



DATE	February 24, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 186 577 142#

## Board of Directors Meeting Agenda

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

### I. Call to Order

- a. Board Seat Appointment – Jeremy Tobias, Chief Executive Officer – **Action Item**
  - i. Accepting the appointment of Joe Garcia as the 14<sup>th</sup> State Senate District Representative
- b. Roll Call

Janea Benton  
Jimmie Childress  
Curtis Floyd  
Joe Garcia  
Craig Henderson

Nila Hogan  
Michelle Jara-Rangel  
Maritza Jimenez  
Mike Maggard  
Jonathan Mullings

Yolanda Ochoa  
Marian Panos  
Guadalupe Perez  
Fred Plane  
Ana Vigil

### II. Approval of Agenda

### III. Approval of Meeting Minutes

- a. Minutes of January 27, 2021 Board of Directors Meeting – **Action Item (p. 4-10)**

### IV. Introduction of Guests / Public Forum

*The public may address the Board of Directors on items not on the agenda. Speakers are limited to 3 minutes. If more than one person wishes to address the same topic, the total group time for the topic will be 10 minutes. Please state your name before making your presentation.*

### V. Special Presentation

- a. Presentation of Ralph M. Brown Act – Alex N. Dominguez, Associate Attorney, Klein, DeNatale, Goldner, Cooper, Rosenlieb & Kimball, LLP **(p. 11-33)**

### VI. New Business

- a. 2021-2023 Strategic Plan Update – **Info Item (Verbal)**

Pritika Ram, Director of Administration  
David Klauber, Resource Development Associates
- b. Board Recruitment: North Kern Low-Income Sector – **Info Item (p. 34-48)**

Pritika Ram, Director of Administration

- c. COVID-19 Voluntary Vaccination Policy – **Action Item (p. 49-53)**

Tracy Webster, Chief Financial Officer  
Lisa McGranahan, Director of HR

- d. Early Head Start Child Care Partnership Contract Revision – **Action Item (p. 54-61)**

Esperanza Contreras, Partnership  
Administrator

## **VII. Committee Reports**

- a. Personnel Committee Report – **Action Item**

Tracy Webster, Chief Financial Officer

1. Minutes from the February 3, 2021 Meeting **(p. 62-64)**
2. Community Development Division New Staffing Positions: Housing Services Program Manager & Rental Assistance Supervisor **(p. 65-75)**
3. Head Start / State Child Development Revised San Joaquin County Job Descriptions **(p. 76-111)**
4. Human Resources Analytical Info for CY 2020 **(p. 112-113)**
5. Discussion: Agency Vaccine Strategy **(p. 114-116)**
6. Second Extension of COVID-19 Distance Learning Assistance Plan **(p. 117-118)**

- b. Program Review & Evaluation Committee Report – **Action Item**

Pritika Ram, Director of Administration

1. Minutes from the February 10, 2021 Meeting **(p. 119-121)**
2. January 2021 Program Reports **(p. 122-145)**
3. Application Status Report for January 2021 **(p. 146-147)**
4. January 2021 Head Start / State Child Development Enrollment Update & Meals Report **(p. 148-149)**
5. San Joaquin Community Assessment Update for 2021 **(p. 150-180)**
6. 211 United Way Contracts, Vaccination Calls **(p. 181)**
7. Strategic Plan Progress Report for Goal 1 **(p. 182-184)**

- c. Budget & Finance Committee Report – **Action Item**

Tracy Webster, Chief Financial Officer

1. Minutes from the February 17, 2021 Meeting **(p. 185-186)**
2. Head Start / Early Head Start Budget to Actual Reports for January 2021 **(p. 187-199)**
3. Annual Budget for FY 2021-22 **(p. 200-213)**
4. January 2021 Financial Statements **(p. 214-262)**

## **VIII. CAPK Foundation Report**

- a. CAPK Foundation Report – **Action Item**

Pritika Ram, Director of Administration

1. Minutes from the December 8, 2020 Meeting **(p. 263-266)**

## **IX. Advisory Board Reports**

- a. Head Start Policy Council Report – **Action Item**

Nila Hogan, PC Representative

1. February 2021 Policy Council Report **(p. 267)**
2. January 26, 2021 Policy Council Minutes **(p. 268-273)**

**X. Chief Executive Officer Report**

a. CEO Report for February 2021 – **Action Item**

Jeremy Tobias, Chief Executive Officer

1. COVID-19 Update (**Verbal Report**)
2. Senate Bill 393 (**p. 274-275**)
3. Revised 2021 Standing Committee Roster (**p. 276**)

**XI. Board Member Comments**

**XII. Closed Session**

- a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957).

**XIII. Closed Session Report**

**XIV. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, March 31, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**XV. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, February 19, 2021. Paula Daoutis, Administrative Coordinator.*



DATE	January 27, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 253 923 962#

## Board of Directors Meeting Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

### I. Call to Order

Chairman Curtis Floyd called the meeting to order at 12:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

#### a. Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Jose Gurrola, Michelle Jara-Rangel, Maritza Jimenez, Craig Henderson (joined at 12:04 pm), Nila Hogan, Mike Maggard, Jonathan Mullings, Yolanda Ochoa, Fred Plane, and Ana Vigil

Absent: Marian Panos, Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Fred Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff and John LaSalle from USI, Andrew Paulden and Brooke Baird from Brown Armstrong

#### b. Board Seat Reappointments – **Action Item**

- i. Accepting the reappointment of Nila Hogan as the Head Start Policy Council Representative.
- ii. Accepting the reappointment of Supervisor Mike Maggard as the Kern County Board of Supervisors Representative

Motion was made and seconded to accept the reappointments of Nila Hogan as the Head Start Policy Council Representative and Mike Maggard as the Kern County Board of Supervisors Representative. Carried by a majority vote with Mike Maggard abstaining (Plane/Benton).

#### c. Election of Board Officers – **Action Item**

The Board held elections for the four officer positions and elected: Curtis Floyd, Chair; Fred Plane, Vice Chair; Nila Hogan, Secretary; and Janea Benton, Treasurer.

Motion was made and seconded to approve the current slate of officers for another term. Carried by unanimous vote (Ochoa/Vigil).

## II. Approval of Agenda

Motion was made and seconded to approve the Board of Directors meeting agenda for January 27, 2021. Carried by unanimous vote (Henderson/Plane).

## III. Approval of Meeting Minutes

- a. Minutes of November 18, 2020 Board of Directors Meeting – **Action Item**

Motion was made and seconded to approve the minutes of the November 18, 2020 meeting. Carried by unanimous vote (Hogan/Benton).

## IV. Introduction of Guests / Public Forum

No one addressed the Board.

## V. Special Presentation

- a. Presentation by Jeremy Tobias regarding the retirement of Jewelle Scales, President & Board Member of Friendship House Community Center Advisory Board.

Jeremy Tobias recognized Jewelle Scales, Past President and Board Member of Friendship House Community Center Advisory Board. Ms. Scales said it was an honor and privilege to serve on the Friendship House Community Center Advisory Board.

- b. Introduction of Kayla Wofford-Nelson, Associate Director of Development of the CAPK Foundation by Pritika Ram.

Pritika Ram introduced Kayla Wofford-Nelson, the new Associate Director of Development for the CAPK Foundation. Ms. Wofford-Nelson said she is happy to have been selected to join CAPK and is excited to begin working with the Foundation Board.

Fred Hernandez, Director of Youth & Community Services, also introduced the new Energy Administrator, Wilfredo Cruz.

## VI. New Business

- a. Award of Property & Casualty Insurance Coverage – Emilio Wagner, Director of Operations and John LaSalle from USI – **Action Item**

Emilio Wagner introduced John LaSalle from USI who presented the above action item for approval and stated that the memo included in the agenda packet was not updated to reflect most current information received by USI. There was discussion regarding the overall rate increases and the need to contract with a different carrier for the Management Liability package, which was a contributing factor for the significant rate increases over the prior year.

Motion was made and seconded to authorize the Chief Executive Officer to bind coverage at the proposed increased limits through USI Insurance Services. Carried by unanimous vote (Ochoa/Henderson).

- b. Update on COVID-19 Protocol at the M Street Navigation Center – Sheila Shegos, Director of Community Development – **Info Item**

Sheila Shegos provided an update on the COVID outbreak and protocol at the M Street Navigation Center.

The response to isolating staff and clients was swift and allowed the doors to remain open. Clients were sheltered in local hotels with funding assistance from the Bakersfield Kern Regional Homeless Collaborative and the County of Kern. Sheila also reported that since opening on May 14, 2020, there has been a consistent monthly average of 3 to 4 residents exiting the center to permanent and sustainable living situations.

- c. Resolution for Revolving Line of Credit with Wells Fargo Bank – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval.

Curtis Floyd asked why CAPK does not utilize a local community bank. Jeremy Tobias replied that this topic has been discussed at the executive level and suggested that staff explore available options and bring this item to the Budget & Finance Committee for consideration.

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

- d. Extension of Families First Coronavirus Response Act (FFCRA) Provisions Through March 31, 2021 – Tracy Webster, Chief Financial Officer – **Action Item**

Lisa McGranahan presented the above action item for approval and provided a thorough explanation of the state and federal mandates. Tracy Webster said the positive employee results has had a significant impact on CAPK. The Board and staff engaged in discussion related to this item.

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

- e. Independent Audit RFP Results – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval.

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

- f. New External Audit Policy – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and stated that during the August 17, 2019 Board Retreat, numerous members expressed their desire to create an internal audit policy to provide for a rotation of audit firms every 7 years. Tracy said there was also a need to insert language that would allow an audit firm to continue beyond the 7 years if there was a monumental change in leadership.

Members of the Board discussed the pros and cons of implementing a policy to require a rotation of audit firms. It was agreed by the majority to amend the recommended policy to a 10-year agreement with an option to rescind the agreement after 5 years. The reason for this change is to be able to hold the rates for a period of 10 years. Upon the completion of the 5-year term, the Audit & Pension Committee may recommend making a change if they can present a material reason for the change.

Motion was made and seconded to amend the recommendation by staff to change the agreement term to 10 years, with an option to rescind the agreement after 5 years. Carried by a majority vote with one opposition (Benton/Hogan).

## **VII. Committee Reports**

### **a. Executive Committee Report – Jeremy Tobias, Chief Executive Officer – *Action Item***

1. Minutes from the December 16, 2020 Meeting
2. MCAP Parent & Provider Handbook Update
3. Head Start / Early Head Start Budget Revision with Resolution
4. Early Head Start San Joaquin Budget Revision with Resolution
5. First 5 Agreement: Oasis Family Resource Center
6. Sierra Health Foundation Asthma Mitigation Grant, Sub-Contract Agreement: Central California Asthma Corporation (CACC)
7. City of Bakersfield Agreement for CARES Act Emergency Solutions Grant 2 (ESG-CV2) Program Services for Coordinated Entry Services (CES)
8. Head Start & Early Head Start budget to Actual Reports
9. Extension of the Employee Distance Learning Assistance Program
10. Independent Audit RFP Results
11. Indirect Excess (Deficit) Transfer to Discretionary
12. Financial Statements, November 2020
13. Risk Insurance Market Update

Jeremy Tobias presented the summary report of the items above presented at the December 16, 2020 Executive Committee meeting. Item 10 was referred to the Audit & Pension Committee in January and all other items were approved as presented.

Motion was made and seconded to approve the Executive Committee report and all items, with the exception of item 10 above. Carried by unanimous vote (Henderson/Ochoa).

### **b. Personnel & Affirmative Action Committee Report – Tracy Webster, Chief Financial Officer – *Action Item***

1. Minutes from the January 6, 2021 Meeting
2. Open Enrollment Update
3. Reappointing of MCAP Specialists Positions

Tracy Webster reported that all items presented at the January 6, 2021 Personnel Committee meeting were approved.

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Report and all items. Carried by unanimous vote (Henderson/Vigil).

c. Program Review & Evaluation Committee Report – Pritika Ram, Director of Administration – **Action Item**

1. Minutes from the January 13, 2021 Meeting
2. November & December 2020 Program Reports
3. Application Status Reports & Funding Requests
4. November & December 2020 Head Start / State Child Development Enrollment Update & Meals Report
5. Summary of Changes to the 2020-2021 Recruitment & Selection Plan
6. 2021-22 Program Planning Calendar
7. Status Update – Customer Relationship Management (CRM) Platform

Pritika Ram reported that all items presented at the January 13, 2021 Program Review & Evaluation Committee meeting were approved.

Motion was made and seconded to approve the report for the January 13, 2021 Program Review & Evaluation Committee and all items. Carried by unanimous vote (Henderson/Hogan).

d. Audit & Pension Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**

1. Minutes from the January 14, 2021 Meeting
2. Pension Plan Update: 2020 Q3 and Year-End Review
3. Brown Armstrong Presentation of the Independent Audit Reports for the Year Ended February 29, 2020 and the Special Purpose Financial Statements for the Year Ended June 30, 2020
4. 2019 Information Returns and Attorney General Report
5. Independent Audit RFP Results
6. New External Audit Policy
7. WIC Program Single Audit Report Review for Fiscal Year 2018
8. Compliance Review of the Commodity Supplemental Food Program (CSFP)

Tracy Webster reported that all items presented at the January 14, 2021 Audit & Pension Committee meeting were approved, with the exception of items 5 and 6, which were referred to the Board of Directors for review and approval on January 27, 2021.

Andrew Paulden from Brown Armstrong provided a summary of the audit report as outlined in item 3 above. Members of the Board thanked Mr. Paulden and the Brown Armstrong firm for a job well done.

Motion was made and seconded to approve the Audit & Pension Committee report and all items, with the exception of items 5 and 6 above. Carried by unanimous vote (Henderson/Maggard).

e. Budget & Finance Committee Report – Tracy Webster, Chief Financial Officer – **Action Item**

1. Minutes from the January 20, 2021 Meeting
2. Head Start / Early Head Start Budget to Actual Reports for December 2020
3. Annual Budget for Fiscal Year 2021-2022
4. December 2020 Financial Statements

Tracy Webster reported that all items presented at the January 20, 2021 Budget & Finance Committee meeting were approved and stated that the annual budget was presented as an info item and will be brought to the Board in February as an action item.

Motion was made and seconded to approve the Budget & Finance Committee report and all items. Carried by unanimous vote (Henderson/Ochoa).

#### **VIII. CAPK Foundation Report**

a. CAPK Foundation Report for January 2021 – Pritika Ram, Director of Administration – ***Action Item***

1. January 2021 CAPK Foundation Report
2. Minutes from the November 5, 2020 Meeting

Pritika Ram provided an update on activities of the CAPK Foundation Board and reported that all items presented at the November 5, 2020 Foundation Board Meeting were approved.

Motion was made and seconded to approve the January 2021 CAPK Foundation Board report and all items. Carried by unanimous vote (Benton/Jimenez).

#### **IX. Advisory Board Reports**

a. Head Start Policy Council Report – Nila Hogan, Policy Council Representative – ***Action Item***

1. January 2021 Policy Council Report
2. November 24, 2020 Policy Council Minutes
3. December 15, 2021 Policy Council Minutes

Nila Hogan provided a summary report of the above Policy Council activities and reported that all items presented at the January 2021 were approved.

Motion was made and seconded to approve the January 2021 Policy Council report and all items. Carried by unanimous vote (Ochoa/Vigil).

#### **X. Chief Executive Officer Report**

a. CEO Report for January 2021 – Jeremy Tobias, Chief Executive Officer – ***Action Item***

1. COVID-19 Update
2. Board of Directors Recruitment for the Low-Income North Kern Sector

Jeremy Tobias provided an update on COVID-19 and how it has affected staff and the CAPK programs, and further stated that the staff positive rate increases generally mirror the county-wide trend. The Executive Leadership team has managed the positive cases effectively and as such, have been able to keep our programs running. Internally, staff is exploring options for the vaccine policy that will be presented to the Personnel Committee, and is currently working with CAPK's legal firm to look at all options, including to potentially mandate employee vaccinations at some point.

Jeremy Tobias advised the Board that the term for the Low-Income Sector seat for the North Kern District, currently held by Ana Vigil, will expire on May 31, 2021. Staff will request the Board Chair to assign an ad-hoc committee to participate in the recruitment process identified in the CAPK Bylaws. Ana Vigil questioned how signatures are to be obtained during the pandemic. Jeremy said that staff will look into alternate methods and discuss with the ad-hoc committee once appointed.

Jeremy Tobias also stated that he will be working with the Board Chair to determine committee assignments to be effective February 1, 2021.

Motion was made and seconded to approve the Chief Executive Officer's report and all items. Carried by unanimous vote (Henderson/Ochoa)

**XI. Board Member Comments**

- Janea Benton said that she is honored to continue to serve as Treasurer for another year.
- Curtis Floyd thanked the Board for the nomination to serve another year as Board Chair.
- Jose Gurrola said thanks to staff and the Board.
- Craig Henderson said Happy New year and thanked fellow Board members for their service in 2020.
- Nila Hogan thanked the Board for the reappointment as Board Secretary.
- Maritza Jimenez said she is looking forward to serving another year.
- Yolanda Ochoa thanked the staff and Board for the great work.
- Fred Plane thanked the Board for the reappointment as Vice Chair.
- Ana Vigil thanked staff and said to keep up the good work.

**XII. Closed Session**

**XIII. Closed Session Report**

**XIV. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, February 24, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**XV. Adjournment**

The meeting was adjourned at 1:45 pm.

# THE BROWN ACT



**Klein · DeNatale · Goldner**  
— ATTORNEYS AT LAW —

# LEGISLATIVE INTENT

“The people of this State do not yield their sovereignty to the agencies which serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may retain control over the instruments they have created.”



## GOVERNMENT CODE §54953

“All meetings of the legislative body of a local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency,” unless an exception applies.

# MEETINGS

A “meeting” is “any congregation of a majority of the members of a legislative body at the same time and location, including teleconference location... to hear, discuss, deliberate, or take action on any item that is within the subject matter jurisdiction of the legislative body.”

This includes meetings by teleconference or other electronic means.



# MEETINGS

A meeting is where:

- A majority gets together to discuss Board business.
- A majority gets on a telephone or video conference call to discuss Board business.
- A majority exchanges emails on a matter of Board business.

The Brown Act applies to:

- Meetings of the Board; and
- Meetings of any standing committees that the Board establishes.

# COMMITTEES

Standing committees are subject to the Brown Act.

- A standing committee is one with (i) a continuing subject matter jurisdiction; or (ii) a meeting scheduled fixed by ordinance, resolution, or formal action of the legislative body.

Ad Hoc committees are **not** subject to the Brown Act.

- An Ad Hoc committee is an advisory committee composed solely of members of the Board, that are less than a quorum of the Board without (i) a continuing subject matter jurisdiction or (ii) a meeting schedule fixed by ordinance, resolution, or formal action of the body.

**Beware of the ad hoc committee that never ends!**

# PROHIBITION AGAINST SERIAL MEETINGS

**Serial meetings are a common Brown Act violation.**

## **Daisy Chain Example:**

- Member A calls Member B about issue “x” on the agenda of a forthcoming meeting. The next day, Member B emails Member C about the same issue.

## **Hub and Spoke Example**

- Member A calls Member B about issue “x” on the agenda of a forthcoming meeting. Member A then emails Member C about the same issue. Member A then calls member D about the same issue.

**The public has a right to view the deliberative process.**

## BRIEFINGS

Collective briefings are not permitted under the Brown Act. Any briefing involving the majority of a legislative body must be open to the public and satisfy the notice and agenda requirements specified in the Brown Act.

A unilateral written communication to a legislative body, such as an informational or advisory memorandum does **not** violate the Brown Act. The memo or communication, however, may be public record.

# BRIEFINGS

This does **not** prevent:

- An employee or official of the organization from engaging in sperate conversations outside of a meeting with members of a legislative body to answer questions or provide information regarding a matter that is within the subject matter jurisdiction of the organization, if that person does not communicate to members of the legislative body the comments or position of any other member or members of the legislative body.

# MEETING EXCEPTIONS

## **Individual Contact Exception**

- Conversations between a member of a legislative body and any other person

## **Seminar and Conference Exception**

- Attendance by a majority of members of a legislative body at a seminar or conference

## **Community Meeting Exception**

- Attendance by a majority of members of a legislative body at an open and public community meeting

## MEETING EXCEPTIONS, CONT.

### **Social or Ceremonial Exception**

- Attendance by a majority of members of a legislative body at a purely social or ceremonial event

### **Other Legislative Body Exception**

- Attendance by a majority of members of a legislative body at the meeting of another legislative body

### **Standing Committee Exception**

- Attendance by a majority of members of a legislative body at an open and noticed standing committee meeting as observers

# AGENDA REQUIREMENTS

Notice of a meeting must be posted:

- 72 hours in advance for regular meetings.
- 24 hours in advance for special meetings.

A meeting agenda must include:

- Date, time, and location of the meeting; and
- A brief (less than 20 words) general description of each item of business to be discussed/acted upon, including “closed session” items.

Any person may request a copy of the meeting agenda a copy of all documents in the agenda packet.

# TELECONFERENCE MEETING

The Brown Act authorizes and applies to teleconference meetings. This includes teleconference through audio and video conferencing through Zoom, Teams, etc.

For a teleconference meeting:

- The agenda must list each teleconference location.
- The agenda must be posted at each teleconference location.
- Each teleconference location must be accessible to the public.
- At least a quorum of the members of the legislative body must participate from within organization's boundaries.
- Votes must be conducted by roll call.

# TELECONFERENCE DURING COVID-19

Last year (2020) the Governor enacted several Executive Orders easing Brown Act requirements, especially those regarding teleconference meetings.

Currently, and until the Governor lifts his Executive Order, for a teleconference meeting:

- The agenda does not have to list each teleconference location.
- The agenda does not have to be posted at each teleconference location.
- It is not required that each teleconference location be accessible to the public.
- It is not required that at least a quorum of the members of the legislative body participate from within organization's boundaries.
- **The agenda must include a method of access to the meeting.**

## PUBLIC PARTICIPATION

Every agenda for a regular meeting must provide an opportunity for members of the public to directly address the legislative body of any item of interest to the public within the legislative body's subject matter jurisdiction either before or during the Body's consideration of the item.

The legislative body must not prohibit public criticism of the policies, procedures, programs, or services of the corporation, or of the acts or omissions of the Body.

# NON-AGENDA ITEMS

**A legislative body may not act on or discuss any item that does not appear on the agenda posted for the meeting.**

Although, during a regular meeting, members may:

- Briefly respond to statements made or questions posed by persons making public comment.
- On their own initiative or in response to questions posed by the public:
  - Ask a question for clarification.
  - Make a brief announcement.
  - Make a brief report on his or her own activities.
  - Provide a reference to staff or other resources for factual information.
  - Request staff to report back to the body at a subsequent meeting.
  - Take action to direct staff to place the matter on a future agenda.

## ADDITIONS TO THE AGENDA

Actions can be taken on an item that is not listed on the agenda if the legislative body determines by a two-thirds vote that there is a need for immediate action that cannot reasonably wait until the next meetings.

Requirements to use this exception:

- The issue must have come to the legislative body's attention *after* the agenda had been posted; and
- The legislative body must openly discuss the issue during the meeting.

## CLOSED SESSION

A legislative body may only enter into "closed session" under very specific statutorily authorized circumstances.

The most common "closed session" topics are:

- Real property negotiations;
- Labor negotiations;
- Personnel; and
- Litigation (Pending and Potential).

# PARTICIPATION IN CLOSED SESSION

Meetings are either open or closed. A legislative body cannot invite some members of the public but exclude others.

## Pending and Potential Litigation

- All expressions of the lawyer-client privilege other than those provided in this section are hereby abrogated. This section is the exclusive expression of the lawyer-client privilege for purposes of conducting closed-session meetings pursuant to this chapter.

## Evidence Code 952 ("Confidential Communication")

- Third persons may be present to further the interest of the client in the consultation or if disclosure is reasonably necessary for the purpose for which the lawyer is consulted, and includes a legal opinion formed and the advice given by the lawyer in the course of the attorney-client relationship.

## REPORTING AFTER CLOSED SESSION

If a decision is reached in closed session, it must be reported out and discussed in public immediately after the closed session.

- In its guide to the Brown Act, the Attorney General's office states, "it would be prudent for legislative bodies to afford the public an opportunity to comment on closed-session items prior to the body's adjournment into closed session."

The Brown Act specifically provides the information that must be reported following a closed session where action is taken and the timing when such information must be disclosed.

## REPORTING AFTER CLOSED SESSION: EXAMPLES

If the legislative body **authorizes its legal counsel to initiate or intervene in an action**, such authorization, the defendants, and other particulars, once formally commenced,, must be disclosed to any person upon inquiry.

If the legislative body **authorizes its legal counsel to settle pending litigation**:

- If the legislative body accepts a settlement offer signed by the opposing party, the legislative body must report its acceptance and identify the substance of the agreement in open session at the public meeting during which closed session is held.
- If final approval rests with some other party or with the court, then, as soon as the settlement becomes final, and upon inquiry by any person, the fact of that approval and the substance of the agreement must be disclosed.

## REPORTING AFTER CLOSED SESSION: EXAMPLES

If the legislative body **approves an agreement concluding real estate negotiations**, such approval must be reported in open session

If the legislative body **appoints, employs, dismisses, or accepts the resignation of a public employee**, such action and the title of the position must be reported in open session.

If a legislative body **dismisses or decides to not renew an employment contract**, such action must be deferred until the first public meeting following the exhaustion of administrative remedies, if any.

# OPPORTUNITY TO CURE VIOLATION

## Opportunity to Cure Violation

- Person alleging Brown Act violation must make a written demand for corrective action to the body within 90 days of the alleged wrongdoing or 30 days if an agenda issue.
- CAPK has 30 days to correct the action before a lawsuit can be filed.

## Penalties

- Nullification of decision
- Criminal misdemeanor for intentional violations (up to 6 months in jail/\$1,000 fine)
- Injunction, mandamus and declaratory relief



# MEMORANDUM

**To:** Board of Directors  
*Pritika Ram*

**From:** Pritika Ram, Director of Administration

**Date:** February 24, 2021

**Subject:** *Agenda Item VI(b):* Board Recruitment: Low Income North Kern Sector – **Info Item**

---

The Board of Directors Category II – Low-Income Sector North Kern County Representative seat is open for election. The seat is currently occupied by Ana Vigil and after serving a five (5) year term, her term ends May 2021. Mrs. Vigil is currently serving in her second term.

According to the Agency Bylaws, the term of representation for Category II is as follows:

*The Directors in Category II shall serve a consecutive five (5) year term. After serving five (5) consecutive years, a Director's seat will be opened for election. If the Director wishes to remain on the Board, (s) he must run for re-election and meet all requirements as set forth in the Election Rules & Procedures. There will be no limit set on the number of terms a person may serve as a Category II Representative.*

As part of the Board Election Rules and Procedures for the Low-Income Board Representatives, the Board Chairman appointed the following board members for the Ad Hoc Election Committee: Nila Hogan, Low-income Sector/Head Start Policy Council Representative; Michelle Jara-Rangel, Private Sector; and Pastor Jonathan Mullings, Private Sector.

With COVID-19 considerations, staff will provide a combination of mail-in, in-person, and virtual (electronic and email) options as it relates to obtaining signatures for the nomination petition form and election day. Communication regarding the election will occur at least forty-five (45) days prior to the election date, which the election date scheduled for May 10, 2021. Communication will need to be bilingual (English and Spanish) and staff will advertise through the Agency website, internal programs (e.g., Head Start, WIC, 211, Food Bank, Administration, and 19<sup>th</sup> Street), relevant newspapers in the legal section, and social media beginning the week of March 8, 2021 to April 9, 2021. To ensure individuals reside in the North Kern District, staff will utilize the Kern County GIS mapping tool<sup>1</sup> to verify address, which will replace the Kern County Superior Court Regional Division map.

## **Attachments**

*Low Income Sector – North Kern*  
*Cover Letter, Candidate Eligibility, and Application*  
*Nomination Petition*  
*Newspaper Advertisement*  
*Recruitment Flyer*  
*Election Rules and Procedures*

---

<sup>1</sup> <https://maps.kerncounty.com/H5/index.html?viewer=KCPublic>



## **NOTIFICATION: CAPK Board of Directors Recruitment Low-Income Representative – NORTH KERN Sector**

Community Action Partnership of Kern (CAPK) is the designated poverty fighting non-profit Community Action Agency serving Kern County, California, established in 1965. CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. CAPK's mission is *to provide and advocate for resources that will support Kern County residents so they will have the skills and resources necessary to improve their quality of life and become self-sufficient.*

The Agency has offices in 33 cities/communities, with administrative headquarters located at 5005 Business Park North, Bakersfield, CA 93309. CAPK employs over 900 dedicated professionals with diverse backgrounds and expertise, serving nearly 100,000 low-income Kern County residents in 2019. CAPK provides assistance to low-income individuals and families of all ages, races, and ethnic backgrounds through direct-service programs focused on empowering clients with skills and supports the transition out of poverty to become self-sufficient, including:

- 2-1-1 Kern
- Cal-Fresh Healthy Living
- Central Kitchen
- East Kern (Mojave) & Oasis (Ridgecrest) Family Resource Center
- Energy (Utility Assistance, Weatherization)
- Food Bank
- Friendship House Community Center (Southeast Bakersfield) & Shafter Youth Center
- Head Start/Early Head Start & Home Visiting Program
- Homeless Services – M Street Navigation Center & Coordinated Entry System
- Migrant Alternative Payment Childcare
- Volunteer Income Tax Assistance (VITA)
  - Women, Infants, and Children (WIC)

### **CAPK Board of Directors**

CAPK is governed by a 15-member tri-partite Board comprised of representation by five (5) public officials, five (5) democratically elected low-income, and five (5) from the private sector.

**CAPK is currently seeking a representative for the North Kern Low-Income sector.**

The minimum qualifications of an East Kern Low-Income Board Member are:

- Must be a resident of North Kern District which includes Delano, McFarland, Wasco, Shafter, Lost Hills, Buttonwillow, Pond, Famoso, and outlying rural communities.
- Must be 18 years of age.
- Must be either a low-income resident as identified by the federal poverty level index or represent a low-income population.

The Board convenes ten monthly meetings in a one-year period for the purpose of transacting the business of the Corporation; July and December are considered 'dark months' and only the Executive Committee meets during these months. In addition to participation in the monthly Board meetings, each Director must become a member of at least one of Standing Committee:

- The Executive Committee
- The Personnel/Affirmative Action Committee
- The Budget and Finance Committee
- The Program Review and Evaluation Committee
- The Audit and Pension Committee

Duties and responsibilities of the Board of Directors include, but are not limited to:

- Approval of personnel policies and procedures
- Appointment and evaluation of the Chief Executive Officer
- Determination of major personnel, organization, fiscal and program policies
- Determination of overall program plans and priorities for CAPK
- Approval of all program proposals and budgets
- Enforcement of compliance with all conditions of grants
- Oversight of the participation of low-income individuals in CAPK programs
- Electing the officers of the Board
- Responsibilities regarding Head Start programs, in accordance with the Head Start Act

The North Kern Low-Income Sector seat is eligible to receive local travel and childcare reimbursement for all CAPK related business.

**MATERIALS ARE DUE BY FRIDAY, APRIL 9, 2021 BY 3:00PM**

**Mail or drop off your application to:**

Pritika Ram, Director of Administration  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1142 or email [pram@capk.org](mailto:pram@capk.org).

**Elections will be conducted on or by MONDAY, MAY 10, 2021.**



## BOARD OF DIRECTORS ELECTION

### NORTH KERN SUPERIOR COURT OR JUDICIAL DISTRICT CANDIDACY ELIGIBILITY

I, (print name) \_\_\_\_\_ certify that in order to qualify for a vacant seat on the Community Action Partnership of Kern Board of Directors, I:

1. Can provide evidence that I reside in the specified Superior Court or Judicial District;
2. Can provide proof that I will be at least eighteen (18) years of age on or before the date of the election **MONDAY, MAY 10, 2021**, as evidenced by a proof of age document such as a driver's license or birth certificate; and
3. I am neither a paid staff member, nor related to a paid staff member of the Community Action Partnership of Kern or its Board of Directors.

Signature: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Telephone #: \_\_\_\_\_

FOR OFFICE USE ONLY:

Date Nomination Returned: \_\_\_\_\_

Time: \_\_\_\_\_

Verified by: \_\_\_\_\_

***YOU MUST ATTACH DOCUMENTATION OF AGE AND RESIDENCY.***

# COMMUNITY ACTION PARTNERSHIP OF KERN BOARD OF DIRECTORS APPLICATION

5005 Business Park North, Bakersfield, CA 93309

Phone: (661) 336-5236

Email: [pram@capk.org](mailto:pram@capk.org)

I would like to represent: ☐ Low-Income Sector ☐ Private Sector ☐ Government / Elected Officials

*For Low-Income Sector, please specify which region below:*

☐ East Kern County

☐ North Kern County


☐ South Kern County

☐ Metro Bakersfield

<b>Contact Information</b>	Name:		Date of Birth:		
	Business / Organization:		Title:		
	Home Address:		City:		Zip: <input type="text"/>
	Phone:		Email:		
	Number of Years as a Kern County Resident:				

<b>Education</b>	Name & Location of School(s)		Major	Units Completed	Degree / Diploma Earned
	High School:				
	College:				
	College				
	Other				
	Professional Certificates and/or Licenses Held:				
	Are you presently taking any educational courses?				

<b>Employment</b>	<b>Please list relevant employment experience &amp; qualifications below:</b>								
	Company Name:		Address:						
	Position Held:		Phone:		To:		From:		
	Briefly describe duties below:								
	Company Name:		Address:						
	Position Held:		Phone:		To:		From:		
	Briefly describe duties below:								
	Company Name:		Address:						
	Position Held:		Phone:		To:		From:		
	Briefly describe duties below:								

<b>Have you served on other nonprofit organization Boards? If so, please list them by name and the position you held:</b>					
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
Organization Name:		Position:		Years Served:	
<b>Other Memberships, Advisory Boards, Committees &amp; Boards you have served on:</b>					
<b>What personal skills or strengths of yours do you think would benefit Community Action Partnership of Kern?</b>					
<b>What Special Skills / Knowledge will you bring to the Board?</b>					
<b>Please indicate your experience in the following areas by marking an "X" in the appropriate box:</b>	<b>Very Experienced</b>	<b>Some Experience</b>	<b>Little or No Experience</b>		
Strategic Planning					
Fundraising					
Board Development (Recruitment, Training, evaluation)					
Program, Planning & Evaluation					
Recruitment / Hiring & Evaluation of Key Personnel					
Financial Management & Control (Budgeting / Accounting)					
<b>Conflict of Interest Declaration:</b>					
Any close relatives employed by CAPK? If yes, please list name & relationship		Name:		Relationship:	
Do you have an economic interest in CAPK? If yes, please state interest:					
Are you known by any current CAPK Board Members? If yes, please provide name(s)					
I certify that the above is true and accurate.					
					
Printed Name		Signature		Date	

Resolution or letter from the organization, agency or group you are representing that supports your application to CAPK's Board of Directors must be attached, along with any other supplemental documentation you feel is relative to this application.

Please return completed forms to:

Pritika Ram, Director of Administration  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1142 or email [pram@capk.org](mailto:pram@capk.org)



Board of Directors Election  
Nomination Petition  
For Low-Income Board Representation

We, the undersigned eligible voters of the **North Kern District** hereby nominate \_\_\_\_\_ for the position of Member of Community Action Partnership of Kern's Board of Directors, to be voted for in the election to be held on or by Monday, May 10, 2021. **North Kern District which includes Delano, McFarland, Wasco, Shafter, Lost Hills, Buttonwillow, Pond, Famoso, and outlying rural communities.**

***Note:*** Voters must be residents of North Kern, must have an income that falls within the 2021 Federal Poverty Guidelines (See *Chart Below*), and be at least 18 years of age on or before the time of election. **By signing this Petition, you certify that you meet all the qualifications stated above (see below for email alternative to signing the petition).**

<b>2021 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA</b>	
<b>PERSONS IN FAMILY/HOUSEHOLD</b>	<b>POVERTY GUIDELINE</b>
For families/households with more than 8 persons, add \$4,540 for each additional person.	
<b>1</b>	<b>\$12,880</b>
<b>2</b>	<b>\$17,420</b>
<b>3</b>	<b>\$21,960</b>
<b>4</b>	<b>\$26,500</b>
<b>5</b>	<b>\$31,040</b>
<b>6</b>	<b>\$35,580</b>
<b>7</b>	<b>\$40,120</b>
<b>8</b>	<b>\$44,660</b>

No.	Print Name	Date of Birth	Address	Sign Name
1.				
2.				
3.				
4.				
5.				
6.				
7.				
8.				
9.				
10.				
11.				
12.				
13.				
14.				
15.				
16.				

17.				
18.				
19.				
20.				
21.				
22.				
23.				
24.				
25				

Due to COVID-19 restrictions, we are offering you the opportunity to return your information by email to [pram@capk.org](mailto:pram@capk.org) in place of a signature for the Nomination Petition Form. In order for your email to be accepted for the Nomination Petition Form, you must include the following information.

1. Subject Line for Email: CAPK Board of Directors North Kern Low-Income Candidate Support
2. Your name
3. Your address
4. Your date of birth
5. Confirm that you meet the 2021 Poverty Guidelines above by stating "Yes or No"
6. The name of the person you are supporting for this nomination

**Mail or drop off to:**

Pritika Ram, Director of Administration  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1142 or email [pram@capk.org](mailto:pram@capk.org)

**MATERIALS ARE DUE BY FRIDAY, APRIL 9, 2021 BY 3:00PM.**

**Community Action Partnership of Kern (CAPK)** is seeking a representative for the **North Kern Low Income Sector**. As a 501(c)(3) non-profit corporation, CAPK administers several programs aimed empowering and advocating for low-income children, families, and individuals in Kern County. Our programs reach nearly 100,000 individuals annually, through early childhood education, food assistance, utility assistance, after-school programs, homeless services, and more.

We are recruiting for one (1) position on an unpaid, all-volunteer Board:

- Low-Income Representative (North Kern\*): Must be either a low-income resident or represent a low-income population.

**\*Eligible communities listed in Application.**

**Applications are due by FRIDAY, APRIL 9, 2021 by 3:00 PM. Elections will be conducted on or by MONDAY, MAY 10, 2021.**

For more information, visit our website at <http://www.capk.org/get-involved> to review qualifications and download the application packet.



**Community Action Partnership of Kern is currently seeking a  
representative for the  
North Kern Low-Income Sector**

**ARE YOU:**

- **PASSIONATE ABOUT REPRESENTING THE LOW-INCOME PEOPLE IN YOUR COMMUNITY?**
- **A RESIDENT OF EAST KERN DISTRICT\*?**
- **18 YEARS OF AGE OR OLDER?**

If you answered “YES” to these questions, YOU might be the next **North Kern Low-Income Sector Board Member** at Community Action Partnership of Kern, one of Kern County’s largest nonprofit organizations!

**What you will need:**

- *Proof of age (driver’s license, birth certificate, etc.)*
- *Proof of address (bills, statements, etc.)*
- *25 signatures of East Kern residents (18 or older; low-income)*
- *Completed application packet*

**Download the application packet:** <http://www.capk.org/get-involved>

**Mail or drop off your application to:**

Pritika Ram, Director of Administration  
Community Action Partnership of Kern  
5005 Business Park North  
Bakersfield, CA 93309

For questions, please call (661) 336-5236 ext. 1142 or email [pram@capk.org](mailto:pram@capk.org)

***MATERIALS ARE DUE BY FRIDAY, APRIL 9, 2021 BY 3:00PM. ELECTIONS WILL BE CONDUCTED ON OR BY MONDAY, MAY 10, 2021.***

\*Must be a resident of North Kern District which includes Delano, McFarland, Wasco, Shafter, Lost Hills, Buttonwillow, Pond, Famoso, and outlying rural communities.

The North Kern Low-Income Sector seat is eligible to receive local travel and childcare reimbursement for all CAPK related business.

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**Election Rules and Procedures**  
**For Low-income Board Representatives**

**I. CALLING AN ELECTION**

The President of the Board of Directors will name an Ad Hoc Election Committee which will have the responsibility of calling for an election within a district upon the occurrence of a vacancy. All channels of communication will be utilized to inform the public of an upcoming election. Such communication channels will include bilingual printed and electronic media, along with Partnership staff, programs and members of the Board of Directors in the election district. Communication regarding the election by the Election Committee will occur at least **forty-five (45) days prior to the election date**. Elections shall be held on a week day which does not occur on a Federal, State or local holiday or does not conflict with local municipal elections.

**II. ELIGIBILITY RULES FOR CANDIDATES**

Any resident of the district from which a representative is to be elected is eligible to become a candidate provided:

- a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
- b. (S)he can evidence residence in the district.
- c. (S)he is not a member of the Board of Directors (except in the case of a recall).
- d. (S)he is neither a member of the paid staff nor is a member of the immediate family of a paid staff member.
- e. (S)he certifies in writing that (s)he meets all the requirements indicated above.

**III. ESTABLISHING CANDIDACY**

The eligible district resident seeking to become a candidate will obtain an official petition form from the Partnership's Administrative Office located at 5005 Business Park North, Bakersfield, CA 93309. The Administrative Office has been designated as the Office of Record for the pick up and return of the official petition form.

The eligible district resident will obtain names, addresses and signatures of at least twenty-five (25) persons eligible to vote in the election, and will deliver the petition to the Office of Record. The candidate shall be issued a written receipt indicating the date and time of filing.

The Election Committee may permit the filing of petitions by registered mail if the distances or areas involved in the election warrant it. The letter containing the petition must be postmarked prior to 5:00pm on the twenty-second (22<sup>nd</sup>) day prior to the date set for the election. A notice of date and time of receipt shall be sent by return mail. In the case of registered mail petitions, the Committee must wait an additional three (3) working days prior to certifying candidates.

The Election Committee may extend the deadline for receipt of the petitions for an additional twelve (12) working days if no candidate has filed by 5:00pm on the twenty-second (22<sup>nd</sup>) day prior to the election. If only one candidate files a nomination petition, and is certified eligible, that candidate will be declared the winner and no election will be held.

If no candidate files nomination papers by the extended deadline date, the Board of Directors has the option of appointing a representative for the district consistent with the eligibility criteria. The appointment will require Board of Directors ratification.

#### IV. ELIGIBILITY RULES FOR VOTERS

Representatives of the low-income sector shall be selected only by the low-income persons whom the community action program is intended to serve. Low-income status will be defined by standards published in the most current Federal Poverty Income Guidelines. Any resident of the district from which a low-income representative to the Board of Directors is to be elected may vote in the election provided:

- a. (S)he is at least eighteen (18) years of age on or before the date of the election as evidenced by a proof of age document such as a driver's license or birth certificate.
- b. (S)he can evidence residence in the district.
- c. (S)he certifies her/his low-income status.

#### V. ENDORSEMENT OF CANDIDATES

No employee of the Partnership shall endorse or campaign for any candidate. However, a staff person may be assigned to participate in the overall promotion of the election and its conduct. No resources of the Partnership may be made available to any

candidate unless those same resources, or their equivalent, are made equally available to all candidates in the same election, with a maximum set by the Election Committee.

## VI. ELECTION DAY RULES AND PROCEDURES

The following rules and procedures will be followed during the day of the election by all persons involved:

- a. There will be no campaigning within one-hundred (100) feet of the polling place.
- b. There will be no interference with the voters.
- c. There will be specific instructions issued that no partiality of any kind will be shown by persons working the polls.
- d. There will be specific hours posted for the polling place that will be adhered to. Under no circumstances will any polling place be closed prior to the official closing hour. However, if there are voters waiting to vote at the designated closing hour, the polling place will remain open until all voters have voted.
- e. There will be a biographical sketch of all candidates available at the polling place which will indicate the individual's name, age, residence, occupation and experience and will include a recent photo.

## VII. CONDUCTING THE ELECTION

If necessary, extra individuals to work the election will be hired from the district in which the election is being held. Workers will open the polls, register voters, ensure secrecy of balloting, ensure the opportunity for representatives of each candidate to observe the conduct of the election and close the polls at the designated hour. The Election Committee may also accept the services of a non-partisan organization for the purpose of monitoring the election. Ballots will be provided in both English and Spanish.

Following closure of the polls, ballots will be examined by the Election Committee to ensure the absence of any voting irregularities among the ballots themselves. The Election Committee will count the ballots and will allow a representative of each candidate to observe the process. Designated staff will sign the tally sheets in duplicate, place them in two (2) envelopes, seal the flats, sign across the sealed flaps and file one copy with the Election Committee and one copy with the Executive Director. All ballots will be placed in an envelope, which will be sealed and signed across the flap by the Election Committee Chair who will then deliver the envelope to the Executive Director.

The Election Committee will declare the candidate who receives the most votes as the winner and will certify this in writing with the Board of Directors. The winning candidate will be seated at the next regularly scheduled Board of Directors meeting.

In the case of a tie vote between the top candidates, the Election Committee shall meet at the earliest possible time to announce a runoff election between the top candidates whose votes are tied. The said run-off election will occur within ten (10) calendar days of the regular election and shall be conducted in the same manner.

All ballots (valid and void), request forms and envelopes will be disposed of one (1) month after the date of the election. Tally sheets will be kept for a period of one (1) year after the date of the election.

#### VIII. CONDUCTING AN ELECTION BY MAIL

The Board of Directors will have the option of calling for an election by mail. Mail ballot elections are governed by the same legal requirements which govern regular elections. Upon written request, ballots will be furnished by the Partnership staff person assigned to the election. A stamped, self-addressed envelope will be provided with each mail-in ballot to ensure secrecy. Mail ballots will be available in both English and Spanish to facilitate participation by all interested parties.

Upon arrival at the Partnership Administrative Office, mail ballots will be subject to the same legal requirements followed during a regular election. The mail-in ballots will be opened and counted within a reasonable time frame after the deadline. The Election Committee will allow a representative of each candidate to observe the process. All signatures on a request for ballot will be verified by the Election Committee. All ballots (valid and void), tally sheets, request forms and envelopes used in a mail-in election will be disposed of in the same manner as in a regular election.



## MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer

Lisa McGranahan, Director of Human Resources

Date: February 24, 2021

Subject: *Agenda Item VI(c)*: COVID-19 Voluntary Vaccination Policy - **Action Item**

---

Per the direction of the Personnel Committee, CAPK leadership has developed a COVID-19 Voluntary Vaccination Policy. The COVID-19 pandemic has had a significant impact to CAPK staff, clients and communities we serve. CAPK leadership has employed a variety of strategies to support staff and maintain a safe work environment for our essential workers. These strategies included:

- COVID incentive pay and comp time for front-line workers (March through June 2020)
- Remote work for applicable staff
- Mandatory facial covering policy
- Required daily health screening process
- Travel policy related to COVID-19
- Suspected and confirmed cases of COVID-19 policy
- Developed a contact tracing protocol for workplace exposures
- Enhanced Employee Assistance Program (EAP) to support staff
- Distance Learning Assistance Program for front-line workers with dependent children
- Expansion of Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Act (EFLMA)

Since the start of the Coronavirus pandemic in March 2020, the agency has experienced a significant level of employee infections. As of February 17, 2021, the agency has recorded 242 employee infections and 936 instances of quarantines and/or tests due to exposure or symptoms.

The federal government is currently engaged with rolling out vaccinations to the public. Access to the COVID-19 vaccine has been organized into a tier system whereby healthcare workers and long-term care residents had early access. Most recently, those age 65 and above have been given access to the vaccine. Thereafter, the next individuals who will be vaccinated are those who:

- Have a higher risk for severe disease or death (due to age or other factors)
- Are unable to work at home
- Live or work in geographic areas that have been highly impacted
- Are most likely to spread the disease to other workers or to the public

Phase 1A	Phase 1B	Phase 1C
<p><b>IN PROGRESS</b></p> <p>About 3 million people</p> <ul style="list-style-type: none"> <li>• Healthcare workers</li> <li>• Long-term care residents</li> </ul> <p>See <a href="#">CDPH Allocation Guidelines for Phase 1a</a></p>	<p><b>1B Tier One: WE ARE HERE</b></p> <p>About 8.5 million people</p> <ul style="list-style-type: none"> <li>• Individuals 65 and older</li> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Education and childcare</li> <li>◦ Emergency services</li> <li>◦ Food and agriculture</li> </ul> </li> </ul> <p><b>1B Tier Two:</b></p> <ul style="list-style-type: none"> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Transportation and logistics</li> <li>◦ Industrial, commercial, residential, and sheltering facilities and services</li> <li>◦ Critical manufacturing</li> </ul> </li> <li>• Congregate settings with outbreak risk:               <ul style="list-style-type: none"> <li>◦ Incarcerated</li> <li>◦ Homeless</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Individuals 50 -64 years of age</li> <li>• People 16-49 years of age who have an underlying health condition or disability which increases their risk of severe COVID-19</li> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Water and wastewater</li> <li>◦ Defense</li> <li>◦ Energy</li> <li>◦ Chemical and hazardous materials</li> <li>◦ Communications and IT</li> <li>◦ Financial services</li> <li>◦ Government operations / community-based essential functions</li> </ul> </li> </ul>

Source: [covid19.ca.gov/vaccines](https://covid19.ca.gov/vaccines)

CAPK leadership has reached out to the Kern County Health Department to obtain further information on this process. Based on the established tiers, our employee population fits into Phase IB Tier One. This tier has only opened for those who are ages 65 and older.

At this time, there is no requirement from community care licensing for our staff to be vaccinated. We would like to be proactive in our approach. The safety of staff, their families, and our clients are our highest priority.

The agency is currently engaged in a robust fact-based campaign to encourage our staff to become informed about vaccine safety and efficacy. The agency will be hosting a virtual townhall for staff to engage with a medical expert.

The attached Voluntary COVID-19 Vaccine Policy grants 4 hours of Comp time to employees who either receive the COVID-19 Vaccine or to employees who complete a medical exemption form with their physician. This Comp time would have no cash value and would expire on February 28, 2022.

This policy supports staff safety and encourages staff to seek a vaccine when it becomes available.

**Recommendation:**

Staff recommends the adoption of the COVID-19 Voluntary Vaccination Policy.

***Attachment:***

*COVID-19 Voluntary Vaccination Policy*



# ADMINISTRATIVE POLICY AND PROCEDURE

**TITLE:** COVID-19 Voluntary Vaccination Policy  
**APPROVED:** February 24, 2021  
**APPLIES TO:** Community Action Partnership of Kern Employees

---

## **POLICY:**

Community Action Partnership of Kern is providing this guidance to safeguard the health of our employees, our clients served, and the community at large from infectious diseases, such as COVID-19, whose incidences may be reduced by vaccinations. This guidance is based on information released from the Centers for Disease Control and Prevention (CDC) and local health authorities and is intended to assist employees as they make their personal decision with respect to receiving the COVID-19 vaccination.

All employees are encouraged to consider receiving the COVID-19 vaccination series as recommended by the CDC. The CDC states that COVID-19 vaccinations will be an important tool to stop the COVID-19 pandemic.

## **AFFECTED DEPARTMENTS:**

This policy applies to all current and new CAPK employees.

## **DEFINITION:**

*Comp time* – Comp time is time off, without cash value, accrued at a rate of four (4) hours for the completion of the entire vaccination series for COVID-19 or completion of a medical exemption for the vaccine. Comp time will be awarded upon submission of full-course vaccine documentation or submission of medical exemption. Comp time must be used by February 28, 2022.

## **GUIDELINES:**

Receiving the COVID-19 vaccination is a personal medical decision to be made by each employee in consultation with his or her health care provider. Employees who choose to receive the COVID-19 vaccination will receive assistance through CAPK in locating vaccination sites and general appointment information.

Employees are encouraged to work with their manager or supervisors to schedule time off to receive the vaccinations.

Employees who provide a medical exemption then later choose to receive the vaccine may only receive the comp time benefit once. This policy will not apply to new hires who have already received the vaccine.

Upon submission of full-course vaccine documentation or a medical exemption form, employees will receive four (4) hours of comp time. Comp time must be used by February 28, 2022. Employees must coordinate the use of comp time with their immediate supervisor. Comp time has no cash value.



## MEMORANDUM

To: Board of Directors

From: Esperanza Contreras, Partnership Administrator

Date: February 24, 2021

Subject: *Agenda Item VI(d)*: Early Head Start Child Care Partnership Contract Revision – **Action Item**

---

Escuelita Hernandez Little School (Escuelita Hernandez) was awarded the opportunity to partner with CAPK on January 1, 2020. This partnership will provide service to sixteen (16) infants / toddlers. In order to meet Head Start quality expectations, Escuelita Hernandez will make modifications to their facility. The modifications would prepare one room to meet the California Community Care Licensing requirements to serve 8 infants and improve the designated toddler room to provide quality childcare services. Additional fencing is needed to meet both the Head Start Performance Standards and California Community Care Licensing requirements to separate the outdoor space for each age group.

Escuelita Hernandez has requested quotes from multiple contractors to complete these modifications. Escuelita Hernandez provided six quotes modeling an allowable procurement expectation. Escuelita Hernandez has followed the Davis-Bacon requirements and has selected a contractor that meets the criteria. The selected bids are in the amount of \$83,992.

This project will be funded through the Early Head Start Child Care Partnership grant startup funds allocated to support improvements to partner facilities to provide quality childcare. Due to the high cost for these modifications, the attached amendment to our contract will support our partner in getting the projects completed. The original contract in the amount of \$537,600.00 will increase to \$621,592.00.

Once a fully executed contract has been received Escuelita Hernandez Little School will begin the modification project. Estimated date to begin is March 1, 2021.

**Recommendation:**

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Addendum I with Escuelita Hernandez Little School and authorize the Chief Executive Officer (CEO) to execute the Addendum I to Contract for Service Agreement on behalf of CAPK.

**Attachment:**

*Escuelita Hernandez Little School Addendum I Contract for Services Agreement*



**Community Action Partnership of Kern**  
5005 Business Park North, Bakersfield, CA 93309  
P: (661) 336-5236 F: (661) 336-5228

---

**ADDENDUM I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement ("Agreement") dated January 1, 2020 by and between Escuelita Hernandez Little School ("Contractor") and Community Action Partnership of Kern ("CAPK") for the address of 909 Castro Lane, Bakersfield California 93304. The effective date for this Amendment I will be February 17, 2021.

The Agreement made on January 1, 2020 between CAPK and Vendor shall be amended as follows.

The new total for the entire Agreement will be \$621,592.00. The newly established amount will increase the current Agreement total by \$83,992.00. The additional \$83,992.00 will have payment allocations as follows:

\$83,992.00 shall be designated for building improvements provided by Subcontractors for the above listed address. Said building improvements and Subcontractor selection for said services shall be subject to CAPK Procurement guidelines in order to ensure funds expensed and services to be rendered are obtained in a just and equitable manner. Additionally, services to be rendered for building improvements by Subcontractors shall be subject to Prevailing Wage which is a part of the Davis Bacon Act and detailed in the Code of Federal Regulations (CFR) 29 Part 5 provided in **Exhibit A** to this Amendment I for reference. CAPK shall work with Contractor for the duration of this Agreement to assist in ensuring compliance with proper policies and procedures.

The addition of \$83,992.00 to the Original Agreement will be paid to Contractor under the contingency that the funds be paid to the identified Subcontractors. Moreover the payments will be provided to Contractor in progress payments in order to satisfy Subcontractor's invoices for their building improvement services. \$41,996.00 will be paid to Contractor at the time of execution of this Amendment I. The remaining \$41,996.00 shall be provided to Contractor upon verified completion of Subcontractor's services. Should the total of Subcontractors' invoices be less than the allocated \$83,992.00 payments provided by CAPK shall only match Subcontractor's invoices. Contractor shall be solely responsible for control, and oversight of payment to Subcontractor and shall provide a copy of proof of payment to Subcontractor upon the completion of Subcontractor's services. Contractor acknowledges that all duties assigned to them regarding payment are non-delegable and Contractor shall indemnify CAPK from all claims, losses, expenses, fees including attorney fees, costs, and judgments that may be asserted against them by Subcontractor or any others while executing this Agreement as stated in **Paragraph 13** of the Original Agreement. Additionally, Contract agrees to mandate and enforce that the identified Subcontractors procure, furnish, and maintain the types of limits of insurance specified in **Attachment B** of the Original Agreement and have Subcontractors name CAPK as an additional insured.

Both parties wish to enter into this Amendment I to reflect the above stated changes. All other terms of the original Agreement remain binding except where they contradict Addendum I, which shall prevail.

**VENDOR: ESCUELITA HERNANDEZ LITTLE SCHOOL**

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Printed Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Jeremy Tobias, Chief Executive Officer

Date: \_\_\_\_\_

### Exhibit A

**DAVIS BACON:** The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds \$2,000.00.

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

## Exhibit A Continued



## ESTIMATE

Report ID: 118922

Job ID: Day care Remodel-Prevailing wage  
9/21/2020**Brightwood Construction Inc.**

Byron Bulford

9530 Hageman rd suite B147, Bakersfield, CA 93312

**Cert #:** EPA Lead safe # NAT-F148648-1 **License #:** Gen Contractor Class "B" 1032058**Work Phone:** (661) 205-0191 **Mobile:** (661) 205-0191

brwc@att.net

brightwoodconstruction.com

**Property**

909 Castro Ln, Bakersfield, CA 93304

**Customer**

Raquel

## Estimate 9-15-2020

**GARAGE LABOR**

*Install and/or repair the following at garage conversion Architectural and Building permit for garage conversion Frame attic access hole, Frame in new door way opening Demo and repair damaged stucco 40sf, R Retrofit insulation at walls and cieling, Hang new exterior metal door Electrical Rough-in and install two interior cieling lights 9" Add ADA wall hung sink at garage ADD Childs toilet at daycare classroom Exclusions: Planning department fees Note: Project is set at Prevailing wage residential rates with certified payroll*

Description	QTY	UOM
1 Architectural design	1	EA
2 Certified Payroll	1	EA
3 Stucco-Plasterer-crew	40	HRS
4 Debris Disposal	1	EA
5 Install new - blown insulation - cellulose - R-13 & cieling R30	40	HRS
6 General labor - Crew	80	HRS
7 Painter-interior walls and doors-crew	40	HRS
8 Rough Framing Carpenter-crew	40	HRS
9 Electrician-crew	40	HRS
10 Flooring installer-crew	40	HRS
11 Plumber-crew	100	HRS
12 Drywaller Labor crew	40	HRS
Area Total:		<b>\$43,110.20</b>

**GARAGE MATERIAL**

Description	QTY	UOM
-------------	-----	-----

9/21/2020

Bluebook PRO Estimator

1	Building Permits	1	EA	
2	Stucco Material	64	SF	
3	Install new - wall blown insulation - cellulose - R-13	800	SF	
4	Install new - ceiling blown insulation - cellulose - R-30	550	SF	
5	Framing 2x4x8, 4x10 header	1	EA	
6	Install new - 36" metal exterior door including jamb and casing, knob and dead bolt	1	EA	
7	Install new - wood floor - vinyl plank with underlayment - Material: Deco Products Hydro stop or equivalent and quiet walk underlayment	550	SF	
8	Electrical boxes, wiring, switches and 2-9" cieling lights	1	EA	
9	Plumbing Wall hung sink, faucet, includes all rough-in and septic system tie-in, toilet	1	EA	
10	Drywall, mud and tape	1	EA	
11	Paint-Sherwin Williams Interior semi-gloss latex paint	1	EA	
			Area Total:	<b>\$8,581.80</b>
			Sub Total:	<b>\$51,692.00</b>
			Estimate Tax:	<b>\$0.00</b>
			Estimate Total:	<b>\$51,692.00</b>

Signature:

Date:



Exclusions: Any work that is not specifically included in Estimate or Scope of work shall not be any part of this Contract. Estimate is Preliminary in nature and may change once exact location size, design and engineering details of project are known.

Estimate is good for 30 days

A one-year workmanship warranty for all services will be provided except for areas that are otherwise mentioned. Our warranty does not cover any appliance failures (appliance warranties should be covered by manufacturer if there are any) and damage related to intentional damage caused by anyone, act of nature, war/terror, earthquake, or flood related damages. When appliance failures occur, client(s) are responsible for the warranty and usability of all the materials (e.g. cabinet, refrigerator and etc.) that are purchased and/or provided themselves or by 3rd party. warranty is not transferable during ownership change.

#### Progress payment schedule

Payment 1 10 percent deposit or \$1000.00

Payment 2 40 percent Progress payment- Due on mobilization

Payment 3 40 percent Progress payment- Completion of Rough-in work (framing, plumbing, electrical)

Payment 4 10 percent final payment-Due upon completion of the project

Contractors General Liability Insurance and Workers compensation certificate available upon request.

Owner's Responsibilities: In connection with the work to be undertaken by building in accordance herewith, Owner agrees to provide the following:

- |  |                                      |
|--|--------------------------------------|
| a) Provide free and clear access for all work to proceed on the following days M-F, 7 a.m.-5:00 p.m.,<br>material to be stored as necessary and for all installation, cutting, tooling etc... To be done on site | b) Provide a secure staging area for |
| c) Provide Utilities, Electricity, & Water<br>wash out area for painters, Lathers, framers, etc...as deemed necessary  | d) Provide a                         |

Preliminary -Lien Notice: Brightwood construction reserves the right to issue a Preliminary Lien for all labor and materials.

# TRES HOMBRES FENCE CO.

2201 Virginia Ave.  
Bakersfield, CA 93307  
CA Cont. Lic #731465  
(661) 323-7461 Office  
(661) 323-7482 Fax  
(661) 331-4823 Cell

## Proposal

PROPOSAL NO. 4031  
SHEET NO. 1  
DATE 11/23/20

PROPOSAL SUBMITTED TO:

WORK TO BE PERFORMED AT:

NAME CAPK	ADDRESS ESCUELITA HERNANDEZ
ADDRESS 5005 Business Park North BKFD CA. 93369	DATE OF PLANS BKFD CA.
PHONE NO. 661-336-5236	ARCHITECT

We hereby propose to furnish the materials and perform the labor necessary for the completion of Fence Installation

282' of 4' chain Link Fence  
Post - END/center 2 3/8" x 6" Sch 40 Line Post - 2 3/8" x 6" Sch 40  
Top rail 1 1/2" x Sch 40 Fabric 48" gga 2" MESH Tension wire Tga. Coil  
Gates 1-10' x 6' Double Swing 1-10' x 4' Double Swing 5-5' x 4' Single Walk Gate  
1-4' x 6' wrought Iron Gate 1-5' x 6' walk gate  
3 Perimeter gates have Free exit Handles  
14' x 6' wrought Iron with Gate Regular Pattern Straight Top & Bottom  
Note - Remove all chain Link & wood that is not safe - all 4 HAS bars  
5-4' x 7' Barrier Post at END OF Drive way in Front of infants Classroom  
Concrete work - Remove dirt, grass AND small strip of brick  
Remove roots where concrete is to be placed & haul off.  
Bring in fill dirt, Set Forms, Pour 4" thick regular gray concrete  
1 Concrete Pumper - Leave Broom Finish - Install Control Joints.  
ALL Labor & Materials - Haul off all Brick From Garden area

All material is guaranteed to be as specified, and the above work to be performed in accordance with the drawings and specifications submitted for above work and completed in a substantial workmanlike manner for the sum of Thirty Two Thousand Three Hundred

Dollars (\$ 32,300 ) with payments to be made as follows.

Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents, or delays beyond our control.

Respectfully  
submitted

*Phicks*

Per

Note - this proposal may be withdrawn by us if not accepted within \_\_\_\_\_ days.

## ACCEPTANCE OF PROPOSAL

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payments will be made as outlined above.

Signature

Date

Signature



DATE	February 3, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 697 355 253#

## Personnel & Affirmative Action Committee Minutes

### 1. Call to Order

Committee Chair Fred Plane called the meeting to order at 12:00 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll Call was taken with a quorum present.

Present: Jose Gurrola, Craig Henderson (joined at 12:10 pm), Michelle Jara-Rangel, Yolanda Ochoa, and Fred Plane

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Fred Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; Tracy Webster, Chief Financial Officer; and other CAPK staff.

### 3. Approval of Agenda

Motion was made and seconded to approve the Personnel & Affirmative Action Committee Agenda for February 3, 2021 as amended to include the addition of item 5e. Carried by unanimous vote (Jara-Rangel/Gurrola).

### 4. Public Forum

No one addressed the Committee.

### 5. New Business

- a. Community Development Division New Staffing Positions: Housing Services Program Manager & Rental Assistance Program Supervisor – Sheila Shegos, Director of Community Development – **Action Item**

Sheila Shegos presented the above action item for approval and stated that the COVID-19 pandemic has presented both challenges and opportunities for CAPK to broaden the scope of services in the community, specifically for a new Housing Services Program. The proposed positions for this new program are included the Strategic Plan goals 1 and 2.

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

- b. Head Start / State Child Development Revised San Joaquin County Job Descriptions – Jerry Meade, Assistant Director of HS/SCD: Program – **Action Item**

Jerry Meade presented the above action item for approval.

Motion was made and seconded to approve staff's recommendation (Ochoa/Gurrola).

- c. Human Resources Analytical Info for CY 2020 – Tracy Webster, Chief Financial Officer - **Info Item**

Tracy Webster presented the above info item to the Committee for discussion and stated that the percentage of employee retention increased slightly in 2020, despite the many challenges presented by COVID-19. The agency response to COVID-19 is believed to be the reason for the improved retention.

- d. Discussion: Agency Vaccine Strategy – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item to the Committee and explained the options for staff COVID-19 vaccinations. There has been a significant impact on the CAPK workforce and the CAPK leadership staff has been in contact with the Public Health Department and it was determined that CAPK fits into Phase 1B tier 1. Leadership staff have had robust discussions regarding strategies for employee vaccinations.

Lisa McGranahan said a fact-based education campaign is the best approach to educate staff about the vaccines and she presented several options being discussed at the executive level and with legal counsel, including the possibility of paid time off for employees to get their vaccinations. Other discussion with the committee members included the potential for a mandatory vaccination policy.

Tracy Webster said it is expected that the next tier opening could come as soon as mid-February to late February. A time-off policy must be approved by the Board and will be introduced as an action item at the February 24<sup>th</sup> meeting. Fred Plane also suggested that staff begin to draft a mandatory vaccination policy in the event CAPK does implement the mandate for staff vaccinations.

- e. Second Extension of COVID-19 Distance Learning Assistance Plan – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and shared that there are 250 employees who are taking advantage of this policy are very grateful to have the additional financial support to supplement their required childcare expenses.

Lisa McGranahan shared some feedback from employees who are grateful to receive the stipend and it has made the difference in employees being able to retain their employment with CAPK.

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

**6. Committee Member Comments**

- Fred Plane thanked the staff for the excellent work.

**7. Next Scheduled Meeting**


Personnel & Affirmative Action Committee  
12:00 pm  
Wednesday, March 10, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**8. Adjournment**

The meeting was adjourned at 1:08 pm.



## MEMORANDUM

To: Personnel & Affirmative Action Committee  
  
From: Sheila Shegos, Director of Community Development  
Date: February 3, 2021  
Subject: *Agenda Item 5a: Community Development Division New Staffing Positions: Housing Services Program Manager and Rental Assistance Program Supervisor– Action Item*

---

At the March 12, 2020 Personnel & Affirmative Action Committee and March 25, 2020 Board of Directors Meeting, a comprehensive plan for reorganization of the executive team was presented by the CEO and approved to provide increased structure and support to programs and staff due to the growth of the agency, specifically the senior leadership staff, and to modify the roles and responsibilities for increased efficiencies and overall success. In part, two new divisions, Community Development and Youth and Community Services were created, and vacant director positions were filled. Under the new Community Development Division, programs include 211, Coordinated Entry Services/CES, Homeless Management Information System/HMIS, Homeless Services, Housing, and Veteran's Services.

Due to growth of 211, CES, and Homeless Services programs and contracts, along with existing and anticipated housing and veteran's services needs and contracts in the coming year/s, it is necessary to prepare and provide division infrastructure support to build in greater accountability, efficiencies, and internal controls within the existing division/teams.

Proposed under the Community Development Division, reporting to the Division Director, is a new position of Housing Services Program Manager and, reporting to the Program Manager, the Rental Assistance Program Supervisor. These two positions and reporting structure are aligned with the Agency mission, vision, and strategic plan (Goals #1 & #2), serving to further efforts in satisfying human services needs of clients, strengthening provider partners, and local systems of care in Kern communities. The two roles will provide leadership and the Program Manager will work directly with the CAPK Ad Hoc Housing Committee (and others/committees) with an immediate 90-120-day plan to develop and strengthen community-wide relationships within the housing services scope and to research and explore housing feasibility, priorities, and opportunities, building on the CAPK Housing Needs Assessment provided by CCEDA earlier this year. Both new job descriptions have been pointed by CAPK Human Resources and approved by CAPK leadership (CFO, CPO, CEO). Funding for these two positions will be under federal CARES starting in 2021 for two years, with strategic plans to continue the positions with existing and new funding sources past 2022. Funding under CARES will also include added 211, CES navigators, and other existing housing and homeless program staffing positions, e.g., on-call shelter worker, program educator, administrative support, and a transportation driver to support housing and homeless efforts.

### **Recommendation:**

Staff recommends Board approval of Community Development Division – New Housing Services Program Manager and Rental Assistance Program Supervisor positions and job descriptions.

### **Attachments:**

*Housing Services Program Manager Job Description*  
*Rental Assistance Program Supervisor Job Description.*  
*Organization Charts*



## **Housing Services 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 10

**FLSA Status:** Exempt

**Date Approved:** 1/27/2021

### **SUMMARY:**

Establish and develop partnerships, secure and maintain funding, and oversee eligibility and operations for housing programs. Act as an Agency representative to housing coalitions, ad hoc committees, and collaborative partnerships. Develop and maintain housing program policies and procedures. Manage day-to-day research, feasibility, development, and project planning of the housing services program. Ensure compliance of all funding source regulations. Provide a successful and supervised setting for staff, vendors, providers, volunteers, and clients. Provide on-going assessment of data reporting and collection and case management relating to housing projects. Facilitate the progress of rental assistance, housing partner/s support, and other housing programs. Responsible for developing and maintaining compliance with all applicable regulations, policies, and procedures.

### **SUPERVISION RECEIVED:**

Director of Community Development

### **SUPERVISION EXERCISED:**

CES Program Supervisor

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Responsible for the monitoring of day-to-day operations, overseeing vendors and staff specifically related to housing research, feasibility and project/fund development, project management, and provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Provides leadership and support to CAPK ad hoc committees, Housing Authority, and partners, including city and county entities and systems of care, etc.
3. Ensures ongoing communication to housing staff, vendors, and housing partners in a timely manner.
4. Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Director.
5. Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
6. Prepares and submits accurate and timely financial documents and budgets, reports, assessments, and correspondence as required.
7. Ensures maintenance of required housing and program related files.
8. Works in collaboration with staff, vendors, providers, volunteers, and clients to implement strategies, techniques, and/or recommendations.
9. Responsible for providing research, survey, pre & post project feasibility/reports, financial/budget and housing document planning, and program implementation.
10. Provides technical assistance and guidance to staff, vendors, providers, volunteers, and

community.

11. Responsible for requisitioning appropriate supplies and materials for the program and department.
12. Conducts performance evaluations based on measurable and objective criteria and ensures that personal and professional development plans are implemented for supervised staff.
13. Completes disciplinary plans of action, as identified, to maintain program compliance.

**B. Other Job Specific Duties:**

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff and volunteers, providers, and vendors, as appropriate.
2. Ensures project, vendor, partner, and client records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
3. Schedules staff, vendors, and volunteers and works alternative hours as required, including nights, weekends, and holidays.
4. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving the housing program goals.
7. Performs other tasks for the efficient operation of the comprehensive, integrated housing 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:**

Correspondence and report writing practices and procedures.  
Current problems of the homeless and socially and economically challenged families.  
The contributions of volunteers and clients who may be non-professional.  
Modern office practices, methods, procedures, and equipment, including computers.  
Word processing, spreadsheet, database, and related software applications.

**Ability to:**

Demonstrate good interpersonal skills.  
Work as a positive team member  
Communicate effectively, verbally and in writing.  
Work with conceptual matters.  
Plan, organize, and allocate resources.  
Effectively present housing program services to the public.  
Establish professional working relationships with staff, vendors, partners, and volunteers.  
Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.  
Reasonably obtain knowledge of Agency and departmental policies and procedures.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from an accredited college or university with major in human services, social work, social services, or related field.
- At least two (2) years of supervisory experience.
- Experience working with the homeless and/or economically challenged.

**OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, fingerprint clearance, physical, TB test, and substance abuse screening upon offer of employment.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Bilingual language fluency (English/Spanish) desirable.

**WORK ENVIRONMENT:**

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

**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 Housing 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					



## **Rental Assistance Program Supervisor**

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

**Salary Range:** Grade 9

**FLSA Status:** Exempt

**Date Approved:** 1/27/2021

### **SUMMARY:**

Under the direction of the Housing Program Manager, the Rental Assistance Program Supervisor is responsible for overseeing the program navigators and educator, working in tandem with the CES Program Supervisor. The Rental Assistance Program Supervisor will assist the Housing Program Manager with administrative duties necessary for the operation of the Housing Program and may act as program designee to housing coalitions, ad hoc committees, and collaborative partnerships. May assist with developing and maintaining housing program policies and procedures, research, feasibility, development, and project planning of the housing services program. Will assist with housing related HMIS, iCarol and CRM software systems data collection and reporting, and case management relating to rental assistance and housing projects. Will support developing and maintaining compliance with all applicable regulations, policies, and procedures.

### **SUPERVISION RECEIVED:**

Housing Program Manager

### **SUPERVISION EXERCISED:**

Housing Navigator, Program Educator

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Responsible for assisting in the day-to-day housing programs and operations, overseeing staff and systems specific to housing/rental assistance, financial education, research, feasibility and project/fund development, project management, provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
2. Assists leadership and support to CAPK ad hoc committees, Housing Authority, and partners, including city and county entities and systems of care, etc.
3. Ensures ongoing communication to housing staff, vendors, and housing partners in a timely manner.
4. Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Housing Program Manager or Division Director.
5. Assists in monitoring related and/or assigned electronic reports to ensure all mandatory requirements are met.
6. Assists in preparing and submitting accurate and timely financial documents, budgets, reports, assessments, and correspondence, as required.
7. Ensures maintenance of required housing/rental assistance program related files.
8. Works in collaboration with staff, vendors, providers, volunteers, and clients to implement strategies, techniques, and/or recommendations.
9. Assists in research, survey, pre & post project feasibility reports, financial/budget and housing document planning, and program implementation.

10. Provides technical assistance and guidance to staff, vendors, providers, volunteers, and the community.
11. Assists in requisitioning appropriate supplies and materials for the program and department.
12. Conducts performance evaluations based on measurable and objective criteria and ensures that personal and professional development plans are implemented for supervised staff.
13. Completes disciplinary plans of action, as identified, to maintain program compliance.

**B. Other Job Specific Duties:**

1. Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, providers, and vendors, as appropriate.
2. Ensures project, vendor, partner, and client records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
3. Schedules staff, vendors, and volunteers and works alternative hours as required, including nights, weekends, and holidays.
4. Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
5. Maintains a safe and functional work environment.
6. Is proactive, in cooperation with other division and Agency staff, partners, vendors, volunteers, and clients in achieving housing and rental assistance program goals.
7. Performs other tasks required for the efficient operation of the comprehensive, integrated housing and rental assistance 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:**

Correspondence and report writing practices and procedures.  
 Current problems of the homeless and socially and economically challenged families.  
 The contributions of volunteers and clients who may be non-professional.  
 Modern office practices, methods, procedures, and equipment, including computers.  
 Word processing, spreadsheet, database, and related software applications.

**Ability to:**

Demonstrate good interpersonal skills.  
 Work as a positive team member.  
 Communicate effectively, verbally and in writing.  
 Work with conceptual matters.  
 Plan, organize, and allocate resources.  
 Effectively present housing and rental assistance program services to the public.  
 Establish professional working relationships with staff, vendors, partners, and volunteers.  
 Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.  
 Reasonably obtain knowledge of Agency and departmental policies and procedures.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from an accredited college or university with a major in business, human services, social work, social services, or related field.
- At least one (1) year of supervisory experience.
- Experience working with the homeless and/or economically challenged.

**OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a background check, fingerprint clearance, physical, TB screen, and substance abuse screening upon offer of employment.
- Must be able to obtain applicable certifications/licensing relating to housing programming, as appropriate.
- Bilingual language fluency (English/Spanish) highly desirable.

**WORK ENVIRONMENT:**

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

- Work is primarily performed indoors/outdoors.
- Noise level is moderate.
- Hazards are relevant to work environment.

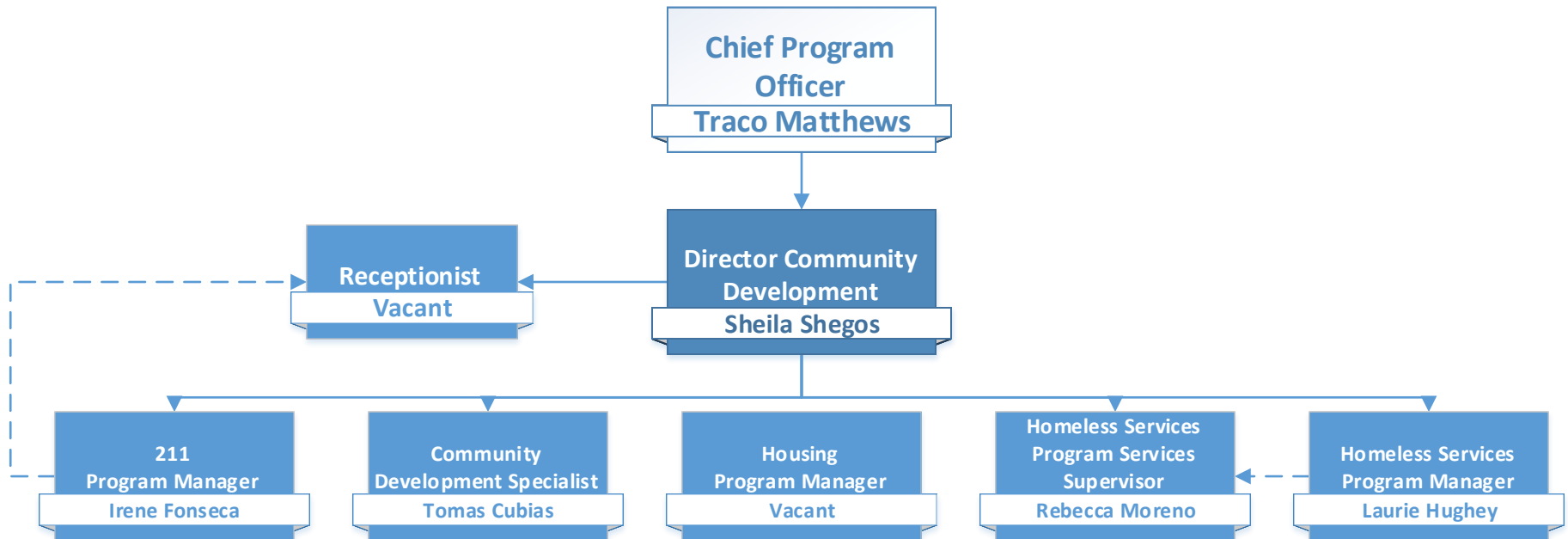
**ESSENTIAL PHYSICAL DEMANDS:**

*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.*

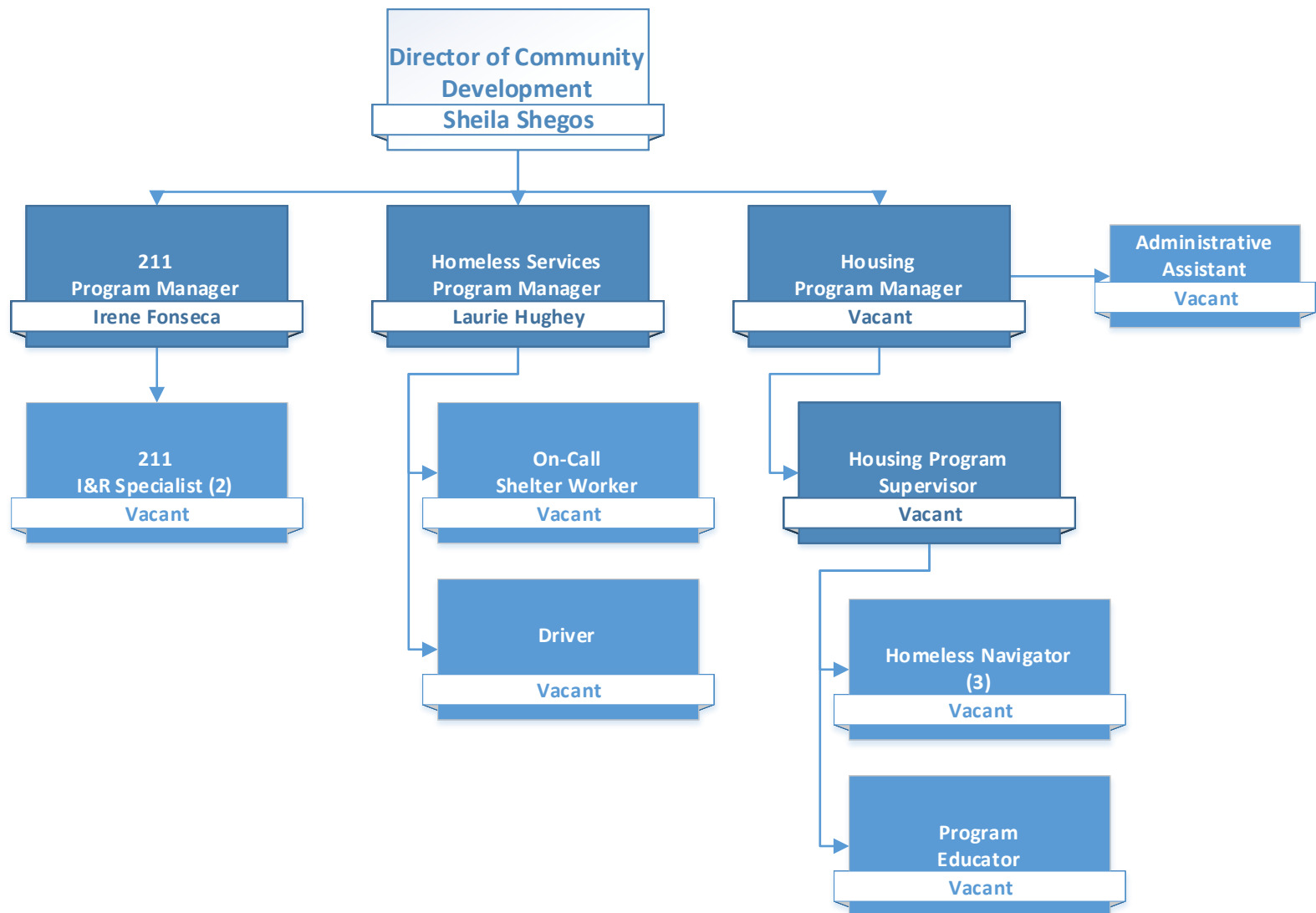
<b>POSITION TITLE Rental Assistance Program Supervisor</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			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					

## Community Development Division




## Homeless Prevention / Housing Program





## MEMORANDUM

To: Personnel & Affirmative Action Committee

From:  Jerry Meade, Assistant Director of HS/SCD: Program

Date: February 3, 2021

Subject: *Agenda Item 5b*: Head Start and State Child Development Revised San Joaquin County Job Descriptions – **Action Item**

---

The Early Head Start San Joaquin program began their program fiscal year on 2/1/2021. Additional positions were added to their budget for 2021. The Head Start and State Child Development Division is presenting the new positions along with some position revisions for CAPK Board of Director approval.

The Early Head Start San Joaquin budget for 2021-2022 and the additional funding from San Joaquin County Office of Education will support the onboarding of said positions. Staff have included a new organizational structure for Early Head Start San Joaquin and the effected Job Descriptions for review and approval. Staff have worked in partnership with Human Resources to create new and revised job descriptions to reflect the approved changes within the new structure. Included with this memo are eight job descriptions that have been reviewed by Human Resources and are presented for Board Approval. Below you will find a table showing the changes made to the position. Changes include: title changes, new positions, and grade changes determined appropriate by HR for positions with increased responsibilities.

Position	Reason for Change	Grade/Change
Content Area Specialist ~ Health (Former: Content Area Specialist ~ Health and Nutrition)	New Position to SJC	N/A
Content Area Specialist ~ Nutrition (Former: Content Area Specialist ~ Health and Nutrition)	New Position to SJC	N/A
Inclusion and Wellness Coordinator	New Position	
Maintenance Technician I	New Position to SJC	5
Custodian	New Position to SJC	1
Education Manager	Minor Edits	N/A
Assistant Director ~ San Joaquin	Minor Edits	N/A
Enrollment and Attendance Coordinator ~ SJC (Former: Enrollment and Attendance Specialist)	Title Change/New Reports	From 8 to 9

The addition of these new and revised positions will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the onboarding process working towards a full implementation of the approved organization structure for Early Head Start San Joaquin.

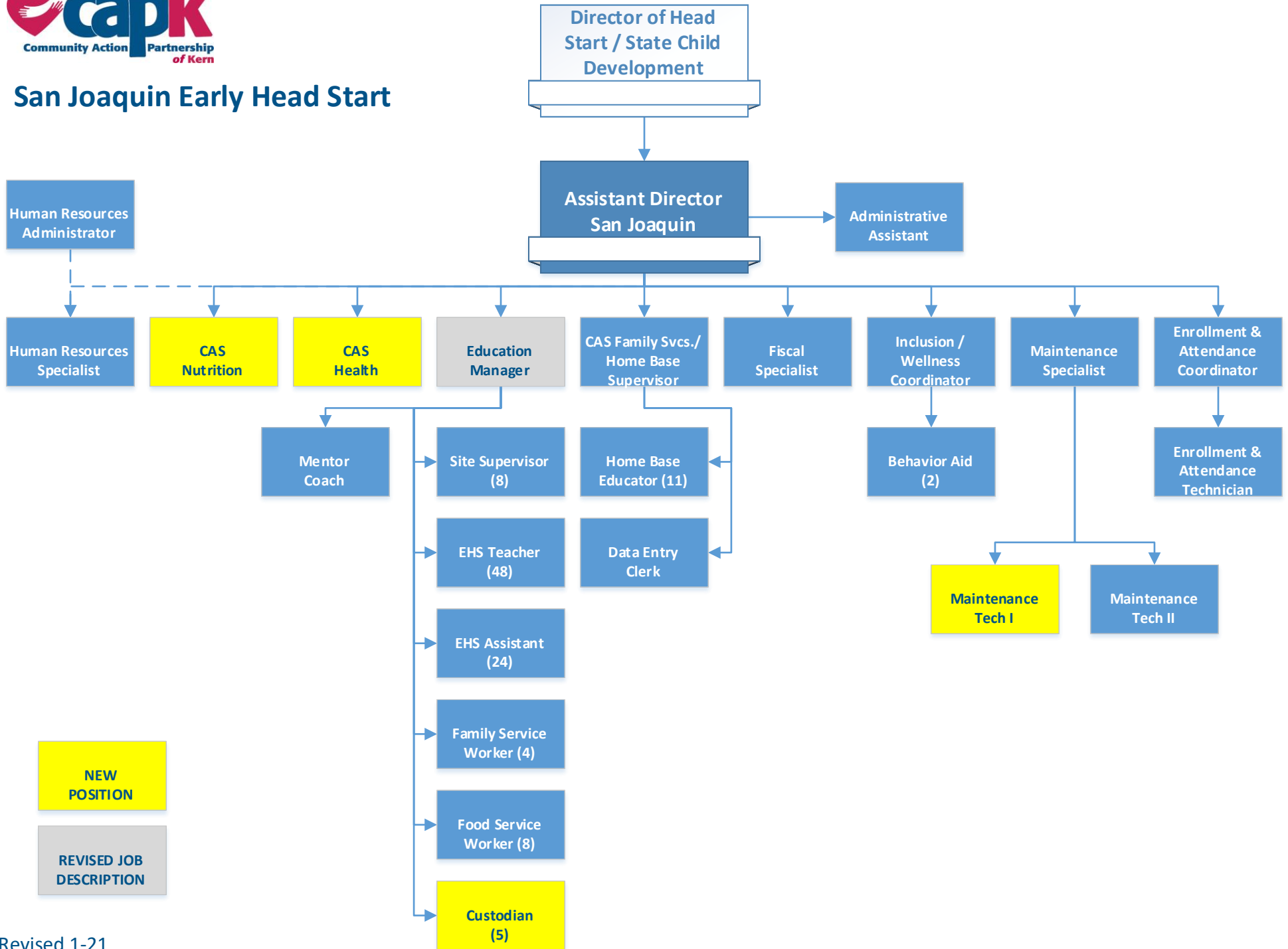
**Recommendation**

Staff recommends the Personnel Committee approve the eight revised Job Descriptions and organizational structure for the Head Start and State Child Development division.

***Attachments:***

*EHS SJC Org Chart*  
*Content Area Specialist ~ Health JD*  
*Content Area Specialist ~ Nutrition JD*  
*Maintenance Technician I JD*  
*Custodian JD*  
*Education Manager JD*  
*Assistant Director ~ San Joaquin JD*  
*Inclusion and Wellness Coordinator JD*  
*Enrollment and Attendance Coordinator ~ SJC JD*

## San Joaquin Early Head Start





## Content Area Specialist – Health (SJC)

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

**Salary Range:** Grade 8

**FLSA Status:** Non-Exempt

**Date Approved:**

### **SUMMARY:**

Implements and supervises the operation of the Head Start Program Service Area for Health. Ensures that delivery of services complies with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements health services for all Head Start participants. Oversees presents, and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

### **SUPERVISION RECEIVED:**

Receives supervision from Assistant Director - SJC

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Maintains confidentiality of all records and information for all Head Start families.
2. Oversees the health assessments of participants and weekly collection of data necessary for health services.
3. Provides training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensures weekly data monitoring, tracking, follow-up, and analysis of health services.
5. Conducts ongoing site monitoring and observation visits to ensure any special health considerations for children are being met and that all health and safety practices are being followed.
6. Ensures ongoing coordination of communication with staff, parents, program consultants, and community to support services to children and families.
7. Coordinates referrals and follows up with appropriate medical providers when a child is found to need treatment or diagnosis of a possible medical conditions.
8. Immediately responds to medical emergencies, e.g., an outbreak of communicable diseases, etc.
9. Monitors all injury reports and follows up on any trends and patterns.
10. Works with staff to provide prevention, early, identification and intervention strategies for problems that interfere with a child's development.
11. Ensures that vision, hearing, medical, dental, developmental, and immunization histories of each child are conducted and completed.
12. Collaborates with community agencies and health professionals, including, dentists and physicians, to ensure children and family health needs are met.
13. In collaboration with Site Supervisors and Education Manager responsible for creating, implementing, and reviewing plans of actions for participants with health concerns.

14. Update health policies, procedures, forms, and service area plans in accordance with Head Start Performance Standards and applicable laws and regulations.
15. Collaborates with Site Supervisors and Home Based Supervisors to provide monitoring, training, or intervention.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
4. Is proactive in the effort to recruit and enroll families that qualify for CEDS programs.
5. 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:**

Current problems of socially and economically challenged families.  
Modern office procedures and equipment, including computers.  
Word processing and related software applications.

**Ability to:**

Plan, organize, and allocate resources.  
Work as a positive team member.  
Work independently.  
Maintain record-keeping and reporting systems.  
Exercise sound, independent judgment within general policy guidelines.  
Provide guidance and interpret and explain policies and procedures.  
Analyze problems and identify alternative solutions.  
Work with accuracy and attention to detail.  
Operate and use modern office equipment.  
Effectively organize and prioritize assigned work.  
Reasonably obtain knowledge of Agency and departmental policies and procedures.  
Effectively communicate with community members and groups, managers, agencies, and families, individually and in group settings.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from any accredited college or university in child development or health-related field.
- Minimum two (2) years of experience in any health-related field.
- Experience working with young children and their families highly desirable.

**OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Bilingual language fluency (English/Spanish) highly desirable.

### **WORK ENVIRONMENT:**

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

- Work is primarily performed indoors.
- Noise level varies.
- Hazards are minimal.

### **ESSENTIAL PHYSICAL DEMANDS:**

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

<b>POSITION TITLE    Content Area Specialist – Health</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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					



## Content Area Specialist – Nutrition (SJC)

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

**Salary Range:** Grade 8

**FLSA Status:** Non-exempt

**Date Approved:**

### **SUMMARY:**

Implements and supervises the operation of the Head Start Program Service Area for Nutrition. Ensures that delivery of services complies with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements nutrition services for all Head Start participants. Develops, presents, and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

### **SUPERVISION RECEIVED:**

Receives supervision from Assistant Director - SJC

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Maintains confidentiality of all records and information for all Head Start families.
2. In collaboration with the Registered Dietitian, oversees the nutritional assessments of all participants and the collection of data necessary for high-risk nutritional assessment.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensure weekly data monitoring, tracking, follow-up, and analysis of nutrition services.
5. Conduct ongoing site monitoring and observation visits to ensure the special dietary needs for identified children are being met.
6. Ensure ongoing coordination of communication with staff, parents, program consultants, and community to support services to children and families.
7. Responsible for reporting of nutrition information to Policy Council and Board of Directors as required.
8. Provides training to food service personnel in developing competency in special meal plans for children with food allergies or for children who have been identified with special needs.
9. Ongoing research of nutrition trends to provide the latest strategies and techniques to appropriate staff.
10. Ensures that nutrition and growth assessments, meal changes for each child, and hematocrit and lead screenings for each child are conducted and completed.
11. Coordinates referrals and follow-up with appropriate medical and nutritional providers when a child is found to need treatment or diagnosis of a possible nutritional condition.
12. Responsible for the timely implementation and coordination of special diet needs for incoming children with nutrition concerns to ensure meals are appropriate for children.
13. Fosters appropriate nutrition habits in children by assisting staff with ideas and topics for integrating nutrition education into children's curriculums.

14. Collaborate with community agencies to include nutrition professionals and physicians to ensure children and families' nutritional and dietary needs are met.
15. Responsible for reviewing special diets in collaboration with Registered Dietitian.
16. Responsible to communicate and coordinate with Teacher, Site Supervisor and Education Manager to ensure that special diet, and any other special needs related to nutrition (i.e. adaptive eating equipment) are implemented at the center.
17. Collaborates with community agencies to participate or facilitate the Nutrition Services Advisory Committee in San Joaquin County.
18. Responsible for acquiring Memorandums of Understanding for nutrition services.
19. Update nutrition policies and procedures in accordance with Head Start Performance Standards and applicable laws and regulations.
20. Collaborate with Site Supervisors and Home Based Supervisors to provide monitoring, training, or interventions.
21. Ensures that follow-up from CAPK CACFP Monitor's site visits is completed .
22. Performs any other like duties as assigned.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for CEDS 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:**

Current problems of socially and economically challenged families.  
 Modern office procedures and equipment including computers.  
 Word processing and other related software applications.

**Ability to:**

Plan, organize, and allocate resources.  
 Maintain record-keeping and reporting systems.  
 Work as a positive team member.  
 Work independently.  
 Exercise sound, independent judgment within general policy guidelines.  
 Provide guidance and interpret and explain policies and procedures.  
 Analyze problems and identify alternative solutions.  
 Work with accuracy and attention to detail.  
 Operate and use modern office equipment.  
 Effectively organize and prioritize assigned work.  
 Reasonably obtain knowledge of agency and departmental policies and procedures.  
 Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from any accredited college or university in child development or nutrition related field.
- Registered Dietitian License highly desired.
- Minimum two (2) years of experience in any nutrition related field.
- Experience working with young children and their families highly desirable.

#### **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 reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three years thereafter.
- Bilingual language fluency (Spanish/English) highly desirable.

#### **WORK ENVIRONMENT:**

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

- Work is primarily performed indoors.
- Noise level varies
- Hazards are minimal.

#### **ESSENTIAL PHYSICAL DEMANDS:**

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

<b>POSITION TITLE Content Area Specialist – Nutrition</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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					

# COMMUNITY ACTION PARTNERSHIP OF KERN SAN JOAQUIN EARLY HEAD START

## Content Area Specialist – Inclusion/Family Wellness

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

**Salary Range:** Grade 8

**FLSA Status:** Non-exempt

**Date Approved:**

### **SUMMARY:**

Implements and supervises the operation of the Early Head Start Program Service Area for Inclusion and Family Wellness. Ensures that delivery of services is in compliance with all the pertinent regulations and Performance Standards. Plans, coordinates, monitors, trains, and implements disabilities and family wellness services for all Early Head Start participants. Oversees and ensures implementation of training programs for staff, parents, and volunteers. Manages and implements a record-keeping system which will assure the achievement of program outcomes.

### **SUPERVISION RECEIVED:**

Receives supervision from 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 accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

1. Maintains confidentiality of all records and information for all Early Head Start families.
2. Oversees the disability assessments of Early Head Start participants and weekly collection of data necessary for the assessments.
3. Provide training and guidance to staff and parents on pertinent topics as requested, including monthly new hire orientation and other mandated trainings.
4. Ensure weekly data monitoring, tracking, follow-up, and analysis of disabilities and wellness services.
5. Conduct ongoing site monitoring and observation visits to ensure the goals for children with disabilities are being met and that children with challenging behavior or concerns are receiving the required intervention.
6. Ensure ongoing coordination of communication with staff, parents, program consultants, and community partners to support services to children and families.
7. Coordinates referrals and follow-up with appropriate medical/mental health providers and/or LEA's when a child is found to need treatment or diagnosis of possible disability or mental health concern.
8. As a member of a multi-disciplinary team, assess and implement each child's Individual Education Program or Individual Family Service Plan for all service areas.
9. Responsible for the timely implementation and coordination of services for incoming children with disabilities to ensure environments are accessible and inclusive for the child and for children with challenging behaviors to ensure a safe environment for all children and staff.
10. Works with staff to provide for prevention, early identification and intervention strategies for problems which interfere with a child's development.

11. In collaboration with supervisors, specialist is responsible for creating, implementing, and the monthly review of plans of actions for all participants with disabilities and/or challenging behaviors.
12. Ongoing research of disabilities and mental health trends to provide the latest strategies and techniques to staff.
13. Attends IEP/IFSP meetings with school districts as required.
14. Responsible for acquiring Memorandums of Understanding for disabilities and mental health services with consultants and other community agencies.
15. Assess and observe classroom environments and socializations for staff/child interactions
16. Update disabilities and wellness policies, procedures, forms, and service area plan in accordance with Early Head Start Performance Standards and applicable laws and regulations.
17. Collaborate with Supervisors to provide monitoring, training, and/or intervention.
18. Performs any other like duties as assigned.

#### **B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Able to work a flexible schedule that may involve some evenings, weekends, and some overnight travel to attend trainings or conferences.
4. Is proactive in the program effort to recruit and enroll families that qualify for Early Head Start 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:**

- Current problems of socially and economically challenged families
- Modern office procedures and equipment including computers
- Word processing and other related software applications.

#### **Ability to:**

- Plan, organize, and allocate resources.
- To work as a positive team member.
- Work independently.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of agency and departmental policies and procedures.
- Effectively communicate with community members and groups, managers, agencies, and families, both individually and in group settings.

#### **EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree from any accredited college or university in child development, mental health, or disabilities related field.
- Minimum 2 years of experience in any mental health, disabilities, or child development related field.

- Experience working with young children and their families highly desirable.
- Bilingual (English/Spanish) capabilities are desirable

## **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 reliable transportation during working hours.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and tri-annually thereafter.

## **WORK ENVIRONMENT:**

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

- *Work is primarily performed indoors.*
- *Noise level varies*
- *Hazards are minimal.*

## **ESSENTIAL PHYSICAL DEMANDS:**

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

POSITION TITLE Content Area Specialist – Inclusion/Wellness			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 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		
	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS	NEVE R 0 HOU RS	OCCASI ONALLY UP TO 4 HOURS	FREQU ENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75lbs	x			x		
76-100lb	x			x		
100lbs+	x					



## Maintenance Technician I (SJC)

*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 5

**Status:** Non-Exempt

**Date Approved:**

### **SUMMARY:**

Perform routine and emergency repairs to insure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed however, actual assigned duties may vary by location and work site needs.

### **SUPERVISION RECEIVED:**

Receives supervision from Maintenance Specialist

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Perform light carpentry, repair carpentry, masonry, and painting in center equipment and at all SJC facilities.
2. Perform routine yard maintenance at all centers and custodial functions at administration office.
3. Scrub, strip, clean, disinfect, wax and polish floors at all SJC facilities.
4. Clean and maintain equipment and tools used on the job.
5. Pick up and dispose of trash and debris.
6. Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
7. Deliver orders, materials, and goods to all centers and facilities as needed.

#### **B. Other Job Specific Duties:**

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Perform any other like duties as assigned.

### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

#### **Ability to:**

Communicate effectively, verbally and in writing.  
 Demonstrate good interpersonal skills.  
 Establish professional working relationships with staff.  
 Effectively and safely operate a variety of assigned trade tools and equipment.  
 Interpret blueprints, shop drawings, sketches, and work orders.

### **EDUCATION AND EXPERIENCE:**

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

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

### **OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB screen, and substance abuse screening upon offer of employment.

### **WORK ENVIRONMENT:**

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

- Work is primarily performed outdoors.
- Noise level is moderately quiet to noisy
- 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.*

<b>POSITION TITLE Maintenance Technician I</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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				



## Maintenance Technician I (SJC)

*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 5

**Status:** Non-Exempt

**Date Approved:**

### **SUMMARY:**

Perform routine and emergency repairs to insure proper and safe operation of Agency facilities. Also includes janitorial services, maintenance of buildings, plumbing, equipment, grounds, and vehicles at assigned locations. The following list of responsibilities represents a range of duties to be performed however, actual assigned duties may vary by location and work site needs.

### **SUPERVISION RECEIVED:**

Receives supervision from Maintenance Specialist

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Perform light carpentry, repair carpentry, masonry, and painting in center equipment and at all SJC facilities.
2. Perform routine yard maintenance at all centers and custodial functions at administration office.
3. Scrub, strip, clean, disinfect, wax and polish floors at all SJC facilities.
4. Clean and maintain equipment and tools used on the job.
5. Pick up and dispose of trash and debris.
6. Maintain a daily written record of activities, mileage logs, purchase orders, receipts, etc.
7. Deliver orders, materials, and goods to all centers and facilities as needed.

#### **B. Other Job Specific Duties:**

1. Attend all meetings, trainings, and conferences as assigned.
2. Maintain a safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
5. Perform any other like duties as assigned.

### **MINIMUM QUALIFICATIONS:**

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

#### **Knowledge of:**

Agency policies and procedures.

Applicable federal, state, and local laws, codes, and regulations.

Departmental policies and procedures.

#### **Ability to:**

Communicate effectively, verbally and in writing.  
 Demonstrate good interpersonal skills.  
 Establish professional working relationships with staff.  
 Effectively and safely operate a variety of assigned trade tools and equipment.  
 Interpret blueprints, shop drawings, sketches, and work orders.

### **EDUCATION AND EXPERIENCE:**

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

- Graduation from high school or GED certificate required.
- Experience in the operation of light equipment and tools commonly used in maintenance and repairs.

### **OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical, TB screen, and substance abuse screening upon offer of employment.

### **WORK ENVIRONMENT:**

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

- Work is primarily performed outdoors.
- Noise level is moderately quiet to noisy
- 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.*

<b>POSITION TITLE Maintenance Technician I</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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				



## **Custodian SJC**

*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 01

**FLSA Status:** Non-Exempt

**Date Approved:**

### **SUMMARY:**

In collaboration with center teaching staff, maintains a safe and healthy environment for children.

### **SUPERVISION RECEIVED:**

Receives supervision from the Site 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 accommodations may be made to enable individuals with disabilities to perform essential functions.*

#### **A. Essential Job Specific Duties:**

1. Under direction of the Site Supervisor, performs necessary work to maintain a clean and safe environment, managing general clean-up of all areas.
2. Manages routine upkeep of exterior areas and removes garbage daily, both indoors and outdoors.
3. Requisitions, receives, and stores materials and supplies in a safe place, which is always kept locked and away from children.
4. Ensures standards of sanitation are met and maintained by implementing health, safety, and sanitation policies and procedures.
5. Ensures general maintenance and cleaning of kitchen, classroom, and restrooms using a cleaning schedule that defines the tasks on a daily, weekly, and monthly basis.
6. Assists the teaching staff in ensuring that the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served and ensures space in the classroom is well organized into easily recognizable functional areas.
7. Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities.
8. Immediately reports all child injuries and health and safety concerns to the Site Supervisor and/or Teacher.

#### **B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains a safe and functional work environment.
3. Works alternative hours as required, including nights and weekends.
4. Is proactive in the effort to recruit and enroll families that qualify for HS/SCD programs.
5. 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:**

Familiarity with problems of socially and economically challenged families.  
The contributions of parents and volunteers who may be non-professional.

**Ability to:**

Communicate effectively, verbally and in writing.  
Demonstrate good interpersonal skills.  
Work as a positive team member.  
Establish professional working relationships with staff, agencies, and parents.  
Attend evening and weekend meetings as needed/required.  
Effectively present Head Start program services information to the public.  
Reasonably obtain knowledge of Agency and departmental policies and procedures.

**EDUCATION AND EXPERIENCE:**

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

- Must be 18 years of age or older.
- High school diploma or equivalent.
- Experience working with children and families desirable.

**OTHER REQUIREMENTS:**

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps and rubella (MMR).
- Must have a current First Aid/CPR certificate or will obtain one within 90 days of employment.
- Bilingual language fluency (Spanish/English) desirable

**WORK ENVIRONMENT:**

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

- Work is primarily performed indoors.
- Noise level varies
- Hazards are minimal.

**ESSENTIAL PHYSICAL DEMANDS:**

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

POSITION TITLE Custodian				
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					



## Education Manager – SJC

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

**Salary Range:** Grade 10

**FLSA Status:** Exempt

**Date Approved:**

### **SUMMARY:**

Under the direct supervision from the Assistant Director San Joaquin, the Education Manager is responsible for assisting with the overall planning for a comprehensive Early Head Start Infant/Toddler Program, including leadership and technical expertise for program staff. The Education Manager oversees all child development centers, ensures compliance, addresses staffing concerns and parent questions. Responsible for providing training for staff in compliance with the Head Start Regulations and ensuring educational requirements and curriculum are meeting standards. Responsibilities include assisting with the interpretation and implementation of all aspects of the Head Start Performance Standards, state and local childcare regulations, funding source requirements, and policies.

### **SUPERVISION RECEIVED:**

Receives direct supervision from the Assistant Director San Joaquin and receives indirect supervision from the Administrator of Education Support Services.

### **SUPERVISION EXERCISED:**

Provides direct supervision of Site Supervisors, and Mentor Coach.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Responsible for overseeing that child development centers are in compliance.
2. Supports staff to effectively implement and monitor curriculum implementation and fidelity.
3. Provides support, feedback, and supervision for continuous improvement of EHS curriculum through the system of training and professional development.
4. Completes performance evaluations for assigned staff.
5. Develops, reviews, and approves personal and professional development and training plans for assigned staff.
6. Ensures Site Supervisors have all education screenings and assessments completed accurately and in a timely manner.
7. Provides training and guidance to staff and parents on Child Development topics as needed and/or requested, including new hire orientation and other mandated trainings.
8. Responsible for collaborating with the Administrator of Education & Support Services to review policies and procedures.
9. Accountable for the analysis of data for EHS School Readiness Goals, DRDP and ITES.
10. Responsible for the implementation and recommendations for program improvement, compliance, and training
11. Ensures center environments and curriculum align with EHS School Readiness Goals.
12. Coordinates and builds rapport with community partners and provides program information in the community.

13. Works with staff on preventive strategies, early identification, and intervention stemming from behavioral challenges which may interfere with the child's learning.
14. Provides ongoing training of Infant and Toddlers trends to provide the latest strategies and techniques to staff.
15. Responsible for monitoring children's files, classroom environments, home visits, and group socializations to ensure program compliance with Performance Standards, Title 22, and Title 5 regulations.
16. Assists the Program Administrator in developing, updating, and the implementation of all Agency policies and procedures for the program.
17. Works closely with Human Resources for guidance in staff performance issues.

**B. Other Job Specific Duties:**

1. Conducts and attends meetings, trainings, and professional growth activities.
2. Is proactive in the effort to recruit and enroll families that qualify for EHS programs.
3. Works alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

Applicable federal, state, and local laws, codes, and regulations.  
 Departmental policies and procedures.  
 Current problems of socially and economically challenged families.  
 Modern office procedures and equipment, including computers.  
 Word processing and other related software applications.

**Ability to:**

Provide guidance and interpret agency policies and procedures.  
 Plan and implement infants and toddlers developmentally appropriate routines, activities, and experiences.  
 Plan, organize, and allocate resources.  
 Work independently.  
 Prepare clear, concise reports.  
 Exercise sound, independent judgment within general policy guidelines.  
 Analyze problems and identify alternative solutions.  
 Communicate effectively, verbally and in writing.  
 Work with accuracy and attention to detail.  
 Operate and use modern office equipment.  
 Effectively organize and prioritize assigned work.  
 Establish and maintain effective working relationships with other people, internally and externally.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree business administration, education administration, behavioral science, or related degree. If major is in a non-management discipline, must have at least eight (8)

semester units in administration or management with a minimum of two (2) units in adult supervision.

- Program Director permit desired. At minimum, must possess or obtain a valid Site Supervisor permit issued by the Commission for Teacher Credentialing.
- Completion of the four (4) modules of the Program for Infant and Toddler Care desirable (PITC with trainer's certificate or college credit attached required.)
- Four (4) years of teaching preschool or in a child development program.
- Minimum four (4) years of progressive management experience in a child development or preschool program, two (2) years of which must be in a supervisory capacity.
- Direct experience in managing government funded programs is highly desirable.

#### **OTHER REQUIREMENTS:**

- Must be fingerprinted and have records filed with the State Department of Social Services, Community Care Licensing.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion TB screening upon employment and annually thereafter.

#### **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.*

<b>POSITION TITLE Education Manager - SJC</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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		



## **Head Start and State Child Development Division Assistant Director ~ San Joaquin**

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

**Salary Range:** Grade 13

**FLSA Status:** Exempt

**Date Approved:** 08/26/2020

### **SUMMARY:**

Responsible for the planning, organizing, staffing, coordinating, policy implementation, reporting, and conducting of the overall management and operation of the San Joaquin County Early Head Start Program. Responsible for the overall implementation of Early Childhood Education, Child Development principles, and school readiness efforts, while providing leadership, supervision and technical expertise for program staff, assisting with the interpretation and implementation of all aspects of Head Start Performance Standards, federal and state regulations, funding source requirements, and policies and procedures.

### **SUPERVISION RECEIVED:**

Receives direct supervision from Director of Head Start/State Child Development.

### **SUPERVISION EXERCISED:**

Provides direct supervision of Human Resources Specialist, Education Manager, Family Services and Home Base Supervisor, Content Area Specialist Health, Content Area Specialist Nutrition, Inclusion and Wellness Coordinator, Enrollment and Attendance Coordinator, Fiscal Specialist, Maintenance Specialist, and Administrative Assistant

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Program Planning and Operational Management: Oversees a management system that ensures proper planning and efficient operation of program design for the effective delivery of services.
  - a. Ensures all assigned assessments are completed per grant regulations.
  - b. Provides assistance with the design of each program option and ensures options are acceptable and approved by the Administration for Children and Families and other applicable regulations and organizations.
  - c. Participates in the development of written procedures for program planning, which includes a process for the formulation of program service objectives, a budget and work plan based on identified 5-year program goals.
  - d. Provides oversight of compliance with the Head Start Performance Standards in relation to food service, meals and menus ages 0 – 4 years, and special dietary requirements.
  - e. Supports the development of assigned program budgets.
  - f. Analyzes and reviews budgetary and financial data.
  - g. Controls and authorizes expenditures in accordance with established limitations.
  - h. Monitors fiscal systems to assure and sustain program alignment.
  - i. Administers grants and develops and negotiates service contracts with subscribing educational systems, partnerships, and consultants.

- j. Directs and evaluates the performance of assigned staff.
  - k. Interviews and selects employees and recommends transfers, reassignments, terminations, and disciplinary actions.
  - l. Determines the need for, monitors, and evaluates staff development programs and provides information to staff regarding professional development activities.
  - m. Communicates with other administrators, personnel, and outside organizations to coordinate activities and programs, resolve issues and conflicts, and exchange information.
  - n. Visits classrooms, local agencies, and other Head Start agencies to exchange information and provide guidance.
  - o. Establishes and maintains partnerships with agencies and resources in the community as they relate to program goals and objectives.
  - p. Ensures program 5-year goals and School Readiness goals are updated and in compliance with regulations.
  - q. Supports systematic monitoring and support of programs consistent with Performance Standards, policies and procedures, and applicable regulations.
  - r. Maintains an internal communications system that includes an internal reporting record, and distribution of needed information to and from staff, parents, Policy Council, and the CAPK Board of Directors.
  - s. Ensures that the annual self-assessment and process for program and management improvement plans are conducted in conjunction with the Policy Council.
  - t. Supports the Director with public relations and community interface activities.
2. Personnel Management: oversees the identification of work to be done as related to the Performance Standards, administrative requirements, and other Head Start policies to identify what duties and responsibilities need to be performed by staff in conjunction with the Agency's Human Resources Department, including evaluation of work performance, administrative support and human resources management. Provides leadership in establishing and maintaining quality work standards throughout the San Joaquin County Programs.
- a. Ensures that staff positions meet or exceed State of California Department of Education, Head Start, and/or Community Care Licensing staffing requirements.
  - b. Ensures that the division of labor is shared among staff and positions are sufficiently organized and defined for staff to fulfill work requirements.
  - c. Ensures that staff assignments have been made to the proper positions based on meeting the minimum requirements.
  - d. Works with the Director to implement a timely recruitment and selection process to ensure consistency with the budget plan, performance evaluations, coaching, and counseling in accordance with applicable federal and state laws and regulations.
  - e. Supports the implementation of the performance evaluation system for all program staff within the Head Start/State Child Development Services Division on an annual basis, in accordance with applicable policies and procedures.
  - f. Makes recommendation to the Director regarding hiring and terminations in accordance with Agency policy and applicable law and regulations.
  - g. Responsible for the development and implementation of training plans for staff, governing body, parents, volunteers, and others involved in program operations.
3. Financial Management: in conjunction with the Director, oversees the grantee's responsibility in conducting the financial affairs of the San Joaquin County Programs.

- a. In conjunction with the Director, maintains compliance with a system of financial management that controls funds within the program and meets all necessary financial management requirements and applicable regulations.
- b. Participates in the development and preparation of the grant refunding application and any supplemental applications as required by contracts.
- c. Manages assigned budgets to achieve the maximum benefit from a limited amount of resources.
4. Performs other duties to fully support the Mission and Vision of Division as assigned by the Director.

**B. Other Job Specific Duties:**

1. Conducts and attends meetings, trainings, and professional growth activities, as required.
2. Is proactive in the effort to recruit and enroll families that qualify for Head Start and State Child Development Services programs.
3. Works alternative hours, including nights and weekends and out of county travel.

**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 practices of administration, budgeting, fiscal oversight, project management and personnel practices.

Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.

Agency policies and procedures.

Departmental policies and procedures.

Current problems of socially and economically challenged families.

Modern office procedures and equipment, including computers.

Word processing and other related software applications.

**Ability to:**

Plan, organize, and allocate resources.

Work independently while managing competing demands

Prepare clear and concise reports.

Exercise sound, independent judgment within general policy guidelines.

Provide guidance and interpret and explain policies and procedures.

Analyze problems and identify alternative solutions.

Communicate effectively, verbally and in writing.

Work with accuracy and attention to detail.

Operate and use modern office equipment.

Effectively organize and prioritize assigned work.

Establish and maintain effective working relationships with other people.

**EDUCATION AND EXPERIENCE:**

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

- Bachelor's degree in education, child development, public administration, education administration, or related field with 24 units ECE/CD, Child/Human Growth and Development; Child, Family and Community, or Child and Family Relations Programs/Curriculum.

- Six (6) units in administration, and six (6) units in adult supervision.
- Minimum five (5) years' senior management level experience in administering a child development program, division, or department within a public agency or private non-profit organization.
- Demonstrated ability in project and budget planning.
- Two (2) years of direct experience in managing government funded programs desirable.

#### **OTHER REQUIREMENTS:**

- Possession of a valid California driver's license and state automobile insurance, with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of TB clearance upon offer of employment and annually thereafter.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Must have strong supervisory skills and effective communication skills.

#### **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.*

<b>POSITION TITLE Assistant Director ~ San Joaquin</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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		



## **Attendance and Enrollment 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      **FLSA Status:** Non-Exempt      **Date Approved:**

### **SUMMARY:**

Responsible for auditing information from applicants and recipients regarding eligibility, recruitment, selection, enrollment and attendance of Early Head Start services for San Joaquin County; ensure compliance with all EHS Performance Standards, California Department of Education state contracts enrollment and attendance; and Child and Adult Care Food Program through an auditing and monitoring process completed by the department. Responsible for the maintenance and development of computerized database management systems; ensure compliance of Recruitment and Selection Plan and all Enrollment and Attendance processes.

### **SUPERVISION RECEIVED:**

Receives supervision from the Assistant Director San Joaquin receives indirect supervision from the Enrollment and Attendance Manager

### **SUPERVISION EXERCISED:**

Direct supervision of Enrollment and Attendance Technician

### **DUTIES AND RESPONSIBILITIES:**

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

#### **A. Essential Job Specific Duties:**

1. Ensures full enrollment is maintained at all times.
2. Audits accuracy, completeness, timely submission and consistency of eligibility requirements and documents for the program to ensure compliance with funding sources and community care licensing.
3. Establishes priorities, organizes tasks, delegates' responsibility, sets timelines, meeting deadlines and manages time to effectively meet goals and objectives.
4. Conducts performance evaluations based on measureable and objective criteria and related to the program service area plans and goals; ensures that personal and professional development and training plans are implemented for Enrollment and Attendance Technician.
5. Analyze staff development needs and makes recommendations for training, conducts training sessions for subordinates and/or other agency staff; teaches and coaches individuals and as required to assist them in meeting goals and objectives.
6. Confers with departmental management to discuss policies, procedures, staff, equipment, etc.
7. Evaluates the effectiveness of policies and procedures; enrollment and recruitment strategies.
8. Provides staff training and development, including on-site consultation, coaching and mentoring to subordinates and other staff related to eligibility and audit functions.
9. Maintains records, prepares and compiles reports.
10. Makes presentations to applicants and recipients; co-workers and community and governmental representatives.

**B. Other Job Specific Duties:**

1. Attends all meetings, trainings, and conferences as assigned.
2. Maintains safe and functional work environment.
3. Work alternative hours as required, including nights and weekends.
4. Performs any other like duties as assigned.

**Knowledge of:**

Agency policies and procedures

Applicable federal, state, and local laws, codes, and regulations

Departmental policies and procedures

Modern office practices, methods, procedures and equipment including computers

Word processing, spreadsheet, database, and other related software applications

**Ability to:**

Ability to deal with conceptual matters

Ability to plan, organize, allocate, and control substantial resources.

Ability to communicate effectively

Good interpersonal skills.

Effectively present program to the general public.

Establish professional working relationships with staff, agencies and parents.

Understand complex instructions or procedures.

**EDUCATION AND EXPERIENCE:**

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

- Associate or Bachelor's degree from accredited college or university. Major in one of the following disciplines: Social Services, Early Childhood development, public or business administration.
- Any equivalent combination of education and/or experience may be acceptable.
- Three years experience in a social service program, agency or related program.
- One year supervisory experience
- Bilingual language fluency (Spanish/English) fluency highly desirable

**OTHER REQUIREMENTS**

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing.
- Successful completion of TB screening upon employment and annually thereafter.

**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 Enrollment and Attendance Coordinator			
ACTIVITY (HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting			<b>X</b>
Walking			<b>X</b>
Standing			<b>X</b>
Bending (neck)			<b>X</b>
Bending (waist)			<b>X</b>
Squatting		<b>X</b>	
Climbing	<b>X</b>		
Kneeling		<b>X</b>	
Crawling	<b>X</b>		
Twisting (neck)			<b>X</b>
Twisting Waist			<b>X</b>
Is repetitive use of hand required?			<b>X</b>
Simple Grasping (right hand)			<b>X</b>
Simple Grasping (left hand)			<b>X</b>
Power Grasping (right hand)		<b>X</b>	
Power Grasping (left hand)		<b>X</b>	
Fine Manipulation (right hand)			<b>X</b>
Fine Manipulation (left hand)			<b>X</b>
Pushing & Pulling (right hand)		<b>X</b>	
Pushing & Pulling (left hand)		<b>X</b>	
Reaching (above shoulder level)		<b>X</b>	
Reaching (below shoulder level)		<b>X</b>	

	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			<b>X</b>			<b>X</b>
11-25 lbs		<b>X</b>			<b>X</b>	
26-50 lbs		<b>X</b>			<b>X</b>	
51-75lbs	<b>X</b>			<b>X</b>		
76-100lb	<b>X</b>			<b>X</b>		
100lbs+	<b>X</b>			<b>X</b>		



## MEMORANDUM

To: Personnel & Affirmative Action Committee

*Tracy Webster*

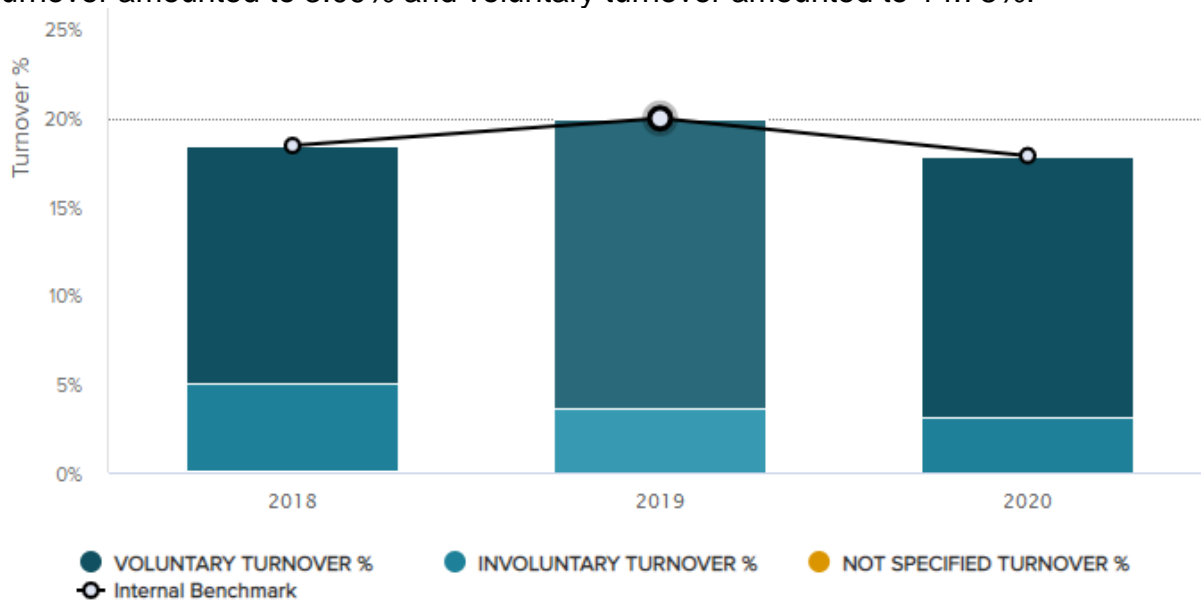
From: Tracy Webster, Chief Financial Officer

Date: February 3, 2021

Subject: *Agenda Item 5c*: Human Resources Analytical Information CY 2020 – **Info Item**

It was requested by members of the Board of Directors to have information about the retention rates of the agency. Accordingly, we have assembled information about the period of January through December 2020.

The overall turnover rate for the agency was 17.87% for calendar year 2020. Involuntary turnover amounted to 3.09% and voluntary turnover amounted to 14.78%.



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2017	8.78%	14.99%	23.77%
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%
2020	3.09%	14.78%	17.87%

According to a *2016 Compensation Force Study* the average turnover rate for all industries is 17.8%. Furthermore, studies have been completed nationwide that turnover in early childhood education hovers around 30%.

The CAPK turnover rate seems to match the mission and purpose of the agency. Many of the positions involved in the turnover computation are entry level positions. Our agency is dedicated to empowering staff and members of the community to become self-sufficient. This often results in staff growing beyond their position into positions outside of the organization.

As with other agencies and organizations, COVID-19 has played a huge role in how our retention rates were impacted. With a global pandemic and its impact on the workplace, CAPK had an incredible opportunity to raise competitiveness and begin listening to employees to create the conditions where employees stay. In 2020, CAPK introduced a new benefit program, the Distance Learning initiative with over 250 active participants, as well as flexible work schedules to help mitigate potential loss. The primary reasons for voluntary turnover was due to general fear and restlessness, high costs of childcare, and probability of COVID-19 exposure to other family members.



## MEMORANDUM

To: Personnel & Affirmative Action Committee

*Tracy Webster*

From: Tracy Webster, Chief Financial Officer

*Lisa McGranahan*

Lisa McGranahan, Director of Human Resources

Date: February 3, 2021

Subject: *Agenda Item 5d*: Discussion - Agency Vaccine Strategy - **Info Item**

---

The COVID-19 crisis has significantly impacted CAPK staff and the communities we serve. CAPK leadership has employed a variety of strategies to support staff and maintain a safe work environment for our essential workers. These strategies included:

- COVID incentive pay and comp time for front-line workers (March through June 2020)
- Remote work for applicable staff
- Mandatory facial covering policy
- Required daily health screening process
- Travel policy related to COVID-19
- Suspected and confirmed cases of COVID-19 policy
- Developed a contact tracing protocol for workplace exposures
- Enhanced Employee Assistance Program (EAP) to support staff
- Distance Learning Assistance Program for front-line workers with dependent children
- Expansion of Emergency Paid Sick Leave (EPSL) and Emergency Family Medical Leave Act (EFLMA)

Since the start of the Coronavirus pandemic in March 2020, the agency has experienced a significant level of employee infections. As of January 26, 2021, the agency has recorded 196 employee infections and 832 instances of quarantines and/or tests due to exposure or symptoms.

The federal government is currently engaged with rolling out vaccinations to the public. Access to the COVID-19 vaccine has been organized into a tier system whereby healthcare workers and long-term care residents had early access. Most recently, those age 65 and above have been given access to the vaccine. Thereafter, the next individuals who will be vaccinated are those who:

- Have a higher risk for severe disease or death (due to age or other factors)
- Are unable to work at home
- Live or work in geographic areas that have been highly impacted
- Are most likely to spread the disease to other workers or to the public

Phase 1A	Phase 1B	Phase 1C
<p><b>IN PROGRESS</b></p> <p>About 3 million people</p> <ul style="list-style-type: none"> <li>• Healthcare workers</li> <li>• Long-term care residents</li> </ul> <p>See <a href="#">CDPH Allocation Guidelines for Phase 1a</a></p>	<p><b>1B Tier One: WE ARE HERE</b></p> <p>About 8.5 million people</p> <ul style="list-style-type: none"> <li>• Individuals 65 and older</li> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Education and childcare</li> <li>◦ Emergency services</li> <li>◦ Food and agriculture</li> </ul> </li> </ul> <p><b>1B Tier Two:</b></p> <ul style="list-style-type: none"> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Transportation and logistics</li> <li>◦ Industrial, commercial, residential, and sheltering facilities and services</li> <li>◦ Critical manufacturing</li> </ul> </li> <li>• Congregate settings with outbreak risk:               <ul style="list-style-type: none"> <li>◦ Incarcerated</li> <li>◦ Homeless</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>• Individuals 50 -64 years of age</li> <li>• People 16-49 years of age who have an underlying health condition or disability which increases their risk of severe COVID-19</li> <li>• Those at risk of exposure at work in the following sectors:               <ul style="list-style-type: none"> <li>◦ Water and wastewater</li> <li>◦ Defense</li> <li>◦ Energy</li> <li>◦ Chemical and hazardous materials</li> <li>◦ Communications and IT</li> <li>◦ Financial services</li> <li>◦ Government operations / community-based essential functions</li> </ul> </li> </ul>

Source: [covid19.ca.gov/vaccines](https://covid19.ca.gov/vaccines)

CAPK leadership has reached out to the Kern County Health Department to obtain further information on this process. Based on the established tiers, our employee population fits into Phase IB Tier One. This tier has only opened for those who are ages 65 and older. Thus, leadership would like to have a strategy to protect CAPK staff and clients from COVID.

There are a number of strategies available to the agency:

1. Fact-based education campaign
2. Incentive policy to facilitate vaccination (i.e., extra pay or time off for completing vaccination)
3. Mandatory policy with appropriate medical or religious based exemptions
4. Combination of any of the above

At this time, there is no requirement from community care licensing for our staff to be vaccinated. We would like to be proactive in our approach. The safety of staff, their families, and our clients are our highest priority.

Based on the direction of the Personnel Committee and the Board of Directors, CAPK leadership would like to quickly deploy appropriate strategies to assist with the facilitation of staff vaccination.



## MEMORANDUM

To: Personnel & Affirmative Action Committee

*Tracy Webster*

From: Tracy Webster, Chief Financial Officer

*Lisa McGranahan*

Lisa McGranahan, Director of Human Resources

Date: February 3, 2021

Subject: *Agenda Item 5e*: Second Extension of COVID-19 Distance Learning Assistance Plan - **Action Item**

---

Staff presented the Distance Learning Assistance (DLA) Plan in August to the Board. At the time, schools were required to teach in a distance-learning environment. The employees of Community Action Partnership of Kern (CAPK) had the need to support their school-age children at home through the duration of the Fall quarter/semester. For roles whereby a remote work environment was not possible, CAPK adopted the Distance Learning Assistance Plan to maintain operational continuity. The maximum stipend available to each employee would be \$350 per month for the period of September 1, 2020 and extended through February 28, 2021 with approval by the Executive Committee on December 16, 2020.

The plan supported the immediate needs of the CAPK workforce during the COVID-19 crisis. We currently have over 250 active participants in the Distance Learning Assistance Plan. Many participants communicated that had they not received this level of support, they would not have been able to continue in their roles. While we did have a few employees leave employment due to childcare concerns surrounding distance learning, we did not experience a massive exodus of essential staff.

Due to the erratic local planning for school re-openings to in-person instruction and that the San Joaquin Valley is currently in Tier 1 (purple), CAPK management is proposing an extension of the Distance Learning Plan through May 31, 2021. Considering an extension through May, the anticipated costs to programs for the period of September 1, 2020, through May 31, 2021 is \$540,500 to programs and \$82,700 to discretionary/indirect costs, an additional cost of \$27,800.

**Recommendation:**

Staff recommends a second extension of the Distance Learning Assistance Plan through May 31, 2021.

**Attachment**

*Distance Learning Assistance Policy*



## **Distance Learning Assistance Plan (Revised December 16, 2020)**

With schools being required to teach in a distance learning environment, our employees have the need to support their school-age children at home through the duration of the Fall quarter/semester. The Distance Learning Assistance Plan supports this need across the widely differing areas of our workforce by engaging in a widespread effort to adopt telework arrangements.

Community Action Partnership of Kern (CAPK) departments are immediately directed to evaluate and determine whether the work assigned to each role can be accomplished at home on a total or partial basis. Departments are expected to be innovative in their solutions to ensure that we can maximize the number of employees transitioned to a work from home arrangement, if needed. Departments are directed to work with Information Technology Services to leverage existing enterprise solutions to address telecommunication and work from home needs.

### **Applicability:**

**This Plan is applicable to those employees with children enrolled in preschool (pre-K) through grade 12 in any local public or private school in the counties CAPK serves that is restricting, in whole or part-time, onsite classroom instruction and has instituted distance-learning protocols for this fall.**

### **Scenario 1: Employee is working in a role that can be accomplished at home.**

The employee is permitted to work from home and is eligible to receive an internet/phone stipend.

### **Scenario 2: Employee is working in a role that cannot be accomplished at home.**

The employee is eligible for reimbursement for childcare expenses.

Reimbursement for childcare expenses in an amount not to exceed \$350 per month will be available through February 28, 2021. Eligibility for these benefits is based upon where the employee provides the majority of their hours during each month. Employees will be required to complete an attestation certifying the ages and names of their dependent minors and certification both from whom and the monthly cost for the minor children to receive childcare services during work hours.



DATE	February 10, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 475 485 49#

## Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

### 1. Call to Order

Committee Chair Nila Hogan called the meeting to order at 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Jimmie Childress, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, and Marian Panos

Absent:

Others present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Fred Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; Tracy Webster, Chief Financial Officer; and other CAPK staff

### 3. Approval of Agenda

Motion was made and seconded to approve the Program Review & Evaluation Committee meeting agenda for February 10, 2021. Carried by unanimous vote (Jara-Rangel/Panos).

### 4. Public Forum

No one addressed the Committee.

### 5. Program Presentation

Carrie Farwell, Program Manager for AmeriCorps, provided a PowerPoint presentation on the year-long program that included 24 members that worked with community partners to provide a variety of youth mentorship programs, with a commitment to serve a total of 1,700 hours in one service year. In March 2020, there was a shift in assignments when COVID-19 emerged. The AmeriCorps volunteers were reassigned to programs with newly formed emergency partners to provide the much-needed support to combat the changing needs of the community. Unfortunately, the AmeriCorps program ended on December 31, 2020.

### 6. New Business

a. January 2021 Program Reports – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram introduced Kathline Moessner, Senior Community Development Specialist, who provided an overview of the revised program reports. Pritika then presented a summary of the above reports for approval.

Nila Hogan asked about the M Street Navigation Center clients and the average length of time they are at the center before successfully exiting. Sheila Shegos replied that most exits are within a 90-day time frame.

Motion was made and seconded to approve the January 2021 Program Reports. Carried by unanimous vote (Panos/Jimenez).

b. Application Status Reports & Funding Requests – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above Application Status Report for January 2021 for approval.

Motion was made and seconded to approve the Application Status Report for January 2021. Carried by unanimous vote (Jara-Rangel/Panos)

c. January 2021 Head Start / State Child Development Enrollment Update & Meals Report – Ginger Mendez, Head Start State Enrollment Attendance Manager – **Action Item**

Ginger Mendez presented the above reports for January 2021 for approval. The Committee engaged in discussion with staff regarding partnerships, and enrollment challenges due to COVID-19.

Motion was made and seconded to approve the January 2021 Head Start / State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Jara-Rangel/Panos).

d. San Joaquin Community Assessment Update for 2021 – Vanessa Cortez, Administrative Analyst – **Action Item**

Vanessa Cortez presented the 2021 San Joaquin Community Assessment Update for approval.

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

e. 211 United Way Contracts, Vaccination Calls – Sheila Shegos, Director of Community Development – **Info Item**

Sheila Shegos provided a verbal report regarding the increased number of incoming calls taken by 211 Kern as a result of the COVID-19 pandemic. Each geographic area served by 211 Kern has seen a significant increase in calls. All staff are working mandatory overtime hours and an additional 3 part-time staff will be hired to help with the increased call volume.

f. Strategic Plan Progress Report for Goal 1 – Carmen Segovia, Director of Health & Nutrition – **Info Item**.

Carmen Segovia provided an update regarding the status of the Strategic Plan, Goal 1.

**7. Committee Member Comments**

- Maritza Jimenez congratulated staff on a job well done.

**8. Next Scheduled Meeting**

Program Review & Evaluation Committee  
12:00 pm  
Wednesday, March 17, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**9. Adjournment**

The meeting was adjourned at 1:20 pm.



# Program Monthly Reports

January 2021

PRE Meeting

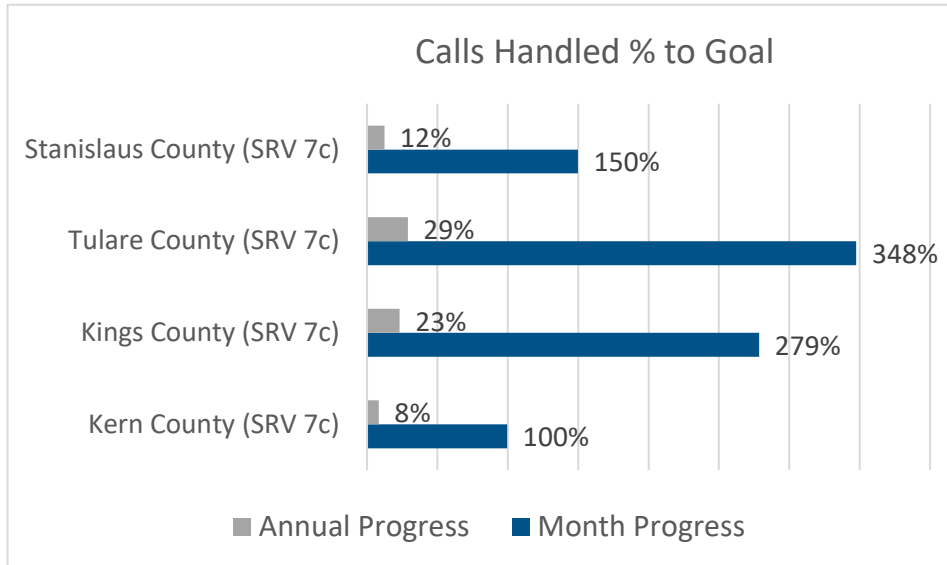
February 10,2021

**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	211 Kern			
Division/Director	Youth & Community Services Sheila Shegos	Program Manager	Irene Fonseca			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
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. 2-1-1 Kern has a database of 3,000 social service agencies that is available to the public through the 2-1-1 Kern Online Resource Directory at <a href="http://www.211KernCounty.org">www.211KernCounty.org</a> .						
Most Requested Services	COVID-19 Testing		Rental Assistance	Food Assistance		
Top 3 Unmet Needs	Homeless Shelter		Rental Assistance	SNAP Assistance		
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		5,977	5,977	72,000	100%	8%
Kings County (SRV 7c)		557	557	2,400	279%	23%
Tulare County (SRV 7c)		5,214	5,214	18,000	348%	29%
Stanislaus County (SRV 7c)		1,799	1,799	14,400	150%	12%
Total		13,547	13,547	106,800	219%	18%
Staffing vs, Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated to of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				16	1.5	(7.95)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		11	11	300	44%	4%
Medi-Cal Application (SRV 7b & SRV 7c)		13	13	100	156%	13%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		24	24	300	96%	8%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		21,080	21,080	200,000	126%	11%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,787	3,787	42,000	108%	9%
Mental Health (SRV 7c)		297	297	2,400	149%	12%
Health and Human Service Referrals		10,574	10,574	100,000	127%	11%

**Community Action Partnership of Kern  
Monthly Report 2021**

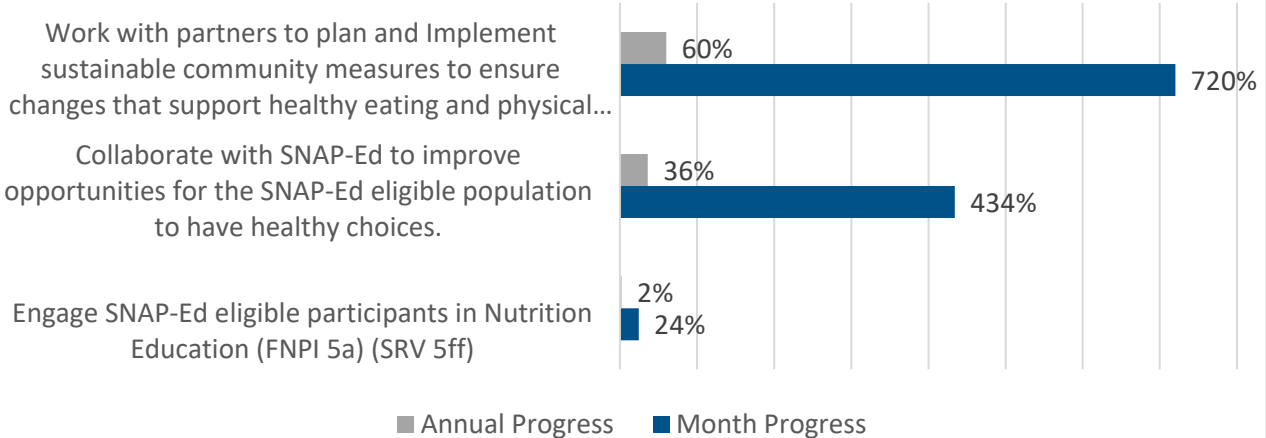
Month	January	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Three vacant telecommute vacancies filled	
2. Retain Staff		Three resignations in the month of January	
3. Contingency Staffing Plan		Developed alternatives if personnel are unavailable such as; temporarily suspending certain functions in the telephony system, alternate staffing models, reallocation of staff, etc.	



**Community Action Partnership of Kern  
Monthly Report 2021**

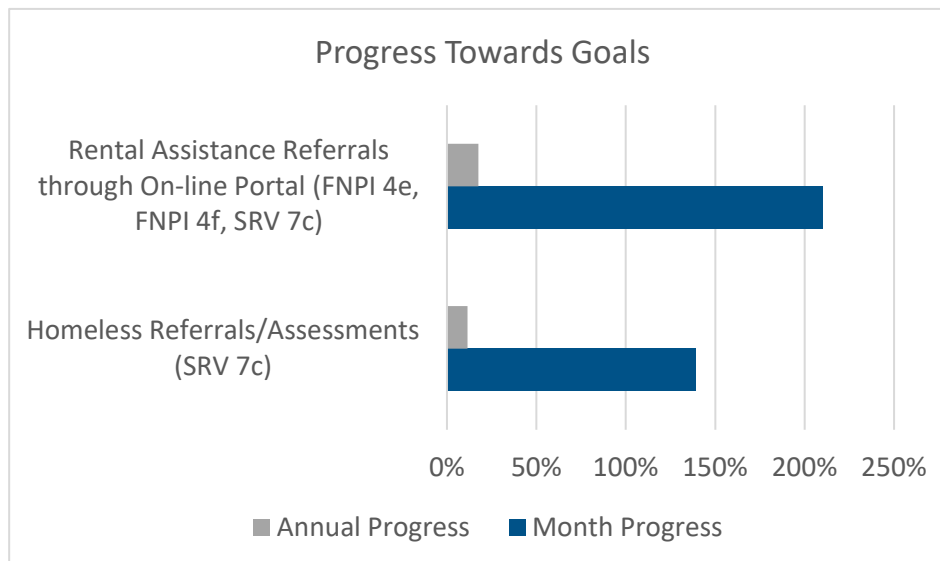
Month	January	Program/Work		CalFresh Healthy Living		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Tammy Fisher		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.						
Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Engage SNAP-Ed eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff)		915	915	45000	24%	2%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.		38	38	105	434%	36%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.		15	15	25	720%	60%
Program Strategic Goals		Progress				
1. Retain Staff		Developing Peer to Peer recognition				
2. Create Contingency Staffing Plan		Developing plan during monthly Staff Meetings				
3. Expand Social Media Presence		Article in January 2021 CAPK Newsletter				

**Progress Towards Goals**



**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit		Coordinated Entry Services		
Division/Director	Community Development / Sheila Shegos		Program Manager	Rebecca Moreno		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Serves as the Kern County point of entry for assessment and referral to homeless services. CES works with all Bakersfield Kern Regional Homeless Collaborative partners to maximize member resources. CES is also the entry point for COVID related rental assistance.						
Referrals/Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Homeless Referrals/Assessments (SRV 7c)		695	695	6,000	139%	12%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		350	350	2,000	210%	18%
Total Calls		1,045	1,045	8,000	157%	15%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		80	80	100%	6%	6%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		367	367	0	(367)	(367)
Pending Rental Assistance		200	200	0	(200)	(200)
Total Pending Percentage		54%	54%	0%	-54%	-54%
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.		Improved tracking.				
2. Integrate Customer Relation Software (CRM).		Discussing funding sources.				
3. Build provider network support.		Discussing CRM options/use.				

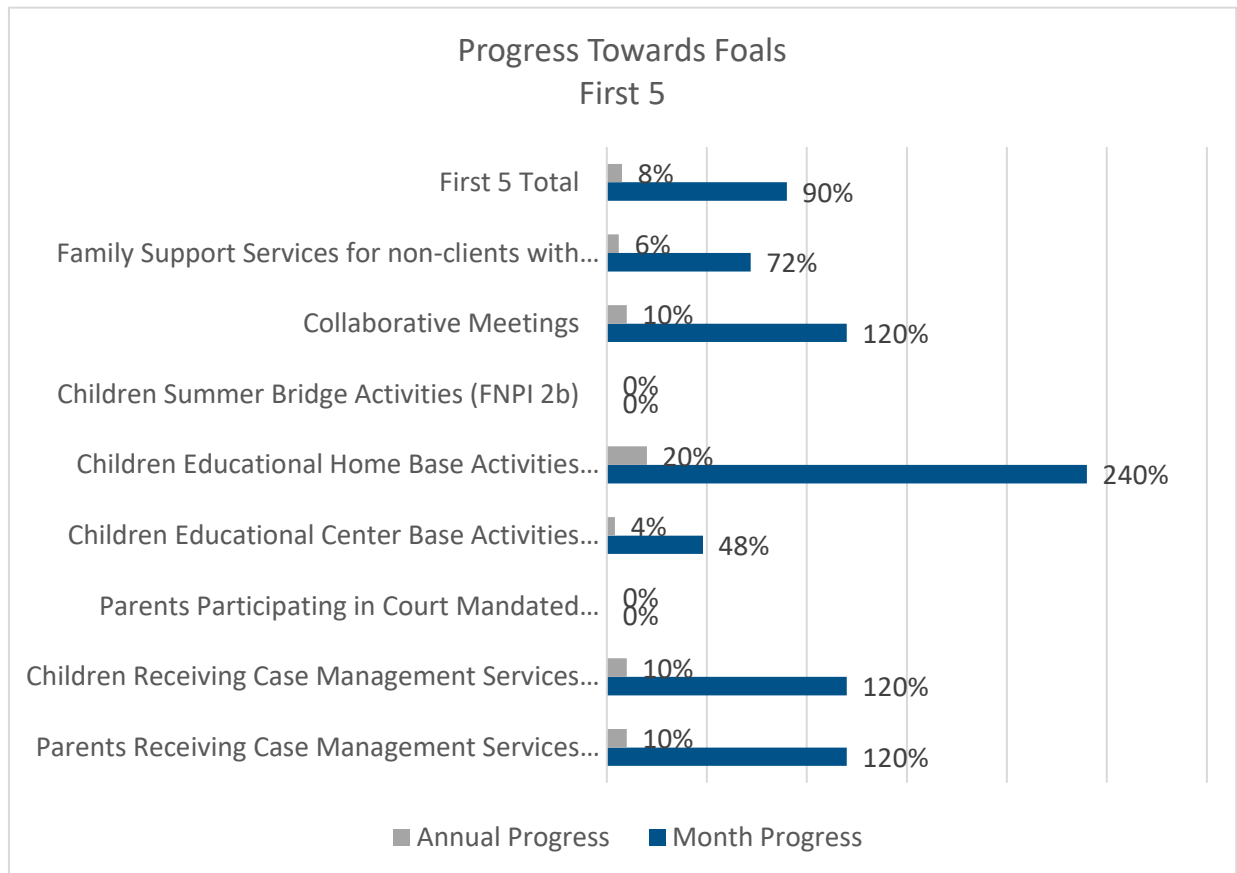


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	East Kern Family Resource Center (EKFC)		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Stacy Ralston		
Reporting Period	July 1, 2020 - June 30, 2021				
Program Description					
East Kern Family Resource Center is a regional service center based in Mojave that assists individuals and families from the desert and Tehachapi Mountain communities, focusing on families with children who are at risk of abuse and neglect, or possibly unprepared to enter kindergarten successfully.					
Differential Response	Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families. (SRV 7c)	0	0	130	0%	0%
Provide One Time Referral Services to Children. (SRV 7c)	0	0	300	0%	0%
Case Management-Families. (SRV 7a)	1	1	90	13%	1%
Case Management-Children. (SRV 7a)	1	1	210	6%	0%
Differential Response Total	2	2	730	5%	0%
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	3	3	30	120%	10%
Children Receiving Case Management Services (SRV 7a)	3	3	30	120%	10%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	1	1	25	48%	4%
Children Educational Home Base Activities (FNPI 2b)	3	3	15	240%	20%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	1	10	120%	10%
Family Support Services for non-clients with children 5 and under	3	3	50	72%	6%
First 5 Total	14	14	180	90%	8%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items	9	9			
Referrals/Administrative Services	50	50			

**Community Action Partnership of Kern  
Monthly Report 2021**

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	Meeting with WIPFI occurred on 1/29 and the EKFRFC staff worked together with Pritika's support to gather the 2020 unduplicated client list. This process will aid in creating a more efficient 2021 client data base.
2. Improve office internet connectivity.	Unfortunately, due to the recent storms, there was damage to the AT&T pole.
3. Expand the influence of the East Kern Collaborative.	Tehachapi Mountain Vineyard has agreed to be the host site once COVID 19 restrictions are lifted. This will allow for more space and a better environment to meet. Since resuming the collaborative in November there are at least 12 additional individuals/organizations that have been added

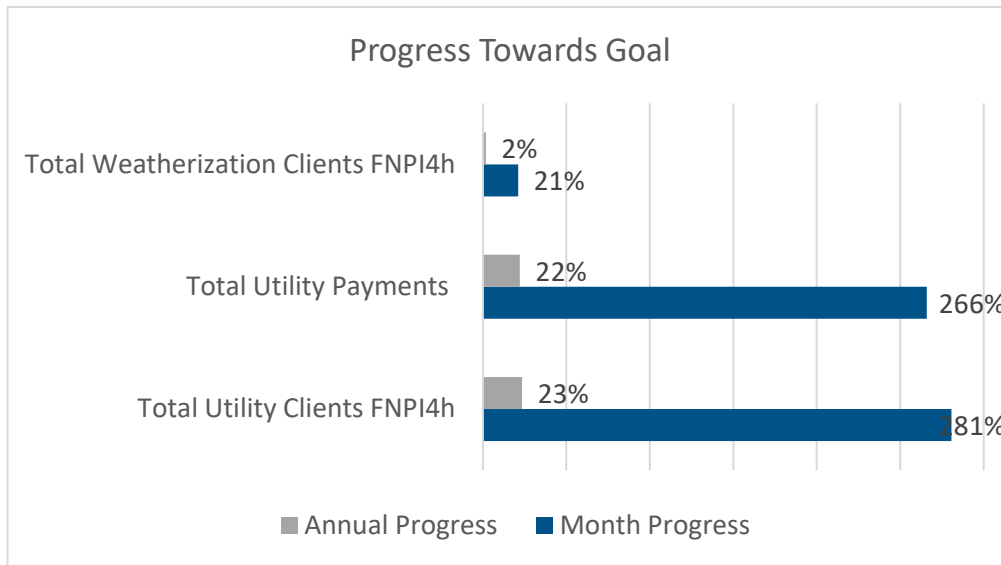


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	Energy & Utility Assistance			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor			
	January 1, 2021 - December 31, 2021					
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.						
LIHEAP (2 Contract)		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance FNPI		411	411	6,700	74%	6%
Utility Payments		\$286,820	\$286,820	\$5,035,559	68%	6%
Clients Served Weatherization		4	4	250	19%	2%
DAP Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		9	9	60	180%	15%
Utility Payments		5,705	5,705	\$46,164	148%	12%
Clients Served Weatherization		4	4	150	32%	3%
CARES ACT (Ends September)		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		472	472	962	589%	49%
Utility Payments		\$205,887	\$205,887	\$425,313	581%	48%
Department Of Energy (DOE Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		1	1	100	12%	1%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients FNPI4h		892	892	7,722	281%	23%
Total Utility Payments		\$498,412	\$498,412	\$5,507,036	266%	22%
Total Weatherization Clients FNPI4h		9	9	500	21%	2%
Program Strategic Goals			Progress Towards Goal			
1. Expedite assistance to client be increasing effeciency in paperwork (Weatherization).						
2. Implement a digital inventory system.						
3. Improve our outreach methods.						

**Community Action Partnership of Kern  
Monthly Report 2021**

<b>Month</b>	January	<b>Program/Work Unit</b>	Energy & Utility Assistance
--------------	---------	--------------------------	-----------------------------

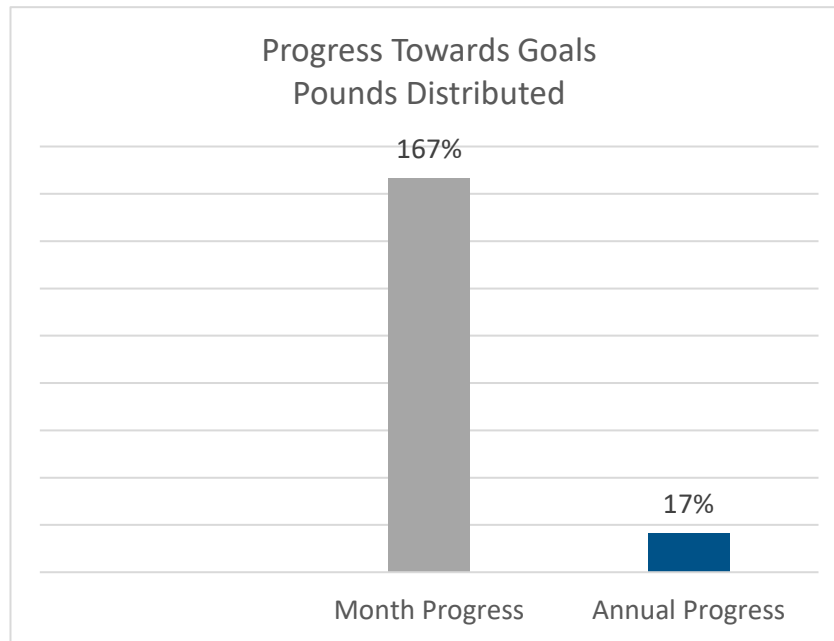


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Jaime Orona		
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
Provides food assistance to low-income families and individuals through a network of more than 150 partnering food distribution sites throughout Kern County. The Food Bank also offers the Senior Food and BackPack Buddies program at CAPK youth centers, schools, and other community sites.					
Food Distributions	Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served ( <b>Duplicated</b> ) (SRV 5jj)	42,303	42,303	650,000	78%	7%
Pounds Received	1,744,905	1,744,905	25,000,000	84%	7%
Pounds Distributed	3,089,071	3,089,071	22,000,000	168%	14%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,308	4,308	4,300	100%	
Pounds Distributed	155,124	155,124	150,500	103%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,336	1,336	8,000	200%	17%
Pounds Distributed	47,530	47,530	250,000	228%	19%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	3,291,725	3,291,725	22,400,500	167%	17%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	15	15	60	300%	25%
Other Volunteers	60	60	1,500	48%	4%
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Working with Operations Supervisor to get Primarus back on track for inventory in 2021			
2. Fill newly created positions & train new employees.		Currently scheduling interviews for vacant positions.			
3. Increase numbers of volunteers.		Posting volunteer request through social media			

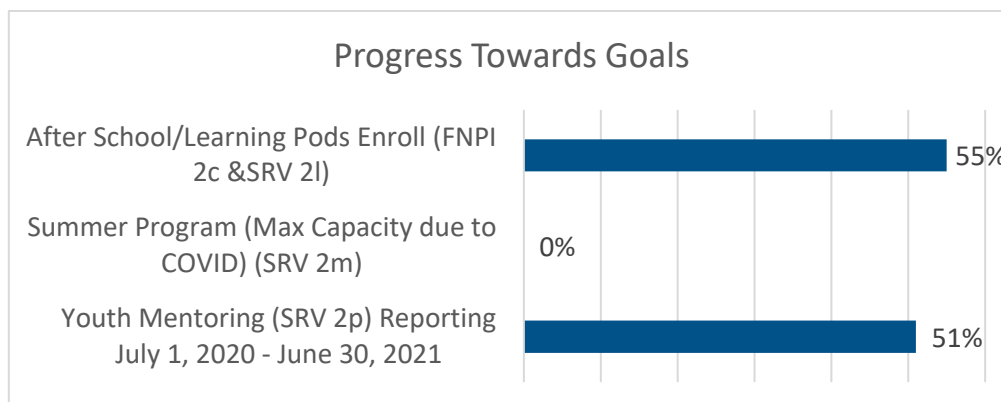
Community Action Partnership of Kern  
Monthly Report 2021

Month	January	Program/Work Unit	Food Bank
-------	---------	-------------------	-----------



**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Lois Hannible		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Located in Southeast Bakersfield, the program 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	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) <i>Reporting July 1, 2020 - June 30, 2021</i>		51	51	100	51%	51%
Summer Program (Max Capacity due to COVID) (SRV 2m)		0	0	18	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)		11	11	20	55%	55%
Medi-Cal Outreach		Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		312	312	3,000	125%	10%
Canvasing phone calls and flyers		2797	2797	15,000	224%	19%
Program Strategic Goals		Progress				
1. Develop and implement an education and tutoring program.		Once the youth transition back to in school learning, the FHCC will implement an intensive tutoring program at the center, to assist with learning loss that has occurred during the pandemic.				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.		The wifi at the FHCC is currently being upgraded. The FHCC will also be purchasing laptops and hotspots to be used for distance learning, STEM lessons, and other activities as needed.				
3. Create Advisory Board Recruitment Plan.						

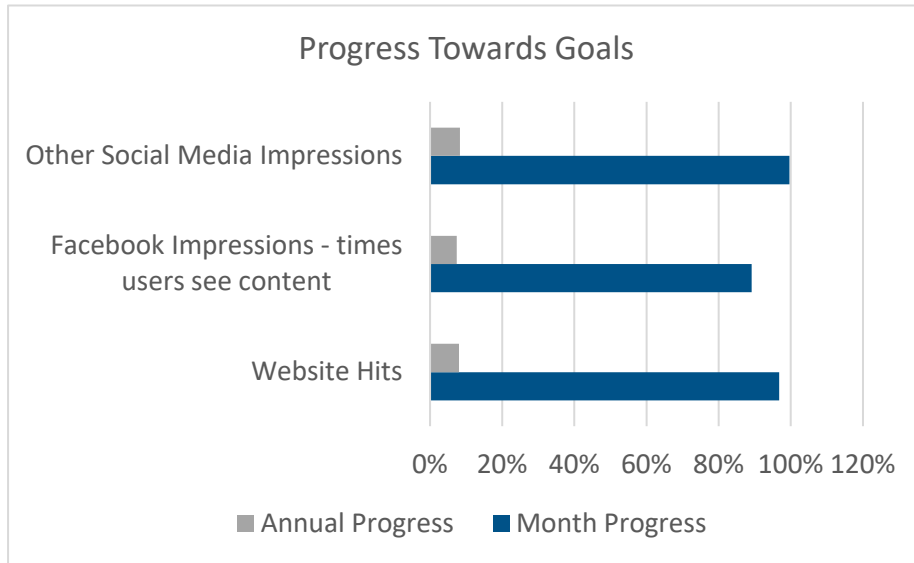


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/ Work Unit	Grant Development, CAPK Foundation, and Marketing & Outreach			
Division/Director	Executive/Pritika Ram	Program Manager	N/A			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Grant research on funding resources and opportunities, proposal preparation, and special projects						
Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising, English-Spanish translations						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website Hits		52,405	52,405	650,000	97%	8%
Facebook Impressions - times users see content		26,000	26,000	350,000	89%	7%
Other Social Media Impressions		33,200	33,200	400,000	100%	8%
Outreach Advocacy		Outreach Special Projects				
Meetings with Bakersfield Councilmembers		Participated in SP Goal Groups 3 and 4				
Promoted EITC Day on Jan. 29		Completed Draft Communications plan				
Developed Vaccine Promotion Website						
Media Relations on COVID and						
Grants In Progress		Projects				
Americorps		CAP Report and Community Assessment				
Bank of America		2016-2021 Strategic Plan Closeout				
USDA CFP		2021 Strategic Plan Preparation				
		Housing Assessment				
		GrantHub Training				
		Literacy Grant/Bookmobile				
		CDC/CDFI RFP Reviews				
CSBG		ROMA				
Collected 2020 program data for reporting		Grants team completed Introduction to ROMA training				
Coordinated with programs regarding Module 3		Planning for agency-wide ROMA training				
Foundation						
Will add info in the March Report						
Program Strategic Goals		Progress Towards Goal				
Fund Development/Donation Management						
Training for CAPK Managers/Directors (Grant Hub, CSBG/ROMA and Outreach & Marketing)						
Conduct In depth program specific needs assessment						

**Community Action Partnership of Kern  
Monthly Report 2021**

<b>Month</b>	January	<b>Program/Work Unit</b>	Grant Development, CAPK Foundation, and Marketing & Outreach
--------------	---------	--------------------------	--

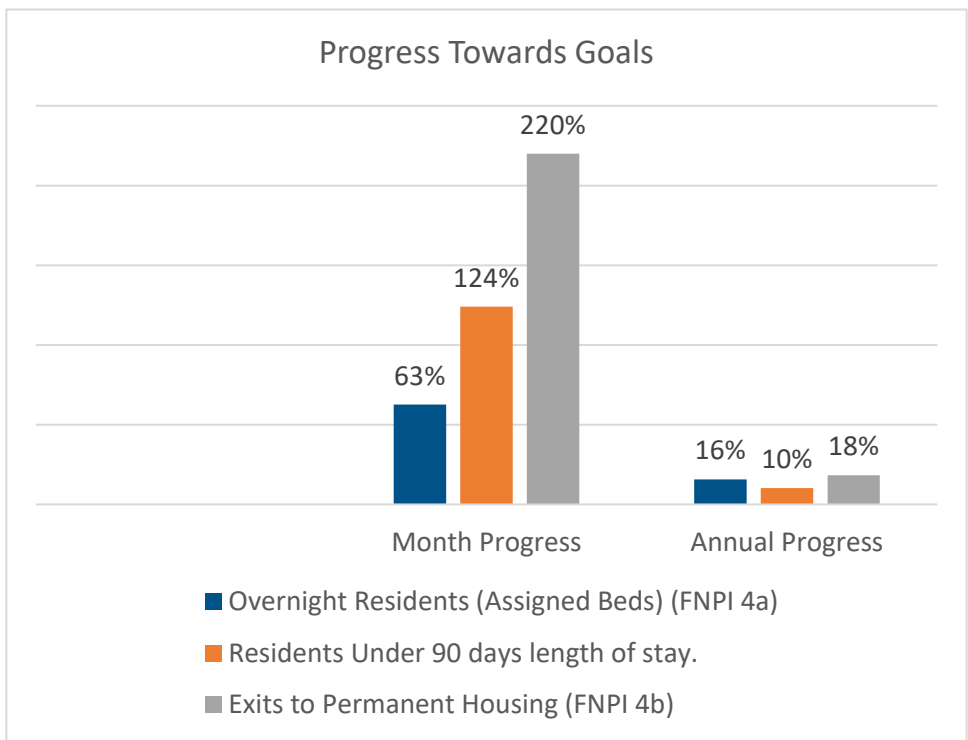


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	M Street Navigation Center			
Division/Director	Community Development / Sheila Shegos	Program Manager	Laurie Hughey			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
CAPK operates the 150-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to un- sheltered individuals with pets and partners. 2-1-1 Kern is also the Homeless Coordinated Entry Services provider in partnership with the Bakersfield-Kern Regional Homeless Collaborative.						
Shelter		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) <i>Month only</i> (COVID-19 Related, will review ongoing)		47	47	75	63%	
Overnight Residents (Assigned Beds) (FNPI 4a)		47	47	300	63%	16%
Residents Under 90 days length of stay.		31	31	300	124%	10%
Exits to Permanent Housing (FNPI 4b)		11	11	60	220%	18%
Other Exits (Voluntary/Involuntary)		32	32	240	160%	13%
Critical Incidents		27	27	360	90%	8%
Shelter Residents Meals SRV 5ii		2,127	2,127	325,000	8%	1%
Community Homeless Meals 5jj		3,903	3,903	40,000	117%	10%
Number of Volunteers		25	25	50	600%	50%
Volunteers Hours		53	53	400	158%	13%
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		NA				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		NA				
3. Develop and implement a job program		NA				

**Community Action Partnership of Kern  
Monthly Report 2021**

<b>Month</b>	January	<b>Program/Work Unit</b>	M Street Navigation Center
--------------	---------	--------------------------	----------------------------

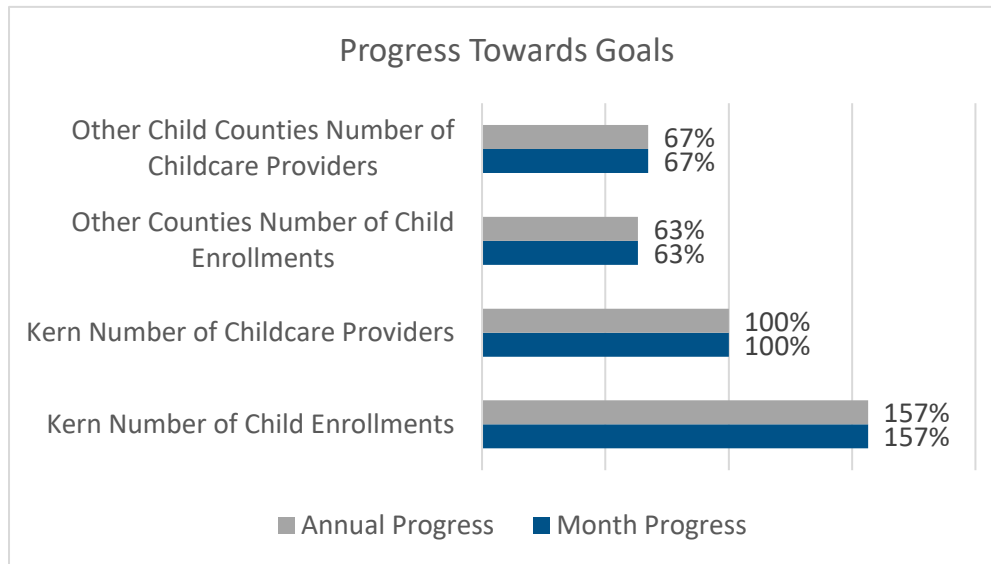


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Susana Magana		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
CAPK’s Migrant Childcare Program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.						
Services		Goal	YTD	Goal	Month Progress	Annual Progress
Kern Number of Child Enrollments		313	313	200	157%	157%
Kern Number of Childcare Providers		50	50	50	100%	100%
Other Counties Number of Child Enrollments		506	506	800	63%	63%
Other Child Counties Number of Childcare Providers		128	128	190	67%	67%
Total		997	997	1,240	97%	97%
MCAP Subsidies		Month	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$542,057	\$542,057	\$7,900,000	82%	7%
Agriculture Childcare Program Kern Ends in July		Month	YTD	Goal	Month Progress	Annual Progress
Number of Children Served		21	21	21	100%	100%
Number of Childcare Providers		9	9	9	100%	100%
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Conducted interviews the week of 1/11; orientations for 2/3 new hires scheduled to start 2/16				
2. Retain Staff.		Board approved repointed job descriptions for specialists positions. Positions went from a grade 5 to grade 8.				
3. Contingency Staffing Plan.		Program Manager and the 2 coordinators will be attending the Microix training on 2/2.				

**Community Action Partnership of Kern  
Monthly Report 2021**

<b>Month</b>	January	<b>Program/Work Unit</b>	Migrant Childcare Alternative
--------------	---------	--------------------------	-------------------------------



**Community Action Partnership of Kern  
Monthly Report 2021**

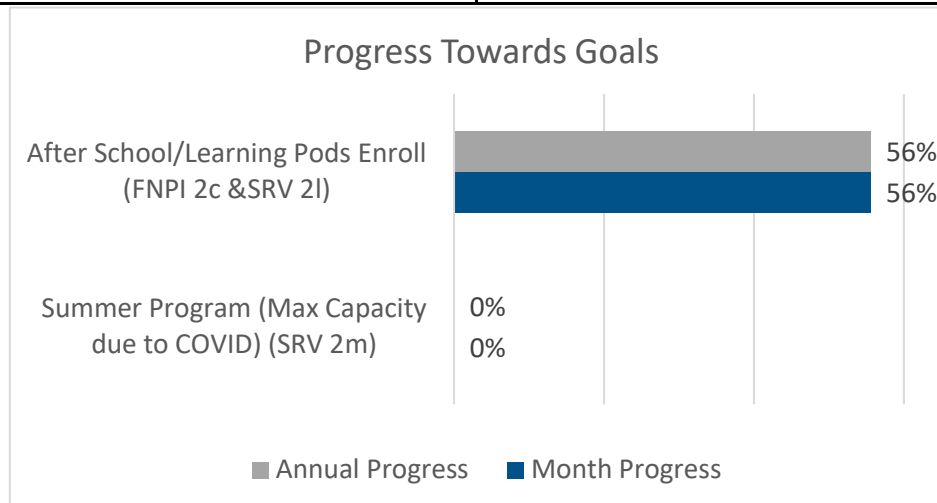
Month	January	Program/Work Unit		Operations: Business Services, Maintenance, Information Technology, Risk Management		
Division/Director	Operations/Emilio Wagner		Program Managers	Dan Ripoli, Douglas Dill, Kerri Davis, Laurie Sproule		
Reporting Period	January 1, 2021 - December 31, 2021					
Division Description						
Facility repair and maintenance, procurement, information technology, risk insurance, vehicle registration, contracts, facility leases and facility planning.						
Business Services						
Activity	Requested	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Purchase Orders			104	104	N/A	N/A
Contracts	0	0	0	0	N/A	N/A
Leases	0	0	0	0	N/A	N/A
Requests for Proposals	3	6	1	1	N/A	N/A
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	2401	100	2500	2500	N/A	N/A
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	287	142	288	288	N/A	N/A
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other	Reported	Reported YTD	
First Aid (Reported only)	1	1	General Liability	0	0	
First Aid	0	0	Property Incidents	4	4	
Medical Treatment	0	0	Vehicle Incidents	2	2	
Modified Duty	0	0	Litigated	0	0	
Lost Time	0	0				
Non-Industrial (not work related)	0	0				
Under Investigation	0	0				
Confirmed Work related COVID	6	6				

**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	Operations: Business
<b>RFPs</b>		<b>Risk Projects</b>	
Mental Health Consultant SJEHS		Waiting for approval	
Food Service Vendor -SJEHS		Final Rev Draft Fleet Vehicle Policy	
CDC-CDFI		Final Draft ATD Exposure Plan	
Diversity Training		Final Draft PPE Manual	
Mental Health Consultant - SJEHS		Final Draft Wildfire Smoke Mgmt	
Food Service Vendor -SJEHS		Final Draft Workplace Violence Prev	
CDC-CDFI -Community Development		Final Draft Bloodborne Pathogens	
Diversity and Inclusion Training - Human Resources		Draft of GPS Policy	
Pest Control - Agency		<b>IT Projects</b>	
Janitorial -Agency		AT&T Switch Ethernet installation	
<b>Contracts</b>		Head Start Networking upgrades	
HS Amendent I Stine & Oswell (Head Start)		SYC Computer lab Upgrades	
HS Amendent Broadway (Head Start)		FH Computer lab Upgrades	
Wellworks For You (Finance)		<b>Leases</b>	
Colombo Construction (Head Start)		23950 Chrisman Road (EHS SJ)	
Blue Ribbon Automotive		277 E. Front St Buttonwillow (WIC)	
McWilliams and Walden, Inc.		7000 Doe Ave. (MCAP)	
Motor City		Mojave Veteran's Bldg. Rental Agreement	
Big O Tires		15682 K St. Mojave	
Turks Kern Copy (Maintenance)		236 West 5th St.	
Turks Kern Copy (LBNC)		425 E. Fairview (Head Start)	
Tel Tec (Various Programs) Phase #2		1314 Oswell St. (Head Start)	
RM Industries Amendment VII (Agency Wide)		1001 Main St. Delano (WIC)	
Tel-Tec Contract (MCAP)		1815 Van Ness Ave. (MCAP)	
ACI (HS Alicante \$10,752.45)		216 West 7th St. (Hanford)	
Docebo Learning Platform (\$34,500 Head Start)		108 S. Robinson St. Tehachapi (WIC)	
RM Industries Amendment VII (COVID Services)		26904 Nichols St. Boron (WIC)	
Crown Lift Trucks (Food Bank \$420.35)		2400 Planz Rd. (Head Start)	
WIPFLI (\$25,000)		8201 Palm Ave.Lamont (Head Start)	
Escuelita Hernandez (Partnership) Amend I		4600 Panama Lane (WIC)	
CSET (CALEITC) Subcontract Renewal		741 Palm Ave. Wasco (WIC)	

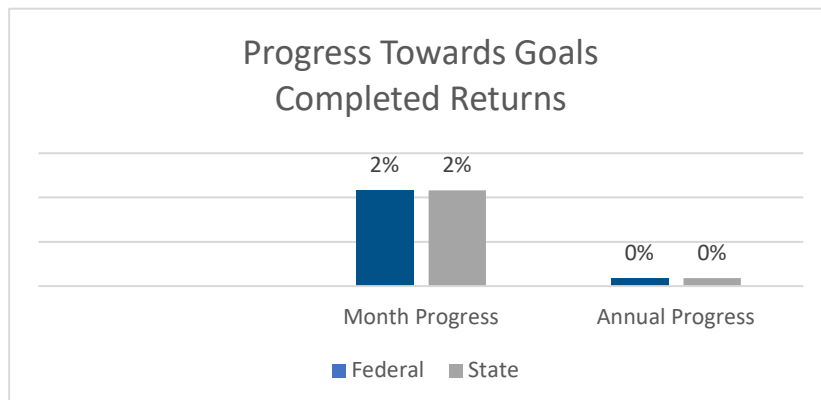
**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit		Shafter Youth Center (SYC)		
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Angelica Nelson		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
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	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)		0	0	21	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)		10	10	18	56%	56%
Community Programs		Month	YTD	Goal	Month Progress	Annual Progress
Zumba		0	0	30	0%	0%
Fitness Boot Camp		0	0	30	0%	0%
Open Basketball		0	0	45	0%	0%
Tai-Chi		0	0	12	0%	0%
Outreach		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events		0	0	6	0%	0%
Community Events		1	1	6	200%	17%
Program Strategic Goals		Progress				
1. Develop program services to grow enrollment while maintaining safety						
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.						
3. Increase staff development opportunities.						



**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.						
Completed Returns		Month	YTD	Goal	Month Progress	Annual Progress
Federal		9	9	5,000	2%	0%
State		9	9	5,000	2%	0%
Total Returns (State included with Federal) (SRV 3o)		9	9	5,000	2%	0%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$7,901	\$7,901	\$3,500,500	3%	0%
State Refunds		\$2,131	\$2,131	\$730,000	4%	0%
Federal EITC (SRV 3o)		\$5,733	\$5,733	\$2,300,000	3%	0%
CalEITC (SRV 3o)		\$0	\$0	\$350,000	0%	0%
Total Refunds and Credits		\$15,765	\$15,765	\$6,880,500	2%	0%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		7	7	25	336%	28%
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion						
2. Build community awareness of VITA services.						
3. Develop and implement volunteer retainment plan.						

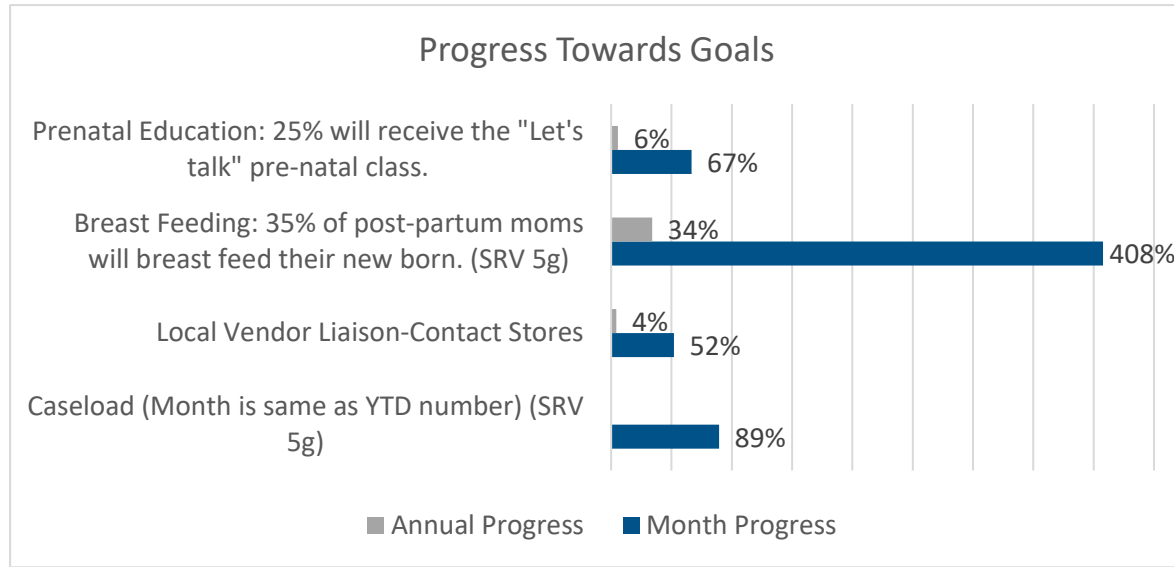


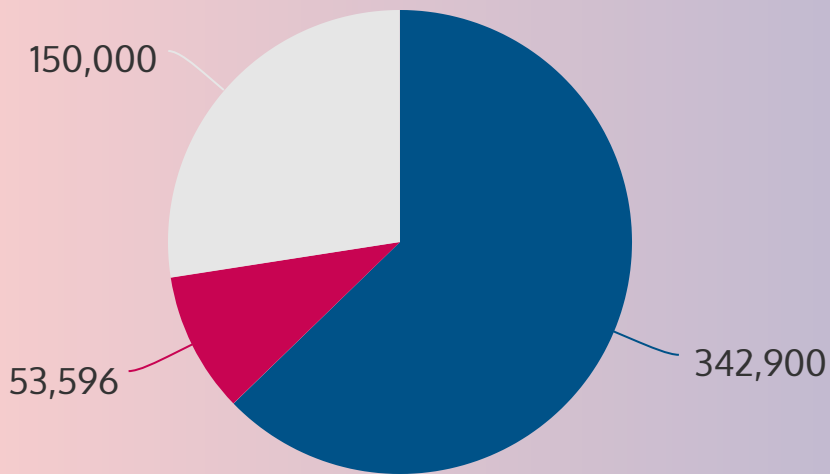
**Community Action Partnership of Kern  
Monthly Report 2021**

Month	January	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Kathlyn Lujan		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
The WIC program provides education, breastfeeding support and food vouchers for families with infants, children up to age 5, and women who are pregnant, postpartum or breast feeding. CAPK WIC operates in 21 sites throughout Kern County, 5 locations in San Bernardino County, and through one mobile WIC clinic to reach hard-to-serve populations.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Caseload (Month is same as YTD number) (SRV 5g)		14,463	14463	16,160	89%	
Local Vendor Liaison-Contact Stores		3	3	69	52%	4%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)		1,060	1060	3,120	408%	34%
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.		75	75	1,350	67%	6%
Outreach		Month	YTD	Goal	Month Progress	Annual Progress
Enrollment from Website Goal is 100%		95	95	1,400	81%	7%
WIC Presentations		1	1	12	100%	8%
Create one PSA for publication in newspaper, television, or social media.		0	0	2	0%	0%
Regional Breast Feeding		Month	YTD	Goal	Month Progress	Annual Progress
Provide Breastfeeding education to health care provider office		3	3	12	300%	25%
Program Strategic Goals			Progress			
1. Develop Nutrition Topics on Facebook/Instagram.			Healthy snacks			
2. Develop nutrition course new hires.			Will begin pilot of training with new WNAs			
3. Implement Tele-Health for WIC appointments and counselling.			Installing dual monitors for workstations. waiting on CDPH/WIC roll out			

**Community Action Partnership of Kern  
Monthly Report 2021**

<b>Month</b>	January	<b>Program/Work Unit</b>	Women Infants & Children
--------------	---------	--------------------------	--------------------------



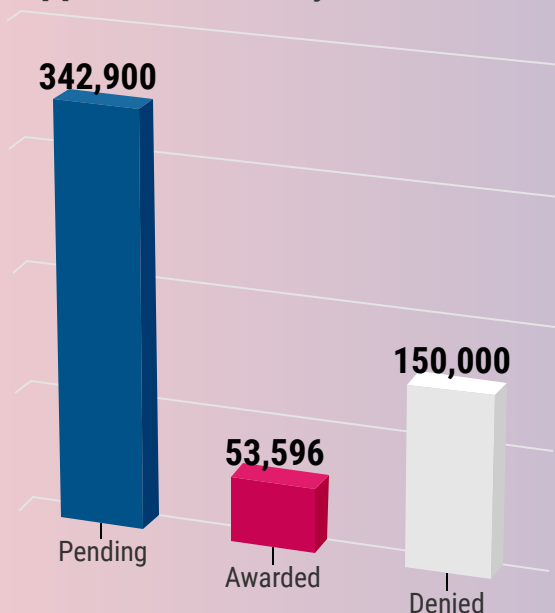


### \$ Grant Funding Year-to-Date

January 1, 2021 - January 31, 2021

■ Pending ■ Awarded ■ Denied

### App Status January 2021



### Donations January

# 58

Donations

# \$10,822

Funder	Opportunity	Program	Amount Requested	Amount Awarded	Date Submitted	Notification Date	Status
Macy's	Making Life Shine Brighter	FHCC/SYC	\$2,500	\$2,500	12/11/2020	1/24/2021	Awarded
United Way of Kern County (UWKC)	Phase 38	Food Bank	\$175,000	\$51,096	12/14/2020	1/15/2021	Awarded
CA Department of Social Services, Office of Child Abuse Prevention (OCAP)	Economic Empowerment for Families	EKFRC	\$150,000	\$0	12/17/2020	1/26/2021	Denied
California Natural Resources Agency	Prop 64 Youth community Access	FHCC/SYC	\$300,000	\$0	9/16/2020		Pending
Golden State Opportunity	EITC/CalEITC Outreach	VITA	\$42,900	\$0	9/18/2020		Pending
Kern Community College District	Career & Workforce	Energy	\$0	\$0	9/25/2020		Pending

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales	<b>Month/Year:</b> January 2021
<b>Program/Work Unit:</b> Head Start/Early Head Start	<b>Program Manager/Supervisor:</b> Ginger Mendez/Robert Espinosa
<b>Services:</b> Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities Goal 10%	Over Income Goal <10%
Head Start Kern  *Full Year, all month *Part Year began 8/17/2020	1317	894	65%		3.8%	9.3%
Early Head Start Kern  • EHS Center Based • EHS Home Based • EHS Home Based-Interim	446  243 123 80	313	70%	185/243 102/123 27/80	10.1%	8.3%
Early Head Start San Joaquin	313	224	72%		16.6%	8%
Early Head Start Partnership  • Angela Martinez • Bakersfield College • Blanton • Garden Pathways • Taft College • Escuelita Hernandez • Seeking Partner	152  24 32 16 11 42 16 11	56	37%	12.5% 25% 69% 73% 60% 6% 0%	3/24 8/32 11/16 8/11 25/42 1/16 0/11	4%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	132	136

## HIGHLIGHTS:

1. HVP is working on maintaining enrollment by engaging clients via Zoom through weekly home visits and socialization meetings. One parent shared that being able to see other parents and children made her week better and to know she was not alone.
2. Our partnership with DHS allows us to network with caseworkers in locating tangible resources to support clients during challenging transitions.

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
621	22	14	93

#### HIGHLIGHTS:

- 9 staff are going through onboarding process ranging from checking references to background checks.
- 2 new employees have been onboarded in the month of January.

#### Compliance

The Child and Adult Care Food Program (CACFP) administrative review which was scheduled to begin the week of January 26, 2021 is going well. The following 5 sites were reviewed: Cleo Foran, Kennedy, Sterling, Tehachapi and Willow. The reviewers have completed the site-specific part of the review, and we have received confirmation that we do not have any fiscal findings thus far. The reviewers have shared that the program has great internal controls and best practices. The remote desk review audit began February 1, 2020. Staff is confident that we will obtain positive results.

#### Central Kitchen January 2021

Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Head Start / Early Head Start Centers	25,888	9,241	8,010	8,637
Boxed Meals—Virtual	25,920	8,640	8,640	8,640
Home Based	4,830	1,610	1,610	1,610
<b>TOTALS</b>	<b>56,638</b>	<b>19,491</b>	<b>18,260</b>	<b>18,887</b>

#### HIGHLIGHTS:

#### CACFP

##### December 2020

Total Meals Requested			Meals Allocated		% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	December 2020
50,643	5,911	56,554	41,295	15,259	<b>80%</b>



**To:** Program Review & Evaluation Committee  
*Vanessa Cortez*  
**From:** Vanessa Cortez, Administrative Analyst  
**Date:** February 10, 2021  
**Subject:** *Agenda Item 6f:* San Joaquin Community Assessment Update 2021– **Action Item**

The Office of Head Start (OHS) requirement Part 1302 – Program Operations: 1302.11 Determining community strengths, needs, and resources, requires an annual review and update of the community assessment to reflect changes including the availability of publicly funded pre-kindergarten services. The updated assessment utilizes Census data from the newly released 2019 American Community Survey - 1 year and 5-year Estimates Data Profiles to evaluate how the community meets the needs of parents and children. Topics of special consideration, as required by OHS, include children experiencing homelessness, children in foster care, and children with disabilities. Head Start is requesting approval to submit the San Joaquin Community Assessment Update - 2021 for 2021-2022 funding cycle of the Early Head Start (EHS) San Joaquin grant #09CH011406. Approval from the Board of Directors is a required component.

This update will inform any service gaps and necessary changes to our program options so that we may continue to provide a comprehensive service delivery plan that support school readiness for children 0-5, while focusing on communities most in need. The program is funded by the CDE, OHS, and USDA. CAPK will manage the development, implementation, and evaluation of early learning theories that are researched-based.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The report will support the delivery of services for the funding period beginning on February 1, 2022 and ending on January 31, 2023.

### **Recommendation**

Staff recommends the PRE Committee approve the submission of the San Joaquin Community Assessment Update – 2021 for the EHS #09CH011406 grant.

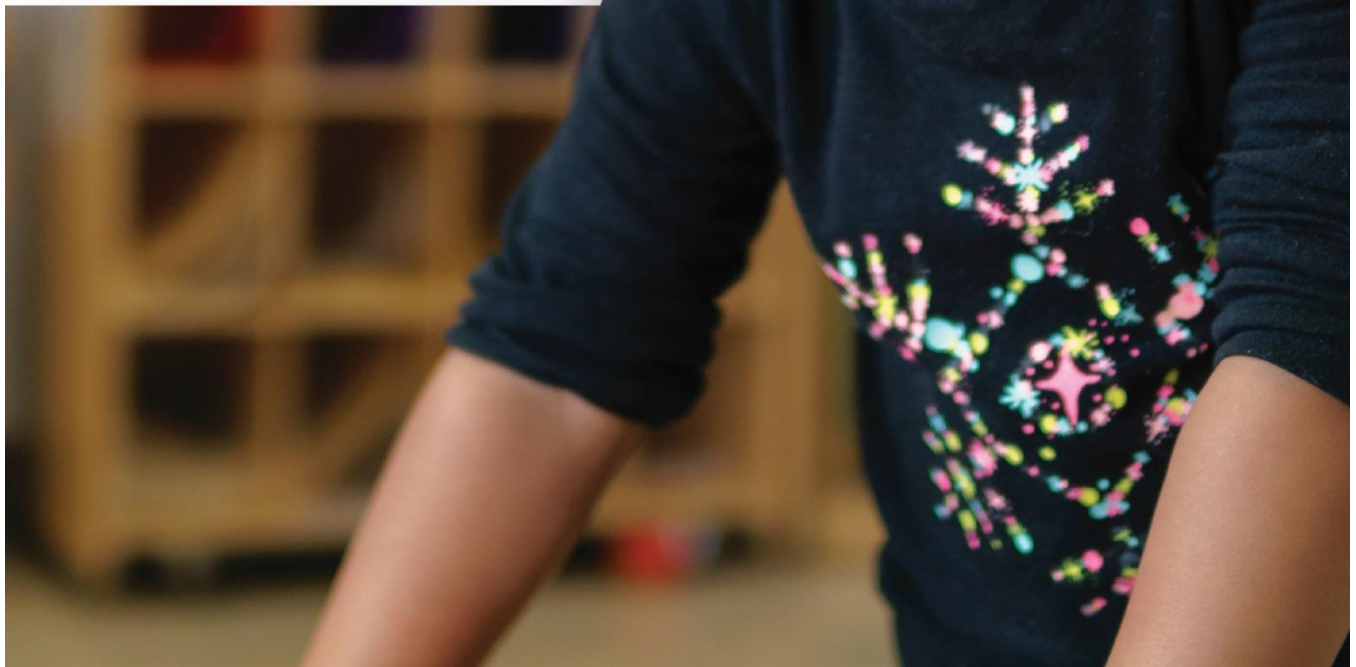
### **Attachment:**

*San Joaquin Community Assessment Update - 2021*



**Head Start**  
A Program of CAPK

**Head Start San Joaquin  
Community Assessment Update  
2021**



## TABLE OF CONTENTS

Executive Summary .....	4
Methods .....	5
Determinants of Need .....	7
Needs and Resources of Eligible Children and their Families .....	16
Head Start/Early Head Start Eligible Children and Families .....	21
CAPK Early Head Start Enrolled Children.....	25
Childcare and Preschool .....	27
Strengths of the Community .....	30

## TABLES

#	Title	Page
1	CAPK San Joaquin County Early Head Start Locations.....	7
2	Population Growth Comparison.....	9
3	San Joaquin County Race and Ethnicity.....	9
4	San Joaquin Population Change by Race/Ethnicity, 2015-2019.....	10
5	San Joaquin and California Mental Health Indicators Comparison.....	14
6	San Joaquin County Health Rankings, 2015-2020.....	18
7	San Joaquin Children ages 0-5, Race and Ethnicity.....	23
8	Early Head Start Enrollment.....	25
9	Early Head Start Enrollment by Age.....	26
10	Early Head Start Enrollment by Race/Ethnicity.....	26
11	Cost of Childcare by Type.....	27
12	Childcare Supply in San Joaquin County.....	29

## FIGURES

#	Title	Page
1	San Joaquin County Location.....	7
2	San Joaquin Population Age Distribution.....	8
3	San Joaquin County Occupations.....	11
4	5 Year Unemployment Comparison, Not Seasonally Adjusted.....	11
5	5 Year Median Income Comparison.....	12
6	San Joaquin Poverty Comparison by City.....	12
7	Educational Attainment Comparison, 2019.....	16
8	San Joaquin County Median Income by Household Type.....	22
9	San Joaquin County Poverty by Household Type.....	22

## EXECUTIVE SUMMARY

Community Action Partnership of Kern (CAPK) has been serving low-income people and families since 1965. As the dedicated poverty fighting agency in Kern County, the Agency provides quality, life changing services through an array of programs designed to meet basic needs as well as empower people and families to improve their lives. CAPK's Head Start/Early Head Start (HS/EHS) program plays a crucial role in the fight against poverty by giving children and families the support they need for children to be successful academically and throughout their lives.

CAPK's HS/EHS mission is to "provide rich, high quality early learning experiences to a diverse population of children ages birth to five. We will promote access to comprehensive services with a holistic focus on the family by encouraging family engagement, supporting school readiness and instilling self-reliance in children and their families." CAPK's HS/EHS provides high quality early childhood education to children from pre-natal to five years-old through part-day, full-day and home-based options.

This assessment used primary and secondary data sources to identify service gaps and emerging needs of low-income Early Head Start eligible children and families in San Joaquin County. Findings from the assessment will assist CAPK to identify and respond to gaps in services and emerging needs in the community for low-income EHS eligible children and families. The data and analysis are used to guide CAPK's strategic planning process to better serve EHS children and families.

In accordance with the requirements of 45 CFR Part 1305 Section 1302.11, the CAPK Early Head Start Programs 2021 Community Assessment Update was completed and approved by the Head Start Policy Council Planning Committee on February 2, 2021 and the CAPK Board of Directors meeting on February 24, 2021.

### KEY FINDINGS

---

As in Kern County Assessment, the results of the needs analysis of San Joaquin confirms the continued need in the County for Early Head Start Services for low-income children and families as an important part of community efforts to break the cycle of poverty by providing low-income infant/toddlers children and their families a wholistic and culturally responsive approach to help them meet their emotional, social, health, nutritional and psychological needs. Some key findings for San Joaquin include:

- 14% of children ages 0-18 are in the 0-2 years age group.
- 40.9.% of San Joaquin residents ages 5 and over speak a language other than English at home.
- 37% of adults whose income fell below the poverty level in 2019 worked full-time or part-time
- 14.5% of San Joaquin residents live in poverty.

- 27.6% of single female headed households are in poverty compared to 6.7% of two parent households.
- Large disparities in poverty between communities ranging from 8.1% in Tracy to 35.6% in Woodlake.
- Between 2014 and 2015, a total of 8,301 household units were identified as needed. Of them, 1,257 are needed for those in the extremely low-income category, 1,153 needed for the very low income category, 779 needed for the low income category, 1,290 needed for the moderate income category, and 3,822 needed for the above moderate income category.
- Mental health is a high prioritized need throughout the County.
- Asthma, obesity, and diabetes are some of the most prevalent health conditions in the County.
- 14.2% of San Joaquin children had special healthcare needs between 2016 and 2019.
- 13% of the homeless population are families with children.
- 3,661 (6.5%) of children ages 0-5 years live in Foster Care in 2018.
- 66% of pregnant women had a regular source of care pre-pregnancy and 89% of women initiated pre-natal care during their first trimester.
- 9.6% of people ages 25 had a 9<sup>th</sup> to 12<sup>th</sup> grade education without a diploma, 2-3% higher than the State of California and the United States.
- 59% of Early Head Start parents are employed.
- 100% of Early Head Start enrolled families have health insurance.
- 78% of EHS families are Hispanic/Latino.

## METHODS

In 2021, the Community Action Partnership of Kern (CAPK) Head Start/State Child Development (HS/SCD) Division completed a comprehensive community assessment of Kern County detailing the most current data and source material available. The assessment provided a detailed understanding of the characteristics of Kern County's children and families, their childcare needs, and the conditions that impact their health, development, and economic stability. For the current assessment period, CAPK is including this separate assessment of San Joaquin County, due to its unique characteristics.

This assessment includes current statistics and considerations of county and incorporated community population numbers, household characteristics and relationships, estimates of income eligible children, disability, educational attainment, health and mortality, child welfare, prenatal health, homeless children and families, and Head Start and Early Head Start program information. The information presented herein may be used by CAPK Early Head Start (EHS) for future planning and program decision-making.

The primary data source (unless otherwise cited) for the 2021 San Joaquin Community Assessment is the U.S. Census Bureau American Community Survey, 2019 ACS 1-year Estimates and 2015-2019 ACS 5-year Estimates. Other sources of local, state, regional, and national data and intelligence are cited throughout the report. The CAPK Early Head Start Program 2018/2019 Information Reports (PIR) was used for data directly related to EHS.

## AGENCY OVERVIEW

---

Established in 1965, CAPK is a private nonprofit 501(c)(3) corporation. In carrying out its mission *to provide and advocate for resources that will empower the members of the communities we serve to be self-sufficient*, CAPK develops and implements programs that meet specific needs of low-income individuals and families.

CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. Originating as the Community Action Program Committee of Kern County in 1965, CAPK later became the Kern County Economic Opportunity Corporation, and in 2002 became the Community Action Partnership of Kern.

CAPK operates seven divisions, which include Head Start/State Child Development (HS/SCD); Health and Nutrition Services; Administration; Finance; Human Resources; Operations; and Community Development. Head Start and Early Head Start (HS/EHS) programs are operated under the HS/SCD Division.

As Kern County's federally designated Community Action Agency in the fight against poverty, CAPK provides assistance to over 100,000 low-income individuals annually through 11 direct-service programs including 2-1-1 Kern County; CalFresh Healthy Living Program; the East Kern Family Resource Center; Energy; CAPK Food Bank; Friendship House Community Center; Head Start/Early Head Start; Migrant Childcare Alternative Payment; Shafter Youth Center; CAPK Volunteer Income Tax Assistance (VITA); and Women, Infants and Children (WIC) Supplemental Nutrition.

CAPK has offices located in 27 cities/communities in Kern County and offers services at over 100 sites. The Agency also operates programs in other counties in the San Joaquin Valley including Migrant Childcare Alternative Payment (MCAP) Program, enrolling families through six Central Valley counties that include Kern, Madera, Merced, Tulare, Kings, and Fresno; WIC program services in the communities of Big Bear City, Phelan, Adelanto, Crestline, and Needles in San Bernardino County; and 2-1-1 Information and Referral Helpline in Kings, Tulare, and Stanislaus Counties. In 2015 CAPK's EHS program expanded to San Joaquin County (Stockton, Lodi, Manteca, and Tracy). The information below further details CAPK's programs.

**CAPK's San Joaquin Early Head Start (EHS):** High quality early childhood education for children from pre-natal to age three through part-day, full-day and home-based options. The program uses a wholistic approach by not only addressing the needs of the child, but by teaching

parents to become advocates and self-reliant providers for their children through EHS Parent Policy Council and Family Engagement programs. *CAPK San Joaquin Early Head Start served 569 children and their families in 2018/2019 at seven locations and in home-based setting.*

Table 1, CAPK San Joaquin County Early Head Start Locations

Site Name	Address
<b>California St</b>	425 N California St, Stockton
<b>Marci Massei</b>	215 W. 5 <sup>th</sup> Street, Stockton
<b>Chrisman</b>	23950 S Chrisman, Tracy
<b>Kennedy</b>	2800 S. D St, Stockton
<b>St. Mary's</b>	545 W. Sonora Street, Stockton
<b>LUCCC Lodi</b>	701 S. Hutchins, Lodi
<b>Walnut</b>	115 N Walnut St, Manteca

## DETERMINANTS OF NEED

### SAN JOAQUIN COUNTY OVERVIEW

San Joaquin County is centrally located in the San Joaquin Valley, the agricultural heartland of California. The County encompasses approximately 1,440 square miles of relatively level, agriculturally productive lands. The foothills of the Diablo Range define the southwest corner of the County, and the foothills of the Sierra Nevada lie along the County's eastern boundary.

The valley was created by sediments that washed out of the major rivers that drain in the area which also created the rich agricultural soils. As one of the State's top ten counties in agriculture production, the area produces a wide variety of fruit and nut crops, field crops, livestock, and poultry.

Figure 1, San Joaquin County



Urbanized areas comprise a relatively small proportion of the County. However, with the growing high cost of housing in the nearby San Francisco Bay Area, San Joaquin County is a highly attractive location for commuters.

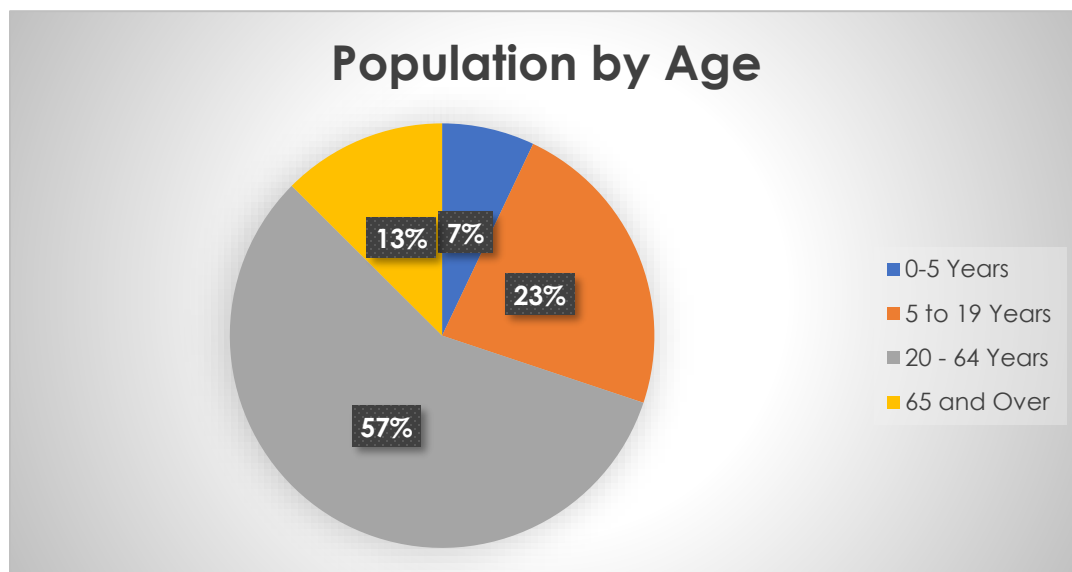
The County is interlaced with a complex network of creeks, rivers, and canals. The County's major rivers, the San Joaquin, the Mokelumne, the Calaveras, and the Stanislaus, all lead to the Sacramento-San Joaquin Delta in the western half of the County. It is in this region, at the confluence of the Sacramento and San Joaquin Rivers, that about one-half of the State's entire runoff water volume passes and supports the biologically and agriculturally rich Delta. The

waterways provide recreation opportunities, scenic beauty, and water for municipal, industrial, and agricultural users. Both the Delta-Mendota Canal and the California Aqueduct carry tremendous volumes of water from the Delta area to the south (<https://www.sjgov.org/> ).

## POPULATION

There are 742,603 people living in San Joaquin County with 309,228 residents (42%) living in the City of Stockton, the County's major metropolitan area. The next five largest cities contain approximately 36% of the County's population and the remaining residents live in small Census designated places with populations less than 8,000 people. Approximately **52,388** of the County's residents are **under the age of 5** years; 171,334 are ages 5 to 19; 425,800 are ages 20 – 64; and 93,081 are ages 65 and over.

Figure 2, San Joaquin Population Age Distribution



Source: US Census American Community Survey Estimates, 2019

Of the estimated **52,388** children ages 0 to 5 in San Joaquin County, approximately **48% (28,082) are in the 0-2 years age group** (kidsdata.org.) Gender for children in the 0-5 age group is almost even with 49% female and 51% male.

## POPULATION GROWTH

The County's overall population growth from 2010-2019 is higher than the State and Nation. The decrease of 0-5 population in the United States (-1.8%) is less significant than the decrease observed in San Joaquin and California at -3.4% and -3.7%, respectively.

Table 2, Population Growth Comparison

Location	2010	2019	Growth
<b>San Joaquin</b>	<b>685,306</b>	<b>742,603</b>	<b>8.4%</b>
California	37,253,956	39,283,497	5.4%
United States	308,745,538	324,697,795	5.2%
<b>Children Ages 0-5</b>			
<b>San Joaquin</b>	<b>54,228</b>	<b>52,388</b>	<b>-3.4%</b>
California	2,545,065	2,451,528	-3.7%
United States	20,131,420	19,767,670	-1.8%

Source: US Census American Community Survey Estimates, 2019

## RACE/ETHNICITY

San Joaquin County's racial and ethnic composition is diverse and similar to the State of California. After White, the largest Racial/Ethnic group is Hispanics/Latino — about 2% more than California and 23% more than the United States. The smallest group are Native Hawaiian/Pacific Islander. There are almost three times as many people of Asian descent in the County and State, then the Nation.

Table 3, San Joaquin County Race and Ethnicity

Race/Ethnicity	San Joaquin	California	United States
White	56.5%	59.7%	72.5%
African American	7.0%	5.8%	12.7%
American Indian or Alaska Native	.06%	0.8%	0.8%
Asian	15.6%	14.5%	5.5%
Native Hawaiian or Other, Pacific Islander	0.6%	0.4%	0.2%
Hispanic or Latino	41.4%	39%	18%
Some Other Race	10.1%	15.1%	5.5%

Source: US Census American Community Survey Estimates, 2019

From 2015 to 2019, the County has grown by 16,497 people. However, growth varies among race/ethnicity. Most notably, there was a 48.1% decrease in the American Indian/Alaska Native population in this region and a 11.6% increase in Native Hawaiian/Pacific Islanders.

Table 4, San Joaquin Population Change by Race/Ethnicity, 2015-2019

Race/Ethnicity	Population Change Percent
White	-1.7%
Black or African American	3%
American Indian or Alaska Native	20%
Asian	6.6%
Native Hawaiian and Other Pacific Islander	75%
Hispanic or Latino (of any race)	2.9%
Some Other Race	-22%

Source: US Census American Community Survey Estimates, 2015-2019

## NATIVE AND FOREIGN BORN

Of San Joaquin County's population, 75.5% (560,505) were born in the United States. Of the 173,091 residents that are foreign born, 50% are naturalized citizens and 50% are not U.S. citizens.

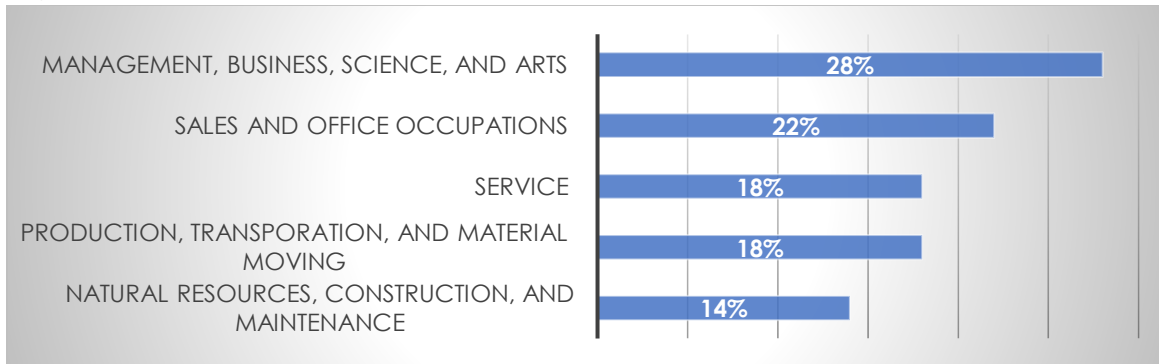
## LANGUAGE

Approximately 40.9% of San Joaquin residents ages 5 and over speak a language other than English at home. The most common non-English language spoken is Spanish (26.1%). By comparison, 44.2% of Californians speak a language other than English at home. Of the population that spoke a language other than English at home, 28.7% spoke Spanish (US Census American Community Survey Estimates, 2019)

## EMPLOYMENT

San Joaquin County's economy is diverse with a mix of agriculture, e-fulfillment centers, advanced manufacturing, data centers/call center and government/medical service centers. Some companies in this area include Applied Aerospace, Amazon, Tesla, Pacific Medical, Medline, FedEx, Trinchero-Sutter Home Winery and Crate & Barrel. There are an estimated 339,798 employed San Joaquin residents ages 16 and over. The occupations comprising the most employees is "Management, Business Science, and Arts" and the smallest sector is "Natural Resources, Construction, and Maintenance" occupations.

Figure 3, San Joaquin County Occupations

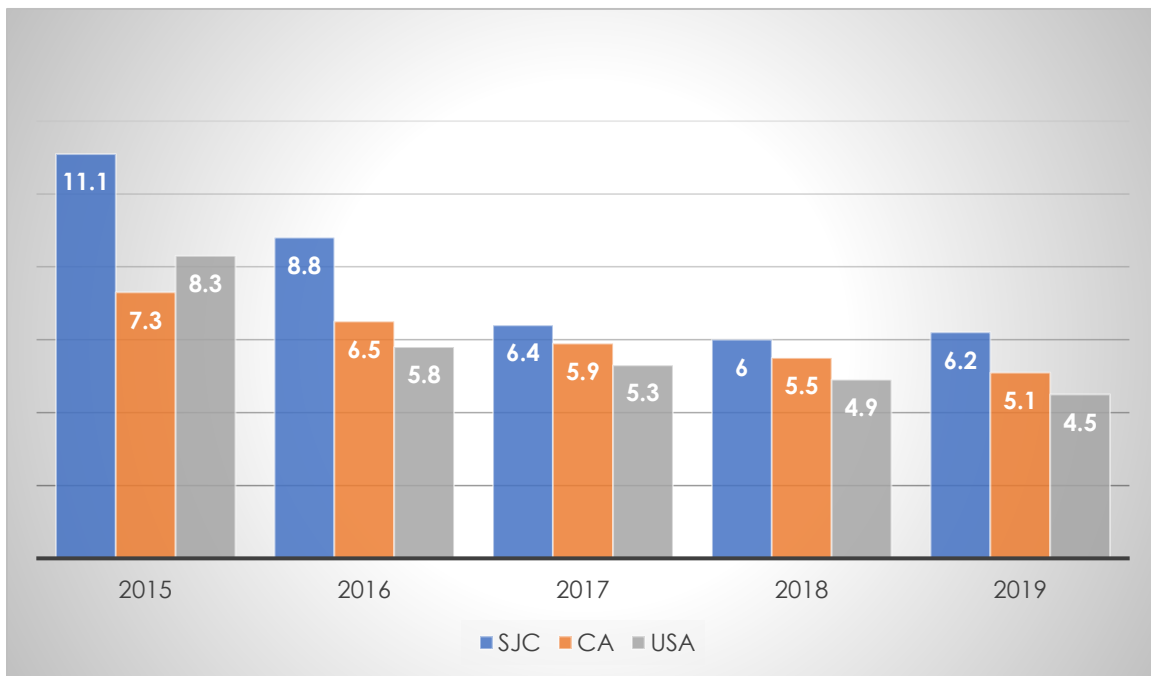


Source: US Census American Community Survey Estimates, 2019

## UNEMPLOYMENT

Although the County, State, and Nation have seen sharp decreases in unemployment since the recession, San Joaquin consistently has higher rates of unemployment than the State and Nation.

Figure 4. Unemployment Rate Comparison, Not Seasonally Adjusted

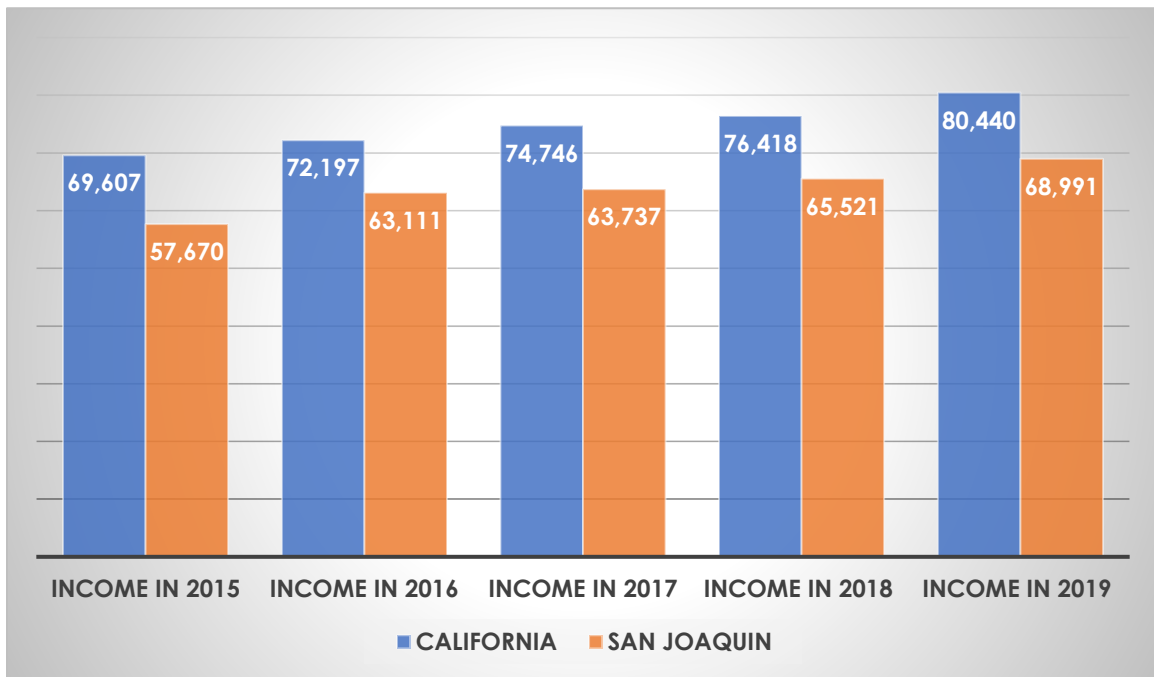


Source: US Census American Community Survey Estimates, 2015-2019

## INCOME

The median household income in San Joaquin County (\$68,997), has grown approximately 19% from 2015 to 2019. Although similar to the US median income (\$ 65,712) in 2019 it is still more than \$10,000 less than the State of California (\$80,440).

Figure 5, Median Household Income Comparison

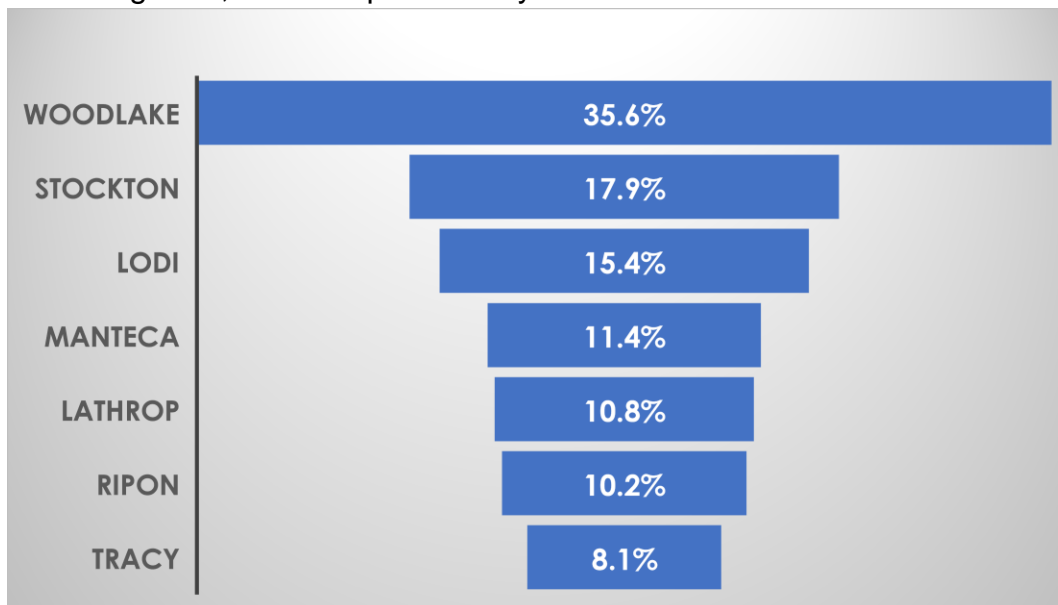


Source: US Census American Community Survey Estimates, 2015-2019

## POVERTY

According to the US Census, 14.5%% of San Joaquin residents live in poverty. When looking at poverty data in the 7 most populated cities, there are large disparities between communities ranging from 8.1% in Tracy to 35.6% in Woodlake.

Figure 6, San Joaquin Poverty



Source: US Census American Community Survey Estimates, 2019

## WORKING POOR

---

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S. According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live paycheck to paycheck. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty*, which states that the majority of families that live in poverty are working and 67% of those families have one or more workers supporting them. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage.

## HOUSING

---

According to the US Census Estimates, of the 243,260 housing units in San Joaquin County, 228,567 (94%) are occupied and 14,693 (6%) are vacant.

According to the San Joaquin Council of Governments, 2015 Regional Housing Needs Assessment and SJ County Housing Element (a County wide assessment to meet housing needs), low-income households such as people earning minimum wage, receiving cash aid, Supplemental Security Income (SSI), or Social Security recipients face difficulties affording the rent for a one-bedroom unit or a studio unit at fair market rent. A key area of concern is the housing needs for elderly, persons with disabilities, large families, extremely low-income households, farmworkers, families with single-headed households, and families and persons in need of emergency shelter.

Other key San Joaquin County Housing issues cited in the report include:

- Between 2014 and 2015, a total of 8,301 household units were identified as needed. Of them, 1,257 are needed for those in the extremely low-income category, 1,153 needed for the very low-income category, 779 needed for the low-income category, 1,290 needed for the moderate-income category, and 3,822 needed for the above moderate income category
- Migration from Bay Area residents is associated with the rising cost of homes and rentals, negatively impacting those that are native to the community
- Housing discrimination issues continue; minority groups and low-income households are less likely to demand habitable dwellings and report issues

- SJCOG projects that from 2006 to 2035, San Joaquin County will have an estimated 327,379 additional people that will need housing and that approximately 11% of those will be in unincorporated areas
- Most market rents are out of reach for individuals and families with very low or extremely low-income
- A 4-bedroom house rental in the Mountain House communities averaged \$2,250, a cost which would not be affordable to a family of four persons at any income level
- San Joaquin County has a greater need for larger rental housing units than California
- Approximately 58% of the housing stock surveyed across the county were in sound condition with the rest needing minor or major renovations
- Most emergency shelters operate at or near capacity throughout the year; during maximum times of need there is a significantly greater number of homeless than shelter spaces
- The lack of available water is a significant concern in housing production
- Most farm working families are above average in size (household members); as a result, most migrant farmworkers live in overcrowded housing

The U.S. Department of Housing and Urban Development states that families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. Based on the 2019 American Community Survey estimates, 25.6% of all San Joaquin homeowners with a mortgage used 35% or more of their household income on housing. For renters, over 44.7% used 35% or more of their household income on rent.

## MENTAL HEALTH AND SUBSTANCE ABUSE

Community Health Needs Assessments (CHNA) is a California requirement for nonprofit hospitals and conducted every three years. Information is gathered from a variety of sources and is used to prioritize each counties areas of need in relationship to effects on health. Through a comprehensive process combining findings from demographic and health data as well as community leader and resident input, nine health needs were identified. According to the 2019 SJ CHNA, **mental health is the highest prioritized need in San Joaquin County**. The table below shows indicators of mental health for San Joaquin compared to the State of California. As seen below, San Joaquin had worse outcomes in several key areas.

Table 5, San Joaquin and California Mental Health Indicators Comparison

Indicator	San Joaquin (Rate or %)	California (Rate or %)
<b>Deaths by Suicide, Drug or Alcohol Poisoning (per 100,000 deaths)</b>	<b>46</b>	<b>34</b>
Depression among Medicare Beneficiaries	14%	14%
Mental health Provider (Per 100,000)	190	289

Poor Mental Health days In past month	4	0.04
Seriously Considered Suicide	12%	10%
Social Associations	6	0.07
<b>Insufficient Social and Emotional Support</b>	<b>29%</b>	<b>25%</b>
Suicide Deaths (per 100,000)	11	11
Young People not in School or Working (Disconnected Youths)	8%	8%

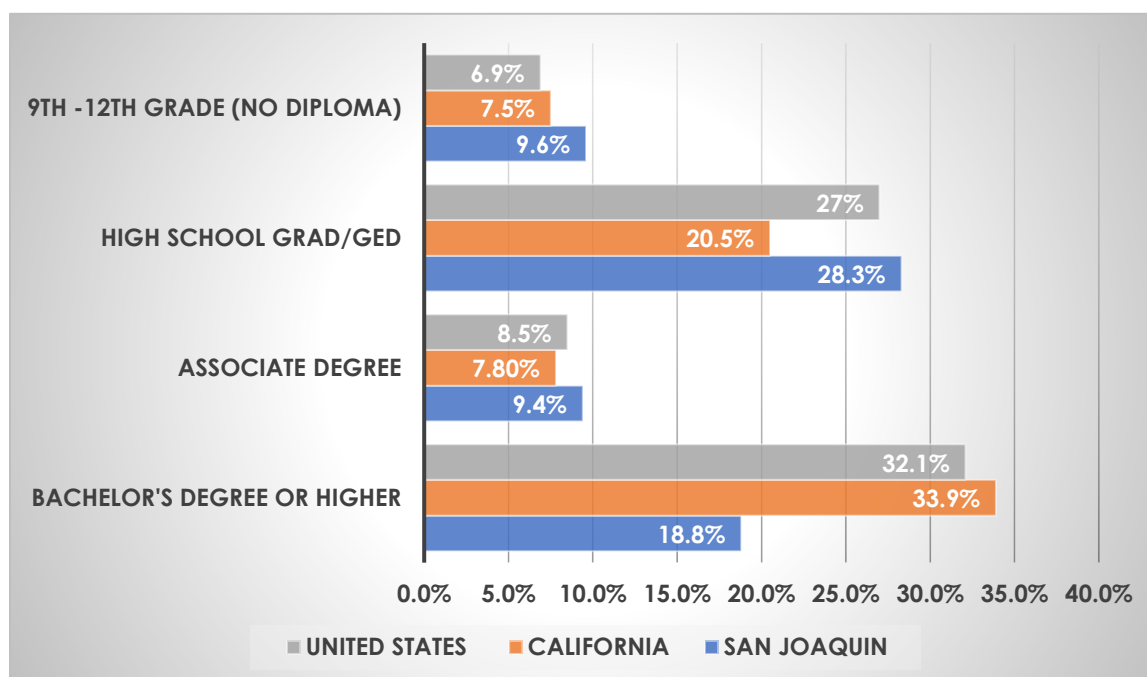
*Source: San Joaquin Community Health Needs Assessments (CHNA), 2019*

## NEEDS AND RESOURCES OF ELIGIBLE CHILDREN AND THEIR FAMILIES

### EDUCATIONAL ATTAINMENT

In 2019, 9.6% of people ages 25 and older in San Joaquin had a 9<sup>th</sup> to 12<sup>th</sup> grade education (no diploma), 2% higher than the rate for the State of California and about 3% higher than the United States. The most concerning for San Joaquin is the low attainment of college degrees—about half as many people with a bachelor's degree or higher than the state or nation. In today's society, college is the new high school, with many entry level jobs requiring higher levels of education and skills than what can be acquired as a high school graduate.

Figure 7, Educational Attainment Comparison, 2019



Source: US Census American Community Survey Estimates, 2019

The lack of higher educational attainment has far reaching implications for San Joaquin residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level, compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle income ladder who don't get a college degree move down, while 22% with a degree stay in the middle or advance.

### ADULT EDUCATION

In San Joaquin County, 9.6% of residents over age 25 lack a high school diploma and 11.1% of residents have less than a 9<sup>th</sup> grade education. Among families enrolling in Early Head Start the figure is even higher with 29% (approximately 140) of parents not having a high school diploma.

According to the Library and Literacy Foundation for San Joaquin County, 52% of residents read below a third-grade level.

These numbers demonstrate the need for Adult Basic Education (ABE) or General Education Development (GED) preparation in San Joaquin County. ABE and GED preparation is available in approximately five cities in the county: Stockton, Lodi, Manteca, and Tracy.

Very few undergraduate education opportunities exist in San Joaquin County with 4-year degrees offered on-campus at two private universities in Stockton. Over time there have been a few for-profit colleges and technical schools but those are now closed. San Joaquin Delta College offers 2-year/vocational/associates degrees offered at the Stockton and Mountain House campuses. Both locations suffered greatly during the 2008 economic downturn but have maintained their place in higher education in the county. It is noted that a greater number of families (77%) both two-parent and single parent are either not in job training or school upon their children's entry into the Early Head Start programs.

## EMPLOYMENT AND JOB TRAINING

---

Employment and job training for the families with children enrolled in the Early Head Start program is critical in ensuring the ability of families to become self-sufficient and capable of adequately providing for themselves and their children. Numbers based on the San Joaquin County PIR show that out of 477 enrollees, a little more than half, or 281, are employed. Of the total number of families, approximately 159 are not working. These totals include two-parent and single parent families.

## FOREIGN BORN

---

Of San Joaquin County's 2019 population, 76.7% (560,505) were born in the United States, and 23.3% (173,091) were foreign born. Of the county's foreign-born population, 51.8% came from Latin America.

## ENGLISH AS A SECOND LANGUAGE

---

There is a high need for English as a second language (ESL) education in San Joaquin with many (40.9%) residents speaking a language other than English at home and 16.6% of these speak English "less than "very well". Among Early Head Start families in San Joaquin, 62% stated that they primarily speak another language at home, according to the PIR. ESL training opportunities are available in San Joaquin County but not as abundantly in nearby counties.

Low cost or free GED preparation, ESL classes, and vocational training are often offered by the same institutions. A GED is available online through the Stockton Adult School. Only one college with two campuses offer vocational training as several of the for-profit colleges closed their doors in recent years.

## FINANCIAL LITERACY/ASSET BUILDING SERVICES

According to the San Joaquin County PIR, approximately 22 of Early Head Start families in the county had a need for services that would help them build assets or reduce debt, and each family received these services. Financial literacy programs are available in the county: Stockton Impact Corps, El Concilio, and the San Joaquin Human Services Agency, and local credit unions and banks. There are also online programs including <http://www.mymoney.gov> offers literacy information online and has a financial tool kit in English and Spanish; and <http://www.choosetosave.org> also offers financial literacy training online.

## HEALTH

The County Health Rankings and Roadmaps, 2020, uses several sources to determine the overall health of communities and provide a revealing snapshot of how health is influenced by where we live, learn, work, and play. Of the 58 California Counties in the report, San Joaquin County ranked near the bottom at 34<sup>th</sup> for health outcomes and 38<sup>th</sup> for length of life in 2020. When comparing the rankings over the past six years, the County has remained about the same for health outcomes and has improved slightly for health factors.

Table 6, San Joaquin County Health Rankings, 2015-2020

Outcomes	2015	2016	2017	2018	2019	2020
<b>Health Outcomes</b>	<b>44</b>	<b>41</b>	<b>39</b>	<b>46</b>	<b>44</b>	<b>34</b>
Length of Life	41	40	41	40	37	38
Quality of Life	46	44	42	50	50	33
<b>Health Factors</b>	<b>51</b>	<b>45</b>	<b>44</b>	<b>43</b>	<b>46</b>	<b>40</b>
Health Behaviors	53	40	42	34	40	34
Clinical Care	36	39	36	36	37	35
Social & Economic Factors	51	48	47	45	45	44
Physical Environment	54	49	46	45	47	49

Source: County Health Rankings.org, 2020

Some of the most prevalent health conditions affecting San Joaquin residents are asthma, obesity, and diabetes.

**Asthma:** San Joaquin, like most of California's Central Valley has very poor air quality—a key contributor to asthma and other lung diseases. According to the American Lung Association, the county gets an “F” ozone grade with an average of 18.5 high ozone days per year. Approximately 18.2% of all San Joaquin residents (California Department of Public Health, 2016) and **5.6% of San Joaquin children** suffer from Asthma (Kidsdata.org, 2018).

**Obesity:** There are a host of health issues related to obesity including diabetes, heart disease and stroke. Children that are obese are more likely to be obese as adults. Unfortunately, obesity rates tend to be much higher among low-income children and families due to the over consumption of low-cost foods that tend to be high in fats, sodium, and carbohydrates.

Across the nation, children and adolescents aged 2-19 years old, the prevalence of obesity on a national level was 18.5% and affected about 13.7 million children and adolescents. (Source: CDC/obesity/data/childhood)

- 30.4% of San Joaquin adults are obese and the county ranks 34<sup>th</sup> in the state for obesity among adults (Open Data Network, 2015)
- 31.4% of the lowest income adults had the highest obesity prevalence in California (Obesity in California: The Weight of the State, 2000-2014; California Department of Health)

**Diabetes:** Over 2.3 million California adults report having been diagnosed with diabetes, representing one out of every 12 adult Californians. Many diabetes cases in California are type 2, representing 1.9 million adults. The prevalence increases with age—one out of every six adult Californians aged 65 and above have type 2 diabetes—and is higher among ethnic/racial minorities and Californians with low education attainment and/or family income. Compared with non-Hispanic Whites, Hispanics and African Americans have twice the prevalence of type 2 diabetes and are twice as likely to die from their disease.

- 12.6% of San Joaquin adults have been diagnosed with diabetes, (Ask California Health Survey Neighborhood Edition, 2020)
- 5% of diabetes cases in California are diagnosed in children and young adults with no known way to prevent it and effective treatment requires insulin. (Burden of Diabetes in California, September 2014, California Dept. Public Health, Chronic Disease Control Branch)

## HEALTH INSURANCE

---

The US census estimates the percentage of children with health insurance each year by county. Estimates are available for children younger than 19 and living at 138% of the federal poverty level or below. Coverage rates in San Joaquin County are now at 93.6%, which is above national and state estimates. Data from San Joaquin County's Early Head Start program information report (PIR) is similar with all (100%) enrolled children having health insurance at the end of the reporting period.

In 2019, approximately 6.9% and 6% of children under the age of five did not have health insurance in San Joaquin County and California respectively. Along these same lines, the California Department of Public Health, Maternal and Infant Health Assessment found that 4% of women were uninsured during pregnancy. The survey also reported that 14% were uninsured post-partum and that 2% had no infant health insurance.

## HEALTH CARE ACCESS

---

Although most of San Joaquin residents and all EHS children are insured, having access to quality and timely care is an issue. In San Joaquin County there are 1,690 people for each primary care physician (1,690:1) compared to a ratio of 1,270:1 for the State of California (County Health Rankings and Roadmaps, 2019). Where a family lives in the county also plays a crucial role in access. Portions of Stockton is a severely under-resourced area. Communities identified as majorly under resourced include Stockton, Manteca, and Lodi. The other parts of the county seem to be better served. (California Healthy Places Index)

Pregnant women are a priority in the health care system but continue to face access issues. The California Maternal and Infant Health Assessment reported several important findings:

- 64.6% of pregnant women had a routine source of pre-pregnancy care;
- 89.2% initiated care during the first trimester; and
- 16.7% reported either they or their infant needed care post-partum, but they could not afford it.

Access to high quality, culturally competent, affordable healthcare and health services is essential to the prevention and treatment of morbidity and increases the quality of life, especially for the most vulnerable. In San Joaquin County, residents are more likely to be enrolled in Medicaid or other public insurance, which is a factor related to overall poverty. Latinos are most likely to be uninsured. Secondary data revealed that poor access to affordable health insurance and the lack of high-quality providers, including urgent care and mental health, impact access to care. Language and cultural barriers, including poor language access, are also a factor in access to quality healthcare.

## HEALTHY PREGNANCIES

---

Receiving medical care during pregnancy greatly influences a healthy pregnancy. According to the California Department of Public Health, approximately 66% of pregnant women in SJ had a regular source of care pre-pregnancy and 89% of women initiated pre-natal care during their first trimester.

## HEAD START/EARLY HEAD START ELIGIBLE CHILDREN AND FAMILIES

In San Joaquin County, CAPK's Early Head Start (EHS) program provides services and programs that positively impact low-income children ages 0-3 years and their families. Income limits for eligibility to enroll into EHS programs follow the current federal poverty guidelines. Additionally, disabled and homeless children, as well as those receiving TANF/CalWORKs assistance, are given priority.

*Unless otherwise indicated in this section, the data source for the CAPK Early Head Start programs are the 2018-2019 CAPK SJ Early Head Start Program Information Reports (PIR).*

## HOUSEHOLDS AND FAMILIES

---

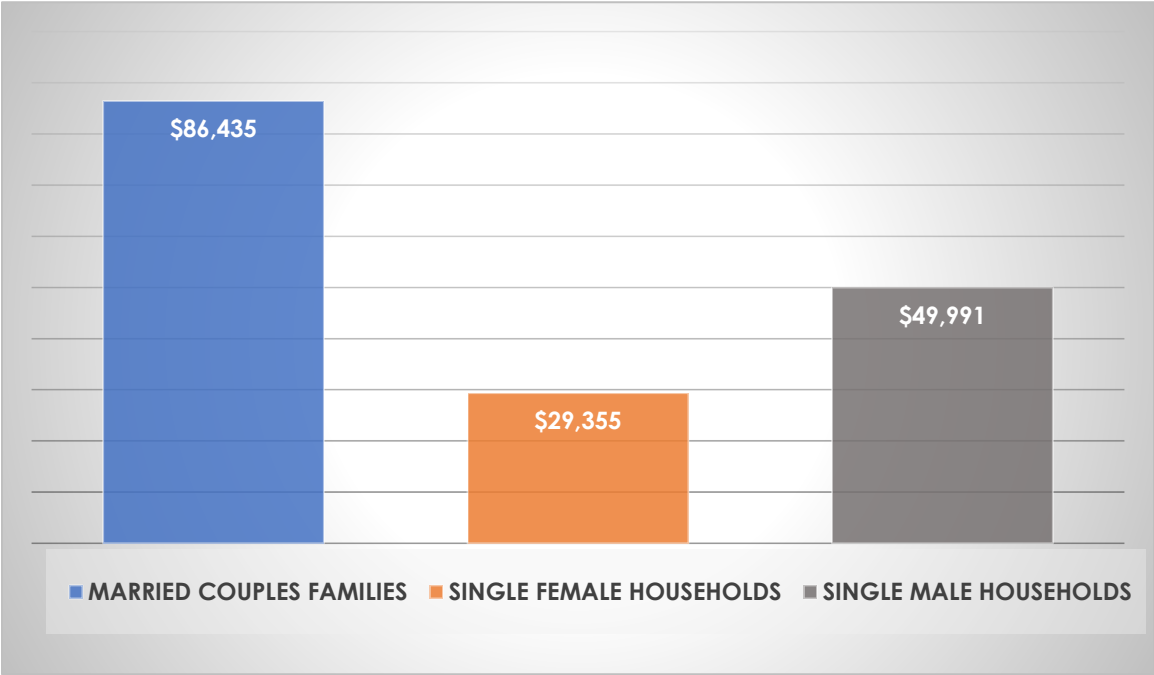
In 2019 there were an estimated 228,567 households in San Joaquin County, (US Census). Married Couple Families were just over half of all households (52.4%), with Male Householder or Female Householder (no spouse) making up 15.4% and 25.1%, respectively. Approximately 41.5% of all households have one or more people under 18 years of age.

## HOUSEHOLD INCOME

---

There are large disparities for income among different types of families in the county. Single ***female headed households with underage children have about 33% of the median incomes than married couples with underage children.***

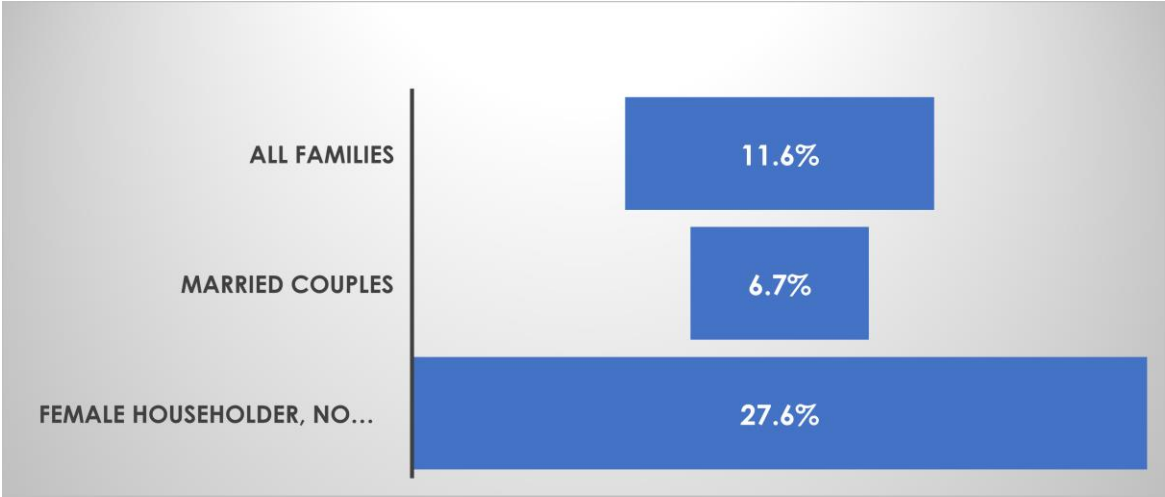
Figure 8, San Joaquin County Median Income by Household with Children Under 18 Years



Source: US Census American Community Survey Estimates, 2019

There are wide inequities in poverty among family types, with single female headed households with children experiencing poverty at about 175% to 300% of the rate experienced by their male and married couples counterparts, respectively.

Figure 9, San Joaquin County Poverty by Household Type



Source: US Census American Community Survey Estimates, 2019

AGE AND INCOME ELIGIBLE CHILDREN

There are approximately 52,388 children under 5 years of age in San Joaquin, of these, 54% (28,082) are ages 0-2 (kidsdata.org). With a poverty rate of approximately 22%, 6,178 are age and income eligible for early head start services.

## HEAD START CHILDREN – RACE

---

Like the overall population, the majority of San Joaquin children ages 0-5 are white. The next largest group are Hispanic.

Table 7, Approximate Distribution San Joaquin Children ages 0-5 by Race and Ethnicity

Race/Ethnicity	Number	%
White	29,651	56.6%
Black or African American	3,667	7%
American Indian and Alaska Native	314	.6%
Asian	8172	15.6%
Hispanic or Latino (of any race)	21,688	41.4%

Source: US Census American Community Survey Estimates, 2019

## HOMELESS CHILDREN

---

According to the annual San Joaquin Continuum of Care Homeless Point-in-Time Count, in 2019 there were an estimated 2,629 people living in homelessness in the county—a 59% increase from 2017. **Families with children accounted for 13% of the homeless population.**

## KINSHIP CARE

---

Traditionally, grandparents and other relatives have played an important role in a child's life. From being the occasional visitor bearing treats to being full-time caregivers to children, these relatives contribute much to the life of a child and family. According to *Zero to Three*, a national non-profit organization that informs, trains and supports professionals, policymakers and parents, in 2017, upwards of 24% of America's preschool children were being cared for by grandparents. Other relatives, including siblings are also often the caregiving for preschoolers. Although convenient, it can often be conflicting with relatives having different ideas for care and they may not be able to provide educational and experiential benefit to children's early development.

## CHILDREN IN FOSTER CARE

---

In 2018, 3,661 (6.5%) of children ages 0-5 years live in Foster Care in San Joaquin, slightly higher than the percentage for the State of California at 5.3%, kids.data.org). Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of risk for maltreatment or inadequate care. The U.S. foster care system aims to safely reunify children with their parents or secure another permanent home, e.g., through adoption; however, too often this goal is not achieved, especially for older youth and children with disabilities. Instead, many children spend years in foster homes or group homes, often moving many times.

Children in foster care are at increased risk for a variety of emotional, physical, behavioral, and academic problems, with outcomes generally worse for children in group homes. Recognizing

this, advocates and policymakers have made efforts to prevent children from entering the system and to safely reduce the number of children living in foster care, particularly in group homes. While the number of children in foster care nationally has decreased since the 2000s, it has risen in recent years, and California continues to have the largest number of children entering the system each year. Further, children of color continue to be overrepresented in the foster care system; in California, for example, African American/Black children make up 23% of foster children but only 6% of the general child population. (U.S. Department of Health and Human Services, Children's Bureau, 2018.)

## CHILDREN WITH DISABILITIES

---

For 2019, among the civilian non-institutionalized population in SJ, 12.5% reported a disability. The likelihood of having a disability varied by age, people under 18 years least likely to have a disability and those 65 and over having the highest rates. According to Kidsdata.org, between 2016 and 2018, approximately 13.9% of San Joaquin children have special healthcare needs.

## CHILDREN AND OBESITY

---

Body mass index is a measurement value that often can determine the health outcomes for individuals. This is especially true for children with a high amount of body fat. This high measure can lead to weight-related health problems both in the near-term and in the future. In 2018, 42.4% of children in 5<sup>th</sup> grade were overweight or obese in San Joaquin according to Kidsdata.org, compared to 40.5% of children who were overweight or obese in California.

## TRAUMA INFORMED CARE

---

As quoted from Child Trends, “How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma”, *Children who are exposed to traumatic life events are at significant risk for developing serious and long-lasting problems across multiple areas of development. However, children are far more likely to exhibit resilience to childhood trauma when child-serving programs, institutions, and service systems understand the impact of childhood trauma, share common ways to talk and think about trauma, and thoroughly integrate effective practices and policies to address it—an approach often referred to as trauma-informed care.*

Some common types of childhood trauma include abuse and neglect, family, community, and school violence, life-threatening accidents and injuries, frightening or painful medical procedures, serious and untreated parental mental illness, loss of or separation from a parent or other loved one, natural or manmade disasters, discrimination, and extreme poverty. Any of these exposures can lead to post-traumatic stress disorder (PTSD), which can lead to aggressive, self-destructive, or reckless behavior.

Young children who experience trauma may have difficulties forming attachments to caregivers, experience excessive fear of strangers or separation anxiety, have trouble sleeping and eating and can be especially fussy. Oftentimes, these young children will show regression after

reaching a developmental milestone such as sleeping through the night, toilet training, and others.

Trauma-informed care benefits children by providing a sense of safety and predictability, protection from further adversity, and offering pathways to recovery from the trauma. By implementing realization of the wide impact of trauma and understanding the paths for recovery, recognizing the signs and symptoms of trauma, responding by fully integrating knowledge about trauma into the policies, procedures, and practices surrounding trauma-informed care, and by resisting re-traumatization of children, as well as the adults who care for them, trauma-informed care can be healing and beneficial to young children. Trauma informed care must include comprehensive, ongoing professional development and education for parents, families, school staff and other service providers on jointly addressing childhood trauma.

Secondary trauma among adults working with children who have experienced trauma should be addressed. Care for staff is an important component to trauma-informed care. This is accomplished through high-quality, reflective supervision, maintaining trauma caseload balance, supporting workplace self-care groups, enhancing the physical safety of staff, offering flex-time scheduling, providing training for staff and leadership about secondary traumatic stress, development of self-care practices for staff and leadership, such as the Staff Wellness Clinic, and creating a buddy-system for self-care accountability, (childtrends.org).

CAPK EARLY HEAD START ENROLLED CHILDREN

During the 2018/2019 school year, CAPK EHS had cumulative enrollment of 569 in San Joaquin County. Of the 313 funded enrollments, 164 were full-day and 149 were home-based options.

Table 8, EHS Enrollment

	Head Start	Early Head Start	Total Enrollment
Funded Enrollment	N/A	313	313
<b>Cumulative Enrollment</b>	<b>N/A</b>	<b>569</b>	<b>569</b>

## AGE

---

Of the children and pregnant women enrolled who participated EHS during the 2018-2019 school year, the majority, (35%) were 2 years of age and the smallest group were children age 3 years and pregnant women. (4%).

Table 9, EHS Enrollment by Age

Age	Number	%
Under 1	130	24%
1 Year	166	31%
2 Years	198	37%
3 Years	24	4%
Pregnant Women	24	4%

## RACE AND ETHNICITY

---

The majority of children (78%) enrolled in San Joaquin County's EHS are of Hispanic or Latino origin. The primary language EHS is English (48%) and second is Spanish (46%).

Table 10, EHS Enrollment by Race/Ethnicity

Race/Ethnicity	EHS	Total
American Indian/Alaska Native	.5%	.5%
Asian	8.3	8.3%
Black or African American	10.4%	10.4%
Hispanic/Latino Origin (Single Section)	78%	78%
White	74.5%	74.5%
Biracial/Multi-Racial	6.3%	6.3%
Other Race	0%	%

## HOMELESS CHILDREN

In the 2018/2019 school year EHS had 54 of children were "homeless," approximately (9.4%).

## FOSTER CARE

According to the Community Action Partnership of Kern's 2018-2019 Early Head Start Program Information Report (PIR), the number of children in San Joaquin County's Early Head Start categorized as a "foster child," were 25 approximately 4.4%.

## CHILDCARE AND PRESCHOOL

### LICENSED CARE

Childcare is a critically important need for many families in the United States. High-quality childcare centers and homes deliver consistent, developmentally sound, and emotionally supportive care and education. Research indicates that high-quality early care and education can have long-lasting positive effects; specifically, high-quality childcare before age 5 is related to higher levels of behavioral/emotional functioning, school readiness, academic achievement, educational attainment, and earnings, with improvements particularly pronounced for children from low-income families and those at risk for academic failure

However, finding affordable, high-quality childcare is a major challenge for many families, and access differs based on geography, race/ethnicity, and income. In 2017, licensed childcare was available for an estimated 23% of California children ages 0-12 with working parents. Center-based infant care costs in California made up an estimated 19% of the median annual income for married couples and 60% for single parents in 2017. That same year, California was ranked the least affordable state for center-based infant care in the nation.

**Sources:** *Childcare Aware of America (2018), Economic Impacts of Early Care and Education in California; UC Berkeley Center for Labor Research and Education, Macgillvary and Lucia, 2011; US Dept. Education, A Matter of Equity: Preschool in America (2015)*

Head Start operates within the context of California's early childcare and education system, described by the Learning Policy Institute as a "patchwork of programs" (Melnick, et al., 2017) and one that "can be difficult for policymakers, providers, and families to understand because of its complexity". Childcare and preschool providers are typically divided into two categories: licensed and unlicensed.

Recent data shows a gap in childcare availability across California and in comparing San Joaquin County with other counties of comparable size and demographics as well as with larger, more metropolitan counties, it is apparent that qualified and licensed childcare is mostly unaffordable for many in California, but especially for those living in poverty. According to kidsdata.org 2018 figures, the average annual rate for childcare is \$13,563 for infants, and \$9,485 for Preschoolers. However, for family childcare homes the cost is \$9,314 for infants/toddlers and \$8,716 for preschoolers.

Table 11, Cost of Childcare by Type

Facility Type	Infant	Preschooler
Childcare Center	\$13,563	\$9,485
Family Childcare Home	\$9,314	\$8,716

Source: Kidsdata.org

Publicly funded Early Childhood Education (ECE) programs currently do not have capacity to serve all of California's children and families. In 2015–16, only 33% of children under age 5 who qualified for one of California's publicly funded ECE programs—based on family income and having working parents—were served. Many of these children were enrolled in programs that run for only a few hours each day. The state is making strides toward meeting the needs of 4-year-olds, with roughly 69% of low-income 4-year-olds enrolled in an ECE program. However, nearly 650,000 children birth to age 5 do not have access to the publicly funded ECE programs for which they are eligible.

Access to publicly funded ECE programs is extremely limited for infants and toddlers. Approximately 14% of eligible infants and toddlers are enrolled in subsidized programs—a large portion of whom are in family childcare homes or license-exempt (friend, family, or neighbor) care. Subsidized ECE for this age group is mostly limited to working families.

Full-day programs are particularly limited in scope. Many of California's largest early learning programs offer mostly part-day slots, despite a demand for full-day services, which is challenging for working families. Furthermore, few of California's ECE programs are available during the nontraditional hours that many low-income working parents need. Working evening, weekends, or overnight hours are especially challenging in getting childcare. According to the available data, only 3% of licensed childcare facilities in the state of California offer this alternative type of service. The same data shows this care is more available in licensed family childcare homes at 41%.

Per the report from the learning policy institute (Melnick, et al., 2017), California's ECE programs are too limited in scope to serve all the state's vulnerable young children, presenting a challenge for families who cannot independently afford the high cost of care, which can be as high as college tuition.

## EARLY CHILDHOOD EDUCATION

As seen in the table below, there has been increases in the availability of childcare over the years. However, there is still a high unmet need for these services for families with untraditional work hours, which are more typical for low-income workers, including nights, split shifts, and weekends.

Table 12: Childcare Supply in San Joaquin County

Age and Type	Licensed Childcare Centers			Licensed Childcare Family Homes		
	2017	2019	Change	2017	2019	Change
Total number of spaces	12,646	12,423	-2%	6,306	6,192	-2%
Infant slots (under 2 years old)	785	884	13%	N/A.	N/A.	N/A.
Preschool slots (2-5 years old)	8,541	8,966	5%	N/A	N/A	N/A
School-age slots (6 years and older)	3,320	2,573	-23%	N/A	N/A	N/A
Total number of sites	222	220	-1%	650	632	-3%

Source California Childcare Resource and Referral Network, *2019 Childcare Portfolio*

## CHILDCARE WORKFORCE SHORTAGE

Sources indicate there is an overall shortage of childcare workers in California. For the industry in general, pay is not especially good and approximately 58% of childcare worker families in the state receive some sort of public assistance. Many childcare workers lack higher education credits as many jobs in the field do not require anything more than a high school diploma. This combination of low pay and low expectations is not a good formula for having a quality childcare workforce. One strategy observed across California to address pay limitations and education requirements is unionizing childcare providers. Research indicates that while this may positively affect workers, shortcomings in the funding channels of unions can negatively impact already strapped families. Sources: *Early Childhood Workforce Index, 2018*; Christopher, B., March 2019 article for *CalMatters*

## LOW INCOME CHILDREN AGES 3 AND 4 WHO ARE NOT IN PRESCHOOL

According to Kidsdata.org (2019), 46.3% of San Joaquin County children who are eligible are not enrolled in Preschool or Kindergarten.

## STRENGTHS OF THE COMMUNITY

As indicated in this report, San Joaquin is a high need County. However, there are many strengths in the community that can be built upon.

San Joaquin is centrally located in California and is the main region for agriculture production in the State, adding many opportunities for employment beyond field work. Additionally, due to lower housing costs and the close proximity to the Bay area, it has become an attractive place for professionals to live, which brings additional resources and opportunities into the community. The area has a lot of opportunity due to a sophisticated transportation network comprised of an international deep-water port, major interstate highways, air, and rail services which connects businesses to the global economy. CAPK Early Head Start can play a crucial role in breaking the barriers of economic inclusion and poverty for families so they can be prepared to benefit from the economic stability available in this County.



To: Program Review and Evaluation Committee

From: Sheila Shegos, Director of Community Development

Date: February 10, 2021

Subject: *Agenda Item 6e*: 211 United Way Contracts, Vaccination Calls – **Info Item**

---

CAPK's 211 Kern program is contracted with United Way in Tulare, Stanislaus, and Kings counties to provide Information and Referral (I&R) services. 2-1-1 call center coverage for all counties served is available 24 hours/day and 7 days/week. Callers are assisted by a live representative via talk, text, or chat services.

Contract deliverables include call center coverage for disaster events in each of the counties, where contracts allow for reimbursements for expenses incurred by CAPK while in disaster mode.

During the pandemic, call volumes to 2-1-1 have risen in all counties, including Kern. Call volume increase from full year 2019 to full year 2020 are as follows:

Kern County: 2019 - 108,782 calls received to 2020 - 132,434 calls received, increase of 22%;  
Tulare County: 2019 - 9,859 calls received to 2020 - 43,412 calls received, increase of 340%;  
Stanislaus County: 2019 - 12,466 calls received to 2020 - 18,623 calls received, increase of 49%;  
Kings County: 2019 - 2,404 calls received to 2020 - 5,180 calls received, increase of 115%.

In recent weeks, announcements made on national and state levels and by various means have increased calls for COVID vaccinations for all counties served. Since mid-January, 2-1-1 has received 6,238 calls regarding vaccine appointments, state and county TIER guidance, and general vaccine information.

In preparing for future call volumes related to crisis calls and vaccines, CAPK 2-1-1 has instituted mandatory overtime and will hire three additional temporary I&R staff to provide added support during these high-volume call times, working with partners and officials in each of the counties. The 2-1-1 team is gauging and reporting out crisis call numbers daily for program planning and adjusting purposes, as needed.

2-1-1 has provided consistent and quality call center services over the course of many years and, in 2020, during COVID, has displayed ongoing professionalism and dedication to service in Kern County and beyond. We will continue to keep you apprised of latest developments within the program to ensure individuals, families, and communities receive the help they so desperately need and deserve.



## MEMORANDUM

To: Program Review & Evaluation Committee

*Carmen Segovia*

From: Carmen Segovia, Director of Health & Nutrition Services

Date: February 10, 2021

Subject: *Agenda Item 6f*: Strategic Plan Progress Report for Goal 1 Update – **Info Item**

---

In October of 2016, the CAPK Board of Directors approved the 2016-2021 Strategic Plan. The plan identified five critical issues that are connected to the domains of family, community, and Agency. Six goals were then developed within these domains. For 2021, each goal group will be presenting their progress to a Board Committee. This update is for **Goal 1: CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.**

Goal group members assisted with conducting the 2019 CSBG Community Action Plan's (CAP) Bi-Annual Community Needs Assessment. This was completed June 2019, resulting in the majority of Goal 1 strategies being 100% complete.

The attached progress report reflects the 2021 Community Needs Assessment.

***Attachment***

*CAPK Strategic Plan Progress Report, Goal 1*



## CAPK Strategic Plan Progress Report

### Goal 1

Completed By: Carmen Segovia

Report Period  
Month/Year

February 2021

**Goal 1. CAPK will develop an agency-wide understanding of the needs of its priority populations and develop organizational goals that unify the efforts of programs throughout the agency.**

Objectives	Strategies	Last Update Oct 2020	Current Month/Year 2021 CAP Report and Community Survey	Comments
<b>Objective 1.1: Review and analyze the needs of our target populations.</b>	1.1.1 Identify and prioritize needs of our target population by using information contained in the CAPK 2016-2017 Community Action Plan (CAP).	100%	0%	Survey in process 02/01/2021
	1.1.2 Conduct annual surveys of CAPK clients, employees, partner agencies, and the general public to identify and prioritize agency and programs' needs.	100%	50%	Group met on January 13 <sup>th</sup> to design surveys and develop distribution plan. Survey distribution/ collection scheduled for the month of February
	1.1.3 Key information collected in Strategies 1 and 2 above will be shared with all agency employees, community members, and partners.	100%	0%	CAP Report and community assessment will be completed by May 31, 2021
<b>Objective 1.2: Develop organizational goals and shared</b>	1.2.1 Use National Performance Indicators (NPIs) as a basis to establish organizational goals and how each program contributes to meeting the goals.	100%	0%	Part of the above assessment.

## CAPK Strategic Plan Progress Report

### Goal 1

<b>outcomes between CAPK programs.</b>	1.2.2 Develop process for all programs to collect and share needs data within the universal system developed in Goal 2.	0%	20%	CRM is being piloted with some programs. Information on data collection processes will be shared with WIPFLI to include in CRM buildout.
<b>Total Progress</b>		<b>80%</b>		



DATE	February 17, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 124 888 300 #

## Budget & Finance Committee Minutes

Per Governor's Executive Order N-25-20, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

### 1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:09 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Janea Benton, Fred Plane, Ana Vigil

Absent: Jonathan Mullings, Guadalupe Perez

Others present: Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Lisa McGranahan, Director of Human Resources; Carmen Segovia, Director of Health & Nutrition; Sheila Shegos, Director of Community Development; and other CAPK staff.

### 3. Approval of Agenda

Motion was made and seconded to approve the Program Budget & Finance Committee meeting agenda for February 17, 2021. Carried by unanimous vote (Plane/Benton).

### 4. Public Forum

No one addressed the Committee.

### 5. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for January 2021 – Heather McCarley, Finance Manager – **Info Item**

Heather McCarley presented the above informational reports to the Committee.

- b. Annual Budget for Fiscal Year 2021-2022 – Lorraine Casillas, Director of Finance – **Action Item**

Lorraine Casillas presented the above action item to the Committee for approval.

Fred Plane requested to see the number of positions associated with programs on future budgets.

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

- c. January 2021 Financial Statements – Lorraine Casillas, Director of Finance – ***Action Item***

Lorraine Casillas presented the above action item for approval.

Motion was made and seconded to approve the January 2021 Financial Statements. Carried by unanimous vote (Vigil/Plane).

**6. Consent**

- a. Application Status Reports for January 2021.

Motion was made and seconded to approve the Application Status Report for January 2021. Carried by unanimous vote (Plane/Vigil).

**7. Committee Member Comments**

- Fred Plane said that he appreciates the good work on the 2021-22 budget.
- Ana Vigil also said she values the work of the Finance team and wished everyone well.

**8. Next Scheduled Meeting**

Budget & Finance Committee  
12:00 pm  
Wednesday, March 24, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**9. Adjournment**

The meeting was adjourned at 12:30 pm.



## MEMORANDUM

To: Budget & Finance Committee  
From: *Heather McCarley*  
Heather McCarley, Finance Manager  
Date: February 17, 2021  
Subject: *Head Start - Kern*  
Budget to Actual Report for the period ended January 31, 2021 – **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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2020 through January 31, 2021. Eleven months (91.67%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 85% of the budget, which is on trend with expenditures at this point in the prior budget period. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 69% of the budget.

### **Carryover Funds**

Overall expenditures are at 8% of the budget. Carryover projects will be carried over into the next budget period.

### **COVID Cares Funds**

Overall expenditures are at 34% of the budget. The unexpended funds will be carried over into the new budget period.

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

Non-Federal share is at 91% of the budget.

**Community Action Partnership of Kern**  
**Head Start - Kern**  
**Budget to Actual Report**  
*Budget Period: March 1, 2020 - February 28, 2021*  
*Report Period: March 1, 2020 - January 31, 2021*  
 Month 11 of 12 (91.67%)

Prepared 2/11/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,818,776	7,744,095	2,074,681	79%	21%
FRINGE BENEFITS	3,060,914	2,429,317	631,597	79%	21%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	544,252	555,991	(11,739)	102%	-2%
CONTRACTUAL	110,999	94,337	16,662	85%	15%
CONSTRUCTION	0	0	0		
OTHER	2,688,652	2,957,393	(268,741)	110%	-10%
INDIRECT	1,561,956	1,378,113	183,843	88%	12%
<b>TOTAL BASE FUNDING</b>	<b>17,785,549</b>	<b>15,159,246</b>	<b>2,626,303</b>	<b>85%</b>	<b>15%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	45,136	2,035	43,101	5%	95%
SUPPLIES	23,986	12,084	11,902	50%	50%
CONTRACTUAL	10,005	6,188	3,818	62%	38%
OTHER	82,315	90,685	(8,370)	110%	-10%
INDIRECT	16,144	11,099	5,045	69%	31%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>122,090</b>	<b>55,496</b>	<b>69%</b>	<b>31%</b>

**CARRYOVER**

CONSTRUCTION	1,874,586	107,848	1,766,738	6%	94%
OTHER	0	36,514			
INDIRECT	0	3,645	(3,645)		
<b>TOTAL CARRYOVER</b>	<b>1,874,586</b>	<b>148,006</b>	<b>1,763,094</b>	<b>8%</b>	<b>92%</b>

**COVID CARES**

SUPPLIES	631,304	319,296	312,008		
OTHER	420,869	25,295	395,574		
INDIRECT	105,217	51,942	53,275		
<b>TOTAL COVID CARES</b>	<b>1,157,390</b>	<b>396,533</b>	<b>760,857</b>	<b>34%</b>	<b>66%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>20,995,111</b>	<b>15,825,875</b>	<b>5,205,750</b>	<b>75%</b>	<b>25%</b>
-------------------------------------	-------------------	-------------------	------------------	------------	------------

**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,567,638	992,628	575,010	63%	37%
CALIF DEPT OF ED	5,130,608	5,115,295	15,313	100%	0%
<b>TOTAL NON-FEDERAL</b>	<b>6,698,246</b>	<b>6,107,923</b>	<b>590,323</b>	<b>91%</b>	<b>9%</b>

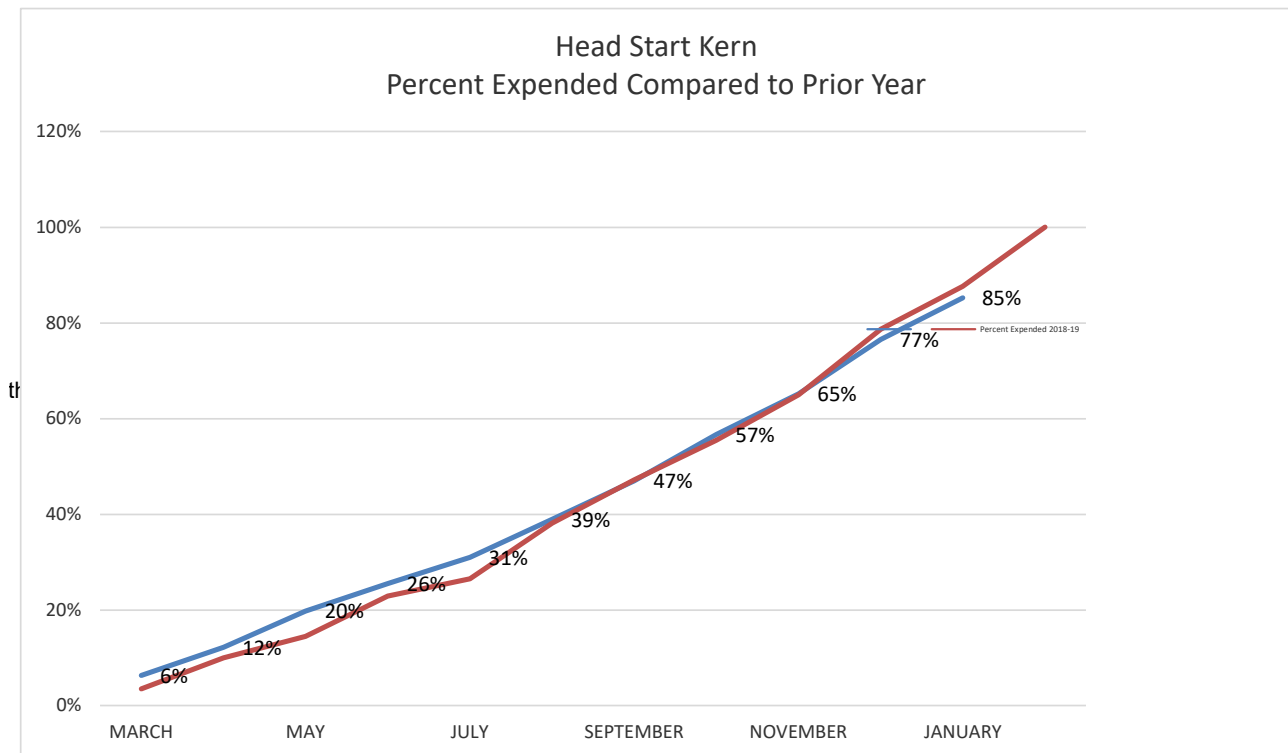
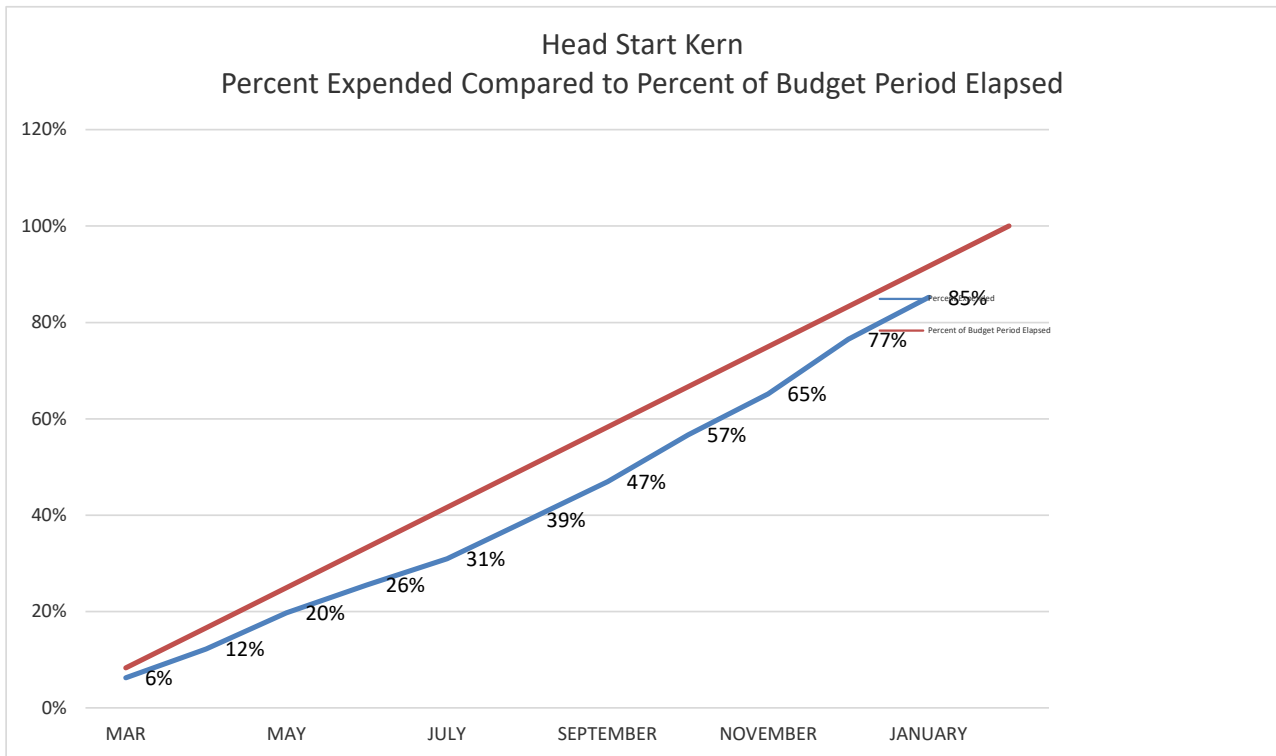
Budget reflects Notice of Award #09CH011132-02-02

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2021

Administrative Cost for HS and EHS Kern 7.6%

**Agency-Wide Credit Card Report**

	<b>CURRENT</b>	<b>1 TO 30</b>	<b>31 TO 60</b>	<b>61 TO 90</b>	<b>TOTAL</b>	<b>STATEMENT DATE</b>
<b>Wells Fargo</b>	14,069				<b>14,069</b>	2/2/2021
<b>Lowe's</b>	11,040	16,224	899	171	<b>28,334</b>	1/25/2021
<b>Smart &amp; Final</b>	494				<b>494</b>	2/1/2021
<b>Save Mart</b>	781				<b>781</b>	2/2/2021
<b>Chevron &amp; Texaco Business Card</b>	5,894				<b>5,894</b>	2/6/2021
<b>Home Depot</b>	5,421				<b>5,421</b>	2/5/2021
	<b>37,699</b>	<b>16,224</b>	<b>899</b>	<b>171</b>	<b>54,993</b>	





## MEMORANDUM

To: Budget & Finance Committee  
*Heather McCarley*  
From: Heather McCarley, Finance Manager  
Date: February 16, 2021  
Subject: *Early Head Start - Kern*  
Budget to Actual Report for the period ended January 31, 2021 – **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 second-year budget period is March 1, 2020 through February 28, 2021.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2020 through January 31, 2021. Eleven months (91.67%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 78% of the budget. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 66% of the budget.

### **Carryover Funds**

Overall expenditures are at 4% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

### **COVID Cares Funds**

Overall expenditures are at 45% of the budget. The unexpended funds will be carried over into the new budget period.

**Community Action Partnership of Kern**  
**Early Head Start - Kern**  
**Budget to Actual Report**  
*Budget Period: March 1, 2020 - February 28, 2021*  
*Report Period: March 1, 2020 - January 31, 2021*  
 Month 11 of 12 (91.67%)

Prepared 2/11/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	4,462,290	4,026,460	435,830	90%	10%
FRINGE BENEFITS	1,659,459	1,135,711	523,748	68%	32%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	390,472	295,636	94,836	76%	24%
CONTRACTUAL	37,099	26,436	10,663	71%	29%
CONSTRUCTION	610,998	0	610,998		
OTHER	953,456	876,451	77,005	92%	8%
INDIRECT	799,530	636,069	163,461	80%	20%
<b>TOTAL BASE FUNDING</b>	<b>8,913,304</b>	<b>6,996,763</b>	<b>1,916,541</b>	<b>78%</b>	<b>22%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	36,140	843	35,297	2%	98%
SUPPLIES	6,807	4,256	2,551	63%	37%
CONTRACTUAL	7,169	6,605	564	92%	8%
OTHER	103,144	90,011	13,133	87%	13%
INDIRECT	15,326	10,172	5,154	66%	34%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>168,586</b>	<b>111,887</b>	<b>56,699</b>	<b>66%</b>	<b>34%</b>

**CARRYOVER**

CONSTRUCTION	3,178,199	108,391	3,069,808	3%	97%
OTHER	0	26,441	(26,441)		
INDIRECT	0	2,641	(2,641)		
<b>TOTAL CARRYOVER</b>	<b>3,178,199</b>	<b>137,474</b>	<b>3,040,725</b>	<b>4%</b>	<b>96%</b>

**COVID CARES**

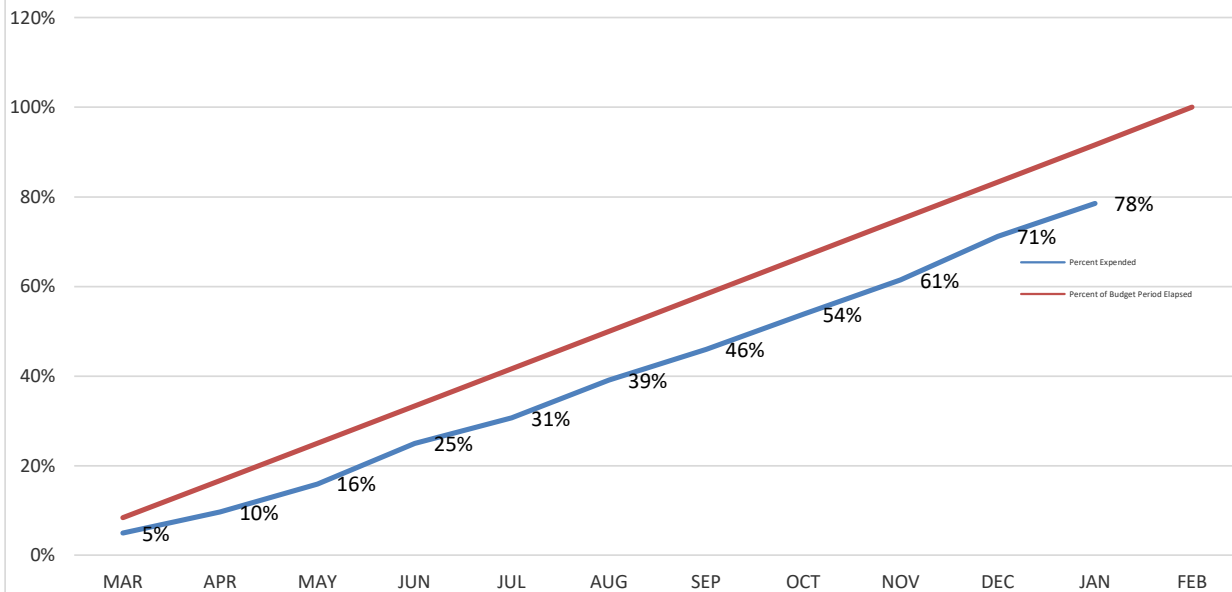
SUPPLIES	213,789	135,020	78,769	63%	37%
OTHER	142,527	19,500	123,027	14%	86%
INDIRECT	35,632	23,022	12,610		
<b>TOTAL COVID CARES</b>	<b>391,948</b>	<b>177,542</b>	<b>214,406</b>	<b>45%</b>	<b>55%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>12,652,037</b>	<b>7,423,665</b>	<b>5,228,372</b>	<b>59%</b>	<b>41%</b>
--------------------------------------	-------------------	------------------	------------------	------------	------------

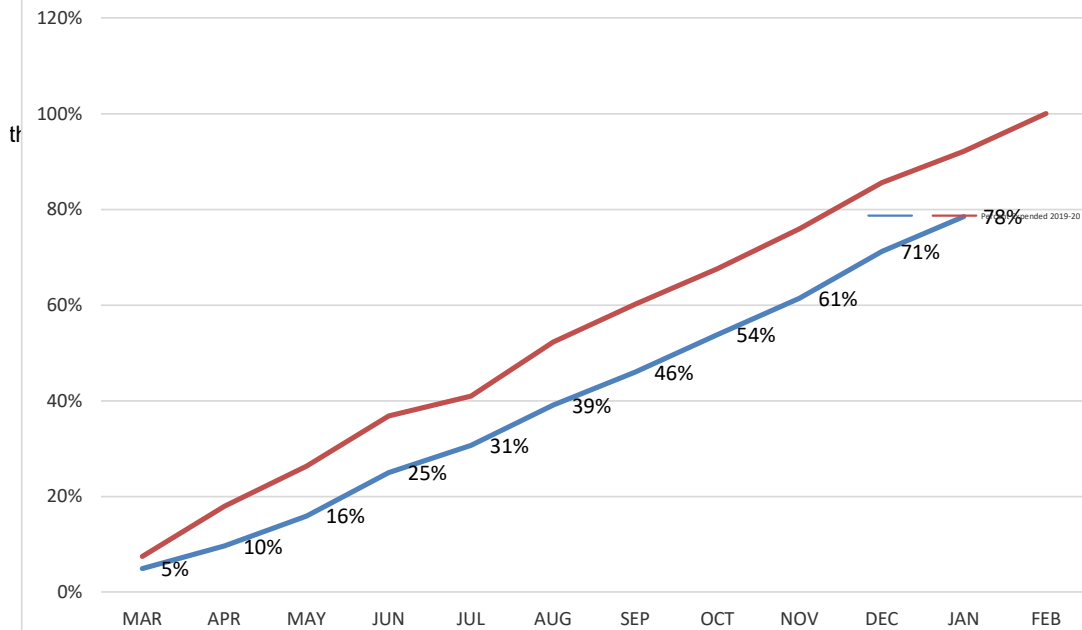
Budget reflects Notice of Award #09CH011132-02-02

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2021

Early Head Start Kern  
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern  
Percent Expended Compared to Prior Year





## MEMORANDUM

To: Budget & Finance Committee

*Heather McCarley*

From: Heather McCarley, Finance Manager

Date: February 17, 2021

Subject: *Early Head Start – San Joaquin*

Budget to Actual Report for the period ended January 31, 2021 – **Info Item**

---

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2020 through January 31, 2021. Twelve months (100.0%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 89% of the budget, which is on slightly less than where we were compared to last year at this time. The budget revisions that were brought to the Board and the Policy Council have been approved. The request to carryover the unexpended funding into the next budget will be submitted once we have finalized numbers for the end of the current budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 85% of the budget. The combined personnel and fringe benefit expenses are at 122% of this budget.

### **COVID Cares Funds**

Overall expenditures are at 60% of the budget. The unexpended funds will be carried over into the new budget period.

### **Non-Federal Share**

Non-Federal share is at 82% of the budget.

**Community Action Partnership of Kern  
Early Head Start - San Joaquin County  
Budget to Actual Report**

Budget Period: February 1, 2020 - January 31, 2021

Report Period: February 1, 2020 - January 31, 2021

Month 12 of 12 (100.0%)

Prepared 2/11/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,173,727	2,917,413	256,314	92%	8%
FRINGE BENEFITS	959,615	748,420	211,195	78%	22%
TRAVEL	0	1,916	(1,916)	0%	0%
SUPPLIES	125,025	188,537	(63,512)	151%	-51%
CONTRACTUAL	10,600	13,807	(3,207)	130%	-30%
OTHER	741,956	606,871	135,085	82%	18%
INDIRECT	478,171	435,299	42,872	91%	9%
<b>TOTAL</b>	<b>5,489,094</b>	<b>4,912,263</b>	<b>576,831</b>	<b>89%</b>	<b>11%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	21,912	32,231	(10,319)	147%	-47%
FRINGE BENEFITS	13,758	13,434	324	98%	2%
TRAVEL	18,226	0	18,226	0%	100%
SUPPLIES	6,815	536	6,279	8%	92%
CONTRACTUAL	3,845	0	3,845	0%	100%
OTHER	43,785	45,564	(1,779)	104%	-4%
INDIRECT	10,834	9,173	1,661	85%	15%
<b>TOTAL</b>	<b>119,175</b>	<b>100,938</b>	<b>18,237</b>	<b>85%</b>	<b>15%</b>

**COVID CARES**

PERSONNEL		35,888	(35,888)	0%	0%
FRINGE BENEFITS		4,429	(4,429)	0%	0%
SUPPLIES	187,546	107,516	80,030	57%	43%
OTHER	62,515	3,731	58,784	6%	94%
INDIRECT	25,006	14,262	10,744	57%	43%
<b>TOTAL</b>	<b>275,067</b>	<b>165,826</b>	<b>149,558</b>	<b>60%</b>	<b>40%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,883,336</b>	<b>5,179,027</b>	<b>744,626</b>	<b>88%</b>	<b>12%</b>
--------------------------------------	------------------	------------------	----------------	------------	------------

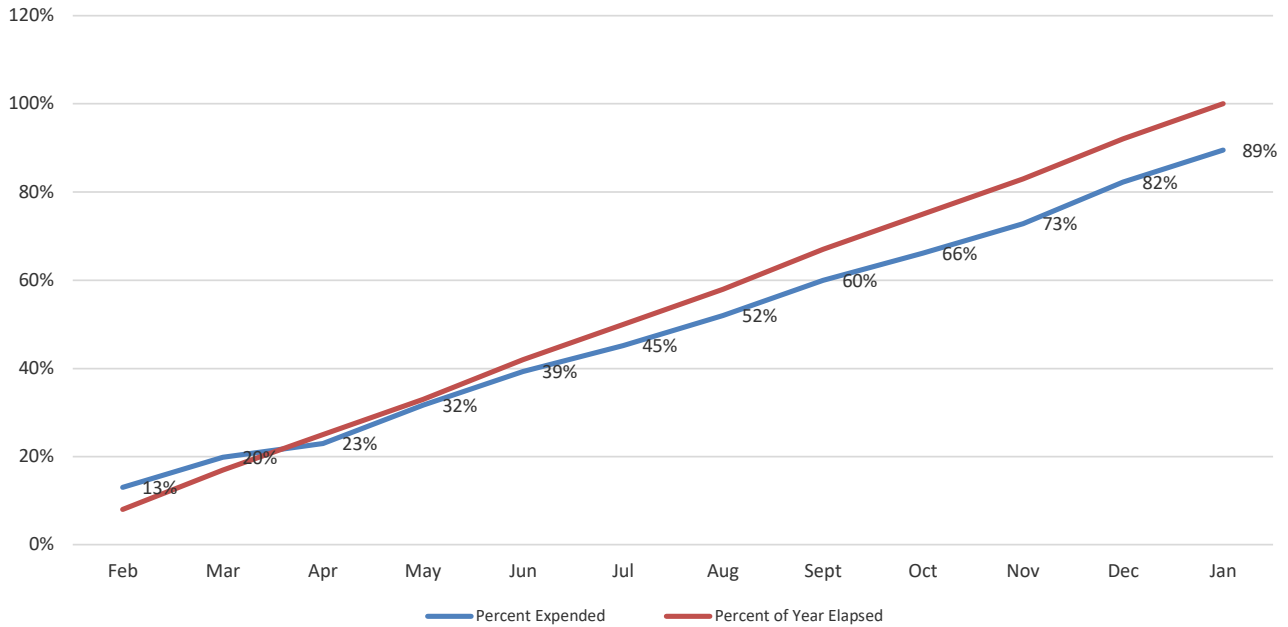
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,347,082	1,109,719	237,363	82%	18%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,347,082</b>	<b>1,109,719</b>	<b>237,363</b>	<b>82%</b>	<b>18%</b>

Centralized Administrative Cost	7.1%
Program Administrative Cost	3.5%
<b>Total Administrative Cost</b>	<b>10.6%</b>

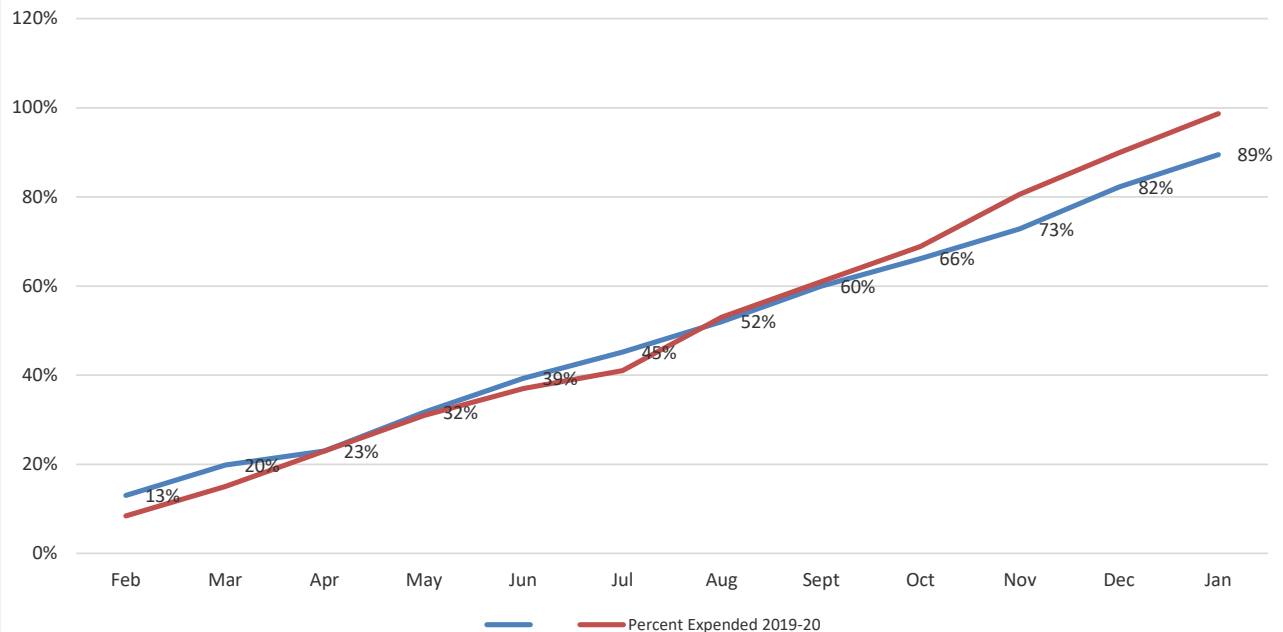
Budget reflects Notice of Award #09CH011406-01-02

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2021

Early Head Start San Joaquin  
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin  
Percent Expended Compared to Prior Year





## MEMORANDUM

To: Budget & Finance Committee

*Heather McCarley*

From: Heather McCarley, Finance Manager

Date: February 17, 2021

Subject: *Early Head Start Child Care Partnerships*  
Budget to Actual Report for the period ended January 31, 2021 – **Info Item**

---

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2020 through January 31, 2021. Eleven months (91.67%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 46% of the budget. The request to carryover the unexpended funding into the next budget period for upcoming projects and purchases will be submitted once we have finalized numbers are submitted for the end of the current budget period.

### **Training & Technical Assistance Funds**

Overall expenditures are at 9% of the budget.

### **Carryover Funds**

Overall expenditures are at 2% of the budget. The Carryover projects will be carried forward into the new budget period, as well.

### **COVID Cares Funds**

Overall expenditures are at 6% of the budget. The unexpended funds will be carried over into the new budget period.

### **Non-Federal Share**

Non-Federal share is at 21% of the budget.

**Community Action Partnership of Kern  
Early Head Start Child Care Partnerships + Expansion  
Budget to Actual Report**

Budget Period: March 1, 2020 - February 28, 2021

Report Period: March 1, 2020 - January 31, 2021

Month 11 of 12 (91.67%)

Prepared 2/11/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	761,292	371,556	389,736	49%	51%
FRINGE BENEFITS	222,791	73,124	149,667	33%	67%
SUPPLIES	28,175	38,904	(10,729)	138%	-38%
CONTRACTUAL	1,030,071	389,053	641,018	38%	62%
OTHER	143,707	143,881	(174)	100%	0%
INDIRECT	212,371	96,677	115,694	46%	54%
<b>TOTAL BASE FUNDING</b>	<b>2,398,407</b>	<b>1,113,194</b>	<b>1,285,213</b>	<b>46%</b>	<b>54%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	481	15,910	3%	97%
OTHER	29,393	1,463	27,930	5%	95%
INDIRECT	5,107	469	4,638	9%	91%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>56,185</b>	<b>5,163</b>	<b>51,022</b>	<b>9%</b>	<b>91%</b>

**CARRYOVER**

SUPPLIES	229,928	29,778	200,150	13%	87%
CONSTRUCTION	566,959	0	566,959	0%	100%
OTHER	565,121	0	565,121	0%	100%
INDIRECT	136,201	2,977	133,224	2%	98%
<b>TOTAL CARRYOVER</b>	<b>1,498,209</b>	<b>32,755</b>	<b>1,465,454</b>	<b>2%</b>	<b>98%</b>

**COVID CARES**

SUPPLIES	91,077	5,451	85,626	6%	94%
OTHER	30,359	1,457	28,902	5%	95%
INDIRECT	12,143	1,356	10,787	11%	89%
<b>TOTAL COVID</b>	<b>133,579</b>	<b>8,264</b>	<b>125,315</b>	<b>6%</b>	<b>94%</b>

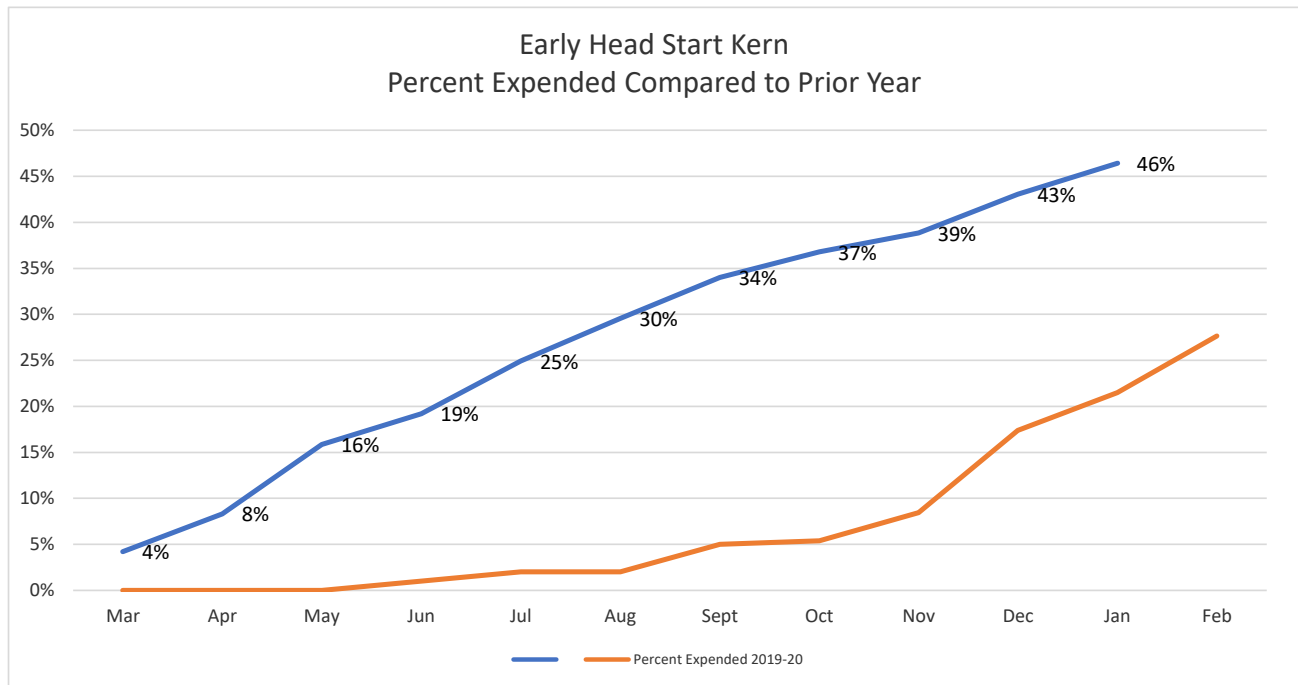
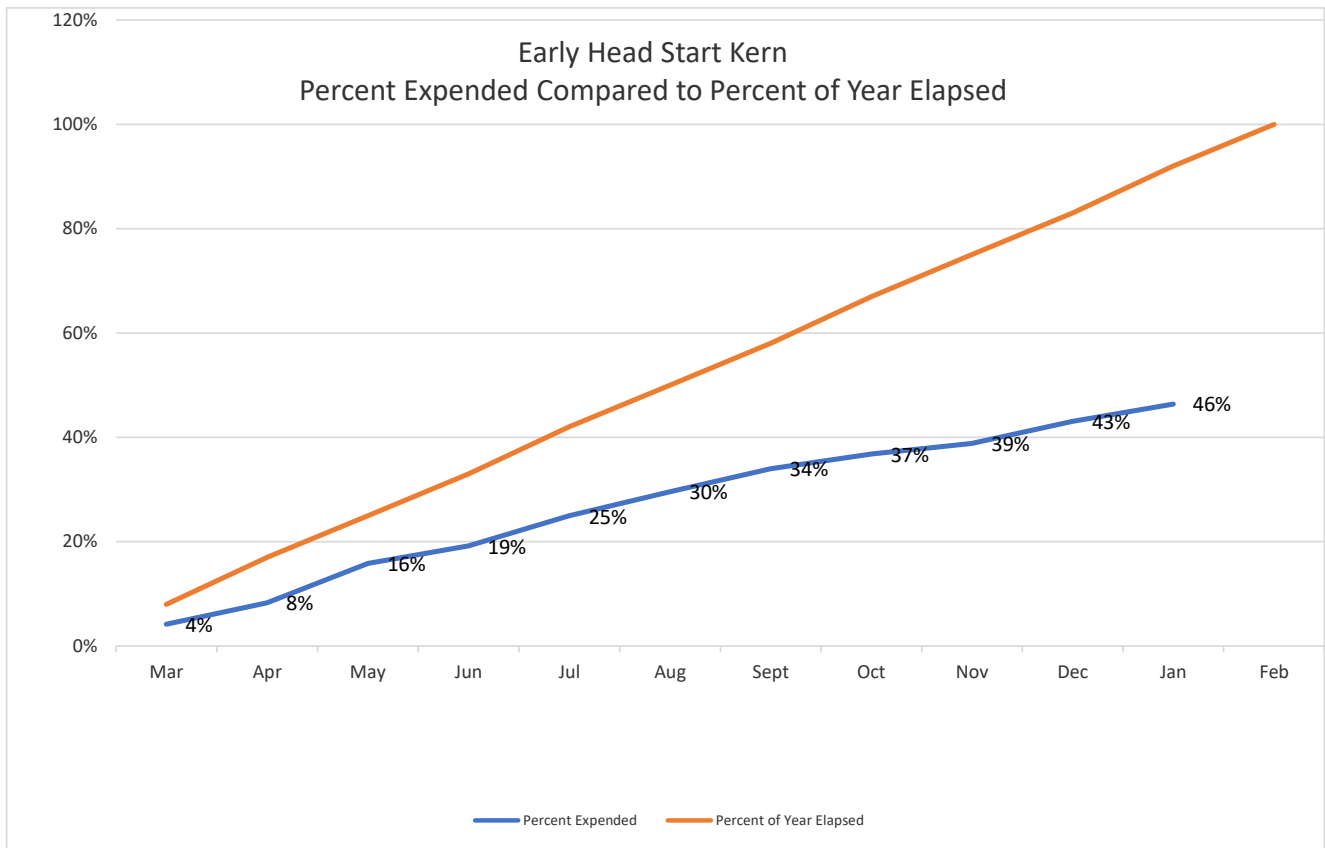
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>4,086,380</b>	<b>1,159,376</b>	<b>2,927,004</b>	<b>28%</b>	<b>72%</b>
--------------------------------------	------------------	------------------	------------------	------------	------------

**NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	588,256	124,756	463,500	21%	79%
<b>TOTAL NON-FEDERAL</b>	<b>588,256</b>	<b>124,756</b>	<b>463,500</b>	<b>21%</b>	<b>79%</b>

Budget reflects Notice of Award #09HP000163-02-02

Actual expenditures include posted expenditures and estimated adjustments through 1/31/2021





## MEMORANDUM

**TO:** Budget and Finance Committee  
**FROM:** Tracy Webster, Chief Financial Officer *Tracy Webster*  
**Date:** February 17, 2021  
**RE:** *Agenda Item 5b: Annual Budget for FY 2021/22 – Action Item*

---

The annual budget for the 2021/22 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. COVID Response
4. Indirect

The annual operating budget (program services and support services) of \$85,760,247 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. Funds related to COVID Response accounts for \$3,468,476 of the total budget. The annual budget for FY 2021/22 is 3.9% greater than the prior year. The Education category includes projected carryover for ongoing construction projects. The Community Services category does not include funding for Americorps in the upcoming year. Attached is the FY 2021/22 annual budget with category support schedules.

The Indirect budget of \$6,720,488 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development is 6.9% greater than the prior year. The Indirect Budget reflects projected costs for the replacement nine IT servers that are 8-10 years old in the amount of \$196,000 as well as the additional of two additional staff in IT to support the infrastructure of the organization. Fiscal Year 2021/22 will be the sixth year using the 10% indirect cost rate. 71.7% of the Indirect budget is for personnel costs and 28.3% is for operating costs. Attached is a comparison of the Indirect budget for five years.

### **Recommendation:**

Staff recommends that the Budget and Finance Committee approve the annual budget for FY 2021-22.

### **Attachments:**

*Annual Budget for FY 2021/22 (8 pages)*

*Indirect Budget Comparison for Five Years*

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22**

	Program Services					Support Services			Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	COVID Response	TOTAL	
<b>Revenue</b>									
Government Revenue	\$ 60,772,605	\$ 8,126,350	\$ 6,424,164	\$ 4,105,872	\$ 1,535,543	\$ -	\$ 3,468,476	\$ 84,433,010	\$ -
Head Start Subsidy for CACFP	(870,245)	870,245	-	-	-	-	-	-	-
Private Revenue	-	40,000	-	649,115	-	11,520	-	700,635	-
Other Revenue	1,602	222,250	-	-	-	1,205	-	225,057	7,253,944
Donations	-	120,000	-	10,000	-	10,000	-	140,000	-
<b>Total Revenue</b>	<b>\$ 59,903,962</b>	<b>\$ 9,378,845</b>	<b>\$ 6,424,164</b>	<b>\$ 4,764,987</b>	<b>\$ 1,535,543</b>	<b>\$ 22,725</b>	<b>\$ 3,468,476</b>	<b>\$ 85,498,702</b>	<b>\$ 7,253,944</b>
<b>Expenditures</b>									
Salaries	27,585,137	3,972,150	1,913,466	2,369,590	731,011	92,700	906,774	37,570,828	3,897,262
Benefits	8,357,795	1,132,141	437,356	535,487	201,980	19,467	247,051	10,931,277	920,556
Travel	350,227	98,318	61,498	25,140	11,490	18,150	26,622	591,445	65,350
Space Cost	6,588,567	694,465	224,567	609,768	119,233	2,200	130,719	8,369,519	183,370
Supplies	1,428,523	310,315	94,064	375,109	17,508	19,000	172,673	2,417,192	145,200
Equipment	195,000	-	8,603	-	-	-	33,750	237,353	196,000
Consultant/Contract	1,383,171	594,403	1,604,510	275,443	1,750	62,500	302,730	4,224,507	937,500
Other Operating Costs	1,090,444	392,841	784,803	149,211	37,330	44,410	27,679	2,526,718	352,250
Program Costs	7,854,382	1,451,836	712,064	6,562	3,000	-	1,308,180	11,336,024	-
Depreciation	297,840	3,600	-	-	-	-	-	301,440	23,000
Indirect	4,772,876	728,776	583,233	418,677	412,241	25,843	312,298	7,253,944	-
<b>Total Expenditures</b>	<b>\$ 59,903,962</b>	<b>\$ 9,378,845</b>	<b>\$ 6,424,164</b>	<b>\$ 4,764,987</b>	<b>\$ 1,535,543</b>	<b>\$ 284,270</b>	<b>\$ 3,468,476</b>	<b>\$ 85,760,247</b>	<b>\$ 6,720,488</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ (261,545)</b>	<b>\$ -</b>	<b>\$ (261,545)</b>	<b>\$ 533,456</b>

One-Time COVID Indirect Surplus (312,298)

A. \$196,000 budgeted for replacement of servers (one-time expense)

Ongoing Indirect Surplus \$ 221,158

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**PROPOSED ANNUAL BUDGET 2020/21**  
**FUNDING RELATED TO COVID**

	<b>Education COVID Response &amp; CARES</b>	<b>Nutrition COVID Response</b>	<b>Energy CARES</b>	<b>Community Services COVID Response</b>	<b>CSBG CARES</b>	<b>TOTAL</b>
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 1,152,313	\$ 1,152,313
Other Government Revenue	-	-	83,447	2,232,716	-	2,316,163
Head Start Subsidy for CACFP	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,447</b>	<b>\$ 2,232,716</b>	<b>\$ 1,152,313</b>	<b>\$ 3,468,476</b>
<b>Expenditures</b>						
Salaries	-	-	23,262	421,332	462,180	906,774
Benefits	-	-	6,247	108,420	132,384	247,051
Travel	-	-	1,068	8,124	17,430	26,622
Space Cost	-	-	3,580	77,892	49,247	130,719
Supplies	-	-	1,360	108,664	62,649	172,673
Equipment	-	-	-	33,750	-	33,750
Consultant/Contract	-	-	18,870	-	283,860	302,730
Other Operating Costs	-	-	11,257	4,332	12,090	27,679
Program Costs	-	-	10,217	1,270,296	27,667	1,308,180
Depreciation	-	-	-	-	-	-
Indirect	-	-	7,586	199,906	104,806	312,298
<b>Total Expenditures</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 83,447</b>	<b>\$ 2,232,716</b>	<b>\$ 1,152,313</b>	<b>\$ 3,468,476</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	0.0%	0.0%	26.9%	25.7%	28.6%	27.2%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
EDUCATION**

	<b>Head Start</b>	<b>State Dept. of Education</b>	<b>San Joaquin COE</b>	<b>County of Kern Home Visit Initiative</b>	<b>Migrant Alternative Payment</b>	<b>TOTAL</b>
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ 301,580	\$ 301,580
Other Government Revenue	39,021,522	8,204,779	2,171,553	1,790,069	9,584,682	60,772,605
Head Start Subsidy for CACFP	(870,245)	-	-	-	-	(870,245)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	1,602	-	-	-	1,602
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 38,151,277</b>	<b>\$ 8,206,381</b>	<b>\$ 2,171,553</b>	<b>\$ 1,790,069</b>	<b>\$ 9,886,262</b>	<b>\$ 60,205,542</b>
<b>Expenditures</b>						
Salaries	18,739,980	5,588,875	1,550,624	998,358	707,300	27,585,137
Benefits	5,549,693	1,830,351	450,807	329,458	197,486	8,357,795
Travel	336,275	910	-	7,042	6,000	350,227
Space Cost	6,285,717	3,728	-	216,822	82,300	6,588,567
Supplies	1,361,086	9,270	-	47,967	10,200	1,428,523
Equipment	195,000	-	-	-	-	195,000
Consultant/Contract	1,348,609	14,300	-	10,562	9,700	1,383,171
Other Operating Costs	973,404	12,936	-	28,486	75,618	1,090,444
Program Costs	(52,980)	-	-	-	7,907,362	7,854,382
Depreciation	297,840	-	-	-	-	297,840
Indirect	3,116,653	746,011	170,122	151,374	890,296	5,074,456
<b>Total Expenditures</b>	<b>\$ 38,151,277</b>	<b>\$ 8,206,381</b>	<b>\$ 2,171,553</b>	<b>\$ 1,790,069</b>	<b>\$ 9,886,262</b>	<b>\$ 60,205,542</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	29.6%	32.7%	29.1%	33.0%	27.9%	30.3%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**PROPOSED ANNUAL BUDGET 2021/22**  
**NUTRITION**

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 384,011	\$ 384,011
Other Government Revenue	4,001,061	1,641,056	1,272,351	177,633	1,449,984	1,034,249	8,126,350
Head Start Subsidy for CACFP	-	-	743,585	126,660	870,245	-	870,245
Private Revenue	-	-	-	-	-	40,000	40,000
Other Revenue	-	-	-	-	-	222,250	222,250
Donations	-	-	-	-	-	120,000	120,000
<b>Total Revenue</b>	<b>\$ 4,001,061</b>	<b>\$ 1,641,056</b>	<b>\$ 2,015,936</b>	<b>\$ 304,293</b>	<b>\$ 2,320,229</b>	<b>\$ 1,800,510</b>	<b>\$ 9,762,856</b>
<b>Expenditures</b>							
Salaries	2,378,713	565,549	605,614	-	605,614	686,551	4,236,427
Benefits	666,039	175,846	187,407	-	187,407	187,672	1,216,964
Travel	12,000	22,068	27,000	-	27,000	37,250	98,318
Space Cost	367,854	69,036	121,700	-	121,700	135,875	694,465
Supplies	43,657	33,715	86,000	-	86,000	146,943	310,315
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	583,803	-	-	-	10,600	594,403
Other Operating Costs	207,198	41,852	62,600	-	62,600	81,191	392,841
Program Costs	3,000	-	809,946	-	809,946	350,745	1,163,691
- Vended Meals	-	-	-	288,145	288,145	-	288,145
Depreciation	3,600	-	-	-	-	-	3,600
Indirect	319,000	149,187	115,669	16,148	131,817	163,683	763,687
<b>Total Expenditures</b>	<b>\$ 4,001,061</b>	<b>\$ 1,641,056</b>	<b>\$ 2,015,936</b>	<b>\$ 304,293</b>	<b>\$ 2,320,229</b>	<b>\$ 1,800,510</b>	<b>\$ 9,762,856</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
Benefit Rate	28.0%	31.1%	30.9%		30.9%	27.3%	28.7%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
ENERGY CONSERVATION**

	Energy Conservation
<b>Revenue</b>	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	6,424,164
Private Revenue	-
Other Revenue	-
Donations	-
<b>Total Revenue</b>	<b>\$ 6,424,164</b>
<b>Expenditures</b>	
Salaries	1,913,466
Benefits	437,356
Travel	61,498
Space Cost	224,567
Supplies	94,064
Equipment	8,603
Consultant/Contract	1,604,510
Other Operating Costs	784,803
Program Costs	712,064
Depreciation	-
Indirect	583,233
<b>Total Expenditures</b>	<b>\$ 6,424,164</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>
Benefit Rate	22.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
COMMUNITY SERVICES**

	<b>211</b>	<b>Homeless Services</b>	<b>E Kern Family Resource Center</b>	<b>Ridgecrest Resource Center</b>	<b>VITA</b>	<b>Youth Centers</b>	<b>TOTAL</b>
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ 205,204	\$ -	\$ 14,651	\$ -	\$ 184,729	\$ 445,368	\$ 849,952
Other Government Revenue	796,241	2,407,799	354,877	90,717	336,238	120,000	4,105,872
Private Revenue	639,115	10,000	-	-	-	-	649,115
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	10,000	-	10,000
<b>Total Revenue</b>	<b>\$ 1,640,560</b>	<b>\$ 2,417,799</b>	<b>\$ 369,528</b>	<b>\$ 90,717</b>	<b>\$ 530,967</b>	<b>\$ 565,368</b>	<b>\$ 5,614,939</b>
<b>Expenditures</b>							
Salaries	896,819	1,124,701	249,009	58,966	246,799	260,030	2,836,324
Benefits	228,689	230,404	61,821	14,742	51,981	65,007	652,644
Travel	8,740	2,500	5,200	1,200	8,950	10,040	36,630
Space Cost	44,356	515,122	17,300	3,500	23,490	125,233	729,001
Supplies	81,563	277,516	2,165	2,700	12,456	16,217	392,617
Equipment	-	-	-	-	-	-	-
Consultant/Contract	173,768	-	875	-	101,800	750	277,193
Other Operating Costs	57,484	47,754	9,742	5,687	34,186	31,688	186,541
Program Costs	-	-	-	-	3,500	6,062	9,562
Depreciation	-	-	-	-	-	-	-
Indirect	149,141	219,802	23,416	3,922	47,805	50,341	494,427
<b>Total Expenditures</b>	<b>\$ 1,640,560</b>	<b>\$ 2,417,799</b>	<b>\$ 369,528</b>	<b>\$ 90,717</b>	<b>\$ 530,967</b>	<b>\$ 565,368</b>	<b>\$ 5,614,939</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>	<b>25.5%</b>	<b>20.5%</b>	<b>24.8%</b>	<b>25.0%</b>	<b>21.1%</b>	<b>25.0%</b>	<b>23.0%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	<b>MCAP</b>	<b>Food Bank</b>	<b>211</b>	<b>E Kern</b>	<b>VITA</b>	<b>Youth Ctrs</b>	<b>TOTAL</b>
<b>Revenue</b>							
Community Services Block Grant (CSBG)	\$ 301,580	\$ 384,011	\$ 205,204	\$ 14,651	\$ 184,729	\$ 445,368	<b>\$ 1,535,543</b>
Other Government Revenue	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ 301,580</b>	<b>\$ 384,011</b>	<b>\$ 205,204</b>	<b>\$ 14,651</b>	<b>\$ 184,729</b>	<b>\$ 445,368</b>	<b>\$ 1,535,543</b>
<b>Expenditures</b>							
Salaries	-	264,277	149,239	9,476	104,653	203,366	<b>731,011</b>
Benefits	-	84,823	37,310	2,843	26,163	50,841	<b>201,980</b>
Travel	-	-	-	1,000	3,950	6,540	<b>11,490</b>
Space Cost	-	-	-	-	12,200	107,033	<b>119,233</b>
Supplies	-	-	-	-	5,158	12,350	<b>17,508</b>
Equipment	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	-	1,000	750	<b>1,750</b>
Other Operating Costs	-	-	-	-	12,275	25,055	<b>37,330</b>
Program Costs	-	-	-	-	3,000	-	<b>3,000</b>
Depreciation	-	-	-	-	-	-	-
Indirect	301,580	34,911	18,655	1,332	16,330	39,433	<b>412,241</b>
<b>Total Expenditures</b>	<b>\$ 301,580</b>	<b>\$ 384,011</b>	<b>\$ 205,204</b>	<b>\$ 14,651</b>	<b>\$ 184,729</b>	<b>\$ 445,368</b>	<b>\$ 1,535,543</b>
<b>Gain/(Loss)</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>Benefit Rate</b>		<b>32.1%</b>	<b>25.0%</b>	<b>30.0%</b>	<b>25.0%</b>	<b>25.0%</b>	<b>27.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**PROPOSED ANNUAL BUDGET 2021/22**  
**DISCRETIONARY FUND & FUND RAISING FUND**

	<b>Discretionary</b>	<b>CAPK Foundation</b>	<b>Total</b>
<b>Revenue</b>			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	<b>11,520</b>
Other Revenue	1,205	-	<b>1,205</b>
Donations	10,000	-	<b>10,000</b>
Transfer Released From Restriction	(276,064)	276,064	-
<b>Total Revenue</b>	<b>\$ (253,339)</b>	<b>\$ 276,064</b>	<b>\$ 22,725</b>
<b>Expenditures</b>			
Salaries	-	92,700	<b>92,700</b>
Benefits	-	19,467	<b>19,467</b>
Travel	-	18,150	<b>18,150</b>
Space Cost	2,200	-	<b>2,200</b>
Supplies	-	19,000	<b>19,000</b>
Equipment	-	-	-
Consultant/Contract	-	62,500	<b>62,500</b>
Other Operating Costs	5,260	39,150	<b>44,410</b>
Program Costs	-	-	-
Depreciation	-	-	-
Indirect	746	25,097	<b>25,843</b>
<b>Total Expenditures</b>	<b>\$ 8,206</b>	<b>\$ 276,064</b>	<b>\$ 284,270</b>
<b>Gain/(Loss)</b>	<b>\$ (261,545)</b>	<b>\$ -</b>	<b>\$ (261,545)</b>
Benefit Rate	0.0%	21.0%	<b>21.0%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**PROPOSED ANNUAL BUDGET 2021/22**  
**INDIRECT FUND**

	Human Resources	Operations	Executive	Community Development	Finance	TOTAL
<b>Revenue</b>						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	<b>7,253,944</b>
Donations	-	-	-	-	-	-
<b>Total Revenue</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 7,253,944</b>
<b>Expenditures</b>						
Salaries	754,188	1,000,070	949,412	150,000	1,043,592	<b>3,897,262</b>
Benefits	181,005	279,020	199,377	42,000	219,154	<b>920,556</b>
Travel	12,000	15,600	26,500	3,250	8,000	<b>65,350</b>
Space Cost	-	181,200	-	-	2,170	<b>183,370</b>
Supplies	18,000	65,000	27,200	5,000	30,000	<b>145,200</b>
Equipment	-	196,000	-	-	-	<b>196,000</b>
Consultant/Contract	115,000	352,500	66,500	20,000	383,500	<b>937,500</b>
Other Operating Costs	18,000	212,400	78,350	4,350	39,150	<b>352,250</b>
Program Costs	-	-	-	-	-	-
Depreciation	-	23,000	-	-	-	<b>23,000</b>
Indirect	-	-	-	-	-	-
<b>Total Expenditures</b>	<b>\$ 1,098,193</b>	<b>\$ 2,324,790</b>	<b>\$ 1,347,339</b>	<b>\$ 224,600</b>	<b>\$ 1,725,566</b>	<b>\$ 6,720,488</b>
<b>Gain/(Loss)</b>						<b>\$ 533,456</b>
Benefit Rate	24.0%	27.9%	21.0%	28.0%	21.0%	<b>23.6%</b>

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
INDIRECT FUND - FIVE YEAR HISTORY**

Line Items	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Revenue	\$ 4,827,346	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,253,944	5.7%
Expenditures						
Personnel Costs						
Salaries	2,614,903	2,820,260	3,070,550	3,601,982	3,897,262	8.2%
Benefits	605,877	674,091	756,241	875,486	920,556	5.1%
<i>Benefit Rate</i>	23.2%	23.9%	24.6%	24.3%	23.6%	
Total Personnel Costs	\$ 3,220,780	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,817,818	7.6%
	67.6%	71.3%	72.5%	71.2%	71.7%	
Operating Costs						
Travel	79,900	88,750	93,650	56,750	65,350	15.2%
Space Costs	190,700	187,900	186,800	193,300	206,370	6.8%
Supplies	147,277	138,400	166,500	119,400	145,200	21.6%
Equipment	5,223	-	-	-	196,000	0.0%
Consultant/Contract	783,320	630,725	659,100	1,144,066	937,500	-18.1%
Other Operating Costs	339,600	363,950	345,050	298,600	352,250	18.0%
Total Operating Costs	\$ 1,546,020	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,902,670	5.0%
	32.4%	28.7%	27.5%	28.8%	28.3%	
Total Expenditures	\$ 4,766,800	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,720,488	6.9%
Excess Indirect Revenue	\$ 60,546	\$ 155,513	\$ 521,953	\$ 572,765	\$ 533,456	-6.9%

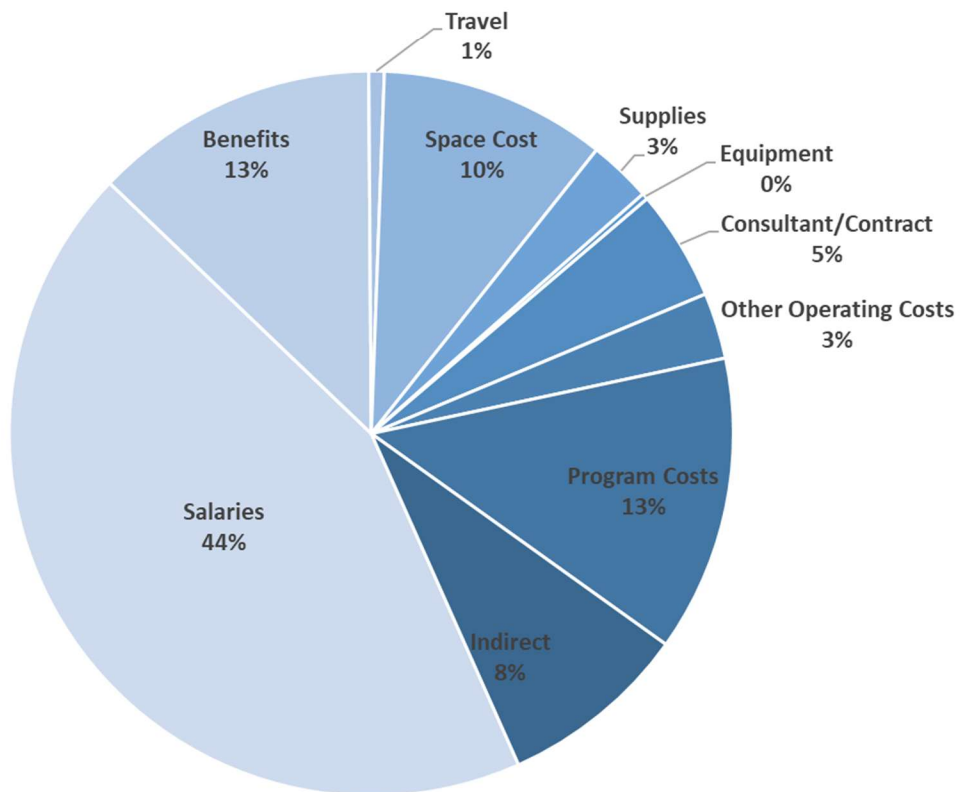
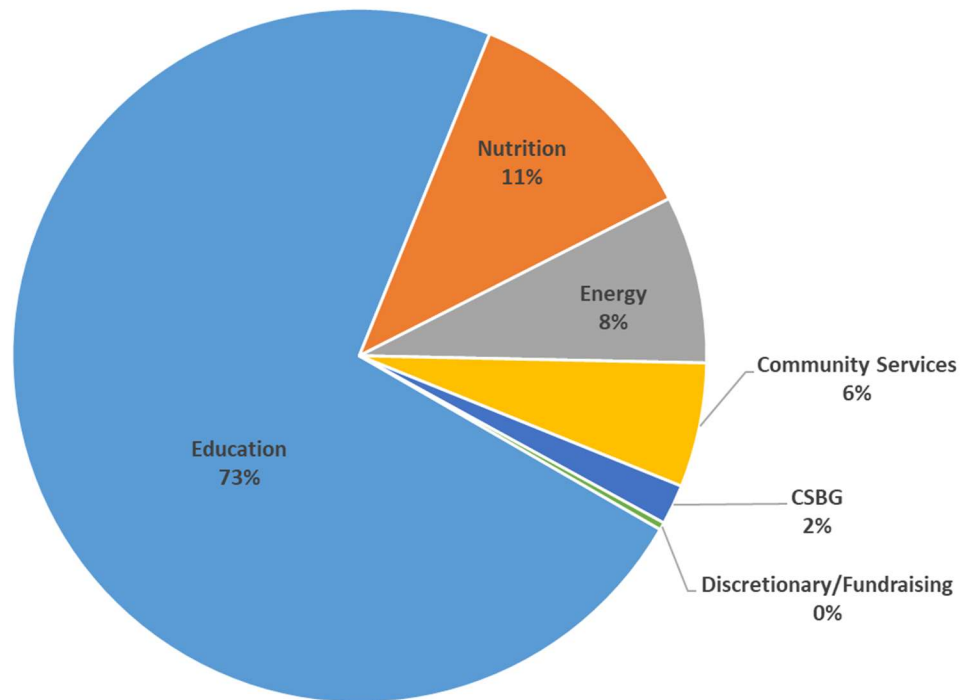
RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2017/18 Budget	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	PROPOSED FY 2021/22 Budget	% Change 2020/21 Budget to 2019/20 Budget
Operations	\$ 1,526,000	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	10.0%
Human Resources	1,151,500	1,223,465	1,034,632	917,844	1,098,193	19.6%
Finance	1,049,800	1,046,900	1,563,775	1,757,619	1,725,566	-1.8%
Community Development	525,400	704,410	705,930	354,917	224,600	-36.7%
Executive	514,100	534,935	612,204	1,145,335	1,347,339	17.6%
TOTAL	\$ 4,766,800	\$ 4,904,076	\$ 5,272,341	\$ 6,289,584	\$ 6,720,488	6.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN  
PROPOSED ANNUAL BUDGET 2021/22  
AGENCY-WIDE - FIVE YEAR HISTORY**

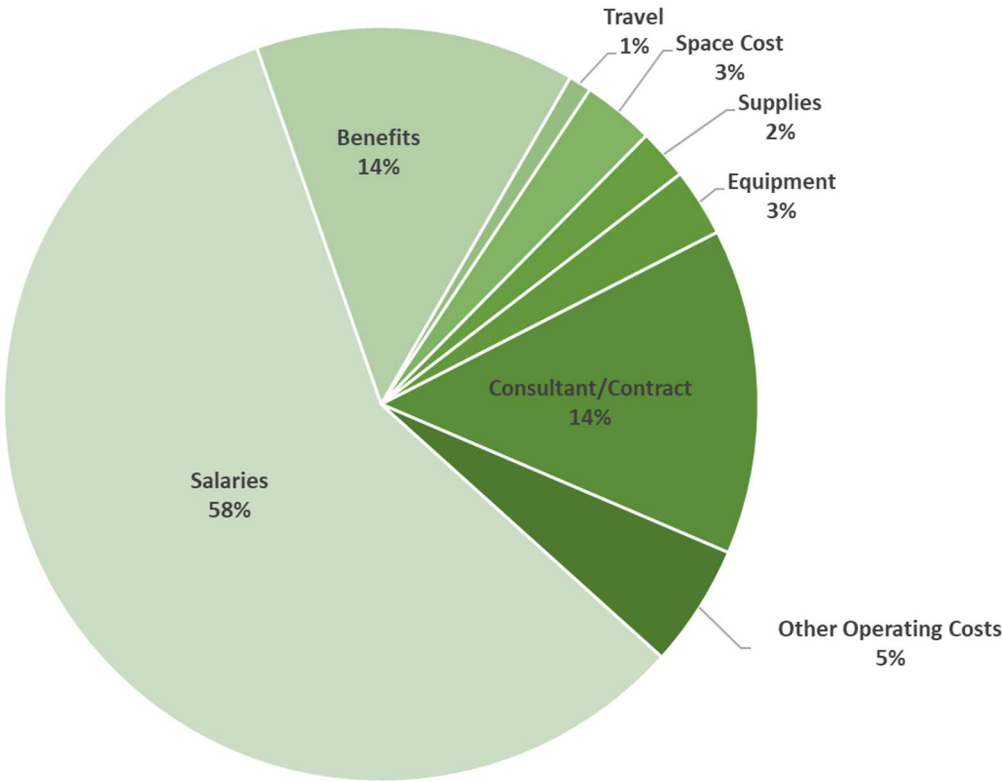
<b>EXPENDITURES BY PROGRAM SERVICE</b>	<b>FY 2017/18 Budget</b>	<b>FY 2018/19 Budget</b>	<b>FY 2019/20 Budget</b>	<b>FY 2020/21 Budget</b>	<b>PROPOSED FY 2021/22 Budget</b>	<b>% Change 2021/22 Budget to 2020/21 Budget</b>
Education	\$ 41,464,388	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 59,903,962	-0.2%
Nutrition	6,539,729	7,569,576	8,687,954	9,221,197	9,378,845	1.7%
Energy Conservation	4,538,500	4,138,200	5,746,308	6,867,228	6,424,164	-6.5%
Community Services	1,714,393	1,194,256	1,549,312	4,715,591	4,764,987	1.0%
CSBG	1,469,183	1,469,183	1,489,531	1,489,531	1,535,543	3.1%
Discretionary & Fund Raising	49,725	41,035	41,233	203,689	284,270	39.6%
COVID Response	-	-	-	-	3,468,476	100.0%
Total Annual Budget	<u>\$ 55,775,918</u>	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 85,760,247</u>	3.9%

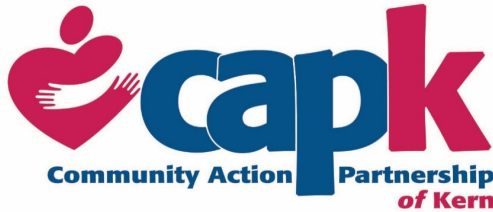
<b>RECAP - EXPENDITURES BY CATEGORY</b>	<b>FY 2017/18 Budget</b>	<b>FY 2018/19 Budget</b>	<b>FY 2019/20 Budget</b>	<b>FY 2020/21 Budget</b>	<b>PROPOSED FY 2021/22 Budget</b>	<b>% Change 2021/22 Budget to 2020/21 Budget</b>
Salaries	\$ 24,469,045	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 37,570,828	11.7%
Benefits	6,985,209	7,979,525	9,792,653	10,374,228	10,931,277	5.4%
Travel	613,404	536,271	604,666	814,611	591,445	-27.4%
Space Cost	3,203,818	3,458,335	7,496,553	10,436,885	8,369,519	-19.8%
Supplies	2,024,115	1,796,041	2,343,556	2,061,180	2,417,192	17.3%
Equipment	992,500	211,038	99,000	92,760	237,353	155.9%
Consultant/Contract	1,086,652	954,462	2,765,704	4,177,786	4,224,507	1.1%
Other Operating Cost	2,730,585	2,259,160	2,805,782	2,720,184	2,526,718	-7.1%
Program Costs	8,502,693	8,328,674	9,513,508	11,039,753	11,336,024	2.7%
Depreciation	-	306,776	362,700	311,004	301,440	-3.1%
Indirect	5,167,897	5,059,589	5,799,844	6,862,349	7,253,944	5.7%
TOTAL	<u>\$ 55,775,918</u>	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 85,760,247</u>	3.9%

## AGENCY BUDGET



**INDIRECT BUDGET BREAKDOWN**





## **BUDGET AND FINANCE COMMITTEE**

**FEBRUARY 17, 2021**

### **FINANCIAL REPORT**

#### **TABLE OF CONTENTS**

<b><u>SECTION</u></b>	<b><u>Pages (s)</u></b>
<b>A.</b> Schedule of Programs for the period March 1, 2020 through February 28, 2021	A1 - A7
<b>B.</b> Functional Classification by Fund	B1 - B3
<b>C.</b> Line of Credit Summary	C1
<b>D.</b> - Cash Summary as of January 31, 2021	D1
- Bank Reconciliations	D2 - D8
<b>E.</b> Wells Fargo Visa Summary and Statements	E1 - E14
<b>F.</b> Central Kitchen Budget to Actual January 31, 2021	F1
<b>G.</b> State Department of Education Contract - Earned Revenue	G1 - G2
<b>H.</b> Finance Division Monthly Report	H1
<b>I.</b> Financial Statements as of February 29, 2020	I1
<b>J.</b> Financial Statements as of January 31, 2021	J1
<b>K.</b> Agency-wide Budget to Actual as of January 31, 2021	K1 - K7
<b>L.</b> Indirect Fund Budget To Actual as of January 31, 2021	L1

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/20 - 02/28/21	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/20 - 02/28/21	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/20 - 02/28/21	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/20 - 02/28/21	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/20 - 02/28/21	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/20 - 02/28/21	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/20 - 02/28/21	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/20 - 02/28/21	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START EXPANSION EARLY HEAD START EXPANSION - CARES ACT	2,454,592 133,579	93.600	09HP000163-02 09HP000163-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START EARLY HEAD START/HEAD START - CARES ACT	27,045,025 1,549,338	93.600	09CH011132-02 09CH011132-02C3	03/01/20 - 02/28/21 03/01/20 - 02/28/21	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN EARLY HEAD START SAN JOAQUIN - CARES ACT	5,608,269 275,067	93.600	09-CH011406-01 09-CH011406-01C3	02/01/20 - 01/31/21 02/01/20 - 01/31/21	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/19 - 04/01/20	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	94,012 122,216	21.009	19VITAA0228	08/01/18 - 07/31/19 08/01/19 - 07/31/20	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,535,543 1,535,543	93.569	20F - 3015 21F - 4015	01/01/20 - 05/31/21 01/01/21 - 05/31/22	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT	2,082,493	93.569	20F - 3654	03/27/20 - 05/31/22	104	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
COUNTY OF KERN CARES ACT FOOD BANK DELIVERY PROGRAM	2,000,000	93.391	391-2020	06/16/20 - 12/30/20	135	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
COUNTY OF KERN PPSA EMERGENCY COVID PPE DISTRIBUTION	25,000	93.391		9/1/20 - 12/30/20	136	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,000,000	93.391		9/17/20 - 12/30/20	137	COUNTY OF KERN, CARES ACT, CORONAVIRUS RELIEF FUND

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

A2

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
AMERICORPS PLANNING GRANT	69,959	94.006	17AFHY26-PG87	1/15/2020 - 12/31/2020	155-007	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
AMERICORPS OPERATIONAL	653,691	94.006		2/1/2020 - 1/31/2021	155-000	CALIFORNIA VOLUNTEERS, AMERICORPS, STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES
CSBG DISCRETIONARY RIDGECREST EARTHQUAKE RESPONSE (COMMUNITY SERVICES BLOCK GRANT)	177,018	93.569	19F - 4463	09/01/19 - 03/31/20	175/032	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG DISCRETIONARY (CRM)	32,000	93.569	20F-3015	1/1/20 - 12/31/20	175/175	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
CSBG CARES ACT DISCRETIONARY (RENTAL ASSISTANCE CRM)	40,370	93.569	20F - 3654	03/27/20 - 05/31/22	175/008	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,615,849 4,415,991	93.568 93.568	19B - 5012 20B - 2012	10/01/18 - 06/30/20 10/01/19 - 06/30/21	122-39 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) CARES ACT	2,291,443	93.568	20U-2561	07/01/20 - 04/30/21	122-40	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	1,364,399 250,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/21	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085	93.575	CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 5,411,000 28,000	93.575	CMAF - 9000 CMAF - 0000 CMAF - 0000	07/01/19 - 06/30/20 07/01/20 - 06/30/21 07/01/20 - 06/30/21	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	164,081	93.575	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	357,247	93.596	CSPP - 9121	07/01/19 - 06/30/20	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,491,998	10.561	19-10324	10/01/19 - 09/30/20	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
ECONOMIC EMPOWERMENT	50,000	93.590	EE - KERN - 17 - 20	07/01/19 - 06/30/20	171	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, OFFICE OF CHILD ABUSE PREVENTION
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
HOUSING AUTHORITY OF KERN COUNTY RENTAL & MORTGAGE ASSISTANCE 211	332,624	93.391	N/A	09/21/20 - 12/15/20	188	HOUSING AUTHORITY OF KERN COUNTY, CARES ACT, CORONAVIRUS RELIEF FUND
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	386,114	10.568/.569	15 - MOU - 00118	10/01/19 - 09/30/20	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	623,392	10.568/.569		03/27/20 - 09/30/20	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	389,808	10.568/.569		06/05/20 - 09/30/20	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RELIEFT FUND (CRF)	1,288,605	21.019		7/1/2020 - 11/30/2020	105-097	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 36	79,598	97.024		7/1/2019 - 3/31/2020	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 37	58,005	97.024		7/1/2020 - 3/31/2021	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S CARES Act	82,698	97.024		7/1/2020 - 3/31/2021	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S State Set Aside (SSA)	18,900	97.024		7/1/2020 - 3/31/2021	114-097	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/19 - 09/30/20	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
ESG CARES ACT HOMELESS SERVICES	3,800,000	14.231	752-2020	3/1/2020 - 9/30/2022	141	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY SHELTER GRANTS PROGRAM CARES, COUNTY OF KERN
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	332,408	10.565	16 - 6017	10/01/19 - 09/30/20	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

A3

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

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	10/01/19 - 09/30/20	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,112,061 111,000	10.557	19 - 10139	10/01/19 - 09/30/20	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/19 - 09/30/20	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROG SSI	60,476 43,513	10.561		10/01/19 - 09/30/20 10/01/20 - 09/30/21	164-005	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/19 - 06/30/20	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
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/20 - 06/30/21	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/19 - 06/30/20	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	4,173,682 4,173,683		CMAF - 9000 CMAF - 0000	07/01/19 - 06/30/20 07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082 2,659,082		CCTR - 9050 CCTR - 0052	07/01/19 - 06/30/20 07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	3,846,369 4,367,697		CSPP - 9121 CSPP-0126	07/01/19 - 06/30/20 07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661 262,661		CMIG - 9004 CMIG - 0004	07/01/19 - 06/30/20 07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399 39,399		CMSS - 9004 CMSS - 0004	07/01/19 - 06/30/20 07/01/20 - 06/30/21	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	348,000		19T - 9011	10/01/19 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	1,877,011		N/A	07/01/19 - 06/30/20	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000 70,000		509-2019	07/01/19 - 06/30/20 07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN

A4

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	147,879 328,862		509-2019	01/01/20 - 06/30/20 07/01/20 - 06/30/21	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
CALIFORNIA EMERGENCY SOLUTIONS AND HOUSING PROGRAM	57,000		18-CESH-12453	10/03/19 - 07/24/24	272	STATE OF CALIFORNIA, DEPT OF GENERAL SERVICES, UNITED WAY OF KERN
COUNTY OF KERN 2020 CENSUS	47,707		N/A	01/14/20 - 09/30/20	273	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER <b>START-UP</b>	239,630		017-2020	01/14/20 - 06/30/20	275-007	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	1,027,736		017-2020	01/14/20 - 06/30/20	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,054,472		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		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	101,490 363,636		SGRT-19-0012	07/01/17 - 06/30/20 06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,758 13,749		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,439 274,249		15 MOU - 00118	07/01/19 - 06/30/20 07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	21,334		N/A	07/01/19 - 06/30/20	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/19 - 06/30/20	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	105,697		2015.2.5	07/01/19 - 06/30/20	288	KERN, FIRST 5 KERN

A5

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	135,637		2015.2.6	07/01/19 - 06/30/20	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	169,641		2017.2.01	07/01/19 - 06/30/20	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717		2020.2.18	01/01/21 - 06/30/21	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
SIERRA FOUNDATION - ASTHMA MITIGATION	500,000		N/A	08/01/20 - 05/15/23	290	STATE OF CALIFORNIA, DEPARTMENT OF HEALTH CARE SVCS., SIERRA FOUNDATION
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/19 - 06/30/20	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/19 - 06/30/20	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SIERRA FOUNDATION - 2020 CENSUS	40,000		GRANT CANCELLED	01/01/20 - 07/31/20	408	SIERRA FOUNDATION
NALEO EDUCATIONAL FOUNDATION - 2020 CENSUS	15,000		N/A	01/13/20 - 09/30/20	409	NALEO EDUCATIONAL FOUNDATION
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
FEEDING AMERICA SENIOR HUNGER	50,000		25618	11/01/20 - 01/31/22	422	FEEDING AMERICA SENIOR HUNGER, MULTI-PRIVATE DONORS
GOODWILL INDUSTRIES - CALIFORNIA STATEWIDE COVID-19 CALL CENTER RESPONSE	90,681 25,000		N/A	03/30/20 - 03/29/21	430	GOODWILL INDUSTRIES OF SACRAMENTO & NORTHERN NEVADA, INC.
UNITED WAY - COVID-19 211 COMMUNITY RESPONSE AND RELIEF	45,000 5,000		N/A	04/01/20 - 06/30/20 07/01/20 - 12/31/20	431	UNITED WAY WORLDWIDE
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 12/31/20	432	COMMUNITY RESOURCE PROJECT, INC.
SVCF MIGRANT CHILDCARE ALTERNATIVE PAYMENT	250,000		N/A	08/01/20 - 07/31/21	451	SILICON VALLEY COMMUNITY FOUNDATION
KEDF MEAL DELIVERY RESTAURANT PROGRAM	99,000		N/A	08/01/20 - 09/30/20	463	KERN ECONOMIC DEVELOPMENT FOUNDATION, SOUTHERN CALIFORNIA GAS COMPANY
NO KID HUNGRY (FOOD BANK)	150,000		N/A	05/28/20 - 09/30/20	465	NO KID HUNGRY - SHARE OUR STRENGTH
EAST KERN HEALTH LINK - RESOURCE FAIRS	3,000		N/A	06/01/19 - 05/31/20	501-005	BORAX VISITOR CENTER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
CALIFORNIA FAMILY RESOURCE CENTER - EKFRS COVID-19 RAPID RESPONSE	10,000		MOU# COVID-413-7	04/13/20-06/30/20	533-005	CALIFORNIA FAMILY RESOURCE CENTER ASSOCIATION, PREVENT CHILD ABUSE CALIFORNIA
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2020 THROUGH FEBRUARY 28, 2021**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868 22,868		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017 63,017		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	66,000 70,019		N/A	07/01/19 - 06/30/20 07/01/20 - 06/30/21	536-234	UNITED WAY OF STANISLAUS COUNTY
SOUTHERN CA EDISON - 211 CUSTOMER RELATIONS MANAGEMENT (CRM) DEVELOPMENT PROGRAM	35,000		N/A	1/1/20 - 10/1/20	429	SOUTHERN CALIFORNIA EDISON
PREP WORKS - YOUTH CENTERS			N/A		444	STARBUCKS
PREP WORKS PROGRAM			N/A		448	WELLS FARGO FOUNDATION
EAST KERN EMERGENCY CLOSET	PENDING		N/A	PENDING	501-005	FRIENDS OF MERCY FOUNDATION, SISTER PHYLLIS HUGHES ENDOWMENT FOR SPECIAL NEEDS
EAST KERN HEALTH LINK	PENDING		N/A	PENDING	454	DIGNITY HEALTH
FOOD BANK FREE FARMERS MARKET - WASCO	100,000		N/A	01/01/20 - 12/31/20	467	THE WONDERFUL COMPANY FOUNDATION
DAP (DISGORGEMENT ASSISTANCE PROGRAM)	346,238		20D - 1012	10/01/19 - 12/31/20	484	STATE OF CALIFORNIA, DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT, BARCLAY'S BANK SETTLEMENT WITH FETC
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

A7

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2020/21**

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	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	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					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		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				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2020/21**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			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			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				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		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2020/21**

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
186	2-1-1 Hospital Preparedness Program				X		
272	United Way - CESH				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		

COMMUNITY ACTION PARTNERSHIP OF KERN  
LINE OF CREDIT ADVANCES AND REPAYMENTS  
FISCAL YEAR 2020/21

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/29/20	n/a				
03/31/20	n/a				
04/30/20	n/a				
05/31/20	n/a				
06/30/20	n/a				
07/31/20	600,000	600,000	6		
08/31/20	n/a				
09/30/20	n/a				
10/31/20	n/a				
11/30/20	n/a				
12/31/20	n/a				
01/31/21	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of March 23, 2020 for \$4 million and will terminate on January 01, 2021. A \$2 million increase

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

Note 3: Line of credit was required on July 30, 2020 in the amount of 600,000. The loan was repaid on August 4, 2020 in full.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/19 - 3/30/20	90 days	\$ 1,253.47	0.25%
04/01/20 - 6/30/20	90 days	\$ 2,583.33	0.25%
07/01/20 - 9/30/20	90 days	\$ 2,534.73	0.25%
10/01/20 - 12/31/20	90 days	\$ 2,555.55	0.25%

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF JANUARY 31, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(194,373.17)
HEAD START/EARLY HEAD START	156,926.72
<b>SUBTOTAL</b>	<b>(37,446.45)</b>
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	75,666.11
MIGRANT A/P	2,214,234.65
MIGRANT CHILD CARE	52,596.42
MIGRANT SPECIALIZED SERVICES	16,383.43
SAN JOAQUIN COE GENERAL CHILD CARE	122,614.32
STATE PRESCHOOL	1,442,661.35
<b>SUBTOTAL</b>	<b>3,924,155.98</b>
ANTHEM BLUE CROSS FOOD BANK	46,148.96
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	181,137.21
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(116,024.96)
EF&S	70,351.50
EFAP	(78,362.55)
FEEDING AMERICA SENIOR HUNGER	50,000.00
FOOD BANK	561,082.33
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	118,505.96
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	(2,292.18)
WONDERFUL FOUNDATION	27,728.10
<b>SUBTOTAL</b>	<b>1,056,346.37</b>
ENERGY	(238,709.40)
DOE WAP	(138,235.90)
LIHEAP	(873,314.88)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(22,023.88)
TRANSFER NEGATIVE BALANCE	1,288,005.05
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	457,773.03
211 ENERGY UPGRADE CA PROGRAM	4,251.93
AMERICORPS - CALIFORNIA VOLUNTEERS	(220,193.93)
BANK OF THE WEST	565.31
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(606.62)
CAL FRESH	(57,357.77)
CALEITC	(16,218.27)
CAPK FOUNDATION	(12,855.97)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(5,742.77)
COST POOLS	55,900.72
COUNTY OF KERN 2020 CENSUS	0.01
COUNTY OF KERN CARES ACT	(2,712.20)
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,740.49
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(353,643.31)
CSBG	(253,347.43)
CSBG CARES ACT	(8,569.99)
CSBG DISCRETIONARY	(62,529.99)
DIFFERENTIAL RESPONSE	(27,416.05)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,980,875.83
ECONOMIC EMPOWERMENT	(12,610.08)
EAST KERN FAMILY RESOURCE CENTER	29,450.72
ESG CARES ACT HOMELESS SERVICES	(2,678.32)
KEDF MEAL DELIVERY RESTAURANT PROGRAM	0.31
KAISER	95,000.00
FIRST 5 KERN 211	(28,443.27)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(42,676.51)
FIRST 5 HELP ME GROW	(18,300.28)
FRIENDSHIP HOUSE	25,238.14
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	626,311.47
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	2,451.15
HACK Rental & MORTGAGE ASSISTANCE 211 MOU	11,280.86
HOME VISIT INITIATIVE (CO OF KERN)	(146,606.70)
HUD-COORDINATED ENTRY SYSTEM	(51,614.38)
INDIRECT FUND	933,589.55
IRS - VITA	(10,110.13)
M ST NAVIGATION CENTER	5,390.00
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(244,000.77)
POSITIVE YOUTH DEV SVC	(9,927.56)
POSITIVE YOUTH M	(47,626.79)
SHAFTER YOUTH CENTER	23,620.33
SHARE OUR STRENGTH NO KID HUNGRY	0.00
SIERRA FOUNDATION - ASTHMA MITIGATION	200,000.00
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	145,076.18
SO CA EDISON - 211 CUSTOMER RELATIONS	29,756.47
UNITED WAY 211	931.58
UNITED WAY CESH	5,669.10
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	87,396.40
WELLS FARGO FOUNDATION	46,981.80
WIC	(1,040,016.58)
LESS: ENERGY NEGATIVE BALANCE	(1,288,005.05)
ADD: LINE OF CREDIT	
<b>SUBTOTAL</b>	<b>1,092,287.40</b>
<b>TOTAL OPERATING CASH</b>	<b>6,037,343.30</b>

## **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. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits 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 Child Care (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.

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

COMMUNITY ACTION PARTNERSHIP OF KERN  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED  
January 31, 2021

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

<b>BANK BALANCE AT</b>	<b>01/31/21</b>		6,798,484.94
LESS: OUTSTANDING CHECKS		760,741.94	
<b>ADJUSTED BANK BALANCE AT</b>	<b>01/31/21</b>		6,037,743.00
<b>GENERAL LEDGER BALANCE AT</b>	<b>12/31/20</b>		5,681,366.66
ADD: DEPOSITS		2,731,900.73	
US TREAS DRAWDOWNS		3,069,491.64	
FUNDS FROM OTHER GRANTS		155,190.74	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		1,778.16	
LINE OF CREDIT LOAN		-	
ONLINE DONATION		-	
REIMBURSEMENT OF ALTERED PAYEE		-	
LESS: CHECKS		1,468,615.39	
ADP PAYROLL 1/15/21		1,543,702.88	
ADP PAYROLL 1/29/21		1,634,628.19	
EFTS FOR HRA/HSA/ STD/403B		266,824.56	
REC LOAN PRINCIPAL/INT EXPENSES		31,655.63	
CREDIT CARD		25,136.39	
BANK FEES		1,907.63	
ACH VOUCHERS		629,514.26	
<b>GENERAL LEDGER BALANCE AT</b>	<b>01/31/21</b>		6,037,743.00

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 02/10/2021

APPROVED BY: *Mary Webster* TITLE: Chief Financial Officer DATE: 02/10/2021

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**HEADSTART ACCRUED VACATION\***  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING**  
**January 31, 2021**

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING:** **01/31/21** **997,881.42**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE:** **01/31/21** **997,881.42**

---

**BALANCE PER G/L** **12/31/20** **997,745.82**

ADD: DEPOSITS 0.00

INTEREST 135.60

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L** **01/31/21** **997,881.42**

---

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: 02/04/21

APPROVED BY: Mary Webster

TITLE: Chief Financial Officer

DATE: 02/04/21

**COMMUNITY ACTION PARTNERSHIP OF KERN  
CSD ADVANCES ACCOUNT\*\***  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
January 1, 2021**

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

ACCOUNT NO.: XXXXX-X1095

<b>BANK BALANCE ENDING:</b>	<b>01/01/21</b>	<b>1,682,780.64</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>01/01/21</b>	<b>1,682,780.64</b>

---

<b>BALANCE PER G/L</b>	<b>12/31/20</b>	<b>425,720.11</b>
------------------------	-----------------	-------------------

ADD:	DEPOSITS	1,256,975.88
	INTEREST	84.65
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00
LESS:	CHECKS	0.00
	CLIENT ANALYSIS SERVICE CHARGE	0.00
	WIRE TRANSFER	0.00
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00

---

<b>BALANCE PER G/L</b>	<b>01/01/21</b>	<b>1,682,780.64</b>
------------------------	-----------------	---------------------

---

* December 2009 name changed from Food Bank to DOE ARRA.	DIFFERENCE:	0.00
** January 2018 name changed from DOE ARRA to CSD Advances.		

---

---

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>02/04/21</u>
APPROVED BY: <u><i>Amy Webster</i></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>02/04/21</u>

---

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**ON-LINE DONATIONS ACCOUNT**  
 5005 BUSINESS PARK NORTH  
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**January 31, 2021**

WELLS FARGO BANK, N.A.  
 P. O. BOX 63021  
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>01/31/21</b>	<b>61,223.68</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE</b>	<b>01/31/21</b>	<b>61,223.68</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>12/31/20</b>	<b>49,286.51</b>
ADD:		
DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		12,995.60
PAYPAL DEPOSIT		0.00
INTEREST		7.93
LESS:		
APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		12.45
BANKCARD FEES		1,053.91
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		0.00
		0.00
<b>BALANCE PER GENERAL LEDGER:</b>	<b>01/31/21</b>	<b>61,223.68</b>

\* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

Difference: 0.00

\*\* 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.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 02/10/21

APPROVED BY: Mary Webster

TITLE: Chief Financial Officer

DATE: 02/10/21

COMMUNITY ACTION PARTNERSHIP OF KERN  
CHILD DEVELOPMENT RESERVE #1  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
January 31, 2021

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

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING: 01/31/21 7,526.11**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 01/31/21 7,526.11**

---

**BALANCE PER G/L 12/31/20 7,525.09**

ADD: DEPOSITS 0.00

INTEREST 1.02

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 01/31/21 7,526.11**

---

DIFFERENCE: 0.00

---

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 02/04/21

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: 02/04/21

COMMUNITY ACTION PARTNERSHIP OF KERN  
CHILD DEVELOPMENT RESERVE #2  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
December 31, 2020

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

ACCOUNT NO.: XXXXX-X2049

<b>BANK BALANCE ENDING:</b>	<b>12/31/20</b>	<b>34,962.93</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>12/31/20</b>	<b>34,962.93</b>

---

<b>BALANCE PER G/L</b>	<b>11/30/20</b>	<b>34,958.18</b>
------------------------	-----------------	------------------

ADD:	DEPOSITS	0.00
	INTEREST	4.75
	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

---

<b>BALANCE PER G/L</b>	<b>12/31/20</b>	<b>34,962.93</b>
------------------------	-----------------	------------------

---

DIFFERENCE: 0.00

---

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>02/04/21</u>
APPROVED BY: <u><i>Amy Webster</i></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>02/04/21</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**WELLS FARGO VISA SUMMARY**  
**STATEMENTS DATED January 1, 2021 - January 31, 2021**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	1,830.93
Freddy Hernandez	Director of Youth and Community Services	-
Traco Matthews	Chief Program Officer	39.00
Lisa McGranahan	Director of Human Resoures	-
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	25.00
Pritika Ram	Director of Administration	3,477.62
Carmen Segovia	Director of Health & Nutrition Services	6,623.72
Sheila Shegos	Director of Community Development	134.85
Jeremy Tobias	Chief Executive Officer	91.90
Emilio Wagner	Director of Operations	753.65
Tracy Webster	Chief Financial Officer	1,091.86
	Total	\$ 14,068.53



Statement Expenses

02/02/2021 08:40 AM PT  
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/04/2021
Charges:	0.00 USD	Grace Period:	02/05/2021 through 02/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	02/08/2021 through 02/11/2021
Total Amount:	0.00 USD	Download Period:	02/12/2021 through 03/01/2021

Charges

There are no results.

---End of Report---



Statement Expenses

02/02/2021 08:41 AM PT  
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/04/2021
Charges:	0.00 USD	Grace Period:	02/05/2021 through 02/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	02/08/2021 through 02/11/2021
Total Amount:	0.00 USD	Download Period:	02/12/2021 through 03/01/2021

Charges

There are no results.

---End of Report---



## Statement Expenses

 02/02/2021 08:42 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>GONZALES, YOLANDA</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-7009</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>1,830.93 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>1,830.93 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/04/2021	01/06/2021	Office Depot #952 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	209.44 USD / 209.44
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/05/2021	01/06/2021	Paypal Californiaa 402-935-7733, CA		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/06/2021	01/07/2021	Paypal Californiaa 402-935-7733, CA		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/06/2021	01/07/2021	Paypal Californiaa 402-935-7733, CA		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/06/2021	01/07/2021	Paypal Californiaa 402-935-7733, CA		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/14/2021	01/18/2021	Russos Books 661-665-4686, CA		CAPK Pcard(CAPL Pcard)	No	965.49 USD / 965.49
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/20/2021	Kern County Fire Deptmt 661-391-7050, CA		CAPK Pcard(CAPL Pcard)	No	50.00 USD / 50.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/20/2021	Kern County Fire Deptmt 661-391-7050, CA		CAPK Pcard(CAPL Pcard)	No	50.00 USD / 50.00
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/27/2021	01/28/2021	California Head Start 916-4447760, CA		CAPK Pcard(CAPL Pcard)	No	400.00 USD / 400.00

Total Charges: 1,830.93 USD



Statement Expenses

02/02/2021 08:42 AM PT  
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx-8889	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/04/2021
Charges:	0.00 USD	Grace Period:	02/05/2021 through 02/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	02/08/2021 through 02/11/2021
Total Amount:	0.00 USD	Download Period:	02/12/2021 through 03/01/2021

Charges

There are no results.

---End of Report---



## Statement Expenses

 02/02/2021 08:43 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>MATTHEWS, TRACO</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-3726</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>39.00 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>39.00 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/06/2021	01/07/2021	Paypal Californiaa 402-935- 7733,CA		CAPK Pcard(CAPL Pcard)	No	39.00 USD / 39.00

Total Charges: 39.00 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



Statement Expenses

02/02/2021 08:44 AM PT  
Requested By: ALBITRE, ROSEMARY

Cardholder Summary			
Cardholder Name:	MCGRANAHAN, LISA	Start Date:	01/01/2021
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	01/31/2021
Status:	Open	Reminder Period:	02/02/2021 through 02/04/2021
Charges:	0.00 USD	Grace Period:	02/05/2021 through 02/07/2021
Out-of-pocket:	0.00 USD	Approval Period:	02/08/2021 through 02/11/2021
Total Amount:	0.00 USD	Download Period:	02/12/2021 through 03/01/2021

Charges

There are no results.

---End of Report---



## Statement Expenses

 02/02/2021 08:44 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>MEADE, JERRY</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-5025</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>25.00 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>25.00 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/26/2021	01/27/2021	Cqel Non-profit Httpswww.caqu,CA		CAPK Pcard(CAPL Pcard)	No	25.00 USD / 25.00
							<b>Total Charges: 25.00 USD</b>

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 02/02/2021 08:45 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>RAM, PRITIKA</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-7074</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>3,477.62 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>3,477.62 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/05/2021	01/06/2021	Eb 2021 Management An 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	1,520.00 USD / 1,520.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/10/2021	01/11/2021	Www.thingsremembered.com 866-9024438,OH		CAPK Pcard(CAPL Pcard)	No	146.14 USD / 146.14
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/11/2021	01/12/2021	Gwu Sph Marketplace 202-994-3406,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/20/2021	01/21/2021	La Times Subscription 213-283-2274,CA		CAPK Pcard(CAPL Pcard)	No	311.48 USD / 311.48
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/21/2021	National Community Action 202-8422092,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/21/2021	National Community Action 202-8422092,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/21/2021	National Community Action 202-8422092,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/21/2021	National Community Action 202-8422092,DC		CAPK Pcard(CAPL Pcard)	No	300.00 USD / 300.00

Total Charges: 3,477.62 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 02/02/2021 08:46 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>SEGOVIA, CARMEN</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-7025</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>6,623.72 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>6,623.72 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/02/2021	01/04/2021	Facebk 5aa8exn252 Fb.me/ads,CA		CAPK Pcard(CAPL Pcard)	No	25.00 USD / 25.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/07/2021	01/08/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	67.12 USD / 67.12
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/08/2021	01/11/2021	Christine Staricka Httpschrstin,CA		CAPK Pcard(CAPL Pcard)	No	500.00 USD / 500.00
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/12/2021	01/12/2021	Wpy California Breastfeed 855-469-3729,CA		CAPK Pcard(CAPL Pcard)	No	1,740.00 USD / 1,740.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/23/2021	01/25/2021	Walmart.com Ax 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	91.83 USD / 91.83
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	113.84 USD / 113.84
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	502.45 USD / 502.45
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	113.84 USD / 113.84
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,095.72 USD / 1,095.72
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
				E2			

	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,064.65 USD / 1,064.65
<b>11.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	12/30/2020	01/25/2021	Hertz #0720603 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1,104.88 USD / 1,104.88
<b>12.</b>	<b>Transaction Date</b>	<b>Posting Date</b>	<b>Merchant</b>	<b>General Ledger Code</b>	<b>Unit</b>	<b>Receipt Submitted ‡</b>	<b>Amount / Original Currency</b>
	01/28/2021	01/29/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	204.39 USD / 204.39

**Total Charges: 6,623.72 USD**

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

**---End of Report---**



## Statement Expenses

 02/02/2021 08:47 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>SHEGOS, SHEILA</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-0776</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>134.85 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>134.85 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/15/2021	01/18/2021	Domino's 7781 661-703- 1709,CA		CAPK Pcard(CAPL Pcard)	No	134.85 USD / 134.85

Total Charges: 134.85 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 02/02/2021 08:47 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>TOBIAS, JEREMY</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-7066</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>91.90 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>91.90 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/14/2021	01/15/2021	Logcabinflorist Httpslogcabin,CA		CAPK Pcard(CAPL Pcard)	No	91.90 USD / 91.90
							<b>Total Charges: 91.90 USD</b>

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---



## Statement Expenses

 02/02/2021 08:48 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>WAGNER, EMILIO</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-7041</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Cardholder Reviewed</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>753.65 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>753.65 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/04/2021	01/05/2021	Microsoft Store Redmond,WA		CAPK Pcard(CAPL Pcard)	Yes	99.00 USD / 99.00
	<b>Description</b>		Operations 6525-999-901-000-000-00-5-1				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/19/2021	01/19/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	<b>Description</b>		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/20/2021	01/21/2021	Mindbody, Inc. 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	<b>Description</b>		Mindbody Premier Basic Monthly Charge and Subscription Fee for January 2021 service SEE ATTACHED				

**Total Charges: 753.65 USD**

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

**---End of Report---**



## Statement Expenses

 02/02/2021 08:48 AM PT  
 Requested By: ALBITRE, ROSEMARY

## Cardholder Summary

Cardholder Name:	<b>WEBSTER, TRACY</b>	Start Date:	<b>01/01/2021</b>
Card Number:	<b>xxxx-xxxx-xxxx-6993</b>	End Date:	<b>01/31/2021</b>
Status:	<b>Open</b>	Reminder Period:	<b>02/02/2021</b> through <b>02/04/2021</b>
Charges:	<b>1,091.86 USD</b>	Grace Period:	<b>02/05/2021</b> through <b>02/07/2021</b>
Out-of-pocket:	<b>0.00 USD</b>	Approval Period:	<b>02/08/2021</b> through <b>02/11/2021</b>
Total Amount:	<b>1,091.86 USD</b>	Download Period:	<b>02/12/2021</b> through <b>03/01/2021</b>

## Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/13/2021	01/14/2021	Fredpryor Careertrack 800-5563012,KS		CAPK Pcard(CAPL Pcard)	No	149.00 USD / 149.00
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/23/2021	01/25/2021	Aatrix Software 701-746-6814,ND		CAPK Pcard(CAPL Pcard)	No	631.50 USD / 631.50
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/23/2021	01/25/2021	Aatrix Software 701-746-6814,ND		CAPK Pcard(CAPL Pcard)	No	109.26 USD / 109.26
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/26/2021	01/27/2021	Cqel Non-profit Httpswww.caqu,CA		CAPK Pcard(CAPL Pcard)	No	25.00 USD / 25.00
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/26/2021	01/27/2021	Cqel Non-profit Httpswww.caqu,CA		CAPK Pcard(CAPL Pcard)	No	25.00 USD / 25.00
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	01/26/2021	01/27/2021	Aatrix Software 701-746-6814,ND		CAPK Pcard(CAPL Pcard)	No	152.10 USD / 152.10

Total Charges: 1,091.86 USD

‡ - The Receipt Submitted column indicates that a receipt was submitted via fax, email, at the statement level, or using a system other than the Commercial Card Expense Reporting service.

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CENTRAL KITCHEN - BUDGET TO ACTUAL**  
**FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021 (11 OF 12 MONTHS OR 91.66%)**

Line Item	2020/21 Budget	3/1/20 - 1/31/21 Actual	% Expended	Available Budget
USDA Revenue (Note A)	619,546	683,194	110.3%	(63,648)
Head Start Subsidy	<u>1,080,077</u>	<u>1,006,258</u>	93.2%	<u>73,819</u>
Total Revenue	<u>1,699,623</u>	<u>1,689,452</u>	99.4%	<u>10,171</u>
Expenditures (Note B)				
Salaries	597,785	578,178	96.7%	19,607
Benefits	193,353	179,109	92.6%	14,244
Vehicle Gasoline, Repair/Maintenance	27,000	31,029	114.9%	(4,029)
Space Costs	48,202	111,800	231.9%	(63,598)
Supplies - Office & Food Service	86,000	71,591	83.2%	14,409
Equipment Repair/Maintenance & Lease	35,300	4,821	13.7%	30,479
Communication	13,000	14,807	113.9%	(1,807)
Risk Insurance	12,700	13,712	108.0%	(1,012)
Printing	1,000	453	45.3%	547
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	640	128.0%	(140)
Other Misc	-	454	-	(454)
Raw Food/Vended Meals	<u>502,129</u>	<u>543,739</u>	108.3%	<u>(41,610)</u>
Sub Total	1,517,069	1,550,334	102.2%	(33,265)
Adult Meals Prepared	28,497	73,615	258.3%	(45,118)
Indirect	<u>154,057</u>	<u>65,504</u>	42.5%	<u>88,553</u>
Total Expenditures	<u>1,699,623</u>	<u>1,689,452</u>	99.4%	<u>10,171</u>

	Prior Period	January 2021	Cumulative
Total Meals Prepared and Vended (Note C)	410,923	54,305	465,228
Total Meals Claimed	<u>270,681</u>	<u>42,756</u>	<u>313,437</u>
Difference	140,242	11,549	151,791

Percentage Claimed to Prepared/Vended		78.7%	67.4%
---------------------------------------	--	-------	-------

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 7/1/20 - 6/30/21 (6 OF 12 MONTHS = 50.0%)**

Contract CMAP-9000	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	Mar 2021	Apr 2021	May 2021	June 2021	Total	%	% Earned to MRA
Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 552,057	\$ -	\$ -	\$ -				\$ 3,221,775		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 552,057	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,221,775	86.70%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>7,907,363</b>		<b>40.74%</b>
<b>Administration &amp; Support Services Revenue</b>															
Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 552,057	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,221,775		
Reimbursement Rate	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%	x 21.2121%		
Revenue Earned	\$ 91,530	\$ 110,223	\$ 126,539	\$ 118,577	\$ 119,434	\$ 117,103	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 683,406		
Program Administration/Support Services Costs	65,934	71,199	62,745	59,765	57,994	86,552							404,188	10.88%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,100	62,433	64,127							370,112	2.42%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	\$ 123,085	\$ 87,266	\$ 116,643	\$ 121,864	\$ 120,427	\$ (75,230)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 494,055	13.30%	
Revenue Earned Over/(Under) Costs	\$ (31,555)	\$ 22,957	\$ 9,896	\$ (3,287)	\$ (993)	\$ 192,332	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 189,351		
TOTAL COSTS - NET OF FAMILY FEES	\$ 554,583	\$ 606,888	\$ 713,186	\$ 680,871	\$ 683,476	\$ 476,827	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 3,715,830	100.00%	

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

Provider payments	3,221,775
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>683,406</u>

Note 2: The maximum reimbursable amount per the 2020/21 State contract is as follows:

Provider Payments	7,907,363	82.50%
Administration	1,437,702	15.00%
Support Services	<u>239,617</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>9,584,682</u>	<u>100.00%</u>

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**STATE DEPARTMENT OF EDUCATION 2019/20 CONTRACTS - EARNED REVENUE**  
**FOR THE PERIOD 7/1/20 - 6/30/21 (7 OF 12 MONTHS = 58.3%)**

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	2/29/2021	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-0052)</u>														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982	4,174	3,418	5,326	4,536						26,339	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 144,717	\$ 147,753	\$ 147,728	\$ 206,780	\$ 169,309	\$ 263,850	\$ 224,713	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,304,851	<b>36.91%</b>
Maximum Reimbursable Amount (MRA)													<b>\$3,535,022</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%	98.93%	98.97%	98.34%							<b>99.04%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-0126)</u>														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,220	5,396	4,615	5,977	6,813						28,775	
Reimbursement Rate per Child per Day	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	<u>X \$49.85</u>	
Revenue Earned	\$ 58,501	\$ 78,791	\$ 160,517	\$ 268,991	\$ 230,058	\$ 297,953	\$ 339,628	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,434,439	<b>32.84%</b>
Maximum Reimbursable Amount (MRA)													<b>\$4,367,697</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%	97.03%	99.55%	99.31%							<b>98.02%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%
<u>MIGRANT CHILD CARE (CMIG-0004)</u>														
Adjusted Days of Enrollment - Certified	195	159	138	159	147	331	171						1,300	
Reimbursement Rate per Child per Day	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	<u>X \$49.54</u>	
Revenue Earned	\$ 9,664	\$ 7,886	\$ 6,837	\$ 7,868	\$ 7,276	\$ 16,398	\$ 8,471	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 64,400	<b>25.32%</b>
Maximum Reimbursable Amount (MRA)													<b>\$254,377</b>	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%	98.52%	100.00%	100.00%							<b>99.54%</b>
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%							100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2020/21 State contracts.

Division/CFO: Tracy Webster, CFO

Month/Year: January-2021

Program/Work Unit: Not Applicable

Director of Finance: Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	January-2021		Year to Date 03/1/20 -1/31/21	
Description	Number	Amount	Number	Amount
Bank Deposits	12	2,731,901	146	31,893,462
Wire Deposits	5	156,969	151	10,042,749
Head Start/IRS Drawdowns	5	3,069,492	56	30,773,111
Vendor Checks Issued	489	1,585,423	7,708	27,443,310
Payroll Disbursed		3,176,553		32,087,957
Grant Reports Prepared	41		322	
Americorp Fed				
Americorp State				
Bank of the West				
CalFresh Outreach				
CalFresh SSI				
CALEITC				
CESH				
City of Bakersfield Homeless Housing & Prevent				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP				
CMIG				
CMSS				
CSPP				
CSBG				
CSBG Cares				
DAP				
Differential Response				
Economic Empower				
Energy Upgrade CA Program - 211				
Food Purchased Distribution Program				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
Goodwill				
Head Start/Early Head Start Kern SF-425				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start Quarterly FFR				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
TEFAP				
VITA FFR				
WIC				

Total Division Staffing

21 positions + 1 Temp

CFO

Director of Finance

Finance Manager

Payroll Manager

Accounting Manager

Accountant (3)

Accounting Specialist

Accounting Technician (4)

Benefits Specialist

Benefits Technician

Fiscal Technician (2)

Payroll Specialists (3)

Administrative Assistant to CFO

H1

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED)

AS OF FEBRUARY 29, 2020

### ASSETS

Cash in Bank	3,642,878
Cash - Vacation Reserve	644,697
Petty Cash	500
Accounts Receivable	4,795,724
Travel Advance	3,475
Prepaid Expense	439,349
Inventory	1,419,797
Net Fixed Assets - Unrestricted	1,656,674
Net Fixed Assets - Restricted	<u>8,778,811</u>

**Total Assets** 21,381,904

### LIABILITIES AND NET ASSETS

Accounts Payable	2,795,971
Accrued Expenses	894,006
Accrued Vacation	1,048,870
Line of Credit	-
Note Payable	1,852,804
Advance Payable	2,913
Deferred Revenue	<u>887,394</u>

**Total Liabilities** 7,481,959

**Total Net Assets** 13,899,945

**Total Liabilities and Net Assets** 21,381,904

## STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2019 TO FEBRUARY 29, 2020

### REVENUE

Grant Revenue	66,107,452
Donations	31,410,450
Other Revenue	1,835,376
In-Kind	<u>190,735</u>

**Total Revenue** 99,544,013

### EXPENDITURES

Salaries	28,545,273
Benefits	8,375,922
Travel	666,442
Space Costs	5,684,927
Supplies	2,551,784
Consultant/Contract Services	2,538,409
Other Costs	2,386,513
Program Costs	10,096,209
Capital Expenditures	-
Indirect	5,871,779
Donated Commodities	31,218,738
In-Kind	<u>190,735</u>

**Total Expenditures** 98,126,731

**Net Change in Assets** 1,417,282

**Net Assets, beginning** 12,482,663

**Net Assets, ending** 13,899,945

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED)

AS OF JANUARY 31, 2021

### ASSETS

Cash in Bank	7,822,795
Cash - Vacation Reserve	997,881
Petty Cash	300
Accounts Receivable	0
Travel Advance	2,469
Prepaid Expense	433,310
Inventory	1,481,416
Net Fixed Assets - Unrestricted	1,368,869
Net Fixed Assets - Restricted	<u>9,061,635</u>

**Total Assets** 21,168,675

### LIABILITIES AND NET ASSETS

Accounts Payable	773,067
Accrued Expenses	667,243
Accrued Vacation	997,615
Line of Credit	-
Note Payable	1,499,947
Advance Payable	310,650
Deferred Revenue	<u>2,207,366</u>

**Total Liabilities** 6,455,889

**Total Net Assets** 14,712,786

**Total Liabilities and Net Assets** 21,168,676

## STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2020 TO JANUARY 31, 2021

### REVENUE

Grant Revenue	64,805,022
Donations	506,963
Other Revenue	6,096,697
In-Kind	<u>7,204,607</u>

**Total Revenue** 78,613,288

### EXPENDITURES

Salaries	31,280,494
Benefits	8,909,806
Travel	238,924
Space Costs	5,637,634
Supplies	2,959,893
Consultant/Contract Services	2,702,285
Other Costs	2,819,185
Program Costs	10,039,188
Capital Expenditures	229,498
Indirect	5,697,039
In-Kind	<u>7,286,501</u>

**Total Expenditures** 77,800,447

**Net Change in Assets** 812,841

**Net Assets, beginning** 13,899,945

**Net Assets, ending** 14,712,786

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	35,295,491	28,781,516	6,513,975	82%
BENEFITS	10,824,659	8,320,046	2,504,613	77%
TRAVEL	925,612	240,838	684,774	26%
SPACE COST	11,015,674	4,815,380	6,200,294	44%
SUPPLIES	3,319,097	2,767,289	551,808	83%
EQUIPMENT	92,760	1,098,056	(1,005,296)	1184%
CONSULTANT/CONTRACT SERVICES	4,856,366	1,949,029	2,907,337	40%
OTHER COSTS	3,595,745	2,535,332	1,060,413	71%
PROGRAM COSTS	14,048,842	9,928,374	4,120,468	71%
INDIRECT	8,006,619	5,695,039	2,311,580	71%
TOTAL	91,980,865	66,130,899	25,849,966	72%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	24,696,802	21,203,452	3,493,350	86%
BENEFITS	7,909,663	6,223,936	1,685,727	79%
TRAVEL	417,754	92,566	325,188	22%
SPACE COST	9,500,942	3,189,918	6,311,024	34%
SUPPLIES	2,637,345	1,821,789	815,556	69%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,337,430	585,500	751,930	44%
OTHER COSTS	1,829,915	1,192,868	637,047	65%
PROGRAM COSTS	8,157,623	6,118,739	2,038,884	75%
INDIRECT	5,127,674	3,996,765	1,130,909	78%
TOTAL	61,615,148	44,425,533	17,189,615	72%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,228,141	3,490,632	737,509	83%
BENEFITS	1,235,823	896,002	339,821	73%
TRAVEL	242,490	116,536	125,954	48%
SPACE COST	650,140	745,687	(95,547)	115%
SUPPLIES	258,822	607,255	(348,433)	235%
EQUIPMENT	87,760	1,079,711	(991,951)	1230%
CONSULTANT/CONTRACT SERVICES	561,751	289,828	271,923	52%
OTHER COSTS	384,691	493,582	(108,891)	128%
PROGRAM COSTS	4,130,882	3,561,296	569,586	86%
INDIRECT	1,059,657	895,297	164,360	84%
TOTAL	12,840,157	12,175,826	664,331	95%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,082,216	1,398,828	683,388	67%
BENEFITS	543,661	350,341	193,320	64%
TRAVEL	146,000	8,632	137,368	6%
SPACE COST	315,785	168,822	146,963	53%
SUPPLIES	107,730	43,167	64,563	40%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	1,884,710	744,237	1,140,473	39%
OTHER COSTS	936,378	475,519	460,859	51%
PROGRAM COSTS	909,205	160,894	748,311	18%
INDIRECT	692,569	326,061	366,508	47%
TOTAL	7,618,254	3,676,503	3,941,751	48%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,446,168	1,836,463	609,705	75%
BENEFITS	623,618	386,903	236,715	62%
TRAVEL	76,378	21,668	54,710	28%
SPACE COST	338,374	518,499	(180,125)	153%
SUPPLIES	176,583	199,977	(23,394)	113%
EQUIPMENT	5,000	18,345	(13,345)	367%
CONSULTANT/CONTRACT SERVICES	507,725	146,029	361,696	29%
OTHER COSTS	371,772	277,103	94,669	75%
PROGRAM COSTS	798,132	86,551	711,581	11%
INDIRECT	482,423	293,883	188,540	61%
TOTAL	5,826,173	3,785,420	2,040,753	65%

5,826,173

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,567,468	650,533	916,935	42%
BENEFITS	438,247	204,955	233,292	47%
TRAVEL	42,990	1,436	41,554	3%
SPACE COST	208,233	189,946	18,287	91%
SUPPLIES	132,517	88,369	44,148	67%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	514,750	864	513,886	0%
OTHER COSTS	59,179	40,761	18,418	69%
PROGRAM COSTS	53,000	894	52,106	2%
INDIRECT	601,652	115,306	486,346	19%
TOTAL	3,618,036	1,293,064	2,324,972	36%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-20 TO 01-31-21 (91.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	274,696	201,608	73,088	73%
BENEFITS	73,647	257,908	(184,261)	350%
TRAVEL	-	-	-	0%
SPACE COST	2,200	2,508	(308)	114%
SUPPLIES	6,100	6,733	(633)	110%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	50,000	182,570	(132,570)	365%
OTHER COSTS	13,810	55,498	(41,688)	402%
PROGRAM COSTS	-	-	-	0%
INDIRECT	42,644	67,727	(25,083)	159%
TOTAL	463,097	774,553	(311,456)	167%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2020/21**  
**BUDGET TO ACTUAL - 3/1/20 TO 01/31/21 (11 OF 12 MONTHS = 91.67%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 7,642,243</b>	<b>\$ 5,666,959</b>	<b>74.2%</b>	<b>\$ 1,975,284</b>
Expenditures				
Salaries	3,710,632	2,674,565	72.1%	1,036,067
Benefits @ 24.2% actual	<u>906,536</u>	<u>600,572</u>	<u>66.2%</u>	<u>305,964</u>
Total Personnel Costs	4,617,168	3,275,137	70.9%	1,342,031
Operating Costs				
Travel	56,750	9,635	17.0%	47,115
Space Costs	193,300	187,034	96.8%	6,266
Supplies	119,400	170,352	142.7%	(50,952)
Consultant/Contract	1,004,366	775,887	77.3%	228,479
Other Operating Costs	<u>298,600</u>	<u>296,084</u>	<u>99.2%</u>	<u>2,516</u>
Total Operating Costs	1,672,416	1,438,992	86.0%	233,424
<b>Total Expenditures</b>	<b><u>\$ 6,289,584</u></b>	<b><u>\$ 4,714,129</u></b>	<b><u>75.0%</u></b>	<b><u>\$ 1,575,455</u></b>
<b>Excess Indirect Revenue</b>	<b><u>\$ 1,352,659</u></b>	<b><u>\$ 952,830</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 917,844	\$ 735,078	80.1%	\$ 182,766
Operations	1,937,318	1,562,387	80.6%	374,931
Executive	1,145,335	603,392	52.7%	541,943
Community Development	354,917	310,057	87.4%	44,860
Finance	1,757,619	1,499,096	85.3%	258,523
Youth and Community Svcs	<u>176,551</u>	<u>4,119</u>	<u>2.3%</u>	<u>172,432</u>
	<b><u>\$ 6,289,584</u></b>	<b><u>\$ 4,714,129</u></b>	<b><u>75.0%</u></b>	<b><u>\$ 1,575,455</u></b>

Prepared Date: 2/11/2021



## MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: February 24, 2021

Subject: *Agenda Item VIII(a)*: Approval of the Community Action Partnership of Kern Foundation Board of Directors Minutes (December 8, 2020) – Pritika Ram, Director of Administration – **Action Item**

---

On Friday, January 29, 2021, the Community Action Partnership of Kern (CAPK) Foundation held its monthly Board of Director's meeting. There was one (1) action item on the agenda, which was the Committee assignments for the following committees: Bylaws, Budget and Finance, Fundraising and Events, and Executive. The remaining items were informational and included an update on the Associate Director of Development, legal documentation, board/public facing SharePoint account, and an update on the Food Bank capital campaign. Further, Alex Dominguez, Associate Attorney from Klein, DeNatale and Goldner presented on the Ralph M. Brown Act to the new Board.

**Recommendation:**

Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for December 8, 2020.

**Attachment:**

*Community Action Partnership of Kern Foundation Approved Minutes (12/08/2020)*



DATE	December 8, 2020
TIME	3:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 870 996 08#

## COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

### Board of Directors Meeting Minutes

#### I. Call to Order

Board Chair Kevin Burton called the meeting to order at 3:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

##### a. Roll Call

Roll Call was taken with a quorum present:

Present: Michael Bowers, Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven,  
Chase Nunneley, Fred Plane, Michele Shain, Megan Silva, Chei Whitmore

Absent: Gina Pettit

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Tracy Webster, Chief Financial Officer; and Emilio Wagner, Director of Operations; other CAPK staff.

#### II. Approval of Agenda

Motion was made and seconded to approve the Agenda for December 8, 2020. Carried by unanimous vote (Hogan/Bynum).

#### III. Approval of Meeting Minutes

##### a. Minutes of November 5, 2020 Board of Directors Meeting – Action Item

Motion was made and seconded to approve the minutes from November 5, 2020. Carried by unanimous vote (Shain/Nunneley).

#### IV. Introduction of Guests / Public Forum

No one addressed the Board.

#### V. New Business

##### a. Administrative Services Agreement – **Action Item**

Tracy Webster, Chief Financial Officer (CFO) for Community Action Partnership of Kern (CAPK) presented the Administrative Services Agreement for approval.

Motion was made and seconded to approve the Administrative Services Agreement between CAPK and the CAPK Foundation. Carried by unanimous vote (Joven/Shain).

b. Creation of Committees – ***Info Item***

1. Bylaws Committee
2. Budget & Finance Committee
3. Fundraising & Events Committee
4. Executive Committee

Board Chair Kevin Burton recommended the above Committees be established by the CAPK Foundation Board. A request was made to see more information about roles and responsibilities of Committee Members. Paula Daoutis will provide a brief description of the committee responsibilities and will survey the Board for their interest. Kevin Burton & Ariana Joven will contact Board Members in early January to discuss committee assignments.

c. 2021 CAPK Foundation Board Schedule – ***Action Item***

Pritika Ram, Director of Administration for CAPK presented the proposed 2021 Board Schedule for approval, with one correction. Given that November 11, 2021 is a holiday, it is recommended to change the date for the Budget & Finance Committee meeting to November 8, 2021.

Motion was made and seconded to approve the 2021 CAPK Foundation Board Schedule with the recommended change. Carried by unanimous vote (Bynum/Whitmore).

d. Recruitment of Associate Director of Development – ***Info Item***

Pritika Ram provided a verbal update regarding the recruitment process for the Associate Director of Development position. Michelle, Megan & Michael participated in interviews for the two finalists. The CAPK HR department will rank the candidates based on score sheets. Once the finalist is determined, an offer will be extended and CAPK HR staff will provide assistance with the pre-employment process. It is anticipated the start date will be early to mid-January 2021.

e. CCS Fundraising Development Assessment Final Report – ***Info Item***

Pritika Ram provided a copy of the CCS Fundraising Development Assessment Final Report and gave a summary of the findings. A copy of the report was provided in the agenda packet and the Board also requested a copy of the PowerPoint presentation. Pritika will provide a link to the Foundation SharePoint folder in early January.

f. Food Bank Expansion Case for Support – ***Info Item***

Lisa McKay, Senior Community Development Specialist for CAPK provided a copy of the “Draft” Food Bank Expansion Case for Support document in the agenda packet and also displayed a PowerPoint presentation for the Board to follow along with. A request was made to see additional detail and Pritika will include the requested information in the Foundation SharePoint folder.

**VII. Board Member Comments**

No comments.

**VIII. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Friday, January 29, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**IX. Adjournment**

The meeting was adjourned at 4:00 pm



## MEMORANDUM

To: Board of Directors  
*Lisa Price*  
From: Lisa Price, Program Governance Coordinator  
Date: February 24, 2021  
Subject: *Agenda Item IX(a)*: February Policy Council Report – **Action Item**

---

The Policy Council met on January 26, 2021 at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

The Head Start/State Child Development Program Planning Calendar was presented to and reviewed with the Council. This annualized calendar defines activities, responsible parties for such, and timelines and governing bodies involved in the decision-making processes. Policy Council unanimously approved the 2021-2022 Program Planning Calendar.

Information regarding the Recruitment & Selection Plan was presented to Policy Council members. It was shared that upon review of this document, the Recruitment & Selection committee suggested one revision which would expand on permissible documents for verification of foster care in process. The 2021-2022 Recruitment & Selection Plan was approved unanimously by Policy Council.

Additionally, members received a very informative presentation by CAPK Energy Department staff. This presentation highlighted the various services through the Utility Assistance and Home Energy Assistance Programs that are available to income qualified applicants.

The next Policy Council meeting is scheduled for March 23, 2021.

**Recommendation:**

The Policy Council requests Board approval of the February Report and the Policy Council meeting minutes from January 26, 2021.

**Attachment:**

*Policy Council Meeting Minutes from January 26, 2021*

**COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL COMMITTEE MEETING MINUTES  
January 26, 2020  
Teleconference ID: 149 963 451#  
Per Governor's Executive Order N-25-20**

**1. Call to Order**

Chairperson Andrea Martinez called the meeting to order at 5:33 p.m.

a. Moment of Silence

b. Reading of the 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."*

**2. Roll Call/Set Quorum**

Secretary Agueda Hernandez conducted roll call; quorum was established.

Policy Council Members Present: Brittany Dunbar, Imelda Felix, Agueda Hernandez, Kaylonie Howard, Ashley McAllister, Andrea Martinez, Jimmie Childress, Rosalinda Valencia, Nicole Cabe, Nila Hogan

**3. Approval of Agenda**

**\*ACTION**

a. A motion was made by Rosalinda Valencia to approve the agenda dated January 26, 2021; seconded by Nicole Cabe. Motion carried unanimously.

**4. Approval of Minutes**

Chairperson

**\*ACTION**

a. A motion was made by Rosalinda Valencia to approve the minutes of December 15, 2020; seconded by Nicole Cabe. Motion carried unanimously.

**5. Presentation of Guests /Public Forum**

The following guests were in attendance: Yolanda Gonzales, Director Head Start/State Child Development; Jerry Meade, Assistant Director Head Start/State Child Development-Program; Leslie Mitchell, Assistant Director Head Start/State Child Development-Education; Gloria Barbero, Assistant Director Head Start and State Child Development-San Joaquin; Robert Espinosa, Program Design & Management Administrator; Sylvia Ortega, Quality Assurance Administrator; Esperanza Contreras, Partnership Administrator; Carolyn Coffey Education & Support Services Administrator; LeTisha Brooks, Program Administrator; Vanessa Cortez, Administrative Analyst; Rosa Del Toro, Program Manager; Luz Adams, Program Manager; Rosita Curry, Home Base & EHS Child Care Partnership Manager; Maria Guadian, Inclusion & Family Engagement Manager; Ginger Mendez, Enrollment & Attendance Manager; Heather McCarley Finance Manager; Nicole Nino, Family Engagement Specialist/Home Base Supervisor; Loretta Andrews, Utility Assistance & Outreach Manager; Andrea Rodriguez, Outreach Specialist; Camelia Sanchez, Eligibility Specialist; Jennifer Asuncion, Eligibility Specialist; Lisa Price, Program Governance Coordinator

a. *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 that referring the item(s) to staff for study and analysis. Speakers are limited to five minutes each. If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

None

**6. Standing Committee Reports**

**a. School Readiness Committee**

The School Readiness committee will meet at 5:30 p.m. on February 11, 2021 for its first meeting of the new term. The Education Team will share information on what school readiness means and

how assessments are used in helping to create school readiness goals. The meeting will take place through Microsoft Teams.

b. **Planning Committee**

The Planning Committee met on January 5, 2021 at which time the Program Planning Calendar was presented and discussed. Members approved the calendar as well as the Planning Committee meeting schedule. Additional information shared included enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that more than 51,000 meals were prepared by the Central Kitchen during the month of December. The next Planning Meeting will be held on Tuesday, February 2, 2021 at 5:30 p.m.

c. **Budget & Finance Committee**

The Budget & Finance Committee met on January 19, 2021. Budget to actual financial documents for all grants were shared and reviewed by the committee as were parent activity funds and local travel and parent reimbursement reports. Other information presented and reviewed with the committee were the independent audit report for the agency along with the Notice of Award letter for the San Joaquin program for budget year 2021-2022. The next meeting will be held at 5:30 p.m. on February 16, 2021.

d. **Bylaws Committee**

The Bylaws Committee will meet on February 9, 2021 for their first meeting of the term. It was also noted that the current version of the bylaws was recently updated and approved by both the CAPK Board of Directors and Policy Council in October 2020. The committee will be reviewing this document to gain further understanding and to assess if there are any additional changes needed. This meeting will be held on Microsoft Teams at 5:30 p.m.

7. **Presentations**

a. **CAPK Energy Program ~ Andrea Rodriguez, Energy Outreach Specialist**

Loretta Andrews, Utility Assistance and Outreach Manager introduced her team who provided a presentation on the CAPK Energy Program. The program assists income eligible residents with utility bill payments, weatherization (energy conservation in the home) and free energy education for participants. The Home Energy Assistance Program (HEAP) assists with electric, gas and propane bills; eligibility is based on a household's monthly income. It was noted there is currently additional funding available due to COVID-19. Presenters urged everyone to apply. It was noted that HEAP helped over 8,000 households last year. Applicant qualifications as well as documentation requirements were shared with members. Weatherization information was also presented to the Council noting CAPK assists more than 1,000 households on an annual basis. Weatherization services are at no cost to the resident or to the landlord. Some of the services provided include carbon monoxide alarms, replacement of windows, if applicable stove, refrigerator, microwave replacement, weather stripping, attic insulation, and more. Repairs and replacements are determined upon assessment of the home; houses qualify for different items/repairs. Weatherization is beneficial in reducing your utility costs and is good for the environment as it reduces greenhouse gas emissions. There is a limit as to the number of times a home can qualify for services, typically it is every 4 years. The application process and supporting documentation required for this program was shared with members. It was noted renters will need to have their landlord sign and give permission to complete any work and/or replacement of appliances if applicable. Contact information for services was shared with members.

8. **New Business**

**\*ACTION**

a. **Election of Andrea Martinez to the Bylaws Committee ~ Lisa Price, Program Governance Coordinator**

Lisa stated that Andrea Martinez would like to serve on the Bylaws Committee to fulfill the Policy Council subcommittee requirement. Motion was made by Rosalinda Valencia; seconded by Nila Hogan. Motion carried unanimously.

b. **Approval of revised Policy Council Meeting Dates ~ Lisa Price, Program Governance Coordinator**

It was stated in November, Policy Council meeting dates were approved with the May meeting held one week earlier due to the Memorial Day holiday. Upon additional review of the 2021 calendar, it was found there was not a conflict with the holiday and therefore no need to conduct the meeting a week earlier. Staff recommended the approval of the revised Policy Council

meeting dates noting change to the May meeting, from May 18, 2021 to May 25, 2021. Motion made by Rosalinda Valencia; seconded by Nicole Cabe. Motion carried unanimously.

c. **2021-2022 Program Planning Calendar ~ Vanessa Cortez, Administrative Analyst**

Vanessa shared the Program Planning Calendar with members. She stated that this document is an annualized calendar noting is a great reference if you have questions about what our agency is working on as well as what you can expect for future meetings. Vanessa also pointed out that the Program Planning Calendar is based on funding cycles for Kern Head Start/Early Head Start as well as San Joaquin Early Head Start programs. The San Joaquin funding cycle begins February 1, 2021 while the Kern funding cycle begins March 1, 2021. Vanessa reviewed the planning activities outlined on the calendar exemplifying as needed for clarification and better understanding. She also reviewed timelines of such, noting some activities require approval while others are informational only. Vanessa gave a brief overview outlining the annual federal grant application process. She shared that when submitting applications (requests for funding) we include an overview of our successes, challenges as well as budget detail defining how we intend to use these funds in the new program year. In summary Vanessa shared the Program Planning Calendar consists of three major areas, data collection, program design and the grant applications. Staff requested approval of the 2021-2022 Program Planning Calendar. Motion was made by Rosalinda Valencia; seconded by Ashley McAllister. Motion carried unanimously.

d. **2021-2022 Selection & Recruitment Plan ~ Ginger Mendez, Enrollment & Attendance Manager**

Ginger stated programs are required by the Head Start Performance standards to annually review and revise their Recruitment and Selection Plan. In adhering to this, review was conducted through a committee comprised of staff, parents, and community partners. The committee met on two occasions, reviewing the document, engaging in discussion, and providing feedback suggestions and revisions recommended. Ginger shared that based upon a review of the Community Assessment, situations impacting families in our area, as well as an analysis of the current selection criteria point system the committee made no changes to the point system for the 2021-2022 program year. However, the committee did make a revision with regard to the Selection Criteria Verification Guidance. This change included expansion on the "Foster Care in Process" component for wording to include not only a letter from the Greater Bakersfield Legal Association (GBLA), but "...any other legal entity" as well. Ginger stated this addition supports us in meeting the Head Start Program Performance Standards requirements to ensure the most vulnerable families/children in our community have an opportunity to participate in our program. A question was posed as to if the criteria changes, how does that affect children/families currently enrolled in the program? Ginger stated when the application was completed, parents/guardians attested that all information was correct at that point in time therefore updating the selection criteria does not change current enrollment status. In closing Ginger gave a special thank you to Andrea Martinez for serving on the Recruitment & Selection Committee for the past two years and bringing a parent perspective. Staff recommended the approval of the 2021-2022 Recruitment and Selection Plan. Motion made by Nicole Cabe; seconded by Nila Hogan. Motion carried unanimously.

**9. Communications**

- a. Kern Head Start Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- b. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- c. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2020 through December 31, 2020
- d. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2020 through December 31, 2020
- e. Parent Local Travel & Child Care through December 31, 2020
- f. Parent Activity Funds through December 31, 2020
- g. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2020 through December 31, 2020
- h. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2020 through December 31, 2020

- i. Community Action Partnership of Kern Independent Auditor's Report for the Year Ended February 28, 2020
- j. Notice of Award #09CH011406-02-00 Early Head Start San Joaquin, Budget Year February 1, 2021 – January 31, 2022
- k. Head Start PRE-Report ~ December 2020
- l. Policy Council Planning Committee Minutes ~ January 5, 2021 (English/Spanish)
- m. Children's Mobile Immunizations ~ January 2021 (English/Spanish)
- n. Child Safety Seat Check-up ~ Bakersfield Police Department (English/Spanish)
- o. Carbon Monoxide Safety ~ National Fire Protection Association (English/Spanish)
- p. Free Yoga & Meditation Classes ~ White Wolf Wellness
- q. School Readiness Subcommittee Meeting Dates
- r. Planning Subcommittee Meeting Dates
- s. Budget & Finance Subcommittee Meeting Dates
- t. Bylaws Subcommittee Meeting Dates

Nicole Cabe made a motion to receive and file communication items (a) through (t).

#### **10. Program Governance Report ~ Lisa Price**

Lisa thanked members for their commitment to Policy Council expressing her gratitude and appreciation. She also shared that subcommittee meetings are underway and two have already taken place with the others to follow next month. Lisa thanked members for taking time to complete the brief survey sent, adding that information collected will assist with presentations for future meetings. She also expressed excitement at all of the interest as noted on the survey in participation in a Positive Parenting training series for members. Reminders were shared with regard to the upcoming Disabilities Awareness Committee meeting as well as ReadyRosie workshops. Lisa shared with members that future meetings will include information from the Backpack Connection Series providing tips, tools, and strategies regarding children's behavior. Lisa reminded members how important it is to continue to take care of our emotional health & well-being. She spoke to the White Wolf Wellness flyer, sharing a little more information regarding the free yoga classes offered. Classes are available in either live or recorded sessions in a variety of areas, from yoga for anxiety, to healthy breathing, beginning yoga and more. Lisa encouraged members to take some time to incorporate some time in their day or week to focus on their emotional well-being.

#### **11. Community Representative Report ~ Nicole Cabe/Nila Hogan**

Nicole shared that she is a Head Start Past Parent and currently a member of the PTA where her children attend school (Edison) which is also her place of employment. Nicole stated that currently the district is working on the safest way to return children to the classroom. The feeling is that they need the interaction both with teachers and their peers. Additionally, the afterschool program is a topic of discussion as well. Nila, shared a few resources with the first pertaining to information about talking to children about COVID-19. This information was compiled by a therapist and provides helpful ways parents can talk to their children and help them to understand and voice their "big feelings" during this time. The second resource addresses self-care for parents during this time when they may be questioning themselves in situations such as, do I send my child to school or not, am I doing the right thing? Nila also shared a website she felt was in alignment with Head Start philosophies. The organization is a national nonprofit called I Am Your Child which raises awareness about the importance of Early Childhood Development and School Readiness. The website ([www.iamyourchild.org](http://www.iamyourchild.org)) features educational games which support development of social skills, reasoning and more. She encouraged parents to take a moment to view the site.

#### **12. School Readiness Report ~ Carolyn Coffey**

Carolyn shared highlights from the Education and Support Services Team. The Education Team is continuing to support classrooms by providing virtual lesson plans and s'mores. The s'mores contain a variety of information across all service areas as well as fun links and videos for children 0-5 years. Classrooms are finishing up development profile assessments and progress report scheduling will be taking place soon. Family Engagement has held several ReadyRosie workshops with more on the way. The Health and Nutrition Team has been working diligently to ensure our program is meeting all

requirements. Carolyn shared a current partnership with Kern county Children's Dental Health Network which will provide drive through dental screening at sites. When screening if it is found that further dental work is needed, parents will be referred to a dentist to ensure all work is completed. Children's Healthy Smile Project is also donating \$1000 of dental supplies for families. The Wellness Team has been working on various components of the Pyramid Model. This is a tool used for social emotional and behavioral outcomes for children. Carolyn shared there is a survey that will be sent out in February to gather more information on specific parent interest.

**13. Early Head Start San Joaquin Report ~ Nicole Nino**

Nicole shared their Father Family Engagement activity was distributed to all families. This activity consisted of a pre-printed family tree for each family to decorate and share who is in their family and their roles. All items needed for completion were provided to families. When complete, this activity will be returned to centers for posting in the Family Engagement area. Literacy Bags were delivered to all participants in the program. Each bag had five books which were donated by The San Joaquin Housing Authority and Read to Me Stockton. Nicole shared this was very exciting as this was an area of need based upon a strengths and needs survey. Select staff participated in a mental health workshop. A nutrition workshop was also conducted based upon preparing healthy snacks. The San Joaquin monthly s'more was also distributed containing information on the Pyramid Model Backpack series, Father Engagement calendar and more. In concluding the report, Nicole shared San Joaquin enrollment information.

**14. Early Head Start Child Care Partnership Report ~ Rosita Curry**

Rosita shared some EHS Partnership successes adding the Parents on a Mission (parent leadership program) launched in November 2020. Facilitated by staff, this six-week course is designed to help parents earn the respect, love and loyalty of their children while focusing on personal growth, authority, discipline, and community building. The session concluded in December 2020 with six families from Escuelita Hernandez and Garden Pathways successfully completed the program and earning a certificate. Feedback on the program was positive from parents and staff alike. Because of this success, Parents on a Mission will relaunch in March 2021. Beginning next month, Family Advocates will launch readymade workshops which can be delivered in ten minutes or less. These workshops are called, Give Me Ten and cover critical topics in parenting such as establishing routines, social emotional and more. Rosita shared, Family Advocates have helped to establish over 50 family partnership agreements and have provided over 150 family resources. In closing, on behalf of the EHS Child Care Partnership, Rosita thanked CAPK and their collaboration with the County of Kern for helping to supply over 2,700 masks to EHS Partnership families and staff in an effort to help slow the spread of COVID-19.

**15. Board of Director's Report ~ Jimmie Childress**

Mr. Childress did not have anything to report at this time.

**16. Director's Report (HS/State Child Development) ~ Yolanda Gonzales**

Yolanda complimented Andrea on doing an amazing job as well as thanked members for their participation and commitment to the Council and their committees. Yolanda added that this past year, 2020 was out of the norm and presented some challenges but also presented a lot of opportunities as well. In updating the Council Yolanda shared that January began with a Child Adult Care Food Program (CACFP) review. Staff has been working very hard to ensure as auditors are reviewing our processes, they have all the information they need. She added that this is a virtual audit, and it appears to be going well. Adding, we have not heard of any findings but will keep the Council posted. Yolanda also complimented the Stockton staff as they prepare to close their fiscal year (January 31, 2020). She stated staff has done a great job making sure all projects have been completed in a timely manner and paperwork has been submitted. Yolanda shared that Head Start Assistant Directors have been entering into a new phase and looking at a new system for documenting in-kind. She shared that as we get closer to implementation and staff receives more training as to how in-kind will be documented and recorded, it will be introduced to Policy Council. Yolanda, thanked staff, highlighting teachers who continue to be on the frontline making sure they are following all of our

COVID-19 practices ensuring children are safe. She added that we know there have been changes, new policies, etc. and as we continue to learn more about COVID-19 we will keep the Council updated including any possible modifications to our current program options. Yolanda shared it is her hope that we will soon be able to get to a more "normal practice" reminding members until then to please continue to stay safe. She also thanked them for the continued support they have shown staff. In closing Yolanda reminded members to take time for themselves for self-care and thanked them for their time and commitment to the program ensuring we are providing high quality services.

**17. Policy Council Chairperson ~ Andrea Martinez**

Andrea reiterated the importance of self-care and thanked everyone for their participation. She added that everyone is doing their best as parents, as staff noting we are all on the same team. Andrea expressed gratefulness as everyone is working together to provide a sense of normalcy for our children in these everchanging times. In closing Andrea shared she is very happy to be a part of this team.

**18. Adjournment ~ Chairperson**

The next Policy Council meeting will take place on February 23, 2021; meeting adjourned at 6:36 p.m.



# Senator Melissa Hurtado

## REPRESENTING SENATE DISTRICT 14

### Senate Bill 393

### CA Migrant Childcare Alternative Payment Program

*As introduced February 11, 2021*

#### SUMMARY

SB 393 modifies the Migrant Childcare Program's funding stream to align it with other voucher-based programs.

#### PROBLEM

California's Migrant Childcare Alternative Payment Program supports the unique needs of migrant workers whose employment requires they move where their work takes them.

When the program was initially established, it was done so under the funding stream for childcare centers based on a set number of slots for children in a classroom. However, to facilitate the fluctuating number of migrant workers to secure childcare where they work, the system issues vouchers that workers can use to pay for childcare where they end up living. Voucher based childcare programs are set up under an entirely different funding stream with no set numbers to accommodate need.

Due to the variance in how migrant childcare is funded and how it provides access to childcare, during the COVID-19 Pandemic, the Migrant program did not qualify for much of the state or federal relief funding other childcare programs did.

#### BACKGROUND

California has one Migrant Childcare Alternative Payment Program. It is operated out of the Community Action Partnership (CAP) of Kern.

To obtain childcare, migrant workers must enter through a CAP office in one of the following cities: Kern, Kings, Madera, Merced, Tulare and Fresno. Once they have signed up through that office, they can use their childcare voucher wherever they work.

#### SOLUTION

SB 393 aligns the Migrant Childcare program's funding stream with other voucher-based programs. The bill also requires reimbursement for ongoing approvable costs, recognizing the unique needs of migrant childcare provider systems.

#### SUPPORT

#### FOR MORE INFORMATION

**Marisol Ibarra**  
Office of Senator Melissa Hurtado



# Senator Melissa Hurtado

REPRESENTING SENATE DISTRICT 14

[Marisol.Ibarra@sen.ca.gov](mailto:Marisol.Ibarra@sen.ca.gov)

Legislative Aide

(916) 651-4014

## **SUPPORT**

Community Action Partnership of Kern  
(sponsor)

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**BOARD OF DIRECTORS**  
**2021 STANDING COMMITTEE ROSTER**  
Revised 2/5/21

**EXECUTIVE COMMITTEE**

*Meets July & December, and As Needed*

**Curtis Floyd**, Chair (Private Sector)  
**Fred Plane**, Vice Chair (Public Sector)  
**Nila Hogan**, Secretary (Low-Income Sector)  
**Janea Benton**, Treasurer (Public Sector)  
**Jonathan Mullings** (Private Sector)  
**Guadalupe Perez** (Low-Income Sector)

**Primary Support Staff Contact**  
Jeremy Tobias  
Chief Executive Officer

**PERSONNEL / AFFIRMATIVE ACTION COMMITTEE**

*Meets Wednesdays (3 Weeks Prior to Board Meeting)*

**Fred Plane**, Chair (Public Sector)  
**Yolanda Ochoa** (Low-Income Sector)  
**Michelle Jara-Rangel** (Private Sector)  
**Jimmie Childress** (Private Sector)  
**Craig Henderson** (Private Sector)

**Primary Support Staff Contact**  
Tracy Webster, Chief Financial Officer  
Lisa McGranahan, Director of Human Resources

**BUDGET & FINANCE COMMITTEE**

*Meets Wednesdays (1 Week Prior to Board Meeting)*

**Janea Benton**, Chair (Public Sector)  
**Jonathan Mullings** (Private Sector)  
**Guadalupe Perez** (Low-Income Sector)  
**Ana Vigil** (Low-Income Sector)  
**Fred Plane** (Public Sector)

**Primary Support Staff Contact**  
Tracy Webster  
Chief Financial Officer

**PROGRAM REVIEW & EVALUATION COMMITTEE**

*Meets Wednesdays (2 Weeks Prior to Board Meeting)*

**Nila Hogan**, Chair (Low-Income Sector)  
**Marian Panos** (Public Sector)  
**Joe Garcia** (Public Sector)  
**Michelle Jara-Rangel** (Private Sector)  
**Maritza Jimenez** (Low-Income Sector)

**Primary Support Staff Contact**  
Pritika Ram  
Director of Administration

**AUDIT & PENSION COMMITTEE**

*Meets Quarterly*

**Mike Maggard**, Chair (Public Sector)  
**Craig Henderson** (Private Sector)  
**Yolanda Ochoa** (Low-Income Sector)  
**Maritza Jimenez** (Low-Income Sector)  
**Joe Garcia** (Public Sector)

**Primary Support Staff Contact**  
Tracy Webster  
Chief Financial Officer

**BOARD REPRESENTATIVE ON THE HEAD START POLICY COUNCIL: JIMMIE CHILDRESS**

**BOARD CHAIR, CURTIS FLOYD (EX-OFFICIO MEMBER) ON ALL COMMITTEES**