued by the Attorney General and the Fair Political Practices Commission.

Of course, review of this outline and/or the linked materials, or completion of an ethics course, is no substitute for competent legal advice in a given situation. You should seek the advice of counsel if you have a specific legal question.

Curriculum Accuracy

For in-person training, the ethics law portion of any course should be delivered by an attorney licensed to practice law in California and knowledgeable about California's ethics laws. (For online and self-study training materials, the course should be prepared under the supervision of such an attorney.)

All course content should comply with the ethics laws contained in California's Constitution, statutes and common law. In addition, the course content should be consistent with the publications issued by the Office of the Attorney General, including, but not necessarily limited to, publications on conflicts of interest, the Brown Act and the Public Records Act. (See the "Publications" link on the Attorney General's web site.) Course content should also comply with the informational materials issued by the Fair Political Practices Commission, which are available at www.fppc.ca.gov

Course Sufficiency

Local government officials must receive training in two areas. Instruction should be provided on general ethics principles (Gov. Code, § 53235, subd. (d)), and the training must provide a brief summary of specific laws concerning conflicts of interests, perquisites of office and government transparency.

General Ethics Principles

The discussion of general ethical principles should include the manner in which values such as trustworthiness, respect, fairness and responsibility promote public trust in government. It should also include the importance of avoiding even the appearance of impropriety.

Conflicts of Interest, Perquisites of Office, Government Transparency

The training regarding conflicts of interest, perquisites of office and governmental transparency should include the following:

(1) Laws relating to personal financial gain by public servants, including, but not limited to:

(A) Laws prohibiting bribery (Pen. Code, § 68).

(B) Conflicts of Interest under the Political Reform Act (Gov. Code, §§ 87100, 87103).

(C) Contractual Conflicts of Interest (Gov. Code, § 1090 et seq.).

(D) Conflicts of Interest and Campaign Contributions (Gov. Code, § 84308).

(E) Conflicts of Interest When Leaving Office (Gov. Code, §§ 87406.3, 87407).

(2) Laws relating to claiming perquisites of office, including, but not limited to:

(A) Limitations on the Receipt of Gifts (Gov. Code, §§ 86203, 89503, 89506).

(B) Honoraria Ban (Gov. Code, § 89502).

(C) Misuse of Public Funds (Pen. Code, § 424; Gov. Code, § 8314; *Fair Political Practices Commission v. Suitt* (1979) 90 Cal.App.3d 125; *Stanson v. Mott* (1976) 17 Cal.3d 206).

(D) Prohibitions against gifts of public funds (Cal. Const., art. XVI, § 6).

(E) Mass mailing restrictions (Gov. Code, § 89001).

(F) Prohibitions against acceptance of free or discounted transportation by transportation companies (Cal. Const., art. XII, § 7).

(3) Government transparency laws, including, but not limited to:

(A) Economic interest disclosure under the Political Reform Act (Gov. Code, §§ 87200 et seq.).

(B) Brown Act (Gov. Code, §§ 54950 et seq.).

(C) Public Records Act (Gov. Code, §§ 6250 et seq.).

(4) Laws relating to fair processes, including, but not limited to:

(A) Common law bias prohibitions.

(B) Due process requirements.

(C) Doctrine of Incompatible Offices (Gov. Code, §§ 1099).

(D) Competitive bidding requirements for public contracts.

(E) Disqualification from participating in decisions affecting family members (anti-nepotism laws).

A self-study or online course should include testing to assess the official's retention of the information presented. (§ 53235, subd. (d).)

Both in-person and self-study training materials should refer participating local agency officials to additional resources to assure that the participating official has access to the full range of information required by these curriculum guidelines. These resources may be found on the Attorney General's webpage at www.caag.state.ca.us, the Fair Political Practices Commission webpage at www.fppc.ca.gov, and the Institute for Local Government at www.ca-ilg.org/AB1234Compliance.

Once the initial ethics training has been completed, agencies may wish to focus more intensely on specific areas of concern in subsequent training sessions and provide a more cursory review of the enumerated laws. We recognize that the two hours of mandatory training is a basic minimum, and encourage agencies to provide additional training throughout the year in order to promote ethical and transparent government at the local level.

Training Deadlines

Initial Compliance Period: Local agency officials in local agency service as of January 1, 2006 (except for officials whose term of office ends before January 1, 2007), must complete their training by December 31, 2006. For local agency officials who commence service after January 1, 2006, they must complete their training by no later than one year after their first day of service in public office.[1]

Subsequent Compliance Periods: After the initial training, each official must complete a training course once in each subsequent two-year period.

Learning Objectives

The Attorney General would encourage every course preparer to assure that his or her course content will satisfy the following desirable objectives:

(1) Alert officials to the kinds of financial interests, relationships and/or activities that may either be prohibited or trigger disclosure or disqualification obligations under ethics laws described in Government Code section 53234(d).

(2) Advise officials to 1) avoid prohibited activities, 2) comply with disclosure, disqualification and other affirmative ethics law requirements, and 3) consult with qualified legal counsel and/or regulatory authorities regarding the specifics of any situation that may involve prohibited or required conduct.

(3) Note that ethics laws create minimum standards for ethical conduct by public officials; the public's expectations and ethics principles are likely to create a higher standard for behavior.

(4) Advise participants of the legal and other consequences of violating ethics laws.

(5) Include examples of conduct scenarios that are covered by the ethics laws in question.

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[1] Government Code section 53235.1(b) provides as follows:

> Each local agency official who commences service with a local agency on or after January 1, 2006, shall receive the training required by subdivision (a) of Section 53235 no later than one year from the first day of service with the local agency.

Proof of Participation

Government Code section 53235.2 requires local agency officials to maintain records that indicate both the dates of training and the entity that provided the training. These records are disclosable public records and must be maintained for five years after the training.