



DATE	August 25, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 364 122 842#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-29-20, 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

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.

I. Call to Order

a. Roll Call

Curtis Floyd (Chair)
Janea Benton
Jimmie Childress
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. Public Comments

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.

III. Special Presentation

IV. Consent Agenda

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Board or the Public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed – **Action Item**

- a. **Minutes from the June 30, 2021 Board of Directors Meeting (p. 4-7)**
- b. **Minutes from the July 21, 2021 Executive Committee Meeting (p. 8-12)**
- c. Resolution to Approve the Submission of the Application to the California Department of Social Services, Food Bank Capacity Program State Fiscal Year 2019-2020 **(p. 13-14)**
- d. Resolution to Approve the Submission of the Application to the Office of Entrepreneurial Development / U.S. Small Business Administration Community Navigator Pilot Program Grant **(p. 15-16)**
- e. Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Study Update **(p. 17)**
- f. CAPK Foundation Organizational Review **(p. 18-24)**

- g. KCSOS Differential Response Contract for East Kern Family Resource Center (EKFRC) (p. 24-51)
- h. Resolution to Approve the Proposed American Rescue Plan Act (ARPA) Proposed Program Design (p. 52-53)
- i. Head Start / Early Head Start Kern Budget Revision & Equipment Purchase (p. 54-55)
- j. Amendment to Employee Handbook Security Policy (p. 56-58)
- k. Head Start / Early Head Start Budget to Actual Reports for June 2021 (p. 59-75)
- l. June 2021 Financial Statements (p. 76-127)
- m. San Joaquin County Office of Education Contract for Continued Funding (p. 128-152)
- n. **Minutes from the August 4, 2021 Personnel & Affirmative Action Committee Meeting (p. 153-154)**
- o. Food Bank Custodian Job Description (p. 155-158)
- p. 2-1-1 Help Me Grow Kern County: Approval of Care Coordinator Position & Revised Budget (p. 159-171)
- q. Elimination of Sick Leave Cash Out Policy for CY 2022 (p. 172-174)
- r. Assistant Manager (HEAP) Job Description (p. 175-179)
- s. **Minutes from the August 11, 2021 Program Review & Evaluation Committee Meeting (p. 180-182)**
- t. June & July 2021 Program Reports (p. 183-246)
- u. Application Status Reports & Funding Requests (p. 247-251)
- v. June & July Head Start / State Child Development Enrollment Update & Meals Report (p. 252-255)
- w. Proposal Submission: Request for Proposals (RFP) for United Way Fresno and Madera Counties 211 Call Center (p. 256)
- x. Request for Proposal (RFP) – Consolidated Transportation Services Agency (CTSA) (Verbal Report)
- y. Follow-up items from the June 16, 2021 Meeting (p. 257)
- z. **Minutes from the August 18, 2021 Budget & Finance Committee Meeting (p. 258-259)**
- aa. Head Start / Early Head Start Budget to Actual Reports for July 2021 (p. 260-276)
- bb. July 2021 Financial Statements (p. 277-330)

V. New Business

- | | |
|---|---|
| a. Request to Consolidate Head Start Grants – Action Item (p. 331-333) | Jerry Meade, Assistant Director of Head Start - Program |
| b. Resolution to Approve the Submission of the Application to the Bakersfield-Kern Regional Homeless Collaborative for One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP2) – Action Item (p. 334-335) | Lisa McKay, Senior Community Development Specialist |
| c. Information Technology Strategic Plan & Policy Update – Action Item (p. 336-386) | Emilio Wagner, Director of Operations |
| d. Head Start Lease Agreement 5 Real Road – Action Item (p. 387-399) | Emilio Wagner, Director of Operations |
| e. Construction Progress Update – Info Item (p. 400-416) | Emilio Wagner, Director of Operations |
| f. Approval of the Renewal of Kings, Tulare and Stanislaus Counties United Way Contract for Services Agreements – Action Item (p.417-432) | Martha Gonzalez, 211 Program Supervisor |
| g. Approval of the Application for Re-accreditation of the Alliance of Information and Referral Systems (AIRS) – Action Item (p. 433-449) | Martha Gonzalez, 211 Program Supervisor |

VI. CAPK Foundation Report

- a. CAPK Foundation Report – **Action Item**
 - 1. August 2021 CAPK Foundation Report (**p. 450**)
 - 2. Minutes from the June 22, 2021 Meeting (**p. 451-453**)

Pritika Ram, Director of Administration

VII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item**
 - 1. August 2021 Policy Council Report (**p. 454**)
 - 2. June 22, 2021 Policy Council Minutes (**p. 455-459**)

Nila Hogan, PC Representative

VIII. Chief Executive Officer Report

- a. CEO Report for August 2021 – **Info Item (Verbal Reports)**
 - 1. COVID-19 Update
 - 2. Update on Administrative Facilities & Central Kitchen
 - 3. Update on Partnerships with Kern Community College District
 - 4. Update on City of Bakersfield Call for Projects – Transformative Climate Communities (TCC) Plan

Jeremy Tobias, Chief Executive Officer

IX. Board Member Comments

X. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, September 29, 2021
5005 Business Park North
Bakersfield, CA 93309

XI. 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 by 12:00 pm, August 20, 2021. Paula Daoutis, Administrative Coordinator.



DATE	June 30, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 705 659 001#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-29-20, 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 12:03 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: Curtis Floyd (Chair), Janea Benton, Jimmie Childress, Joe Garcia, Craig Henderson, Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Yolanda Ochoa, Guadalupe Perez, Fred Plane, and Ana Vigil

Absent: Mike Maggard, Jonathan Mullings, Marian Panos

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

II. Public Comments

No one addressed the Board.

III. Special Presentation

a. Staff Departures: Sheila Shegos, Kathline Moessner, and Kathlyn Lujan.

Jeremy Tobias announced that three key individuals are departing CAPK in June and he invited their direct supervisors to say a few words about them.

Traco Matthews, Pritika Ram and Carmen Segovia highlighted accomplishments for each of the three departing staff members.

IV. Consent Agenda

Board Chair Curtis Floyd asked the members of the Board and Public if they would like to remove any items from the Consent Agenda for further discussion.

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

V. Regular Business

- a. CAPK 2016-2021 Strategic Plan Final Report – Kathline Moessner, Senior Community Development Specialist – **Action Item**

Kathline Moessner presented the above action item for approval and stated that the goal groups achieved 94% completion with the plan's strategies. The remaining items will be carried over to the upcoming strategic plan.

Motion was made and seconded to approve the 2016-2021 Strategic Plan Final Report. Carried by unanimous vote (Plane/Benton).

- b. 2021-2023 Strategic Implementation Plan (Draft) – Pritika Ram, Director of Administration and David Klauber, Resource Development Associates - **Info Item**

Pritika Ram provided a summary of the key areas of focus and goals on the draft strategic plan for 2021-2021 and reviewed the phases of the planning effort that included preparation, assessment and planning. The Agency goals and objectives were derived from data to drive decisions to enhance service offerings, and increase fiscal health.

Pritika stated that the next steps will include presenting the final version of the plan to the Board in the coming months with a recommendation to approve the plan. The workgroups will convene in September to initiate the year 1 implementation with the first report to the Board in January 2022.

Janea Benton asked about the performance indicators and Pritika replied that the progress will be reported in the PRE Committee with Directors assigned to oversee the workgroups and a point person assigned to provide the reports.

- c. City of Bakersfield Community Development Block Grant (CDBG) Food Bank Expansion Project – **Action Item**

Pritika Ram advised the Board that in February 2021, CAPK received notification of an award in the amount of \$1.2 million from the City of Bakersfield for the Community Development Block Grant (CDBG) for the Food Bank Capital Expansion application. The grant award is part of the Federal Coronavirus Aid, Relief and Economic Security (CARES) Act, aimed to provide supplemental Community Development Block Grants (CDBG-CV).

Staff has received a preliminary contract and recommends the Board of Directors authorize the Chief Executive Officer to proceed with finalizing the contract and execution of the final agreement, including all related documents as part of the City of Bakersfield, Community Development Grant CARES ACT (CDBG-CV) Food Bank Expansion project.

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

- d. Juneteenth Federal Holiday & Floating Holiday – 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 (Benton/Vigil).

- e. Revised COVID-19 Policies – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster reported that in response to guidelines issued by the Center of Disease Control (CDC), the California Department of Public Health (CDPH), and the California Division of Occupational Safety and Health (Cal OSHA),

CAPK has revised its current safety policies and procedures regarding COVID-19. The following policies have been amended: Suspended or Confirmed Cases of COVID-19 in the Workplace; Revised Facial Covering Policy; and Revised COVID-19 Travel Policy.

f. Construction Projects Update – Emilio Wagner, Director of Operations – ***Info Item***

Emilio Wagner provided a status update on the following projects:

- Head Start –
 - Harvey Hall parking lot, fencing, new entrances. Project totals \$3.5 million with total increase of square footage.
 - Martha J Morgan
 - Sterling
 - Pete H Parra added 2 new classrooms
 - Shared project schedule for all 4 sites.
- Food Bank Expansion Project

Pritika Ram added the projected funding for the Food Bank Expansion project. \$234,000 from CAPK front end development, other committed funds, and \$1.2 million is pending from the Congressional appropriations subcommittee. Leaves a remaining \$6.4 - \$7.6 million to be raised through the Foundation and other funding grants, etc.

Curtis Floyd requested slides be included in the board agenda packet for future presentations.

VI. CAPK Foundation Report

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

1. June 2021 CAPK Foundation Report
2. Minutes from the April 30, 2021 Meeting

Pritika Ram provided the CAPK Foundation Report and reported that all items presented at the April 30, 2021 Foundation Board Meeting were approved.

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

VII. Advisory Board Reports

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

1. June 2021 Policy Council Report
2. May 25, 2021 Policy Council Minutes

Nila Hogan provided a summary report of the above Policy Council and recommended Board approval of the above action item.

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

VIII. Chief Executive Officer Report

a. CEO Report for June 2021 – Jeremy Tobias, Chief Executive Officer – *Info Item*

1. COVID-19 Update

Jeremy Tobias provided the COVID-19 update to the Board and stated that there have been no new cases reported for CAPK staff since early February. Management continues to promote the vaccine to employees and reported, to date, 443 employees have been vaccinated and have taken advantage of the incentive provided. Jeremy said staff is gradually returning from remote work environments to the workplace but also stated that the management team is working on a long-term remote work policy that will be brought before the Board in the coming months for review and action.

2. Board Meeting Protocols

Jeremy reported that while the Governors Executive Order N-29-20 has not been lifted, CAPK will begin offering a hybrid option to return to in-person meetings. This plan aligns with the recent survey that gauged interest from the Board to return to in-person meetings. Since the Board calendar is Dark in July, Committee & Board meetings will resume to in-person in August, offering the remote option to those that wish to remain remote.

3. Various Program Updates

Jeremy provided updates on the award of the Fresno EOC Head Start program, the Kern County Fair Feed the Need food drive to take place on Wednesday, September 29th, and an update on the status of the desire to purchase the Angela Martinez Child Development Center, and various office moves between the BPN building and the Kaiser building located across the street.

IX. Board Member Comments

- Janea Benton thanked Kathline Moessner for her years of service, and thanked all staff for service to the community.

X. Closed Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, August 25, 2021
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:29 pm.



DATE July 21, 2021
TIME 12:00 pm
LOCATION Teams Meeting /
5005 Business Park North
Bakersfield, CA 93309
TEAMS LINK [Click here to join the meeting](#)
PHONE NUMBER (213) 204-2374 / ID: 905 224 270#

Executive Committee Minutes

1. Call to Order

Committee Vice Chair Fred Plane called the meeting to order at 12:05 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: Curtis Floyd, Janea Benton (arrived at 12:14 pm), Nila Hogan, Jonathan Mullings, Guadalupe Perez, and Fred Plane

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Freddy Hernandez, Director of Youth & Community Services; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Pritika Ram, Director of Administration; Carmen Segovia, Director of Health & Nutrition; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

Motion was made and seconded to approve the revised agenda to include item 4k. Carried by unanimous vote (Floyd/Hogan).

4. New Business

- a. Resolution to Approve the Submission of the Application to the California Department of Social Services (CDSS), Food Bank Capacity Program State Fiscal Year 2019-2020 – Lisa McKay, Senior Community Development Specialist – **Action Item**

Lisa McKay reported that large fans are needed at the Food Bank to circulate air and requested approval to submit a funding application to the CDSS and authorize the Chief Executive Officer to sign the application and any other related documents.

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

- b. Resolution to Approve the Submission of the Application to the Office of Entrepreneurial Development / U.S. Small Business Administration Community Navigator Pilot Program Grant – Lisa McKay, Senior Community Development Specialist – **Action Item**

Lisa McKay reported that staff is requesting approval to submit an application for approximately \$2.5 million from the United States Office of Entrepreneurial Development (OED) / United States Small Business Administration (SBA) to begin financing the proposed Community Development Finance Institute (CDFI) program and contribute to services to benefit CAPK's clients by way of the Community Navigator Pilot Program grant.

Lisa reported that seven partners have been identified through various community meetings, and the B3K group. Jeremy Tobias added that this opportunity emerged from the B3K group, which staff began working with for the CDFI study. CAPK was encouraged to apply as no other organization has the capacity to be the HUB. Some of the networking had been done prior to CAPK's involvement and multiple partners had been pre-qualified. Curtis Floyd encouraged staff to be sure that all groups are approached to continue CAPK's resolve to be all inclusive.

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

- c. Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Study Update – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram provided an update on the study with the FUND Consultant group and reported that stakeholder interviews are being conducted by phone, electronically, and paper surveys to CAPK staff, clients and partners. During this engagement, CAPK was approached by local partners who have an interest in business development in Kern County, and are involved with the BK3 workgroup. Through the study, it was determined there was a lack of collaboration between similar partners and CAPK was asked to be part of the discussion given our client base and services provided. Pritika called attention to pages 104 and 121 of the attachment that identifies constraints on access to capital and fundamental entrepreneurship and business support that are gaps needing to be filled.

- d. CAPK Foundation Organizational Review – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram reported that the Foundation's Associate Director of Development did not meet expectations and staff, along with the Foundation Board of Directors, recommends upgrading the position to Director of Development to attract candidates with a higher level of experience to move the Foundation forward, and approval of the attached job description.

Curtis Floyd asked how the Director position will impact the current budget, and also asked Fred Plane & Nila Hogan (Foundation Board Members) about their feelings regarding the Foundation's progress and approving staff's recommendation.

Pritika Ram responded to the budget question and said that there will not be an impact on the year 1 budget, but it is likely that the year 2 budget will be impacted. However, plans to hire additional staff previously identified (Associate Director and Administrative Coordinator) will be shelved until the time the Director position has proven to be successful.

Fred Plane expressed his disappointment about the Board being behind in the fundraising process but confirmed that all are ready and willing to get started. Nila Hogan was concerned when she saw the exit take place, but hopes the hiring of a seasoned Director will help the Foundation get back on track.

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

- e. KCSOS Differential Response Contract for East Kern Family Resource Center (EKFRC) – Freddy Hernandez, Director of Youth & Community Development – **Action Item**

Freddy Hernandez reported that KCSOS has offered continued funding in the amount of \$230,726 for the Differential Response Contract to benefit the East Kern Family Resource Center and requested approval for the Chief Executive Officer to execute the contract and all related documents throughout the term of the contract.

Fred Plane pointed out that the term of the contract began on July 1, 2021 and suggested the Committee retroactively approve the contract.

Motion was made and seconded to retroactively approve the KCSOS Differential Response Contract for EKFRC and authorize the Chief Executive Officer to execute the contract and all related documents throughout the term of the contract. Carried by unanimous vote (Benton/Perez).

- f. Resolution to Approve the Proposed American Rescue Plan Act (ARPA) Proposed Program Design – Freddy Hernandez, Director of Youth & Community Services – **Action Item**

Freddy Hernandez reported that the California Department of Community Services and Development (CSD) provided the American Rescue Plan Act (ARPA) program proposal for the upcoming contract. It is estimated that the allocation for CAPK will be \$9,636,376. Staff is currently working on the program design and has requested authorization for the Chief Executive Officer to execute the contract when received, and all related documents throughout the term of the contract.

Jeremy Tobias added that the ARPA contract is one piece of the larger funding stream, and other funds are expected. The one change is that in-home weatherization is not included for this funding stream. 100% of the contract will be used for utility assistance, and it should be well received from the community, and will help our clients and the local economy.

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

- g. Head Start / Early Head Start Kern Budget Revision & Equipment Purchase – Jerry Meade, Assistant Director of Head Start – Program – **Action Item**

Jerry Meade stated that the Head Start Division is requesting approval to submit a budget revision, which includes a request to purchase a replacement walk-in freezer for the Central Kitchen. Jerry noted that the new freezer will be relocatable, in case we proceed with discussions of relocating the central kitchen.

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

- h. Amendment to Employee Handbook Security Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan requested approval to amend the Security Policy of the Employee Handbook that includes changes to current practices by employees and visitors, to wear agency-issued ID badges. Lisa further noted that all Board Members will be provided with badges to be worn when they are on the CAPK premises.

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

- i. Head Start / Early Head Start Budget to Actual Reports – Heather McCarley, Finance Administrator – **Info Item**

Heather McCarley presented the Head Start/Early Head Start budget to actual reports as an informational item.

- j. June 2021 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the June 2021 Financial reports and stated we have not used the line of credit in the month of June and likely we will not need it for the month of July. Tracy also provided detail on the center-based state programs, agency expenditures and the Indirect Fund.

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

- k. San Joaquin County Office of Education Contract for Continued Funding – Jerry Meade, Assistant Director of Head Start – Program – **Action Item**

Jerry Meade reported that the San Joaquin County Office of Education (SJCOE) Contract for Continued Funding was received on the afternoon of July 20th and requested the Executive Committee authorize the Chief Executive Officer execute the contract in the amount of \$2,852,203 and any other related documents throughout the duration of the contract term.

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

5. Committee Member Comments

- Jeremy Tobias updated the committee on receiving good news from Congressman Valadao's office. The House has approved \$3 million for the Food Bank Expansion project. The approved amount is higher than expected, however, the award still needs to pass the Senate and included in the final budget appropriations. It is possible we will not have word on the final award until December.

Jeremy also reminded the Committee that staff was planning to offer hybrid meetings in August, however, that may change if the State or local authorities happen to change the mandates about meetings.

Curtis said that the staff and board should remain vigilant given the COVID Delta Variant is spreading so quickly and recommended the meetings continue virtually and asked for feedback from the other committee members. All agreed to continue with virtual meetings and evaluate on a month-by-month basis.

6. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, December 15, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 1:08 pm.



MEMORANDUM

To: Board of Directors

Lisa McKay

From: Lisa McKay, Senior Community Development Specialist

Date: July 21, 2021

Subject: *Agenda Item 4a*: Resolution to Approve the Submission of the Application to the California Department of Social Services, Food Bank Capacity Program State Fiscal Year 2019-20 – **Action Item**

Background

Community Action Partnership of Kern (CAPK) is requesting approximately \$71,006.49 from the California Department of Social Services (CDSS) Food Bank Capacity Program for the CAPK Food Bank.

Due to an increased need for emergency food assistance in Kern County and the impact of COVID-19 on the communities we serve, the Food Bank requires additional capacity to accommodate the needs of individuals throughout Kern County. The funding will be used to purchase ten large fans to be used in the food bank to help circulate air.

The California Department of Social Services (CDSS) Food Bank Capacity Program application is due by July 15, 2021. However, we have requested (and been granted) an extension on approval of this Resolution and action item.

Recommendation

Staff recommends the Executive Committee approve, with Resolution, the submission of the application to the California Department of Social Services (CDSS) Food Bank Capacity Program for Food Bank Capacity expansion at the Food Bank, and authorize the Chief Executive Officer to sign the application and any other related or subsequent documents.

Attachment:

Resolution Number 2021-11



RESOLUTION # 2021-11

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of an Application to the California Department of Social Services, Food Bank Capacity Program Revised Award for State Fiscal Year 2019-20

The Executive Committee of the Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on July 21, 2021 in Bakersfield, California at a scheduled Executive Committee Meeting and resolved as follows:

WHEREAS, CAPK is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

WHEREAS, CAPK wishes to request approximately \$71,006.49 from the California Department of Social Services (CDSS) Food Bank Capacity Program for the CAPK Food Bank; and

WHEREAS, the increased demand for emergency food assistance in Kern County as the result of COVID-19 requires additional capacity at the CAPK Food Bank to accommodate the needs of individuals throughout Kern County; and

WHEREAS, funding will be used to purchase 10 large fans to be used in the Food Bank to help circulate air.

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes staff to submit an application to the State of California Department of Social Services, and hereby requests the State of California Department of Social Services provide financial assistance and the obligations that accompany said funds for the purpose of building capacity of the CAPK Food Bank. Be it further resolved that the Chief Executive Officer is hereby authorized to request this course of action by executing the application documents and any other related or subsequent documents.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 21st day of July 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

Lisa McKay

From: Lisa McKay, Senior Community Development Specialist

Date: July 21, 2021

Subject: *Agenda Item 4b*: Resolution to Approve the Submission of the Application to the Office of Entrepreneurial Development/U.S. Small Business Administration Community Navigator Pilot Program Grant – **Action Item**

Background

Community Action Partnership of Kern (CAPK) is requesting approximately \$2,500,000 from the United States Office of Entrepreneurial Development (OED)/United States Small Business Administration (SBA) to begin financing the proposed Community Development Corporation (CDC)/Community Development Finance Institute (CDFI) program and to contribute to services that will benefit our client population by way of the Community Navigator Pilot Program grant.

Due to an increased need for local business support in the communities we serve, the Executive Division has enlisted the help of FUND Consulting to conduct a market assessment and provide a full report on a new CAPK service line by way of CDC or CDFI. The funding CAPK will receive will be used to hire new staff that will launch the CDC/CDFI as recommended by FUND Consulting, as well as provide funding to five local business support providers for up to \$250,000 each to help local business owners get access to federal funding from forthcoming American Rescue Plan funding. This grant includes providing training, outreach, counseling and more to local small business owners with an emphasis on women-owned, veteran-owned, rural, and socially and economically disadvantaged business owners.

The United States Office of Entrepreneurial Development (OED)/United States Small Business Administration (SBA) application for the Community Navigator Pilot Program is due by July 23, 2021.

Recommendation

Staff recommends the Board of Directors approve, with Resolution, the submission of the United States Office of Entrepreneurial Development (OED) / United States Small Business Administration (SBA) application for the Community Navigator Pilot Program grant, and authorize the Chief Executive Officer to sign the application and any other related or subsequent documents.

Attachment:

Resolution Number 2021-12



RESOLUTION # 2021-12

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of an Application to the Office of Entrepreneurial Development / U.S. Small Business Administration Community Navigator Pilot Program Grant

The Executive Committee of the Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on July 21, 2021 in Bakersfield, California at a scheduled Executive Committee Meeting and resolved as follows:

WHEREAS, CAPK is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

WHEREAS, CAPK wishes to request approximately \$250,000,000 from the United States Office of Entrepreneurial Development (OED) / United States Small business Administration (SBA); and

WHEREAS, the increased need for local businesses support in the communities we serve, hired consultants completed a market assessment for a new CAPK service line by way of CDC/CDFI; and

WHEREAS, funding will be used to hire new staff to launch the CDC/CDFI and provide funding to five local business support providers for up to \$250,000 each to help local business owners get access to federal funding from the forthcoming American Rescue Plan. Funds will also be used for training, outreach, counseling, and more to local small business owners with an emphasis on women-owned, veteran-owned, rural, and socially and economically disadvantaged business owners; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes staff to submit an application to the United States Office of Entrepreneurial Development (OED) / United States Small Business Administration (SBA) for the Community Navigator Pilot Program Grant. Be it further resolved that the Chief Executive Officer is hereby authorized to request this course of action by executing the application documents and all related or subsequent documents.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 21st day of July 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 21, 2021

Subject: *Agenda Item 4c*: Community Development Financial Institution (CDFI) and Community Development Corporation (CDC) Study Update— **Info Item**

During the March 24, 2021, Budget and Finance Committee meeting, staff provided an update on the consultancy group selected to conduct a feasibility study on the Community Development Financial Institution (CDFI) plan, alongside a Community Development Corporation (CDC) plan. Since that time, FUND Consulting, a women-owned firm located in Chicago, Illinois, began engagement in May 2021 with an expected completion of the study in November 2021. As mentioned previously, the study intends to provide a comprehensive lens at the Kern County market, the area competition, and the operational requirements for CAPK, if we decide to move forward. This assessment and its outcome impact all of us in terms of services we may offer, clients who need financial planning, small business planning and start-up, among other services. Further, we have the prospect to provide resources to our clients by moving them out of poverty and towards self-sufficiency by way of opening doors to loans, extending credit to thriving businesses, generating good jobs, and expanding access to new opportunities. On a larger scale, we can work to build trust, strong community relationships, and self-determination to help communities overcome challenges of accessing credit and building assets created by economic systems that have harmed them or ignored their needs. Our goal is to help move the needle on accessible financial services and the flow of capital to our community members and to support this effort in any way.

Currently, FUND is leading stakeholder interviews with external business leaders, individuals/agencies that offer business development and technical assistance, and those interested in economic development, including board members that represent low socioeconomic communities within Kern County. Simultaneously, staff and community input are being collected through surveys.

As you may have read in The Californian, local business partners and community leaders are interested in exploring the needs identified in the recent Better, Bakersfield & Boundless Kern (B3K) Assessment, including challenges faced by entrepreneurs/small business owners around start-up and capital, women and minority-owned businesses, and general business planning and development support (local technical assistance). Due to the similarity of our work and goals identified in the B3K study, we have been asked to participate, share updates and outcomes of the CDFI/CDC study, and convene meetings in the form of a collaborative or consortia of partners. The intent with this level of collaboration is to bring visibility to the Kern County area, separate from the Central Valley, to State, Federal, and private partners around economic development. Through joint grant partnerships and leveraging resources we may be able to maximize services for those interested in business development.

Attachment (Not included in Board Agenda Packet):
B3K Market Assessment Data Book and Findings (March 2021)



MEMORANDUM

To: Executive Committee

From: Pritika Ram, Director of Administration

Date: July 21, 2021

Subject: *Agenda Item 4d*: CAPK Foundation Organizational Review – **Action Item**

In June 2020, as part of the CCS Fundraising assessment and Foundation Development plan, capacity building was a primary area of focus to meet the organizational goals and fundraising objectives. Identifying designated staff to lead the Foundation will ensure that the implementation and operation of fundraising activities from the Annual Fund to major giving are managed with high standards.

Over a three-to-five-year period, CAPK's intent was to incrementally increase the internal development capacity of the Foundation by the following staffing plan to support anticipated growth:

- Year 1 and 2:
 - Associate Director of Development
- Years 3 and on:
 - Director of Development
 - Associate Director of Development
 - Administrative Coordinator

However, in this first operational year, expectations of the plan and position were not met. After discussing the organizational structure of the Foundation with CAPK leadership and the Foundation's Board Chair and Vice Chair, a recommendation to hire a Director level position was presented to, and approved by the Foundation's Executive Committee on July 16, 2021. Staff believes that hiring a Director level position will attract an experienced and qualified pool of candidates, with an increase salary and scope of work.

Attached is the draft job description and organizational chart. The current fiscal year budget can support the Director position. Please note these items are under review with the Human Resources and Finance Department.

Recommendation:

Staff recommends the Executive Committee approve the Director of Development job description.

Attachments:

Director of Development Job Description

Organizational Chart

Summary Budget



JOB TITLE

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

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** 07/21/2021

SUMMARY:

The Director of Development will report to the Chief Executive Officer and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the Agency's mission through the Community Action Partnership of Kern Foundation. This position will serve as a member of the Agency's senior management team under the Executive Division, and will lead the development and implementation plan, and establish policies to take the fundraising program and Foundation to the next level of success. The Director of Development will oversee the Agency's efforts in major gifts, annual fund, events, and development operations. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

SUPERVISION RECEIVED:

Receives supervision from the Chief Executive Officer.

SUPERVISION EXERCISED:

Associate Director of Development
Administrative Coordinator

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

The Director of Development will work to lead the fundraising efforts for the Agency performing a wide range of duties including some or all, of the following:

1. Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
2. Establish and drive performance metrics.
3. Oversee the comprehensive calendar of activities in support of development.
4. Ensure success in events management, including cultivation activities and a signature fundraising event.
5. Work with the Chief Executive Officer, leadership team, Board members and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
6. Support the Chief Executive Officer, Board, and other staff in major gift work.
7. Work directly with the Board and staff in providing guidance and direction to their efforts.
8. Work closely with other organization's supporters to identify prospects and existing donors with capacity and attachment.

9. Create appropriate gift club activity and recognition for donors of all sizes.
10. Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
11. Maintain ongoing and active networking with internal and external constituencies.
12. Represent the organization in the community as appropriate.

B. Other Job Specific Duties:

1. Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition.
2. Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity.
3. Responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.
4. Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and all donors; ability to serve as a team player and leader.
5. Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
6. Ability to inspire and motivate volunteers and staff.
7. Excellent verbal and written communication skills.
8. Political, analytical and negotiation skills. Sound judgment and superior problem-solving ability.
9. Integrity and fiscal accountability.
10. Experience working with volunteers.
11. Must be willing and available to work evenings and weekends according to event-related scheduling.
12. Experience working with donor management and data management systems preferred.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

Possess excellent oral, written, organizational, and interpersonal skills.
 Ability to work effectively in a team environment.
 Ability to set priorities and coordinate multiple projects.
 Demonstrated attention to detail.
 Ability to articulate agency and program mission and to produce clear, grammatically correct, and persuasive correspondence, program information, publicity material, and funding proposals.
 Highly energetic, goal-oriented self-starter with outstanding organizational and interpersonal skills.

Strong time management and organizational skills; highly motivated with attention to detail and the ability to meet goals and deadlines.

Strong administrative skills with the ability to work with volunteers, board members, and CAPK leaders.

Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.

Some evening and weekend work required.

Work with conceptual matters.

Effectively present program services information to the public, partners, and stakeholders.

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 a four-year college or university. Experience may be considered on a year per year bases for education.
- Three (3) years of professional experience in nonprofit fundraising, or an equivalent combination of education and experience with a strong emphasis on writing and interpersonal skills.
- Demonstrated track record of solid fundraising results and demonstrated success soliciting major gifts, including the ability to plan, organize, and execute fundraising activities effectively, as well as the ability to participate in high-level corporate and foundation solicitations.

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 and substance abuse screening upon offer of employment.
- Completion of TB screening upon offer of employment and every three (3) years thereafter.
- Bilingual language fluency (English/Spanish) desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

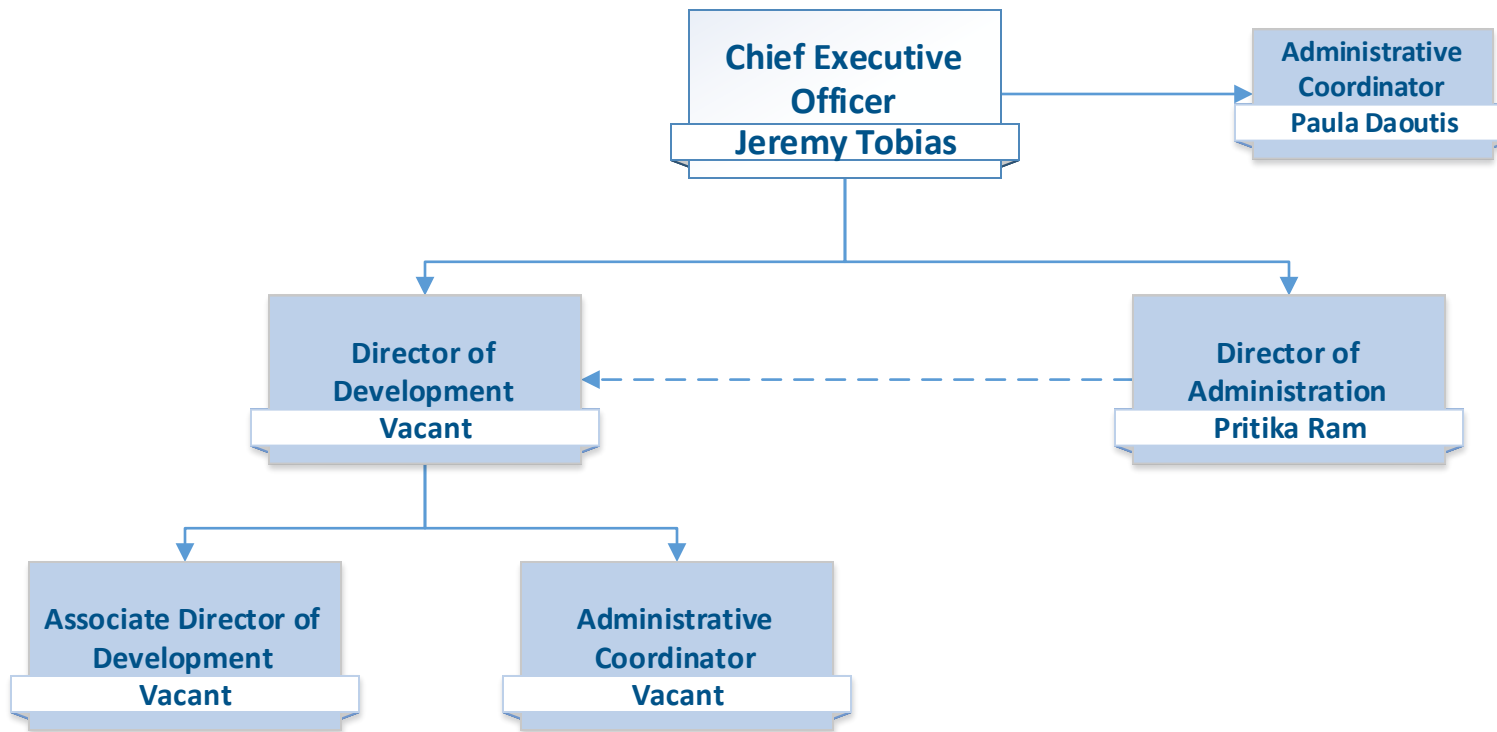
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Director of Development			
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		
	NEVER 0 HOURS	OCCASIONA LLY UP TO 4 HOURS	FREQUEN TLY 4-8 HOURS	NEVER 0 HOURS	OCCASION ALLY UP TO 4 HOURS	FREQUEN TLY 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					



Executive Division CAPK Foundation



CAPK Foundation

Community Action Partnership of Kern

Summary Budget

01/01/2021-06/04/2021							ReOrg 09/01-12/31
Description	Budget Amount	YTD Spend	Balance	YTD Spend	To Go		
SALARIES	\$ 92,700	\$ 31,780	\$ 60,920	34%	66%		40,269.91
BENEFITS	\$ 19,467	\$ 3,654	\$ 15,813	19%	81%		8,456.67
TRAVEL	\$ 18,150	\$ -	\$ 18,150	0%	100%		-
SUPPLIES	\$ 19,000	\$ 1,828	\$ 17,172	10%	90%		3,000.00
CONSULTANT/CONTRACT SERVICES	\$ 62,500	\$ 23,908	\$ 38,592	38%	62%		12,500.00
OTHER OPERATING COSTS	\$ 39,150	\$ 115	\$ 39,035	0%	100%		39,035.00
TOTAL DIRECT COSTS	\$ 250,967	\$ 61,285	\$ 189,682	24%	76%		103,261.58
INDIRECT COSTS	\$ 25,097	\$ 3,155	\$ 21,942	13%	87%		10,326.16
TOTAL EXPENSES	\$ 276,064	\$ 64,440	\$ 211,624	23%	77%		113,587.73



MEMORANDUM

To: Executive Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: July 21, 2021

Subject: *Agenda Item 4e*: Kern County Superintendent of Schools – East
Kern Family Resource Center – **Action Item**

On July 1, 2021, we received an extended one-year award notice for \$230,726 from the Kern County Superintendent of Schools Office. This is an increase of \$11,720 when compared to last year's contract. The award allows CAPK to continue offering case management and support services to at risk families in East Kern County. The contract period will be from July 1, 2021, through June 30, 2022.

This project enables the East Kern Family Resource Center staff to provide case management and support services to at risk families in collaboration with the Kern County Department of Human Services – Emergency Response Team. The focus of the program is to help improve the family function and the safety of children in the communities of East Kern County.

The project is funded as part of the California Department of Social Services (CDSS) initiative to make funds available for the prevention and intervention of Child Abuse and the promotion of safe and stable families. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County. Many of the families living in the East Kern communities, often do not receive the same support services that families in Bakersfield do, creating a larger barrier for the sustainability of the family's overall health, safety, and stability. Staff will be tasked with the responsibility of providing support and case management services that would assist with the promotion of family stability.

Recommendation:

Staff recommends the Executive Committee authorize the Chief Executive Officer to execute the contract and all related documents throughout the duration of the contract term.

Attachment:

KCSOS Differential Response Contract

**OFFICE OF MARY C. BARLOW
Kern County Superintendent of Schools
*Advocates for Children***

**AGREEMENT FOR
KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE
KERN COUNTY NETWORK FOR CHILDREN
CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT,
COMMUNITY BASED CHILD ABUSE PREVENTION; COUNTY CHILDREN'S TRUST FUND,
PROMOTING SAFE AND STABLE FAMILIES, FIRST 5 KERN, AND
CHILD WELFARE SERVICES OUTCOME IMPROVEMENT PROJECT SERVICES FUNDS**

(Kern County Superintendent of Schools, as administrative agent for the Kern County Child and Family Services Agency – Community Action Partnership of Kern)

THIS AGREEMENT is made and entered into this 1st day of July, 2021, by and between the Kern County Superintendent of Schools as the administrative agent for the Kern County Child and Family Services Agency, (hereinafter "KCFSA") established through a Joint Powers Agreement between the County of Kern and the Kern County Superintendent of Schools, (hereinafter collectively referred to as "AGENCY"), and the Community Action Partnership of Kern (hereinafter "CONTRACTOR"), whose principal place of business is, 5005 Buiness Park North, Bakersfield, CA 93309.

WITNESSETH:

WHEREAS:

- a. The County of Kern (hereinafter "COUNTY") has been designated by the State of California Department of Social Services (hereinafter "CDSS") as having the responsibility to administer funds made available for distribution under the Child Abuse Prevention, Intervention and Treatment (hereinafter "CAPIT"), Community Based Child Abuse Prevention (hereinafter "CBCAP"), Children's Trust (hereinafter "Trust"), and Promoting Safe and Stable Families (hereinafter "PSSF") programs; and
- b. COUNTY has designated KCFSA as the administrative agent for CAPIT projects funded under AB 1733 and AB 2994; CBCAP projects funded under the Keeping Children and Families Safe Act of 2003 (P.L. 108-36); and, PSSF projects funded under the Federal Omnibus Budget Reconciliation Act of 1993 (PL 103-66); and
- c. KCFSA has been designated by the Board of Supervisors as the administrative agent for the Kern County Network for Children (hereinafter "KCNC"), and KCNC is the planning body for Kern County's CAPIT, CBCAP, Trust, and PSSF funding; and
- d. KCFSA has been awarded Child Welfare Services Outcome Improvement Project funds (hereinafter "CWSOIP") that support the goals set forth in Kern's Child Welfare Services FY 2012-2017 Self Improvement Plan; and
- e. KCFSA has been awarded Proposition 10 (hereinafter "Prop. 10") funds by the Kern County Children and Families Commission (hereinafter "COMMISSION") to provide Differential Response services; and

- f. CONTRACTOR is qualified, staffed and equipped to provide services in accordance with the provisions of this agreement; and
- g. It is to the mutual benefit of the parties to enter into an agreement to memorialize the terms of their agreement hereunder.

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

1. TERM

This Agreement shall become effective as of July 1, 2021 and shall remain in effect until June 30, 2022, unless sooner terminated as hereinafter provided.

2. RESPONSIBILITIES OF CONTRACTOR

The duties of CONTRACTOR shall include, but not necessarily be limited to, the scope of work described in Exhibit "A", which is attached hereto and made a part hereof, and to remain ready, willing and able to provide services to all children who are at risk of abuse or neglect in compliance with the following:

- A. Priority for CONTRACTOR'S services shall be given to children who have been referred by the County of Kern's Department of Human Services as a result of abuse or neglect allegations. CONTRACTOR agrees to keep the County of Kern's Department of Human Services informed about its services and activities under this Agreement.
- B. CONTRACTOR'S program shall be culturally and linguistically appropriate to the population and geographical area it serves.
- C. Contractor shall provide Differential Response services that include assistance to CalWORKS Welfare to Work (WTW) clients, who have open Differential Response cases or pending Differential Response referrals to assist them with fully complying with WTW program requirements;
 - 1) Contractor shall provide Differential Response services that include, but are not limited to:
 - a) Use the C-IV system, provided by the County of Kern's Department of Human Services to screen for common clients, who have WTW case plans and/or sanctions.
 - b) Assist WTW clients to eliminate barriers resulting in the sanctions by providing case management services.
 - c) Provide clients with assistance that encourages client participation in assigned WTW case plan activities.
 - d) Inform WTW Social Workers of the status of Differential Response services provided to a common client, including when a case is opened, closed or services are refused.
- D. CONTRACTOR shall ensure that all known or suspected instances of child abuse or neglect are reported to a child protective agency as defined in Penal Code section 11165 (k). This responsibility shall include, without limitation, the requirement that each employee, volunteer, consultant or agent performing services under this agreement who are required by Penal Code section 11166 (a) to report child abuse or neglect shall sign

a statement that he or she knows of the reporting requirements and will comply with them. CONTRACTOR shall establish procedures and provide training to ensure reporting even when employees, volunteers, consultants or agents who are not required to report child abuse under Penal Code section 11166(a) gain knowledge of or reasonably suspect that a child has been a victim of abuse or neglect.

- E. CONTRACTOR shall maintain accurate and complete financial records of costs and operating expenses that shall reflect the actual cost of the services provided.
- F. CONTRACTOR shall maintain a Social Solutions ETO Sub-License, comply with the terms and conditions set forth, and fully utilize the software.
- G. CONTRACTOR shall provide quarterly and annual reports to AGENCY, utilizing Social Solutions ETO software and forms required by the AGENCY and COMMISSION, as applicable.
- H. CONTRACTOR agrees to comply with all requirements of the AGENCY and COMMISSION, including practices, policies and procedures now in effect, or yet to be established, for providing services and/or monitoring, reporting, and evaluating CONTRACTOR'S performance and for payment of CONTRACTOR'S actual cost of providing the services herein described. The AGENCY and COMMISSION shall apply policies and procedures developed after the date of this Agreement prospectively from the date of their adoption.
- I. CONTRACTOR shall actively recruit and engage community members and consumers of services as participants in the planning, implementation, and evaluation of said services.
- J. CONTRACTOR shall initiate and maintain contact with other public and private agencies responsible for organizing and delivering children's services in the area served by the CONTRACTOR. Whenever possible, these organizations shall be included in the implementation and evaluation of this grant.
- K. CONTRACTOR shall initiate and maintain contacts with existing local family preservation and child abuse prevention, intervention, and treatment programs or networks and shall take appropriate action to become an active participant in the local federal Promoting Safe and Stable Families program as well as the local state Child Abuse Prevention, Intervention and Treatment and County Self Assessment planning processes.
- L. CONTRACTOR shall comply with all County, State, and Federal program guidelines, mandates and requirements.

3. COMPENSATION

As compensation for all services to be provided by CONTRACTOR, AGENCY shall pay CONTRACTOR a maximum payment in the amount of Two Hundred Thirty Thousand Seven Hundred Twenty-Six Dollars (\$230,726.00) as described in Exhibit "B", which is attached hereto and made a part hereof. No additional compensation will be paid for secretarial, clerical support staff or overhead costs. No funds paid to CONTRACTOR through this Agreement shall be utilized to compensate employees of CONTRACTOR for overtime or compensatory time off, except to the extent that CONTRACTOR is required to pay for overtime or compensatory time off pursuant to the Fair Labor Standards Act of 1938, 29 USCS Section 201 et seq., or applicable State law.

4. REIMBURSEMENT POLICY AND BILLING REQUIREMENTS

CONTRACTOR shall submit monthly to AGENCY an invoice for reimbursement of allowable expenditures incurred in the previous month. Costs claimed under this Agreement are subject to Uniform Guidance: 2 CFR 200, Uniform Administrative Requirements, Cost Principles and Audit Requirements.

- A. All invoices shall be submitted with original signature in a form approved by AGENCY and shall include:
 - 1) A monthly total and itemization of all costs by budget line item, arranged in the same order as the approved budget.
 - 2) A simplified worksheet that explains how salary charges on invoices were calculated and lists employees by name, position, location and amount charged.
 - 3) Itemization of all travel expenses incurred. Reimbursement for travel and other related costs shall not exceed AGENCY's rates that are in effect at the time the expense(s) is/are incurred.
 - 4) Copies of invoices submitted to CONTRACTOR from subcontractors.
- B. CONTRACTOR shall adjust from its billings to AGENCY all charges not fully reimbursable under the applicable cost principles and the terms of this Agreement. CONTRACTOR accepts fiscal responsibility for any future audit findings resulting from CONTRACTOR's billings under this Agreement. CONTRACTOR shall refund AGENCY for all costs related to this Agreement which are disallowed by CDSS as a result of audit findings or insufficient funds available from the State.
- C. CONTRACTOR shall comply with all audit exceptions by appropriate federal, State, COMMISSION, and COUNTY audit agencies as prescribed by the auditing agency, and provide all required audit documentation to AGENCY pertaining to the services required by this Agreement.
- D. Invoices shall be sent to AGENCY for processing by the twenty-fifth (25th) calendar day of the month following the month in which services were rendered during the months of July through May, and by the 20th of the month of July for approved expenses incurred during the month of June. Invoices that are submitted late may not be eligible for payment. Payment will be made to CONTRACTOR within thirty (30) days of receipt and approval of each complete invoice by AGENCY.
- E. AGENCY reserves the right to withhold payment if CONTRACTOR falls behind schedule or submits substandard work. In the event CONTRACTOR fails to remedy substandard work or work that has fallen behind schedule within seven (7) days after receiving written notice of deficiency, AGENCY reserves the right to withhold payment of an amount corresponding to the value of the substandard work or the work that has fallen behind schedule until corrected.
- F. Budget funds are restricted for use within the budget fiscal year. Administrative shifts of funds among budget line item accounts or the addition of budget line items cannot be approved without prior submission of a revised budget by CONTRACTOR and prior written approval by AGENCY.

5. REPRESENTATIONS

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

- A. CONTRACTOR has the expertise, support staff and facilities necessary to provide the services described in this Agreement; and
- B. CONTRACTOR does not have any actual or potential interests adverse to AGENCY, nor does CONTRACTOR represent a person or firm with an interest adverse to AGENCY with reference to the subject of this Agreement; and
- C. CONTRACTOR shall diligently provide all required services in a timely and professional manner in accordance with the terms and conditions stated in this Agreement.

6. ASSIGNMENT

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

7. NEGATION OF PARTNERSHIP

In the performance of the services under this Agreement, CONTRACTOR shall be, and acknowledges that CONTRACTOR is in fact and law, an independent contractor and not an agent or employee of AGENCY or COMMISSION. CONTRACTOR has and retains the right to exercise full supervision and control over the manner and methods of providing services to AGENCY under this Agreement. CONTRACTOR retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting CONTRACTOR in the provision of services under this Agreement. With respect to CONTRACTOR's employees, if any, CONTRACTOR shall be solely responsible for payment of wages, benefits and other compensation, compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employment taxes whether federal, State or local, and compliance with any and all other laws regulating employment.

8. IMMIGRATION REFORM AND CONTROL ACT

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

9. INDEMNIFICATION

CONTRACTOR agrees to indemnify, defend and hold harmless AGENCY; AGENCY's agents, Board members, elected and appointed officials and officers, employees, volunteers and authorized representatives; and COMMISSION from any and all losses, liabilities, charges,

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

10. INSURANCE

CONTRACTOR, in order to protect AGENCY; its Board members, officials, agents, officers and employees; and COMMISSION against all claims and liability for death, injury, loss and damage as a result of CONTRACTOR's actions in connection with the performance of CONTRACTOR's obligations, as required in this Agreement, shall secure and maintain insurance as described below. CONTRACTOR shall not perform any work under this Agreement until CONTRACTOR has obtained all insurance required under this section and the required certificates of insurance and a copy of the completed endorsements have been filed with and approved by AGENCY. CONTRACTOR shall pay any deductibles and self-insured retentions under all required insurance policies.

A. Workers' Compensation and Employers Liability Insurance Requirement

CONTRACTOR shall submit written proof that CONTRACTOR is insured against liability for workers' compensation in accordance with the provisions of Section 3700 of the Labor Code.

In signing this Agreement, CONTRACTOR makes the following certification, required by Section 1861 of the Labor Code:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers' compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this Agreement."

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

CONTRACTOR shall also maintain employers' liability insurance with limits equal to the policy limits, which shall be no less than One Million dollars (\$1,000,000) for bodily injury or disease.

B. Liability Insurance Requirements

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

- a) Commercial General Liability Insurance, including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death) and Property Damage for liability arising out of CONTRACTOR's performance of work under this Agreement. Said insurance coverage shall have minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, which shall be no less than One Million dollars (\$1,000,000) each occurrence and Two Million dollars (\$2,000,000) aggregate.
 - b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this Agreement with minimum limits for Bodily Injury and Property Damage liability equal to the policy limits, which shall be no less than One Million dollars (\$1,000,000) each occurrence.
 - c) Professional Liability (Errors and Omissions) Insurance for liability arising out of, or in connection with, the performance of all required services under this Agreement, with limits equal to the policy limits, which shall be no less than One Million dollars (\$1,000,000) per claim and Two Million dollars (\$2,000,000) aggregate.
- 2) The Commercial General Liability and Automobile Liability Insurance required in this subparagraph b. shall include an endorsement naming AGENCY; AGENCY's Board members, officials, officers, agents and employees; and COMMISSION as additional insureds for liability arising out of this Agreement and any operations related thereto.
 - 3) If any of the insurance coverages required under this Agreement is written on a claims-made basis, the insurance policy shall provide an extended reporting period of not less than four (4) years following the termination of this Agreement or completion of CONTRACTOR's work specified in this Agreement, whichever is later.
 - 4) Prior to CONTRACTOR commencing any of its obligations under this Agreement, evidence of insurance in compliance with the requirements above shall be furnished to AGENCY by Certificate of Insurance and a copy of the completed endorsement. Receipt of evidence of insurance that does not comply with above requirements shall not constitute a waiver of the insurance requirements set forth above.

C. Cancellation of Insurance

The above-stated insurance coverages required to be maintained by CONTRACTOR shall be maintained until the completion of all of CONTRACTOR's obligations under this Agreement, and shall not be reduced, modified or canceled without thirty (30) days prior written notice to AGENCY. CONTRACTOR shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.

All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum

of a "A-; VII" rating. A non-admitted company doing business in the State of California must have a "Best's Rating" of "Excellent A:X", or better. Any exception to these requirements must be approved by the COUNTY OF KERN'S Risk Manager.

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

All insurance afforded by CONTRACTOR pursuant to this Agreement shall be primary to and not contributing to any other insurance or self-insurance maintained by AGENCY.

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

Failure by CONTRACTOR to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by CONTRACTOR. AGENCY, at its sole option, may terminate this Agreement and obtain damages from CONTRACTOR resulting from said breach. Alternatively, AGENCY may purchase such required insurance coverage, and without further notice to CONTRACTOR, AGENCY shall deduct from sums due to CONTRACTOR any premiums and associated costs advanced or paid by AGENCY for such insurance. If the balance of monies obligated to CONTRACTOR pursuant to this Agreement is insufficient to reimburse AGENCY for the premiums and any associated costs, CONTRACTOR agrees to reimburse AGENCY for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by AGENCY to take this alternative action shall not relieve CONTRACTOR of its obligation to obtain and maintain the insurance coverages required by this Agreement.

11. EVALUATION

Services to be provided by CONTRACTOR shall be evaluated by AGENCY and COMMISSION, as applicable on a continuing basis. Evaluation may be accomplished by written or verbal communication and/or by site visits to view fiscal and/or program processes and information. Any deficiencies noted during evaluation shall be stated and placed in detailed written form, and a copy submitted to CONTRACTOR. CONTRACTOR shall respond in writing to the deficiencies statement within seven (7) days from the date of receipt. Failure to remedy the stated deficiencies may result in termination of the Agreement by AGENCY. Deficiencies that may be subject to non-payment of future invoices by AGENCY shall include:

- A. Failure to notify AGENCY and receive prior written approval for any changes to Program delivery within fifteen (15) days of change for:
 - 1) Change in program services.
 - 2) Change in service levels, locations, and/or access for participants.
 - 3) Change in staffing structure or work schedules for staff.

- B. Failure to comply with Federal, State, and/or County laws, ordinances, rules and regulations,
- C. Failure to comply with AGENCY and/or COMMISSION's policies and procedures, as applicable.
- D. Failure to request, in writing, and receive written pre-approval from AGENCY for changes to, or the addition of the line items in, the approved budget.
- E. Failure to comply with evaluation requirements
- F. Failure to provide written assurance of required civil rights training as detailed in Paragraph 29, below.
- G. Failure to adhere to the performance and fiscal requirements and standards required under this Agreement.

12. TERMINATION

Either party may terminate this Agreement, with or without cause, upon thirty (30) days prior written notice to the other party. In the event of termination of this Agreement for any reason, AGENCY and or COMMISSION, as applicable, shall have no further obligation to pay for any services rendered or expenses incurred by CONTRACTOR after the effective date of the termination, and CONTRACTOR shall be entitled to receive compensation for services satisfactorily rendered, calculated on a prorated basis up to the effective date of termination.

13. NON-APPROPRIATION

This Agreement is subject to County of Kern's and COMMISSION's annual appropriation processes. In the event that funds representing CONTRACTOR's compensation and reimbursement for expenses for the services provided pursuant to this Agreement are not made available to AGENCY in any fiscal year, this Agreement shall be deemed terminated and shall be of no further force or effect as of the date AGENCY's budget is approved. AGENCY will provide CONTRACTOR with notice of any action.

14. NOTICES

Notices to be given by one party to the other under this Agreement shall be given in writing by personal delivery, by certified mail, return receipt requested, or express delivery service at the addresses specified below. Notices delivered personally shall be deemed received upon receipt; mailed or expressed notices shall be deemed received three (3) days after deposit. A party may change the address to which notice is to be given by giving notice as provided above.

Notice to AGENCY shall be addressed as follows:

Mary C. Barlow, Superintendent
 Kern County Superintendent of Schools
 1300 17th Street
 Bakersfield, CA 93301

Notice to CONTRACTOR shall be addressed as follows:

Jeremy Tobias, Chief Executive Officer
Community Action Partnership of Kern
5005 Buisness Park North
Bakersfield, CA 93309

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

15. OWNERSHIP OF DOCUMENTS

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

16. CONFLICT OF INTEREST

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

17. SOLE AGREEMENT

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

18. AUTHORITY TO BIND AGENCY

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

19. MODIFICATION OF AGREEMENT

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

20. NON-WAIVER

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

21. CHOICE OF LAW/VENUE

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

22. CONFIDENTIALITY

Contractor shall not, without the written consent of County, communicate confidential information, designated in writing or identified in this Agreement as such, to any third party and shall protect such information from inadvertent disclosure to any third party in the same manner that they protect their own confidential information, unless such disclosure is required in response to a validly issued subpoena or other process of law. Upon completion of this Agreement, the provisions of this paragraph shall continue to survive.

- A. During the term of this Agreement, Parties may receive or create certain confidential health or medical information ("Protected Health Information" or "**PHI**"). This PHI is subject to protection under State and federal law, including the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("**HIPAA**"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("**the HITECH Act**"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services ("**HIPAA Regulations**") and other applicable laws. The Parties represent that the Parties have in place policies and procedures that will adequately safeguard any PHI the Parties receive or create, and the Parties specifically agree, on behalf of themselves, the Parties' subcontractors and agents, to safeguard and protect the confidentiality of PHI consistent with applicable law, including currently effective provisions of HIPAA, the HITECH Act, and the HIPAA Regulations.
- B. For purposes of this section, PHI means any information, whether oral or recorded in any form or medium: (a) that relates to the past, present or future physical or mental health or condition of an individual; the provision of health care to an individual; or the past, present or future payment for the provision of health care to an individual, and (b) that identifies the individual or with respect to which there is a reasonable basis to believe the information can be used to identify the individual.
- C. The Parties acknowledge that State and federal laws relating to electronic data security and privacy are rapidly evolving and that amendment of this Agreement may be required to provide for procedures to ensure compliance with such developments. The Parties hereto specifically agree to take such action as is necessary to implement the requirements of HIPAA, the HITECH Act, and HIPAA Regulations and other applicable laws relating to the security or confidentiality of PHI. The Parties understand and agree that the Parties must provide, when requested, written evidence that the Parties are in compliance with the HITECH Act, and applicable HIPAA Regulations.

- D. Notwithstanding any other provision of this Agreement, the Parties may terminate this Agreement upon fifteen (15) days' notice in the event: (a) the Parties do not promptly provide written evidence of compliance with the HITECH Act, and applicable HIPAA Regulations, or (b) the Parties become aware that the Parties or any of the Parties' subcontractors or agents discloses PHI in a manner that is not authorized by the Parties or by applicable law.

The parties hereto agree to abide by **HIPAA** as applicable and follow confidentiality requirements of 42 CFR Part 2 and other applicable requirements, and to consult and cooperate with one another to assure appropriate and consistent handling of confidential data.

Designated staff of the Contractor shall be provided with access to the C-IV System. Designated staff of the Contractor shall be required to maintain the confidentiality requirements set forth in Section 10850 of the Welfare and Institutions (W&I) Code, a portion of which is quoted as follows:

"These lists or other records shall only be used for purposes directly connected with the administration of public social services. Except for those purposes, no person shall publish, disclose, or use or permit or cause to be published, disclosed, or used any confidential information pertaining to an applicant or recipient."

"Any person, including every public officer and employee, who knowingly secures or possesses, other than in the course of official duty, an official list or a list compiled from official sources, published or disclosed in violation of this section, of persons who have applied for or who have been granted any form of public social services for which state or federal funds are made available to the counties is guilty of a misdemeanor."

It is a requirement of this Agreement that the contents of Section 10850 of the W&I Code as well as the contents of 45 CFR 205.50, 45 CFR 302.21, and 7 CFR 272.1 be made known to each current and future employee of the Contractor. No information shall be disclosed which identifies an applicant or recipient of public assistance according to the requirements listed above.

23. BUSINESS ASSOCIATE AGREEMENT

Each Party agrees to execute the Business Associate Agreement attached hereto as Exhibit "C", which covers obligations under HIPAA and HITECH, so that County may comply with its obligations under the HIPAA laws and Regulations.

24. ENFORCEMENT OF REMEDIES

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

25. SEVERABILITY

Should any part, term, portion or provision of this Agreement be decided finally to be in conflict with any law of the United States or the State of California, or otherwise be unenforceable or ineffectual, the validity of the remaining parts, terms, portions, or provisions shall be deemed severable and shall not be affected thereby, provided such remaining portions or provisions can

be construed in substance to constitute the agreement which the parties intended to enter into in the first instance.

26. COMPLIANCE WITH LAW

CONTRACTOR shall observe and comply with all applicable County, State and Federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

27. CAPTIONS AND INTERPRETATION

Paragraph headings in this Agreement are used solely for convenience, and shall be wholly disregarded in the construction of this Agreement.

No provision of this Agreement shall be interpreted for or against a party because that party or its legal representative drafted such provision, and this Agreement shall be construed as if jointly prepared by the parties.

28. TIME OF ESSENCE

Time is hereby expressly declared to be of the essence of this Agreement and of each and every provision hereof, and each such provision is hereby made and declared to be a material, necessary and essential part of this Agreement.

29. COUNTERPARTS

This Agreement may be executed simultaneously in any number of counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same instrument.

30. NONDISCRIMINATION

Neither CONTRACTOR, nor any officer, agent, employee, servant or subcontractor of CONTRACTOR, shall discriminate in the treatment or employment of any individual or groups of individuals on the grounds of age, sex, color, disability, national origin, race, marital status, sexual orientation, religion, political affiliation, or any other classification protected by law, either directly, indirectly or through contractual or other arrangements as described in CDSS Manual of Policies and Procedures, Chapter 21. CONTRACTOR will further adhere to all mandated requirements as described in the CDSS Manual of Policies and Procedures, Chapter 21 which can be found at <http://www.dss.cahwnet.gov/getinfo/pdf/3cfcman.pdf>. CONTRACTOR shall comply with the requirements set forth in Exhibit "D", Assurance Of Compliance Nondiscrimination In State And Federally Assisted Programs.

CONTRACTOR understands and acknowledges that its assurance is given in consideration of and for the purpose of receiving compensation for service as provided in this Agreement, which compensation is funded through federal and State assistance. In the event AGENCY, COUNTY or COMMISSION is subject to any fiscal sanction or other legal remedies as a result of CONTRACTOR's failure to comply with the requirements of this section, CONTRACTOR shall indemnify and hold harmless AGENCY, COUNTY, and COMMISSION from any such fiscal sanction or other legal remedy imposed against AGENCY, COUNTY, or COMMISSION as provided in the indemnification provisions of this Agreement. CONTRACTOR shall participate in and pay AGENCY, COUNTY and COMMISSION's costs incurred in AGENCY, COUNTY and COMMISSION's defense in any judicial or administrative hearing or process to determine where a violation of this section has occurred. CONTRACTOR acknowledges that the AGENCY, as a

recipient of such funding, is obligated to comply with State and federal requirements regarding nondiscrimination, as evidenced by form CR-49, Assurance of Compliance, which is attached hereto and made a part hereof as Exhibit "C." By signing this Agreement, CONTRACTOR, as a sub-recipient of such funding through AGENCY, shall be equally bound to comply with each and every requirement set forth therein.

CONTRACTOR further agrees that its staff having public contact as part of their employment shall participate in training in civil rights and cultural awareness pursuant to Division 21 of CDSS' Manual of Policy and Procedures, as required by AGENCY.

31. AUDIT, INSPECTION, AND RETENTION OF RECORDS

CONTRACTOR agrees to maintain and make available to AGENCY and COMMISSION accurate books and records relative to all its activities under this Agreement. CONTRACTOR shall provide AGENCY with one copy of the Reporting Package of a single audit performed by an Independent Certified Public Accountant (CPA) required by law and permitted by A-133, paragraph .320(f) within one hundred eighty (180) days after the end of the organization's fiscal year. If CONTRACTOR fails to submit an acceptable audit, the AGENCY has the authority to withhold funding until an acceptable audit is received by the AGENCY.

CONTRACTOR shall permit AGENCY and COMMISSION to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, records or personnel or other data related to all other matters covered by this Agreement. CONTRACTOR shall maintain such data and records in an accessible location and condition for a period of not less than three (3) years from the date of final payment under this Agreement, or until after the conclusion of any fiscal audit, whichever occurs last.

CONTRACTOR shall keep records that are sufficient to permit the tracing of funds to a level of expenditure adequate to insure that the funds have not been spent unlawfully. CONTRACTOR'S records shall describe and support the use of funds for the agreed upon program. The method used by CONTRACTOR to determine costs must confirm to Generally Accepted Government Accounting Standards. The State of California and/or any federal agency having an interest in the subject of this Agreement shall have the same rights conferred upon AGENCY and COMMISSION herein.

32. NON-COLLUSION COVENANT

CONTRACTOR represents and agrees that it has in no way entered into any contingent fee arrangement with any firm or person concerning the obtaining of this Agreement with AGENCY. CONTRACTOR has received from AGENCY or COMMISSION no incentive or special payments or considerations related to the provision of services under this Agreement.

33. NO THIRD PARTY BENEFICIARIES

It is expressly understood and agreed that the enforcement of these terms and conditions and all rights of action relating to such enforcement shall be strictly reserved to AGENCY, COMMISSION and CONTRACTOR. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of AGENCY and CONTRACTOR that any such person or entity, other than AGENCY, COMMISSION or CONTRACTOR, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.

34. SIGNATURE AUTHORITY

Each party represents that they have full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each party has been properly authorized and empowered to enter into this Agreement.

IN WITNESS TO WHICH, each party to this Agreement has signed this Agreement upon the date indicated, and agrees, for itself, its employees, officers, partners and successors, to be fully bound by all terms and conditions of this Agreement.

**COMMUNITY ACTION PARTNERSHIP OF MARY C. BARLOW
KERN
CONTRACTOR**

By _____
Print Name: Jeremy Tobias
Title: Chief Executive Officer
Address: 5005 Business Park North
Bakersfield, CA 93309

Date: _____

**KERN COUNTY SUPERINTENDENT OF SCHOOLS
AGENCY**

By Tina Foster
Signatory Name: **Tina Foster**
Title: Chief Financial Operations Officer of Internal Business
Address: 1300 17th Street, Bakersfield, CA 93301
Acct: 01-932-5810-0-7299.00-8100-9200-00-0000-000
01-935-7810-0-7299.00-8100-9200-00-0000-000

Date: 6-27-21

APPROVED AS TO FORM
Office of County Counsel

By: [Signature]
Deputy County Counsel

KCSOS Ref #22022

Exhibit A
KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE / KERN COUNTY NETWORK FOR CHILDREN
CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT,
COMMUNITY BASED CHILD ABUSE PREVENTION; COUNTY CHILDREN'S TRUST FUND,
PROMOTING SAFE AND STABLE FAMILIES, FIRST 5 KERN, AND
CHILD WELFARE SERVICES OUTCOME IMPROVEMENT PROJECT SERVICES FUNDS

FY 2021 – 2022 Differential Response Services – Service Area 3

Scope of Work

Project Name: East Kern Differential Response

Project GOAL (Long Term): Children whose families successfully complete DR services will not experience the recurrence of maltreatment within 12 months.				
SERVICES <i>What services will be provided and to how many?</i>	ACTIVITIES <i>What corresponding activities will occur each quarter?</i>	Resulting Outcomes To Be Reported	MEASUREMENT TOOLS	ESTIMATED OUTCOMES
<p>1. Provide at least 140 at-risk families with information, referral, and linkage services to assist them with accessing supportive services in the community.</p> <p>i. Among these families, at least 300 children will receive services.</p> <p>2. Provide strength-based case management services to at least 60 at-risk families needing family support beyond resource and referral services to increase family stability.</p> <p>i. Among these families, at least 130 children will receive services.</p>	<p>1. Partner with DHS Emergency Response Social Workers, Welfare to Work (WTW) Social Workers and community agencies.</p> <p>2a. Screen all referrals in C-IV to identify any CalWORKS WTW participation requirements or sanctions and conduct joint home visits with DHS Emergency Response Social Workers whenever possible to monitor child safety and provide feedback to Emergency Response regarding family progress or refusal to participate in services.</p> <p>2b. Provide strengths-based, trauma-informed and family-driven case management services that include comprehensive assessment, are goal focused, and assist families with building Protective Factors.</p> <p>2c. Provide families referred and/or receiving case management services with information about and linkages to supportive services.</p> <p>2d. Provide case managed families with transportation services and/or assist families with obtaining appropriate means of transportation.</p> <p>2e. Encourage parents to fully participate in any required WTW program activities; and, provide encouragement, transportation assistance, and supportive services to assist WTW sanctioned parents with curing any sanctions.</p>	<p><u>Engagement:</u></p> <p>2a. Parents will be satisfied with services provided.</p> <p>2b. Parents referred for DR services will accept case management services.</p> <p><u>Short Term:</u></p> <p>2a. Parents receiving case management will demonstrate improved family functioning.</p> <p>2b. Parents with an open DR case who are WTW program sanctioned will successfully cure their sanction.</p> <p><u>Long Term:</u></p> <p>California Child Welfare Indicators Project reporting on the Recurrence of Maltreatment will decrease.</p>	<p><u>Engagement:</u></p> <p>2a. The Client Satisfaction Survey will be conducted at six months and exit.</p> <p>2b. Accurate Case Status entries into the Social Solutions ETO System.</p> <p>2a and 2b. Assessment and touchpoint entries into the Social Solutions ETO System.</p> <p><u>Short Term:</u></p> <p>2a. NCFAS-General (NCFAS-G) to be completed at intake, every 90 days case is open, and at time of case closure.</p> <p>2a, 2b & 2 c. Accurate and timely data entry via assessments, touchpoints and surveys completed in the Social Solutions ETO System.</p> <p><u>Long Term:</u></p> <p>California Child Welfare Indicators Project Recurrence of Maltreatment data.</p>	<p><u>Engagement:</u></p> <p>2a. At least 90% of parents will indicate that they were satisfied with services.</p> <p>2b. Enrollment targets:</p> <p>i. At least 40% of families referred will accept DR case management services.</p> <p>ii. Not more than 25% of families will decline services.</p> <p>iii. Not more than 25% of families will be unable to locate.</p> <p>iv. Not more than 10% will not be served for other reasons.</p> <p><u>Short Term:</u></p> <p>2a. At least 67% of families receiving case management services will successfully improve family functioning and complete their case plan goals.</p> <p>2b. At least 20% of WTW sanctioned families will successfully cure their sanction prior to DR program exit.</p>

Exhibit B

KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE / KERN COUNTY NETWORK FOR CHILDREN CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT, COMMUNITY BASED CHILD ABUSE PREVENTION; COUNTY CHILDREN'S TRUST FUND, PROMOTING SAFE AND STABLE FAMILIES, FIRST 5 KERN, AND CHILD WELFARE SERVICES OUTCOME IMPROVEMENT PROJECT SERVICES FUNDS

Budget
FY 2021 - 2022

AGENCY: Community Action Partnership of Kern
PROJECT TITLE: East Kern Differential Response
TOTAL AMOUNT: \$230,726.00

I. PERSONNEL SERVICES	Hourly Rate (1)	Total Program Hours (2)	Prop 10 Program Hours (3)	KCNC Program Hours (4)	Prop 10 Program Budget (5)	KCNC Program Budget (6)	Total Program Budget (7)
Site Supervisor (SR)	\$ 29.2900	1168	174.1209	993.8791	\$ 5,100	\$ 29,111	\$ 34,211
Office Assistant (DG)	\$ 15.0200	1560	252.9960	1307.0040	\$ 3,800	\$ 19,631	\$ 23,431
Case Manager (MG)	\$ 18.5000	2080	356.7568	1723.2432	\$ 6,600	\$ 31,880	\$ 38,480
Case Manager (LK)	\$ 18.5000	2080	356.7568	1723.2432	\$ 6,600	\$ 31,880	\$ 38,480
	Total Salaries & Wages				\$ 22,100	\$ 112,502	\$ 134,602
	Benefits				\$ 5,732	\$ 37,585	\$ 43,317
	TOTAL PERSONNEL SERVICES				\$ 27,832	\$ 150,087	\$ 177,919
II. SERVICES AND SUPPLIES	Office and Program Supplies				\$ -	\$ 2,400	\$ 2,400
	Rent/Occupancy Costs				\$ -	\$ 15,800	\$ 15,800
	Communications				\$ -	\$ 9,000	\$ 9,000
	IT Support				\$ -	\$ -	\$ -
	Travel/Mileage				\$ -	\$ 6,000	\$ 6,000
	Training				\$ -	\$ -	\$ -
	Postage				\$ -	\$ 250	\$ 250
	Printing and Duplication				\$ -	\$ -	\$ -
	Client Emergency Needs				\$ -	\$ 700	\$ 700
	Recruitment				\$ -	\$ 350	\$ 350
	Insurance				\$ -	\$ 1,300	\$ 1,300
	Equipment repair/maintenance				\$ -	\$ 1,000	\$ 1,000
	Audit				\$ -	\$ -	\$ -
	Equipment				\$ -	\$ -	\$ -
	TOTAL SERVICES & SUPPLIES				\$ -	\$ 36,800	\$ 36,800
	SUBTOTAL I & II:				\$ 27,832	\$ 186,887	\$ 214,719
III. INDIRECT							
	INDIRECT RATE:		Prop 10 4.00%	KCNC 7.97%	\$ 1,113	\$ 14,894	\$ 16,007
	TOTAL INDIRECT				\$ 1,113	\$ 14,894	\$ 16,007
GRAND TOTAL					\$ 28,945	\$ 201,781	\$ 230,726

EXHIBIT C
KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE / KERN COUNTY NETWORK FOR CHILDREN
CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT,
COMMUNITY BASED CHILD ABUSE PREVENTION; COUNTY CHILDREN'S TRUST FUND,
PROMOTING SAFE AND STABLE FAMILIES, FIRST 5 KERN, AND
CHILD WELFARE SERVICES OUTCOME IMPROVEMENT PROJECT SERVICES FUNDS

BUSINESS ASSOCIATE ADDENDUM

This Business Associate Addendum ("Addendum") supplements and is made a part of the contract ("Contract") by and between the Kern County Superintendent of Schools ("CE") and Community Action Partnership of Kern ("BA"), dated , 2021. This Addendum is effective as of July 1, 2021 (the "Addendum Effective Date").

RECITALS

- A. CE wishes to disclose certain information, some of which may constitute Protected Health Information ("PHI") (defined below), to BA pursuant to the terms of the Contract.
- B. CE and BA intend to protect the privacy and provide for the security of PHI disclosed to BA pursuant to the Contract in compliance with the Health Insurance Portability and Accountability Act of 1996, Public Law 104-191 ("HIPAA"), the Health Information Technology for Economic and Clinical Health Act, Public Law 111-005 ("the HITECH Act"), and regulations promulgated thereunder by the U.S. Department of Health and Human Services (the "HIPAA Regulations") and other applicable laws.
- C. As part of the HIPAA Regulations, the Privacy Rule and the Security Rule (defined below) require CE to enter into a contract containing specific requirements with BA prior to the disclosure of PHI, as set forth in, but not limited to, Title 45, Sections 164.314(a), 164.502(e) and 164.504(e) of the Code of Federal Regulations ("C.F.R.") and contained in this Addendum.

In consideration of the mutual promises below and the exchange of information pursuant to this Addendum, the parties agree as follows:

1. Definitions

Catch-all definition:

The following terms used in this Agreement shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required by Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

- (a) Business Associate. "Business Associate" shall generally have the same meaning as the term "business associate" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean [Insert Name of Business Associate].
- (b) Covered Entity. "Covered Entity" or "CE" shall generally have the same meaning as the term "covered entity" at 45 CFR 160.103, and in reference to the party to this agreement, shall mean the Kern County Department of Human Services.
- (c) HIPAA Rules. "HIPAA Rules" shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

- (d) **Electronic Health Record** shall have the meaning given to such term in the HITECH Act, including, but not limited to, 42 U.S.C. Section 17921.
- (e) **Privacy Rule** shall mean the HIPAA Regulation that is codified at 45 C.F.R. Parts 160 and 164 (Subparts A and E).

2. **Obligations and Activities of Business Associate**

Business Associate agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (e) Make available protected health information in a designated record set to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;
- (g) Maintain and make available the information required to provide an accounting of disclosures to the "covered entity" as necessary to satisfy covered entity's obligations under 45 CFR 164.528;
- (h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

Permitted Uses and Disclosures by Business Associate

- (a) Business associate may only use or disclose protected health information as necessary to perform the services set forth in the attached Agreement
- (b) Business associate may use or disclose protected health information as required by law.

- (c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.
- (d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity except for the specific uses and disclosures set forth below.
- (e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.
- (f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.
- (g) Business associate may provide data aggregation services relating to the health care operations of the covered entity.

Provisions for Covered Entity to Inform Business Associate of Privacy Practices and Restrictions

- (a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate's use or disclosure of protected health information.
- (b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate's use or disclosure of protected health information.
- (c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate's use or disclosure of protected health information.
- (d) **Reporting of Improper Access, Use or Disclosure.** BA shall report to CE in writing of any access, use or disclosure of Protected Information not permitted by the Contract and Addendum, and any Breach of Unsecured PHI of which it becomes aware without unreasonable delay and in no case later than 10 calendar days after discovery [42 U.S.C. Section 17921; 45 C.F.R. Section 164.504(e)(2)(ii)(C); 45 C.F.R. Section 164.308(b)].
- (e) **Business Associate's Agents.** BA shall ensure that any agents, including subcontractors, to whom it provides Protected Information, agree in writing to the same restrictions and conditions that apply to BA with respect to such PHI and implement the safeguards required by paragraph (c) above with respect to Electronic PHI [45 C.F.R. § 164.504(e)(2)(ii)(D); 45 C.F.R. § 164.308(b)]. BA shall implement and maintain sanctions against agents and subcontractors that violate such restrictions and conditions and shall

mitigate the effects of any such violation (see 45 C.F.R. §§ 164.530(f) and 164.530(e)(1)).

- (f) **Amendment of PHI.** If applicable within ten (10) days of receipt of a request from CE for an amendment of Protected Information or a record about an individual contained in a Designated Record Set, BA or its agents or subcontractors shall make such Protected Information available to CE for amendment and incorporate any such amendment to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.526. If any individual requests an amendment of Protected Information directly from BA or its agents or subcontractors, BA must notify CE in writing within five (5) days of the request. Any approval or denial of amendment of Protected Information maintained by BA or its agents or subcontractors shall be the responsibility of CE [45 C.F.R. Section 164.504(e)(2)(ii)(F)].
- (g) **Accounting Rights.** Within ten (10) days of notice by CE of a request for an accounting of disclosures of Protected Information BA and its agents or subcontractors shall make available to CE the information required to provide an accounting of disclosures to enable CE to fulfill its obligations under the Privacy Rule, including, but not limited to, 45 C.F.R. Section 164.528, and the HITECH Act, including but not limited to 42 U.S.C. Section 17935(c), as determined by CE. BA agrees to implement a process that allows for an accounting to be collected and maintained by BA and its agents or subcontractors for at least six (6) years prior to the request. However, accounting of disclosures from an Electronic Health Record for treatment, payment or health care operations purposes are required to be collected and maintained for only three (3) years prior to the request, and only to the extent that BA maintains an electronic health record and is subject to this requirement. At a minimum, the information collected and maintained shall include: (i) the date of disclosure; (ii) the name of the entity or person who received Protected Information and, if known, the address of the entity or person; (iii) a brief description of Protected Information disclosed; and (iv) a brief statement of purpose of the disclosure that reasonably informs the individual of the basis for the disclosure, or a copy of the individual's authorization, or a copy of the written request for disclosure. In the event that the request for an accounting is delivered directly to BA or its agents or subcontractors, BA shall within five (5) days of a request forward it to CE in writing. It shall be CE's responsibility to prepare and deliver any such accounting requested. BA shall not disclose any Protected Information except as set forth in Sections 2.b. of this Addendum [45 C.F.R. Sections 164.504(e)(2)(ii)(G) and 165.528]. The provisions of this subparagraph shall survive the termination of this Agreement.
- (h) **Governmental Access to Records.** BA shall make its internal practices, books and records relating to the use and disclosure of Protected Information available to CE and to the Secretary of the U.S. Department of Health and Human Services (the "Secretary") for purposes of determining BA's compliance with the Privacy Rule [45 C.F.R. Section 164.504(e)(2)(ii)(H)]. BA shall provide to CE a copy of any Protected Information that BA provides to the Secretary concurrently with providing such Protected Information to the Secretary.
- (i) **Data Ownership.** BA acknowledges that BA has no ownership rights with respect to the Protected Information.
- (j) **Notification of Breach.** During the term of the Contract, BA shall notify CE within twenty-four (24) hours of any suspected or actual breach of security, intrusion or unauthorized use or disclosure of PHI of which BA becomes aware and/or any actual or suspected use or disclosure of data in violation of any applicable federal or state laws or regulations. BA shall take (i) prompt corrective action to cure any such deficiencies and

(ii) any action pertaining to such unauthorized disclosure required by applicable federal and state laws and regulations.

- (k) **Breach Pattern or Practice by Covered Entity.** Pursuant to 42 U.S.C. Section 17934(b), if the BA knows of a pattern of activity or practice of the CE that constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement, the BA must take reasonable steps to cure the breach or end the violation. If the steps are unsuccessful, the BA must terminate the Contract or other arrangement if feasible, or if termination is not feasible, report the problem to the Secretary of DHHS. BA shall provide written notice to CE of any pattern of activity or practice of the CE that BA believes constitutes a material breach or violation of the CE's obligations under the Contract or Addendum or other arrangement within five (5) days of discovery and shall meet with CE to discuss and shall attempt to resolve the problem as one of the reasonable steps to cure the breach or end the violation.
- (l) **Audits, Inspection and Enforcement.** Within ten (10) days of a written request by CE, BA and its agents or subcontractors shall allow CE to conduct a reasonable inspection of the facilities, systems, books, records, agreements, policies and procedures relating to the use or disclosure of Protected Information pursuant to this Addendum for the purpose of determining whether BA has complied with this Addendum; provided, however, that (i) BA and CE shall mutually agree in advance upon the scope, timing and location of such an inspection. (ii) CE shall protect the confidentiality of all confidential and proprietary information of BA to which CE has access during the course of such inspection; and (iii) CE shall execute a nondisclosure agreement, upon terms mutually agreed upon by the parties. If requested by BA. The fact that CE inspects, or fails to inspect, or has the right to inspect, BA's facilities, systems, books, records, agreements, policies and procedures does not relieve BA of its responsibility to comply with this Addendum, nor does CE's (i) failure to detect or (ii) detection, but failure to notify BA or require BA's remediation of any unsatisfactory practices, constitute acceptance of such practice or a waiver of County's enforcement rights under the Contract or Addendum, BA shall notify CE within ten (10) days of learning that BA has become the subject of an audit, compliance review, or complaint investigation by the Office for Civil Rights.

3. Termination

- (a) **Material Breach.** A breach by BA of any provision of this Addendum, as determined by CE, shall constitute a material breach of the Contract and shall provide grounds for immediate termination of the Contract, any provision in the Contract to the contrary notwithstanding. [45 C.F.R. Section 164.504(e)(2)(iii)].
- (b) **Judicial or Administrative Proceedings.** CE may terminate the Contract, effective immediately, if (i) BA is named as a defendant in a criminal proceeding for a violation of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws or (ii) a finding or stipulation that the BA has violated any standard or requirement of HIPAA, the HITECH Act, the HIPAA Regulations or other security or privacy laws is made in any administrative or civil proceeding in which the party has been joined.
- (c) **Obligations of Business Associate Upon Termination.**
Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

1. Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal responsibilities;
2. Return to covered entity the remaining protected health information that the business associate still maintains in any form;
3. Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;
4. Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out in this Agreement above which applied prior to termination; and
5. Return to covered entity or, if agreed to by covered entity, destroy the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal responsibilities.

4. Indemnification

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

5. Disclaimer

CE makes no warranty or representation that compliance by BA with this Addendum, HIPAA, the HITECH Act, or the HIPAA Regulations will be adequate or satisfactory for BA's own purposes. BA is solely responsible for all decisions made by BA regarding the safeguarding of PHI.

6. Certification

To the extent that CE determines that such examination is necessary to comply with CE's legal obligations pursuant to HIPAA relating to certification of its security practices, CE or its authorized agents or contractors, may, at CE's expense, examine BA's facilities, systems, procedures and records as may be necessary for such agents or contractors to certify to CE the extent to which BA's security safeguards comply with HIPAA, the HITECH Act, the HIPAA Regulations or this Addendum.

7. **Amendment**

- (a) **Amendment to Comply with Law.** The parties acknowledge that state and federal laws relating to data security and privacy are rapidly evolving and that amendment of the Contract or Addendum may be required to provide for procedures to ensure compliance with such developments. The parties specifically agree to take such action as is necessary to implement the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule and other applicable laws relating to the security or confidentiality of PHI. The parties understand and agree that CE must receive satisfactory written assurance from BA that BA will adequately safeguard all Protected Information. Upon the request of either party, the other party agrees to promptly enter into negotiations concerning the terms of an amendment to this Addendum embodying written assurances consistent with the standards and requirements of HIPAA, the HITECH Act, the Privacy Rule, the Security Rule or other applicable laws. CE may terminate the Contract upon thirty (30) days written notice in the event (i) BA does not promptly enter into negotiations to amend the Contract or Addendum when requested by CE pursuant to this Section or (ii) BA does not enter into an amendment to the Contract or Addendum providing assurances regarding the safeguarding of PHI that CE, in its sole discretion, deems sufficient to satisfy the standards and requirements of applicable laws.

8. **Assistance in Litigation or Administrative Proceedings**

BA shall make itself, and any subcontractors, employees or agents assisting BA in the performance of its obligations under the Contract or Addendum, available to CE, at no cost to County, to testify as witnesses, or otherwise, in the event of litigation or administrative proceedings being commenced against County, its directors, officers or employees based upon a claimed violation of HIPAA, the HITECH Act, The Privacy Rule, the Security Rule, or other laws relating to security and privacy, except where BA or its subcontractor, employee or agent is a named adverse party.

9. **No Third-Party Beneficiaries**

Nothing express or implied in the Contract or Addendum is intended to confer, nor shall anything herein confer, upon any person other than County, BA and their respective successors or assigns, any rights, remedies, obligations or liabilities whatsoever.

10. **Effect on Contract**

Except as specifically required to implement the purposes of this Addendum, or to the extent inconsistent with this Addendum, all other terms of the Contract shall remain in force and effect.

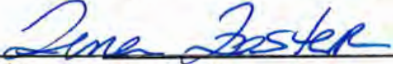
11. **Interpretation**

The provisions of this Addendum shall prevail over any provisions in the Contract that may conflict or appear inconsistent with any provision in this Addendum. This Addendum and the Contract shall be interpreted as broadly as necessary to implement and comply with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule. The parties agree that any ambiguity in this Addendum shall be resolved in favor of a meaning that complies and is consistent with HIPAA, the HITECH Act, the Privacy Rule and the Security Rule.

IN WITNESS WHEREOF, the parties hereto have duly executed this Addendum as of the Addendum Effective Date.

COVERED ENTITY

Kern County Superintendent of Schools

By: 
Print Name: **Tina Foster**
Title: Chief Financial Operations Officer
Date: 6-29-21

BUSINESS ASSOCIATE

[Name]

By: _____
Print Name: _____
Title: _____
Date: _____

Exhibit D
KERN COUNTY SUPERINTENDENT OF SCHOOLS OFFICE / KERN COUNTY NETWORK FOR CHILDREN
CHILD ABUSE PREVENTION, INTERVENTION AND TREATMENT,
COMMUNITY BASED CHILD ABUSE PREVENTION; COUNTY CHILDREN'S TRUST FUND,
PROMOTING SAFE AND STABLE FAMILIES, FIRST 5 KERN, AND
CHILD WELFARE SERVICES OUTCOME IMPROVEMENT PROJECT SERVICES FUNDS

ASSURANCE OF COMPLIANCE

**NONDISCRIMINATION IN STATE
AND FEDERALLY ASSISTED PROGRAMS**

Community Action Partnership of Kern (hereinafter "CONTRACTOR")

CONTRACTOR HEREBY AGREES THAT it will comply with Title VI of the Civil Rights Act of 1964 as amended; Section 504 of the Rehabilitation Act of 1973, as amended; the Age Discrimination Act of 1975 as amended; the Food Stamp Act of 1977, as amended, and in particular Section 272.6; Title II of the Americans with Disabilities Act of 1990; Government Code (GC) Section 11135, as amended; California Code of Regulations (CCR) Title 22 Section 98000 – 98413; Title 24 of the California Code of Regulations, Section 3105A(e); the Dymally-Alatorre Bilingual Services Act; Section 1808 Removal of Barriers to Inter Ethnic Adoption Act of 1996 and other applicable federal and state laws, as well as their implementing regulations [including 45 Code of Federal Regulations (CFR) Parts 80, 84, and 91, 7 CFR Part 15, and 28 CFR Part 42], by ensuring that employment practices and the administration of public assistance and social services programs are nondiscriminatory, to the effect that no person shall because of race, color, national origin, political affiliation, religion, marital status, sex, age, or disability be excluded from participation in or be denied the benefits of, or be otherwise subject to discrimination under any program or activity receiving federal or state assistance; and HEREBY GIVE ASSURANCE THAT it will immediately take any measures necessary to effectuate this agreement.

THIS ASSURANCE is given in consideration of and for the purpose of obtaining any and all federal and state assistance; and THE CONTRACTOR HEREBY GIVES ASSURANCE THAT administrative methods/procedures which have the effect of subjecting individuals to discrimination or defeating the objectives of the California Department of Social Services (CDSS) Manual of Policies and Procedures (MPP) Chapter 21, will be prohibited.

BY ACCEPTING THIS ASSURANCE, the CONTRACTOR agrees to compile data, maintain records and submit reports as required, to permit effective enforcement of the aforementioned laws, rules and regulations and permit authorized CDSS and/or federal government personnel, during normal working hours, to review such records, books and accounts as needed to ascertain compliance. If there are any violations of this assurance, CDSS shall have the right to invoke fiscal sanctions or other legal remedies in accordance with Welfare and Institutions Code Section 10605, or Government Code Section 11135-39, or any other laws, or the issue may be referred to the appropriate federal agency for further compliance action and enforcement of this assurance.

THIS ASSURANCE is binding on the CONTRACTOR directly or through contract, license, or other provider services, as long as it receives federal or state assistance; and shall be submitted annually with the required Civil Rights Plan Update.

Date

Contractor's Signature



MEMORANDUM

To: Executive Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: July 21, 2021

Subject: *Agenda Item 4f*: Resolution to Approve the Proposed - American Rescue Plan Act (ARPA) Proposed Program Design – **Action Item**

On July 13, 2021, the California Department of Community Services and Development (CSD) provided the American Rescue Plan Act (ARPA) program proposal and overview for the upcoming ARPA contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from August 1, 2021, through March 31, 2023, with an estimated allocation of \$9,636,376. The allocation of funds will not be finalized by CSD until they complete a survey among the network of Local Service Providers. Once the allocation of funds is finalized, CSD will provide a contract and the funds will be released once they have a fully executed contract in place. Our goal is to be proactive and begin the process of creating a business plan that would allow us to execute the expenditure of funds once the contract is fully executed. This will help us meet the contractual goal of spending the funds within a 20-month period.

The contract will allow CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization, and energy related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices, the prevention of power shut off to services, and to assist low-income households with heating and cooling costs. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

The contract format is the same as prior contracts, with a minor change where CSD allows a \$3,000 ARPA utility assistance benefit per household. In order to execute this contract and eliminate any delays, a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends the Executive Committee authorize the Chief Executive Officer to execute the American Rescue Plan Act contract when received from CSD, and all related documents throughout the duration of the contract term.

Attachment:

Resolution #2021-13



RESOLUTION # 2021-13

A Resolution of the Board of Directors of the Community Action Partnership of Kern

Approving the Proposed American Rescue Plan Act (ARPA) Proposed Program Design

The Executive Committee of the Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on July 21, 2021 in Bakersfield, California at a scheduled Executive Committee Meeting and resolved as follows:

WHEREAS, CAPK is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

WHEREAS, the California Department of Community Services and Development (CSD) has provided the American Rescue Plan Act (ARPA) program proposal and overview for the upcoming contract with an estimated allocation of \$9,636,376; and

WHEREAS, there is an increased need to provide qualified low-income Kern County residents with Utility Assistance and Weatherization services; and

WHEREAS, funding will be used to assist eligible households with heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization, energy related home repairs at no cost to the participants, and a \$3,000 ARPA utility assistance benefit per household; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby authorizes the Chief Executive Officer to execute the American Rescue Plan Act contract when received from CSD, and all related documents throughout the duration of the contract term.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 21st day of July 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

From: Jerry Meade, Assistant Director ~ Program

Date: July 21, 2021

Subject: *Agenda Item 4g:* Head Start/ Early Head Start Kern Budget Revision and Equipment Purchase – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Executive Committee to submit a budget revision and request to purchase equipment for the HS/EHS Kern program. The equipment needed to purchase is a replacement walk-in freezer at the Central Kitchen. In accordance with the code of federal regulation 75.308(c)(1)(xi), Head Start will request approval for the purchase and installation of said freezer. The total cost will exceed \$25,000, the figure that represents the threshold for equipment purchases without prior written approval during the COVID-19 pandemic. The Central Kitchen has been compliant with all upkeep and maintenance required of this equipment. The walk-in freezer is 19 years old and no longer able to maintain proper temperature levels, therefore becoming a safety issue. An assessment of the equipment by four vendors concludes that a replacement of the walk-in freezer is required. The replacement will maintain the modular nature in which it was originally purchased to ensure it can be relocated in the future. Upon receipt of approval from the Office of Head Start, staff will complete the appropriate procurement process as per policy.

A budget revision is required to identify the source of funding for this purchase. From the bids received, staff have selected a proposal that totals \$47,752. This amount will be reduced from the Personnel Cost Category in the latest approved HS budget and will be allocated to Equipment Cost Category. Program has identified salary savings from the vacant positions budgeted to support the classrooms currently under construction.

In the event the Central Kitchen is relocated, the walk-in freezer will be moved to the new location.

Recommendation

Staff recommends the Executive Committee approve, with Resolution, the submission of the Budget Revision and Equipment Purchase for the Head Start and Early Head Start Kern Grant (09CH011132) in the 2021-2022 fiscal year.

Attachment:

Resolution 2021-14



RESOLUTION # 2021-14

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Head Start / Early Head Start Kern Budget Revision & Equipment Purchase

The Executive Committee of the Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on July 21, 2021 in Bakersfield, California at a scheduled Executive Committee Meeting and resolved as follows:

WHEREAS, CAPK is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of "Helping People, Changing Lives" in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

WHEREAS, CAPK's Central Kitchen's 19-year old walk-in freezer is no longer able to maintain proper temperature levels and has become a safety issue; and

WHEREAS, the replacement and installation cost for a replacement walk-in freezer exceeds \$25,000, requiring a budget revision; and

WHEREAS, a total of \$47,752 will be removed from the Personnel Cost Category and will be allocated to the Equipment Cost Category; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby approves, with Resolution, the submission of the Budget Revision and Equipment Purchase for the Head Start & Early Head Start Kern Grant (09CH011132) in the 2021-2022 fiscal year.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 21st day of July 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

From: Lisa McGranahan, Director of Human Resources

Date: July 21, 2021

Subject: *Agenda Item 4h*: Amendment to Employee Handbook Security Policy
–**Action Item**

Community Action Partnership of Kern (CAPK) is requesting approval of the amended Security Policy of the Employee Handbook. The global shift in workplace safety and security has reimagined new policies and guidelines. As a result, policies relating to safety and health must be reexamined and updated to ensure the safety of CAPK's most valuable asset - its people. As such, management has reviewed its current policies and procedures to ensure effective security practices and measures.

The proposed changes to the policy enhance current practices by requiring all employees and visitors to wear their agency-issued ID badge in plain view while on any CAPK locations. This amendment to the policy expands to Board of Director members and other identified groups. Additionally, ID badges should only display the CAPK-approved photo to ensure consistency. This new policy change ensures consistency as well as prioritizes safety and security.

Along with the new proposed policy change, and due to the recent guidelines in verifying and documenting employee vaccination status, CAPK Management has also approved the use of ID badges to clearly identify employees and visitor's vaccine status with a minimal marker that recognizes their status.

Communication of the changes and training will be provided to all managers and directors to discuss the new requirement and ensure practices are consistent across business lines.

Recommendation:

Staff recommends that the Executive Committee approve the amended Security Policy of the Employee Handbook.

Attachment:

Employee Manual, Section 14.0 (Revised)

14.0 SECURITY

14.0 SECURITY

14.1 Building Access

Certain doors are identified as required to remain unlocked during business hours. Employees should be attentive to people passing through those doors for any suspicious behavior. All other unattended exterior doors should never be left open, ajar, or unlocked; anyone could easily enter undetected.

All employees and authorized visitors may be issued badges. Visitors may be required to be accompanied by an escort depending on the location; if an employee sees anyone in an unauthorized area without a badge or, unescorted while wearing a visitor badge, ask whom they are visiting and if they need assistance. Cordially escort the person to their destination or to the facility's entrance. If the situation seems suspicious, immediately notify the employee member in charge.

For Child Development Centers, all employees and visitors must sign in using the visitor log book. It is the responsibility of the employee assigned to the location to ensure that visitors clearly identify themselves and sign in. No child is to leave without being properly signed out to a properly authorized adult. Employees should always know when a child is leaving and with who. Never engage in a confrontation or other risky behavior; however, do not allow an unauthorized person to leave with a child. If necessary, call 911. Nothing is more important than the safety of any person. When leaving after regular business hours, employees must check to be sure that all entrances are properly locked. If another employee remains on site as one leaves, be sure that such employee will make sure the facility is completely locked. If one's keys have been misplaced or if one notices anything suspicious, please notify management immediately.

14.2 Access Badges and Devices

In order to enhance security for CAPK's employees and clients, CAPK will issue badges to all employees and authorized visitors. All employees will be issued a badge with their photo on it. Certain positions are expected to wear their badge at all times while they are on CAPK's premises. This will enable us to immediately identify any person who is not authorized to be on site.

At some sites, CAPK employees will be issued a proximity card ("prox card"), which will identify each person as they enter or leave the applicable site. If an employee is issued a prox card, s/he must keep it with them at all times during their shift or at any other time they may be at the applicable CAPK site. This will enable CAPK to better control access to its facilities and limit access only to people who are authorized to be on site. Prox cards may be requested through the Information Technology Department by a supervisor or by Human Resources. Appropriate access levels will be determined by the employee's supervisor. It is imperative that lost or stolen cards be reported to the IT department immediately after identified so the card may be disabled.

Employee must be conscious of the delay for the electronic latch to engage after a card is swiped. It is always best practice to check the door to ensure that it is fully latched when exiting. Prox cards are issued to individual employees for their use only; prox card should never be loaned to others.

Burglar alarm codes are issued to employees to disarm and arm facility burglar systems. Never give alarm codes to anyone including other CAPK personnel. Protect alarm codes from discovery by any

person. If for any reason an alarm code is discovered by anyone, it is one's responsibility to notify management immediately so that the code can be cancelled and a new code issued. Alarm codes may be modified by sending a request to the facilities manager.

14.3 Fire Safety


Every employee must be familiar with the location of all exits and fire extinguishers in their general work area. All doors should be shut at night, including the doors to individual rooms and stairwells. Similarly, all office equipment, machinery and electrical appliances should be turned off at the end of each day or when not in use, unless otherwise specified. Each person is responsible for the doors and equipment in his/her own work area; however, any person who sees a door open, or equipment, lights or appliances on during inappropriate times should correct the situation.

14.4 Theft

CAPK maintains a strong policy against theft. In addition to monetary theft, theft of any property belonging to CAPK, its clients, visitors, vendors or employees, will not be tolerated. CAPK will not be responsible for the lost or stolen personal property of any employee, and employees bring such belongings to work at their own risk. Nevertheless, CAPK demands honesty of its employees; any theft by an employee, regardless of the value involved, may be subject to prosecution. In addition to prosecution, the employee may be subject to immediate termination. Borrowing of CAPK property for personal reasons at any time is contrary to CAPK policy. CAPK property may not be taken from the premises for any reason without authorization from management.



MEMORANDUM

To: Executive Committee
From:  Heather McCarley, Finance Administrator
Date: July 21, 2021
Subject: *Agenda Item 4i*: Head Start - Kern
Budget to Actual Report for the period ended June 30, 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 third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through June 30, 2021. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 31% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 25% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 57% of the budget.

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

Non-Federal share is at 43% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - June 30, 2021
 Month 4 of 12 (33.3%)

Prepared 7/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	3,031,249	6,969,273	30%	70%
FRINGE BENEFITS	2,787,432	851,665	1,935,767	31%	69%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	171,033	562,406	23%	77%
CONTRACTUAL	148,506	29,184	119,322	20%	80%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	1,043,389	1,705,436	38%	62%
INDIRECT	1,583,809	512,652	1,071,157	32%	68%
TOTAL BASE FUNDING	18,002,533	5,639,172	12,363,361	31%	69%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	0	41,904	0%	100%
SUPPLIES	23,986	696	23,290	3%	97%
CONTRACTUAL	22,800	22,756	44	100%	0%
OTHER	72,752	16,971	55,781	23%	77%
INDIRECT	16,144	4,042	12,102	25%	75%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	44,465	133,121	25%	75%

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	64,907	230,427		
OTHER	155,558	58,929	96,629		
INDIRECT	46,675	25,661	21,014		
TOTAL COVID CARES	497,567	282,880	214,686	57%	43%

GRAND TOTAL HS FEDERAL FUNDS	18,677,686	5,995,959	12,681,727	32%	68%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	669,896	897,742	43%	57%
CALIF DEPT OF ED	5,193,619	2,210,120	2,983,499	43%	57%
TOTAL NON-FEDERAL	6,761,257	2,880,016	3,881,241	43%	57%

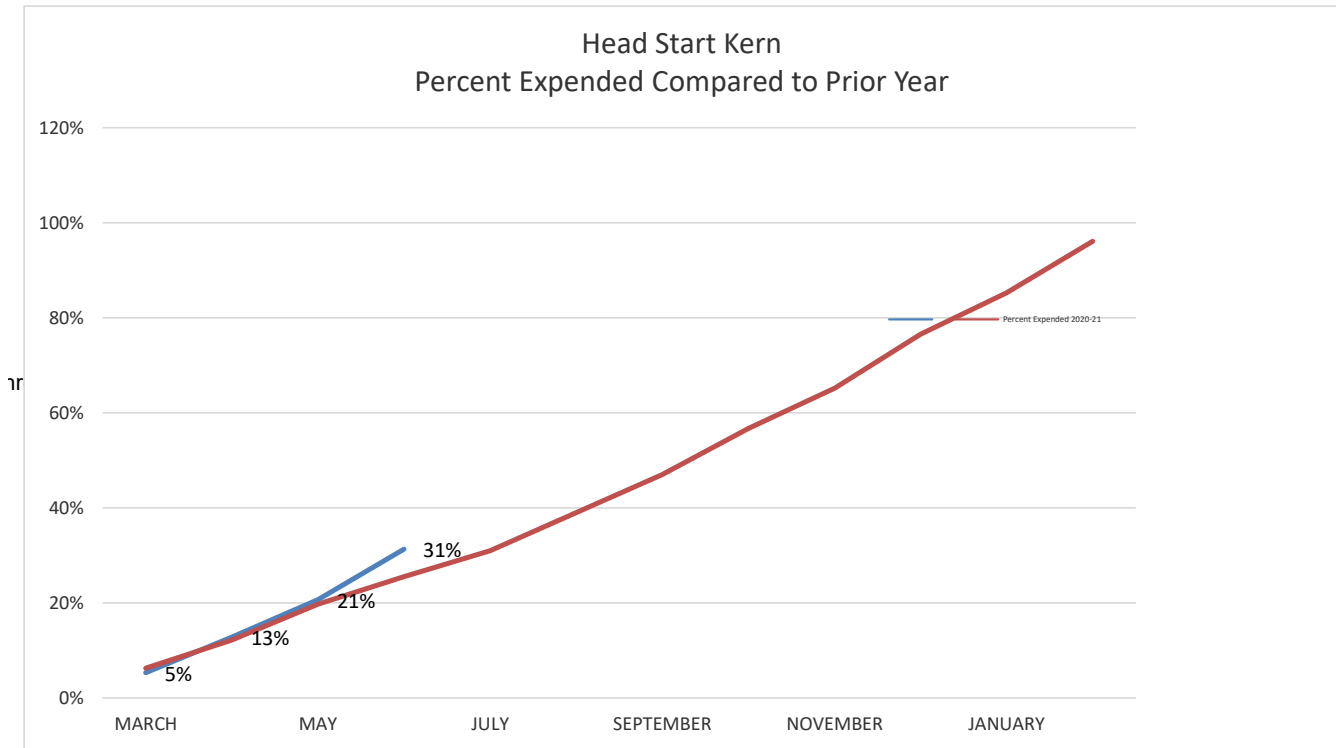
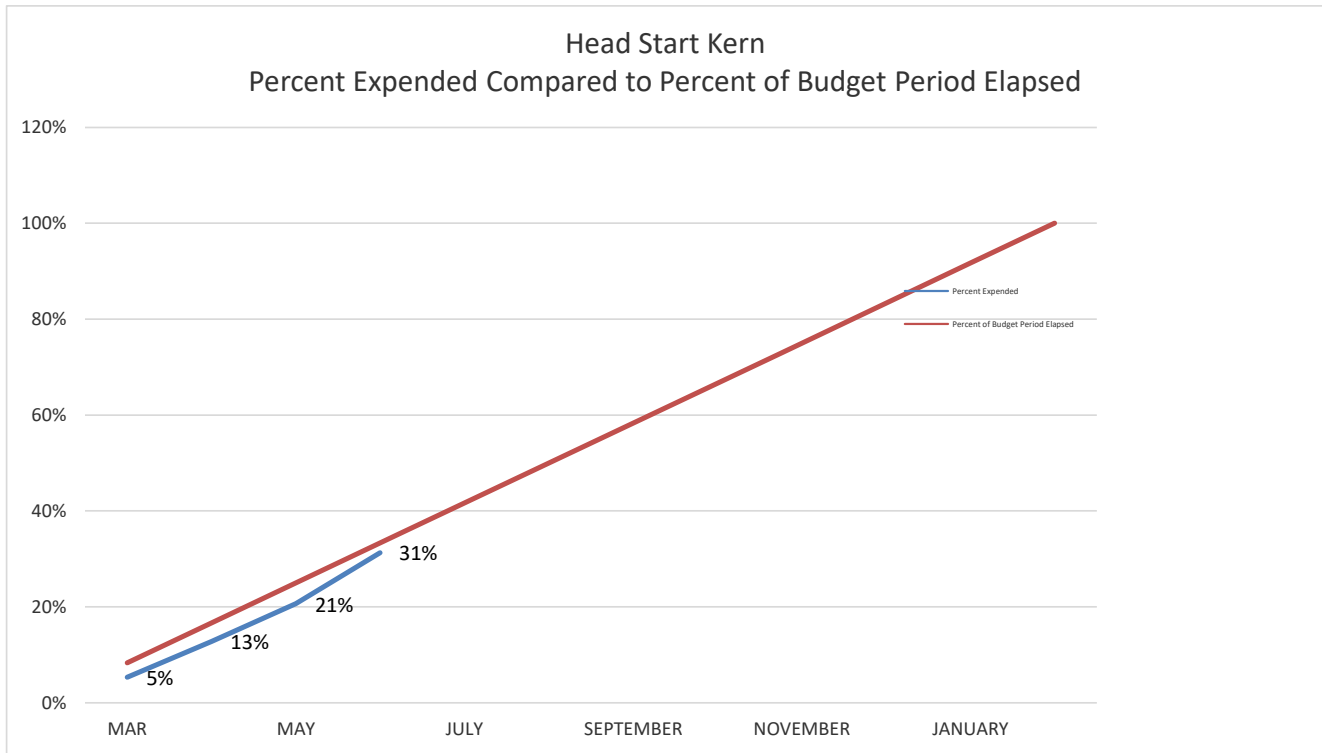
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2021

Administrative Cost for HS and EHS Kern **6.9%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	13,743				13,743	7/8/2021
Lowe's	-				0	7/12/2021
Smart & Final	1,440.77				1,441	7/1/2021
Save Mart	2,421.14				2,421	6/2/2021
Chevron & Texaco Business Card	7,186				7,186	7/6/2021
Home Depot	4,975				4,975	7/5/2021
	29,766	0	0	0	29,766	





MEMORANDUM

To: Executive Committee
Heather McCarley
From: Heather McCarley, Finance Administrator
Date: July 21, 2021
Subject: *Agenda Item 4i: Early Head Start - Kern*
Budget to Actual Report for the period ended June 30, 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 third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through June 30, 2021. Four months (33.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 26% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 11% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 100% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
 Report Period: March 1, 2021 - June 30, 2021
 Month 4 of 12 (33.3%)

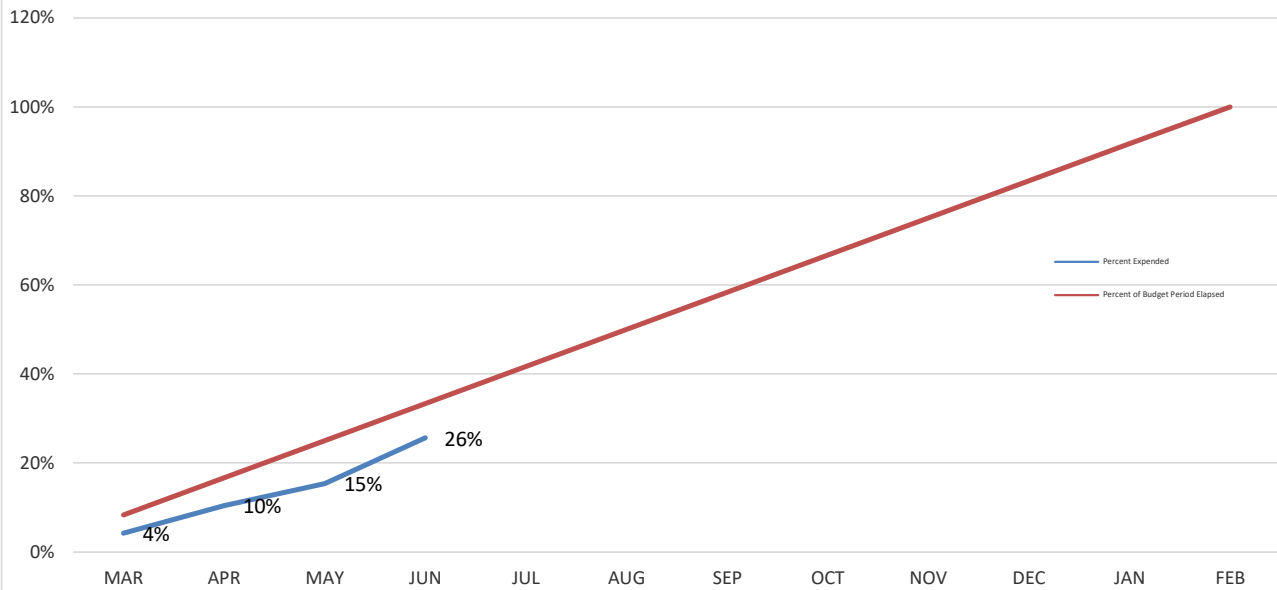
Prepared 7/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	1,397,489	3,623,644	28%	72%
FRINGE BENEFITS	1,751,175	367,215	1,383,960	21%	79%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	91,274	392,170	19%	81%
CONTRACTUAL	36,432	14,412	22,020	40%	60%
CONSTRUCTION	0	0	0		
OTHER	920,158	236,911	683,247	26%	74%
INDIRECT	809,704	208,713	600,991	26%	74%
TOTAL BASE FUNDING	9,022,046	2,316,014	6,706,032	26%	74%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	0	32,253	0%	100%
SUPPLIES	6,807	264	6,543	4%	96%
CONTRACTUAL	11,412	9,235	2,177	81%	19%
OTHER	102,788	6,928	95,860	7%	93%
INDIRECT	15,326	1,643	13,683	11%	89%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	18,069	150,517	11%	89%
COVID CARES					
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	1,475	65,445	2%	98%
OTHER	18,194	18,665	(471)	103%	-3%
INDIRECT	9,068	10,370	(1,302)		
TOTAL COVID CARES	94,182	94,182	(0)	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	9,284,814	2,435,638	6,849,176	26%	74%

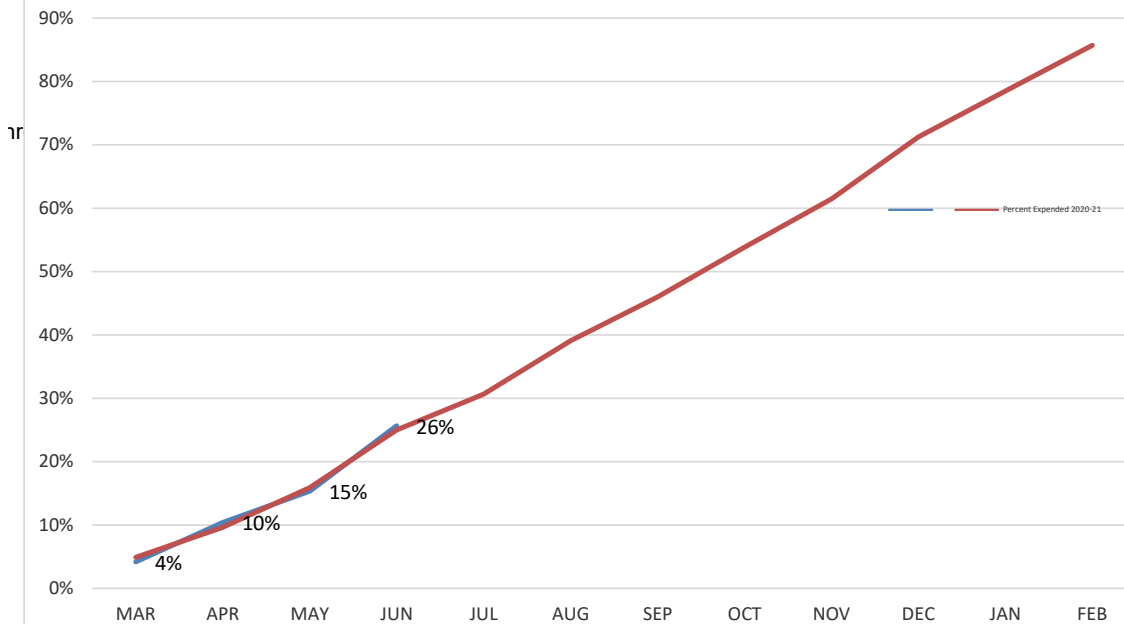
Budget reflects Notice of Award #09CH011132-02-03

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2021

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



Page 1 of 1

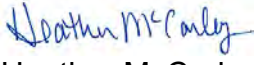
LOCATION	Enroll- ment	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,135	0	8,284	35,284	23%
Alicante	20	2,759	2,527	2,754	0	8,040	17,642	46%
Angela Martinez	60	1,682	5,056	1,183	0	7,921	52,925	15%
Broadway	40	9,072	8,492	6,658	0	24,222	35,284	69%
California City	34	7,513	7,727	3,833	0	19,073	29,991	64%
Cleo Foran	23	15,779	14,629	14,352	0	44,760	20,288	221%
Delano	76	19,953	21,082	15,436	6,469	62,939	67,039	94%
East California	52	14,322	16,129	16,718	0	47,169	45,869	103%
Fairfax	40	8,429	9,246	5,856	0	23,531	35,284	67%
Fairview	40	7,209	8,499	5,236	0	20,944	35,284	59%
Harvey L. Hall	156	11,773	13,555	13,570	380	39,277	137,606	29%
Heritage	20	5,914	6,825	3,362	0	16,101	17,642	91%
Home Base	123	12,960	10,002	8,301	0	31,263	54,248	58%
Lamont	20	3,352	2,813	0	0	6,165	17,642	35%
Martha J. Morgan	72	8,319	7,861	6,819	0	22,998	63,510	36%
McFarland	20	2,099	2,182	1,391	0	5,672	17,642	32%
Mojave	20	7,890	9,060	2,545	0	19,494	17,642	111%
Oasis	60	5,094	7,534	5,183	0	17,811	52,925	34%
Pete H. Parra	128	9,302	10,728	9,209	0	29,238	112,907	26%
Planz	20	0	1,168	0	0	1,168	17,642	7%
Primeros Pasos	78	13,394	9,779	8,252	2,597	34,022	68,803	49%
Rosamond	80	5,024	6,643	2,972	0	14,639	70,567	21%
San Diego Street	40	2,566	2,282	2,970	2,116	9,935	35,284	28%
Seibert	40	0	0	0	0	0	35,284	0%
Shafter	20	3,661	2,948	1,886	816	9,311	17,642	53%
Shafter HS/EHS	25	1,137	2,606	1,666	818	6,228	22,052	28%
Sterling	124	7,380	8,415	3,574	0	19,369	109,379	18%
Sunrise Villa	20	2,328	1,874	651	0	4,854	17,642	28%
Taft	63	4,500	5,261	3,946	0	13,708	55,572	25%
Tehachapi	34	2,181	0	0	0	2,181	29,991	7%
Vineland	20	4,160	2,420	923	0	7,503	17,642	43%
Virginia	40	3,948	4,743	3,377	0	12,068	35,284	34%
Wesley	60	27,407	27,036	13,247	0	67,690	52,925	128%
Willow	55	5,130	4,162	2,753	0	12,046	48,515	25%
Administrative Services		0	0	0	0	0	0	NA
Program Services		23	130	119	0	272	66,765	0%
SUBTOTAL IN-KIND	1,763	240,064	246,758	169,878	13,196	669,896	1,567,638	43%

GRAND TOTAL	863,692	858,783	734,787	422,754	2,880,016	6,698,246	43%
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MEMORANDUM

To: Executive Committee
From:  Heather McCarley, Finance Administrator
Date: July 21, 2021
Subject: *Agenda Item 4i*: Early Head Start – San Joaquin
Budget to Actual Report for the period ended June 30, 2021 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021 through June 30, 2021. Five months (41.6%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 33% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 39% of the budget. The combined personnel and fringe benefit expenses are at 42% of this budget.

COVID Cares Funds

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 100% of the budget. The remaining COVID expenditures will be applied towards the American Rescue Funding.

Non-Federal Share

Non-Federal share is at 53% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2021 - January 31, 2022

Report Period: February 1, 2021 - June 30, 2021

Month 5 of 12 (41.6%)

Prepared 7/12/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	1,083,509	2,156,060	33%	67%
FRINGE BENEFITS	913,403	284,383	629,020	31%	69%
TRAVEL	0	6,306	(6,306)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	130,220	42,822	87,398	33%	67%
CONTRACTUAL	9,500	7,803	1,697	82%	18%
OTHER	720,292	235,546	484,746	33%	67%
INDIRECT	498,077	165,839	332,238	33%	67%
TOTAL	5,556,061	1,857,398	3,698,663	33%	67%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	49,670	21,337	28,333	43%	57%
FRINGE BENEFITS	21,950	8,972	12,978	41%	59%
TRAVEL	3,260	0	3,260	0%	100%
SUPPLIES	6,815	723	6,092	11%	89%
CONTRACTUAL	7,345	1,350	5,995	18%	82%
OTHER	19,301	9,969	9,332	52%	48%
INDIRECT	10,834	4,214	6,620	39%	61%
TOTAL	119,175	46,565	72,610	39%	61%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,547	30,396	58%	42%
OTHER	24,314	30,073	(5,759)	124%	-24%
INDIRECT	9,726	11,829	(2,103)	122%	-22%
TOTAL	106,983	106,983	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,782,219	2,010,946	3,771,273	35%	65%
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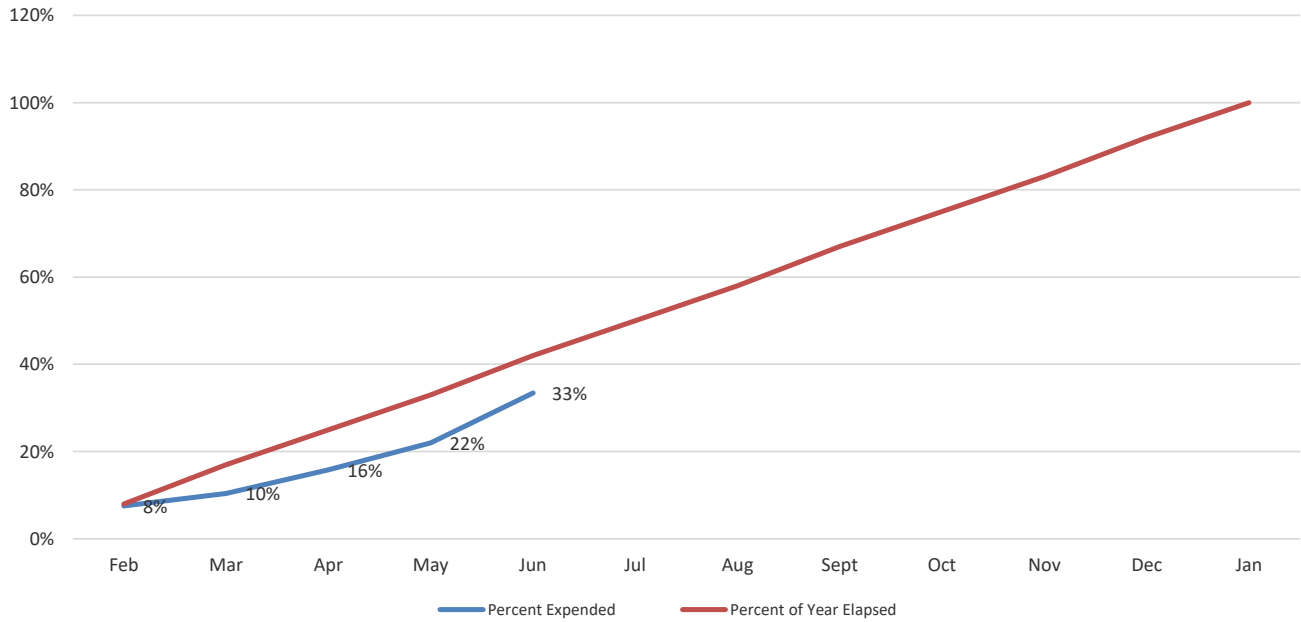
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	749,691	652,377	53%	47%
TOTAL NON-FEDERAL FUNDS	1,402,068	749,691	652,377	53%	47%

Centralized Administrative Cost	6.2%
Program Administrative Cost	2.7%
Total Administrative Cost	9.0%

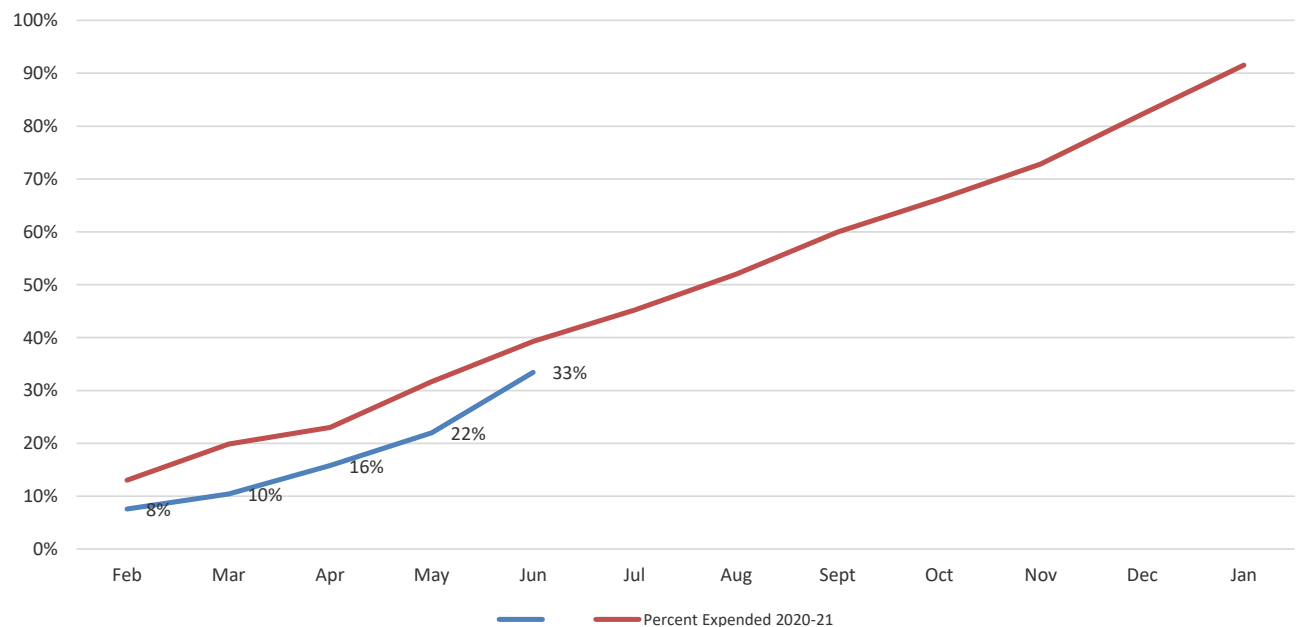
Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind Year-to-Date Report

Budget Period: February 1, 2021 through January 31, 2022

Report for period ending June 30, **2021** (Month 5 of 12)

Percent of budget period elapsed: **42%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,330	0	9,032	39,646	23%
Chrisman	20	2,493	2,771	2,804	2,097	0	10,164	33,039	31%
Gianone	16	1,009	1,300	1,254	992	0	4,554	26,431	17%
Kennedy	16	1,188	858	927	556	0	3,529	26,431	13%
Lodi Home Base	35	0	6,413	3,806	1,712	0	11,931	28,909	41%
Lodi UCC	30	3,271	3,946	1,746	2,599	0	11,563	49,558	23%
Manteca Home Base	12	1,106	3,329	3,285	2,177	0	9,896	9,912	100%
Marci Massei	24	2,453	3,257	2,521	1,766	0	9,996	39,646	25%
St. Mary's	24	3,029	2,929	3,172	1,593	0	10,722	39,646	27%
Stockton Home Base	90	5,231	8,754	8,786	0	0	22,771	74,337	31%
Tracy Home Base	12	0	0	0	0	0	0	9,912	0%
Walnut	24	3,004	3,300	4,579	5,040	0	15,923	39,646	40%
Administrative Services		0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	133,163	108,412	123%
Policy Council		0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	40,606	54,961	53,229	35,208	8,655	253,244	526,525	48%

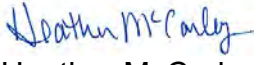
State General Child Care*	120,553	164,511	162,164	150,886	151,577	749,691	1,175,152	64%
SUBTOTAL CA DEPT of ED	120,553	164,511	162,164	150,886	151,577	749,691	1,175,152	64%

GRAND TOTAL **161,159** **219,472** **215,393** **186,094** **160,232** **1,002,935** **1,701,677** **59%**

*May include estimates



MEMORANDUM

To: Executive Committee
From:  Heather McCarley, Finance Administrator
Date: July 21, 2021
Subject: *Agenda Item 4i:* Early Head Start Child Care Partnerships
Budget to Actual Report for the period ended June 30, 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, 2021 through June 30, 2021. Four months (33.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 21% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 4% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 11% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2022

Report Period: March 1, 2021 - June 30, 2021

Month 4 of 12 (33.3%)

Prepared 7/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	658,760	202,008	456,752	31%	69%
FRINGE BENEFITS	179,894	48,595	131,299	27%	73%
SUPPLIES	37,083	34,935	2,148	94%	6%
CONTRACTUAL	1,078,826	74,280	1,004,546	7%	93%
OTHER	231,300	106,504	124,796	46%	54%
INDIRECT	212,544	44,268	168,276	21%	79%
TOTAL BASE FUNDING	2,398,407	510,590	1,887,817	21%	79%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	142	29,251	0%	100%
INDIRECT	5,107	230	4,877	4%	96%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	2,525	53,660	4%	96%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	81,981	7,107	74,874	9%	91%
OTHER	20,082	7,686	12,396	38%	62%
INDIRECT	10,239	1,899	8,339	19%	81%
TOTAL COVID	112,302	20,893	95,609	19%	81%

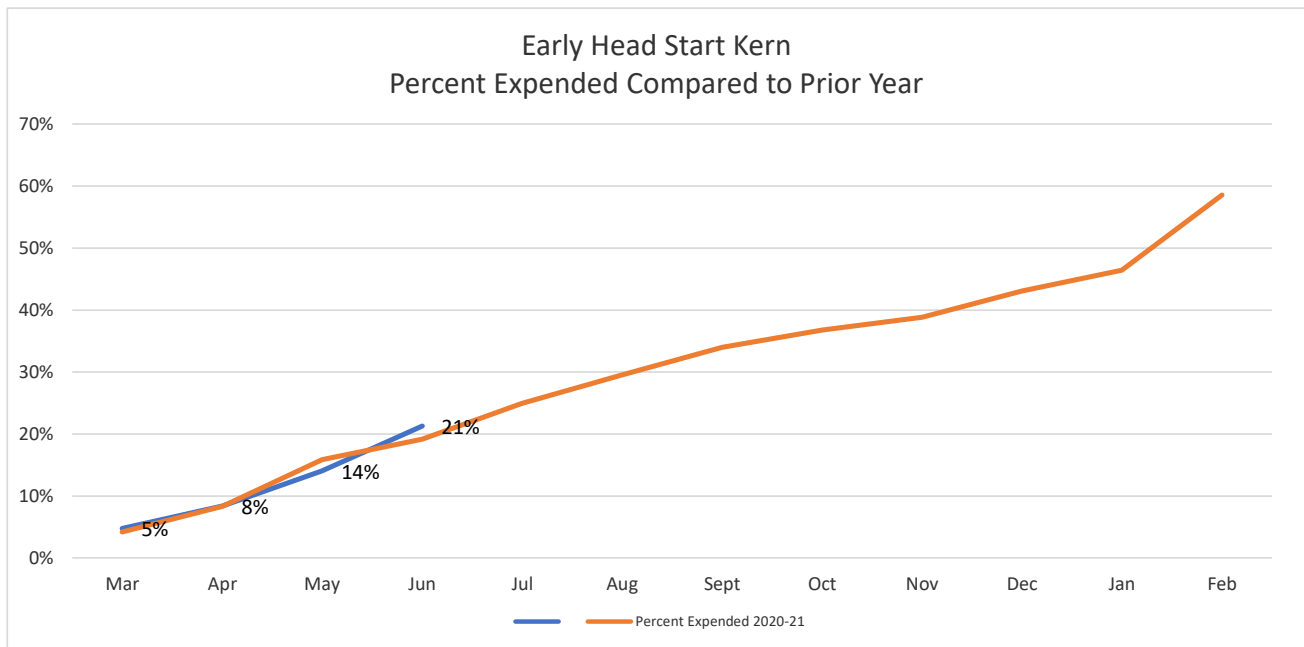
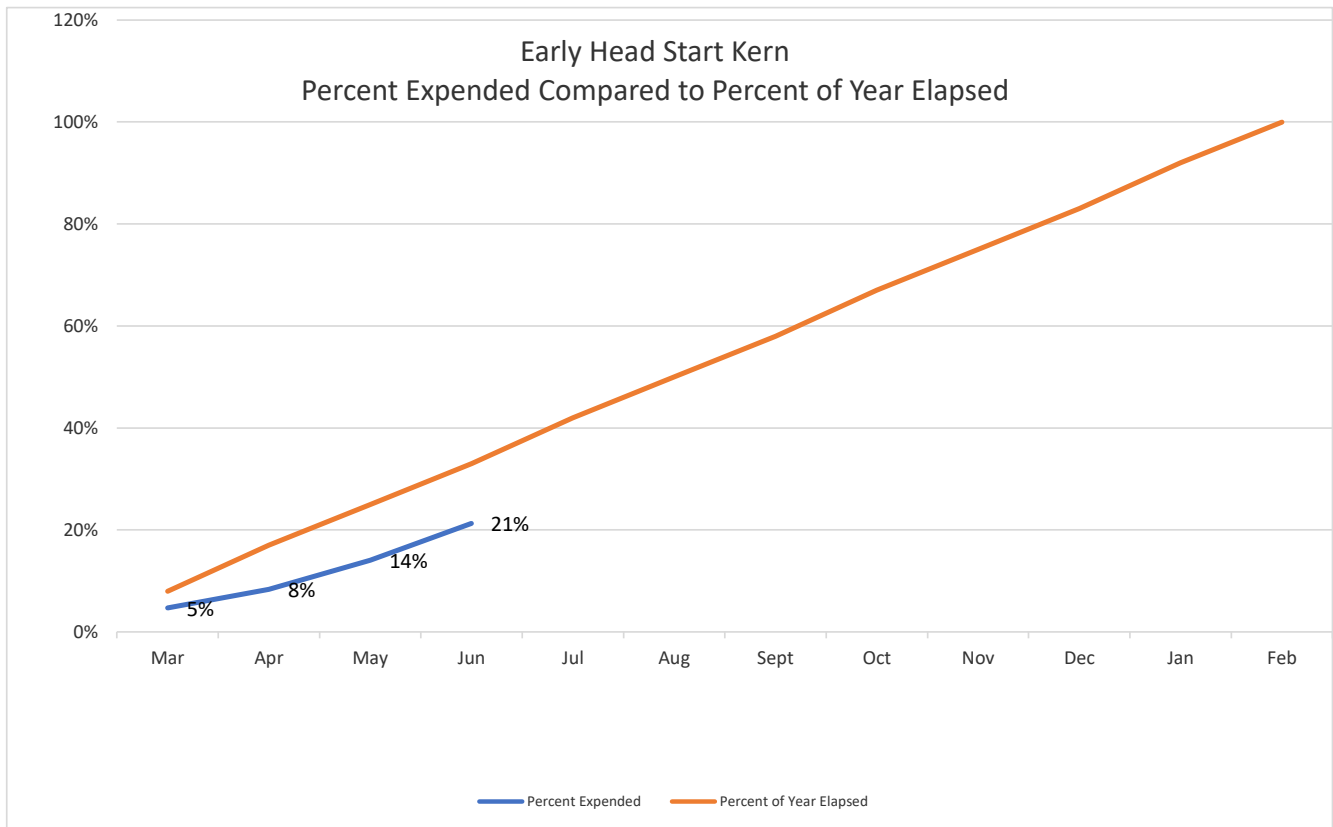
GRAND TOTAL EHS FEDERAL FUNDS	4,065,103	534,009	3,535,295	13%	87%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	64,637	523,619	11%	89%
TOTAL NON-FEDERAL	588,256	64,637	523,619	11%	89%

Budget reflects Notice of Award #09HP000163-02-02

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2021





MEMORANDUM

To: Executive Committee

Heather McCarley

From: Heather McCarley, Finance Administrator

Date: July 21, 2021

Subject: *Agenda Item 4i: American Rescue Plan Funding*
Budget to Actual Report for the period ended June 30, 2021 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through June 30, 2021. Three months (25.0%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 59% of the budget. These funds are being utilized to support the Summer Bridge Program options currently being offered.

American Rescue Plan Act

Overall expenditures are at 0% of the budget.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - June 30, 2021

Month 3 of 12 (25.0%)

Prepared 7/12/2021

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	324,123	(324,123)		100%
FRINGE BENEFITS	0	36,547	(36,547)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	36,067	(36,067)		100%
TOTAL	670,559	396,737	273,822	59%	41%

American Rescue Plan Act

PERSONNEL	763,438	0	763,438	0%	100%
FRINGE BENEFITS	251,934	0	251,934	0%	100%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	0	553,540	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	2,665,802	0	2,665,802	0%	100%

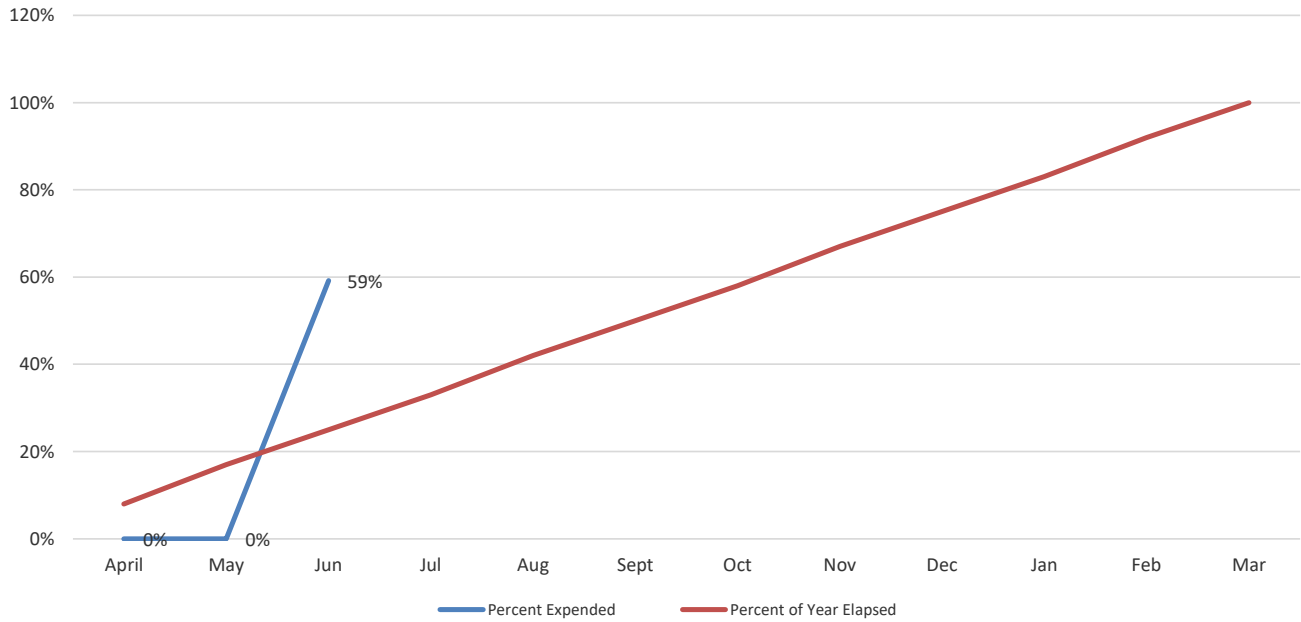
GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	396,737	2,939,624	12%	88%
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Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	9.1%

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 6/30/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed





Helping People... Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

JULY 21, 2021

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-03	03/01/21 - 02/28/22	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-03	03/01/21 - 02/28/22	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-02	02/01/21 - 01/31/22	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/20 - 04/01/21	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	166,842	21.009	21VITAA0243	10/01/20 - 09/30/21	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 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
CSBG CARES ACT DISCRETIONARY (YOUTH CENTER CARES)	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,606,069 9,323,755	93.568 93.568	20B - 2012 21B - 5012	10/01/19 - 06/30/21 11/01/20 - 06/30/22	122-30 122-30	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	93.575	CCTR - 0052	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	93.596	CCTR - 0052	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 28,000	93.575	CMAF - 9000 CMAF - 0000	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	0	93.575	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,735,694	10.561	19-10324	10/01/20 - 09/30/21	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE	93,600	21.023		03/01/21 - 12/31/21	185	U.S. DEPT OF HEALTH & HUMAN SERVICES, COUNTY OF STANISLAUS, UNITED WAY OF STANISLAUS
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE CAPABILITY	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/ 569	15 - MOU - 00118	10/01/20 - 09/30/21	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	20,205	10.568/ 569		10/01/20 - 09/30/21	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	113,134	10.568/ 569		10/01/20 - 09/30/21	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRS)	288,169	10.568/ 569		10/01/20 - 09/30/21	105-098	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 37	58,005	97.024		4/1/2020 - 5/31/2021	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		10/01/20 - 09/30/21	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
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/20 - 09/30/21	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/20 - 09/30/21	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/20 - 09/30/21	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/20 - 09/30/21	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 PROGRAM SSI	43,513	10.561		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	07/01/20 - 06/30/21	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	07/01/20 - 06/30/21	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,683		CMAF - 0000	07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 0052	07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697		CSPP-0126	07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 0004	07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 0004	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)	3,460,624 4,227,141		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	328,862		509-2019	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 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	363,636		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/20 - 06/30/21	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006		N/A	07/01/20 - 06/30/21	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	82,149 87,948		2020.2.05	07/01/20 - 06/30/21 07/01/21 - 06/30/22	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	138,262 142,167		2020.2.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	156,092 163,032		2020.1.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717 154,174		2020.2.18	01/01/21 - 06/30/21 07/01/21 - 06/30/22	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	07/01/20 - 06/30/21	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/20 - 06/30/21	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
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.
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 09/30/21	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
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
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/20 - 08/31/21	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868		N/A	07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	70,019		N/A	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	TBD	429	SOUTHERN CALIFORNIA EDISON
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

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

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				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
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 2021/22

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 (Disbursement 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	EKFR: 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	NALCO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
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 2021/22

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/21	n/a				
03/31/21	n/a				
04/30/21	n/a				
05/31/21	n/a				
06/30/21	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

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
12/31/20 - 3/31/21	90 days	\$ 1,781.05	0.25%
04/01/21 - 6/30/21	90 days	\$ 1,349.36	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 JUNE 30, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(129,845.17)
HEAD START/EARLY HEAD START	(297,547.93)
SUBTOTAL	(427,393.10)
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	(288,993.71)
MIGRANT A/P	1,617,260.00
MIGRANT CHILD CARE	13,253.12
MIGRANT SPECIALIZED SERVICES	(14,000.48)
SAN JOAQUIN COE GENERAL CHILD CARE	30,916.80
STATE PRESCHOOL	1,540,018.56
SUBTOTAL	2,898,453.99
ANTHEM BLUE CROSS FOOD BANK	17,349.79
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	191,029.01
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(109,833.64)
COUNTY OF KERN CARES ACT	(12,000.00)
EFAP	(30,814.82)
FEEDING AMERICA SENIOR HUNGER	29,335.26
FOOD BANK	442,200.36
FOOD BANK EXPANSION	22,698.31
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	168,841.09
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	0.00
WONDERFUL FOUNDATION	12,910.55
SUBTOTAL	1,024,787.91
ENERGY	(198,119.12)
DOE WAP	21,005.61
LIHEAP	(207,156.38)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(70,949.48)
TRANSFER NEGATIVE BALANCE	470,940.36
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	497,887.21
211 ENERGY UPGRADE CA PROGRAM	(11,217.46)
AMERICORPS - CALIFORNIA VOLUNTEERS	(1,833.37)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(656.02)
CAL FRESH	(16,141.59)
CALEITC	(59,158.80)
CAPK FOUNDATION	(93,809.91)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(10,143.00)
COST POOLS	29,843.20
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(3,661.51)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	97,350.27
CSBG	42,774.58
CSBG CARES ACT	208,146.82
CSBG DISCRETIONARY	(716.99)
DIFFERENTIAL RESPONSE	(55,045.73)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,986,730.99
ECONOMIC EMPOWERMENT	(0.56)
EAST KERN FAMILY RESOURCE CENTER	10,453.30
ESG CARES ACT HOMELESS SERVICES	(344,475.91)
FIRST 5 KERN 211	3,061.63
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(34,720.94)
FIRST 5 HELP ME GROW	(12,685.65)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(42,554.17)
FRIENDSHIP HOUSE	(872.01)
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	480,571.90
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(17,345.39)
HOME VISIT INITIATIVE (CO OF KERN)	(76,301.16)
HOUSING FOR THE HARVEST STATE	(65,581.02)
HUD-COORDINATED ENTRY SYSTEM	(51,633.73)
INDIRECT FUND	447,118.77
IRS - VITA	(10,199.00)
M ST NAVIGATION CENTER	30,390.00
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(168,192.06)
POSITIVE YOUTH DEV SVC	(8,082.15)
POSITIVE YOUTH M	(25,279.30)
SHAFTER YOUTH CENTER	33,352.86
SIERRA FOUNDATION - ASTHMA MITIGATION	79,320.66
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	45,251.49
SO CA EDISON - 211 CUSTOMER RELATIONS	18,210.55
UNITED WAY 211	981.55
UNITED WAY CESH	(3,093.10)
UW STANTISLAUS 211 RENTAL ASSISTANCE	(19,057.81)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	84,611.36
WELLS FARGO FOUNDATION	46,981.80
WIC	(432,034.32)
LESS: ENERGY NEGATIVE BALANCE	(470,940.36)
ADD: LINE OF CREDIT	
SUBTOTAL	2,394,452.66
TOTAL OPERATING CASH	5,892,301.46

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
June 30, 2021

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	06/30/21		6,673,571.42
LESS: OUTSTANDING CHECKS		761,201.69	
ADJUSTED BANK BALANCE AT	06/30/21		5,912,369.73
GENERAL LEDGER BALANCE AT	05/31/21		5,980,767.00
ADD: DEPOSITS		2,704,514.35	
US TREAS DRAWDOWNS		3,684,815.66	
FUNDS FROM OTHER GRANTS		691,204.26	
TRANSFERS FROM RESTRICTED ACCOUNTS		806,900.57	
ADP /HEALTH EQUITY REFUND		3,144.02	
		-	
		-	
		-	
		-	
LESS: CHECKS		1,974,102.53	
ADP PAYROLL 6/4/21		1,495,517.99	
ADP PAYROLL 6/18/21		1,265,452.17	
ADP PAYROLL 6/30/21		1,121,250.51	
EFTS FOR HRA/HSA/ STD/403B		77,301.08	
REC LOAN PRINCIPAL/INT EXPENSES		31,119.91	
CREDIT CARD		9,902.06	
BANK FEES		1,570.54	
ACH VOUCHERS		1,982,759.34	
GENERAL LEDGER BALANCE AT	06/30/21		5,912,369.73

DIFFERENCE: -

PREPARED BY: Lorraine Casillas TITLE: Director of Finance DATE: 07/09/2021

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jul 9, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION***

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2021

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 06/30/21 978,050.80

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/21 978,050.80

BALANCE PER G/L 05/31/21 977,965.06

ADD: DEPOSITS 0.00

INTEREST 85.74

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 06/30/21 978,050.80

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 07/01/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jul 2, 2021



Jul 2, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2021

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 06/30/21 283,370.45

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 06/30/21 283,370.45

BALANCE PER G/L 05/31/21 1,090,182.30

ADD: DEPOSITS 0.00

INTEREST 88.72

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 806,900.57

BALANCE PER G/L 06/30/21 283,370.45

* 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: Naomi Ibarra

TITLE: Accountant

DATE: 07/01/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jul 2, 2021



Jul 2, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2021

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	06/30/21	81,903.69
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	06/30/21	81,903.69

BALANCE PER GENERAL LEDGER	05/31/21	80,334.08
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,697.65	
PAYPAL DEPOSIT	0.00	
INTEREST	10.68	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	121.27	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	06/30/21	81,903.69

* October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.

** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.

*** January 2018 name changed from HOPE Program Account to On-line Donations Account.

Difference: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 07/02/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jul 2, 2021



Jul 2, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2021

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	06/30/21	7,531.06
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	06/30/21	7,531.06

BALANCE PER G/L	05/31/21	7,530.07
ADD:		
DEPOSITS		0.00
INTEREST		0.99
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	06/30/21	7,531.06

DIFFERENCE: 0.00

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>07/01/21</u>
APPROVED BY: <u><i>Mary Webster</i></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Jul 2, 2021</u>

Lorraine Canales

Jul 2, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
June 30, 2021


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


ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING:	06/30/21	34,985.93
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	06/30/21	34,985.93

BALANCE PER G/L	05/31/21	34,981.33
ADD:		
DEPOSITS		0.00
INTEREST		4.60
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	06/30/21	34,985.93

DIFFERENCE: 0.00

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>07/01/21</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Jul 2, 2021</u>


Jul 2, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED June 1, 2021 - June 30, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	569.64
Freddy Hernandez	Director of Youth and Community Services	6,041.90
Traco Matthews	Chief Program Officer	1,623.50
Lisa McGranahan	Director of Human Resoures	311.75
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	193.16
Pritika Ram	Director of Administration	792.51
Carmen Segovia	Director of Health & Nutrition Services	956.95
Sheila Shegos	Director of Community Development	
Jeremy Tobias	Chief Executive Officer	2,072.43
Emilio Wagner	Director of Operations	1,181.53
Tracy Webster	Chief Financial Officer	
	Total	\$ 13,743.37



Statement Expenses

07/08/2021 10:28 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	06/30/2021
Status:	Open	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	0.00 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	0.00 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

There are no results.

---End of Report---



Statement Expenses

07/08/2021 10:29 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	06/30/2021
Status:	Open	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	0.00 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	0.00 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

There are no results.

---End of Report---



Statement Expenses

 07/08/2021 10:31 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	569.64 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	569.64 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	06/30/2021	Flockler Subscription Tampere		CAPK Pcard(CAPL Pcard)	No	564.00 USD / 564.00
	Description		Annual renewal of Flockler services.				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	06/30/2021	Cross Border Trans Fee		CAPK Pcard(CAPL Pcard)	No	5.64 USD / 5.64
	Description		Cross Border Fee that was charged right after the annual renewal of Flockler services.				

Total Charges: 569.64 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

 07/02/2021 01:56 PM PT
 Requested By: RUBIO, KRISTEN

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-8850	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	6,041.90 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD		
Total Amount:	6,041.90 USD		

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Office Depot #952 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	305.27 USD / 305.27
	Bulk printing (flyers) for Oasis FRC						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/11/2021	06/14/2021	Proactive Safety Services 513-3726232, OH		CAPK Pcard(CAPL Pcard)	Yes	250.00 USD / 250.00
	EPA RRP Initial Certification for Troy Newberry						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2021	06/21/2021	Usps Po 0504680519 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	Yes	99.00 USD / 99.00
	Postage (stamps) for Oasis FRC						
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2021	06/21/2021	Usps Po 0504680519 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	Yes	49.50 USD / 49.50
	Postage (stamps) for EKFRCC						
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/21/2021	Albertsons #3129 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	Yes	1,000.00 USD / 1,000.00
	Gifts cards for the program participants of the CAPK Positive Youth Development Mentor Program sponsored by FHCC						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/21/2021	Maya Bakersfield 16retail Pasadena, CA		CAPK Pcard(CAPL Pcard)	Yes	1,500.00 USD / 1,500.00
	Gifts cards for the program participants of the CAPK Positive Youth Development Mentor Program sponsored by FHCC						
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/21/2021	Walmart.com At 800-966-6546, AR		CAPK Pcard(CAPL Pcard)	Yes	1,000.00 USD / 1,000.00
	Gifts cards for the program participants of the CAPK Positive Youth Development Mentor Program sponsored by FHCC						
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/22/2021	06/23/2021	Little Caesars Mktg Gc Sa 800-722-3727, MI		CAPK Pcard(CAPL Pcard)	Yes	1,500.00 USD / 1,500.00
	Gifts cards for the program participants of the CAPK Positive Youth Development Mentor Program sponsored by FHCC						
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/25/2021	06/28/2021	Canva 03097-28146366		CAPK Pcard(CAPL Pcard)	No	12.95 USD / 12.95

Monthly software subscription		Httpscanva.co,DE					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/25/2021	06/28/2021	Walmart.com Aw 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	Yes	300.00 USD / 300.00
Gift cards for Oasis FRC clients							
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	06/30/2021	Smart And Final 326 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	25.18 USD / 25.18
Bottled water for Shafter Youth Center							

Total Charges: 6,041.90 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---

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Statement Expenses

 07/09/2021 03:22 PM PT
 Requested By: RUBIO, KRISTEN

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	1,623.50 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD		
Total Amount:	1,623.50 USD		

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/01/2021	06/03/2021	Hilton Hotels Stockton,CA		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00
	Description		Hotel stay for site visit to Stockton EHS				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/02/2021	06/03/2021	Nenas Restaurant Stockton,CA		CAPK Pcard(CAPL Pcard)	No	121.45 USD / 121.45
	Description		Dinner for Stockton EHS staff /HS Leaders				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/03/2021	06/08/2021	Hilton Hotels 800-4907332,CA		CAPK Pcard(CAPL Pcard)	No	(100.00) USD / (100.00)
	Description		Refund from deposit for Stockton hotel/visit				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/08/2021	06/10/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	Yes	192.75 USD / 192.75
	Description		1st night stay for Wipfli conference				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Too Fat Sa Too Fat Sa Stripe.com,CA		CAPK Pcard(CAPL Pcard)	Yes	75.62 USD / 75.62
	Description		CPO Strategy meeting lunch - Traco Matthews, Fred Hernandez, Sheila Shegos, Carmen Segovia, James Burger, Kristen Rubio				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/22/2021	06/23/2021	Tst Nuestro Mexico Resta Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	42.25 USD / 42.25
	Description		CDFI Strategy Team lunch meeting-Traco Matthews, Pritika Ram, Lisa McGranahan				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2021	06/24/2021	Tst The 18hundred Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	73.95 USD / 73.95
	Description		LBNC Leadership Recognition lunch-Traco Matthews, Laurie Hugey, Rebecca Moreno, Jonathan Flores				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2021	06/24/2021	Tst The 18hundred Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	19.48 USD / 19.48
	Description		LBNC Leadership Recognition lunch-Traco Matthews, Laurie Hugey, Rebecca Moreno, Jonathan Flores				

9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/28/2021	06/29/2021	Clarityconne Httpsbitfocus,CA		CAPK Pcard(CAPL Pcard)	Yes	1,098.00 USD / 1,098.00
	Description	Conference registration for Rebecca Moreno					

Total Charges: 1,623.50 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

 07/08/2021 10:33 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	06/30/2021
Status:	Open	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	311.75 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	311.75 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/10/2021	06/14/2021	Biometrics4all Inc 714-568-9888, CA		CAPK Pcard(CAPL Pcard)	No	12.75 USD / 12.75
	Description Relay Fees for running New Hire Fingerprints Invoice Period 05/01/2021-05/31/2021 Invoice Date: 06/01/2021						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/16/2021	06/17/2021	Ihire, Llc 301-668-4437, MD		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00
	Description Vacant position needed in Health Nutrition Division Position - WIC Administrator. Charged again due to it being a subscription, Dawn contacted IHIRE to cancel subscription as it was only needed once.						

Total Charges: 311.75 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

 07/08/2021 10:33 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MEADE, JERRY	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-5025	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	193.16 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	193.16 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	05/31/2021	06/02/2021	Hilton Hotels Stockton,CA		CAPK Pcard(CAPL Pcard)	No	100.00 USD / 100.00
	Description		Hotel Incidental Hold				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/03/2021	06/08/2021	Hilton Hotels 800-4907332,CA		CAPK Pcard(CAPL Pcard)	No	(100.00) USD / (100.00)
	Description		Release of Hotel Incidental Hold				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/10/2021	06/14/2021	Office Depot #952 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	57.36 USD / 57.36
	Description		Supplies to support MOU with BC regarding volunteer program beginning 6/14/2021.				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 1 of 28 Site Supervisors/Program Managers				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 2 of 28 Site Supervisors/Program Managers				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 3 of 28 Site Supervisors/Program Managers				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servc 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 4 of 28 Site Supervisors/Program Managers				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 5 of 28 Site Supervisors/Program Managers				
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 6 of 28 Site Supervisors/Program Managers				
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 7 of 28 Site Supervisors/Program Managers				
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 8 of 28 Site Supervisors/Program Managers				
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 9 of 28 Site Supervisors/Program Managers				
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 10 of 28 Site Supervisors/Program Managers				
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 11 of 28 Site Supervisors/Program Managers				
15.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 12 of 28 Site Supervisors/Program Managers				
16.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 13 of 28 Site Supervisors/Program Managers				
17.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 14 of 28 Site Supervisors/Program Managers				
18.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 15 of 28 Site Supervisors/Program Managers				
19.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 16 of 28 Site Supervisors/Program Managers				
20.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 17 of 28 Site Supervisors/Program Managers				
21.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 18 of 28 Site Supervisors/Program Managers				
22.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 19 of 28 Site Supervisors/Program Managers				
23.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 20 of 28 Site Supervisors/Program Managers				
24.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 21 of 28 Site Supervisors/Program Managers				
25.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 22 of 28 Site Supervisors/Program Managers				
26.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 23 of 28 Site Supervisors/Program Managers				
27.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 24 of 28 Site Supervisors/Program Managers				
28.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

	06/17/2021	06/18/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 25 of 28 Site Supervisors/Program Managers				
29.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 26 of 28 Site Supervisors/Program Managers				
30.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	54.84 USD / 54.84
	Description		Training required from licensing for Site Supervisors/Program Managers. Incorrect training selected, corrections made and refund below				
31.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/17/2021	06/18/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	54.84 USD / 54.84
	Description		Training required from licensing for Site Supervisors/Program Managers. Incorrect training selected, corrections made and refund below				
32.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2021	06/24/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 27 of 28 Site Supervisors/Program Managers				
33.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2021	06/24/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	4.85 USD / 4.85
	Description		Training require from licensing for 28 of 28 Site Supervisors/Program Managers				
34.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/21/2021	06/28/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	(54.84) USD / (54.84)
	Description		Incorrect training selected, corrections made and refund credited.				
35.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/23/2021	06/29/2021	Cps Human Resource Serv 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	(54.84) USD / (54.84)
	Description		Incorrect training selected, corrections made and refund credited.				

Total Charges: 193.16 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

 07/08/2021 10:34 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	792.51 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	792.51 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/01/2021	06/03/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description		Hotel Deposit for Pritika Ram - Wipfli Conference Advisory Board Mtgs.				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description		Hotel Deposit for Pritika Ram - Wipfli Conference Advisory Board Mtgs.				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	(192.75) USD / (192.75)
	Description		Refund of 1st Hotel Deposit Room Block with discount had not been received at time of 1st booking				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/07/2021	06/08/2021	Stk Shutterstock 866-6633954,NY		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description		Monthly Subscription for stock photos				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/07/2021	06/08/2021	Stk Shutterstock 866-6633954,NY		CAPK Pcard(CAPL Pcard)	No	199.00 USD / 199.00
	Description		Annual Subscription for Music with unlimited downloads				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/10/2021	06/11/2021	Walmart.com Ax 800-966-6546,AR		CAPK Pcard(CAPL Pcard)	No	107.17 USD / 107.17
	Description		Coffee Maker for Director of Administration staff				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/09/2021	06/11/2021	Mediterranean Grill&cafe Fresno,CA		CAPK Pcard(CAPL Pcard)	No	218.14 USD / 218.14
	Description		Lunch for CAOK staff after Fresno Food Bank Tour on 6-9-21				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency

06/15/2021	06/15/2021	Mrs Fields Gifts 801-736-5600,UT	CAPK Pcard(CAPL Pcard)	No	46.45 USD / 46.45
Description		Thank you basket to Fresno Food Bank Staff - CAPK tour on 6-9-21			

Total Charges: 792.51 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

 07/08/2021 10:34 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	956.95 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	956.95 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	226.44 USD / 226.44
	Description		Central Kitchen - food for special diets				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Target 0006148 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	198.04 USD / 198.04
	Description		Central Kitchen - infant formula				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/07/2021	06/08/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	127.74 USD / 127.74
	Description		Central Kitchen - food for special diets				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/28/2021	06/29/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	42.52 USD / 42.52
	Description		Central Kitchen - food for special diets				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/28/2021	06/29/2021	Target 00013847 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	174.24 USD / 174.24
	Description		Central Kitchen - center equipment cookware				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/28/2021	06/29/2021	Wal-mart #2557 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	187.97 USD / 187.97
	Description		Central Kitchen - center equipment cookware				

Total Charges: 956.95 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

 07/08/2021 10:35 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	2,072.43 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	2,072.43 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Chevron 0380243 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	67.27 USD / 67.27
	Description		Gasoline for CEOs Agency Vehicle				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/04/2021	06/07/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description		Hotel Deposit for Wipfli Conference July 13-16, 2021				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/07/2021	06/08/2021	Wipfli 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	1,475.00 USD / 1,475.00
	Description		Registration Fee for J. Tobias - Wipfli Conference in Las Vegas, July 13-16, 2021				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/08/2021	06/10/2021	Mcw#1006-coffee Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	11.00 USD / 11.00
	Description		Car Wash for CEOs Agency Vehicle				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2021	06/21/2021	Chevron 0380243 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	72.22 USD / 72.22
	Description		Gasoline for CEOs Agency Vehicle				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/25/2021	06/28/2021	Chevron 0380243 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	70.57 USD / 70.57
	Description		Gasoline for CEOs Agency Vehicle				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/28/2021	06/29/2021	Eb 30th Annual Commun 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	183.62 USD / 183.62
	Description		2 Tickets for BOD Members to attend United Way Conf. M. Jara-Rangel Y. Ochoa				

Total Charges: 2,072.43 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.



Statement Expenses

 07/08/2021 10:35 AM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	06/30/2021
Status:	Cardholder Reviewed	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	1,181.53 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	1,181.53 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/15/2021	06/17/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	Yes	226.76 USD / 226.76
	Description Lodging Deposit E.Wagner 7/11/21-7/16/21 Las Vegas, NV 2021 Wipfli National Training Conference.						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/18/2021	06/21/2021	Msft E0600es1hh 800-642-7676,WA		CAPK Pcard(CAPL Pcard)	Yes	300.12 USD / 300.12
	Description Microsoft Azure - Software Support HS 6320-109/108 001-120-000-16-1-1						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/19/2021	06/21/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	Description Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1						
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/21/2021	06/22/2021	Mindbody 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	Description Premier Basic monthly charge and subscription fee for June 2021 service. See Attached.						

Total Charges: 1,181.53 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

07/08/2021 10:36 AM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	06/01/2021
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	06/30/2021
Status:	Open	Reminder Period:	07/01/2021 through 07/03/2021
Charges:	0.00 USD	Grace Period:	07/04/2021 through 07/06/2021
Out-of-pocket:	0.00 USD	Approval Period:	07/07/2021 through 07/10/2021
Total Amount:	0.00 USD	Download Period:	07/11/2021 through 07/28/2021

Charges

There are no results.

---End of Report---

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (4 OF 12 MONTHS OR 33.33%)**

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	325,032	25.5%	947,319
Head Start Subsidy	<u>623,738</u>	<u>377,678</u>	60.6%	<u>246,060</u>
Total Revenue	<u>1,896,089</u>	<u>702,709</u>	37.1%	<u>1,193,380</u>
Expenditures (Note B)				
Salaries	605,614	183,183	30.2%	422,431
Benefits	187,409	60,438	32.2%	126,971
Vehicle Gasoline, Repair/Maintenance	51,300	11,924	23.2%	39,376
Space Costs	94,700	25,409	26.8%	69,291
Supplies - Office & Food Service	86,000	39,108	45.5%	46,892
Equipment Repair/Maintenance & Lease	38,000	3,340	8.8%	34,660
Communication	13,000	4,250	32.7%	8,750
Risk Insurance	12,700	5,798	45.7%	6,902
Printing	1,000	35	3.5%	965
Hiring & Employee Costs	100	319	319.0%	(219)
First Aid	500	292	58.3%	208
Raw Food/Vended Meals	<u>586,803</u>	<u>293,910</u>	50.1%	<u>292,893</u>
Sub Total	1,677,126	628,007	37.4%	1,049,119
Adult Meals Prepared	51,251	34,102	66.5%	17,149
Indirect	<u>167,712</u>	<u>40,600</u>	24.2%	<u>127,112</u>
Total Expenditures	<u>1,896,089</u>	<u>702,709</u>	37.1%	<u>1,193,380</u>

	Prior Period	JUNE 2021	Cumulative
Total Meals Prepared and Vended (Note C)	193,189	44,299	237,488
Total Meals Claimed	<u>119,869</u>	<u>21,152</u>	<u>141,021</u>
Difference	73,320	23,147	96,467

Percentage Claimed to Prepared/Vended		47.7%	59.4%
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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 (11 OF 12 MONTHS = 91.67%)

Contract CMAP-0000	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	\$ 587,970	\$ 548,956	\$ 552,571	\$ 542,057	\$ 537,155	\$ 568,201	\$ 617,073	\$ 646,608	\$ 684,945		\$ 6,236,656		
Add: Family Fees	-	-	8,573	10,051	10,477	11,989	12,474	12,677	13,586	14,063	14,000	-	\$ 107,890		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 660,671	\$ 698,945	\$ -	\$ 6,344,546	84.12%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		80.24%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 660,671	\$ 698,945	\$ -	\$ 6,344,546		
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	\$ 117,525	\$ 116,588	\$ 123,216	\$ 133,776	\$ 140,142	\$ 148,261	\$ -	\$ 1,345,811		
Program Administration/Support Services Costs	65,934	71,199	62,745	61,441	58,730	85,290	55,534	125,281	2,236	63,539	66,111		718,040	9.52%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,267	62,443	64,350	60,978	71,096	63,866	73,045	120,239		759,737	6.36%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	\$ 123,085	\$ 87,266	\$ 116,643	\$ 123,709	\$ 121,172	\$ (76,269)	\$ 116,512	\$ 196,377	\$ 66,102	\$ 136,584	\$ 186,351	\$ -	1,197,532	15.88%	
Revenue Earned Over/(Under) Costs	\$ (31,555)	\$ 22,957	\$ 9,896	\$ (5,132)	\$ (1,738)	\$ 193,793	\$ 76	\$ (73,161)	\$ 67,674	\$ 3,558	\$ (38,090)	\$ -	148,280		
TOTAL COSTS - NET OF FAMILY FEES	\$ 554,583	\$ 606,888	\$ 713,186	\$ 682,715	\$ 684,221	\$ 477,777	\$ 666,141	\$ 777,255	\$ 696,761	\$ 797,254	\$ 885,296	\$ -	7,542,077	100.00%	

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

Provider payments	6,344,546
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>1,345,811</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 (12 OF 12 MONTHS = 100.0%)**

	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21	Feb-21	Mar-21	Apr-21	May-21	Jun-21	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	2,921	2,982	2,982	4,174	3,418	5,326	4,536	4,334	6,073	5,757	5,952	5,797	54,252	
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	\$ 214,706	\$ 300,856	\$ 285,202	\$ 294,862	\$ 287,183	\$ 2,687,661	76.03%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	96.80%	99.43%	99.43%	97.42%	98.93%	98.97%	98.34%	99.45%	98.39%	99.22%	97.48%	98.58%		98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	1,174	1,581	3,220	5,396	4,615	5,977	6,813	6,520	7,934	7,779	6,702	3,700	61,410	
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	\$ 325,003	\$ 395,510	\$ 387,783	\$ 334,095	\$ 184,445	\$ 3,061,274	70.09%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	97.90%	98.36%	98.18%	98.38%	97.03%	99.55%	99.31%	99.51%	98.92%	98.41%	98.84%	97.73%		98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%		100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	195	159	138	159	147	331	171	145	190	196	182	182	2,195	
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	\$ 7,191	\$ 9,413	\$ 9,710	\$ 9,016	\$ 9,016	\$ 108,746	42.75%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.30%	100.00%	97.62%	100.00%	98.52%	100.00%	100.00%	100.00%	94.08%	100.00%	100.00%	100.00%		99.10%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	99.08%	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
Program/Work Unit: Not Applicable

Month/Year: June-2021
Director of Finance: Lorraine Casillas

Services: Overall financial and accounting functions of the organization

Activities	June-2021		Year to Date 03/1/21 -6/30/21	
Description	Number	Amount	Number	Amount
Bank Deposits	13	2,398,442	58	10,311,032
Wire Deposits	10	679,335	44	2,293,935
Head Start/IRS Drawdowns	5	3,684,816	18	10,749,577
Vendor Checks Issued	669	1,651,879	2,391	7,112,531
Payroll Disbursed		3,882,221		12,655,211
Grant Reports Prepared	28		125	
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
CSBG 2020				
CSBG Cares				
CSBG 2021				
DAP				
Differential Response				
ESG CARES Act Homeless				
First 5 Kern – Help Me Grow				
Goodwill				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2020				
LIHEAP 2021				
LIHEAP CARES				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANTISLAUS 211 RENTAL ASSISTANCE				
WIC				

Total Division Staffing 23 positions

CFO
 Director of Finance
 Finance Administrator
 Payroll/HRIS Manager
 Accounting Manager
 Accounting Manager - Energy
 Accountant (4)

Accounting Technician (4)
 Accounting Specialist
 Benefits Specialist
 Benefits Technician
 Fiscal Technician (2)
 Payroll Specialists (3)
 Administrative Assistant to CFO

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2021

ASSETS

Cash in Bank	6,761,885
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	1,216,769
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,464,105
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,072,807

Total Assets 21,192,482

LIABILITIES AND NET ASSETS

Accounts Payable	2,204,702
Accrued Expenses	797,546
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	310,063
Deferred Revenue	-

Total Liabilities 6,449,346

Total Net Assets 14,743,136

Total Liabilities and Net Assets 21,192,482

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

REVENUE

Grant Revenue	73,530,616
Donations	517,235
Other Revenue	1,332,854
In-Kind	361,570

Total Revenue 75,742,275

EXPENDITURES

Salaries	32,643,960
Benefits	9,264,222
Travel	264,341
Space Costs	6,351,720
Supplies	3,024,308
Consultant/Contract Services	2,328,920
Other Costs	2,901,831
Program Costs	11,394,298
Capital Expenditures	(66,131)
Indirect	6,430,044
In-Kind	361,570

Total Expenditures 74,899,085

Net Change in Assets 843,191

Net Assets, beginning 13,899,945

Net Assets, ending 14,743,136

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JUNE 30, 2021

ASSETS

Cash in Bank	6,313,653
Cash - Vacation Reserve	978,051
Petty Cash	-
Accounts Receivable	37,519,000
Travel Advance	-
Prepaid Expense	672,032
Inventory	1,482,795
Net Fixed Assets - Unrestricted	1,234,819
Net Fixed Assets - Restricted	<u>9,180,134</u>

Total Assets 57,380,484

LIABILITIES AND NET ASSETS

Accounts Payable	441,209
Accrued Expenses	1,028,394
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,365,897
Advance Payable	291,902
Deferred Revenue	<u>38,589,467</u>

Total Liabilities 42,694,400

Total Net Assets 14,686,084

Total Liabilities and Net Assets 57,380,484

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO JUNE 30, 2021

REVENUE

Grant Revenue	23,446,527
Donations	67,789
Other Revenue	2,344,061
In-Kind	<u>2,263,505</u>

Total Revenue 28,121,883

EXPENDITURES

Salaries	12,171,793
Benefits	3,253,791
Travel	101,782
Space Costs	1,673,804
Supplies	978,616
Consultant/Contract Services	831,267
Other Costs	1,031,808
Program Costs	3,453,682
Capital Expenditures	300,305
Indirect	2,118,581
In-Kind	<u>2,263,505</u>

Total Expenditures 28,178,935

Net Change in Assets (57,052)

Net Assets, beginning 14,743,136

Net Assets, ending 14,686,084

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	10,756,140	28,176,398	28%
BENEFITS	11,352,568	2,964,727	8,387,841	26%
TRAVEL	723,003	108,045	614,958	15%
SPACE COST	8,679,577	1,646,812	7,032,765	19%
SUPPLIES	2,639,488	947,445	1,692,043	36%
EQUIPMENT	291,353	83,575	207,778	29%
CONSULTANT/CONTRACT SERVICES	4,224,507	616,343	3,608,164	15%
OTHER COSTS	2,571,193	863,003	1,708,190	34%
PROGRAM COSTS	11,336,024	3,407,737	7,928,287	30%
INDIRECT	7,471,110	2,055,917	5,415,193	28%
TOTAL	88,221,361	23,449,744	64,553,807	27%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	8,264,078	20,121,293	29%
BENEFITS	8,621,872	2,330,600	6,291,272	27%
TRAVEL	481,785	52,371	429,414	11%
SPACE COST	6,895,025	1,034,466	5,860,559	15%
SUPPLIES	1,650,819	687,397	963,422	42%
EQUIPMENT	249,000	31,190	-	13%
CONSULTANT/CONTRACT SERVICES	1,383,171	164,786	1,218,385	12%
OTHER COSTS	1,134,919	387,199	747,720	34%
PROGRAM COSTS	7,854,382	2,503,776	5,350,606	32%
INDIRECT	4,918,173	1,528,185	3,389,988	31%
TOTAL	61,574,517	16,984,050	44,372,657	28%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	1,031,130	2,941,020	26%
BENEFITS	1,132,141	277,086	855,055	24%
TRAVEL	98,318	34,469	63,849	35%
SPACE COST	698,065	258,794	439,271	37%
SUPPLIES	310,315	124,348	185,967	40%
EQUIPMENT	-	22,767	(22,767)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	113,090	481,313	19%
OTHER COSTS	392,841	146,509	246,332	37%
PROGRAM COSTS	1,451,836	727,235	724,601	50%
INDIRECT	728,776	224,730	504,046	31%
TOTAL	9,378,845	2,960,158	6,418,687	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	484,655	1,452,073	25%
BENEFITS	443,603	121,662	321,941	27%
TRAVEL	62,566	6,184	56,382	10%
SPACE COST	228,147	62,040	166,107	27%
SUPPLIES	95,424	20,442	74,982	21%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	212,726	1,410,654	13%
OTHER COSTS	796,060	183,998	612,062	23%
PROGRAM COSTS	722,281	76,310	645,971	11%
INDIRECT	590,819	113,463	477,356	19%
TOTAL	6,507,611	1,281,481	5,226,130	20%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	613,468	2,738,930	18%
BENEFITS	801,121	136,156	664,965	17%
TRAVEL	33,264	14,959	18,305	45%
SPACE COST	687,660	208,712	478,948	30%
SUPPLIES	483,773	66,590	417,183	14%
EQUIPMENT	33,750	29,618	4,132	88%
CONSULTANT/CONTRACT SERVICES	275,443	74,034	201,409	27%
OTHER COSTS	153,543	131,170	22,373	85%
PROGRAM COSTS	1,276,858	50,299	1,226,559	4%
INDIRECT	690,452	121,232	569,220	18%
TOTAL	7,788,262	1,446,238	6,342,024	19%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	313,065	880,126	26%
BENEFITS	334,364	88,767	245,597	27%
TRAVEL	28,920	62	28,858	0%
SPACE COST	168,480	82,805	85,675	49%
SUPPLIES	80,157	47,496	32,661	59%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	25,094	260,516	9%
OTHER COSTS	49,420	11,874	37,546	24%
PROGRAM COSTS	30,667	50,118	(19,451)	163%
INDIRECT	517,047	59,384	457,663	11%
TOTAL	2,687,856	678,664	2,009,192	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 06-30-21 (33.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	49,744	42,956	54%
BENEFITS	19,467	10,455	9,012	54%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(5)	2,205	0%
SUPPLIES	19,000	1,171	17,829	6%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	62,500	26,613	35,887	43%
OTHER COSTS	44,410	2,253	42,157	5%
PROGRAM COSTS	-	-	-	0%
INDIRECT	25,843	8,923	16,920	35%
TOTAL	284,270	99,154	185,116	35%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 06/30/21 (4 OF 12 MONTHS = 33.3%)

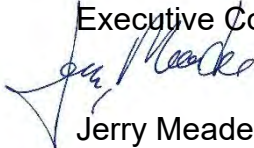
	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,471,110	\$ 2,118,581	28.4%	\$ 5,352,529
Expenditures				
Salaries	3,983,144	1,251,628	31.4%	2,731,516
Benefits @ 23.6% actual	<u>931,312</u>	<u>264,851</u>	<u>28.4%</u>	<u>666,461</u>
Total Personnel Costs	4,914,456	1,516,478	30.9%	3,397,978
Operating Costs				
Travel	62,350	5,253	8.4%	57,097
Space Costs	206,370	128,192	62.1%	78,178
Supplies	150,200	33,886	22.6%	116,314
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	255,325	26.7%	700,675
Other Operating Costs	<u>352,750</u>	<u>163,017</u>	<u>46.2%</u>	<u>189,733</u>
Total Operating Costs	1,923,670	802,404	41.7%	1,121,266
Total Expenditures	<u>\$ 6,838,126</u>	<u>\$ 2,318,882</u>	<u>33.9%</u>	<u>\$ 4,519,244</u>
Excess Indirect Revenue	<u>\$ 632,984</u>	<u>\$ (200,301)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 311,657	24.7%	\$ 950,650
Operations	2,324,790	917,170	39.5%	1,407,620
Executive	1,133,815	470,907	41.5%	662,908
Program Administration	330,664	68,053	20.6%	262,611
Finance	<u>1,786,550</u>	<u>551,095</u>	<u>30.8%</u>	<u>1,235,455</u>
	<u>\$ 6,838,126</u>	<u>\$ 2,318,882</u>	<u>33.9%</u>	<u>\$ 4,519,244</u>

Prepared Date: 07/13/2021



MEMORANDUM

To: Executive Committee

From: Jerry Meade, Assistant Director - Programs
Date: July 21, 2021
Subject: *Agenda Item 4k:* San Joaquin County Office of Education Contract for Continued Funding – **Action Item**

The attached continued funding contract with the San Joaquin County Office of Education (SJCOE) for 2021-2022 General Childcare funding (CCTR) was received from SJCOE on July 20, 2021 for the contract period July 1, 2021 through June 30, 2022. The total funding available within the contract is \$2,852,203.

In September 2020, program presented to the Budget and Finance Committee for approval the San Joaquin 2021-2022 program budget. Within said budget, funding from SJCOE was included to support wrap around services for the EHS-SJC center-based programs. The funding received from this contract is primarily used to offset personnel and fringe benefit expenses.

The continued funding from this contract will support quality services and the program's goals to support the working families in SJC with full day services. Additionally, this funding originates from the State of California and contributes our non-federal share requirement.

Recommendation

Staff recommends the Executive Committee approve, with resolution, the contract for continued funding from San Joaquin County Office of Education for the 2021-2022 budget period, and authorize the Chief Executive Officer to execute the contract and any other related documents or amendments throughout the term of the contract.

Attachments:

*Resolution #2021-15
2021-2022 SJCOE Contract*



RESOLUTION # 2021-15

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the San Joaquin County Office of Education Contract for Continued Funding

The Executive Committee of the Board of Directors of Community Action Partnership of Kern (CAPK) located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on July 21, 2021 in Bakersfield, California at a scheduled Executive Committee Meeting and resolved as follows:

WHEREAS, CAPK is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents of the City of Bakersfield; and

WHEREAS, San Joaquin County Office of Education (SJCOE) has offered a contract for continued funding for the 2021-2022 General Childcare funding (CCTR) in the amount of \$2,852,204; and

WHEREAS, funding from the SJCOE will support wrap around services for the EHS-SJC center-based programs and will be primarily used to offset personnel and fringe benefit expenses; and

NOW, THEREFORE, be it resolved that the Executive Committee of the Board of Directors hereby approves, with Resolution, the SJCOE contract for continued funding for the 2021-2022 budget period and authorizes the Chief Executive Officer to execute the contract and any other related documents or amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of Community Action Partnership of Kern, this 21st day of July 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



COOPERATIVE AGREEMENT

This agreement, by and between the San Joaquin County Office of Education, hereinafter referred to as OFFICE, and Community Action Partnership Kern headquartered at 5005 Business North Park, Bakersfield, CA 93309, hereinafter referred to as SUBCONTRACTOR, is for the purpose of conducting activities of the General Child Care and Development program (CCTR) during the period of July 1, 2021 through June 30, 2022. Funding to OFFICE is provided by the California Department of Social Services, hereinafter referred to as CDSS. Agreement and funding are contingent upon availability of funds.

All attachments referenced in this agreement are hereby incorporated in the agreement.

1. Funding Authority

Funding for this contract is authorized under General Child Care and Development program – CCTR-1242.

2. Maximum Reimbursable Amount (MRA)

SUBCONTRACTOR agrees to carry out those responsibilities assigned to it by this agreement for a maximum of **2,852,203** of state contract funds.

Maximum administrative rate is **8.5%** of allowable expenditures.

3. Service Requirements

To be eligible to receive the maximum reimbursable amounts listed in section 2, SUBCONTRACTOR is required to earn **61,964.0** of net child days of enrollment (CDE) as specified in Attachment A, CDE Earnings Projection Worksheet, which is attached, and by the reference made part of this agreement. "Net" is defined as Total CDE earned less the CDE necessary to earn the family fees collected.

SUBCONTRACTOR is contracted to serve the total number of children for the minimum days of operation and sites stated therein, with any proposed changes approved by in advance by OFFICE.

4. Reimbursement Rate

The rate at which SUBCONTRACTOR shall be reimbursed for each eligible net adjusted CDE reported on page one of the monthly CDFS 9500 is **\$46.03**.

The rate at which the collected family fees shall be earned is **\$49.54**.

5. Minimum Days of Operation (MDO)

SUBCONTRACTOR is required to operate the minimum number of days as specified in Attachment A which may not be less than 98% of **245**. Any changes to the approved MDO must be requested of and approved by OFFICE.

6. Maximum Dollar Allocations

All dollar allocations in this agreement are maximum amounts. They may be reduced by OFFICE, if necessary, to match approved budgets, actual SUBCONTRACTOR earnings, minimum days of operation, and expenditures, or for failure to perform or meet standards or regulations.

7. Budget Revisions

A budget revision from one category to another requires prior written approval from OFFICE if the sum involved exceeds 10% of the category to be increased or decreased or \$50,000, whichever amount is smaller. Any budget change in equipment if \$7,500 or more or construction/renovation if \$10,000 or more, requires prior written approval from OFFICE and CDSS.

All budget revisions must be submitted in writing to and approved by OFFICE prior to any expenditure. All written requests must follow established procedures using the process established by OFFICE. A written rationale for revisions must also be included with this request. Budget revisions will not be accepted from SUBCONTRACTOR after April 15 of the contract term.

8. Budget and Narrative

All funds to be awarded under this agreement shall be requested by SUBCONTRACTOR and approved by OFFICE prior to the commitment of expenditures using the required formats for budgets, approved CDE Earnings Projection Worksheets, and supporting narratives that shall be supplied by OFFICE.

Approved budgets are attached to this agreement as Attachment B.

9. Program Earnings

SUBCONTRACTOR may earn and receive all of its MRA if it generates 100% of specified CDE, maintains at least 95% of monthly average daily attendance (ADA), operates at least 98% of approved MDO, and spends 100% of the amount earned. For any deviations beyond the approved levels specified, SUBCONTRACTOR earnings will be reduced on a prorated basis.

10. Compliance

SUBCONTRACTOR shall conduct all phases of program operation in accordance with OFFICE, CDSS Community Care Licensing Division (CCLD) and other applicable rules, regulations, and mandates, and consistent with OFFICE program goals and objectives. OFFICE retains the authority to determine whether SUBCONTRACTOR meets standards with respect to program, administrative, financial management, and other requirements. To this end, the OFFICE retains the authority to conduct announced and unannounced agency and site visits and review electronic data sources at any time. Serious violations of the requirements or failure to correct any identified deficiencies in a timely manner, as determined by OFFICE, may result in suspension or termination of the agreement with or without advanced notice depending on the severity of the violation.

When Federal, State, local, or OFFICE requirements vary from each other or SUBCONTRACTOR's requirements, the most stringent provision(s) take precedence.

OFFICE expects SUBCONTRACTOR to achieve successful outcomes for all enrolled children and families through the provision of high-quality, comprehensive services by well-trained and supported staff.

SUBCONTRACTOR demonstrates commitment to providing a high-quality program by:

- (1) participating in the Quality Rating and Improvement System (QRIS) program;
- (2) effectively addressing issues related to culture, diversity, and equity;
- (3) fostering relationships, interactions, and guidance at all levels;
- (4) engaging families and communities;
- (5) including children with disabilities or other special needs;
- (6) promoting health, safety and nutrition;
- (7) assessing children's development and learning;
- (8) intentionally planning the learning environment and curriculum;

- (9) supporting professionalism and continuous learning; and
- (10) effectively administering programs and supervising staff.

All activities authorized by this agreement shall be performed in accordance with the approved budgets, agreement terms and conditions, and all relevant OFFICE and CDSS directives.

SUBCONTRACTOR certifies it has and will maintain the capacity to provide ethical and high quality early care and education services by employing staff who are trained, supported, and monitored in implementing identified best practices in education, health, safety, nutrition, and social-emotional services to children ages birth to compulsory school-age and their families as indicated appropriate by National Association for the Education of Young Children (NAEYC).

11. Food Program

SUBCONTRACTOR assures that all eligible CCTR enrolled children shall also be enrolled in the Child and Adult Care Food Program (CACFP) or the National School Lunch/Breakfast Program (NSLBP), that appropriate filing for reimbursement shall be made and that all food program revenue shall be reported to OFFICE on the monthly SUBCONTRACTOR Agency Claim as it is received by SUBCONTRACTOR. The final SUBCONTRACTOR Agency Claim shall include the amount of revenue earned if the reimbursement has not yet been received by SUBCONTRACTOR.

SUBCONTRACTOR shall also provide to OFFICE a copy of the CACFP or NSLBP review report, proposed corrective action plan, and all related correspondence within 10 calendar days of receipt of the report or correspondence.

SUBCONTRACTOR shall notify OFFICE by telephone within 24 hours and provide a copy within 10 calendar days of receipt of any termination notices related to CACFP/NSLBP services.

Failure to maintain the agency's CACFP/NSLBP contract without deficiencies may be grounds for termination or non-renewal of this agreement.

12. Facility Licenses and Standards

SUBCONTRACTOR assures that all children shall be located in centers licensed through California Department of Social Services Community Care Licensing Division (CCLD), that all CCLD licenses shall be maintained as active status with CCLD, a copy of current, active CCLD license shall be displayed in SUBCONTRACTOR's centers, and that copies of all current center licenses shall be on file in SUBCONTRACTOR office and copies of new center licenses shall be submitted to OFFICE prior to the first day children are present.

SUBCONTRACTOR assures that each center shall be licensed by CCLD to serve non-ambulatory children not to exceed the capacity as allowed by the local Fire Marshal.

SUBCONTRACTOR shall maintain operational accessibility to all CCLD licensed space in accordance with American with Disabilities Act (ADA) standards and as determined appropriate by CCLD and Fire Marshall.

SUBCONTRACTOR shall ensure and maintain evidence of installation, maintenance, and operation of age-appropriate indoor and outdoor equipment and facilities meeting CCLD, ADA, and California Playground Safety (centers only) standards and regulations.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of the filing of any Unusual Incident Report and provide copies of any written documents related to the incident within 2 business days of reporting.

SUBCONTRACTOR shall notify identified representative of OFFICE within 24 hours of receipt of any report when cited by any regulatory agency including those that may result in the assessment of a fine or serious non-compliance designation including any deficiency or revocation of license, contract, or agreement. SUBCONTRACTOR shall provide copies of any written documents related to each incident within 2 business days of the citation or receipt of additional documentation after the original citation.

No funds awarded under this agreement may be used to pay fines resulting from CCLD violations, other regulatory agency citations, costs of legal, consulting and accounting services incurred in prosecution of claims against the state or OFFICE, or bad debts, including losses arising from uncollectible accounts and any related legal costs.

Failure to meet CCLD requirements and maintain CCLD active license status may be grounds for reduction, non renewal, or termination of this agreement.

13. Insurance/Incorporation Requirements

- 13.1. SUBCONTRACTOR shall have on file evidence of incorporation (if applicable), all pertinent insurance policies, fidelity bonds, and other coverage required by federal, state, and/or local regulations. In addition, child maltreatment coverage shall be in force during the entire term of this agreement.
- 13.2. SUBCONTRACTOR shall provide evidence that liability insurance at a limit of not less than \$5,000,000 with no exclusions for child abuse and/or child molestation, is kept in force during the entire term of this agreement. Failure to maintain liability insurance in the limits stated above is grounds for immediate termination of this agreement.
- 13.3. SUBCONTRACTOR shall ensure that contracts with third party entities for the digital storage, management, and retrieval of child records include the requirements of AB 1584 (Ed Code section 49073.1) and require Cyber Liability Insurance for the duration of this agreement with a minimum of \$1,000,000. Should such subcontractor fail to provide the required cyber insurance, SUBCONTRACTOR is responsible for procuring and maintaining such policy.
- 13.4. SUBCONTRACTOR shall list OFFICE as additionally insured on the Liability and Cyber Liability Insurance policy.
- 13.5. SUBCONTRACTOR shall purchase and maintain child accident insurance coverage for all children enrolled.
- 13.6. SUBCONTRACTOR shall purchase and maintain Directors and Officers Insurance in the amount of at least \$1,000,000 per incident/ \$1,000,000 in aggregate. (Not applicable to school districts that are self-insured.)

14. Mileage Reimbursement and Out-of-Area Travel

SUBCONTRACTOR shall be reimbursed for travel and per diem expenses only at rates that do not exceed the rates paid to CDSS's non-represented employees computed in accordance with California State Department of Personnel Administration regulations, California Code of Regulations, Title 2, Division 1, Chapter 3, Subchapter 1.

15. Required Reports/Documents

SUBCONTRACTOR agrees to submit to OFFICE or have on file such reports and other program data as may be required by CDSS, CCLD, or OFFICE in accordance with indicated timelines, including but not limited to the items listed on Attachment C – Required Documentation and Submission Timelines.

Failure of SUBCONTRACTOR to submit and/or have available on file any of the reports listed in Attachment C in a complete, accurate, and timely manner may be sufficient cause for OFFICE to delay payment of any or all funds then due SUBCONTRACTOR until such time as the required reports are submitted or available to and accepted by OFFICE.

SUBCONTRACTOR must use the designated, mandatory forms, software, data management systems, policies, and procedures selected by OFFICE unless an approved waiver is on file. A waiver may be requested in writing using OFFICE's established procedure. Approval must be granted prior to the SUBCONTRACTOR's implementation of waived material. OFFICE is under no obligation to approve requested waiver(s).

16. Internal Controls

SUBCONTRACTOR shall perform its fiscal duties utilizing adequate internal controls, including appropriate segregation of duties and full implementation of the identified accounting software and related written agency procedures.

SUBCONTRACTOR shall include appropriate safeguards to detect fraudulent activities in the program areas of, but not limited to, enrollment and fiscal procedures.

SUBCONTRACTOR shall ensure that all financial information used for reporting and planning are complete, accurate, and produced in the most efficient manner in which reliance on manually calculated amounts are minimized or eliminated.

17. Meetings with SUBCONTRACTOR and Site Visits

Regular meetings with SUBCONTRACTOR management staff shall be hosted and facilitated by OFFICE and attended by SUBCONTRACTOR. OFFICE shall also make site visits as deemed necessary to monitor and implement provisions of this agreement. Such site visits may be scheduled in advance or unannounced.

18. Annual Program Evaluation

18.1. OFFICE and SUBCONTRACTOR shall annually conduct a Program Evaluation to assess compliance and quality. The documents and procedures to be used shall be designated by OFFICE.

18.2. Training shall be provided by OFFICE to key SUBCONTRACTOR staff, parents, board members, and community SUBCONTRACTORS who will participate as part of the Program Evaluation process.

18.3. SUBCONTRACTOR understands and agrees that SUBCONTRACTOR shall be responsible to develop a written plan outlining strategies for corrective actions for each noncompliance item, and that failure to develop and implement such a plan may result in OFFICE not offering an agreement to SUBCONTRACTOR in ensuing years.

19. Participation in OFFICE functions

SUBCONTRACTOR agrees to participate in OFFICE coordinated meetings, trainings, events, and other functions that are consistent with the goals of the program or necessary for the OFFICE to discharge its responsibility to CDSS. OFFICE shall provide guidance to SUBCONTRACTOR in the conduct of activities provided under this agreement. OFFICE shall also make announced and unannounced site visits as deemed necessary to implement provisions of this agreement.

Maintenance of Records

- 19.1. SUBCONTRACTOR shall prepare and maintain appropriate fiscal, programmatic, management, personnel, property, and other records that may be required by relevant regulatory directives.
- 19.2. SUBCONTRACTOR shall maintain all financial records and supporting documentation according to generally accepted accounting principles for public agencies and/or non-profit organizations.
- 19.3. SUBCONTRACTOR shall permit OFFICE and/or agents of CDSS to review, evaluate, and/or audit said records as deemed necessary for purposes of monitoring compliance with this agreement.
- 19.4. All records shall be stored maintained securely for a minimum of five years after completion of the agreement period.

20. Property Management

- 20.1. Title to equipment and/or supplies purchased with OFFICE funds vests with the SUBCONTRACTOR only so long as this agreement is in effect. Upon termination of this agreement, title to all equipment and remaining supplies shall revert to the OFFICE in trust for CDSS.
- 20.2. Property, equipment, and/or supplies purchased on behalf of SUBCONTRACTOR by OFFICE that would be subject to inventory provisions if purchased by SUBCONTRACTOR must be included in SUBCONTRACTOR inventory records with notation of any items purchased by OFFICE.
- 20.3. A control system must be maintained to ensure adequate safeguard to prevent loss, damage, or theft (any loss, damage, or theft must be investigated) and adequate maintenance procedures must be developed to keep equipment in good condition.
- 20.4. A perpetual property inventory shall be maintained by SUBCONTRACTOR containing the following minimum information for all equipment and supplies with a purchase price of at least \$500 that were purchased with CDSS funds:
 - Description, including intended use and estimated useful life
 - Manufacturer's serial number or identification number
 - Asset number
 - Acquisition date
 - Original cost
 - Vendor name and address
 - Percent of CDSS funds used to purchase item
 - Location of item
 - Condition
 - Ultimate disposition data
- 20.5. A physical inventory must be completed annually. Discrepancies between physical inventory and property records shall be noted and any differences shall be reconciled. Said inventory shall be submitted to OFFICE no later than 45 calendar days after the program fiscal year ends.
- 20.6. The CDSS definition of equipment purchased with subcontract funds shall apply to all property. Any unit of equipment with a purchase cost of \$5,000 or more, including all cost associated with purchase, and having a useful life of one year or more and purchased with CDSS funds shall have prior written authorization from OFFICE. Any request for the purchase of equipment of \$5,000 or more shall include 3 price quotes. All equipment purchases of \$7,500 must be approved by CDSS.

- 20.7. Written approval must be given by OFFICE in order for SUBCONTRACTOR to dispose of any item with a current per unit fair market value of \$1,000 or more and having a useful life of more than one year.

21. SUBCONTRACTOR Payment

Funds shall be disbursed to SUBCONTRACTOR according to the following schedule, subject to the receipt of funds by OFFICE.

- 21.1. SUBCONTRACTOR shall have funding advance payments available for the months of July, August and September. In order to receive the advance payments, individual monthly invoices for the amount of child days of enrollment projected to be earned as provided in Attachment A multiplied by the rate in Section 4 and shall be filed by the date of full execution of this agreement.
- 21.2. Any actual under- or over-earning of child days of enrollment realized for July, August, and September adjusted for family fees collected will be included in the October claim through the year-to-date figures on the OFFICE provided invoice template.
- 21.3. SUBCONTRACTOR shall file a monthly Agency Invoice with supporting documentation of actual child days of enrollment earnings, family fees collected, and expenditures with OFFICE no later than the 15th of the month following the activities reported.

Each invoice will include only the accurate and true amounts from SUBCONTRACTOR's accounting and child data management records and shall not include any late fees charged by any vendor, regulatory agency, or financial institution.

- 21.4. Upon the receipt and approval of each monthly invoice submitted by SUBCONTRACTOR, the OFFICE shall reimburse SUBCONTRACTOR claim. Total reimbursements shall not exceed the specified Maximum Reimbursable Amount as allocated in Section 2.0.
- 21.5. OFFICE reserves the right to refuse payment of any claim, or any final payment due SUBCONTRACTOR until OFFICE is satisfied SUBCONTRACTOR has fulfilled all of its obligations under this agreement, including filing of all required reports and correction of audit or program compliance findings or deficiencies. Payment shall not be unreasonably withheld and any amounts will be consistent with the nature of the unfulfilled obligation or deficiency.
- 21.6. A final adjustment of payments, based upon actual earnings and expenditures, shall be made by OFFICE no later than 60 days after the close of the program year. Any overpayment to SUBCONTRACTOR shall be refunded to OFFICE within 15 calendar days of notification.
- 21.7. SUBCONTRACTOR shall submit all final invoices as required in Section 15 and Attachment C.
- 21.8. SUBCONTRACTOR shall have and adhere to a board adopted policy prohibiting interfund loans using contract funds.
- 21.9. The consideration paid to SUBCONTRACTOR, as provided in this agreement, is the full compensation for all SUBCONTRACTOR's expenses incurred in the performance of this agreement. SUBCONTRACTOR must be reimbursed for actual costs that are necessary, allowable, reasonable and allocable to the performance of this agreement.

22. CalPERS/CalSTRS Retirement Reporting

SUBCONTRACTOR shall determine if any employees or sub-contractors of SUBCONTRACTOR are retirees of either CalPERS or CalSTRS and report the earning of any such person as per the requirements of California

Education Code 22461 and California Government Code 21220. The reporting shall be monthly to OFFICE utilizing OFFICE designated reporting forms.

23. Staff/Child Ratios

SUBCONTRACTOR assures that staff/child ratios shall be maintained per applicable regulations determined by source of program funds. The most restrictive applicable regulations shall apply to all children served at the same time.

Source of Program Funds

Applicable Regulations

CDSS Funds Only

Title 5 and Title 22

Head Start and CDSS

Title 5, Title 22, and Head Start Performance Standards

24. Audit Requirements

- 24.1. SUBCONTRACTOR's financial and business activities, procedures, and records shall be audited annually by an independent Certified Public Accountant. Such audit shall be conducted in accordance with applicable federal and state laws, regulations, and audit guidelines. Audit shall be paid for by SUBCONTRACTOR. Such audit costs may be included in SUBCONTRACTOR budget.
- 24.2. SUBCONTRACTOR agrees to timely correction of all audit findings related to the performance of this agreement, if any, to the satisfaction of the OFFICE and ACF. Corrective procedures recommended in the audit report will be reviewed by OFFICE with SUBCONTRACTOR, and a deadline date for implementation shall be established by OFFICE. Failure to correct audit deficiencies in a timely manner may result in OFFICE withholding payments to SUBCONTRACTOR or termination or non-renewal of this agreement.
- 24.3. SUBCONTRACTOR shall be responsible for any monetary losses as the result of any audit exception or disallowance caused by, or as a result of, SUBCONTRACTOR's lack of performance as required by this agreement.
- 24.4. SUBCONTRACTOR shall provide OFFICE with an electronic copy of the audit report and associated management letter(s) within 3 days of receipt and acceptance of said report from auditors.

25. Subcontracting

- 25.1. No portion of the program operations or of program funds shall be subcontracted, used to jointly operate a different program with another agency, or otherwise contracted by SUBCONTRACTOR without prior written authorization from OFFICE.
- 25.2. All subcontracts are subject to audit as required by OFFICE.
- 25.3. The SUBCONTRACTOR, its agents and employees, in the performance of a subcontract, are acting in an independent capacity and not as officers, agents, or employees of OFFICE or CDSS.
- 25.4. SUBCONTRACTOR agrees to indemnify and hold harmless the OFFICE, its officers, agents, and employees from any and all claims and losses occurring or resulting to any and all contractors, subcontractors, material-men, laborers, and any other person, firm or corporation furnishing or supplying work, services, materials, or supplies in connection with the performance of this agreement, and from any and all claims and losses occurring or resulting to any person, firm, or corporation that may be injured or damaged by the SUBCONTRACTOR in the performance of this agreement.

25.5. The subcontractor, and the agents and employees of the subcontractor, in the performance of the subcontract are acting in an independent capacity and not as officers, employees, or agents of the OFFICE.

25.6. SUBCONTRACTOR shall include the nondiscrimination and compliance provisions of Section 36 of this agreement in all subcontracts to perform work under this agreement.

26. Annual Agreement Renewal

The completion of an agreement by SUBCONTRACTOR does not grant vested rights to subsequent agreements. SUBCONTRACTOR shall be notified of renewal criteria during the annual contract review process.

27. Savings Clause

Any provision of this agreement found to be in violation of federal or state statute or regulation shall be invalid, but such a finding shall not affect the remaining provisions of this agreement.

28. Termination of the Agreement

28.1. Termination for Convenience

- a. SUBCONTRACTOR or OFFICE may terminate this agreement for any reason during the agreement term. The SUBCONTRACTOR or OFFICE shall notify the other of its intent to terminate the contract at least 30 calendar days prior to the date it intends to terminate the agreement.
- b. Within 15 calendar days from the date the SUBCONTRACTOR notifies the OFFICE of its intent to terminate the agreement, the SUBCONTRACTOR shall submit: (1) a current inventory of equipment and supplies with a purchase price of \$500 or more purchased in whole or in part with agreement funds; (2) the names, addresses, and telephone numbers of all families served by the agreement; and (3) the names, addresses, and telephone numbers of all staff members funded by the agreement.
- c. The OFFICE shall only be obligated to compensate SUBCONTRACTOR for net reimbursable program costs in accordance with this agreement through the date of termination. There shall be no other compensation to the SUBCONTRACTOR. The OFFICE shall offset any monies the SUBCONTRACTOR owes OFFICE against any monies the OFFICE owes SUBCONTRACTOR under this agreement.

28.2. Failure to Perform

OFFICE may cancel this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR if SUBCONTRACTOR fails to comply with the terms and conditions of this agreement or if OFFICE determines that the performance of SUBCONTRACTOR under this agreement is not satisfactory. Performance may be considered unsatisfactory if:

- a. SUBCONTRACTOR has been determined to have one or more deficiencies in a single review conducted by OFFICE;
- b. SUBCONTRACTOR has any criminal or civil judgements levied against the agency.
- c. SUBCONTRACTOR has had one or more CCLD license revocation of operated child care centers;
- d. SUBCONTRACTOR has been suspended or terminated from any program or other funding source;
- e. SUBCONTRACTOR, principal, or Governing Board member has been debarred from receiving Federal or State funds from any Federal or State department or agency or has been disqualified from the either CACFP or NSLBP and has not received a waiver described in 2 CFR 180.135; or

- f. SUBCONTRACTOR has been determined within the preceding 12 months to be at risk of failing to continue functioning as a going concern or has filed for bankruptcy or agreed to a reorganization plan as part of a bankruptcy settlement.

In the event of such termination, the OFFICE may proceed with the work in any manner deemed proper by the OFFICE. All costs due to the OFFICE shall be deducted from any sum due the SUBCONTRACTOR under this agreement and the balance, if any, shall be paid to the SUBCONTRACTOR upon demand. Such cancellation shall be in accordance with applicable federal and state regulations.

28.3. Breach of Contract

If SUBCONTRACTOR materially breaches any provision of this agreement, the OFFICE may terminate this agreement by giving 30 calendar days written notice of termination to the SUBCONTRACTOR. Any one of the following specific actions by SUBCONTRACTOR shall constitute a material breach of this agreement. They include, but are not limited to:

- a. Noncompliance with the applicable laws, regulations, or agreement requirements.
- b. Submission of false, misleading, or erroneous information to the OFFICE.
- c. Failure to maintain required records.
- d. Administrative mismanagement.
- e. Board misconduct
- f. Misuse of funds
- g. Denial of access to authorized representatives of the OFFICE, CDSS, or any of their agents to all program-related or fiscal records during normal business hours.
- h. Lack of fiscal accountability.
- i. Unsatisfactory performance under terms and conditions of this agreement.
- j. Failure to complete and submit a timely audit of the prior year agreement.

28.4. Illegal Activities

- a. Fraud or conspiracy to defraud.
- b. Misuse of CDSS funds in violation of the applicable regulations.
- c. Embezzlement.
- d. Maintenance of an unsafe or unhealthy physical environment for children.
- e. Abuse or molestation of children.
- f. Failure to report suspected child abuse or molestation.
- g. Theft of supplies, equipment, or food.
- h. SUBCONTRACTOR is operating in violation of regulations creating imminent danger to the health and welfare of children, parents, and/or staff.
- i. Any other activity that is illegal and/or poses the threat of harm to enrolled children, their families, or staff.

28.5. Changes in State or Federal Regulations or Laws

If federal or state laws or regulations are changed to prohibit the performance of the OFFICE's obligations under federal or state grant by contracting with SUBCONTRACTOR, OFFICE may terminate this agreement upon 30 calendar day's written notice to SUBCONTRACTOR.

29. Hold Harmless Clause

The parties intend that an independent contractor relationship be created by this agreement and OFFICE assumes no responsibility for workers' compensation liability. OFFICE likewise assumes no responsibility for liability for loss, damage, or injury to person(s) or property during or relating to the performance of service

under the agreement.

SUBCONTRACTOR agrees to hold harmless and to indemnify OFFICE and the State of California, the officers, agents and employees of both OFFICE and State of California for any injury to person or property sustained by SUBCONTRACTOR or by any person, firm, or corporation employed directly or indirectly by the SUBCONTRACTOR or by any of the individuals participating in or associated with SUBCONTRACTOR, however caused; and any injury to person or property sustained by any person, firm, or corporation caused by any act, neglect, default, or omission of SUBCONTRACTOR or any person, firm, or corporation directly or indirectly employed by SUBCONTRACTOR upon or in connection with this agreement, or any of the participants arising out of or in the course of the term of this agreement, and SUBCONTRACTOR, at its own cost, expense, and risk, shall defend any and all actions, suits, or other legal proceedings that may be instituted against OFFICE for any such claim or demand, and pay or satisfy any judgment that may be rendered against OFFICE in any such action, suit, or legal proceedings or the result thereof. Nothing herein provided shall be construed to require SUBCONTRACTOR to hold harmless or indemnify OFFICE for liability or damages resulting from the negligence or willful act or omission of OFFICE or its officers, agents, or employees.

30. Nondiscrimination Requirements

- 30.1. NON-DISCRIMINATION CLAUSE: During the performance of this Agreement, Contractor and its subcontractors shall not unlawfully discriminate, harass, or allow harassment against any employee or applicant for employment because of sex, race, color, ancestry, religious creed, national origin, physical disability (including HIV and AIDS), mental disability, medical condition (e.g., cancer), age (over 40), marital status, and denial of family care leave. Contractor and subcontractors shall insure that the evaluation and treatment of their employees and applicants for employment are free from such discrimination and harassment. Contractor and subcontractors shall comply with the provisions of the Fair Employment and Housing Act (Gov. Code §12990 (a-f) et seq.) and the applicable regulations promulgated thereunder (California Code of Regulations, Title 2, Section 7285 et seq.). The applicable regulations of the Fair Employment and Housing Commission implementing Government Code Section 12990 (a-f), set forth in Chapter 5 of Division 4 of Title 2 of the California Code of Regulations, are incorporated into this Agreement by reference and made a part hereof as if set forth in full. Contractor and its subcontractors shall give written notice of their obligations under this clause to labor organizations with which they have a collective bargaining or other Agreement. During the performance of this agreement, SUBCONTRACTOR shall not deny the benefits specified under the terms of this agreement to any eligible child or family on the basis of religion, color, ethnicity, sex, age, physical or intellectual, developmental, or mental disability, nor shall it discriminate unlawfully against any employee or applicant for employment because of race, religion, color, national origin, ancestry, physical handicap, mental disability, medical condition, marital status, age, gender, sexual orientation, or gender identity.
- 30.2. SUBCONTRACTOR shall comply with the provisions of the Fair Employment and Housing Act (Government Code, Section 12900 et seq.), the regulations promulgated there under (California Administrative Code, Title 2, Section 7285.3 et seq.), the provisions of Article 9.5, Chapter 1 Part 1, Division 3, Title 2 of the Government Code (Government Code, Sections 11135-11139.5), and the regulations or standards adopted by the awarding agency to implement such article.
- 30.3. SUBCONTRACTOR shall permit access by representatives of the Department of Fair Employment and Housing and the OFFICE upon reasonable notice at any time during regular business hours, but in no case less than 24 hours' notice, to such of its books, records, accounts, other sources of information, and its facilities as said agency shall require to ascertain compliance with this clause.
- 30.4. SUBCONTRACTOR shall give written notice of its obligations under this clause to labor organizations with which they have collective bargaining agreements or other Memorandums(a) of Understanding.

31. Nepotism Prohibition

SUBCONTRACTOR shall not employ, hire, or otherwise compensate, directly or through contract, any member of the board of directors or any immediate family member of any member of the board of directors. Nor shall any SUBCONTRACTOR employ, hire, or otherwise compensate, directly or through contract, any individual occupying control over the SUBCONTRACTOR's fiscal affairs when such individual's immediate family is employed in an administrative capacity or is a member of the governing board. The term "immediate family" means wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree; the term "administrative capacity" means a position having responsibilities relating to the selection, hiring, or supervising of employees.

No person shall directly supervise a member of his/her immediate family to include wife, husband, son, daughter, mother, father, brother, sister, or relative by marriage of comparable degree.

SUBCONTRACTOR understands that the California Political Reform Act of 174 ("PRA") prohibits public officials from participating in making or in any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. The SUBCONTRACTOR further understands violation of the PRA may lead to potential civil and criminal penalties should the SUBCONTRACTOR participate in making or any way attempting to use his/her official position to influence a decision of OFFICE in which he/she has a financial interest. California Government Code section 82048 defines the term "public official" for purposes of the PRA as "every member, officer, employee, or consultant of a state or local government agency."

32. Drug-Free Workplace Act

SUBCONTRACTOR certifies that it will provide a drug-free workplace as mandated in the Drug-Free Workplace Act of 1988 (45 CFR Part 76, Subpart F).

33. Americans with Disabilities Act

SUBCONTRACTOR certifies that it shall comply with the Americans with Disabilities Act (ADA) of 1990 (42 U.S.C. 12101 et seq.) as well as all applicable federal and state laws and regulations, guidelines, and interpretations issued hereto.

34. Child Support Compliance

SUBCONTRACTOR acknowledges that (a) it recognizes the importance of child and family support obligations and shall fully comply with all applicable state and federal laws relating to child and family support enforcement including, but not limited to, disclosure of information and compliance with earnings assignment orders as provided in Chapter 8 (commencing with Section 5200) of Part 5 of Division 9 of the Family Code; and (b) to the best of its knowledge it is fully complying with the earnings assignment orders of all employees and is providing the names of all new employees to the New Hire Registry maintained by the California Employment Development Department.

35. Trafficking Victims Protection Act

This agreement is subject to the requirement of Section 106(g) of the Trafficking Victims Protection Act of 2000, as amended (22 USC 7104).

36. Clean Air Act and Federal Water Pollution Control Act

This agreement is subject to the applicable requirements of the Clean Air Act (42 USC 7401-7671(q)) and Federal Water Pollution Control Act as amended (33 USC 1251-1387).

37. Licenses and Standards

SUBCONTRACTOR assures that all required Federal, State, and Local Government licenses, standards, and procedures are maintained during the provision of services stipulated in this agreement.

38. Liability of SUBCONTRACTOR Negligence

SUBCONTRACTOR shall be responsible for performing the work in a safe and skillful manner consistent with generally accepted standards of the Early Education profession, and shall be liable for its own negligence and the negligent act of its employees, agents, contractors, and subcontractors. Except as set forth in this agreement, OFFICE shall have no right of control over the manner in which the work is to be done but only as it its outcome, and shall not be charged with the responsibility of preventing risk to SUBCONTRACTOR or its employees, agents, contractors, and subcontractors.

39. OFFICE'S Right of Retention

OFFICE shall become the owner of, and entitled to exclusive possession of all records, documents, graphs, photographic, or other reproductions of any kind produced in the scope of services performed and no other uses thereof will be permitted except by permission of OFFICE. Proprietary materials will be exempted from this clause.

40. Amendment/Alteration of Agreement

- 40.1. The terms and conditions of this agreement are subject to approval and possible amendment by state and/or federal agencies having jurisdiction over program and funding. No alteration or variation of the terms of this agreement shall be valid unless made in writing and signed by the parties hereto, and no oral understanding or agreement not incorporated in this agreement shall be binding on either party.
- 40.2. If SUBCONTRACTOR makes programmatic or fiscal adjustments outside the conditions of this agreement and without proper amendment to this agreement, it does so without assurance that such actions will be approved later by OFFICE or CDSS.

This agreement is the complete and exclusive statement of the mutual understanding of the parties and this agreement supersedes and cancels all previous written and oral agreements and communications relating to the subject matter of the agreement.

In witness whereof; OFFICE and SUBCONTRACTOR have executed this agreement this 1st day of July, 2021.

COMMUNITY ACTION PARTNERSHIP KERN:

JEREMY TOBIAS,
CHIEF EXECUTIVE DIRECTOR

Signature

Date

SAN JOAQUIN COUNTY OFFICE OF EDUCATION:

TROY A. BROWN,
COUNTY SUPERINTENDENT OF SCHOOLS

By: Warren Sun, Division Director
Operations and Support Services



Signature



Date

• Project Manager Authorization •

Total Contract Amount: \$ 2,852,203 + \$0

Budget Account Number: 12- 6105-0-8500-1000-5800-700-7730 = \$25,000

Budget Account Number: 12-6105-0-8500-1000-5100-700-7730 = \$2,827,203

Budget Account Number: 12-5025-0-8500-1000-5100-700-7740 = \$0


Project Manager's Signature

7/13/21
Date

• Certification Regarding Debarment, Suspension, or Ineligibility

The SUBCONTRACTOR certifies that the SUBCONTRACTOR, and any of its Principals, independent contractors, and/or subcontractors:


1. Are not presently debarred, suspended, proposed for debarment, or declared ineligible for the award of contracts by any Federal agency, and;
2. Have not, within a three-year period preceding this contract, been convicted of or had a civil judgment rendered against them for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property.
3. Are not presently indicted for, or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with, commission of any of the offenses enumerated in paragraph 2 (above) of this section, and
4. Have not within a three-year period preceding this agreement had one or more public transactions (Federal, State, or local) terminated for cause or default.


Project Manager Signature

7/13/21
SUBRECIPIENT Signature

• Fingerprinting Certification •

I hereby certify that the SUBCONTRACTOR for this project will have contact with students, unsupervised by OFFICE. A certification of criminal background check is attached.


Project Manager's Signature

7/13/21
Date

• San Joaquin County Office of Education •


Contract Manager's Signature

7/15/21
Date

Contractor Certification of Criminal Background Check

Community Action Partnership of Kern certifies that pursuant to Education Code 45125.1, it has conducted criminal background checks, through the California Department of Justice, on all employees providing services to the San Joaquin County Office of Education, pursuant to the contract/purchase order dated 7/1/2021 and that none have been convicted of serious or violent felonies, as specified in Penal Code Sections 1192.7(c) and 667.5(c), respectively.

I declare under penalty of perjury under the laws of the United States that the foregoing is true and correct.

July 1, 2021
Date of Agreement

Community Action Partnership of Kern
Name of Business


Signature of Contractor/Consultant

Jeremy T. Tobias, Chief Executive Officer
Title of Person Signing Certification

ATTACHMENTS:

1. Attachment A – CDE Earnings Projection Worksheet
2. Attachment B – Approved Budget
3. Attachment C – Required Documentation and Submission Timelines

CAPK CDE Projection Worksheet - Initial
2021-22

Contract CCTR
CDE 61,984,0000
Rate \$ 46.03
MRA \$ 2,852,203
Family Fees \$ 1,824
Contract to Earn \$ 2,854,027
CDE's needed 62,002

Site	Slots	Factor	Daily CDE	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	June	Total	Total CDE
California St. 1	8	1.8300	14,6400	21	22	21	21	19	20	19	18	23	21	21	19	245	3,586,800
California St. 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
California St. 3	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Chrisman 1	8	1.8300	10,9800	21	22	21	21	19	20	19	18	23	21	21	19	245	2,690,100
Chrisman 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Chrisman 3	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Chrisman 4	0	1.3500	0,0000	21	22	21	21	19	20	19	18	23	21	21	19	245	-
Gianone 1	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Gianone 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Kennedy 1	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Kennedy 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Lodi 1	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Lodi 2	7	1.3500	9,4500	21	22	21	21	19	20	19	18	23	21	21	19	245	2,315,250
Lodi 3	7	1.3500	9,4500	21	22	21	21	19	20	19	18	23	21	21	19	245	2,315,250
Lodi 4	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Marci Massei 1	8	1.8300	14,6400	21	22	21	21	19	20	19	18	23	21	21	19	245	3,586,800
Marci Massei 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Marci Massei 3	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
St. Mary's 1	8	1.8300	14,6400	21	22	21	21	19	20	19	18	23	21	21	19	245	3,586,800
St. Mary's 2	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
St. Mary's 3	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
Walnut 1	8	1.8100	14,4800	21	22	21	21	19	20	19	18	23	21	21	19	245	3,547,600
Walnut 2	6	1.3500	8,1000	21	22	21	21	19	20	19	18	23	21	21	19	245	1,984,500
Walnut 3	8	1.3500	10,8000	21	22	21	21	19	20	19	18	23	21	21	19	245	2,646,000
			0.0000													0	-
																0	-

178

63,303,100

Monthly Projected CDE	5,425,980	5,684,360	5,425,980	5,425,980	4,909,220	5,167,600	4,909,220	4,650,840	5,942,740	5,425,980	5,425,980	4,909,220	63,303,100
Projected Vacancy Rate													2.000000%
Net Projected CDE	5,317,460	5,570,673	5,317,460	5,317,460	4,811,036	5,064,248	4,811,036	4,557,823	5,823,885	5,317,460	5,317,460	4,811,036	62,037,037
Monthly Projected Earnings	\$ 244,763	\$ 256,418	\$ 244,763	\$ 244,763	\$ 221,452	\$ 233,107	\$ 221,452	\$ 209,797	\$ 268,073	\$ 244,763	\$ 244,763	\$ 221,452	\$ 2,855,566

PJ

BH

JB

San Joaquin County Office of Education
Early Education and Support
2021-22 Proposed Budget

Agency: Community Action Partnership of Kern

Funding: CCTR

1000 Certificated Salaries:

\$ 1,105,542

# of positions	Title	Daily Hours	Daily Rate	Annual Days	% to this Program	Annual Salary	
6	Site Supervisor	8	\$197.96	260	48.00%	\$ 148,234	
1	Site Supervisor	8	\$198.86	260	48.00%	\$ 24,818	
1	Site Supervisor	8	\$207.84	260	48.00%	\$ 25,938	For additional 24
20	Teacher	8	\$159.53	260	48.00%	\$ 398,182	
13	Teacher	8	\$140.84	260	48.00%	\$ 228,502	
13	Teacher	8	\$172.50	260	48.00%	\$ 279,868	

2000 Classified Salaries:

\$ 343,761

# of positions	Title	Daily Hours	Daily Rate	Annual Days	% to this Program	Annual Salary	
21	Assistant Teacher	8	\$119.76	260	48.00%	\$ 313,868	
2	Assistant Teacher	8	\$119.76	260	48.00%	\$ 29,893	For additional 24
						\$ -	
						\$ -	
						\$ -	

3000 Employee Benefits:

\$ 564,872

Category	Rate/Per FTE Amount	Base (Either Total FTE or Salary Base)	Annual Cost
Retirement	4.81%	\$ 1,449,303	\$ 69,778
Social Security	6.2%	\$ 1,449,303	\$ 89,857
Medicare	1.45%	\$ 1,449,303	\$ 21,015
SUI	\$ 434	77	48.00% \$ 16,041
WC	3.3%	\$ 1,449,303	\$ 47,827

Health & Other Insurance	\$ 11,136	77	37.24%	\$ 319,339
Life Insurance	0.1%	\$ 1,449,303		\$ 1,015
Other				\$ -

4000 Books and Supplies:

\$

Category	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
Classroom Supplies				\$ -
Custodial				\$ -
Food				\$ -
Office				\$ -
Other				\$ -

5000 Services and other Operating Expenses:

\$

Category	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
Mileage				\$ -
Contracts				\$ -
Utilities				\$ -
Rentals				\$ -
Subscriptions				\$ -
Other				\$ -

6100/6200 Other Approved Capital Outlay:

\$

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -

6400 New Equipment (program related with prior approval):

\$

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -

\$ -
\$ -
\$ -
\$ -

6500 Equipment Replacement (program related with prior approval):

\$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -
				\$ -

Depreciation or Use Allowance:

\$ -

Project and Site	Rate/Per FTE Amount	FTE Amount	% to this program	Annual Cost
				\$ -
				\$ -
				\$ -
				\$ -

Indirect:

\$ 171,205

Basis	Rate
\$ 2,014,175.00	8.50%

Total Budget:

\$ 2,185,380

Expected Funding Amount:

\$ 2,185,380 (at 25% vacancy rate)

Under/(Over) Budget:

\$ -

PJ

BH

JB

Attachment C: Required Documentation and Submission Timelines

Document #	Description	Keep on file	Submit via email	Submit to	Submission Deadlines (Note: If the submission deadline falls on a weekend or holiday, the document is due the next work day)
P1	Annual Calendar showing program self-evaluation events, staff development events, parent engagement events, board meetings, and other applicable agency events.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P2	Annual Program Self-Evaluation Plan documenting relevant activities and timelines throughout the year.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P3	Annual Staff Development Plan documenting professional development activities aligned to the PSE.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P4	Annual Parent Engagement Plan.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P5	Staff Handbook.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P6	Parent Handbook.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P7	An Organization Chart showing the personnel structure of the organization.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P8	Job Descriptions for positions funded all or in part through this contract that include a summary of the position, minimum qualifications (education, experience, and authorizations), essential functions, and chain of command.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P9	Current Employee Roster listing all employees funded all or in part through this contract, including job titles, assigned primary work location, and pay rates.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P10	Current list of all Governing Board Members.		X	ihetervik@sjcoe.net	Due August 2 nd and within 5 business days of any changes
P11	Current, signed Conflict of Interest statements for board members and key agency staff involved in making financial decisions.	X			Available for review by August 2 nd and within 5 business days of any changes
P12	Governing Board approved Personnel and Program Policies including evidence that vacant positions are appropriately advertised, documentation of the selection process, and verification that hired staff have appropriate permits and meet necessary qualifications.	X			Available for review by August 2 nd and within 5 business days of any changes
P13	Personnel File for each employee that contains all required documents including, but not limited to pre-employment health exams, copies of permits, current TB test results, documentation of immunizations, immunity, or declination forms, and a Department of Justice criminal background check clearance.	X			Available for review by August 2 nd for all current employees and no later than the start day of newly hired employees
P14	Copies of all applicable Insurance Policies and Contracts , including but not limited to facilities, providers, consultant services and health/disabilities services or others as needed.	X			Available for review by August 2 nd and within 5 business days of any changes
P15	Continued Funding Application information (calendar, roster of sites). *		X	ihetervik@sjcoe.net	Due November 15*
P16	Program Self Evaluation and required documents. *		X	ihetervik@sjcoe.net	Due April 1*
P17	Plan of Action responses to Monitoring Reports and other requests requiring such plans.		X	ihetervik@sjcoe.net	Due within 14 calendar days of receipt of report

Document #	Description	Keep on file	Submit via email	Email to	Submission Deadlines
F1	Updated Perpetual Equipment Inventory.		X	dbrauns@sjcoe.net	Due August 15 th for prior year
F2	Final Invoice for prior agreement period.		X	dbrauns@sjcoe.net	Due September 15 th for prior year
F3	Fiscal Year Agency-Wide Audit and management letter(s).		X	pgomes@sjcoe.net	Due within 3 calendar days of receipt
F4	CACFP or NSLBP Review Report , corrective action plan, and supporting documentation/correspondence.		X	pgomes@sjcoe.net	Due within 10 calendar days of receipt
F5	Budget Revisions.		X	pgomes@sjcoe.net	Due on or before April 1 st
P18	Notification of any personnel changes for all management staff, at program and site level.		X	ihetervik@sjcoe.net	Due within 2 business days of the change
P19	Copies of new or revised CCLD License for each site (submitted as applicable).		X	ihetervik@sjcoe.net	Due prior to the first day children are present
P20	Notification of any high-risk incident that occurs, including those that endanger the life of any enrolled child, have the potential to create negative publicity or press, or give rise to the need to submit an Unusual Incident or Accident Report (LIC624), a Suspected Child Abuse Report, or any other mandated report.		X	jbaiocchi@sjcoe.net	Notify SJCOE within 24 hours of the incident and provide copies of written documents within 2 business days
P21	Notification of any review or investigation by a regulatory agency or of any situation possibly triggering punitive action such as, but not limited to: CCLD revocation of any child care center license; suspension or revocation of contract, services, or funding by CDE or other federal or state agency; debarment of staff, governing board member, program, agency, or contract representative by CACFP or NSLBP or other federal or state agency; intent to declare bankruptcy; identified fraud, whistle-blower, or other misuse of funds, services, or conflict of interest complaint or investigation.		X	jbaiocchi@sjcoe.net	Notify SJCOE within 24 hours of the incident
P22	Any Reports or Citations issued by a regulatory agency including supporting documentation.		X	jbaiocchi@sjcoe.net	Due within 2 business days of receipt
P23	Child File for each enrolled child that includes family registration and eligibility documentation.	X			Available for review by the 5 th working day of the month
P24	Complete and current Personnel Rosters for all sites (or confirmation that there are no changes to the documents submitted the previous month).		X	ihetervik@sjcoe.net	Due the 5 th working day of the month
P25	Quarterly updates to the Sites and Program Information for CDMIS spreadsheet (or confirmation that there are no changes to the document submitted the previous quarter).		X	ihetervik@sjcoe.net	Due the 5 th working day of the month in July, October, January, & April
P26	Staff Development Event Documentation including sign-in sheets, handouts, and agendas.	X			Available for review by the 5 th working day of the month
P27	Parent Engagement Event Documentation sign-in sheets, handouts, and agendas.	X			Available for review by the 5 th working day of the month
P28	Board Meeting Documentation including minutes, sign-in sheets, and handouts.	X			Available for review by the 5 th working day of the month
P29	Daily Roster on which parents/guardians have signed children in and out of centers. Roster must include full signatures of authorized adults and indicate the actual time of arrival and departure.	X			Available for review by the 5 th working day of the month
P30	CDD-801A Electronic File Transfer Status Report		X	ihetervik@sjcoe.net	Due the 10 th of the month for prior month

Document #	Description	Keep on file	Submit via email	Email to	Submission Deadlines
F6	CACFP/NSLBP Reimbursement Claims	X			Available for review by the 5 th working day of the month
F7	CalPERS/CalSTRS Retiree Compensation Spreadsheet, as required.	X			Available for review by the 5 th working day of the month
F8	Enrollment and Attendance	X	X	dbrauns@sjcoe.net	Due the 10 th of the month for the prior month
F9	Monthly Agency Invoice and supporting documentation for expenditures and revenues reported		X	dbrauns@sjcoe.net	Due the 15 th of the month for the prior month
Documents Required for Subsequent Fiscal Year					
F10	Preliminary Projection Worksheet		X	pgomes@sjcoe.net	Due April 1 for subsequent fiscal year
F11	Final Projection Worksheet		X	pgomes@sjcoe.net	Due May 1 for subsequent fiscal year
F12	Annual Budget		X	pgomes@sjcoe.net	Due May 1 for subsequent fiscal year
F13	Certificate of Insurance		X	lhettervik@sjcoe.net	Due July 1 for subsequent fiscal year
	Other documents as required by SJCOE, CDE, CDSS, and other regulatory agencies.	X	X	To be determined	To be determined

**Dates are subject to change based on submission timelines established by CDE, CDSS, or other regulatory agencies.*



DATE	August 4, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 269935284#

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: Fred Plane, Jimmie Childress (joined at 12:05 pm), Craig Henderson, Michelle Jara-Rangel, Yolanda Ochoa (joined at 12:04 pm)

Absent: None

Others present: Lorraine Casillas, Director of Finance; Freddy 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; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. Regular Business

a. Food Bank Custodian Job Description – Carmen Segovia, Director of Health & Nutrition – **Action Item**

Carmen Segovia presented the above action item for approval. Michelle Jara-Rangel posed questions about the scope of work, all of which were addressed by staff.

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

b. 2-1-1 Help Me Grow Kern County: Approval of Care Coordinator Position & Revised Budget – Traco Matthews, Chief Program Officer – **Action Item**

Prior to the presentation, Traco Matthews acknowledged Carmen Segovia's 38 years of service to CAPK and highlighted some of her accomplishments and wished her well on her future endeavors. Fred Plane also commented and stated that Carmen has been a valued employee throughout her time at CAPK and she will be missed.

Traco Matthews presented the above action item for approval. Craig Henderson asked questions about the budget and requested copies of the previous and current contracts. Tracy Webster responded to the budget questions and offered to provide additional detail and the requested contracts via email following the meeting.

Motion was made and seconded to approve staff's recommendation (Henderson/Childress).

c. Elimination of Sick Leave Cash Out Policy for CY 2022 – Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan reminded the Committee that the Board approved an agency-wide Cost-of-Living Adjustment (COLA) of 2.0% at the June Board Meeting, higher than the 1.22% approved by the Office of Head Start. At that time, staff also recommended the elimination of the Sick Leave Cash Out Policy for 2022, effective December 31, 2021 and stated it would be presented to the Personnel & Affirmative Action Committee for approval.

Motion was made and seconded to approve staff's recommendation (Henderson/Jara-Rangel).

d. Assistant Manager (HEAP) Job Description – **Action Item**

Wilfredo Cruz reported that the Energy Program will receive a grant from the American Rescue Plan Act (ARPA) of 2021, with an amount estimated to be \$9.8 million, and the expectation it will be expended within the next 20 months. To meet the demand of this contract, and other contracts within the Energy Program, additional staff will be hired. Given the level of oversight required to manage the contracts, staff also recommends hiring an Assistant Manager to assist with meeting the day-to-day operations and contract requirements.

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

5. Committee Member Comments

- Yolanda Ochoa asked if there is funding for HEAP. Wilfredo responded that there is funding currently available and other funding is forthcoming.
- Michelle Jara-Rangel said she has been impressed with Carmen's professionalism over the years and thanked her for her 38 years of service to CAPK.

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
Wednesday, September 8, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:30 pm.



MEMORANDUM

To: Personnel & Affirmative Action Committee
From: *Carmen Segovia*
Carmen Segovia, Director of Health & Nutrition
Date: August 4, 2021
Subject: Food Bank Custodian Job Description – **Action Item**

In May 2021, Food Bank staff explored the possibility of having janitorial services at the Food Bank to clean the office space and the restrooms. The quotes received for janitorial services were cost prohibitive, so staff explored the option of having a Food Bank Custodian on staff to be responsible for cleaning the office, restroom and cleaning/maintaining the interior and exterior of the warehouse including the Food Bank vehicles. When the Food Bank expansion is completed, this position will be responsible for keeping the 60,000 sq. ft. warehouse clean. Historically, volunteers have assisted with maintaining the office and restrooms clean. However, due to COVID-19, the number of volunteers has not been restored and staff has been cleaning the office and the restrooms.

Food Bank staff worked with Human Resources to create a new description to reflect the duties and responsibilities of the Food Bank Custodian. The job description is included with this memo and is being presented to the Committee for approval.

The Food Bank Custodian position was pointed at Grade 1 by Human Resources.

Grade 1	Min	Mid	Max
Food Bank Custodian	14.00	14.00	15.79

In fiscal year 2021, funding for this position will be supported with CSBG CARES funds. The budget impact will be approximately \$13,104 for a five-month period. Next year, the budget impact will be approximately \$40,560 and is projected to be supported with multiple grants: CSBG CARES, TEFAP, and Food Bank funds.

The job description coincides with the CAPK Strategic Goal that will give the program a more engaged staff and better retention of staff.

Recommendation:

Staff recommends approval of the Food Bank Custodian job description and compensation at Grade 1.

Attachment:

Food Bank Custodian Job Description



Food Bank Custodian

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 1

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under the direction of the Food Bank Operations Supervisor, the Food Bank Custodian will maintain a clean and safe facility/environment for staff, volunteers, and community members.

SUPERVISION RECEIVED:

Operations 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:

- Under direction of the Operations Supervisor, performs necessary work to maintain a clean warehouse facility and office space; responsible for the general clean-up of all areas, as directed.
- Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors, as needed for the safety of all staff and volunteers.
- Receives, stores, and monitors inventory of cleaning supplies.
- Ensure standards of sanitation are met and maintained by adhering to health and safety and sanitation policies and procedures.
- Ensures general maintenance and cleaning of office space, reception area, kitchen, restrooms, the overall interior, and exterior of building using a cleaning schedule which defines the tasks on a daily, weekly, and monthly basis.
- Ensure that the physical environment is clean, safe, inviting, and respectful of the staff and volunteers' cultures and ethnic diversity.
- Operates manual and motorized floor scrubbers to clean the floors of the warehouse.
- Operates general cleaning supplies/equipment such as a vacuum to clean carpet areas.
- Assist with maintaining pick-up trucks, refrigerated trucks, and other equipment that require cleaning and sanitization.
- Assist with disposing of garbage, expired food, or other items that may need to be taken to the dumpster.

B. Other Job Specific Duties:

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

- Tools and supplies/chemicals used in the general cleaning of office space and warehouse facilities.
- Familiarity with food safety and sanitation.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally, and in writing.
- Work with conceptual matters.
- Effectively present Food Bank program information to the public.
- Establish professional working relationships with staff, partners, and volunteers.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Custodial/janitorial experience helpful.
- Experience working with volunteers helpful.

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, physical, TB, and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Must be able to obtain a food handlers card and/or ServSafe certification.

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 indoor/outdoor.
- 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 Food Bank 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					



MEMORANDUM

To: Personnel & Affirmative Action Committee

From: 
Traco Matthews, Chief Program Officer

Date: August 4, 2021

Subject: *Agenda Item 4b: 2-1-1 Help Me Grow – Approval of Care Coordinator Position and Revised Budget – Action Item*

Since May of 2017, our CAPK 211 Program has worked with the Kern County Children and Families Commission, known as First 5, on delivering the Help Me Grow Kern County program. This program is geared towards providing a comprehensive, collaborative, and integrated system for the purposes of promoting, supporting, and improving the early development of children from the prenatal stage to five years of age. The contract was renewed for five years in June of 2019, with a collaborative goal to expand the scope of work and impact for the Help Me Grow program. This expansion included the creation of a Development Specialist in 2019 to provide assessments for children under 5 years of age that screen high or moderate risk for developmental delays or disabilities and provision of needed service referrals. In May of 2020, the collaborative expressed the need for program coordination/delivery to fall under a single umbrella for maximize effectiveness. To that end, First 5 requested that the Care Coordinator position move from their oversight to full administration by the CAPK 2-1-1 program.

The new position would align with the current contract term from July 1, 2019, to June 30, 2025. The First 5 Commission will continue to receive funding for this program through the Kern County Behavioral Health and Recovery Services division and subcontract services through CAPK 2-1-1. The total annual budget will increase from \$232,138 in Year 1 to an estimated \$362,778 in Year 5 with the added position. To build the job description, we contacted and received the existing job description from First 5 and made minor revisions to align the position with CAPK's strategic goals. The job description was pointed by our Human Resources Department at Grade 8 and the salary range was determined based on similar job descriptions within the Agency and like programs around the State. This position is contingent upon the approval and execution of the Help Me Grow contract with the First 5 Commissioners.

Recommendation:

Staff recommends the Personnel Committee to approve the new Care Coordinator position, revised budget, amended scope of work, and authorize the CEO to execute all related documents throughout the duration of the contract term.

Attachments:

HMGKC Care Coordinator job description
Help Me Grow – Budget (final)
Help Me Grow – Scope of Work (draft)



Help Me Grow Kern County – Care 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 8

FLSA Status: Non-Exempt

Date Approved: 08/05/2021

SUMMARY:

Responsible for supervising and monitoring the overall effectiveness of the Help Me Grow Kern County (HMGKC) process; providing feedback to key professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system; and delivering reports on the HMGKC system to responsible parties in the community. The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.

SUPERVISION RECEIVED:

Receives supervision from the 2-1-1 Administrator with dotted line performance reporting to the HMGKC Coordinating Body.

SUPERVISION EXERCISED:

Development Specialists

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:

- Coordinate the efforts of the HMGKC community to ensure that work is done properly in conjunction with the vigorous involvement of the HMGKC Coordinating Body
- Monitor the overall effectiveness of the HMGKC program
- Provide feedback to professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system
- Deliver reports on the HMGKC system to responsible parties in the community
- Reporting platform and HMGKC Customer Management Relationship (CRM) system oversight
- Work with the HMGKC Coordinating Body to set long-term and annual goals
- Secure the resources needed to achieve long-term and annual goals and to resolve problems which may arise
- Work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.
- Work with the HMGKC Coordinating Body to set long term and annual goals to include outreach and training support to community partners.
- Design and implement an enduring outcome evaluation process which will provide feedback on the impact of the HMGKC program on the well-being of the children and families which are served.
- Develop and implement an enduring process evaluation which will provide feedback on the effectiveness (quality) and the efficiency (timeliness and cost) of developmental and behavioral screening, assessment, referral, and treatment.

- Assist in converting the evaluation data into quarterly feedback for those in the HMGKC process and work with them to develop improvement plans.
- Monitor improvement plans
- Work with the designated local call center (CAPK 2-1-1) and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others as deemed relevant) to develop and implement a training program and schedule of events.
- Incorporate multi-media avenues for training as determined by the HMGKC Coordinating Body and the HMGKC partners based on plans and results of the implementation of HMGKC.
- Work with volunteer parents, local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers and others as deemed relevant) to develop and implement an annual plan for the expansion of screening
- Monitor the implementation of the plan in a manner which reflects the capacity for assessment and treatment
- Provide support for those who are screening – availability of the ASQ and training, as needed
- Periodically conduct an audit of the existing treatment resources
- Convert the information from the audit into a practical listing of resources which can assist local professionals when they need to facilitate a referral
- Continually update the list of resources
- Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals, develop a plan to increase the availability of needed treatment
- Provide referral and case review updates during HMG Committee Meetings
- Supervise the HMGKC Development Specialists
- Delegate work appropriately to HMGKC Development Specialists to ensure progress on HMGKC long-term and annual goals
- Thoroughly understand and occasionally perform duties of Development Specialist when temporary coverage is necessary
- Maintain a strong network by fostering good relationships with community stakeholders, key staff/board members at funding institutions, government entities, and local non-profits
- Occasionally represent CAPK at key HMGKC events, delivering speeches or presentations when required
- Work with key CAPK staff to establish timelines and meet objectives identified in the CAPK Strategic Plan related to the HMGKC program
- Partner with CAPK communications team to ensure quality and consistency of promotional materials, press releases, quarterly newsletters, annual reports, as well as website and social media content

B. Other Job Specific Duties:

- Review and coordinate budget preparation, monitor expenditures and revenues for program and contracts, and coordinate required periodic program and fiscal reporting.
- Perform special assignments/projects and other duties as assigned by Supervisor.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.

- Work alternative hours if occasionally required, including nights and weekends.
- Perform 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:

- Project management and working with multiple community stakeholders
- Research methods, program design, and evaluation tools
- Effective communication strategies
- Supervision, evaluation, and training of staff
- Budgets and fiscal reporting
- Excellent written and verbal communication skills, including public speaking
- Computer software programs such as Microsoft Word, Excel and Power Point, Access
- and other database management systems
- Developmental disabilities and established risk conditions that may result in developmental disabilities and high-risk conditions for a developmental disability and related service providers
- Resources to teach inquiring clients self-advocacy skills in understanding essential networks and navigating systems

Ability to:

- Prioritize, stay organized, and manage deadlines in fast-paced environment
- Lead a team of staff with diverse skills and backgrounds
- Work independently
- Exercise sound, independent judgment within general policy guidelines
- Provide guidance, interpret, and explain policies and procedures
- Understand and apply written regulations and instructions
- Work with accuracy and attention to detail
- Develop and maintain strong working relationships with the HMGKC community
- Establish strong working relationships with other CAPK staff
- Communicate respectfully and effectively with CAPK clients, external stakeholders, media, and the public

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 Child Development or related field
- Must have completed a minimum of twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three (3) semester units in each of the following core areas:
 - Child/human growth and development
 - Child, family, and community, or child and family relations
 - Early Childhood Education programs/curriculum

- One (1) year of experience working in the Child Development field
- Three (3) years of progressive and related experience in a coordinator or supervisory position, overseeing projects, research, and/or program delivery.
- Experience in a non-profit or government agency is desirable, including familiarity with grant-funded programs, project management, and stakeholder reporting/communication.

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, substance abuse screening and TB 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.
- Completion of developmental screening training within 60 days of employment
- Must have access to reliable transportation to arrive to work and attend required job duties in which you will be reimbursed mileage for work related travel
- Bilingual language fluency (English/Spanish) required

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 Help Me Grow Kern County – Care Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X

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

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

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Page 3 of 5

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Page 4 of 5

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Page 5 of 5

Help Me Grow Kern County (HMGKC) Care Coordinator Position Description

Primary Responsibilities

- **Monitoring.** The HMGKC Care Coordinator is responsible for monitoring the overall effectiveness of the HMGKC process; providing feedback to professionals/organizations, parents, and medical providers working with the children to improve effectiveness of the HMGKC system; and providing reports on the HMGKC system to responsible parties in the community.
- **Reporting.** The HMGKC Care Coordinator reports to the HMGKC Coordinating Body. The HMGKC Coordinating Body works with the HMGKC Coordinator to set long term and annual goals, to secure the resources needed to achieve them and to resolve problems which may occur.
- **Sustain and Enhance HMGKC.** The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement as needed.

The HMGKC Care Coordinator bears these areas of responsibility but does not pursue them alone. The HMGKC Care Coordinator coordinates the work of others and sees to it that this work is done properly. The energetic involvement of the HMGKC Coordinating Body is essential.

Additional Responsibilities

Monitoring and Reporting on Overall Effectiveness and Evaluation

1. Work with the HMGKC Coordinating Body to set long term and annual goals to include outreach and training support to community partners.
2. Design and implement an *outcome* evaluation process which will provide feedback on the impact of the HMGKC process on the well-being of the children and families which are served.
3. Design and implement a *process* evaluation which will provide feedback on the effectiveness (quality) and the efficiency (timeliness and cost) of developmental and behavioral screening, assessment, referral, and treatment.
4. Assist in converting the evaluation data into quarterly feedback for those in the HMGKC process and work with them to develop improvement plans.
5. Monitor improvement plans.

Provide System Focused Training to Partner Providers and Organizations

1. Work with the designated local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others) to develop and implement a training program and schedule of events.
2. Incorporate multi-media avenues for training as determined by the HMGKC Coordinating Body and the HMGKC partners based on plans and results of the implementation of HMGKC.

Help Me Grow Kern County (HMGKC) Care Coordinator Position Description

System Improvement: Expansion of Screening

3. Work with volunteer parents, local call center and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers and others) to develop and implement an annual plan for the expansion of screening.
4. Monitor the implementation of the plan in a manner which reflects the capacity for assessment and treatment.
5. Provide support for those who are screening – availability of the ASQ and training, as needed.

System Improvement: Development of Treatment

1. Periodically conduct an audit of the existing treatment resources.
2. Convert the information from the audit into a practical listing of resources which can assist local professionals when they need to facilitate a referral.
3. Continually update the list of resources.
4. Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals, develop a plan to increase the availability of needed treatment.
5. Provide referral and case review updates during HMG Committee Meetings.



MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Lisa McGranahan, Director of Human Resources

Date: August 4, 2021

Subject: *Agenda Item 4c*: Elimination of Sick Leave Cash Out Policy for CY 2022 –
Action Item

The Board of Directors adopted an agency-wide Cost-of-Living Adjustment (COLA) in June 2021 at a rate of 2.0%, which was higher than the 1.22% approved by the Office of Head Start. At that time, it was communicated that the agency also intended to eliminate the Sick Leave Cash Out Policy for the upcoming calendar year 2022.

The Sick Leave Cash Out Policy has historically benefited exempt management staff. Non-exempt hourly staff have had limited participation in the program. Also, upon further review, it is feared that the policy could incentivize staff to come to work when ill, which is particularly troublesome during the pandemic. Due to these issues, CAPK leadership is proposing the elimination of this program. The following represents the historic participation in the sick leave cash out program:

Year	Non-Exempt	Exempt	Total
2019	58	28	89
2020	114	39	153

Eligible employees who meet the guidelines may cash out any sick leave balances as of December 31, 2021 by February 28, 2022. The elimination of the Sick Leave Cash Out Policy will result in minor budget savings to program and operational budgets. To ensure employees have financial options when faced with a situation, staff will have the option to participate in the new catastrophic leave policy. Additionally, this modification supports CAPK's intention to offer benefits to staff that are equitable and accessible to multiple levels of staff.

Recommendation:

Staff recommends the elimination of the Sick Leave Cash Out Policy effective December 31, 2021.

Attachment:

Administrative Bulletin 2016-02 – CAPK Sick Leave Pay Cash Out Policy

Administrative Bulletin 2016-02

Community Action Partnership of Kern Sick Leave Cash Out Policy

I. Purpose

To reward employees who come to work regularly and do not utilize sick leave benefits.

II. Policy

Full-time full-year employees, who work minimum 30 hours per workweek, are eligible to accrue paid sick leave benefits for hours worked. Sick leave benefits accrue at a maximum rate of 3.69 hours per pay period for exempt and non-exempt employees. An employee may accrue a maximum of 480 hours of sick leave benefit.

At the end of each calendar year, full-time full-year employees eligible for sick leave benefits that are active as of January 1 of that year may choose from one of the following:

- (a) Maintain all remaining sick leave at the end of each calendar year (up to the 480-hour maximum); or
- (b) If you utilize 32 hours or less of sick leave in a calendar year, you may choose to receive a cash out for unused, but accrued sick leave based on the following tiers:

Sick Hours Used in a Year	Maximum Hours Eligible for Cash Out
Up to 32	8
Up to 28	16
Up to 24	24
Up to 20	32
Up to 16	40

Any amount of days paid out will decrease your accrued sick balance accordingly and you must have at least 40 hours of sick leave balance after the cash out request. You must be employed a minimum of one full calendar year to receive this benefit and you must be employed on the date the sick leave payout is paid to receive the cash out benefit.

All part-year, temporary, part-time, and substitute employees are ineligible for sick leave cash out.

WIC employees are ineligible for sick leave cash out due to grant restrictions.

III. Procedure

Once each year, HR/Payroll department will review eligible employees' sick leave benefits accruals from the previous calendar year. Employees who are eligible for a cash out will be contacted by HR/Payroll. Eligible employees will be given the choice to maintain their accrued sick hours or to cash out a certain number of hours based on their sick leave benefit usage of the previous year. The payout will be paid on the second payday of February and the recipient must be an active employee at that time to receive the payout.

This policy will repeal and replace all previous sick leave cash out policies adopted by the agency.

Approved by the Board of Directors Executive Committee on December 14, 2016.

Effective date January 1, 2017.

Approved by:



Jeremy T. Tobias

Executive Director



MEMORANDUM

To: Personnel & Affirmative Action Committee

From: Freddy Hernandez, Director of Youth and Community Services

Date: August 4, 2021

Subject: *Agenda Item 4d*: Assistant Manager (HEAP) Job Description – **Action Item**

We recently confirmed that the Energy Program will be receiving a new grant titled 2021 LIHEAP ARPA, in which most of the funds will need to be expended by Utility Assistance. The amount of this contract is \$9.6 million and needs to be expended within the next 20 months. On top of this, we also have a new contract pending final approval that will also send additional funds to Utility Assistance (exact amount is unknown, however will probably be somewhere around \$2 million). We currently have 2021 LIHEAP funds which are being utilized and upcoming 2022 LIHEAP (October 1, 2021) funds which will also need to be expended.

To meet to the demand of these contracts, we will be hiring additional staff which will require additional supervision. The purpose of hiring an Assistant Manager is to assist with meeting our day-to-day operations and ultimately meeting our contract requirements. The influx of funds available requires a swift adjustment in our staffing needs and as we are constantly being audited, this position will also make sure files are being completed in an efficient manner.

The Energy Program staff worked with Human Resources to create a new description to reflect the duties and responsibilities of the Assistant Manager (HEAP). The job description is included with this memo and is being presented to the Committee for approval.

The Assistant Manager (HEAP) position was pointed at Grade 9 by Human Resources.

Grade 9	Min	Mid	Max
Assistant Manager (HEAP)	21.98	27.50	33.00

In fiscal year 2021, funding for this position will be supported with 2021 LIHEAP ARPA, 2021 LIWAP, 2021 LIHEAP, 2022 LIHEAP funds. The budget impact will be approximately \$25,500. Next year, the budget impact will be approximately \$54,500 and is projected to be supported with the aforementioned grants.

The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

Recommendation:

Staff recommends approval of the Assistant Manager (HEAP) job description and compensation at Grade 9.

Attachment:

Assistant Manager (HEAP) Job Description



Assistant Manager (HEAP)

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:

SUMMARY:

Assist the UA & Outreach Manager with the management of the programmatic, operational, and fiscal operations of the HEAP Program; to act for the Program Manager on administrative matters; and to do related work as required.

SUPERVISION RECEIVED:

Receives direct supervision from the UA & Outreach Manager.

SUPERVISION EXERCISED:

Eligibility Technicians/HEAP

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:

- Assist the UA & Outreach Manager with the implementation of the various Energy contracts including the reimbursement and reporting requirements of the contracts.
- Provide guidance to the UA & Outreach Manager on the various Energy contract regulations and requirements.
- Assist and provide guidance to the UA & Outreach Manager on all programmatic and fiscal issues affecting grants/programs and assist in resolving these issues.
- Assist the UA & Outreach Manager with evaluating and monitoring program procedures to ensure program effectiveness; and recommends revisions of existing procedures to reflect the addition of new functions, changes in emphasis in current functions or weaknesses in existing procedures.
- Assist the Program Manager with personnel and client issues, including recruitment and client complaints. Under direction of UA & Outreach Manager ensure that all personnel issues and client complaints are investigated and completed and provide a written report to the UA & Outreach Manager.
- Review, evaluate and oversee the workflow and implementation of the Outreach and Intake activities of the Utility Assistance Program.
- Provide training and technical assistance to the Eligibility Technicians.
- Assist and provide guidance to the Program Manager on monitoring visits and audits.
- Monitor and review CSD Deficiency/Rejection reports and make sure they are corrected within a reasonable amount of time.

- Promote the availability of HEAP by participating in and publicizing the programs availability through presentations, mailers, and outreach events.
- Make sure program benchmarks and annual production goals are met for all contracts.
- Make sure all forms are current according to CSD's most recent revisions.
- Act for the UA & Outreach Manager in his/her absence.
- Perform other duties as assigned.

B. Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- 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
- Division policies and procedures
- Modern office practices, methods, procedures, and equipment including computers Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Gather and analyze data and prepare clear and concise reports.
- Multi-task in a hectic environment with prompt attention to client's needs.
- Meet and interview individuals and groups and to provide accurate reports Plan, organize, allocate, and control substantial resources.
- Demonstrate exceptional oral and written communication skills Good interpersonal skills.
- Analyze administrative issues and to recommend solutions to those issues.
- Work independently
- Meet established deadlines.
- Use good organizational methods and procedures.
- Maintain good interpersonal skills.
- Establish and maintain working relationships, both 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.

- Associates of Arts degree in social work, public administration or related field from any accredited college or university.
- Two (2) years of progressive administrative/management experience.
- One (1) year of experience working in a social service program.

- One (1) year of supervisory experience.
- Experience managing budgets highly desirable.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Completion of a physical, substance abuse screening and TB screening upon offer of employment.
- Must be fingerprinted and have clearance with the Department of Justice (DOJ).

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

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



DATE	August 11, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 788 611 20#

Program Review & Evaluation Committee Minutes

Per Governor's Executive Order N-29-20, 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 12:00 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: Nila Hogan (Chair), Joe Garcia, Michelle Jara-Rangel, and Marian Panos

Absent: Maritza Jimenez

Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Development; Traco Matthews, Chief Program Officer; Pritika Ram, Director of Administration; Tracy Webster, Chief Financial Officer; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. Program Presentation

- a. There was no program presentation.

5. Regular Business

- a. June & July 2021 Program Reports – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above program reports for approval and provided notable highlights.

Michelle Jara-Rangel asked if the M Street Navigation Center determines the origin of the client upon entry to the center. Laurie Hughey said they do track where the individuals are coming from. Most are local and some recent clients were referred from Fresno & Sacramento. Special circumstances initiated the referrals and arrangements were made for them to relocate to Bakersfield.

Michelle Jara-Rangel inquired about the vacant Friendship Advisory Board seat and asked about the process to fill the seat. Lois Hannible was not present to answer the question, but an email response will be sent to the committee.

Marian Panos referenced the contract for the Mental Health Consultant for San Joaquin and asked for an update on the status. Jerry Mead said that the Business Services staff is working on the contract, however, it is not signed yet. Jerry will follow-up to let the committee know when it is signed. In the meantime, San Joaquin County is being served by the Kern County consultant who is meeting with San Joaquin clients remotely.

Pritika Ram also stated that the Strategic Plan is being finalized and will kick it off in September. The full Board will receive the plan at the end of the month.

Motion was made and seconded to approve the June & July 2021 Program Reports. Carried by unanimous vote (Panos/Jara-Rangel).

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

Pritika Ram presented the above Application Status Report and Funding Request for June & July 2021 for approval.

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

c. June & July 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 report for approval.

Marian Panos said she attended the virtual CAPLAW conference recently and it was stressed that programs must reach full enrollment by January 1st. Marian asked how staff plans to reach full enrollment. Ginger Mendez said that staff is utilizing social media, and other outreach methods. Marian also asked about the waiting list, and stated that it should be full and ready to go. Yolanda Gonzales replied and said staff is working with different strategies and also working with the Office of Head Start (OHS) staff who will provide webinars that include strategies to improve enrollment. Yolanda also emphasized that enrollment is down across the state due to COVID-19 and staffing issues. Marian expressed her concern about the low enrollment and lack of a solid wait list and Michelle Jara-Rangel shared those concerns and further stated that the committee has been addressing the wait list issue for several months. Yolanda Gonzales said eligibility has become an issue with the increase in minimum wage as it puts some parents above the income level and she also stated that different strategies are being implemented by site, some are distributing flyers in the area and staff is also hoping to return to in-person recruitment events.

Yolanda Gonzales said the projected enrollment numbers look good with some classrooms expected to be fully enrolled, although there are some pockets where more work is needed. August 16th starts the new school year for in-person education and Yolanda cautioned that some parents have concerns about sending their children to the centers due to the increase of child COVID cases.

Michelle Jara-Rangel asked if the new health & safety measures are being shared with parents. Yolanda Gonzales confirmed that the information is being shared. Michelle also stated that enrollment numbers were low prior to COVID and stressed again the need to maintain a full waitlist for each classroom.

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

d. Proposal Submission: Request for Proposals (RFP) for United Way Fresno and Madera Counties 211 Call Center - Pritika Ram, Director of Administration – **Info Item**

Pritika Ram provided an update on a recent submission of an RFP for the Fresno & Madera Counties for their 211 Call Center. The call volume is similar to what 211 Kern does for Tulare County. If awarded, the call volume and types of calls will change, and it is anticipated that 211 Kern staffing will be increased to accommodate the additional call volume. It is expected that the award results will be received by mid-September.

- e. Request for Proposal (RFP): Consolidated Transportation Services Agency (CTSA) – Pritika Ram, Director of Administration - ***Info Item***

Pritika said that staff has reviewed an open call for proposals under an RFP for the Consolidated Transportation Services Agency (CTSA) to provide public transportation for metro Bakersfield and the surrounding areas to persons 62 years and older, and individuals with disabilities or mobility issues. CTSA is seeking an operator to take over the business. The current operating budget is over \$1 million with 15 employees and a fleet of vehicles.

Jeremy Tobias added that this would be a new service line for CAPK, and staff is still not sure about pursuing this option and is currently assessing this internally and communicating with outside agencies. Jeremy emphasized that CAPK wants to be sure the population continues to be served by this program, but more investigation is needed before it is decided whether or not CAPK should submit a proposal in response to the RFP. Jeremy said that our assessment will be completed within the next two weeks. If it is deemed favorable to pursue the submittal of a proposal under the RFP, staff will bring it forward to committees and to the Board.

Nila Hogan asked why the current operator (North of the River Parks & Recreation) wants to eliminate this service. Jeremy responded that they are currently serving all metro Bakersfield, which goes far outside their Parks and Recreation District boundaries, they feel it is beyond their capacity and service ability to continue the service.

6. Old Business

- a. Pritika Ram provided a summary of the follow-up items from the June 16, 2021 meeting.

Michelle expressed her gratitude for the follow-up and Marian Panos echoed the sentiment that she appreciates this follow-up section.

7. Committee Member Comments

- No comments.

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, September 15, 2021
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting was adjourned at 1:15 pm.



Program Monthly Reports

June and July 2021

August 2021 PRE Committee Meeting



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

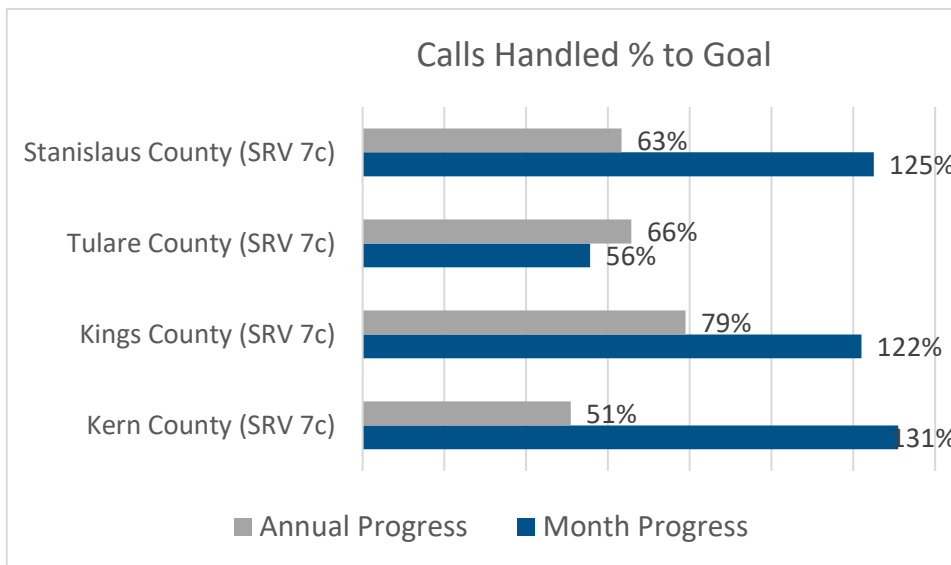
M Street Homeless Navigator Center

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

Month	June	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CPO CDO Vacant		Program Manager	Martha Gonzalez, Interim		
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 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org .						
Most Requested Services	Homelessness Assistance		Utility Payment		Tax Preparation (VITA)	
Top 3 Unmet Needs	Homeless Shelter		Rental Payment		Low Income Housing	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,860	36,639	72,000	131%	51%
Kings County (SRV 7c)		244	1,895	2,400	122%	79%
Tulare County (SRV 7c)		835	11,833	18,000	56%	66%
Stanislaus County (SRV 7c)		1,500	9,116	14,400	125%	63%
Total		10,439	59,483	106,800	108%	56%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				18	1.7	(13.08)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		44	178	300	176%	59%
Medi-Cal Application (SRV 7b & SRV 7c)		19	66	100	228%	66%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		15	109	300	60%	36%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		18,376	116,543	200,000	110%	58%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,413	19,721	42,000	98%	47%
Mental Health (SRV 7c)		329	1,786	2,400	165%	74%
Health and Human Service Referrals		9,058	54,779	100,000	109%	55%
Explanation (Over/Under Goal Progress)						
Tulare County calls have began to increase and it is anticipated that calls will continue to increase due to the heightened need of COVID-19 resources.						

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

Month	June	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Identified a qualified candidate to fill the Development Specialists position. Awaiting new hire clearance. Actively recruiting for a qualified candidate to fill the Administrator position.	
2. Retain Staff		Call volumes have slightly increased, but remain at a reasonable capacity. In addition, delegation of duties are assigned appropriately in an effort to expand employee capabilities and enhance productivity.	
3. Contingency Staffing Plan		Leadership met with Kathline to discuss strategic goal. 211 will develop a formal Contingency Staffing Plan.	



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

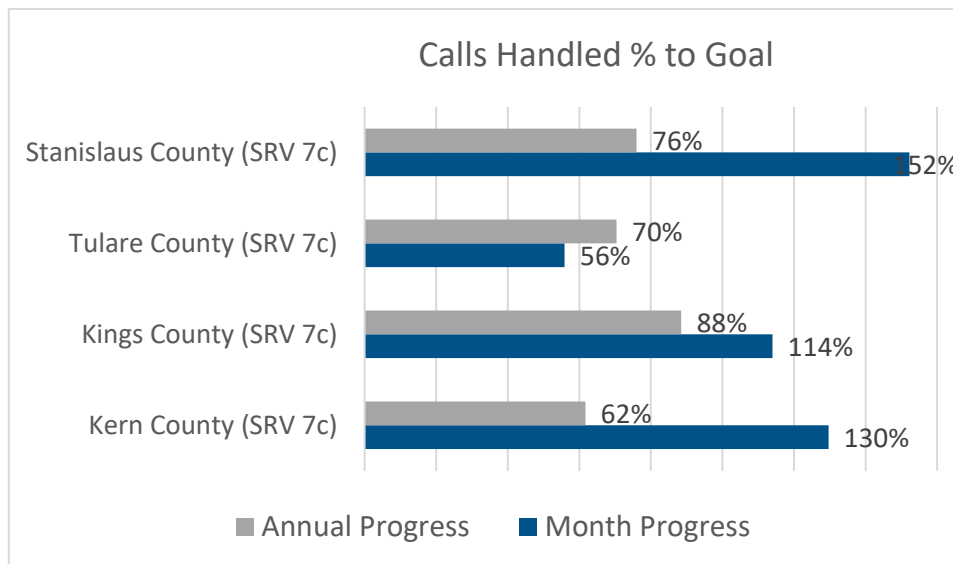
Month	July	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CPO CDO Vacant		Program Manager	Martha Gonzalez, Interim		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org.						
Most Requested Services	Homelessness Assistance		Utility Payment		Food Pantries	
Top 3 Unmet Needs	Homeless Shelter		Low Income Housing		Rent Payment	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,778	44,417	72,000	130%	62%
Kings County (SRV 7c)		228	2,123	2,400	114%	88%
Tulare County (SRV 7c)		838	12,671	18,000	56%	70%
Stanislaus County (SRV 7c)		1,827	10,943	14,400	152%	76%
Total		10,671	70,154	106,800	113%	66%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
Staff dedicated of Kern calls handled. Expectation is 42 calls per staff for an 8 hour shift.				18	1.7	(12.17)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		24	202	300	96%	67%
Medi-Cal Application (SRV 7b & SRV 7c)		2	68	100	24%	68%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		8	117	300	32%	39%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		18,759	135,302	200,000	113%	68%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		3,247	22,968	42,000	93%	55%
Mental Health (SRV 7c)		238	2,024	2,400	119%	84%
Health and Human Service Referrals		8,584	63,363	100,000	103%	63%

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

Explanation (Over/Under Goal Progress)

Medi-Cal applications decreased due to a fraction of callers interested in obtaining Medi-Cal benefits. Callers may already be enrolled, do not qualify or are not interested. Ages & Stages new children screened goal substantially decreased due to training of new Development Specialist. Senior I&R Specialist is currently overseeing project responsibilities and Development Specialist trainings.

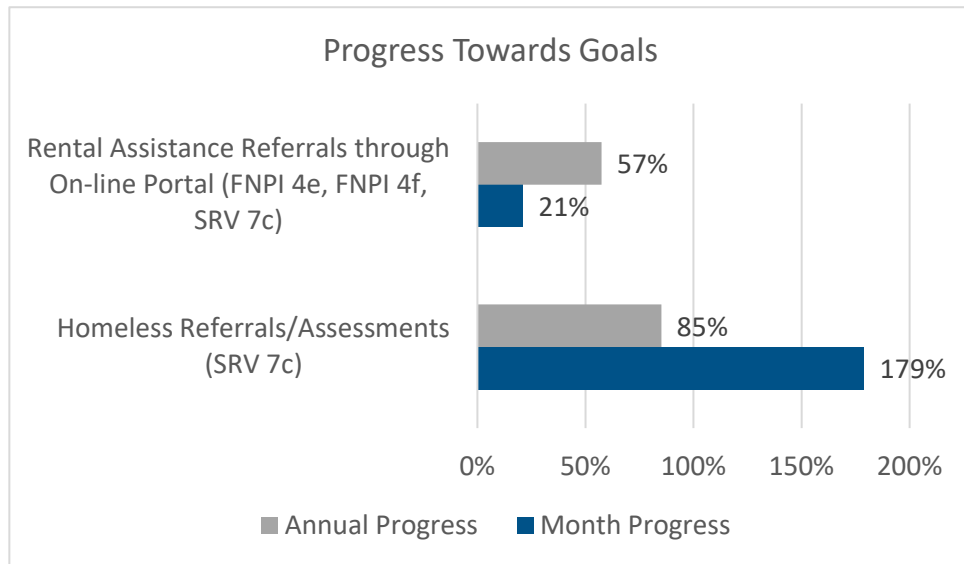
Month	July	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Hired and onboarded new Development Specialists. Identified candidate for Administrator position vacancy.	
2. Retain Staff		211 continues to retain talent by continuing successful employment of all Call Specialists positions.	
3. Contingency Staffing Plan		211 will begin creating a formal Contingency Staffing Plan, in an effort to be prepared for unexpected call handling circumstances which may have a critical impact on the call center.	



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

Month	June	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Traco Mathews, CPO Interim		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. Coordinated Entry 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)		895	5,107	6,000	179%	85%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		35	1,149	2,000	21%	57%
Total Calls		930	6,256	8,000	140%	78%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		857	2,678	100%	92%	43%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds		10	10	300	40%	3%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		0	0	15	-	-
Pending Rental Assistance		0	0	15	-	-
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0. No Pending last 3 months. Since CES is doing really well now in reaching this goal, YTD was reset to start over in June. Added new performance goal for Rental Assistance						
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.		92 % for this month				
2. Integrate Customer Relation Software (CRM).		Completed				
3. Build provider network support.						

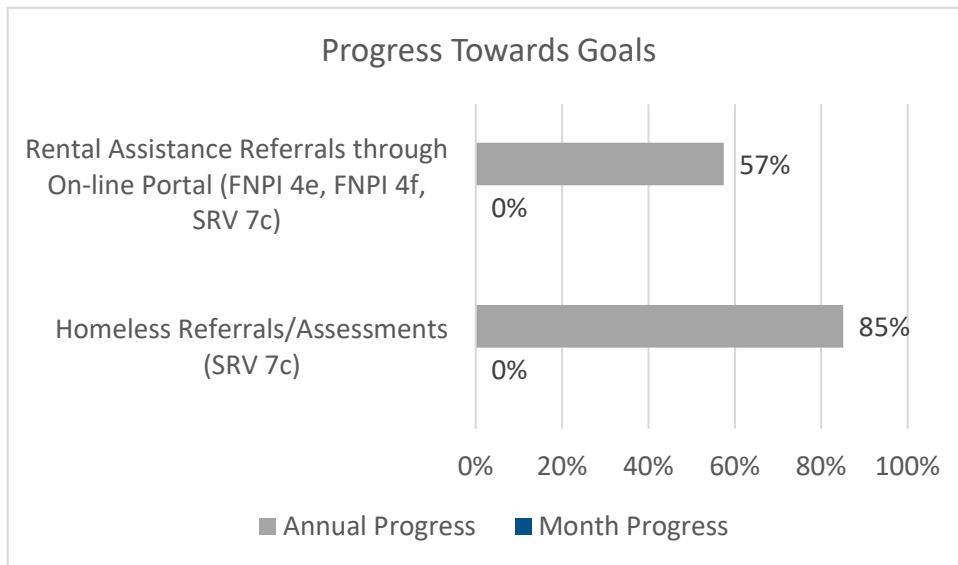
**Community Action Partnership of Kern
Monthly Report 2021**



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

Month	July	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Traco Mathews, CPO Interim		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. Coordinated Entry 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)			5,107	6,000	0%	85%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)			1,149	2,000	0%	57%
Total Calls		0	6,256	8,000	0%	78%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours			2,678	100%	#DIV/0!	43%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds			0	300	0%	0%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless			0	15	-	-
Pending Rental Assistance			0	15	-	-
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0. No Pending last 3 months. Since CES is doing really well now in reaching this goal, YTD was reset to start over in June. Added new performance goal for Rental Assistance						
Program Strategic Goals		Progress Towards Goal				
1. Improve 24 hour call back response.						
2. Integrate Customer Relation Software (CRM).						
3. Build provider network support.						

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



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

Month	June	Program/Work Unit		M Street Navigation Center	
Division/Director	Traco Matthews, CPO CDO Vacant		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.					
Shelter	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) Month only (COVID-19 Related, will review ongoing)	127	513	150	85%	
Overnight Residents (Assigned Beds) (FNPI	98	429	600	196%	72%
Pets (Number)	7	25	40	210%	63%
Residents Under 90 days length of stay.	76	307	300	304%	102%
Exits to Permanent Housing (FNPI 4b)	2	31	120	20%	26%
Exits-Self	13	140	150	104%	93%
Exits-Involuntary	60	220	330	218%	67%
Case Management Services	49	189	500	118%	38%
Critical Incidents	32	182	360	107%	51%
Shelter Residents Meals SRV 5ii	2,995	15,081	190,000	19%	8%
Number of New Volunteers	28	28	120	280%	23%
Volunteers Hours	150	746	1,200	150%	62%
Explanation (Over/Under Goal Progress)					
Increased Overnight Residents YTD Goal to reflect more open beds due to lifting of some COVID restrictions. Adjusted pets, meals, and exits to correspond with higher goal. Removed "Exits to Family reunification". Shelter Residents Meals target adjusted due to over counting and then undercounting. June meals in the "Month" box is actually YTD through June. Number of volunteers is total for the month. They have the same volunteers throughout the year. Increased volunteer hours goal, based on more residents and to better reflect engagement. Lack of available housing units is reason for low housing placements this month.					
Program Strategic Goals		Progress Towards Goal			
1. Offer walk-in client services.		N/A			
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		Project Hire up graduation, Cityserve, Kingdom prayer meals, Canyon Hills Church, Revive church, Target gift card donation, coffee, snacks, cups, underwear, bras men/women, Face masks from Flood Ministries.			
3. Develop and implement a job program		5 new enrollment into the city serve culinary program, 1 resident employed through BHC, 1 placement at Dryers.			

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

Month	June	Program/Work Unit	M Street Navigation Center			
Age	Month		Zip code	Number	Zip code	Number
18 - 24	6		93301	16		
25 - 34	19		93304	4		
35 - 44	24		93305	15		
45 - 54	35		93306	2		
55 - 61	24		93307	5		
62+	19		93308	10		
Total:	127		93309	5		
			93311	2		
			93312	1		
			93313	2		
			93215	1		
			92603	1		
			95354	1		
			35816	1		
			93268	1		
			93283	1		
			96817	1		
			55420	1		
			78521	1		
			unspecifie d	56		
			Total	127		

Race Demographic	Month
American Indian or Alaska Native	7
Asian	2
Black or African American	20
Native Hawaiian or Other Pacific Islander	0
White	92
Multiple races	3
Client Don't know / Refused	3
No Answer	
Total:	127

Gender	Month
Female	49
Male	77
Trans Female (MTF or Male to Female)	
Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	127

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

Month	July	Program/Work Unit		M Street Navigation Center		
Division/Director	Traco Matthews, CDO Interim		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.						
Shelter		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) Month only (COVID-19 Related, will review ongoing)		182	695	150	121%	
Overnight Residents (Assigned Beds) (FNPI		106	535	600	212%	89%
Pets (Number)		7	32	40	210%	80%
Residents Under 90 days length of stay.		81	388	300	324%	129%
Exits to Permanent Housing (FNPI 4b)		7	38	120	70%	32%
Exits-Self		6	146	150	48%	97%
Exits-Involuntary		63	283	330	229%	86%
Case Management Services		117	306	500	281%	61%
Critical Incidents		29	211	360	97%	59%
Shelter Residents Meals SRV 5ii		4,113	19,194	190,000	26%	10%
Number of Volunteers		26	54	120	260%	45%
Volunteers Hours		120	866	7,200	20%	12%
Explanation (Over/Under Goal Progress)						
<p>Increased Overnight Residents YTD Goal to reflect more open beds due to lifting of some COVID restrictions. Adjusted pets, meals, and exits to correspond with higher goal. Removed "Exits to Family reunification".</p> <p>Shelter Residents Meals target adjusted due to over counting and then undercounting. June meals in the "Month" box is actually YTD through June. Number of volunteers is total for the month. They have the same volunteers throughout the year. Increased volunteer hours goal, based on more residents and to better reflect engagement. Lack of available housing units is reason for low housing placements this month.</p>						
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		Due to Covid 19, M street Navigation Center is not offering walk-in services at this time.				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		Project Hire up graduation, Cityserve, Kingdom prayer meals, Canyon Hills Church, Revive church, Target gift card donation, coffee, snacks, cups, underwear, bras men/women, Face masks from Flood Ministries.				

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

3. Develop and implement a job program		5 new enrollment into the city serve culinary program, 1 resident employed through BHC, 1 placement at Dryers.			
Age	Month	Zipcode	Number	Zip code	Number
18 - 24	19	93301	20		
25 - 34	38	93304	9		
35 - 44	31	93305	11		
45 - 54	40	93306	2		
55 - 61	31	93307	5		
62+	23	93308	6		
Total:	182	93309	5		
		93311	1		
		93313	2		
		93314	1		
		93534	1		
		92562	1		
		93555	2		
		93268	1		
		93283	1		
		89134	1		
		78521	1		
		93422	1		
		unspecifie d	46		
		Total	117		
Race Demographic	Month				
American Indian or Alaska Native					
Asian					
Black or African American					
Native Hawaiian or Other Pacific Islander					
White					
Multiple races					
Client Don't know / Refused					
No Answer					
Total:	0				
Gender	Month				
Female	74				
Male	105				
Trans Female (MTF or Male to Female)	1				
Trans Male (FTM or Female to Male)	2				
Gender Non-Conforming (i.e. not exclusively male or female)					
Client doesn't know					
Client refused					
No Answer					
Total:	182				



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

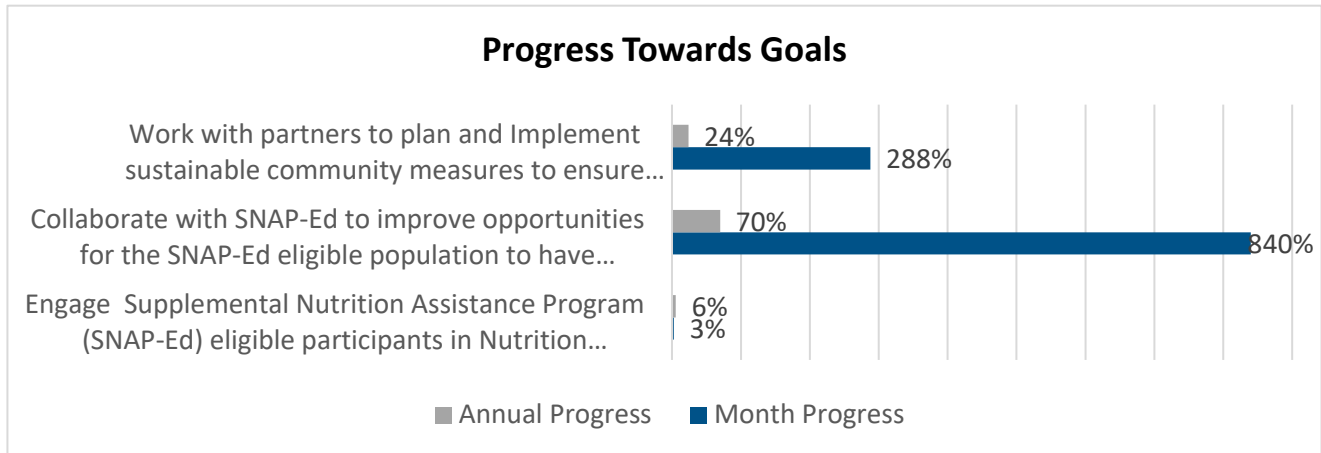
Migrant Childcare Alternative Payment

Women, Infant, and Children

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

Month	June	Program/Work Unit	CalFresh Healthy Living		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Alejandra Morales, Interim		
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 Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	100	2,527	45,000	3%	6%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	7	7	10	840%	70%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	6	6	25	288%	24%
Explanation (Over/Under Goal Progress)					
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education Added YTD Indirect contacts to the "Month" to capture all work completed. Collaboratives and Partners: changed to unique count.					
Program Strategic Goals		Progress			
1. Retain Staff		Communicated and engaged employees using live polls and discussions to gather feedback for upcoming event: Farmers Market Week. Discussion was led by Health Educators.			
2. Expand Social Media Presence		"Make Every Day a Healthy Victory" in partnership with UCCE, Kern County Aging and Adult Services and Kern County Department of Public Health.			

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

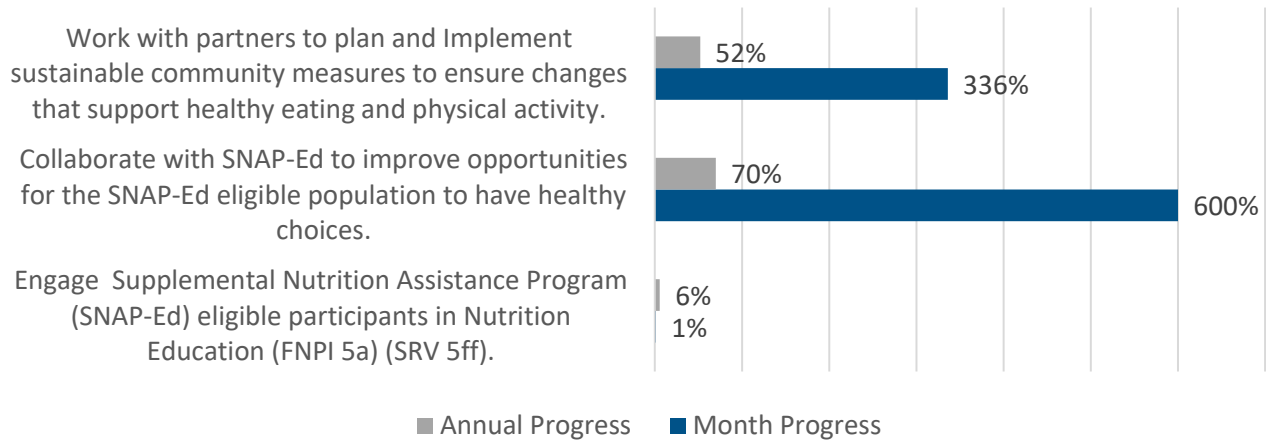


**Community Action Partnership of Kern
Monthly Report 2021**

Month	July	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Alejandra Morales, Interim		
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 Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).		45	2,572	45,000	1%	6%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.		5	7	10	600%	70%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.		7	13	25	336%	52%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress			
1. Retain Staff			Health Educators led Farmers Market Week planning discussions. Health Educators were provided a platform to share freely, use their talents and skills to motivate each other. Event will take place August 7, 2021.			
2. Create Contingency Staffing Plan			Program Administration position filled.			
3. Expand Social Media Presence			Implemented Social Media shoutouts to thank and recognize all CalFresh Healthy Living employees and enhance CAPK's brand image.			

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

Progress Towards Goals

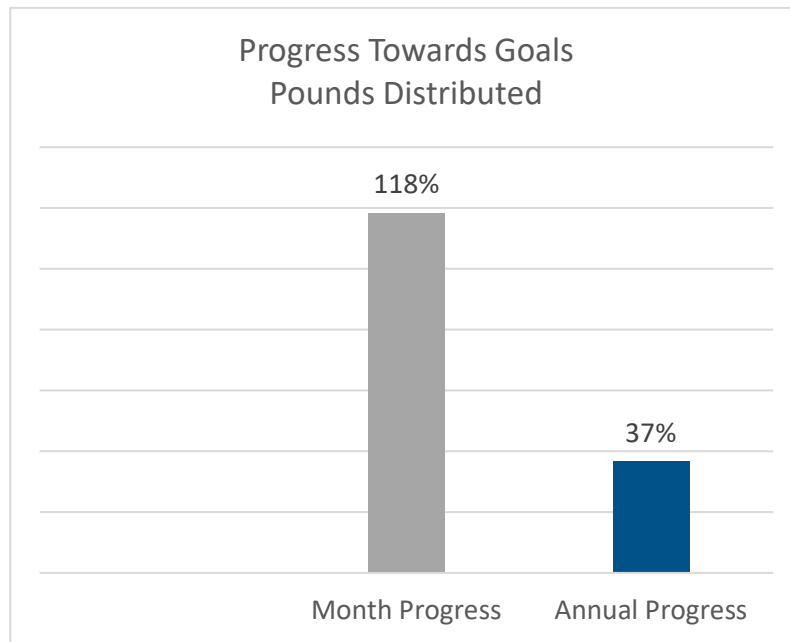


**Community Action Partnership of Kern
Monthly Report 2021**

Month	June	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Carrie Farwell, Interim		
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 (Duplicated) (SRV 5jj)	43,027	219,912	650,000	79%	34%
Pounds Received	1,817,879	11,437,223	25,000,000	87%	46%
Pounds Carried Over from Previous Month	48,455				
Pounds Distributed	2,322,039	7,609,727	22,000,000	127%	35%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,067	21,561	4,800	85%	
Pounds Distributed	154,546	467,890	150,500	103%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,159	6,529	8,000	174%	82%
Pounds Distributed	26,103	127,553	250,000	125%	51%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	2,502,688	8,205,170	22,400,500	118%	37%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	20	109	60	400%	182%
Other Volunteers	30	316	1,500	24%	21%
Explanation (Over/Under Goal Progress)					
Adjusted Senior Food Goal by 500 additional seniors served due to caseload increase.					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Begin the process to hire a data technician			
2. Fill newly created positions & train new employees.		Filled the positions of Warehouse Specialist and Outreach Specialist			

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

3. Increase numbers of volunteers.	
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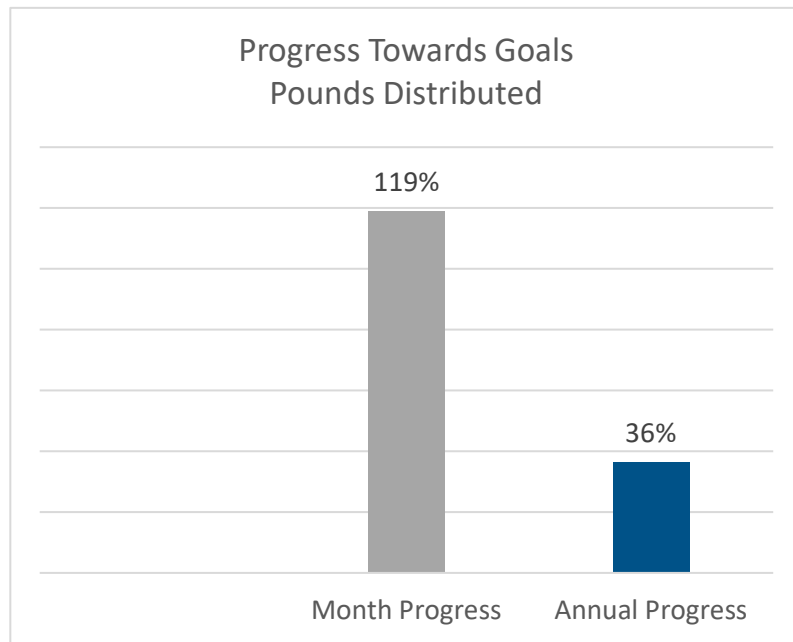


**Community Action Partnership of Kern
Monthly Report 2021**

Month	July	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Carrie Farwell, Interim		
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 (Duplicated) (SRV 5jj)	11,916	231,828	650,000	22%	36%
Pounds Received	1,953,835	13,391,058	25,000,000	94%	54%
Pounds Carried Over from Previous Month	155,008				
Pounds Distributed	2,294,809	7,582,497	22,000,000	125%	34%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	3,826	25,387	4,800	80%	
Pounds Distributed	145,388	458,732	150,500	97%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,277	7,806	8,000	192%	98%
Pounds Distributed	28,113	129,563	250,000	135%	52%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	2,468,310	8,170,792	22,400,500	119%	36%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	20	129	60	400%	215%
Other Volunteers	30	346	1,500	24%	23%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		Data Technician started inputting Food Bank data (EFA-7 Forms) into CAPK Dashboard, starting with Jan 2021 clients			
2. Fill newly created positions & train new employees.		Warehouse Specialist has been hired, and Outreach Specialist was hired and started training.			

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

3. Increase numbers of volunteers.	Volunteer Organizations are returning and there has been more interest and communication
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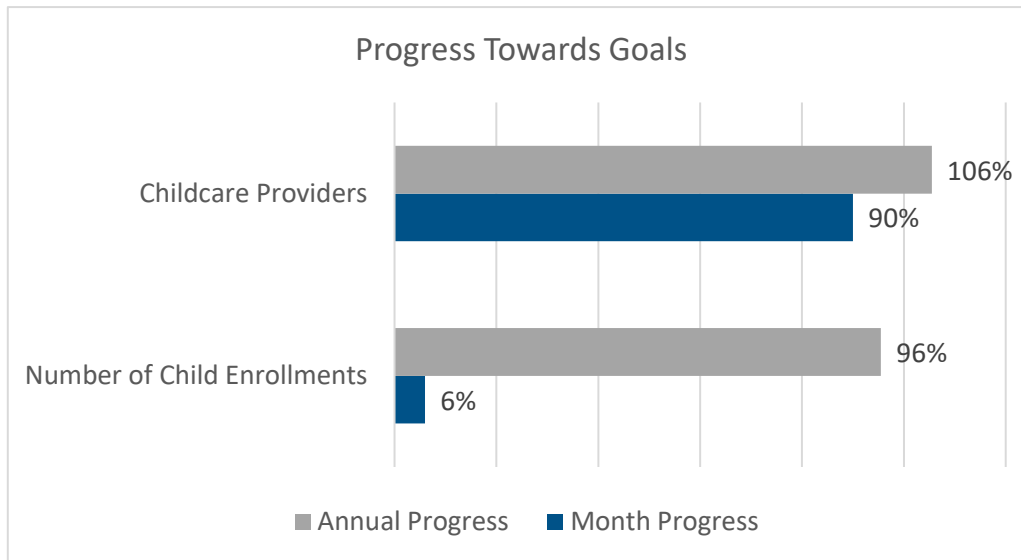


**Community Action Partnership of Kern
Monthly Report 2021**

Month	June	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Susana Magana		
Reporting Period	May 1 , 2021 -May 31, 2021					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) 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		Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments		5	955	1,000	6%	96%
Childcare Providers		15	211	200	90%	106%
MCAP Subsidies July -June		Month of May processed in June	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$692,939	\$ 5,619,597	\$7,500,000	111%	75%
Agriculture Childcare Program Kern Ends in July (Will not change Month to Month)		Month	YTD	Goal	Month Progress	Annual Progress
Number of Children Served			21	21	0%	100%
Number of Childcare Providers		-	9	9	0%	100%
Explanation (Over/Under Goal Progress)						
For the AG childcare program all 21 slots are filled. For MCAP, the program is under earning the contract due to the 2 prong problem described in last month's report. Program Administrator requested a waiver from the State to enroll migrant families not meeting the 50% AG income. Waiver was granted from 5/27 to 7/23, 2021. Program staff enrolled families that were previously terminated due to not meeting the 50% ag from income requirement.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently we have one temporary vacancy due to a staff's Leave granted through October 2021.				
2. Retain Staff.		It has been a struggle to keep the temporary employees as permanent employment opportunities become available to them.				

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

3. Contingency Staffing Plan.		Program administrator has been providing technical assistance to Subsidized Reimbursement Coordinator in completing evaluations based on the program's established work standards.	
Month	June	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)

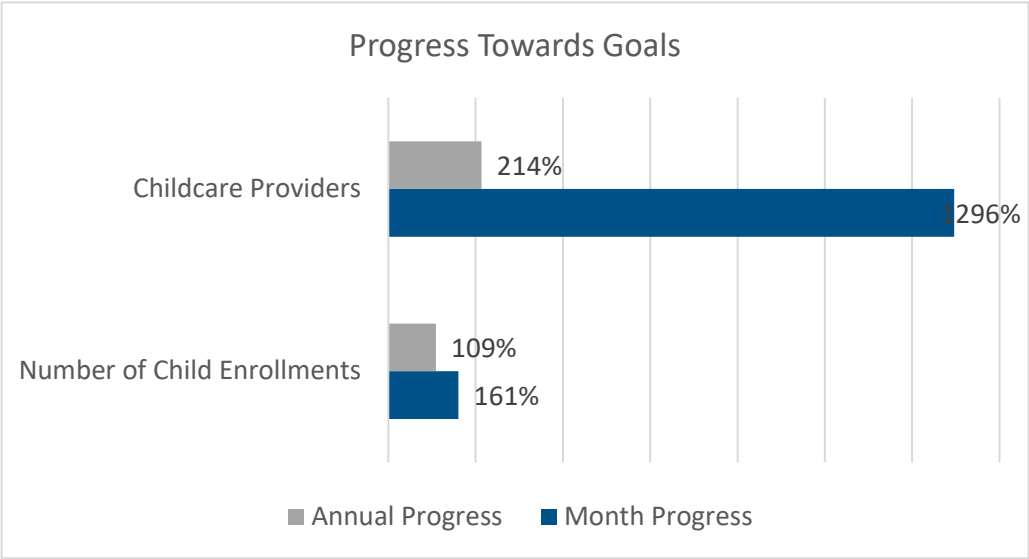


**Community Action Partnership of Kern
Monthly Report 2021**

Month	July	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Susana Magana		
Reporting Period	June 1 , 2021 - June 30, 2021					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) 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		Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments		134	1,089	1,000	161%	109%
Childcare Providers		216	427	200	1296%	214%
MCAP Subsidies July -June		Month of June processed in July	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$654,605	\$ 6,274,202	\$7,500,000	105%	84%
Agriculture Childcare Program Kern Ends in July (Will not change Month to Month)		Month	YTD	Goal	Month Progress	Annual Progress
Number of Children Served			21	21	0%	100%
Number of Childcare Providers		-	9	9	0%	100%
Explanation (Over/Under Goal Progress)						
For the AG childcare program services ended July 31,2021. Families have been enrolled in MCAP. Although we have increased enrollments, our reimbursement amount went down because this is the time of year that about 100 children are placed on Temporary Suspension of Services (TSS) as families migrate out of state for the blueberry crop in Washington and Oregon.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Currently we have one temporary vacancy due to a staff's Leave granted through October 2021.				
2. Retain Staff.		It has been a struggle to keep the temporary employees as permanent employment opportunities become available to them.				
3. Contingency Staffing Plan		MCAP management team will attend the CAPPA and the Every Child California conferences scheduled for Oct. 2021 to stay abreast of AP program regulations.				

Community Action Partnership of Kern
Monthly Report 2021

Month	July	Program/Work Unit	Migrant Childcare Alternative Payment (MCAP)
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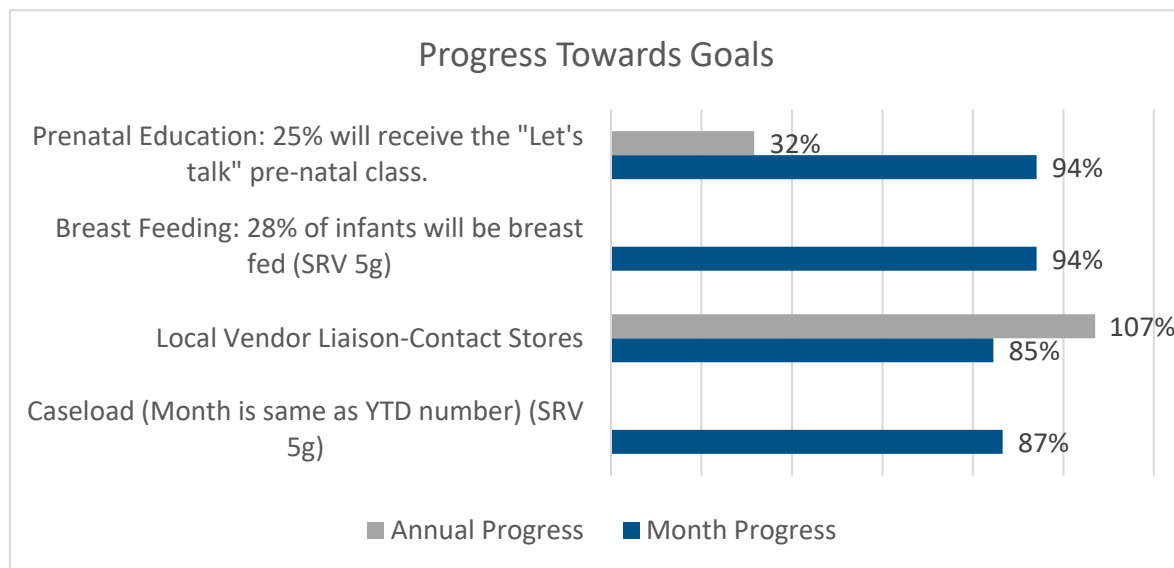


**Community Action Partnership of Kern
Monthly Report 2021**

Month	June	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Health & Nutrition Services / Carmen Segovia	Program Manager	Lorna Speight		
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)	13,988		16,160	87%	
Local Vendor Liaison-Contact Stores	5	76	71	85%	107%
Breast Feeding: 28% of infants will be breast fed (SRV 5g)	790		840	94%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	63	427	1,350	94%	32%
Outreach	Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled	191	1,182	1,400	164%	84%
WIC Presentations and Outreach	0	12	24	0%	50%
Create one PSA for publication in newspaper, television, or social media.	0	2	4	0%	50%
Regional Breast Feeding	Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.	2	21	50	48%	42%
Explanation (Over/Under Goal Progress)					
Increased goals for Outreach WIC Presentations and PSA's. Regional Breast feeding: Lorna to see what Liaison is counting in goal to adjust. Changed language and goal for Breast Feeding to reflect actual state reporting. No YTD or annual progress as this is a monthly measure same as monthly caseload. Changed Regional Breast Feeding goal changed to better reflect current work/activities.					

**Community Action Partnership of Kern
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Program Strategic Goals		Progress
1. Develop Nutrition Topics on Facebook/Instagram.		Outreach Coordinator started 6/28/21 - position orientation, and is working with Regional Breastfeeding Liaison to develop messages for World Breastfeeding week in Aug.
2. Develop nutrition course for new hires.		Readiness checklist and Pre-approval plan being completed to send to State WIC.
3. Implement Tele-Health for WIC appointments and counselling.		Test license obtained from State WIC for the Doxy.me platform

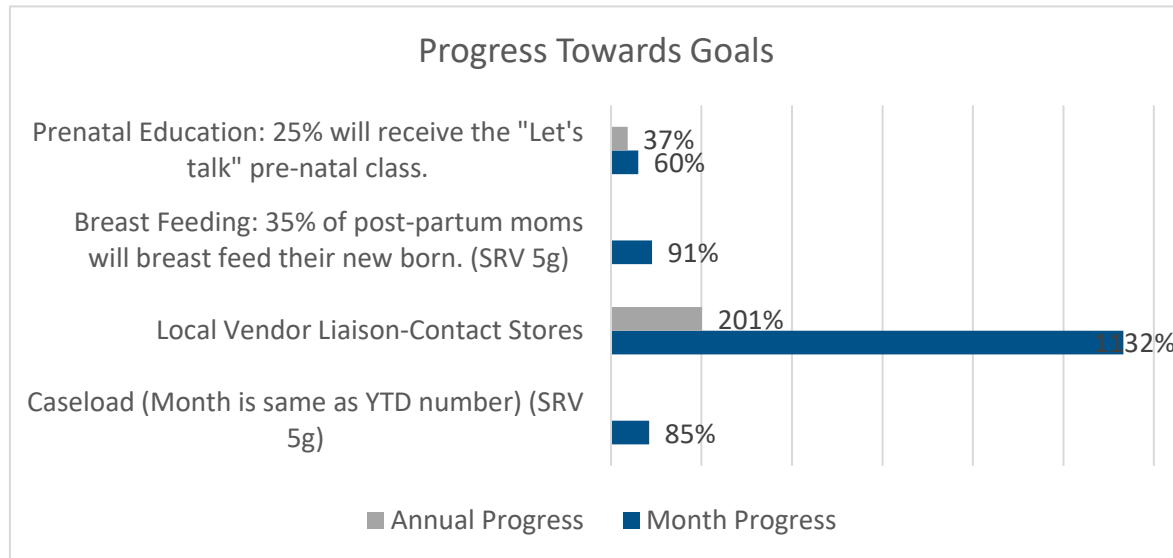


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Month	July	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Health & Nutrition Services / Carmen Segovia		Program Manager	Lorna Speight	
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
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)	13,661		16,160	85%	
Local Vendor Liaison-Contact Stores	67	143	71	1132%	201%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	762		840	91%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	68	495	1,350	60%	37%
Outreach	Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled	208	1,390	1,400	178%	99%
WIC Presentations and Outreach	0	12	24	0%	50%
Create one PSA for publication in newspaper, television, or social media.	0	2	4	0%	50%
Regional Breast Feeding	Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.	4	25	50	96%	50%
Explanation (Over/Under Goal Progress)					
Increased goals for Outreach WIC Presentations and PSA's. Regional Breast feeding: Lorna to see what Liaison is counting in goal to adjust. Changed language and goal for Breast Feeding to reflect actual state reporting. No YTD or annual progress as this is a monthly measure same as monthly caseload. Changed Regional Breast Feeding goal changed to better reflect current work/activities.					

**Community Action Partnership of Kern
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Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Regional Breastfeeding Liaison to develop messages for World Breastfeeding week in Aug.
2. Develop nutrition course for new hires.	Complete
3. Implement Tele-Health for WIC appointments and counselling.	Readiness checklist and Pre-approval plan being completed to send to State WIC.





Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

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

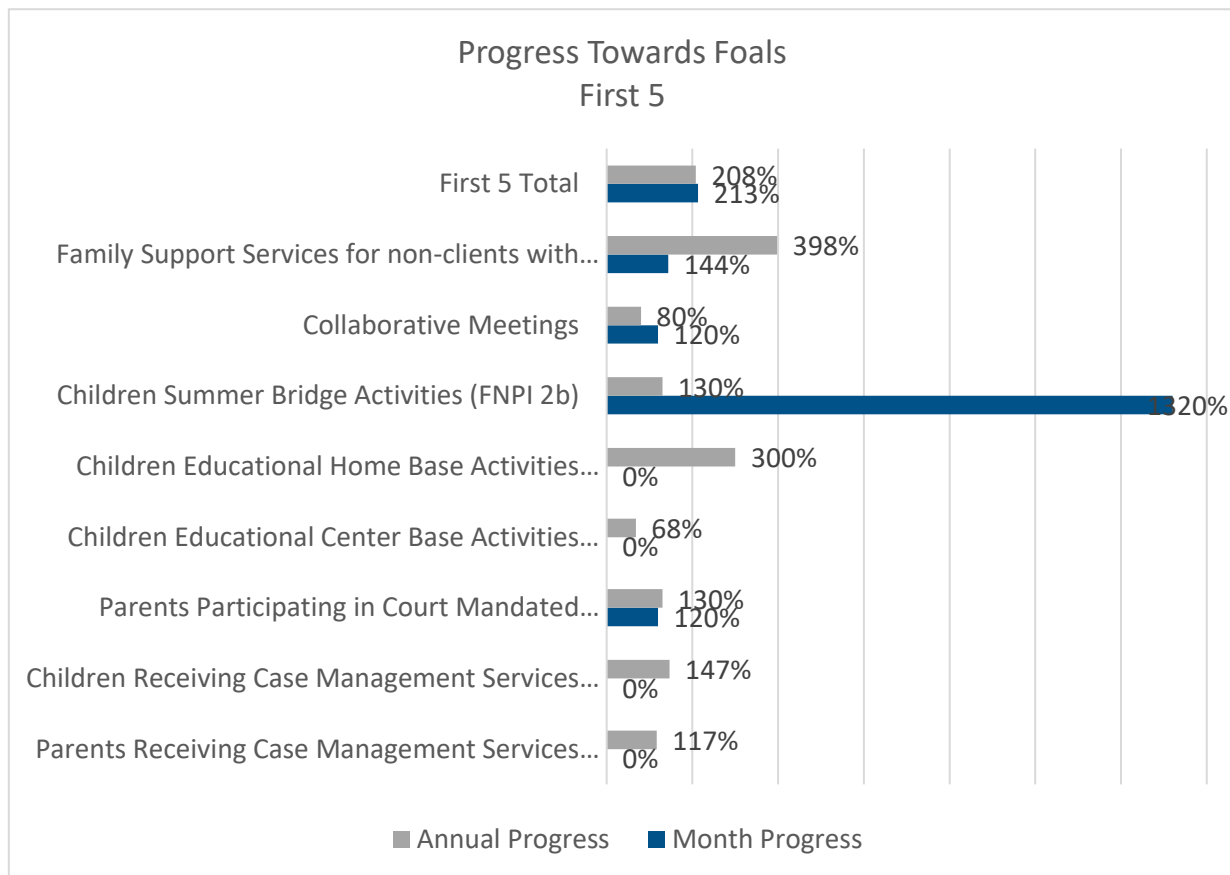
Month	June	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
East Kern Family Resource Center is a regional service 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)		17	98	130	157%	75%
Provide One Time Referral Services to Children. (SRV 7c)		44	197	300	176%	66%
Case Management-Families. (SRV 7a)		2	39	90	27%	43%
Case Management-Children. (SRV 7a)		5	69	210	29%	33%
Differential Response Total		68	403	730	97%	55%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	35	30	0%	117%
Children Receiving Case Management Services (SRV 7a)		0	44	30	0%	147%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		1	13	10	120%	130%
Children Educational Center Base Activities (FNPI 2b)		0	17	25	0%	68%
Children Educational Home Base Activities (FNPI 2b)		0	45	15	0%	300%
Children Summer Bridge Activities (FNPI 2b)		11	13	10	1320%	130%
Collaborative Meetings		1	8	10	120%	80%
Family Support Services for non-clients with children 5 and under		6	199	50	144%	398%
First 5 Total		19	374	180	213%	208%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items		35	274			
Referrals/Administrative Services		218	759			

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

Explanation (Over/Under Goal Progress)

While we may be off on some of our monthly goals, we are on-track or exceeding every yearly goal. With DR we are minus both case managers and should be fully staffed again soon. First5 for the month of June focused on the Summer Bridge. Home visits resumed in July and we should be closer to meeting our monthly targets then.

Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In Progress
2. Improve office internet connectivity.	Done.
3. Expand the influence of the East Kern Collaborative.	In Progress

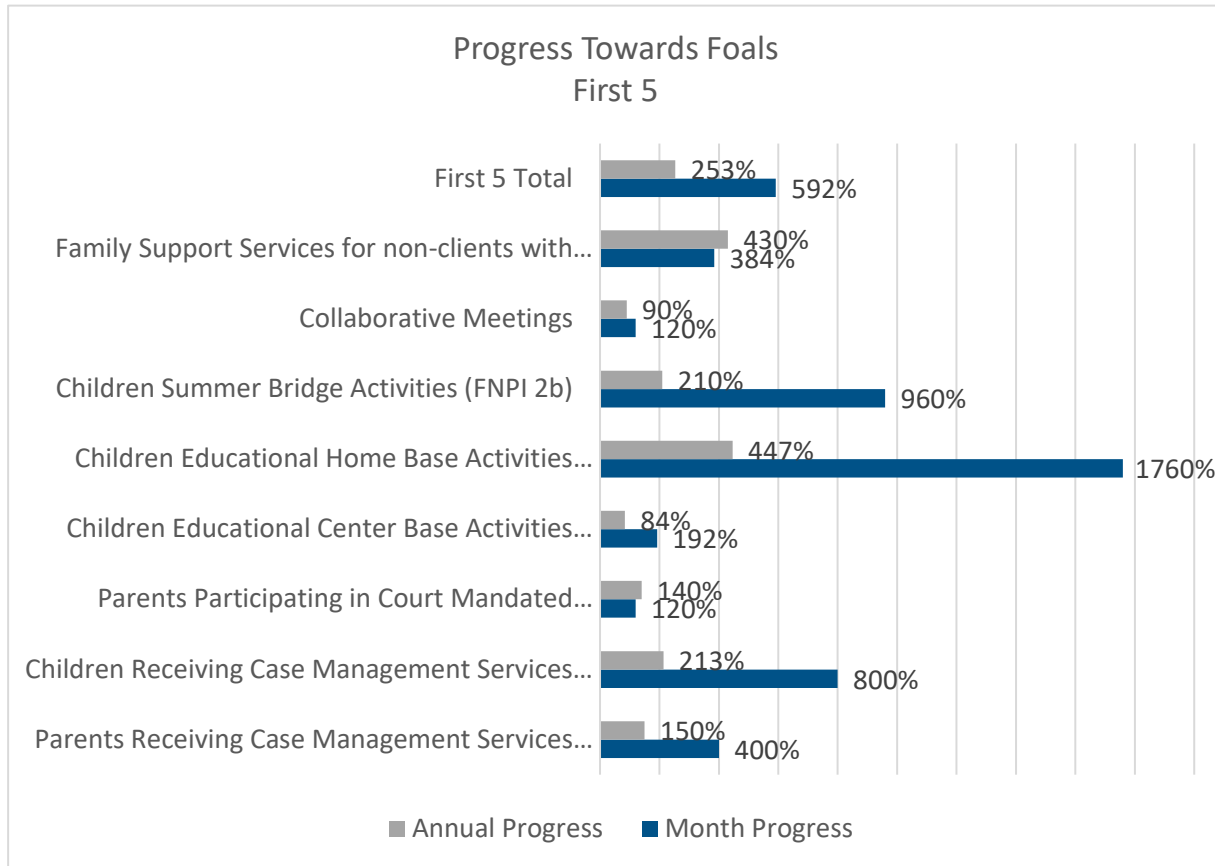


**Community Action Partnership of Kern
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Month	July	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck			
Reporting Period	January 1, 2021 - December 31, 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)		21	119	130	194%	92%
Provide One Time Referral Services to Children. (SRV 7c)		47	244	300	188%	81%
Case Management-Families. (SRV 7a)		5	44	90	67%	49%
Case Management-Children. (SRV 7a)		8	77	210	46%	37%
Differential Response Total		81	484	730	124%	66%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		10	45	30	400%	150%
Children Receiving Case Management Services (SRV 7a)		20	64	30	800%	213%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		1	14	10	120%	140%
Children Educational Center Base Activities (FNPI 2b)		4	21	25	192%	84%
Children Educational Home Base Activities (FNPI 2b)		22	67	15	1760%	447%
Children Summer Bridge Activities (FNPI 2b)		8	21	10	960%	210%
Collaborative Meetings		1	9	10	120%	90%
Family Support Services for non-clients with children 5 and under		16	215	50	384%	430%
First 5 Total		82	456	180	592%	253%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items		56	295			
Referrals/Administrative Services		588	1129			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
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Program Strategic Goals	Progress Towards Goal
1. Create client data base.	In Progress
2. Improve office internet connectivity.	Done.
3. Expand the influence of the East Kern Collaborative.	In Progress



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Month	June	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2021 - December 31, 2021				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resiliency.					
First 5	Month	YTD	Goal (6 Mo)	Month Progress	Progress (6 Mo)
Parents Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Children Receiving Case Management Services (SRV 7a)	0	0	30	0%	0%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%
Children Educational Center Base Activities (FNPI 2b)	0	0	25	0%	0%
Children Educational Home Base Activities (FNPI 2b)	0	0	15	0%	0%
Children Summer Bridge Activities (FNPI 2b)	6	0	10	360%	0%
Collaborative Meetings	1	4	8	75%	50%
Family Support Services for non-clients with children 5 and under	4	0	50	48%	0%
First 5 Total	11	4	178	37%	2%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items etc.	0	0			
Referrals/Administrative Services	0	0			
Explanation (Over/Under Goal Progress)					
The OASIS FRC launched their first Summer Bridge program in June. There was no case management services offered in June but new clients were identified.					
Program Strategic Goals		Progress Towards Goal			
1. Create client data base.		Created new data base in Dynamics			
2. Begin providing case management services.		Identified clients from Summer Bridge			
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.		6 children attended Summer Bridge Session 1 in July			

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

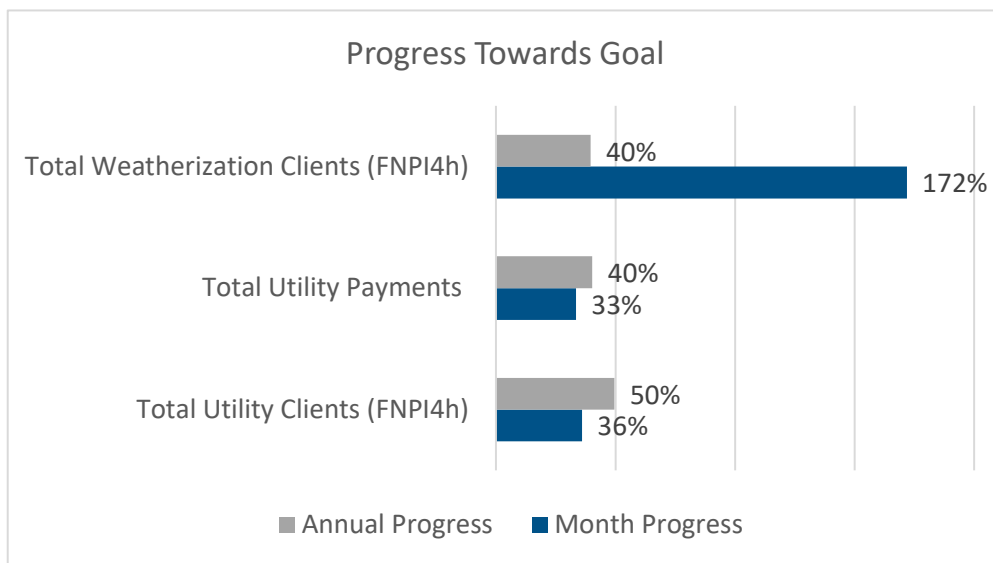
Month	July	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Eric Le Barbe			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resiliency.						
First 5	Month	YTD	Goal (6 Mo)	Month Progress	Progress (6 Mo)	
Parents Receiving Case Management Services (SRV 7a)	3	3	30	60%	10%	
Children Receiving Case Management Services (SRV 7a)	4	4	30	80%	13%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%	
Children Educational Center Base Activities (FNPI 2b)	0	0	25	0%	0%	
Children Educational Home Base Activities (FNPI 2b)	0	0	15	0%	0%	
Children Summer Bridge Activities (FNPI 2b)	12	12	10	720%	120%	
Collaborative Meetings	1	5	8	75%	63%	
Family Support Services for non-clients with children 5 and under	3	3	50	36%	6%	
First 5 Total	23	27	178	78%	15%	
Walk-In Services (Non-Clients)	Month	YTD				
Food/Household Items	2	2				
Referrals/Administrative Services	4	4				
Explanation (Over/Under Goal Progress)						
The Oasis Family Resource Center offered the second Summer Bridge session at full capacity with 12 children and started offering case management services in the month of June. We are also offering court mandated classes and we have several clients registered to complete the classes.						
Program Strategic Goals		Progress Towards Goal				
1. Create client data base.		Completed				
2. Begin providing case management services.		In progress				
3. Implement and educational Homebase and Summer Program for children ages 0 - 5.		Completed				

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Month	June	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.						
Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		311	742	3,845	97%	19%
Utility Payments		\$239,945	575,088	\$2,999,043	96%	19%
Clients Served Weatherization		19	41	224	102%	18%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		292	2,064	2,476	142%	83%
Utility Payments		\$232,524	\$1,530,016	\$1,545,423	181%	99%
Clients Served Weatherization		0	1	1	0%	100%
Disbursement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	211	210	0%	100%
Utility Payments		0	\$145,156	\$145,000	0%	100%
Clients Served Weatherization		10	22	29	414%	76%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		19	2,087	2,077	11%	100%
Utility Payments		\$3,259	\$915,454	\$916,186	4%	100%
Department Of Energy (DOE) Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		330	3,040	6,132	36%	50%
Total Utility Payments		\$243,204	\$1,635,698	\$4,060,229	33%	40%
Total Weatherization Clients (FNPI4h)		29	104	263	172%	40%
Explanation (Over/Under Goal Progress)						
1) All pending jobs in LIHEAP 2020 were moved to LIHEAP 2021						
2) Reminder - LIHEAP 2021 contact runs through June 2022						

**Community Action Partnership of Kern
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Month	June	Program/Work Unit	Energy & Utility Assistance
Program Strategic Goals		Progress Towards Goal	
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).		No updates at this time.	
2. Implement a digital inventory system.		No updates at this time.	
3. Improve our outreach methods.		No updates at this time.	



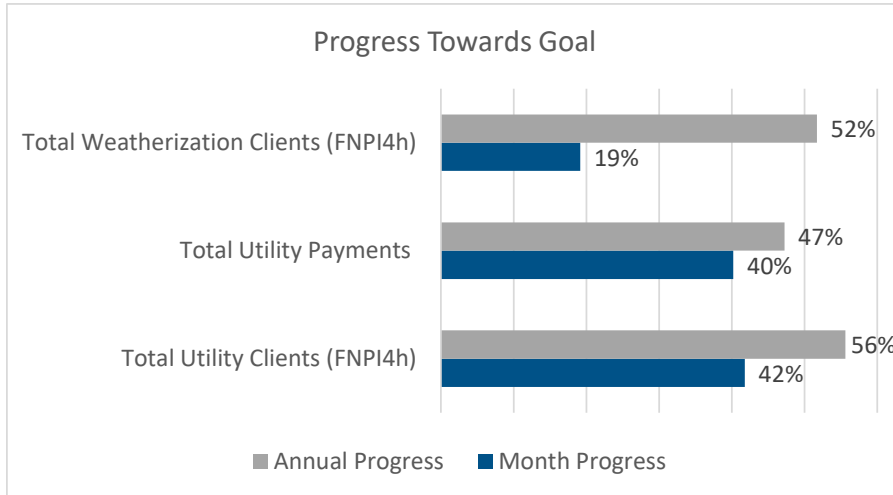
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Month	July	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Wilfredo Cruz, Loretta Andrews, Ruben Minor		
	January 1, 2021 - December 31, 2021					
Program Description						
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.						
Low-income Home Energy Program (LIHEAP) 2021 Ends June 30, 2022		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		396	1,138	3,845	124%	30%
Utility Payments		\$298,979	874,067	\$2,999,043	120%	29%
Clients Served Weatherization		3	47	224	16%	21%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		21	2,085	2,476	10%	84%
Utility Payments		\$14,098	\$1,544,114	\$1,545,423	11%	100%
Clients Served Weatherization		0	1	1	0%	100%
Disbursement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	211	260	0%	81%
Utility Payments		0	\$145,156	\$182,000	0%	80%
Clients Served Weatherization		1	23	29	41%	79%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		3	2,090	2,077	2%	101%
Utility Payments		\$738	\$916,192	\$916,186	1%	100%
Department Of Energy (DOE) Weatherization		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Weatherization		0	0	10	0%	0%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Utility Clients (FNPI4h)		399	3,439	6,182	42%	56%
Total Utility Payments		\$ 299,717	\$ 1,935,415	\$ 4,097,229	40%	47%
Total Weatherization Clients (FNPI4h)		32	136	263	19%	52%
Explanation (Over/Under Goal Progress)						
1) All pending jobs in LIHEAP 2020 were moved to LIHEAP 2021						
2) Reminder - LIHEAP 2021 contact runs through June 2022						

Program Strategic Goals	Progress Towards Goal
1. Expedite assistance to client by increasing efficiency in paperwork (Weatherization).	No updates at this time.

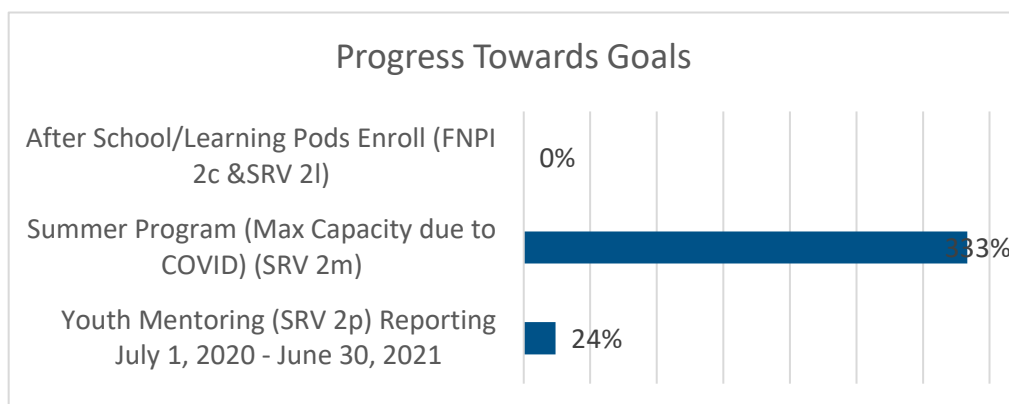
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2. Implement a digital inventory system.	No updates at this time.
3. Improve our outreach methods.	We are currently working with our Executive Division on a comprehensive marketing campaign to include radio, TV, billboards, flyers, and brochures.



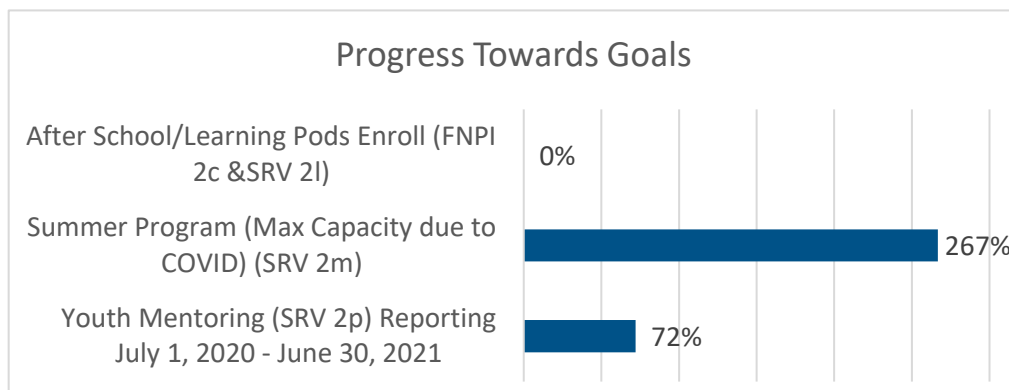
**Community Action Partnership of Kern
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Month	June	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Lois Hannible			
Reporting Period	January 1, 2021 - December 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		Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021		55	2	71	100	24%	71%
Summer Program (Max Capacity due to COVID) (SRV 2m)		20	5	25	18	333%	139%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		11		23	20	0%	115%
Medi-Cal Outreach			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			86	2294	3,000	34%	76%
Canvasing phone calls and flyers			5185	15868	15,000	415%	106%
Explanation (Over/Under Goal Progress)							
Program Strategic Goals			Progress				
1. Develop and implement an education and tutoring program.			Materials and equipment have been secured for the intensive tutoring program. The program is using Renaissance software to implement the tutoring				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.			Wifi upgrade has been completed. Program youth are now able to use Chromebooks to access the tutoring program.				
3. Create Advisory Board Recruitment Plan.			A recruitment plan is being discussed/developed for the FHCC Advisory Board.				



**Community Action Partnership of Kern
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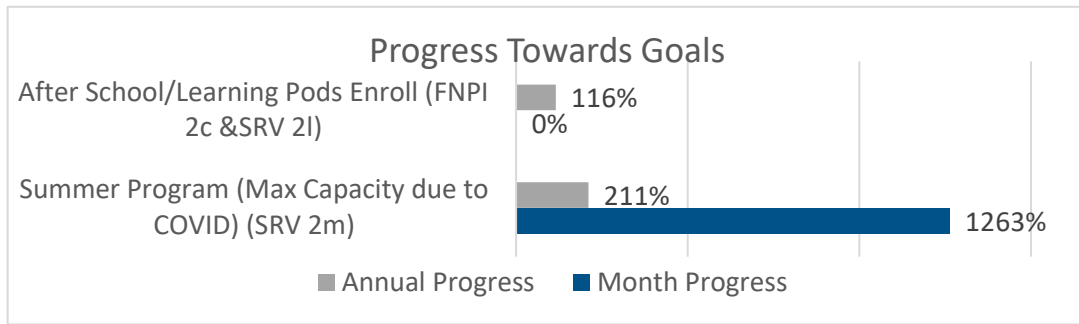
Month	July	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Lois Hannible			
Reporting Period	January 1, 2021 - December 31, 2021						
Program Description							
Located in Southeast Bakersfield, the program serves 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		Current Enrolled	Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (SRV 2p) Reporting July 1, 2020 - June 30, 2021		30	6	77	100	72%	77%
Summer Program (Max Capacity due to COVID) (SRV 2m)		24	4	29	18	267%	161%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		0		23	20	0%	115%
Medi-Cal Outreach			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			53	2347	3,000	21%	78%
Canvassing phone calls and flyers			4364	20232	15,000	349%	135%
Explanation (Over/Under Goal Progress)							
Program Strategic Goals			Progress				
1. Develop and implement an education and tutoring program.			Materials and equipment have been secured for the FHCC intensive tutoring program. The program is using Renaissance software to implement the				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.			Wifi upgrade has been completed. Program youth are now able to utilize Chromebooks to access the program tutoring service.				
3. Create Advisory Board Recruitment Plan.			A recruitment plan is being discussed/developed for the FHCC Advisory Board.				



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Month	June	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		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)		20	20	40	19	1263%	211%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		0	0	22	19	0%	116%
Community Programs (On Hold due to COVID)			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			1	5	6	200%	83%
Community Events			2	7	6	400%	117%
Explanation (Over/Under Goal Progress)							
In collaboration with Dignity Health, the Shafter Youth Center will be providing mental health support group services for the community of Shafter. The services will be provide on site and virtually starting in the month of August.							
Program Strategic Goals			Progress				
1. Develop program services to grow enrollment while maintaining safety			In progress.				
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.			We received funding to provide STEM and Art activities in our after school programs.				
3. Increase staff development opportunities.			In progress.				

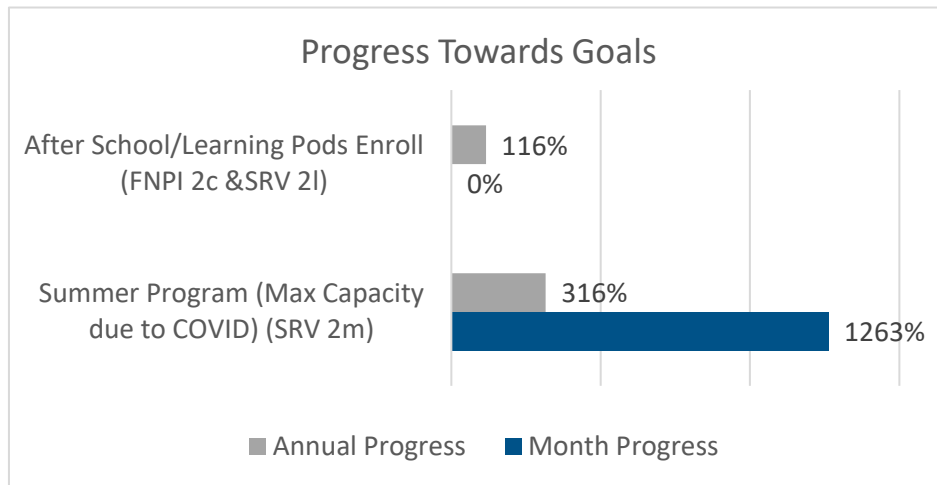
**Community Action Partnership of Kern
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**Community Action Partnership of Kern
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Month	July	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Youth & Community Services Fred Hernandez			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		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program (Max Capacity due to COVID) (SRV 2m)		20	20	60	19	1263%	316%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		0	0	22	19	0%	116%
Community Programs (On Hold due to COVID)			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	5	6	0%	83%
Community Events			1	8	6	200%	133%
Explanation (Over/Under Goal Progress)							
In the month of July our summer program ended with great success and we were able to assist 20 students with their current academic struggles. A new educational program was implemented during the summer and the program will continue during the regular academic year.							
Program Strategic Goals				Progress			
1. Develop program services to grow enrollment while maintaining safety				In progress.			
2. Increase youth programs offered such as STEM, Art & Culture, Healthy life styles, etc.				STEM and Art classes will be provided to the students that participate in our after school			
3. Increase staff development opportunities.				In progress.			

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

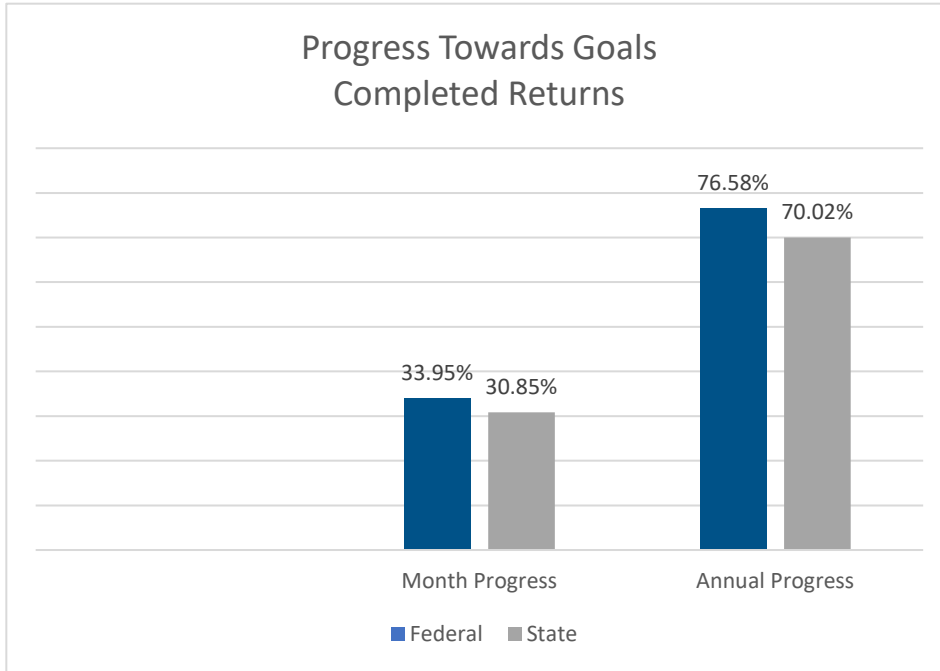


**Community Action Partnership of Kern
Monthly Report 2021**

Month	June	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		130	4,595	6,000	34%	77%
State		108	4,201	6,000	31%	70%
Total Returns (State included with Federal) (SRV 3o)		130	4,595	6,000	34%	77%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$163,177	\$5,742,626	\$3,500,500	34%	164%
State Refunds		\$26,076	\$857,200	\$730,000	37%	117%
Federal EITC (SRV 3o)		\$43,131	\$2,156,631	\$2,300,000	24%	94%
CalEITC (SRV 3o)		\$8,562	\$359,356	\$350,000	29%	103%
Total Refunds and Credits		\$240,946	\$9,115,813	\$6,880,500	32%	132%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		14	62	25	271%	248%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.			Scheduled to begin site expansion in October to December 2021.			
2. Build community awareness of VITA services.			Sent out over 5,000 postcards in English and Spanish to low to moderate income residents in Kern County to inform about the Golden State Stimulus and services offered year-round at CAPK VITA.			
3. Develop and implement volunteer retainment plan.			Recruitment and volunteer training will begin in October.			

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

Month	June	Program/Work Unit	Volunteer Income Tax Assistance (VITA)
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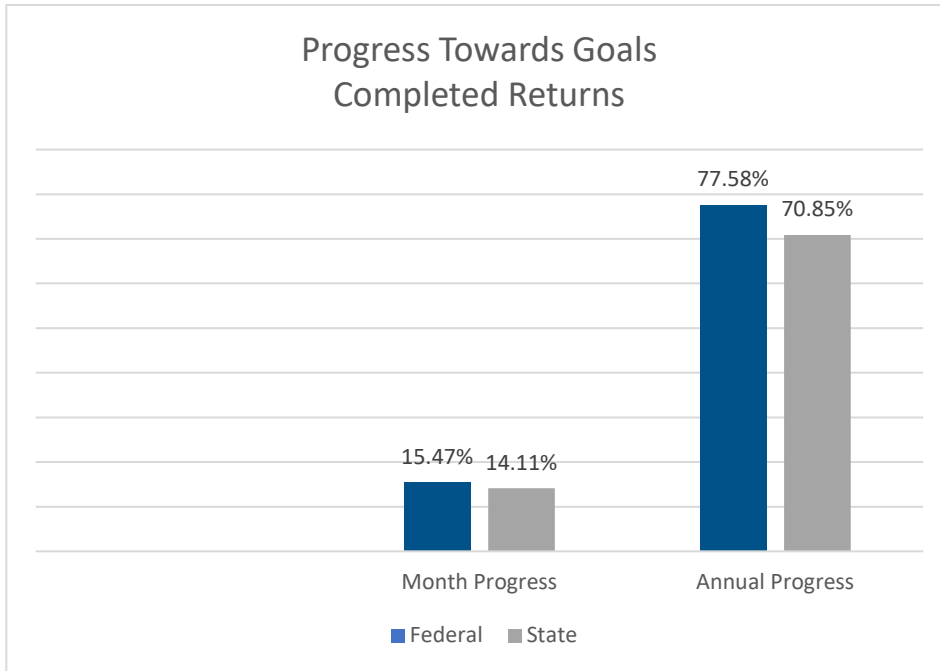


**Community Action Partnership of Kern
Monthly Report 2021**

Month	July	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		60	4,655	6,000	15%	78%
State		50	4,251	6,000	14%	71%
Total Returns (State included with Federal) (SRV 3o)		60	4,655	6,000	15%	78%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$33,868	\$5,776,494	\$3,500,500	7%	165%
State Refunds		\$5,153	\$862,353	\$730,000	7%	118%
Federal EITC (SRV 3o)		\$8,076	\$2,164,707	\$2,300,000	4%	94%
CalEITC (SRV 3o)		\$4,087	\$363,443	\$350,000	13%	104%
Total Refunds and Credits		\$51,184	\$9,166,997	\$6,880,500	7%	133%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		0	62	25	0%	248%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.			n/a			
2. Build community awareness of VITA services.			n/a			
3. Develop and implement volunteer retainment plan.			n/a			

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

Month	July	Program/Work Unit	Volunteer Income Tax Assistance (VITA)
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Operations

Business Services

Maintenance

Information Technology

Risk Management

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

Month	June	Program/Work Unit		Operations: Business Services, Maintenance, Information Technology, Risk Management		
Division/Director	Operations/Emilio Wagner/Todd Payne Assistant Director		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			186	1109	TBD	TBD
Contracts	6	25	7	59	TBD	TBD
Leases	5	26	6	9	TBD	TBD
Requests for Proposals	1	2	2	6	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	279	61	218	1327	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	310		315	1708	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	3	25	General Liability		1	2
First Aid	2	15	Property Incidents		3	17
Medical Treatment	1	2	Vehicle Incidents		2	9
Modified Duty	0	2	Litigated		0	3
Lost Time	0	0				
Non-Industrial (not work related)	0	1				
Under Investigation	0	0				
Confirmed Work Related COVID	0	28				

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

RFPs		Contracts	
Mental Health Consultant -SJEHS		Colombo Construction (Head Start)	
Insurance Broker RFP -Agency		Office 1 (Maintenance)	
		Office 1 (LBNC)	
		Tel Tec (Various Programs) Phase #2	
		Escuelita Hernandez (Partnership) Amend I	
		Bakersfield Glass Amendment I (Energy \$25,000)	
Risk Projects		ACI (M St. \$4,131)	
Final Rev Draft Fleet Vehicle Policy		Transwest Amendment II	
Final Draft ATD Exposure Plan		Office 1 Comm. Dev.	
Final Draft PPE Manual		Zero to Three (Head Start)	
Final Draft Wildfire Smoke Mgmt		Sarana Educational Consulting (Head Start)	
Final Draft Workplace Violence		Signco (Food Bank \$1,127.16)	
Final Draft Bloodborne Pathogens		ACI Change Order No. 1 (1900 East Cal.)	
Draft of GPS Policy		County Library Bookmobile	
See below		United Way Kern County Amendment I	
IT Projects		Lakeshore (EHS SJ)	
AT&T Switch Ethernet installation		Michael K Brown Amendment II	
Head Start Networking upgrades		Michael K. Brown (Irrigation Install.) Comm. Dev.	
Server Upgrades		Clark Appraisal (EHS SJ)	
EKFRC Computer Upgrades		United Way Tulare County Addendum	
		Michael K. Brown Amendment	
		People Ready (Maintenance) \$3,067.68	
		AYSO (Friendship House) \$1,600	
		Elegant Car Wash \$8,400 (Energy)	
Leases		Tel Tec Agency wide Agreement renewal	
277 E. Front St Buttonwillow (WIC)			
7000 Doe Ave. (MCAP)			
15682 K St. Mojave			
425 E. Fairview (Head Start)			
1001 Main St. Delano (WIC)			
1815 Van Ness Ave. (MCAP)			
216 West 7th St. (Hanford)			
108 S. Robinson St. Tehachapi (WIC)			
26904 Nichols St. Boron (WIC)			
2400 Planz Rd. (Head Start)			
8201 Palm Ave. Lamont (Head Start)			
4600 Panama Lane (WIC)			
741 Palm Ave. Wasco (WIC)			
2550 East. Belle Terrace Ste. 501-502			
2800 D. Street (EHS SJ)			
2885 E. Harding (EHS SJ)			
4182 Gastin Drive (WIC)			
525 Roberts Lane (WIC)			

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

741 Palm Ave. (WIC)
1940 Inyo Street (WIC)
16804 Highway 14 (EKFRC)
15580 O St. (WIC)
500 E. California Ave. (WIC)
2854 Felsite Ave. (Head Start)
410 Perkins Ave. (Head Start)
2323 16th St. Suite 305
Risk Projects
Final Draft COVID-19 Prevention Protocols for
Final Draft COVID-19 Prevention Protocols for
Ridesharing in CAPK Homeless Transport
Updated Charter for Operational Risk
Management Advisory Committee
Final Draft Rev 2021 Fire Extinguisher Program
Final Draft Opioid Overdose Response and
Naloxone Administration Procedures
Complete renewal applications for W/C and
AD&D coverage

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

Month	July	Program/Work Unit		Operations: Business Services, Maintenance, Information Technology, Risk Management		
Division/Director	Operations/Emilio Wagner/Todd Payne Assistant Director		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			201	1310	TBD	TBD
Contracts	4	8	21	80	TBD	TBD
Leases	5	22	4	13	TBD	TBD
Requests for Proposals		2	0	6	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	203	40	163	1490	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	249		268	1976	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
First Aid (Reported only)	5	30	General Liability		0	2
First Aid	4	19	Property Incidents		0	17
Medical Treatment	0	2	Vehicle Incidents		1	10
Modified Duty	0	2	Litigated			3
Lost Time	0	0				
Non-Industrial (not work related)	0	1				
Under Investigation	0	0				
Confirmed Work Related COVID	0	28				

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

RFPs		Contracts	
Mental Health Consultant -SJEHS		Colombo Construction (Head Start)	
Insurance Broker RFP -Agency		Office 1 (Maintenance)	
		Escuelita Hernandez (Partnership) Amend I	
		Bakersfield Glass Amendment I (Energy \$25,000)	
		Office 1 Comm. Dev.	
		Michael K Brown Amendment II	
Risk Projects		Tel Tec Agency wide Agreement renewal	
Final Rev Draft Fleet Vehicle Policy			
Final Draft ATD Exposure Plan			
Final Draft PPE Manual			
Final Draft Wildfire Smoke Mgmt			
Final Draft Workplace Violence			
Final Draft Bloodborne Pathogens			
Draft of GPS Policy			
See below			
IT Projects			
AT&T Switch Ethernet installation			
Head Start Networking upgrades			
Server Upgrades			
SJC Computer Upgrades			
Leases			
277 E. Front St Buttonwillow (WIC)			
15682 K St. Mojave			
425 E. Fairview (Head Start)			
1001 Main St. Delano (WIC)			
1815 Van Ness Ave. (MCAP)			
216 West 7th St. (Hanford)			
108 S. Robinson St. Tehachapi (WIC)			
26904 Nichols St. Boron (WIC)			
2400 Planz Rd. (Head Start)			
8201 Palm Ave.Lamont (Head Start)			
4600 Panama Lane (WIC)			
741 Palm Ave. Wasco (WIC)			
2550 East. Belle Terrace Ste. 501-502			
2800 D. Street (EHS SJ)			
2885 E. Harding (EHS SJ)			
1940 Inyo Street (WIC)			
16804 Highway 14 (EKFRC)			
15580 O St. (WIC)			
500 E. California Ave. (WIC)			
2854 Felsite Ave. (Head Start)			

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

410 Perkins Ave. (Head Start)
2323 16th St. Suite 305
Risk Projects
Final Draft COVID-19 Prevention Protocols for
Final Draft COVID-19 Prevention Protocols for
Ridesharing in CAPK Homeless Transport
Updated Charter for Operational Risk
Management Advisory Committee
Final Draft Rev 2021 Fire Extinguisher Program
Final Draft Opioid Overdose Response and
Naloxone Administration Procedures
Complete renewal applications for W/C and
AD&D coverage



Administration

Grant Development

CAPK Foundation

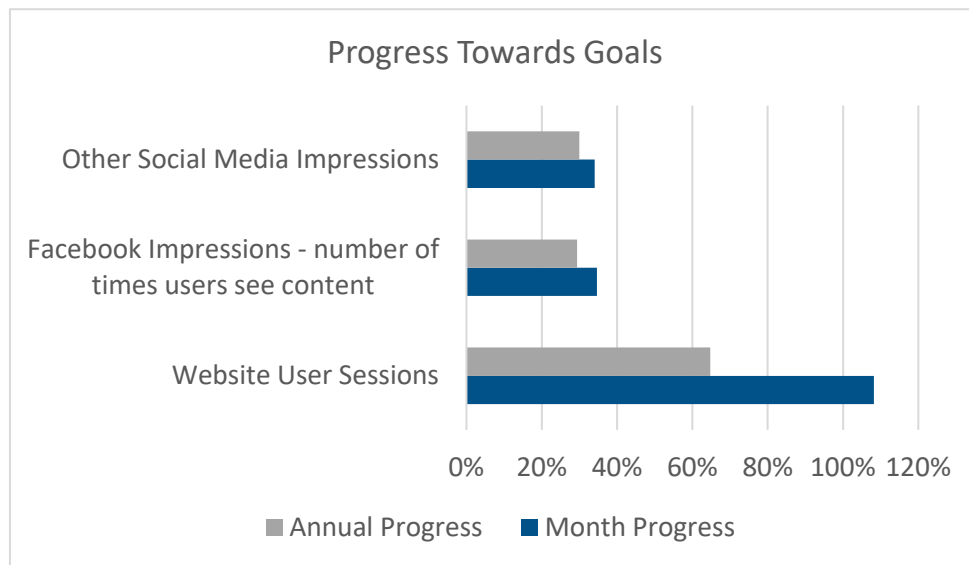
Outreach & Marketing

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

Month	June	Program/ Work Unit	Grant Development, CAPK Foundation, and 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 User Sessions		16,234	116,623	180,000	108%	65%
Facebook Impressions - number of times users see content		25,984	264,824	900,000	35%	29%
Other Social Media Impressions		6,250	66,043	220,000	34%	30%
Outreach Advocacy		Outreach Special Projects				
Provided Media Interaction training to Outreach staff in CAPK Programs		Supported MCAP legislative effort to supplement funding for migrant childcare offices				
Promoted, Facebook live streamed and photographed Hire-Up graduation at M Street		Created materials for memorial service M Street client Mario Hernandez				
Created materials promoting Rental Assistance		Mailed CAPK Annual Report				
Worked on redesign of Head Start webpage		Visited Central Valley Food Bank				
Worked on redesign of Head Start webpage		Created maps and folders for Food Bank Expansion				
Grants In Progress/Research		Projects				
Waterman Grant		UAT training with Volunteer Management, expected implementation September 2021				
Delta Dental		CRM Referral Management starting (June - Sept.)				
		CDC & CDFI needs assessment consultation				
		2016 - 2021 Strategic Plan Cloesout				
		2021 -24 Strategic Plan Development				
		Ongoing Bookmobile Project				
CSBG		ROMA				
Performance Indicator trainings with Programs		Mid-year check in				
Client Demographic Preparation						
Foundation						
Month 2 of CCS Fundraising Consultant		Refer to 30/60/90 Plan				
Fundraising Plan Development						
Food Bank Capital Campaign and Donor						
Employee Giving Program Development						
Explanation (Over/Under Goal Progress)						

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

Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management	
Conduct In depth program specific needs assessment	

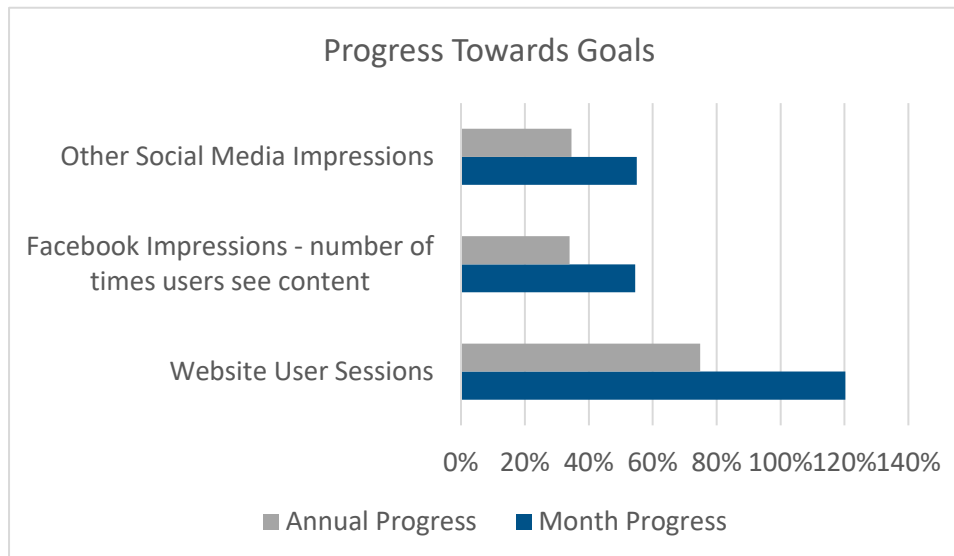


**Community Action Partnership of Kern
Monthly Report 2021**

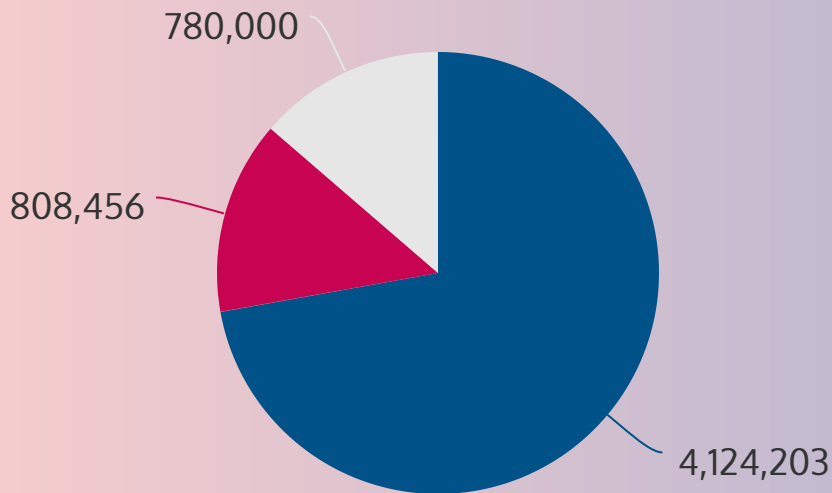
Month	July	Program/ Work Unit	Grant Development, CAPK Foundation, and Outreach			
Division/Director	Executive/Pritika Ram	Program Manager	N/A			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
Grant research on funding resources and opportunities, proposal preparation, and special projects. Media and public relations, agency and program promotional materials, advocacy, social media and website management, special events and fundraising.						
Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Website User Sessions	18,038	134,661	180,000	120%	75%	
Facebook Impressions - number of times users see content	40,892	305,716	900,000	55%	34%	
Other Social Media Impressions	10,086	76,129	220,000	55%	35%	
Outreach Advocacy	Outreach Special Projects					
Added Calendar to CAPK Food Bank webpage	Helped prepare and share new mask protocols to all CAPK staff					
Provided Marketing training to new employees						
Supported announcement of \$130,000 grant from Health Net for refrigerated Food Bank truck	Participated in CalCAPA Legislative Workshop and James Burger joined CalCAPA's outreach and advocacy committee					
Developed plan for CAPK Website improvements	Developed plans for organized grants and outreach training for all new CAPK employees					
Purchased outreach equipment for events						
Updated CAPK PowerPoint Presentation	Filmed and edited Head Start welcome back video					
Updated WIC Website	Finalized Feed Kern Now Booklet for promoting Food Bank Expansion					
Worked with programs to set up branded outreach equipment for events						
	Partnered with Clinica Sierra Vista and the Jakara Movement to plan vaccine clinics					
Grants In Progress/Research	Projects					
California State Department of Social Services Food Bank Expansion Allocation	UAT training with Volunteer Management, expected implementation September 2021					
CAL Water Community Giving	CRM Referral Management starting (June - Sept.)					
OGALS Regional Park Program	CDC & CDFI needs assessment consultation					
PG&E Community Resilience	2021 -24 Strategic Plan Development					
Campbell Foundation	Ongoing Bookmobile Project					
RFP 2-1-1 Expansion to Fresno and Madera Counties	Vaccine Education and Partnerships					
Small Business Development - Pilot Navigator Program						
Emergency Response / Wildfire grants	PG&E - Food Bank and 2-1-1					
CSBG	ROMA					
Performance Indicator trainings with Programs						
Client Demographic Preparation						

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

Foundation	
Development of Foundation Website	Proposed Personnel Change - Vacant Director
Board Orientation Packet	
6 month Board member Check-in	
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects, including Volunteer Management and Referral Management continuing to progress	Roll-out expected in September 2021
Conduct In depth program specific needs assessment	Ongoing / Quarterly basis



Application Status Report June and July 2021

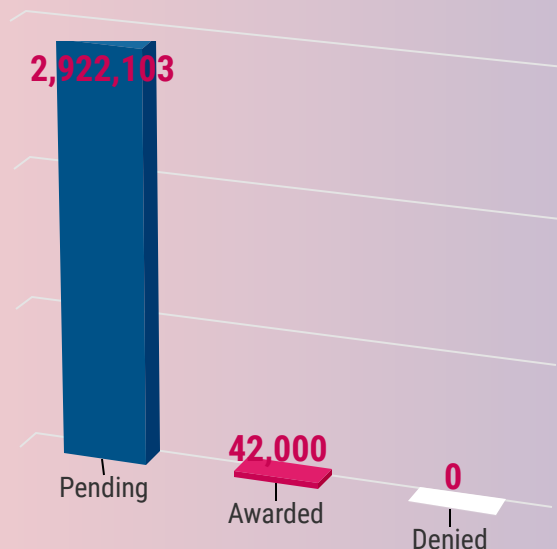


\$ Grant Funding Year-to-Date

January 1, 2021, to
July 31, 2021

■ Pending ■ Awarded ■ Denied

● App Status June and July 2021



Donations

89
\$56,872

**Application Status Report Detail
June & July 2021**

Funder	Description	Program	Amount Requested	Amount Awarded	Deadline	Decision Date	Date Submitted	Status
Union Bank	VITA South East Service Expansion	Volunteer Income Tax Assistance (VITA)	\$ 65,000.00	\$ 5,000.00	5/7/2021	7/9/2021	5/5/2021	Awarded
Delta Dental Community Care Foundation	Delta Dental Community Care Foundation COVID-19 Funding Application	Shafter Youth Center (SYC)	\$ 15,000.00	\$ 30,000.00	5/30/2021	5/28/2021	5/10/2021	Awarded
US Internal Revenue Service (IRS)	VITA 2020/2021 - Year 2	Volunteer Income Tax Assistance (VITA)	\$ 200,693.00	\$ -	6/4/2021		6/3/2021	Pending
First 5 Kern	HRSA COVID Vaccine Education and Outreach	Family Resource Centers	\$ 150,000.00	\$ -	6/11/2021		6/11/2021	Pending
Fred Bergfors and Margaret Sandberg Foundation Inc	2021 General Donation	Food Bank	\$ 40,000.00	\$ 40,000.00	6/28/2021	6/28/2021		Awarded
Stater Bros. Charities	Children Well-being Emergency Support	Oasis FRC	\$ 2,500.00	\$ -	6/30/2021		6/24/2021	Pending
Pacific Gas and Electric Company (PG&E)	CBO Direct Program	Food Bank and 2-1-1	\$ 10,000.00	\$ -	7/2/2021		7/2/2021	Pending
Target	Shafter Youth Center Mobile Art Workshops	Shafter Youth Center (SYC)	\$ 2,000.00	\$ 2,000.00	7/8/2021	7/21/2021	7/7/2021	Awarded
Target	2021 Target Community Engagement Funds Grant	M Street Navigation Center	\$ 2,500.00	\$ -	7/23/2021			Pending
US SBA OED (Office of Entrepreneurial Development)	CDFI, Community Economic Development, Small Business	Agency-level	\$ 2,500,000.00	\$ -	7/23/2021			Pending
Cal Water	Food Bank Operational Support	Food Bank	\$ 2,500.00	\$ -	7/27/2021		7/27/2021	Pending
Wells Fargo	East Kern Family Resource Center Transpiration	East Kern Family Resource Center (EKFRC)	\$ 53,910.00	\$ -	7/30/2021		7/29/2021	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Government	CAPK Program	CAPK Food Bank
Funding Agency	California Department of Social Services	Project Name	Food Bank Capacity Expansion
CFDA	N/A	Target Population	Food insecure, low income
Reapplication (Y/N)	Yes	Number to be served	appx. 840,000
Estimated Request	\$71,006.49	Division Director	Carmen Segovia
Award Period	2021-2022	Program Manager	Carrie Farwell
Project Goal (One sentence goal statement)			
The CAPK Food bank will use the requested funds to procure and distribute food throughout Kern County.			
Project Description (Brief one paragraph description)			
In 2019, the CAPK Food Bank received \$363,636 in order to purchase generators and materials to efficiently equip the location to supply power to the facility during planned safety and unplanned power outages. At the extension of the award, this year's food bank allocation will allow further funding to purchase up to 9 High Volume Low Speed (HVLS). These fans will assure that the Food Bank is fully operational and that all materials including staff and volunteers are within a safe working environment during extreme weather conditions and unforeseen implications. The number of fans purchased and the vendor choice will be at the discretion of CAPK's Director of Operations, Emilio Wagner.			
Estimated Budget Summary			
The requested funding of \$71,006.49 will be used to purchase the fans and all correlating materials			

Approvals:


Carmen Segovia (Jul 29, 2021 08:35 PDT)

Jul 29, 2021

1. Division Director Date



Jul 29, 2021

2. Director of Administration Date



Jul 29, 2021

3. Chief Program Officer Date



Jul 29, 2021

4. Chief Financial Officer Date


Jeremy T Tobias (Jul 29, 2021 09:14 PDT)

Jul 29, 2021

5. Chief Executive Officer Date

Date Presented / Approved:

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

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Government	CAPK Program	Project RISE
Funding Agency	US Small Business Adminis	Project Name	Project RISE
CFDA	59.077	Target Population	LMI small business owners and e
Reapplication (Y/N)	N	Number to be served	2785
Estimated Request	\$2,500,000	Division Director	Pritika Ram
Award Period	2021-2023	Program Manager	TBD
Project Goal (One sentence goal statement)			
Project RISE will provide recovery initiatives for small enterprises in Kern County.			
Project Description (Brief one paragraph description)			
Project RISE will provide small businesses and entrepreneur recovery and relief services to Kern County using a "hub" and "spoke" model.			
Estimated Budget Summary			
CAPK will work with its six Spokes to conduct outreach, provide workshops and classes, technical assistance, and track outcomes to completion for 2,785 individuals by hiring seven full-time and ten part time employees.			

Approvals:

<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> 1. Division Director Date </div> <div style="display: flex; justify-content: space-between; padding-top: 10px;"> <i>Pritika Ram</i> Jul 29, 2021 </div>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> 4. Chief Financial Officer Date </div> <div style="display: flex; justify-content: space-between; padding-top: 10px;"> <i>Amy Webster</i> Jul 29, 2021 </div>
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> 2. Director of Administration Date </div> <div style="display: flex; justify-content: space-between; padding-top: 10px;"> <i>[Signature]</i> Jul 29, 2021 </div>	<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> 5. Chief Executive Officer Date </div> <div style="display: flex; justify-content: space-between; padding-top: 10px;"> <i>Jeremy T. Tobias</i> Jul 29, 2021 </div>
<div style="display: flex; justify-content: space-between; border-bottom: 1px solid black; padding-bottom: 5px;"> 3. Chief Program Officer Date </div>	

Date Presented / Approved:

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

Community Action Partnership of Kern Multiple Funding Requests

August 2021

Funding Information			
Funding Type	Private	CAPK Program	CAPK Food Bank
Funding Agency	Cal Water	Project Name	Community Giving
CFDA		Target Population	Food insecure, low income
Request	\$2,500	Division Director	Carmen Segovia
Award Period	2021-2022	Program Manager	Carrie Farwell
Description	The funds requested will be used to cover general operational costs.		

Funding Information			
Funding Type	Private	CAPK Program	Shafter Youth Center
Funding Agency	Target	Project Name	Shafter Youth Center Mobile Art Workshop
CFDA	No	Target Population	20
Estimated Request	\$2,000	Division Director	Freddy Hernandez
Award Period	8/2021 - 12/2021	Program Manager	Angelica Nelson
Description	The Make Bakersfield Program is mobile art classes that will provide SYC youths with 13, one-hour art sessions at the SYC. The experienced art teacher will provide all materials so that the children will learn different art mediums. They will also receive a sketchbook and painting supplies to keep.		

Funding Information			
Funding Type	Private	CAPK Program	EKFR
Funding Agency	Wells Fargo	Project Name	EKFR Transportation
CFDA	No	Target Population	East Kern residents with transportation need
Estimated Request	\$53,910	Division Director	Freddy Hernandez
Award Period	2021	Program Manager	Matthew Buck
Description	CAPK has requested \$53,910 to purchase a new 2021 Chevy Traverse to provide non-emergency medical transportation for clients as well as food and supply distribution to and from regional areas.		

Funding Information			
Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Pacific Gas & Electric (PG&E)	Project Name	Better Together Giving Program
CFDA		Target Population	Populations Effected by Wildfires
Estimated Request	\$10,000.00	Division Director	TBD
Award Period	2021	Program Manager	Carrie Farewell
Description	Funds are to support food distributions in areas most impacted by wildfires, including Lebec and Frazier Mountain area. These funds also help support messaging through the 2-1-1 Call Center program to link impacted individuals to additional resources, and general emergency response messaging/notification.		

Date Presented/Approved

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

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: June 2021
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Robert Espinosa
Services: 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 (Based on Actual Enrollment)	Over Income
Head Start Kern	1317				6% (12%)	2%
*PY Services ended 5/22/2021	(395)	258	65%			6.2%
Early Head Start Kern	446	291	65%		13% (21%)	9%
<ul style="list-style-type: none"> EHS Center Based EHS Home Based EHS Home Based-Interim 	243 123 80			195/243 84/123 13/80		
Early Head Start San Joaquin	313	215	69%		26% (63%)	8%
Early Head Start Partnership	152	64	42%		7% (17%)	7%
<ul style="list-style-type: none"> Angela Martinez Bakersfield College Blanton Garden Pathways Taft College Escuelita Hernandez Seeking Partner 	24 32 16 11 42 16 11			11/24 11/32 9/16 8/11 23/42 2/16 0/11		

Highlights:

Head Start: The American Recovery Act afforded our Head Start program to offer extended hours of in-class experiences for enrolled children into the summer for Part Year centers. We began services on June 1, 2021, and will end on July 30, 2021; serving a capacity of 260 children.

Early Head Start Partnership Enrollment Updates:

Slot Reallocation: Approval from Office of Head Start is pending.

Escuelita Hernandez: Outdoor fencing has been completed. The infant classroom is pending city inspection approval to complete the final modification which is estimated to be 4 weeks after approval.

Taft College: Received a grant from the office of instruction to invest in center quality enhancements such as installing new fencing around the perimeter of the center, creating a library area for families, and installing audio and video in the classrooms for observations. Expected completion is August 2021.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	135	204

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
649	96	17	98

HIGHLIGHTS:

- 2 staff are going through onboarding process, ranging from checking references to background checks.
- 1 new employee has been onboarded in the month of June.

Compliance
To ensure program integrity and accountability on-site monitoring resumed in the month of June. Based on Kern County Public Health recommendations, on-site monitoring was paused in March 2020 to prevent COVID-19 transmission. During this time, desktop monitoring was exclusively utilized to measure program performance and compliance with all Head Start requirements.

Central Kitchen June 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Centers	25,617	9,422	9,337	6,858
Boxed Meals—Virtual	15,270	5,090	5,090	5,090
Home Based	4,389	1,463	1,463	1,463
TOTALS	45,276	15,975	15,890	13,411

HIGHLIGHTS:

- Two new staff hired: one Food Service Technician and one Food Production Driver.
New routes and delivery schedules have been added to serve the children attending Summer Program.

CACFP						
May 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
55,325	7,829	63,154	38,234	24,920	44,087	70%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: July 2021
Program/Work Unit: Head Start/Early Head Start	Program Manager/Supervisor: Ginger Mendez/Robert Espinosa
Services: 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 (Based on Actual Enrollment)	Over Income
Head Start Kern *21-22 Program Year began 7-1-2021	1317 (395)	177	45%		1%	1 %
Early Head Start Kern <ul style="list-style-type: none"> EHS Center Based EHS Home Based EHS Home Based-Interim 	446 243 123 80	272	61%	 187/243 76/123 9/80	6%	8%
Early Head Start San Joaquin	313	205	65%		16%	8%
Early Head Start Partnership <ul style="list-style-type: none"> Angela Martinez Bakersfield College Blanton Garden Pathways Taft College Escuelita Hernandez Seeking Partner 	152 24 32 16 11 42 16 11	65	43%	 11/24 12/32 9/16 6/11 25/42 2/16 0/11	3%	5%
Early Head Start Partnership Enrollment Updates: Head Start: Summer expansion program has concluded on July 30, 2021 Early Head Start Partnership Enrollment Updates: Taft College improvements have all been completed. Slot Reallocation: Approval pending from Office of Head Start Escuelita Hernandez: Project is in progress.						

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	134	204

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
647	98	10	100

HIGHLIGHTS: No onboarding in the month of July due to center selection process by staff (aka: bumping).

Compliance
<p>The program received the Program Performance Summary Report for the May 10, 2021 to May 14, 2021 Focus Area One monitoring review. The program successfully met all requirements of the Head Start Program Performance Standards, Head Start Act and Improving Head Start for School Readiness Act.</p> <p>In preparation for our new program year, scheduled on-site monitoring and ongoing desktop monitoring of files will continue. Based on ongoing monitoring results, center staff will focus on weekly lesson plans to ensure they are reviewed and shared with families.</p>

Central Kitchen July 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Centers	26,673	9,724	9,677	7,272
Boxed Meals—Virtual	10,888	3,532	3,678	3,678
Home Based	3,400	1,090	1,155	1,155
TOTALS	40,961	14,346	14,510	12,105

HIGHLIGHTS: Boxed meals ended on 7/30/2021.

CACFP						
June 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
44,299	9,744	54,043	25,462	28,581	30,616	57%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Director of Administration

Date: August 11, 2021

Subject: *Agenda Item 5d*: Proposal Submission: Request for Proposals for United Way Fresno and Madera Counties 211 Call Center – **Info Item**

The United Way of Fresno and Madera Counties released a Request for Proposal (RFP) for their 2-1-1 Call Center program. They are seeking a vendor that can provide 2-1-1 services on behalf of their United Way, including staffing, software/call center technology, and all related infrastructure to successfully run a 24/7 211 helpline (e.g., talk, two-way text, online resources, push text, resource database management and reporting). After reviewing the request for proposal and discussion with leadership and the 2-1-1 Kern Call Center staff, the agency has responded to the RFP with a formal submission.

Based on our successful operation of the 2-1-1 Kern Call Center, and experience in providing call center back-office support to three (3) additional counties in the San Joaquin Valley; Kings, Tulare, and Stanislaus, it was reasonable to expand our network to include Fresno and Madera counties. For reference, the United Way of Fresno and Madera reported the following call volume for 2019-202; adding that their call center typically handles regular information and referral calls averaging about a 6–7-minute call handling time.

Call Volume Summary				
Year	Queue Offered	Inbound Handled	Abandons	Notes
2021	36,031	18,838	16,824	Jan-June only
2020	49,434	38,775	10,281	
2019	34,959	29,056	6,732	

This included special programs such as contracts with the Fresno Department of Social Services, Department of Public Health with Coronavirus information, Volunteer Income Tax Assistance (VITA) and Free Tax Prep, First 5 Fresno's Help me Grow program, and Smoking Cessation program. The call volume reported is similar to our call handling data with Tulare County, but we anticipate with the successful award, we will experience an increase and can offer an improvement in calls abandoned.

Overall, the opportunity to expand to the two additional counties through a trusted partner like the United Way, will allow CAPK to apply our quality of service through the 2-1-1 Call Center to better serve the communities in Fresno and Madera. Staff will provide an update on the outcome in the coming weeks. The expected notice of award is scheduled for mid-August to early September 2021.



MEMORANDUM

To: Program Review and Evaluation Committee

From: Pritika Ram, Director of Administration

Date: August 11, 2021

Subject: *Agenda Item 6a*: Follow-Up Items from the June 16, 2021 Meeting – **Info Item**

At the June 16, 2021 Program Review & Evaluation Committee meeting, committee members requested information on the following topics:

1. As a follow-up item from the previous PRE-Committee meeting, members asked which staff are part of the Opioid Overdose Response & Naloxone training (Risk Management Department / Operations Division)

Laurie Sproule, Risk Management Supervisor, reported the following:

The annual training, which is conducted by an external partner Andrew Mattas, Paramedic, Emergency Medical Services Coordinator, was for the M Street Navigation Center program totaling thirteen (13) staff members.

2. Head Start & Early Head Start 2021-2022 School Readiness Goals

Carolyn Coffey, Administrator of Education & Support Services, reported the following:

- Common Core
The Desired Results System was developed by the California Department of Education with the intent to improve program quality. All state funded child development programs are required to use the Desired Results assessment, and the Head Start program uses the data from the assessment to create school readiness goals. Enclosed is the Common Core documentation and Desired Results assessments that are used for program development as well as the school age assessment. For additional information, Mrs. Coffey included the California's Early Learning and Development System that provides information on the five (5) elements of the system.
- School Readiness Goals 2021-2022 Updated Goals
The language clarification recommended by Board Member Jara-Rangel has been made along with recommendations from the School Readiness Sub-Committee meeting (Policy Council Members). Enclosed is the revised School Readiness Goals 2021-2022 document.

Attachments (Not included in Board Agenda Packet):

Head Start & Early Head Start 2021-2022 School Readiness Goals Common Core Documentation

- a. The Alignment of the California Preschool Learning Foundation*
- b. DRDP 2015 IT Comprehensive*
- c. DRDP 2015 PSC Comprehensive*
- d. DRDP SA 2011*
- e. Common Core Standards*
- f. Early Learning Development System*
- g. School Readiness Goals 2021-2022*



DATE	August 18, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 560 257 155#

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 Member Janea Benton called the meeting to order at 12:03 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, and Jonathan Mullings

Absent: Guadalupe Perez

Others present: Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start/State Child Development; Lisa McGranahan, Director of Human Resources; Emilio Wagner, Director of Operations; Pritika Ram, Director of Administration; other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for July 2021 – Heather McCarley, Finance Administrator – **Info Item**

Heather McCarley presented the above informational reports to the Committee.

Janea Benton recognized the finance team for closing the gap on the San Joaquin project and keeping the organization on financial track.

Janea Benton requested an update on the ongoing construction expansion of our four sites. Emilio Wagner provided an update. All projects are on target according to the original schedule (February - May 2022).

Tracy Webster added that the construction costs is approximately \$9.8 million, and we're pending approval for the carryover of \$7.9 million. Leftover funds from the American Rescue Act may be utilized to fill in the remaining costs. Until then, Tracy Webster added that the American Rescue Act remaining funds will be on hold as a security precaution to finish the construction.

- c. July 2021 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the July financial statements to the Committee for approval. Tracy announced that there has not been a need to draw on the line of credit. Therefore, the available credit has been reduced. Historically, CAPK has needed to draw July, but this year is the first year we have declined. Tracy congratulated the team on keeping the financials on track.

Janea Benton congratulated the team regarding the line of credit and maintaining cash flow. Janea Benton questioned if the migrant waiver issues were resolved. Susana Magana answered that eligibility issues have been resolved by re-certifying. Families were given a 45-day and were re-enrolled to be able to serve them for another year. CAPK will continue to monitor the situation.

Janea Benton questioned the budget gaps. Tracy Webster responded that the gaps fall in line with prior years and that many programs are very close to their budget. Energy has seen some challenges due to many factors, including being unable to visit people's homes for weatherization projects.

Janea Benton questioned if we have concerns that some of our grants won't be reissued. Tracy Webster responded that we're spending down the contracts, so this will not be an issue in the future. Tracy added that staffing is occasionally an issue for every program, but it's always manageable.

Janea Benton recommended to present the financials gaps for the programs in future meetings.

Janea Benton questioned if there have been requests to reinstate the distance learning program. Tracy responded that the benefit was enacted to due to a county mandate. Unless we're instructed to begin distance learning again, CAPK will not begin the program.

Ana Vigil questioned the number of home base attendance and whether teachers are visiting homes. Yolanda Gonzales responded that teachers are providing home learning kits, conducting Zoom meetings, and providing home wellness visits.

Motion was made and seconded to approve the July 2021 financial statements. Carried by unanimous vote (Vigil/Plane).

5. Committee Member Comments

- Ana Vigil thanked everyone for their continued excellent work.
- Janea Benton complimented on the uptick of the social media content.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, September 22, 2021
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:36 pm.



MEMORANDUM

To: Budget and Finance Committee
From: *Heather McCarley*
Heather McCarley, Finance Administrator
Date: August 18, 2021
Subject: *Head Start - Kern*
Budget to Actual Report for the period ended July 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 third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Head Start Budget to Actual Report for the period of March 1, 2021 through July 31, 2021. Five months (41.6%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 35% of the budget, which is slightly greater than expenditures at this point in the prior budget period.

Training & Technical Assistance Funds

Overall expenditures are at 33% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 69% of the budget.

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

Non-Federal share is at 49% of the budget.

Community Action Partnership of Kern
Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - July 31, 2021
 Month 5 of 12 (41.6%)

Prepared 8/11/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	3,184,887	6,815,635	32%	68%
FRINGE BENEFITS	2,787,432	1,030,767	1,756,665	37%	63%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	196,002	537,437	27%	73%
CONTRACTUAL	148,506	40,826	107,680	27%	73%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	1,309,218	1,439,607	48%	52%
INDIRECT	1,583,809	576,170	1,007,639	36%	64%
TOTAL BASE FUNDING	18,002,533	6,337,869	11,664,664	35%	65%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	3,643	38,261	9%	91%
SUPPLIES	23,986	4,834	19,152	20%	80%
CONTRACTUAL	22,800	23,787	(987)	104%	-4%
OTHER	72,752	21,294	51,458	29%	71%
INDIRECT	16,144	5,356	10,788	33%	67%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	58,913	118,673	33%	67%

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	117,813	177,522		
OTHER	155,558	59,902	95,656		
INDIRECT	46,675	31,024	15,651		
TOTAL COVID CARES	497,567	342,122	155,445	69%	31%

GRAND TOTAL HS FEDERAL FUNDS	18,677,686	6,768,347	11,909,339	36%	64%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	767,354	800,284	49%	51%
CALIF DEPT OF ED	5,193,619	2,539,924	2,653,695	49%	51%
TOTAL NON-FEDERAL	6,761,257	3,307,278	3,453,979	49%	51%

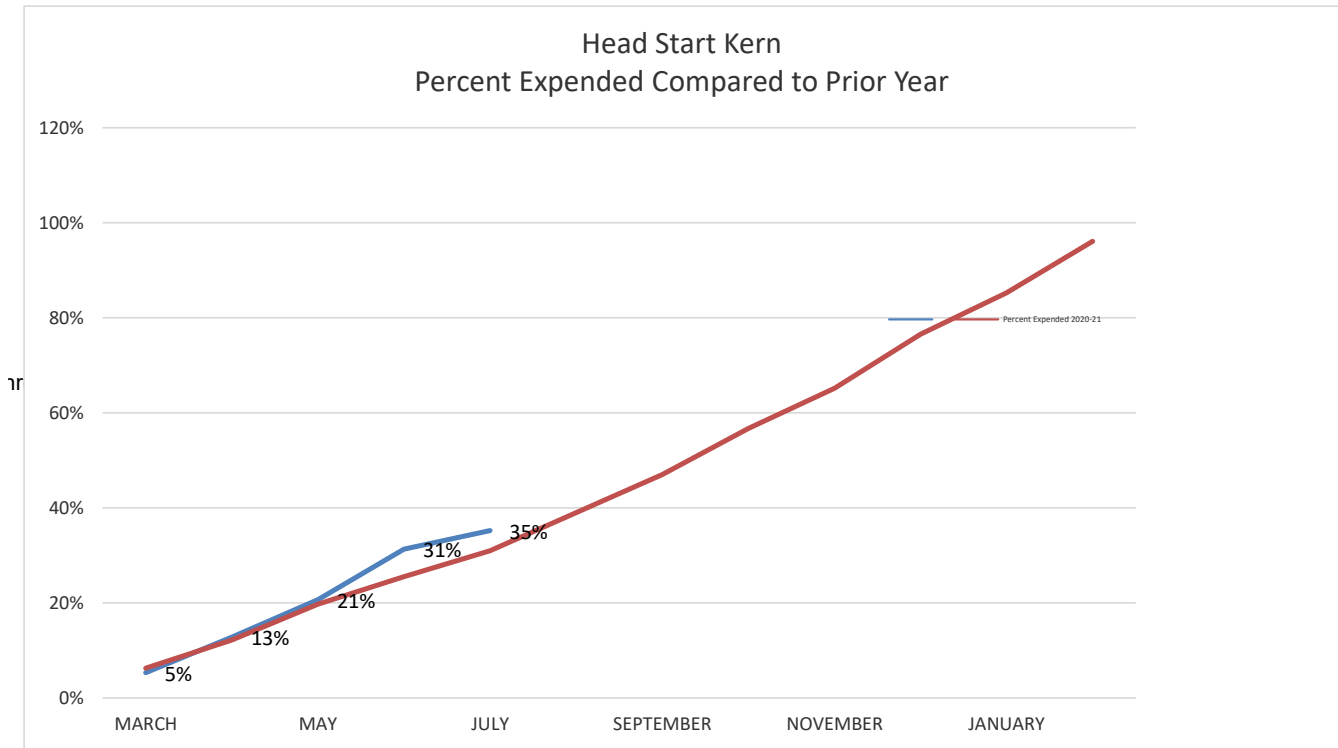
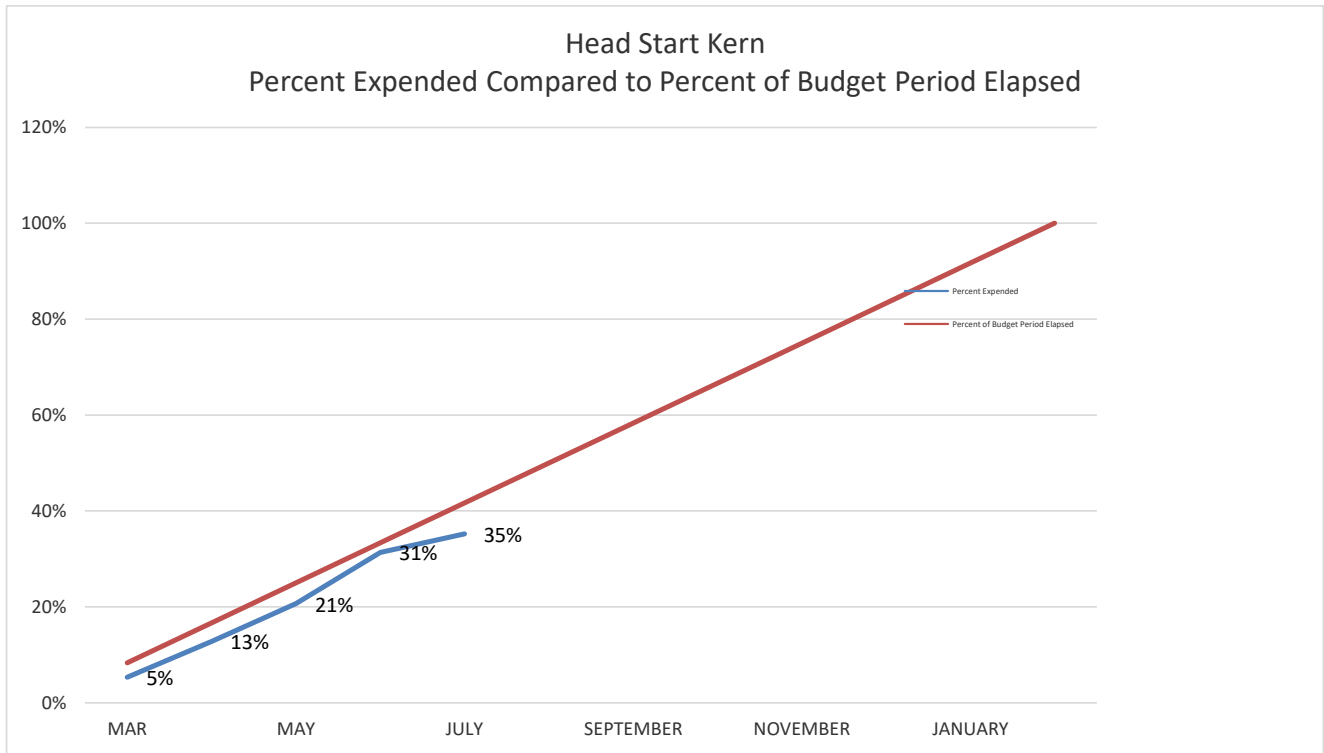
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2021

Administrative Cost for HS and EHS Kern 7.0%

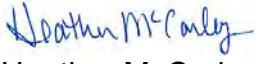
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	41,559				41,559	8/9/2021
Lowe's	-				-	7/12/2021
Smart & Final	684.26				684	8/1/2021
Save Mart	1,329.30				1,329	7/7/2021
Chevron & Texaco Business Card	8,495				8,495	8/6/2021
Home Depot	4,975				4,975	7/5/2021
	57,042	0	0	0	57,042	





MEMORANDUM

To: Budget and Finance Committee
From: 
Heather McCarley, Finance Administrator
Date: August 18, 2021
Subject: *Early Head Start - Kern*
Budget to Actual Report for the period ended July 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 third-year budget period is March 1, 2021 through February 28, 2022.

The following are highlights of the Kern Early Head Start Budget to Actual Report for the period of March 1, 2021 through July 31, 2021. Fifth months (41.6%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 32% of the budget, which is on trend with where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 39% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 100% of the budget.

Community Action Partnership of Kern
Early Head Start - Kern
Budget to Actual Report
Budget Period: March 1, 2021 - February 28, 2022
Report Period: March 1, 2021 - July 31, 2021
 Month 5 of 12 (41.6%)

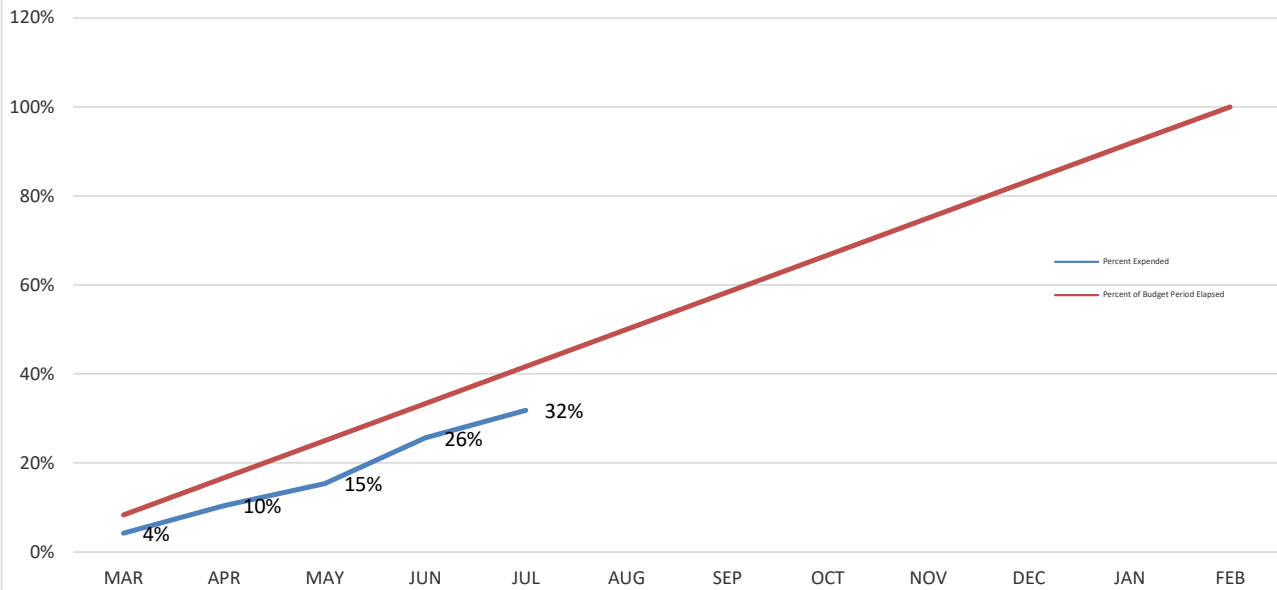
Prepared 8/11/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	1,686,444	3,334,689	34%	66%
FRINGE BENEFITS	1,751,175	478,402	1,272,773	27%	73%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	118,946	364,498	25%	75%
CONTRACTUAL	36,432	17,033	19,399	47%	53%
CONSTRUCTION	0	0	0		
OTHER	920,158	313,414	606,744	34%	66%
INDIRECT	809,704	258,978	550,726	32%	68%
TOTAL BASE FUNDING	9,022,046	2,873,216	6,148,830	32%	68%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	32,253	1,214	31,039	4%	96%
SUPPLIES	6,807	1,643	5,164	24%	76%
CONTRACTUAL	11,412	47,829	(36,417)	419%	-319%
OTHER	102,788	9,333	93,455	9%	91%
INDIRECT	15,326	6,002	9,324	39%	61%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	66,021	102,565	39%	61%
COVID CARES					
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	685	66,236	1%	99%
OTHER	18,194	19,067	(873)	105%	-5%
INDIRECT	9,068	10,758	(1,690)		
TOTAL COVID CARES	94,182	94,182	0	100%	0%
GRAND TOTAL EHS FEDERAL FUNDS	9,284,814	3,040,792	6,244,022	33%	67%

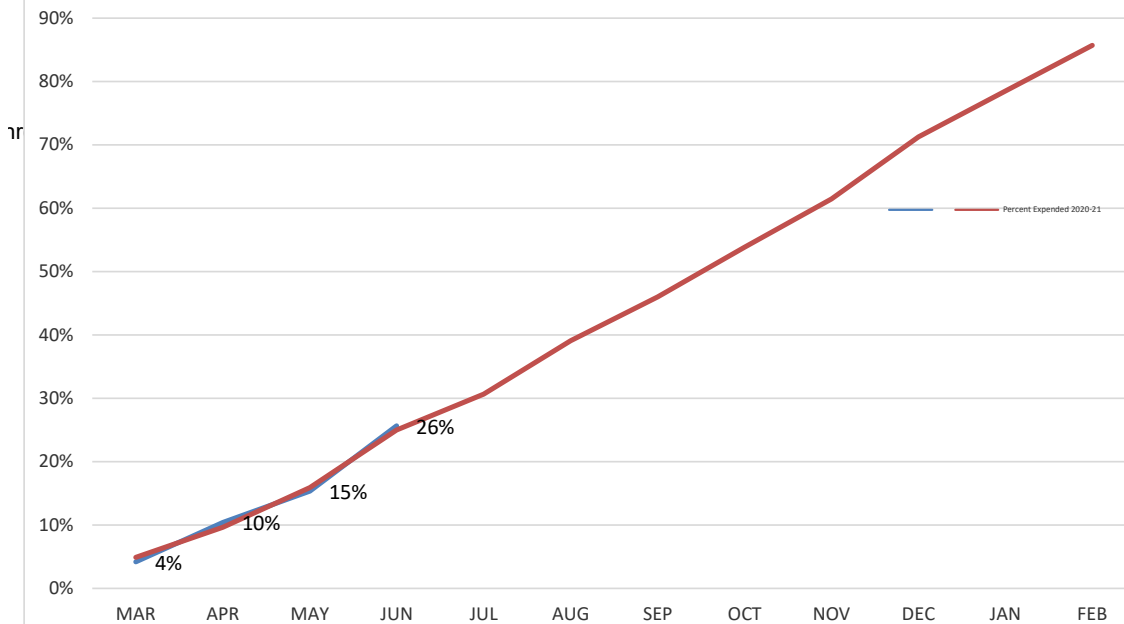
Budget reflects Notice of Award #09CH011132-02-03

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2021

Early Head Start Kern
Percent Expended Compared to Percent of Budget Period Elapsed



Early Head Start Kern
Percent Expended Compared to Prior Year



Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
 Budget Period: March 1, 2021 through February 28, 2022
 Report for period ending **July 31, 2021** (Month 5 of 12)

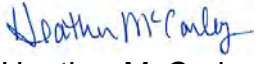
Percent of budget period elapsed: **42%**

LOCATION	Enroll- ment	March	April	May	June	July	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	9,586	35,284	27%
Alicante	20	2,759	2,527	2,754	3,695	0	11,735	17,642	67%
Angela Martinez	60	1,682	5,056	1,604	2,212	1,831	12,385	52,925	23%
Broadway	40	9,072	8,492	6,658	0	0	24,222	35,284	69%
California City	34	7,513	7,727	3,833	0	0	19,073	29,991	64%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	65,871	20,288	325%
Delano	76	19,953	21,082	15,436	7,918	0	64,389	67,039	96%
East California	52	14,322	16,129	16,718	14,823	0	61,992	45,869	135%
Fairfax	40	8,429	9,246	5,856	0	0	23,531	35,284	67%
Fairview	40	7,209	8,499	5,236	5,291	0	26,235	35,284	74%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	3,579	51,795	137,606	38%
Heritage	20	5,914	6,825	3,362	0	0	16,101	17,642	91%
Home Base	123	12,960	10,090	8,568	5,778	1,691	39,087	54,248	72%
Lamont	20	3,352	4,009	406	1,055	0	8,821	17,642	50%
Martha J. Morgan	72	8,319	7,861	6,819	0	0	22,998	63,510	36%
McFarland	20	2,099	2,182	1,391	0	0	5,672	17,642	32%
Mojave	20	7,890	9,060	2,545	0	0	19,494	17,642	111%
Oasis	60	5,094	7,534	5,183	4,325	0	22,136	52,925	42%
Pete H. Parra	128	9,302	10,728	9,209	0	0	29,238	112,907	26%
Planz	20	0	1,168	0	0	0	1,168	17,642	7%
Primeros Pasos	78	13,394	9,779	8,252	2,597	500	34,521	68,803	50%
Rosamond	80	5,024	6,643	2,972	0	0	14,639	70,567	21%
San Diego Street	40	2,566	2,282	2,970	2,392	0	10,211	35,284	29%
Seibert	40	0	0	0	0	0	0	35,284	0%
Shafter	20	3,661	2,948	2,292	1,198	0	10,099	17,642	57%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	654	9,351	22,052	42%
Sterling	124	7,380	8,415	6,284	7,924	2,528	32,530	109,379	30%
Sunrise Villa	20	2,328	1,874	651	1,561	0	6,414	17,642	36%
Taft	63	4,500	5,261	3,946	0	0	13,708	55,572	25%
Tehachapi	34	2,181	0	0	0	0	2,181	29,991	7%
Vineland	20	4,160	2,420	923	1,009	0	8,511	17,642	48%
Virginia	40	3,948	4,743	3,377	0	0	12,068	35,284	34%
Wesley	60	27,407	27,036	13,247	0	0	67,690	52,925	128%
Willow	55	5,130	4,162	2,753	0	0	12,046	48,515	25%
Administrative Services		0	0	0	0	0	0	0	NA
Program Services		23	130	119	0	0	272	66,765	0%
SUBTOTAL IN-KIND	1,763	240,064	248,041	175,646	86,754	19,266	769,771	1,567,638	49%
State General Child Care*		218,706	214,532	221,798	216,097	167,020	1,038,152	2,713,001	38%
State Preschool*		395,510	387,783	334,094	184,445	158,772	1,460,604	2,291,775	64%
State Migrant Child Care*		9,413	9,710	9,016	9,016	4,013	41,168	125,833	33%
SUBTOTAL CA DEPT of ED		623,628	612,025	564,909	409,558	329,805	2,539,924	5,130,608	50%
GRAND TOTAL		863,692	860,066	740,555	496,312	349,071	3,309,695	6,698,246	49%

*May include estimates



MEMORANDUM

To: Budget and Finance Committee
From: 
Heather McCarley, Finance Administrator
Date: August 18, 2021
Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended July 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, 2021 through June 30, 2021. Six months (50.0%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 40% of the budget, which is slightly below where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 53% of the budget. The combined personnel and fringe benefit expenses are at 50% of this budget.

COVID Cares Funds

The remaining COVID funding will be carried over into the current budget period. Of the remaining balance overall expenditures are at 100% of the budget. The remaining COVID expenditures will be applied towards the American Rescue Funding.

Non-Federal Share

Non-Federal share is at 53% of the budget.

**Community Action Partnership of Kern
Early Head Start - San Joaquin County
Budget to Actual Report**

Budget Period: February 1, 2021 - January 31, 2022

Report Period: February 1, 2021 - July 31, 2021

Month 6 of 12 (50.0%)

Prepared 8/11/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,239,569	1,286,373	1,953,196	40%	60%
FRINGE BENEFITS	913,403	356,591	556,812	39%	61%
TRAVEL	0	7,012	(7,012)	0%	0%
EQUIPMENT	45,000	31,192	13,808		
SUPPLIES	130,220	51,247	78,973	39%	61%
CONTRACTUAL	9,500	8,725	775	92%	8%
OTHER	720,292	282,647	437,645	39%	61%
INDIRECT	498,077	191,445	306,632	38%	62%
TOTAL	5,556,061	2,215,232	3,340,829	40%	60%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	49,670	24,690	24,980	50%	50%
FRINGE BENEFITS	21,950	11,146	10,804	51%	49%
TRAVEL	3,260	1,079	2,181	33%	67%
SUPPLIES	6,815	723	6,092	11%	89%
CONTRACTUAL	7,345	8,100	(755)	110%	-10%
OTHER	19,301	11,174	8,127	58%	42%
INDIRECT	10,834	5,670	5,164	52%	48%
TOTAL	119,175	62,582	56,593	53%	47%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	72,943	42,873	30,070	59%	41%
OTHER	24,314	29,715	(5,401)	122%	-22%
INDIRECT	9,726	11,861	(2,135)	122%	-22%
TOTAL	106,983	106,983	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	5,782,219	2,384,797	3,397,422	41%	59%
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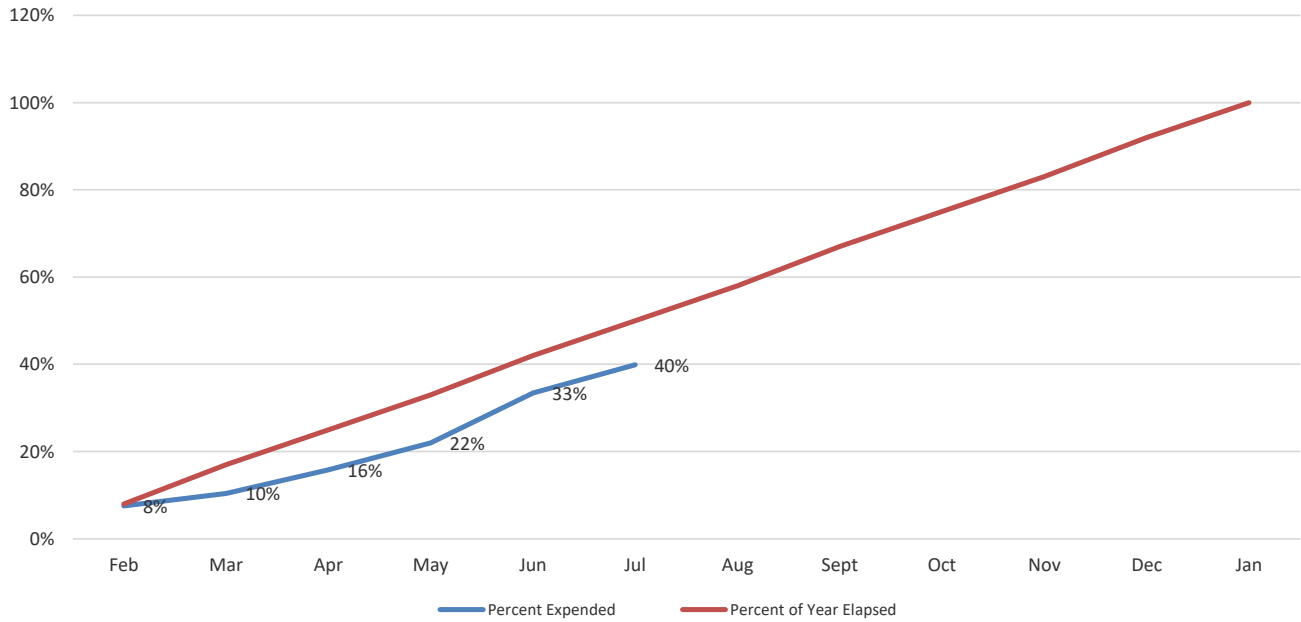
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,402,068	749,691	652,377	53%	47%
TOTAL NON-FEDERAL FUNDS	1,402,068	749,691	652,377	53%	47%

Centralized Administrative Cost	6.3%
Program Administrative Cost	3.3%
Total Administrative Cost	9.7%

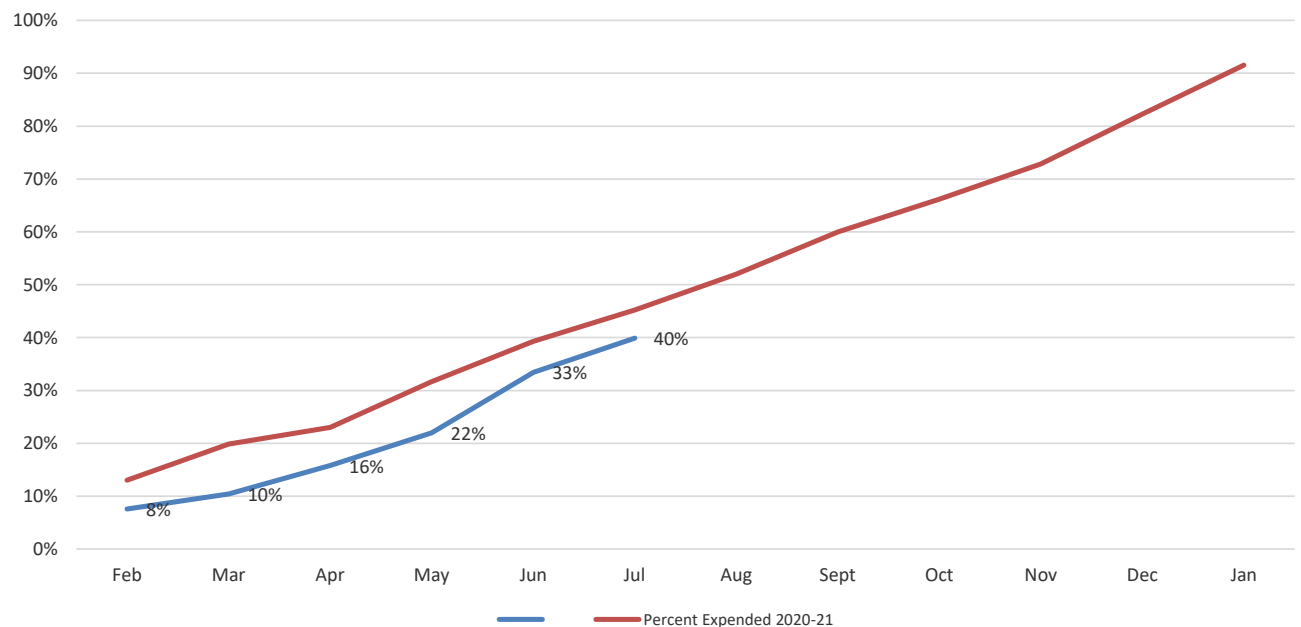
Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed



Early Head Start San Joaquin
Percent Expended Compared to Prior Year



Community Action Partnership of Kern

San Joaquin Early Head Start

Non-Federal Share and In-Kind Year-to-Date Report

Budget Period: February 1, 2021 through January 31, 2022

Report for period ending June 30, **2021** (Month 5 of 12)

Percent of budget period elapsed: **42%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,330	0	9,032	39,646	23%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	11,746	33,039	36%
Gianone	16	1,009	1,300	1,254	1,179	1,130	5,873	26,431	22%
Kennedy	16	1,188	858	927	699	844	4,516	26,431	17%
Lodi Home Base	35	0	6,413	3,806	1,712	0	11,931	28,909	41%
Lodi UCC	30	3,271	3,946	2,019	2,649	2,934	14,819	49,558	30%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	12,667	9,912	128%
Marci Massei	24	2,453	3,257	2,521	1,766	2,170	12,167	39,646	31%
St. Mary's	24	3,029	2,929	3,172	2,203	918	12,250	39,646	31%
Stockton Home Base	90	5,231	9,230	8,909	4,665	3,233	31,267	74,337	42%
Tracy Home Base	12	0	0	0	0	0	0	9,912	0%
Walnut	24	3,004	3,300	4,579	5,262	2,261	18,407	39,646	46%
Administrative Services		0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	133,163	108,412	123%
Policy Council		0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	40,606	55,437	53,624	41,892	25,694	277,838	526,525	53%

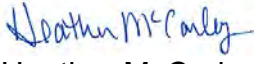
State General Child Care*	120,553	164,511	162,164	150,886	151,577	749,691	1,175,152	64%
SUBTOTAL CA DEPT of ED	120,553	164,511	162,164	150,886	151,577	749,691	1,175,152	64%

GRAND TOTAL **161,159** **219,948** **215,788** **192,778** **177,271** **1,027,529** **1,701,677** **60%**

*May include estimates



MEMORANDUM

To: Budget and Finance Committee
From: 
Heather McCarley, Finance Administrator
Date: August 18, 2021
Subject: *Early Head Start Child Care Partnerships*
Budget to Actual Report for the period ended July 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, 2021 through July 31, 2021. Five months (41.67%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 26% of the budget, which is slightly above where we were compared to last year at this time.

Training & Technical Assistance Funds

Overall expenditures are at 4% of the budget.

Carryover Funds

The Carryover projects will be carried forward into the new budget period, as well, but will not be reflected until we are able to submit the for the finalized amounts to carryforward from the 2020-21 budget period.

COVID Cares Funds

The remaining COVID funding will be carried into the current budget period. Of the remaining balance, overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 20% of the budget.

**Community Action Partnership of Kern
Early Head Start Child Care Partnerships + Expansion
Budget to Actual Report**

Budget Period: March 1, 2021 - February 28, 2022

Report Period: March 1, 2021 - July 31, 2021

Month 5 of 12 (41.67%)

Prepared 8/11/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	658,760	239,646	419,114	36%	64%
FRINGE BENEFITS	179,894	63,867	116,027	36%	64%
SUPPLIES	37,083	35,231	1,852	95%	5%
CONTRACTUAL	1,078,826	125,354	953,472	12%	88%
OTHER	231,300	115,772	115,528	50%	50%
INDIRECT	212,544	55,392	157,152	26%	74%
TOTAL BASE FUNDING	2,398,407	635,262	1,763,145	26%	74%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	0	5,294	0%	100%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	144	29,249	0%	100%
INDIRECT	5,107	230	4,877	4%	96%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	2,527	53,658	4%	96%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	81,981	6,917	75,064	8%	92%
OTHER	20,082	7,926	12,156	39%	61%
INDIRECT	10,239	1,904	8,334	19%	81%
TOTAL COVID	112,302	20,948	95,554	19%	81%

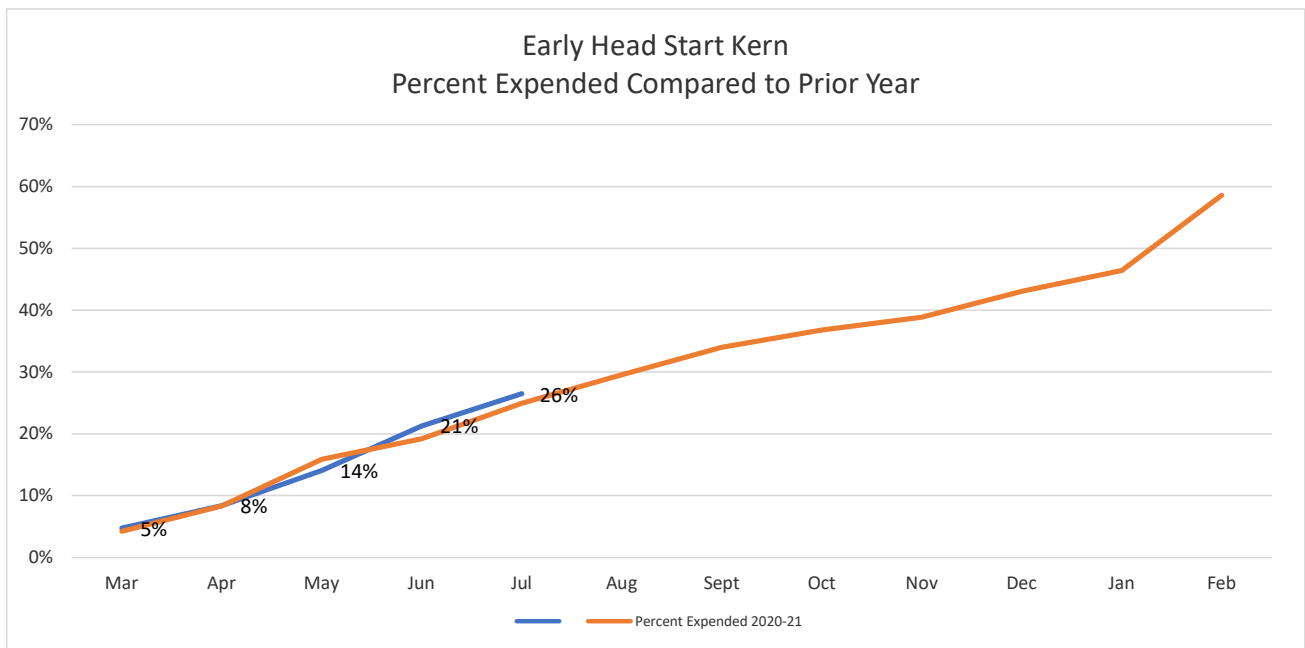
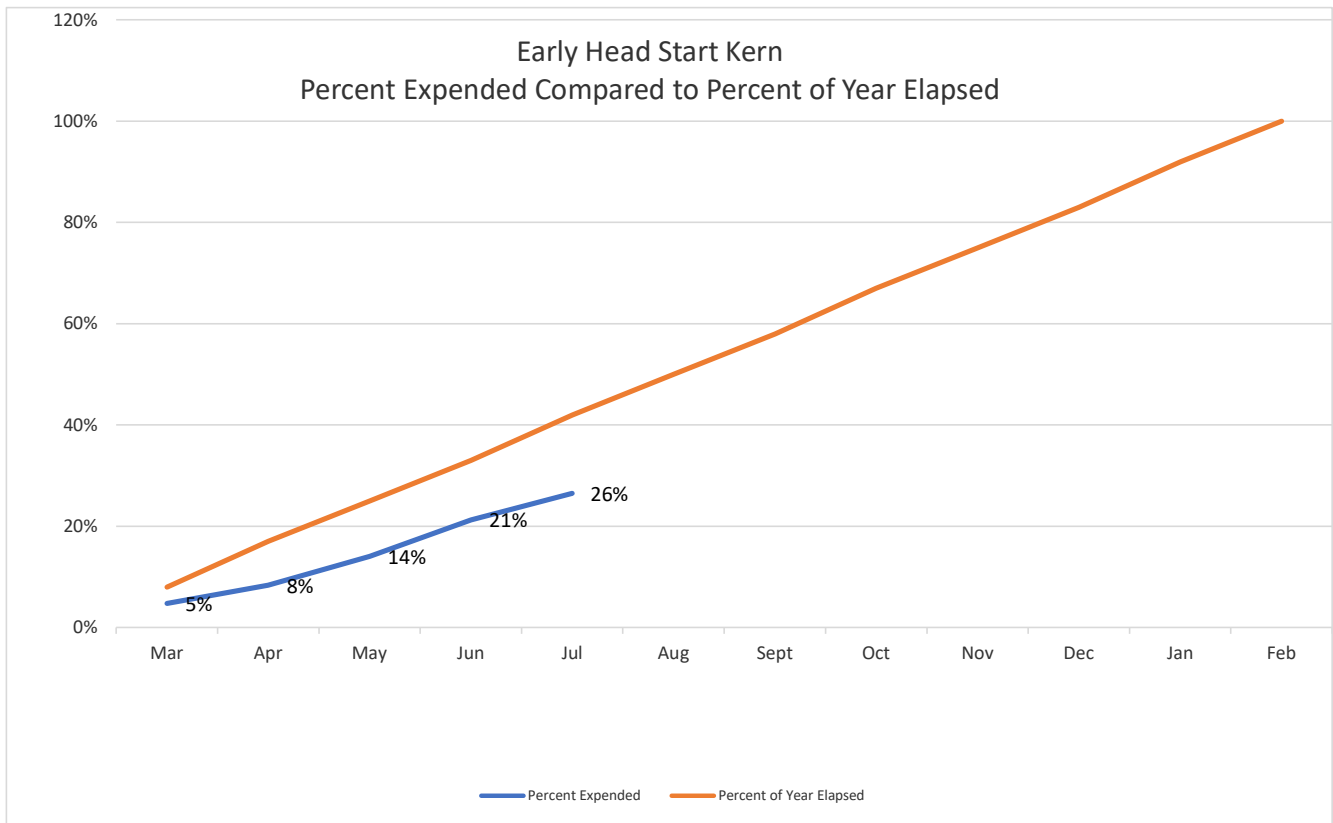
GRAND TOTAL EHS FEDERAL FUNDS	4,065,103	658,737	3,410,566	16%	84%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	119,649	468,607	20%	80%
TOTAL NON-FEDERAL	588,256	119,649	468,607	20%	80%


Budget reflects Notice of Award #09HP000163-02-02

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2021





MEMORANDUM

To: Budget and Finance Committee
From:  Heather McCarley, Finance Administrator
Date: August 18, 2021
Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended July 31, 2021 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through July 31, 2021. Four months (33.3%) of the 12-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 6% of the budget. These funds are being utilized to support the Summer Bridge Program options.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

Budget Period: April 1, 2021 - March 31, 2023

Report Period: April 1, 2021 - July 31, 2021

Month 4 of 12 (33.3%)

Prepared 8/11/2021

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	670,559	670,559	0	100%	0%

American Rescue Plan Act

PERSONNEL	763,438	133,021	630,417	17%	83%
FRINGE BENEFITS	251,934	28,481	223,453	11%	89%
TRAVEL	0	0	0		100%
SUPPLIES	553,540	34	553,506	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	830,310	0	830,310	0%	100%
INDIRECT	266,580	0	266,580	0%	100%
TOTAL	2,665,802	161,536	2,504,266	6%	94%

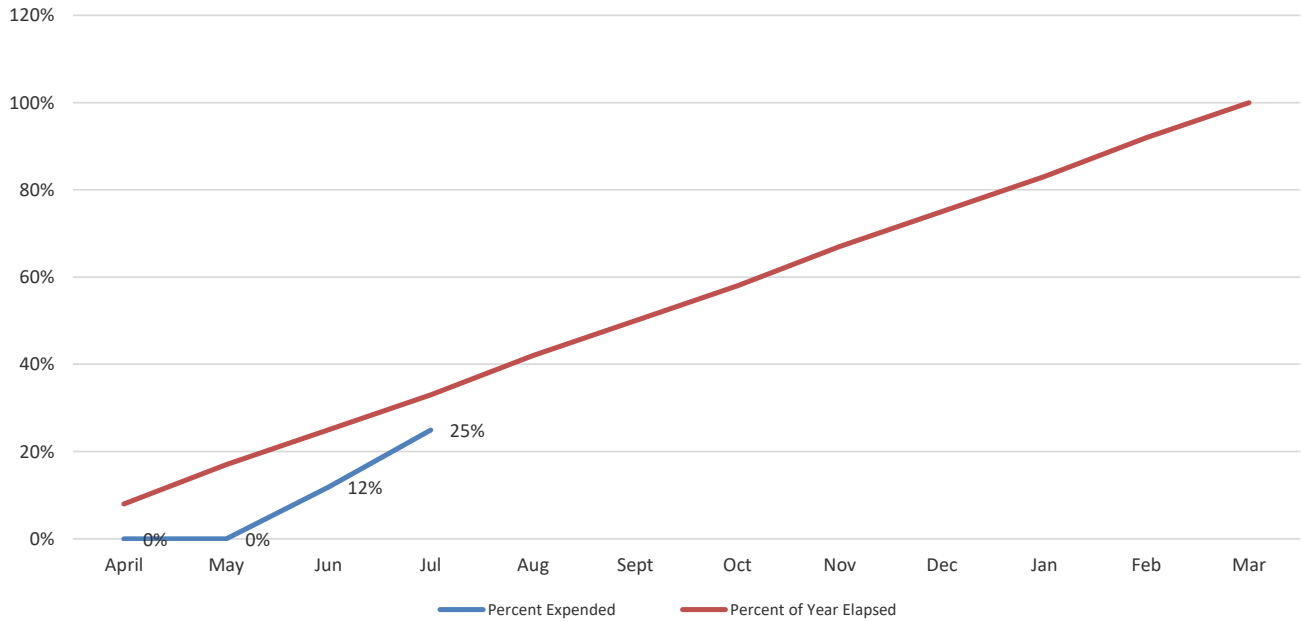
GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	832,095	2,504,266	25%	75%
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Centralized Administrative Cost	7.3%
Program Administrative Cost	0.0%
Total Administrative Cost	7.4%

Budget reflects Notice of Award #09HE000432-01-01

Actual expenditures include posted expenditures and estimated adjustments through 7/31/2021

Early Head Start San Joaquin
Percent Expended Compared to Percent of Year Elapsed





BUDGET AND FINANCE COMMITTEE

AUGUST 18, 2021

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-03	03/01/21 - 02/28/22	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-03	03/01/21 - 02/28/22	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-02	02/01/21 - 01/31/22	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041800	04/02/20 - 04/01/21	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	166,842	21.009	21VITAA0243	10/01/20 - 09/30/21	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 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
CSBG CARES ACT DISCRETIONARY (YOUTH CENTER CARES)	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

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

A2

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,606,069 9,323,755	93.568 93.568	20B - 2012 21B - 5012	10/01/19 - 06/30/21 11/01/20 - 06/30/22	122-30 122-30	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF 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	93.575	CCTR - 0052	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	93.596	CCTR - 0052	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 28,000	93.575	CMAF - 9000 CMAF - 0000	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		93.575	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/20 - 06/30/21	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,735,694	10.561	19-10324	10/01/20 - 09/30/21	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
UNITED WAY STANISLAUS 211 RENTAL ASSISTANCE	93,600	21.023		03/01/21 - 12/31/21	185	U.S. DEPT OF HEALTH & HUMAN SERVICES, COUNTY OF STANISLAUS, UNITED WAY OF STANISLAUS
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	388,468	10.568/.569	15 - MOU - 00118	10/01/20 - 09/30/21	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CARES ACT	20,205	10.568/.569		10/01/20 - 09/30/21	105-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
EFAP FAMILIES FIRST CORONAVIRUS RESPONSE ACT (FFCRA)	113,134	10.568/.569		10/01/20 - 09/30/21	105-095	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP CORONAVIRUS RESPONSE AND RELIEF SUPPLEMENTAL APPROPRIATIONS ACT (CRRS)	288,169	10.568/.569		10/01/20 - 09/30/21	105-098	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 37	58,005	97.024		4/1/2020 - 5/31/2021	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		10/01/20 - 09/30/21	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
ESG COORDINATED ENTRY SERVICES COVID-19	120,000		2021-017	03/01/21 - 02/28/22	143	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COMMUNITY PLANNING AND DEVELOPMENT, EMERGENCY
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	386,389	10.565	MOU-20-6003	10/01/20 - 09/30/21	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/20 - 09/30/21	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/20 - 09/30/21	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	96,442	10.561	18 - 7012 - SUB - CAPK	10/01/20 - 09/30/21	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 PROGRAM SSI	43,513	10.561		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	07/01/20 - 06/30/21	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	07/01/20 - 06/30/21	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	4,173,683		CMAF - 0000	07/01/20 - 06/30/21	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082		CCTR - 0052	07/01/20 - 06/30/21	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697		CSPP-0126	07/01/20 - 06/30/21	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661		CMIG - 0004	07/01/20 - 06/30/21	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399		CMSS - 0004	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)	3,460,624 4,227,141		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/20 - 06/30/21	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	328,862		509-2019	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 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	363,636		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/20 - 06/30/21	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/20 - 06/30/21	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/20 - 06/30/21	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	219,006 230,726		N/A	07/01/20 - 06/30/21 07/01/21 - 06/30/22	280	OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	82,149 87,948		2020.2.05	07/01/20 - 06/30/21 07/01/21 - 06/30/22	288	KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	138,262 142,167		2020.2.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	156,092 163,032		2020.1.06	07/01/20 - 06/30/21 07/01/21 - 06/30/22	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	90,717 154,174		2020.2.18	01/01/21 - 06/30/21 07/01/21 - 06/30/22	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KER 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	07/01/20 - 06/30/21	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/20 - 06/30/21	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
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.
211 ENERGY UPGRADE CA PROGRAM	30,000		N/A	11/01/20 - 09/30/21	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
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
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, 2021 THROUGH FEBRUARY 28, 2022**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 KINGS COUNTY	22,868		N/A	07/01/20 - 06/30/21	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/20 - 06/30/21	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	70,019		N/A	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	TBD	429	SOUTHERN CALIFORNIA EDISON
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

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

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				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
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 2021/22

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	NALCO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2021/22

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>2-1-1</u>						
160	HUD Coordinated Entry System				X		
164	Cal Fresh				X		
164-005	Cal Fresh (SSI)				X		
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 2021/22

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
02/28/21	n/a				
03/31/21	n/a				
04/30/21	n/a				
05/31/21	n/a				
06/30/21	n/a				
07/31/21	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 for \$1.5 million during January , February, July, August 2021 and will increasae to \$350,000 during March - June 2021, Sept - Dec 2021. This agreement will terminate on January 15, 2022.

A varied amount decrease to better manage the cash flow need during peak months.

Note 2: Interest expense is calculated at 3.75% above daily one month LIBOR.

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
12/31/20 - 3/31/21	90 days	\$ 1,781.05	0.25%
04/01/21 - 6/30/21	90 days	\$ 1,349.36	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 JULY 31, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(92,986.76)
HEAD START/EARLY HEAD START	(39,574.05)
SUBTOTAL	(132,560.81)
CHILD DEVELOPMENT RESERVE No. 1	(752.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	(415,035.65)
MIGRANT A/P	1,059,733.64
MIGRANT CHILD CARE	4,712.99
MIGRANT SPECIALIZED SERVICES	0.00
SAN JOAQUIN COE GENERAL CHILD CARE	(23,622.07)
STATE PRESCHOOL	1,419,120.82
SUBTOTAL	2,044,157.43
ANTHEM BLUE CROSS FOOD BANK	17,349.79
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	155,732.87
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(130,439.24)
COUNTY OF KERN CARES ACT	(6,180.00)
EFAP	(120,379.05)
FEEDING AMERICA SENIOR HUNGER	21,790.27
FOOD BANK	386,480.40
FOOD BANK EXPANSION	22,692.09
FOOD BANK CAPACITY PROGRAM	181,200.94
FOOD BANK - STATE	198,724.56
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	16,254.00
TRADE MITIGATION	169.86
WONDERFUL FOUNDATION	6,142.25
SUBTOTAL	844,538.74
ENERGY	(186,375.37)
DOE WAP	1,995.00
LIHEAP	(421,896.78)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(75,886.62)
TRANSFER NEGATIVE BALANCE	697,884.76
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	518,703.82
211 ENERGY UPGRADE CA PROGRAM	(11,845.42)
AMERICORPS - CALIFORNIA VOLUNTEERS	132.99
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(2,395.82)
CAL FRESH	(11,912.81)
CALEITC	(39,997.93)
CAPK FOUNDATION	(102,765.00)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(11,277.30)
COST POOLS	47,046.32
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	(56,944.03)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(23,578.63)
CSBG	42,784.42
CSBG CARES ACT	241,844.07
CSBG DISCRETIONARY	(716.99)
DIFFERENTIAL RESPONSE	(34,141.02)
DIGNITY HEALTH	4,677.72
DISCRETIONARY FUND	1,986,052.49
ECONOMIC EMPOWERMENT	(0.56)
EAST KERN FAMILY RESOURCE CENTER	9,040.00
ESG CARES ACT HOMELESS SERVICES	(377,811.70)
ESG COORDINATED ENTRY SERVICE - COVID19	(0.40)
FIRST 5 KERN 211	(247.74)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(49,863.16)
FIRST 5 HELP ME GROW	(12,740.07)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(58,822.62)
FRIENDSHIP HOUSE	17,707.42
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	(106,366.19)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(17,745.72)
HOME VISIT INITIATIVE (CO OF KERN)	(311,646.23)
HOUSING FOR THE HARVEST STATE	(49,315.22)
HUD-COORDINATED ENTRY SYSTEM	(48,999.47)
INDIRECT FUND	470,021.60
IRS - VITA	4,808.53
M ST NAVIGATION CENTER	16,171.91
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(215,217.96)
POSITIVE YOUTH DEV SVC	(17,350.92)
POSITIVE YOUTH M	(45,652.47)
SHAFTER YOUTH CENTER	69,264.37
SIERRA FOUNDATION - ASTHMA MITIGATION	43,722.76
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	15,036.22
SO CA EDISON - 211 CUSTOMER RELATIONS	8,519.75
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(24,226.46)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	65,842.94
WELLS FARGO FOUNDATION	46,981.80
WIC	(334,972.86)
LESS: ENERGY NEGATIVE BALANCE	(697,884.76)
ADD: LINE OF CREDIT	
SUBTOTAL	1,227,070.24
TOTAL OPERATING CASH	3,985,205.60

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
July 31, 2021

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	07/31/21		4,681,249.12
LESS: OUTSTANDING CHECKS		705,155.17	
ADJUSTED BANK BALANCE AT	07/31/21		3,976,093.95
GENERAL LEDGER BALANCE AT	06/30/21		5,910,269.73
ADD: DEPOSITS		1,080,457.82	
US TREAS DRAWDOWNS		2,882,909.56	
FUNDS FROM OTHER GRANTS		144,418.62	
TRANSFERS FROM RESTRICTED ACCOUNTS		47,520.00	
ADP /HEALTH EQUITY REFUND		3,651.61	
REIMBURSEMENT OF ALTERED PAYEE		664.00	
		-	
		-	
		-	
LESS: CHECKS		1,526,949.23	
ADP PAYROLL 7/1/21		393,068.42	
ADP PAYROLL 7/16/21		1,298,372.91	
ADP PAYROLL 7/31/21		1,351,063.04	
EFTS FOR HRA/HSA/ STD/403B		203,242.45	
REC LOAN PRINCIPAL/INT EXPENSES		31,084.03	
		47,600.81	
CREDIT CARD		13,825.42	
BANK FEES		1,893.51	
ACH VOUCHERS		1,226,697.57	
GENERAL LEDGER BALANCE AT	07/31/21		3,976,093.95

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/11/2021
APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Aug 11, 2021

Lorraine Cullis

**COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION***

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
July 31, 2021**

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	07/31/21	1,025,785.36
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
ADJUSTED BANK BALANCE:	07/31/21	1,025,785.36

BALANCE PER G/L	06/30/21	978,050.80
ADD:		
DEPOSITS		0.00
INTEREST		133.75
ROUNDING ERROR		0.00
BANK ACCOUNT TRANSFER FROM GENERAL FUND		47,600.81
LESS:		
CHECKS		0.00
CLIENT ANALYSIS SERVICE CHARGE		0.00
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00
BALANCE PER G/L	07/31/21	1,025,785.36

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 08/04/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Aug 4, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
July 31, 2021**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 07/31/21 290,471.68

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 07/31/21 290,471.68

BALANCE PER G/L 06/30/21 283,370.45

ADD: DEPOSITS 7,062.00

INTEREST 39.23

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

BALANCE PER G/L 07/31/21 290,471.68

* 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: Naomi Ibarra

TITLE: Accountant

DATE: 08/04/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Aug 6, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2021

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	07/31/21	83,230.76
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	07/31/21	83,230.76

BALANCE PER GENERAL LEDGER	06/30/21	81,903.69
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,394.15	
PAYPAL DEPOSIT	0.00	
INTEREST	11.22	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	60.85	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	07/31/21	83,230.76

* 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: 08/04/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Aug 4, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2021

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	07/31/21	11.95
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE:	07/31/21	11.95
<hr/>		
BALANCE PER G/L	06/30/21	7,531.06
ADD:		
DEPOSITS	0.00	
INTEREST	0.89	
BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:		
CHECKS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND	7,520.00	
BALANCE PER G/L	07/31/21	11.95
<hr/>		
DIFFERENCE:		(0.00)

PREPARED BY: <u>Naomi Ibarra</u>	TITLE: <u>Accountant</u>	DATE: <u>08/04/21</u>
APPROVED BY: <u></u>	TITLE: <u>Chief Financial Officer</u>	DATE: <u>Aug 4, 2021</u>



COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #2
 5005 BUSINESS PARK NORTH
 BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
July 31, 2021

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 07/31/21 34,990.68

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 07/31/21 34,990.68

BALANCE PER G/L 06/30/21 34,985.93

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

BALANCE PER G/L 07/31/21 34,990.68

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/04/21

APPROVED BY:  TITLE: Chief Financial Officer DATE: Aug 4, 2021



Aug 4, 2021

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED July 1, 2021 - July 31, 2021

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	349.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	15,142.84
Freddy Hernandez	Director of Youth and Community Services	3,664.10
Traco Matthews	Chief Program Officer	2,705.60
Lisa McGranahan	Director of Human Resoures	308.00
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,878.25
Pritika Ram	Director of Administration	1,341.09
Carmen Segovia	Director of Health & Nutrition Services	609.07
Jeremy Tobias	Chief Executive Officer	4,648.38
Emilio Wagner	Director of Operations	8,452.28
Tracy Webster	Chief Financial Officer	2,459.91
	Total	\$ 41,558.52



Statement Expenses

08/09/2021 02:51 PM PT
Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	AP, CAPK	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7017	End Date:	07/31/2021
Status:	Open	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	0.00 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	0.00 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

There are no results.

---End of Report---



Statement Expenses

 08/09/2021 02:52 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	BARBERO, GLORIA	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7058	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	349.00 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	349.00 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Alg Air Bb2yj2 702-505- 8888,NV		CAPK Pcard(CAPL Pcard)	No	239.00 USD / 239.00
	Description		Gloria Barbero Travel WipFli conference.				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2021	07/08/2021	Usps Po 0575290215 Stockton,CA		CAPK Pcard(CAPL Pcard)	No	110.00 USD / 110.00
	Description		Used business credit card to purchase US postage stamps.				

Total Charges: 349.00 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

 08/09/2021 02:53 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	GONZALES, YOLANDA	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7009	End Date:	07/31/2021
Status:	Open	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	15,142.84 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	15,142.84 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/01/2021	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	8,900.00 USD / 8,900.00
	Description Wipfli conference for HS Leadership Staff.						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/02/2021	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	4,450.00 USD / 4,450.00
	Description Wipfli conference for HS Leadership Staff--Jerry Meade added.						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Wipfli conference--Hotel reservation for first night--Yolanda Gonzales						
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description Registration for 2021 NCAP--Yolanda Gonzales						
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/20/2021	07/20/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	750.00 USD / 750.00
	Description Registration for 2021 NCAP--Esperanza Contreras						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2021	07/22/2021	Urbane Cafe Olo.com,CA		CAPK Pcard(CAPL Pcard)	No	175.09 USD / 175.09
	Description SEIU CAPK bumping Meeting--Lunch						

Total Charges: 15,142.84 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

 08/09/2021 02:54 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	HERNANDEZ, FREDDY	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-8850	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	3,664.10 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	3,664.10 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	07/01/2021	Irs Nationwide Tax Forums 202-4952919,DC		CAPK Pcard(CAPL Pcard)	Yes	578.00 USD / 578.00
	Description		IRS Tax Forum registration-Jayshree Madeka VITA				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/01/2021	Usps Po 0504680519 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	110.00 USD / 110.00
	Description		Postage for EKFR				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	Yes	675.00 USD / 675.00
	Description		CAP National Convention 2021				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2021	07/20/2021	Wipfillp 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	Yes	750.00 USD / 750.00
	Description		Pre-conference/CAP Nat 2021				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2021	07/20/2021	American Air0012189413134 Fort Worth,TX		CAPK Pcard(CAPL Pcard)	Yes	733.40 USD / 733.40
	Description		Flight to Boston for CAP Nat 2021				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2021	07/22/2021	Marriott Copley Place Boston,MA		CAPK Pcard(CAPL Pcard)	Yes	666.71 USD / 666.71
	Description		Hotel for CAP Nat 2021-Boston				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2021	07/26/2021	American Air0012190086978 Fort Worth,TX		CAPK Pcard(CAPL Pcard)	Yes	150.99 USD / 150.99
	Description		Flight change fee for CAP Nat-Boston				

Total Charges: 3,664.10 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

 08/09/2021 02:56 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MATTHEWS, TRACO	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-3726	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	2,705.60 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	2,705.60 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	07/01/2021	Mandalay - Adv Dep 8552755733,NV		CAPK Pcard(CAPL Pcard)	Yes	157.60 USD / 157.60
	Description		Hotel for Rebecca Moreno-Clarity Conference				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	Yes	675.00 USD / 675.00
	Description		CAP National Convention 2021-Boston				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2021	07/09/2021	American Air0012186790752 Fort Worth,TX		CAPK Pcard(CAPL Pcard)	Yes	794.40 USD / 794.40
	Description		Flight for CAP National Convention in Boston				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2021	07/12/2021	Marriott Copley Place Boston,MA		CAPK Pcard(CAPL Pcard)	Yes	288.53 USD / 288.53
	Description		Hotel for CAP National Convention in Boston				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2021	07/12/2021	American Air0010633995981 Fort Worth,TX		CAPK Pcard(CAPL Pcard)	Yes	34.94 USD / 34.94
	Description		Flight change from CAP National Convention in Boston				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Caesars Hotel & Casino 8662094732,NV		CAPK Pcard(CAPL Pcard)	Yes	755.13 USD / 755.13
	Description		Hotel for Wipfli conference in Las Vegas				

Total Charges: 2,705.60 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

 08/09/2021 02:56 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MCGRANAHAN, LISA	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-9914	End Date:	07/31/2021
Status:	Open	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	308.00 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	308.00 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/10/2021	07/12/2021	Biometrics4all Inc 714-568-9888, CA		CAPK Pcard(CAPL Pcard)	No	9.00 USD / 9.00
	Description Relay Fees for running New Hire Fingerprints Invoice Period 06/01/2021-06/30/2021 Invoice Date 07/01/2021						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Ihire, Llc 301-668-4437, MD		CAPK Pcard(CAPL Pcard)	No	299.00 USD / 299.00
	Description Vacant position needed in Health Nutrition Division Position - WIC Administrator. Vendor did not cancel subscription, Dawn was going to contact them again.						

Total Charges: 308.00 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

 08/09/2021 02:57 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	MEADE, JERRY	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-5025	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	1,878.25 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	1,878.25 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Hotel deposit for HS Admin team member to attend WIPFLI Conference.						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Hotel deposit for HS Admin team member to attend WIPFLI Conference.						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Hotel deposit for HS Admin team member to attend WIPFLI Conference.						
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Hotel deposit for HS Admin team member to attend WIPFLI Conference.						
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	Caesars Place Adv Rsvn 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	192.75 USD / 192.75
	Description Hotel deposit for HS Admin team member to attend WIPFLI Conference.						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/13/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	(4.85) USD / (4.85)
	Description Community Care Licensing Training Refund. Staff member was rescheduled.						
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/13/2021	Cps Human Resource Servic 916-2633600,CA		CAPK Pcard(CAPL Pcard)	No	(4.85) USD / (4.85)
	Description Community Care Licensing Training Refund. Staff member was rescheduled.						

E11

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/14/2021	07/15/2021	Cafe Americano Las Vegas,NV		CAPK Pcard(CAPL Pcard)	No	169.07 USD / 169.07
	Description	Senior management planning meeting incidental food costs for working lunch.					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard(CAPL Pcard)	No	755.13 USD / 755.13
	Description	Balance owed for hotel expence for Assistant Director housing at Wipfli Conference.					

Total Charges: 1,878.25 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---

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Statement Expenses

 08/09/2021 02:58 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	RAM, PRITIKA	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7074	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	1,341.09 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	1,341.09 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/02/2021	Wal-mart #2557 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	17.32 USD / 17.32
	Description		Supplies for Office				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/02/2021	Vons #1969 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	79.51 USD / 79.51
	Description		Going away celebration for Kathline Moessner				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/02/2021	Eb 30th Annual Commun 801-413-7200, CA		CAPK Pcard(CAPL Pcard)	No	204.84 USD / 204.84
	Description		United Way Conference - Attendees: L. McKay S. Maldonado				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/01/2021	07/05/2021	The Home Depot #1064 Bakersfield, CA		CAPK Pcard(CAPL Pcard)	No	118.07 USD / 118.07
	Description		Push Cart Cleaning Supplies for Office				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200, CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description		Registration Fee for CAP National Convention in Boston for P. Ram				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/07/2021	07/08/2021	Stk Shutterstock 866-6633954, NY		CAPK Pcard(CAPL Pcard)	No	29.00 USD / 29.00
	Description		Monthly subscription fee for stock photos.				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/15/2021	07/16/2021	Trevi Las Vegas Las Vegas, NV		CAPK Pcard(CAPL Pcard)	No	98.70 USD / 98.70
	Description		Business Lunch with Traco Matthews during Wipfli Conf. Per Diem subtracted in Liquidation Report				
8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/27/2021	07/28/2021	The Sequoia	E13	CAPK Pcard(CAPL Pcard)	No	118.65 USD / 118.65

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	Sandwich Com Hanford,CA	Pcard)
Description	Lunch for Strategic Plan Goal Review Meeting on 7/28. See attached invoice for attendee list.	
		Total Charges: 1,341.09 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

 08/09/2021 03:01 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	SEGOVIA, CARMEN	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7025	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	609.07 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	609.07 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/01/2021	Smiths Bakeries Inc 661-8271926,CA		CAPK Pcard(CAPL Pcard)	Yes	52.56 USD / 52.56
	Description		Food Bank - employee acknowledgement celebration				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/12/2021	07/13/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	69.33 USD / 69.33
	Description		Central Kitchen - food for special diets				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/15/2021	07/16/2021	Usps Po Boxes Online 800-344-7779,DC		CAPK Pcard(CAPL Pcard)	Yes	188.00 USD / 188.00
	Description		MCAPP - PO Box for Kings Co. satellite office				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2021	07/21/2021	The Home Depot #6687 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	54.06 USD / 54.06
	Description		Brita filters for CalFresh Healthy Living				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/26/2021	07/27/2021	Lassens Natural Foods-bk Bakersfield,CA		CAPK Pcard(CAPL Pcard)	Yes	114.12 USD / 114.12
	Description		Central Kitchen - food for special diets				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/28/2021	07/28/2021	Target.com 800-591-3869,MN		CAPK Pcard(CAPL Pcard)	Yes	131.00 USD / 131.00
	Description		Central Kitchen - infant formula				

Total Charges: 609.07 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

08/09/2021 03:02 PM PT

Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	TOBIAS, JEREMY	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7066	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	4,648.38 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	4,648.38 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/29/2021	07/01/2021	City Of Bakersfield Parki Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	1.00 USD / 1.00
	Description		Parking Fee for B3K Steering Committee Mtg.				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description		Registration Fee for CAP National Convention - J. Tobias				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description		Registration Fee for CAP National Convention - J. Mullings				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description		Registration fee for CAP National Convention - M. Jara-Rangel				
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/06/2021	07/07/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	675.00 USD / 675.00
	Description		Registration fee for CAP National Convention - M. Panos				
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2021	07/08/2021	Eb 2021 Ncap Annual C 801-413-7200,CA		CAPK Pcard(CAPL Pcard)	No	475.00 USD / 475.00
	Description		Registration Fee for Virtual CAP National Convention - J. Benton				
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/08/2021	07/09/2021	American Air0012186969229 Fort Worth,TX		CAPK Pcard(CAPL Pcard)	No	596.39 USD / 596.39
	Description		Airline Ticket for M. Jara-Rangel to attend CAP National Convention in Boston				

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8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/12/2021	07/14/2021	Mcw#1006-coffee Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	18.00 USD / 18.00
	Description	Car Wash for CEOs Agency Vehicle					
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/13/2021	07/15/2021	Exxonmobil 97224224 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	49.09 USD / 49.09
	Description	Gasoline for CEOs Agency Vehicle					
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Shell Oil 57425783701 Las Vegas,NV		CAPK Pcard(CAPL Pcard)	No	51.34 USD / 51.34
	Description	Gasoline for CEOs Agency Vehicle					
11.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Caesars Hotel & Casino 8662094732,NV		CAPK Pcard(CAPL Pcard)	No	563.51 USD / 563.51
	Description	Hotel Receipt for J. Tobias - Wipfli Conf. in Las Vegas, NV					
12.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Clv Parking Garage Las Vegas,NV		CAPK Pcard(CAPL Pcard)	No	54.00 USD / 54.00
	Description	Parking Fee in Las Vegas, NV - J. Tobias Wipfli Conf.					
13.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/22/2021	07/26/2021	Exxonmobil 97224224 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	72.82 USD / 72.82
	Description	Gasoline Fee for CEOs Agency Vehicle					
14.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/28/2021	07/30/2021	Exxonmobil 99984692 Bakersfield,CA		CAPK Pcard(CAPL Pcard)	No	67.23 USD / 67.23
	Description	Gasoline for CEOs Agency Vehicle					

Total Charges: 4,648.38 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

 08/09/2021 03:03 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WAGNER, EMILIO	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-7041	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	8,452.28 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	8,452.28 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/01/2021	Opc Cros R2 Pymnt Fee 800-4874567,NE		CAPK Pcard(CAPL Pcard)	Yes	124.97 USD / 124.97
	Description 6695-502-000-000-000-00-5-1 Environmental Fee Return Processing Fee						
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	06/30/2021	07/01/2021	California Department Of 800-5007115,CA		CAPK Pcard(CAPL Pcard)	Yes	5,433.28 USD / 5,433.28
	Description \$4,917.00 6715-999-901-000-000-00-5-1 Environmental Fee Return, \$491.70 6725-502-000-000-000-00-5-1, \$24.58 6720-502-000-000-000-00-5-1						
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/12/2021	07/13/2021	Opc Cros R2 Pymnt Fee 800-4874567,NE		CAPK Pcard(CAPL Pcard)	Yes	1.00 USD / 1.00
	Description 6695-502-000-000-000-00-5-1 Environmental Fee Return Processing Fee						
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/12/2021	07/13/2021	California Department Of 800-5007115,CA		CAPK Pcard(CAPL Pcard)	Yes	24.58 USD / 24.58
	Description \$24.58 6720-502-000-000-000-00-5-1 Environmental Fee Return Accrued interest 6-30/7-1 cut off						
5.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/13/2021	07/14/2021	Ttr Shipping 888-333-6865,OH		CAPK Pcard(CAPL Pcard)	Yes	815.00 USD / 815.00
	Description 6610-109-001-120-000-000-16-1-1 \$611.25 6610-108-001-120-000-000-16-1-1 \$203.75 Freight Charges for shipping on HS Leased Computers						
6.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Msft E0600f3yjo 800-6427676,WA		CAPK Pcard(CAPL Pcard)	Yes	315.63 USD / 315.63
	Description Microsoft Azure - Software Support HS 6320-109/108 001-120-000-16-1-1 \$236.72/\$78.91						
7.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/16/2021	07/19/2021	Caesars Hotel & Casino Las Vegas,NV		CAPK Pcard(CAPL Pcard)	Yes	699.17 USD / 699.17
	Description Lodging E.Wagner 7/11/21-7/16/21 Las Vegas, NV 2021 Wipfli National Training Conference 6120-999-901-000-000-00-5-1 E19						

8.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/19/2021	07/20/2021	Onestepgpscom 181-865-9203,CA		CAPK Pcard(CAPL Pcard)	Yes	209.25 USD / 209.25
	Description Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1						
9.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/20/2021	07/21/2021	Mindbody 805-5462000,CA		CAPK Pcard(CAPL Pcard)	Yes	445.40 USD / 445.40
	Description Premier Basic monthly charge and subscription fee for July 2021 service. See Attached.						
10.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2021	07/22/2021	Big Red Consulting 408-732-1492,CA		CAPK Pcard(CAPL Pcard)	Yes	384.00 USD / 384.00
	Description 6320-999-904-000-000-00-5-1 Annual subscription WF Positive Pay File Creator						

Total Charges: 8,452.28 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

 08/09/2021 03:03 PM PT
 Requested By: ALBITRE, ROSEMARY

Cardholder Summary

Cardholder Name:	WEBSTER, TRACY	Start Date:	07/01/2021
Card Number:	xxxx-xxxx-xxxx-6993	End Date:	07/31/2021
Status:	Cardholder Reviewed	Reminder Period:	08/03/2021 through 08/05/2021
Charges:	2,459.91 USD	Grace Period:	08/06/2021 through 08/08/2021
Out-of-pocket:	0.00 USD	Approval Period:	08/09/2021 through 08/12/2021
Total Amount:	2,459.91 USD	Download Period:	08/13/2021 through 08/30/2021

Charges

1.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/09/2021	07/12/2021	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	380.00 USD / 380.00
	Description		CPP Payroll Fall Exam for A. Arredondo				
2.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2021	07/22/2021	American Payroll Assoc 210-226-4600,TX		CAPK Pcard(CAPL Pcard)	No	129.48 USD / 129.48
	Description		National Payroll Week light up pens				
3.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/21/2021	07/22/2021	Wipfillip 715-843-7449,WI		CAPK Pcard(CAPL Pcard)	No	1,600.00 USD / 1,600.00
	Description		Head Start Regulation Boot Camp for McCarley and Rodriguez				
4.	Transaction Date	Posting Date	Merchant	General Ledger Code	Unit	Receipt Submitted ‡	Amount / Original Currency
	07/23/2021	07/26/2021	Barnes&noble.com-bn 800-843-2665,NY		CAPK Pcard(CAPL Pcard)	No	350.43 USD / 350.43
	Description		Business development books for HR				

Total Charges: 2,459.91 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, 2021 TO FEBRUARY 28, 2022 (5 OF 12 MONTHS OR 41.66%)

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	364,888	28.7%	907,463
Head Start Subsidy	<u>623,738</u>	<u>476,118</u>	76.3%	<u>147,620</u>
Total Revenue	<u>1,896,089</u>	<u>841,006</u>	44.4%	<u>1,055,083</u>
Expenditures (Note B)				
Salaries	605,614	211,160	34.9%	394,454
Benefits	187,409	77,664	41.4%	109,745
Vehicle Gasoline, Repair/Maintenance	51,300	16,987	33.1%	34,313
Space Costs	94,700	36,048	38.1%	58,652
Supplies - Office & Food Service	86,000	47,896	55.7%	38,104
Equipment Repair/Maintenance & Lease	38,000	3,840	10.1%	34,160
Communication	13,000	6,058	46.6%	6,943
Risk Insurance	12,700	7,150	56.3%	5,550
Printing	1,000	52	5.2%	948
Hiring & Employee Costs	100	321	321.3%	(221)
First Aid	500	267	53.3%	233
Raw Food/Vended Meals	<u>586,803</u>	<u>339,290</u>	57.8%	<u>247,513</u>
Sub Total	1,677,126	746,732	44.5%	930,394
Adult Meals Prepared	51,251	53,794	105.0%	(2,543)
Indirect	<u>167,712</u>	<u>40,480</u>	24.1%	<u>127,232</u>
Total Expenditures	<u>1,896,089</u>	<u>841,006</u>	44.4%	<u>1,055,083</u>

	Prior Period	JULY 2021	Cumulative
Total Meals Prepared and Vended (Note C)	237,488	40,957	278,445
Total Meals Claimed	<u>141,021</u>	<u>18,636</u>	<u>159,657</u>
Difference	96,467	22,321	118,788

Percentage Claimed to Prepared/Vended		45.5%	57.3%
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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 (11 OF 12 MONTHS = 91.67%)

Contract CMAP-0000	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	\$ 587,970	\$ 548,956	\$ 552,571	\$ 542,057	\$ 537,155	\$ 568,201	\$ 617,073	\$ 646,608	\$ 692,939	\$ 654,605	\$ 6,899,255		
Add: Family Fees	-	-	8,573	10,051	10,477	11,989	12,474	12,677	13,586	14,063	14,378	13,000	\$ 121,268		
Net Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 660,671	\$ 707,317	\$ 667,605	\$ 7,020,523	83.51%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		88.78%
Administration & Support Services Revenue															
Provider Payments	\$ 431,498	\$ 519,622	\$ 596,543	\$ 559,007	\$ 563,048	\$ 554,046	\$ 549,629	\$ 580,878	\$ 630,659	\$ 660,671	\$ 707,317	\$ 667,605	\$ 7,020,523		
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	\$ 117,525	\$ 116,588	\$ 123,216	\$ 133,776	\$ 140,142	\$ 150,037	\$ 141,613	\$ 1,489,200		
Program Administration/Support Services Costs	65,934	71,199	62,745	61,441	58,730	85,290	55,534	125,281	2,236	64,148	65,733	109,129	827,400	9.84%	
Indirect (10% x MTDC) Costs	57,151	58,299	66,003	62,267	62,443	64,350	60,978	71,096	63,866	73,106	121,077	78,191	838,826	6.64%	
Transfer Indirect to CSBG	-	(42,232)	(12,105)			(225,908)							(280,246)		
Total Operating Costs	\$ 123,085	\$ 87,266	\$ 116,643	\$ 123,709	\$ 121,172	\$ (76,269)	\$ 116,512	\$ 196,377	\$ 66,102	\$ 137,253	\$ 186,810	\$ 187,319	\$ 1,385,980	16.49%	
Revenue Earned Over/(Under) Costs	\$ (31,555)	\$ 22,957	\$ 9,896	\$ (5,132)	\$ (1,738)	\$ 193,793	\$ 76	\$ (73,161)	\$ 67,674	\$ 2,889	\$ (36,773)	(45,706)	103,220		
TOTAL COSTS - NET OF FAMILY FEES	\$ 554,583	\$ 606,888	\$ 713,186	\$ 682,715	\$ 684,221	\$ 477,777	\$ 666,141	\$ 777,255	\$ 696,761	\$ 797,924	\$ 894,127	\$ 854,924	8,406,503	100.00%	

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

Provider payments	7,020,523
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	<u>1,489,200</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 (1 OF 12 MONTHS = 8.33%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	4,482												4,482	
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	\$ 222,030	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 222,030	6.28%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%													98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,937												2,937	
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	\$ 146,409	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 146,409	3.35%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%													98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	93												93	
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	\$ 4,620	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 4,620	1.82%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%													99.10%
Five Percent Flexibility, Maximum = 100 Percent	100.00%													100.00%

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

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2021/22 State contracts.

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2021

ASSETS

Cash in Bank	6,762,684
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	1,173,108
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,464,105
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,072,807

Total Assets 21,149,621

LIABILITIES AND NET ASSETS

Accounts Payable	2,204,730
Accrued Expenses	797,605
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	310,063
Deferred Revenue	-

Total Liabilities 6,449,432

Total Net Assets 14,700,189

Total Liabilities and Net Assets 21,149,621

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

REVENUE

Grant Revenue	73,531,768
Donations	517,235
Other Revenue	1,329,477
In-Kind	361,570

Total Revenue 75,740,049

EXPENDITURES

Salaries	32,643,960
Benefits	9,264,281
Travel	264,341
Space Costs	6,351,747
Supplies	2,958,139
Consultant/Contract Services	2,328,920
Other Costs	2,941,863
Program Costs	11,394,298
Capital Expenditures	-
Indirect	6,430,685
In-Kind	361,570

Total Expenditures 74,939,805

Net Change in Assets 800,244

Net Assets, beginning 13,899,945

Net Assets, ending 14,700,189

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF JULY 31, 2021

ASSETS

Cash in Bank	4,228,987
Cash - Vacation Reserve	1,025,652
Petty Cash	-
Accounts Receivable	39,221,171
Travel Advance	1,917
Prepaid Expense	619,554
Inventory	1,485,629
Net Fixed Assets - Unrestricted	1,207,814
Net Fixed Assets - Restricted	<u>8,703,421</u>

Total Assets 56,494,144

LIABILITIES AND NET ASSETS

Accounts Payable	528,235
Accrued Expenses	175,416
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,338,892
Advance Payable	300,991
Deferred Revenue	<u>38,565,565</u>

Total Liabilities 41,886,632

Total Net Assets 14,607,512

Total Liabilities and Net Assets 56,494,144

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO JULY 31, 2021

REVENUE

Grant Revenue	29,100,871
Donations	114,604
Other Revenue	2,857,350
In-Kind	<u>3,306,203</u>

Total Revenue 35,379,028

EXPENDITURES

Salaries	14,316,509
Benefits	4,066,840
Travel	141,821
Space Costs	2,544,645
Supplies	1,206,128
Consultant/Contract Services	1,233,818
Other Costs	1,374,845
Program Costs	4,272,356
Capital Expenditures	421,146
Indirect	2,587,395
In-Kind	<u>3,306,203</u>

Total Expenditures 35,471,706

Net Change in Assets (92,678)

Net Assets, beginning 14,700,189

Net Assets, ending 14,607,512

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	12,491,224	26,441,314	32%
BENEFITS	11,352,568	3,627,830	7,724,738	32%
TRAVEL	723,003	151,237	571,766	21%
SPACE COST	8,679,577	2,026,610	6,652,967	23%
SUPPLIES	2,639,488	1,150,543	1,488,945	44%
EQUIPMENT	291,353	204,416	86,937	70%
CONSULTANT/CONTRACT SERVICES	4,224,507	925,423	3,299,084	22%
OTHER COSTS	2,571,193	1,155,443	1,415,750	45%
PROGRAM COSTS	11,336,024	4,229,096	7,106,928	37%
INDIRECT	7,471,110	2,483,698	4,987,412	33%
TOTAL	88,221,361	28,445,520	59,775,841	32%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	9,489,523	18,895,848	33%
BENEFITS	8,621,872	2,834,317	5,787,555	33%
TRAVEL	481,785	76,962	404,823	16%
SPACE COST	6,895,025	1,265,138	5,629,887	18%
SUPPLIES	1,650,819	842,420	808,399	51%
EQUIPMENT	249,000	31,192	217,808	13%
CONSULTANT/CONTRACT SERVICES	1,383,171	278,881	1,104,290	20%
OTHER COSTS	1,134,919	512,996	621,923	45%
PROGRAM COSTS	7,854,382	3,233,321	4,621,061	41%
INDIRECT	4,918,173	1,834,143	3,084,030	37%
TOTAL	61,574,517	20,398,893	41,175,624	33%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	1,232,078	2,740,072	31%
BENEFITS	1,132,141	349,142	782,999	31%
TRAVEL	98,318	41,187	57,131	42%
SPACE COST	698,065	312,449	385,616	45%
SUPPLIES	310,315	144,734	165,581	47%
EQUIPMENT	-	143,606	(143,606)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	159,693	434,710	27%
OTHER COSTS	392,841	189,358	203,483	48%
PROGRAM COSTS	1,451,836	777,389	674,447	54%
INDIRECT	728,776	265,995	462,781	36%
TOTAL	9,378,845	3,615,632	5,763,213	39%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	612,229	1,324,499	32%
BENEFITS	443,603	155,677	287,926	35%
TRAVEL	62,566	7,997	54,569	13%
SPACE COST	228,147	78,094	150,053	34%
SUPPLIES	95,424	25,321	70,103	27%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	287,126	1,336,254	18%
OTHER COSTS	796,060	227,173	568,887	29%
PROGRAM COSTS	722,281	81,088	641,193	11%
INDIRECT	590,819	143,301	447,518	24%
TOTAL	6,507,611	1,618,006	4,889,605	25%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	725,383	2,627,015	22%
BENEFITS	801,121	168,099	633,022	21%
TRAVEL	33,264	22,938	10,326	69%
SPACE COST	687,660	270,533	417,127	39%
SUPPLIES	483,773	87,265	396,508	18%
EQUIPMENT	33,750	29,618	4,132	88%
CONSULTANT/CONTRACT SERVICES	275,443	109,369	166,074	40%
OTHER COSTS	153,543	202,206	(48,663)	132%
PROGRAM COSTS	1,276,858	87,173	1,189,685	7%
INDIRECT	690,452	157,663	532,789	23%
TOTAL	7,788,262	1,860,247	5,928,015	24%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	383,300	809,891	32%
BENEFITS	334,364	108,838	225,526	33%
TRAVEL	28,920	2,153	26,767	7%
SPACE COST	168,480	100,402	68,078	60%
SUPPLIES	80,157	49,631	30,526	62%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	25,125	260,485	9%
OTHER COSTS	49,420	20,459	28,961	41%
PROGRAM COSTS	30,667	50,125	(19,458)	163%
INDIRECT	517,047	69,766	447,281	13%
TOTAL	2,687,856	809,798	1,878,058	30%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 07-31-21 (41.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	48,710	43,990	53%
BENEFITS	19,467	11,758	7,709	60%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(5)	2,205	0%
SUPPLIES	19,000	1,171	17,829	6%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	62,500	65,230	(2,730)	104%
OTHER COSTS	44,410	3,251	41,159	7%
PROGRAM COSTS	-	-	-	0%
INDIRECT	25,843	12,830	13,013	50%
TOTAL	284,270	142,945	141,325	50%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 07/31/21 (5 OF 12 MONTHS = 41.7%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,471,110	\$ 2,587,395	34.6%	\$ 4,883,715
Expenditures				
Salaries	3,983,144	1,500,207	37.7%	2,482,937
Benefits @ 23.6% actual	<u>931,312</u>	<u>340,512</u>	<u>36.6%</u>	<u>590,800</u>
Total Personnel Costs	4,914,456	1,840,719	37.5%	3,073,737
Operating Costs				
Travel	62,350	9,042	14.5%	53,308
Space Costs	206,370	148,648	72.0%	57,722
Supplies	150,200	58,754	39.1%	91,446
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	346,231	36.2%	609,769
Other Operating Costs	<u>352,750</u>	<u>215,893</u>	<u>61.2%</u>	<u>136,857</u>
Total Operating Costs	1,923,670	995,298	51.7%	928,372
Total Expenditures	<u>\$ 6,838,126</u>	<u>\$ 2,836,017</u>	<u>41.5%</u>	<u>\$ 4,002,109</u>
Excess Indirect Revenue	<u>\$ 632,984</u>	<u>\$ (248,622)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 389,362	30.8%	\$ 872,945
Operations	2,324,790	1,081,623	46.5%	1,243,167
Executive	1,133,815	551,100	48.6%	582,715
Program Administration	330,664	91,771	27.8%	238,893
Finance	<u>1,786,550</u>	<u>722,160</u>	<u>40.4%</u>	<u>1,064,390</u>
	<u>\$ 6,838,126</u>	<u>\$ 2,836,017</u>	<u>41.5%</u>	<u>\$ 4,002,109</u>

Prepared Date: 08/09/2021



MEMORANDUM

To: Board of Directors

From: Jerry Meade, Assistant Director ~ Program

Date: August 25, 2021

Subject: *Agenda Item V(a): Request to Consolidate Head Start Grants – Action Item*

The Head Start and State Child Development Division is requesting approval from the Board of Directors to consolidate our Head Start and Early Head Start grants across Kern County and San Joaquin County. This Change in Scope request aims to consolidate Head Start / Early Head Start Kern(09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) grants.

Currently, each award has a distinct budget cycle, annual funding amount, funded enrollment level, and designated service area. Consolidating the grants will benefit CAPK by streamlining administrative requirements and removing duplicative efforts. The accounting structure change will also allow flexibility to adjust funds without an approved budget modification from the Office of Head Start.

As a result, grant management for Head Start and State Child Development Division will be more efficient and cohesive. Funding will support programs more holistically, and the Board of Directors and Policy Councils will benefit from a more singular view of budgets, needs, and options.

Noteworthy, grants will be required to have the same project period; the project period of the oldest grant will be implemented across the consolidated program. To address this requirement and the impact on program funds, the Region IX Office will prorate one month of funding for the month of February 2022 for the San Joaquin County program.

This proposal was formulated through multiple discussions with the Region IX Office, as well as with members of our Finance team. These consultations have supported CAPK's request to submit a letter of Intent to Consolidate Grants, thereby consolidating 3 grants into 1. This consolidation will be effective March 1, 2022, upon approval from the Office of Head Start.

Recommendation:

Staff recommends the Board of Director's approves with resolution the submission of the Intent to Consolidate Grants in the Head Start and State Child Development Division and authorized the Chief Executive Officer to sign the letter of intent on behalf of the Board of Directors.

Attachments:

*Intent to Consolidate HS EHS Grants Letter
Resolution #2021-16*

BOARD OF DIRECTORS

Curtis Floyd, Chair
Law Offices of Curtis Floyd

Fred Plane, Vice Chair
23rd U.S. Congressional
District Representative

Nila Hogan, Secretary
Head Start Policy Council
Representative

Janea Benton, Treasurer
32nd State Assembly District
Representative

Jimmie D. Childress
Retired Teacher / Contractor

Joe Garcia
14th State Senate District
Representative

Craig Henderson
The Henderson Group

Michelle Jara-Rangel
Owens Valley Career
Development Center

Maritza Jimenez
South Kern County
Representative

Mike Maggard
Kern County Board of
Supervisors Representative

Pastor Jonathan Mullings
Truth Tabernacle

Yolanda Ochoa
East Kern County
Representative

Marian Panos
City of Bakersfield
Mayor's Office Representative

Guadalupe Perez
Greater Bakersfield
Representative

Ana Vigil
North Kern County
Representative

Chief Executive Officer
Jeremy T. Tobias

Andrea Harvey
Region IX Program Specialist
U.S. Department of Health & Human Services
Administration for Children & Families
Children & Youth Development Unit
90 7th Street, Ninth Floor
San Francisco, CA 94103-6710

Re: Intent to Consolidate Grants

Dear Ms. Harvey,

Pursuant to the Administration for Children and Families program instructions ACF-PI-HS-19-02 and ACF-PI-HS-20-06, Community Action Partnership of Kern (CAPK) intends to consolidate three Head Start and Early Head Start grants into one. CAPK's three grants include Head Start / Early Head Start Kern (09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163).

Program staff will work closely with the regional office to ensure timely submission of the formal application process within the required timelines and fiscal implications as needed.

The consideration of this request is greatly appreciated.

Sincerely,

Jeremy T. Tobias
Chief Executive Officer



RESOLUTION # 2021-16

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Consolidation of Head Start and Early Head Start Grants

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on August 25, 2021, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, the Head Start and State Child Development Division has requested to submit a Request to consolidate Head Start / Early Head Start Kern (09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) into one grant beginning in the budget year 2022-2023; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission an Intent to Consolidate Grants letter for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of August 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Board of Directors

Lisa McKay

From: Lisa McKay, Senior Community Development Specialist

Date: August 25, 2021

Subject: *Agenda Item V(b)*: Resolution to Approve the Submission of the Application to the Bakersfield-Kern Regional Homeless Collaborative for One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP2) – **Action Item**

Background

Community Action Partnership of Kern (CAPK) is requesting approximately \$1,800,000 from the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) through the California Department of Business, Consumer Services and Housing Agency for Homeless Housing, Assistance and Prevention (HHAP) Round 2 funding. This application consists of three components. The first is a competitive award for \$950,000 to provide case management to serve 180 permanent supportive housing vouchers for three years. The second is a competitive award for \$642,310.88 to provide outreach, scattered site emergency shelter, and case management to youth ages 18 – 24. The third is a non-competitive award to support the work we're doing through our coordinated entry support (CES) program. This award is for \$200,000 and will provide two (2) FTE for Point of Entry and Intake Support.

This funding builds on the regional coordination created through previous California Homeless Coordinating and Financial Council (HCFC) grant funding to support local jurisdictions in their unified regional response to reduce and end homelessness. Local Continuums of Care (CoC) are also required to demonstrate—by way of monitoring, documentation, and reporting—that they have expended funds to benefit members of the target population, with a specific focus on racial equity.

The application to the Bakersfield-Kern Regional Homeless Collaborative for One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP2) is due by August 31, 2021.

Recommendation

Staff recommends the Board of Directors approve, with Resolution, the submission of the Bakersfield-Kern Regional Homeless Collaborative application for One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP2) funding.

Attachment:

Resolution Number 2021-17



RESOLUTION # 2021-17

**A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Submission of the Application to the Bakersfield-Kern Regional
Homeless Collaborative for One-Time State Funding for Homeless Housing,
Assistance and Prevention Program (HHAP2)**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on August 25, 2021, at a scheduled Board meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 501(c)(3) corporation established as a result of the Economic Opportunity Act of 1964, and is the federally designated community action agency serving the low-income, elderly and disadvantaged residents of Kern County; and

WHEREAS, CAPK is charged with the responsibility of continuing the battle to alleviate poverty in Kern County by developing and implementing creative and innovative programs, and has adopted the philosophical position of “Helping People, Changing Lives” in its quest to assist people in need, and families with minimal or no resources; and

WHEREAS, CAPK is requesting approximately \$1,800,000 from Bakersfield-Kern regional Homeless Collaborative (BKRHC) through the California Department of Business, Consumer Services and Housing Agency for Homeless Housing, Assistance and Prevention (HHAP) Round 2 funding; and

WHEREAS, the application consists of three components that will provide case management to serve 180 permanent supportive housing vouchers for three years; outreach, scattered site emergency shelter, and case management to youth ages 18-24; and support of the Coordinated Entry System (CES) program, ; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the Bakersfield-Kern Regional Homeless Collaborative application for One-Time State Funding for Homeless Housing, Assistance and Prevention Program (HHAP2) funding.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of August 2021.

Curtis E. Floyd, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: August 25, 2021

Subject: *Agenda Item V(c)*: Information Technology Strategic Plan and Policy Update
– Emilio Wagner, Director of Operations – **Action Item**

IT Strategic Plan

The IT Strategic plan is a review of existing technology and processes that may benefit from technology and identifying ways to enhance the existing use of technology to align with the Mission and Strategic Plan of CAPK. The plan is divided by the following categories: Applications, Hardware, Services, Management, and Resiliency. For each section the plan identifies the current state and a proposal. Current - Identifies the current state of each section whether or not technology is currently used. Proposed - Identifies ways the existing technology may be better utilized or the adaption of a technology to enhance a process. The Strategic plan was developed with Wipfli LLP and reviewed with the IT Steering Committee.

IT Policies

To supplement and expand the Employee Policy manual the IT department instituted nine (9) policies related to technology. CAPK's IT policies were reviewed and modified to ensure relevancy to the ever-changing technology and risks. The policies reviewed are as follows:

OPSIT 1.1	Computer Usage Policy
OPSIT 1.2	Email Policy
OPSIT 1.3	Internet Usage Policy
OPSIT 1.4	IT Security Policy
OPSIT 1.5	Mobile Device Security Policy
OPSIT 1.6	Password Policy
OPSIT 1.7	Web Conferencing Policy
OPSIT 1.8	Wireless Communication Standard Policy
OPSIT 1.9	Wireless Policy
OPSIT 1.10	Data Backup Policy
OPSIT 1.11	Abila MIP User Change Policy

Recommendation:

Staff recommends the Board of Directors approve the 2021 IT Strategic Plan and Revised IT Policies.

Attachments:

2021 IT Strategic Plan

IT Policies and Procedures: OPSIT 1.1 -1.11



Community Action Partnership of Kern
IT Strategic Plan

Revision Date:
September 1, 2021

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Technology Review

Summary

State of Technology

The organization's core infrastructure components has vastly improved since the development of the 2020 Strategic plan. Servers that have reached their end of life have been replaced with managed systems that are expandable and can meet technology changes for the next five years. CAPK continues to evaluate its core infrastructure and plan for changes to the networking infrastructure to reduce the costs and efforts to manage. The remaining infrastructure components are actively being reviewed and added. In 2019 CAPK was approved for category 2 e-rate hardware to update existing Head Start networking and WIFI equipment. During 2020 the hardware was procured, and deployment initiated with completion expected fall of 2021.

Being a California based Community Action Program causes unique data management issues due to all the disparate systems used to manage each of CAPK's programs and their clients. Many of these systems have little to no integration between them causing the adherence to state and federal reporting regulations to be difficult. Because of this CAPK has resorted to several time-consuming manual processes to produce the required reports to their funding sources with no guarantee that individuals are duplicated in reports. Development of a Customer Relation Management system utilizing Microsoft Dynamics began during third quarter of 2020. Portals have been developed for programs that were lacking a formal database system. The portals link to a data lake which houses all client data from which the data is scrubbed to deduplicate and can be used for accurate reporting. Since not all systems are able to link to the data lake via Application Programming Interface (API) the data must be formatted and imported. A goal for 2021 is to identify methods to allow for some automation in the import function and to further develop the Client Data Platform, which will be used for future report needs.

Priority Items

CAPK makes a significant investments in technology and are in the process of aligning the IT function with the strategic goals of the organization. There remain key areas the organization should increase to enable organizational productivity and security. With the assistance of WIPFL, CAPK has identified following as high priority projects that are necessary to align CAPK with its stated strategic goals:

- Install centralized management and monitoring agents on all personal computing devices PCs, laptops, mobile phones, and tablets.
- Effectively use Office 365 for Exchange Online Email, SharePoint Intranet and file sharing, and Microsoft Teams for group collaboration.
- Establish an employee technology and security awareness and training program.
- Consolidate data management and reporting efforts by utilizing cloud-based data management, business intelligence and analytics tools.

Applications

Case/Client/Program Management Tracking

Current – Various systems including ChildPlus, DRDP Tech, Learning Genie, NOHO, Nutrikids, Microsoft Access, and Microsoft Excel, and Microsoft Dynamics 365 CRM are used to collect and report on program data. Each of these systems specializes in collecting a specific data set and there is very little overlap between each of the systems. In addition to these systems CAPK is required to use or submit the data to state and federally run systems. Using this many disparate systems causes several issues with data accessibility, integrity, visibility and reporting.

In 2020 CAPK contracted with WIPFLI to develop a customized Microsoft Dynamics 365 CRM, centralize tracking, and entry project which is being used by several programs.

Proposed – Where possible, look to consolidate the number of systems used to track and manage program data into the Microsoft Dynamics 365 CRM. Expand use of the system to create a centralized intake and accommodate referrals between CAPK programs. Develop the Client Data Platform for custom reporting capabilities. Identify and implement automation for data import of systems unable to connect via API.

Options:

- Microsoft Dynamics 365 (D365) to provide centralized intake, program referrals, grant management, outcomes tracking and centralized reporting.
- Microsoft Azure & Client Data Platform. Where possible, the data warehouse would automate the collection, deduplication and sanitization of data from all of CAPK's disparate systems. This would then function as the "book of record" for all program data for the agency. Reports could easily be created and automated leveraging Microsoft Power BI or other business intelligence tools. Microsoft Azure currently gives nonprofits a \$3,500 annual voucher to use towards Azure services.

Accounting/Fundraising

Current – CAPK has been using the fund accounting application, Abila MIP, since 2010. During October of 2018 CAPK elected to upgrade Abila MIP to MIP advance along with migrating the database to Abila's hosted environment. Since that migration Microix a third-party software to initiate electronic requisitions was deployed during 2020. Microix has played a crucial role in moving forward with becoming less dependent on paper and streamlining the approval process. Although the additional software has enhanced services there are still opportunities to enhance efficiencies and streamline processes. It has been identified that Abila MIP is lacking in the area of being innovative and has fallen short on application enhancements.

Proposed – CAPK has identified that there are other innovative grant funded accounting systems available that can be leveraged to enhance grant management, purchasing and other accounting processes. In addition, connect to the newly developed CRM via API to correlate financial data to client data. IT and the Finance division will work together to develop an RFP to find a solution that meets the needs of CAPK. In addition, develop an implementation schedule along with a change management process to ensure a

seamless transition. Estimated time frame 18 months to include procurement, design, migration, and training.

Employee Management/HR/Payroll

Current – ADP WorkforceNow is used as CAPK’s human resources information system (HRIS). It is used to manage and track CAPK employee records, payroll and employee benefits. It is also leveraged to perform time management, attendance, leave tracking, talent management and performance reviews. Time management is integrated with biometric time clocks at most CAPK sites to allow employees to punch in and out. CAPK understands ADP has additional features that are not used and staff are in progress of reviewing the potential of implementing the features in the future.

Proposed – Continue to leverage ADP in its existing capacity and review organizational needs to determine if additional ADP features can provide benefits to employees or CAPK processes. If or when new ADP features are found beneficial a project lead should be appointed along with the appropriate amount of team members and time to complete the project.

Email

Current – CAPK migrated all employee emails to Office 365 in 2019, which has given CAPK improved calendar and contact sharing, full synchronization of data between devices, improved spam filtering, email encryption of confidential data, improved and larger mailbox archiving, better end-user experience, and faster account creation for onboarding new employees.

Proposed – Continue to use Office 365 for email and train staff to use calendar, email encryption of confidential data, mailbox archiving, and spam and phishing knowledge training. CAPK has started using the Brainstorm QuickHelp training website which provides different procedures and tracks for employee training of Office 365 and other Microsoft applications.

Instant Messaging and Endpoint Collaboration

Current – Instant messaging and online meeting software was made available via Office 365 and Teams. The infrastructure of this application was established during 2019 with minimal usage. With the sudden migration to remote work Teams utilization vastly increased. Microsoft since then has enhanced the software by adding features found in other meeting software to ensure that meetings are productive and valuable. CAPK has fully implemented Microsoft Teams, every CAPK employee has teams available on a desktop, tablet, mobile phone, or a web browser on office.com. CAPK continues to evaluate quality of service by ensuring Teams has priority within CAPK’s network.

Document Collaboration and Sharing

Current – CAPK employees send most documents via email to work on documents remotely or between other employees. This decreases employee efficiencies as real time document sharing and updates cannot be achieved using email attachments as file sharing.

Proposed – Increase the use of Office 365 for inter-office collaboration by providing additional training on newer ways of document collaboration. Office 365’s

collaboration solutions, Teams, SharePoint and OneDrive allow for cloud storage of document without the need for remote access to the CAPK network. Other features of include, but are not limited to: document collaboration, task workflow triggering, a cloud- based central repository of data, full AD integration with user-based security restrictions.

Hardware

Servers

Current – CAPK has a mix of virtual and physical servers. Microsoft Hyper-V is used as the server virtualization platform and Dell PowerEdge physical servers. These servers are running various versions of Microsoft server level operating systems. Windows Server 2019, 2016, 2012, and 2008 are all in use. Each server serves a specific function or role for the organization. These roles include file, print, database and applications services. Several of these servers appear to be lightly or no longer in use. CAPK has replaced aging server hardware in 2021 and updated Operating system versions which will increase up-time, security, and data protection. CAPK has migrated all file shares to SharePoint online except for a few that require low latency data access.

Firewalls

Current – SonicWall firewalls are utilized for edge security at many CAPK locations. Most outdated devices have been removed, upgraded, or are in the process of being switched to a managed AT&T firewall. Many locations have its own internet connection and is configured with a site-to-site VPN back to the central office for access. CAPK has contracted the firewall and WAN services to AT&T with a managed FortiGate appliance with robust security and filtering capabilities for the majority of CAPK locations.

Proposed – The outsourced firewall and WAN model has mostly work well for CAPK. Changes to AT&T does take a considerable amount of time and does slow down changes in business processes that CAPK has implemented. Many programs cannot get the AT&T services at there locations and a cloud based Firewall configuration service that SonicWall offers should be looked into.

Switches and Routers

Current – A mix of Ubiquity, Dell and Cisco switches of various speeds and ages are used to provide network connectivity throughout CAPK’s network. Many of these switches are considered past the end of their life.

Proposed – All switches past their end of life should be replaced with Tier 1 manufacturer business class switches. IT has researched and chosen Cisco as standard vendor and will utilize the cloud-based Meraki switches and wireless access points. This will enable better connectivity for users and easier management and support for the IT department. Switches should be kept under warranty be placed in a hardware lifecycle policy to be replaced every five years. The majority of Head Start sites that were eligible for e-rate will have their network switches replace in 2020/21.

Wireless

Current – CAPK uses Ubiquity wireless access points managed by a central on-site

controller. Most of the Ubiquity access points are at end of life and do not receive updates. Some users have reported performance issues when multiple wireless users are active in a location.

Proposed – IT Staff has researched wireless access points and identified Cisco Meraki cloud managed wireless access points as the standard AP for CAPK. As replacement wireless access points are purchased IT will complete site assessments to ensure coverage in all necessary areas. In higher density rooms, a higher capacity access point should be implemented to handle the larger amount of connections. This will alleviate the wireless connectivity issues reported by users. CAPK IT staff has started to install Meraki Access point at new locations, when replacing failed hardware, and a majority of access points will be replaced through the e-rate program.

Desktops, Laptops and Thin Clients

Current – CAPK Employees have a dedicated desktop or laptop computer running Windows 7 or Windows 10 Professional. Most of these desktops and laptops are business class devices from Dell, Head Start has standardized most all computer to the Microsoft Surface tablet hybrid devices.

Proposed –CAPK technology users should be categorized into the following groups and a standard computing platform should be chosen for each group.

1. Information workers: Employees who primarily perform all their work at a desk or in one place. Their work activities typically include email, basic document reading/editing/sharing and other standard workplace activities that happen across a majority of the users.
2. Power Users: Primarily stationary individuals and will still perform many of the same activities as an information worker, but they will also perform duties that require specialized software or hardware. In this scenario a more personalized desktop computing environment may be needed, such as a laptop or desktop.
3. Mobile Users: Employees who perform several of their job duties while not in their primary office location. The flexibility needed is greater and may be suited for a laptop/tablet hybrid device such as a Microsoft Surface or Surface Book.

Develop a four to five-year PC and laptop replacement schedule by replacing ample amounts of devices per year with standardized tier-one vendor hardware. CAPK has replaced most Windows 7 computers as Windows 7 ended support as of January 2020. CAPK needs to remove the remaining Windows 7 computers by either upgrading to Windows 10 if the hardware is capable or retiring the hardware.

Mobile Devices

Current – Various groups and employees use mobile devices (smart phones or tablets) to perform job related activities. Some of the mobile devices are employee owned and others were purchased by CAPK. The majority of devices have Google Android or Apple iOS operating systems. The devices are unmanaged and do not have a password or other security policies governing how the device can be used or what data can be stored on it. This poses a large security threat if a device is ever lost or stolen.

Proposed – CAPK should inventory all the mobile devices, CAPK and employee owned, to verify mobile access is needed for each device. Once done CAPK should implement a Mobile Device Management (MDM) solution to make sure devices are being managed and secured appropriately. This can be done as part of the Office 365 Project to manage basic settings (Passcode lock, device encryption, remote lock/wipe) for the immediate future. Long term a more advanced MDM and security solution (App/Data Management, selective wipe, patching/updates) should be done through a more robust solution like Microsoft Enterprise Mobility + Security (EM+S). Being a nonprofit makes CAPK eligible for 50 free licenses of EM+S that could be used to start a MDM pilot program and offset some of the licensing costs.

Phone System

Current – The organization uses a Mitel hosted PBX service as its telephone system. This service has saved the organization money by reducing the cost of phone bills at many of their locations. It has also reduced the level of phone support needed at CAPK since support, including hardware is a part of their contract. The use of hosted or cloud-based systems is an increasing trend in all size organizations. CAPK a migration to a newer Mitel hosted phone system which also included a desktop and mobile app that allow CAPK employees to answer and make call from their extension without the need to be physically located by their office phone.

Proposed – The Mitel contract is up for renewal in late 2021, CAPK should renew this contract with Mitel.

Services

Active Directory

Active Directory is the technology in a Microsoft-based network that enables centralized management of users, computers, security policies, etc.

Current – An Active Directory (AD) structure is in place for user and computer accounts and is hosted on the two servers, one in the central office and one at the 19th street location. There are several stale users, computer and group policy objects in CAPK's Microsoft AD structure. Having this many stale AD objects does pose a security threat to CAPK.

Proposed – A quarterly maintenance task should be created to review stale AD objects to prevent the buildup of stale objects. AD should also be reviewed for other possible organization techniques to make it easier for CAPK IT staff to manage and use Group Policies to automatically manage the network. With the upgrade of servers and retirement of outdated systems, IT is able to implement device write back allowing the

use of Microsoft Azure Active directory, which is a cloud based and will complement the on premise active directory primarily used by Information Technology.

File Services

Current – File shares are hosted on clustered servers at the CAPK Central Office. Only files that are very large and need fast access are being stored on file shares are separated out by location, department and job function.

VPN and Remote Access

Current – CAPK currently uses a Fortinet VPN client through the AT&T Managed firewall. The VPN is mainly used for WIC Wise as this state website can only be access through a state VPN at the WIC California Street and Ridgecrest Oasis offices. CAPK is not using this VPN to access file shares as all file shares have been moved online to SharePoint

Internet Service

Current – There are over 80 locations with internet services provided up 12 different vendors. The vendors range from large national vendors (AT&T, Verizon, Level 3, Comcast, and Spectrum) and others are small market vendors. Each location has different media (Copper, Fiber, DSL, LTE wireless) available for use which results in different speeds and different latency and connectivity experiences. The speed and connectivity at most locations meet the organization's needs, but rural outlying locations with small market local internet providers do experience connectivity issues on a regular basis. CAPK is in the process of changing most locations to AT&T for internet and wan services.

Proposed – Continue to work with AT&T to consolidate to one vendor for easier management and cost savings. Outsourcing the internet, firewall, WAN support will also allow the CAPK IT staff to focus on duties that provide more value to the organization.

Management

Monitoring and Alerting

Current – The IT Department is using the monitoring application, PRTG, to monitor connectivity of the SonicWALLs and site-to-site VPNs at each location. Monitoring and alerting is currently configured on servers, a few critical networking switches, but not on workstations.

Proposed – To become more proactive about potential system problems, implement centralized monitoring and management for all servers, networking equipment workstations and laptops.

Application Management

Current – Software besides, Microsoft Office 365 Suite, Abila MIP are desperate and managed by the individual programs that use them. User access control is decentralized and can pose security vulnerabilities if access to former employees is

not cut timely.

Proposed – To ensure proper user management of software applications the function of access control will be moved to Information Technology to manage. Staff will investigate software within ADP that will assist with on boarding and off boarding of employees to assist in identifying what access is required or should be disabled during employee transitions.

Patch Management

Current – Microsoft patches are automatically installed once approved by the IT department using an on-premise Windows Server Update Services (WSUS) server, the centrally monitoring the status of patch installations is difficult. Third-party patches for products such as Adobe and Java are managed on an ad hoc basis.

Proposed – To ensure patches are being deployed in a timely and consistent manner, install centralized monitoring and management agents on all workstations and laptops.

Technology & Security Awareness Training

Current – The organization does not have a formalized employee technology training or security awareness program, however CAPK does use a training website call Brainstorm QuickHelp that does provide some security and phishing training. Some ad-hoc training occurs from time to time, mainly in the form of new employee orientation and peer to peer knowledge sharing.

Proposed – Organize key stakeholders at all levels of the organization to understand the current gaps in technology skills. Office 365 training using Brainstorm QuickHelp has being rolled out and will help increase the use of Office, resulting in additional productivity gains from employees knowing how to better use the software. Determine the need for security awareness training and consider implementing a security awareness training program appropriate for the needs of CAPK.

Mobile Device Management

Current – Currently Meraki System Manager is used as a mobile device management software for Apple iPad's and fits the needs for iPads. All laptops and Surfaces are being enrolled in Microsoft Endpoint manager as well as all hard drives on these devices are encrypted with BitLocker.

Proposed – Implement a mobile device manage software solution for laptops, Windows tables, and cell phones, such as Microsoft Enterprise Mobility + Security, that is based on the type of information accessed on the devices and the organization's risk tolerance. At a minimum, it is recommended that you require a PIN and enable remote-wipe capacities in the event that the device is lost or stolen.

Web Content Filtering

Current – A Web content filter is only in place at any CAPK locations that receive E-rate funding which could Leave other users and CAPK susceptible to internet-based security

threats. The organization should establish standards on what is allowable and incorporate it into its Acceptable Use policy. CAPK is required to have content filtering for any site that receives E-rate funding.

Proposed – Sites with firewall capable of running content filtering should purchase this service. This will better protect the organization from Zero-Day attacks and blocks many sites that have malware on them. To add another layer of security, install an antivirus in the firewall as another line of defense.

Antivirus/Endpoint Protection

Current – Sophos is used to provide endpoint security on laptops and desktops.

Email Phishing Security

Current – Both spam and anti-malware production is provided by Office 365 Exchange hosted email. Comprehensive reports and alerts are also provided to the IT department in Office 365. IT staff and Select employees have Multifactor authentication setup on their accounts

Proposed – Continue to use Office 365 Advanced Threat Protection email filtering technology to limit the number of phishing emails that are delivered to mailboxes. Identify additional staff that may need Multi-factor authentication within Office 365 to mitigate the risk of compromised credentials. Deploy end user phishing security tests and security awareness training to all users.

Password Policy

Active Directory computer logins and Office365 services use the same password which are synchronized locally to the cloud through the Azure AD connect module.

Account lockout duration – 30 minutes

Account Lockout threshold - 16 invalid logon attempts

Reset account lockout counter after - 30 minutes

When using pass-through authentication for Azure AD, for the smart lockout feature to function properly the Azure AD lockout threshold must be less than the Active Directory account lockout threshold. The default lockout threshold on Azure AD is 10, setting the on-premise active directory lockout policy to lower than this would invalidate the Azure Active directory smart lockout feature. It is also recommended to set the values so that the Active Directory account lockout threshold is at least two or three times longer than the Azure AD lockout threshold.

Setting the lockout threshold to a higher value allows the Azure AD smart lockout feature to function properly and helps reduce help desk calls because users cannot accidentally or purposely lock themselves or other employees out of their accounts

To increase security for users using Abila a separate password policy will be used.

Resiliency

Backup and IT System Recovery

Current – CAPK has installed Dell Power Protect backup device in 2021 that protects all on-premise servers.

Proposed – Look in to pairing the on-premise backup solution with a cloud backup vault. Which will help to achieve the best practice of automatically off-siting the organization's critical backup data to a secure and reliable remote location. Look into off site backup cloud service such as Azure or Amazon AWS. This will also extend those backup and disaster recovery capabilities into the Cloud, protecting the organization from individual server failure and scenarios that affect the entire building. A secondary internet connection to the AT&T switched ethernet service is being installed at the Sterling site, additional backup servers will also be implemented as a recovery and emergency site for BPN.

Redundancy and High Availability

Current – CAPK's main office has redundant internet connections while this is not feasible at all locations additional sites should be investigated for redundant connections such as 211.

Proposed – Because of an ever-increasing reliance on Web-based systems, a secondary Internet connection should be installed at sites that must operate without interruption and configured for automatic failover.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Computer Usage
Section: OPSIT 1.1

Issue Date: 6/01/2015
Revised Date: 09/01/2021

Purpose:

Intentions for publishing a Computer Usage Policy are not to impose restrictions that are contrary to Community Action Partnership of Kern's established culture of openness, trust and integrity. We are committed to protecting Community Action Partnership of Kern's employees, partners and the company from illegal or damaging actions by individuals, either knowingly or unknowingly. Internet/Intranet/Extranet-related systems, including but not limited to computer equipment, software, operating systems, storage media, network accounts providing electronic mail, WWW browsing, and FTP, are the property of Community Action Partnership of Kern. These systems are to be used for business purposes in serving the interests of the company, and of our clients and customers in the course of normal operations.

Effective security is a team effort involving the participation and support of every Community Action Partnership of Kern employee and affiliate who deals with information and/or information systems. It is the responsibility of every computer user to know these guidelines, and to conduct their activities accordingly.

Definitions:

Blogging – A personal chronological log of thoughts published on a Web page.

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol.

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Intranet – An intranet is a private network accessible only to an organization's staff.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves. Server – A computer that managers access to a centralized resource or service in a network.

Social Media – Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration.

User – Those who utilize technology resources.

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

WWW – World Wide Web.

Policy:

The purpose of this policy is to outline the acceptable use of computer equipment at Community Action Partnership of Kern. These rules are in place to protect the employee and Community Action Partnership of Kern. Inappropriate use exposes Community Action Partnership of Kern to risks including virus attacks, compromise of network systems and services, and legal issues.

Procedures:

This policy applies to the use of information, electronic and computing devices, and network resources to conduct Community Action Partnership of Kern business or interact with internal networks and business systems, whether owned or leased by Community Action Partnership of Kern, the employee, or a third party. All employees, contractors, consultants, temporary, and other workers at Community Action Partnership of Kern and its subsidiaries are responsible for exercising good judgment regarding appropriate use of information, electronic devices, and network resources in accordance with Community Action Partnership of Kern policies and standards, and, Federal, State, local laws and regulation.

This policy applies to employees, contractors, consultants, temporaries, and other workers at Community Action Partnership of Kern, including all personnel affiliated with third parties. This policy applies to all equipment that is owned or leased by Community Action Partnership of Kern.

General Use and Ownership:

1. Community Action Partnership of Kern proprietary information stored on electronic and computing devices whether owned or leased by Community Action Partnership of Kern, the employee or a third party, remains the sole property of Community Action Partnership of Kern. You must ensure through legal or technical means that proprietary information is protected.
2. You have a responsibility to promptly report the theft, loss or unauthorized disclosure of Community Action Partnership of Kern proprietary information.
3. You may access, use or share Community Action Partnership of Kern proprietary information only to the extent it is authorized and necessary to fulfill your assigned job duties.
4. Employees are responsible for exercising good judgment regarding the reasonableness of personal use. Individual departments are responsible for creating guidelines concerning personal use of Internet/Intranet/Extranet systems. In the absence of such policies, employees should be guided by departmental policies on personal use, and if there is any uncertainty, employees should consult their supervisor or manager.
5. For security and network maintenance purposes, authorized individuals within Community Action Partnership of Kern may monitor equipment, systems and network traffic at any time.
6. Community Action Partnership of Kern reserves the right to audit networks and systems on a periodic basis to ensure compliance with this policy.

Security and Proprietary Information:

1. All mobile and computing devices that connect to the internal network must comply with the *Community Action Partnership of Kern Security Policy*.
2. System level and user level passwords must comply with the *Password Policy*. Providing access to another individual, either deliberately or through failure to secure its access, is prohibited.
3. All computing devices must lock the screen or log off when the device is unattended.
4. Postings by employees from a Community Action Partnership of Kern email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Community Action Partnership of Kern, unless posting is in the course of business duties.
5. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain malware.

Reporting Suspicious Activity:

1. Employees must report any suspicious activity to the IT Department.
2. The IT Department is responsible for investigating any suspicious activity that is reported by employees or any internal monitoring systems.
3. The Director of Operations is responsible for escalating any high severity incidents or potential breaches of confidential information to the CAPK Leadership Team.
4. The Director of Operations will provide a report on reported incidents to the IT Steering Committee on a periodic basis.

Unacceptable Use:

The following activities are, in general, prohibited. Employees may be exempted from these restrictions during the course of their legitimate job responsibilities (e.g., systems administration staff may have a need to disable the network access of a host if that host is disrupting production services).

Under no circumstances is an employee of Community Action Partnership of Kern authorized to engage in any activity that is illegal under local, state, federal or international law while utilizing Community Action Partnership of Kern-owned resources.

The lists below are by no means exhaustive, but attempt to provide a framework for activities which fall into the category of unacceptable use.

Any questions may be addressed to the IT Department.

System and Network Activities:

The following activities are strictly prohibited, with no exceptions:

1. Violations of the rights of any person or company protected by copyright, trade secret, patent or other intellectual property, or similar laws or regulations, including, but not limited to, the installation or distribution of "pirated" or other software products that are not appropriately licensed for use by Community Action Partnership of Kern.

2. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which Community Action Partnership of Kern or the end user does not have an active license is strictly prohibited.
3. Accessing data, a server or an account for any purpose other than conducting Community Action Partnership of Kern business, even if you have authorized access, is prohibited.
4. Exporting software, technical information, encryption software or technology, in violation of international or regional export control laws, is illegal. The appropriate management should be consulted prior to export of any material that is in question.
5. Introduction of malicious programs into the network or server (e.g., viruses, worms, Trojan horses, email bombs, key logger, etc.).
6. Revealing your account password to others or allowing use of your account by others. This includes family and other household members when work is being done at home.
7. Using a Community Action Partnership of Kern computing asset to actively engage in procuring or transmitting material that is in violation of sexual harassment or hostile workplace laws in the user's local jurisdiction.
8. Making fraudulent offers of products, items, or services originating from any Community Action Partnership of Kern account.
9. Making statements about warranty, expressly or implied, unless it is a part of normal job duties.
10. Effecting security breaches or disruptions of network communication. Security breaches include, but are not limited to, accessing data of which the employee is not an intended recipient or logging into a server or account that the employee is not expressly authorized to access, unless these duties are within the scope of regular duties. For purposes of this section, "disruption" includes, but is not limited to, network sniffing, pinged floods, packet spoofing, denial of service, and forged routing information for malicious purposes.
11. Executing any form of network monitoring which will intercept data not intended for the employee's host, unless this activity is a part of the employee's normal job/duty.
12. Circumventing user authentication or security of any host, network or account.
13. Interfering with or denying service to any user other than the employee's host (for example, denial of service attack).
14. Using any program/script/command, or sending messages of any kind, with the intent to interfere with, or disable, a user's terminal session, via any means, locally or via the Internet/Intranet/Extranet.
15. Providing information about, or lists of, Community Action Partnership of Kern employees to parties outside Community Action Partnership of Kern.

Email and Communication Activities:

When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".

1. Sending unsolicited email messages, including the sending of "junk mail" or other advertising material to individuals who did not specifically request such material (email spam).
2. Any form of harassment via email, telephone or paging, whether through language, frequency, or size of messages.
3. Unauthorized use, or forging, of email header information.
4. Solicitation of email for any other email address, other than that of the poster's account, with the intent to harass or to collect replies.
5. Creating or forwarding "chain letters", "Ponzi" or other "pyramid" schemes of any type.
6. Use of unsolicited email originating from within Community Action Partnership of Kern's networks of other Internet/Intranet/Extranet service providers on behalf of, or to advertise, any service hosted by Community Action Partnership of Kern or connected via Community Action Partnership of Kern's network.
7. Posting the same or similar non-business-related messages to large numbers of Usenet newsgroups (newsgroup spam).

Blogging and Social Media:

1. Blogging by employees, whether using Community Action Partnership of Kern's property and systems or personal computer systems, is also subject to the terms and restrictions set forth in this Policy. Limited and occasional use of Community Action Partnership of Kern's systems to engage in blogging is acceptable, provided that it is done in a professional and responsible manner, does not otherwise violate Community Action Partnership of Kern's policy, is not detrimental to Community Action Partnership of Kern's best interests, and does not interfere with an employee's regular work duties. Blogging from Community Action Partnership of Kern's systems is also subject to monitoring.
2. Community Action Partnership of Kern's confidential policy also applies to blogging. As such, Employees are prohibited from revealing any Community Action Partnership of Kern confidential or proprietary information, trade secrets or any other material.
3. Employees shall not engage in any blogging that may harm or tarnish the image, reputation and/or goodwill of Community Action Partnership of Kern and/or any of its employees. Employees are also prohibited from making any discriminatory, disparaging, defamatory or harassing comments when blogging.
4. Employees may also not attribute personal statements, opinions or beliefs to Community Action Partnership of Kern when engaged in blogging. If an employee is expressing his or her beliefs and/or opinions in blogs, the employee may not, expressly or implicitly, represent themselves as an employee or representative of Community Action Partnership of Kern. Employees assume any and all risk associated with blogging.

5. Apart from following all laws pertaining to the handling and disclosure of copyrighted or export controlled materials, Community Action Partnership of Kern's trademarks, logos and any other Community Action Partnership of Kern intellectual property may also not be used in connection with any blogging activity.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.
4. Additionally, the company may at its discretion seek legal remedies for damages incurred as a result of any violation. The company may also be required by law to report certain illegal activities to the proper enforcement agencies.

Community Action Partnership of Kern Policies & Procedures

Policy Title: Email Usage
Section: OPS IT 1.2

Issue Date: 5/14/2015
Revised Date: 09/01/2021

Purpose:

Email is a standard way to communicate in business. It's used widely and is arguably just as important as the telephone. Like any technology, email can cause difficulties if used incorrectly or inappropriately. This email policy:

1. Reduces the security and business risks faced by Community Action Partnership of Kern (CAPK)
2. Let's staff know how they are permitted to use company email
3. Ensures employees follow good email etiquette
4. Helps satisfy legal obligations regarding email use

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

Security Risk – situation that poses a possible threat to the security of something.

Social Media – Social media is the collective of online communications channels dedicated to community-based input, interaction, content-sharing and collaboration

User – Those who utilize technology resources

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

Policy:

The purpose of this policy is to ensure the proper use of the email system and make the users aware of what is acceptable and unacceptable use. This policy also provides for sanctions in cases of breach of violation of the policy terms.

Procedures:

This policy applies to the use of the email services by the users at CAPK offices, as well as remote locations, including, but not limited to, the users homes, airports, hotels, and client offices.

All employees, full-time or part-time, independent contractors, interns, consultants, clients and other third parties who have been granted the rights to use email services are defined as the users for the purpose of this policy and are required to sign this agreement confirming their understanding and acceptance of this policy.

It applies to use of company email on any device, no matter whether owned by the company or employee.

Email Accounts are CAPK Property:

All email accounts maintained on the email system are property of CAPK. CAPK has the right to read and keep a record of any emails that are transmitted via the system.

Email exists for Business Purposes:

CAPK recognizes that email is a key communication tool. It encourages its employees to use email whenever appropriate.

For instance, staff members may use email to:

1. Communicate with customers or suppliers.
2. Market the program services.
3. Distribute information to colleagues.

Personal use of Email:

The company also recognizes that email is an important tool in many people's daily lives. As such, it allows employees to use their company email account for personal reasons, with the following stipulations:

1. Personal email use should be minimal and restricted to non-work times, such as breaks and during lunch.
2. All rules described in this policy apply equally to personal email use. For instance, inappropriate content is always inappropriate, no matter whether it is being sent or received for business or personal reasons.
3. Personal email use must not affect the email service available to other users. For instance, sending exceptionally large files by email could slow access for other employees.
4. Users may access their own personal email accounts at work, if they can do so via our internet connection. For instance, a staff member may check their Yahoo or Google Mail during their lunch break.
5. The forwarding of chain letters, junk mail, jokes and executables is strictly forbidden.

Authorized Users:

Only people who have been authorized to use email may do so.

Authorization is provided by the Human Resources Division to the IT department. It is typically granted when a new employee joins CAPK and is assigned their login details for the IT systems.

Unauthorized use of the email system is prohibited.

Email Security:

Used inappropriately, email can be a source of security problems. Users of the email system must not:

1. Open email attachments from unknown sources, in case they contain a virus, Trojan, spyware or other malware.
2. Disable security or email scanning software. These tools are essential to protect the business from security problems.
3. Send unencrypted confidential data via email. The IT department can advise on appropriate tools to use instead.
4. Access another user's email account. If they require access to a specific message (for instance, while an employee is off sick), they should request assistance from the IT department.

Staff members must always consider the security of the systems and data when using email. If required, help and guidance is available from the IT department.

Users should note that email is not inherently secure. Most emails transmitted over the internet are sent in plain text. This means they are vulnerable to interception.

Although such interceptions are rare, it's best to regard email as an open communication system, not suitable for confidential messages and information.

Inappropriate email content and use:

The company email system must not be used to send or store inappropriate content or materials.

It is important employees understand that viewing or distributing inappropriate content via email is not acceptable under any circumstances.

Users must not:

1. Write or send emails that might be defamatory or incur liability.
2. Create or distribute any inappropriate content or material via email.
3. Inappropriate content includes: pornography, racial or religious slurs, gender-specific comments, information encouraging criminal skills or terrorism, or materials relating to cults, gambling and illegal drugs.

This definition of inappropriate content or material also covers any text, images or other media that could reasonably offend someone on the basis of race, age, sex, religious or political beliefs, national origin, disability, sexual orientation, or any other characteristic protected by law.

4. Use email for any illegal or criminal activities.
5. Send offensive or harassing emails to others.
6. Send messages or material that could damage CAPK's image or reputation.

7. Use of communications systems to send chain letters.
8. Forwarding of the confidential messages to external locations.
9. Accessing copyrighted information in a way that violates the copyright.
10. Breaking into the CAPK's or another organizations system or unauthorized use of a password/mailbox.
11. Using e-mail to operate another business, conduct an external job search or solicit money for personal gain.
12. Transmitting unsolicited commercial or advertising material.
13. Undertaking deliberate activities that waste staff effort or network resources.
14. Introducing any form of computer virus or mal-ware into the corporate network.

Any user who receives an email they consider to be inappropriate should report this to their manager or supervisor.

Copyright:

CAPK respects and operates within copyright laws. Users may not use email to share any copyrighted software, media or materials owned by third parties, unless permitted by that third party.

Employees must not use the email system to perform any tasks that may involve breach of copyright law.

Users should keep in mind that the copyright on letters, files and other documents attached to emails may be owned by the email sender, or by a third party. Forwarding such emails on to other people may breach this copyright.

Legal Risks Involved:

Email is a business communication tool and the users are obliged to use this tool in a responsible, effective, and lawful manner. Although by its nature email seems to be less formal than other written communication, similar laws apply. Therefore, it is important that users are aware of the following legal risks of e-mail. Both the user and CAPK can be held liable for:

1. Sending/forwarding emails with any defamatory, offensive racist or obscene remarks.
2. Unlawfully forwarding confidential information of others.
3. Copyright infringement for unlawfully forwarding or copying messages without permission.
4. Sending an attachment that contains a virus.

The above list does not enumerate all the legal risks involved. However, by following the guidelines provided in this policy, the users can minimize the legal risks involved in the use of e-mail. If any user disregards the rules set out in this Email Policy, disciplinary action may be taken.

All emails sent or received through the email system are part of official CAPK record. CAPK can be legally compelled to show that information to law enforcement agencies or other parties.

Best Practices:

Email is often used to communicate with customers, partners and other important contacts. Although a relatively informal medium, staff should be aware that each email they send does affect the company's image and reputation.

It's a good idea to follow rules of good email etiquette. Users must:

1. Not forward on chain emails or 'humorous' messages. These clog up people's in-boxes and some topics are not appropriate for the workplace.
2. Always use a meaningful subject line rather than leaving it blank or using a single word like 'hello'.
3. Only use the 'important message' setting sparingly, for messages that really are important.
4. Never ask recipients to send a 'message read' receipt. Many people find these annoying and not all email services support them.
5. Not use ALL CAPITAL LETTERS in messages or subject lines. This can be perceived as impolite.
6. Be sparing with group messages, only adding recipients who will find the message genuinely relevant and useful.
7. Use the 'CC' (carbon copy) field sparingly. If someone really needs to receive a message, they should be included in the 'to' field.
8. Use the 'BCC' (blind carbon copy) field to send group messages where appropriate. It stops an email recipient seeing who else was on the email.

Maintenance:

1. Email passwords should not be given to other people.
2. Email accounts not used for a long period will be deactivated and possibly deleted.
3. All mailboxes have a storage limit and to maintain the limits all users shall be required to:
 - a. Delete any email messages that you do not need to have a copy of.
 - b. Set email client to empty delete items on exit.

Confidential Information:

Avoid sending confidential information by email. Unless authorized to do so, the users are prohibited from using email to transmit confidential information to outside parties. Users may not access, send, receive, solicit, print, copy, or reply to confidential or proprietary information about CAPK, its employees, clients, and other business associates.

Confidential information includes, but is not limited to:

1. Client lists
2. Credit card numbers
3. Social Security numbers

4. Employee performance reviews
5. Salary details
6. Passwords
7. Any other information that could embarrass the Company and its associates if the information were disclosed to the public

Disclaimer:

The following disclaimer is recommended be added to each outgoing email:

This email and any files transmitted with it are confidential and intended solely for the use of the individual or entity to which they are addressed. If you have received this email in error please notify the system manager. Please note that any views or opinions presented in this email are solely those of the author and do not necessarily represent those of the Company. Finally, the recipient should check this email and any attachments for the presence of viruses. The Company accepts no liability for any damage caused by any virus transmitted by this email.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Internet Usage
Section: OPS IT 1.3

Issue Date: 6/01/2015
Revised Date: 09/01/2021

Purpose:

Internet connectivity presents the company with new risks that must be addressed to safeguard vital information assets. These risks include: Access to the Internet by personnel that is inconsistent with business needs. These activities may adversely affect productivity due to time spent using or "surfing" the Internet. Additionally, the company may face loss of reputation and possible legal action through other types of misuse. All information found on the Internet should be considered suspect until confirmed by another reliable source. There is no quality control process on the Internet, and a considerable amount of its information is outdated or inaccurate. Access to the Internet will be provided to users to support business activities and only on an as-needed basis to perform their jobs and professional roles.

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol

HTTP – Hypertext Transfer Protocol

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

User – Those who utilize technology resources

WWW – World Wide Web

Policy:

The purpose of this policy is to define the appropriate uses of the Internet by Community Action Partnership of Kern (CAPK) employees and affiliates.

Procedures:

The Internet usage Policy applies to all Internet users (individuals working for the company, including permanent full-time and part-time employees, contract workers, temporary agency workers, business partners, and vendors) who access the Internet through the computing or networking resources. The Internet users are expected to be familiar with and to comply with this policy, and are also required to use their common sense and exercise good judgment while using Internet services.

Internet Services Allowed:

Internet access is to be used for business purposes only. Capabilities for the following standard Internet services will be provided to users as needed:

1. E-mail -- Send/receive E-mail messages to/from the Internet.
2. Navigation -- WWW services as necessary for business purposes, using a hypertext transfer protocol (HTTP) browser tool. Full access to the Internet; limited access from the Internet to dedicated company public web servers only.
3. File Transfer Protocol (FTP) -- Send data/files and receive in-bound data/files, as necessary for business purposes.

All other services will be considered unauthorized access to/from the Internet and will not be allowed.

Removal of Privileges:

Internet access will be discontinued upon termination of employee, completion of contract, end of service of non-employee, or disciplinary action arising from violation of this policy. In the case of a change in job function and/or transfer the original access can be discontinued, only reissued if necessary and a new request for access is approved.

All user IDs that have been inactive for thirty (30) days will be revoked. In response to feedback from management, systems administrators must promptly revoke all privileges no longer needed by users.

Allowed Internet Usage:

Internet services will be granted based on an employee's current job responsibilities. If an employee moves to another business unit or changes job functions, a change request must be submitted within 5 days.

Internet usage is granted for the sole purpose of supporting business activities necessary to carry out job functions. All users must follow the corporate principles regarding resource usage and exercise good judgment in using the Internet.

Acceptable use of the Internet for performing job functions might include:

1. Communication between employees and non-employees for business purposes
2. IT technical support downloading software upgrades and patches
3. Review of possible vendor web sites for product information
4. Reference regulatory or technical information
5. Work related research

Personal Internet Usage:

All users of the Internet should be aware that the company network creates an audit log reflecting request for service, both in-bound and out-bound addresses, and is periodically reviewed.

Users who choose to store or transmit personal information such as private keys, credit card numbers or certificates or make use of Internet "wallets" do so at their own risk. The company is not responsible

for any loss of information, such as information stored in the wallet, or any consequential loss of personal property.

Prohibited Internet Usage:

Acquisition, storage, and dissemination of data which is illegal, pornographic, or which negatively depicts race, sex or creed is specifically prohibited.

The company also prohibits the conduct of a business enterprise, political activity, engaging in any form of intelligence collection from our facilities, engaging in fraudulent activities, or knowingly disseminating false or otherwise libelous materials.

Other activities that are strictly prohibited include, but are not limited to:

1. Accessing company information that is not within the scope of one's work. This includes unauthorized reading of customer account information, unauthorized access of personnel file information, and accessing information that is not needed for the proper execution of job functions.
2. Misusing, disclosing without proper authorization, or altering customer or personnel information. This includes making unauthorized changes to a personnel file or sharing electronic customer or personnel data with unauthorized personnel.
3. Any conduct that would constitute or encourage a criminal offense, lead to civil liability, or otherwise violate any regulations, local, state, national or international law including without limitations US export control laws and regulations.
4. Use, transmission, duplication, or voluntary receipt of material that infringes on the copyrights, trademarks, trade secrets, or patent rights of any person or organization. Assume that all materials on the Internet are copyright and/or patented unless specific notices state otherwise.
5. Transmission of any proprietary, confidential, or otherwise sensitive information without the proper controls.
6. Creation, posting, transmission, or voluntary receipt of any unlawful, offensive, libelous, threatening, harassing material, including but not limited to comments based on race, national origin, sex, sexual orientation, age, disability, religion, or political beliefs.
7. Any form of gambling.

Unless specifically authorized under the provisions of section Personal Use, the following activities are also strictly prohibited:

1. Unauthorized downloading of any shareware programs or files for use without authorization in advance from the IT Department and the user's manager.
2. Any ordering (shopping) of items or services on the Internet.
3. Playing of any games.
4. Forwarding of chain letters.
5. Participation in any on-line contest or promotion.
6. Acceptance of promotional gifts.

Bandwidth both within the company and in connecting to the Internet is a shared, finite resource. Users must make reasonable efforts to use this resource in ways that do not negatively affect other employees. Specific departments may set guidelines on bandwidth use and resource allocation, and may ban the downloading of particular file types.

Software License:

The company strongly supports strict adherence to software vendors' license agreements. When at work, or when company computing or networking resources are employed, copying of software in a manner not consistent with the vendor's license is strictly forbidden. Questions regarding lawful versus unlawful copying should be referred to the IT Department for review before any copying is done.

Similarly, reproduction of materials available over the Internet must be done only with the written permission of the author or owner of the document. Unless permission from the copyright owner(s) is first obtained, making copies of material from magazines, journals, newsletters, other publications and online documents is forbidden unless this is both reasonable and customary. This notion of "fair use" is in keeping with international copyright laws.

Expectations of Privacy:

1. Users should consider their Internet activities as periodically monitored and limit their activities accordingly. Management reserves the right to examine E-mail, personal file directories, web access, and other information stored on company computers, at any time and without notice. This examination ensures compliance with internal policies and assists with the management of company information systems.
2. Users should be aware that clear text E-mail is not a confidential means of communication. The company cannot guarantee that electronic communications will be private. Employees should be aware that electronic communications can, depending on the technology, be forwarded, intercepted, printed, and stored by others. Users should also be aware that once an E-mail is transmitted it may be altered. Deleting an E-mail from an individual workstation will not eliminate it from the various systems across which it has been transmitted.

Maintaining Corporate Image:

1. When using company resources to access and use the Internet, users must realize they represent the company. Whenever employees state an affiliation to the company, they must also clearly indicate that "the opinions expressed are my own and not necessarily those of the company".
2. Users must not place company material (examples: internal memos, press releases, product or usage information, documentation, etc.) on any mailing list, public news group, or such service. Any posting of materials must be approved by the employee's manager.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: IT Security Policy
Section: OPSIT 1.4

Issue Date: 5/01/2015
Revised Date: 09/01/2021

Purpose:

The purpose of this policy is to ensure that appropriate measures are put in place to protect agency information, systems, services and equipment of Community Action Partnership of Kern (CAPK).

Definitions:

Backup – Making a duplicate copy of a system and / or data for the purpose of being able to restore should a failure, corruption or deletion of data occur.

Confidential Information – Any information asset that if it were disclosed to an unauthorized party could result in significant monetary or reputational loss.

Infrastructure – All components that make up the computing facilities

LAN – Local Area Network

Network - A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

Server – A computer that managers access to a centralized resource or service in a network

Server Room – Server room is a room used to store, power and operate computer servers and their associated components.

Updates – Patches intended to remove or reduce risk for known vulnerabilities

Users – Those who utilize technology resources

Virus – A piece of code that is capable of copying itself and typically has a detrimental effect, such as corrupting the system or destroying data.

VOIP – Voice over IP is the use of CAPK's network for transmission of voice phone calls.

VPN – Virtual Private Network.

WAN – Wide Area Network.

Wireless – Computer devices that connect using radio signals rather than network cables.

Workstation – A desktop computer or terminal that is networked.

Policy:

The purpose of this policy is to protect the agencies information assets from all threats whether internal or external, deliberate or accidental.

Procedures:

It shall be the responsibility of the IT Department to provide adequate protection and confidentiality of all corporate data and proprietary software systems, whether held centrally, on local storage media, or remotely, to ensure the continued availability of data and programs to all authorized members of staff, and to ensure the integrity of all data and configuration controls.

Main Security Policies:

1. Confidentiality of all data is to be maintained through discretionary and mandatory access controls, and wherever possible these access controls should meet with C2 class security functionality.
2. Internet and other external service access is restricted to authorized personnel only.
3. Only authorized and licensed software may be installed, and installation may only be performed by the IT Department.
4. The use of unauthorized software is prohibited. In the event of unauthorized software being discovered it will be removed from the workstation immediately.
5. All removable media from external sources must be virus checked before they are used within CAPK.
6. Workstation configurations may only be changed by IT Department staff.
7. The physical security of computer equipment will conform to recognized loss prevention guidelines.
8. To prevent the loss of availability of IT resources measures must be taken to backup data, applications and the configurations of all workstations.

Data Classification and Handling:

1. Confidential Information, both Business Confidential and Client Confidential, should be protected by the systems and employees.
2. Systems that handle confidential information should be owned and managed by CAPK.
3. No confidential information should be shared with an external party without prior authorization.
4. All former employees are obligated to return any equipment that could contain CAPK information or is an asset of CAPK.

Virus Protection Security:

1. The I.T. Department will have up to date virus scanning software for the scanning and removal of suspected viruses.
2. Servers and PC's will be protected with virus scanning software with regular updates and patches applied.
3. All systems will be built from original, clean master copies whose write protection has always been in place. Only original master copies will be used until virus scanning has taken place.

4. Shareware is not to be used, as shareware is one of the most common infection sources. If it is absolutely necessary to use shareware it must be thoroughly scanned before use.
5. New commercial software will be scanned before it is installed as it occasionally contains viruses.
6. All removable media brought in to CAPK will be scanned by the Virus protection software installed on each workstation or server.
7. To enable data to be recovered in the event of a virus outbreak regular daily backups will be taken by software managed by the I.T. Department.
8. Users will be kept informed of current procedures and policies.
9. Users will be notified of virus incidents.
10. In the event of a possible virus infection the user must inform the I.T. Department immediately. The I.T. Department will then scan the infected machine and any removable media or other workstations to which the virus may have spread and eradicate it.

Server Room Security:

1. Servers should be housed in a purpose-built room.
2. Servers should contain an adequate air conditioning system to provide a stable operating environment to reduce the risk of system crashes due to component failure.
3. No water, rain water or drainage pipes should run within or above the computer suite to reduce the risk of flooding.
4. Power points should be raised from the floor to allow the smooth shutdown of computer systems in case of flooding.
5. Access to the Server is restricted to IT Department staff.
6. All contractors working within the computer suite are to be supervised at all times and the IT Department is to be notified of their presence and provided with details of all work to be carried out, at least 48 hours in advance of its commencement.
7. All servers will be kept securely under lock and key.

Access Control Security:

1. Users will only be given sufficient rights to all systems to enable them to perform their job function. User rights will be kept to a minimum at all times.
2. Where possible no one person will have full rights to any system. The I.T. Department will control network/server passwords and system passwords will be assigned by the system administrator in the end-user department.
3. The system administrator will be responsible for the maintaining the data integrity of the end-user department's data and for determining end-user access rights.
4. Access to the network/servers and systems will be by individual username and password.
5. Usernames and passwords must not be shared by users.
6. Usernames and passwords should not be written down.
7. Intruder detection will be implemented where possible.
8. The I.T. Department will be notified of all employees leaving CAPK's employment by the Human Resources Department. The I.T. Department will then remove the employees' rights to all systems.
9. Network/server supervisor passwords and system supervisor passwords will be stored in a secure location in case of an emergency or disaster, for example a fire proof safe in the I.T. Department.

10. Use of the SecureAdmin username on Windows is to be kept to a minimum.
11. Default passwords on systems such as SQL Server will be changed after installation.
12. File systems will have the maximum security implemented that is possible. Where possible users will only be given Read and File scan rights to directories, files will be flagged as read only to prevent accidental deletion.

LAN Security:

1. LAN equipment, hubs, bridges, repeaters, routers, switches will be kept in secure rooms when possible. Hub rooms will be kept locked at all times. Access to hub rooms will be restricted to I.T. Department staff only. Other staff, and contractors requiring access to hub rooms will notify the I.T. Department in advance so that the necessary supervision can be arranged.
2. Users must lock their workstations when they leave their workstation for any length of time.
3. All servers will be kept securely under lock and key.
4. Access to the system console and server disk/tape drives will be restricted to authorized I.T. Department staff only.
5. Computer hardware and software audits will be carried out periodically via the use of a desktop inventory package. These audits will be used to track unauthorized copies of software and unauthorized changes to hardware and software configurations.

Server Specific Security:

1. The operating system will be kept up to date and patched on a regular basis.
2. Servers will be checked weekly for viruses.
3. Servers will be locked in a secure room.
4. Remote management passwords will be different to the Administrator.
5. Users possessing Administrator rights will be limited to trained members of the I.T. Department staff only.
6. Use of the Administrator accounts will be kept to a minimum.
7. Users' access to data and applications will be limited by the access control features.
8. In certain areas users will be restricted to logging in to specified workstations only.

Wide Area Network Security:

1. Wireless LAN's will make use of the most secure encryption and authentication facilities available.
2. Users will not install their own wireless equipment under any circumstances.
3. All bridges, routers and gateways will be kept locked up in secure areas.
4. Unnecessary protocols will be removed from routers.
5. The preferred method of connection to outside Organizations is by a secure VPN connection, using IPSEC or SSL.

TCP/IP & Internet Security:

1. Permanent connections to the Internet will be via the means of a firewall to regulate network traffic.
2. Permanent connections to other external networks, for offsite processing etc., will be via the means of a firewall to regulate network traffic.

3. Where remote access servers are used, these will be situated on the DMZ or non-secure network side of the firewall if possible or with the use of IPSEC VPN.
4. Workstation access to the Internet will be via website content filter.
5. All incoming e-mail will be scanned by CAPK's e-mail content scanner.

VoIP System Security:

1. All network infrastructure including: Routers, Firewalls and switches are able to support security requirements for VoIP.
2. Maintain all security updates for network infrastructure and VoIP devices.
3. Properly secure any remote access and configuration capabilities to individual VoIP devices to eliminate any backdoors.
4. Use encryption technologies to secure VoIP traffic.
5. Voice mail accounts will use a password with a minimum length of four digits.
6. The voice mail password should never match the last four digits of the phone number.
7. The caller to a voice mail account will be locked out after three attempts at password validation.
8. Dialing calling party pays numbers will be prevented.
9. Telephone bills will be checked carefully to identify any misuse of the telephone system.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Mobile Device
Section: OPS IT 1.5

Issue Date: 8/01/2015
Revised Date: 09/01/2021

Purpose:

Mobile devices, such as smartphones, laptops, and tablet computers, are important tools for the organization and their use is supported to achieve business goals.

However, mobile devices also represent a significant risk to information security as, if the appropriate security applications and procedures are not applied, they can be a conduit for unauthorized access to the organization's data and IT infrastructure, or client's personal information.

Community Action Partnership of Kern (CAPK) has a requirement to protect its information assets in order to safeguard its customers, intellectual property and reputation. This document outlines a set of practices and requirements for the safe use of mobile devices.

Procedures:

1. All mobile devices, whether owned by CAPK or by employees, that have access to corporate networks, data and systems, not including corporate IT-managed laptops are covered by this policy. This includes smartphones, laptops, and tablet computers.
2. Exemptions: Where there is a business need to be exempted from this policy (too costly, too complex, adversely impacting other business requirements) a risk assessment must be conducted being authorized by security management.

General Requirements:

1. Users must only load data essential to their role onto their mobile device(s).
2. Tablets are to be used to conduct CAPK business and to aid CAPK employees in performing their assigned duties.
3. Tablet computers must not leave their assigned facility unless otherwise authorized by IT personnel and other administrative authorities.
4. Users must report all broken, lost or stolen devices to IT personnel immediately
5. If a user suspects that unauthorized access to company data has taken place via a mobile device, the user must report the incident to IT personnel immediately

6. Devices must not have any software/firmware installed which is designed to gain access to functionality not intended to be exposed to the user.
7. Tablet users are not to install software of any kind on tablet computers. Tablets are preconfigured to CAPK desired specifications, unauthorized software may be incompatible with the tablet's default configuration.
8. Laptop hard drives should be encrypted in such a way that would make unauthorized access to the data impossible if the device were stolen or otherwise held by an unauthorized person.
9. Passwords or other protection mechanisms should not be circumvented on any mobile device, which includes taping or writing passwords on the physical device.
10. Any technological controls do not remove the employee's responsibility for protecting the physical asset when in public or transit.
11. Employees using smartphones or other mobile devices to access CAPK email, documents, or other systems must have some type of authentication turn on the device such as PIN/Password, fingerprint, or facial recognition to protect from unauthorized use.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action.

Community Action Partnership of Kern Policies & Procedures

Policy Title: Passwords
Section: OPSIT 1.6

Issue Date: 6/01/2015
Revised Date: 09/01/2021

Purpose:

Passwords are an important aspect of computer security. A poorly chosen password may result in unauthorized access and/or exploitation of Community Action Partnership of Kern's resources. All users, including contractors and vendors with access to Community Action Partnership of Kern systems, are responsible for taking the appropriate steps, as outlined below, to select and secure their passwords. By default, passwords are set to expire in 180 days. Current research strongly indicates that mandated password changes do more harm than good. They drive users to choose weaker passwords, re-use passwords, or update old passwords in ways that are easily guessed by hackers. If setting password to never expire, multi-factor authentication must be set for that user account.

Policy:

The purpose of this policy is to establish a standard for creation of strong passwords, the protection of those passwords, and the frequency of change.

Procedures:

The scope of this policy includes all personnel who have or are responsible for an account (or any form of access that supports or requires a password) on any system that resides at any Community Action Partnership of Kern facility, has access to the Community Action Partnership of Kern network, or stores any non-public Community Action Partnership of Kern information.

Password Creation:

1. When a computer password is generated by CAPK IT the user will be prompted by the Windows Operating System to change the password before login to their computer is completed.
2. All user-level and system-level passwords must conform to 8 minimum characters with at least the following:
3. Not contain the user's account name or parts of the user's full name that exceed two consecutive characters
4. Be at least 8 characters in length
5. Contain characters from three of the following four categories:
 - English uppercase characters (A through Z)
 - English lowercase characters (a through z)
 - Base 10 digits (0 through 9)
 - Non-alphabetic characters (for example, !, \$, #, %)

6. Users must not use the same password for Community Action Partnership of Kern network account (desktop & email) as for other account access (for example; personal ISP account, personal email, NoHo, ADP, ChildPlus, and so on).

Password History:

1. All system-level passwords (for example; root, enable, NT admin, application administration accounts, and so on) must be changed on at least a quarterly basis or use a Multifactor Authentication.
2. All user-level passwords (for example, email, web, desktop computer, and so on) must be changed at least every 180 days.
3. All user-level passwords will be prohibited from re-use of at least, the last 24 passwords.
4. After 16 unsuccessful attempts to enter a password the user account will be disabled for thirty (30) minutes.
5. Minimum Password Age: 1 day; password must be in effect for this time before changing.
6. Maximum Password Age: 180 days; Windows will prompt a password change once reached.

Password Protection:

1. Passwords must not be shared with anyone. All passwords are to be treated as sensitive, confidential Community Action Partnership of Kern information.
2. Passwords must not be inserted into email messages, cases, or other forms of electronic communication, except when requested by IT Department.
3. Passwords must not be revealed over the phone to anyone, except when requested by IT Department.
4. Do not reveal a password on questionnaires or security forms.
5. Do not hint at the format of a password (for example, "my family name").
6. Do not share Community Action Partnership of Kern passwords with anyone, including administrative assistants, secretaries, co-workers while on vacation, and family members.
7. Do not write passwords down and store them anywhere in your office. Do not store passwords in a file on a computer system or mobile devices (phone, tablet) without encryption.
8. Do not use the "Remember Password" feature of applications (for example, web browsers).
9. Any user suspecting that his/her password may have been compromised must report the incident and change all passwords.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

By signing below I acknowledge that I have read, understand and agree to the above detailed user policy.

Print Name: _____ Sign: _____ Date: _____

Community Action Partnership of Kern Policies & Procedures

Policy Title: Web Conferencing
Section: OPSIT 1.7

Issue Date: 7/01/2015
Revised Date: 09/01/2021

Purpose:

Web conferencing supports audio, video, application sharing, and content display. It enables staff to add important elements of interaction. It also provides an alternative method of delivery for meetings, professional development and training activities. The purpose of this guideline is to ensure that this service remains available and reliable, and is used for purposes appropriate to Community Action Partnership of Kern's mission.

Definitions:

eDiscovery - Electronic discovery is the electronic aspect of identifying, collecting and producing electronically stored information (ESI) in response to a request for production in a lawsuit or investigation. Capabilities include case management, preservation, search, analysis, and export of Teams data. This includes chat, messaging and files, meeting and call summaries. For Teams meetings and Calls, a summary of the events that happened in the meeting and call are created and made available in eDiscovery.

Procedures:

This policy applies to all users of Community Action Partnership of Kern web conferencing services as well as individuals who desire to establish a web conference regardless of physical location.

All Community Action Partnership of Kern information technology policies apply to the use of the web conferencing services, as do all other applicable Community Action Partnership of Kern policies and procedures and all federal, state and local laws.

Access to Microsoft Teams:

All Community Action Partnership of Kern staff will have access to Microsoft Teams

The following points define proper use of Teams at Community Action Partnership of Kern:

1. No use of Teams should ever conflict with the primary business purpose for which it has been provided, considering Community Action Partnership of Kern's ethical responsibilities and applicable laws and regulations.
2. No personal use of the system will be permitted; the system is intended and provided for Community Action Partnership of Kern's business purposes.
3. All data in Community Action Partnership of Kern's computer and communications systems (including documents, other electronic files, and chat messages) are the property of Community Action Partnership of Kern.
4. Teams may not be used to create or transmit material that is derogatory, defamatory, obscene or offensive. Such material includes, but is not limited to:
 - Anything that might be construed as harassment or disparagement based on race, color, national origin, gender, sexual orientation, age, disability, or religious or political beliefs.

5. Teams may not be used to solicit or proselytize others for commercial purposes, causes, outside organizations, chain messages, or other non-job-related purposes.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to eDiscovery, Auditing, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Wireless Communication Standard
Section: OPSIT 1.8

Issue Date: 6/01/2015
Revised Date: 09/01/2021

Purpose:

This standard specifies the technical requirements that wireless infrastructure devices must satisfy to connect to a Community Action Partnership of Kern network. Only those wireless infrastructure devices that meet the requirements specified in this standard or are granted an exception by the IT Department are approved for connectivity to a Community Action Partnership of Kern network.

Network devices including, but not limited to, hubs, routers, switches, firewalls, remote access devices, modems, or wireless access points, must be installed, supported, and maintained by an IT Department.

Procedures:

All employees, contractors, consultants, temporary and other workers at Community Action Partnership of Kern and its subsidiaries, including all personnel that maintain a wireless infrastructure device on behalf of Community Action Partnership of Kern, must comply with this standard. This standard applies to wireless devices that make a connection the network and all wireless infrastructure devices that provide wireless connectivity to the network.

IT Department must approve exceptions to this standard in advance.

General Requirements:

All wireless infrastructure devices that reside at a Community Action Partnership of Kern site and connect to a Community Action Partnership of Kern network, or provide access to information classified as Community Action Partnership of Kern Confidential, or Community Action Partnership of Kern Restricted information must:

1. Enable WiFi Protected Access Pre-shared Key WPA2-PSK or WPA2-Enterprise.
2. Advanced Encryption System (AES) protocols with a minimum key length of 128 bits Or Temporal Key Integrity Protocol (TKIP).
3. All Bluetooth devices must use Secure Simple Pairing with encryption enabled.

Lab and Isolated Wireless Device Requirements:

1. Device Service Set Identifier (SSID) must be different from Community Action Partnership of Kern production device SSID.
2. Broadcast of lab device SSID must be disabled.

Home Wireless Device Requirements:

All home wireless infrastructure devices that provide direct access to a Community Action Partnership of Kern network, such as those behind Enterprise Teleworker (ECT) or hardware VPN, must adhere to the following:

4. Enable WiFi Protected Access Pre-shared Key WPA2-PSK or newer.
5. When enabling WPA2-PSK, configure a complex shared secret key (at least 12 characters) on the wireless client and the wireless access point.
6. Disable broadcast of SSID
7. Change the default SSID name
8. Change the default login and password

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.
3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Community Action Partnership of Kern Policies & Procedures

Policy Title: Wireless
Section: OPSIT 1.9

Issue Date: 6/01/2015
Revised Date: 09/01/2021

Purpose:

With the mass explosion of Smart Phones and Tablets, pervasive wireless connectivity is almost a given at any organization. Insecure wireless configuration can provide an easy open door for malicious threat actors.

Definitions:

Copyright – Exclusive legal right, given to an originator or an assignee to print, publish, perform, film, or record literary, artistic, or musical material, and to authorize others to do the same.

Email – Messages distributed by electronic means from one computer user to one or more recipients via a network.

FTP – File Transfer Protocol

HTTP – Hypertext Transfer Protocol

Internet – Global communication network that allows almost all computers worldwide to connect and exchange information.

Network – A network can consist of as few as two computers connected with cables or millions of computers that are spread over a large geographical area and are connected by fiber optic, cables, or radio waves.

User – Those who utilize technology resources

WWW – World Wide Web

Policy:

The purpose of this policy is to secure and protect the information assets owned by Community Action Partnership of Kern. Community Action Partnership of Kern provides computer devices, networks, and other electronic information systems to meet missions, goals, and initiatives. Community Action Partnership of Kern grants access to these resources as a privilege and must manage them responsibly to maintain the confidentiality, integrity, and availability of all information assets.

This policy specifies the conditions that wireless infrastructure devices must satisfy to connect to Community Action Partnership of Kern network. Only those wireless infrastructure devices that meet the standards specified in this policy or are granted an exception by the IT Department are approved for connectivity to a Community Action Partnership of Kern network.

Procedures:

All employees, contractors, consultants, temporary and other workers at Community Action Partnership of Kern, including all personnel affiliated with third parties that maintain a wireless infrastructure device on behalf of Community Action Partnership of Kern must adhere to this policy. This policy applies to all wireless

infrastructure devices that connect to a Community Action Partnership of Kern network or reside on a Community Action Partnership of Kern site that provide wireless connectivity to endpoint devices including, but not limited to, laptops, desktops, cellular phones, and tablets. This includes any form of wireless communication device capable of transmitting packet data.

General Requirements:

All wireless infrastructure devices that reside at a Community Action Partnership of Kern site and connect to a Community Action Partnership of Kern network, or provide access to information classified as Community Action Partnership of Kern Confidential, or above must meet these requirements:

1. Access points - CAPK has standardized access points from the Cisco Meraki line that allows configuration, auditing, and support through a cloud based controller system.
2. Other wireless devices to be installed, supported, and maintained by an approved support team.
3. Use Community Action Partnership of Kern approved authentication protocols and infrastructure.
4. Use Community Action Partnership of Kern approved encryption protocols.
5. Maintain a hardware address (MAC address) that can be registered and tracked.
6. Not interfere with wireless access deployments maintained by other support organizations.

Lab and Isolated Wireless Device Requirements:

All lab wireless infrastructure devices that provide access to Community Action Partnership of Kern Confidential or above, must adhere to section 4.1 above. Lab and isolated wireless devices that do not provide general network connectivity to the Community Action Partnership of Kern network must:

1. Be isolated from the corporate network (it must not provide any corporate connectivity).
2. Not interfere with wireless access deployments maintained by other support organizations.

Home Wireless Device Requirements:

1. Wireless infrastructure devices that provide direct access to the Community Action Partnership of Kern corporate network, must conform to the Home Wireless Device Requirements as detailed in the ***Wireless Communication Standard***.
2. Wireless infrastructure devices that fail to conform to the Home Wireless Device Requirements must be installed in a manner that prohibits direct access to the Community Action Partnership of Kern corporate network. Access to the Community Action Partnership of Kern corporate network through this device must use standard remote access authentication.

Policy Compliance:

1. The IT Department will verify compliance to this policy through various methods, including but not limited to, business tool reports, internal and external audits, and feedback to the policy owner.
2. Any exception to the policy must be approved by the IT Department in advance.

3. An employee found to have violated this policy may be subject to disciplinary action, up to and including termination of employment.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Data Backup
Section: OPSIT 1.10

Issue Date: 6/01/2015
Revised Date: 7/26/2021

Purpose:

Data Backup is required for servers, network storage devices, and other media that contain critical or sensitive information and/or programs. The policy is designed to protect data in the organization to ensure it is not lost and that it can be recovered due to unanticipated failure, such as equipment failure, intentional destruction of data, or disaster.

Procedures:

Financial Systems – Abila (performed by hosted network provider)

1. Incremental backups are performed according to Abila MIP hosted environment service level agreement.
2. Validation testing is conducted quarterly.
 - a. Backup image drives are validated in addition with verifying that the file folder structures are browse-able.
 - b. A virtual boot of the server image is completed along with testing of the software to ensure operation.

Network Storage Devices

1. Full and Incremental backups are performed daily, weekly, monthly, quarterly and yearly using Dell EMC Avamar.
2. Validation testing is conducted quarterly.
 - a. Backups are validated by verifying that the file folder structures are browse-able.
 - b. Data is validated by browsing the folder structure and copying files from the selected backup data to the server's hard drive and verifying the files are executable and readable.

Employee Local Backup

1. Employees must save CAPK critical or confidential data files to OneDrive or SharePoint, if these are temporarily unavailable or not suited for the file types (i.e. large graphic files that need faster access for editing, but must still be archived on OneDrive or SharePoint) a file share or local computer drive is acceptable. If flash drives are required the drive must be encrypted and password protected. For any data files saved to locations other than the approved cloud storage, networked servers, and devices, users must understand that there is no other maintained backup system and data may be erased or deleted. Employees must also protect those non-managed storage locations appropriately for the classification of information stored on them.

Community Action Partnership of Kern
Policies & Procedures

Policy Title: Abila MIP User Change Policy
Section: OPSIT 1.11

Issue Date: 05/1/2015
Revised Date: 09/01/2021

Policy:

The Finance Division of Community Action Partnership of Kern determines access of the financial system (Abila MIP) to employees with a need for information concerning CAPKs financials. The Operations Division with direction from the Chief Financial Officer (CFO) or Director of Finance adds new users to the financial system.

Procedures:

New Users:

1. All new users request must be initiated by a Manager or Division Director to the CFO or Director of Finance.
2. The CFO or Director of Finance will determine the permissions required to accommodate the needs of the user. (Administrator, Accounting, AP, AR, Purchasing, and Executive view)
3. The CFO or Director of Finance requests the addition of the new user with appropriate permissions to the Information Technology department. The request should contain the first and last name, email address and group assigned.
4. The Information Technology will access the administration web portal of Abila to make the necessary modification.
5. Once completed Information Technology will verify that the user account was correctly setup.

Removal of Users:

1. The deletion of an existing user is prompted when Human Resources provides Information Technology with a notice of termination, or the CFO/Director of Finance requests a change to user permissions.
2. Information Technology will deactivate the user within the Abila administration portal.
3. Prior to closing the help desk ticket, Information Technology will confirm that the user no longer has access.

Log:

4. All users are logged to track date of addition or deletion, username, and permissions granted or removed within Abila MIP.

Access Levels:

Admin:

A lower level administrative account with the ability to run all available reports, modify organization information, modify organization preferences, add a module, setup a module, execution of data integrity checks, set up user defined fields, set up user defined field default sources, setup attachment location, set up attachment categories, view user groups, setup organization menus, view/delete audit trails, and setup of requisition users.

Access: Director of Operations, CAPK.Admin

Accounting:

The Accounting group has the ability to modify distribution groups, modify account code combinations, maintain vendors, modify allocation codes, maintain fixed assets, enter cash receipts, enter cash disbursements, enter journal vouchers, chart of accounts, distribution codes, offset account assignments, closing account assignments, account code combinations, vendors, allocation codes, accounts receivable, fixed assets, purchase orders edit process allocations, receipt writing, copy posted sessions, reverse posted sessions, view session status, manage requiring entries, view display balances, reconcile cash accounts, process allocations, display encumbrance balances, transfer to fixed assets, calculate depreciation, review/adjust depreciation, enter disposals, transfer depreciation/disposals, and run reports.

Access: CFO, Director of Finance, Finance Manager, Accounting Manager, Accountant

Accounts Payable:

The accounts payable group has the ability to view chart of account codes, modify distribution codes, modify vendors, view fixed assets, enter A/P invoices, enter A/P credits, enter manual A/P checks, enter encumbrance liquidations, write checks, void checks/vouchers/invoices, check spoilage, manage recurring entries, display balances, view encumbrance balances, select A/P invoices to pay, pay selected A/P invoices, produce vendor 1099's, display vendor balances, purchasing, transfer to sage fixed assets, display customer balances, and the ability to run all available reports.

Access: Finance Manager, Accounting Technician II's, and Accounting Clerk.

Accounts Receivable:

The accounts receivable group has the ability to view chart of account codes, modify distribution codes, modify vendors, view fixed assets, enter A/P invoices, enter A/P credits, enter manual A/P checks, enter encumbrance liquidations, write checks, void checks/vouchers/invoices, check spoilage, manage recurring entries, display balances, view encumbrance balances, select A/P invoices to pay, pay selected A/P invoices, produce vendor 1099's, display vendor balances, purchasing, transfer to sage fixed assets, display customer balances, enter AR invoices, Enter AR credits, enter AR receipts, enter customers, display customer balances and the ability to run all available reports.

Access: Accounting Specialist.

Procurement:

The procurement group has the ability to create/modify distribution codes, maintain vendors, modify address codes, modify item codes, modify category codes, assign category and item codes, enter encumbrances, enter encumbrance liquidations, auto-close encumbrances, display balances, display encumbrance balances, display customer balances, create modify purchase orders, Process Receipts, adjust receipts, cancel items, void purchase orders, create approve requisitions, manage requisitions, and run all available reports.

Access: Director of Operations, Business Manager, Business Contract Specialist, Business Technician, Accounting Technician.

Executive View:


The executive view user group has the ability to display balances, create/modify budget worksheets, and run all available reports. Apart from the budget work sheets executive users are not able to add, delete, modify, or process any type of transaction within any module of the financial software.

Access: read only users – available to all CAPK staff



MEMORANDUM

To: Board of Directors

From:  Emilio G. Wagner, Director of Operations

Date: August 25, 2021

Subject: *Agenda Item V(d)*: Head Start Lease Agreement 5 Real Road – Emilio Wagner,
Director of Operations – **Action Item**

Background

With program options shifting to an increase in Early Head Start and receiving additional notifications from Greenfield School District about the potential of termination of our land leases at Pauly and Fairview, Child Development space is a major need. After recent meetings and site visits of First Congregational Church staff have determined that the available former childcare space would be an excellent fit for our Head Start Program.

Current Events

Space analysis:

The total available space for lease is 5,883 ft² with available space for a warming kitchen, nap area, teacher resource room, four classrooms with a capacity of 15 each, and office. Outdoor area provides for dedicated and shared parking and a dedicated play area.

Improvements:

To ensure Head Start high level of service and to accommodate Federal and State requirements surround child development centers, it has been identified that approximately \$236,000 in improvements will be necessary for a fully operational facility. This includes new classroom finishes, case work, kitchen buildout, restroom modification (addition of 5 toilets), and playground modifications. The cost of improvements was considered in the negotiation of the lease rate and term. Staff anticipates that it will take approximately 6 months for design, city approval and construction. Landlord has agreed to not charge rent during improvements but requested that CAPK pay for utility costs.

Lease:

The initial term of the lease is 8 years with a base rent of \$4,647.57 and a 2.5% annual escalation. The aggregate amount of the lease contract over the term of the lease amounts to \$495,908.01. The lease has an option for renew for an additional 5 years. Based on comparisons in the area typical lease space was found to be \$1.00 ft². Amortizing the cost of lease holder improvements over the 8 year term and applying a 50% depreciation factor the per square foot cost came to \$0.79. In addition, if the lessor terminates the lease without cause, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term.

Recommendation:

Staff recommends the Board of Directors give authority to the Chief Executive Officer to finalize and execute the lease along with any subsequent lease amendments.

Attachments:

Draft Lease Agreement
Draft Addendum to Lease Agreement
Draft Exhibit A

LEASE AGREEMENT
BETWEEN
FIRST CONGREGATIONAL CHURCH
AND
COMMUNITY ACTION PARTNERSHIP OF KERN

DRAFT

Lessor: First Congregational Church

Lessee: Community Action Partnership of Kern

1. **PARTIES.** This lease (herein called the "Lease"), dated to be effective as of *** 1st, 2021, is made by **First Congregational Church**, (herein called the "Lessor") and the Community Action Partnership of Kern (herein called "Lessee").
2. **PREMISES.** Lessor does hereby lease to the Lessee and Lessee hereby leases from Lessor that certain real property, including a(n) 6,247 square feet of building space, commonly known as **5 Real Road, Bakersfield, CA 93309, The leased portions of the property are set forth in Exhibit A. Exhibit A is hereby incorporated into this lease by this reference.**
3. **USE.** Lessee shall use the Premises as a child development center for its Head Start program (herein called "Lessee's Programs"). Lessee shall develop the Premises to suit Lessee's Programs in accordance with local building and planning department regulations applicable to Lessee's Programs, including but not limited to California Department of Social Services Child Care licensing. All staffing, equipment, and supplies for programs conducted by Lessee shall be the sole responsibility of Lessee. The supervision of all participants in Lessee's Programs, Lessee's invitees and personnel shall be the sole and exclusive responsibility of Lessee. Lessee's Programs shall require the use of the Premises from the hours of 6:00 a.m. to 6:00 p.m., Monday through Friday. Notwithstanding the foregoing, Lessee shall have exclusive possession of the Premises at all times during the Term.
4. **TERM.**
 - a) Initial Term. The Lease shall be for a **8** year term commencing AT the completion of tenant improvements (the "Commencement Date") and terminating on [***] (the "Initial Term"), unless otherwise terminated according to the terms of this Lease.
 - b) Option to Extend. Lessee shall have one (1) option to extend this Lease for additional **5** year term following expiration of the Initial Term ("Option Term"). Lessee shall notify Lessor of its intent to exercise such option by giving no more than 360 days and no less than 60 days written notice prior to the expiration of Initial Term. Upon receipt of such option notice, Lessor and Lessee shall negotiate a new monthly rent for the Option Term. Except for the monthly rent, all the terms and conditions of this Lease shall continue to apply and remain in full force and effect, for the duration of the Option Term. The Initial Term and once Lessee's option is exercised, the Option Term shall be collectively referenced as the "Term".
5. **RENT.** Lessee shall pay to Lessor a monthly rent in the amount of Four Thousand Six Hundred Forty-Seven and 57/100 (\$4,647.57) on the first day of each month. **A late fee of 1% shall accrue for rent not paid by the 15th of each month.** Rent for any period, which is less than one (1) month shall be a prorated portion of the monthly rent herein based upon a thirty (30) day month. Notwithstanding the foregoing, no rent shall be due from Lessee until the specific improvements itemized in Addendum Section 8 are substantially complete, as determined by Lessee in its reasonable discretion.
6. **TERMINATION.**
 - a) By Lessor. Lessor may terminate this Lease For Cause (defined below), upon the expiration of that thirty (30) day period following the receipt by Lessee (the "Cure Period") of written notice of a material breach of this Lease by Lessee (the "Cure Notice") if such material breach is not cured by Lessee within the Cure Period.
 - b) **If this Lease is terminated by Lessor without Cause prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term.**
 - c) By Lessee. Lessee may terminate this Lease for any reason, upon thirty (30) days' notice to Lessor. Notwithstanding the foregoing, if Lessee terminates this Lease due to lack of funding for Lessee's Programs, Lessee shall provide Lessor with sixty (60) days written notice, if possible.

- d) Lessor's Personal Property. Upon any termination of the Lease or the expiration of its term, Lessee shall be allowed to remove all personal property introduced to the Premises by Lessee that is not otherwise defined herein as a Trade Fixture, including but not limited to furniture, kitchen equipment, computers, printers, copiers, storage sheds, and curriculum.
- e) Lessee's Trade Fixtures. Upon any termination of the Lease or the expiration of its term, at Lessee's option, Lessee shall be allowed to remove all Trade Fixtures (defined below). Lessee shall be responsible for repairing any damage caused by such removal.

7. MAINTENANCE AND REPAIRS.

- a) Lessor's Obligations. Lessor shall, at its own cost and expense keep the Premises, Utility Installations, and Alterations in good order, condition and repair (whether the portion of the Premises requiring repair is structural or non-structural, and whether or not the need for such repairs occurs as a result of Lessee's use, any prior use, the elements or the age of such portion of the Premises, and whether or not made by Lessee). ***This includes plumbing, heating, ventilating, air-conditioning, electrical, lighting facilities, boilers, pressure vessels, fire protection system, fixtures, walls (interior and exterior), foundations, ceilings, roofs, floors, windows, doors, plate glass, skylights, landscaping, driveways, parking lots, fences, retaining walls, signs, sidewalks and parkways in place at the time the lease commences as well as those altered, repaired or added by the Lessee as long as such work was warranted and completed with all proper permits.***
- b) Lessee's Obligations. Notwithstanding Lessor's maintenance obligations above, Lessee shall be responsible for minor (costing less than \$1,000.00) general maintenance of the Premises, Utility Installations and Alterations, including but not limited to replacement of hardware, lighting, etc. Also, any cleaning or repair which may be necessitated by the neglect, omission or act of Lessee, its agents, employees, members or invitees, shall be the responsibility of Lessee. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing. The Lessee will provide written notification to the Lessor of any needed repairs; unless exigency requires telephone contact. If, after, thirty (30) days' written notice of a needed repair, repairs are not complete, Lessee has the right to make the necessary repairs and deduct the repair expense from the rent due. Any changes in responsibility of costs for maintenance and repairs shall be mutually agreed upon and in writing.

8. ALTERATIONS; UTILITY INSTALLATIONS; TRADE FIXTURES.

a) Definitions.

- i) The term "Applicable Requirements" shall mean all laws, regulations, rules, ordinances, judgments or orders of any federal, state or local government, agency or court with jurisdiction over the Premises or Lessee's Programs. For the purpose of illustration and not by way of limitation, compliance with Applicable Requirements shall mean obtaining all permits, licenses, related to any proposed Alteration, Utility Installation or Trade Fixture.
- ii) The term "Alterations" shall mean any modification of the Premises, other than Utility Installations or Trade Fixtures, whether by addition or deletion.
- iii) The term "Trade Fixtures" shall mean Lessee's equipment that can be removed without causing material damage to the Premises. Lessee shall own all Trade Fixtures used on the Premises.
- iv) The term "Utility Installations" shall mean all floor and window coverings, air lines, power panels, electrical distribution, security and fire protection systems, communication systems, lighting fixtures, HVAC equipment, plumbing, and fencing in or on the Premises.

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

c) Lessee Alterations Utility Installations and Trade Fixtures.

- i) Tenant's Initial Improvements. Lessee intends to make Alterations and Utility Installations at the beginning of the Initial Term, identified on Adendum, which is incorporated herein by reference ("Tenant's Initial Improvements"). From and after the Commencement Date, Tenant shall begin work to implement Tenant's Initial Improvements, in a timely manner, according to all Applicable Requirements.
- ii) Other Improvements. Lessee may, at its sole cost and expense, make Alterations to the Premises, change existing, or install new Utility Installations, and introduce Trade Fixtures to the Premises to facilitate Lessee's use thereof.
- iii) Financial Responsibility. Except as expressly provided herein, Lessor shall not be responsible for any costs related to any of Lessee's Alterations or Utility Installations, including, but not limited to, the costs of plan preparation by an architect and engineer and compliance with Applicable Requirements. Lessee shall keep the Premises free from any liens arising out of any work performed, materials furnished or obligations incurred by Lessee. However, if this Lease

is terminated by Lessee, **without cause**, prior to the expiration of the Initial Term, Lessor shall pay to Lessee its costs for Alterations, or Utility Installations paid for by Lessee amortized over the balance of the Initial Term. All Lessee Alterations, Utility Installations and use of Trade Fixtures shall comply with Applicable Requirements.

11. **SIGNS.** Lessee shall not place any sign, awning or canopy, or advertising matter, on the Premises without Lessor's written consent, and compliance with Applicable Requirements relating to such signage.
12. **INSURANCE.** Lessee shall maintain General Liability Insurance including umbrella policy in the amount of \$2,000,000.00, which policy shall name the Lessor as additional insured in so far as this Lease is concerned. Lessee shall maintain Automobile Liability Insurance in the amount of \$1,000,000.00 each occurrence, against claims of Personal Injury (including bodily injury and death) and Property Damage covering all owned, leased, hired and non-owned vehicles used in the performance of Lessee's obligations pursuant to this Lease. Lessor shall maintain General Liability Insurance in the amount of \$2,000,000.00 which policy shall name Lessee as an additional insured in so far as this Lease is concerned. Each party shall furnish the other party with a certificate of insurance containing the endorsements required under this section. Lessor shall maintain Fire and Extended Coverage Insurance on a blanket basis or with an agreed amount clause in amounts not less than 100% of the property's replacement value. Lessor shall also maintain property damage and fire insurance on the Premises leased to Lessee. Both parties shall maintain Workers' Compensation coverage during the term of the Lease. Lessee and Lessor hereby mutually waive Rights of Subrogation against each party, with respect to the Lease and use of the Premises.
13. **UTILITIES.** Lessee agrees to pay commencing upon the **first day of possession for the purpose of alterations and throughout the entire term of the lease including any extension** for the following utilities used or consumed by the Lessee on the Premises. The term "utilities," as used herein, shall include electric, gas, water and refuse. Lessee to provide and pay for its own pest control services **and janitorial services**.
14. **TAXES.** Lessor shall be responsible for all taxes, including but not limited to real property and related assessments pertaining to the Premises, at all times during the Term of this Lease, and any period of holdover possession by Lessee.
15. **DESTRUCTION OF PREMISES.** In the event that the building, including the Premises is totally destroyed, this Lease shall automatically terminate, effective on the date of such destruction, and no rent shall accrue or be payable to Lessor after such termination. In the event the extent of damage to, or partial destruction of, the Premises is such that, in the sole discretion of Lessee, Lessee's Programs cannot operate as intended by Lessee, Lessee may terminate this lease by giving written notice to Lessor within thirty (30) days after such damage or partial destruction, and no rent shall accrue or be payable to Lessor after such termination.
16. **INDEMNITY.** Except for Lessor's negligence, gross negligence or willful misconduct, Lessee agrees to indemnify, defend and hold harmless Lessor and its employees, independent contractors and authorized representatives from and against all suits, claims, actions, damages, liens, fees, expenses or proceedings directly resulting from i) Lessee's Programs operated on the Premises, ii) Alterations or Utility Installations made by Lessee to the Premises or iii) the use of Lessee's Trade Fixtures on the Premises. Lessor shall indemnify, defend and hold harmless Lessee and its employees, independent contractors, volunteers, authorized representatives and invitees from any and all suits, claims, actions, damages, liens, fees, expenses or proceeds relating to i) a condition of the Premises existing as of the Commencement Date, ii) any loans, lien or credit obligation incurred by Lessor relating to the Premises, or iii) any taxes resulting from ownership and leasing of the Premises.
17. **HOLDING OVER.** Any hold over after the expiration of this Lease shall be construed as a month-to-month tenancy, otherwise subject to the terms of this lease as applicable.
18. **QUIET POSSESSION.** Subject to payment of rent by Lessee and Lessee's compliance with the terms of this Lease, Lessee shall have quiet possession and quiet enjoyment of the Premises during the term hereof.
19. **RIGHT OF INSPECTION.** Lessor and such agents as Lessor may designate, may enter upon the Premises at all times and intervals for the purpose of inspecting, maintaining, repairing, and altering the Premises in a manner consistent with the purpose of this Lease and with reasonable commercial practices in the management of property. However, such access shall be obtainable only upon **24 hour notice** and accompaniment by authorized Lessee personnel if entry is during non-business hours, except in an emergency where immediate access is required in order to avoid injury to person or property.
20. **ABANDONMENT OF PREMISES.** Except as otherwise provided in this Lease, Lessee shall not vacate or abandon the Premises at any time during the term hereof, and if Lessee shall abandon or vacate the Premises, or be dispossessed by process of law, or otherwise, any personal property belonging to Lessee left upon the Premises shall be deemed to be abandoned. At the option of the Lessor, the personal property deemed abandoned shall be removed from the Premises.

- 21. CONDEMNATION.** If any part or all of the Premises shall be taken or condemned for public use, this Lease shall terminate as of the date effective the condemner acquires title or possession, which ever first occurs. Notwithstanding Lessee's right to terminate this Lease, Lessee shall further be entitled to a prorated share of any condemnation award, the amount of which shall be determined by the value of Lessee's improvements to the Premises in relation to the overall value of such Premises.
- 22. NOTICES.** All notices under this Lease shall be in writing and shall be deemed given when delivered personally, when sent by fax (with prompt confirmation by mail), four business days after mailed by certified mail (return receipt requested), or one business day after being sent by a recognized overnight courier, to the parties at the following addresses (or at such other address for a party as shall be specified by like notice):

Lessor to:

First Congregational Church

c/o [***]

5 Real Road

Bakersfield, CA

Phone: [***] Fax: [***]

Lessee to:

Community Action Partnership of Kern

c/o Emilio Wagner, Director of Operations

5005 Business Park North

Bakersfield, CA 93309

Phone: 661-336-5236 Fax: 661-322-2237

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

23. MISCELLANEOUS TERMS.

- a) Governing Law/Venue. This Lease shall be construed and enforced in accordance with the laws of the State of California. If either Lessor or Lessee initiates an action to enforce the terms hereof or declare rights hereunder, the parties agree that the venue thereof shall be the County of Kern, State of California.
- b) Successors. All terms and provisions of this Lease, shall extend to, be binding upon and inure to the benefit of heirs, executors, administrators, successors, and assigns of the respective parties hereto.
- c) Authority. If either party hereto is a corporation, trust, limited liability company, partnership or similar entity, or trust, each individual executing this Lease on behalf of such entity represents and warrants that he or she is duly authorized to execute and deliver this Lease on its behalf. Each party
- d) Waiver. The parties hereto agree that failure of Lessor or Lessee to enforce any term hereof shall not be deemed to constitute a waiver of such term of this Lease.
- e) Attorney's Fees. If any dispute between the parties results in mediation, arbitration or a lawsuit, the prevailing party shall be entitled to all costs incurred in connection with such actions, including reasonable attorneys' fees.
- f) Entire Agreement. This lease contains all agreements between the parties hereto with respect to any matter mentioned herein, and no other, prior or contemporaneous agreement or understanding shall be effective. Lessor and Lessee each represent and warrant to the other that it has made, and is relying solely upon, its own investigation as to the nature, qualify, character and financial responsibility of the other party to this Lease and as to the nature, quality, character of the Premises.
- g) Amendments. This Lease may be amended only by a writing, signed by both parties in interest at the time of the amendment.
- h) Time is of the Essence. Time is of the essence with respect to the performance of all obligations to be performed or observed by the parties hereto according to the terms of this Lease. Unless otherwise indicated to the contrary, the word "days" as used herein means calendar days.
- i) Construction of Agreement. All headings and titles are for the convenience of the parties only and shall not be considered a part of the terms of this Lease. Whenever required by the context, the singular shall include the plural and vice versa. This Lease shall be construed as if prepared by both of the parties, according to its fair meaning and not for or against either party.

- j) Counterparts. This lease may be executed in counterparts and the signature pages combined to produce one complete and fully effective agreement. Signatures transmitted electronically shall be effective to bind the parties to this Lease.
- k) No Joint Venture. Nothing in this Lease shall cause the parties in any way to be construed as partners, joint venturers, or representatives or associates of the other. Nothing in this Lease shall cause a party to be responsible for the obligations, losses, charges or expenses of the other, connected with or arising from the operation or use of the Premises.

Lessor: **First Congregational Church**

Signature: _____

Title: _____

Name: _____

Date: _____

Lessee: Community Action Partnership of Kern

Signature: _____

Title: _____

Name: _____

Date: _____

CAPK Staff INITIALS			

ADDENDUM TO LEASE AGREEMENT

DRAFT

Dated: *** 1, 2021
Lessor: First Congregational Church
Lessee: Community Action Partnership of Kern ("CAPK")
Address of Premises: 5 Real Road, Bakersfield, CA

This ADDENDUM TO LEASE(this "Addendum") is entered into by and between First Congregational Church ("Lessor"), and Community Action Partnership of Kern ("CAPK"), a California non-profit organization ("Lessee"), as of the date set forth on the first page of the form lease to which this Addendum is attached (the "Form Lease"). The promises, covenants, agreements, and declarations contained in this Addendum are intended to and shall have the same force and effect as if set forth in the body of the Form Lease. To the extent that the provisions of this Addendum are inconsistent with the terms and conditions of the Form Lease, the provisions of this Addendum shall control. Except for purposes of determining whether a conflict exists between the Form Lease and this Addendum, the term "Lease" (as used herein and in the Form Lease) shall include the provisions of this Addendum. Unless otherwise expressly provided in this Addendum, all initially capitalized terms used herein shall have the same meanings assigned to them in the Form Lease.

5. Base Rent Schedule:

(a) The Base Rent for the period *** 1, 2021 through *** 30, 2029 shall be \$4,647.57 per month.

(b) On *** 1 of 2021, and again on the same day of each calendar year thereafter throughout the remainder of the Original Term, the monthly Base Rent shall be increased to equal 102.5% of the Base Rent that was payable for the immediately preceding calendar month, according to the following schedule:

*** 1, 2022 - *** 30, 2023 \$4,763.76/Mth (\$57,165.11 annual)
*** 1, 2023 - *** 30, 2024 \$4,882.85/Mth (\$58,594.24 annual)
*** 1, 2024 - *** 30, 2025 \$5,004.92/Mth (\$60,059.09 annual)
*** 1, 2025 - *** 30, 2026 \$5,130.05/Mth (\$61,560.57 annual)
*** 1, 2025 - *** 30, 2026 \$5,258.30/Mth (\$63,099.59 annual)
*** 1, 2025 - *** 30, 2026 \$5,389.76/Mth (\$64,677.08 annual)
*** 1, 2025 - *** 30, 2026 \$5,524.50/Mth (\$66,249.00 annual)

8.c TENANTS'S INTIAL IMPROVEMENTS

(a) At any time beginning on or after execution of the lease, but not later than May 21, 2019, Lessee shall be given early possession to begin work on interior or building ("Possession")

(b) Lessee shall, by written notice ("Notice") give to Lessor notice no later than ten days prior to commencement of Lessee's work.

(c) Lessee shall be permitted to perform any or all of the following work at their sole expense on the Premises (collectively, "Lessee's Work"):

- (i) Remove/install interior walls.
- (ii) Modify electrical distribution per Lessee's specifications.
- (iii) Plumbing work.
- (iv) HVAC work.
- (v) Paint interior walls.

- (vi) Remove existing floorings and finishes.
- (vii) Install floorings.
- (viii) Remove/modify ceilings.
- (ix) Modify/upgrade exterior signage.

(x) Install any other elements, or make any other improvements or modifications, that Lessee may deem necessary or appropriate to operate a Community Outreach Program at the Premises, to upgrade the Premises, and/or to remodel the Premises as required.

(d) All of Lessee’s Work shall be subject to necessary governmental approvals and permits and shall be performed by licensed contractors.

(e) All of Lessee’s Work shall be subject to Lessor’s prior written consent, which shall not be unreasonably withheld, conditioned, or delayed; provided, however, that Lessee shall not be required to obtain Lessor’s consent to install floorings, stain/seal concrete, paint interior walls, or install trade fixtures. Lessee shall provide copies of the plans for Lessee’s Work to Lessor for Lessor’s approval (which shall not be unreasonably withheld, conditioned, or delayed) prior to commencing construction. All plans for Lessee’s Work that Lessee presents to the City and City agencies are fully aware of Lessee’s intended use.

(f) Lessee represents and warrants that Lessee’s Work shall be performed in a good, workmanlike manner, with first class quality materials, free of defects, and in full compliance with all Applicable Requirements and any Lessor-approved plans.

(g) In no event shall Lessee be required to remove any of Lessee’s Work upon the termination of this Lease, except that Lessee shall be required to remove Lessee’s personal property, trade fixtures, and signage.

(h) Lessor and Lessee shall cooperate with each other to minimize any interference between the performance of Lessee’s Work and Lessor’s Work.

(i) Promptly upon completion of Lessee’s Work and final inspection, Lessor shall deliver evidence reasonably satisfactory to Lessor that Lessee’s Work has been performed in compliance with any applicable governmental permits and that Lessee’s contractors and suppliers have been paid.

13. UTILITIES. Lessee agrees to pay during the term of the Lease, commencing upon the ***first day of possession for the purpose of alterations and continuing throughout the lease and*** any extension hereof, for the following utilities used or consumed by the Lessee on the Premises. The term “utilities,” as used herein, shall include electric, gas, water and refuse. Lessee to provide and pay for its own pest control services ***and janitorial services.***.. Utility payment will be based on actual cost of utilities, ***and paid within 15 days of lessor providing supporting*** statements from the utility service to be paid. The allocation of expense shall be based on occupied space and weighted with hours of operation.

Total area of all buildings:	25,291SF
Area occupied by Lessee:	6,247 SF
Occupancy by Lessee:	240 Hr./month
Occupancy by Lessor:	192 Hr/month
Lessee percentage of occupied space:	25%
Lessee percentage of hours occupied:	56%
Lessee weighted allocation:	39% = (% occupied space x Hours occupied)

25. Environmental Matters. Lessee prohibits the presence, sale, and use of any Hazardous Substances, including any Reportable Uses in or about the Premises as it may now or hereafter be customary in connection with the operation of their facility.

26. Parking and Common Facilities.

(a) Lessee and its customers, employees, and invitees shall have the exclusive use of all ***parking stalls as marked in Exhibit A Monday-Friday until 7 p.m. Lessee may also use common parking spaces as shown on Exhibit A.***

(b) Lessee shall have the right to load, unload, and park delivery vehicles, including, without limitation, in the Common Areas to the ***north*** of the Premises 24 hours a day, seven days a week ***during the alteration period.***

27. Assignment and Subletting. Anything to the contrary in this Lease notwithstanding, Lessee may not assign this Lease (including, without limitation, Lessee's Option rights hereunder) or sublet all or any portion of the Premises, without Lessor's consent, and without thereby causing a Breach or Default hereunder, to any person or entity that controls, is controlled by, or is under common control with Lessee, or to any entity resulting from a merger or consolidation with Lessee, or to any person or entity that acquires as a going concern substantially all of the assets and business of Lessee associated with the Premises, provided that such assignee or sublessee assumes (either in full, in the case of an assignment, or in relevant part, in the case of a sublease) the obligations of Lessee under this Lease. Any assignment or subletting shall not, in any way, affect or limit the past or future liability of Lessee under the terms of this Lease.

28. Building Signage. Lessee shall be allowed to place (and maintain) the maximum signage permitted by applicable laws and regulations on the exterior walls of the Premises, including Lessee's company script and logo. Lessee shall also be allowed to modify such signage from time to time. All signage installed by Lessee shall be installed and maintained in a first class and professional manner at Lessee's expense. Prior to installing (or modifying) signage, Lessee shall obtain all necessary government approvals and permits. Except as otherwise permitted in Paragraph 34 of this Lease, and except for any signage that may be required by governmental regulations, Lessor shall not be entitled to place any signage on the exterior walls or roof of the ***lease property as shown by Exhibit A.***

29. Monument Signage. Lessee shall have the exclusive right to place (and maintain) its signage on the monument sign near the entrance to the ***lease property subject to approval by Lessor.*** . Lessee shall also be allowed to modify such signage from time to time.

30. Security Cameras. Lessee shall be entitled, at Lessee's cost, to mount and maintain security cameras on the exterior walls of the Premises near each of the entrances to the Premises. There are no security cameras currently in. Upon the termination of this Lease, Lessee shall remove any such security cameras (including any related wiring) and repair any damage to the Premises caused by such removal.

31. ADA and Other Legal Compliance.

(a) Lessee shall ensure that any work that Lessee performs on the Premises, as well as the design, construction, and placement of Lessee's trade fixtures or other personal property in the Premises (collectively, "***Lessee's Area of Responsibility***"), complies with the ADA and other legal requirements for retail use. Lessor shall ensure that the Common Areas, and all elements of the Premises or the Project other than those listed in the preceding sentence (collectively, "***Lessor's Area of Responsibility***"), comply with the ADA and other legal requirements Lessee's use. Each Party shall be responsible for any ADA upgrades, earthquake retrofits, or the like that may now or hereafter be required (including, without limitation, due to changes in ADA or other legal requirements) that affect its Area of Responsibility, and shall defend,

indemnify, and hold harmless the other Party from and against any actual or alleged ADA or other legal violations now or hereafter affecting its Area of Responsibility.

(b) Any work performed by either Party in or about the Premises or the Project shall comply with the most recent ADA and other legal requirements.

(c) Each Party shall promptly notify the other Party of any claims of violations of ADA or other legal requirements affecting the Premises or the Project.

(d) The Premises have not undergone an inspection by a Certified Access Specialist (“**CASp**”). Either Party may, but shall not be required to, at any time arrange for a CASp inspection of the Premises. In the event that any such inspection is performed, each Party shall promptly correct any violations of ADA or other legal requirements affecting the Premises or the Project that impact such Party’s Area of Responsibility.

32. Trash Disposal. Lessor shall maintain within the Common Areas convenient to the Premises an enclosure in which may be placed trash dumpsters serving the Building. Lessee shall be entitled to place its dumpster within such enclosure and shall be responsible for all costs associated with the maintenance and emptying of such dumpster.

IN WITNESS WHEREOF, Lessor and Lessee have signed this Addendum concurrently with their execution of the Form Lease.

“LESSOR”

“LESSEE”

First Congregational Church

Community Action Partnership of Kern (“CAPK”)

By:_____

By:_____

Name:_____

Name:_____

Title:_____

Title:_____

Date:_____

Date:_____

Exhibit A

Site Plan Depicting the Premises, the Building and the Project

Exhibit B

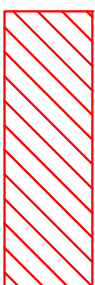
Space Plan Depicting the Current Premises and the Reduction Area

"Exhibit A, FCC/CapK lease"

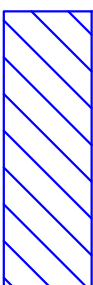
DRAFT



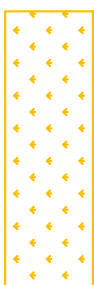
Exclusive Use Area
5 am. - 7 pm



CapK



Common Area



Exclusive Play Area



FCC Area



Construction Update

August 25, 2021



Agenda

1. Head Start Expansion
 1. Progress
 2. Schedule
2. Food Bank Expansion
 1. Funding
 2. Progress

Questions



01. Head Start Expansion

Progress

Harvey Hall

- Rough grade completed

- Septic tank & leach lines installed, tie into existing sewer lines completed.

- California Water tie in to main for fire and domestic water complete.

- Pending building permit

Pete Parra

- Demolition and rough grade complete

- Pending Building permit

Martha J Morgan

- Pending building permit

Sterling

- Pending building permit

Progress Harvey Hall



Progress Harvey Hall



Progress Harvey Hall



Progress Harvey Hall



Progress Harvey Hall



Progress Harvey Hall



Progress Pete Parra



Schedule

Harvey Hall

Resubmittal to building department based on County comments. Expecting 1-to-2-week turnaround.

Pete Parra

Resubmittal to building department based on City comments. Expecting 1-to-2-week turnaround.

Martha J Morgan

Resubmittal to building department based on City comments. Expecting 1-to-2-week turnaround.

Sterling

Resubmittal to building department based on County comments. Expecting 1-to-2-week turnaround.



02. Food Bank Expansion

Funding

Expected Project Cost	\$10,000,000
City CDBG	(1,200,000) – Immediately available
County CDBG	(900,000) – Immediately available
Sub-total	<u>\$ 7,900,000</u>
Federal Funds	(3,000,000) – Pending Senate approval (likely in December)
CDSS Food Capacity	(3,400,000) – Pending distribution (likely in December)
NMTC	<u>(1,500,000) - Pending approval and allocation</u>
Total	0

Due to the amount of pending grant and capital campaign funds staff is seeking a bridge loan through Wells Fargo public finance group to carry construction cost until funds are awarded.

Progress

Received comments from City of Bakersfield Site plan review

- a) Mostly minor comments easily addressed
- b) Must conduct onsite review of offsite improvements.
 - Potential expense to provide 325' of sidewalk curb gutter and street widening.

Construction documents at 50%

- a) Conducting constructability review
- b) Consultants on board and in progress

Metal Building Bidding

- a) Proposal due 8/25/2021, engineering & building cost

Schedule

Public agency approval

- a) Grading/demo Permit – 9/1/2021
- b) Building Permit – 9/27/2021

Metal Building Procurement/Engineering & Fabrication

- a) Proposals due 8/25/2021
- b) Award Contract 8/30/2021
- c) Review/approve of Submittal drawings 3/1/2022
- d) Fabrication/delivery to Jobsite 5/1/2022

Site construction

- a) Start mobilization 11/15/2021

Construction Completion

- a) Tentative September 2022



Questions



MEMORANDUM

To: Executive Committee
Martha Gonzalez

From: Martha Gonzalez, 211 Program Supervisor

Date: August 25, 2021

Subject: *Agenda Item V(f)*: Approval of the Renewal of Kings, Tulare and Stanislaus Counties United Way Contract for Services – **Action Item**

Every three years the Agency enters into a contract with Kings, Tulare and Stanislaus Counties United Way through a Contract for Services Agreement for call handling administered through the 2-1-1 Kern Call Center program. 2-1-1 Kern began providing call handling services for Kings and Tulare Counties United Way in June 2015 and for Stanislaus County United Way, 2-1-1 Kern began providing services in July 2018. The purpose of these agreements is to continue operating a 24/7 information and referral call center.

The service contracts and budgets are as follows:

Kings County, the first year is in the amount of \$25,155.00. The fee will increase annually by 5%. The second year is in the amount of \$25,909.65, and the third year is in the amount of \$26,686.94.

Tulare County, the first year is in the amount of \$80,099.00. The fee will increase annually by 5%. The second year is in the amount of \$83,564.95, and the third year is in the amount of \$87,204.20.

Stanislaus County, the first year is in the amount of \$77,021.00. The fee will increase annually by 5%. The second year is in the amount of \$97,372.05, and the third year is in the amount of \$101,415.65

The fee structured is based on Tier Pricing. When inquiries (calls) exceed Tier 1 limit, pricing will move to Tier 2, then Tier 3. Renegotiation of annual fee will be discussed when inquiries exceed Tier 3 range. The term for the agreement is for a three (3) year period, July 1, 2021, to June 30, 2024. Attached is the budget, detailing the Tier Pricing structure.

With the renewal of the United Way contracts for call handling services, 2-1-1 Kern will continue to provide 24/7 Information and Referral services to Kings, Tulare, and Stanislaus County residents. This includes call handling, live chat, and bi-directional texting. Information & Referral Call Specialists are fully trained to provide professional, non-judgmental customer service. Information & Referral Call Specialists provide callers confidential, appropriate, unbiased health and social service referrals and advocacy.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute the Kings, Tulare and Stanislaus Counties United Way Contracts for Services agreement and any future amendments during the term of the contract.

Attachments:

Kings County United Way Contract
Kings County United Way Budget
United Way Tulare County Contract
United Way Tulare County Budget
United Way Stanislaus County Contract
United Way Stanislaus County Budget



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of July 1, 2021 by and between: Kings United Way ("KUW"), and Community Action Partnership of Kern ("CAPK"). This agreement is based on the assumption that the call, text and chat volume will remain within the Tier1 Pricing metrics (see attachment/exhibit A). When inquiries handled exceed Tier3 range, 211 Kern will initiate discussions with KUW for renegotiation of the annual fee.

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

1. DESCRIPTION OF SERVICES.

CAPK:

- A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via text, live chat, and telephone for the Client 24 hours/day 7 days/week at CAPK's Kern County site.
- B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.
- C. Maintain a campaign for Client in its 211 Telephony System domain. CAPK will include in its monthly invoice the previous months' Telephony System charges incurred on behalf of the Client.
- D. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Kings County needs and requirements and also to provide information about Kings County communities. CAPK will work with Client to schedule training dates and times.
- E. CAPK will provide KUW supervisor telephony system monthly reports which include but are not limited to:
 - a. Call Log Reports
 - i. Number of Calls Received
 - ii. Number of Calls Handled
 - iii. Number of Calls Dropped
 - iv. Average Handle Time
 - v. Average Speed of Answer
- F. CAPK 211 Kern Program Manager and Division Director are available for conference calls and in-person meetings when needed to listen to recorded calls. Both parties will work to schedule dates and times that are most convenient.

Client:

- A. Provide CAPK with access to 211 Kings County resource database. Different levels of access will include: Trainee, Standard, Enhanced, and Supervisor
- B. Update its resource database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Kings County residents.
- C. Conduct follow-up calls for Kings County callers and will be responsible for outreach.
- D. Provide CAPK with Client Language Line account number in order to access this service for non-English/Spanish Kings County callers.

- E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.
- F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

2. COMMUNICATIONS REGARDING SYSTEM ISSUES

- CAPK will notify KUW immediately if and when the telephony system, SMS and/or CRM system goes down. Whether the issue originates within CAPK (internet going down) or with the technology platform, CAPK will keep KUW informed about corrective action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will work off laptops.
- Primary Contact for CAPK: Chief Program Officer, Traco Mathews
Secondary Contact for CAPK: 211 Manager, Irene Fonseca
- Primary Contact for KUW: Executive Director, Nannette Villarreal
Secondary Contact for KUW: 211 Coordinator, Erika Lopez

3. DISASTER EVENT IN KINGS COUNTY

- In the event of a disaster or KUW anticipates that a disaster is likely in Kings County, KUW will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Kings County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary KUW contacts.
 - Disaster Mode will be confirmed to CAPK by KUW. CAPK is not able to activate Disaster Mode without informing KUW
 - KUW will maintain updated disaster resources in its CRM system and will also provide CAPK Program Manager, via e-mail, with real time information as it becomes available.
 - CAPK commits to uphold the primary relationship of KUW and Kings County local emergency services organizations and will only contact the emergency organizations directly when KUW contacts are not available or when advised to do so by KUW staff.
 - Data collection for calls during Disaster Mode will be limited to the following information:
 - ✓ Date of Call
 - ✓ Time of Call
 - ✓ Caller's city
 - ✓ Reason for call
 - CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
 - KUW and CAPK agree that activating in Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Kings County. KUW agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Kings County while in Disaster Mode.

4. ADDITIONAL PROJECTS AND SERVICES

- KUW commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development and/or additional services.
- If/when special projects are developed or additional services are requested, KUW commits to providing the following information to CAPK so a budget can be developed if it is determined that the project or service will lead to a change in volume during/after the project period and/or will lead to longer handle time for Kings County callers:

- ✓ Description of special project including any outreach
- ✓ Description of any additional data collection requirements
- ✓ Anticipated change in call volume during/after the project period
- ✓ If there are budget implications, it will be approved ahead of time by KUW and CAPK. A startup fee will apply to all additional service requests

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 300 19th Street, Bakersfield, CA 93301.

PAYMENT FOR SERVICES. Payment for services shall be \$25,155 the first year invoiced at \$2,096.25 per month for the described scope. The fee will increase annually by 5% (year 2 fee is \$25,909.65 and year three fee is \$26,686.94) This fee structure is based on Tier1 Pricing. When inquiries answered exceed Tier 1 limit, pricing will move to Tier 2, then Teir3. When inquiries handled exceed Tier 3 range, 211 Kern will initiate discussions with KUW for renegotiation of the annual fee. CAPK will mail all invoices to:

Nannette Villarreal, Executive Director nanettev@kingsunitedway.org
 Kings United Way
 125 W. Seventh Street, Hanford CA 93274

- 6. TERM/TERMINATION.** The term of this Agreement shall begin on 7/1/2021 through 6/30/2024. This contract may be terminated with or without cause upon ninety (90) days' written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.
- 7. OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and KUW.
- 8. HOLDING OVER.** Any hold-over after the expiration date of this Agreement shall be construed as a month-to-month agreement until the Description of Services has been completed, or otherwise in accordance with the terms hereof as applicable.
- 9. INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.
- 10. HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless KUW from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for KUW, as fully as is permitted by the laws of the State of California. KUW agrees to indemnify, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to KUW performance, as fully as is permitted by the laws of the State of California.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.
- 12. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Client is an independent organization and not an officer, employee, or agent of CAPK.
- 13. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

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

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

KINGS UNITED WAY (KUW)

Signature: _____

Signature _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

Tier Pricing: 5% increase per 1,000 calls over Tier1 range

Kings YEAR 1

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 3,200	\$ 25,155.00	2,096.25
Tier 2	3,201 to 4,200	\$ 26,412.75	2,201.06
Tier 3	4,201 +	\$ 27,733.39	2,311.12

Kings YEAR 2

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 3,200	\$25,909.65	\$2,159.14
Tier 2	4,201 to 5,200	\$27,205.13	\$2,267.09
Tier 3	5,201 +	\$28,565.39	\$2,380.45

Kings YEAR 3

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 3,200	\$26,686.94	\$2,223.91
Tier 2	3,201 to 4,200	\$28,021.29	\$2,335.11
Tier 3	4,201 +	\$29,422.35	\$2,451.86

****Expansion of existing services or new services will be discussed to assess the scope of work, cost and start up fee, if applicable****



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of July 1, 2021 by and between: United Way Tulare County ("UWTC"), and Community Action Partnership of Kern ("CAPK"). This agreement is based on the assumption that the call and text volume will remain within the Tier1 Pricing metrics (see attachment/exhibit A). When inquiries handled exceed Tier3 range, 211 Kern will initiate discussions with UWTC for renegotiation of the annual fee.

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

1. DESCRIPTION OF SERVICES.

CAPK:

- A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via text, and telephone for the Client 24 hours/day 7 days/week at CAPK's Kern County site.
- B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.
- C. Maintain a campaign for Client in its 211 Telephony System domain. CAPK will include in its monthly invoice the previous months' Telephony System charges incurred on behalf of the Client.
- D. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Tulare County needs and requirements and also to provide information about Tulare County communities. CAPK will work with Client to schedule training dates and times.
- E. CAPK will provide UWTC supervisor telephony system monthly reports which include but are not limited to:
 - a. Call Log Reports
 - i. Number of Calls Received
 - ii. Number of Calls Handled
 - iii. Number of Calls Dropped
 - iv. Average Handle Time
 - v. Average Speed of Answer
- F. CAPK 211 Kern Program Manager and Division Director are available for conference calls and in-person meetings when needed to listen to recorded calls. Both parties will work to schedule dates and times that are most convenient.

Client:

- A. Provide CAPK with access to 211 Tulare County resource database. Different levels of access will include: Trainee, Standard, Enhanced, and Supervisor
- B. Update its resource database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Tulare County residents.
- C. Conduct follow-up calls for Tulare County callers and will be responsible for outreach.
- D. Provide CAPK with Client Language Line account number in order to access this service for non-English/Spanish Tulare County callers.

- E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.
- F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

2. COMMUNICATIONS REGARDING SYSTEM ISSUES

- CAPK will notify UWTC immediately if and when the telephony system, SMS and/or CRM system goes down. Whether the issue originates within CAPK (internet going down) or with the technology platform, CAPK will keep UWTC informed about corrective action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will work off laptops.
- Primary Contact for CAPK: Chief Program Officer, Traco Mathews
Secondary Contact for CAPK: 211 Manager, Irene Fonseca
- Primary Contact for UWTC: Executive Director, Rosemary Caso
Secondary Contact for UWTC: 211 Director, Martin Nogues

3. DISASTER EVENT IN TULARE COUNTY

- In the event of a disaster or UWTC anticipates that a disaster is likely in Tulare County, UWTC will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Tulare County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary UWTC contacts.
 - Disaster Mode will be confirmed to CAPK by UWTC. CAPK is not able to activate Disaster Mode without informing UWTC
 - UWTC will maintain updated disaster resources in its CRM system and will also provide CAPK Program Manager, via e-mail, with real time information as it becomes available.
 - CAPK commits to uphold the primary relationship of UWTC and Kings County local emergency services organizations and will only contact the emergency organizations directly when UWTC contacts are not available or when advised to do so by UWTC staff.
 - Data collection for calls during Disaster Mode will be limited to the following information:
 - ✓ Date of Call
 - ✓ Time of Call
 - ✓ Caller's city
 - ✓ Reason for call
 - CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
 - UWTC and CAPK agree that activating in Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Tulare County. UWTC agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Tulare County while in Disaster Mode.

4. ADDITIONAL PROJECTS AND SERVICES

- UWTC commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development and/or additional services.
- If/when special projects are developed or additional services are requested, UWTC commits to providing the following information to CAPK so a budget can be developed if it is determined that the project or service will lead to a change in volume during/after the project period and/or will lead to longer handle time for Tulare County callers:

- ✓ Description of special project including any outreach
- ✓ Description of any additional data collection requirements
- ✓ Anticipated change in call volume during/after the project period
- ✓ If there are budget implications, it will be approved ahead of time by UWTC and CAPK. A startup fee will apply to all additional service requests

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 300 19th Street, Bakersfield, CA 93301.

PAYMENT FOR SERVICES. Payment for services shall be \$80,099.00 the first year invoiced at \$6,674.92 per month for the described scope. The fee will increase annually by 5% (year 2 fee is \$83,564.95 and year three fee is \$87,204.20) This fee structure is based on Tier1 Pricing. When inquiries answered exceed Tier 1 limit, pricing will move to Tier 2, then Teir3. When inquiries answered exceed Tier 3 range, 211 Kern will initiate discussions with UWTC for renegotiation of the annual fee. CAPK will mail all invoices to:

Rosemary Caso, Executive Director rosemary@unitedwaytc.org
 United Way of Tulare County
 1601 Prosperity Avenue, Tulare CA 93274

- 6. TERM/TERMINATION.** The term of this Agreement shall begin on 7/1/2021 through 6/30/2024. This contract may be terminated with or without cause upon ninety (90) days' written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.
- 7. OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and UWTC.
- 8. HOLDING OVER.** Any hold-over after the expiration date of this Agreement shall be construed as a month-to-month agreement until the Description of Services has been completed, or otherwise in accordance with the terms hereof as applicable.
- 9. INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.
- 10. HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless UWTC from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for UWTC, as fully as is permitted by the laws of the State of California. UWTC agrees to indemnity, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to UWTC performance, as fully as is permitted by the laws of the State of California.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.
- 12. RELATIONSHIP OF PARTIES.** While engaged in carrying out and complying with terms and conditions of this Agreement, the Client is an independent organization and not an officer, employee, or agent of CAPK.
- 13. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

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

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

UNITED WAY TULARE COUNTY (UWTC)

Signature: _____

Signature _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

All County Tier Pricing: 5% increase per 1,000 calls over Tier1 range**Tulare YEAR 1**

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 19,000	\$ 80,099.00	6,674.92
Tier 2	19,001 to 24,000	\$ 84,103.95	7,008.66
Tier 3	24,001 +	\$ 88,309.15	7,359.10

Tulare YEAR 2

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 19,000	\$ 83,564.95	6,963.75
Tier 2	19,001 to 24,000	\$ 87,743.20	7,311.93
Tier 3	24,001 +	\$ 92,130.36	7,677.53

Tulare YEAR 3

	Calls Handled/Year	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 19,000	\$ 87,204.20	7,267.02
Tier 2	19,001 to 24,000	\$ 91,564.41	7,630.37
Tier 3	24,001 +	\$ 96,142.63	8,011.89

****Expansion of existing services or new services will be discussed to assess the scope of work, cost and start up fee, if applicable****



CONTRACT FOR SERVICES AGREEMENT

This Contract for Services Agreement ("Agreement") is made and entered into as of July 1, 2021 by and between: United Way Stanislaus County ("UWSC"), and Community Action Partnership of Kern ("CAPK"). This agreement is based on the assumption that the call and text volume will remain within the Tier1 Pricing metrics (see attachment/exhibit A). When inquiries handled exceed Tier3 range, 211 Kern will initiate discussions with UWSC for renegotiation of the annual fee.

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

1. DESCRIPTION OF SERVICES.

CAPK:

- A. CAPK agrees to provide trained Information & Referral (I&R) Specialists who will provide 211 call center coverage via text, and telephone for the Client 24 hours/day 7 days/week at CAPK's Kern County site.
- B. Pay all required payroll taxes including, but not limited to, Workers' Compensation, for all staff providing 211 Call Center Coverage for CAPK.
- C. Maintain a campaign for Client in its 211 Telephony System domain. CAPK will include in its monthly invoice the previous months' Telephony System charges incurred on behalf of the Client.
- D. CAPK will provide time for Client to provide training for 211 Kern staff that is specific to Stanislaus County needs and requirements and also to provide information about Stanislaus County communities. CAPK will work with Client to schedule training dates and times.
- E. CAPK will provide UWSC supervisor telephony system monthly reports which include but are not limited to:
 - a. Call Log Reports
 - i. Number of Calls Received
 - ii. Number of Calls Handled
 - iii. Number of Calls Dropped
 - iv. Average Handle Time
 - v. Average Speed of Answer
- F. CAPK 211 Kern Program Manager and Division Director are available for conference calls and in-person meetings when needed to listen to recorded calls. Both parties will work to schedule dates and times that are most convenient.

Client:

- A. Provide CAPK with access to 211 Stanislaus County resource database. Different levels of access will include: Trainee, Standard, Enhanced, and Supervisor
- B. Update its resource database so 211 Kern I&R Specialists can provide updated and accurate referrals/resources to Stanislaus County residents.
- C. Conduct follow-up calls for Stanislaus County callers and will be responsible for outreach.
- D. Provide CAPK with Client Language Line account number in order to access this service for non-English/Spanish Stanislaus County callers.

- E. Inform CAPK of any relevant marketing, outreach or Public Information Campaign efforts that would result in an increase in calls from the Client's home county.
- F. Participate in meetings/conference calls, as needed, with CAPK staff to discuss issues/concerns relating to the implementation of this agreement.

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- CAPK will notify UWSC immediately if and when the telephony system, SMS and/or CRM system goes down. Whether the issue originates within CAPK (internet going down) or with the technology platform, CAPK will keep UWSC informed about corrective action being taken and the anticipated time service is expected to be resumed. If the issue originated within CAPK and it is expected that a resolution will take more than 30 minutes, CAPK 211 staff will be relocated to an alternate CAPK location and will work off laptops.
- Primary Contact for CAPK: Chief Program Officer, Traco Mathews
Secondary Contact for CAPK: 211 Manager, Irene Fonseca
- Primary Contact for UWSC: Executive Director, Francine Foley
Secondary Contact for UWSC: 211 Program Manager, Linda Tagholm

3. DISASTER EVENT IN STANISLAUS COUNTY

- In the event of a disaster or UWSC anticipates that a disaster is likely in Stanislaus County, UWSC will contact CAPK to provide local information and updates in an easy to relate format for staff.
- If a major event/disaster affecting Stanislaus County leads to a substantial call surge, CAPK will attempt to contact both primary and secondary UWSC contacts.
 - Disaster Mode will be confirmed to CAPK by UWSC. CAPK is not able to activate Disaster Mode without informing UWSC
 - UWSC will maintain updated disaster resources in its CRM system and will also provide CAPK Program Manager, via e-mail, with real time information as it becomes available.
 - CAPK commits to uphold the primary relationship of UWSC and Stanislaus County local emergency services organizations and will only contact the emergency organizations directly when UWSC contacts are not available or when advised to do so by UWSC staff.
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 - ✓ Date of Call
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 - ✓ Caller's city
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 - CAPK will make every effort to provide a high level of service during disaster, but service level expectation will be suspended during periods of unexpected call surges.
 - UWSC and CAPK agree that activating in Disaster Mode may result in additional expenses being incurred by CAPK to support disaster level services for Stanislaus County. UWSC agrees to reimburse CAPK for reasonable expenses incurred by CAPK related to the provision of services to 211 Stanislaus County while in Disaster Mode.

4. ADDITIONAL PROJECTS AND SERVICES

- UWSC commits to providing ample advance warning on activities that may lead to changes in call volume (outreach, etc.) and on special project development and/or additional services.
- If/when special projects are developed or additional services are requested, UWSC commits to providing the following information to CAPK so a budget can be developed if it is determined that the project or service will lead to a change in volume during/after the project period and/or will lead to longer handle time for Stanislaus County callers:

- ✓ Description of special project including any outreach
- ✓ Description of any additional data collection requirements
- ✓ Anticipated change in call volume during/after the project period
- ✓ If there are budget implications, it will be approved ahead of time by UWSC and CAPK. A startup fee will apply to all additional service requests

5. LOCATION FOR SERVICES. CAPK's 211 Call Center is located at 300 19th Street, Bakersfield, CA 93301.

PAYMENT FOR SERVICES. Payment for services shall be \$77,021.00 the first year invoiced at \$6,418.42 per month for the described scope. The fee will increase annually by 5% (year 2 fee is \$97,372.05 and year three fee is \$101,415.65) This fee structure is based on Tier1 Pricing. When inquiries answered exceed Tier 1 limit, pricing will move to Tier 2, then Teir3. When inquiries answered exceed Tier 3 range, 211 Kern will initiate discussions with UWSC for renegotiation of the annual fee. CAPK will mail all invoices to:

Francine Foley, Executive Director ffoley@uwaystan.org
 United Way of Stanislaus County
 422 McHenry Avenue, Modesto, CA 95354

- 6. TERM/TERMINATION.** The term of this Agreement shall begin on 7/1/2021 through 6/30/2024. This contract may be terminated with or without cause upon ninety (90) days' written notice of either party to this agreement. Amendments to this agreement shall be made by written mutual agreement between CAPK and the Client.
- 7. OPTION TO RENEW.** This agreement may be renewed for an additional thirty-six (36) months upon agreement between CAPK and UWSC.
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- 9. INSURANCE.** CAPK maintains General Liability Insurance and is responsible for maintaining any public liability, property damage, Workers' Compensation Coverage and fire insurance.
- 10. HOLD HARMLESS/INDEMNIFICATION.** CAPK agrees to indemnify, defend and hold harmless UWSC from any and all liabilities, including attorney's fees, arising out of or in any way related to CAPK's performance of services for UWSC, as fully as is permitted by the laws of the State of California. UWSC agrees to indemnify, defend and hold harmless CAPK from any and all liabilities, including attorney's fees, arising out of or in any way related to UWSC performance, as fully as is permitted by the laws of the State of California.
- 11. NOTICES.** Any notice or notices required or permitted to be given pursuant to this agreement may be personally served on the other party by the party giving such notice, or may be served via certified mail, return receipt requested, to the address set forth in this Agreement.
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- 13. APPLICABLE LAW.** The Laws of the State of California shall govern this Agreement.

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

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

UNITED WAY STANISLAUS COUNTY (UWSC)

Signature: _____

Signature _____

Printed Name: _____

Printed Name: _____

Title: _____

Title: _____

Date: _____

Date: _____

All County Tier Pricing: 5% increase per 1,000 calls over Tier1 range**Stanislaus YEAR 1**

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 12,000	\$ 77,021.00	6,418.42
Tier 2	12,001 to 17,000	\$ 80,872.05	6,739.34
Tier 3	17,001 +	\$ 84,915.65	7,076.30

Stanislaus YEAR 2

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 12,000	\$ 97,372.05	8,114.34
Tier 2	12,001 to 17,000	\$ 102,240.65	8,520.05
Tier 3	17,001 +	\$ 107,352.69	8,946.06

Stanislaus YEAR 3

	Calls Handled	Annual Contract Amount	Monthly Invoice Amt
Tier 1	0 to 12,000	\$ 101,415.65	8,451.30
Tier 2	12,001 to 17,000	\$ 106,486.44	8,873.87
Tier 3	17,001 +	\$ 111,810.76	9,317.56

****Expansion of existing services or new services will be discussed to assess the scope of work, cost and start up fee, if applicable****



MEMORANDUM

To: Executive Committee
Martha Gonzalez

From: Martha Gonzalez, 211 Program Supervisor

Date: August 25, 2021

Subject: *Agenda Item V(g)*: Approval of the Application for Re-accreditation of the Alliance of Information and Referral Systems (AIRS) – **Action Item**

2-1-1 Kern is accredited by the National Alliance of Information and Referral Systems (AIRS) and I&R service procedures have been established according to AIRS standards which cover areas such as code of conduct, confidentiality, child and elder abuse reporting, and disaster/emergency response. 2-1-1 Kern became an accredited program in November 2014, and re-accreditation occurs every five (5) years. The purpose of accreditation is to determine the extent to which applicant Information and Referral (I&R) organizations comply with expected practices within the field as it is defined by the AIRS Standards for Professional Information and Referral.

The AIRS accreditation evaluates the agency and the program in the following areas; Service Delivery, Database Review, Organizational Effectiveness, Disaster Preparedness, and Cooperative Relationships. The re-accreditation is a Three Phase Process. The phases are as follows: Remote Database Review, Consultation of Materials, and an On-Site Review.

2-1-1 Kern has completed Phase One, Remote Database Review. Phase Two, Consultation of Materials, is in progress as documentation was submitted for review on July 30, 2021. Phase three, the On-Site Review will follow. The program is expected to secure re-accreditation by December 2021. The re-accreditation will be granted for an additional five (5) years.

Securing re-accreditation allows 2-1-1 Kern to provide evidence of achievement in the areas of service quality, effectiveness, community involvement, and organizational stability. Since receiving initial accreditation in November 2014, the program follows procedures that hold the customer service provided by Information & Referral Specialist to high quality standards.

Recommendation:

Staff recommends the Board of Directors approve the submittal of the AIRS re-accreditation application via signature of the Board of Directors Chair.

Attachments:

Accreditation PowerPoint Presentation
Certification of Documentation Agreement



Helping People...Changing Lives.



Kern County



Alliance of Information & Referral Systems (AIRS)

The Accreditation Process

Purpose of Accreditation

The purpose of Accreditation is to determine the extent to which applicant Information and Referral (I&R) organizations comply with expected practices within the field as it is defined by the AIRS Standards for Professional Information and Referral.

Purpose of Accreditation

The AIRS Accreditation Standards are categorized below.

- **Service Delivery: Standards 1 – 6**
- **Resource Database: Standards 7 – 12 & 17**
- **Cooperative Relationship: Standards 13 – 14**
- **Disaster Preparedness: Standards 15 – 16 & 21**
- **Organizational Effectiveness: Standards 22 – 27**

Accreditation is a Three Phase Process

- ***Phase I – Remote Database Review***
- ***Phase II – Consultation***
- ***Phase III – On-Site Review***

Phase I: Remote Database Review

- **In order to verify that 211 Kern database meets the AIRS criteria, an AIRS database reviewer will interview our resource staff and conduct a remote review of the database.**

- **During the remote review, the following 7 Resource Database Standards will be reviewed:**
 - **Standard 7: Inclusion/Exclusion Criteria**
 - **Standard 8: Data Elements**
 - **Standard 9: Classification System/Taxonomy**
 - **Standard 10: Content Management and Indexing**
 - **Standard 17: Disaster Resources**
 - **Standard 11: Database Search Methods**
 - **Standard 12: Database Maintenance**

Phase II: Consultation Phase

The Accreditation Packet Includes:

- **Overview of AIRS Accreditation**
- **A description of the Accreditation Appeals Process**
- **The Accreditation Criteria**
- **Information on the Secret Shopper component**
- **Guidelines for Electronic Submission**
- **Information on Submission of the Annual Report**
- **A preformatted Google Drive for our documents is also included**

Phase II: Consultation Phase

Within 10 Months of receiving the Packet, 2-1-1 must:

- **Review the Accreditation Criteria and contact the liaison as needed**
- **Compile and label documentation for Accreditation Criteria**
- **Complete and have the Board President sign the "Certification of Accreditation Documentation" form and submit it with documentation**
- **Submit an electronic copy of consultation materials, including the Certification or Documentation Agreement form**
- **All materials will be current at time of submission**

Phase II: A Consultation Phase

Within 6 months of our submission, AIRS will:

- **Analyze submitted material and provide a written assessment which will identify strengths as well as necessary changes to continue the accreditation process.**
- **Send a copy of the consultation assessment report to our program.**
 - **In most cases, 2-1-1 will need to respond with additional documentation highlighting contingency plans for AIRS accreditation purposes.**

2-1-1 will then:

- **Review the assessment report and contact the AIRS liaison as needed**
- **Respond to the consultation report with supporting documentation and evidence of implementation within six months**

Phase III: On-Site Review

- **This phase must be completed within three months of the completion of the Consultation Phase.**
- **The AIRS review team will conduct a "secret shopper" process to assess call handling in order to ensure quality I&R is properly delivered. Prior to the visit, each reviewer will complete two calls per reviewer.**

Phase III: On-Site Review

The review team will conduct the on-site visit. At a minimum, the visit will include:

- **A tour of our 211 Call Center**
- **A meeting with the Board Leadership**
- **Interviews with key I&R staff**
- **Examination of documents per AIRS request**
- **Debriefing with agency's administrative staff**

Phase III: On-Site Review

- **The Review team will complete an on-site assessment report with recommendations and send to AIRS.**
- **The AIRS Accreditation Commission Chair will finalize the accreditation decisions either by:**
 - **Granting full accreditation for five years**
 - **Granting accreditation with recommendations**
 - **Deferring accreditation pending the receipt of addition information; or**
 - **Denying accreditation**



**Helping People...
Changing Lives.**

Contact Information

Jennifer Jordan

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CERTIFICATION OF DOCUMENTATION AGREEMENT

By my signature, as Board President/Advisory Committee Chair, I certify that this documentation is true to the best of my knowledge and provides an accurate representation of this agency/program. I understand that the penalty for intentional misrepresentation is immediate revocation of AIRS accreditation.

Agency/Program Name

**Board President/Advisory Committee Chair
Signature**

Date

Executive Director/I&R Program Manager

Date



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administrator

Date: August 25, 2021

Subject: *Agenda Item VI(a)*: Community Action Partnership of Kern Foundation Update – **Action Item**

On June 25, 2021, the Community Action Partnership of Kern (CAPK) Foundation Board held its monthly Board of Director's meeting.

No action items were presented at the meeting, however, Aashika Patel, Senior Vice President of CCS Fundraising provided a PowerPoint presentation titled "Maximizing Your Impact as a Nonprofit Board Member" and Emilio Wagner, Director of Operations presented a Virtual Food Bank Tour. Staff also provided a staffing update to the Board.

Recommendation:

Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for May 28, 2021.

Attachment:

Community Action Partnership of Kern Foundation Approved Minutes from May 28, 2021.



DATE	May 28, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 423 584 870#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:01 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: Kevin Burton, Don Bynum, Nila Hogan, Ariana Joven, Chase Nunneley, Gina Pettit, Megan Silva, Chei Whitmore

Absent: Michael Bowers, Michele Shain, Fred Plane

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; Kayla Wofford-Nelson, Associate Director of Development; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Consent Agenda

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

IV. Regular Business

- a. A Brief Introduction: The Nonprofit Board of Directors – Pritika Ram, Director of Administration and Tony Pallitto, Department of Public Affairs at CSUB – **Info Item**

Pritika Ram introduced Tony Pallitto, Ph.D., from the Department of Public Policy and Administration at CSUB. Mr. Pallitto provided insight to the history, purpose and characteristics of a high functioning nonprofit Board.

b. Banking Institution Signing Authority with Resolution – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval and recommended the following individuals be added as signers on the Foundation's bank account at Valley Republic Bank: Jeremy T. Tobias, Chief Executive Officer & President; Traco Matthews, Chief Program Officer & Vice-President; and Pritika Ram, Director of Administration & Secretary.

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

c. Food Bank Expansion Update – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wanger presented the above info item and stated the budget has been revised to include escalated labor and material costs and warned that the costs are nearly double the amount originally estimated due to the pandemic and dramatically escalating construction costs nationwide. The overall budgeted cost is \$7.78 million, which includes the base project price of \$5.9 million and alternate adds that include additional restrooms, expanded breakroom, expanded walk-in refrigerators and freezers, solar panels and additional truck docks from 3 up to 6. Emilio said that all unnecessary items are being cut out while maintaining efficiency and space.

Kevin Burton asked about the number of trucks coming into the facility and questioned if 3 docks were sufficient. Emilio replied that 6 docks are preferred for efficiency with approximately 6-8 trucks coming through per day, but the reduction resulted in a cost savings of \$86,000. Kevin recommended the 3 docks be added back into the estimated cost. Jeremy Tobias said that the alternate adds are basically a cafeteria style plan that allows for more flexibility when awarding contracts depending on final costs and available funds, so it is quite possible that the 3 additional docks can be added back into the budget. The bottom line is the decision is totally up to us when awarding, we will have complete control over what items to award. The goal will be to award all of the alternate adds, but if it is necessary to cut some items out for whatever reason, this approach allows for that option.

The site plan review will be completed soon, and the RFP bidding process will begin in early September and the contract awarded by the end of September / early October. The Notice to Proceed will be presented to the Board at the October meeting. A November 2021 groundbreaking is planned if all goes according to the schedule outlined above, with the estimated completion date is June 2022.

In regard to staffing, Emilio said there is approximately 18 staff in the office and another 10 warehouse staff. Employees from the leased warehouses will be relocated to the Food Bank and it is expected that approximately 20 new jobs will be added. Volunteers also make up a large portion of the workforce and the site plan includes the required space for breakdown areas, volunteer areas, conveyor areas, etc.

Pritika Ram said operational expenses will be added to the total construction budget and included as part of the Capital Campaign. It is estimated that an additional \$2 million will be added to the budget to become fully operational so the expansion project is now estimated to cost approximately \$10 million.

Pritika said staff has been in contact with identified funders, the City of Bakersfield and County of Kern, through the CDBG grant program and have advised them of the escalated costs, and that the project timeline will remain the same. In meetings with the City & County, staff has expressed interest in applying for potential funding through the American Rescue Plan or related opportunities around Capital

& Infrastructure. Staff has also shared the revised budget with CCS Fundraising and they are providing assistance to update the collateral materials to reflect the increased total amount required to complete the Food Bank Expansion project.

Staff also began working with a representative from the Wonderful Company and there is interest in helping CAPK to create a presentation for the leadership of the Wonderful Company.

Pritika announced that leadership staff will be touring the Fresno Food Bank in June as they recently completed a move to an expanded site and renovation and have indicated they have some suggestions that may be helpful for the CAPK Food Bank Expansion.

d. Foundation Development Plan – Pritika Ram, Director of Administration – *Info Item*

Pritika Ram presented the above info item and stated that CAPK has re-engaged with CCS Fundraising to support the next phase of the Foundation build-out and include development support services for 20+ hours per week. The scope of work and cost of services is \$55,000 and was included in the Foundation’s budget for this fiscal year.

Pritika stated that one-on-one meetings between CAPK Foundation Board Members and CCS Fundraising staff will begin in June.

Kevin Burton said he was excited to have CCS involved to help get the Foundation off the ground and noted that he has prior experience working with CCS and their guidance helped him to be successful in raising millions of dollars.

VII. Board Member Comments

No Comments.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Friday, June 25, 2021
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 12:44 pm



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: August 25, 2021

Subject: *Agenda Item VII(a)*: June Policy Council Report – **Action Item**

The Policy Council met on June 22, 2021, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

The proposed 2021-2022 School Readiness Goals were presented to the Council. An overview was provided on each of the developmental domains and their corresponding goals. Review of program data was also shared with an opportunity for questions and/or comments. Upon conclusion of the presentation a motion was made with subsequent unanimous approval obtained for the 2021-2022 School Readiness Goals.

Additionally, members were provided a presentation by Erica Bain, Public Information Coordinator for the Kern County Fire Department. Information was shared with regard to pool safety as well as emergency preparedness with a focus on house fires. The importance of having a disaster kit was also shared with the Council. Members were encouraged to sign up for ReadyKern, as an added layer of preparedness. This resource provides important alerts and notifications specific to an individual's area of residence.

The next Policy Council meeting is scheduled for September 28, 2021.

Recommendation:

The Policy Council requests Board approval of the August Report and the Policy Council meeting minutes from June 22, 2021.

Attachment:

Policy Council Meeting Minutes from June 22, 2021

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
June 22, 2021
Teleconference ID: 875 627 705#
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. Secretary Agueda Hernandez conducted roll call; quorum was established.

Policy Council Members Present: Nicole Cabe, Jimmie Childress, Samantha Collins, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, Agueda Hernandez, Nila Hogan, Kaylonie Howard, Andrea Martinez, Ashley McAllister, Semeen Muhammad, Paola Sanchez, Rosalinda Valencia

2. Public Comments

*The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than that referring the item(s) to staff for study and analysis. **Speakers are limited to three minutes each.** If more than one person wishes to address the same topic, total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

3. Standing Committee Reports

a. School Readiness Committee

The School Readiness committee met on June 10, 2021. Maria Guadian, Family Engagement, and Inclusion Manager presented information as to how inclusion and family engagement services help families to prepare for kindergarten. She also discussed assessments and the process of referrals as well as the support provided to students with an Individualized Education Plan (IEP) or an Individualized Family Service Plan (IFSP). The importance of advocacy was emphasized, noting parents are their child's greatest advocate. Building strong advocacy skills now will be an asset to parents in a variety of situations and throughout their child's education. Other information shared included ReadyRosie parenting curriculum and the Summer Soar series filled with videos and activities to support kindergarten readiness and more. It was also shared, members of the School Readiness committee met on June 22, 2021 to review and collaborate on the 2021- 2022 School Readiness Goals. The next School Readiness Meeting will be held on August 12, 2021.

b. Planning Committee

The Planning Committee met on June 1, 2021. The Program Review and Evaluation report was shared with the committee. This included information regarding enrollment numbers across all programs as well as the Child Adult Care Food Program report. It was noted that more than 64,000 meals were prepared by the Central Kitchen during the month of May. Information was shared with members regarding the American Rescue Plan Funding. It was noted CAPK recently applied for funding. With this application Head Start will operate 10 part-year centers during the summer and make a variety of repairs as well as the installation of air conditioning systems.

c. Budget & Finance Committee

The Budget & Finance Committee met on June 15, 2021. Budget to actual financial documents for Head Start and Early Head Start were shared and discussed. Three Notice of Awards were shared and discussed with members as well. Additional explanation was provided based upon member inquiry. All documents and reports can be found in the Policy Council Packet. The next PC Budget & Finance meeting will be held on August 17, 2021 at 5:30 p.m.

d. Bylaws Committee

The Bylaws Committee will meet on Tuesday, August 10, 2021. Topics of discussion will include membership term limits as well as an introduction the Governance Leadership Modules as found on the Early Childhood Learning and Knowledge Center (ECLKC) website. The committee will also continue its review and discussion on the balance of the Policy Council Bylaws. This meeting will be held on Microsoft Teams at 5:30 p.m.

4. Presentations

a. **Summer Safety – Erica Bain, Public Information Coordinator – Kern County Fire Department**

Erica briefly shared her personal background noting a variety of career opportunities she's had. This included retail management, television production, college career advisory and her current position over the past 7 years with Kern County Fire Department as Public Information Coordinator. Erica receives all internal and external communications for the fire department and shares information to the field and with communities. She has seen a lot of tragedy being in the field and has been present when families have come home to nothing, but rubble where once stood a home. It is in part, because of these experiences as well as being a mom that Erica is passionate about educating others on emergency preparedness and safety.

Erica talked to the Council about pool safety and how children 5 and under have a more difficult time understanding what drowning is and how a pool could possibly be dangerous. She stated that drowning is the leading cause of unintentional injury or death with California leading the nation in these statistics. It was stated a pool or spa is 14 times more like than a car to be the cause of death for a child under 5 years of age. Most children who have drowned were last seen in the house versus the pool area. Drowning is extremely dangerous because it is silent. Typically, there isn't any splashing or sound associated with drowning; parents/adults need to be vigilant and be proactive to help prevent this tragedy. Erica provided 3 action steps to promote pool safety, protection, supervision, and preparation. Protection, incorporates actual physical layers of protection such as having an alarm on doors or windows, non-climbable fencing around the pool, self-latching pool gate etc. It is also very important not to leave toys around the pool area as they can entice a child and potentially fall in the pool if they get too close when attempting to retrieve a toy. Supervision is the second action step, adults must establish and communicate responsibility for child supervision, in any environment. There should be an assigned adult (water watcher) designated to the pool area and always watching and looking. This is especially noteworthy during social gatherings when people are often busy socializing and tending to other things. Additionally, parents should not rely on swimming lessons or equipment such as floaties to protect children. These items can sometimes give children and sometimes parents an over emphasized sense of confidence. The final action step is preparation, things you should do/have on hand to prepare you "in case" something does happen. In the pool area you should have actual rescue equipment, not pool toys as well as having emergency phone numbers posted. It is equally important to teach others how to use the rescue equipment and to have children understand how to call 9-1-1. Erica shared it is important children know their address. A helpful way to teach this is as a first and last name reference; just as they have a first and last name their address does too. The "first name" being house number and "last name" the street.

Erica also spoke about general emergency preparedness with a focus on housefires as this is a "controlled environment" with several things that can be done to prevent and prepare. It was shared the likelihood of you and your family surviving depends a lot on if you have a working smoke detector and an exit strategy once you hear that smoke detector. It *almost* depends on this component as much as it does on the fire department itself. A disaster plan needs to be created and each family member must know that there are two ways out from wherever they may be, either the door or window. Once this has been established everyone must know how to exit should one of these two areas be blocked by fire. There must also be a designated meeting spot, so everyone will know where to go once evacuated. Additionally, there should be an emergency contact that you can call who is out of the affected area. The person(s) can come and pick up the children or be with the kids, providing you any necessary support. Having a plan is just the first part, you must also practice the plan. Erica encouraged members to check their smoke detectors and familiarize children with the sound. An age-appropriate explanation should be given as to what that sound means and what they should do if they hear it.

It is also important to have a disaster kit, ideally you should have one for your car and one for your home. Erica shared a few basic supply items including, water, food, extra set of keys, change of clothing, etc. Items should be enough to last for up to 3 days. In preparation for such, it is important to talk with your children and involve them in this process as well. When shopping they can help by

picking out non-perishable items or adding their favorite stuffed animal or toy to the kit. In support of preparedness, Erica encouraged members to sign up for ReadyKern. ReadyKern is an emergency communication program that sends notifications alerting residents to important activity such as evacuations, power outages and more.

5. Consent Agenda

***ACTION**

The Consent Agenda consists of items that are considered routine and non-controversial. These items are approved in one motion unless a member of the Council or the public requests removal of a particular item. If comment or discussion is requested, the item will be removed from the Consent Agenda and will be considered in the order listed.

- a. Policy Council Meeting Minutes – May 25, 2021 (English/Spanish)
- b. Bylaws Committee Meeting Minutes – May 11, 2021 (English/Spanish)
- c. Budget & Finance Committee Meeting Minutes – May 18, 2021
- d. Planning Committee Meeting Minutes – June 1, 2021 (English/Spanish)
- e. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, through May 31, 2021
- f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, through May 31, 2021
- g. Early Head Start San Joaquin Budget vs. Actual Expenditures, February 1, 2021, through May 31, 2021
- h. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, through May 31, 2021
- i. Parent Local Travel & Childcare through May 31, 2021
- j. Parent Activity Funds through May 31, 2021
- k. Kern Head Start and Early Head Start Non-Federal and In-Kind Report, March 1, 2021, through May 31, 2021
- l. San Joaquin Early Head Start Non-Federal and In-Kind Report, February 1, 2021, through May 31, 2021
- m. Notice of Award 09CH11406-02-02, February 1, 2021 – January 31, 2022, EHS San Joaquin COLA
- n. Notice of Award 09CH1113202-01, March 1, 2021 – February 28, 2022, Kern HS/EHS COLA
- o. Notice of Award 09HE000432-01, April 1, 2021 – March 31, 2023, CPAK American Rescue Plan (COVID) Funding
- p. Head Start Program Review Evaluation (PRE) Report – May
- q. Teachable Moments: How to Help Your Child Manage Time and Understand Expectations
- r. Children's Mobile Clinic – June 2021 (English/Spanish)
- s. Summer Music & Motion with Pinky Jackalope – National Head Start Association
- t. Movies in the Park – Kern County
- u. Tales and Tails Storytime – San Joaquin County Public Library
- v. Heat Exhaustion or Heat Stroke – National Weather Service
- w. Drowning is Silent – The Drowning Prevention Foundation (English/Spanish)
- x. Have a Food Safe Summer – United States Department of Agriculture (English/Spanish)
- y. Get Ready to Grill Safely – Centers for Disease Control and Prevention (English/Spanish)
- z. School Readiness Subcommittee Meeting Dates
- aa. Planning Subcommittee Meeting Dates
- bb. Budget & Finance Subcommittee Meeting Dates
- cc. Bylaws Subcommittee Meeting Dates
- dd. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (dd); seconded by Brittany Dunbar. Motion carried unanimously.

6. New Business

***ACTION**

- a. **Election of New Policy Council Members to Subcommittees**
New member Samantha Collins expressed a desire to serve on the Policy Council Planning subcommittee. Motion was made by Nicole Cabe; seconded by Nila Hogan. Motion carried unanimously.
- b. **School Readiness Goals 2021-2022 – Carolyn Coffey, Education & Support Services Administrator**
Carolyn presented the 2021-2022 School Readiness Goals to the Council. An overview was provided on each of the 6 domains and the respective goals for both Head Start and Early Head Start. Carolyn

shared that data is collected from child assessments and used to create these goals. She also thanked members who attended the review and collaboration of the school readiness goals earlier in the day. Carolyn shared that the input provided was very valuable and has been added to the document. Child data is what informs decisions throughout the entire year on teaching practices and teacher training as well. Carolyn shared the holistic approach to learning and the 8 phases of the development of the school readiness goals. She shared that data is gathered from all programs to ensure we are creating goals that are helping every child at their developmental level. Several links were also provided to members for more information on Parent, Family and Community Engagement for school readiness, Head Start Early Learning Outcomes framework and more. The document in its entirety was reviewed with members with an opportunity for questions for which there were none. Staff recommended the Policy Council approve the 2021-2022 School Readiness Goals. Motion was made by Nicole Cabe; seconded by Laura Gonzales. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked members for their attendance, time, and commitment. She spoke to several handouts as contained in the Policy Council packet highlighting an informational flyer which goes in conjunction with earlier discussion centering around pool safety. She encouraged members to look at that and perhaps post it somewhere handy. Additional points of discussion included information as to the difference and symptoms of both heat exhaustion and heat stroke. Lisa encouraged everyone to remember to drink plenty of water, wear loose fitting, light colored clothing and if possible, limit outdoor exposure during peak temperature hours. She also reminded parents to never leave children in the car alone, not even for “a minute” with examples shared as to how quickly a vehicle’s internal temperature rises over a short time. Lisa also spoke to a variety of information especially relevant to the summer months and upcoming 4th of July holiday. These topics included grilling and food safety as well as firework safety sharing that a sparkler can burn at 2000 Fahrenheit which is as hot as a blow torch! Lisa shared with the group the final Virtual Parent Meeting (until the new program year) will take place later in the week. This meeting will cover standing information on the topics of enrollment, in-kind average daily attendance as well as program updates. Lisa shared that at this time it is unknown as to the platform to be used for future meetings e.g., virtual, in person, a combination of such, etc. However, we do know San Joaquin will resume their meetings in August and Kern in September. Lisa welcomed new member Samantha Collins to Policy Council and shared how wonderful it is to have EHS Partnership representation on the Council.

b. Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative

Nicole spoke about fundraising efforts which included a fun run and more. Nila shared she will be providing a water safety packet to be dispersed to members which will contain information on pool, hot tub safety and more. Nila stated it is a good resource to keep handy and to share with others.

c. Early Head Start San Joaquin – Rosalinda Valencia

Rosalinda shared San Joaquin is currently working on closing out the 2020-2021 program year which ends on June 30, 2021. Staff are reviewing and working on the Program Information Report (PIR) as well as meeting with families to complete end of year paperwork in preparing files for the upcoming program year. There will be a pre-service event for staff on June 28 -30, 2021. It was shared 16 parents attended the May Very Important Parent (VIP) Meeting with the next virtual VIP Meeting to be held on June 24, 2021. Information from the Pyramid Model backpack series will be shared as well as a parent and father family engagement PowerPoint. The S’more newsletter for June was shared with families and has received 198 views to date. Rosalinda also shared; center-based enrollment is at 128 with the home-based option at 87 for a total program enrollment of 215.

d. Early Head Start Partnership – Nicole Callahan, EHS Child Care Partnership Coordinator

Nicole informed members that a presentation on the EHS Partnership was provided at both the Buttonwillow and Shafter monthly collaborative meetings. She also stated, beginning in July, Bakersfield College has applied for a license for a toddler option. This would allow their program to expand services to children beginning at 18 months of age, previously children were accepted at 2 years of age. Parent Advocates will be launching “Your Money, Your Goals” a financial empowerment training for families focusing on topics such as building savings, managing debt, establishing credit and more. This training will be conducted in the evenings via Zoom and will be held

in both English and Spanish. Additionally, Family Advocates have supported their families by providing over 330 resources and 53 families are registered with ReadyRosie.

e. **Board of Directors – Jimmie Childress, CAPK Board Member**

No report at this time.

f. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**

Yolanda thanked Policy Council board members and parent members for their commitment to Policy Council. She reiterated the importance of following safety protocols in the current extreme weather (heat) and also with water play. Yolanda added how important it is to be prepared and to have an emergency preparation list/kit. She encouraged everyone to be more mindful of these things and to take advantage of all the information and resources shared during the meeting to ensure we are keeping our children and ourselves safe. Yolanda provided an update on the Summer Bridge program noting it has been running well and is very successful. She added we have enrolled 171 children and are still recruiting as there are still some additional slots. Yolanda also shared we are also recruiting for our new program year. Staff are busy preparing for upcoming trainings in both San Joaquin and Kern. Yolanda shared as the program begins to move to a “more normal” environment parents will continue to be updated through this process. Yolanda also shared that a transition plan is being put together; she and her team are hopeful that in August we can get back to more “normal” days and back to serving the number of children we need to be. Yolanda encouraged members to continue to stay safe as changes occur and new mandates concerning COVID emerge. She also encouraged members to attend the Zoom (parent) meeting on Thursday adding a lot of great information will be shared. Members were thanked for their time, commitment, and support of Policy Council.

8. **Policy Council Chairperson Report**

Andrea shared information about the dangerously high temperatures we have been experiencing recently especially for those who may have inadequate cooling at home. She reminded attendees to utilize 2-1-1 adding there are people who may qualify to have their home weatherized which can include cooling improvements. She also encouraged members to share this information with others who may benefit but not aware of this service. Andrea spoke to the year-round program highlighting the additional centers which are open this summer. In doing so she expressed great appreciation for teachers and staff who are willing to continue working through the summer by choice. She asked that staff are acknowledged and shown appreciation as they are the people who care and teach our precious little ones. Andrea also reminded parents how important it is to keep an open line of communication with teachers and other staff. She added that parents are their child’s number one advocate, and it is their responsibility and right to ask questions. Andrea added it can be easy to sign in and drop off in order to keep things running smoothly and safely but discussions about what is taking place in the classroom are equally important. It is important to talk about progress, challenges or concerns parents may have. Andrea shared how valuable it is to know the Head Start Parent Handbook as it contains a lot of great information. She also spoke to the importance of being an involved parent acknowledging how busy parents are however, even so we all must be doing our best for the children. Andrea spoke to (CAPK) Head Start being “mostly open” during the pandemic and congratulated the program for being successful and taking all the measures they have to prevent outbreaks in the centers. She added closures were difficult but necessary to keep everyone safe; overall it has been a success story. Andrea reminded members there will be no meetings in July; she is looking forward to seeing everyone in August. She added that while meeting in this virtual setting she hopes members will be open to using their camera so everyone can “see” each other.

9. **Policy Council Member Comments**

There were no member comments shared.

10. **Next Scheduled Meeting**

The next meeting will be held on Tuesday, August 24, 2021 at 5:30 p.m.

11. **Adjournment**

Chairperson, Andrea Martinez adjourned the meeting at 6:37 p.m.