



DATE	October 27, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 102 423 601#

## 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. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Jeremy Tobias, Chief Executive Officer - Action Item**

#### **a. Resolution #2021-23 (p. 4-5)**

### **III. 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.*

### **IV. Special Presentation**

#### **a. Retirement Announcement of Ginger Mendez, Head Start State Enrollment / Attendance Manager – Yolanda Gonzales, Director of Head Start / State Child Development**

### **V. 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**

- Minutes from the September 29, 2021 Board of Directors Meeting (p. 6-11)**
- Minutes from the October 6, 2021 Personnel & Affirmative Action Committee Meeting (p. 12-15)**

- c. New Telecommute Policy (*p. 16-21*)
- d. New Catastrophic Leave Policy (*p. 22-24*)
- e. San Joaquin County Early Head Start Teacher Job Description (*p. 25-29*)
- f. Revised Job Description for the CSFT Program Assistant (*p. 30-33*)
- g. 2022 Agency Holiday Schedule (*p. 34*)
- h. **Minutes from the October 13, 2021 Program Review & Evaluation Committee Meeting (*p. 35-37*)**
- i. 2-1-1 Kern County Presentation (*p. 38-52*)
- j. September 2021 Program Reports (*p. 53-86*)
- k. September 2021 Application status Report (*p. 87-88*)
- l. September 2021 Head Start / State Child Development Enrollment Update & Meals Report (*p. 89-90*)
- m. Volunteer Management Customer Relations Management (CRM) CAPK Giving Network Launch (*p. 91*)
- n. **Minutes from the October 15, 2021 Special Executive Committee Meeting (*p. 92-94*)**
- o. New COVID-19 Vaccine Mandate Policy (*p. 95-105*)
- p. Closed Session – Conference with Real Property Negotiators pursuant to Section 54956.8
- q. **Minutes from the October 20, 2021 Budget & Finance Committee Meeting (*p. 106-108*)**
- r. Head Start / Early Head Start Budget to Actual Reports (*p. 109-125*)
- s. Federal Volunteer Income Tax Assistance (VITA) Program One-Year Award (*p. 126-127*)
- t. Call 2-1-1 Information and Referral Service Agreement with the County of Kern (*p. 128-135*)
- u. Application for Continued Funding of Early Head Start San Joaquin (*p. 136-138*)
- v. Application to Consolidate Head Start Grants (*p. 139-141*)
- w. Funding Profile – Health & Human Services Agency for the VITA CalEITC+ Program (*p. 142-150*)
- x. Selection of Insurance Broker (*p. 151-152*)
- y. September 2021 Financial Statements (*p. 153-212*)
- z. **Funding Profile – California Coastal Commission (*p. 213*)**

## VI. New Business

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| a. New COVID-19 Vaccine Mandate Policy and Supplemental Compensation Time – <b>Action Item (<i>p. 214-224</i>)</b>   | Lisa McGranahan, Director of Human Resources   |
| b. Early Head Start Child Care Partnership Cost of Living Adjustment (COLA) – <b>Action Item (<i>p. 225-235</i>)</b> | Esperanza Contreras, Partnership Administrator |
| c. 2020-2021 Head Start & Early Head Start Self-Assessment – <b>Action Item (<i>p. 236-242</i>)</b>                  | Sylvia Ortega, Quality Assurance Administrator |
| d. Early Head Start San Joaquin Budget Revision – <b>Action Item (<i>p. 243-245</i>)</b>                             | Jerry Meade, HS Assistant Director - Program   |
| e. Construction Update – <b>Info Item</b>  | Emilio Wagner, Director of Operations          |

## VII. CAPK Foundation Report

- |   |   |
|---|---|
| a. CAPK Foundation Report – <b>Action Item</b>                    | Pritika Ram, Director of Administration |
| 1. October 2021 Report ( <i>p. 246</i> )                          |   |
| 2. Minutes from the August 24, 2021 Meeting ( <i>p. 247-249</i> ) |   |

**VIII. Advisory Board Reports**

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

Nila Hogan, PC Representative

1. October 2021 Policy Council Report (**p. 220**)
2. September 24, 2021 Policy Council Minutes (**p. 251-255**)

**IX. Chief Executive Officer Report**

a. CEO Report for October 2021 – **Info Item (Verbal Report)**

Jeremy Tobias, Chief Executive Officer

1. COVID-19 Update
2. Board Meeting Protocols
3. M Street Navigation Center Update

**X. Board Member Comments**

**XI. Closed Session**

**XII. Closed Session Report**

**XIII. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, November 17, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**XIV. Adjournment**

*This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, October 22, 2021. Paula Daoutis, Administrative Coordinator.*



## RESOLUTION 2021-23

### A RESOLUTION OF THE BOARD OF DIRECTORS OF COMMUNITY ACTION PARTNERSHIP OF KERN AUTHORIZING USE OF TELECONFERENCING FOR PUBLIC MEETINGS UNDER AB 361

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 27, 2021, in Bakersfield, California and resolved as follows:

**WHEREAS**, the Governor of the State of California (Governor) proclaimed a State of Emergency to exist as a result of the threat of COVID-19. (Governor's Proclamation of a State of Emergency (Mar. 4, 2020); and

**WHEREAS**, the Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) provided that local legislative bodies may hold public meetings via teleconferencing and make public meetings accessible telephonically or otherwise electronically to all members of the public seeking to observe and to address the local legislative body and waived the Brown Act provisions found in Government Code section 54953(b)(3) which require the physical presence of the members, the clerk, or other personnel of the body, or the public, as a condition of participation in, or quorum for, a public meeting, including the requirement that:

1. State and local bodies notice each teleconference location from which a member will be participating in a public meeting.
2. Each teleconference location be accessible to the public.
3. Members of the public may address the body at each teleconference location.
4. State and local bodies post agendas at all teleconference locations.
5. During teleconference meetings at least a quorum of the members of the local body participate from locations within the boundaries of the territory over which the local body exercises jurisdiction.

**WHEREAS**, the provisions of Governor's Executive Order No. N-25-20 (Mar. 12, 2020); Governor's Executive Order No. N-29-20 (Mar. 17, 2020); and Governor's Executive Order No. N-08-21 (Jun. 11, 2021) expired on September 30, 2021 and will no longer remain in effect thereafter; and

**WHEREAS**, the Center for Disease Control is currently contending with the Delta Variant of the COVID-19 virus and anticipates the development of potential other strains which may further impede public agency operations and prolong the need for social distancing requirements; and

**WHEREAS**, recent legislation (AB 361) authorizes a local legislative body to use teleconferencing for a public meeting without complying with the Brown Act's teleconferencing quorum, meeting notice, and agenda requirements set forth in Government Code section 54953(b)(3), in any of the following circumstances:

1. The legislative body holds a meeting during a proclaimed state of emergency, and state or local officials have imposed or recommended measures to promote social distancing.
2. The legislative body holds a meeting during a proclaimed state of emergency for purposes of determining, by majority vote, whether as a result of the emergency, meeting in person would present imminent risks to the health and safety of attendees.
3. The legislative body holds a meeting during a proclaimed state of emergency and has determined by majority vote pursuant to 2 above that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.



**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Community Action Partnership of Kern as follows:

1. **Determination of Imminent Health or Safety Risks.** The Board of Directors hereby determines by majority vote that, as a result of the emergency, meeting in person would present imminent risks to the health or safety of attendees.
2. **Continued Implementation of AB 361.** If the state of emergency remains in effect and meeting in person would present imminent risks to the health or safety of attendees, the Board of Directors shall, to continue meeting subject to the provisions set forth in AB 361 and the Brown Act, no later than 30 days after it adopts this Resolution and every 30 days thereafter, make the following findings by majority vote:
  1. The Board of Directors has reconsidered the circumstances of the state of emergency; *and*
  2. Either (1) the state of emergency continues to directly impact the ability of the members to meet safely in person; or (2) state or local officials impose or recommend measures to promote social distancing.

**APPROVED** by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 27<sup>th</sup> day of October 2021.

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date



DATE	September 29, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 413 329 442#

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

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

Present: Curtis Floyd (Chair), Janea Benton, Jimmie Childress, Joe Garcia, Craig Henderson (left at 1:40 pm), Nila Hogan, Michelle Jara-Rangel, Maritza Jimenez, Mike Maggard (left at 2:13 pm), Yolanda Ochoa, Guadalupe Perez, Fred Plane, and Ana Vigil

Absent: 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; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff. Also in attendance were Steve Hulbert and Danica Shafer from USI

### II. Public Comments

No one addressed the Board.

### III. Special Presentation

There was no presentation.

### IV. Consent Agenda

Board Chair Curtis Floyd asked members of the Board and the Public if they would like to remove any items from the Consent Agenda for further discussion. No items were removed.

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

### V. Regular Business

- a. Health Insurance Proposal for the 2022 Plan Year – Lisa McGranahan, Director of HR, Tracy Webster, Chief Financial Officer, and Steve Hulbert from USI – **Action Item**

Lisa McGranahan reported that on an annual basis, management staff works with CAPK's insurance broker, Steve Hulbert from USI, to review options for the health plan for the upcoming year. The performance of current provider Aetna has been sub-par with a high number of employees reporting their dissatisfaction. CAPK management staff made it clear that they wanted to look in a new direction, valuing the Health Plan as a benefit, and a plan that would be a strong partner to engage in wellness for the employees. It is important to earn back employee trust, and focus on the well-being of CAPK employees.

Steve Hulbert re-emphasized the poor performance of Aetna and said the Anthem Medical Plan is an enhancement that includes Dental. The employees had concerns about the rising costs of premiums and management has listened to those concerns and opted to reduce the cost of medical premiums so the employees will pay less to participate in the medical health plan.

Curtis Floyd said he had no idea the employees were so dissatisfied with the health insurance and questioned why the Board was not made aware of employee dissatisfaction before this. Tracy Webster agreed and said it is an area of improvement for staff and they will report these kind of issues to the Personnel Committee. Curtis said all significant service issues need to come to the Board prior to voting for a change. Fred Plane and Mike Maggard concurred and stressed that these types of issues need to be brought to the full Board.

Michelle Jara-Rangel asked how employees reported their dissatisfaction. Lisa McGranahan said many complaints came into the HR department and after discussion with leadership staff, a companywide survey was issued.

Jeremy Tobias suggested employee benefit plans should be a quarterly agenda item as an update for the Personnel Committee.

Mike Maggard asked if Dignity played a part in the issues with Aetna. Tracy Webster said Aetna is one in the same as CVS and one of the big challenges for employees was the lengthy approval process and denials of their prescribed medications.

Fred Plane reported that the Budget & Finance Committee heard this proposal and approved the recommendation to advance it forward for approval by the full Board.

Tracy Webster provided the fiscal impact and said there is an increase of 6.6% to CAPK with a reduced cost to the employees.

Staff recommended approval of the Anthem Blue Cross medical and dental proposal and renewal with EyeMed vision for the 2022 plan year.

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

b. Amendment to the CAPK Head Start Policy Council Bylaws – Lisa Gonzales, Program Governance Coordinator - **Action Item**

Lisa Gonzales reported that the Policy Council Bylaws Committee recommended changing the term limits from three (3) years to five (5) years and staff recommends approval of the proposed amendment.

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

c. Governing Board Bylaws Review – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram advised the Board of the requirement to review the CAPK Bylaws every two years per the Department of Community Services and Development (CSD) under the Community Service Block Grant (CSBG) Organizational Standards of Excellence. Pritika also recommended that the Board Chair select an ad-hoc committee to work alongside staff to review and make recommendations to the Governing Board Bylaws.

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

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

Pritika Ram provided an update on the assessment provided by FUND Consulting, who's findings identified that services are lacking in the areas of small business, consumer/small dollar, and down payment assistance loan products. The analysis further shows that the most viable option for pursuing CDFI Certification is through a new entity and CAPK would need to begin preparing a series of activities to become eligible for CDFI Certification and it is estimated to take 18-24 months to build to the CDFI Certification.

Jeremy Tobias added that Pritika has engaged with a large community group or consortia to determine the need and value of a CDFI to the community. Through the consortia, she has done a wonderful job incorporating feedback from various groups in the community. Curtis Floyd echoed the sentiments and said he has received positive feedback about Pritika's efforts in the community.

Staff recommends approval to engage with legal counsel on research and pursuing funding to support the development phases.

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

e. 2021-2025 Strategic Plan – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the final version of the 2021-2025 Strategic Plan and outlined the CSBG Standards of Excellence and the revised Mission, Vision and Value statements.

Fred Plane complimented staff and board members who participated in this effort and said it was an arduous task and he wanted to specifically call attention to the efforts of Pritika Ram and Traco Matthews who kept the process on point.

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

Due to the length of the meeting and the importance to have all board members present to participate in the Closed Session item, Board Chair Curtis Floyd asked for a motion to move Agenda Items X and XI up on the agenda and enter into closed session, noting that the remaining items on the agenda would be heard after resuming in open session. Mike Maggard advised the Board that he would recuse himself from the closed session due to a potential conflict of interest.

Motion was made and seconded to enter into closed session at 1:10 pm. Carried by unanimous vote (Maggard/Plane)

**X. Closed Session**

- a. Conference with Real Property Negotiators pursuant to Section 54956.8:

Property Address: 1300 18<sup>th</sup> Street, Bakersfield, CA 93301  
Agency Negotiators: Jeremy Tobias, Tracy Webster, Traco Matthews, Emilio Wagner & Jeff Andrew  
Negotiating Parties: Lee Development Group c/o Bynum & Associates  
Under Negotiation: Concerning price and terms

- b. Reconvene into open session

The Board reconvened into open session at 1:46 pm.

**XI. Closed Session Report**

Jeremy Tobias provided the closed session report and stated the Board gave staff directions and authorization to proceed with the letter of intent on the property located at 1300 18<sup>th</sup> Street in Bakersfield, CA.

The meeting resumed in open session beginning with item V(f)

- f. County of Kern Emergency Solutions Grant (ESG) – Vanessa Cortez, Senior Community Development Specialist – **Action Item**

Vanessa Cortez reported that staff is requesting approval to pursue a competitive funding application made available by the County of Kern's Planning and Natural Resources Department, with the intent to assist persons who are experiencing homelessness or are at risk of homelessness withing the Continuum of Care Service area.

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

- g. Selection of Food Bank Metal Building Contractor – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported that one of the major components for the Food Bank expansion is the 40,000 square foot metal building addition. Bids were received on September 28, 2021 and staff requests approval to authorize the Chief Executive Officer to finalize and execute the notice to proceed and contract for the selected prime contractor.

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

- h. Construction Progress Update – **Info Item**

Emilio Wagner provided an update on the various Head Start construction projects that included the following:

Head Start Childcare sites:

- Harvey Hall
- Pete Parra
- Martha J Morgan
- Sterling

Emilio gave a general update on the Food Bank Expansion including:

- Funding
- Progress
- Schedule

- i. Head Start Enrollment Update – Jerry Meade, Head Start Assistant Director: Program, and Robert Espinoza, PDM Administrator – ***Info Item***

Jerry Meade and Robert Espinoza provided a presentation on the challenges Head Start is facing regarding enrollment and how staff is addressing those challenges.

Michelle Jara-Rangel asked if each site has an individual recruitment plan. Jerry Meade confirmed that each site does have an individual recruitment plan of action.

#### **VI. CAPK Foundation Report**

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

1. September 2021 CAPK Foundation Report
2. Minutes from the June 25, 2021 Meeting

Pritika Ram provided the CAPK Foundation Report and reported that all items presented at the June 25, 2021 Foundation Board Meeting were information items and that she is actively recruiting for the Director of Development position.

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

#### **VII. Advisory Board Reports**

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

1. September 2021 Policy Council Report
2. August, 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 August 2021 Policy Council report and all items. Carried by unanimous vote (Plane/Ochoa).

#### **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 advised the Board that a vaccine mandate is coming to CAPK, as directed by President Biden and his recent vaccine mandate requirements he announced. The current vaccine rate for fully vaccinated employees is near 60% but there has been an uptick in positive cases in staff the past few months with our most recent community surge. Jeremy also reported that the Kern County Public Health Department reported approximately 50% of Kern County's eligible citizens have been vaccinated and they also report that since January 21, 2021, 98.28% of all reported cases have been from unvaccinated individuals.

CAPK will soon be offering free vaccination events in conjunction with the county mobile units, and will use some CAPK sites for the events. It is expected that the flu vaccinations will be available as well. These vaccination events will be open to staff and the community. Jeremy also reported that under the new directive, CAPK staff members are eligible for the Pfizer booster vaccination per the guidelines.

Regarding the federal vaccine mandate, preliminary emails have gone out to staff to make them aware of what is coming. We have not received specific guidance from the funding sources at this time, but senior management staff is working with the legal team to come up with a vaccine mandate policy that will allow for medial and religious exemptions. The deadline to become fully vaccinated is January 1, 2022 in working backwards from that date, one must consider the vaccine timelines for the shots and waiting periods. This adds urgency to developing the vaccine mandate policy soon, so employees have the necessary time in order to become fully vaccinated.

Jeremy reported that it is likely that a special Executive Committee meeting will be requested in mid-October to seek guidance and approval of a vaccine mandate policy.

**XI. Board Member Comments**

- Ana Vigil reminded all to stay safe and see those available at the Kern County Fair for the Feed the Need food

**XII. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, October 27, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**XIII. Adjournment**

The meeting was adjourned at 2:22 pm.



DATE	October 6, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 912 456 456#

## 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 (Chair), Jimmie Childress, Craig Henderson, Michelle Jara-Rangel

Absent: Yolanda Ochoa

Others present: Jeremy Tobias, Chief Executive Officer; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; 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. Regular Business

#### a. New Telecommute Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Tracy Webster presented the above action item for approval and explained that the new model helps CAPK adapt to a better work-life balance and increases the ability to attract new talent and align with the Strategic Plan objectives to enhance current employee benefits.

Craig Henderson asked about special circumstance issues that may arise with staff. Lisa McGranahan confirmed that if the employee is able to work remotely, accommodations can be made through this policy.

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



b. New Catastrophic Leave Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan reported that management has proposed a new Catastrophic Leave Policy that will allow employees who have exhausted their leave credits to request leave through time donated by agency peers. The new initiative aligns with the Strategic Plan objectives to enhance current employee benefits.

Fred Plane commented that he did not see in the policy how the exchange will be charged. Lisa said there is a dollar for dollar equivalent and when a person donates from one program to a person from a different program, the number of hours will be deducted from the donor's program bank and be credited to the recipient's program bank.

Fred Plane asked if there will be a 10% charge for administrative costs. Tracy Webster replied and said that this benefit is no different than any other benefit. Because the occurrences are so rare, she did not believe it to be a cause for concern at this time. Fred suggested making a note to review at a later date once the policy is implemented.

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

c. San Joaquin County Early Head Start Teacher Job Description – Jerry Meade, HS Assistant Director: Program – **Action Item**

Jerry Meade reported that staff is requesting approval for the EHS San Joaquin County Teacher Job Description to align the grades and pay with the Kern County staff, which allows for incentive-based pay based on education. The revised job description will support the program goal for delivering a high quality early learning program.

Fred Plane asked why it took so long to bring this to San Joaquin. Jerry replied that Kern County teachers fall under union representation and the San Joaquin teachers do not, so the pay and benefits don't always align exactly. Due to the pending consolidation of grants into one, staff is beginning to merge all of those similarities together and this is the first step of many that will come before this committee if the consolidation comes to fruition.

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

d. Revised Job Description for CSFP Program Assistant – Traco Matthews, Chief Program Officer – **Action Item**

Traco Matthews recommended approval of the revised Job Description for the California Supplemental Food Program (CSFP) Assistant and authorization for HR to post the position. The recent revision removes the driving component, which will expand the candidate pool.

Craig Henderson asked how many people are assigned to this program. Traco replied that there are four in the program and stated that the Program Assistant position is singular and not required to drive.

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

e. 2022 Agency Holiday Schedule – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the proposed holiday schedule for approval.

Craig Henderson asked how many paid holiday days are included. Tracy Webster replied that there are 14 days of paid holidays.

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

5. **Committee Member Comments**

- Craig Henderson thanked staff for their great work and wished everyone well.
- Fred Plane asked Jeremy Tobias if the Vaccine Mandate Policy will be brought to the Personnel Committee. Jeremy said given the timeline, the initial review will likely go to a special Executive Committee meeting or Special Board meeting in order to meet the January 1, 2022 deadline for staff to be fully vaccinated. Jeremy explained the mandate, as directed by President Biden, requires CAPK to implement a vaccine mandate, however, there will be allowances for employees seeking medical or religious exemptions. Currently we are writing the policy to include a provision that if an exemption is approved, the individuals will be required to test once per week. Management is looking into acquiring self-tests that will be made available for staff that have approved exemptions and that could be administered on site.

Tracy Webster added that the religious and medical exemptions are the only exemptions that are allowable. Because of Head Start funding, CAPK cannot use a lower standard and the policy will be universal for all staff, and there is no way for staff to opt out of the mandatory vaccine unless they have a firmly held religious belief and can certify as such, or they have a medical exemption by a health care provider. All exemption requests will be reviewed and go through the interactive process. This is a very heavy topic with a lot of sensitivity, and management understands there are many opinions. Unfortunately, there are only two paths for CAPK, and it is the vaccination or an approved exemption.

Michelle Jara-Rangel asked about the Religious Exemption. Lisa McGranahan said that the religious exemption does require the commentary and approval by a particular belief system or practitioner of the religion and documentation. Michelle asked how staff would handle an exemption request from Native American Indians who have many religious beliefs but no religious practitioner or nothing in writing. Lisa said that she felt there would be some tribal process by which we could look into that would allow for the consistent practice and execution of that part of the policy.

Craig Henderson asked about the cost of the self-test kits. Tracy replied that the self-test kits are approximately \$30 per test, which is less than the in-lab tests. Craig asked how the costs will be covered. Tracy said there are CSBG CARES funds that can cover the expense until May 2022.

#### **6. Next Scheduled Meeting**

Personnel & Affirmative Action Committee  
12:00 pm  
Tuesday, November 2, 2021  
5005 Business Park North  
Bakersfield, CA 93309

#### **7. Adjournment**

The meeting was adjourned at 12:50 pm.



## MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 6, 2021

Subject: *Agenda Item 5a: New Telecommute Policy – **Action Item***

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COVID-19 pushed millions around the nation to work remotely, thus accelerating the need for organizations to look at the benefits of remote work. As organizations look to the post-pandemic future, CAPK is planning a hybrid virtual model that combines remote work with time in the office. This sensible decision follows solid productivity increases during the pandemic.

Community Action Partnership of Kern (CAPK) recognizes that there may be some situations in which employees can perform their jobs from their homes as well as on-site at an agency facility. In these situations, employees may be granted the opportunity to perform some or all their work from home. CAPK Management has drafted the Telecommute Policy to help departments and supervisors navigate this new model.

This new business model helps CAPK adopt a more work-life balance, thus attracting new talent and emphasizing flexibility and well-being along with aligning with our Strategic Plan objectives to enhance current employee benefits.

### **Recommendation:**

Staff recommends the approval of the new Telecommuting policy.

### ***Attachment:***

*Telecommuting Policy*



## ADMINISTRATIVE POLICY AND PROCEDURE

<b>TITLE:</b>	Telecommuting
<b>APPROVED:</b>	
<b>APPLIES TO:</b>	Community Action Partnership of Kern Employees

### **POLICY:**

It is the policy of Community Action Partnership of Kern (CAPK) to recognize that there may be some situations in which employees can perform their jobs from their homes as well as on-site at an Agency facility. In these situations, employees may be granted the opportunity to perform some or all their work from home. Employees who telecommute must comply with all federal and state laws, including wage and hour laws, as well as the Agency's policies. The telecommuting option is at the discretion of the Agency and management and not an employee benefit or right.

Telecommuting assignments do not change the conditions of employment, job duties and responsibilities, compensation, or required compliance with policies and procedures. Telecommuting employees will adhere to CAPK procedures and standards, including those relating to performance and conduct.

The purpose of this policy is to provide management and employees with appropriate guidelines for employees who telecommute.

### **AFFECTED DEPARTMENTS:**

All CAPK employees are principally affected by the policy.

### **GUIDELINES:**

These guidelines are intended to provide an overview of applicable law and are in no way intended to supersede or modify applicable law and/or existing CAPK policies and procedures. Before being approved for telecommuting, all employees must read, understand and sign the Telecommuting Policy. Due to various job responsibilities, not all employees will be eligible to telecommute.

### **Telecommuting Allowed by Position**

1. Some positions in the organization may allow employees to telecommute from home.
2. Prior to determining that telecommuting is allowable for a position, management must contact Human Resources for review and approval.
3. Telecommuting is not intended to be used in place of the Family and Medical Leave Act, worker's compensation leave, short or long-term disability, or any other types of leave. However, the Agency may determine whether it is appropriate to allow telecommuting in certain situations or circumstances.

### **Requests to Telecommute by Employee**

1. An employee may complete the Telecommuting Request form and submit to management for the opportunity to telecommute. If management believes that the request can be accommodated, management should contact Human Resources for discussion, review, and approval.
2. Permission to telecommute can be granted only with the written approval of management and Human Resources.
3. Approval will be provided only where the Agency determines, in its sole discretion, that the employee can be reasonably accommodated and perform the duties and responsibilities of the position in a productive, efficient, and satisfactory manner that is consistent with the needs of the Agency.
4. Approvals granted for an employee to telecommute may be withdrawn at the Agency's discretion.
5. Telecommuting will not be an option if an employee is on a Performance Improvement Plan or requires close supervision.

### **Equipment and Supplies**

1. The Agency will provide and maintain all equipment and software required to perform the essential functions of the job.
2. All equipment and software are the property of the Agency and must be used by the employee solely for work-related purposes.
3. Employees must safeguard computer information and equipment including, but not limited to:
  - a. Safeguarding the computer and information from theft or damage.
  - b. Prohibiting access to the computer for any purpose (including family, friends, employees, and others); and
  - c. Adhering to all policies and practices of the organization.
4. The Agency will provide for the installation, maintenance, and repair of any equipment provided, e.g., laptop, computer software, headset, etc., as necessary.
5. If equipment malfunctions, the telecommuter must notify CAPK Management and IT immediately. The Manager and/or Supervisor will determine if equipment downtime warrants the telecommuter to report to their home worksite. The telecommuter is responsible for returning any malfunctioning equipment to the main office for repair.
6. The telecommuting employee is responsible for returning Agency equipment upon request, at the time of voluntary or involuntary termination, if the organization deems the employee no longer qualifies for telecommuting, or if the employee is off for a period that exceeds two weeks.
7. If equipment is not returned, the cost of replacement will be deducted from the employee's paycheck or will be billed to the employee.
8. The Agency is authorized to access all files or programs on the Agency's computer located at the employee's remote work site.
9. Only approved software may be installed on the Agency's computers and may only be installed by CAPK's IT Department.
10. The telecommuter is required to have the necessary internet connection to perform the functions of their position. . The internet service must be compatible with CAPK equipment/technology. Refer to CAPK Technology & Internet Policy for additional information.

11. Telecommuting employees must maintain homeowner's/renter's insurance in the event of damage or theft to the Agency's equipment or software applications.

### **Remote Work Site**

1. The remote work site must be suitable for performing the essential functions of the position, which include providing for the security of confidential information, as well as controlling noise and interruptions.
2. The workspace must contain an appropriate work surface and seating. The work surface must allow room for computer, telephone, printer, and other necessary equipment. The chair and desk arrangement must be ergonomically appropriate for the individual employee.
3. All equipment required for telecommuting will be maintained in a location separate from the main traffic flow of the household.
4. The workspace must have adequate electrical support for all necessary equipment.
5. The workspace must contain lighting that is adequate for reading, writing, and computer use.
6. The remote work site must have a separate phone line with voice mail and the capability for e-mail access. All phone lines and e-mail access must be dedicated to telecommuting during the employee's regular working hours.
7. Employees must agree to keep the remote work site free from all dangers, safety hazards, and risks that could endanger themselves, family members, or others.
8. It is forbidden for the employee to print any client data or to share his/her password with nonauthorized personnel.
9. Consistent with the Agency's expectations of information security for employees working at the office, telecommuting employees will be expected to ensure the protection of proprietary company and customer information accessible from their home office. Physical documents such as invoices and statements may have to be taken home by Finance employees from time to time as part of telecommuting. Removal of original documents from the workplace is to be allowed on a case by case basis and the employee is expected to take the utmost care to secure these documents and return all of them to the office as soon as possible. Steps include the use of locked file cabinets and desks and any other measures appropriate for the job and the environment.

### **Timekeeping for Non-exempt Employees**

1. All telecommuting non-exempt employees are responsible for recording all clock-in and clock-out times in the ADP timekeeping system.
2. Employees must obtain prior approval from management before working any overtime.
3. Management must approve changes from the employee's regular daily work schedule.
4. Employees must comply with CAPK's Attendance Policy regarding rest breaks and meal periods.
5. The total number of hours a telecommuting employee is expected to work will be according to assigned work schedules. Shifts and schedules are subject to change in order to meet the needs of the program.

### **Confidentiality**

1. Employees must comply with all policies, procedures, and rules on confidentiality while working at the remote work site.

2. The employee is responsible for ensuring a secure environment for confidential information at the remote work site.
3. Violation of confidentiality will result in progressive discipline, up to and including termination of employment.

### **Meetings and Working On-Site**

1. Management may require telecommuting employees to work on-site at any time.
2. Employees must be available by phone and e-mail during their assigned working hours.
3. Training required for any position will be conducted at an Agency site specified by Managers or Supervisors.
4. Telecommuting employees may be required to work on-site during computer downtime. Employees must notify management and CAPK's IT Department immediately when experiencing computer downtime at which time management will determine if the employee should work on-site.
5. Telecommuting employees are expected to attend on-site departmental meetings.

### **General**

1. Telecommuting employees who work outside the city or county of the Agency's main office will be responsible for following all applicable local ordinances and covenants regarding working in one's home, such as obtaining licenses and permits.
2. The Agency may, at its discretion, discontinue any and all telecommuting agreements. The Agency will provide the telecommuting employee with advance notice that she/he will no longer be working from the remote work site and will be required to work at their home site.
3. An employee who telecommutes is subject to all employment policies and procedures, including the attendance and tardiness policies. Any violation of company policy may result in disciplinary action and/or an end to the telecommuting arrangement.
4. Evaluation of telecommuter performance will be consistent with that received by CAPK employees in both content and frequency. It will focus on work output and completion of objectives. Employees with performance issues or who are on a Performance Improvement Plan will not be eligible to telecommute. If a performance issue arises while the employee is in a telecommuting arrangement, the arrangement will be discontinued and that employee return to work on-site.
5. Telecommuting is not an employee benefit intended to be available to the entire organization. As such, no employee is entitled to, or guaranteed the opportunity to telecommute. CAPK Management has the right to remove a telecommuting employee from the program if participation fails to benefit organizational needs.

### **Workers Compensation and Liability**

1. During work hours and while performing work functions in the designated work area of the home, telecommuters are covered by worker's compensation.
2. The employee's workspace will be considered an extension of the Agency's workspace. The Agency assumes no liability for injuries occurring in the employee's home workspace outside the agreed upon work hours.
3. Any incidents need to be reported immediately to CAPK Management and the CAPK Safety and Loss specialist (Risk Management Supervisor? Health and Safety Supervisor?). The appropriate incident form must also be submitted within a timely manner.



4. Employees who work outside of their designated work area and who suffer an injury will not be eligible for worker's compensation insurance.

## **PROCEDURE:**

### **Employees**

1. Submit a Telecommuting Request form to management.
2. Follow all federal and state laws, including wage and hour laws, as well as the Agency's policies while telecommuting.
3. Take precautions to safeguard all Agency equipment required for telecommuting.
4. Receive authorization from management prior to purchasing supplies.
5. Obtain and maintain homeowner's or renter's insurance.
6. Create and maintain an appropriate workspace at the remote work site as outlined in this policy.
7. Track and record all clock-in and clock-out times in the ADP timekeeping system.
8. Obtain approval from management prior to working overtime or changing your schedule.
9. Take meal and rest periods as required by state and federal law and CAPK's Attendance policy.
10. Comply with all policies, procedures, and rules on confidentiality, privacy, and data security.
11. Follow all applicable local ordinances and covenants if you work outside the city or county of the Agency's main office.
12. Utilize Agency equipment at your remote work site for work-related activities only.
13. Return all Agency equipment and cancel all phone and internet access upon request, at the termination of the telecommuting agreement, or at the time of voluntary or involuntary termination.
14. Promptly report any work-related injury to Manager/Supervisor and the Risk Management Supervisor.

### **Management**

1. Contact Human Resources if you believe that a position should allow employees to telecommute or if an individual employee submits a Telecommute Request and you feel the request can be accommodated.
2. Ensure telecommuting employee receives all the necessary equipment and software to perform the essential functions of the job from the remote work site.
3. Ensure employee is paid appropriately for all hours worked, including any travel time and/or mileage.
4. Contact Human Resources prior to discontinuing any authorized telecommuting agreement.

### **Human Resources**

1. Review requests for positions to allow telecommuting, as well as requests from individual employees to telecommute.



## MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 6, 2021

Subject: *Agenda Item 5b: New Catastrophic Leave Policy – **Action Item***

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CAPK Management is proposing approval of the new Catastrophic Leave Policy. The Catastrophic Leave policy allows employees who have exhausted their leave credits and must miss work due to a prolonged illness or injury (including that of an eligible family member) to request leave through time donated by agency peers. T

This new program is a way for our CAPK employee community to support each other through challenging times by donating time. This new initiative aligns with our Strategic Plan objectives to enhance current employee benefits.

**Recommendation:**

Staff recommends the approval of the new Catastrophic Leave Policy.

**Attachment:**

*Catastrophic Leave Policy*



## ADMINISTRATIVE POLICY AND PROCEDURE

<b>TITLE:</b>	Catastrophic Leave Policy
<b>APPROVED:</b>	TBD
<b>APPLIES TO:</b>	Community Action Partnership of Kern Employees

### PURPOSE:

This policy outlines the requirements to receive a donation bank of time and donate time to a donation bank because of a catastrophic illness or injury.

### DEFINITION:

*Catastrophic illness or injury:* the result of a medical condition a physician has certified as serious health condition as defined by the Family Medical Leave Act and/or California Family Rights Act. This term applies to an employee or eligible family member to whom an employee must aid.

### GUIDELINES:

#### *Eligibility for Receiving from a Donation Bank*

An employee that requests the establishment of a donation bank shall submit a Catastrophic Leave Request Form to the Director of Human Resources or designee. Approval of the form is at the discretion of the Director of Human Resources and Chief Executive Officer.

For an employee to be eligible for a donation bank, s/he shall:

1. Be a full-time benefit eligible employee, and
2. Have a catastrophic illness or injury, and
3. Require continuous leave of 30 continuous days (not intermittent), and
4. Have a need for continuous leave at a time when they would otherwise be normally scheduled to work.

Each request shall include the following information:

1. Sufficient information to determine whether the reason qualifies as catastrophic leave, which will be kept as reasonably confidential as possible, and
2. The estimated date of return to work, and
3. Any other information requested by the Director of Human Resources or Chief Executive Officer.

An employee shall exhaust all other paid leaves of absence before accessing a donation bank.

The initial amount of Catastrophic Leave may not exceed 180 calendar days. An employee may be paid during that 180-calendar day period for all or a portion of his/her time off work (consistent with their annual work schedule) depending on the amount of donations received. An employee who receives donations exceeding the 180-calendar day limit may continue to receive Catastrophic Leave with approval from his/her director or designee. Upon approval from his/her director or designee, an employee may be eligible for additional Catastrophic Leave beyond 180 calendar days.

Medical insurance coverage and retirement contributions shall continue as if an employee was on sick leave based upon plan eligibility requirements.

#### *Eligibility for Making Pledged Donations*

1. An employee may pledge to donate vacation or paid time off (PTO) hours to another employee by use of the Catastrophic Leave Donation Form available from the Human Resources Department.
2. Pledged donations must be made in eight-hour increments.
3. A catastrophic Leave Donation Form is irrevocable once received by the Director of Human Resources or designee and pledged hours have been allocated to the recipient. An employee who has pledged hours, but has not had those hours taken, will not be eligible to contribute unused hours at termination.
4. An employee may only pledge to donate vacation or PTO hours; sick leave is not eligible for Catastrophic Leave donation.
5. The Director of Human Resources or designee may forward an employee's approved Catastrophic Leave request to each Director or Manager, who may then forward the request to their respective department employees to solicit pledged donations.
6. Donated hour shall be converted to a dollar equivalent based on the donor's pay rate in effect when the accrued time is transferred to the recipient. The dollar amount shall be converted to hours using the recipients hourly wage in effect when the accrued time is received

#### *Termination of Donation Bank and Donations*

Donated hours will only be deducted from a donating employee's accrual bank as they are needed, in 8-hour increments. Unused pledged hours will not be transferred and the donation form will be returned to the donating employee.

A donation bank and donations shall cease, as follows:

1. Exhaustion of all approved donations, or,
2. Death of the ill or injured employee or family member, or,
3. Return of the employee to active status, or,
4. The receiving employee behaves in a coercive manner, falsifies information, or fails to participate or provide requested documentation, or,
5. At the discretion of the Director of Human Resources or designee.

For additional questions, individuals must contact the Human Resources department.



## MEMORANDUM

To: Personnel Committee  
*Jerry Meade*  
From: Jerry Meade, Program Design and Management Administrator  
Date: October 6, 2021  
Subject: *Agenda Item 5c*: Head Start and State Child Development Revised San Joaquin County Job Description – **Action Item**

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The Head Start and State Child Development division is requesting approval for a revised Early Head Start Teacher job description for our EHS program in San Joaquin County (SJC). The Early Head Start San Joaquin program employs Infant/Toddler Teachers with a job description establishing the minimum qualifications required per the Head Start Program Performance Standard and Community Care Licensing. The job description is intentionally approved separately from the Job Description used in Kern County as the SJC staff are not part of the Collective Bargaining Unit agreement. The job description was scored and pointed at a Grade 5 in the CAPK Compensation Schedule.

The Early Head Start Teacher position in Kern County allows for incentive-based pay based on Education. This includes Early Head Start Teachers with a bachelor's degree to be paid in a Grade 7. The revised SJC Early Head Start Teacher includes Grade 7 for staff who have an BA Degree in ECE or related field. Staff have worked in partnership with Human Resources to create new and revised job descriptions to reflect the approved changes.

The addition of this revised job description will support our program goal for delivering a high-quality early learning program. Upon approval from the Board of Directors, staff will begin the process of increasing staff with BA degrees to Grade 7 for Early Head Start San Joaquin Teachers. Funding is available within the current budget to support these increases, and the ongoing consolidated budget will include continued funding of these positions.

### **Recommendation**

Staff recommends the Personnel Committee approve the revised SJC EHS Teacher Job Descriptions and the addition of the BA degree Grade 7 for the Head Start and State Child Development division.

### **Attachment:**

*SJC Early Head Start Teacher Job Description*



## San Joaquin Early Head Start Teacher

*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 5 (Min. Qual.) **FLSA Status:** Non-Exempt **Date Approved:** 10/27/2021  
Grade 7 w/ BA

### **SUMMARY:**

The EHS Teacher will provide services in the care, supervision, development, and instruction of infants and/or toddlers in a child development program. The EHS Teacher will be responsible for the respectful care, educational, intellectual, physical, social, and emotional development of each child in a classroom in accordance with approved curriculum, Early Head Start policies, philosophy, and OHS Performance Standards.

### **SUPERVISION RECEIVED:**

Receives supervision from the Site Supervisor I.

### **SUPERVISION EXERCISED:**

Family Service Worker, Assistant Teacher, and Food Service Worker, in the absence of the Site Supervisor.

### **DUTIES AND RESPONSIBILITIES:**

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

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

1. Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
2. Ensures the screening of each child's development is completed within mandated timelines at the beginning of class. At a minimum, assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
3. Implements individualized education plans specifying developmental goal and activities, makes appropriate adaptations as needed, in both the indoor and outdoor environments and curriculum for each child, including children with disabilities.
4. Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing, and enjoyable environment that encourages play, exploration, and learning.
5. Uses respectful care to respond quickly to infant's cries or calls of distress, recognizing that crying and body movements are an infant's only way to communicate.
6. Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness are integrated into the class activities.
7. Ensures a variety of strategies to promote and support children's learning and development using informal and formal observations, on-going assessments, and documentation of progress, which are maintained in portfolios for each child.
8. Always maintains confidentiality of records and information on children and families.

9. Ensures that the physical environment is cleaned regularly and meets all safety standards established by the program.
10. Conducts monthly emergency drills and complies with state and federal regulations.
11. Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
12. Interacts with, and closely supervises children at all times.
13. Changes diapers, as needed, and assists with potty training techniques that are age and developmentally appropriate.
14. Works in cooperation with Mentor Coaches and Content Area Specialists, as assigned, to implement strategies, techniques, and/or recommendations.
15. Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program.
16. Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
17. Implements and maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
18. Conducts at least two (2) home visits each year with parents of children in assigned classroom.
19. Conducts required parent-teacher conferences to discuss development, plan goals, and action steps for home and school, or as deemed necessary.
20. Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
21. Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.

**B. Other Job Specific Duties:**

1. Works alternative hours as required, including nights and weekends
2. Attends all meetings, trainings, and conferences as assigned.
3. Maintains a safe and functional work environment.
4. Is proactive in working with parents to generate sufficient in-kind to meet the monthly center and program goals.
5. Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start programs.
6. Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
7. May be required to assist at other locations as ratios and need warrants.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

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

**Ability to:**

Deal with conceptual matters  
 Plan, organize, allocate, and control substantial resources.

Communicate effectively, verbally and in writing.

Demonstrate good interpersonal skills.

Work as a positive team member.

Effectively present Head Start program services information to the public.

Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.

Reasonably obtain knowledge of Agency and departmental policies and procedures.

### **EDUCATION AND EXPERIENCE:**

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

- Must possess and maintain a valid California Associate Teacher or Teacher's Permit, with three (3) units of infant/toddler coursework from any accredited college or university.
- Associate or bachelor's degree, with a major in early childhood development, education human development, related field highly desired.
- Experience working in state or federally funded childcare program is desirable.
- At least six (6) months of classroom experience working with infants/toddlers in a childcare setting is highly desirable.

### **OTHER REQUIREMENTS:**

- 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.
- Must be immunized against influenza, pertussis (T-Dap) and measles, mumps, and rubella (MMR).
- Successful completion of TB screening upon employment and every three (3) years thereafter.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 30 days of employment. CPR class must be taken in person and must include the infant component.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.

### **WORK ENVIRONMENT:**

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

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

### **ESSENTIAL PHYSICAL DEMANDS:**

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




POSITION TITLE EHS Early Head Start Teacher				
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 Committee



From: Traco Matthews, Chief Program Officer

Date: October 6, 2021

Subject: *Agenda Item 4d*: Revised job description for CSFP Program Assistant –  
**Action Item**

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Historically, the CSFP (California Supplemental Food Program) Program Assistant role has required that the staff be able to drive to various locations to provide distribution support for the CSFP Senior Food Program. This required certification was necessary at a time when the program had fewer drivers and more flexibility was needed for the position to assist with transport. Currently the CSFP Senior Food Program has a total of 3 drivers, the CSFP Coordinator, and 2-Warehouse Specialists who transport all the food boxes to the distribution locations and provide home delivery when necessary. The Senior Food Program recently applied to host more large-scale proxy sites, which will allow for delivery to locations who can sufficiently provide the distribution on our behalf as a sub-distributor, leaving more time for the Warehouse Specialist to drive to other locations.

We have had a difficult time recruiting for and securing potential employees for the CSFP Program Assistant somewhat related to the reiteration of a driving requirement, and the need for a potential employee to have a 3-year driving record. These requirements make recruitment for the role extremely challenging. We would like the opportunity to update the position to reflect the focus of the position, which is, intake & application assistance, reporting, tracking, client phone calls, surveying, and other office related duties. This position does not directly require or need a driving component. Conversations between the Food Bank Program Administrator, HR and the CPO has determined that removal of the driving requirement for the position will expand the candidate pool.

There would be no change to CAPK's organizational structure. The CSFP Program Assistant would continue to report to the CSFP Coordinator, and there would also be no additional changes to the annual budget or salary grade (Grade 4) for the position. It remains aligned with other positions within the Food Bank.

### **Recommendation:**

Staff recommends the Personnel Committee approve the newly revised job description for the CSFP Program Assistant and authorize HR to post the position.

### **Attachment:**

*CSFP Program Assistant Job Description*



## CSFP Program Assistant - Food Bank

*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 4

**FLSA Status:** Non-exempt

**Date Approved:**

### **SUMMARY:**

Under the direction of the Food Bank Program Manager and the CSFP Program Coordinator, the Program Assistant for the Commodity Supplemental Food Program (CSFP) performs clerical and operations support duties for the Food Bank program operations.

### **SUPERVISION RECEIVED:**

Receives supervision from the CSFP Program Coordinator

### **SUPERVISION EXERCISED:**

Assists with the supervision of volunteers.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **Essential Job Specific Duties:**

- Type correspondence, documents, and reports of a general/routine nature.
- Faxing, photocopying, binding, and mail distribution.
- Assist with preparing accurate and complete monthly, quarterly, and annual reports to be submitted to the State of California for the Food Bank and CAPK.
- Responsible for getting supplies ready to take to the sites, e.g., intake forms, office supplies, etc.
- Assist with completing client intake forms and assessing program eligibility.
- Assist with the signing-in of clients.
- Assist with following-up on clients who missed their food box pick-up.
- Assist with the monitoring of food distribution by site.
- Assist with product distribution.
- Assist in assembling food boxes that will be distributed at the sites and providing guidance to the volunteers who assist with the assembling of food boxes.
- Assist with the coordination of food distribution through a county-wide network of program sites, e.g., making sure that sites have the food distribution calendar.
- Assist with the coordination of volunteers, including record keeping and training.

#### **Other Job Specific Duties:**

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

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

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

**Ability to:**

- Type 40 WPM.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively prepare information to be shared with the public.
- Establish professional working relationships with staff, agencies, and clients.

**EDUCATION AND EXPERIENCE:**

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

- High school diploma or equivalent.
- Two (2) years of general clerical experience.
- Completion of clerical training from a recognized occupational training program may be substituted for one (1) year of clerical experience.

**OTHER REQUIREMENTS:**

- Completion of a physical and substance abuse screening upon offer of employment.
- Must be fingerprinted and have such records filed with the Department of Justice.
- Bilingual language fluency (Spanish/English) highly desirable.

**WORK ENVIRONMENT:**

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

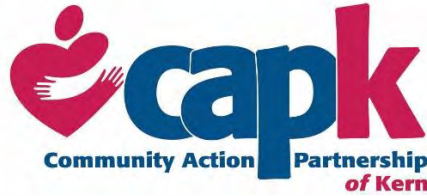
- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

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

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



## MEMORANDUM

**To:** Personnel & Affirmative Action Committee

**From:** Lisa McGranahan, Director of Human Resources

**Date:** October 6, 2021

**Subject:** *Agenda Item 5e: 2022 Agency Holiday Schedule - Action Item*

---

Below is the Agency Holiday Schedule for 2022 for approval.

### 2022 Holiday Schedule

Date	Holiday
Monday, January 3, 2022	New Year's Day
Monday, January 17, 2022	Martin Luther King Jr. Day
Monday, February 14, 2022	Lincoln's Birthday
Monday, February 21, 2022	President's Day
Monday, May 30, 2022	Memorial Day
Monday, June 20, 2022	Juneteenth
Monday, July 4, 2022	Independence Day
Monday, September 5, 2022	Labor Day
Friday, November 11, 2022	Veteran's Day
Thursday, November 24, 2022	Thanksgiving Day
Friday, November 25, 2022	Day After Thanksgiving
Friday, December 23, 2022	Christmas Eve
Monday, December 26, 2022	Christmas Day
Friday, December 30, 2022	New Year's Eve

Date	Holiday
Monday, January 2, 2023	New Year's Day

### **Recommendation:**

Staff recommends the Personnel & Affirmative Action Committee approve the 2022 agency holiday schedule.



DATE	October 13, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 954 191 074#

## 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, Maritza Jimenez, and Marian Panos

Absent: None

Others present: 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. Jennifer Jordan, 2-1-1 Program Administrator provided a presentation about the 2-1-1 program.

Maritza Jimenez asked if COVID-19 flyers are being distributed. Jennifer replied that she does not have COVID-19 flyers to distribute. Maritza recommended flyers be available for distribution across the service areas.

### 5. Regular Business

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

Prior to presenting the monthly program reports, Pritika Ram introduced Vanessa Cortez, Senior Community Development Specialist, as the newest member to the Executive Team.

Pritika Ram presented the September 2021 Program Reports for approval and provided notable highlights.

Marian Panos asked a question about zip code column on the M Street Navigation Center Report. Staff agreed to remove the zip codes that do not have clients assigned.

Marian Panos also asked about the total pounds of food distributed on the Food Bank as the report shows that the percentage is trending lower from this time last year. Pritika said she will ask Carrie Farwell to address this question at the next meeting, but Pritika replied that access to food has stabilized this year from the beginning of COVID-19 last year. Additionally, the COVID-19 relief fund has allowed individuals to shop for their foods rather than depend on distributions from the Food Bank.

Susana Magana provided the report for the MCAP program and noted that they are on track to earn the full contract and staff is working to build their wait list. Susana also reported that additional funds were granted in the amount of \$17.5 million for a total of \$27 million for this fiscal year. Susana also reported that Senate Bill (SB) 393 sponsored by Senator Hurtado, has passed and she worked with the Senator's office to change the language to realign the funding structure to support the program administrative allowance. The new language structure allows CAPK to receive a 21% administrative fee. Additionally, the program requires that there be 6 offices throughout the state. Marian Panos complimented Susana on the great work.

Wilfredo Cruz spoke about the LIHEAP American Rescue Plan Act (ARPA) contract that runs from October 1, 2021 to March 31, 2023 and said it is expected that 5,500 clients will be served during the contract term. Clients must be income qualified to receive assistance for their gas and electric bills with the maximum benefit of \$3,000 which is dependent upon their utility bill status, and the assistance can only be received one time under the contract. Wilfredo also reported that the contract has been effective for less than 3 weeks and 5% of the contract has been spent. Staff will be promoting this program throughout the service areas and encouraging qualified individuals to take advantage of this opportunity.

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 for September 2021 – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above Application Status Report for approval.

Motion was made and seconded to approve the Application Status Report for September 2021. Carried by unanimous vote (Panos/Garcia)

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

Jerry Meade advised the Committee that Ginger Mendez has announced her retirement and will end her employment with CAPK at the end of the week. Jerry also advised the members that there is a change on how the over-income have been enrolled due to the lower than normal enrollment numbers for income eligible. Staff continues to be in communication with the Regional Office and they have offered technical assistance to ensure we are 100% in compliance. Categories will be prioritized, and income eligibility will continue to be the first priority over the over income category. Jerry also said there has been a significant increase in recruitment efforts, including media outreach and staff is working diligently to increase enrollment numbers over the next few months.

Ginger Mendez presented the above report for approval and emphasized that enrollment is down nationwide but assured the committee that staff is working diligently to achieve the required enrollment numbers.

Maritza Jimenez thanked Ginger for a job well done and congratulated her on her retirement. Nila Hogan also thanked Ginger for her efforts and for all the great work during her time at CAPK.



Marian Panos extended well wishes to Ginger but stated that she is still concerned about the low enrollment numbers and put the staff on notice that the Committee and the entire Board will be watching for the income eligible enrollment numbers to increase.

Michelle Jara-Rangel said it was great to work with Ginger and wished her the best on her retirement. Michelle said that she shares Marian's concerns about enrollment and requested staff to send the November report to the Committee via email since there is no scheduled meeting in December. Yolanda Gonzales confirmed that staff would provide enrollment numbers for November the committee in December in lieu of the PRE Committee meeting.

Motion was made and seconded to approve the September 2021 Head Start / State Child Development Enrollment Update & Meals Report. Carried by a vote of four in favor and one abstention (Jara-Rangel/Garcia).

- d. Volunteer Management Customer Relations Management (CRM) CAPK Giving Network Launch – Savannah Maldonado, Community Development Specialist – ***Info Item***

Savannah Maldonado provided a PowerPoint presentation to outline the status of the CRM buildout and explained that it is a centralized data platform that allows staff to better serve the CAPK clients. There is also a Volunteer Management component that will provide the capability for volunteers to create their own personalized profile and be matched with volunteer opportunities.

## 6. Committee Member Comments

- No comments.

## 7. Next Scheduled Meeting

Program Review & Evaluation Committee  
12:00 pm  
Wednesday, November 3, 2021  
5005 Business Park North  
Bakersfield, CA 93309

## 8. Adjournment

The meeting was adjourned at 1:26 pm.





**Helping People...Changing Lives.**





**Kern County**

# What is 2-1-1 Kern?

**A free, accessible, 3-digit telephone number that links Kern County residents to community health and human services and support 24 hours a day 365 days a year.**

**2-1-1 Kern also serves additional counties including;  
Kings, Tulare and Stanislaus County**

# Accessing 2-1-1 Kern is Easy!

**Simply pick up your phone and dial 2-1-1 for live help**

- **There are several other 3-digit telephone numbers that residents use on a regular basis, making 2-1-1 easy to remember**
- **The 2-1-1 dialing code works the same as other three-digit numbers and enables the caller to access a variety of social and community service resources**
  - **2-1-1 is also accessible by dialing toll free 1-800-273-2275**

# Online Access to 2-1-1 Kern

In addition to dialing in, 2-1-1 Kern resources can be accessed through our on-line resource directory

- The on-line database was launched in February 2013
- The database can be accessed through our CAPK website at [www.capk.org](http://www.capk.org)

## Advantages of On-Line Access

- ✓ Allows the user to search for resources on his/her own time
  - ✓ Users have unlimited access
- ✓ Web visitors have access to the same resource database as 2-1-1 Call Specialists

# Agency & Client Benefits of 2-1-1 Kern

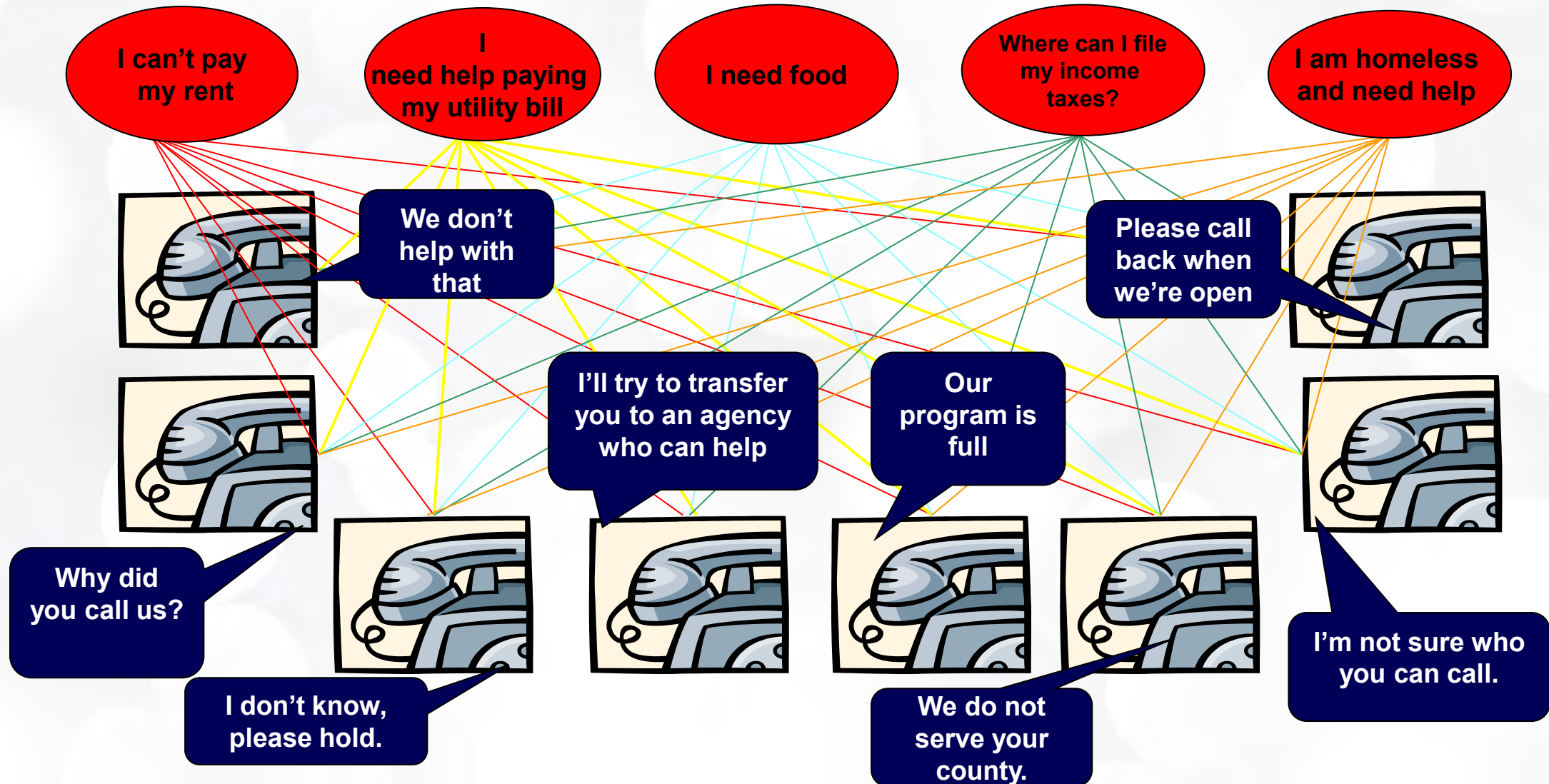
- **Simplifies access to needed services**
  - One phone call can provide information and referral for a variety of needs
  - Live help is available 24 hours a day
  - Callers can receive resource information via text, email or over the phone
- **All resources in the 2-1-1 database provide services at:**
  - No cost
  - Low Cost
  - Sliding fee scale
  - Accepts insurances such as Medi-Cal or Medicare

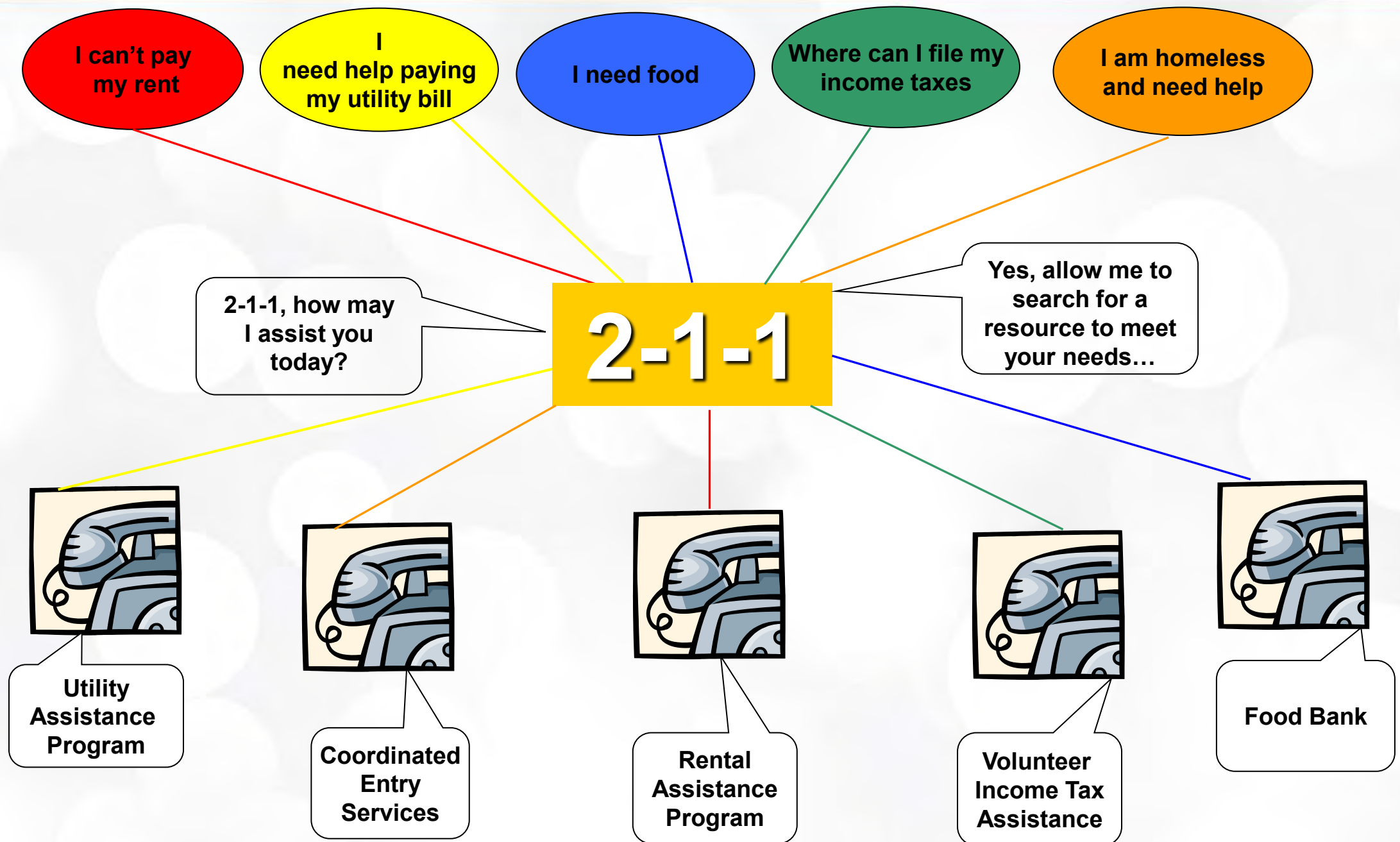
# What types of services does 2-1-1 have?

- The 2-1-1 database contains information on a range of services including:
  - ✓ Food
  - ✓ Utility assistance
  - ✓ Health insurance
  - ✓ Clothing
  - ✓ Homelessness assistance
- Through our database of over 1,500 resources we not only offer referrals that are within the caller's zip code, referral information also includes:
  - Phone number, address and nearest cross street
  - Days and hours of operation
  - Documentation required to obtain services



# Before 2-1-1





# 2-1-1 Kern Benefits

**Through a brief assessment, Call Specialists are able to determine additional services that the caller may be eligible for and offer referrals and linkage to vital services**

- **Examples of additional services include:**

- ✓ **CalFresh Appointments**
- ✓ **Medi-Cal Appointments**
- ✓ **Coordinated Entry Services**
- ✓ **Rental Payment Assistance**
- ✓ **Ages and Stages Questionnaire**
- ✓ **Onsite appointment for the CAPK Home Energy Assistance Program**
- ✓ **Onsite appointment for the CAPK Volunteer Income Tax Assistance Program**

# CES Homeless Services

**Through the 2-1-1 Coordinated Entry Program, callers that are currently homeless or at risk of becoming homeless are quickly triaged to an assessment point by a trained Homeless Navigator**

- **The coordinated entry process was developed to ensure the following:**
  - ✓ **Fair and equal access to services**
  - ✓ **Early identification**
  - ✓ **Thorough assessment**
  - ✓ **Housing match based on the clients needs**
- **In 2020, 2-1-1 answered 2,804 calls for homeless and at-risk clients**

# **How does 2-1-1 Kern work in an Emergency Situation?**

## **READY KERN**

**Operation of Emergency Services (OES) will contact a 2-1-1 Kern Representative and send a summary of disaster information**

**2-1-1 Kern Call Specialists are then alerted  
and briefed of disaster details**

**A public service announcement is made via Ready Kern notification advising the public to call 2-1-1 Kern for more information regarding the disaster**

**2-1-1 Kern Call Specialists are able to provide callers with evacuation and road closure updates, emergency resources and shelter information.**

# 2-1-1 COVID Response

**2-1-1 provides assistance in locating a State or County Covid Test Site. Community members can dial in and receive up to date, accurate, no cost test site information or be warm transferred to a Public Health representative for health concerns.**

**2-1-1 is also providing Covid related resources. Up to date, over 93,320 referrals have been provided.**

## **Top Needs Requested:**

- **Financial Assistance**
  - **Testing Sites**
  - **Vaccine Sites**
- **Food Pantries and Meal Delivery**
- **Utility, Rental and Mortgage Assistance**





**Helping People...  
Changing Lives.**

# Contact Information

**Jennifer Jordan**

**2-1-1 Kern Program Administrator**

**661-336-5236 ext. 4300**

**[jjordan@capk.org](mailto:jjordan@capk.org)**

**Martha Gonzalez**

**2-1-1 Kern Program Supervisor**

**661-336-5236 ext.4254**

**[m.gonzalez@capk.org](mailto:m.gonzalez@capk.org)**





## **September 2021 Program Monthly Reports**

PRE Committee

October 2021



## **Community Development**

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

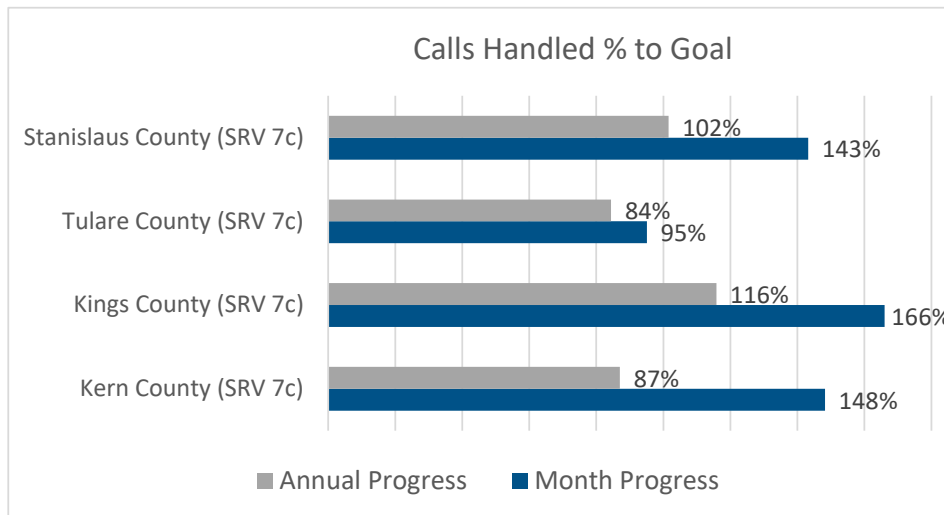
**Community Action Partnership of Kern  
Monthly Report 2021**

Month	September	Program/Work Unit		211 Kern		
Division/Director	Traco Matthews, CDO Interim		Program Manager	Jennifer Jordan, Program Administrator		
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 <a href="http://www.211KernCounty.org">www.211KernCounty.org</a> .						
Most Requested Services	Food Assistance		Utility Payment Assistance		Homelessness Assistance	
Top 3 Unmet Needs	Rent Payment		Homeless Shelter		Financial Assistance	
Information and Referral Services Calls Handled (Referred)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		8,895	62,642	72,000	148%	87%
Kings County (SRV 7c)		332	2,780	2,400	166%	116%
Tulare County (SRV 7c)		1,426	15,197	18,000	95%	84%
Stanislaus County (SRV 7c)		1,719	14,630	14,400	143%	102%
Total		12,372	95,249	106,800	138%	89%
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	2.1	(19.77)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		23	234	300	92%	78%
Medi-Cal Application (SRV 7b & SRV 7c)		8	80	100	96%	80%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		24	171	300	96%	57%
Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated		16,734	171,874	200,000	100%	86%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		4,946	33,189	42,000	141%	79%
Mental Health (SRV 7c)		261	2,586	2,400	131%	108%
Health and Human Service Referrals		9,858	83,406	100,000	118%	83%
Explanation (Over/Under Goal Progress)						
Based on monthly targets, the needs remain high for Health and Human Service Information and Referral services.						

Month	September	Program/Work Unit	211 Kern
Program Strategic Goals		Progress Towards Goal	
1. Fill Staff Vacancies		Offered the Program Specialist position to an internal staff. Interviewed candidates for the Help Me Grow Care Coordinator position.	

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

2. Retain Staff	Program Administrator and Program Supervisor continue to support and empower staff.
3. Contingency Staffing Plan	211 leadership will create a formal Contingency Staffing Plan, this will include a plan of action for an unexpected call handling circumstances which may have a critical impact on the call center.



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

Month	September	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)		954	7,081	6,000	191%	118%
Rental Assistance Referrals through On-line Portal (FNPI 4e, FNPI 4f, SRV 7c)		233	1,501	2,000	140%	75%
Total Calls		1,187	8,582	8,000	178%	107%
Performance		Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of applicants who received a response within 24 Hours		1,084	4,823	100%	91%	56%
Number of Households receiving Homeless Prevention (Rental Assistance) Funds		4	8	300	16%	3%
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Pending Homeless		5	5	15	5	5
Pending Rental Assistance		2	2	15	2	2
Explanation (Over/Under Goal Progress)						
Pending Assessments are supposed to be 0, we had staff turn over this month. Rental Assistance processed 4 applications that were sent to finance on 9/29/21.						
Program Strategic Goals		Progress Towards Goal				
1. Hire and retain new staff						
2. Integrate Customer Relation Software (CRM).						
3. Build provider network support.						

| | | | |

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

Month	September	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) <b>Month only</b> (COVID-19 Related, will review		172	1,016	150	115%	
Overnight Residents (Assigned Beds) (FNPI		127	773	600	254%	129%
Pets (Number)		8	43	40	240%	108%
Residents Under 90 days length of stay.		93	569	300	372%	190%
Exits to Permanent Housing (FNPI 4b)		6	52	120	60%	43%
Exits-Self		7	164	150	56%	109%
Exits-Involuntary		32	334	330	116%	101%
Case Management Services		1,156	2,666	500	2774%	533%
Critical Incidents		25	270	360	83%	75%
Shelter Residents Meals SRV 5ii		3,494	26,145	190,000	22%	14%
Number of Volunteers		31	109	120	310%	91%
Volunteers Hours		83	1,027	7,200	14%	14%
Explanation (Over/Under Goal Progress)						
Resident meals, and volunteer hours goal needs to be adjusted.						
Program Strategic Goals		Progress Towards Goal				
1. Offer walk-in client services.		NA				
2. Increase community Engagement i.e. volunteers, in-kind donations, non-operational special need items, etc.		7 new volunteers were trained through Cityserve and joined M street during this months. New relapse class training provided by Apololic Church, Canyon hills church provided meals, donations of hygiene products received, freezer and clothing, and PPE.				
3. Develop and implement a job program		Welding courses, BHC job training orientation every Monday, Project Hire Up continue to be offered to residents of M street.				

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

Month	September	Program/Work Unit	M Street Navigation Center			
Age	Month		Zip code	Number	Zip code	Number
18 - 24	13		93301	16		
25 - 34	33		93304	4		
35 - 44	38		93305	9		
45 - 54	35		93306	3		
55 - 61	34		93307	6		
62+	19		93308	10		
<b>Total:</b>	<b>172</b>		93309	1		
			93311			
			93312			
			93313	2		
			93240	1		
			93250	1		
			93555	1		
			95409	1		
			93268	2		
			89134	1		
			93422	1		
			55420			
			78521			
			78521			
			98010			
			unspecifie d	113		
			<b>Total</b>	<b>172</b>		

Race Demographic	Month
American Indian or Alaska Native	9
Asian	1
Black or African American	43
Native Hawaiian or Other Pacific Islander	0
White	111
Multiple races	4
Client Don't know / Refused	1
No Answer	3
<b>Total:</b>	<b>172</b>

Gender	Month
Female	75
Male	96
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
<b>Total:</b>	<b>172</b>



## **Health and Nutrition Services**

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

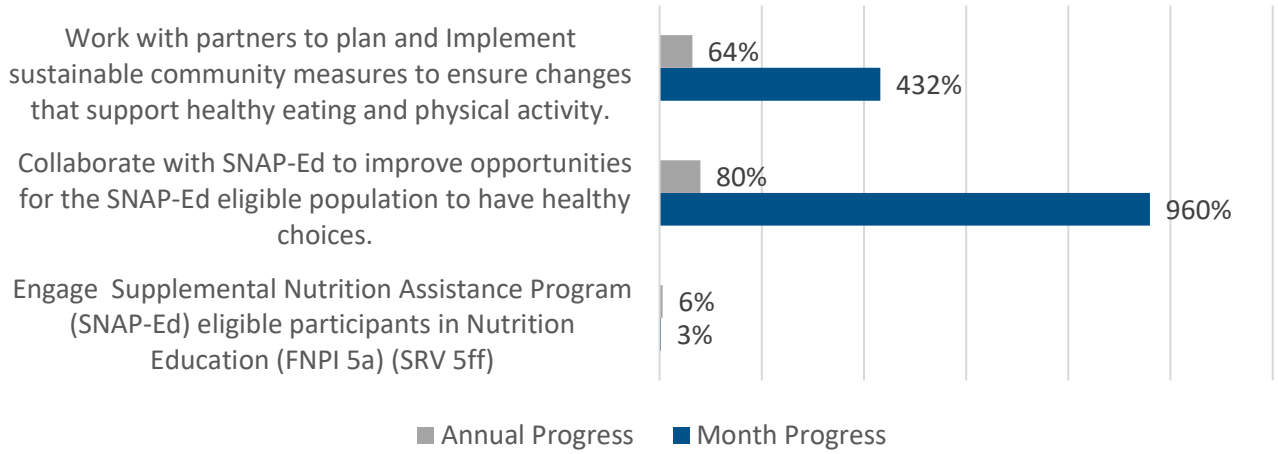


**Community Action Partnership of Kern  
Monthly Report 2021**

Month	September	Program/Work Unit	CalFresh Healthy Living		
Division/Director	Health & Nutrition Services/ VACANT	Program Manager	Alejandra Morales		
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	2,772	45,000	3%	6%
Collaborate with SNAP-Ed to improve opportunities for the SNAP-Ed eligible population to have healthy choices.	8	8	10	960%	80%
Work with partners to plan and Implement sustainable community measures to ensure changes that support healthy eating and physical activity.	9	16	25	432%	64%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress			
1. Retain Staff		Biweekly meetings with staff to discuss improving morale during COVID-19 Pandemic while observing CAPK & State protocols			
2. Expand Social Media Presence		Increased social media posts and used various media formats when posting content to increase participation.			

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

**Progress Towards Goals**



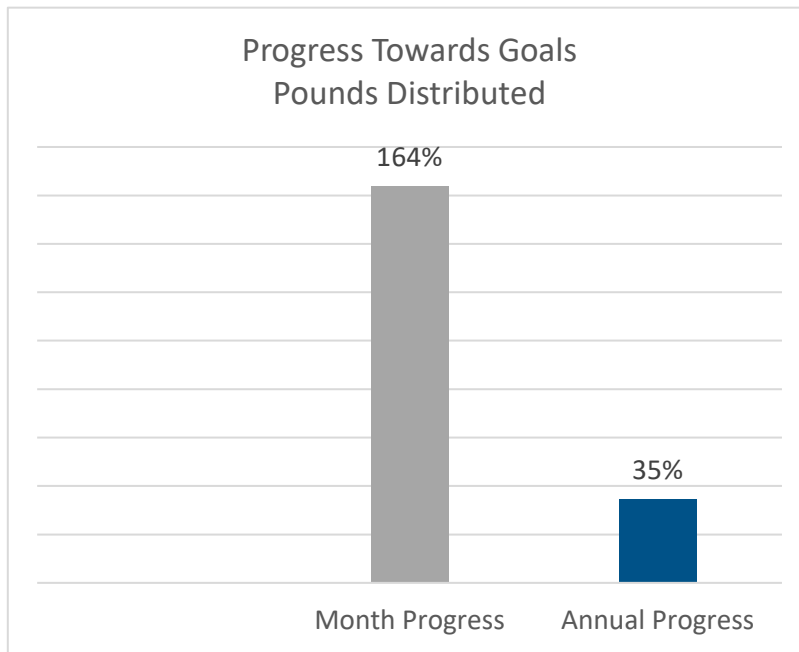
**Community Action Partnership of Kern  
Monthly Report 2021**

Month	September	Program/Work Unit	Food Bank		
Division/Director	Health & Nutrition Services / Vacant	Program Manager	Carrie Farwell		
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)	35,438	267,266	650,000	65%	41%
Pounds Received	2,325,936	15,716,994	25,000,000	112%	63%
Pounds Carried Over from Previous Month	602,113				
Pounds Distributed	1,830,525	7,118,213	22,000,000	100%	32%
Senior Food	Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)	4,127	29,514	4,800	86%	
Pounds Distributed	156,826	470,170	150,500	104%	
Free Farmers Markets	Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)	1,311	9,117	8,000	197%	114%
Pounds Distributed	59,901	161,351	250,000	288%	65%
Total Pounds Distributed	Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs	2,047,252	7,749,734	22,400,500	164%	35%
Volunteers	Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training SRV 6f	17	146	60	340%	243%
Other Volunteers	63	409	1,500	50%	27%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Improve data collection and reporting methods.		working with Leadership Team to apply for Feeding America Grant and other funds, to help purchase data/software for the Food Bank, which will enhance intake at distributions and de-duplicate clients.			

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

2. Fill newly created positions & train new employees.	We recently hired a driver for CSFP, and have a CSFP Program Assistant position getting ready to open for CSFP.
3. Increase numbers of volunteers.	Outreach has received many inquiries for volunteer opportunities after recent media exposure, and request for volunteers form the community.

<b>Month</b>	September	<b>Program/Work Unit</b>	Food Bank
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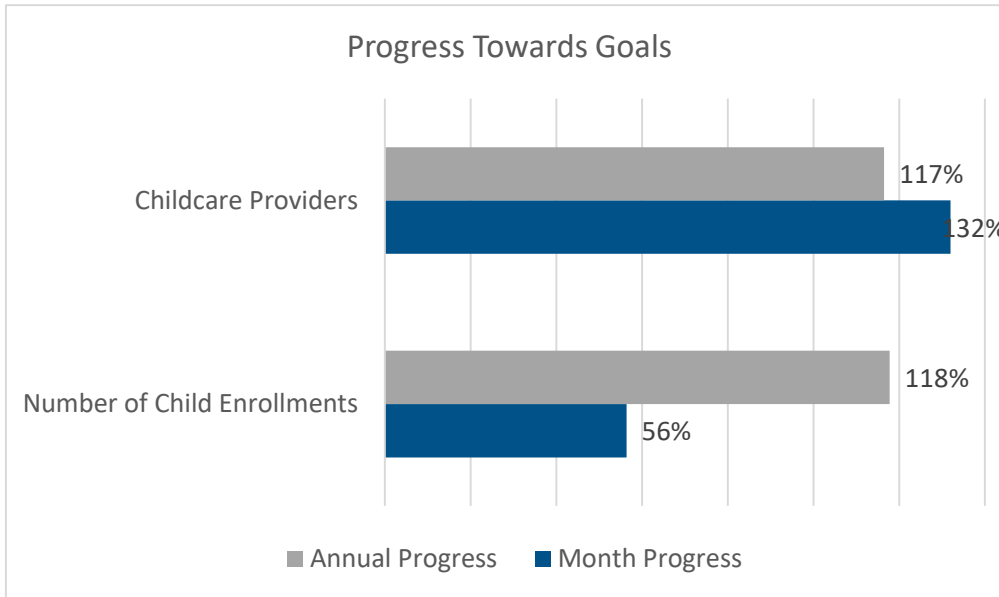


**Community Action Partnership of Kern  
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Month	September	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Health & Nutrition Services / VACANT		Program Manager	Susana Magana		
Reporting Period	September 1 , 2021 - September 30, 2021 (MCAP Fiscal Year July 2021- June 2022)					
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		47	1,178	1,000	56%	118%
Childcare Providers		22	233	200	132%	117%
MCAP Subsidies July -June		Month of August processed in September	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$741,145	\$ 1,312,267	\$7,500,000	119%	17%
Explanation (Over/Under Goal Progress)						
MCAP staff continues to enroll in all entry counties. Program is currently on track to earn the full contract for the year. Staff will continue to recruit to build a waiting list that will be used to replace children aging out, terminating or placed on temporary suspension. There is a possibility that the program may be granted additional monies for this fiscal year, so it is important to have a hefty waiting list to be able to conduct mass enrollments, if and when the money becomes available.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Recruiting for Kings County satellite office was a success. New Kings County staff member will attend orientation on 10/11/2021.				
2. Retain Staff.		SB 393 was presented to the Governor on 9/9/2021. Retaining staff was a key point for needing the language change that this bill will achieve, if passed. The bill had no opposition, so the probability of passing is high. Administrator worked with HR to review the functions of the Service Clerk. The position was reclassified to an Enrollment Technician position to better reflect the job duties and responsibilities. This position was approved by the Board on 9/29/2021. Recruitment will start the week of 10/4/2021.				

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

3. Contingency Staffing Plan		MCAP coordinators have been selected to receive the upcoming ROMA training.	
<b>Month</b>	September	<b>Program/Work Unit</b>	Migrant Childcare Alternative Payment (MCAP)



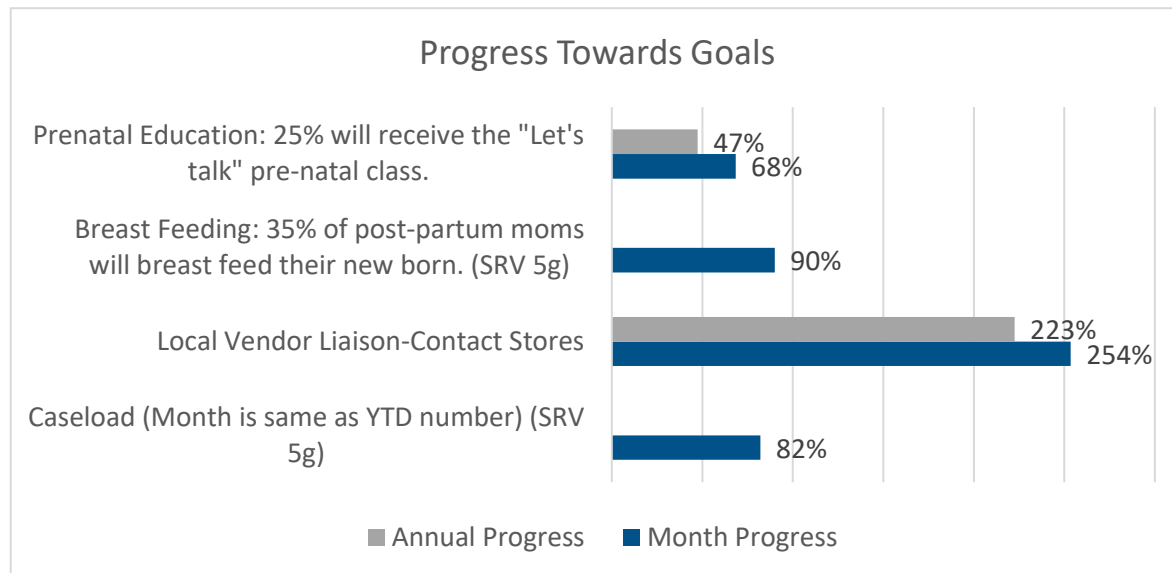
**Community Action Partnership of Kern  
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Month	September	Program/Work Unit		Women Infants & Children (WIC) Nutrition	
Division/Director	Health & Nutrition Services / VACANT	Program Manager	Lorna Speight		
Reporting Period	January 1, 2021 - December 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)	13,271		16,160	82%	
Local Vendor Liaison-Contact Stores	15	158	71	254%	223%
Breast Feeding: 35% of post-partum moms will breast feed their new born. (SRV 5g)	757		840	90%	
Prenatal Education: 25% will receive the "Let's talk" pre-natal class.	77	641	1,350	68%	47%
Outreach	Month	YTD	Goal	Month	Annual
Enrollment from Website Goal is 100% enrolled	110	1,694	1,400	94%	121%
WIC Presentations and Outreach	9	23	24	450%	96%
Create one PSA for publication in newspaper, television, or social media.	3	6	4	900%	150%
Regional Breast Feeding	Month	YTD	Goal	Month Progress	Annual Progress
Outreach to stakeholders to increase Breast Feeding knowledge and WIC referrals.	0	26	50	0%	52%
Explanation (Over/Under Goal Progress)					
We are still recruiting for the RBL position. For the prenatal education the state is working on a report to accurately reflect the number of participants that receive the "Let's talk" pre-natal class as methodology we were using to capture the participants does not reflect those taking the education on WIC health.org (on-line prenatal classes).					

**Community Action Partnership of Kern  
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Program Strategic Goals	Progress
1. Develop Nutrition Topics on Facebook/Instagram.	Information on farmers market was shared on social media as well as healthy recipes.
2. Develop nutrition course for new hires.	Completed
3. Implement Tele-Health for WIC appointments and counselling.	Telehealth trainings were completed for staff to being tele-health appointments starting in October.

Month	September	Program/Work Unit	Women Infants & Children
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## **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**

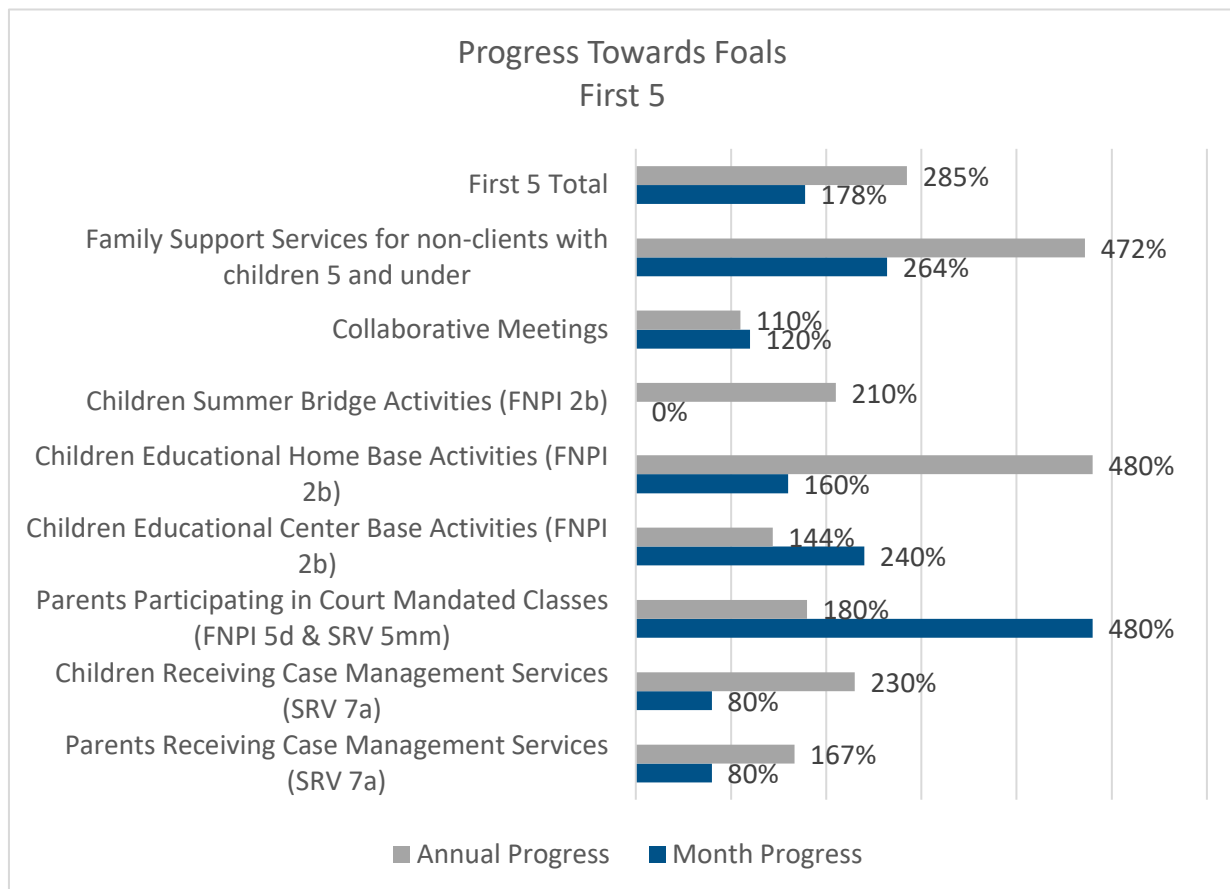
Month	September	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	Youth & Community Services Fred Hernandez	Program Manager	Matthew Buck			
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
East Kern Family Resource Center is a regional 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	153	130	157%	118%	
Provide One Time Referral Services to Children. (SRV 7c)	29	317	300	116%	106%	
Case Management-Families. (SRV 7a)	14	70	90	187%	78%	
Case Management-Children. (SRV 7a)	22	136	210	126%	65%	
Differential Response Total	82	676	730	146%	93%	
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress	
Parents Receiving Case Management Services (SRV 7a)	2	50	30	80%	167%	
Children Receiving Case Management Services (SRV 7a)	2	69	30	80%	230%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	4	18	10	480%	180%	
Children Educational Center Base Activities (FNPI 2b)	5	36	25	240%	144%	
Children Educational Home Base Activities (FNPI 2b)	2	72	15	160%	480%	
Children Summer Bridge Activities (FNPI 2b)	0	21	10	0%	210%	
Collaborative Meetings	1	11	10	120%	110%	
Family Support Services for non-clients with children 5 and under	11	236	50	264%	472%	
First 5 Total	27	513	180	178%	285%	
Walk-In Services (Non-Clients)	Month	YTD				
Food/Household Items	64	432				
Referrals/Administrative Services	220	1675				

**Community Action Partnership of Kern  
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**Explanation (Over/Under Goal Progress)**

Things are running smoothly at the EKFCRC. We are meeting or exceeding every applicable goal. New DR case managers are adjusting well and our case management load is growing.

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  
Monthly Report 2021**

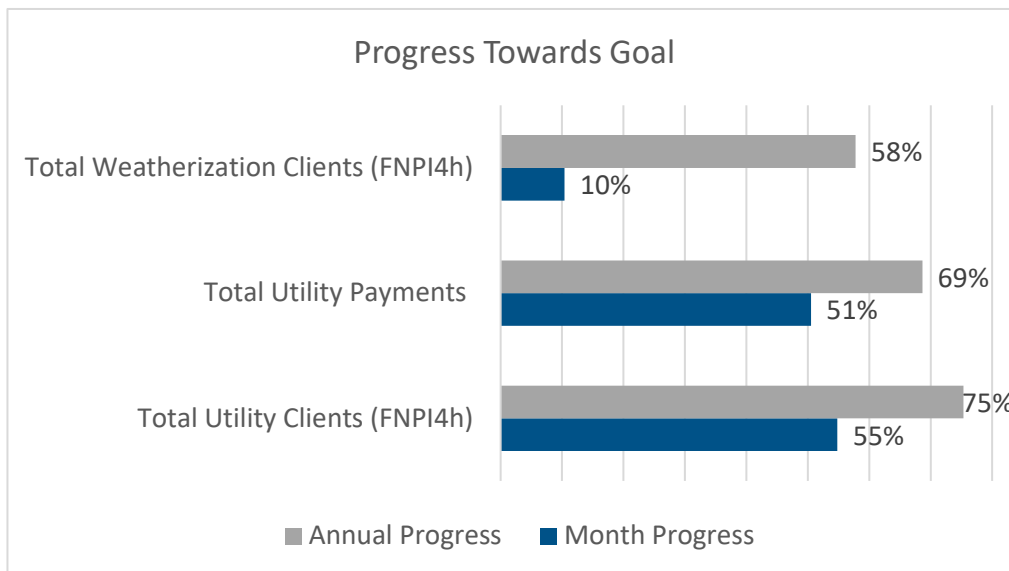
Month	September	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Youth & Community Services Fred Hernandez	Program Manager		Eric Le Barbe		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
The Oasis Family Resource Center provides resources, education, 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	10	30	60%	33%	
Children Receiving Case Management Services (SRV 7a)	5	16	30	100%	53%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	1	5	10	60%	50%	
Children Educational Home Base Activities (FNPI 2b)	9	9	15	360%	60%	
Children Summer Bridge Activities (FNPI 2b)	0	12	10	0%	120%	
Collaborative Meetings	1	2	8	75%	25%	
Family Support Services for non-clients with children 5 and under	4	9	50	48%	18%	
First 5 Total	23	63	153	90%	41%	
Walk-In Services (Non-Clients)	Month	YTD				
Food/Household Items	23	41				
Referrals/Administrative Services	5	26				
Explanation (Over/Under Goal Progress)						
The Children Educational Center Base Activities goal was removed as it's not in the First 5 scope of work for the Oasis FRC. The program does not provide Center Base Activities as Head Start provides that service in the same building. All the other goals are on track YTD, we are networking with the community and are seeing an increase of services provided to clients.						
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	September	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		527	2,317	3,845	164%	60%
Utility Payments		\$378,863	1,714,446	\$2,999,043	152%	57%
Clients Served Weatherization		4	59	154	31%	38%
Low-income Home Energy Program (LIHEAP) 2020 Ends December 31,		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,088	2,476	0%	84%
Utility Payments		\$0	\$1,545,107	\$1,545,423	0%	100%
Clients Served Weatherization		0	1	74	0%	1%
Discorgement Assistance Program (DAP) Ends December 31, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	251	260	0%	97%
Utility Payments		0	\$182,134	\$182,000	0%	100%
Clients Served Weatherization		0	27	29	0%	93%
CARES ACT Ends September 30, 2021		Month	YTD	Goal	Month Progress	Annual Progress
Clients Served Utilities Assistance		0	2,090	2,077	0%	101%
Utility Payments		\$0	\$916,192	\$916,186	0%	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)		527	4,658	6,182	55%	75%
Total Utility Payments		\$378,863	\$ 2,812,772	\$ 4,097,229	51%	69%
Total Weatherization Clients (FNPI4h)		4	152	263	10%	58%

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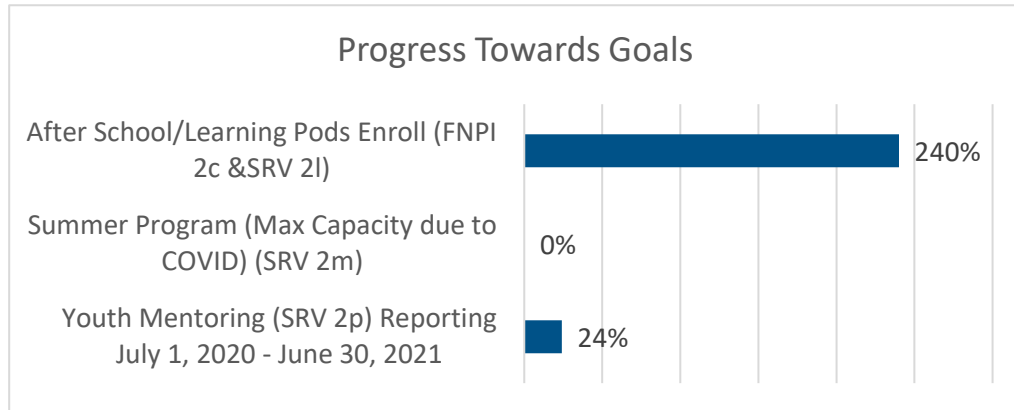
Explanation (Over/Under Goal Progress)			
<b>1. LIHEAP 2020/Utility Assistance - We did not meet our production goal because the average utility payment exceeded the estimated payment due to the Pandemic; however, we have encumbered all of our utility assistance funding for this program year.</b> <b>2. DAP 2020/Utility Assistance - We did not meet our production goal because the average utility payment exceed the estimated payment due to the Pandemic; however, we have encumbered all of our utility assistance funding for this program year.</b>			
Month	September	Program/Work Unit	Energy & Utility Assistance
Program Strategic Goals		Progress Towards Goal	
1. Expedite assistance to client by hiring additional staff		We are currently interviewing/hiring for various positions in both Utility Assistance & Weatherization	
2. Implement a digital inventory system.		No updates at this time - Hanock is still working on this system.	
3. Improve our outreach methods.		Continuing to work 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	September	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		28	2	81	100	24%	81%
Summer Program (Max Capacity due to COVID) (SRV 2m)		0	0	31	18	0%	172%
After School/Learning Pods Enroll (FNPI 2c &SRV 2l)		23	4	44	20	240%	220%
Medi-Cal Outreach			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			222	2,636	3,000	89%	88%
Canvasing phone calls and flyers			6,242	32,014	15,000	499%	213%
Explanation (Over/Under Goal Progress)							
Due to COVID, booth based outreach for the Medi-Cal Health Navigator program has not been possible. Therefore, flyer distributions and phone calls has increased, which seems to be the best outreach method at this time. Program staff continue to outreach for the FHCC After School program. There were 5 youth that exited the Mentor program this period, due to one student moving out of state and four other students leaving foster care placement. However, there were two new students that enrolled in the Positive Youth Development Mentor Program.							
Program Strategic Goals			Progress				
1. Develop and implement an education and tutoring program.			The FHCC tutoring program has been implemented.				
2. Strengthen technical infrastructure to increase tech based services for youths such as STEM and distance learning.			Completed				
3. Create Advisory Board Recruitment Plan.			A recruitment plan is being developed.				

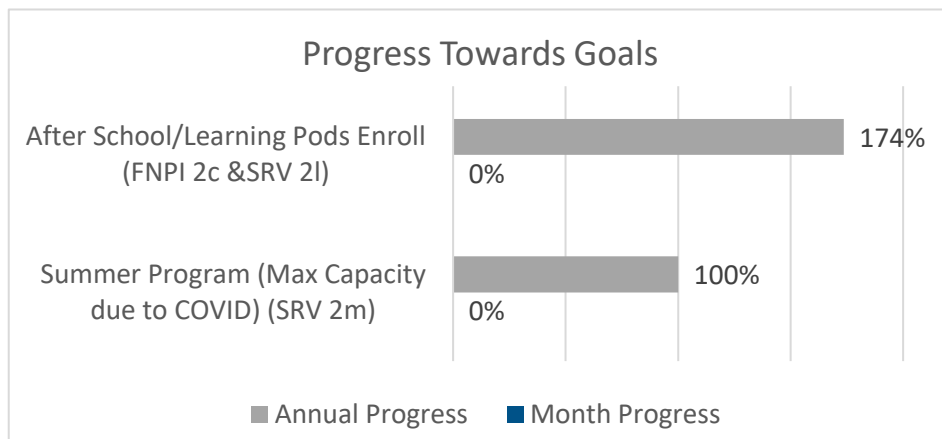
**Community Action Partnership of Kern  
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Month	September	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Youth & Community Services Fred Hernandez			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2021 - December 31, 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)		0	0	19	19	0%	100%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I)		11	0	33	19	0%	174%
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	11	6	200%	183%
Explanation (Over/Under Goal Progress)							
Dignity Health is providing Mental Health services from SYC via virtual platforms.							
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.			In progress				
3. Increase staff development opportunities.			Completed First Aid/CPR certification				

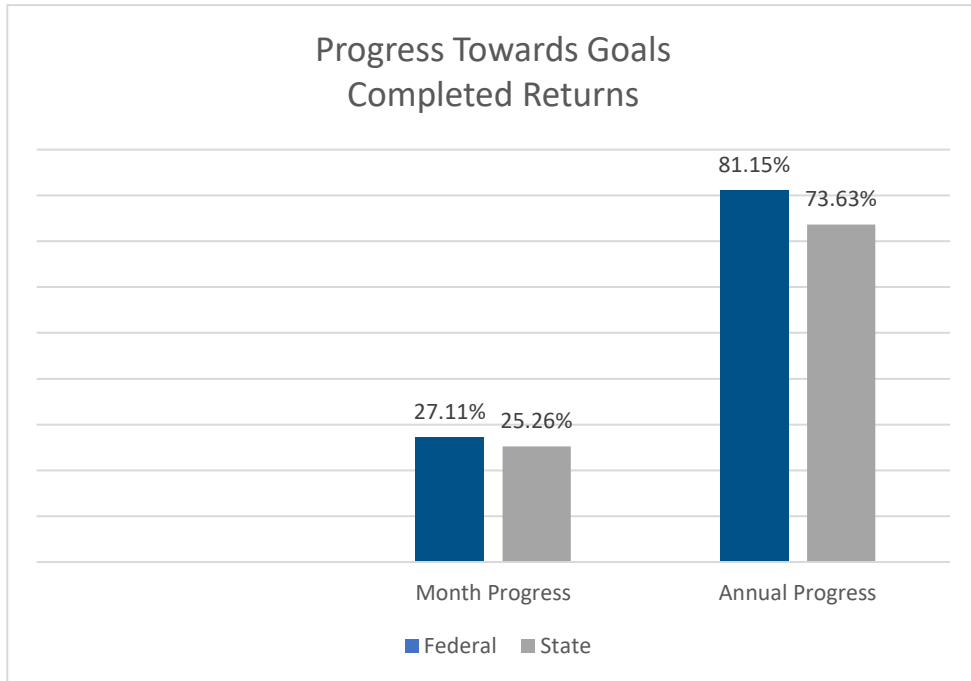


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Month	September	Program/Work Unit	Volunteer Income Tax Assistance (VITA)			
Division/Director	Youth & Community Services Fred Hernandez		Program Manager	Jacqueline Guerra		
Reporting Period	January 1, 2021 - December 31, 2021					
Program Description						
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), and 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		110	4,869	6,000	27%	81%
State		93	4,418	6,000	25%	74%
Total Returns (State included with Federal) (SRV 3o)		110	4,869	6,000	27%	81%
Refunds and Credits		Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds		\$60,176	\$5,927,448	\$3,500,500	12%	169%
State Refunds		\$5,441	\$875,524	\$730,000	7%	120%
Federal EITC (SRV 3o)		\$4,432	\$2,198,003	\$2,300,000	2%	96%
CalEITC (SRV 3o)		\$1,251	\$371,362	\$350,000	4%	106%
Total Refunds and Credits		\$71,300	\$9,372,337	\$6,880,500	9%	136%
Individual Taxpayer Identification Number (ITIN)		Month	YTD	Goal	Month Progress	Annual Progress
Applications		2	66	25	36%	264%
Explanation (Over/Under Goal Progress)						
This is the final report month of the IRS grant. Beginning Oct 1st, tax return count will go towards the next season's goal. We are still awaiting response regarding the award approval as well as amount, if approved.						
Program Strategic Goals			Progress Towards Goal			
1. Develop and implement site expansion plan.			n/a			
2. Build community awareness of VITA services.			Virtual meetings held for Head Start policy council meeting on 9/26. The meeting provided information on how to volunteer and how to receive services.			
3. Develop and implement volunteer retainment plan.			See above.			

**Community Action Partnership of Kern  
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<b>Month</b>	September	<b>Program/Work Unit</b>	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	September	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			248	1577	TBD	TBD
Contracts	9	14	5	92	TBD	TBD
Leases	1	23	0	13	TBD	TBD
Requests for Proposals	5	8		6	TBD	TBD
Maintenance & Operations						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Facility Work Orders	248	81	167	1866	TBD	TBD
Information & Technology						
Activity	Received	In Progress	Processed	Processed YTD	Average Response Time	Response Time Target
Help Desk Work Orders	394	112	390	2693	TBD	TBD
Risk Management						
Workers Comp Claims	Reported	Reported YTD	Other		Reported	Reported YTD
Reported only	13	46	General Liability		0	2
First Aid	3	24	Property Incidents		4	23
Medical Treatment	0	2	Vehicle Incidents		0	10
Modified Duty	0	3	Litigated		1	4
Lost Time	0	0				
Non-Industrial (not work related)	0	3				
Under Investigation	0	0				
Confirmed Work Related COVID		28				

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

Month	September	Program/Work Unit	Operations
<b>RFPs</b>		<b>Contracts</b>	
Mental Health Consultant -SJEHS		Bakersfield Glass Amendment I (Energy \$25,000)	
Insurance Broker RFP -Agency		Michael K Brown Amendment II	
Registered Dietician -Head Start		Tel Tec Agency wide Agreement renewal	
		SSD Alarm	
		Children at Play Network	
		Performance Outcomes & Associates w/ Delores Neira	
<b>Risk Projects</b>		Tranwest Security Services, Inc. (Amendment)	
Final Rev Draft Fleet Vehicle Policy		Delk Pest Control	
Final Draft ATD Exposure Plan		Allied Universal Amendment I	
Final Draft PPE Manual		PLC System Services	
Final Draft Wildfire Smoke Mgmt		Registered Dietician w/ Bernadette Parrish	
Final Draft Workplace Violence		KCSOS Subcontract Agreement ( Cal Fresh)	
Final Draft Bloodborne Pathogens		Kernville School District Subcontract (Cal Fresh)	
Draft of GPS Policy		Lamont School District Subcontract (Cal Fresh)	
<b>See below</b>		Lamar Advertisement Contract (FH)	
<b>IT Projects</b>		San Joaquin Fence	
AT&T Switch Ethernet installation		Tel-Tec (HS McFarland Upgrades)	
Head Start Networking upgrades		Tel-Tec (SYC Upgrades)	
Server Upgrades			
<b>Leases</b>			
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)			

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

2854 Felsite Ave. (Head Start)
410 Perkins Ave. (Head Start)
2323 16th St. Suite 305
5055 California Avenue (Home Base)
<b>Risk Projects</b>
Final Draft COVID-19 Prevention Protocols for Ridesharing in CAPK Vehicles
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
Rev Draft Ladders Safety Program



## **Administration**

Grant Development

CAPK Foundation

Outreach & Marketing

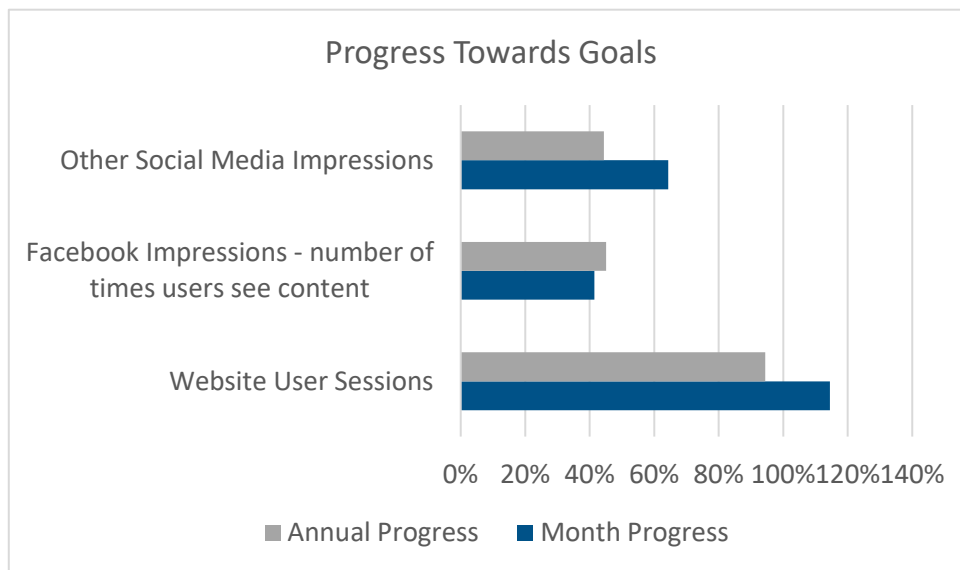


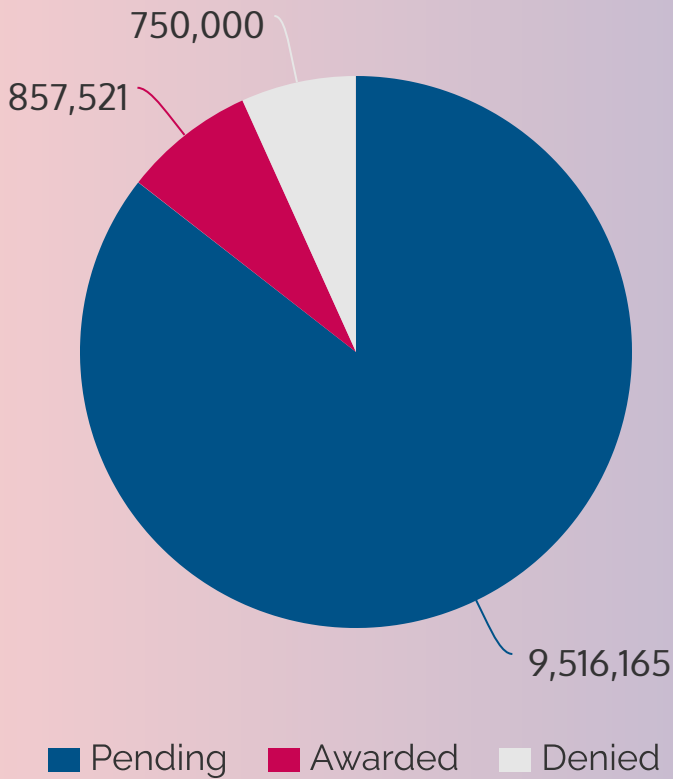
**Community Action Partnership of Kern  
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Month	September	Program/ Work Unit	Grant Development, CAPK Foundation, and Outreach			
Division/Director	Executive/Pritika Ram	Program Manager	N/A			
Reporting Period	January 1, 2021 - December 31, 2021					
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		17,174	169,933	180,000	114%	94%
Facebook Impressions - number of times users see content		31,101	406,060	900,000	41%	45%
Other Social Media Impressions		11,788	97,643	220,000	64%	44%
Outreach Advocacy		Outreach Special Projects				
Collected shoes for \$10,000 CalWater donation for kids. Photos and promotion.		Assisted with the Feed the Need event at the Kern County Fair on Wednesday September 29th, 2021.				
Delivered training to CAPK outreach leaders on media relations. Session was interactive with interview scenarios.		Will be purchasing outreach setups for all programs once the vendor finalizes the final updated quotes.				
Invites to Mayor Karen Goh and Rudy Salas to attend M Street Thanksgiving accepted.		Created promotional materials, social media posts and video for Feed the Need.				
Participated in CalCAPA workshop on political redistricting with Max Rexroad.		Promoted Financial Health workshops for M Street clients offered by Chase Bank				
Engaged with Kern Alliance of Non-Profits to discuss member Advocacy Training.		Launched Outreach and Advocacy orientation training for new employees.				
		Supported CES/Rental Assistance in promoting California Landlord's Summit on Homelessness.				
Grants In Progress/Research		Projects				
Letter of Intent - Homeless CoC 2020 Consolidated Application		Customer Relationship Management - Data Visioning				
Letter of Intent - California Reinvestment Coalition (CRC) - Resilience Fund for CDFI Development		Strategic Plan 2021-2025 Approved (9/29/2021)				
		Strategic Plan - OnStrategy Digital Development				
Whale Tail (in progress)		KAN Advocacy Committee - Survey Development				
ESG Rental Assistance and Homeless Housing (in						
CAL Home/EDD Workforce Development (in						

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

CSBG	ROMA
Ongoing Monthly Reports	Scheduled Training with CalCAPA Nov. 3-4
Foundation	
Director of Development Recruitment	Private Funder Engagement - Food Bank Expansion
	Legal Counsel - Form 1023
Assignment of Fundraising and Community Engagement Workgroups	
Foundation Website Completed	
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
Customer Relationship Management Projects,	User training sheduled for the interagency referral
Conduct In depth program specific needs	

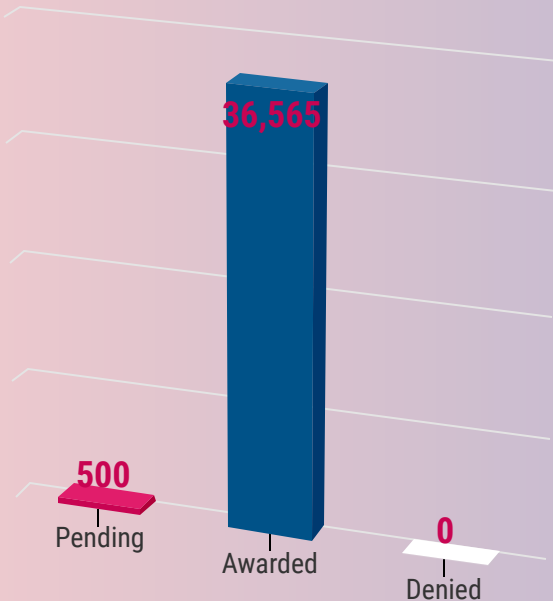




### \$ Grant Funding Year-to-Date

January 1, 2021, to  
September 30, 2021

### ● App Status September 2021



### Donations



Funder	Name	Description	Amount Requested	Amount Awarded	Deadline	Status
Pacific Gas and Electric Company (PG&E)	CBO Resiliency Fund/Food Support	Food Bank - General/ Other (Emergency Preparedness and Safety)	\$ 36,565.00	\$ 36,565.00	9/10/2021	Awarded
WACOM Thrift Shop	General Support Fund	Oasis FRC - funds would be used to purchase educational toys, children books, and baby supplies.	\$ 500.00	\$ -	9/15/2021	Pending

## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities	Over Income 131%+ up to 10%  101—130% Up to 35%
Head Start Kern	1317	659	50%		3%	6% 3%
Early Head Start Kern <ul style="list-style-type: none"> <li>EHS Center Based</li> <li>EHS Home Based</li> <li>EHS Home Based-Interim</li> </ul>	446 243 123 80	274	61%	181 /243 82 /123 11/80	7%	8% 4%
Early Head Start San Joaquin	313	206	66%		3%	8% 5%
Early Head Start Partnership <ul style="list-style-type: none"> <li>Angela Martinez</li> <li>Bakersfield College</li> <li>Blanton</li> <li>Garden Pathways</li> <li>Taft College</li> <li>Escuelita Hernandez</li> <li>Seeking Partner</li> </ul>	152 24 32 16 11 42 16 11	85	56%	63% 59% 75% 64% 69% 19% 0 15 /24 19 /32 12/16 7/11 29/42 3/16 0/11	4%	8% 5%

**HIGHLIGHTS:****Early Head Start Partnership Enrollment Updates:**

Slot Reallocation: Approval is pending from Office of Head Start.

Escuelita Hernandez: Permit has been received and expected date for completion is 10/17/21.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	160	204

Division Staffing			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
670	75	24	115

**HIGHLIGHTS:**

- 2 onboarded in the month of September
- 2 internal promotions
- 12 individuals are in the pre-employment process

Compliance
Ongoing collaboration with ERSEA and Finance for audit.
An educational assessment of all classrooms was completed to ensure that teaching staff are using the curriculum to fidelity.

Central Kitchen September 2021				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	49,108	18,837	15,150	15,121

**HIGHLIGHTS:**

Collaboration between Enrollment department and Central Kitchen instituted to provide weekly enrollment numbers to minimize food waste.

ACFP						
August 2021						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
52,942	13,671	66,613	23,322	43,291	28,048	42%



## MEMORANDUM

To: Board of Directors

From: Savannah Maldonado, Community Development Specialist

Date: October 13, 2021

Subject: *Agenda Item 5d: Volunteer Management Customer Relations Management (CRM)*  
*CAPK Giving Network Launch— Info Item*

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Since the beginning of 2021, CAPK staff has been working alongside our consultant Wipfli with the development of a multifaceted Volunteer Management program as part of the Customer Relations Management (CRM) software. During the preliminary findings, the need for CAPK volunteers was a crucial factor in the success of delivering services to the communities we operate in through programs like the Food Bank and Volunteer Income Tax Assistance, for example. This software will enable users the ability to:

- Register their profile to become an “active volunteer”
- Browse organizational volunteer opportunities
- Track their volunteer hours

Community members, staff, and stakeholders will be able to see firsthand the amount and depth of services we provide to the community. Through engagement and collaboration, volunteers will be able to give back to their communities. Alongside the launch of this CRM, the Executive Division will be spearheading the launch of the CAPK Giving Network of Kern during this same period. The CAPK Giving Network will initially be rolled out to CAPK Staff as a means of an employee giving program. The Giving Program will enable staff to give back by:

- Volunteering at CAPK events/sites
- Monetarily provide support (i.e., one time/monthly)
- Donate during their next shopping experience (i.e., Amazon Smile)

Staff not only serve as the heartbeat of our organization but also will now be recognized and celebrated for their partnerships within the agency. The next step in the process will be the rollout of Giving Network to external community members and stakeholders so that they too can be recognized and celebrated for their contributions as well. The time frame of this secondary launch is anticipated for mid-January 2022.

These two initiatives will not only provide a new pool of individuals to partner with us, but also a stream of in-kind funds that are vital to the organization's budgetary constraints.

### **Attachment**

*Community Action Partnership of Kern – Volunteer Management CRM & CAPK Giving Network Launch PowerPoint*



DATE October 15, 2021  
TIME 10:00 am  
LOCATION Teams Meeting /  
5005 Business Park North  
Bakersfield, CA 93309  
TEAMS LINK [Click here to join the meeting](#)  
PHONE NUMBER (213) 204-2374 / ID: 199 331 771#

## Executive Committee Minutes

### 1. Call to Order

Committee Chair Curtis Floyd called the meeting to order at 10:01 am 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 (Chair), Janea Benton, Nila Hogan, Jonathan Mullings, Guadalupe Perez, Fred Plane (joined at 10:04 am)

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Officer; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; and Jeffrey Andrews from Cushman & Wakefield.

### 3. Public Comments

No one addressed the Committee.

### 4. New Business

- a. New COVID-19 Vaccine Mandate Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Jeremy Tobias provided an introduction that outlined the mandates issued by President Biden and said that in response, staff has worked with legal counsel to develop a policy for CAPK employees that allows for two types of exemptions.

Lisa McGranahan provided the committee with the policy highlights and said that HR staff will begin reaching out to the non-responsive employees next week.

Pastor Mullings inquired about the Religions Exemptions and said that he has an issue about signing a religious exemption and noted that many individuals have very strong faith-based beliefs but may not attend services on a regular basis. They will not be able to find a religious leader to sign off on their religious exemption. Furthermore, Pastor Mullings said he feels uncomfortable requiring staff to seek a religious leader sign off on the form. Lisa McGranahan said that from the legal and HR perspective, there needs to be consistency.



Tracy Webster said that the Head Start staff has no option to opt out. Curtis Floyd believes that a requirement to have a religious leader sign the form is unconstitutional and suggested that he speak with CAPK's legal counsel to review the options.

Janea Benton asked if the Federal Government has issued formal guidelines. Tracy Webster said the Office of Head Start has not issued specific language yet, but there is a Safer Workforce Taskforce that issued documentation on 9/24/21. The CAPK wording is the same as that document and the main goal is to ensure all employees are safe.

Jeremy Tobias said that with these questions about the exemptions, the exemption forms are separate from the policy and there is pressure to approve the general policy because of the timeline to have all staff fully vaccinated prior to the January 1, 2022 deadline. One suggestion is we could allow the exemption forms to be set aside for now, to allow staff, Chair Curtis Floyd and the KDG attorneys to work through the legalities of the exemption forms.

Janea Benton said she is uncomfortable about moving forward without seeing language from the Federal Government. Tracy Webster said that she will send the Safer Workforce Taskforce documentation to the Committee. Lupe Perez asked about compensation for time off if an employee does not feel well after the vaccination. Lisa McGranahan said the compensation for illness related to the vaccination expired on September 30, 2021, however, employees can use their available sick or vacation time if necessary, and further stated that if employees do not have sick time accrual and find themselves without sick benefit accrual, their time off will be approved and not counted towards their attendance, but there is no pool of funds to cover their absence.

Curtis Floyd said that if an employee has side effects, the Board can approve the use of discretionary funds or a special leave time. Tracy Webster said it is better to have specific leave time per the OMB Guidelines. The special leave time is the cleanest way to handle it.

Jonathan Mullings said he appreciates the pressure staff is under, but feels there is a danger of overstepping religious beliefs.

Motion was made and seconded to request Curtis Floyd work with the CAPK attorneys to resolve the religious issue by Tuesday, October 19, 2021. Carried by a vote of five in favor and one opposition. (Plane/Perez)

Jeremy Tobias said the forms will be sent to the Executive Committee next week to review and will be added to the agenda for the Board Meeting on October 27, 2021. Curtis Floyd added that if there are no concrete guidelines from the Federal Government, he would not be willing to go forward.

## **5. Closed Session**

Motion was made and seconded to convene into closed session at 10:34 am. Carried by unanimous vote (Plane/Hogan).

### **a. Conference with Real Property Negotiators pursuant to Section 54956.8**

Property Address: 1300 18<sup>th</sup> Street, Bakersfield, CA 93301  
Agency Negotiator: Jeremy Tobias, Tracy Webster, Emilio Wagner, and Jeff Andrew

Negotiating Parties: Lee Development Group c/o Bynum & Associates  
Under Negotiation: Concerning price and terms

b. Reconvene into Open Session at 11:09 am.

**6. Closed Session Report**

Jeremy Tobias issued the closed session report and stated that the Executive Committee gave direction to staff and legal counsel on the described site.

**7. Next Scheduled Meeting**

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

**8. Adjournment**

The meeting was adjourned at 11:11 am.



## MEMORANDUM

To: Executive Committee

From: Lisa McGranahan, Director of Human Resources

Date: October 15, 2021

Subject: *Agenda Item 4a*: New COVID-19 Vaccine Mandate Policy – **Action Item**

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On September 9, 2021, President Biden announced his Path Out of the Pandemic: COVID-19 Action Plan. One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

To help ensure the safety of students, families, and their communities, the President's plan includes requirements that teachers and staff at Head Start and Early Head Start programs, teachers and child and youth program personnel at the Department of Defense (DOD), and teachers and staff at Bureau of Indian Education-operated schools get vaccinated. The Department of Health and Human Services (HHS) will initiate rulemaking to implement this policy for Head Start and Early Head Start programs, which provide comprehensive education and child development services to ensure that children are well prepared for kindergarten.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

### **Recommendation**

Staff requests that the Executive Committee approve the new COVID-19 Vaccine Mandate policy.

### ***Attachments:***

*COVID-19 Mandatory Vaccination Policy*

*Medical Exemption Form*

*Religious Exemption Form*



# ADMINISTRATIVE POLICY AND PROCEDURE

**TITLE:** COVID-19 Mandatory Vaccination Policy

**APPROVED:**

**APPLIES TO:** Community Action Partnership of Kern Employees

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## **POLICY:**

On September 9, 2021, President Biden announced his [Path Out of the Pandemic: COVID-19 Action Plan](#). One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

## **AFFECTED EMPLOYEES:**

This policy applies to all current and new CAPK employees.

## **DEFINITION:**

*Fully vaccinated* – An employee is considered fully vaccinated if it has been at least 14 days since the employee received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United State, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For employees fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization (WHO).

*Medical Exemption* – This is an allowable exemption from the COVID-19 vaccination based on medical necessity and documented by a healthcare provider.

*Religious Exemption* – This is an allowable exemption from the COVID-19 vaccination based upon sincerely held religious beliefs and practices.

## **POLICY:**

By January 1, 2022, CAPK will require all employees to either (a) establish that they have been fully vaccinated; or (b) obtained an approved exemption as an accommodation. Employees who do not fulfill one of these two requirements and are not subject to accommodation and cannot perform essential job functions as a result, may be placed on unpaid leave and their employment subject to termination. Employees who qualify for a medical or religious exemption will be subject to weekly diagnostic testing.

To facilitate employees' ability to receive the vaccination, CAPK will consider timely requests for appropriate schedule changes.

To the extent feasible, CAPK will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations at no cost. If on-site vaccination is not feasible, CAPK will provide information for the vaccinations that may be available through the counties in which it operates.

#### **AVAILABILITY OF VACCINE APPOINTMENT:**

There are three different vaccines available in the State of California, Pfizer, Moderna and Johnson and Johnson. The [CDC website](#) has information regarding the different vaccines to include age limitations and time to full vaccination. All Californians ages 12 and up are eligible to get a vaccine. The links to the county websites are provided on the COVID-19 Resource Page. You can also visit the State of [California COVID 19 site](#) to sign up for the [My Turn system](#) or use the vaccine finder. Vaccinations may also be available from your local pharmacy or healthcare provider.

All employees may schedule vaccine appointments during work hours as operations and schedule permits. Hourly employees will be compensated their hourly rate for any time needed to complete the vaccination including time to travel to the closest available vaccination site in their county of residence during their normally scheduled hours. No compensation is given for vaccines outside of the employee's normally scheduled shift. Exempt employees are paid their normal rate of pay for the time.

When scheduling a vaccination appointment, employees and supervisors must be aware that some of the side effects listed by the [CDC](#) that occur with the vaccination overlap with COVID-19 symptoms. The protocols for COVID-19 entry into CAPK buildings remain in effect. CAPK is exercising caution in maintaining protocols due to the inability to distinguish between a side effect of a vaccination or COVID-19 infection. Should an employee have a side effect symptom that is also a COVID-19 symptom, the employee shall follow the COVID-19 Prevention Plan for return to work.

After they are fully vaccinated and established their vaccination status, employees will still be required to follow all COVID-19 policies, procedures, protocols and guidelines for vaccinated employees. Unless otherwise stated in a specific protocol that there is a difference for vaccinated employees, all policies, procedures, protocols, and guidelines apply to all employees regardless of vaccination status.

The [CDC Vaccine Website](#) contains information regarding authorized vaccines to include when an individual is considered fully vaccinated. For state specific information regarding vaccines, [COVID 19 CA](#) Vaccine site provides questions and answers.

#### **Timeline for Last Possible Vaccination:**

Pfizer:            November 26 First Shot  
                     December 17 Second Shot  
                     December 31 Fully Vaccinated

Moderna:        November 19 First Shot  
                     December 17 Second Shot  
                     December 31 Fully Vaccinated

J&J:             December 17 First and Only Shot  
                     December 31 Fully Vaccinated

### **AFTER VACCINATION:**

To establish that they are fully vaccinated, employees must present written evidence of immunization from an authorized healthcare provider or pharmacy. Employees are required to follow any COVID protocols for unvaccinated individuals until their vaccination status is verified. Vaccination documentation must be submitted to Human Resources.

### **REQUESTS FOR EXEMPTIONS AS ACCOMMODATIONS:**

CAPK cannot accommodate an issue that we are unaware of. It is incumbent on the employee to notify CAPK immediately and with clarity of any issue to request accommodation. To request an accommodation, please notify the Human Resources Department in writing at [covid-19@capk.org](mailto:covid-19@capk.org). Once CAPK is aware of the need for an accommodation, CAPK will engage in an interactive process to identify possible accommodations.

To assist any employee who applies for a medical or religious exemption, CAPK will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for CAPK and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

If you believe that you have been treated in a manner not in accordance with this policy, please notify CAPK immediately by speaking to the Director of HR and/or HR Administrator. You may request an accommodation without fear of retaliation.

### **DIAGNOSTIC SCREENING TESTING REQUIREMENTS:**

Due to the high risk to health and safety that COVID-19 poses to the workforce and clients, starting January 1, 2022, CAPK will require weekly diagnostic screening testing for employees who are not fully vaccinated.

Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Medical contraindication or Religious exempt employees are still subject to the testing requirement, since they are still potentially able to spread the illness. Given the challenges that COVID-19 has presented with respect to appointment availability, it is **strongly** recommended to employees that are expecting to participate in either the religious or medical exemption process, to begin doing so as soon as possible so as not to miss the January 1<sup>st</sup> mandated deadline.

Screening Test Requirements:

1. Asymptomatic unvaccinated or incompletely vaccinated employees are required to undergo weekly diagnostic screening testing.
2. Employees may choose either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated employees **must be tested at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.
3. All employees will be required to, prior to entering the work area, self-administer a rapid test which will be provided by CAPK. Falsification or other manipulation of either the testing process or reporting of results will be subject to disciplinary action; up to and including termination.
4. After each test, employees who are required to complete the screening test, will submit COVID Testing Form within Power App according to the log within the COVID Prevention Plan.
5. Employees who do not test in the 7 days, will not be permitted into any CAPK facility. Any absence where work on premise is required will be considered unexcused and subject to the HR Policy Manual section on Absenteeism and Tardiness.
6. CAPK will report employee COVID positive test results to local public health departments in accordance with the COVID Prevention Plan.

## Request for Accommodation: Medical Exemption from Covid-19 Vaccination

To request an exemption from required vaccinations, please complete Section 1 below and then submit this form (and a copy of your job description) to your health care provider and ask your provider to complete Section 2. Then, return this completed form to the CAPK human resources department. Please note, the completed form and any supporting materials or information are confidential.

### Section 1

Name (print):	Date:
Dept.:	Position:
Manager:	Work and Cell Phone Numbers:

I am requesting a medical exemption from Community Action Partnership of Kern's Mandatory Covid-19 Vaccination Policy.

I verify that the information I am submitting to substantiate my request for exemption from Community Action Partnership of Kern's vaccination policy is true and accurate to the best of my knowledge. I understand that any falsified information can lead to disciplinary action, up to and including termination.

I further understand that Community Action Partnership of Kern is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship for Community Action Partnership of Kern.

Employee Signature:	Date:
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## Section 2

### Medical Certification for Vaccination Exemption

Employee Name: \_\_\_\_\_

Dear Medical Provider,

Community Action Partnership of Kern requires vaccination against COVID-19 as a condition of employment related to the nature of our business—childcare and education. The individual named above is seeking an exemption to this policy due to a bona fide medical condition that contraindicates administration of the COVID-19 vaccine.

Please complete this form to assist Community Action Partnership of Kern in the reasonable accommodation process.

**I have reviewed the medical records and job description of the person named above. That person is, in my professional opinion, medically disqualified from receiving the COVID-19 vaccine due to:**

**This exemption should be:**

- ☐ Temporary, expiring on: \_\_/\_\_/\_\_, or when \_\_\_\_\_
- ☐ Permanent

I certify the above information to be true and accurate, and request exemption from the Covid-19 vaccination for the above-named individual.

Medical Provider Name (print):	
Medical Provide Signature:	Date:
Practice Name & Address:	Provider Phone:

**HR USE ONLY**

Date of initial request: \_\_/\_\_/\_\_

Date certification received: \_\_/\_\_/\_\_

Interactive Discussion Dates (if applicable):

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Evaluation of Impact (if any): \_\_\_\_\_

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Accommodation request:

☐ Approved \_\_/\_\_/\_\_

Describe specific accommodation details:

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☐ Denied \_\_/\_\_/\_\_

Describe why accommodation is denied:

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If the exemption is granted, list required alternative safety precautions required:

1. \_\_\_\_\_

2. \_\_\_\_\_

3. \_\_\_\_\_

Date discussed with employee: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_

## Request for Exemption from COVID-19 Vaccine: Sincerely Held Religious Belief

To request a religious exemption from the Community Action Partnership of Kern (CAPK) COVID-19 required vaccinations, please complete Section 1 below and then submit this form (and a copy of your job description) to your religious leader and ask your religious leader to complete Section 2. Then, return this completed form to the human resources department. Please note, the completed form and any supporting materials or information are confidential.

### Section 1 – Completed by Employee

Name (print):	Date:
Dept.:	Position:
Supervisor/Manager:	Work and Cell Phone Numbers:

I am requesting a religious exemption from the CAPK Covid-19 Vaccination requirement.

I verify that the information I am submitting to substantiate my request for exemption from CAPK's vaccination requirement is true and accurate to the best of my knowledge. I verify that request for exemption is due to a **sincerely held** religious belief. I understand that any falsified information can lead to disciplinary action, up to and including termination.

I further understand that the Company is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship (more than de minimis cost) for CAPK.

Employee Signature:	Date:
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## Section 2: To be completed by Religious Leader

Length of time the accommodation of vaccine exemption is needed:

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Describe the religious belief or practice that necessitates this request for exemption from the CDPH mandated COVID Vaccine:

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Describe any accommodations that might address the needs identified by the sincerely held religious belief:

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In some cases, the Company will need to obtain additional information and/or documentation about your religious practice(s) or belief(s). We may need to discuss the nature of your religious belief(s), practice(s) and accommodation with your religion's spiritual leader (if applicable) or religious scholars to address your request for an exception.

As such, your religious leader must provide contact information and sign this request for a religious accommodation.

Religious leader's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

Religious Institution Name: \_\_\_\_\_

Religious Institution Address: \_\_\_\_\_

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Religious Leader's Signature: \_\_\_\_\_

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

**Section 3: To be completed by Human Resources**

Date of initial request: \_\_/\_\_/\_\_

Date certification received: \_\_/\_\_/\_\_

Interactive Discussion Dates (if applicable):

\_\_\_\_\_  
\_\_\_\_\_

Evaluation of impact (if any): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Describe specific accommodation details:

\_\_\_\_\_

Approved: \_\_\_\_\_ Denied: \_\_\_\_\_

If the exemption accommodation is granted, list required alternative safety precautions required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date discussed with employee: \_\_\_\_\_

If exemption accommodation not granted, explain why:

\_\_\_\_\_  
\_\_\_\_\_

Immediate supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Human resources: \_\_\_\_\_ Date: \_\_\_\_\_



DATE	October 20, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 198 922 740#

## Budget & Finance Committee Minutes

Per Governor's Executive Order N-2920, 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 Fred Plane called the meeting to order at 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Jonathan Mullings, Guadalupe Perez, Fred Plane, Ana Vigil

Absent: Janea Benton (Chair)

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; Freddy Hernandez, Director of Youth & Community Services; Emilio Wagner, Director of Operations; 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 September 2021 – Heather McCarley, Finance Administrator – **Info Item**

Heather McCarley presented the above informational reports to the Committee.

- b. Federal Volunteer Income Tax Assistance (VITA) Program One-Year Award – Freddy Hernandez, Director of Youth & Community Services – **Action Item**

Freddy Hernandez presented the VITA One-Year Award and noted it was a continuation of funding. Traco Matthews advised the Committee that the due date to return the agreement is Thursday, October 21, and asked Vice-Chair Fred Plane to authorize the Chief Executive Officer (CEO) to execute the agreement in advance of full Board approval on October 27, 2021. Authorization was granted for the CEO to execute the agreement.

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

- c. Call 2-1-1 Information and Referral Service Agreement with the County of Kern – Jennifer Jordan, 2-1-1 Kern Program Administrator – **Action Item**

Jennifer Jordan presented the above service agreement for approval and noted that this is a continuation of services in partnership with the County of Kern to provide rapid telecommunication system for all residents to obtain information and referral about government, and human services by calling 2-1-1. Staff recommends retroactive committee approval for the CEO to sign the agreement with the County of Kern.

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

- d. Application for Continued Funding of Early Head Start San Joaquin – Jerry Meade, HS Assistant Director-Programs – **Action Item**

Jerry Meade presented the above action item for approval, with resolution, for the 2022-2023 budget period.

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

- e. Application to Consolidate Head Start Grants – Jerry Meade, HS Assistant Director-Programs – **Action Item**

Jerry Meade presented the above action item for approval, with resolution, to submit the Annual Application with the Consolidated Head Start and Early Head Start Grants for the funding year 2022-2023.

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

- f. Profile – Health & Human Services Agency for the VITA CalEITC+ Program – Vanessa Cortez, Senior Community Development Specialist – **Action Item**

Vanessa Cortez presented the above action item for approval.

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

- g. Selection of Insurance Broker – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval and stated that the contract for the current insurance broker expires this year, and the agency released a Request for Proposal (RFP) for Insurance Broker / Consulting Services to include Employee Benefits, Property & Casualty and Workers Compensation. A committee was formed to review the proposals and the top 4 firms were granted interviews and the committee identified Bolton as the preferred. Fred Plane also said that Bolton came highly recommended from CAP SLO. Staff and the selection committee recommend approval of Bolton as the insurance broker and authorize the Chief Executive Officer to enter into negotiations and sign the contract(s) for an initial three-year term with a potential one (2) year option.

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

h. September 2021 Financial Statements – Tracy Webster, Chief Financial Officer – Action Item

Tracy Webster reported that it was not necessary to use the line of credit in September, nor has it been used for all of 2021. Tracy further reported on the status of the Central Kitchen, the State Department of Education Contracts earned revenue, the 17% increase of funds awarded to the MCAP program, and the Budget to Actual reports for the agency and the Indirect Fund.

**5. Committee Member Comments**

- Fred Plane thanked the presenting staff for staying on point and moving the agenda along.

**6. Next Scheduled Meeting**

Budget & Finance Committee  
12:00 pm  
Wednesday, November 10, 2021  
5005 Business Park North  
Bakersfield, CA 93309

**7. Adjournment**

The meeting was adjourned at 12:35 pm.





## MEMORANDUM

To: Budget and Finance Committee  
From: *Heather McCarley*  
Heather McCarley, Finance Administrator  
Date: October 20, 2021  
Subject: *Head Start - Kern*  
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

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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 September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 51% 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 57% of the budget.

### **Carryover Funds**

Overall expenditures are at 35% of the budget.

### **COVID Cares Funds**

Overall expenditures are at 74% of the budget.

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

Non-Federal share is at 63% 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 - September 30, 2021*

*Month 7 of 12 (58.3%)*

Prepared 10/14/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	10,000,522	4,622,109	5,378,413	46%	54%
FRINGE BENEFITS	2,787,432	1,475,081	1,312,351	53%	47%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	269,709	463,730	37%	63%
CONTRACTUAL	148,506	60,298	88,208	41%	59%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	1,914,630	834,195	70%	30%
INDIRECT	1,583,809	816,927	766,882	52%	48%
<b>TOTAL BASE FUNDING</b>	<b>18,002,533</b>	<b>9,158,754</b>	<b>8,843,779</b>	<b>51%</b>	<b>49%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	41,904	6,375	35,529	15%	85%
SUPPLIES	23,986	14,440	9,546	60%	40%
CONTRACTUAL	22,800	25,849	(3,049)	113%	-13%
OTHER	72,752	45,777	26,975	63%	37%
INDIRECT	16,144	9,350	6,794	58%	42%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>101,790</b>	<b>75,796</b>	<b>57%</b>	<b>43%</b>

**CARRYOVER**

SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	899,385	1,377,518	40%	60%
OTHER	20,000	0			
INDIRECT	231,443	0	231,443		
<b>TOTAL CARRYOVER</b>	<b>2,545,640</b>	<b>899,385</b>	<b>1,626,255</b>	<b>35%</b>	<b>65%</b>

**COVID CARES**

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	139,291	156,043		
OTHER	155,558	60,699	94,859		
INDIRECT	46,675	33,196	13,478		
<b>TOTAL COVID CARES</b>	<b>497,567</b>	<b>366,570</b>	<b>130,997</b>	<b>74%</b>	<b>26%</b>

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>21,223,326</b>	<b>10,526,499</b>	<b>10,676,827</b>	<b>50%</b>	<b>50%</b>
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**HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,567,638	911,248	656,390	58%	42%
CALIF DEPT OF ED	5,193,619	3,314,545	1,879,074	64%	36%
<b>TOTAL NON-FEDERAL</b>	<b>6,761,257</b>	<b>4,225,793</b>	<b>2,535,464</b>	<b>63%</b>	<b>37%</b>

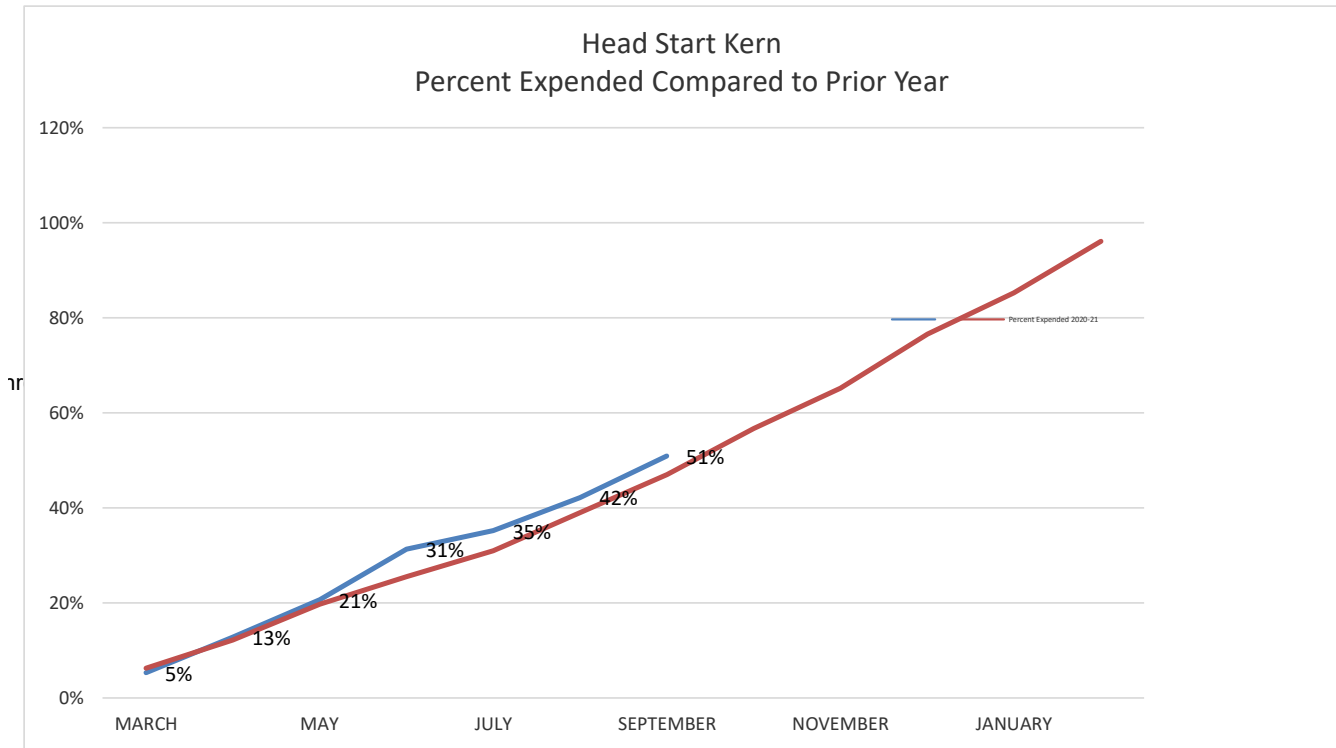
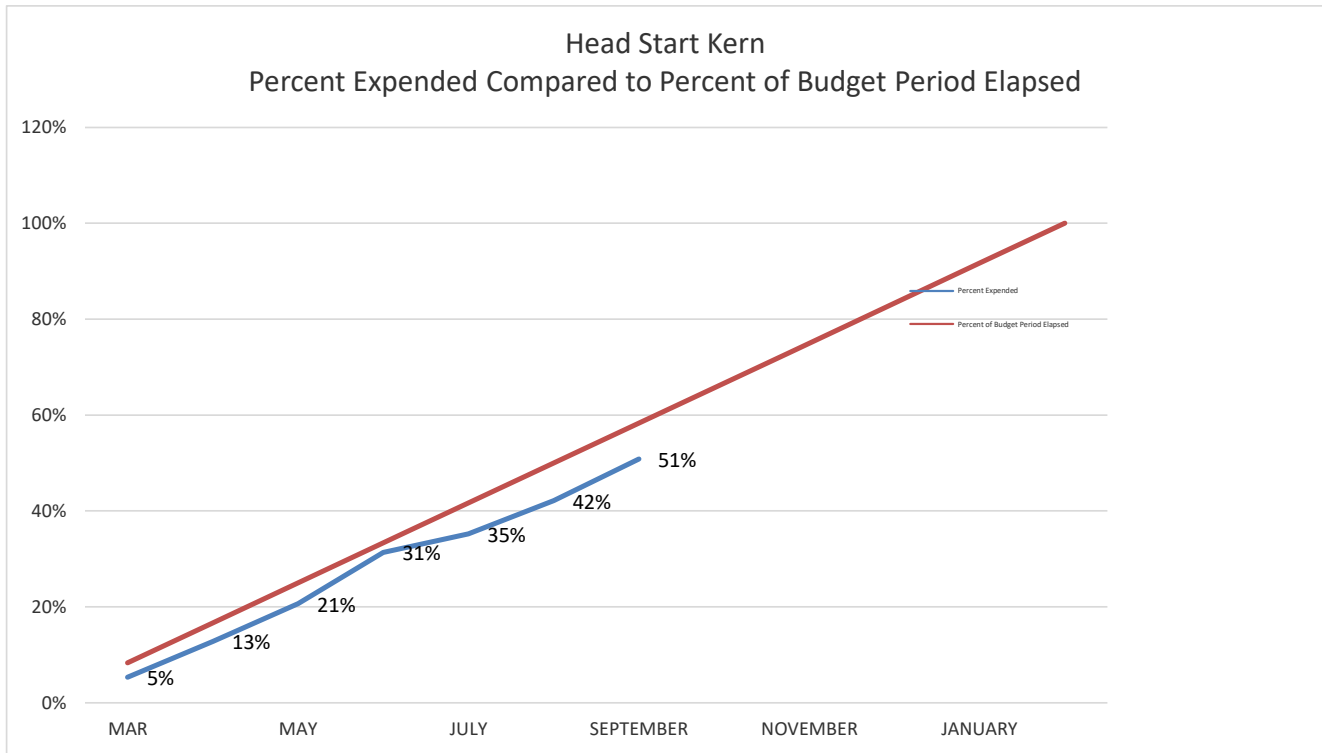
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

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

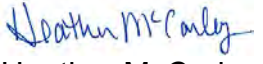
**Agency-Wide Credit Card Report**

	<b>CURRENT</b>	<b>1 TO 30</b>	<b>31 TO 60</b>	<b>61 TO 90</b>	<b>TOTAL</b>	<b>STATEMENT DATE</b>
<b>Wells Fargo</b>	29,614				<b>29,614</b>	10/15/2021
<b>Lowe's</b>	1,239.71				<b>1,240.00</b>	10/7/2021
<b>Smart &amp; Final</b>	81.38				<b>81</b>	10/1/2021
<b>Save Mart</b>	2,901.87				<b>2,902</b>	10/6/2021
<b>Chevron &amp; Texaco Business Card</b>	9,200				<b>9,200</b>	10/6/2021
<b>Home Depot</b>	404				<b>404</b>	10/5/2021
	<b>43,441</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>43,441</b>	





## MEMORANDUM

To: Budget and Finance Committee  
From:  Heather McCarley, Finance Administrator  
Date: October 20, 2021  
Subject: *Early Head Start - Kern*  
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

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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 September 30, 2021. Seven months (58.3%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 44% 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 49% of the budget.

### **Carryover Funds**

Overall expenditures are at 1% of the budget.

### **COVID Cares Funds**

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 - September 30, 2021  
Month 7 of 12 (58.3%)

Prepared 10/14/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	5,021,133	2,300,159	2,720,974	46%	54%
FRINGE BENEFITS	1,751,175	652,957	1,098,218	37%	63%
TRAVEL	0	0	0		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	161,339	322,105	33%	67%
CONTRACTUAL	36,432	22,662	13,770	62%	38%
CONSTRUCTION	0	0	0		
OTHER	920,158	474,517	445,641	52%	48%
INDIRECT	809,704	339,933	469,771	42%	58%
<b>TOTAL BASE FUNDING</b>	<b>9,022,046</b>	<b>3,951,569</b>	<b>5,070,477</b>	<b>44%</b>	<b>56%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	32,253	2,791	29,462	9%	91%
SUPPLIES	6,807	4,837	1,970	71%	29%
CONTRACTUAL	11,412	48,516	(37,104)	425%	-325%
OTHER	102,788	18,245	84,543	18%	82%
INDIRECT	15,326	7,423	7,903	48%	52%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>168,586</b>	<b>81,812</b>	<b>86,774</b>	<b>49%</b>	<b>51%</b>

**CARRYOVER**

SUPPLIES			0	#DIV/0!	#DIV/0!
CONTRACTUAL			0	#DIV/0!	#DIV/0!
CONSTRUCTION	4,208,158	60,926	4,147,232	1%	99%
OTHER		0	0		
INDIRECT	117,543	0	117,543		
<b>TOTAL CARRYOVER</b>	<b>4,325,701</b>	<b>60,926</b>	<b>4,264,775</b>	<b>1%</b>	<b>99%</b>

**COVID CARES**

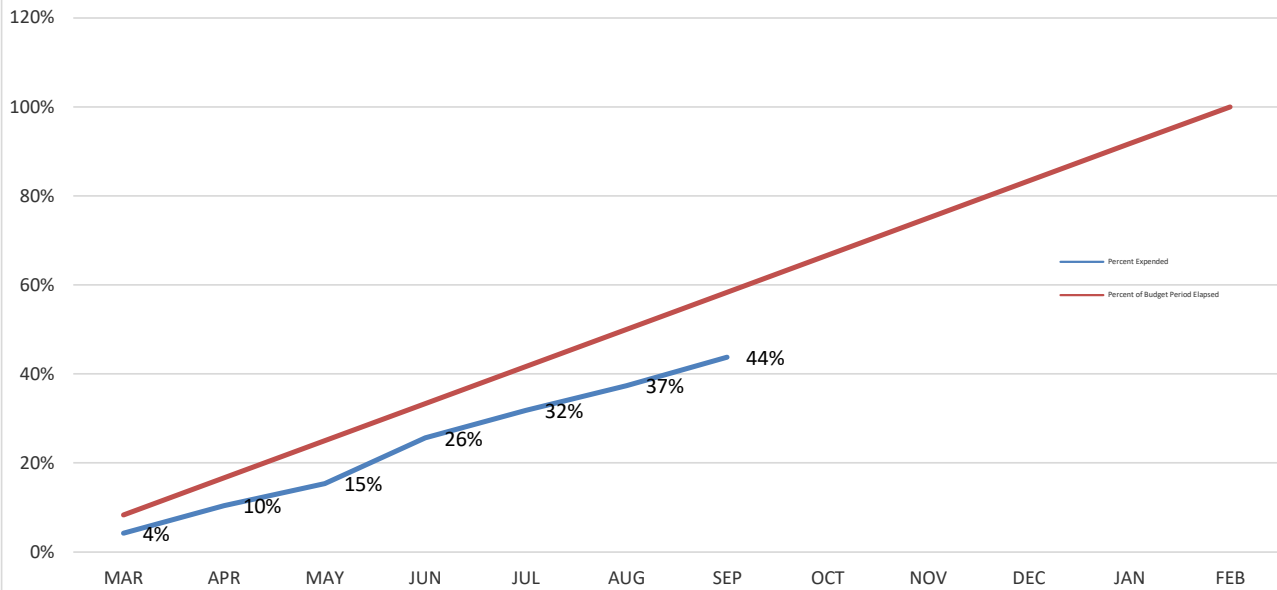
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	182	66,739	0%	100%
OTHER	18,194	19,457	(1,263)	107%	-7%
INDIRECT	9,068	11,103	(2,035)		
<b>TOTAL COVID CARES</b>	<b>94,182</b>	<b>94,413</b>	<b>(231)</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>13,610,515</b>	<b>4,188,720</b>	<b>9,421,796</b>	<b>31%</b>	<b>69%</b>
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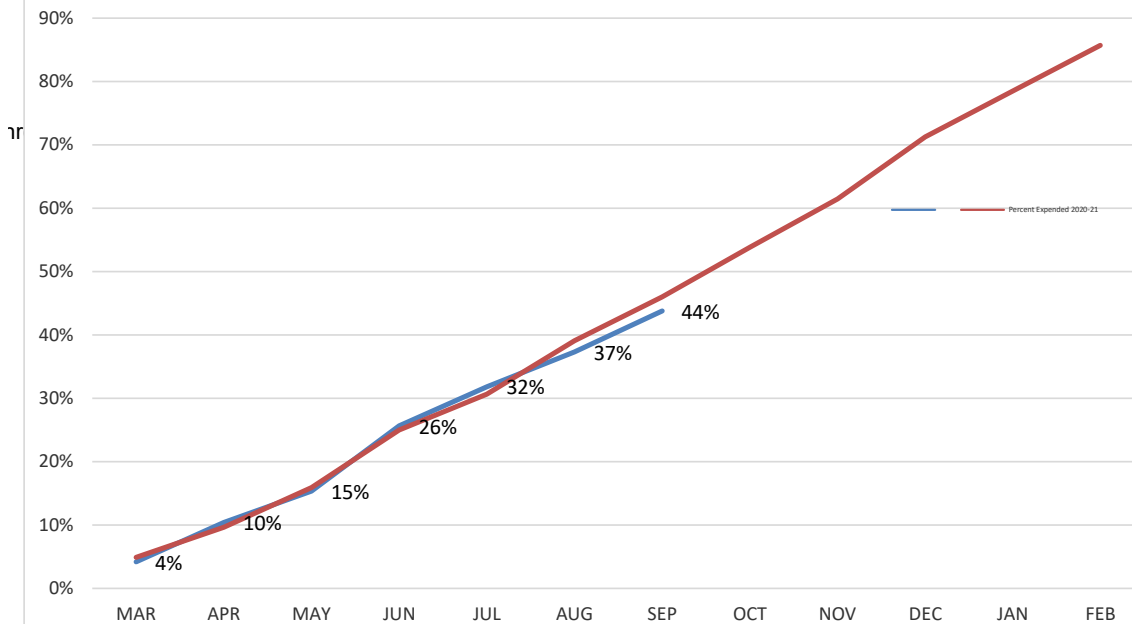
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

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



Early Head Start Kern  
Percent Expended Compared to Prior Year



**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 **August 31, 2021** (Month 6 of 12)  
 Percent of budget period elapsed: **50%**

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	36	10,225	40,535	25%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	144	16,006	20,268	79%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	1,968	79	15,211	60,803	25%
Broadway	40	9,072	8,492	6,658	0	0	804	95	25,122	40,535	62%
California City	34	7,983	7,727	3,833	0	0	492	136	20,171	34,455	59%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	0	72,232	23,308	310%
Delano	76	19,953	21,082	15,436	8,265	6,572	2,353	0	73,661	77,017	96%
East California	52	14,322	16,129	16,718	15,278	15,044	7,483	75	85,049	52,696	161%
Fairfax	40	8,429	9,246	5,856	0	0	1,529	127	25,187	40,535	62%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	55	32,160	40,535	79%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	5,600	0	60,674	158,087	38%
Heritage	20	5,914	6,825	3,362	0	0	397	109	16,607	20,268	82%
Home Base	123	12,960	10,178	8,707	6,057	6,723	3,784	0	48,409	62,323	78%
Lamont	20	3,352	4,009	406	1,055	1,485	0	0	10,306	20,268	51%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	5,192	0	183	34,465	72,963	47%
McFarland	20	2,099	2,182	1,391	0	0	985	161	6,817	20,268	34%
Mojave	20	7,890	10,296	5,212	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	1,557	0	27,588	60,803	45%
Pete H. Parra	128	9,302	10,728	9,209	0	0	0	0	29,238	129,713	23%
Planz	20	0	1,168	0	0	0	0	68	1,237	20,268	6%
Primeros Pasos	78	13,394	9,779	8,252	2,597	3,316	2,133	149	39,619	79,044	50%
Rosamond	80	5,024	6,643	2,972	1,649	0	0	51	16,340	81,070	20%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,361	0	15,390	40,535	38%
Seibert	40	0	0	0	0	0	0	0	0	40,535	0%
Shafter	20	3,661	2,948	2,292	1,198	0	0	145	10,244	20,268	51%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	1,094	73	11,930	25,334	47%
Sterling	124	7,380	8,415	7,213	8,151	7,074	1,170	73	39,475	125,659	31%
Sunrise Villa	20	2,328	1,874	651	1,718	0	789	0	7,361	20,268	36%
Taft	63	4,500	5,261	3,946	0	0	430	53	14,191	63,843	22%
Tehachapi	34	2,181	0	0	0	0	0	136	2,318	34,455	7%
Vineland	20	4,160	2,420	923	1,009	1,100	609	133	10,354	20,268	51%
Virginia	40	3,948	4,743	3,377	0	0	0	85	12,153	40,535	30%
Wesley	60	27,407	27,036	13,247	0	0	2,686	0	70,376	60,803	116%
Willow	55	5,130	4,162	2,753	0	0	762	0	12,807	55,736	23%
Administrative Services		0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	15,000	
Program Services		23	130	119	10,127	0	0	6,907	17,306	74,265	23%
<b>SUBTOTAL IN-KIND</b>	<b>1,763</b>	<b>240,533</b>	<b>249,365</b>	<b>180,185</b>	<b>105,391</b>	<b>78,122</b>	<b>50,954</b>	<b>9,074</b>	<b>913,625</b>	<b>1,813,530</b>	<b>50%</b>


State General Child Care*	218,706	214,532	221,798	216,097	167,020	182,708	187,329	1,408,189	2,821,834	50%
State Preschool*	395,510	387,783	334,094	184,445	165,206	155,454	233,778	1,856,270	3,865,832	48%
State Migrant Child Care*	9,413	9,710	9,016	9,016	4,013	4,161	4,756	50,085	125,833	40%
<b>SUBTOTAL CA DEPT of ED</b>	<b>623,628</b>	<b>612,025</b>	<b>564,909</b>	<b>409,558</b>	<b>336,238</b>	<b>342,324</b>	<b>425,863</b>	<b>3,314,545</b>	<b>6,813,499</b>	<b>49%</b>

**GRAND TOTAL** **864,161** **861,390** **745,094** **514,949** **414,360** **393,278** **434,937** **4,228,170** **8,627,029** **49%**

\*May include estimates



## MEMORANDUM

To: Budget and Finance Committee  
From:  Heather McCarley, Finance Administrator  
Date: October 20, 2021  
Subject: *Early Head Start – San Joaquin*  
Budget to Actual Report for the period ended September 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 September 30, 2021. Eight months (66.67%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 56% 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 66% of the budget. The combined personnel and fringe benefit expenses are at 66% of this budget.

### **Carryover Funds**

Overall expenditures are at 0% of the budget.

### **COVID Cares Funds**

Overall expenditures are at 100% of the budget.

### **Non-Federal Share**

Non-Federal share is at 96% 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 - September 30, 2021

Month 8 of 12 (66.67%)

Prepared 10/14/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	3,239,569	1,773,599	1,465,970	55%	45%
FRINGE BENEFITS	913,403	470,200	443,203	51%	49%
TRAVEL	0	10,092	(10,092)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	130,220	78,085	52,135	60%	40%
CONTRACTUAL	9,500	10,567	(1,067)	111%	-11%
OTHER	720,292	467,273	253,019	65%	35%
INDIRECT	498,077	269,867	228,210	54%	46%
<b>TOTAL</b>	<b>5,556,061</b>	<b>3,110,873</b>	<b>2,445,188</b>	<b>56%</b>	<b>44%</b>

**TRAINING & TECHNICAL ASSISTANCE FUNDS**

PERSONNEL	49,670	32,568	17,102	66%	34%
FRINGE BENEFITS	21,950	14,711	7,239	67%	33%
TRAVEL	3,260	1,809	1,451	55%	45%
SUPPLIES	6,815	748	6,067	11%	89%
CONTRACTUAL	7,345	8,100	(755)	110%	-10%
OTHER	19,301	14,084	5,217	73%	27%
INDIRECT	10,834	7,194	3,640	66%	34%
<b>TOTAL</b>	<b>119,175</b>	<b>79,214</b>	<b>39,961</b>	<b>66%</b>	<b>34%</b>

**CARRYOVER**

EQUIPMENT	21,035	0	21,035	0%	100%
SUPPLIES	29,804	0	29,804	0%	100%
CONTRACTUAL	8,000	0	8,000	0%	100%
OTHER	381,242	0	381,242	0%	100%
INDIRECT	41,905	0	41,905	0%	100%
<b>TOTAL</b>	<b>481,986</b>	<b>0</b>	<b>481,986</b>	<b>0%</b>	<b>100%</b>

**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%
<b>TOTAL</b>	<b>106,983</b>	<b>106,983</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>6,264,205</b>	<b>3,297,070</b>	<b>2,967,135</b>	<b>53%</b>	<b>47%</b>
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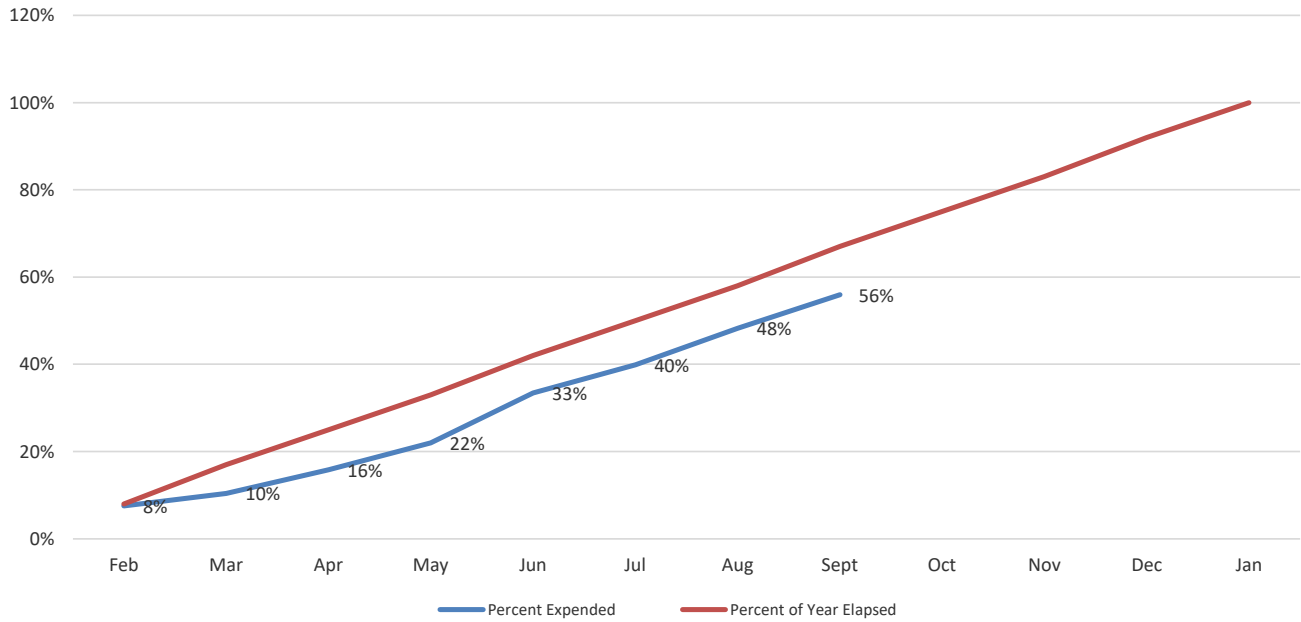
<b>NON-FEDERAL SHARE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	1,402,068	1,340,390	61,678	96%	4%
<b>TOTAL NON-FEDERAL FUNDS</b>	<b>1,402,068</b>	<b>1,340,390</b>	<b>61,678</b>	<b>96%</b>	<b>4%</b>

Centralized Administrative Cost 6.0%  
Program Administrative Cost 3.0%  
**Total Administrative Cost 9.0%**

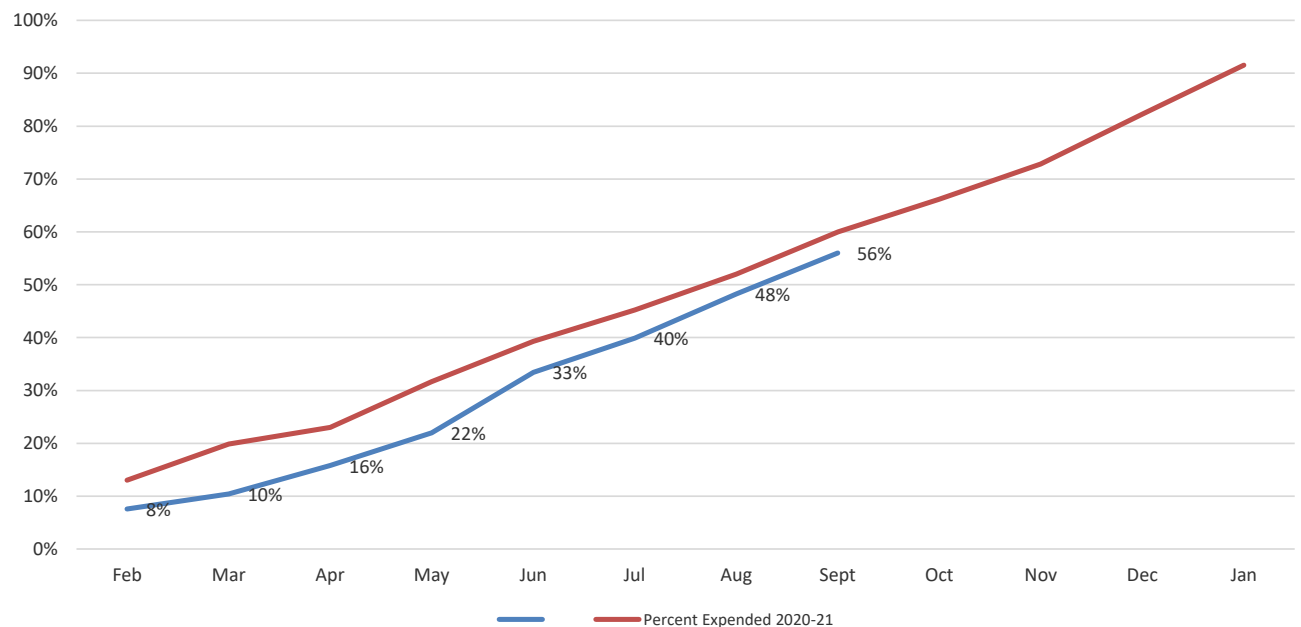
Budget reflects Notice of Award #09CH011406-02-02

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021

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 July 31, **2021** (Month 6 of 12)

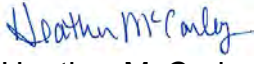
Percent of budget period elapsed: **50%**

LOCATION	FUNDED ENROLL- MENT	Feb	March	April	May	June	July	Aug	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,330	364	1,180	627	11,202	39,646	28%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,454	3,486	18,686	33,039	57%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	8,472	26,431	32%
Kennedy	16	1,188	858	927	699	844	1,095	1,260	6,870	26,431	26%
Lodi Home Base	35	0	6,413	5,295	1,712	3,093	871	0	17,384	28,909	60%
Lodi UCC	30	3,271	3,946	2,019	5,524	2,934	2,945	3,246	23,886	49,558	48%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	17,443	9,912	176%
Marci Massei	24	2,453	3,257	2,521	1,766	2,170	2,231	1,597	15,994	39,646	40%
St. Mary's	24	3,029	2,929	3,172	2,203	1,809	2,760	0	15,901	39,646	40%
Stockton Home Base	90	5,231	9,230	10,569	6,339	4,433	6,659	4,036	46,496	74,337	63%
Tracy Home Base	12	0	0	0	0	0	1,654	0	1,654	9,912	17%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,347	23,881	39,646	60%
Administrative Services		0	0	0	0	0	0	0	0	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	133,163	108,412	123%
Policy Council		0	0	0	0	0	0	0	0	1,000	0%
<b>SUBTOTAL IN-KIND</b>	<b>327</b>	<b>40,606</b>	<b>55,437</b>	<b>56,773</b>	<b>46,441</b>	<b>31,696</b>	<b>38,138</b>	<b>28,666</b>	<b>341,032</b>	<b>526,525</b>	<b>65%</b>
State General Child Care*		120,553	164,511	162,164	150,886	151,577	80,599	85,432	999,357	1,175,152	85%
<b>SUBTOTAL CA DEPT of ED</b>		<b>120,553</b>	<b>164,511</b>	<b>162,164</b>	<b>150,886</b>	<b>151,577</b>	<b>80,599</b>	<b>85,432</b>	<b>999,357</b>	<b>1,175,152</b>	<b>85%</b>
<b>GRAND TOTAL</b>		<b>161,159</b>	<b>219,948</b>	<b>218,937</b>	<b>197,327</b>	<b>183,273</b>	<b>118,737</b>	<b>114,098</b>	<b>1,340,389</b>	<b>1,701,677</b>	<b>79%</b>

\*May include estimates



## MEMORANDUM

To: Budget and Finance Committee  
From:  Heather McCarley, Finance Administrator  
Date: October 20, 2021  
Subject: *Early Head Start Child Care Partnerships*  
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

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The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021 through September 30, 2021. Seven months (58.3%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 37% 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 7% of the budget.

### **Carryover Funds**

Overall expenditures are at 2% of the budget.

### **COVID Cares Funds**

Overall expenditures are at 19% of the budget.

### **Non-Federal Share**

Non-Federal share is at 47% 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 - September 30, 2021

Month 7 of 12 (58.3%)

Prepared 10/14/2021

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	668,881	334,321	334,560	50%	50%
FRINGE BENEFITS	183,736	94,041	89,695	51%	49%
SUPPLIES	37,083	45,418	(8,335)	122%	-22%
CONTRACTUAL	1,091,504	199,028	892,476	18%	82%
OTHER	231,300	141,758	89,543	61%	39%
INDIRECT	215,164	76,342	138,822	35%	65%
<b>TOTAL BASE FUNDING</b>	<b>2,427,668</b>	<b>890,907</b>	<b>1,536,761</b>	<b>37%</b>	<b>63%</b>

**TRAINING & TECHNICAL ASSISTANCE**

TRAVEL	5,294	838	4,456	16%	84%
SUPPLIES	16,391	0	16,391	0%	100%
OTHER	29,393	695	28,698	2%	98%
INDIRECT	5,107	368	4,739	7%	93%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>56,185</b>	<b>4,054</b>	<b>52,131</b>	<b>7%</b>	<b>93%</b>

**CARRYOVER**

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	0	2,458,581	0%	100%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	39,000	(24,879)	276%	-176%
INDIRECT	4,412	0	4,412	0%	100%
<b>TOTAL CARRYOVER</b>	<b>2,507,114</b>	<b>39,000</b>	<b>2,468,114</b>	<b>2%</b>	<b>98%</b>

**COVID CARES**

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,917	70,818	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
<b>TOTAL COVID</b>	<b>112,302</b>	<b>20,948</b>	<b>95,554</b>	<b>19%</b>	<b>81%</b>

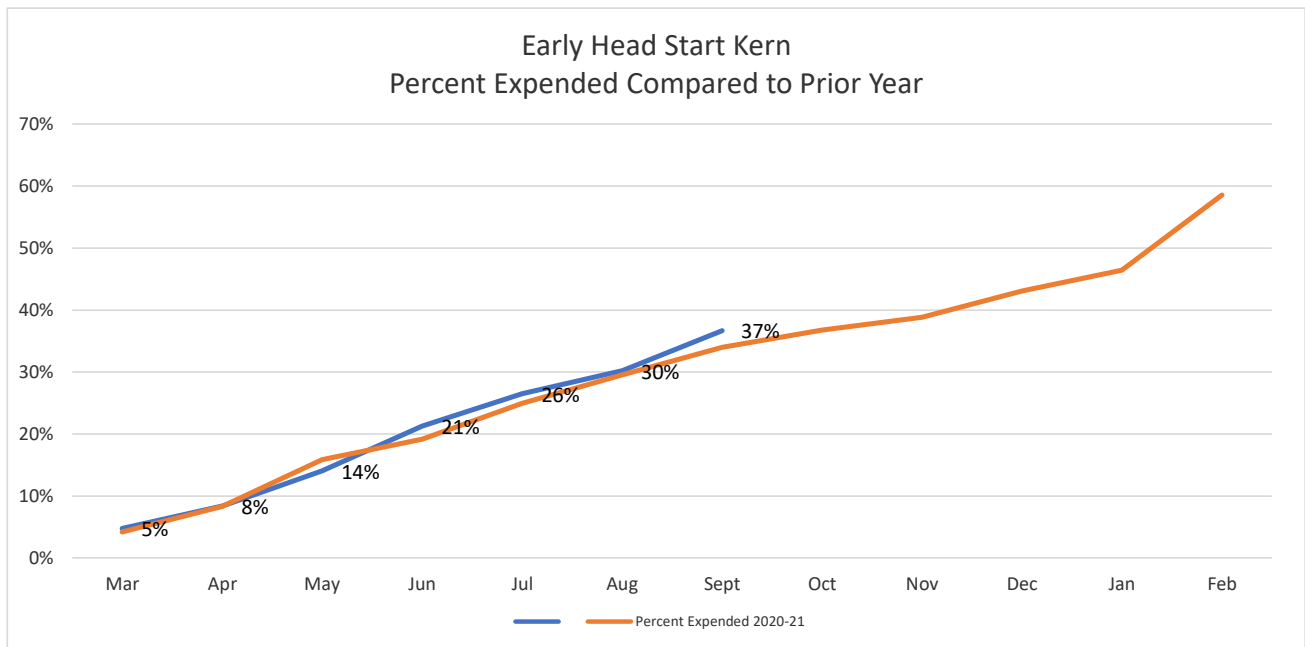
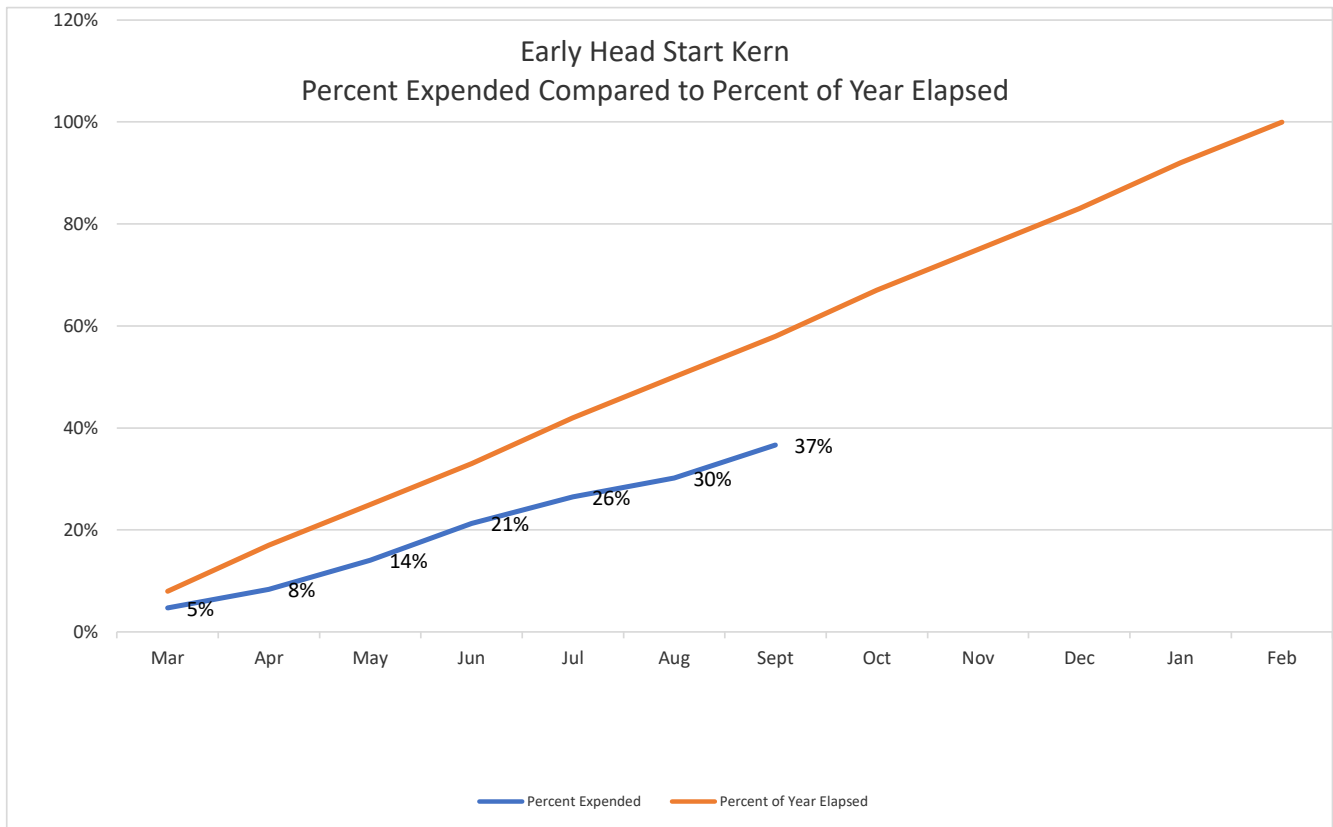
<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>5,103,269</b>	<b>954,910</b>	<b>4,152,560</b>	<b>19%</b>	<b>81%</b>
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**NON-FEDERAL SHARE**

<b>SOURCE</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
IN-KIND	588,256	164,028	424,228	28%	72%
<b>TOTAL NON-FEDERAL</b>	<b>588,256</b>	<b>164,028</b>	<b>424,228</b>	<b>28%</b>	<b>72%</b>

Budget reflects Notice of Award #09HP000163-03-02

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2021





## MEMORANDUM

To: Budget and Finance Committee of the Policy Council  
*Heather McCarley*  
From: Heather McCarley, Finance Administrator  
Date: October 20, 2021  
Subject: *American Rescue Plan Funding*  
Budget to Actual Report for the period ended September 30, 2021 – **Info Item**

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The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021 through September 30, 2021. Six months (50.0%) 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 14% 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 - September 30, 2021

Month 6 of 12 (50.0%)

Prepared 10/14/2021

<b>COVID</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
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%
<b>TOTAL</b>	<b>670,559</b>	<b>670,559</b>	<b>0</b>	<b>100%</b>	<b>0%</b>

#### American Rescue Plan Act

PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,593	162,341	36%	64%
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%
<b>TOTAL</b>	<b>2,665,802</b>	<b>371,475</b>	<b>2,294,327</b>	<b>14%</b>	<b>86%</b>

<b>GRAND TOTAL ARP FEDERAL FUNDS</b>	<b>3,336,361</b>	<b>1,042,034</b>	<b>2,294,327</b>	<b>31%</b>	<b>69%</b>
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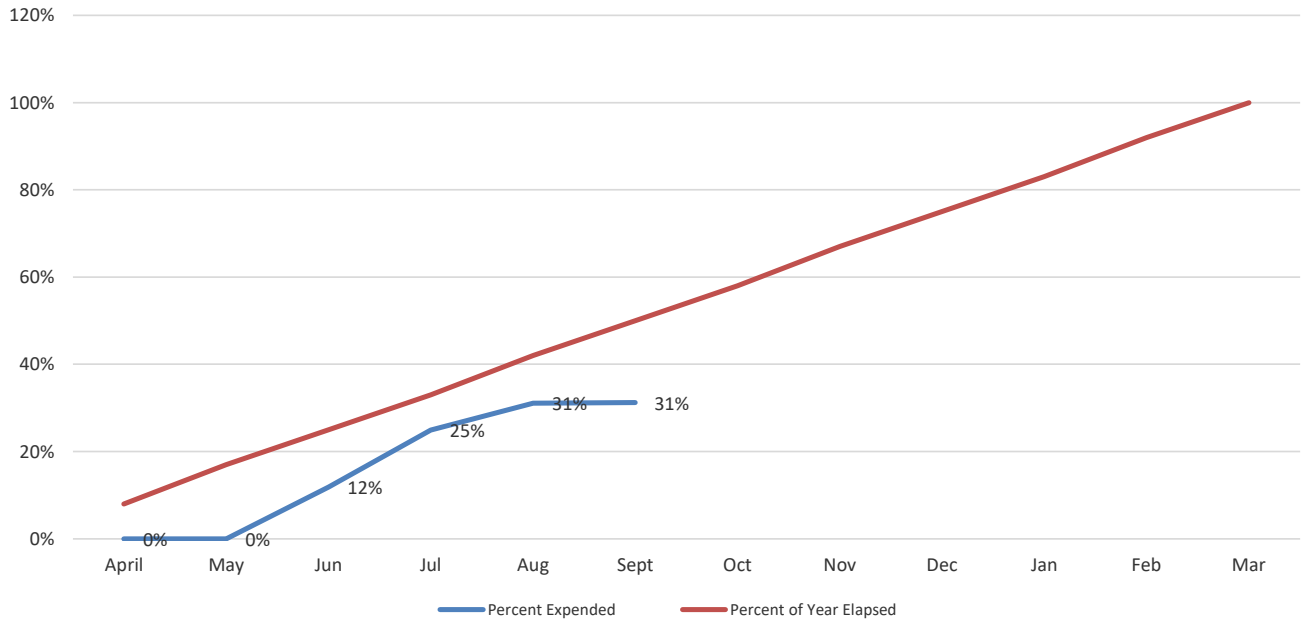
Centralized Administrative Cost	5.8%
Program Administrative Cost	0.0%
<b>Total Administrative Cost</b>	<b>5.9%</b>

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

Actual expenditures include posted expenditures and estimated adjustments through 9/31/2021



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





## MEMORANDUM

To: Budget & Finance Committee

From:   
Freddy Hernandez, Director of Youth & Community Services

Date: October 13, 2021

Subject: *Agenda Item 4b*: Federal VITA Volunteer Income Tax Assistance Program  
One Year Award – **Action Item**

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On October 1, 2021, the Volunteer Income Tax Assistance (VITA) program received a one-year award notice for the amount of \$200,693 from the Internal Revenue Service (IRS), to offer volunteer income tax assistance services to low-income individuals and families throughout Kern County. This is an increase of \$33,851 when compared to last year. The contract period will be from October 1, 2021 through September 30, 2022.

This project enables the VITA program to extend income tax assistant services to the underserved population in urban and non-urban areas in order to increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve the accuracy rate of returns. We are currently in the process of renegotiating an agreement with United Way of Kern, for the 2021 – 2022 grant year in order to assist with the tax preparation services provided throughout Kern County.

The project is funded as part of the IRS initiative to provide taxpayer education and to assist low-to moderate income individuals and families with free tax preparation services. Last year the VITA program filed 7,185 tax returns that generated \$12,129,258 of tax refunds to the county of Kern. This program supports the federal and state efforts to help low-income individuals and families to complete their annual taxes and receive financial support. The work connects to CAPK's mission and Strategic Goal 4, advocating for the low-income community of Kern County who are often not aware of the financial benefits when they file taxes. This program is designed to provide tax education, financial assistance, and support to a targeted population in Kern County.

### **Recommendation:**

Staff recommends the Budget and Finance Committee to approve the VITA contract and authorize the Chief Executive Officer to execute the contract.

### **Attachment:**

VITA – 22VITA0297

Form <b>13981</b> (April 2020)	Department of the Treasury - Internal Revenue Service <b>Grant Agreement</b>	<b>VITA</b>
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**General Federal Award  
Information**

Recipient name <b>COMMUNITY ACTION PARTNERSHIP OF KERN</b>	Federal Award Identifier Number (FAIN) <b>22VITA0297</b>
Recipient address <b>5005 Business Park North, Bakersfield, CA 85004</b>	Federal award date <b>October 1, 2021</b>
DUNS/UEI <b>072947617/MH2JA4FK2WK1</b>	Period of performance <b>October 1, 2021 to September 30, 2022</b>
Indirect cost rate <b>10%</b>	Amount of federal funds obligated <b>\$200693.00</b>
Budget approved <b>\$200693.00</b>	Total amount of federal funds obligated <b>\$200693.00</b>
Minimum federal returns to be accomplished by your program <b>7700</b>	Total amount of federal award <b>\$200693.00</b>
	Total cost sharing or matching required <b>\$200693.00</b>
	Multi-year period <input type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input type="checkbox"/> 3

**General Program Information**

CFDA number and name	21.009 Volunteer Income Tax Assistance (VITA) Matching Grant Program
Program source	20-2009
Federal award project description	This project enables the Volunteer Income Tax Assistance (VITA) program to extend services to underserved populations in hardest-to-reach areas, both urban and non-urban; increase the capacity to file returns electronically; heighten quality control; enhance training of volunteers; and improve significantly the accuracy rate of returns prepared at VITA sites.

**Contact Information for IRS Grant Officer**

Name <b>Turner Azell I</b>	
Address Internal Revenue Service 401 W. Peachtree St. Stop 402-D Atlanta, Georgia 30308	Email address <b>Azell.TurnerIII@irs.gov</b>
	Email grant acceptance <b>Grant.Program.Office@irs.gov</b>
	Email questions <b>Grant.Program.Office@irs.gov</b>

This **Grant Agreement** is entered into by the Internal Revenue Service, Department of the Treasury, United States of America, hereinafter referred to as IRS, and the recipient shown above and hereinafter referred to as recipient.

**Period of Performance:** The Grant Agreement covers the grant period shown above and is conditional on compliance with terms and conditions in [Publication 5247](#) on [IRS.gov](#). Recipients are cautioned to review the terms and conditions specific to this agreement in its entirety prior to signing. Expenses incurred before or after this period are not covered by this grant.

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing by the Director, Stakeholder Partnerships, Education and Communication, Wage and Investment Division, or their designee.

Your organization is an approved multi-year grant recipient. Your grant will be renewed in year two or year three, provided your organization meets the multi-year grant criteria as outlined in the application package for your initial multi-year award. Funding for the subsequent grant cycle may be increased or decreased, depending on the Congressional appropriation for the VITA Grant Program and your organization's performance during the grant cycle covered by this award.

Approved by an Authorized Representative of the Recipient

Jeremy T. Tobias  
Name (Print)

Chief Executive Officer  
Title (Print)


Signature \_\_\_\_\_ Date \_\_\_\_\_

Approved for the Internal Revenue Service by  
**Frank Nolden**

Name (Print)

**Director, Stakeholder Partnerships, Education & Communication**

Title (Print)

 10/1/2021  
Signature \_\_\_\_\_ Date \_\_\_\_\_



## MEMORANDUM

To: Budget and Finance Committee

From: Jennifer Jordan, 2-1-1 Program Administrator

Date: October 19, 2021

Subject: *Agenda Item 4c*: Call 2-1-1 Information and Referral Service Agreement with the County of Kern – **Action Item**

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Community Action Partnership of Kern's 2-1-1 Information and Referral Line is a vital service and support safety-net for the overall Kern community whereby members seek to obtain information about local/government services by calling 2-1-1. The value of the 2-1-1 program is known locally and across counties where other communities have contracted with our agency and team to help them face challenges and solve problems, with just a phone call.

July 1, 2020 to June 30, 2021, CAPK's 2-1-1 program answered 518,887 calls for individuals and families in need, including those impacted by the COVID-19 pandemic – with the assistance of 20 compassionate and professional Information and Referral Specialists. More recently, 2-1-1 staff stepped up to assist with calls for the Rental and Mortgage Assistance and Housing for the Harvest programs to help those adversely affected by COVID-19.

The Call 2-1-1 Information and Referral Service Agreement in partnership with the County of Kern will provide a rapid telecommunication system for all residents to obtain information and referral about government and human services by calling 2-1-1. The proposed agreement is a continuation of proposed services, now in year 2021, with a contract period July 1, 2021, ending June 30, 2022. Funding of \$45,000, an increase from \$41,700 in the 2020-2021 grant will be used for staffing to operate the 2-1-1 system in Kern County.

Services under the proposed agreement are in alignment with CAPK's Strategic Plan Goal #2.

**Recommendation:**

Staff recommends retroactive committee approval for CEO to sign agreement with the County of Kern for 2-1-1- Information and Referral Service, as presented.

**Attachment:**

*Agreement for Call 2-1-1 Information and Referral Service, County of Kern*

**AGREEMENT  
FOR  
CALL 2-1-1 INFORMATION AND REFERRAL SERVICE**  
(County of Kern – Community Action Partnership of Kern)

THIS AGREEMENT (“**Agreement**”), made effective this \_\_\_\_\_ (“**Effective Date**”), is by and between the COUNTY OF KERN, a political subdivision of the State of California (“**COUNTY**”), and the COMMUNITY ACTION PARTNERSHIP OF KERN, a California non-profit corporation (“**PARTNERSHIP**”). COUNTY and PARTNERSHIP are referred to herein individually as “**Party**” and collectively as “**Parties**”.

**RECITALS:**

The Board of Supervisors of the COUNTY may enter into agreements with organizations providing advice, assistance, and information to low-income, elderly, and disadvantaged residents of Kern County.

The Board of Supervisors desires a rapid telecommunication system for all residents to obtain information and referral about government services by calling 2-1-1.

PARTNERSHIP is actively collaborating with many community agencies to maintain and expand a 2-1-1 calling system in Kern County.

Funds were appropriated in the Fiscal Year 2020-21 County Budget in the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars to be used by contracting with PARTNERSHIP to provide a 2-1-1 Informational and Referral System (“**2-1-1 System**”).

**NOW, THEREFORE**, the Parties agree as follows:

1. During the term beginning July 1, 2020 and ending June 30, 2021, PARTNERSHIP will use the funds provided under this Agreement to operate the 2-1-1 System in Kern County.
2. In full consideration for all services rendered by PARTNERSHIP, COUNTY agrees to pay, and PARTNERSHIP agrees to accept, the sum of Forty-One Thousand, Seven Hundred (\$41,700) Dollars.
3. PARTNERSHIP shall be solely responsible for all costs and expenses of implementing and maintaining the 2-1-1 System. COUNTY’S sole obligation under and pursuant to the terms and provisions of this Agreement shall be the payment specified in **Paragraph 2**.
4. In the performance of all services under this Agreement, PARTNERSHIP shall be, and acknowledges that it is, in fact and law, an independent contractor and not an agent or employee of the COUNTY. PARTNERSHIP has and retains the right to exercise full supervision and control over the manner and methods of providing services to the COUNTY under this Agreement. PARTNERSHIP retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting PARTNERSHIP in the provision of services under this Agreement. With respect to PARTNERSHIP’S employees, PARTNERSHIP shall be solely responsible for the payment of wages, benefits and other compensation compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal State or local, and compliance with any and all other laws regulating employment.

5. PARTNERSHIP agrees to maintain and make available to the COUNTY accurate books and records relative to all of its activities under this Agreement. PARTNERSHIP shall permit the COUNTY to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, or other data related to all other matters covered by this Agreement. PARTNERSHIP shall maintain such data and records in an accessible location and condition for a period of not less than three years from the conclusion of the term specified in **Paragraph 1**, or until after the conclusion of any audit, whichever occurs last.
6. PARTNERSHIP agrees to indemnify, defend and hold harmless, the COUNTY, the COUNTY'S Board members, agents, 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, of whatever kind or nature (including, but not limited to, reasonable attorneys' fees of counsel retained by COUNTY, expert fees, costs of staff time and investigation costs) which arise out of or are in any way connected with any negligent or willful act or omission of PARTNERSHIP or its officers, agents employees, independent contractors, sub-contractors of any tier or authorized representatives arising out of this Agreement. Without limiting the generality of the forgoing, 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 PARTNERSHIP; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP; and any workers' compensation claim or suite arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERHIP by any person or entity. PARTNERSHIP shall also indemnify COUNTY from any and all liability or damages incurred by COUNTY from any improper expenditure of funds by PARTNERSHIP.
7. It is understood that PARTNERSHIP, in PARTNERSHIP'S performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind the COUNTY to any agreements or undertakings.
8. The COUNTY may immediately suspend or terminate this Agreement, in whole or in part where in the determination of the COUNTY there is:
  - a. An illegal or improper use of the funds provided by the COUNTY; or
  - b. A failure to comply with any term of this Agreement.

In no event shall any payment by the COUNTY constitute a waiver by the COUNTY of any breach of this Agreement or any default, which may then exist on the part of PARTNERSHIP. Neither shall such payment impair or prejudice any remedy available to the COUNTY with respect to the breach or default. The COUNTY shall have the right to demand of PARTNERSHIP the repayment to the COUNTY of any funds disbursed to PARTNERSHIP under this Agreement which in the judgment of the COUNTY were not expended in accordance with the terms of this Agreement. PARTNERSHIP shall promptly refund any such funds upon demand. In addition to immediate suspension or termination, the COUNTY may impose any other remedies available at law, in equity, or otherwise specified in this Agreement.

9. **INSURANCE.** PARTNERSHIP, in order to protect COUNTY and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of PARTNERSHIP's actions in connection with the performance of PARTNERSHIP's obligations, as required in this Agreement, shall secure and maintain insurance as described below.

PARTNERSHIP shall not perform any work under this Agreement until PARTNERSHIP has obtained all insurance required under this section and the required certificates of insurance and all required endorsements have been filed with the COUNTY's authorized insurance representative, Insurance Tracking Services Inc. (ITS). Receipt of evidence of insurance that does not comply with all applicable insurance requirements shall not constitute a waiver of the insurance requirements set forth herein. The required documents must be signed by the authorized representative of the insurance company shown on the certificate. Upon request, PARTNERSHIP shall supply proof that such person is an authorized representative thereof, and is authorized to bind the named underwriter(s) and their company to the coverage, limits and termination provisions shown thereon. The PARTNERSHIP shall promptly deliver to ITS a certificate of insurance, and all required endorsements, with respect to each renewal policy, as necessary to demonstrate the maintenance of the required insurance coverage for the term specified herein. Such certificates and endorsements shall be delivered to ITS prior to the expiration date of any policy and bear a notation evidencing payment of the premium thereof if so requested. PARTNERSHIP shall immediately pay any deductibles and self-insured retentions under all required insurance policies upon the submission of any claim by PARTNERSHIP or COUNTY as an additional insured.

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

PARTNERSHIP shall require any sub-contractors to provide workers' compensation for all of the subcontractors' employees, unless the sub-contractors' employees are covered by the insurance afforded by PARTNERSHIP. If any class of employees engaged in work or services performed under this Agreement is not covered by California Labor Code section 3700, PARTNERSHIP shall provide and/or require each sub-contractor to provide adequate insurance for the coverage of employees not otherwise covered. PARTNERSHIP shall also maintain employer's liability insurance with limits of one million dollars (\$1,000,000) for bodily injury or disease.

- b. Liability Insurance Requirements:

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

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

hired and non-owned vehicles used in the performance of services pursuant to this Agreement with coverage equal to the policy limits, which shall be at least 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 coverage equal to the policy limits, which shall not be less than one million dollars (\$1,000,000) per occurrence 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 the COUNTY and COUNTY's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
  - (3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
  - (4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, PARTNERSHIP, at PARTNERSHIP's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- c. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by PARTNERSHIP shall be maintained until the completion of all of PARTNERSHIP's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the PARTNERSHIP shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by PARTNERSHIP in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. PARTNERSHIP 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.
  - d. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.
  - e. If PARTNERSHIP is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, PARTNERSHIP shall provide coverage equivalent to the insurance coverages and endorsements required above. The COUNTY will not accept such coverage unless the COUNTY determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by PARTNERSHIP is equivalent to the above-required coverages.



- f. All insurance afforded by PARTNERSHIP pursuant to this Agreement shall be primary to and not contributing to all insurance or self-insurance maintained by the COUNTY. An endorsement shall be provided on all policies, except professional liability/errors and omissions, which shall waive any right of recovery (waiver of subrogation) against the COUNTY. A waiver of right of recovery (waiver of subrogation) is only required on Workers' Compensation policies when a PARTNERSHIP's personnel deliver or perform services for the COUNTY while on COUNTY property.
  - g. Insurance coverages in the minimum amounts set forth herein shall not be construed to relieve PARTNERSHIP for any liability, whether within, outside, or in excess of such coverage, and regardless of solvency or insolvency of the insurer that issues the coverage; nor shall it preclude the COUNTY from taking such other actions as are available to it under any other provision of this Agreement or otherwise in law.
  - h. Failure by PARTNERSHIP to maintain all such insurance in effect at all times required by this Agreement shall be a material breach of this Agreement by PARTNERSHIP. COUNTY, at its sole option, may terminate this Agreement and obtain damages from PARTNERSHIP resulting from said breach. Alternatively, COUNTY may purchase such required insurance coverage, and without further notice to PARTNERSHIP, COUNTY shall deduct from sums due to PARTNERSHIP any premiums and associated costs advanced or paid by COUNTY for such insurance. If the balance of monies obligated to PARTNERSHIP pursuant to this Agreement are insufficient to reimburse COUNTY for the premiums and any associated costs, PARTNERSHIP agrees to reimburse COUNTY for the premiums and pay for all costs associated with the purchase of said insurance. Any failure by COUNTY to take this alternative action shall not relieve PARTNERSHIP of the responsibility of obtaining insurance.
10. Any notice required or permitted to be given under this Agreement shall be in writing and shall be served by registered mail or personal service upon the other Party. When served by registered mails, service shall be conclusively deemed to be made three days after deposit with the United States Postal Service (postage prepaid) addressed to the Party to whom such notice is to be given as follows:

Notice to COUNTY shall be made to:

Clerk of the Board of Supervisors  
1115 Truxtun Avenue, 5<sup>th</sup> Floor  
Bakersfield, CA 93301

Notice to PARTNERSHIP shall be made to:

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

11. None of the funds provided under this Agreement shall be used for any political activity, or to further the election or defeat of any candidate for public office contrary to federal or State Laws, statutes, regulations, rules or guidelines. In addition, none of the funds provided or property purchased under this Agreement shall be used for purposes designed to support or defeat legislation before the Congress of the United States of America or the Legislature of the State of California.

12. No covenant or condition of this Agreement can be waived except by the written consent of the COUNTY. Forbearance or indulgence by the COUNTY in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by PARTNERSHIP. The COUNTY shall be entitled to invoke any remedy available to the COUNTY under this Agreement or by law or in equity despite said forbearance or indulgence.
13. 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.
14. No right or remedy herein conferred on or reserved to the COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
15. Each Party has 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.
16. 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 the COUNTY and PARTNERSHIP. 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 the COUNTY and PARTNERSHIP that any such person or entity, other than the COUNTY or PARTNERSHIP, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. PARTNERSHIP shall observe and comply with all applicable local, 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.

**REMAINDER OF PAGE INTENTIONALLY LEFT BLANK**

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement to be executed on the Effective Date.

COUNTY OF KERN

COMMUNITY ACTION PARTNERSHIP OF KERN

By: \_\_\_\_\_  
Chairman  
Board of Supervisors  
“COUNTY”

By: \_\_\_\_\_  
Jeremy T. Tobias, Chief Executive Officer  
Community Action Partnership of Kern  
“PARTNERSHIP”

APPROVED AS TO CONTENT:  
County Administrative Office

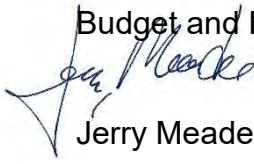
APPROVED AS TO FORM:  
Office of County Counsel

By: \_\_\_\_\_  
Ryan J. Alsop  
County Administrative Officer

By: \_\_\_\_\_  
Deputy County Counsel

# COMMUNITY ACTION PARTNERSHIP OF KERN

## MEMORANDUM

**To:** Budget and Finance  
  
**From:** Jerry Meade, Assistant Director - Programs  
**Date:** October 20, 2021  
**Subject:** *Agenda Item 4d:* Application for Continued Funding of Early Head Start San Joaquin – **Action Item**

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The Head Start and State Child Development division is requesting approval to submit an application for 2022-2023 funding of the Early Head Start (EHS) San Joaquin grant #09CH011406. Approval from the Board of Directors is required for the application due November 1, 2020.

The EHS San Joaquin application to be submitted will describe the program design and approach to delivery for the funding period 02/01/2022 – 1/31/2023. However, the Head Start / Early Head Start Consolidation application will begin March 1, 2022. The Office of Head Start has instructed program staff to submit an annual application but will in turn fund 1/12 of the SJC county annual grant. This one month of funding will close the gap between funding cycles ensuring services to children and families will continue uninterrupted for the month of February 2022.

The funding levels for the 12-month period 02/01/2022 through 01/31/2023 are:

- \$5,556,061 for program operations
- \$119,175 for training and technical assistance

Anticipated funding received for 1/12 of the period 02/01/2022 through 01/31/2023 are:

- \$463,005 for program operations
- \$9,931 for training and technical assistance

### **Recommendation**

Staff recommends that the Budget and Finance approves with resolution the submission of the application for continued funding of Early Head Start San Joaquin 09CH011406 for the 2022-2023 budget period.

### ***Attachments:***

*2022-2023 Budget Detail*  
*Resolution #2021-19*

Early Head Start  
San Joaquin County  
**2022-2023 Budget Detail**

**BUDGETED EXPENDITURES**

	2021-2022	2022-2023	VARIANCE	Comments
<b>PERSONNEL</b>	<b>4,790,584</b>	<b>4,997,946</b>	<b>207,362</b>	Variance is due to 2% COLA
<b>FRINGE BENEFITS</b>	<b>1,374,281</b>	<b>1,276,888</b>	<b>(97,393)</b>	Variance based on historical data
<b>TRAVEL</b>	<b>3,260</b>	<b>3,260</b>	<b>-</b>	
<b>EQUIPMENT</b>	<b>45,000</b>	<b>-</b>	<b>(45,000)</b>	No Equipment Budgeted
<b>SUPPLIES</b>				
Office Supplies	11,000	11,000	-	
Child and Family Services Supplies	80,720	80,720	-	
Food Services Supplies	6,500	6,500	-	
Other Supplies (e.g. janitorial, training)	38,815	38,815	-	
<b>TOTAL SUPPLIES</b>	<b>137,035</b>	<b>137,035</b>	<b>-</b>	
<b>CONTRACTUAL</b>				
Administrative Services	1,300	1,300	-	
Training & Technical Assistance	7,345	7,345	-	
Other Contracts	8,200	8,200	-	
<b>TOTAL CONTRACTUAL</b>	<b>16,845</b>	<b>16,845</b>	<b>-</b>	

**OTHER**

Rent	241,390	241,390	-	
Utilities, Telephone	133,975	133,975	-	
Building & Child Liability Insurance	12,000	12,000	-	
Building Maintenance/Repair	83,727	83,727	-	
Nutrition Services	288,145	288,145	-	
Child Services Consultants	5,000	5,000	-	
Parent Services	1,715	1,715	-	
Publications/Advertising/Printing	3,970	3,970	-	
Training or Staff Development	19,301	19,301	-	
Other	111,855	111,855	-	
<b>TOTAL OTHER</b>	<b>901,078</b>	<b>901,078</b>	<b>-</b>	

<b>INDIRECT</b>	<b>689,372</b>	<b>691,369</b>	<b>1,997</b>	Variance is due to no equipment purchase and the increase in overall budget from COLA
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**BUDGETED EXPENDITURES  
REVENUES**

**7,957,455      8,024,421      66,966**

	2020-2021 BUDGET	2020-2021 BUDGET REVISED	VARIANCE increase (decrease)	Comments
<b>STATE &amp; FEDERAL REVENUES</b>				
Early Head Start Operations	5,489,094	5,556,061	66,967	Increase from 2021 COLA
Early Head Start Training & Technical Assistance	119,175	119,175	-	
Child & Adult Care Food Program	144,527	177,633	33,106	Increased based on projected full enrollment
San Joaquin County of Education	846,988	2,171,552	1,324,564	Increased based on projected full enrollment
<b>TOTAL STATE &amp; FEDERAL REVENUES</b>	<b>6,599,784</b>	<b>8,024,421</b>	<b>1,424,637</b>	

**SUMMARY - 2022-2023**

TOTAL REVENUES	8,024,421
TOTAL BUDGETED EXPENDITURES	8,024,421
<b>DIFFERENCE</b>	<b>-</b>
<b>ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:</b>	<b>11.57%</b>



## RESOLUTION # 2021-19

### **A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Refunding Application for the Early Head Start San Joaquin**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 27, 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 Early Head Start, San Joaquin, Grant #09CH011406, has requested to submit an application for continued funding for the 2022-2023 budget year; and

**WHEREAS**, the Head Start and State Child Development Division is requesting \$5,556,061 for Program Operations and \$119,175 for Training and Technical Assistance; and

**WHEREAS**, the Office of Head Start requires that an authorized signatory be named for the Early Head Start San Joaquin 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 continued funding application for Early Head Start San Joaquin; 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 continued funding application for Early Head Start San Joaquin, #09CH011406.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 27th day of October 2021.

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date



## MEMORANDUM

**To:** Budget & Finance Committee



**From:** Jerry Meade, Assistant Director ~ Program

**Date:** October 20, 2021

**Subject:** *Agenda Item 4e:* Application to Consolidate Head Start Grants – **Action Item**

---

On August 25, 2021, the CAPK Board of Director approved the submission of a Letter of Intent to the Office of Head Start formally requesting the consolidation of the agencies Head Start and Early Head Start grants. Following the submission of the letter, program staff have been in development of the consolidated budget. Today, the Head Start and State Child Development Division is requesting approval from the Budget and Finance Committee to submit an annual funding application to the Office of Head Start with the consolidation of our Head Start and Early Head Start programs across Kern County and San Joaquin County. This application and subsequent budget consolidates the Head Start / Early Head Start Kern(09CH011132), Early Head Start San Joaquin County (09CH011406), and Early Head Start Child Care Partnership (09HP000163) grants.

The consolidated budget demonstrates the integration of revenue sources and expenditures. The new centralized data management system will provide our division with the flexibility required to operate all Head Start and Early Head Start funding efficiently. 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 that captures the division's full scope of funding and expenses.

This proposal was formulated through discussions with the Region IX Office, as well as with members of our Finance team. This consolidation will be effective March 1, 2022, upon approval from the Office of Head Start.

**Recommendation:**

Staff recommends the Budget and Finance Committee approve, with resolution, the submission of the Annual Application with the Consolidated Head Start and Early Head Start Grants for the funding year 2022-2023.

**Attachments:**

*Consolidated Budget Detail*  
*Resolution #2021-20*

**HEAD START & EARLY HEAD START KERN  
CHILD AND ADULT CARE FOOD PROGRAM  
CALIFORNIA DEPARTMENT OF EDUCATION  
2022-2023 COMBINED BUDGET DETAIL**

**BUDGETED EXPENDITURES**

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2021-2022	2022-2023	VARIANCE increase (decrease)	Comments
<b>PERSONNEL</b>	<b>27,148,536</b>	<b>27,933,258</b>	<b>784,722</b>	Increase to Minimum Wage
<b>FRINGE BENEFITS</b>	<b>8,191,589</b>	<b>8,269,261</b>	<b>77,672</b>	Slight increase in costs as CAPK
<b>TRAVEL</b>	<b>82,711</b>	<b>86,096</b>	<b>3,385</b>	Slight increase in costs to travel
<b>EQUIPMENT</b>	<b>45,000</b>	<b>100,000</b>	<b>55,000</b>	Two replacement maintenance vehicles and dump trailer
<b>SUPPLIES</b>				
Office Supplies	328,966	425,100	96,134	Increase to supply costs
Child and Family Services Supplies	783,169	1,218,518	435,349	Increase to supply costs
Food Services Supplies	92,380	93,000	620	
Other Supplies (e.g. janitorial, training)	233,670	224,584	(9,086)	
<b>TOTAL SUPPLIES</b>	<b>1,438,185</b>	<b>1,961,202</b>	<b>523,017</b>	
<b>CONTRACTUAL</b>				
Administrative Services	76,450	76,450	-	
Training & Technical Assistance	41,557	48,880	7,323	Additional use of Training Consultants (MyTeachStone)
Other Contracts	1,196,813	1,140,643	(56,170)	11 slots moved from Partners to Direct Services
<b>TOTAL CONTRACTUAL</b>	<b>1,314,820</b>	<b>1,265,973</b>	<b>(48,847)</b>	
<b>CONSTRUCTION</b>				
Construction Projects	-	767,972	767,972	Supplement of Costs to Construction Projects
<b>TOTAL CONSTRUCTION</b>	<b>-</b>	<b>767,972</b>	<b>767,972</b>	
<b>OTHER</b>				
Rent	959,020	960,519	1,499	Adjusted per inflation and lease agreements
Mortgage	297,840	297,840	-	
Utilities, Telephone	1,035,287	971,287	(64,000)	
Building & Child Liability Insurance	126,550	120,550	(6,000)	
Building Maintenance/Repair	975,316	933,796	(41,520)	Reduction in ongoing maintenance costs
Local Travel (children)	100	-	(100)	
Nutrition Services	1,267,824	1,576,490	308,666	Restoring food costs for full enrollment
Child Services Consultants	73,500	112,555	39,055	Reduction in Contracted Wellness Services
Volunteers	4,937	4,937	-	
Parent Services	17,340	16,490	(850)	
Publications/Advertising/Printing	92,280	89,030	(3,250)	
Training or Staff Development	224,234	285,145	60,911	Learning Management System costs
Other	539,268	541,561	2,293	
<b>TOTAL OTHER</b>	<b>5,613,496</b>	<b>5,910,200</b>	<b>296,704</b>	
<b>INDIRECT</b>	<b>4,265,379</b>	<b>4,489,387</b>	<b>224,008</b>	

**BUDGETED EXPENDITURES**                      **48,099,716**      **50,783,349**      **2,683,633**  
**REVENUES**

STATE & FEDERAL REVENUES	2021-2022 BUDGET	2022-2023 BUDGET	VARIANCE increase (decrease)	Comments
Head Start/EHS Program Operations	34,586,354	34,586,354	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	1,472,422	2,314,087	841,665	Restoring projected revenue for full enrollment
Estimated California Department of Education	11,519,409	13,361,375	1,841,966	Restoring projected revenue for full enrollment
<b>TOTAL STATE &amp; FEDERAL REVENUES</b>	<b>48,099,717</b>	<b>50,783,349</b>	<b>2,683,632</b>	

**SUMMARY - 2022-2023**

TOTAL REVENUES	50,783,349
TOTAL BUDGETED EXPENDITURES	50,783,349
<b>DIFFERENCE</b>	<b>-</b>
<b>ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:</b>	<b>13.88%</b>





## RESOLUTION # 2021-20

### **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 October 27, 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 an Annual Application that consolidates 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 ongoing; and

**WHEREAS**, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$34,586,354 in base funding and \$521,532 Training and Technical Assistance Funding, 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 a consolidate grant application for the Head Start and Early Head Start grants.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 27<sup>th</sup> day of October 2021.

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Curtis E. Floyd, Chair  
CAPK Board of Directors





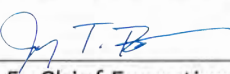
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Date

## Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	VITA
Funding Agency	Health and Human Services Agency	Project Name	CalEITC+
CFDA	N/A	Target Population	Low-income Californians (>\$30,000)
Reapplication (Y/N)	Yes	Number to be served	Pending
Estimated Request	\$628,542	Division Director	Freddy Hernandez
Award Period	12/1/21 - 6/30/22	Program Manager	Jacquelyn Guerra
<b>Project Goal (One sentence goal statement)</b>			
Increase the number of eligible Californians claiming the available tax credit(s) by providing information to raise awareness of CalEITC, YCTC, federal EITC, federal Child Tax Credit, as well as providing access to ITIN applications and free tax preparation.			
<b>Project Description (Brief one paragraph description)</b>			
Conduct CalEITC+ education and outreach activities that promote and maximize awareness of these state and federal returns. Messaging will focus on the purpose, benefits, eligibility criteria, and methods to claim the available credit(s) at no cost via free tax preparation assistance programs. CAPK will partner with a marketing firm to disperse action-oriented messaging that positively influences the amount of credits returned in the community. A culturally-tailored approach will drive efforts to engage diverse populations in the targeted area.			
<b>Estimated Budget Summary</b>			
Total requested funding amount: \$628,542 - 10 to 30 percent of the activities towards ITIN related activities - 35+ percent of the activities toward education and outreach - 35+ percent of the activities toward free tax preparation assistance.			

### Approvals:

 1. Division Director  2. Director of Administration  3. Chief Program Officer	10-14-21 Date 10-14-21 Date 10-14-21 Date	 4. Chief Financial Officer  5. Chief Executive Officer	10-14-21 Date 10-14-21 Date
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### Date Presented / Approved:

PRE Approval: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Executive Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_



## RESOLUTION 2021-21

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the County of Kern's 2021 California Earned Income Tax Credit Plus (CalEITC+)**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 27, 2021, at a scheduled 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 Executive Division has requested to submit a competitive funding application to the State of California's Health and Human Services Agency's Department of Community Services and Development for a six-month funding period; and

**WHEREAS**, the Executive Division requires that an authorized signatory be named for the CalEITC+ application; 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 an application to increase the number of eligible Californians claiming the available tax credit(s) by providing information to raise awareness of CalEITC, YCTC, Federal EITC, federal Child Tax Credit, as well as providing access to ITIN applications and free tax preparation; 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 the CalEITC+ funding application.

**APPROVED** by a majority vote of the Directors of Community Action Partnership of Kern, this 27<sup>th</sup> day of October 2021.

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date

## 2021 CalEITC+ Grant Application Cover Sheet

**Note:** The cover sheet is not scored but is a required element of the application.

APPLICANT INFORMATION	
APPLICANT NAME:	Community Action Partnership of Kern
FUNDING AMOUNT:	\$628,542
TARGET AREA:	10. Kern County/ Tulare County
<b>TYPE OF TAX EXEMPT ENTITY:</b>	
<input checked="" type="checkbox"/> PRIVATE NON-PROFIT <input type="checkbox"/> LOCAL PUBLIC ENTITY (STATE AGENCIES INELIGIBLE) <input type="checkbox"/> FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENT	
TAXPAYER ID #:	
MAILING ADDRESS:	5005 Business Park North
NAME OF EXECUTIVE DIRECTOR / CHIEF EXECUTIVE OFFICER:	Jeremy T. Tobias
PHONE NUMBER:	(661) 336-5236
EMAIL ADDRESS:	jtobias@capk.org
POINT OF CONTACT (POC) NAME: (for daily grant management)	Freddy Hernandez, Jacquelyn Guerra
POC PHONE NUMBER:	fhernandez@capk.org, jguerra@capk.org
POC EMAIL ADDRESS:	(661)336-5236 Ext.1114, (661) 336-5236 Ext. 3201
APPLICANT CERTIFICATION	
I certify by my signature below that my organization possesses <b>ALL</b> the following:	
A. Knowledge of the state and federal Earned Income Tax Credit (EITC) and free tax preparation assistance programs;	
B. Three (3) years of experience successfully providing, coordinating, and implementing education and outreach activities that serve low-income populations;	
C. The ability to provide education and outreach activities appropriate to the language and culture of the targeted population;	
D. The ability to collect and report reliable and valid data for all proposed activities; and	
E. Entity is in good standing with federal and state administering grant issuing agencies.	
<b>AUTHORIZED INDIVIDUAL'S NAME, TITLE, &amp; SIGNATURE</b>	NAME: <u>Jeremy T. Tobias</u>
	TITLE: <u>Chief Executive Officer</u>
	WRITTEN SIGNATURE: _____
	DATE: _____

CCC 04/2017

**CERTIFICATION**

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

<i>Contractor/Bidder Firm Name (Printed)</i> Community Action Partnership of Kern		<i>Federal ID Number</i> 95-2402760
<i>By (Authorized Signature)</i>  		
<i>Printed Name and Title of Person Signing</i> Jeremy T. Tobias, Chief Executive Officer		
<i>Date Executed</i>  	<i>Executed in the County of</i> Kern	

**CONTRACTOR CERTIFICATION CLAUSES**

1. **STATEMENT OF COMPLIANCE**: Contractor has, unless exempted, complied with the nondiscrimination program requirements. (Gov. Code §12990 (a-f) and CCR, Title 2, Section 11102) (Not applicable to public entities.)

2. **DRUG-FREE WORKPLACE REQUIREMENTS**: Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.

b. Establish a Drug-Free Awareness Program to inform employees about:

- 1) the dangers of drug abuse in the workplace;
- 2) the person's or organization's policy of maintaining a drug-free workplace;
- 3) any available counseling, rehabilitation and employee assistance programs; and,
- 4) penalties that may be imposed upon employees for drug abuse violations.

c. Every employee who works on the proposed Agreement will:

- 1) receive a copy of the company's drug-free workplace policy statement; and,
- 2) agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: the Contractor has made false certification, or violated the

certification by failing to carry out the requirements as noted above. (Gov. Code §8350 et seq.)

3. NATIONAL LABOR RELATIONS BOARD CERTIFICATION: Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court, which orders Contractor to comply with an order of the National Labor Relations Board. (Pub. Contract Code §10296) (Not applicable to public entities.)

4. CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT: Contractor hereby certifies that Contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

5. EXPATRIATE CORPORATIONS: Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

6. SWEATFREE CODE OF CONDUCT:

a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations website located at [www.dir.ca.gov](http://www.dir.ca.gov), and Public Contract Code Section 6108.

b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations,



or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

7. DOMESTIC PARTNERS: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

8. GENDER IDENTITY: For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

## **DOING BUSINESS WITH THE STATE OF CALIFORNIA**

The following laws apply to persons or entities doing business with the State of California.

1. CONFLICT OF INTEREST: Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

Current State Employees (Pub. Contract Code §10410):

1). No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.

2). No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.

Former State Employees (Pub. Contract Code §10411):

1). For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-making process relevant to the contract while employed in any capacity by any state agency.

2). For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (Pub. Contract Code §10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (Pub. Contract Code §10430 (e))

2. LABOR CODE/WORKERS' COMPENSATION: Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

3. AMERICANS WITH DISABILITIES ACT: Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

4. CONTRACTOR NAME CHANGE: An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

5. CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

a. When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.

b. "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.

c. Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good standing by calling the Office of the Secretary of State.

6. RESOLUTION: A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

7. AIR OR WATER POLLUTION VIOLATION: Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

8. PAYEE DATA RECORD FORM STD. 204: This form must be completed by all contractors that are not another state agency or other governmental entity.



**PAYEE DATA RECORD**

(Required when receiving payment from the State of California in lieu of IRS W-9)

STD. 204 (Rev. 6-2003)

<b>1</b>	<b>INSTRUCTIONS:</b> Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this <b>fully completed</b> form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. <b>NOTE:</b> Governmental entities, federal, State, and local (including school districts), are not required to submit this form.		
<b>2</b>	<b>PAYEE'S LEGAL BUSINESS NAME</b> (Type or Print) Community Action Partnership of Kern		
	<b>SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN</b> (Last, First, M.I.)		<b>E-MAIL ADDRESS</b>
	<b>MAILING ADDRESS</b> 5005 Business Park North		<b>BUSINESS ADDRESS</b> 5005 Business Park North
	<b>CITY, STATE, ZIP CODE</b> Bakersfield CA, 93309-1651		<b>CITY, STATE, ZIP CODE</b> Bakersfield CA, 93309-1651
<b>3</b>	<b>ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN):</b> 9   5   -   2   4   0   2   7   6   0		<b>NOTE:</b> Payment will not be processed without an accompanying taxpayer I.D. number.
<b>PAYEE ENTITY TYPE</b>	<input type="checkbox"/> <b>PARTNERSHIP</b> <b>CORPORATION:</b> <input type="checkbox"/> <b>ESTATE OR TRUST</b> <b>MEDICAL</b> (e.g., dentistry, psychotherapy, chiropractic, etc.) <b>LEGAL</b> (e.g., attorney services) <input checked="" type="checkbox"/> <b>EXEMPT</b> (nonprofit) <b>ALL OTHERS</b>		
<b>CHECK ONE BOX ONLY</b>	<input type="checkbox"/> <b>INDIVIDUAL OR SOLE PROPRIETOR</b> <b>ENTER SOCIAL SECURITY NUMBER:</b>       -       -		
	(SSN required by authority of California Revenue and Tax Code Section 18646)		
<b>4</b>	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California. <input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding. No services performed in California. Copy of Franchise Tax Board waiver of State withholding attached.		
<b>5</b>	<b>I hereby certify under penalty of perjury that the information provided on this document is true and correct.</b> <b>Should my residency status change, I will promptly notify the State agency below.</b>		
	<b>AUTHORIZED PAYEE REPRESENTATIVE'S NAME</b> (Type or Print) Jeremy T. Tobias		<b>TITLE</b> Chief Executive Officer
	<b>SIGNATURE</b>	<b>DATE</b>	<b>TELEPHONE</b> (661) 336-5236
<b>6</b>	<b>Please return completed form to:</b> <b>Department/Office:</b> <u>Community Services and Development</u> <b>Unit/Section:</b> <u>Accounting Unit</u> <b>Mailing Address:</b> <u>2389 Gateway Oaks Drive, Suite 100</u> <b>City/State/Zip:</b> <u>Sacramento, CA 95833</u> <b>Telephone:</b> (916) <u>576-5308</u> <b>Fax:</b> (____) _____ <b>E-mail Address:</b> <u>Ann.Roberts@csd.ca.gov</u>		

**PAYEE DATA RECORD**

STD. 204 (Rev. 6-2003) (REVERSE)

1	<p><b><u>Requirement to Complete Payee Data Record, STD. 204</u></b></p> <p>A completed Payee Data Record, STD. 204, is required for payments to all non-governmental entities and will be kept on file at each State agency. Since each State agency with which you do business must have a separate STD. 204 on file, it is possible for a payee to receive this form from various State agencies.</p> <p>Payees who do not wish to complete the STD. 204 may elect to not do business with the State. If the payee does not complete the STD. 204 and the required payee data is not otherwise provided, payment may be reduced for federal backup withholding and nonresident State income tax withholding. Amounts reported on Information Returns (1099) are in accordance with the Internal Revenue Code and the California Revenue and Taxation Code.</p>								
2	<p>Enter the payee's legal business name. Sole proprietorships must also include the owner's full name. An individual must list his/her full name. The mailing address should be the address at which the payee chooses to receive correspondence. Do not enter payment address or lock box information here.</p>								
3	<p>Check the box that corresponds to the payee business type. Check only one box. Corporations must check the box that identifies the type of corporation. The State of California requires that all parties entering into business transactions that may lead to payment(s) from the State provide their Taxpayer Identification Number (TIN). The TIN is required by the California Revenue and Taxation Code Section 18646 to facilitate tax compliance enforcement activities and the preparation of Form 1099 and other information returns as required by the Internal Revenue Code Section 6109(a).</p> <p>The TIN for individuals and sole proprietorships is the Social Security Number (SSN). Only partnerships, estates, trusts, and corporations will enter their Federal Employer Identification Number (FEIN).</p>								
4	<p><b><u>Are you a California resident or nonresident?</u></b></p> <p>A corporation will be defined as a "resident" if it has a permanent place of business in California or is qualified through the Secretary of State to do business in California.</p> <p>A partnership is considered a resident partnership if it has a permanent place of business in California. An estate is a resident if the decedent was a California resident at time of death. A trust is a resident if at least one trustee is a California resident.</p> <p>For individuals and sole proprietors, the term "resident" includes every individual who is in California for other than a temporary or transitory purpose and any individual domiciled in California who is absent for a temporary or transitory purpose. Generally, an individual who comes to California for a purpose that will extend over a long or indefinite period will be considered a resident. However, an individual who comes to perform a particular contract of short duration will be considered a nonresident.</p> <p>Payments to all nonresidents may be subject to withholding. Nonresident payees performing services in California or receiving rent, lease, or royalty payments from property (real or personal) located in California will have 7% of their total payments withheld for State income taxes. However, no withholding is required if total payments to the payee are \$1,500 or less for the calendar year.</p> <p>For information on Nonresident Withholding, contact the Franchise Tax Board at the numbers listed below:</p> <table border="0"> <tr> <td>Withholding Services and Compliance Section:</td> <td>1-888-792-4900</td> <td>E-mail address:</td> <td>wscs.gen@ftb.ca.gov</td> </tr> <tr> <td>For hearing impaired with TDD, call:</td> <td>1-800-822-6268</td> <td>Website:</td> <td>www.ftb.ca.gov</td> </tr> </table>	Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov	For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov
Withholding Services and Compliance Section:	1-888-792-4900	E-mail address:	wscs.gen@ftb.ca.gov						
For hearing impaired with TDD, call:	1-800-822-6268	Website:	www.ftb.ca.gov						
5	<p>Provide the name, title, signature, and telephone number of the individual completing this form. Provide the date the form was completed.</p>								
6	<p>This section must be completed by the State agency requesting the STD. 204.</p>								
	<p><b><u>Privacy Statement</u></b></p> <p>Section 7(b) of the Privacy Act of 1974 (Public Law 93-579) requires that any federal, State, or local governmental agency, which requests an individual to disclose their social security account number, shall inform that individual whether that disclosure is mandatory or voluntary, by which statutory or other authority such number is solicited, and what uses will be made of it.</p> <p>It is mandatory to furnish the information requested. Federal law requires that payment for which the requested information is not provided is subject to federal backup withholding and State law imposes noncompliance penalties of up to \$20,000.</p> <p>You have the right to access records containing your personal information, such as your SSN. To exercise that right, please contact the business services unit or the accounts payable unit of the State agency(ies) with which you transact that business.</p> <p>All questions should be referred to the requesting State agency listed on the bottom front of this form.</p>								



## MEMORANDUM

To: Budget and Finance Committee

From: Emilio G. Wagner, Director of Operations

Date: October 20, 2021

Subject: *Agenda Item 4g*: Selection of Insurance Broker – Emilio Wagner, Director of Operations – **Action Item**

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### Background

In June 2021, the Agency released a Request for Proposal for Insurance Broker/Consulting Services to include the following areas of insurance services:

- Employee Benefits
- Property and Casualty
- Worker's Compensation

A Committee was formed to review the proposals, which consisted of Tracy Webster, Chief Financial Officer, Emilio Wagner, Director of Operations, Lisa McGranahan, Director of Human Resources, Kerri Davis, Business Manager, and Laurie Sproule, Risk Management Supervisor.

Eight (8) proposals were received from qualified and established firms, and four (4) brokerage firms were identified by scoring the highest among all the proposals. The respondents were provided the option to bid on a single or multiple service lines (bundled), and the top four firms provided proposals on all services, however, that was not the determining factor in their selection.

The following are the four firms:

- Bolton
- Insurica
- Heffernan Insurance Brokers
- Clifford & Bradford

As an option, the Review Committee agreed to request presentations from the brokers, and created a larger panel for the interview portion, consisting of Tracy Webster, Chief Financial Officer, Lisa McGranahan, Director of Human Resources, Kerri Davis, Business Manager, and Laurie Sproule, Risk Management Supervisor, Board member Fred Plane, and Jeremy T. Tobias, CEO. The interviews were conducted on Monday, September 20, 2021 and after discussion and review of total score, the Committee identified Bolton as the preferred firm among the top four finalists.

### Recommendation

Staff and the committee recommend the Board of Directors to approve the selection of Bolton as the insurance broker for health benefits, property and casualty, and worker's compensation, and authorize the Chief Executive Officer to enter into negotiations and sign the contract(s). The contract will be for an initial three-year term with a potential one (2) year option.

**Attachment:**  
*Scoring Summary*

Community Action Partnership of Kern  
RFP Point Summary

**Proposal Review**

Lines	Possible Points	Andreini	Bolton	Clifford & Bradford	DerManouel	Heffernan	Insurica	USI
Property Casualty & Workers Compensation Summary	91	20.25	90	74.45	73	85.25	85.7	63.3
Health Summary	91	63.95	90	70.55	73	85.25	87.5	63.3
Average Score	91	42.1	90	72.5	73	85.25	86.6	63.3

**Interview**

Reviewer	Possible Points	Bolton	Insurica	Clifford & Bradford	Heffernan
Jeremy Tobias	40	36	35	20	33
Lisa McGranahan	40	38	34	20	36
Kerri Davis	40	37	35	20	36
Fred Plane	40	36	36	20	37
Average Score	40	36.75	35	20	35.5



## BUDGET AND FINANCE COMMITTEE

OCTOBER 20, 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
<b><u>UNRESTRICTED</u></b>						
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
<b><u>RESTRICTED</u></b>						
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	CA1799L9D041901	08/01/20 - 07/31/21	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		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 - 12/31/20	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 SHELTER GRANTS PROGRAM CARES, CITY OF BAKERSFIELD
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 4,001,061	10.557 10.557	19 - 10139 19 - 10139	10/01/20 - 09/30/21 10/01/21 - 09/30/22	115 115	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 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	NALEO Education Foundation 2020 Census				X		
	<u>Homeless Services</u>						
275	County of Kern LBNC				X		
275-007	County of Kern LBNC - Start-up				X		

**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				
08/31/21	n/a				
09/30/21	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%
07/01/21 - 9/30/21	90 days	\$ 1,534.40	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 SEPTEMBER 30, 2021	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(91,343.06)
HEAD START/EARLY HEAD START	1,298,341.60
<b>SUBTOTAL</b>	<b>1,206,998.54</b>
CHILD DEVELOPMENT RESERVE No. 1	(0.30)
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	493,171.79
MIGRANT A/P	1,578,447.37
MIGRANT CHILD CARE	62,275.47
MIGRANT SPECIALIZED SERVICES	16,390.00
SAN JOAQUIN COE GENERAL CHILD CARE	622,425.55
STATE PRESCHOOL	2,947,644.71
<b>SUBTOTAL</b>	<b>5,720,354.59</b>
ANTHEM BLUE CROSS FOOD BANK	17,349.79
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	149,997.85
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(86,241.65)
EF&S	56.67
EFAP	(188,094.21)
FEEDING AMERICA SENIOR HUNGER	62,111.74
FOOD BANK	395,520.17
FOOD BANK EXPANSION	38,137.66
FOOD BANK CAPACITY PROGRAM	181,200.94
FOOD BANK - STATE	178,438.11
KAISER	95,000.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	28,910.00
TRADE MITIGATION	169.86
WONDERFUL FOUNDATION	4,829.25
<b>SUBTOTAL</b>	<b>877,386.18</b>
ENERGY	(189,483.68)
DOE WAP	44,227.68
LIHEAP	(287,697.78)
PG&E	(15,720.99)
DAP (Disgorgement Assistance Program)	(62,759.37)
TRANSFER NEGATIVE BALANCE	511,434.14
<b>SUBTOTAL</b>	<b>0.00</b>
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
<b>SUBTOTAL</b>	<b>2,000.00</b>
211	530,350.47
211 ENERGY UPGRADE CA PROGRAM	(12,035.86)
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(17,866.06)
CAL FRESH	(9,947.09)
CALEITC	(4,542.05)
CAPK FOUNDATION	(147,739.87)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(8,299.90)
COST POOLS	49,015.24
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,066.07
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(288,062.81)
CSBG	28,866.21
CSBG CARES ACT	283,208.01
CSBG DISCRETIONARY	(6,168.50)
DIFFERENTIAL RESPONSE	(25,151.80)
DIGNITY HEALTH	1,975.57
DISCRETIONARY FUND	1,985,624.24
ECONOMIC EMPOWERMENT	(0.31)
EAST KERN FAMILY RESOURCE CENTER	11,341.25
ESG CARES ACT HOMELESS SERVICES	(139,982.48)
ESG COORDINATED ENTRY SERVICE - COVID19	(19,214.08)
FIRST 5 KERN 211	(13,811.67)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(34,692.65)
FIRST 5 HELP ME GROW	(18,394.10)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(32,572.01)
FRIENDSHIP HOUSE	(1,148.05)
FUNDRAISING	275,059.44
GAPP FUND	0.00
GENERAL FUND	(72,095.24)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(9,310.27)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(211,625.05)
HOUSING FOR THE HARVEST STATE	(154,651.22)
HUD-COORDINATED ENTRY SYSTEM	(39,555.20)
INDIRECT FUND	389,111.50
IRS - VITA	9,255.53
M ST NAVIGATION CENTER	18,671.91
NALEO - 2020 CENSUS	7,109.58
NEOPB CAL FRESH HEALTHY LIVING	(30,805.03)
POSITIVE YOUTH DEV SVC	(9,665.47)
POSITIVE YOUTH M	(35,804.00)
SHAFTER YOUTH CENTER	24,795.33
SIERRA FOUNDATION - ASTHMA MITIGATION	236,983.45
SILICON VALLEY COM FOUND MIGRANT ALTERNATIVE PYMT	(4.19)
SO CA EDISON - 211 CUSTOMER RELATIONS	0.01
UNITED WAY 211	981.55
UW STANTISLAUS 211 RENTAL ASSISTANCE	(9,343.01)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	50,936.84
WELLS FARGO FOUNDATION	46,981.80
WIC	(590,242.51)
LESS: ENERGY NEGATIVE BALANCE	(511,434.14)
ADD: LINE OF CREDIT	
<b>SUBTOTAL</b>	<b>1,627,155.92</b>
<b>TOTAL OPERATING CASH</b>	<b>9,433,895.23</b>



## **COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)**

### **WELLS FARGO BANK ACCOUNTS**

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.
2. Head Start Accrued Vacation: This is an interest bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.
3. CSD Advances Account: This is an interest bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.
4. On-Line Donations Account: This is an interest bearing restricted bank account that is designated for internet donations to CAPK. The deposits are subsequently transferred to the Operating Account.
5. Child Development Reserve #1: This is an interest bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Child Care (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.
6. Child Development Reserve #2: This is an interest bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN  
5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED  
September 30, 2021

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	09/30/21		9,998,354.65
LESS: OUTSTANDING CHECKS		564,459.42	
ADJUSTED BANK BALANCE AT	09/30/21		9,433,895.23
GENERAL LEDGER BALANCE AT	08/31/21		7,110,510.55
ADD: DEPOSITS		2,615,289.73	
US TREAS DRAWDOWNS		5,076,524.98	
FUNDS FROM OTHER GRANTS		951,727.83	
TRANSFERS FROM RESTRICTED ACCOUNTS		640,659.04	
ADP /HEALTH EQUITY REFUND		732.76	
REIMBURSEMENT OF ALTERED PAYEE		1,545.38	
		-	
		-	
		-	
LESS: CHECKS		2,384,357.36	
ADP PAYROLL 9/9/21		1,456,149.65	
ADP PAYROLL 9/23/21		1,447,864.05	
EFTS FOR HRA/HSA/ STD/403B		142,895.86	
REC LOAN PRINCIPAL/INT EXPENSES		31,767.68	
TRANSFERS FROM RESTRICTED ACCOUNTS		3.51	
CREDIT CARD		15,440.40	
BANK FEES		1,534.40	
ACH VOUCHERS		1,483,082.13	
GENERAL LEDGER BALANCE AT	09/30/21		9,433,895.23

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/05/2021  
APPROVED BY: Mary Webster TITLE: Chief Financial Officer DATE: Oct 11, 2021

*Louanna Canlas*

Oct 8, 2021

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

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING  
**September 30, 2021**

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

ACCOUNT NO.: XXXXX-X6256

<b>BANK BALANCE ENDING:</b>	<b>09/30/21</b>	<b>1,026,059.69</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE:</b>	<b>09/30/21</b>	<b>1,026,059.69</b>

<b>BALANCE PER G/L</b>	<b>08/31/21</b>	<b>1,025,924.76</b>
ADD:		
DEPOSITS		0.00
INTEREST		134.93
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
<b>BALANCE PER G/L</b>	<b>09/30/21</b>	<b>1,026,059.69</b>

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: 10/04/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 5, 2021



Oct 5, 2021

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

BANK RECONCILIATION FOR MONTH ENDING  
**September 30, 2021**

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

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 09/30/21 220,856.36**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 09/30/21 220,856.36**

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**BALANCE PER G/L 08/31/21 843,150.62**

ADD: DEPOSITS 3.51

INTEREST 83.61

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 622,381.38

**BALANCE PER G/L 09/30/21 220,856.36**

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\* 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: 10/11/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 11, 2021



Oct 11, 2021

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

BANK RECONCILIATION FOR MONTH ENDING  
**September 30, 2021**

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

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>09/30/21</b>	<b>67,948.39</b>
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
<b>ADJUSTED BANK BALANCE</b>	<b>09/30/21</b>	<b>67,948.39</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>08/31/21</b>	<b>84,901.88</b>
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,394.15	
PAYPAL DEPOSIT	0.00	
INTEREST	10.44	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	17.45	
BANKCARD FEES	62.97	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	18,277.66	
	0.00	
<b>BALANCE PER GENERAL LEDGER:</b>	<b>09/30/21</b>	<b>67,948.39</b>

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

Difference: 0.00

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

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/08/21

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 11, 2021



Oct 8, 2021

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

BANK RECONCILIATION FOR MONTH ENDING  
**September 30, 2021**

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

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING: 09/30/21 11.95**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 09/30/21 11.95**

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**BALANCE PER G/L 08/31/21 11.95**

ADD: DEPOSITS 0.00

INTEREST 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 09/30/21 11.95**

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DIFFERENCE: 0.00

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PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/04/21

APPROVED BY:  TITLE: Chief Financial Officer DATE: Oct 5, 2021



Oct 5, 2021

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

BANK RECONCILIATION FOR MONTH ENDING  
**September 30, 2021**

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

ACCOUNT NO.: XXXXX-X2049

**BANK BALANCE ENDING: 09/30/21 35,000.04**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 09/30/21 35,000.04**

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**BALANCE PER G/L 08/31/21 34,995.44**

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 09/30/21 35,000.04**

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DIFFERENCE: 0.00

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PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/04/21

APPROVED BY:  TITLE: Chief Financial Officer DATE: Oct 5, 2021

  
Oct 5, 2021

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

<b>Cardholder</b>	<b>Position</b>	<b>Amount Charged</b>
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	2,227.24
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,177.40
Freddy Hernandez	Director of Youth and Community Services	2,743.75
Laurie Hughey		3,523.94
Traco Matthews	Chief Program Officer	2,228.22
Lisa McGranahan	Director of Human Resoures	1,406.25
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	1,819.57
Pritika Ram	Director of Administration	1,967.89
Jeremy Tobias	Chief Executive Officer	5,291.04
Emilio Wagner	Director of Operations	2,231.50
Tracy Webster	Chief Financial Officer	996.81
	Total	\$ 29,613.61





Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
						Transaction Count: 0
						Total: 0.00

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Gloria Barbero	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7058	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
Gloria Barbero Business credit card used for Child Plus Scramble Hotel Reservation for Rashi Strother and Nelly Mendoza.						
2 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
Gloria Barbero Business credit card used for Child Plus Scramble Hotel Reservation for Rashi Strother and Nelly Mendoza.						
3 9/2/2021	9/3/2021	Alg*air Bdxdfy		✓		168.00
Travel tickets to attend Child Plus Scramble.						
4 9/2/2021	9/3/2021	Alg*air Bdxdfy		✓		331.96
Travel tickets to attend Child Plus Scramble.						
5 9/17/2021	9/20/2021	Smore.Com		✓		149.00
Payment for Smore newsletters to communicate with families and staff						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
7 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
8 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
9 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
10 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
11 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						
12 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
Online Training on Challenging conversation (3 sessions)						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
14 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
15 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
16 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
17 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
18 9/17/2021	9/20/2021	Brazelton Touchpoints		✓		75.00
		Online Training on Challenging conversation (3 sessions)				
<hr/>						
19 9/27/2021	9/28/2021	Occupational Safety A		✓		83.95
		OSHA Training for maintenance staff.				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
20 9/27/2021	9/28/2021	Occupational Safety A		✓		83.95
OSHA Training for maintenance staff.						

Transaction Count: 20

Total: 2,227.24

Employee SignatureDate

Authorized Approver SignatureDate



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Yolanda Gonzales	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7009	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
6 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
2 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
5 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
3 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
4 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
4 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
3 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
5 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
2 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/31/2021	9/2/2021	Caesars Place Adv Rsvn		✓		217.69
1 out of 6 first night reservation hotel reservation room for staff attending the Child Plus Scramble in Las Vegas.						
<hr/>						
7 9/1/2021	9/3/2021	Marriott Copley Place		✓		309.22
Travel--2021 NCAP Annual Convention Hotel Stay--1st night.						
<hr/>						
8 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
<hr/>						
9 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
<hr/>						
10 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
<hr/>						
11 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
<hr/>						
12 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
Hotel Reservation for Child Plus Training in Las Vegas						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel Reservation for Child Plus Training in Las Vegas				
14 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel Reservation for Child Plus Training in Las Vegas				
15 9/22/2021	9/24/2021	Caesars Place Adv Rsvn				435.38
		Hotel for Child Plus Training in Las Vegas				
16 9/26/2021	9/27/2021	Smore.Com - Educator				79.00
		Annual Subscription for Ed & Sup				
						Transaction Count: 16
						<b>Total: 5,177.40</b>

Employee Signature

Date

Authorized Approver Signature

Date





Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Freddy Hernandez	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/22/2021	9/24/2021	Classic Charter				2,511.50
		2 Charter Busses for Shafter Youth Center - Whales Tail Grant				
2 9/28/2021	9/30/2021	Svm Prepaid Card				232.25
		Twenty (20) Chevron & Texaco Gas Cards, \$10 each, plus processing and shipping charges. For Oasis FRC for the Client Assistance Program				
						Transaction Count: 2
						Total: 2,743.75

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Laurie Hughey	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-9135	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/11/2021	9/13/2021	Motel 6 Bakersfield Co				679.20
		Motel 6 9/11-9/21 T. Pinkham- Covid				
<hr/>						
2 9/13/2021	9/14/2021	Naeh				325.00
		Virtual conference "Ending Homelessness" 9/21-9/24				
<hr/>						
3 9/13/2021	9/15/2021	Motel 6 Bakersfield Co				143.60
		Motel 6 9/13-9/16 E. Baker pending Covid test results (initial cost for 4 nights)				
<hr/>						
4 9/14/2021	9/14/2021	Uber Trip				8.98
		Uber transport 9/13 for E. Baker from M. Street to Motel 6				
<hr/>						
5 9/14/2021	9/16/2021	Motel 6 Bakersfield Co				71.80
		E. Baker 9/13/12				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/15/2021	9/17/2021	Motel 6 Bakersfield Co				600.00
		E. Baker 09/13/21-09/23/21				
<hr/>						
7 9/17/2021	9/20/2021	Motel 6				288.92
		R. Williams 09/17/21-09/27/21				
<hr/>						
8 9/18/2021	9/20/2021	Uber Trip				14.94
		Uber Transport 9/17 for R. Williams from M Street to Motel 6				
<hr/>						
9 9/20/2021	9/21/2021	Uber Trip				5.20
		Cancellation charge for Rhonda Williams				
<hr/>						
10 9/20/2021	9/22/2021	Motel 6				412.10
		R. Williams 09/17/21-09/27/21				
<hr/>						
11 9/21/2021	9/21/2021	Uber Trip				5.00
		Uber cancellation trip for E.Baker				
<hr/>						
12 9/21/2021	9/21/2021	Uber Trip				10.62
		Uber Transport for E.Baker from Motel 6 to M street				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/21/2021	9/23/2021	Motel 6				275.48
Motel 6 9/21-9/25 T. Eatherly						
14 9/23/2021	9/27/2021	Motel 6				609.19
Motel 6 9/23-10/2 L. Eddington Positive Covid						
15 9/25/2021	9/27/2021	Motel 6				73.91
L. Eddington 09/23/21-10/02/21						
						Transaction Count: 15
						Total: 3,523.94

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Traco Matthews	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-3726	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/6/2021	Marriott Copley Place				927.66
		Hotel Fee for Traco Matthews - NCAP Conference in Boston, MA				
<hr/>						
2 9/9/2021	9/10/2021	Naeh				325.00
		Registration fee for Sabrina Jones to attend National Alliance to End Homelessness conference				
<hr/>						
3 9/13/2021	9/15/2021	Mbay Front Desk				1,031.52
		Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				
<hr/>						
4 9/14/2021	9/16/2021	Mbay Front Desk				-831.52
		Credit Applied for Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				
<hr/>						
5 9/14/2021	9/16/2021	Mbay Front Desk				831.52
		Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/16/2021	9/20/2021	Mbay Front Desk				-400.00
Credit Applied to Hotel Fee for Rebecca Moreno to attend Clarity Connect Conference in Las Vegas, NV						
7 9/22/2021	9/23/2021	Eb 2021 Read For Succ				54.67
2021 Read For Success Breakfast						
8 9/28/2021	9/29/2021	Lassens Natural Foods-Bk				289.37
Specialty Items for Food Preparation at Central Kitchen						
						Transaction Count: 8
						Total: 2,228.22

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/8/2021	9/9/2021	Societyforhumanresource		✓		1,395.00
SHRM Annual Conference & Expo 2021 Virtual Registration						
2 9/10/2021	9/13/2021	Biometrics4all Inc				11.25
Relay Fees for running New Hire Fingerprints Invoice Period 08/01/2021-08/31/2021 Invoice Date 09/01/2021						

Transaction Count: 2  
Total: 1,406.25

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Jerry Meade	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-5025	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/3/2021	9/3/2021	National Cacfp Sponsors		✓		147.00
Registrationn for 3 staff to attend CACFP Virtual Summit (Lorenzo Maldonado, Isabel Urena, & Marguerite Sacedo)						
2 9/3/2021	9/6/2021	Marriott Copley Place				744.88
Purchase Marriott Copley Place for HS Director's lodging while attending the NCAP confernece in Boston.						
3 9/9/2021	9/9/2021	National Cacfp Sponsors		✓		98.00
Registration for 2 staff to attend CACFP Virtual Summit (Jennifer Johnson & Tyrone Trapp)						
4 9/13/2021	9/14/2021	Paypal		✓		29.00
Registration for Roslyn Cruz HVP-Registration for Pyramid Model Training						
5 9/13/2021	9/14/2021	Paypal		✓		29.00
Registration for Rhina Perez HVP-Registration for Pyramid Model Training						



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2021	9/14/2021	Paypal		✓		29.00
		Registration for Barbara Orson HVP-for Pyramid Model Training				
7 9/21/2021	9/22/2021	Paypal		✓		29.00
		Registration for Maegan Rouse HVP- for Pyramid Model Training				
8 9/21/2021	9/22/2021	Paypal		✓		29.00
		Registration for Connie Ramirez HVP- for Pyramid Model Training				
9 9/21/2021	9/22/2021	Qr-Code-Generator.Com		✓		83.88
		Purchase of QR Code for HS/EHS Enrollment in Social Media				
10 9/21/2021	9/22/2021					0.84
		Qr-Code-Generator.Com ~ Purchase of QR Code for HS/EHS Enrollment in Social Media transaction fee.				
11 9/24/2021	9/27/2021	Docebo		✓		199.99
		Registration for PD Team to attend Docobo Inspire virtual Conference - Olivia Kent				
12 9/24/2021	9/27/2021	Docebo		✓		199.99
		Registration for PD Team to attend Docobo Inspire virtual Conference - Elizabeth Williams				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/24/2021	9/27/2021	Docebo		✓		199.99
Registration for PD Team to attend Docobo Inspire virtual Conference - Jason Rojas						
						Transaction Count: 13
						<b>Total: 1,819.57</b>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Pritika Ram	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7074	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/1/2021			✓		4.68
Cross Border Transaction Fee - Merchant Banking Fee tied to Vennage, Inc. A business operating from Canada (No Receipt was Received)						
2 8/31/2021	9/1/2021	Vennage.Com		✓		468.00
Annual Subscription for graphic reporting tool.						
3 8/31/2021	9/1/2021	2021 Sjr Summit		✓		80.50
Registration Fee for L. McKay to attend the 10th Annual San Joaquin Valley Affordable Housing Summit from Sept. 21-23, 2021						
4 9/7/2021	9/8/2021	Stk*shutterstock				29.00
Monthly Fee for Stock Photos						
5 9/14/2021	9/15/2021	Ncaf				350.00
NCAF Virtual Conference - Registration for James Burger to attend virtual conference.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/17/2021	9/17/2021	Costco *photo Center				1,035.71
		Canvas Photos for Marketing CAPK Brand				

Transaction Count: 6

**Total: 1,967.89**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

**WELLS FARGO**

Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Jeremy Tobias	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7066	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/30/2021	9/1/2021	Creative Mobil10510014		✓		43.55
Transportation from Boston Airport to Hotel - NCAP Convention in Boston, MA						
<hr/>						
2 8/30/2021	9/6/2021	Marriott Copley Place		✓		1,236.88
Hotel Fee for J. Tobias - NCAP Convention in Boston, MA						
<hr/>						
3 8/31/2021	9/6/2021	Marriott Copley Place		✓		927.66
Hotel Fee for M. Panos - NCAP Convention in Boston, MA						
<hr/>						
4 8/31/2021	9/6/2021	Marriott Copley Place		✓		927.66
Hotel Fee for J. Mullings - NCAP Convention in Boston, MA						
<hr/>						
5 9/1/2021	9/3/2021	City Table		✓		319.64
Group Dinner during NCAP Convention in Boston. Attendees: J. Tobias, T. Matthews, F. Hernandez, Y. Gonzales, E. Contreras, M. Jara-Rangel, and J. Mullings. (S. Tobias meal paid w/personal cc)						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/3/2021	9/6/2021	Marriott Copley Place		✓		927.66
		Hotel Fee for M. Jara-Rangel - NCAP Convention in Boston, MA				
7 9/5/2021	9/6/2021	Creative Mobil10510014		✓		25.75
		Transportation from Hotel to Boston Airport - NCAP Convention in Boston, MA				
8 9/5/2021	9/7/2021	Rps Bakersfield		✓		70.00
		Parking Fee at Bakersfield Airport - NCAP Convention in Boston, MA				
9 9/15/2021	9/15/2021	Nna Services Llc				179.00
		National Notary Association - Registration fee for Paula Daoutis to attend required training to renew commission.				
10 9/16/2021	9/17/2021	Www.Calcapa.Org				50.00
		CalCAPA Leadership Convening Registration Fee for J. Tobias				
11 9/17/2021	9/20/2021	Eb 2021 Read For Succ				164.01
		Kern Literacy Council Read for Success Breakfast /Presentation. Tickets purchased for J. Tobias, Y. Gonzales, and L. Brooks				
12 9/19/2021	9/21/2021	Exxonmobil 99984692				69.23
		Gasoline for CEO's Agency Vehicle				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/27/2021	9/28/2021	Nationalcom				350.00
Registration Fee for J. Tobias - NCAF Virtual Conference (Documentation is attached)						
						Transaction Count: 13
						<b>Total: 5,291.04</b>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 9/1/2021 - 9/30/2021

**Statement Summary**

<b>Name</b>	Emilio Wagner	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-7041	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/6/2021	Marriott Copley Place				927.66
		CAP National Convention in Boston, MA Lodging booked for Board Member - originally reserved for Emilio Wagner				
<hr/>						
2 9/16/2021	9/17/2021	Msft * E0600frs5b				254.19
		Microsoft Azure - Software Support HS 6320-109/108-001-120-000-16-1-1 190.64/63.55				
<hr/>						
3 9/19/2021	9/20/2021	Onestepgpscom				209.25
		Monthly subscription renewal order with OneStepGps.com 6667-524-000-147-000-000-3-1				
<hr/>						
4 9/20/2021	9/21/2021	Mindbody				445.40
		Premier Basic monthly charge and subscription fee for September 2021 service.				
<hr/>						
5 9/23/2021	9/24/2021	Wagersassoc				395.00
		Licenses of HRS Pro to handle unclaimed property in Finance				
<hr/>						



Transaction Count: 5

**Total: 2,231.50**

**Employee Signature**

**Date**

**Authorized Approver Signature**

**Date**



Reporting Period : 9/1/2021 - 9/30/2021

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	9/1/2021 - 9/30/2021		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2021	9/1/2021	2021 Sjv Summit			✓	80.50
		San Joaquin Valley Affordable Housing Summit				
2 8/31/2021	9/1/2021	Lassens Natural Foods-Bk			✓	170.09
		Special diet food items				
3 9/8/2021	9/10/2021	Bakersfield Ice			✓	421.47
		Ice for Central Kitchen				
4 9/21/2021	9/23/2021	Bakersfield Ice			✓	324.75
		Central Kitchen fifty 20 lb bags of ice.				
Transaction Count: 4						<b>Total: 996.81</b>

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CENTRAL KITCHEN - BUDGET TO ACTUAL**  
**FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (7 OF 12 MONTHS OR 58.33%)**

Line Item	2021/22 Budget	3/1/21 - 2/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	481,291	37.8%	791,060
Head Start Subsidy	<u>623,738</u>	<u>704,130</u>	112.9%	<u>(80,392)</u>
Total Revenue	<u>1,896,089</u>	<u>1,185,421</u>	62.5%	<u>710,668</u>
Expenditures (Note B)				
Salaries	605,614	304,861	50.3%	300,753
Benefits	187,409	100,621	53.7%	86,788
Vehicle Gasoline, Repair/Maintenance	51,300	24,917	48.6%	26,383
Space Costs	94,700	63,935	67.5%	30,765
Supplies - Office & Food Service	86,000	64,787	75.3%	21,213
Equipment Repair/Maintenance & Lease	38,000	6,662	17.5%	31,338
Communication	13,000	7,827	60.2%	5,173
Risk Insurance	12,700	9,852	77.6%	2,848
Printing	1,000	71	7.1%	929
Hiring & Employee Costs	100	671	671.0%	(571)
First Aid	500	267	53.3%	233
Raw Food/Vended Meals	<u>586,803</u>	<u>479,042</u>	81.6%	<u>107,761</u>
Sub Total	1,677,126	1,063,513	63.4%	613,613
Adult Meals Prepared	51,251	71,005	138.5%	(19,754)
Indirect	<u>167,712</u>	<u>50,903</u>	30.4%	<u>116,809</u>
Total Expenditures	<u>1,896,089</u>	<u>1,185,421</u>	62.5%	<u>710,668</u>

	Prior Period	SEPTEMBER 2021	Cumulative
Total Meals Prepared and Vended (Note C)	333,844	54,774	388,618
Total Meals Claimed	<u>178,559</u>	<u>27,648</u>	<u>206,207</u>
Difference	155,285	27,126	182,411

Percentage Claimed to Prepared/Vended		50.5%	53.1%
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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 7/1/21 - 6/30/22 (2 OF 12 MONTHS = 16.67%)**

Contract CMAP-1000	July 2021	Aug 2021	Sept 2021	Oct 2021	Nov 2021	Dec 2021	Jan 2022	Feb 2022	Mar 2022	Apr 2022	May 2022	June 2022	Total	%	% Earned to MRA
Provider Payments	\$ 562,985	\$ 752,645											\$ 1,315,630		
Add: Family Fees	<u>13,000</u>	<u>11,500</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>24,500</u>		
Net Provider Payments	\$ 575,985	\$ 764,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340,130	83.29%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>7,907,363</b>		<b>16.95%</b>
<u>Administration &amp; Support Services Revenue</u>															
Provider Payments	\$ 575,985	\$ 764,145	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,340,130		
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	<u>\$ 122,178</u>	<u>\$ 162,091</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 284,270</u>		
Program Administration/Support Services Costs	67,423	55,427										-	122,850	7.64%	
Indirect (10% x MTDC) Costs	64,834	81,136										-	145,969	9.07%	
Transfer Indirect to CSBG	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
Total Operating Costs	<u>\$ 132,257</u>	<u>\$ 136,562</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>268,819</u>	16.71%	
Revenue Earned Over/(Under) Costs	<u>\$ (10,079)</u>	<u>\$ 25,529</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>15,450</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 708,242</u>	<u>\$ 900,708</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,608,949</u>	<u>100.00%</u>	

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

Provider payments	1,340,130
Reimbursement Rate (17.5% / 82.5%)	x <u>21.2121%</u>
Revenue Earned	<u>284,270</u>

Note 2: The maximum reimbursable amount per the 2021/22 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 7/1/21 - 6/30/22 (3 OF 12 MONTHS = 25%)**

	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
<u>GENERAL CHILD CARE (CCTR-0052)</u>														
Adjusted Days of Enrollment - Certified	4,482	4,818	5,027										14,326	
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	\$ 238,661	\$ 249,032	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 709,724	20.08%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%											98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>CALIFORNIA STATE PRESCHOOL (CSPP-0126)</u>														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507										10,441	
Reimbursement Rate per Child per Day	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	<u>X \$51.87</u>	
Revenue Earned	\$ 152,342	\$ 155,437	\$ 224,672	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 532,452	12.19%
Maximum Reimbursable Amount (MRA)													\$4,367,697	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%											98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
<u>MIGRANT CHILD CARE (CMIG-0004)</u>														
Adjusted Days of Enrollment - Certified	93	84	84										261	
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	\$ 4,139	\$ 4,161	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 12,920	5.08%
Maximum Reimbursable Amount (MRA)													\$254,377	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											99.10%
Five Percent Flexibility, Maximum = 100 Percent	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 2021/22 State contracts.

**Division/CFO:** Tracy Webster, CFO  
**Program/Work Unit:** Not Applicable

**Month/Year:** September-2021  
**Director of Finance:** Lorraine Casillas

**Services:** Overall financial and accounting functions of the organization

Activities	September-2021		Year to Date 03/1/21 -9/30/21	
Description	Number	Amount	Number	Amount
Bank Deposits	20	2,615,941	97	19,701,698
Wire Deposits	16	1,592,382	82	4,645,266
Head Start/IRS Drawdowns	8	5,076,525	33	21,301,447
Vendor Checks Issued	582	15,372	4,216	9,522,751
Payroll Disbursed		2,904,014		21,351,728
Grant Reports Prepared	31		227	
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
City of Bakersfield Homeless Housing & Prevention				
CSBG 2020				
CSBG Cares				
CSBG Discretionary				
CSBG 2021				
DAP				
DOE 2020				
Differential Response				
Energy Upgrade CA Program - 211				
ESG CARES Act Homeless				
First 5 Kern – Help Me Grow				
Goodwill				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
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** 21 positions + 1 Temp

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	6,762,684
Cash - Vacation Reserve	977,652
Petty Cash	-
Accounts Receivable	2,316,065
Travel Advance	-
Prepaid Expense	357,118
Inventory	1,212,729
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,098,075

**Total Assets** 22,066,470

### LIABILITIES AND NET ASSETS

Accounts Payable	2,204,730
Accrued Expenses	797,616
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	327,594
Deferred Revenue	722,797

**Total Liabilities** 7,189,771

**Total Net Assets** 14,876,699

**Total Liabilities and Net Assets** 22,066,470

## STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2020 TO FEBRUARY 28, 2021

### REVENUE

Grant Revenue	73,965,265
Donations	41,912,199
Other Revenue	1,395,608
In-Kind	361,570

**Total Revenue** 117,634,643

### EXPENDITURES

Salaries	32,643,960
Benefits	9,275,266
Travel	264,341
Space Costs	6,351,747
Supplies	3,024,270
Consultant/Contract Services	2,328,920
Other Costs	2,942,357
Program Costs	53,060,080
Capital Expenditures	(25,268)
Indirect	6,430,646
In-Kind	361,570

**Total Expenditures** 116,657,889

**Net Change in Assets** 976,754

**Net Assets, beginning** 13,899,945

**Net Assets, ending** 14,876,699

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED)

AS OF SEPTEMBER 30, 2021

### ASSETS

Cash in Bank	9,756,303
Cash - Vacation Reserve	1,026,060
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	596
Prepaid Expense	525,889
Inventory	1,230,370
Net Fixed Assets - Unrestricted	1,153,835
Net Fixed Assets - Restricted	8,888,036

**Total Assets** 22,581,088

### LIABILITIES AND NET ASSETS

Accounts Payable	620,234
Accrued Expenses	400,362
Accrued Vacation	977,532
Line of Credit	-
Note Payable	1,284,913
Advance Payable	275,218
Deferred Revenue	4,296,209

**Total Liabilities** 7,854,468

**Total Net Assets** 14,726,620

**Total Liabilities and Net Assets** 22,581,088

## STATEMENT OF OPERATIONS (UNAUDITED)

FOR THE PERIOD MARCH 1, 2021 TO SEPTEMBER 30, 2021

### REVENUE

Grant Revenue	41,718,753
Donations	186,374
Other Revenue	3,844,204
In-Kind	5,082,016

**Total Revenue** 50,831,347

### EXPENDITURES

Salaries	20,041,425
Benefits	5,728,342
Travel	220,937
Space Costs	4,741,894
Supplies	1,662,283
Consultant/Contract Services	1,667,765
Other Costs	1,931,948
Program Costs	6,087,066
Capital Expenditures	356,569
Indirect	3,461,180
In-Kind	5,082,016

**Total Expenditures** 50,981,426

**Net Change in Assets** (150,079)

**Net Assets, beginning** 14,876,699

**Net Assets, ending** 14,726,620



COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	17,461,030	21,471,508	45%
BENEFITS	11,352,568	5,067,226	6,285,342	45%
TRAVEL	723,003	225,105	497,898	31%
SPACE COST	8,679,577	3,862,708	4,816,869	45%
SUPPLIES	2,639,488	1,577,356	1,062,132	60%
EQUIPMENT	291,353	581,954	(290,601)	200%
CONSULTANT/CONTRACT SERVICES	4,224,507	1,258,176	2,966,331	30%
OTHER COSTS	2,571,193	1,554,184	1,017,009	60%
PROGRAM COSTS	11,336,024	5,954,794	5,381,230	53%
INDIRECT	7,471,110	3,475,723	3,995,387	47%
TOTAL	88,221,361	41,018,254	47,203,107	46%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	13,245,502	15,139,869	47%
BENEFITS	8,621,872	3,954,956	4,666,916	46%
TRAVEL	481,785	118,168	363,617	25%
SPACE COST	6,895,025	2,695,290	4,199,735	39%
SUPPLIES	1,650,819	1,076,874	573,945	65%
EQUIPMENT	249,000	66,190	182,810	27%
CONSULTANT/CONTRACT SERVICES	1,383,171	388,031	995,140	28%
OTHER COSTS	1,134,919	729,405	405,514	64%
PROGRAM COSTS	7,854,382	4,687,683	3,166,699	60%
INDIRECT	4,918,173	2,577,110	2,341,063	52%
TOTAL	61,574,517	29,539,210	32,035,308	48%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	1,737,833	2,234,317	44%
BENEFITS	1,132,141	487,373	644,768	43%
TRAVEL	98,318	50,602	47,716	51%
SPACE COST	698,065	490,879	207,186	70%
SUPPLIES	310,315	292,568	17,747	94%
EQUIPMENT	-	446,565	(446,565)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	234,505	359,898	39%
OTHER COSTS	392,841	276,852	115,989	70%
PROGRAM COSTS	1,451,836	961,275	490,561	66%
INDIRECT	728,776	369,300	359,476	51%
TOTAL	9,378,845	5,347,754	4,031,091	57%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	878,288	1,058,440	45%
BENEFITS	443,603	219,314	224,289	49%
TRAVEL	62,566	12,132	50,434	19%
SPACE COST	228,147	112,131	116,016	49%
SUPPLIES	95,424	36,599	58,825	38%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	389,087	1,234,293	24%
OTHER COSTS	796,060	335,135	460,925	42%
PROGRAM COSTS	722,281	139,660	582,621	19%
INDIRECT	590,819	206,247	384,572	35%
TOTAL	6,507,611	2,328,592	4,179,019	36%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	1,015,140	2,337,258	30%
BENEFITS	801,121	241,131	559,990	30%
TRAVEL	33,264	30,805	2,459	93%
SPACE COST	687,660	401,490	286,170	58%
SUPPLIES	483,773	114,525	369,248	24%
EQUIPMENT	33,750	69,198	(35,448)	205%
CONSULTANT/CONTRACT SERVICES	275,443	130,416	145,027	47%
OTHER COSTS	153,543	173,519	(19,976)	113%
PROGRAM COSTS	1,276,858	116,050	1,160,808	9%
INDIRECT	690,452	209,794	480,658	30%
TOTAL	7,788,262	2,502,069	5,286,193	32%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	535,556	657,635	45%
BENEFITS	334,364	156,390	177,974	47%
TRAVEL	28,920	13,398	15,522	46%
SPACE COST	168,480	162,919	5,561	97%
SUPPLIES	80,157	55,388	24,769	69%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	41,656	243,954	15%
OTHER COSTS	49,420	30,460	18,960	62%
PROGRAM COSTS	30,667	50,125	(19,458)	163%
INDIRECT	517,047	99,451	417,596	19%
TOTAL	2,687,856	1,145,342	1,542,514	43%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-21 TO 09-30-21 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	48,711	43,989	53%
BENEFITS	19,467	8,062	11,405	41%
TRAVEL	18,150	-	18,150	0%
SPACE COST	2,200	(3)	2,203	0%
SUPPLIES	19,000	1,401	17,599	7%
EQUIPMENT	-	-	-	#DIV/0!
CONSULTANT/CONTRACT SERVICES	62,500	74,481	(11,981)	119%
OTHER COSTS	44,410	8,813	35,597	20%
PROGRAM COSTS	-	-	-	#DIV/0!
INDIRECT	25,843	13,821	12,022	53%
TOTAL	284,270	155,286	128,984	55%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2021/22**  
**BUDGET TO ACTUAL - 03/01/21 TO 09/30/21 (7 OF 12 MONTHS = 58.3%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 7,471,110</b>	<b>\$ 3,475,723</b>	<b>46.5%</b>	<b>\$ 3,995,387</b>
Expenditures				
Salaries	3,983,144	2,068,203	51.9%	1,914,941
Benefits @ 23.6% actual	<u>931,312</u>	<u>479,378</u>	<u>51.5%</u>	<u>451,934</u>
Total Personnel Costs	4,914,456	2,547,581	51.8%	2,366,875
Operating Costs				
Travel	62,350	20,737	33.3%	41,613
Space Costs	206,370	187,398	90.8%	18,972
Supplies	150,200	81,638	54.4%	68,562
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	447,368	46.8%	508,632
Other Operating Costs	<u>352,750</u>	<u>321,287</u>	<u>91.1%</u>	<u>31,463</u>
Total Operating Costs	1,923,670	1,275,157	66.3%	648,513
<b>Total Expenditures</b>	<b><u>\$ 6,838,126</u></b>	<b><u>\$ 3,822,738</u></b>	<b><u>55.9%</u></b>	<b><u>\$ 3,015,388</u></b>
<b>Excess Indirect Revenue</b>	<b><u>\$ 632,984</u></b>	<b><u>\$ (347,015)</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 564,315	44.7%	\$ 697,992
Operations	2,324,790	1,400,260	60.2%	924,530
Executive	1,133,815	719,238	63.4%	414,577
Program Administration	330,664	135,167	40.9%	195,497
Finance	<u>1,786,550</u>	<u>1,003,759</u>	<u>56.2%</u>	<u>782,791</u>
	<b><u>\$ 6,838,126</u></b>	<b><u>\$ 3,822,738</u></b>	<b><u>55.9%</u></b>	<b><u>\$ 3,015,388</u></b>

Prepared Date: 10/13/2021



# Community Action Partnership of Kern Multiple Funding Requests

October, 2021

Funding Information			
<b>Funding Type</b>	State	<b>CAPK Program</b>	Shafter Youth Center and Friendship House
<b>Funding Agency</b>	California Coastal Commission	<b>Project Name</b>	Whale Tail
<b>CFDA</b>	N/A	<b>Target Population</b>	Communities with low access to marine ed.
<b>Request</b>	\$15,000	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	March 15, 2022 - April 15, 2024.	<b>Program Manager</b>	Lois Hannible/Angie Nelson
<b>Description</b>	Projects must relate to the coast and ocean and may fall into one or more of the following categories: 1) youth education programs, 2) programs for educating the general public, 3) climate change education and stewardship, 4) shoreline cleanup and enhancement programs (such as Adopt-A-Beach®).		

Funding Information			
<b>Funding Type</b>		<b>CAPK Program</b>	
<b>Funding Agency</b>		<b>Project Name</b>	
<b>CFDA</b>		<b>Target Population</b>	
<b>Estimated Request</b>		<b>Division Director</b>	
<b>Award Period</b>		<b>Program Manager</b>	
<b>Description</b>			

Funding Information			
<b>Funding Type</b>		<b>CAPK Program</b>	
<b>Funding Agency</b>		<b>Project Name</b>	
<b>CFDA</b>		<b>Target Population</b>	
<b>Estimated Request</b>		<b>Division Director</b>	
<b>Award Period</b>		<b>Program Manager</b>	
<b>Description</b>			

Funding Information			
<b>Funding Type</b>		<b>CAPK Program</b>	
<b>Funding Agency</b>		<b>Project Name</b>	
<b>CFDA</b>		<b>Target Population</b>	
<b>Estimated Request</b>		<b>Division Director</b>	
<b>Award Period</b>		<b>Program Manager</b>	
<b>Description</b>			

**Date Presented/Approved**

Policy Council: \_\_\_\_\_ PRE Presentation: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_



## MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: October 27, 2021

Subject: *Agenda Item VI(a)*: New COVID-19 Vaccine Mandate Policy and Supplemental Compensation Time – **Action Item**

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On September 9, 2021, President Biden announced his Path Out of the Pandemic: COVID-19 Action Plan. One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

To help ensure the safety of students, families, and their communities, the President's plan includes requirements that teachers and staff at Head Start and Early Head Start programs, teachers and child and youth program personnel at the Department of Defense (DOD), and teachers and staff at Bureau of Indian Education-operated schools get vaccinated. The Department of Health and Human Services (HHS) will initiate rulemaking to implement this policy for Head Start and Early Head Start programs, which provide comprehensive education and child development services to ensure that children are well prepared for kindergarten.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

The attached policy and accompanying forms were presented to the Executive Committee on Friday, October 15, 2021. Based on the feedback from the Executive Committee, staff is presenting a revised policy and revised religious accommodation form for consideration and approval.

In working with legal counsel, staff has outlined an appeal process within the policy in the event an exemption is rejected. The appeal process is proposed to include a three-person review panel to consist of an assigned board member, executive staff member, and line staff member.

Additionally, staff has created the attached policy which grants 16 hours of supplemental compensation time. The purpose of this additional compensation time is to support staff who intend to receive a COVID-19 vaccination, an allowable exemption, or who have already received a COVID-19 vaccine.

### **Recommendation**

Staff requests that the Board of Directors approve the new COVID-19 Vaccine Mandate policy and the 2020-2021 Supplemental Compensation Time Policy.

### **Attachments**

*COVID-19 Mandatory Vaccination Policy*

*Request for Exemption from COVID-19 Vaccine: Sincerely Held Religious Benefit without Religious Leader Attestation*

*Request for Accommodation: Medical Exemption From COVID-19 Vaccination*

*2020-21 Supplemental Comp Time Policy*



# ADMINISTRATIVE POLICY AND PROCEDURE

**TITLE:** COVID-19 Mandatory Vaccination Policy

**APPROVED:**

**APPLIES TO:** Community Action Partnership of Kern Employees

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## **POLICY:**

On September 9, 2021, President Biden announced his [Path Out of the Pandemic: COVID-19 Action Plan](#). One of the main goals of this science-based plan is to get more people vaccinated. As part of the plan, the President announced a plan requiring Head Start agencies and all employers of 100 or more employees to require all employees to be vaccinated no later than January 1, 2022.

Consistent with the President's Order and the desire of Community Action Partnership of Kern to provide and maintain a workplace that is safe and free of recognized hazards, CAPK has adopted a mandatory COVID-19 vaccination policy to safeguard the health and well-being of employees and their families; our clients and visitors; others who spend time in our facilities; and the community from infectious conditions that may be mitigated through an effective vaccination program.

## **AFFECTED EMPLOYEES:**

This policy applies to all current and new CAPK employees.

## **DEFINITION:**

*Fully vaccinated* – An employee is considered fully vaccinated if it has been at least 14 days since the employee received the last dose, as recommended by the manufacturer, of a vaccine that has been authorized by the FDA for use in the United State, including vaccinations that have been approved pursuant to an Emergency Use Authorization. For employees fully vaccinated outside of the United States, the vaccination must be listed for emergency use by the World Health Organization (WHO).

*Medical exemption* – This is an allowable exemption from the COVID-19 vaccination based on medical necessity and documented by a healthcare provider.

*Religious exemption* – This is an allowable exemption from the COVID-19 vaccination based upon sincerely held religious beliefs and practices.

## **POLICY:**

By January 1, 2022, CAPK will require all employees to either (a) establish that they have been fully vaccinated; or (b) obtained an approved exemption as an accommodation. Employees who do not fulfill one of these two requirements and are not subject to accommodation and cannot perform essential job functions as a result, may be placed on unpaid leave and their employment subject to termination. Employees who qualify for a medical or religious exemption will be subject to weekly diagnostic testing.

To facilitate employees' ability to receive the vaccination, CAPK will consider timely requests for appropriate schedule changes.

To the extent feasible, CAPK will assist employees by providing on-site access to immunizations or identifying sites where employees may receive the vaccinations at no cost. If on-site vaccination is not feasible, CAPK will provide information for the vaccinations that may be available through the counties in which it operates.

#### **AVAILABILITY OF VACCINE APPOINTMENT:**

There are three different vaccines available in the State of California, Pfizer, Moderna and Johnson and Johnson. The [CDC website](#) has information regarding the different vaccines to include age limitations and time to full vaccination. All Californians ages 12 and up are eligible to get a vaccine. The links to the county websites are provided on the COVID-19 Resource Page. You can also visit the State of [California COVID 19 site](#) to sign up for the [My Turn system](#) or use the vaccine finder. Vaccinations may also be available from your local pharmacy or healthcare provider.

All employees may schedule vaccine appointments during work hours as operations and schedule permits. Hourly employees will be compensated their hourly rate for any time needed to complete the vaccination including time to travel to the closest available vaccination site in their county of residence during their normally scheduled hours. No compensation is given for vaccines outside of the employee's normally scheduled shift. Exempt employees are paid their normal rate of pay for the time.

When scheduling a vaccination appointment, employees and supervisors must be aware that some of the side effects listed by the [CDC](#) that occur with the vaccination overlap with COVID-19 symptoms. The protocols for COVID-19 entry into CAPK buildings remain in effect. CAPK is exercising caution in maintaining protocols due to the inability to distinguish between a side effect of a vaccination or COVID-19 infection. Should an employee have a side effect symptom that is also a COVID-19 symptom, the employee shall follow the COVID-19 Prevention Plan for return to work.

After they are fully vaccinated and established their vaccination status, employees will still be required to follow all COVID-19 policies, procedures, protocols and guidelines for vaccinated employees. Unless otherwise stated in a specific protocol that there is a difference for vaccinated employees, all policies, procedures, protocols, and guidelines apply to all employees regardless of vaccination status.

The [CDC Vaccine Website](#) contains information regarding authorized vaccines to include when an individual is considered fully vaccinated. For state specific information regarding vaccines, [COVID 19 CA](#) Vaccine site provides questions and answers.

#### **Timeline for Last Possible Vaccination:**

Pfizer:            November 26 First Shot  
                     December 17 Second Shot  
                     December 31 Fully Vaccinated

Moderna:      November 19 First Shot  
                     December 17 Second Shot  
                     December 31 Fully Vaccinated

J&J:            December 17 First and Only Shot  
                     December 31 Fully Vaccinated

### **AFTER VACCINATION:**

To establish that they are fully vaccinated, employees must present written evidence of immunization from an authorized healthcare provider or pharmacy. Employees are required to follow any COVID protocols for unvaccinated individuals until their vaccination status is verified. Vaccination documentation must be submitted to Human Resources.

### **REQUESTS FOR EXEMPTIONS AS ACCOMMODATIONS:**

CAPK cannot accommodate an issue that we are unaware of. It is incumbent on the employee to notify CAPK immediately and with clarity of any issue to request accommodation. To request an accommodation, please notify the Human Resources Department in writing at [covid-19@capk.org](mailto:covid-19@capk.org). Once CAPK is aware of the need for an accommodation, CAPK will engage in an interactive process to identify possible accommodations.

To assist any employee who applies for a medical or religious exemption, CAPK will engage in an interactive process to determine if a reasonable accommodation can be provided, so long as it does not create an undue hardship for CAPK and/or does not pose a direct threat to the health or safety of others in the workplace and/or to the employee.

Employees who apply for a medical or religious exemption shall adhere to the following process:

1. Complete a form from Human Resources and submit accordingly.
2. The forms will be considered by a third party who will forward the decision to HR.
3. If the employee disagrees with the decision of the third party, the employee may file an appeal within 5 days of receipt of the third-party decision with the CAPK appeal panel.
  - a. The appeal panel will be made up of three individuals including one member of the Board of Directors, to be appointed by the Chair; one employee representing the executive leadership category as appointed by the CEO; and one employee representing line staff as appointed by CEO.
  - b. The appeal panel will act on the appeal within 5 days of receiving the appeal.
    - i. The appeal panel will base its decision on the documentation submitted by the applicant to the third party.

If you believe that you have been treated in a manner not in accordance with this policy, please notify CAPK immediately by speaking to the Director of HR and/or HR Administrator. You may request an accommodation without fear of retaliation.

## DIAGNOSTIC SCREENING TESTING REQUIREMENTS:

Due to the high risk to health and safety that COVID-19 poses to the workforce and clients, starting January 1, 2022, CAPK will require weekly diagnostic screening testing for employees who are not fully vaccinated.

Previous history of COVID-19 from which the individual recovered more than 90 days earlier, or a previous positive antibody test for COVID-19, do not waive this requirement for testing.

Medical contraindication or religious exempt employees are still subject to the testing requirement, since they are still potentially able to spread the illness. Given the challenges that COVID-19 has presented with respect to appointment availability, it is **strongly** recommended to employees that are expecting to participate in either the religious or medical exemption process, to begin doing so as soon as possible so as not to miss the January 1<sup>st</sup> mandated deadline.

### Screening Test Requirements:

1. Asymptomatic unvaccinated or incompletely vaccinated employees are required to undergo weekly diagnostic screening testing.
2. Employees may choose either antigen or molecular tests to satisfy this requirement, but unvaccinated or incompletely vaccinated employees **must be tested at least once weekly** with either PCR testing or antigen testing. Any PCR (molecular) or antigen test used must either have Emergency Use Authorization by the U.S. Food and Drug Administration or be operating per the Laboratory Developed Test requirements by the U.S. Centers for Medicare and Medicaid Services.
3. All employees will be required to, prior to entering the work area, self-administer a rapid test which will be provided by CAPK. Falsification or other manipulation of either the testing process or reporting of results will be subject to disciplinary action; up to and including termination.
4. After each test, employees who are required to complete the screening test, will submit COVID Testing Form within Power App according to the log within the COVID Prevention Plan.
5. Employees who do not test in the 7 days, will not be permitted into any CAPK facility. Any absence where work on premise is required will be considered unexcused and subject to the HR Policy Manual section on Absenteeism and Tardiness.
6. CAPK will report employee COVID positive test results to local public health departments in accordance with the COVID Prevention Plan.



## Request for Exemption from COVID-19 Vaccine: Sincerely Held Religious Belief

### (Without Religious Leader Attestation)

To request a religious exemption from the Community Action Partnership of Kern (CAPK) COVID-19 required vaccinations, please complete Section 1 below. Then, return this completed form to the human resources department. Please note, the completed form and any supporting materials or information are confidential.

#### Section 1 – Completed by Employee

Name (print):	Date:
Dept.:	Position:
Supervisor/Manager:	Work and Cell Phone Numbers:

I am requesting a religious exemption from the CAPK Covid-19 Vaccination requirement.

Please explain below why you are requesting an Exemption/Accommodation:

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I verify that the information I am submitting to substantiate my request for exemption from CAPK's vaccination requirement is true and accurate to the best of my knowledge. I verify that request for exemption is due to a **sincerely held** religious belief. I understand that any falsified information can lead to disciplinary action, up to and including termination.

I further understand that the Company is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship (more than de minimis cost) for CAPK.

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Employee Signature

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Date

**Section 2: To be completed by Human Resources**

Date of initial request: \_\_\_\_ / \_\_\_\_ / \_\_\_\_      Date certification received: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Interactive Discussion Dates (if applicable):

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Evaluation of Impact (if any): \_\_\_\_\_

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Describe specific accommodation details: \_\_\_\_\_

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Approved: \_\_\_\_\_

Denied: \_\_\_\_\_

If the exemption accommodation is granted, list required alternative safety precautions required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date discussed with employee: \_\_\_\_\_

If exemption accommodation not granted, explain why: \_\_\_\_\_

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Immediate Supervisor: \_\_\_\_\_ Date: \_\_\_\_\_

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

Human Resources: \_\_\_\_\_ Date: \_\_\_\_\_



## **Request for Accommodation: Medical Exemption from Covid-19 Vaccination**

To request an exemption from required vaccinations, please complete Section 1 below and then submit this form (and a copy of your job description) to your health care provider and ask your provider to complete Section 2. Then, return this completed form to the CAPK human resources department. Please note, the completed form and any supporting materials or information are confidential.

### **Section 1**

Name (print):	Date:
Dept.:	Position:
Manager:	Work and Cell Phone Numbers:

I am requesting a medical exemption from Community Action Partnership of Kern's Mandatory Covid-19 Vaccination Policy.

I verify that the information I am submitting to substantiate my request for exemption from Community Action Partnership of Kern's vaccination policy is true and accurate to the best of my knowledge. I understand that any falsified information can lead to disciplinary action, up to and including termination.

I further understand that Community Action Partnership of Kern is not required to provide this exemption accommodation if doing so would pose a direct threat to myself or others in the workplace or would create an undue hardship for Community Action Partnership of Kern.

Employee Signature:	Date:
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## Section 2

### Medical Certification for Vaccination Exemption

Employee Name: \_\_\_\_\_

Dear Medical Provider,

Community Action Partnership of Kern requires vaccination against COVID-19 as a condition of employment related to the nature of our business—childcare and education. The individual named above is seeking an exemption to this policy due to a bona fide medical condition that contraindicates administration of the COVID-19 vaccine.

Please complete this form to assist Community Action Partnership of Kern in the reasonable accommodation process.

**I have reviewed the medical records and job description of the person named above. That person is, in my professional opinion, medically disqualified from receiving the COVID-19 vaccine due to:**

**This exemption should be:**

- ☐ Temporary, expiring on: \_\_/\_\_/\_\_\_\_, or when \_\_\_\_\_
- ☐ Permanent

I certify the above information to be true and accurate, and request exemption from the Covid-19 vaccination for the above-named individual.

Medical Provider Name (print):	
Medical Provide Signature:	Date:
Practice Name & Address:	Provider Phone:

**HR USE ONLY**

Date of initial request: \_\_/\_\_/\_\_

Date certification received: \_\_/\_\_/\_\_

Interactive Discussion Dates (if applicable):

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Evaluation of Impact (if any): \_\_\_\_\_

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Accommodation request:

☐ Approved \_\_/\_\_/\_\_  
Describe \_\_\_\_\_ specific \_\_\_\_\_ accommodation \_\_\_\_\_ details:  
\_\_\_\_\_

☐ Denied \_\_/\_\_/\_\_  
Describe \_\_\_\_\_ why \_\_\_\_\_ accommodation \_\_\_\_\_ is \_\_\_\_\_ denied:  
\_\_\_\_\_

If the exemption is granted, list required alternative safety precautions required:

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Date discussed with employee: \_\_\_\_\_

HR Signature: \_\_\_\_\_ Date: \_\_\_\_\_



# ADMINISTRATIVE POLICY AND PROCEDURE

**TITLE:** 2020-21 Supplemental Comp Time Policy

**APPROVED:**

**APPLIES TO:** Community Action Partnership of Kern Employees

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## **POLICY:**

Community Action Partnership of Kern is providing sixteen (16) hours of supplemental comp time to all eligible staff starting November 1, 2021, through February 28, 2022. The purpose of this additional comp time is to support staff who intend to receive a COVID-19 vaccination, an allowable exemption, or who have already received a COVID-19 vaccine. This time may be used in full days or in increments.

## **AFFECTED DEPARTMENTS:**

This policy applies to all active current and new CAPK employees as of November 1, 2021. This policy is not available for staff during a continuous leave.

## **DEFINITION:**

*Comp time* – Comp time is time off, without cash value granted at the amount of sixteen (16) hours. Supplemental comp time will be added to the accruals of all qualified staff. Comp time must be used by February 28, 2022.

*Incremental usage* – Time may be scheduled to be used in full or part days.

## **GUIDELINES:**

Employee accruals will be updated commencing November 1, 2021, to reflect an additional sixteen (16) hours of supplemental comp time. Employees must coordinate with their supervisor to arrange scheduled time off.

Supplemental comp time must be used no later than February 28, 2022. Any residual balance may not be carried over to March 1, 2022.



## MEMORANDUM

**To:** Board of Directors

**From:** Esperanza Contreras, Partnership Administrator

**Date:** October 27, 2021

**Subject:** *Agenda Item VI(b):* Early Head Start Child Care Partnership COLA– **Action Item**

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The Board of Directors previously approved the application to receive the 1.22% COLA for Kern Early Head Start Child Care Partnership. This application was received and approved by the Office of Head Start. The approval for the COLA is retroactive to the full contract year starting March 1, 2021, to include the increase to the contractual payments for service.

The annual contractual increases are as follows:

<u>Child Care Partner</u>	<u>Current Rate</u>	<u>Difference</u>	<u>1.22% COLA Rate</u>
Escuelita Hernandez Little School	\$115,200	\$1,405	\$116,605
Garden Pathways, Inc.	\$80,652	\$ 983	\$ 81,635
Kern Community College District	\$254,208	\$3,103	\$257,311
Kern Superintendent of Schools	\$127,104	\$1,551	\$128,655
West Kern Community College District	\$302,400	\$3,689	\$306,089

**Recommendation:**

Staff recommends the Board of Directors approve the Early Head Start Child Care Partnership Amendments to contracts and authorize the Chief Executive Officer (CEO) to execute the Amendments to Contract for Service Agreement on behalf of CAPK.

**Attachments:**

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

*Garden Pathways, Inc. Amendment II Contract for Services Agreement*

*Kern County Community College District Amendment I Contract for Services Agreement*

*Kern County Superintendent of Schools Amendment III Contract for Services Agreement*

*West Kern Community College District Amendment I Contract for Services Agreement*

## **AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated January 1, 2020 by and between Escuelita Hernandez Little School (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment I will be March 1, 2021.

### **Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

### **Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred and seven dollars with thirty-two cents (\$607.32) per child per calendar month, up to a maximum of eight (8) infants and eight (8) toddlers in Early Head Start children. The total maximum monthly charges are Nine Thousand Seven Hundred and Seventeen dollars with Twelve cents (\$9,717.12) as shown below.

• Budget Period 1 01/01/2020-08/31/2020	8 months x \$9,600.00	\$76,800.00
• Budget Period 2 09/01/2020-02/28/2021	6 months x \$9,600.00	\$57,600.00
• Budget Period 2 03/01/2021-08/31/2021	6 months x \$9,717.12	\$58,302.72
• Budget Period 3 09/01/2021-08/31/2022	12 months x \$9,717.12	\$116,605.44
• Budget Period 4 09/01/2022-08/31/2023	12 months x \$9,717.12	\$116,605.44
• Budget Period 5 09/01/2023-08/31/2024	12 months x \$9,717.12	\$116,605.44

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

**FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start. Budget Periods 2 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 01/01/2020-08/31/2020 8 months x \$2,400.00 @ 25% \$19,200.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$2,400.00 @ 25% \$14,400.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$2,429.28 @ 25% \$14,575.68
- Budget Period 3 09/01/2021-08/31/2022 12 months x \$2,429.28 @ 25% \$29,151.36
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$2,429.28 @ 25% \$29,151.36
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$2,429.28 @ 25% \$29,151.36

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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

## **AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment II to Amendment I Contract for Services Agreement (“Agreement”) dated August 31, 2019, by and between Garden Pathways, Inc., and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment II will be March 1, 2021.

### **Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and include funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1, 2021, of the fiscal year in which the act is enacted; retroactive payments may be required.

### **Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred and eight-teen dollars with forty-five cents (\$618.45) per child per calendar month, up to a maximum of eleven (11) Early Head Start children. The total maximum monthly charges are Six Thousand Eight Hundred Two dollars with ninety-five cents (\$6,802.95) as shown below.

• Budget Period 1 09/01/2019-08/31/2020	12 months x \$6,721.00	\$80,652.00
• Budget Period 2 09/01/2020-02/28/2021	6 months x \$6,721.00	\$40,326.00
• Budget Period 2 03/01/2021-08/31/2021	6 months x \$6,802.95	\$40,817.70
• Budget Period 3 09/01/2021-08/31/2022	12 months x \$6,802.95	\$81,635.40
• Budget Period 4 09/01/2022-08/31/2023	12 months x \$6,802.95	\$81,635.40
• Budget Period 5 09/01/2023-08/31/2024	12 months x \$6,802.95	\$81,635.40

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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



**FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start. Budget Periods 2 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$1,680.25 @ 25% \$20,163.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$1,680.25 @ 25% \$10,081.50
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$1,700.74 @ 25% \$10,204.43
- Budget Period 3 09/01/2021-08/31/2022 12 months x \$1,700.74 @ 25% \$20,408.85
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$1,700.74 @ 25% \$20,408.85
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$1,700.74 @ 25% \$20,408.85

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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

## **AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement (“Agreement”) dated October 10, 2019 by and between Kern Community College District c/o Bakersfield Community College (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment I will be March 1, 2021.

### **Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

### **Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred and seventy dollars with eight cents (\$670.08) per child per calendar month, up to a maximum of thirty-two (32) Early Head Start children. The total maximum monthly charges are Twenty-One Thousand Four Hundred Forty-Two dollars with Fifty-Six cents (\$21,442.56) as shown below.

- |   |                         |              |
|---|-------------------------|--------------|
| • Budget Period 1 09/01/2019-08/31/2020 | 12 months x \$21,184.00 | \$254,208.00 |
| • Budget Period 2 09/01/2020-02/28/2021 | 6 months x \$21,184.00  | \$127,104.00 |
| • Budget Period 2 03/01/2021-08/31/2021 | 6 months x \$21, 442.56 | \$128,655.36 |
| • Budget Period 3 09/01/2021-08/31/2022 | 12 months x \$21,442.56 | \$257,310.72 |
| • Budget Period 4 09/01/2022-08/31/2023 | 12 months x \$21,442.56 | \$257,310.72 |

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

**FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start. Budget Periods 2 through 4 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$5,296.00 @ 25% \$63,552.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$5,296.00 @ 25% \$31,776.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$5,360.64 @ 25% \$32,163.84
- Budget Period 3 09/01/2021-08/31/2022 12 months x \$5,360.64 @ 25% \$64,327.68
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$5,360.64 @ 25% \$64,327.68

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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

### **AMENDMENT III TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment III to the Contract for Services Agreement (“Agreement”) dated September 1, 2016 by and between Kern County Superintendent of Schools (“Contractor”) and Community Action Partnership of Kern (“CAPK”). The effective date for Amendment III will be March 1, 2021.

#### **Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor’s payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

#### **Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred and seventy dollars with eight cents (\$670.08) per child per calendar month, up to a maximum of sixteen (16) Early Head Start children. The total maximum monthly charges are Ten Thousand Seven Hundred Twenty-One dollars with Twenty-Eight cents (\$10,721.28) as shown below.

• Budget Period 1 09/01/2019-08/31/2020	12 months x \$10,592.00	\$127,104.00
• Budget Period 2 09/01/2020-02/28/2021	6 months x \$10,592.00	\$63,552.00
• Budget Period 2 03/01/2021-08/31/2021	6 months x \$10,721.28	\$64,327.68
• Budget Period 3 09/01/2021-08/31/2022	12 months x \$10,721.28	\$128,655.36
• Budget Period 4 09/01/2022-08/31/2023	12 months x \$10,721.28	\$128,655.36
• Budget Period 5 09/01/2023-08/31/2024	12 months x \$10,721.28	\$128,655.36

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor’s own expense. A copy of CAPK’s signed approval is to be submitted with Contractor’s invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK’s Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

**FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start. Budget Periods 3 through 5 indicate the Non-Federal share requirement per the funding increase.

• Budget Period 1 09/01/2019-08/31/2020	12 months x \$2,648.00	@25%	\$31,776.00
• Budget Period 2 09/01/2020-02/28/2021	6 months x \$2,648.00	@25%	\$15,888.00
• Budget Period 2 03/01/2021-08/31/2021	6 months x \$2,680.32	@25%	\$16,081.92
• Budget Period 3 09/01/2021-08/31/2022	12 months x \$2,680.32	@25%	\$32,163.84
• Budget Period 4 09/01/2022-08/31/2023	12 months x \$2,680.32	@25%	\$32,163.84
• Budget Period 5 09/01/2023-08/31/2024	12 months x \$2,680.32	@25%	\$32,163.84

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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

## **AMENDMENT I TO CONTRACT FOR SERVICES AGREEMENT**

This is Amendment I to the Contract for Services Agreement ("Agreement") dated July 23, 2019 by and between West Kern Community College District C/O Taft College Child Care Center ("Contractor") and Community Action Partnership of Kern ("CAPK"). The effective date for Amendment I will be March 1, 2021.

### **Section 3 of the original Agreement is revised to read as follows:**

**Payment for Services.** The identified Contractor may receive one or more increases to their funding as presented in each Consolidated Appropriations Act that is signed into law during the term of this contract. Consolidated Appropriation Acts are signed on an annual or bi-annual basis (every two years) and includes funding for a Cost-of-Living Adjustment (COLA). The COLA will permanently increase payments to the contractor by the percentage noted on each act; the percentage fluctuates in quantity per act. The Contractor will receive notice of the COLA when CAPK receives the official Funding Guidance letter from the Office of Head Start. CAPK will utilize Amendments to the original contract to report the adjustment made to Contractor's payments in current or future budget periods. The increase will be implemented to payments beginning on March 1 of the fiscal year in which the act is enacted; retroactive payments may be required.

### **Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start.

As such, payment for services shall hereafter be six hundred and seven dollars with thirty-two cents (\$607.32) per child per calendar month, up to a maximum of forty-two (42) Early Head Start children. The total maximum monthly charges are Twenty-Five Thousand Five Hundred and Seven dollars with Forty-four cents (\$25,507.44) as shown below.

• Budget Period 1 09/01/2019-08/31/2020	12 months x \$25,200.00	\$302,400.00
• Budget Period 2 09/01/2020-02/28/2021	6 months x \$25,200.00	\$151,200.00
• Budget Period 2 03/01/2021-08/31/2021	6 months x \$25, 507.44	\$153,044.64
• Budget Period 3 09/01/2021-08/31/2022	12 months x \$25,507.44	\$306,089.28
• Budget Period 4 09/01/2022-08/31/2023	12 months x \$25,507.44	\$306,089.28
• Budget Period 5 09/01/2023-08/31/2024	12 months x \$25,507.44	\$306,089.28

As noted above, later budget periods may indicate a new funding increase once a Consolidated Appropriate Act has been signed.

Any additional services not approved by CAPK in advance will be at the Contractor's own expense. A copy of CAPK's signed approval is to be submitted with Contractor's invoice. Contractor will submit an original monthly invoice detailing all work and services performed, on or by the 10<sup>th</sup> day of the following month. Terms are Net 30 from the date the invoice is received in CAPK's Accounting Department. Additionally, Contractor invoices shall be in accordance with Attachment B contained in and attached hereto for reference.

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

**FISCAL PROVISIONS.** The Contractor shall contribute Non-Federal Share, which is a match of federal funds required by the Head Start Act, equal to 25% of Federal funds expended. Such contributions may be in cash, donated supplies and services, reduced rates for supplies and expenses, fair rental value, and/or volunteer services received. Non-Federal Share may also include other non-Federal funds and related expenses that benefit the EHS Child Care Partnership (as defined by the Administration for Children and Families, as determined solely by accordance with Office of Budget and Management (OMB) Uniform Guidance 2 CRF Part 200. Contributions must be realized and recorded in the same budget period as the Federal funds are received.

The quantities below are subject to change upon the enactment of a Consolidated Appropriations Act. As noted in Section 3, the Consolidated Appropriations Act, signed into law annually or bi-annually (every two years), includes a COLA that increases the Federal funds received by the Contractor. As such, the Non-Federal share requirement will also increase to reflect an updated total of Federal Funds received by the Contractor.

**Consolidated Appropriations Act, 2021**

Through the Consolidated Appropriations Act, 2021, programs funded under the Early Head Start Child Care Partnerships grant will receive a 1.22% COLA from the Office of Head Start. Budget Periods 2 through 5 indicate the Non-Federal share requirement per the funding increase.

- Budget Period 1 09/01/2019-08/31/2020 12 months x \$6,300.00 @25% \$75,600.00
- Budget Period 2 09/01/2020-02/28/2021 6 months x \$6,300.00 @25% \$37,800.00
- Budget Period 2 03/01/2021-08/31/2021 6 months x \$6,376.86 @25% \$38,261.16
- Budget Period 3 09/01/2021-08/31/2022 12 months x \$6,376.86 @25% \$76,522.32
- Budget Period 4 09/01/2022-08/31/2023 12 months x \$6,376.86 @25% \$76,522.32
- Budget Period 5 09/01/2023-08/31/2024 12 months x \$6,376.86 @25% \$76,522.32

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

**VENDOR: KERN COUNTY SUPERINTENDENT OF SCHOOLS**

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

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

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

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


**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

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

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



## MEMORANDUM

**To:** Board of Directors  
  
**From:** Sylvia Ortega, Quality Assurance Administrator  
**Date:** October 27, 2021  
**Subject:** *Agenda Item VI(c): 2020-2021 Head Start and Early Head Start Self-Assessments* – **Action Item**

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The Head Start/State Child Development program conducts annual self-assessments to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a change to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance, environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in three program findings in the areas of:

- Wage Comparability Study - The Head Start and Early Head Start programs are in the process of conducting a wage and fringe benefits comparability survey of all three grants.
- Payment Terms and Conditions - The Early Head Start Child Care Partnership is in the process of finalizing a Change Order Request Procedure.
- Health Support Staff- The Early Head Start San Joaquin program separated the Content Area Specialist (CAS) Health/Nutrition position into two separate positions: CAS Health and CAS Nutrition.

Plans of Action to address the three findings have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

### **Recommendation**

Staff recommends the Board of Directors approve the 2020-2021 Head Start and Early Head Start Self-Assessment Reports.

### **Attachments:**

*Summary of 2020-2021 Self-Assessment Process*  
*2020-2021 Self-Assessment Reports (Kern, EHS San Joaquin, EHS CCP)*



## **Community Action Partnership of Kern Head Start and Early Head Start Summary of 2020-2021 Self-Assessment process**

The Head Start/State Child Development self-assessment was completed the weeks of February 3-9, 2021 and May 10-21, 2021. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Staff completed folder reviews, care and supervision checklist, conducted site visits, interviews and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, the self-assessment teams reviewed Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans. The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of conducting a wage and fringe benefits comparability survey of all three grants in 2022.
- Payment Terms and Conditions- The Early Head Start Child Care Partnership is in the process of finalizing a Change Order Request Procedure.
- Health Support Staff- The Early Head Start San Joaquin program separated the Content Area Specialist (CAS) Health/Nutrition position into two separate positions: CAS Health and CAS Nutrition.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Personal Protective Equipment Supplies
- Training and Professional Development

Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the grant application for the subsequent year. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

# Community Action Partnership of Kern Head Start/ State Child Development 2020-2021 Self-Assessment Report

## Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.</p> <p>Head Start Act Sec. 653(a) Comparability of Wages...Head Start agencies to provide compensation according to salary scales that are based on training and experience.</p> <p>Fair Labor Standards Act (FLSA)</p>	<p>The program finalized the SEIU bargaining unit positions Compensation Schedule on June 24, 2020.</p> <p>The agency finalized the last Compensation Administrative Guide on April 22, 2015.</p>	<p>Director of Head Start/ State Child Development</p> <p>Human Resources</p>	<p>January 1, 2022 and ongoing</p>	<p>Conduct a wage and fringe benefits comparability survey</p> <p>Obtain Board approval to finalize the Wage Comparability Study.</p>	<p>Finalized Compensation Guide</p>	<p>Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.</p>

Community Action Partnership of Kern  
Early Head Start San Joaquin  
2020-2021 Self-Assessment Report

**Compliance Item: Health Support Staff**

<b>Compliance Items</b>	<b>Potential Areas of Non-Compliance</b>	<b>Person Responsible</b>	<b>Timelines</b>	<b>Corrective Action</b>	<b>Documentation</b>	<b>Expected Outcomes</b>
<p>1302.40 Health Program Services (a) A program must provide high-quality health and nutrition services that are developmentally, culturally, and linguistically appropriate and that will support each child's growth and school readiness.</p> <p>1302.41 Collaboration and communication with parents (a) Programs must collaborate with parents as partners in the health and well-being of their children in a linguistically and culturally appropriate manner and communicate with parents about their child's health needs and development concerns in a timely and effective manner.</p>	<p>The Early Head Start San Joaquin program workload requirement exceeded the ability for one individual to effectively manage both support services (Health and Nutrition)</p>	<p>EHS San Joaquin Assistant Director</p>	<p>August 2021</p>	<p>Separate position into one CAS Health and one CAS Nutrition position to help support oversight and monitoring of 1302.40 and 1302.41.</p>	<p>CAS Health Job Description</p> <p>CAS Nutrition Job Description</p>	<p>Sustaining successful Early Head Start comprehensive services.</p>

Community Action Partnership of Kern  
Early Head Start San Joaquin  
2020-2021 Self-Assessment Report

**Compliance Item: Wage Comparability Study**

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality. Head Start Act Sec. 653(a) Comparability of Wages...Head Start agencies to provide compensation according to salary scales that are based on training and experience. Fair Labor Standards Act (FLSA)	The agency finalized the last Compensation Administrative Guide on April 22, 2015.	Director of Head Start/ State Child Development  Human Resources	January1, 2022 and ongoing.	Conduct a wage and fringe benefits comparability survey  Obtain Board approval to finalize the Wage Comparability Study.	Finalized Compensation Guide	Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.

Community Action Partnership of Kern  
Early Head Start Child Care Partnership  
2020-2021 Self-Assessment Report

**Compliance Item: Wage Comparability Study**

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality. Head Start Act Sec. 653(a) Comparability of Wages...Head Start agencies to provide compensation according to salary scales that are based on training and experience. Fair Labor Standards Act (FLSA) (i)	The agency finalized the last Compensation Administrative Guide on April 22, 2015 for all Head Start and Early Head Start positions.	Director of Head Start/ State Child Development  Human Resources	January 1, 2022 and ongoing.	Conduct a wage and fringe benefits comparability survey  Obtain Board approval to finalize the Wage Comparability Study.	Finalized Compensation Guide	Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved in order to enhance program quality.

Community Action Partnership of Kern  
Early Head Start Child Care Partnership  
2020-2021 Self-Assessment Report

**Compliance Item: Payment Terms and Conditions**

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Policy and Program Guidance for the Early Head Start-Child Care Partnerships ACF-IM-HS-15-03</p> <p>Payment in Advance for Partners- Payment terms and conditions are an important aspect of the partnership agreement. Grantees are expected to direct a significant portion of funding to their child care partners. Many child care partners do not have sufficient resources to advance the cost of providing partnership services and will need access to sufficient funds to accomplish the goals and objectives established in the agreement.</p>	<p>The Early Head Start Partnership Program needs to assist partners with advance payments.</p>	<p>EHS Partnership Administrator</p> <p>Assistant Director of Program, Head Start/ State Child Development</p> <p>Director of Head Start/State Child Development</p> <p>Quality Assurance Administrator</p>	<p>October 2021 and ongoing</p>	<p>Develop and enter into written partnership agreements which detail the fiscal relationship between the grantee and each child care partner.</p>	<p>Finalize Change Order Request Procedure.</p>	<p>Sustaining successful Early Head Start Child Care Partnerships for seamless and comprehensive services.</p>



## MEMORANDUM

**To:** Board of Directors

**From:** Jerry Meade, Assistant Director - Programs

**Date:** October 27, 2021

**Subject:** *Agenda Item VI(d):* Early Head Start SJC Budget Revision – **Action Item**

As we approach the end of our fiscal year for the Early Head Start San Joaquin County, the program has established, through ongoing monitoring and review of the budget to actuals, the need to reallocate any potential savings within the budget to other projects. Program staff, in partnership with the Finance Division, have identified savings in the Early Head Start SJC grant savings in the personnel and fringe categories. We attribute this to staff vacancies. It is the intent of program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start.

Within this budget revision, staff are proposing to reallocate savings from the personnel and fringe categories to the construction category. The additional funds will support the renovations of the Barnett House facility in Stockton. In May of 2021, the Board of Director's approved the submission of a carry-over request that included funding for minor renovation and repairs for the Barnett House. In consultation with the Operations Division, we estimate the cost of the project will exceed funding awarded through the carry-over request and require approval from the Office of Head Start for Major Construction as the estimates exceed the \$250,000 threshold.

The table below identifies the changes proposed in the budget

<b><u>CATEGORY</u></b>	<b>Early Head Start SJC BASE OPERATING</b>		
	<b><u>ORIGINAL</u></b>	<b><u>NEW</u></b>	<b><u>CHANGE</u></b>
Personnel	3,289,239	2,866,669	(422,570)
Fringe Benefits	935,353	714,904	(220,449)
Travel	3,260	3,260	0
Equipment	45,000	45,000	0
Supplies	137,035	137,035	0
Contractual	16,845	16,845	0
Facilities/Construction	0	643,019	643,019
Other	739,593	739,593	0
<u>Indirect</u>	<u>508,911</u>	<u>508,911</u>	<u>0</u>
<b>TOTAL</b>	<b>5,675,236</b>	<b>5,675,236</b>	<b>0</b>

Preliminary estimates for this project are approximately \$750,000. We will have a more solid number once the scope of work is approved by the Historical Society. Prior to work beginning, the construction contract detailing the exact costs to the project will be brought back to the Board of Directors for approval. This action step is to request the funding to be placed in the appropriate cost category. Once this budget revision is approved by the Office of Head Start, the Barnett House renovation can be fully funded.

Being that the project requires Major Construction, a request in writing is required to be submitted to the Office of Head Start for approval. This request will include a comprehensive detail of the project, proof of federal interest in the property, detailed budgetary detail, and meet all requirements of the Performance Standards 1303.40 Subpart E – Facilities.

**Recommendation:**

Staff recommends the Board of Directors approve, with resolution, the submission of the Budget Revision for Early Head Start Kern (09CH011406) for the 2021-2022 budget period.

**Attachment:**

*Resolution #2021-22*





## RESOLUTION # 2021-22

### **A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Budget Revision for Early Head Start San Joaquin**

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 27, 2021, in Bakersfield, California 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 Early Head Start San Joaquin, Grant #09CH011406, has requested to submit budget revision for the 2021-2022 budget year; and

**WHEREAS**, this Early Head Start San Joaquin budget revision includes the reallocation of savings from the personnel and fringe categories to the construction categories; and

**WHEREAS**, the Office of Head Start requires that an authorized signatory be named for the Early Head Start San Joaquin contract; and

**WHEREAS**, the CAPK Board of Directors Executive Committee has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision for the Early Head Start San Joaquin 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 budget revision for Early Head San Joaquin, #09CH011406.

**APPROVED** by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 27<sup>th</sup> day of October 2021.

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Curtis E. Floyd, Chair  
CAPK Board of Directors

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Date



## MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administrator

Date: October 27, 2021

Subject: *Agenda Item VII(a)*: Community Action Partnership of Kern Foundation Update – **Action Item**

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On September 24, 2021, the Community Action Partnership of Kern (CAPK) Foundation Board held its monthly Board of Director's meeting. All items reported were informational and consisted of a presentation about the CAPK Food Bank, the Food Bank Workgroup and Director of Development updates, and the legal filing of Form 1023.

**Recommendation:**

Staff recommends the Board of Directors approve Community Action Partnership of Kern Foundation Board of Directors Report and Minutes for August 27, 2021.

**Attachment:**

*Community Action Partnership of Kern Foundation Approved Minutes from August 27, 2021.*



DATE	August 27, 2021
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	<a href="#">Click here to join the meeting</a>
PHONE NUMBER	(213) 204-2374 / ID: 381 498 040#

## COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

### Board of Directors Meeting Minutes

#### I. Call to Order

In the absence of the Board Chair and Vice Chair, Pritika Ram, Director of Administration, 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.

##### a. Roll Call

Roll Call was taken with a quorum present:

Present: Michael Bowers, Nila Hogan, Chase Nunneley, Gina Pettit, Fred Plane, Megan Silva, Michele Shain Chei Whitmore

Absent: Kevin Burton, Don Bynum, Ariana Joven

Others Present: Jeremy Tobias, Chief Executive Officer; Lorraine Casillas, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Traco Matthews, Chief Program Manager; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; 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 (Bowers/Nunneley).

#### IV. Regular Business

##### a. Personnel Update: Director of Development Recruitment – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram advised the Board that staff has engaged a Recruitment firm to complement CAPK's recruitment efforts to secure a suitable candidate for the Director of Development position, and it is expected interviews will commence in September.

b. Board Engagement 6-Month Interview Check-In – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram provided feedback from the one-on-one check-in meetings that took place, with 10 of 11 board members participating. The goal was to learn more about the board members, their thoughts about their time served on the Foundation Board and their feedback. The majority felt that virtual meetings are hindering board engagement. Pritika advised the members that in-person meetings will commence as soon as it is safe to do so.

c. Community Action Partnership of Kern Presentation – Pritika Ram, Director of Administration – ***Info Item***

Pritika Ram gave a presentation about CAPK that highlighted the major programs and services provided by CAPK. Chase Nunneley asked for the slides to be shared with the Board.

Michael Bowers asked for the percentage of restricted funds vs. unrestricted funds and asked about CAPK's expansion into other counties.

Jeremy Tobias replied that about 98% of CAPK's budget is restricted funds and stated the Foundation was formed to help supplement unrestricted funds. Jeremy said that 100% of funds raised by the Foundation will remain in Kern County and suggested having a Board Resolution or Policy Statement to address this issue so that it is understood that all funds raised will remain in Kern County.

Michael Bowers asked about the housing piece and asked if CAPK is looking to collaborate with the Housing Authority. Jeremy Tobias responded and said that Affordable Housing is a new program that CAPK is investigating and confirmed that staff is looking at opportunities to collaborate with others such as Housing Authority, as well as stand-alone options.

d. Food Bank Capital Campaign Update – Info Item

- Construction Update – Emilio Wagner, Director of Operations

Emilio Wagner said that the plan review came back from the City of Bakersfield with some required improvements to the sidewalks and street widening. Staff will meet with the City next week to inquire about holding off on those improvements until the following year due to the additional cost and impact on the construction budget. We are currently at 50% construction document phase and will be requesting bids for the metal buildings. We have learned that many manufacturers have an extremely long wait times due to the availability of materials, which will push back the completion date to June 2022. After the building is erected, the remaining improvements to the current Food Bank will be completed by September 2022 and we are tentatively scheduled to break ground in November 2021.

- Funding Update – Lisa McKay, Senior Development Specialist

Lisa McKay provided updates on the status of funding and stated the Capital Campaign budget is set at \$10 million and provided a breakdown of the funds received and/or committed, leaving \$7.5 million to be raised. Lisa also highlighted three very large funding opportunities that are pending from the House Appropriations Subcommittee on Transportation, Housing, and Urban Development under the Economic Development Initiative requested by Congressman Valadao; the CDSS Food Capacity Enhancement; and a New Market Tax Credit. The pending funds will likely not

be committed or awarded until later this year so given the uncertainty of those funds, it leaves a range of \$2.1 million to \$7.5 million to be raised.

Michael Bowers asked about possibility of naming rights and the price point. Lisa McKay said those options are open for discussion. Pritika Ram confirmed that staff is in discussions with a local partner who is interested in naming rights at roughly \$4 million, with the request to co-name the fleet for co-branding purposes. Pritika also confirmed that she will set up smaller meeting with Board Members that are interested in actively raising funds.

- Community Engagement Plan – Pritika Ram, Director of Administration

Pritika said that due to the delayed groundbreaking, she wants to initiate an ad-hoc committee to focus on community engagement. An email will be sent to the Board to determine interest to help with fundraising or to help support the community engagement efforts in collaboration with the CAPK staff.

#### **VII. Board Member Comments**

- Michael Bowers asked about the visit with Congressman Valadao. Pritika said the visit went very well when the Congressman and his staff visited the Food Bank. Jeremy Tobias said funding that what used to be known as “earmarks”, is back and are being done in a more stringent way. The Congressman was bombarded with requests, but picked the Food Bank as one of his projects to submit because of the high need in the community.

#### **VIII. Next Scheduled Meeting**

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

#### **IX. Adjournment**

The meeting was adjourned at 1:05 pm



## MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: October 27, 2021

Subject: *Agenda Item VIII(a)*: September Policy Council Report – **Action Item**

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The Policy Council met on September 28, 2021, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

An amendment to the Policy Council Bylaws, specific to member term limits was presented to the Council. This proposed amendment sought to increase the number of one-year terms a member can serve on Policy Council from three (3) one-year terms to five (5) one-year terms. The Policy Council Bylaws Committee felt this change would better align with the Head Start Performance Standards as well as support the program's birth to five approach and the five-year grant cycle. It was noted that the Policy Council Bylaws Committee approved this amendment on August 10, 2021. Upon conclusion of the presentation, the Council unanimously voted to approve the proposed increased term limit amendment.

Additionally, Program Manager, Jackie Guerra provided an insightful and informative presentation on the CAPK Volunteer Income Tax Assistance (VITA) Program. This presentation provided information with regard to the scope of services offered, locations of such as well as volunteer and training opportunities available. Members were encouraged to share this information with others.

The next Policy Council meeting is scheduled for November 23, 2021, which will be the first meeting of the 2021-2022 term.

### **Recommendation:**

The Policy Council requests Board approval of the September Report and the Policy Council meeting minutes from September 28, 2021.

### **Attachment:**

*Policy Council Meeting Minutes from September 28, 2021*

**COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL COMMITTEE MEETING MINUTES  
September 24, 2021  
Teleconference ID: 203 726 732#  
Per Governor's Executive Order N-25-20**

1. Call to Order

Chairperson Andrea Martinez called the meeting to order at 5:30 p.m.

a. Chairperson Martinez conducted roll call; quorum was established.

Policy Council Members Present: Nicole Cabe, Samantha Collins, Brittany Dunbar, Teresa Fajardo, Laura Gonzales, 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.*

None

3. Standing Committee Reports

a. School Readiness Committee

The current Readiness Goal and preschool lesson plan were shared with the Council. It was noted Developmental Profile Assessments have been completed for children enrolled in our full-year program with assessments for part-year children underway with an expected completion date of October 14, 2021. Parent teacher conferences will be scheduled thereafter. ReadyRosie workshops are continuing for both Kern and San Joaquin Counties; flyers with specific dates will be sent to families via Learning Genie. The Kern County Public Health Department will be offering free COVID-19 and flu vaccinations at some CAPK locations. These vaccinations are available free of charge to anyone in the community who is eligible. A flyer with more information will be distributed and posted on CAPK social media pages. The next School Readiness Meeting will be held on October 14, 2021 at 5:30 p.m. with a presentation provided on EHS Home Base and EHS Childcare Partnerships.

b. Planning Committee

The Planning Committee met on September 7, 2021 at which time quorum was established. The committee reviewed the Program Review & Evaluation (PRE) report and was provided enrollment information for all grants. The Child Adult Food Program (CACFP) report was shared as well noting the Central Kitchen prepared over 40,900 meals in July. A request to consolidate the Kern Head Start, Kern Early Head Start, Early Head Start San Joaquin, and Early Head Start Childcare Partnership grants was presented to the Planning Committee. Upon conclusion of the presentation the committee approved this action item.

c. Budget & Finance Committee

The Budget & Finance Committee met on September 21, 2021. Budget to actual financial documents for Head Start and Early Head Start were shared and discussed. Three Notice of Awards pertaining to carryovers and updated budgets for San Joaquin Early Head Start and Kern Head Start/Early Head Start were shared and discussed as was that of the Early Head Start Childcare Partnership. It was noted that the remarks section goes into greater detail, giving more specific information on funding and what it has been allocated for. It was also shared that the hope is for all grants to be consolidated, which in turn means there will only be one fiscal year. All documents and reports can be found within this **month's Policy Council packet**. The next PC Budget & Finance meeting will be held on Tuesday, October 19, 2021 at 5:30 p.m.

d. Bylaws Committee

As previously shared the Bylaws Committee has completed its review of the Policy Council Bylaws. As a result of such, this evening Council members will be voting on a proposed amendment to the bylaws which seeks to increase the number of one-year terms a member can serve. This amendment will also

be presented to the CAPK Board of Directors for approval at their monthly meeting which will be held on September 29, 2021.

4. Presentations

- a. CAPK Volunteer Income Tax Assistance Program (VITA) – Jacqueline Guerra, Program Manager Jackie provided an overview on the Volunteer Income Tax Assistance (VITA) program. This included what the program offers, eligibility, services provided and general information as a whole. VITA offers free, reliable basic tax return preparation for qualified individuals. This includes those who make \$57,000 or less, limited English-speaking taxpayers, persons with a disability. Jackie shared while this is the target population, VITA does not deny services to anyone who is within scope of the program. This is in reference not necessarily to the amount of income but to the type of income, i.e., income from rental properties, stocks, and bonds, etc. would disqualify a person for VITA services. Some of the services provided by VITA include assistance in responding to Internal Revenue Service and Federal Tax Bureau letters, aid in recovering stimulus payments as well as tax preparation from three years prior to current. They are also a Certified Accepted Agent, which means they can assist undocumented workers in obtaining an identification number so they can pay their taxes and receive any credits they may be eligible for. There are a variety of year-round locations throughout Bakersfield with multiple seasonal sites in rural areas of the county. These locations were shared with members. Jackie also shared information about volunteering with VITA and provided the various volunteer opportunities available. She stated there is a training one must attend prior to volunteering and provided contact information for such. An inquiry was shared as to if there are services provided in San Joaquin County. This information will be provided to San Joaquin parents by staff. It was asked how long does training take to become a tax preparer? Jackie shared it typically takes about 90 minutes per night, Monday through Thursday for 2 weeks with training held in person at the United Way (Kern) office. It was noted that after completion of a tax return by a volunteer, there is always someone to review the return. This tax season CAPK VITA has assisted over 6,900 taxpayers and over \$10.3 in refunds have been issued to Kern County residents in partnership with United Way of Kern County.

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 – August 24, 2021 (English/Spanish)
- b. Bylaws Committee Meeting Minutes – August 10, 2021 (English/Spanish)
- c. School Readiness Committee Meeting Minutes – August 12, 2021 (English/Spanish)
- d. Budget & Finance Committee Meeting Minutes – August 17, 2021
- e. Planning Committee Meeting Minutes – September 7, 2021 (English/Spanish)
- f. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
- g. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
- h. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to August 31, 2021
- i. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to August 31, 2021
- j. American Rescue Funding Expenditures April 1, 201 to August 31, 2021
- k. Parent Local Travel & Childcare through August 31, 2021
- l. Parent Activity Funds through August 31, 2021
- m. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to August 31, 2021
- n. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to August 31, 2021
- o. Notice of Award 09CH011406-03 Amendment 3; February 1, 2021, to January 31, 2022; Kern Early Head Start San Joaquin Carryover
- p. Notice of Award 09HP000163-02 Amendment 2; March 1, 2021, to February 28, 2022; Kern Early Head Start Child Care Partnership Carryover
- q. Notice of Award 09CH011132-03 Amendment 3; March 1, 2021, to February 28, 2022; Kern Head Start and Early Head Start Carryover



- r. Policy Council Termination Letter – Agueda Hernandez, August 30, 2021
- s. Head Start Program Review Evaluation (PRE) Report – August
- t. Head Start Recruitment Flyer
- u. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
- v. How to Help Your Child Have a Successful Morning – Pyramid Model, Backpack Connection Series
- w. Nurturing Parenting Classes – First 5 Kern; September 29, 2021
- x. **Children's Mobile Clinic** – October 2021 (English/Spanish)
- y. **Veteran's Stand Down** – October 14, 2021
- z. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health
- aa. School Readiness Subcommittee Meeting Dates
- bb. Planning Subcommittee Meeting Dates
- cc. Budget & Finance Subcommittee Meeting Dates
- dd. Bylaws Subcommittee Meeting Dates
- ee. Policy Council Meeting Dates

Motion was made by Laura Gonzales to approve consent items (a) through (ee); seconded by Brittany Dunbar. Motion carried unanimously.

## 6. New Business

\*ACTION

- a. Policy Council Bylaws Amendment – Lisa Gonzales, Program Governance Coordinator  
Lisa shared with members that during a review of the Policy Council Bylaws, the Bylaws Committee noted a difference in what is stated in the Head Start Performance Standards (HSPP) and that which is stated in the bylaws as it relates to member term limits. The HSPP state a member can serve up to five one-year terms, to be elected annually and the bylaws state members can serve up to three one-year terms to be elected annually. Lisa shared the Bylaws Committee felt changing the bylaws to reflect five one-year terms would better align with the HSPP as well as provide the opportunity for past members to potentially extend their years of service to the Council. It was shared that the Bylaws Committee approved this amendment on August 10, 2021. A recommendation was made to Policy Council for approval of the proposed amendment to the CAPK Policy Council Bylaws which seeks to increase the number of one-year terms a member can serve. Motion was made by Rosalinda Valencia; seconded by Teresa Fajardo. Motion carried unanimously.

## 7. Standing Reports

- a. Program Governance – Lisa Gonzales, Program Governance Coordinator  
Lisa shared that monthly parent meetings have resumed on a virtual platform at both the center and home base level. She added Regional Parent Committee (RPC) meetings have also been scheduled (virtually) taking place throughout October. Lisa reminded members RPC meetings are where Policy Council members are elected. At the scheduled October RPC meetings members will be elected for the upcoming 2021-2022 term which begins in November. She also shared that she hoped to potentially see some returning faces to Policy Council as well. Lisa thanked everyone for their attendance this evening as well as for their time and commitment over the duration of the term noting next month will be the last meeting of the 2020-2021 Policy Council.
- b. Community Representative – Nicole Cabe, Past Parent; Nila Hogan, Community Representative  
Nicole shared now with students back on campus, staff are actively working to get and keep children motivated and happy to be back at school. She noted it is proving to be a bit more of a challenge than expected however there is an upcoming event to support these efforts. Nila shared spoke briefly about the importance of mental health. She also shared information regarding a free upcoming Multi-County Suicide Prevention Summit 2021. The summit will have four workshops and a speaker panel. Additional information was provided from the Henrietta Weil Memorial Child Guidance Clinic as it **pertains to a Parent Empowerment Program (PEP). This program serves families who've experienced reunification with their children.** It provides support through in-home services, mental health, parenting support as well as self-care. These serves are provided through a multi-disciplinary team to provide extra support in creating a smooth and successful transition process. Nila shared with members information for a free CPR and First Class which will be held at McMurtrey Aquatic Center. This is open to anyone 12 years of age and older. Upon successful completion of the class, participants will be issued American Red Cross certification.

- c. **Early Head Start San Joaquin – Rosalinda Valencia**  
 Rosalinda shared that the monthly Leadership S'more was sent in early September which included a Pyramid Model parent survey, videos, and handouts as well as the monthly father/family engagement activity. There have been 218 views to date with 132 parents completing the Pyramid Model survey. Creative curriculum is the center base curriculum with Partners for a Healthy Baby used as the Home Base curriculum. Cognition is the new focused school readiness goal and will begin on September 27, 2021. ReadyRosie workshops resumed in September with 3 dates scheduled; flyers will be sent to families. Monthly Very Important Parent (VIP) Meetings have also resumed and are being held virtually at the center/home base levels. Various assessments including (winter) DRDP, and ITERS are currently being conducted. Taste test/fruit dipping was this month's food experience. Children tasted a variety of fruit and had the opportunity to dip it their choice of yogurt. With conversations following regarding the different tastes, textures, and colors. All staff participated in the Supporting Children with Autism training. There are currently 45 children enrolled in the program with an IFSP, with the majority attending a center base option. In continuing with recruitment efforts, Enrollment and Attendance staff attended a recruitment event on September 10, 2021 and collected 24 program interest slips. Also shared, center-based enrollment is at 112 with the home-based option at 87 for a total program enrollment of 199.
- d. **Early Head Start Partnership – Samantha Collins**  
 Samantha shared EHS Partnership families had the opportunity to receive a new pair of shoes on behalf of the Kicks for Kids grant from Cal Water. In collaboration with Guarantee Shoe store and Kohl's the CAPK team provided approximately 25 pairs of shoes for enrolled children and their siblings. Family Advocates launched the *Your Money, Your Goals* financial empowerment training on September 15, 2021 which will conclude on October 6, 2021. Advocates also plan to offer the *Parents on a Mission* training in late October. In response to the COVID-19 pandemic, partner centers have permanently adopted several techniques to strengthen how they communicate with families and document information. QR codes are now used for checking children in at centers and enrollment applications may now be submitted online. Technological applications will also be used to collect live data for children's files and for sharing updates and resources with families. Since the start of the new program year in July 2021, Family Advocates have provided approximately 220 resources and have 27 families registered with ReadyRosie.
- e. **Board of Directors – Jimmie Childress, CAPK Board Member**  
 On behalf of Board Member Childress, Lisa shared that the Board of Directors has been provided the opportunity to volunteer at the Kern County Fair to assist with the Feed the Need event. Additionally, the Board will meet tomorrow and based upon the agenda for this meeting, one item the Board of Directors will hear information on is the agency's current medical/dental insurance carrier for its employees.
- f. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**  
 Jerry Meade, Assistant Director provided the Head Start/State Child Development report on behalf of Director Yolanda Gonzales. He shared that we are actively enrolling in our Head Start programs adding there is available spots in almost every program option. Jerry shared historically at this point in time (October) we are fully enrolled however the past 2 years have proven to be a challenge. Recruitment information has been shared via social media, staff have attended collaborations and events with time even set aside for canvassing community's door to door. The Office of Head Start has been very understanding of the challenges all grantees are facing however all grantees will be required to be fully enrolled in January 2022. Jerry spoke to the fear and hesitancy some prospective families may have in bringing children to a classroom during a pandemic. He shared that we have a well planned out and detailed protocol for both our center base and home base options to ensure the health and safety for those we serve as well as our staff. He added that in both San Joaquin County and Kern County we are partnering with the local health department to offer free COVID-19 vaccination clinics at some of our sites. The flu shot will also be available as well as in some cases the COVID-19 booster. Jerry shared that these collaborations which are open to the community at large are key. He also spoke to staffing within the program sharing we must have staff to open classrooms. Jerry noted that the program is working diligently with Human Resources (HR) to fill vacancies. With the minimum wage increase and the Cost-of-Living Adjustment, among other factors, this has been a challenge. The child development field is not a high wage paying profession therefore we are working

with HR to incentivize recruitment and retention of qualified staff in this field. Jerry added that again, this is not unusual and is a common theme across the nation in other Head Start programs. Members were asked for their assistance in distributing flyers at their church, stores they frequent in their community, to family and friends etc. Getting information out is important; word of mouth has been the most successful tool we have in recruiting families for our program. Jerry stated there is one more meeting left in this term and expressed gratitude to members for their commitment to Head Start, and the children we serve. He added that it takes true dedication to come together each month and to work with respective subcommittees as well. On behalf of Yolanda, her entire administrative staff and all of Head Start staff Jerry thanked members for their contributions in making the program a success and being willing to put themselves out there to meet and communicate in this very unusual environment. In closing Jerry also thanked Chairperson Andrea Martinez for her leadership over the past 11 months.

8. Policy Council Chairperson Report

Andrea expressed appreciation for everyone's attendance noting she know everyone is multitasking and juggling many things, so their time is definitely appreciated. She also shared information regarding the upcoming Apple Festival to be held in downtown Tehachapi on October 16-17, 2021. Andrea added it is a great family fun event, with lots of activities for children and lots of food and vendors.

9. Policy Council Member Comments

Laura Gonzales noted next month will be her last meeting as she is moving out of Kern County. She also thanked everyone adding she would have liked to be able to meet in person. Ashley also expressed her appreciation to the group and is excited to meet Lisa Gonzales in person tomorrow as they volunteer at the Kern County Fair Feed the Need event, benefiting the CAPK Food Bank. She also hopes for some normalcy slowly but surely so that in person meetings can be conducted. Rosalinda thanked everyone as well, noting her last month will be in October, as she has her hands full with a new little one. Rosalinda hopes more San Joaquin parents are interested in participating in the upcoming term adding that in resuming parent meetings she has noticed some interest. There were no additional member comments shared.

10. Next Scheduled Meeting

The next meeting will be held on Tuesday, October 26, 2021 at 5:30 p.m.

11. Adjournment

Chairperson, Andrea Martinez adjourned the meeting at 6:33 p.m.