



DATE	March 30, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 292 390 191#

Board of Directors Meeting Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

I. Call to Order

a. Roll Call

Fred Plane (Chair)
Janea Benton
Jimmie Childress
Curtis Floyd
Joe Garcia

Craig Henderson
Nila Hogan
Michelle Jara-Rangel
Maritza Jimenez
Mike Maggard

Jonathan Mullings
Yolanda Ochoa
Marian Panos
Guadalupe Perez
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 #2022-11 (p. 4-5)

III. Introduction of Guests / Public Forum

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

IV. Consent Agenda

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

- Minutes from the February 23, 2022 Board of Directors Meeting (p. 6-11)**
- Minutes from the March 9, 2022 Personnel & Affirmative Action Committee Meeting (p. 12-15)**
- Weatherization Outreach Supervisor Job Description (p. 16-20)
- Global Positioning System (GPS) Policy (p. 21-27)
- Head Start and State Child Development Revised San Joaquin County Organizational Structure (p. 28-29)
- Update on 2022 California COVID-19 Paid Sick Leave (p. 30)
- Revised Appropriate Attire and Dress Code Policy (p. 31-33)
- Goal 4 Strategic Plan 2021-2025 Update (p. 34-38)

- i. CAPK Employee Retention Incentive (*p. 39-61*)
- j. CAPK Diversity, Equity and Inclusion (DEI) Program Update (*p. 62-85*)
- k. **Minutes from the March 16, 2022 Program Review & Evaluation Committee Meeting (*p. 86-88*)**
- l. February 2022 Program Reports (*p. 89-118*)
- m. Application Status Report & Funding Profile (*p. 119-127*)
- n. February 2022 Head Start / State Child Development Enrollment Update & Meals Report (*p. 128-129*)
- o. 2022-2023 Recruitment and Selection Plan (*p. 130-154*)
- p. Strategic Plan 2021-2025 Goal 3 & Goal 5 Update (*p. 155-174*)
- q. **Minutes from the March 23, 2022 Budget & Finance Committee Meeting (*p. 175-178*)**
- r. Head Start / Early Head Start Budget to Actual Reports for February 2022 (*p. 179-191*)
- s. Resolution to Approve the Submission of a Grant "California Department of Social Services Minor Renovation and Repairs Grant Program (*p. 192-193*)"
- t. Request to Approve the Submission of the 2023-2025 Funding Contract for the California Department of Public Health's Women Infants and Children Program (*p. 194-197*)
- u. Request to Approve the Submission of the HEALTHY KIDS 2022 Outreach and Enrollment Funding Application (*p. 198*)
- v. Goal 6 Strategic Plan Update 2021-2025 (*p. 199-202*)
- w. February 2022 Financial Statements (*p. 203-253*)

V. New Business

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| a. Allied Universal Security Contract for M Street Navigation Center, Safe Camping and Parking Areas – Action Item (<i>p. 254-256</i>) | Laurie Hughey, M Street Navigation Center Program Manager |
| b. Board of State and County Corrections Grant, Rental Assistance – Action Item (<i>p. 257-258</i>) | Corrine Thompson, Sr. Community Development Specialist |
| c. Board of State and County Corrections Grant, Warm Handoff & Reentry Services – Action Item (<i>p. 259-260</i>) | Corrine Thompson, Sr. Community Development Specialist |
| d. Disposition Request for Administrative Building Located at 5005 Business Park North and Central Kitchen located at 3101 Mall View Road, Including Submittal of SF-429C Forms to the Office of Head Start– Action Item (<i>p. 261-274</i>) | Emilio Wagner, Director of Operations |
| e. Construction Update for the Food Bank Expansion and Head Start Projects – Info Item (Verbal) | Emilio Wagner, Director of Operations |

VI. CAPK Foundation Report

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| a. CAPK Foundation Report for March 2022 – Info Item (<i>p. 275</i>) | Pritika Ram, Director of Administration |
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VII. Advisory Board Reports

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| a. Head Start Policy Council Report – Action Item (<i>p. 276-281</i>) | Nilia Hogan, PC Representative |
| 1. March 2022 Policy Council Report | |
| 2. February 22, 2022 Policy Council Minutes | |

- b. Friendship House Community Center Advisory Board Report –
Info Item (p. 282-283)

Freddy Hernandez, Director of Youth &
Community Services

VIII. Chief Executive Officer Report

- a. CEO Report for January 2021 – ***Info Item***
 - 1. COVID-19 Update
 - 2. Return to In-Person Board Meetings

Jeremy Tobias, Chief Executive Officer

IX. Board Member Comments

X. Closed Session

- a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)
- b. Reconvene into Open Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, April 27, 2022
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, March 25, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-11

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 virtually on March 30, 2022, 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 25th day of March 2022.

Fred Plane Chair
CAPK Board of Directors

Date



DATE	February 23, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 224 176 066#

Board of Directors Meeting Minutes

Per Governor's Executive Order N-25-20 and Assembly Bill 361, 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 12:01 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

a. Roll Call was taken with a quorum present:

Present: Janea Benton, Jimmie Childress, Curtis Floyd, Joe Garcia, Michelle Jara-Rangel, Maritza Jimenez, Craig Henderson, Nila Hogan, Mike Maggard, Jonathan Mullings, Marian Panos, Fred Plane, and Ana Vigil

Absent: Yolanda Ochoa, Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Traco Matthews, Chief Program Officer; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff and Jonathan Schreter from Bolton

b. Board Officer Election Results – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias requested approval of Board Officers named below, as elected by the Board of Directors.

- Chair – Fred Plane
- Vice Chair – Maritza Jimenez
- Secretary – Ana Vigil
- Treasurer – Janea Benton

Motion was made and seconded to approve the Officers, as elected by the Board of Directors. Carried by a unanimous vote (Henderson/Childress).

Curtis Floyd congratulated all of the elected officers and turned the meeting over to Fred Plane to facilitate.

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*

Motion was made and seconded to approve Resolution #2022-04. Carried by unanimous vote (Henderson/Floyd).

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Consent Agenda

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

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

V. New Business

- a. Property & Casualty Insurance Renewal – Emilio Wagner, Director of Operations and Jonathan Schreter from Bolton – *Action Item*

Emilio Wagner presented the above action item for approval and said that CAPK's current insurance coverage will expire on February 28, 2022. Bolton, CAPK's Insurance Broker, conducted a review of coverages for property & casualty, automobile, general liability, management liability, excess fiduciary liability, crime, and cyber liability, etc., and negotiated renewal rates on behalf of CAPK for the 2022/2023 year at a rate of \$530,616, which represents an overall increase of 8% for the 2021/2022 year.

Motion was made and seconded to approve the standard renewal package and revisit the other insurance options in December 2022. Carried by unanimous vote (Henderson/Jimenez)

- b. Food Bank Capital Donation from The Wonderful Company – Pritika Ram, Director of Administration – *Action Item*

Pritika Ram presented the above action item for approval and said the contract is not available at this time, however, staff continues to meet with the donor to review the construction timeline and co-branding opportunities with CAPK being the lead. The donor is very complimentary of the great work around continuous improvement and wants staff to work with their team. A contract is forthcoming and will include the donation amount.

Fred Plane asked if the contract needs to be approved prior to the next board meeting. Pritika said yes, but if the contract is not ready prior to the next meeting, it will come before the Board.

Curtis Floyd asked staff to review the contract with CAPK's attorney prior to having Jeremy to sign.

Fred Plane complimented staff for their efforts to obtain this donation.

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

- c. Approval of Resolution for the National Community Action Partnership (NCAP) Pathways to Excellence – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval with resolution and emphasized that the NCAP Pathways to Excellence program is designed to empower and support Community Action Agencies interested in taking their agency to the next level by invoking best-in-class practices from the CAP network and outlined in the thirty-five Standards of Excellence. CAPK is aligned to begin at the Silver Tier level with the option to move up to the Gold level and eventually the Platinum level. Participation in this program aids CAPK in obtaining grant funding. This activity aligns with the Strategic Plan, Goal 5, to increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results, specifically under Objectives 5.1 and 5.2.

Craig Henderson inquired about the cost to participate and Pritika said it is \$2,500.

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

- d. Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Healthy Organizations (ASTHO) Vaccine Equity Project Contract for Services – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval and said that CAPK is participating in a pilot program centered around vaccination disparities efforts, specifically in Kern County. Pritika explained how the project is designed to help communities reduce racial and ethnic disparities with respect to vaccination rates, knowledge, and trust to improve health equity and reduce vaccine-preventable diseases among adults. The contract for services amount is \$425,000 and will end on July 31, 2022, with an option to carry-over funds and extend the contract through June 30, 2023.

Maritza Jimenez asked if CAPK is partnering with other agencies and requested to see the zip codes that will be targeted.

Pritika replied yes to both questions and said staff will be leveraging CAPK resources. Collateral materials will be placed in the areas along with information booths. Staff will engage with health care provider partners, and the County Public Health Department to expand the outreach.

Maritza Jimenez also asked if CAPK could coordinate a task force for this effort and Pritika said staff will be meeting with the Hispanic Chamber of Commerce and members of the Black Community, and others.

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

- e. Retro-Approval of the Submission to the Economic Development Administration (EDA) American Rescue Plan Good Jobs Challenge – Pritika Ram, Director of Administration – **Action Item**

Pritika Ram presented the above action item for approval retroactively and stated and reported that CAPK has partnered with the Kern Community College District (KCCD) to apply to the Economic Development Administration (EDA) American Rescue Plan Good Jobs Challenge grant. The project will develop and strengthen regional workforce training systems and support the economic recovery of the community and grow high-quality jobs for the trained regional workforce, while addressing many of the concerns faced by the community, including equity, diversity, workforce development, remote work, and pay. The expected notice of award will be provided in mid-2022 for a total amount of \$1.5 million for a three-year period.

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

- f. Board Recruitment for Metro-Bakersfield and South Kern Low-Income Sector Seats – Pritika Ram, Director of Administration – **Info Item**

Pritika Ram presented the above info item and reported that two of the low-income sector seats have term limits that expire in June and July of 2022. Pritika requested an ad-hoc committee be established to begin the recruitment process for both seats, noting that both current members in those seats are invited to reapply.

- g. Executive Benefit Package Amendments – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and stated the amendments presented were previously presented to and approved by the Personnel Committee on February 2, 2022, but recommended the items not be included in the Consent Agenda to allow for full Board discussion and approval. There is minimal fiscal impact and supports the recruitment and retention of executive level staff.

Marian Panos asked for further clarification on the mileage stipend. Tracy Webster explained that in lieu of monthly mileage claims, the proposed two-tier mileage stipend will be based on the amount of mileage the management team travels. Employees that qualify for this stipend will receive a flat monthly rate rather than submitting a monthly form and the stipend will be taxed.

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

VI. CAPK Foundation Report

- a. CAPK Foundation Report for February 2022 – Pritika Ram, Director of Administration - **Info Item**

Pritika Ram provided an update on activities of the CAPK Foundation Board and reported that the Foundation Board met on January 25, 2022. Two action items were presented and approved, along three informational items. Pritika announced that the Food Bank Capital Campaign has come to an end as staff has secured funding to support the construction of the expansion project. A new capital

campaign will focus on the greenspace at the Friendship House Community Center (FHCC) related to site enhancements with lighting and fencing. The FHCC Advisory Council will also participate in this fundraising campaign and an Ad-Hoc Committee comprised of members of both boards will lead the fundraising efforts. Due to a lack of actionable items, the Foundation Board meeting was canceled for February 2022.

VII. Advisory Board Reports

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

Nila Hogan presented the above action item for approval and reported that the Policy Council items presented at the February 2022 meeting were approved.

Motion was made and seconded to approve the February 2022 Policy Council report and all items. Carried by unanimous vote (Childress/Floyd).

VIII. Chief Executive Officer Report

- a. CEO Report for February 2022 – Jeremy Tobias, Chief Executive Officer – **Info Item**

1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and said the positive case rate at CAPK is starting to decline, as expected, and is following the County trend. Jeremy also said that a new poll will be distributed to the Board to determine their interest and timing on when to return to in-person meetings.

Jeremy advised the Board that former Board Member, Jim Camp, lost his wife Beverly recently and staff sent flowers to Jim on behalf of the Board and staff. Jeremy also mentioned that both Jim and Beverly were recipients of the CAPK 2018 Humanitarian Award, among many other noteworthy recognitions in the community for their philanthropy.

Fred Plane said he received an email from the CSUB Alumni Association regarding the Wendy Wayne Day of Service in March and there was a mention of a partnering between CAPK and CSUB. Fred was not aware of this and would like to be informed in the future. Several senior management staff said that they were not aware of this either. Traco Matthews said it could have come from a prior conversation with CSUB when they requested information about volunteer opportunities with the Food Bank. Both Fred and Traco will follow up.

IX. Board Member Comments

- Mike Maggard said he will abstain from participating in the closed session due to a potential conflict of interest.

X. Closed Session

Motion was made and seconded to convene into closed session at 1:21 pm. Carried by unanimous vote (Henderson/Floyd).

a. Conference with Real Property Negotiators pursuant to Section 54956.8

Property Address: 1300 18th Street, Bakersfield, CA 93301
Agency Negotiator: Jeremy Tobias, Tracy Webster, Emilio Wagner
Negotiating Parties: County of Kern
Under Negotiation: Concerning price and terms

The Board reconvened into Open Session at 1:28 pm.

XI. Closed Session Report

Jeremy Tobias provided the closed session report and said that the Board authorized staff to begin the process of filing the appropriate paperwork to submit to the Office of Head Start regarding the sale of the Administrative Building (BPN) with proceeds directed towards the refurbishment or purchase of a new Central Kitchen.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, March 30, 2022
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 1:30 pm.



DATE	March 9, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 439 387 555#

Personnel & Affirmative Action Committee Minutes

1. Call to Order

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

2. Roll Call

Roll Call was taken with a quorum present.

Present: Nila Hogan, Joe Garcia, Jonathan Mullings, and Guadalupe Perez

Absent: Maritza Jimenez (Chair)

Others present: Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Freddy Hernandez, Director of Youth & Community Services; Yolanda Gonzalez, Director of Head Start; Emilio Wagner, Director of Operations; Gabrielle Alexander, Director of Finance; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. Regular Business

- a. Weatherization Outreach Supervisor Job Description – Wilfredo Cruz, Energy Program Administrator – **Action Item**

Wilfredo Cruz presented the above action item for approval. Wilfredo commented that with the increased demand in weatherization needs, this position will be responsible for expending the weatherization program within the community.

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

b. Global Positioning System (GPS) Policy – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval. Due to Philadelphia Insurance's request and donation of GPS units, CAPK is required to install these GPS units in all 103 agency vehicles. The program is part of CAPK's commitment to highway safety and employee welfare.

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

c. Head Start and State Child Development Revised San Joaquin County Organizational Structure – Jerry Meade, Assistant Director, Program – **Action Item**

Jerry Meade presented the above action item for approval. The proposed organizational restructure aligns supervisorial roles with center-based supervisors and maintains consistency as a program.

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

d. Update on 2022 California COVID Paid Sick Leave – Lisa McGranahan, Director of Human Resources – **Info Item**

Lisa McGranahan provided an update on the above info item. Due to the newly signed SB 114, employees are granted a maximum potential amount of 80 hours for Covid Paid Sick Leave. This new labor code applies to employers with 26 or more employees. This requirement is retroactive to January 1, 2022 and remains in effect through September 30, 2022.

Guadalupe Perez asked if the agency accepts at-home test results. Lisa responded that only official test results from a medical professional and/or health center are acceptable; therefore, at-home tests are not accepted.

Nila Hogan inquired about the circumstances an employee would qualify for the second bucket. Lisa responded that if the incident is documented that the employee is having medical issues and is attributed to COVID, they potentially can have access to both buckets.

- e. Revised Appropriate Attire and Dress Code Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan introduced the above item for approval. The proposed revisions to the dress code policy included updating antiquated language and expanding on the current policy guidelines.

Joe Garcia inquired about the current policy on tattoos. Lisa responded that the current policy states that inappropriate tattoo should be covered in the presence of the community and/or clients.

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

- f. Goal 4 Strategic Plan 2021-2025 Update – Lisa McGranahan, Director of Human Resources – **Info Item**

Lisa McGranahan presented the above info item and provided an update on the progress made with Goal 4 of the 2021-2025 Strategic Plan.

- g. CAPK Employee Retention Incentive – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster, Lisa McGranahan, and Jerry Meade presented the above info item for review and feedback. To reduce high employee turnover rates and reward employees for their continued commitment to the agency, CAPK is proposing a retention incentive to all eligible employees. Once feedback has been incorporated into the proposal, the team will bring this proposal back to the Personnel Committee in April as an action item for approval.

Joe Garcia questioned CAPK's current practices for recruitment. Lisa responded that the Human Resources Recruitment team utilizes a variety of channels and avenues to recruit candidates.

Joe Garcia asked if there are other incentives currently being utilized to retain employees. Lisa responded that other low-to-no-cost methods are professional development and training.

- h. CAPK Diversity, Equity, and Inclusion (DEI) Program Update – Lisa McGranahan, Director of Human Resources – Info Item

Lisa McGranahan provided a brief update on the DEI program and its current progress.

5. Committee Member Comments

- Nila Hogan thanked the team on the thoroughness of the presentations.
- Jonathan Mullings expressed his appreciation for the details and presentation.

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
April 6, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 1:12 pm.



MEMORANDUM

To: Personnel Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: March 9, 2022

Subject: *Agenda Item 4(a): Weatherization Outreach Supervisor Job Description – Action Item*

The Energy Program is concurrently working on four (4) different grants. We anticipate receiving two more before the end of 2022, LIHWAP and 2023 LIHEAP. The total of our four current contracts is approximately \$27 million. The two additional contracts will total to approximately \$10 million for both. Making the total of all our contracts, approximately \$37 million.

To meet the demand of these contracts, we need to have an Outreach Supervisor than can help concentrate our efforts in reaching out to the community directly to find weatherization opportunities and needs. This position will be directly tied into the community and will focus on creating relationships with organizations within our community that will allow us to expend the Weatherization portions of our contracts. This position will have a direct affect on the number of Weatherization projects we are able to obtain and work on. When our program is fully equipped and staffed, this position will also help us focus on finding potential multi-family unit needs. This position will also help us inform the public of the utility assistance services we offer throughout the county.

The Energy Program staff worked with Human Resources to create a new description to reflect the duties and responsibilities of the Weatherization Outreach Supervisor. The job description is included with this memo and is being presented to the Committee for approval. The Weatherization Outreach Supervisor position was pointed at Grade 9 by Human Resources.

Grade 9	Min	Mid	Max
Weatherization Outreach Supervisor	21.98	27.50	33.00

In fiscal year 2022, funding for this position will be supported with 2021 LIHEAP ARPA, 2021 LIWAP, 2021 LIHEAP, 2022 LIHEAP, 2020 DOE, & 2023 LIHEAP funds. The budget impact will be approximately \$37,440. Next year, the budget impact will be approximately \$49,920 and is projected to be supported with the aforementioned grants.

The work connects to CAPK's Mission and Strategic Goal #3, advancing economic empowerment and financial stability for low-income people in the communities we serve.

Recommendation:

Staff recommends approval of the Weatherization Outreach Supervisor job description and compensation at Grade 9.

Attachment:

Weatherization Outreach Supervisor Job Description



Weatherization Outreach Supervisor

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

Salary Range: Grade 09

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Shall perform appropriate outreach activities to ensure that households in the service area are informed about all weatherization program services and have an opportunity to apply for such services. Assist the public with applying for weatherization assistance.

SUPERVISION RECEIVED:

Receives general direction from the Utility Assistance & Outreach Manager

SUPERVISION EXERCISED:

Outreach Specialists

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

1. Recruit low-income households for energy conservation programs.
2. Review, evaluate and oversee the implementation of the Outreach and Intake activities of the Weatherization Program.
3. Work in collaboration with the Utility Assistance & Outreach Manager to provide support to the Outreach Specialists.
4. Coordinate the daily operations of the outreach and intake activities.
5. Supervise and administer directives.
6. Evaluate performance, provide mentoring, coaching and necessary disciplinary action when warranted.
7. Assist UA & Outreach manager with developing annual productivity goals.
8. Provide training and technical assistance to Outreach Specialists.
9. Ensure applicants have access to applications whether in hardcopy or electronic format during regular business hours.
10. Respond to applicants request for services within a reasonable amount of time.
11. Determine if household is eligible to receive weatherization services by reviewing the application and documentation to verify eligibility.
12. Address screening to ensure dwelling has not been previously weatherized.
13. Ensure all appropriate information and documentation regarding household after eligibility has been established (i.e., Owner Waivers, rental agreements, etc.).
14. Promote the availability of the energy conservation program by participating in and publicizing the programs availability through presentations, mailers, referrals, and outreach events.
15. Provide individuals who are physically infirm with the means to submit applications for assistance without leaving their residences.
16. Ensure that all forms are kept current according to CSD's most recent revision on the

- CSD website.
17. Meet assigned contractual productivity goals monthly.
 18. Submit accurate and detailed files and records in a timely manner.
 19. Communicate effectively and efficiently with appropriate public agencies and utility companies.
 20. Handle client complaints in a professional manner.

B. Other Job Specific Duties:

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

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations
- Departmental policies and procedures
- Current problems of socially and economically challenged families

Ability to:

- Multitask in a hectic environment, with prompt attention to client's needs
- Analyze problems; identify alternative solutions
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Work independently
- Prepare clear, concise reports
- Exercise sound, independent judgment within general policy guidelines
- Provide guidance and interpret and explain policies and procedures
- Understand and apply written regulations and instructions
- Work with accuracy and attention to detail
- Operate and use modern office equipment including ten-key calculator
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people and organizations
- Willingness to attend evening and weekend meetings
- Effectively present program to the public.
- Bilingual language fluency (Spanish/English) fluency desirable

EDUCATION AND EXPERIENCE:

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

1. Associates degree in social work, public administration, or related field. Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis
2. Two years of information and referral experience. Knowledge of the Department of Human Services and other social services preferred
3. Two years' experience working in a social service environment.
4. A minimum of one (1) year of supervisor experience.
5. Communicate effectively verbally and be proficient at writing.
6. Be willing to travel throughout Kern County as needed to assist clients with weatherization services.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Administrative Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	

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



To: Personnel Committee

From:  Emilio G. Wagner, Director of Operations

Date: March 9, 2022

Subject: *Agenda Item 4(b): Global Positioning System (GPS) Policy– Action Item*

Employees operate agency-owned vehicles on behalf of Community Action Partnership of Kern (CAPK) and drive in excess of 1 million miles each year. CAPK's commitment to highway safety and employee welfare, as well as the wellbeing of the general public, is a top priority and the genesis of this GPS "Rules of the Road" Policy.

Due to the sheer number of miles that the agency drive and the number of drivers, Philadelphia (Phly) Insurance has requested that we install the GPS units in the agency's vehicles. Phly has provided CAPK with 103 GPS units and access to Phlytrac program to the agency at no cost.

Staff including Risk Management, Human Resources, agency attorneys, and the Union have come together to develop the Global Positioning Systems (GPS) "Rules of the Road" Policy.

Each Program Manager that has access to agency-owned vehicles will be responsible for managing the GPS program at their locations, but may delegate the responsibility at their respective locations. Risk Management will conduct audits to ensure compliance.

Exceptions for extenuating circumstances are allowed and noted in the GPS policy exception form. These exceptions include but are not limited to a medical emergency, violation of policy due to law enforcement requests, amending the route due to business purposes, and mechanical malfunctions. The form must be completed and approved by a supervisor.

If violations occur, the driver can face disciplinary action from coaching and counseling to termination, depending on the number of violations or their seriousness.

Appeals of any GPS-related disciplinary actions may be considered by the Director, Program Manager, Human Resources and Risk Management and may be granted only under extenuating circumstances. While an investigation of the driver's record is being conducted, a temporary suspension of the driver employee's operation of an agency vehicle may be enforced. Human Resources and Risk Management will review each situation on an individual basis with a prompt decision being made regarding the employment status.

Recommendation:

Staff recommends the Personnel Committee approve the Global Positioning System (GPS) Policy.

Attachment:

A GPS 'Rules of the Road' Policy
GPS Policy Exception Form

A GPS “RULES OF THE ROAD” POLICY

Employees operate agency-owned vehicles on behalf of Community Action Partnership of Kern (CAPK) and drive in excess of 1 million miles each year. CAPK’s commitment to highway safety and employee welfare, as well as the wellbeing of the general public, is a top priority and the genesis of this GPS “Rules of the Road” Policy.

GPS refers to a satellite tracking system that is attached to the CAPK vehicle, which monitors the vehicle during operation. This system monitors:

- Speed of travel
- Time of arrival
- Length of stop
- Time vehicle is spent idling
- Location of the vehicle at every stop
- Seat Belt Use
- Vehicle Mileage
- Acceleration and deceleration
- Rapid starts “jackrabbit starts”

These GPS “Rules of the Road” are in addition to the CAPK Fleet Vehicle Safety Policy and any applicable federal, state, or local government statutes, laws, or ordinances regarding the operation of motor vehicles, which may supersede this policy. In other words, the CAPK GPS “Rules of the Road” are cumulative and not instead of any other policies or statutes, laws, or ordinances.

CAPK reserves the right to review driving habits, patterns and violations of the policy on a monthly basis and to retain GPS records and underlying data for up to 12 months. This means that a GPS policy violation remains viable and subject to progressive disciplinary actions for one year from the date of the violation.

If multiple violations occur on the same day, they may be treated as one violation or multiple violations, in CAPK’s sole discretion. Discipline may be based upon the most serious offense or on multiple offenses, in the sole discretion of CAPK.

CAPK VEHICLES REQUIRING A GPS UNIT

All Company owned vehicles are required to be equipped with a GPS unit.

RULES OF THE ROAD: REQUIRED MEASURES AND DISCIPLINARY CONSEQUENCES

The following lists disciplinary consequences based on driver conduct documented by the installed GPS system. All Verbal/written disciplinary actions given to the employee must include the specific exception report noting the violation.

1. Vehicles that travel 71 mph up to 79 mph:
 - a. First offense will be a written warning.
 - b. Second offense results in a final written warning.
 - c. Third violation will result in termination.
2. Vehicles that travel 80 mph up to 89 mph:

DRAFT - GLOBAL POSITIONING SYSTEMS (GPS)

- a. First offense will be a written warning.
 - b. Second offense will result in termination.
3. Vehicles that travel 90 mph and greater:
 - a. Immediate termination.
4. Vehicles left idling for more than 10 minutes at any location:
 - a. First offense will be a written warning.
 - b. Second offense will result in termination.
5. Failure to wear seat belt while driving Company vehicle:
 - a. First Offense will result in written warning.
 - b. Second offense will result in final warning.
 - c. Third offense will result in termination.
6. Stops that deviate from the Employee's assigned route of service or other unscheduled stops:
 - a. First offense will result in a written warning.
 - b. Second offense will result in termination.
7. Unauthorized use of company vehicle after work hours:
 - a. First offense will result in written warning.
 - b. Second offense will result in final warning.
 - c. Third offense will result in termination.
8. Tampering with the GPS unit:
 - a. First offense will result in written warning.
 - b. Second offense will result in termination.

NOTE: CAPK reserves the right, if the Director, Program Manager and Human Resources Director find the employee's driving to be outrageous based on the road conditions or area in which the violation occurred, to terminate an employee even if the employee's driving, as documented by GPS data, video, or eye witness observations in not within the above descriptions. Further, warnings and final warnings from different categories set forth above may serve as the basis for termination in other categories in the event of further infractions. For example, if an employee has a warning for violations in categories 1 and 4, a later first violation of category 7 could serve as the basis for termination. Further, as noted above, violations of and disciplinary action based on the GPS "Rules of the Road" is in addition to any disciplinary action (up to and including termination of employment) based on the CAPK Fleet Vehicle Safety Policy and any applicable federal, state, or local government statutes, laws, or ordinances regarding the operation of motor vehicles, which may supersede this policy. However, it is noted that any discipline related to this policy is specific to noted incidences and not used as a retaliatory provision. Disciplinary actions may be appealed only under the guidelines of the paragraph entitled Appeals.

DELEGATING RESPONSIBILITY

The Manager will have the ultimate responsibility for enforcing the GPS "Rules of the Road." The supervisor may delegate responsibility for managing the policy to the within each location. Risk Management will conduct periodic, unannounced audits to ensure compliance.

DRAFT - GLOBAL POSITIONING SYSTEMS (GPS)

Risk Management provides a monthly violations report to each Department, which outlines all of the violations for that month that require corrective action. It is the supervisor responsibility to ensure the Coaching and Counseling form is completed and a copy is sent to Risk Management.

Each location must maintain the following:

- 1 to 31-day binder containing the “Risk Management Reports”
- “Trips List Reports”, if violations are listed
- Copies of the “Coaching and Counseling” forms, when disciplinary measures were delivered

APPEALS

Appeals of any GPS-related disciplinary actions may be considered by the Director, Program Manager, Human Resources and Risk Management and may be granted only under extenuating circumstances. While an investigation of the driver’s record is being conducted, a temporary suspension of the driver employee’s operation of a company vehicle may be enforced. Human Resources and Risk Management will review each situation on an individual basis with a prompt decision being made regarding the employment status.

The following are the extenuating circumstances that could serve as the basis of an appeal to any GPS-related disciplinary actions.

1. Medical emergency.
2. When specifically requested by law enforcement officer or some similar governmental official to engage in the behavior which violates the policy.
3. Where an individual’s supervisor has amended the assigned route of service for business-related purposes.
4. Technical malfunction.

“GPS Rules of the Road” may require operation of the vehicle at or under the posted speed limit.

A violation of speed of travel under these conditions does not constitute a reason for appeal.

GPS EQUIPMENT REPAIRS

- All new GPS equipment is covered under a warranty.
- If any of the GPS equipment requires repair during the warranty period, contact Risk Management at 1. 661.369.8969.
- Risk Management will coordinate the equipment repairs with the vendor.
- Risk Management will maintain a small supply of emergency equipment, which may be loaned to locations that must have immediate replacement.
- Once the warranty period is over, the locations will be charged for GPS equipment repairs.

SAMPLE GPS RULES OF THE ROAD COACHING / COUNSELING FORM

☐ **WRITTEN WARNING** (Check one box only)

☐ **FINAL WARNING**

Name:

Employee #:

Position:

Location Name:

#:

Your driving performance has been measured by the Global Positioning System and recorded as a violation based on the Rules of the Road. (Manager: List infraction and attach the applicable GPS report(s). Be sure to note specific dates, times, locations and other specific information that applies to the violation.)

Acceptable conduct / performance is that no additional infractions occur for a period of one year. Further violations of the GPS Rules of the Road, Driver Certification Policy and/or any regulatory or government regulations may result in further disciplinary measures, up to and including termination.

- I agree to obey all government and regulatory agency laws and rules specific to my driving conduct.
- I agree to adhere to the Company Driver Certification Policy.

Employee's Signature

Date

Manager's Signature

Date

Note: Employee's signature on this form indicates that this situation has been discussed. It does not necessarily mean the employee agrees. Email copy or fax to Laurie Sproule, Risk Management. Retain a copy of this form in the employee's personnel file.

Name:

Employee #:

Position:

Location Name:

Your driving performance has been measured by the Global Positioning System and recorded as a violation of the GPS Rules of the Road. (Manager: List infraction and attach the applicable GPS report(s). Be sure to note specific dates, times, locations and other specific information that applies to the violation.)

Based upon the violation(s) of Company Policy listed above, your employment is terminated, effectively immediately.

Employee's Signature

Date

Manager's Signature (Print)

Date

Note: Employee's signature on this form indicates that this situation has been discussed. It does not necessarily mean the employee agrees. Retain a copy of this form in the employee's personnel file.

GPS Policy Exception

Date: _____

Employee(s): _____

Program: _____

The following are the extenuating circumstances that could serve as the basis of an exemption to any GPS-related disciplinary actions.

- ☐ Medical emergency.
- ☐ When specifically requested by law enforcement officer or some similar governmental official to engage in the behavior which violates the policy.
- ☐ Where an individual's supervisor has amended the assigned route of service for business-related purposes.
- ☐ Technical/mechanical malfunction.
- ☐ Other: Provide details below:

Details/explanation:

Supervisor/Manager acknowledgement: _____

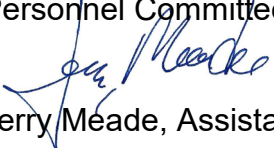
Date: _____

*Employee should be provided a copy of this form upon request.



MEMORANDUM

To: Personnel Committee

From:  Jerry Meade, Assistant Director, Program

Date: March 9, 2022

Subject: *Agenda Item 4(c):* Head Start and State Child Development Revised San Joaquin County Organizational Structure – **Action Item**

The Early Head Start San Joaquin program is now consolidated with the HS/EHS Grant 09CH011132 effective March 1, 2022. The Head Start and State Child Development Division is proposing a change to their organizational structure related to the continuity in supervisory roles at our child development centers.

The Early Head Start San Joaquin center-based program option include eight Site Supervisor positions. One for each center in operation. Currently the Site Supervisor job description in San Joaquin mirrors the Kern County Site Supervisor I job description. When evaluating needed changes, program staff acknowledged a discrepancy in the roles within the Site Supervisor job duties in San Joaquin and concluded that their role aligns with the Site Supervisor II job description. Since the award of the EHS San Joaquin grant, the program has expanded to support a full working day with State subsidized funding and increased center staff positions at each location to support the expanded services. The primary different in the role of the Site Supervisor II relates to overseeing a multiple classroom facility, the number of employees supervised and the complexity of running a blended funding facility.

To align supervisorial roles with center-based supervisors and maintain consistency as a program, staff are recommending the Head Start and State Child Development organizational chart be changed to reflect Site Supervisor II in San Joaquin County. The Site Supervisor II is in Grade 8 of the approved compensation schedule, whereas the Site Supervisor Job Description for SJC is in Grade 7. For the budget period beginning 3/1/2022, program staff included the projected rate of Site Supervisor II for the eight San Joaquin Site Supervisors.

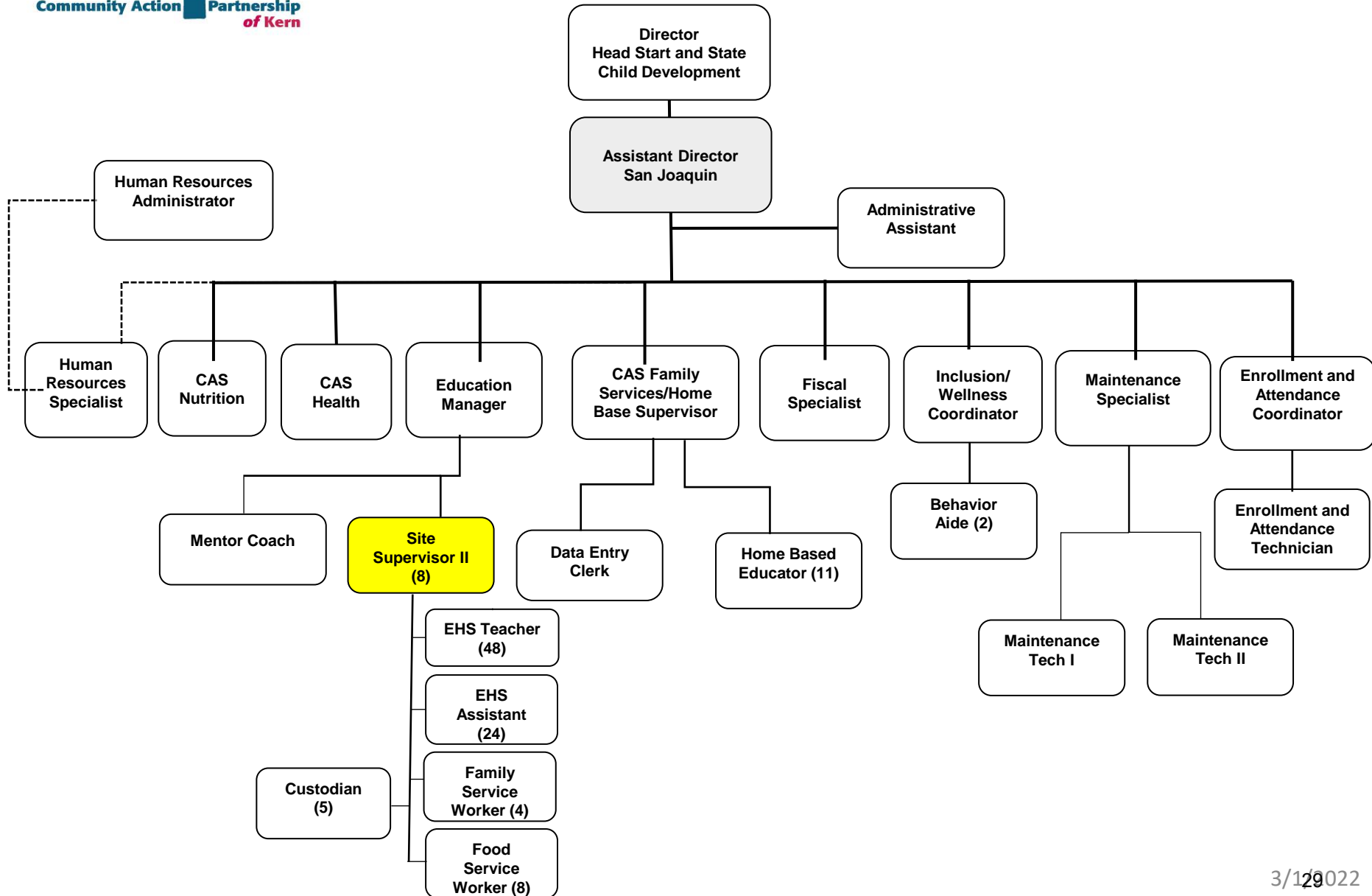
Recommendation

Staff recommends the Personnel Committee approve the organizational structure for the Head Start and State Child Development division including the change to Site Supervisor II in SJC.

Attachment:

EHS SJC Org Chart

San Joaquin Early Head Start





MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 9, 2022

Subject: *Agenda Item 4(d)*: Update on 2022 California COVID-19 Paid Sick Leave –
Info Item

On February 9, 2022, Governor Gavin Newsom signed SB 114, which created a new Labor Code section 248.6 which took effect immediately and is retroactive to January 1, 2022. This new labor code grants a maximum potential amount of CPSL of 80 hours with two separate “up to 40-hour” leave banks:

- Leave hours from one bank will be available only if the employees test positive or is caring for a family member who tests positive.
- Leave hours from the second bank will be available only for other covered reason (quarantine, isolation, a vaccine appointment or recovery, or systems)

The new labor code applies to employers with 26 or more employees and covers all employees. Additionally, it allows employees to use leave to care for family members, including a child, grandchild, grandparent, parent, sibling, or spouse.

Employees who are unable to work or telework can use the new CPSL for the following reasons:

- Employee is subject to a quarantine or isolation period relating to COVID-19
- Employee is advised by a health care provider to self-quarantine or isolate due to COVID-19
- Employee or family members is experiencing symptoms relating to a COVID-19 vaccine or boost.
- Employee is experiencing COVID-19 symptoms.
- Employees tests positive or is caring for a family member who tests positive.

The requirement to provide CPSL remains in effect through September 30, 2022. If an employee is using CPSL on September 30th, however, and the absence would continue without interruption past September 30th, the employees will continue using available CPSL for that absence. CAPK has engaged in the process of communicating this change to all staff and are in the process of making retroactive adjustments to employee accruals and pay.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 9, 2022

Subject: *Agenda Item 4(e): Revised Appropriate Attire and Dress Code Policy –*
Action Item

CAPK is proposing revisions to the existing Appropriate Attire and Dress Code policy. The policy outlines the appropriate dress code for all CAPK employees.

Modifications to the policy include updating outdated language and expanding on the current business dress code to align better with current trends.

Recommendation:

Staff recommends that the Personnel Committee approve the revised Appropriate Attire and Dress Code policy,

Attachment:

2.8 Appropriate Attire and Dress Code

2.8 Appropriate Attire and Dress Code

As representatives of CAPK, staff are expected to exhibit a neat, well-groomed appearance. Work attire should complement an environment that reflects an efficient, orderly, and professionally operated organization.

Proper work attire includes skirts, pants and clothing which cover the back, shoulders, chest, and midriff. For example, sleeveless blouses are acceptable, but tank shirts, undershirts, t-shirts, and shorts are not appropriate in an office setting.

Office workers and any employees who have regular contact with the public and clients other than in the classroom (see Child Education and Development Services Policy), must comply with the following personal appearance standards:

Pants/Slacks - Slacks and pants are acceptable provided they are clean and wrinkle-free. Inappropriate items include sweatpants, shorts, bib overalls, leggings, Spandex, or other form-fitting pants that are revealing. Jeans are permitted if they are of a dark color (black or dark blue) and in good repair/condition. Frayed bottoms, distressed areas, rips, or decorative destruction is not considered professional appearance and thus, not acceptable.

Shirts – Casual shirt, dress shirt, blouse, polo shirt, sweaters and turtlenecks are acceptable. Inappropriate items include tank tops, sweatshirts, shirts with large lettering, logos or slogans, strapless, spaghetti strap, backless or “tube tops”, and t-shirts unless worn under another blouse, shirt, jacket, or jumper. Sheer or revealing (plunging necklines included) clothing is not acceptable in the workplace.

Dresses and Skirts – Casual dresses, skirts, and split skirts are acceptable. Dress and skirt length should be no shorter than four (4) inches above the knee. Mini-skirts and spaghetti-strap dresses should not be worn to the office. Slits in skirts and dresses should not be higher than four (4) inches above the knee.

Footwear – Loafers, boots, flats, dress sandals, open-toed shoes, clogs, and leather deck shoes are acceptable. Tennis shoes, flip-flops and slippers are not acceptable.

Jewelry – Should be conservative with no visible body piercing other than pierced ears or a nose stud.

Hats – Hats or caps are not appropriate at any time in an office setting.

Tattoos – Tattoos should be covered at all times when in contact with children and the public.

Appropriate jeans (as described above) and tennis shoes are acceptable on Fridays when worn with a CAPK logo shirt. Jeans, tennis shoes, and CAPK polo shirt are acceptable on the first Wednesday of each month. It is imperative that employees remember the importance of a professional appearance and demeanor on these days.

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

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



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: March 9, 2022

Subject: *Agenda Item 4(f)*: Goal 4 Strategic Plan 2021-2025 Update – **Info Item**

Since the launch of CAPK's Strategic Plan, individuals, departments, and workgroups have concentrated resources and energy to achieve goals outlined in the 2021-2025 Strategic Plan. These achievements have been captured monthly, and a look at the metrics shows progress in every initiative.

CAPK's Strategic Goal 4 states:

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organizations desired results.

Key accomplishments have been achieved in each of our plan's four areas of concentration. These accomplishments demonstrate the extent and depth of CAPK's efforts. Key stakeholders routinely meet to review and update goals and discuss high-impact ideas to achieve these goals. The group continues to discuss in depth the goals and sub-goals and outlined an action.

Among some of the accomplishments of the past year, CAPK has:

- Implemented various task force groups to address the respective four pillars of Goal 4.
- Enhanced onboarding and new hire orientation process.
- Presented strategies to Management to incorporate Diversity, Equity, and Inclusion (DEI) within the organization.
- Developed and administrated various policies to increase employee recruitment and retention.

Attachment:

Goal 4 Action Plan

Mission

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

Vision

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

My Items

Item	YTD Actual
4.1: Enhance leadership capacity, effectiveness, and sustainability.	10%
4.1.2: Create a standardized onboarding and training plan.	5%
4.1.2.1: Enhance experience of new hire orientation and refresher trainings, including agency level presentations with program specific information.	10%
4.1.2.2: Create a development plan with training components specific to the position and scope of duties.	10%
4.1.2.3: Develop a learning management system to assign and track training plans, which can be incorporated into an employee's performance...	10%
4.2: Increase employee engagement, morale, and retention.	10%
4.2.1: Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts.	20%
4.2.1.1: Conduct systematic market analysis of wages/benefit to identify needed adjustments.	20%
4.2.1.2: Complete development and consolidation of revised job descriptions.	20%


Performance Summary





4 Goals

- 0% Achieved
- 100% On Target
- 0% Off Target
- 0% Critical
- 0% Deferred
- 0% Not Started

Item	YTD Actual
4.2.3: Conduct staff engagement surveys to establish benchmarks and identify areas for improvement.	10%
4.3: Increase the visibility of the Agency and create a unified CAPK identity.	10%
4.3.1: Implement a branding and communication plan that is cohesive, instantly recognizable and connects the agency and programs/services to...	25%
4.3.1.1: Unify outreach efforts and develop opportunities for collaboration and to coordinate and support cross-program community outreach efforts.	25%
4.3.1.2: Coordinate outreach to other agencies with consistent branded resources.	25%
4.3.1.3: Advance efforts to develop and implement new marketing and unified brand strategies.	25%
4.4: Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and...	20%


<p>Objective</p> <p>Enhance leadership capacity, effectiveness, and sustainability. (4.1)</p> <p>Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...</p> <p>Last comment: CAPK is partnering with the Kern Community College District (KCCD) on a reimbursement training program through the State tilted Employment Training Panel. see staff report for 1/26/2022 Board of Directors. It includes reimbursement for training, up to \$75,000.00. Funds could be allocated to support a professional development program and LMS. (01/19/22)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>10%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 10%</p>	<p>12/31/25</p>
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<p>Activity</p> <p>Create a standardized onboarding and training plan. (4.1.2)</p> <p>Last comment: Developed New Hire survey link. The link allows the recruiter to gather and collect information necessary to onboard in a timely manner and enter NH information in ADP accurately. All entries by hiring managers are stored and retractable in an easy format. Feedback from hiring managers has been positive and efficient has improved. (01/27/22)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>5%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 5%</p>	<p>12/31/25</p>
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<p>Objective</p> <p>Increase employee engagement, morale, and retention. (4.2)</p> <p>Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...</p> <p>Last comment: Collaborating working with other departments to enhance orientation and onboarding of new employees. (02/23/22)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>10%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 10%</p>	<p>12/31/25</p>
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<p>Activity</p> <p>Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts. (4.2.1)</p> <p>Last comment: Successful meeting with Wipfli on December 8th to begin the process of searching for an equity and compensation tool and discussed scope and parameters for the tool. During quarter 1, will identify possible vendors and tools. Quarter 2 will begin RFP process. Review Committee (pending) will consist of all key stakeholders, including, but not limited to Dawn, Lisa, Tracy, Wipfli, Emilio and Erica. System parameters will be tested and reviewed. (12/22/21)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>20%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 20%</p>	<p>12/31/23</p>
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<p>Activity</p> <p>Conduct staff engagement surveys to establish benchmarks and identify areas for improvement. (4.2.3)</p> <p>Last comment: Developed and implemented exit interview surveys to gain a better understanding of reasons for employee resignations. (02/23/22)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>10%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 10%</p>	<p>12/31/25</p>
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<p>Objective</p> <p>Increase the visibility of the Agency and create a unified CAPK identity. (4.3)</p> <p>Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...</p> <p>Last comment: Through the Executive Division, staff are obtaining professional marketing services to support this activity to bring a larger awareness of CAPK's brand and programs to the communities in which we operate. This also will allow for training opportunities, as well as program-specific campaign opportunities. Staff have completed the RFP process and in the review/meeting phase of the process. The services contract is expected to begin on 03/01/2022. (01/19/22)</p>	<p>Owner</p> <p>Lisa McGranahan</p>	<p>Measure:</p> <p><i>Percent Complete</i></p>	<p>10%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 10%</p>	<p>12/31/25</p>
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Activity

Implement a branding and communication plan that is cohesive, instantly recognizable and connects the agency and programs/services to clients, partners, and the community. (4.3.1)

Last comment: Administration/Marketing will report back. Maggie to be included in upcoming collaborations. (12/22/21)

Owner

Lisa McGranahan

Measure:

Percent Complete

25%

YTD Actual

0%

10/01/21



YTD Target: 25%

100%

12/31/22

Objective

Create strategies to incorporate Diversity, Equity, and Inclusion (DEI) best practices at all levels of the organization and services. (4.4)

Aligned to: #4 CAPK seeks to be an employer of choice and attract and retain a high-quality...

Last comment: Conducted DEI training along with Chief Program Office to all company management leaders in February (02/23/22)

Owner

Lisa
McGranahan

Measure:

Percent Complete

20%

YTD Actual

0%

10/01/21



YTD Target: 20%

12/31/25

No goals to display.



MEMORANDUM

To: Personnel Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer
Traco Matthews, Chief Program Officer
Lisa McGranahan, Director of Human Resources
Jerry Meade, Assistant Director, Program

Date: March 9, 2022

Subject: *Agenda Item 4(g)*: CAPK Employee Retention Incentive – **Info Item**

In an effort to reduce high employee turnover rates and lengthen employees' service time with the agency, CAPK is introducing a temporary Retention Incentive Plan. Due to COVID-19, CAPK faced increased levels of challenges and stressors. Many of our employees put themselves at risk of keeping operations running. Despite these challenges, our employees prevailed and adapted to the ever-changing environment. As such, CAPK is proposing this incentive plan that will apply to all employees, including full-time, part-time, temporary, and emergency hires.

Employees on active status on Date of Approval from the Board of Directors March 30, 2022, and retained through August 26, 2022, will receive this incentive (Paid September 9, 2022). Additionally, employees on active status on or before August 26, 2022, and retained through December 2, 2022, will receive the second incentive (Paid December 16, 2022.)

The first \$1,000.00 retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective August 26, 2022, pay period is processed. A second \$1,000.00 retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective December 2, 2022, pay period is processed. The incentive will be processed through Payroll and will be considered taxable wages. Incentives will be expensed to the program(s) or project(s) that receive the benefit of the retained employee.

This report is a discussion item. At this point we are not prepared to seek action from the committee, as we are continuing to fine tune the policy and the fiscal budgeting numbers. The draft policy is attached along with our presentation slides. Staff appreciates any feedback the committee may have on this proposal. We expect to have the finalized package ready for review and action at the April Personnel Committee meeting.

Attachments:

Retention Incentive Presentation
Retention Incentive Policy



ADMINISTRATIVE POLICY AND PROCEDURE

TITLE:	Retention Incentive Plan ~ COVID-19 Pandemic
APPROVED:	
APPLIES TO:	Community Action Partnership of Kern Employees

PURPOSE:

The purpose for the CAPK Retention Incentive Plan (Plan) is to help retain employees during challenging times. Upon approval by the Board of Directors, this Plan will be temporary and is intended to help address the retention challenges caused by the COVID-19 pandemic.

OBJECTIVE:

To reduce employee turnover rates and lengthen employee's service time with CAPK. This Plan applies to all employees including full-time, part-time, temporary and emergency hires that are retained within the effective dates identified above.

GOALS:

1. Reduce employee turnover.
2. Lengthen employee's service time with CAPK.
3. Increase the number of employee's returning from seasonal break.

ELIGIBILITY PROCEDURES:

1. Employees on active status on Date of Approval from the BOD March 30, 2022 and retained through August 26, 2022 will receive this incentive (Paid September 9, 2022)
2. Additionally, employees on active status on or before August 26, 2022 and retained through December 2, 2022 will receive the second incentive (Paid December 16, 2022.)
3. For purposes of implementing this policy, employees on a leave of absence are considered active. If an employee is on a leave of absence on 3/30/2021 or August 26, 2022, and they would otherwise be eligible for the incentive, they will receive the applicable incentive upon their return from leave.
4. For purposes of implementing this policy CAPK employees on seasonal break are considered active and must return to work and remain an active employee at least through October 31, 2022 to qualify for the second incentive.
5. Employees covered under the collective bargaining agreement will be eligible for this incentive as outlined in the 2022 SEIU Memorandum of Understanding (MOU). This plan is not intended to be implemented in addition to the MOU.



Helping People... Changing Lives.

INCENTIVES:

1. A **\$1,000.00** retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective August 26, 2022 pay period is processed.
2. A **\$1,000.00** retention incentive will be paid to all eligible CAPK employees on the pay date in which the respective December 2, 2022 pay period is processed.
3. The incentive will be processed through payroll and will be considered taxable wages.
4. Incentives will be expensed to the program(s) or project(s) that receive the benefit of the retained employee.

Below is a table with example scenarios:

Date of Hire	Dates of Leave of Absence	Employment End Date	August Incentive	December Incentive
On or before 3/30/2022	N/A	N/A	Yes	Yes
On or before 3/30/2022	N/A	8/25/2022	No	No
On or before 3/30/2022	5/16/2022-8/30/2022	N/A	Yes (upon return from leave)	Yes
On or before 8/27/2022 but after 3/30/2022	N/A	N/A	No	Yes
On or before 8/27/2022 but after 3/30/2022	N/A	11/30/2022	No	No
On or before 8/27/2022 but after 3/30/2022	11/30/2022-1/08/2023	N/A	No	Yes (upon return from leave)

This Plan can be suspended or canceled at any time as determined by the CEO at their discretion. Any modification or extension of this Plan will require prior approval by the Board of Directors.

Approved by the Board of Directors:



CAPK Employee Retention Incentive

PRESENTED BY:

TRACO MATTHEWS, CHIEF PROGRAM OFFICER

LISA MCGRANAHAN, DIRECTOR OF HUMAN
RESOURCES

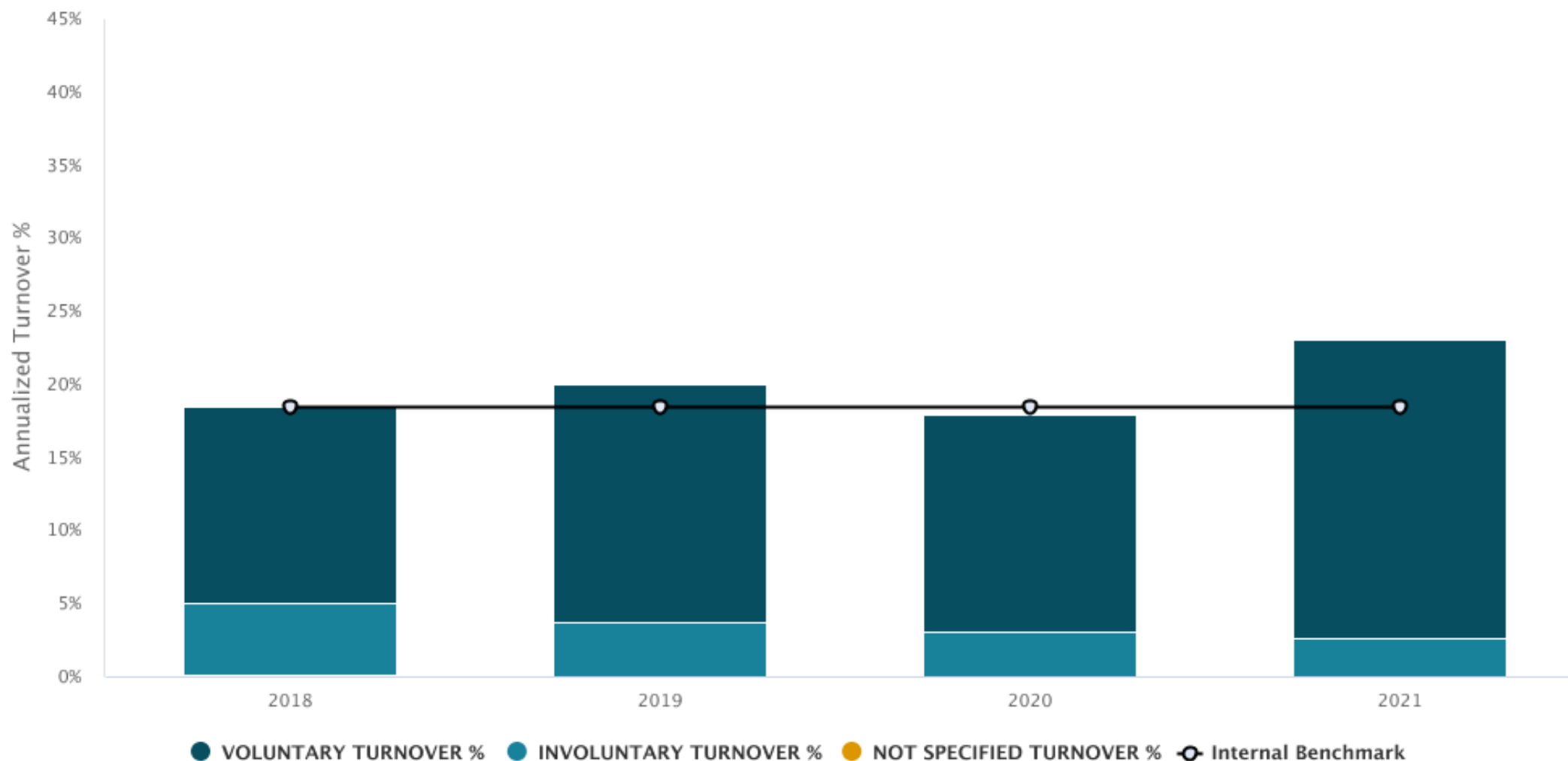
JERRY MEADE, ASSISTANT DIRECTOR HEAD START

TRACY WEBSTER, CHIEF FINANCIAL OFFICER



CAPK Employee Retention Rates

Turnover Rate Annual: January 1, 2018 – December 31, 2021



Turnover Rate Annual: January 1, 2018 – December 31, 2021

Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2018	5.07%	13.36%	18.43%
2019	3.99%	16.09%	20.08%
2020	3.09%	14.78%	17.87%
2021	2.61%	20.41%	23.02%

In 2021, 188 employees voluntarily left CAPK

Highest Voluntary Turnover of Positions: 2021

Homeless Services Custodian	159.74%	Enrollment Technician	54.89%
Administrative Clerk	133.67%	Accountant	53.40%
Homeless Services Navigator	120.03%	Billing Technician – Energy	52.14%
Senior Community Development Specialist	116.61%	Business Technician	51.70%
WIC Degreed Nutritionist	85.68%	Eligibility Specialist – Energy	52.14%
Receptionist	78.37%	Attendance Technician	42.39%
Homeless Shelter Worker	76.68%	Family Advocate	42.07%
Program Educator – FHCC	75.88%	CalFresh Healthy Living Health Educator	39.31%
Community Development Specialist	75.73%	Eligibility Technician – Energy	39.17%
EHS Assistant	74.09%	WIC Nutrition Assistant	38.39%
Custodian	70.39%	WIC Clerk	36.96%
Case Manager – FRC	68.39%	Assistant to the Director	31.82%
Human Resource Generalist	67.34%	Early Head Start Teacher	28.01%
Maintenance Technician I	57.39%	Food Production Driver	27.94%
WIC Nutrition Assistant II	56.94%	EHS Home Base Educator	26.80%

Staff turnover is affecting every department



High Turnover Impacts Program Delivery

PROGRAM IMPACT:

Head Start – Children are not served, and classrooms cannot be open. State contract cannot be earned
Energy – Slow service for utility assistance and inability to service weatherization for households
M Street – Unsafe work conditions and inability to provide wrap around services
WIC – Inability to serve clients and loss of revenue share in the community
Food Bank – Strain on existing staff
211 – Inability to manage incoming calls especially during a crisis

ADMINISTRATIVE IMPACT:

Administration – Delays in the timelines required for grant writing and reporting
Human Resources – Multiple impacts to staff and programs
Finance – Multiple impacts to staff and programs
IT – Delays in the delivery and maintenance of technology tools

Not quantifiable – Low morale, reduced job satisfaction, stress and disengagement



Cost of Recruitment

Offer-Phase Costs

- Staff time to draft and make offer \$ 100
- Livescan, CCL, pre-hire physical \$ 750

Post-Offer Costs

- New hire communication \$ 100
- Orientation, Safety Training \$1,000
- Transition time (site training) \$3,000
- IT support (hardware/software) \$1,000



\$5,950
per employee

188 employees x \$5,950 =
\$1,118,600
in recruitment/training



2022 Employee Retention Incentive

Strategic Goal 4: “CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization’s desired results.”



Proposed Retention Incentive Policy

- \$1,000 retention incentive paid to eligible employees on August 26, 2022
- \$1,000 retention incentive paid to eligible employees on December 2, 2022
- Incentive processed through payroll with applicable taxation
- Incentives expense to the program(s) that receive the benefit of the retained employee.



Proposed Retention Incentive Policy

Date of Hire	Date of Leave of Absence	Employment End Date	August Incentive	December Incentive
On or before 4/27/2022	N/A	N/A	Yes	Yes
On or before 4/27/2022	N/A	8/25/2022	No	No
On or before 4/27/2022	05/16/2022-08/30/2022	N/A	Yes (upon return from leave)	Yes
On or before 8/27/2022 but after 4/27/2022	N/A	N/A	No	Yes
On or before 8/27/2022 but after 4/27/2022	N/A	11/30/2022	No	No
On or before 8/27/2022 but after 4/27/2022	11/30/2022-01/08/2023	N/A	No	Yes (upon return from leave)



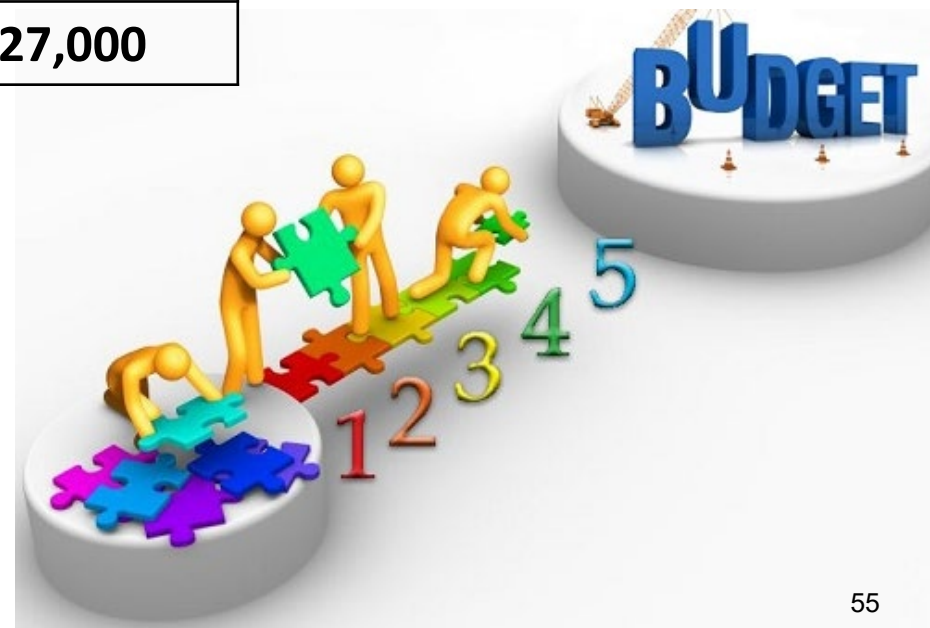
Financial Impact

Projected Fiscal Impact

Category	Stipend – 100% Retention	Stipend – 90% Retention	Stipend – 80% Retention
Allowable	\$314,000	\$282,000	\$251,000
Head Start	1,188,000	1,069,200	950,400
Prohibited*	282,000	253,800	225,600
TOTAL	\$1,784,000	\$1,605,000	\$1,427,000

** Includes WIC, CalFresh and County sources for a total of \$250,000. Each may be allowable provided that the policy is addressed with the funding source.*

Total Annual Payroll = \$37,500,000





Strategy for the Future

Ongoing Strategy

2022 Retention Stipend is not a long-term solution.
CAPK leadership will be engaged in the following:

- Succession Planning (Goal 4.1.1)
- Standardized Onboarding and Training Plan (Goal 4.1.2)
- Compensation benchmarking (Goal 4.2.1)
- Integrate staff development plan into performance reviews (Goal 4.2.2)
- Staff engagement surveys (Goal 4.2.3)



Ongoing Strategy

2022 Retention Stipend is not a long-term solution.
CAPK leadership will be engaged in the following:

- Establish and engage DEI Committee (Goal 4.4.1)
- Revise the review process to an interactive discussion/career plan discussion (stay interviews)
- Staff development











MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources
Traco Matthews, Chief Program Officer
Tracy Webster, Chief Financial Officer

Date: March 9, 2022

Subject: *Agenda Item 4(h)*: CAPK Diversity, Equity, and Inclusion (DEI) Program Update – **Info Item**

Strategic Goal 4 articulates CAPK's aspiration to be an employer of choice and retain a high-quality workforce to achieve the organization's desired results. As noted in the verbal presentation given to the Board of Directors on November 17, 2021, this goal includes creating an inclusive, equitable, culturally competent, and supportive environment where employees feel enriched and a strong sense of belonging. To that end, a Diversity Taskforce was commissioned to create a CAPK Diversity, Equity, and Inclusion (DEI) charter, with the goal of convening a DEI Committee by March 2022.

The DEI Committee will be a subcommittee of the CAPK Board of Directors that maintains an active role in identifying, understanding, and communicating relevant information about issues pertaining to diversity, equity, and inclusion for staff and community stakeholders. The DEI Committee will help guide the agency towards ongoing integration of diversity, equity, and inclusion principles and behaviors into all aspects of the workplace and community impact. It will also serve as a liaison for client and partner engagement, strengthening CAPK's trust, messaging, and effectual interfacing with diverse communities.

Multiple studies have shown that DEI programs help employees feel a stronger sense of belonging which directly translates to better performance. A national study by Better Up in 2019 found that employees who felt like they belonged saw 56% higher productivity, a 50% reduced rate of turnover, and 75% fewer sick days, in addition to other benefits. The savings for a company of 1,000 employees were estimated at just over \$5,000,000 annually. A global study the same year by Korn Ferry saw similar trends – highly engaged employees produced nearly 200% in higher sales over a 5-year period. Additional studies and local anecdotes regarding COVID vaccinations have affirmed the power of using trusted messengers to connect with hard-to-reach stakeholders. In short, research suggests that a DEI program would support CAPK's internal and external goals.

The developed charter spells out high-level goals for the DEI Committee, a few of which are listed below. In addition to other duties included in their scope, the DEI Committee would:

- Develop a DEI strategic plan for the agency
- Support the development of DEI language for the CAPK website
- Provide input on organizational policies and procedures through DEI lenses
- Share education and information regarding DEI topics with employees
- Review organizational policies and procedures to assess DEI impact and outcomes related to procurement and contracting
- Disseminate information regarding DEI professional development opportunities with staff
- Share updates and reports with the Personnel Committee/Board of Directors

The charter articulates a proposed structure for the DEI Committee that would include 16 members from across the agency serving in either a chair position, appointed position, or assigned position. The structure is designed to provide enduring sponsorship from the Executive Team, guidance from HR stewards, and continual representation at all levels of the agency. To maximize effectiveness of the work, the DEI Committee would encourage grassroots participation, voice, and steering. Each department would also have at least one assigned seat on the committee. As stewards of Goal 4, HR would have two appointed seats to provide permanent representation and voice on the DEI Committee. Two members of the Executive Team would also be appointed as sponsors. The CEO would appoint the DEI Committee Chair, and co-chairs would be selected from different organizational levels by policy.

Due to the expected results of an enriched culture for staff and stronger connections to the local community, the Diversity Taskforce and CAPK leadership team are excited to launch the DEI Committee as soon as possible.

Recommendation:

Staff recommends the Board of Directors formally commission the new CAPK Diversity, Equity, and Inclusion (DEI) Committee and authorize the Chief Executive Officer to appoint all necessary positions as needed.

Attachments:

CAPK DEI Charter
CAPK DEI PowerPoint



Diversity, Equity, and Inclusion Committee Charter

Mission

CAPK seeks to create an inclusive, equitable, culturally competent, and supportive environment where employees feel enriched and a strong sense of belonging.

The Diversity, Equity, and Inclusion Committee (DEI Committee), is a subcommittee of the CAPK Board of Directors that maintains an active role in identifying, understanding, and communicating relevant information about issues pertaining to diversity, equity, and inclusion. The objective of this committee is to establish and strengthen a culturally competent environment in which model behaviors are demonstrated by all members of our working community. The DEI Committee will guide the agency and hold it accountable for the integration of diversity, equity, and inclusion principles and behaviors into all aspects of the workplace and community impact.

Purpose

The CAPK DEI Committee's primary goals are to uphold individual civil rights in the workplace and to pursue the values underlying DEI laws with excellence. The key outcome of this work should be a higher sense of belonging for CAPK employees, clients, and community stakeholders.

Guidelines for Interaction

- Be present
- Respect the space of other people
- Acknowledge and be willing to understand the real and negative impacts of history
- Share your experiences, use "I" statements
- Assess your safety and use discernment; it's always ok to pause or discuss an item later
- Embrace the stretch zone; confront, critique, and challenge your discomfort
- Accept that everyone deserves to belong to these conversations; all voices are welcome
- The stories of others are theirs to share; maintain confidentiality and trust among the group
- Step up, step back; use your ears to listen, then use your voice to speak
- Acknowledge pain or offense in the moment by stating "ouch"
- If you experience yourself making judgements, ask yourself where those bias and judgements originated
- Impact supersedes intent; consider the impact of your words and actions along with focusing on your intentions
- Acknowledge and understand historical and current privileges; seek to share privileges
- Foster and embrace unity; we are all on the same team

Definitions

Diversity: The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, socioeconomic status, physical ability or attributes, religious or ethical values systems, national origin, political beliefs, and cultures.

- Diversity means more than just acknowledging and/or tolerating difference. It's a set of conscious practices that seek to understand and appreciate the interdependence of humanity, cultures, and the natural environment.
- Diversity is all inclusive and supportive of the proposition that everyone and every group should be valued. It is about understanding these differences and moving beyond simple tolerance to embracing and celebrating the rich dimensions of our differences.

Equity: Ensuring that everyone has support and access to the resources needed to be successful and identifying and eliminating barriers that have prevented the full participation of communities most impacted by systemic oppression.

- Improving equity involves increasing justice and fairness within the procedures and processes of institutions and systems, as well as in the distribution of resources. Tackling equity issues requires an understanding of the root causes of outcome disparities in our society/workplace.
- Equity accounts for systematic inequalities, meaning the distribution of resources provides more for those who need it most or have historically faced more barriers to success.
- Equity differs from equality. Equality refers to treating everyone the same, specifically in the sense that does not necessarily lead to equitable outcomes because diverse communities have faced different historical obstacles and inequities and therefore have different needs.

Inclusion: Ensuring that people of all backgrounds, identifies, abilities, perspectives, and beliefs have an equal opportunity to belong, achieve, and contribute to their workplaces and communities. An inclusive organization promotes and sustains a high sense of belonging; it values and practices respect where all people are recognized for their inherent worth and dignity, talents, beliefs, backgrounds, and ways of living; it seeks to empower every person to flourish with their diverse knowledge and abilities.

- Inclusion means authentically bringing traditionally excluded individuals and/or groups into processes, activities, and decision/policy making in a way that shares legitimate power.
- It means including the voices of those who have typically been marginalized to weigh in on processes, activities, decisions, and policies that impact their lives and futures.

Cultural Competence: An understanding of how institutions and individuals can respond respectfully and effectively to people from all cultures, socioeconomic statuses, language backgrounds, races, ethnic backgrounds, disabilities, religions, genders, gender identifications, sexual orientations, veteran statuses and other diverse characteristics in a manner that recognizes, affirms and values the worth, preserves the dignity, and honors the history of individuals, families and communities.

- Individuals practicing cultural competency should seek to have greater knowledge of the

intersectionality of social identities and the multiple axes of oppression that people from different racial, ethnic, and other minoritized groups face.

- Individuals striving to develop cultural competence should also recognize that it is a dynamic, on-going process that requires a long-term commitment to learning.

Meeting Schedule

The first and third Fridays of each month from 9:30am-11am.

Scope

The committee will guide the work of diversity, equity, and inclusion at our organization through the following:

1. Developing a Diversity, Equity, and Inclusion Strategic Plan
2. Executing the implementation of the Diversity, Equity, and Inclusion Strategic Plan
3. Adding information about the DEI plan to the CAPK website
4. Monitoring the development, implementation, and evaluation of standards for cultural competence for employees
5. Providing input on organizational policies and procedures to address diversity, equity, and inclusion issues
6. Reviewing organizational policies and procedures to assess impact, address diversity, equity, and inclusion matters related to employees, and make recommendations when appropriate
7. Reviewing organizational policies and procedures to assess impact, address diversity, equity, and inclusion matters related to clients and subcontractors, and make recommendations when appropriate
8. Evaluating and recommending solutions where organizational inequities exist
9. Informing and consulting with employees, leaders, and executives regarding diversity, equity, and inclusion initiatives
10. Ensuring the maintenance and dissemination of best practices for diversity, equity, and inclusion in organizational policies, teaching, training, hiring, and retention of employees
11. Serving as a resource for guidance and consultation regarding diversity, equity, and inclusion issues for employees and leaders
12. Disseminating information about ongoing professional development training around diversity, equity, and inclusion for employees and leaders
13. Seeking regular feedback from employees and leaders to inform decision-making and understand opportunities for improvement

14. Sharing the work of the committee with the Board of Directors and all staff

DEI Committee Creation

In November and December of 2021, the Diversity Taskforce requested feedback on the above statement from the following groups: CAPK Executive Team, Human Resources, a random selection of staff, and selected community stakeholders. The Diversity Taskforce also worked to obtain broad input on important areas of diversity or equity for the organization. The scope also incorporated best practices from Clackamas College, Taft College, and other local organizations.

Based on feedback from the conversations, research by the Diversity Taskforce, and assembled best practices, CAPK will form the Diversity, Equity, and Inclusion Committee upon approval from the CAPK Board of Directors. The DEI Committee plans to begin strategic planning in April 2022.

Subcommittees

Subcommittees are aligned with priorities and goals identified in the 2021 – 2025 CAPK Strategic Plan. A list of subcommittees and descriptions are available on the DEI webpage. Subcommittees create an opportunity for members of the college community to engage in implementation of the DEI Strategic Plan. Inquiries about subcommittees should be directed to tmatthews@capk.org.

Relationship to Other Committees

CAPK Board of Directors

Membership

The Diversity, Equity and Inclusion Committee includes 16 members with the following roles and membership structure:

Chair Positions

- 2 Co-chairs serving staggered 2-year terms (i.e. 1 new co-chair selected each year). Co-chairs are appointed by the CEO at the end of the calendar year, with a new chair beginning the following calendar year. Co-chairs must be appointed from within the DEI Committee, having served at least one year on the committee.
- Co-chairs who serve at the same time cannot be from the same employee type (Executive, Management, Staff).

Appointed Positions

- Appointed positions are employees serving two-year terms, which may be renewed. Terms are staggered.
- Representatives are selected through an application process and appointed by the CEO.
 - 2 Executive representatives (chair or co-chair; one appointment each year)
 - 2 HR representatives (chair or co-chair; one appointment each year)
 - 1 Executive/Administration representative (primary role: data and reporting)
 - 1 Outreach and Marketing representative (primary role: communications)

Assigned Positions

- Assigned positions are employees and leaders identified by department leads based on position. Depending on the division, these individuals may serve for a longer period:
 - 1 Finance representative
 - 1 Operations representative
 - 2 Head Start representatives (one appointment each year)
 - 2 Health & Nutrition representatives (one appointment each year)
 - 2 Community Development representatives (one appointment each year)
 - 2 Youth & Family Services representatives (one appointment each year)

Application Process

- Applications are updated annually by the Co-chairs and President.
- Completed applications are submitted electronically to the committee chair.
- Applications will be reviewed by the Co-chairs and appointed members.
- All final decisions and appointments will be made by the appointed members and CEO.

Committee Member Expectations/Commitment

- Membership terms are limited with the option for renewal. The DEI Committee year coincides with the calendar year (January to December).
- Members are expected to commit at least four hours per month to the DEI Committee. The committee meets twice a month, plus subcommittee meetings, and selected events.
- Attend DEI Committee meetings and be prepared to engage. Meetings are the first and third Fridays of the month from 9:30am-11am.
- Members are expected to join a subcommittee and meet with their subcommittee outside of DEI Committee meetings. Subcommittee leads report back to the DEI Committee, and share information from the DEI Committee with their subcommittee members.
- Members are expected to participate and attend DEI Committee-sponsored events, trainings, and strategic-planning retreats whenever possible.



CAPK Diversity, Equity, & Inclusion

PRESENTED BY:

LISA MCGRANAHAN, HR DIRECTOR

TRACO MATTHEWS, CHIEF PROGRAM OFFICER

What is DEI?



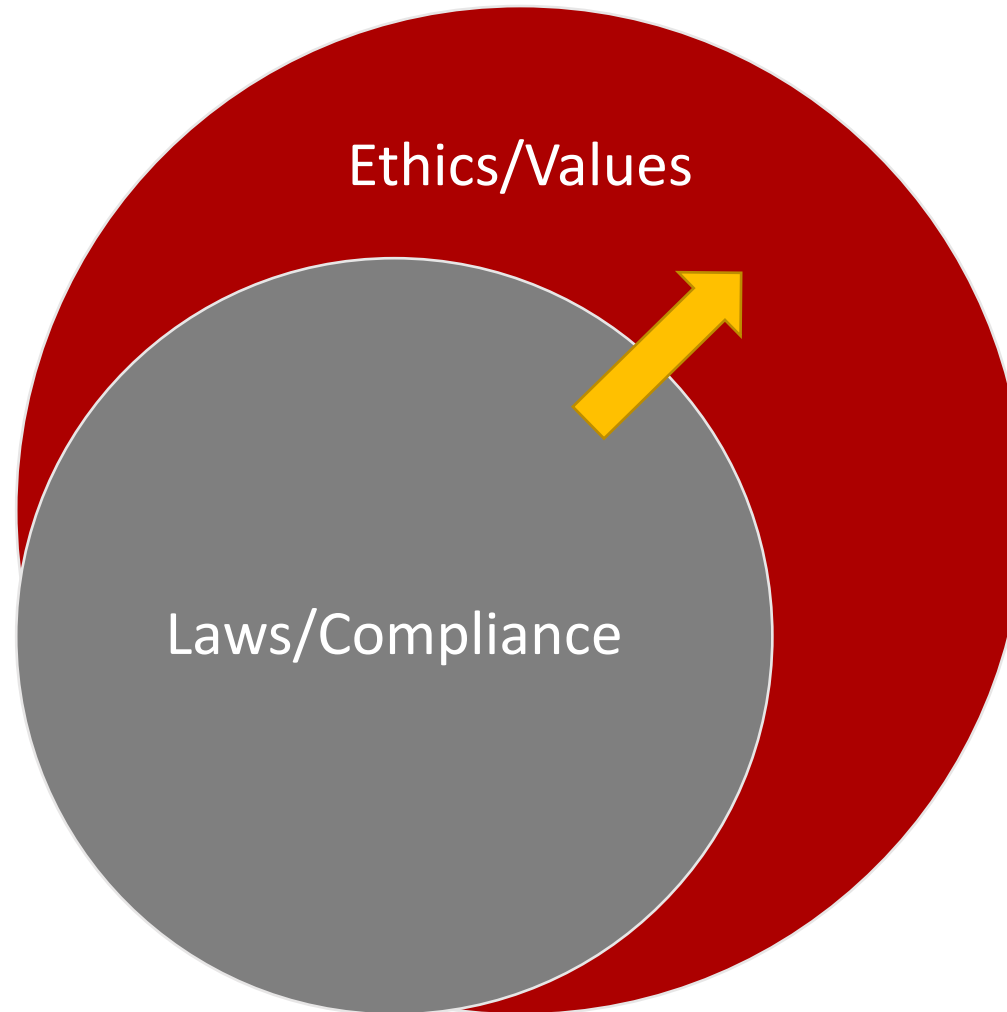
**DIVERSITY, EQUITY
& INCLUSION**

Why have a DEI Program?

1. History has shown that it's the right thing to do ethically.

2. It's an effective leadership strategy for organizations.

Laws/Compliance



Ethics/Values

We Were Born for This

- Community Action Agencies were born in advocacy, for the purpose of equity due to the Civil Rights Act of 1964, Title VII, & The Economic Opportunity Act.
- It's part of our values and that's why we as an organization exist.



How CAPK Values Relate to DEI

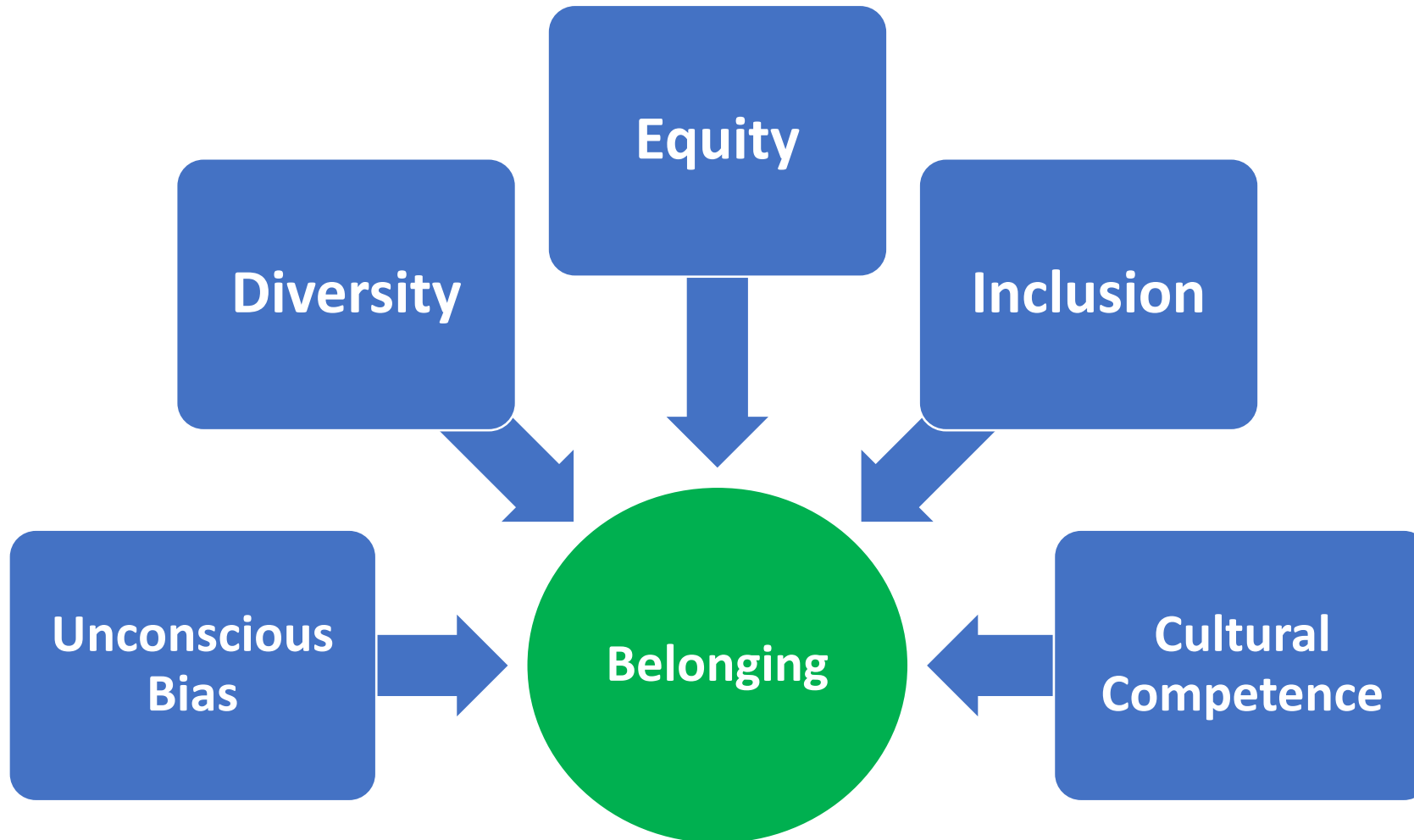


- ✓ Respect
- ✓ Teamwork
- ✓ Transparency
- ✓ Continuous Improvement
- ✓ Servant Leadership

What *should* be an organization's top priority?

1. Customers/Stakeholders
2. Employees
3. Profit/Results (or other organizational goals)

The Goal



Putting Employees First Yields Better Long-Term Results

- ✓ 56% higher productivity for employees with a strong sense of belonging
- ✓ 50% reduced risk of turnover
- ✓ 75% fewer sick days
- ✓ Est annual savings of \$5.2M for a 1,000-person org
- ✓ Double the raises (dollar amount)
- ✓ 18x the promotions

Better Up Study on Belonging (2019)
Almost 2,000 people were included in the national study

Employees who *think* they belong
and *feel* like they belong –
perform better



Standard DEI Program

Individual

- ✓ Trainings designed to provide greater awareness of personal biases
- ✓ Implementation and execution of DEI principals in personal life

Standard DEI Program

Agency

- ✓ Trainings to provide greater awareness of workplace challenges and implications for selected groups
- ✓ Implementation of organizational changes that help to close gaps in outcomes (recruitment, leadership, succession, procurement, etc.)

Standard DEI Program

Community

- ✓ Greater awareness of historic challenges and implications for marginalized groups in society
- ✓ Implementation of systemic changes to close gaps with rights and privileges (legislation, other equity actions)

CAPK DEI Charter Mission

CAPK seeks to create an inclusive, equitable, culturally competent, and supportive environment where employees feel enriched and a strong sense of belonging.



CAPK DEI Charter

1. Mission & Purpose
2. Guidelines for committee interactions
3. Definitions of diversity, equity, inclusion, and cultural competence
4. Scope of work
5. Membership
6. Committee structure
7. Expectations

CAPK DEI Committee Timeline

1. Small DEI taskforce commissioned (September 2021)
2. Reviewed multiple DEI charters to understand best practices (September – October 2021)
3. Verbal update to the CAPK Board (October 2021)
4. Final draft developed for review/approval (November 2021)
5. Selections made for DEI Committee (January – February 2022)
6. Approved DEI Committee launch (March 2022)

Questions?



DATE	March 16, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 172 636 332#

Program Review & Evaluation Committee Agenda

Per Governor's Executive Order N-29-20 and Assembly Bill 361, 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 Ana Vigil 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: Ana Vigil (Chair), Michelle Jara-Rangel, Marian Panos, Jimmie Childress

Absent: Yolanda Ochoa

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

3. Public Comments

No one addressed the Committee.

4. Program Presentation

a. Lorna Speight, WIC Program Administrator

Lorna Speight provided a presentation about the WIC program which gave an overview of the program and how it has grown over the years.

5. New Business

a. February 2022 Program Reports – Pritika Ram, Director of Administration

Pritika Ram presented the February 2022 Program Reports for approval and provided notable highlights.

Michelle Jara-Rangel asked what the turnaround time frame is once an application has been submitted for rental assistance. Rebecca Moreno advised that there is a 24-hour response turnaround time with the exception being a weekend or holiday.

Michelle Jara-Rangel asked how long it will take to receive the funds once approved and Rebecca Moreno advised that it typically takes 3-5 days and depends on the participation by both the requestor and landlord.

Ana Vigil asked if there is any type of refrigeration for shelters for the WIC items such as formula and Lorna Speight advised that shelters are allowing clients to have refrigeration use.

Michelle Jara-Rangel asked if East Kern has had any progress on their goal. Freddy Hernandez pointed out where progress is reported on the Committee packet and provided an update on status of negotiations. Michelle also asked about Weatherization funds; if they were a grant and if they have expanded any funds under the grant. Freddy explained that the grant came with some challenges and the grant is requiring them to complete an assessment. If they do not use the funds, they lose the funds.

Michelle wanted to know more about the community programs. Lizette informed her that there are only three in session, and they are called the Girl Scouts, Dignity Health, and the Senior Group.

Michelle Jara-Rangel asked about the Barnett House and Emilio Wagner and Jeremy Tobias were able to provide details of location, price, and use.

Motion was made and seconded to approve the February 2022 Program Reports. Carried by unanimous vote. (Vigil/Panos).

- b. Application Status Report and Funding Profiles for February 2022 – Vanessa Cortez, Senior Community Development Specialist.

Vanessa Cortez presented the above Application Status Report and Funding Profiles for approval.

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

- c. February 2022 Head Start/State Child Development Enrollment Update & Meals Report – Robert Espinosa, PDM Administrator

Robert Espinosa presented the above report for approval.

Michelle Jara-Rangel requested that Robert Espinosa start including enrollment challenges on his report to which Marian Panos agreed with.

Motion was made and seconded to approve the February 2022 Head Start/State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Panos/Jara-Rangel).

- d. 2022-2023 Recruitment and Selection Plan – Robert Espinosa, PDM Administrator

Robert Espinosa presented the above report for approval.

Motion was made and seconded to approve the 2022-2023 Recruitment and Selection Plan. Carried by unanimous vote (Panos/Jara-Rangel).

- e. Strategic Plan 2021-2025 Updates – Traco Matthews, Chief Program Officer/Emilio Wagner, Director of Operations

Traco Matthews and Emilio Wanger presented the above info item and provided an update on the progress made with Goals 3 & 5 of the Strategic Plan.

6. Committee Member Comments

None.

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, April 13, 2022
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 1:11 pm.



February 2022 Program Monthly Reports

PRE Committee March 2022



Community Development

2-1-1 Kern Call Center

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Traco Matthews Chief Program Officer		Program Manager	Jennifer Jordan Program Administrator		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,500 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 15 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.						
Most Requested Services	Homeless services		Food pantries		Utility Payment Assistance	
Top 3 Unmet Needs	Homelessness		Health Insurance Programs		Subsidized Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		6,536	14,501	90,000	87%	16%
Kings County (SRV 7c)		188	416	4,000	56%	10%
Tulare County (SRV 7c)		595	1,577	18,000	40%	9%
Stanislaus County (SRV 7c)		751	1,751	19,200	47%	9%
Fresno & Madera		3,921	6,209	20,000	235%	31%
Merced & Mariposa (<i>effective March 2022</i>)		-	-	500	0%	0%
Total I&R Calls Handled		11,991	24,454	151,700	78%	16%
Staffing vs. Call Volume				Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.					1.4	0.00
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		13	33	300	52%	11%
Medi-Cal Application (SRV 7b & SRV 7c)		14	21	100	168%	21%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		12	27	300	48%	9%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (<i>i.e., accessing 2-1-1 e-services and database resources</i>)		19,502	37,849	225,000	104%	17%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		2,985	6,426	45,000	80%	14%
Mental Health (SRV 7c)		189	479	3,700	61%	13%
Health and Human Service Referrals		6,392	14,483	110,000	70%	13%
Total Other Services		9,566	21,388	158,700		

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)

The 2-1-1 Kern team continues to provide quality services to Kern, Kings, Tulare, Stanislaus, Fresno and Madera counties. The team is specifically working on building the Help Me Grow team in order to enhance the number of new children screened.

Program Strategic Goals

Progress Towards Goal

1. Recruitment and Retention of staff	Our Help Me Grow Care Coordinator joined the program on 2/15/21. In addition, we have a staff requisition out for a second Development Specialist.
2. Contract Retention	2-1-1 continues to foster partnerships. With the addition of Fresno and Madera counties, we observed a large call volume and have made adjustments accordingly.
3. TBD	

Program Highlights

With the addition of the First 5 Help Me Grow Care Coordinator, staff have begun learning processes, implementing systems, and building a relationship with our partners.

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno Director of Community Services		Program Manager	TBD		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.						
Homeless Referrals/Assessments (SRV 7c)		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		935	1,973	10,000	112%	20%
Stanislaus County		0	0	5,000	0%	0%
Total Calls					#DIV/0!	#DIV/0!
Pending Assessments		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back		0	0	15	-	-
Stanislaus Pending contact/call back		0	0	15	-	-
Performance: Number of applicants who received a response within 24 Hours		Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County		836	1,683	7,800	129%	22%
Stanislaus County		0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)						
CES is assisting the Rental and Utility Program through Housing Authority, accounts for 194 calls reported above.						
Program Strategic Goals		Progress Towards Goal				
1. Implement effective 24 hour response time for Stanislaus County.						
2. Increase staff recruitment and retention.		New Hire starts 3/8. Stanislaus contract pending approval early March, opportunity for new hires.				
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.						
Program Highlights						

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

Month	February-22	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno Director of Community Development		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic resources to unsheltered individuals with pets and partners.						
Shelter Services		Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b)		104	209	950	131%	22%
Pets (i.e., kennel, emotional support assistance and service pet)		14	23	170	99%	14%
Residents Under 90 days length of stay		70	139	500	168%	28%
Exits to Permanent Housing (FNPI 4b)		10	18	96	125%	19%
Exits-Self		13	23	180	87%	13%
Exits-Involuntary		47	118	400	141%	30%
Case Management Services (SRV 7a)		879	1,782	3,000	352%	59%
Critical Incidents		21	37	360	70%	10%
Shelter Residents Meals (SRV 5ii)		3,990	7,799	60,000	80%	13%
Number of Volunteers (duplicated)		42	78	175	288%	45%
Volunteers Hours (duplicated)		146	294	1,500	116%	20%
Explanation (Over/Under Goal Progress)						
There were fewer intakes with Pets this month compared to the prior month. Currently, there are five (5) pets on-site ending February.						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)		Two (2) residents are participating in Project Hire Up and Financial literacy (in partnership with Chase Bank) courses starting on 2/22; and one possible resident was hired at Goodwill. Courses started at M Street on 2/28/22, 6 residents participated.				
2. Develop Encampment/Overnight parking program at Navigation location.		Encampment- Paving has been completed for encampment area, contract for fencing has been signed by CAPK, vendor will schedule work to be completed. Safe Parking - estimate sent to county for cameras to be added to the front parking lot. New contract will need to be developed and finalized with the county will be presented to the BOS on 3/1/22 for approval.				
3. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect the job they are doing (2) differential pay for PM/Overnight employees, (3) regrading/reclassification of job positions		5% differential pay approved for PM/Overnight shelter worker position, will start 3/7/22. Program Manager reviewed all M street job descriptions to accurately reflect current job duties/responsibilities and possible regrading of job classifications to increase pay for various positions. Will be presented to CAPK BOD in March for approval.				

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

Month	February-22	Program/Work Unit	M Street Navigation Center
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Race Demographic	Month
18 - 24	13
25 - 34	39
35 - 44	38
45 - 54	30
55 - 61	24
62+	21
Total:	165

Race Demographic	Month
American Indian or Alaska Native	11
Asian	2
Black or African American	40
Native Hawaiian or Other Pacific Islander	0
White	110
Multiple races	2
Client Don't know / Refused	0
No Answer	0
Total:	165

Gender	Month
Female	55
Male	107
Trans Female (MTF or Male to Female)	1
Trans Male (FTM or Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	165

Zip Code	Month		
93301	33	93561	1
93304	20	91401	1
93305	32	93291	1
93306	10	93280	1
93307	13	64117	1
93308	13	89121	1
93309	8	NA	14
93311	1		
93312	1		
93313	1		
93201	1		
93203	2		
93422	1		
93212	1		
93710	1		
92210	1		
93240	1		
93241	1		
90003	1		
90011	1		
93250	1		
93268	1		

Total 165

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Rental Assistance		
Division/Director	Rebecca Moreno	Program Manager	Ian Sharples		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Rental Assistance has two programs focused on improving housing security for program participants. The first is Emergency Service Grant (ESG) Rental Assistance program, which provides payment of rental arrears to prevent evictions. The second is Housing for the Harvest, which provides a financial incentive for at-home isolation for farmworkers who have been exposed to COVID-19. The CAPK Rental Assistance team also receives referrals from the Housing Authority of the County of Kern (HA) for their Rental and Utility Assistance Program (RUP). We provide follow-up services to obtain documentation from RUP applicants that the HA has been unable to contact. Once documentation is received, HA issues a rental assistance payment to prevent eviction.					
ESG Rental Assistance	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 4c Rent Payments (includes Emergency Rent Payments)	8	22	120	80%	18%
FNPI 4e. The number of individuals who avoided eviction.	8	22	120	80%	18%
Housing for the Harvest	Month	YTD	YTD Goal	Month Progress	Annual Progress
SRV 5hh Incentives (COVID-19 Self-Isolation Incentive)	20	23	300	80%	8%
FNPI 3h. The number of individuals engaged with the Community Action Agency who report improved financial well-being.	20	23	300	80%	8%
Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progress	Annual Progress
Referrals Received	159	258	800	239%	32%
FNPI 4e. The number of individuals who avoided eviction.	5	5	80	75%	6%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals	Progress Towards Goal				
Obtain new sources of funding to be able to provide rental assistance services beyond the term of the current grants.					
Program Highlights					



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		CalFresh Healthy Living		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Alejandra Morales		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The CalFresh Healthy Living improves the nutrition health of low-income Californians by providing access to nutrition education, physical activity education, and leadership towards healthy community initiatives.						
Engage Supplemental Nutrition Assistance Program (SNAP-Ed) eligible participants in Nutrition Education (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress	
Community Action Partnership of Kern (CAPK)	40	100	7,000	7%	1%	
Kern County Superintendent of Schools (KCSOS)	464	509	1,000	557%	51%	
Kernville Unified School District (KUSD)	167	247	1,000	200%	25%	
Lamont Elementary School District (LESD)	111	155	1,000	133%	16%	
Collaborate with SNAP-Ed approved Collaboratives to improve opportunities for the SNAP-Ed eligible population to have healthy choices (duplicated).	8	15				
Complete Nutrition Environment Food Pantry Assessment Tool (NEFPAT) to provide baseline data that could be valuable for interventions within the nutrition environment of food pantries.	0	0	12	0%	0%	
Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1123	2,400	10,000	135%	24%	
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress
1. CAPK is part of the County Nutrition Action Plan (CNAP) Collaborative in partnership with funded partners, such as the Kern County Department of Aging and Adult Services Department (KCAASD) and the University of California Cooperative Extension (UCCE) work to enhance opportunities for health and well-being by creating positive changes in the environment where we work, live and play.	CAPK CalFresh Healthy Living will host the Country Nutrition Action Plan (CNAP) on March 17, 2022. To prepare for the CNAP collaborative CalFresh Healthy Living met with Steering Committee members on February 17, 2022 to discuss best practices.
2. Staff Professional Development	Two Health Educators joined the CalFresh Healthy Living program bringing the total to 9 prime staff. Health Educators participated in Orientation and CAPK onboarding process.
3. Work with partners to plan and implement sustainable community measures to ensure changes that support healthy eating and physical activity.	Program Administrator, Program Coordinator, and one Health Educator participated in a Trauma-Informed Learning Collaborative facilitated by Leah's Pantry. The goals of this collaborative are to build capacity to implement community nutrition programs that uphold trauma-informed principles and deepen relationships between CalFresh Healthy Living funded organizations.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Food Bank		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Joseph Chavez, Interim		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Food Bank 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 boxes to individuals ages 60 & older. The Backpack Buddies program provides youth with food when they are out of school (i.e., afterschool/weekends/holidays) distributed at CAPK youth centers, schools, and other community sites.						
Food Distributions		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served (Duplicated) (SRV 5jj)		33,851	70,810	400,000	102%	18%
Pounds Received		1,193,724	2,502,467	22,000,000	65%	11%
Pounds Carried Over from Previous Month		705,602				
Pounds Distributed		1,199,729	2,839,783	22,000,000	65%	13%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,064	7,827	4,800	85%	
Pounds Distributed		138,176	266,118	144,000	96%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)		1,065	1,790	13,200	97%	14%
Pounds Distributed		45,170	70,917	185,000	293%	38%
State-based Meal Kits (i.e., 3-4 day Food Supply 30lbs box)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)		4,200	8,400	25,000	202%	
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs		1,387,275	3,185,218	22,354,000	151%	14%
Volunteers		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		13	25	210	74%	12%
Other Volunteers (i.e., general public, duplicated)		48	327	750	77%	44%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress Towards Goal
1. Improve data collection and reporting methods.	Pending research on client database and training.
2. Inventory System Enhancement	Starting phase 2 of new inventory system (Scan guns)
3. Increase numbers of volunteers.	Utilize CRM VM portal

Program Highlights

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Lorna Speight		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The Women Infants & Children (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 (SRV 5g)		11,394		16,160	71%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)		20	40	272	88%	15%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		750		900	83%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)		145	264	1,350	129%	20%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		141	305	1,800	94%	17%
WIC Presentations and Outreach Events		6	9	48	150%	19%
Publication in newspaper, television, and/or social media postings (English and Spanish)		63	118	720	105%	16%
Regional Breast Liaison (RBL)		Month	YTD	Goal	Month Progress	Annual Progress
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.		0	0	48	0%	0%

**Community Action Partnership of Kern
Monthly Report 2022**

Explanation (Over/Under Goal Progress)	
<p>Participation levels dropped during the month of Feb. This is attributed to the month being a short month with 2 holidays leaving 19 work days to serve participants along with staff shortages due to Covid-19.</p> <p>RBL- During Feb the RBL completed CAPK onboarding as well as orientation to the WIC program and the mandated trainings required by State WIC. She will be completing the onboarding process for the RBL with State WIC on 3/9/22. She has been going through a list of community members left by the previous RBL and contacting them to introduce herself.</p>	
Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	Continue to explore ways to market the tele-health platform to participants. As part of our customer service survey we have added a question about the doxy.me platform.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	A customer service survey is being sent to participants (via tele-task) following their WIC appointments so see where we are excelling and where improvement is needed.
Program Highlights	



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 2022**

Month	February-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Fred Hernandez Youth & Community Services	Program Manager		Matthew Buck		
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC assists individuals and families from the desert and Tehachapi Mountain communities. The primarily focusing on referred families with children who are at risk of abuse and neglect, and families unprepared to enter kindergarten successfully. The EKFRC also assists walk-in clients with basic needs, clothing, faxing/copying services, HEAP applications and referrals.						
Differential Response		Month	YTD	Annual Goal	Month Progress	Annual Progress
Provide One Time Referral Services to Families (SRV 7c)		22	47	250	106%	19%
Provide One Time Referral Services to Children (SRV 7c)		31	86	350	106%	25%
Case Management-Families (SRV 7a)		8	34	100	96%	34%
Case Management-Children (SRV 7a)		22	73	250	106%	29%
Differential Response Total		83	240	950	103%	25%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	15	40	0%	38%
Children Receiving Case Management Services (SRV 7a)		0	22	55	0%	40%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	13	20	0%	65%
Children Educational Center Base Activities (FNPI 2b)		0	22	30	0%	73%
Children Educational Home Base Activities (FNPI 2b)		0	28	30	0%	93%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Collaborative Meetings Participated		2	2	15	160%	13%
Family Support Services for non-clients with children ages 5 and under		8	49	100	96%	49%
First 5 Total		10	151	305	32%	50%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)		51	138			
Referrals/Administrative Services (SRV 7c)		124	263			
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
Monthly Report 2022**

Program Strategic Goals	Progress Towards Goal
1. Move to a better-suited location.	
2. Offer more on-site services.	
3. Expand our reach across the East Kern Communities.	
Program Highlights	

Month	February-22	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Youth & Community Services	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience					
First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	4	5	30	80%	17%
Children Receiving Case Management Services (SRV 7a)	4	6	30	80%	20%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	6	10	0%	60%
Children Educational Home Base Activities (FNPI 2b)	2	4	15	80%	27%
Children Summer Bridge Activities (FNPI 2b)	0	0	10	0%	0%
Collaborative Meetings	1	2	8	75%	25%
Family Support Services for non-clients with children 5 and under	3	6			
First 5 Total	14	29	103	82%	28%
Walk-In Community Services (Duplicated & Non First 5)	Month	YTD			
Food/Household Items (SRV 7c)	37	61			
Referrals/Administrative Services (SRV 7c)	36	49			
Emergency Clothing (SRV 7n)	6	9			
Copies	8	13			
Transportation Assistance (SRV 7d)	6	8			
COVID-19 Supplies (SRV 5oo)	12	22			
Total Community Services	105	162			
Explanation (Over/Under Goal Progress)					
The First 5 Kern numbers may appear to be low in February. However, the reporting for F5K is on a different fiscal year schedule than CAPK from July 2021 to June 2022 and numbers are on target with a total of 24 families being currently case managed. Since we opened to the public in May 2021, the month of February 2022 was our busiest month providing community services for a total of 84 inquiries.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter		We are offering the class this quarter and five parents are on schedule to graduate in March.			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The contract with Kern Early Stars was signed on January 31st and staff training is scheduled to begin on March 17th including more learning resources in Spanish.			
3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.		VITA provided tax assistance for the first time in February at the Oasis FRC. More appointments are now being schedule for March and April at the Oasis FRC during this tax season. We are working on changing our office assistant part-time position into a full-time position so she can become a trained energy technician for half her time in the office.			
4. Apply for 3 three funding opportunities that would help extend range of services outside First 5 clients for under served families (Children 6-18, seniors, and homeless individuals).		We received a \$1,000 donation from CVS in February (Second funding opportunity YTD) to help provide more services to the clients we serve. We are in the process of applying for more funding with First 5 Kern, Friends of Mercy, Albertson's, Kern Family Health Care, and the Family Resource Association.			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez Youth & Community Services		Program Administrator	Wilfredo Cruz Jr	
	January 1, 2022 - December 31, 2022				
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
Households Served - Utilities Assistance	319	645	2,275	168%	28%
Utility Payments	\$240,895	456,520	\$1,942,401	149%	24%
Households Served - Weatherization	13	26	60	260%	43%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	24	31	1,500	19%	2%
Utility Payments	\$37,976	48,387	\$2,000,000	23%	2%
Households Served - Weatherization	0	0	90	0%	0%
American Rescue Plan Act (ARPA) Ends March 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	204	419	1,750	140%	24%
Utility Payments	\$255,375.00	573,140	\$3,500,000	88%	16%
2020 DOE - Weatherization Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served Weatherization	0	0	10	0%	0%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	N/A	N/A	TBD		
Utility Payments	N/A	N/A	TBD		
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	547	1,095.00	5,525	119%	20%
Total Utility Payments	\$ 534,246	1,078,047.00	\$ 7,442,401	86%	14%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	13	26.00	160	98%	16%
Explanation (Over/Under Goal Progress)					
1) LIHWAP contract still in negotiations - expect to receive May/June 2022, end 2023 2) Weatherization - we are trying to expend 2021 LIHEAP funds first before, using 2022 LIHEAP funds					
Program Strategic Goals			Progress Towards Goal		
1.Become fully staffed and fully trained - Reach 90% staffed and 90% fully trained levels (both in WX and UA).			We are currently in the process of determining additional needs in UA and outreaching to the community for WX.		

**Community Action Partnership of Kern
Monthly Report 2022**

2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 10% (initial training is completed). Awaiting arrival of tech to assist with next part of process.
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	We are focusing our efforts on spending the remainder of these two contracts.
Program Highlights	

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Lois Hannible			
Reporting Period	January 1, 2022 - December 31, 2022						
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 (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2022		30	1	33	30	40%	110%
Summer Program (Max Capacity due to COVID) (SRV 2m)		0	0	0	25	0%	0%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)		9	5	14	35	171%	40%
Medi-Cal Outreach (ends June 30, 2022)			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			140	276718	3,000	56%	9224%
Canvassing phone calls and flyers			3575	7265	15,000	286%	48%
Explanation (Over/Under Goal Progress)							
The Afterschool program staff are currently working hard to increase the current student enrollment. The enrollment was impacted due to the Covid spike at the beginning of the year.							
Program Strategic Goals			Progress				
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			On March 2, 2022 the Friendship House Ad Hoc Committee met in order to discuss a fund raising plan for the fencing and lighting project at the Friendship House.				
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			This goal has been completed, and the Advisory Board also held their officer election in the month February 2022.				
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			In progress				
Program Highlights							
In the month of February, students participating in the mentor program received guidance and education in how to deal with bullies at their school site.							

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez Youth & Community Services			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2022 - December 31, 2022						
Program Description							
The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.							
Youth Programs		Current Enrolled	Month	YTD	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)				-	30	0%	0%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		14	1	14	25	48%	56%
Community Programs			Month				
Girl Scouts, Dignity Health Mental Health Project, Service Club meetings, Seniors walking groups in the mornings, Computer Lab access, Zumba, Fitness Boot Camp, Open Basketball, etc.			3 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	1	6	200%	17%
Community Events (i.e., diaper, food, PPE distributions)			1	1	6	200%	17%
Explanation (Over/Under Goal Progress)							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration is slowly increasing				
2. Increase attainment of program funding to provide larger variety of program offerings.			Grants are becoming available				
3. Increase community engagement, including volunteers, social media, program participation.			Increased program exposure with community outreach event				
Program Highlights							
Partnered with United Way of Kern County to put together a Healthy Minds Healthy Bodies Event for 200 families.							

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Jacqueline Guerra	
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
VITA offers no-cost tax preparation and e-filing for low and moderate-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), increasing their tax return and boosting the local economy. All VITA services are provided by IRS-certified staff and volunteers.					
Completed Tax Returns (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal	1,206	1,400	4,300	1034%	33%
State	1,174	1,368	4,100	1030%	33%
Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$2,057,971	\$2,507,284	\$5,100,000	985%	49%
State Refunds	\$301,476	\$347,605	\$1,500,000	1041%	23%
Federal EITC (income limit \$57,414/household)	\$885,171	\$1,071,230	\$2,200,000	992%	49%
CalEITC (income limit \$30,000/household)	\$101,745	\$119,541	\$370,000	1021%	32%
Total Refunds and Credits	\$3,346,363	\$4,045,660	\$9,170,000	993%	44%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)		2	75	0%	3%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Develop and implement site expansion plan, including isolated areas and new partners.					
2. Build community awareness of VITA services through partnership opportunities.					
3. Program capacity building by pursuing funding opportunities to support operational expenses.					
Program Highlights					



Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22	Program/Work Unit	Operations Division	
Division/Director	Emilio Wagner Director of Operations	Program Managers	Dan Ripoli, Jeremy Keeling, Douglas Dill, Ryan Dozier, Kerri Davis, Laurie Sproule	
Reporting Period	January 1, 2022 - December 31, 2022			
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
Purchase Orders	393		393	2604
Contracts	48	5	43	48
Leases		15		
Requests for Proposals		5		11
Business Services Projects				
Description		% Completed	Comments	
Pest Control Services -Agency		90	Preparing contract	
Marketing and Outreach - Executive		100		
Barnett House Tenant Improvements -EHS		80		
Food Service Vendor -EHS		90	Pending Board Approval. Will be presented in March	
Energy Subcontractor			Preparing for re-issue per program	
Energy Glass Subcontractor			Preparing for re-issue per program	
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes				
Dynamic 365 Enhancements				
Projects				
Universal Intake		Develop intake for Programs that don't have an electronic process.	60%	60%
Volunteer Management		Track and manage Volunteers working within the agency.	90%	90%
Contract Management System		Track and manage Contracts within the Agency	70%	70%
In-kind Management		Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.	30%	30%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	206	58	190	190
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	50%	50%
Food Bank Expansion		Access Road & Site Utilities	2%	2%
Major Maintenance Projects				
		Re-roof - Angela Martinez, Primeros Pasos	1%	1%
		Restroom upgrades - Angela Martinez, M&O, Food Bank	1%	1%

**Community Action Partnership of Kern
Monthly Report 2022**

Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	244	101	269	564
Information & Technology Projects				
Description		% Completed	Comments	
iPad upgrades		50		
Fire tablet configuration Math Shelf		100		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
First Aid (Reported only)		9		
First Aid		9		
Medical Treatment		1		
Modified Duty		1		
Lost Time		2		
Non-Industrial (not work related)		0		
Under Investigation		0		
Confirmed Work Related COVID		20		
Other		0		
Program Strategic Goals		Progress Towards Goal		
1. Identify current business processes associating standard level agreements and priorities.		All Operations departments have identified business processes and developed standard service level agreements.		
2. Maximize business efficiency with the existing technology.		Departments have conducted a review of their systems capabilities and identified which processes do not have a system. In the current development of creating systems using existing technology.		
3. Provide better communication surrounding operations.		Identify and develop communication strategies, such as SharePoint communication page, monthly Operations news, and tips.		
Program Highlights				
Food Bank - Construction started on February 28th with site surveying and clear and grub of the access road off of Washington Street.				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

**Community Action Partnership of Kern
Monthly Report 2022**

Month	February-22		Executive Division		
Division/Director	Pritika Ram Director of Administration	Program Manager			
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.					
Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	18,143	37,147	220,000	99%	17%
Facebook Impressions (i.e., number of times users see content)	27,840	41,354	500,000	67%	8%
Other Social Media Impressions	4,739	7,858	145,000	39%	5%
Outreach Advocacy	Outreach Special Projects				
Distributed Strategic Plan Posters	Read Across America Support				
Promoted Black History Month	Outreach setups were delivered for all programs				
Collated CAPK Annual Report material	Assisted with the Grand Opening of Escuelita Hernandez Infant Room				
Ran donation campaign to replace lost Bakersfield	Bank of America \$25,000 check presentation				
Homeless Center toys	Assisted with 211 day and posted social media videos that whole week.				
Developed HR Benefits website (March publication)	Media Coverage of Wonderful Farmers' Market grant				
Coordinated CalCAPA Legislative Day event	Assisted Energy with bus and billboard ad campaign				
Grants In Progress/Research	Projects				
Kern Family Health Care Grant - Submissions/Drafts for Oasis Family Resource Center, East Kern Family Resource Center, Friendship Housing Community Center, Low Barrier Navigation Center, and Shafter Youth Center	County of Kern - ETR Department COVID-19 Microbusiness Relief Grant is underway. CAPK is contracted to reach out to eligible microbusiness owners to assist with the application process and facilitate the application process.				
Pet Assistance and Support Program	Housing and Community Center Grants Research - CAPK is contracted with Key Writing Concepts, a grant writing firm, to research and pursue funding opportunities in these fields. Introductory meetings were held this month.				
Infrastructure Grant Program	Food Security Assessment of Kern County - CAPK is contracted with Transforming Local Communities, a grant writing firm, to research and pursue funding opportunities in this field. Introductory meetings were held this month.				
Adult Reentry Grant	Vaccine Equity Project- CAPK is partnering with NCAP, Grammercy Research Center, and the Association of State and Territorial Health Organizations (ASTHO) to promote vaccine equity in communities with low COVID vaccine adoption rates. Introductory meetings with local CBOs are being held this month to identify Community Partners to assist in this project.				

**Community Action Partnership of Kern
Monthly Report 2022**

Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
2/15 Submitted the 2021 CSBG Annual Report	
Foundation	
Closed the Food Bank Capital Campaign.	Continuing the recruitment for the Director of Development.
Opened the Friendship House Community Center Campaign to support site enhancements around fencing and lighting to increase green space utilization.	
Explanation (Over/Under Goal Progress)	
Program Strategic Goals	Progress Towards Goal
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	Programs are utilizing Volunteer Management, inputting volunteers, and tracking their hours. Referral Management Pilot training will take place 2nd/3rd week of March and looks to launch the end of March.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Contract for services with two (2) grant writing firms with specific focus areas. Pending contact with marketing firm to support CAPK outreach efforts.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	January - completed PCCD cohort. February - beginning National Community Action Partnership (NCAP) Pathways to Excellence Training (12 month program) (B.4f.) October 2021 to August 2022 Certified Community Action Professional (CCAP) Training (B.4c.)
Program Highlights	

Application Status Report Detail
February 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
US Administration for Children and Families	Head Start and Early Head Start	Head Start and Early Head Start services in Kern County and San Joaquin County □ Budget Period : 3/1/2022 to 2/28/2023	\$ 17,764,921.00	\$ 17,764,921.00	Awarded
California Coastal Commission	Whale Tail Grants Program	Marine biology education for children and youth at SYC and FHCC	\$ 10,911.00	\$ 10,184.00	Awarded
Tri Counties Bank	VITA-General Operating Assistance for Tax Year 2022	VITA-General Operating Assistance for Tax Year 2022; general donation	\$ 25,000.00	\$ 25,000.00	Awarded
US Economic Development Administration	FY 2021 American Rescue Plan Act Good Jobs Challenge	KCCD is the lead agency. This project will develop and strengthen regional workforce training systems that support, design, and implement sectoral partnerships that lead to high-quality jobs. CAPK is listed as a backbone organization as part the System Development phase under the Energy, Construction, and Utilities (ECU) sector with the intent help establish and develop a regional workforce training system.	\$ 1,300,000.00	\$ -	Pending
United Way of Kern County (UWKC)	Phase 39 Local Recipient Organization (LRO)	Food Bank - Purchase and Distribution	\$ 50,638.00	\$ -	Pending
United Way of Kern County (UWKC)	Phase ARPA-R (American Rescue Plan Act (2021) Local Recipient Organization (LRO)	Food Bank - Food Purchase and Distribution	\$ 156,509.00	\$ -	Pending
Kern Family Health Care (KFHC)	Emergency Closet at East Kern Family Resource Center	\$2,000 for food and clothing items-distribution at EKFRFC for residents of Mojave and neighboring communities	\$ 2,000.00	\$ -	Pending
Kern Family Health Care (KFHC)	Low Barrier Navigation Center	\$2,000 for personal care products for residents at M Street Navigation	\$ 2,000.00	\$ -	Pending
Kern Family Health Care (KFHC)	Oasis Family Resource Center	\$2,000 for gas cards/bus passes, hygiene products, diapers, baby food, etc. for low-income families residing in Ridgecrest and neighboring cities	\$ 2,000.00	\$ -	Pending

Application Status Report Detail
February 2022

Other Opportunities					
Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
California Governor's Office of Emergency Services	Listos California Community Resilience Grants Program	The funding opportunities to support communities that are both socially vulnerable and at high risk of being impacted by a fire, flood, earthquake, drought or heatwave.	\$ -	\$ -	Withdrawn. Focus is better aligned with City or County Emergency Response.
Homeless Coordinating and Financing Council	Family Homelessness Challenge Grants and Technical Assistance Program	Funds to be used to accelerate efforts by local jurisdictions to eliminate family homelessness in their communities.	\$ -	\$ -	Research
Virginia and Alfred Harrel Foundation	Bookmobile Support for Rural Literacy 2022-23	Focus: Literacy CAPK in partnership with the Kern County Library Services provide books to rural communities through the library's mobile unit. This is an extension (new application) to the 2021 award to support a similar scope of work.	\$ 50,000.00	\$ -	Planned
County of Kern	Litter Abatement Services	Litter Abatement Services & Clean Up Services	\$ -	\$ -	Research
US Economic Development Administration	Build Back Better Regional Challenge Phase 2	Funds to improve job market and regional economy	\$ 25,000,000.00	\$ -	Research
Kern Family Health Care (KFHC)	Shafter Youth Center	Lego Robotics Class	\$ 2,000.00	\$ -	Research
Kern Family Health Care (KFHC)	Friendship House Community Center	TBA	\$ 2,000.00	\$ -	Research
Feeding America	Morgan Stanley Foundation Child and Family Choice	New \$2.12 Million Grant Expands Morgan Stanley's Support to Feeding America During COVID-19 and Builds Upon Efforts to Help Improve Access to Food for Children and Families in Need Across the United States.	\$ -	\$ -	Withdrawn. Food Bank did not have capacity to take on a new avenue with a choice model at the moment.
Albertsons	Nourishing Neighbors	\$1,000-\$5,000. Funds shall be used to support Albertsons Priority Areas which include Health and Human Services, Hunger, Youth and Education, Veterans, and Supporting Diversity and Inclusion of All Abilities. Rolling, quarterly submissions.	\$ -	\$ -	Research

Application Status Report Detail
February 2022

US Economic Development Administration	Economic Adjustment Assistance	Focused on efforts to help communities and regions devise and implement long-term economic recovery strategies through non-construction and construction projects	\$ 5,000,000.00	\$ -	Research
CA Department Housing and Community Development	Pet Assistance and Support Program	Funds can be utilized to provide shelter, pet food, pet supplies, and basic veterinarian services for pets of individuals in homeless shelters	\$ 600,000.00	\$ -	Research
California Board of State and Community Corrections (BSCC)	Adult Reentry Grant Program (ARG)	The Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prisons.	\$ -	\$ -	Research
Department of Financial Protection and Innovation (DFPI)	CalMoneySmart Grant	Through this program, the Department of Financial Protection and Innovation (DFPI) offers grants of up to \$200,000 each to develop and deliver free financial education and empowerment programs to help unbanked and underbanked communities.	\$ -	\$ -	Research
USDA Rural Development	Emergency Rural Health Care Grant Track Two	Food bank specific funds for increased operating expenses due to Covid and increase in staffing needs	\$ 10,000,000.00	\$ -	Research
California Department of Social Services	Infrastructure Grant Program	Minor renovations and repairs for existing childcare facilities.	\$ -	\$ -	Withdrawn due to inability to meet project timeline requirements.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	United Way of Kern County	Project Name	Kern County Emergency Food and Shelter Program Phase ARPA-R
CFDA	N/A	Target Population	General Population
Reapplication (Y/N)	N	Number to be served	50,000
Estimated Request	\$156,509.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Project Goal (One sentence goal statement)			
The intent of the funds are to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter. A one-time allocation of funding through the American Rescue Plan Act of 2021 as added for the FY 2021-22 allocation.			
Project Description (Brief one paragraph description)			
CAPK Food Bank will use funding to procure and distribute food through CAPK's established partner pantry, distribution, and other special distribution sites.			
Estimated Budget Summary			
100% will be used for direct programs needs, including the procurement and distribution of foods. The Emergency Food and Shelter program does not allow for indirect expenses.			

Approvals:

Susana Magana Feb 28, 2022
Susana Magana (Feb 28, 2022 14:00 PST)

1. Division Director Date

Pritika Ram Digitally signed by Pritika Ram
Date: 2022.02.25 12:29:24 -08'00'

2. Director of Administration Date

[Signature] Feb 28, 2022

3. Chief Program Officer Date

Macy Webster Feb 28, 2022

4. Chief Financial Officer Date

[Signature] Feb 28, 2022

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Food Bank
Funding Agency	United Way of Kern County	Project Name	Kern County Emergency Food and Shelter Program Phase 39
CFDA	N/A	Target Population	General Population
Reapplication (Y/N)	Y	Number to be served	50,000
Estimated Request	\$50,638.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Project Goal (One sentence goal statement)			
The intent of the funds are to help meet the needs of hungry and homeless people throughout the United States and its territories by allocating federal funds for the provision of food and shelter.			
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Estimated Budget Summary			
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Approvals:

Susana Magana
Susana Magana (Feb 28, 2022 13:59 PST)

Feb 28, 2022

1. Division Director Date

Pritika Ram
Digitally signed by Pritika Ram
Date: 2022.02.25 12:50:04
-08'00'

2. Director of Administration Date

[Signature]
Feb 28, 2022

3. Chief Program Officer Date

Marcy Webster
Feb 28, 2022

4. Chief Financial Officer Date

[Signature]
Feb 28, 2022

5. Chief Executive Officer Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Low Barrier Navigation Center
Funding Agency	California Department of Housing and Community Development	Project Name	Pet Assistance and Support Program
CFDA	N/A	Target Population	Kern County
Reapplication (Y/N)	N	Number to be served	TBA
Estimated Request	\$100,000 - 600,000	Division Director	Rebecca Moreno
Award Period	6/2022 to 6/2024	Program Manager	Laurie Hughey
Project Goal (One sentence goal statement)			
Funds will be awarded for the purpose of providing shelter, pet food, pet supplies and basic veterinarian services for the pets of individuals in homeless shelters as well as staffing and liability insurance related to providing those services.			
Project Description (Brief one paragraph description)			
Pets provide warmth, security, companionship, and normalcy. After surrendering a pet, owners reunite with their dogs only 15 percent of the time, while 60 percent or more of animals are left in the animal shelter system where most are ultimately euthanized. By making accommodations for pets, more owners who are experiencing homelessness would be inclined to obtain medical, as well as living assistance, and the conditions of their pets would improve. The intent of the PAS program is to allow homeless shelters to reduce barriers for individuals' experiencing homelessness with their pets.			
Estimated Budget Summary			
The \$100,000 - \$600,000 requested will be utilized to purchase food and shelter for the pets of homeless individuals. Items such as crates, kennels, clothing, and bedding will be included in the budget. Additional expenses may include liability insurance and a new service agreement with veterinarians to increase the scope and availability of services currently offered.			

Approvals:

Rebecca Moreno
Rebecca Moreno (Mar 8, 2022 10:59 PST)

Mar 8, 2022

Nancy Webster

Mar 8, 2022

1. Division Director

Date

4. Chief Financial Officer

Date

Pratika Ram

Mar 8, 2022

J.T.D.

Mar 8, 2022

2. Director of Administration

Date

5. Chief Executive Officer

Date

[Signature]

Mar 8, 2022

3. Chief Program Officer

Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____



Resolution # 2022-06

A Resolution of the Board of Directors
of the Community Action Partnership of Kern
Approving the Funding Application for the Pet Assistance
and Support Grant Application

AUTHORIZING RESOLUTION

A necessary quorum of the Board of Directors of Community Action Partnership of Kern, a California nonprofit ("Applicant"), hereby consent to, adopt and ratify the following resolutions:

WHEREAS, the State of California Department of Housing and Community Development ("Department") issued a Notice of Funding Availability dated 02/25/2022 ("NOFA") under the Pets Assistance and Support program ("Program" or "PAS Program"); and

WHEREAS, the Applicant wishes to apply for and receive a PAS Program grant to fund shelter, pet food, pet supplies and basic veterinarian services ("Services"), as well as staffing and liability insurance related to providing the Services; and

WHEREAS, the Department may approve funding allocations for the PAS Program subject to the terms and conditions of the NOFA and PAS Program requirements.

NOW THEREFORE BE IT RESOLVED: That If Applicant receives a grant of PAS Program funds from the Department pursuant to the above-referenced PAS Program NOFA, Applicant represents and certifies that it will use all such funds in a manner consistent and in compliance with all applicable state and federal statutes, rules, regulations, and laws, including without limitation all rules, regulations, and laws regarding the PAS Program, as well as any and all contracts Applicant may have with the Department.

RESOLVED FURTHER: That Applicant pursuant to the above-described NOFA wishes to apply for and receive an allocation of funds in an amount not to exceed \$600,000 ("PAS Program Grant").

RESOLVED FURTHER: That Applicant hereby agrees to use the PAS Program Grant for eligible activities as approved by the Department and in accordance with all applicable rules, regulations, laws, and Program requirements, as well as in a manner consistent and in compliance with the Standard Agreement and other contracts between the Applicant and the Department.

RESOLVED FURTHER: If the application is approved, the Applicant is hereby authorized and directed to enter into, execute, and deliver a State of California Standard Agreement and any and all other documents required or deemed necessary or appropriate to carry into effect the full

intent and purpose of the above resolution, in order to evidence the PAS Program Grant, the Applicant's obligations related thereto, and the Department's security therefore, and all amendments thereto, as well as any other documents which are related to the PAS Program or the PAS Program Grant awarded to Applicant, as the Department may deem appropriate (collectively, the "PAS Documents").

RESOLVED FURTHER: That Jeremy T. Tobias, Chief Executive Officer, is hereby authorized to execute the PAS Documents, and any amendment or modification thereto, on behalf of the Applicant.

PASSED AND ADOPTED at a regular meeting of the Community Action Partnership of Kern this 30th day of March, 2022 by the following vote:

AYES: _____ NOES: _____ ABSTAIN: _____ ABSENT: _____

Fred Plane, Board Chair

ATTEST: _____
Maritza Jimenez, Vice Chair

DATE: _____

**Community Action Partnership of Kern
Consent Funding Request
February 2022**

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Bank of America	Project Name	Booster Program
CFDA	N/A	Target Population	General
Request	\$25,000.00	Division Director	Susana Magana
Award Period	2022-23	Program Manager	Joseph Chavez, Interim
Description	Employee-driven fundraiser to support general operations of the Food Bank through vaccine promotion.		
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			
Funding Type		CAPK Program	
Funding Agency		Project Name	
CFDA	N/A	Target Population	
Request		Division Director	
Award Period		Program Manager	
Description			

Date Presented/Approved

Policy Council: _____ PRE Presentation: _____ B&F Approval: _____ Board Approval: _____

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

Division/Director: Head Start/State Child Development/Yolanda Gonzales	Month/Year: February 2022
Program/Work Unit: Head Start/Early Head Start	Program Administrator: Robert Espinosa
Services: Head Start and Early Head Start childhood education for low-moderate income children ages 0-5 in center-based, part-day or full-day environments and home-based options.	

Program	Funded Enrollment	Reportable Enrollment	Percentage	Enrollment Breakdown	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start Kern	1317	925	70%		5%	5% 4%
Early Head Start Kern <ul style="list-style-type: none"> EHS Center Based EHS Home Based EHS Home Based-Interim 	446 243 123 80	271	61%	201 /243 68/123 7/80	10%	4% 3%
Early Head Start San Joaquin	313	177	57%		12%	8% 6%
Early Head Start Partnership <ul style="list-style-type: none"> Angela Martinez Bakersfield College Blanton Garden Pathways Taft College Escuelita Hernandez Seeking Partner 	152 24 32 16 11 42 16 11	86	57%	71% 50% 88% 73% 64% 25% 0 17/24 16 /32 14/16 8/11 27/42 4/16 0/11	6%	9% 5%

HIGHLIGHTS:

Early Head Start Partnership Enrollment Updates: The infant classroom at Escuelita Hernandez center is awaiting licensing. The grand opening ceremony took place the morning of Thursday February 24th, CAPK staff, community members, and the local news media were in attendance. Several CAPK programs such as HVP, Home Base, 211 as well as Kern Public health, Kern Early Starts, and Tel Tec were on site as well to offer resources. On Thursday, February 17th, Blanton and Garden Pathways centers were included in the center exploration component of the Focus Area 2 review; partner staff had an opportunity to speak about their program's collaboration with CAPK.

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	197	240

Division Staffing = 701*			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
599	102	23	89

HIGHLIGHTS: *Adjusted number total Staffing for the Division based on 3/1/2022 consolidated budget.

2 staff onboarded

3 staff promoted

6 days of interviews for 10 open requisitions

Compliance
<p>Office of Head Start Focus Area 2 Monitoring Review Update: From February 15-18, 2022, the Administration for Children and Families conducted a Focus Area Two monitoring review of the Head Start and State Child Development programs. Based on the exit meeting, the program complied with all applicable requirements and standards. The review lead complimented staff for our processes and gave multiple program highlights during the exit meeting. Staff is expecting the final report by mid-April.</p> <p>During the month of February: 60 comprehensive file reviews and 16 comprehensive classroom monitoring tours were completed. Any areas of improvement generated Corrective Action Plans that were all completed within time frame.</p>

Central Kitchen February 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	52,824	19,485	17,144	16,095

HIGHLIGHTS: The Central Kitchen staff have made all required adjustments needed for all the closures and meal count changes. Tyrone Trapp, the CACFP coordinator will be joining Central Kitchen as the new Food Service Manager. Additionally, the Food Production Driver position was filled.

CACFP						
January 2022						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
52,675	11,706	64,381	29,528	34,853	33,904	54%

COMMUNITY ACTION PARTNERSHIP OF KERN

MEMORANDUM

To: PRE Committee

From: Robert Espinosa, Program Design and Management Administrator

Date: March 16, 2022

Subject: *Agenda Item 5d:* Summary of Changes to the 2022-2023 Recruitment and Selection Plan – **Action Item**

Head Start Performance Standards require each program to annually review and revise, if necessary, its Recruitment and Selection Plan. CAPK engages a committee of staff, parents, and community partners in this process. The committee members come together to review the current plan, make recommendations, and provide feedback on the revisions once discussed.

This year the Recruitment and Selection Plan committee members included staff representing governance, program, enrollment, our partnerships, and administration. In addition, our committee includes CAPK Board member, Michelle Jara-Rangel, and Policy Council Chair, Andrea Martinez.

The committee came together for a total of two meetings via TEAMS. During these meetings a review of our Community Assessment was conducted. Additionally, an analysis of the current Selection Criteria point system to ensure our Selection Criteria and Recruitment Plan meet the Head Start Program Performance Standard's requirements to ensure the most vulnerable families/children in our community have an opportunity to enroll.

It is the decision of the committee that the current Selection Criteria point system meets each of these criteria; however, a greater need was given to prioritize children with a diagnosed disability (IEP/IFSP). Additionally, the term Homeless Eligible was changed to McKinney-Vento Eligible to avoid any stigma related to the term homeless and in hopes to capture more families who are categorially eligible under the McKinney-Vento Act.

The committee has made the following revisions to the Selection Criteria Verification Form Guidance:

- Disability Category- Changed from 150 points to 200 points
- Eligibility- Homeless Eligible to McKinney-Vento Eligible
- Definitions- Home Language changed to Primary Language

Recommendation:

Staff recommends approval of the 2022—2023 Recruitment and Selection Plan with the adjustments to the Selection Criteria Verification Form.

Attachment:

2022-2023 Recruitment and Selection Plan

2022-2023

Recruitment and Selection Plan

Community Action Partnership of Kern

3/7/2022

Head Start/State Child Development Division

Recruitment and Selection Plan Committee Members	3
Introduction	4
Methodology	5
Eligibility	6-7
Recruitment	7-9
Selection	10-11
Appendices	12-21
HHS Poverty Guidelines	22
Selection Criteria Verification Form	23-24

RECRUITMENT AND SELECTION PLAN COMMITTEE

BOD and Policy Council Members

Michelle Jara-Rangel
Andrea Martinez

Board Member
Parent, Policy Council

Community Members

Daisy Torrez

Kern Health Systems- Marketing Coordinator

CAPK/CEDS Division Staff

Yolanda Gonzales
Jerry Meade
Leslie Mitchell
Gloria Barbero
LeTisha Brooks
Esperanza Contreras
Sylvia Ortega
Carolyn Coffey
Robert Espinosa
Elizabeth Williams
Carol Hendricks
Maria Guadian
Amanda Espitta
Mary Ann Mooney
Luz Adams
Janey Felsoci
Rosa Del Toro
Rashi Strother
Alan Rodriguez
Norma Bautista
Lisa Gonzales
Sandra Acevedo
Walter Villa
Tyrone Trapp
Lorena Juarez

Executive Director, Head Start
Assistant Director of Program
Assistant Director of Education
Assistant Director- San Joaquin
Program Administrator
Partnership Administrator
Quality Assurance Administrator
Education Support Services Administrator
Program Design & Management Administrator
Professional Development Manager
Enrollment & Attendance Manager
Family Engagement & Inclusion Manager
Education Manager
Program Manager
Program Manager
Program Manager
Program Manager
Education Manager
Health and Nutrition Manager
Home Visiting Initiative Program Manager
Program Governance Coordinator
Enrollment and Attendance Coordinator
Enrollment and Attendance Coordinator
CACFP Attendance Coordinator
Enrollment Specialist

INTRODUCTION

Kern and San Joaquin County's Early Head Start and Head Start programs are part of the network of non-profit, 501(c) (3) agencies governed by the Community Action Partnership of Kern. Community Action Partnership of Kern has a \$55 million annual budget and over 800 employees. Funding is derived from federal, state, local and private sources. In addition to Head Start and Early Head Start, the partnership administers the following programs: State-Funded Migrant and General Child Care, Women, Infants and Children (WIC), Green Energy HEAP & Weatherization, Food Bank, USDA Commodities, Senior Brown Bag, 2-1-1 Kern Help Line, VITA, Shafter Youth Center, Home Visiting Program, CalFresh Healthy Living, East Kern Family Resource Center, M Street Navigation Center, Coordinated Entry System, and Friendship House Community Center.

The purpose of the annual Recruitment and Selection Plan is to form a plan that is based on the CAPK Community Assessment, to maintain adequate waiting lists that will assist Head Start in maintaining constant full enrollment and establish criteria for enrolling those children and families who will most benefit from Head Start and Early Head Start services when enrollment opportunities become available. The plan is required by Head Start Program Performance Standards at CFR 1302.

The process for annual revision of this plan is described in Head Start/State Child Development Division procedures and involves parents, Policy Council, staff, and community partners. In accordance with the Head Start Program Performance Standards, the Policy Council, and the Board of Directors, reviews and approves the plan. The Eligibility, Recruitment, Selection, Enrollment and Attendance (ERSEA) management team designs and carries out the annual training prior to recruitment kick-off.

The Head Start Kern grant is funded to serve 1,317 Head Start (HS) children and 908 Early Head Start children (EHS), including women who participate in our EHS-Pregnant Woman Program through Home Base, which 595 were served in Kern County, and 313 in San Joaquin County.

METHODOLOGY

The Recruitment and Selection Plan Committee was assembled with the intent of including the perspectives of the diverse areas of Kern County's 8,000 square miles, as well as the San Joaquin County communities.

Management of the Kern County Head Start and Early Head Start programs is divided into regions, each of which receives oversight by a Program Manager. Each Program Manager was asked to participate as representation for their region. Head Start Policy Council members were also invited. Community members representing foster children, children with disabilities, homeless families, and families receiving public assistance were invited to appoint representatives to the committee.

The Recruitment and Selection Plan Committee met on January 13, 2022, and January 27, 2022. The committee members participated in open discussion; identifying community needs based on Community Assessment. The discussions also included a thorough review of the 2021-2022 Selection Criteria as well as the 2021-2022 Recruitment and Selection Plan. The Plan includes excerpts from the Head Start Program Performance Standards and from the Head Start Act for School Readiness.

At the meeting, information was shared about the purpose of the Recruitment and Selection plan. There are six sections of the 2021 Community Assessment that were reviewed. Additionally, committee members were advised of the importance of their work, as some data points may guide recruitment efforts throughout the counties in the coming year, as well as determine selection priorities for which children are enrolled. Committee were asked to review the two documents provided to them, and freely discuss the ideas of the priorities they would like to see established. They were informed the Recruitment and Selection Plan is required to be based on the needs identified in the community assessment.

Committee members engaged in the task of shepherding a new Recruitment and Selection Plan during the planning session. They examined the priorities established by the 2020/2021 Recruitment and Selection Plan. There were two primary changes to the selections and criteria verification form to change the disability points from 150 to 200 points and to change the wording of homeless eligible to McKinney-Vento eligible. Even though additional points were provided to the disability criteria, it should not prevent a child with a higher eligibility (i.e. McKinney-Vento eligible or income eligible) to be a priority in the enrollment process. What follows is the result of their examination of the needs and strengths of the communities served.

Eligibility

The Head Start Program Performance Standards set a minimum percentage for the number of enrollees with diagnosed disabilities and a maximum percentage for the number of enrollees from over income families.

- At least, 90 percent of enrollees must be Income/Public Assistance eligible based upon federal guidelines, in foster placement or homeless.
- No more than 10 percent of enrollees may be over income according to federal poverty guidelines, unless categorically eligible.
- The Head Start Act of 2007 provided that if the annual community assessment were to find the low-income families in the area have already been served, CAPK could request Office of Head Start approval to serve up to 35 percent of its enrolled children from families up to 130 percent of the federal poverty guidelines, in addition to the ten percent noted as allowable above.
- No less than 10 percent of EHS and HS enrollees must be children with a diagnosed disability and a verified Individualized Family Services Plan (IFSP) or Individualized Education Plan (IEP).

Eligibility Categories

The Head Start Program Performance Standards and the Head Start for School Readiness Act establishes family eligibility categories.

McKinney-Vento Eligible Children (Homeless Children)

Homelessness has been a continual issue in Kern and San Joaquin County due to the economy. The Office of Head Start recognized the importance of providing services to homeless families as they are the “neediest-of-the-needy.” Homeless families are categorically eligible for Head Start and are considered a priority for services. Based on data tabulated by Kidsdata.org, there are an estimated 9,882 children homeless at any point during the 2018 school year in Kern and San Joaquin County. CAPK has reported in the first part of the 2021-2022 School Year, 61 homeless children and their families have been provided services.

Children with Disabilities

Head Start Performance Standards require a minimum of 10% of the funded enrollment of both Head Start and Early Head Start being children with disabilities (IEP/IFSP). The California Department of Education reported a total of 4,547 children under 5 years of age enrolled in Kern and San Joaquin County Special Education Programs in 2018. In the first half of the 2021-2022 School Year, CAPK reports serving 215 children with a diagnosed disability.

Foster Placement

Foster placement is a high priority for selection at Head Start. According to kidsdata.org, in 2018, there was a reported total of 941 children 5 years old and under in foster care in Kern and San Joaquin County.

Income/Public Assistance eligible (low income) per federal poverty guidelines

Based on the most recent update to the 2021 Community Assessment, it was determined 70,269 children in Kern County and 52,388 in San Joaquin County are under the age of 5. Additionally, an estimated 22,524 of children in Kern County lived in poverty and 89% of children 0-5 lived in communities served by CAPK. When it comes to San Joaquin County, there are approximately 6,178 that were age and income eligible.

Based on that number, 31.1% of those children under the age of 5 are living below the federal poverty level; that means, there is an estimated 22,524 children that are Income/Public Assistance eligible for Head Start and Early Head Start currently residing in Kern County and 6,178 in San Joaquin County. During the first half of the 2021-2022 School Year, 1,384 of those served are categorized as Income/Public Assistance eligible in both Kern and San Joaquin County.

Over income who meet the program selection criteria

Although it has been stated more than 27,000 children are Income/Public Assistance eligible for services in Kern County, the agency can provide services to 10% of the funded enrollment that exceed the income requirements of the program, at any given time. Generally, these slots are saved for those children that have disabilities but may be over income for the program or for centers in locations that struggle with securing Income/Public Assistance eligible families. During the first part of the 2021-2022 School Year, CAPK reports serving 240 over income families.

Recruitment

Children with diagnosed disabilities

At least ten percent of all children enrolled in Head Start and Early Head Start are diagnosed with disabilities, and who qualify for special education services. To support recruitment efforts, collaboration, and open communication is maintained with the Special Education Local Plan Area/ Local Education Agencies (SELPA/LEA) and Kern Early Start Services, as well as with the Valley Mountain Regional Center (VMRC) in San Joaquin County. Activities to continue this collaboration include:

- Attending IFSP/IEP meetings with prospective families referred by school districts or other agencies.
- Provide flexible/modified attendance schedules (Dual Enrollment).
- Establishing a relationship with the local School Districts Special Education Department.
- Establishing a relationship with the Special Education Preschools, on-site direct outreach efforts to groups affiliated with accommodation, accessibility, and awareness issues in our communities.
- Participating on the Kern Early Start Services Advisory Committee and Valley Mountain Regional Center (VMRC) in San Joaquin.
- Providing specific materials for recruitment of children with disabilities.
- Participating on the Kern County Superintendent of Schools SELPA/LRE (Least Restrictive Environment) Committee.
- Participating in MVCCP-Medically Vulnerable Care Coordinator Project.

Head Start/State Child Development Division will provide information to the following regarding services for children with diagnosed disabilities:

- Private early childcare agencies that do not accept children with disabilities.
- Farmers' Markets, Fairs, Carnivals, Craft Shows, etc.
- Hospitals, doctors' offices, dentists' offices, the Health Department, and low-income clinics.
- Kern Regional Center and H.E.A.R.T.S. Connection.
- Search and Serve
- Valley Achievement
- San Joaquin County Office of Education
- Community Connection for Child Care will flag our program as "accepting children with disabilities."
- MOU with Department of Human Services to recruit in the lobby of the main office.
- Health Fairs or other community events geared toward families of children with disabilities.
- MOU and referral process between San Joaquin VMRC and Head Start San Joaquin.

Recruitment Strategies

Children and families are recruited throughout Kern and San Joaquin County; Kern County was established as the Partnership's service area beginning in 1965 and San Joaquin County in 2015.

The Partnership maintains an active, year-round recruitment process designed to reach Kern and San Joaquin County families eligible for services. Head Start's recruitment plan is based upon information from:

- Community Assessment Data drawn from a wide variety of sources
- Self-Assessment Data
- Individual Center Recruitment
- Community Partners
- Program Information Report Data

Recruitment is everyone's responsibility. It's also the responsibility of all Head Start/State Child Development Division employees to maintain 100 percent enrollment each school year. Through the dedicated efforts of parents and staff all program options must, always beginning on day one and, thereafter, maintain full enrollment and prioritized waiting list. In effort to recruit year-round, Head Start participates in many recruitment events as well as creating events in areas where community events are lacking.

Recruitment efforts are all-inclusive for all program options, and include the following:

- Initial Spring recruitment focuses on enrollment for the upcoming school year.
- Word of mouth recruitment through parents, volunteers, program staff, agency staff and community partners.
- Collaborative efforts with community events and agencies to coordinate ongoing recruitment opportunities, ensuring adaptation of outreach materials for local cultures and languages.
- Close collaboration with Special Education Local Plan Area/Local Education Agencies (SELPA/LEA), Kern Early Start Services, and other community groups, and medical professionals to keep communication open for services available for children with special needs and/or diagnosed disabilities.
- Application clinics, in-home application appointments, on-site or Head Start's office application appointments; and whenever possible assistance to walk-in parents to complete applications.
- Collaborating with media outlets to advertise the availability of Head Start services.
- Year-round recruitment efforts.
- Memo of Understanding (MOU) with community agencies to provide on-site assistance to McKinney-Vento eligible children/families, domestic violence victims, child protective services and

- other families in need.
- Private sector child development programs.
- MOU with the Department of Human Services to recruit in the lobby of the main office in Bakersfield, where applications can be completed during the work week on a consistent basis.
- Collaboration with CAPK WIC and San Joaquin WIC.
- Nutrition and Child Support services in San Joaquin County.
- Create events at each individual center to draw attention to what Head Start does for the families in each neighborhood/community.
- Have a CAPK Community Resource event that promotes Head Start as well as other CAPK programs that provide services to low-income families.
- Provide recruitment materials and information to the 50 Head Start Dental providers.
- Provide recruitment materials and information to the CHDP providers.
- Utilize technology and social media
- Rebranding from Child Education and Development Services to Head Start services.
- Utilize CAPK Outreach department to maximize recruitment efforts county-wide.

Recruitment Strategies are individualized by the local community

Local recruitment is planned, carried out, monitored, and evaluated based on recruitment plans created by each Head Start center in collaboration with the Enrollment and Attendance Department. Local and site-based recruitment plans are available upon request from the Enrollment and Attendance Department.

Parents and staff will share information about the positive impact of the program.

Parents and staff distribute program information in readily available venues such as stores, libraries, laundromats, doctors' and dentists' offices, clinics, etc.

Head Start will issue Press Releases and/or Public Service Announcements regarding recruitment and Head Start's participation in program and activities in the community, for example:

- Festivals, fairs, or holiday events sponsored by the program
- Parades
- Center locations or relocations
- Awards received by parents, volunteers, or staff
- Special projects
- Donations to program
- Community farmer's markets
- Head Start staff will attend community meetings to share information about program services.
- Head Start will invite the community to program open houses.
- Head Start staff attends monthly collaboratives.
- Head Start collaborates with other CAPK programs and other community agencies for referrals, for example, the Health Advisory Committee, WIC, and the annual parent conference.
- San Joaquin ECE enrollment staff networking event, held quarterly.
- San Joaquin Housing Authority networking event, held quarterly.
- EHS Partnership with Bakersfield Community College recruitment strategy meetings held quarterly.

Selection Priorities

Head Start priority for an enrollment opportunity is:

1. McKinney-Vento Eligible Children (Homeless Children)-individuals who lack fixed, regular and adequate nighttime residence; and includes:
 - a. Children and youth who are sharing the housing of other persons due to loss of housing, economic hardship, or similar reason; are living in motels, hotels, trailer parks, or camping grounds due to lack of alternative adequate accommodations; are living in emergency or transitional shelters; are abandoned in hospitals; or are awaiting foster placement.
 - b. Children and youth who have a primary nighttime residence that is a public or a private place not designed for, or ordinarily used as a regular sleeping accommodation for human beings.
 - c. Children and youth who are living in cars, parks, public spaces, abandoned buildings, substandard housing, bus or train stations, or similar settings; and
 - d. Migrant children who qualify as McKinney-Vento eligible because they are living in circumstances described in one of the above.
2. Foster Placement

In addition to the priority outline stated, points are awarded for the following factors:

- Public Assistance Eligible
- Income Eligible
- Children with a validated IEP/IFSP from a local Education Agency or Part C Agency
- Transitioning (EHS to HS, 3RD year enrollee)
- Parents who were/are 18 and under, pregnant and/or parenting
- In the absence of Childcare would potentially be eligible for public assistance
- Child on EHS or HS wait-list prior program year and not enrolled
- Pregnant woman with documented medical risk
- First pregnancy
- Medical referral
- Social service referral
- Public Assistance Program
- Parent Works Full Time/Attending school Full time
- Home Language other than English
- Family is undergoing Court-ordered Family Maintenance

Total priority points are calculated by our Child Plus database.

Trained Head Start staff will document the applicant's priority points on the program eligibility priority sheet.

When the applicant's priority points are entered into the database, the database calculates the total points to determine priority on the waiting list.

Selection is based upon priority and ranking on the waiting list database at the time the enrollment

opportunity becomes available.

The recruitment and application process are year-round; therefore, families are regularly added to the database. The database continually updates the priority ranking of each site/option wait list.

Additionally, it is important to note the Enrollment and Attendance Department's internal processes have procedures in place to ensure that a child who is over-income cannot be enrolled over a categorically eligible child even if the over-income child has higher points.

APPENDICES

Excerpts from the Head Start Program Performance Standards and Head Start Act for School Readiness pertaining to the Recruitment and Selection Plan

(go to www.eclkc.ohs.acf.gov for additional standards, HS Act)

Definitions from the Compilation of the Act

(1) The term "child with a disability" means

- A. A child who qualifies for an Individualized Education Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.
- B. An infant or toddler qualifies for an Individualized Family Service Plan as defined under Individuals with Disabilities Education Act, established by a local education agency or Part C agency.

(11) The term "local educational agency" has the meaning given such term in the Elementary and Secondary Education Act of 1965.

(14) The term "poverty line" means the official poverty line (as defined by the Office of Management and Budget)--

- A. adjusted to reflect the percentage change in the Consumer Price Index For All Urban Consumers, issued by the Bureau of Labor Statistics, occurring in the 1-year period or other interval immediately preceding the date such adjustment is made; and
- B. adjusted for family size.

Sections of the Act

640. ALLOTMENT OF FUNDS; LIMITATIONS ON ASSISTANCE (m) The Secretary shall issue rules to establish policies and procedures to remove barriers to the enrollment and participation of homeless children in Head Start programs. Such rules shall require Head Start agencies—

(1) IN GENERAL- To determine whether Head Start agencies meet standards described in subsection (a)(1) established under this subchapter with respect to program, administrative, financial management, and other requirements, and in order to help the programs identify areas for improvement and areas of strength as part of their ongoing self-assessment process, the Secretary shall conduct the following reviews of Head Start agencies, including the Head Start programs operated by such agencies:

K) include as part of the reviews, a review and assessment of whether agencies have adequately addressed the needs of children with disabilities, including whether the agencies involved have met the 10 percent minimum enrollment requirement specified in section 640(d) and whether the agencies have made sufficient efforts to collaborate with State and local agencies providing services under section 619 or part C of the Individuals with Disabilities Education Act (20 U.S.C. 1419, 1431 et seq.);

PARTICIPATION IN HEAD START PROGRAMS

Sec. 645. [42 U.S.C. 9840] (a)(1)(A) The Secretary shall by regulation prescribe eligibility for the participation of persons in Head Start programs assisted under this subchapter.

(B) Except as provided in paragraph (2), such regulation shall provide--

(i) that children from low-income families shall be eligible for participation in programs assisted under this subchapter if their families' incomes are below the poverty line, or if their families are eligible or, in the absence of childcare, would potentially be eligible for public assistance; and

(ii) that homeless children shall be deemed to be eligible for such participation;

(iii) that programs assisted under this subchapter may include--

(I) to a reasonable extent (but not to exceed 10 percent of participants), participation of children in the area served who would benefit from such programs but who are not eligible under clause (i) or (ii); and

(II) from the area served, an additional 35 percent of participants who are not eligible under clause (i) or (ii) and whose families have incomes below 130 percent of the poverty line, if—

(aa) the Head Start agency involved establishes and implements outreach and enrollment policies and procedures that ensure such agency is meeting the needs of children eligible under clause (i) or (ii) (or sub clause (I) if the child involved has a disability) prior to meeting the needs of children eligible under this sub clause; and

(bb) in prioritizing the selection of children to be served, the Head Start agency establishes criteria that provide that the agency will serve children eligible under clause (i) or (ii) prior to serving the children eligible under this sub clause;

(iv) that any Head Start agency serving children eligible under clause (iii)(II) shall report annually to the Secretary information on--

(I) how such agency is meeting the needs of children eligible under clause (i) or (ii), in the area served, including local demographic data on families of children eligible under clause (i) or (ii);

(II) the outreach and enrollment policies and procedures established by the agency that ensure the agency is meeting the needs of children eligible under clause (i) or (ii) (or clause (iii)(I) if the child involved has a disability) prior to meeting the needs of children eligible under clause (iii)(II);

(III) the efforts, including outreach efforts (that are appropriate to the community involved), of such agency to be fully enrolled with children eligible under clause (i) or (ii);

(IV) the policies, procedures, and selection criteria such agency is implementing to serve eligible children, consistent with clause (iii)(II);

(V) the agency's enrollment level, and enrollment level over the fiscal year prior to the fiscal year in which the report is submitted;

(VI) the number of children served by the agency, disaggregated by whether such children are eligible under clause (i), clause (ii), clause (iii)(I), or clause (iii)(II); and

(VII) The eligibility criteria category of the children on the agency's waiting list;

(VIII) That a child who has been determined to meet the eligibility criteria described in this subparagraph and who is participating in a Head Start program in a program year shall be considered to continue to meet the eligibility criteria through the end of the succeeding program year.

(C) In determining, for purposes of this paragraph, whether a child who has applied for enrollment in a Head Start program meets the eligibility criteria, an entity may consider evidence of family income during the 12 months preceding the month in which the application is submitted, or during the calendar year preceding the calendar year in which the application is submitted, whichever more accurately reflects the needs of the family at the time of application.

(2) Whenever a Head Start program is operated in a community with a population of 1,000 or less individuals and--

(A) There is no other preschool program in the community;

(B) the community is located in a medically underserved area, as designated by the Secretary pursuant to section 330(b)(3) of the Public Health Service Act [42 U.S.C. §254c(b)(3)] and is located in a health professional shortage area, as designated by the Secretary pursuant to section 332(a)(1) of such Act [42 U.S.C. §254e(a)(1)];

(C) the community is in a location which, by reason of remoteness, does not permit reasonable access to the types of services described in clauses (A) and (B); and

(D) not less than 50 percent of the families to be served in the community are eligible under the eligibility criteria established by the Secretary under paragraph (1); the Head Start program in such locality shall establish the criteria for eligibility, except that no child residing in such community whose family is eligible under such eligibility criteria shall, by virtue of such project's eligibility criteria, be denied an opportunity to participate in such program. During the period beginning on the date of the enactment of the Human Services Reauthorization Act and ending on October 1, 1994, and unless specifically authorized in any statute of the United States enacted after such date of enactment, the Secretary may not make any change in the method, as in effect on April 25, 1984, of calculating income used to prescribe eligibility for the participation of persons in the Head Start programs assisted under this subchapter if such change would result in any reduction in, or exclusion from, participation of persons in any of such programs.

Sections of the Head Start Performance Standards

1302.11 Determining community strengths, needs, and resources.

(a) Service area. (1) A program must propose a service area in the grant application and define the area by county or sub-county area, such as a municipality, town or census tract or jurisdiction of a federally recognized Indian reservation.

(i) A tribal program may propose a service area that includes areas where members of Indian tribes or those eligible for such membership reside, including but not limited to Indian reservation land, areas designated as near-reservation by the Bureau of Indian Affairs (BIA) provided that the service area is approved by the tribe's governing council, Alaska Native Villages, Alaska Native Regional Corporations with land-based authorities, Oklahoma Tribal Statistical Areas, and Tribal Designated Statistical Areas where federally recognized Indian tribes do not have a federally established reservation.

- (ii) If the tribe's service area includes any area specified in paragraph (a)(1)(i) of this section, and that area is also served by another program, the tribe may serve children from families who are members of or eligible to be members of such tribe and who reside in such areas as well as children from families who are not members of the tribe, but who reside within the tribe's established service area.
- (2) If a program decides to change the service area after ACF has approved its grant application, the program must submit to ACF a new service area proposal for approval.

(b) Community wide strategic planning and needs assessment (community assessment).

(1) To design a program that meets community needs, and builds on strengths and resources, a program must conduct a community assessment at least once over the five-year grant period. The community assessment must use data that describes community strengths, needs, and resources and include, at a minimum:

- (i) The number of eligible infants, toddlers, preschool age children, and expectant mothers, including their geographic location, race, ethnicity, and languages they speak, including:
 - (A) Children experiencing homelessness in collaboration with, to the extent possible, McKinney-Vento Local Education Agency Liaisons (42 U.S.C. 11432 (6)(A));
 - (B) Children in foster care; and
 - (C) Children with disabilities, including types of disabilities and relevant services and resources provided to these children by community agencies;
- (ii) The education, health, nutrition and social service needs of eligible children and their families, including prevalent social or economic factors that impact their well-being;
- (iii) Typical work, school, and training schedules of parents with eligible children;
- (iv) Other child development, child care centers, and family child care programs that serve eligible children, including home visiting, publicly funded state and local preschools, and the approximate number of eligible children served;
- (v) Resources that are available in the community to address the needs of eligible children and their families; and,
- (vi) Strengths of the community.

(2) A program must annually review and update the community assessment to reflect any significant changes including increased availability of publicly funded pre-kindergarten- (including an assessment of how the pre-kindergarten available in the community meets the needs of the parents and children served by the program, and whether it is offered for a full school day), rates of family and child homelessness, and significant shifts in community demographics and resources.

(3) A program must consider whether the characteristics of the community allow it to include children from diverse economic backgrounds that would be supported by other funding sources, including private pay, in addition to the program's eligible funded enrollment. A program must not enroll children from diverse economic backgrounds if it would result in a program serving less than its eligible funded enrollment.

1302.12 Determining, verifying, and documenting eligibility.

(a) Process overview.

(1) Program staff must:

- (i) Conduct an in-person interview with each family, unless paragraph (a)(2) of this section applies;
- (ii) Verify information as required in paragraphs (h) and (i) of this section; and,
- (iii) Create an eligibility determination record for enrolled participants according to paragraph (k) of this section.

(2) Program staff may interview the family over the telephone if an in-person interview is not possible or convenient for the family.

(3) If a program has an alternate method to reasonably determine eligibility based on its community assessment, geographic and administrative data, or from other reliable data sources, it may petition the responsible HHS official to waive requirements in paragraphs (a)(1)(i) and (ii) of this section.

(b) Age requirements.

(1) For Early Head Start, except when the child is transitioning to Head Start, a child must be an infant or a toddler younger than three years old.

(2) For Head Start, a child must:

- (i) Be at least three years old or, turn three years old by the date used to determine eligibility for public school in the community in which the Head Start program is located; and,
- (ii) Be no older than the age required to attend school.

(3) For Migrant or Seasonal Head Start, a child must be younger than compulsory school age by the date used to determine public school eligibility for the community in which the program is located.

(c) Eligibility requirements.

(1) A pregnant woman or a child is eligible if:

- (i) The family's income is equal to or below the poverty line; or,
- (ii) The family is eligible for or, in the absence of child care, would be potentially eligible for public assistance; including TANF child-only payments, or,
- (iii) The child is homeless, as defined in part 1305; or,
- (iv) The child is in foster care.

(2) If the family does not meet a criterion under paragraph (c)(1) of this section, a program may enroll a child who would benefit from services, provided that these participants only make up to 10 percent of a program's enrollment in accordance with paragraph (d) of this section.

(d) Additional allowances for programs.

(1) A program may enroll an additional 35 percent of participants whose families do not meet a criterion described in paragraph (c) of this section and whose incomes are below 130 percent of the poverty line, if the program:

- (i) Establishes and implements outreach, and enrollment policies and procedures to ensure it is meeting the needs of eligible pregnant women, children, and children with disabilities, before serving pregnant women or children who do not meet the criteria in paragraph (c) of this section; and,
- (ii) Establishes criteria that ensure pregnant women and children eligible under the criteria listed in paragraph (c) of this section are served first.

(2) If a program chooses to enroll participants who do not meet a criterion in paragraph (c) of this section, and whose family incomes are between 100 and 130 percent of the poverty line, it must be able to report to the Head Start regional program office:

- (i) How it is meeting the needs of low-income families or families potentially eligible for public assistance, homeless children, and children in foster care, and include local demographic data on these populations;
- (ii) Outreach and enrollment policies and procedures that ensure it is meeting the needs of eligible children or pregnant women, before serving over-income children or pregnant women;
- (iii) Efforts, including outreach, to be fully enrolled with eligible pregnant women or children;
- (iv) Policies, procedures, and selection criteria it uses to serve eligible children;
- (v) Its current enrollment and its enrollment for the previous year;
- (vi) The number of pregnant women and children served, disaggregated by the eligibility criteria in paragraphs (c) and (d)(1) of this section; and,
- (vii) The eligibility criteria category of each child on the program's waiting list.

(e) Additional allowances for Indian tribes. (1) Notwithstanding paragraph (c)(2) of this section, a tribal program may fill more than 10 percent of its enrollment with participants who are not eligible under the criteria in paragraph (c) of this section, if:

- (i) The tribal program has served all eligible pregnant women or children who wish to be enrolled from Indian and non-Indian families living within the approved service area of the tribal agency;
- (ii) The tribe has resources within its grant, without using additional funds from HHS intended to expand Early Head Start or Head Start services, to enroll pregnant women or children whose family incomes exceed low-income guidelines or who are not otherwise eligible; and,

(iii) At least 51 percent of the program's participants meet an eligibility criterion under paragraph (c)(1) of this section.

(2) If another program does not serve the approved service area, the program must serve all eligible Indian and non-Indian pregnant women or children who wish to enroll before serving over-income pregnant women or children.

(3) A program that meets the conditions of this paragraph (e) must annually set criteria that are approved by the policy council and the tribal council for selecting over-income pregnant women or children who would benefit from program services.

(4) An Indian tribe or tribes that operates both an Early Head Start program and a Head Start program may, at its discretion, at any time during the grant period involved, reallocate funds between the Early Head Start program and the Head Start program in order to address fluctuations in client populations, including pregnant women and children from birth to compulsory school age. The reallocation of such funds between programs by an Indian tribe or tribes during a year may not serve as a basis for any reduction of the base grant for either program in succeeding years.

(f) Migrant or Seasonal eligibility requirements. A child is eligible for Migrant or Seasonal Head Start, if the family meets an eligibility criterion in paragraphs (c) and (d) of this section; and the family's income comes primarily from agricultural work.

(g) Eligibility requirements for communities with 1,000 or fewer individuals.

(1) A program may establish its own criteria for eligibility provided that it meets the criteria outlined in section 645(a)(2) of the Act.

(2) No child residing in such community whose family is eligible under criteria described in paragraphs (c) through (f) of this section, may be denied an opportunity to participate in the program under the eligibility criteria established under this paragraph (g).

(h) Verifying age. Program staff must verify a child's age according to program policies and procedures. A program's policies and procedures cannot require families to provide documents that confirm a child's age, if doing so creates a barrier for the family to enroll the child.

(i) Verifying eligibility.

(1) To verify eligibility based on income, program staff must use tax forms, pay stubs, or other proof of income to determine the family income for the relevant time period.

(i) If the family cannot provide tax forms, pay stubs, or other proof of income for the relevant time period, program staff may accept written statements from employers, including individuals who are self-employed, for the relevant time period and use information provided to calculate total annual income with appropriate multipliers.

(ii) If the family reports no income for the relevant time period, a program may accept the family's signed declaration to that effect, if program staff describes efforts made to verify the family's income, and explains how the family's total income was calculated or seeks information from third parties about the family's eligibility, if the family gives written consent. If a family gives consent to contact third parties, program staff must adhere to program safety and privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k)(2) of this section.

(iii) If the family can demonstrate a significant change in income for the relevant time period, program staff may consider current income circumstances.

(2) To verify whether a family is eligible for, or in the absence of child care, would be potentially eligible for public assistance, the program must have documentation from either the state, local, or tribal public assistance agency that shows the family either receives public assistance or that shows the family is potentially eligible to receive public assistance.

(3) To verify whether a family is homeless, a program may accept a written statement from a homeless

services provider, school personnel, or other service agency attesting that the child is homeless or any other documentation that indicates homelessness, including documentation from a public or private agency, a declaration, information gathered on enrollment or application forms, or notes from an interview with staff to establish the child is homeless; or any other document that establishes homelessness.

(i) If a family can provide one of the documents described in this paragraph (i)(3), program staff must describe efforts made to verify the accuracy of the information provided and state whether the family is eligible because they are homeless.

(ii) If a family cannot provide one of the documents described in paragraph (i)(3) to prove the child is homeless, a program may accept the family's signed declaration to that effect, if, in a written statement, program staff describe the child's living situation that meets the definition of homeless in part 1305 of this chapter.

(iii) Program staff may seek information from third parties who have firsthand knowledge about a family's living situation, if the family gives written consent. If the family gives consent to contact third parties, program staff must adhere to program privacy policies and procedures and ensure the eligibility determination record adheres to paragraph (k) of this section.

(4) To verify whether a child is in foster care, program staff must accept either a court order or other legal or government-issued document, a written statement from a government child welfare official that demonstrates the child is in foster care, or proof of a foster care payment.

(j) Eligibility duration.

(1) If a child is determined eligible under this section and is participating in a Head Start program, he or she will remain eligible through the end of the succeeding program year except that the Head Start program may choose not to enroll a child when there are compelling reasons for the child not to remain in Head Start, such as when there is a change in the child's family income and there is a child with a greater need for Head Start services.

(2) Children who are enrolled in a program receiving funds under the authority of section 645A of the Act remain eligible while they participate in the program.

(3) If a child moves from an Early Head Start program to a Head Start program, program staff must verify the family's eligibility again.

(4) If a program operates both an Early Head Start and a Head Start program, and the parents wish to enroll their child who has been enrolled in the program's Early Head Start, the program must ensure, whenever possible, the child receives Head Start services until enrolled in school, provided the child is eligible.

(k) Records.

(1) A program must keep eligibility determination records for each participant and ongoing records of the eligibility training for staff required by paragraph (m) of this section. A program may keep these records electronically.

(2) Each eligibility determination record must include:

(i) Copies of any documents or statements, including declarations, that are deemed necessary to verify eligibility under paragraphs (h) and (i) of this section;

(ii) A statement that program staff has made reasonable efforts to verify information by:

(A) Conducting either an in-person, or a telephone interview with the family as described under paragraph (a)(1)(i) or (a)(2) of this section; and,

(B) Describing efforts made to verify eligibility, as required under paragraphs (h) through (i) of this section; and, collecting documents required for third party verification that includes the family's written consent to contact each third party, the third parties' names, titles, and affiliations, and information from third parties regarding the family's eligibility.

(iii) A statement that identifies whether:

(A) The family's income is below income guidelines for its size, and lists the family's size;

- (B) The family is eligible for or, in the absence of child care, potentially eligible for public assistance;
- (C) The child is a homeless child or the child is in foster care;
- (D) The family was determined to be eligible under the criterion in paragraph (c)(2) of this section; or,
- (E) The family was determined to be eligible under the criterion in paragraph (d)(1) of this section.

(3) A program must keep eligibility determination records for those currently enrolled, as long as they are enrolled, and, for one year after they have either stopped receiving services; or are no longer enrolled.

(l) Program policies and procedures on violating eligibility determination regulations. A program must establish written policies and procedures that describe all actions taken against staff who intentionally violate federal and program eligibility determination regulations and who enroll pregnant women and children that are not eligible to receive Early Head Start or Head Start services.

(m) Training on eligibility. (1) A program must train all governing body, policy council, management, and staff who determine eligibility on applicable federal regulations and program policies and procedures.

Training must, at a minimum:

- (i) Include methods on how to collect complete and accurate eligibility information from families and third party sources;
- (ii) Incorporate strategies for treating families with dignity and respect and for dealing with possible issues of domestic violence, stigma, and privacy; and,
- (iii) Explain program policies and procedures that describe actions taken against staff, families, or participants who attempt to provide or intentionally provide false information.

(2) A program must train management and staff members who make eligibility determinations within 90 days of hiring new staff.

(3) A program must train all governing body and policy council members within 180 days of the beginning of the term of a new governing body or policy council.

(4) A program must develop policies on how often training will be provided after the initial training.

1302.13 Recruitment of children.

In order to reach those most in need of services, a program must develop and implement a recruitment process designed to actively inform all families with eligible children within the recruitment area of the availability of program services, and encourage and assist them in applying for admission to the program. A program must include specific efforts to actively locate and recruit children with disabilities and other vulnerable children, including homeless children and children in foster care.

1302.14 Selection process.

(a) Selection criteria.

(1) A program must annually establish selection criteria that weigh the prioritization of selection of participants, based on community needs identified in the community needs assessment as described in §1302.11(b), and including family income, whether the child is homeless, whether the child is in foster care, the child's age, whether the child is eligible for special education and related services, or early intervention services, as appropriate, as determined under the Individuals with Disabilities Education Act (IDEA) (20 U.S.C. 1400 et seq.) and other relevant family or child risk factors.

(2) If a program serves migrant or seasonal families, it must select participants according to criteria in paragraph (a)(1) of this section and give priority to children whose families can demonstrate they have relocated frequently within the past two-years to pursue agricultural work.

(3) If a program operates in a service area where Head Start eligible children can enroll in high-quality publicly funded pre-kindergarten for a full school day, the program must prioritize younger children as part of the selection criteria in paragraph (a)(1) of this section. If this priority would disrupt partnerships with local education agencies, then it is not required. An American Indian and Alaska Native or Migrant or Seasonal Head Start program must consider whether such prioritization is appropriate in their community.

(4) A program must not deny enrollment based on a disability or chronic health condition or its severity.

(b) Children eligible for services under IDEA.

(1) A program must ensure at least 10 percent of its total funded enrollment is filled by children eligible for services under IDEA, unless the responsible HHS official grants a waiver.

(2) If the requirement in paragraph (b)(1) of this section has been met, children eligible for services under IDEA should be prioritized for the available slots in accordance with the program's selection criteria described in paragraph (a) of this section.

(c) Waiting lists. A program must develop at the beginning of each enrollment year and maintain during the year a waiting list that ranks children according to the program's selection criteria.

1302.15 Enrollment.

(a) Funded enrollment. A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.

(b) Continuity of enrollment.

(1) A program must make efforts to maintain enrollment of eligible children for the following year.

(2) Under exceptional circumstances, a program may maintain a child's enrollment in Head Start for a third year, provided that family income is verified again. A program may maintain a child's enrollment in Early Head Start as described in §1302.12(j)(2).

(3) If a program serves homeless children or children in foster care, it must make efforts to maintain the child's enrollment regardless of whether the family or child moves to a different service area, or transition the child to a program in a different service area, as required in §1302.72(a), according to the family's needs.

(c) Reserved slots. If a program determines from the community assessment there are families experiencing homelessness in the area, or children in foster care that could benefit from services, the program may reserve one or more enrollment slots for pregnant women and children experiencing homelessness and children in foster care, when a vacancy occurs. No more than three percent of a program's funded enrollment slots may be reserved. If the reserved enrollment slot is not filled within 30 days, the enrollment slot becomes vacant and then must be filled in accordance with paragraph (a) of this section.

(d) Other enrollment. Children from diverse economic backgrounds who are funded with other sources, including private pay, are not considered part of a program's eligible funded enrollment.

(e) State immunization enrollment requirements. A program must comply with state immunization enrollment and attendance requirements, with the exception of homeless children as described in §1302.16(c)(1).

(f) Voluntary parent participation. Parent participation in any program activity is voluntary, including consent for data sharing, and is not required as a condition of the child's enrollment.

1302.16 Attendance.

(a) Promoting regular attendance. A program must track attendance for each child.

(1) A program must implement a process to ensure children are safe when they do not arrive at school. If a child is unexpectedly absent and a parent has not contacted the program within one hour of program start time, the program must attempt to contact the parent to ensure the child's well-being.

(2) A program must implement strategies to promote attendance. At a minimum, a program must:

- (i) Provide information about the benefits of regular attendance;
- (ii) Support families to promote the child's regular attendance;
- (iii) Conduct a home visit or make other direct contact with a child's parents if a child has multiple unexplained absences (such as two consecutive unexplained absences); and,
- (iv) Within the first 60 days of program operation, and on an ongoing basis, thereafter, use individual child attendance data to identify children with patterns of absence that put them at risk of missing ten percent of program days per year and develop appropriate strategies to improve individual attendance among identified children, such as direct contact with parents or intensive case management, as necessary.

(3) If a child ceases to attend, the program must make appropriate efforts to reengage the family to resume attendance, including as described in paragraph (a)(2) of this section. If the child's attendance does not resume, then the program must consider that slot vacant. This action is not considered expulsion as described in §1302.17.

(b) Managing systematic program attendance issues. If a program's monthly average daily attendance rate falls below 85 percent, the program must analyze the causes of absenteeism to identify any systematic issues that contribute to the program's absentee rate. The program must use this data to make necessary changes in a timely manner as part of ongoing oversight and correction as described in §1302.102(b) and inform its continuous improvement efforts as described in §1302.102(c).

(c) Supporting attendance of homeless children.

(1) If a program determines a child is eligible under §1302.12(c)(1)(iii), it must allow the child to attend for up to 90 days or as long as allowed under state licensing requirements, without immunization and other records, to give the family reasonable time to present these documents. A program must work with families to get children immunized as soon as possible in order to comply with state licensing requirements.

(2) If a child experiencing homelessness is unable to attend classes regularly because the family does not have transportation to and from the program facility, the program must utilize community resources, where possible, to provide transportation for the child.

Definitions from the Head Start Program Performance Standards

§1305.2 Definitions Recruitment area means that geographic locality within which a Head Start program seeks to enroll Head Start children and families. The recruitment area can be the same as the service area or it can be a smaller area or areas within the service area.

Community Action Partnership of Kern
Head Start /State Child Development
Income Breakdown Chart
2022 - 2023

2022 POVERTY GUIDELINES FOR THE 48 CONTIGUOUS STATES AND THE DISTRICT OF COLUMBIA	
Persons in family/household	Poverty guideline
1	\$13,590
2	\$18,310
3	\$23,030
4	\$27,750
5	\$32,470
6	\$37,190
7	\$41,910
8	\$46,630

For families/households with more than 8 persons, add \$4,720 for each additional person.

Revised January 25, 2022

2022—2023 Selection Criteria Verification Form

Applicant Name: _____ **DOB:** _____
Program: ☐ HS ☐ EHS ☐ EHS-SJ ☐ EHS Partnership **Family Size** _____
Option: ☐ HB ☐ PD ☐ FD/PY ☐ FD/FY **Center/HB Educator:** _____

Eligibility Type: (select only one)	Documentation Examined
<input type="checkbox"/> McKinney-Vento Eligible *	<input type="checkbox"/> Public Assistance (TANF) <input type="checkbox"/> Pay Stub/W-2
<input type="checkbox"/> Foster Care	<input type="checkbox"/> Foster Care Reimbursement <input type="checkbox"/> 2021 Taxes-Form 1040
<input type="checkbox"/> Income Eligible	<input type="checkbox"/> SSI <input type="checkbox"/> Employer Statement
<input type="checkbox"/> Public Assistance (TANF—SSI)	<input type="checkbox"/> EDD-Unemployment <input type="checkbox"/> Other:
<input type="checkbox"/> Over Income	

CRITERIA***	POINTS	CRITERIA***	POINTS
ELIGIBILITY		OTHER FACTORS (Circle all that apply)	
McKinney-Vento Eligible*/Foster-Kinship Care**	900	Disability (IFSP/IEP)	200
Income/Public Assistance		Public Assistance (Valid Aid Code or SSI)	50
75—100% Below Poverty	255	Caregiver-Kinship Care (Guardian) in process (GBLA letter)	15
50—74% Below Poverty	250	Transitioning from EHS to HS – 3 rd year enrollee	350
25—49% Below Poverty	245	Child on Waitlist prior year—not enrolled	50
0—24% Below Poverty	240		
Over-Income	5	Parents(s) work FT, attend school FT or CalWorks	50
AGE		Court Ordered Family Maintenance	50
HS: 4-year-old (on September 1)	60	Medical or Social Service Referral	20
3-year-old (on September 1)	15	Sibling enrolled EHS or HS	15
		Primary Language in home other than English	10
EHS: Pregnant Woman	25	First Time Pregnancy	30
Infant	25	High Risk Pregnancy	50
Toddler	20	Teen Parent (19 yrs. or younger at time of applicant's birth)	30
		One Parent	20
*Based on the definition outlined by the McKinney-Vento Act		***Refer to descriptors on back for clarification	
**Kinship Care as outlined in ACF-IM-HS-19-03			

Residential Verification: ☐ Dept Human Services ☐ Utility Bill ☐ Other: _____

Staff Verifying Eligibility—Print Name	Signature	Date
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Guidance for Selection Criteria Verification Form

Participant Name and DOB: The name and date of birth (DOB) that is on the child's birth certificate or other document used to verify legal name and age.

Program: The program which the family is applying for HS, EHS Kern, EHS SJC, or EHS Partnership

Option: Select the program option which the family is applying: Home Based (HB); Part Day (PD); Full Day/Part Year (FD/PY); and/or Full Day/Full Year (FD/FY).

Center/Educator Name: Name of center or Home-Based Educator for which they are applying.

Eligibility Type: Only one type of eligibility may be selected. Choose the most applicable with the highest need.

Documentation Examined: To determine eligibility, select all that apply. For documentation not listed, staff must identify on the "other" line. All documents used to determine eligibility MUST be attached to the application.

Eligibility: Applicants are considered eligible if homeless (as defined by the McKinney-Vento Homeless Assistance Act), in Foster Care, Kinship Care, or are Income/Public Assistance eligible.

Income: Income points are determined by the Federal Poverty Guideline and family size, even those that are categorically eligible.

Age: Select the classroom age of the child. For Pre-K (HS) children, if the child turns 4-years-old after cutoff of September 1, the child is considered 3-years-old. If the child turns 5-years-old after September 1, they are considered a 4-year-old. (Based on cut-off age for kindergarten.)

Other Factors:

Disability: ONLY if current Individualized Education Plan (IEP) or Individualized Family Service Plan (IFSP) is provided.

Public Assistance (TANF with valid Aid Code or SSI): Documentation provided must have valid aid code.

Caregiver in process: Caregiver-Kinship Care (includes Guardian) who does not yet have legal documentation. However, applicant is in process of such and has a letter stating to this effect from Great Bakersfield Legal Assistance, Inc., or similar entity.

Transitioning (EHS to HS or 3rd year enrollee): Select only if currently enrolled EHS participant or 3rd year HS applicant.

Child on waitlist prior program year: The applicant was on the waitlist the previous program year and was not enrolled.

Parent Works/Attends School: Documentation must be provided, and case note must include that parent(s) employment and/or attending school.

Court Ordered Family Maintenance: Family is engaged in court-ordered program/classes. (Court documents must be provided.)

Medical Referral: A medical referral from the physician must be provided.

Social Service Referral: A social service agency referral must be provided.

Sibling Enrolled: Must have a sibling currently enrolled in Head Start/Early Head Start.

Primary Language is other than English: Any language other than English spoken in the home.

At-risk Pregnancy and First Pregnancy: Pregnant women applying for EHS Home Base only.

Teen Parent: Parent was/will be 19 years or younger at time of applicant's birth. (Including currently pregnant women.)

One Parent: Family size is one parent.

Residential Verification: Must provide proof of residency in Kern County or San Joaquin County.

Signature: The staff member who verified eligibility must print their name and sign the Selection Criteria Verification form



MEMORANDUM

To: PRE Committee

From: 
Traco Matthews, Chief Program Officer
Rebecca Moreno, Director Community Development

Date: March 16, 2022

Subject: *Agenda Item 5e.1*: Strategic Plan 2021-2025 – Goal 3 Update, **Info Item**

CAPK's Strategic Goal 3 is to advance economic empowerment and financial stability for low-income people in the communities we serve. We hope to achieve this goal through the following objectives as approved upon by the CAPK Board:

- 3.1 – Increase housing stability for people experiencing/at risk of homelessness.
- 3.2 – Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.
- 3.3 – Increase opportunities and supports for clients to advance through career and education pathways.
- 3.4 – Increase access to economic asset enhancement and financial educational opportunities.

Team members for Goal Group 3 include: Traco Matthews (lead), Rebecca Moreno (co-lead), Joe Garcia (board), Ian Sharples, Keith Jackson, Savannah Maldonado, Sylvia Ortega, and Wilfredo Cruz. The group began meeting monthly in December 2021 and solidified the current team in January 2022.

The purpose of these initial meetings was to build rapport and identify the actions that our team would need to complete to achieve the individual objectives of Goal 3 for Year 1. The group has held open discussions to identify some of the work that CAPK is currently doing in these general areas. To date, the group has identified several Community Development programs/efforts that provide housing services to impacted populations and continue to collaborate with BKRHC partners on potential long-term housing solutions. The group has also identified several initiatives under the Community Development and Youth & Family Services departments designed to expand career and education pathways for clients, including financial literacy

trainings for residents at M Street. Additionally, the group has utilized monthly meetings to discuss progress on identified initiatives that align with the goal, trouble shoot the strategic planning software, and ensure that all team members have appropriate access to the OnStrategy software.

The next steps for the group include reviewing individual objectives in detail and identifying where individual team members would like to contribute. Each member of the team will also be asked to become increasingly familiar the objectives to strengthen their ability to identify current and new opportunities that may help the agency move towards Goal 3 achievement. The next meeting for the group will take place on March 18, 2022.

The team remains dedicated to continually identifying opportunities that will effectively support Goal 3 and the communities we serve.

Attachment:

Action Plan Summary by Goal Group #3 Member, Traco Matthews

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
OBJECTIVES I LEAD						
	3.1 Increase housing stability for people experiencing or at risk of homelessness.	Traco Matthews	10/01/21 12/31/25			On Target As of 03/02/22
	3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	3.3 Increase opportunities and supports for clients to advance through career and education pathways.	Traco Matthews	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/02/22
	3.4 Increase access to economic asset enhancement and financial educational opportunities.	Traco Matthews	10/01/21 12/31/25	Percent Complete	17%	On Target As of 03/02/22
MY ITEMS						
		Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 12/29/21
	<i>• On December 20th, CAPK requested funds for the development of Geographic Information Systems in food security in Kern County by way of a United States Department of Agriculture application under the Community Food Projects Competitive grant program. Funding for this project will allow us to devise appropriate strategies that understands land use, access to fresh produce, and the food economy of each pocket of our county. (Vanessa Cortez, 12/29/21)</i>					
	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 01/06/22
	Comments: <i>• (add a comment here) (Pritika Ram, 01/06/22)</i>					

1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started

As of 10/06/21

3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective	Traco Matthews	10/01/21 As of 10/06/21	Percent Complete	Not Started
25% Percent Complete	50%	As of 03/02/22		

3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. <i>Comments: • Five new partnerships added in Q1 of 2022: Recycling Lives, KCCD, Owens Valley, Be Finally Free, DHS/EPP partnership expanded and formalized. (Traco Matthews, 03/02/22)</i>	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 03/02/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22

3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started
As of 03/02/22

3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<p><i>Comments:</i></p> <ul style="list-style-type: none"> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22) 					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
1	Increased access to healthy, affordable food to support the health of the communities we serve.					
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 01/06/22
	1.1.1 Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity <i>Comments: • On December 20th, CAPK requested funds for the development of Geographic Information Systems in food security in Kern County by way of a United States Department of Agriculture application under the Community Food Projects Competitive grant program. Funding for this project will allow us to devise appropriate strategies that understands land use, access to fresh produce, and the food economy of each pocket of our county. (Vanessa Cortez, 12/29/21)</i>	Traco Matthews	10/01/21 12/31/22	100%		Not Started As of 12/29/21
	1.1.1.1 Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/03/21
	1.1.1.2 Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.1.1.3 Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 11/18/21
	1.1.2 Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable locations and/or near public transit where needs are highest. <i>Comments: • (add a comment here) (Pritika Ram, 01/06/22)</i>	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 01/06/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	1.2.1 Develop streamlined pathways for development of pantry partnerships, including capacity building.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	1.2.1.1 Create and disseminate materials that help service providers/partners to learn the process of becoming a partner.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21

1.2.1.2 Proactive support and outreach to organizations to increase partnerships and sites.

Traco Matthews

10/01/21
12/31/22

100%
Percent Complete

Not Started

As of 10/06/21

1.2.1.3 Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
1.2.2 Strengthen and expand partnerships with schools to reach additional children and families	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.1 Partner existing programs to support nutrition education and food distribution.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
1.2.2.2 Explore the potential to establish distribution sites at school sites.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3 Advance economic empowerment and financial stability for low-income people in the communities we serve.					
3.1 Increase housing stability for people experiencing or at risk of homelessness.	Traco Matthews	10/01/21 12/31/25	Percent Complete	20%	On Target As of 03/02/22
3.1.1 Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan. <i>Comments:</i> • Hired 6 of 12 additional staff goal for 3.1.1 target. (Traco Matthews, 03/02/22)	Traco Matthews	10/01/21 12/31/25	25% Percent Complete	50%	On Target As of 03/02/22
3.1.1.1 Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.2 Improve the evaluation and data management components of CES.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.1.3 Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
advocacy efforts at the local and State levels.					
3.1.2 Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. <i>Comments:</i> • Safe Camping/Parking contract approved through the County of Kern,	providing additional wraparound services for people experiencing homelessness in the area. (Traco Matthews, 03/02/22)		• Added the following services	(3 of 8): Dental services (Smile Makers), Be Finally Free life-coaching services, and Financial Literacy (Chase). (Traco Matthews, 03/02/22)	

	Traco Matthews	10/01/2112/31/25	25%	Percent Complete	As of 10/06/21	
3.1.1.4 In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective	Traco Matthews	10/01/2112/31/25	Percent Complete			Not Started
			50%			

As of 03/02/22

3.1.2.1 Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.2 Increase funding streams to expand number of emergency beds/services as needed.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.3 Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.1.2.4 Expand upstream support to reduce the number of people who become homeless for the first time.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.2.1 Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.1 Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key informants by leveraging collaborations to provide input.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.2 Conduct organizational capacity/readiness assessment, data collection	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.2.1.3 Create a committee to present initial assessment findings and recommendations to the Board.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.3 Increase opportunities and supports for clients to advance through career and education pathways.	Traco Matthews	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/02/22
3.3.1 Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. <i>Comments: • Five new partnerships added in Q1 of 2022: Recycling Lives, KCCD, Owens Valley, Be Finally Free, DHS/EPP partnership expanded and formalized. (Traco Matthews, 03/02/22)</i>	Traco Matthews	10/01/21 12/31/23	50% Percent Complete	42%	On Target As of 03/02/22
3.3.1.1 Identify and map existing educational/career pathways and referral points.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21
3.3.1.2 Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	Traco Matthews	10/01/21 12/31/23	Percent Complete		Not Started As of 10/06/21

3.3.1.3 Participate in local workforce development board meetings to identify entry points, opportunities, partnerships

Traco Matthews

10/01/21
12/31/23

Percent Complete

Not Started
As of 10/06/21

3.4 Increase access to economic asset enhancement and financial educational opportunities.	Traco Matthews	10/01/21 12/31/25	Percent Complete	17%	On Target As of 03/02/22
3.4.1 Align and standardize current life skills training and financial services across CAPK programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.1 Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 03/02/22
3.4.1.2 Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	Traco Matthews	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
3.4.2 Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s).	Traco Matthews	10/01/21 12/31/25	Percent Complete	33%	On Target As of 02/09/22
3.4.2.1 Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	Traco Matthews	10/01/21 12/31/25	Percent Complete	100%	On Target As of 02/09/22
<p><i>Comments:</i></p> <ul style="list-style-type: none"> • Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (Pritika Ram, 02/09/22) • FUND Consulting has completed the Market and Organization Needs Assessment. Staff will be presenting the findings during the January 2022 Board of Directors meeting. Staff will request authorization to discuss partnership opportunities with Valley Strong, as well, move to the next phase to become CDFI certified. Moving from the Assessment to Planning Phase as an "Emerging CDFI". (Pritika Ram, 01/19/22) 					
3.4.2.2 Complete internal capacity assessment to evaluate potential for delivery of new financial services.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
3.4.2.3 Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board.	Traco Matthews	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21


TRACO MATTHEWS: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	1.1 Enhance accessibility through expansion of food distribution sites and services.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 01/06/22
	1.2 Leverage new and strengthened partnerships to reach additional families and communities.	Susana Magana	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21



MEMORANDUM

To: Personnel Committee

From: 
Emilio G. Wagner, Director of Operations

Date: March 16, 2022

Subject: *Agenda Item 5e*: Strategic Plan 2021-2025 – Goal 5 Update - **Info Item**

CAPK's Strategic Goal 5 is the increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results. The group hopes to achieve this goal through the following objectives as approved upon by the CAPK Board:

- 5.1 - Enhance agency-wide capacity to implement continuous improvement framework.
- 5.2 - Enhance data governance structures and practices to support implementation of Results Oriented Management and Accountability (ROMA) and to increase consistency, accuracy, and breadth of program reporting and data analytics.
- 5.3 - Establish a comprehensive model to address the health and social well-being of CAPK's clients through timely interventions.

Team members for Goal Group 5 include: Emilio Wagner (lead), Ryan Dozier (co-lead), Janae Benton (board), Chase Rangel, Eric Kelly, Corinne Thompson, and Joseph Aguilar.

The team's main focus has been the development of our client data platform (CDP), Goal 5.3.1. As we get closer to having a stable design and the processes for data collection and combination, we can move into sub-Goals that focus heavily on reporting and dashboard development. The next area of focus will be on ROMA. As an agency, the majority of leadership staff have gone through ROMA training. Plans are to continue this and start focusing on how to incorporate agency data in this training.

The next steps are to continue moving forward with the development of the CDP, focus on Goal 5.2 by creating an agency wide data governance taskforce, and developing a multi-year ROMA implementation plan.

Attachment:

Action Plan Summary by Goal Group #5

RYAN DOZIER: ACTION PLAN - ITEMS I'M CONTRIBUTING TO

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	5.1 Enhance agency-wide capacity to implement continuous improvement framework.	Emilio Wagner	10/01/21 12/31/25	Percent Complete		Not Started As of 10/06/21
	5.1.1 Develop multi-year Results Oriented Management and Accountability (ROMA) implementation plan that includes tiered rollout of engagement and capacity-building activities.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.1 Establish central ROMA implementation planning and implementation taskforce and program/departments champions.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.1.1.2 Targeted engagement/training schedule: Y1: Leadership and Division Champions Y2: Selected staff groups Y3: Agency-wide implementation	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency, accuracy, and breadth of program reporting and data analytics.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	24%	On Target As of 03/11/22
	5.2.1 Establish agencywide data governance taskforce.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.1 Develop charter, bylaws, member duties, and clearly articulated method of collaboration with Leadership.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.1.2 Develop recommendations to leadership/Board for needed capacity development, investment, and additional strategies to enhance data governance and support implementation of ROMA.	Emilio Wagner	10/01/21 12/31/22	100% Percent Complete		Not Started As of 10/06/21
	5.2.2 Conduct agencywide data governance assessment to identify most pressing needs and to inventory existing data processes and workflows.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	72%	On Target As of 03/11/22
	5.2.2.1 Identify challenges at program level around data collection and validation.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 03/11/22
	<i>Comments:</i> • We have a master list of all the forms of data for each Program. This list gets updated as we add new programs and integrate them into our Client Data Platform. (Emilio Wagner, 03/11/22)					
	5.2.2.2 Assess availability of analytic/reporting tools, capacity to utilize existing tools.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	100%	On Target As of 03/11/22
	<i>Comments:</i> • Agency is moving forward with utilizing Microsoft Power BI, ARC GIS, and the Power Platform for our standard analytic and reporting tools. Depending on the needs of a Program, we may evaluate other solutions. (Ryan Dozier, 03/11/22)					

5.2.2.3 Identify needed investment in data dashboards or tools to provide leadership with real time agency-wide outputs and demographic data.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	14.86%	On Target As of 03/11/22
<i>Comments:</i> • When the Client Data Platform is up and running, agency wide dashboards will be developed. (Ryan Dozier, 03/11/22)					
5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.	Emilio Wagner	10/01/21 12/31/25	Percent Complete	11%	On Target As of 03/10/22
5.3.1 Advance efforts to establish centralized database for client intake and service log.	Emilio Wagner	10/01/21 12/31/23	Percent Complete	22.05%	On Target As of 03/11/22
<i>Comments:</i> • Established a contract with WIPFLI to develop our Client Data Platform (CDP). Held meetings discussing the various data sources each Program has and are moving towards developing the process to extract, transfer, and load Program data into our CDP. (Ryan Dozier, 03/11/22)					



DATE	March 23, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / 211 594 389#

Budget & Finance Committee Minutes

Per Governor's Executive Order N-2920 and Assembly Bill 361, Meeting to be held via Tele-Conference. Members of the public may join the tele-conference or listen to the call from the CAPK office at 5005 Business Park North, Bakersfield, CA 93309

1. Call to Order

Committee Chair Janea Benton called the meeting to order at 12:00 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: Janea Benton (Chair), Craig Henderson, and Guadalupe Perez

Absent: Nila Hogan and Joe Garcia

Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Director of Administration; Lorna Speight WIC Program Administrator; Jerry Meade Assistant Director of Head Start; Corrine Thompson Senior Community Development Specialist, Gabrielle Alexander Director of Finance; and other CAPK staff

3. Public Comments

No one addressed the Committee.

4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for February 2022 – Tracy Webster, Chief Executive Officer – **Info Item**

Tracy Webster presented the above informational reports to the Committee.

Craig Henderson had questions about the percentages Tracy Webster presented. Tracy referred him to page 15 of the budget and finance committee packet that displayed the budget to actual details.

- b. Board of State and County Corrections Grant, Rental Assistance – Corrine Thompson, Sr. Community Development Specialist - **Action Item**

Corrine Thompson presented the above action item for approval and said the intent of the competitive funding application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. Corrine summarized the details as outlined in the staff memo and said Board approval, along with a Resolution, is required to submit the Rental Assistance funding application for the Adult Reentry Grant (ARG).

Craig Henderson requested this item be moved to the Board Agenda for the full Board and asked staff to provide a detailed budget and identify how the funds will be spent and utilized. Additionally, Craig requested to know what CAPK's responsibilities will be, along with the other agencies involved with the grant.

Motion was made and seconded to move Item 4b to the Board Agenda for the meeting on March 30, 2022. Carried by unanimous vote (Henderson/Perez)

- c. Board of State and County Corrections Grant, Warm Handoff & Reentry Services – Corrine Thompson, Sr. Community Development Specialist - **Action Item**

Corrine Thompson presented the above action item for approval and said the intent of the competitive funding application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The Adult Reentry Grant (ARG) Warm Handoff & Reentry Services includes reach-in services, case management, housing navigation, transportation, food, emergency services, employment / vocational and social services, behavior health care, mentors, transitional services, system navigation, 24-hour response, or short-term or emergency housing support for up to 90 days. Board approval, along with a Resolution, is required to submit the Warm Handoff & Reentry Services funding application for the Adult Reentry Grant (ARG).

Committee Chair Jenae Benton requested that this item also be moved to the Board Agenda for the meeting on March 30, 2022. The two grants are very similar, and the same information requested in item 4b above apply to item 4c.

Motion was made and seconded to move item 4c to the Board Agenda for the meeting on March 30, 2022. Carried by unanimous vote (Henderson/Perez).

- d. Resolution to Approve the Submission of a Grant "California Department of Social Services Minor Renovation and Repairs Grant Program" – Jerry Meade, HS Assistant Director: Program – **Action Item**

Jerry Meade presented the above action item for approval and said the California Department of Social Services (CDSS) announced the availability of \$100 million for Minor Renovation & Repair supplemental funds. Jerry summarized how funds would be utilized to support construction and renovation of age-appropriate outdoor environments for the Harvey L. Hall, Martha J. Morgan, Pete H. Parra, and Sterling Child Development Centers, and provided estimated costs for each. Board approval, with Resolution, is required to proceed with the funding application.

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

- e. Request to Approve the Submission of the 2023-2025 Funding Contract for the California Department of Public Health's Women Infants and Children (WIC) Program – Lorna Speight, WIC Program Administrator - **Action Item**

Lorna Speight presented the above action item for approval and said that the California Department of Public Health (CDPH) has issued an award letter for CAPK's WIC program in the amount of \$12,823,741 for a new three-year term beginning October 1, 2022, to September 30, 2025. As outlined in the Award Letter, staff will prepare the required documentation to submit the FFY 2023-2024 Funding Contract, along with a Board Resolution, which is due by April 19, 2022.

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

- f. Request to Approve the Submission of the HEALTHY KIDS 2022 Outreach and Enrollment Funding Application – Vanessa Cortez, Sr. Community Development Specialist – **Action Item**

Vanessa Cortez presented the above action item for approval to submit the HEALTHY KIDS 2022 Outreach & Enrollment funding application that would allow the Friendship House Community Center and 2-1-1 Kern to replicate many of the services that led to successful identification of eligible families, enrollment in Medicaid or CHIP, and renewal forms for coverage.

Janea Benton asked if the Medicaid and CHIP enrollments in the past have been successful. Vanessa Cortez responded that the program had about 122 applications for the year of 2020-21. The funder is focused on candidates with proven success and establishing projections that are similar to what CAPK has achieved previously.

Craig Henderson asked if the funding covered both Friendship House and Shafter Youth Center. Vanessa responded that the funding opportunity for this grant is only available to the Friendship House due to the experience level required for the grant. However, staff will continue to look for other funding opportunities to support a similar program at Shafter Youth Center.

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

- g. Goal 6 Strategic Plan Update 2021-2025. – **Info Item**

Tracy Webster reported that the Finance team has begun advertising and recruiting for the Control Specialist position. A candidate has been identified and HR is in the process of conducting the required background checks. This position will allow the Finance team to fully implement an improved budgeting and tracking of positions and improve the operational infrastructure for accounting ERP software, which is not currently in the budget. Progress cannot be made in this section of Goal 6 until a new software system has been implemented. HR is in the process of completing a wage comparability study.

- h. February 2022 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and reported that it was not necessary to use the line of credit in February and this marks an entire year that the line of credit was not used. Tracy does not foresee CAPK having to use it in the future given CAPK's unrestricted cash balance is sufficient to cover programs, such as Energy, which currently has a negative balance due to timing issues of when funds are released.

The Central Kitchen expenditures are currently 115.5% at the end of February 29, 2022, and USDA revenue is at 77.7%. Expenditures are higher than the target of 100.0% (12 of 12 months). Due to COVID-19 the Central Kitchen is unable to serve the same level of meals for the Head Start program. We continue to expect a significant decline in expected USDA revenue. The gap will need to be picked up by Head Start funds.

CMAF is currently earning 71.7% of the contract as of January 31, 2022. The target for this period should be 58.3%. Center-based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. The part year calendar starts in August. However, we are expecting low attendance rates given the restrictions stemming from the COVID-19 crisis. CCTR is at 56.1%, CSPP is at 47.7%, and CMIG is at 15.1%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 20.4% with a target of 66.6%.

Tracy reported that the Finance Division in the process of executing the approved restructuring of the Finance Division and currently has three vacancies.

The agency expenditures are currently at 93% for the year. The budget has been modified to reflect the approved Budget Revision #2. Much of the additional expenditures are one-time in nature and are set to expire within a short period. This is less than 100.0%. The Indirect Fund budget to actual report for February month end showed that revenue is deficit expenditures by (\$3,007) which is -0.5% of the budgeted indirect surplus.

Motion was made and seconded to approve the January 2022 Financial Statements. Carried by unanimous vote (Perez/Henderson).

5. Committee Member Comments

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, April 20, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 1:00 pm.

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 - February 28, 2022

Month 12 of 12 (100%)

Prepared 2/10/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,000,522	9,161,992	838,530	92%	8%
FRINGE BENEFITS	2,787,432	2,560,890	226,542	92%	8%
TRAVEL	0	71,977	(71,977)		
EQUIPMENT	0	0	0		
SUPPLIES	733,439	611,573	121,866	83%	17%
CONTRACTUAL	148,506	160,535	(12,029)	108%	-8%
CONSTRUCTION	0	0	0		
OTHER	2,748,825	3,396,742	(647,917)	124%	-24%
INDIRECT	1,583,809	1,525,434	58,375	96%	4%
TOTAL BASE FUNDING	18,002,533	17,489,142	513,391	97%	3%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	16,568	25,336	40%	60%
SUPPLIES	23,986	24,141	(155)	101%	-1%
CONTRACTUAL	22,800	51,696	(28,896)	227%	-127%
OTHER	72,752	72,990	(238)	100%	0%
INDIRECT	16,144	16,439	(295)	102%	-2%
TOTAL TRAINING & TECHNICAL ASSISTANCE	177,586	181,833	(4,247)	102%	-2%

CARRYOVER

SUPPLIES	2,294		2,294	0%	100%
CONTRACTUAL	15,000		15,000	0%	100%
CONSTRUCTION	2,276,903	1,982,823	294,080	87%	13%
OTHER	20,000	12,015			
INDIRECT	231,443	3,966	227,477		
TOTAL CARRYOVER	2,545,640	1,998,805	538,850	79%	21%

COVID CARES

PERSONNEL		80,843	(80,843)		
FRINGE BENEFITS		52,540	(52,540)		
SUPPLIES	295,335	227,750	67,585		
OTHER	155,558	8,387	147,171		
INDIRECT	46,675	36,136	10,539		
TOTAL COVID CARES	497,567	405,656	91,911	82%	18%

GRAND TOTAL HS FEDERAL FUNDS	21,223,326	20,075,436	1,139,905	95%	5%
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HEAD START and EARLY HEAD START KERN NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,567,638	1,368,579	199,059	87%	13%
CALIF DEPT OF ED	5,193,619	4,808,557	385,063	93%	7%
TOTAL NON-FEDERAL	6,761,257	6,177,136	584,121	91%	9%

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

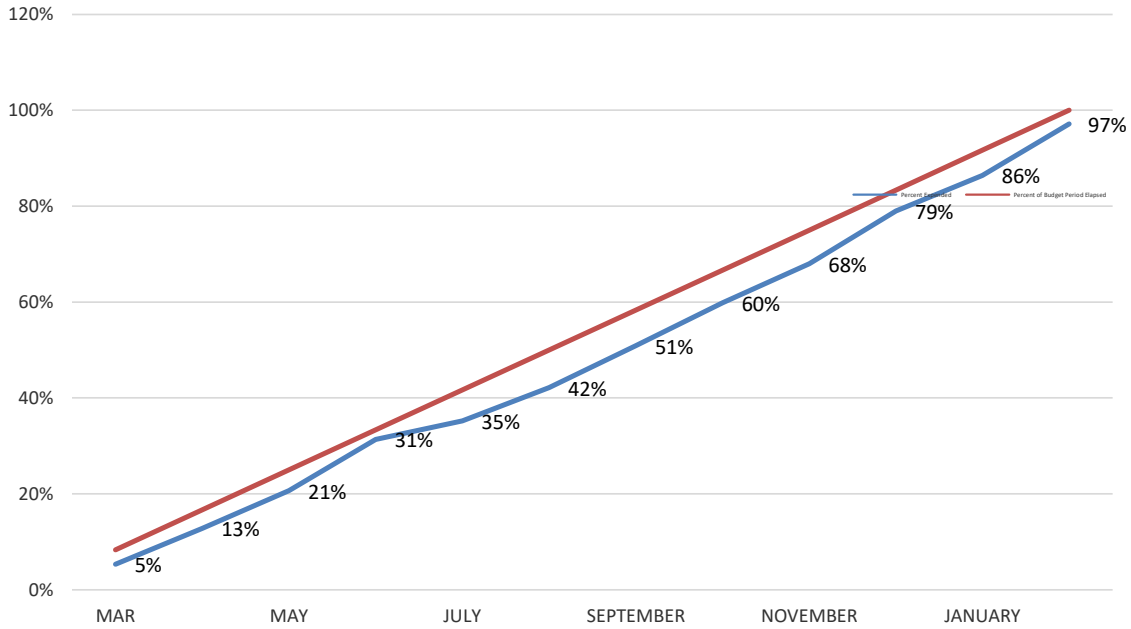
Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022

Administrative Cost for HS and EHS Kern 6.4%

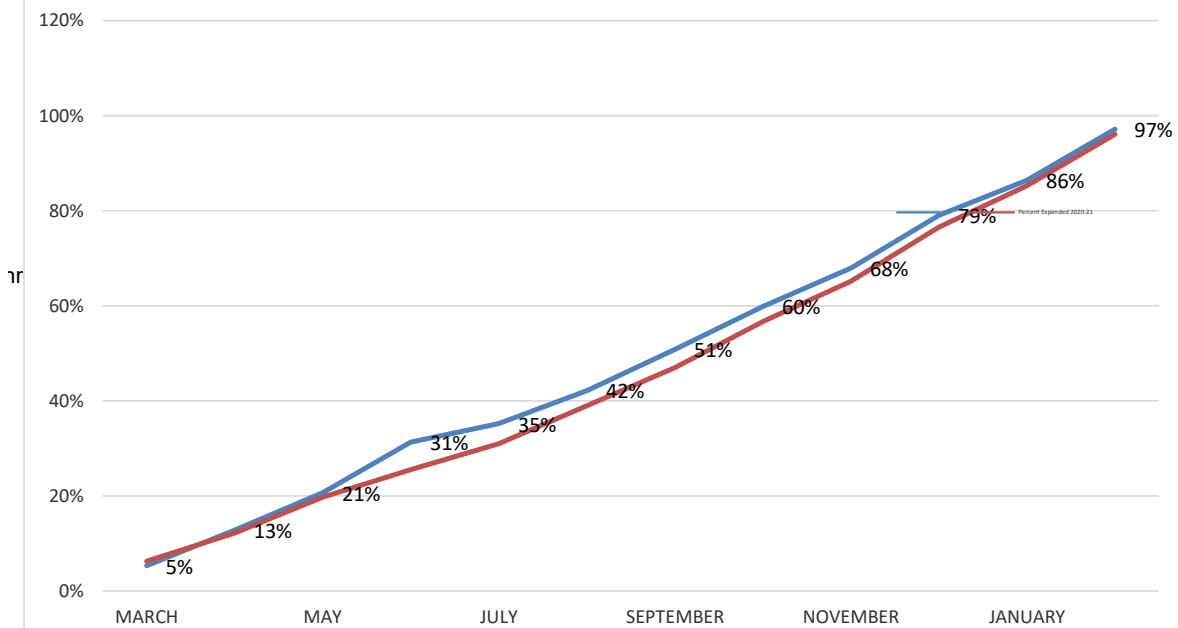
Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	9,227				9,227	3/1/2022
Lowe's	5,516				5,516	3/14/2022
Smart & Final	375		129	188	693	3/1/2022
Save Mart	1,765				1,765	3/8/2022
Chevron & Texaco Business Card	8,047				8,047	3/6/2022
Home Depot	10,045				10,045	2/4/2022
	34,976	0	129	188	35,293	

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



Head Start Kern
Percent Expended Compared to Prior Year



**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 - February 28, 2022

Month 12 of 12 (100%)

Prepared 2/10/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	5,021,133	4,233,726	787,407	84%	16%
FRINGE BENEFITS	1,751,175	1,197,522	553,653	68%	32%
TRAVEL	0	28,631	(28,631)		
EQUIPMENT	0	0	0		
SUPPLIES	483,444	433,642	49,803	90%	10%
CONTRACTUAL	36,432	68,502	(32,070)	188%	-88%
CONSTRUCTION	0	0	0		
OTHER	920,158	838,798	81,360	91%	9%
INDIRECT	809,704	658,689	151,015	81%	19%
TOTAL BASE FUNDING	9,022,046	7,459,510	1,562,536	83%	17%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	32,253	6,725	25,528	21%	79%
SUPPLIES	6,807	20,163	(13,356)	296%	-196%
CONTRACTUAL	11,412	66,585	(55,173)	583%	-483%
OTHER	102,788	37,535	65,253	37%	63%
INDIRECT	15,326	12,622	2,705	82%	18%
TOTAL TRAINING & TECHNICAL ASSISTANCE	168,586	143,629	24,957	85%	15%

CARRYOVER

SUPPLIES					
CONTRACTUAL					
CONSTRUCTION	4,208,158	1,892,713	2,315,445	45%	55%
OTHER		0	0		
INDIRECT	117,543	468	117,075		
TOTAL CARRYOVER	4,325,701	1,893,181	2,432,520	44%	56%

COVID CARES

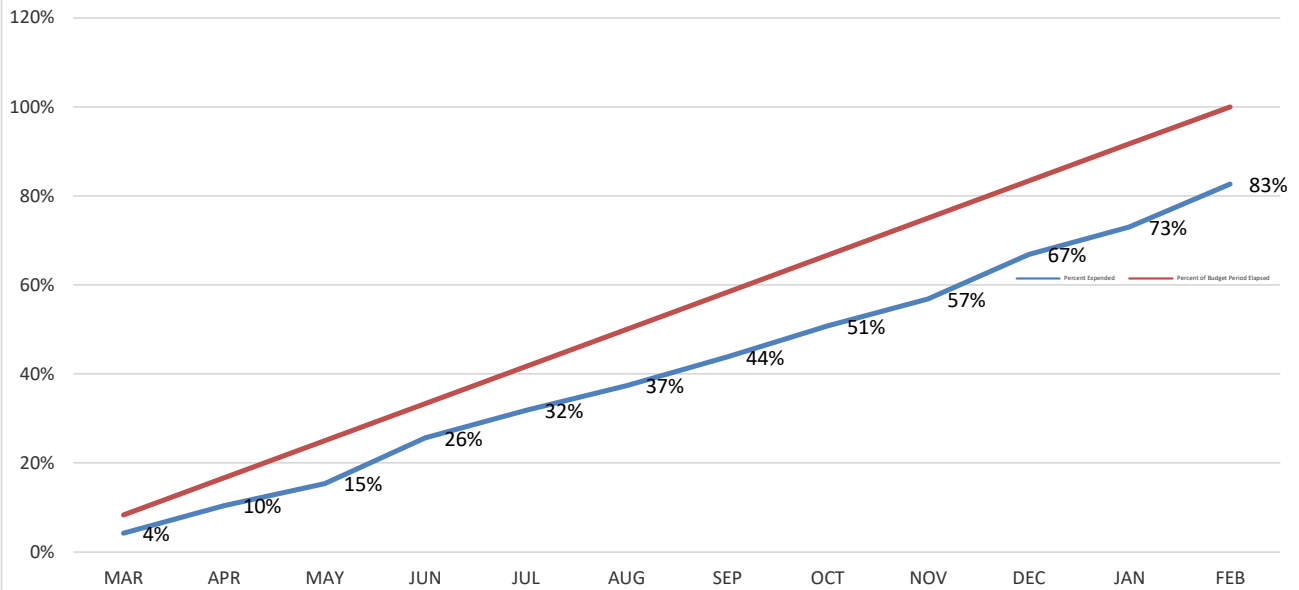
PERSONNEL		35,102	(35,102)		
FRINGE BENEFITS		28,570	(28,570)		
SUPPLIES	66,921	(4,472)	71,393	-7%	107%
OTHER	18,194	25	18,169	0%	100%
INDIRECT	9,068	8,534	534		
TOTAL COVID CARES	94,182	67,759	26,423	72%	28%

GRAND TOTAL EHS FEDERAL FUNDS	13,610,515	9,564,079	4,046,437	70%	30%
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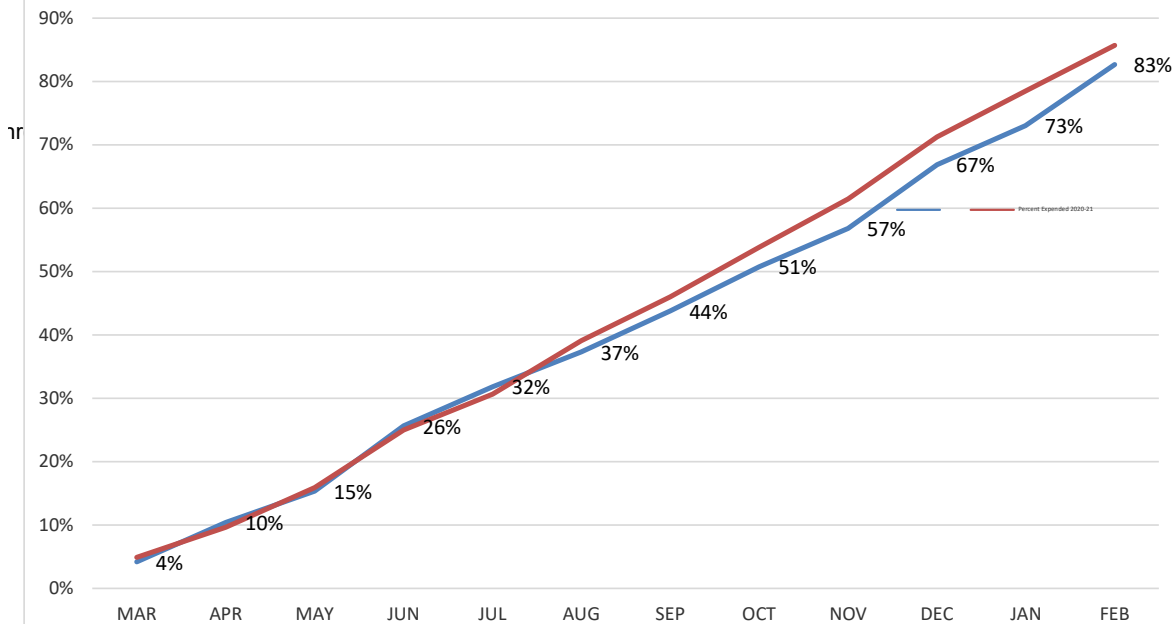
Budget reflects Notice of Award #09CH011132-03-01

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022

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 **December 31, 2021** (Month 10 of 12)Percent of budget period elapsed: **83%**

Page 1 of 1

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	3,806	3,344	1,604	832	0	603	802	872	850	1,569	1,648	6,680	22,609	40,535	56%
Alicante	20	2,759	2,527	2,754	3,695	1,994	2,133	5,345	5,714	6,469	6,847	7,469	5,071	52,777	20,268	260%
Angela Martinez	60	1,682	5,056	1,604	2,212	2,609	2,465	3,468	4,042	8,023	2,884	4,435	3,338	41,819	60,803	69%
Broadway	40	9,072	8,492	6,658	0	0	830	2,167	2,500	2,011	2,271	8,173	1,496	43,670	40,535	108%
California City	34	8,453	7,727	3,833	0	0	2,784	5,978	5,464	4,894	1,888	2,508	4,011	47,538	34,455	138%
Cleo Foran	23	15,779	14,629	14,352	12,627	8,483	6,362	6,196	4,748	6,835	6,752	5,386	8,241	110,391	23,308	474%
Delano	76	19,953	21,082	15,436	8,265	7,463	4,632	8,532	8,305	8,247	7,047	12,040	5,703	126,705	77,017	165%
East California	52	14,322	16,129	16,718	15,278	15,044	8,892	11,905	7,994	12,209	9,070	11,167	11,388	150,114	52,696	285%
Fairfax	40	8,429	9,246	5,856	0	0	1,691	4,415	4,278	4,191	2,707	4,228	1,393	46,434	40,535	115%
Fairview	40	7,209	8,499	5,236	5,291	4,000	1,870	7,149	7,553	6,878	8,818	6,401	5,542	74,448	40,535	184%
Harvey L. Hall	156	11,773	13,555	13,824	9,064	6,858	6,493	10,607	9,673	10,148	9,253	10,127	4,170	115,544	158,087	73%
Heritage	20	5,914	6,825	3,362	0	0	291	1,915	1,437	1,853	1,269	1,423	1,508	25,797	20,268	127%
Home Base	123	12,960	10,178	8,707	6,506	6,914	5,928	5,267	7,528	7,220	7,005	5,501	54	83,769	62,323	134%
Lamont	20	3,352	4,009	406	1,055	1,485	702	941	724	1,035	180	91	88	14,067	20,268	69%
Martha J. Morgan	72	8,319	7,861	7,623	5,287	6,211	5,554	6,184	6,633	6,467	6,590	1,421	179	68,329	72,963	94%
McFarland	20	2,099	2,182	1,391	0	0	985	3,269	7,404	9,673	10,196	10,971	4,003	52,172	20,268	257%
Mojave	20	7,890	10,296	5,212	0	0	0	0	0	0	0	0	0	23,397	20,268	115%
Oasis	60	5,094	7,534	5,183	4,325	3,895	2,209	4,047	4,386	3,990	3,161	6,122	3,042	52,988	60,803	87%
Pete H. Parra	128	9,302	10,728	9,209	4,272	2,128	3,222	7,386	14,072	18,739	12,719	15,859	259	107,894	129,713	83%
Planz	20	0	1,168	0	0	0	0	799	503	1,774	1,345	1,502	1,000	8,092	20,268	40%
Primeros Pasos	78	13,621	9,779	8,495	4,687	3,316	4,263	5,007	5,921	6,808	7,102	6,506	5,399	80,902	79,044	102%
Rosamond	80	5,484	6,904	3,004	1,649	812	0	564	326	1,735	1,295	1,730	0	23,504	81,070	29%
San Diego Street	40	2,566	2,282	2,970	2,501	1,709	3,549	4,681	4,698	3,627	1,698	113	136	30,531	40,535	75%
Seibert	40	0	0	0	0	0	0	0	95	106	0	1,795	1,757	3,753	40,535	9%
Shafter	20	3,661	2,948	2,292	1,198	436	2,947	6,628	7,005	10,670	9,374	14,520	0	61,680	20,268	304%
Shafter HS/EHS	25	1,137	2,606	2,500	2,453	2,067	2,227	2,323	1,792	2,792	3,064	4,776	4,306	32,042	25,334	126%
Sterling	124	7,380	8,415	7,493	8,090	8,172	4,393	5,960	6,570	6,698	3,146	5,070	990	72,378	125,659	58%
Sunrise Villa	20	2,328	1,874	651	1,718	0	971	1,493	1,903	1,623	850	1,677	0	15,090	20,268	74%
Taft	63	4,500	5,261	3,946	0	0	430	1,550	3,486	3,631	2,168	2,641	0	27,613	63,843	43%
Tehachapi	34	2,181	0	0	0	0	0	1,821	1,351	1,326	233	643	214	7,769	34,455	23%
Vineland	20	4,160	2,420	923	1,009	1,100	587	1,214	1,589	2,353	0	104	107	15,566	20,268	77%
Virginia	40	3,948	4,743	3,377	0	0	764	5,706	5,233	5,370	5,005	3,394	24	37,564	40,535	93%
Wesley	60	27,407	27,036	13,247	0	0	2,892	6,681	8,451	10,013	10,108	10,320	0	116,155	60,803	191%
Willow	55	5,130	4,162	2,753	0	0	762	826	3,369	3,595	0	2,867	78	23,542	55,736	42%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	0	0	0	NA
Governance		0	0	0	0	0	0	0	0	0	0	0	43	43	15,000	
Program Services		23	130	119	10,127	0	0	6,907	484	0	56	50	24	17,920	74,265	24%
SUBTOTAL IN-KIND	1,763	241,690	249,626	180,739	112,143	84,697	81,428	147,732	156,103	181,850	145,672	172,681	80,244	1,834,605	1,813,530	101%
State General Child Care*		218,706	214,532	221,798	216,097	167,020	182,708	187,329	199,701	174,882	199,738	0	0	1,982,510	2,821,834	70%
State Preschool*		395,510	387,783	334,094	184,445	165,206	155,454	233,778	301,417	286,063	318,637	0	0	2,762,388	3,865,832	71%
State Migrant Child Care*		9,413	9,710	9,016	9,016	4,013	4,161	4,756	4,310	3,071	6,193	0	0	63,659	125,833	51%
SUBTOTAL CA DEPT of ED		623,628	612,025	564,909	409,558	336,238	342,324	425,863	505,427	464,017	524,568	0	0	4,808,557	6,813,499	71%
GRAND TOTAL		865,318	861,651	745,648	521,701	420,935	423,752	573,595	661,530	645,867	670,240	172,681	80,244	6,643,162	8,627,029	77%

*May include estimates

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

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

Report Period: February 1, 2021 - February 28, 2022

Month 12 of 12 (100%)

Prepared 1/13/2021

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,225,996	283,267	92%	8%
FRINGE BENEFITS	985,996	792,397	193,599	80%	20%
TRAVEL	0	45,924	(45,924)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	143,912	209,973	(66,061)	146%	-46%
CONTRACTUAL	10,244	26,862	(16,618)	262%	-162%
OTHER	776,728	803,199	(26,471)	103%	-3%
INDIRECT	536,733	482,757	53,976	90%	10%
TOTAL	6,007,877	5,618,298	389,579	94%	6%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	53,809	61,178	(7,369)	114%	-14%
FRINGE BENEFITS	23,718	23,741	(23)	100%	0%
TRAVEL	3,519	4,264	(745)	121%	-21%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	19,534	1,283	94%	6%
INDIRECT	11,675	12,736	(1,061)	109%	-9%
TOTAL	128,816	134,930	(6,113)	105%	-5%

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%
TOTAL	481,986	0	481,986	0%	100%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)	0%	0%
FRINGE BENEFITS		3,331	(3,331)	0%	0%
SUPPLIES	75,407	69,273	6,134	92%	8%
OTHER	21,681	3,128	18,553	14%	86%
INDIRECT	9,709	11,861	(2,152)	122%	-22%
TOTAL	106,797	106,796	1	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,725,476	5,860,024	865,452	87%	13%
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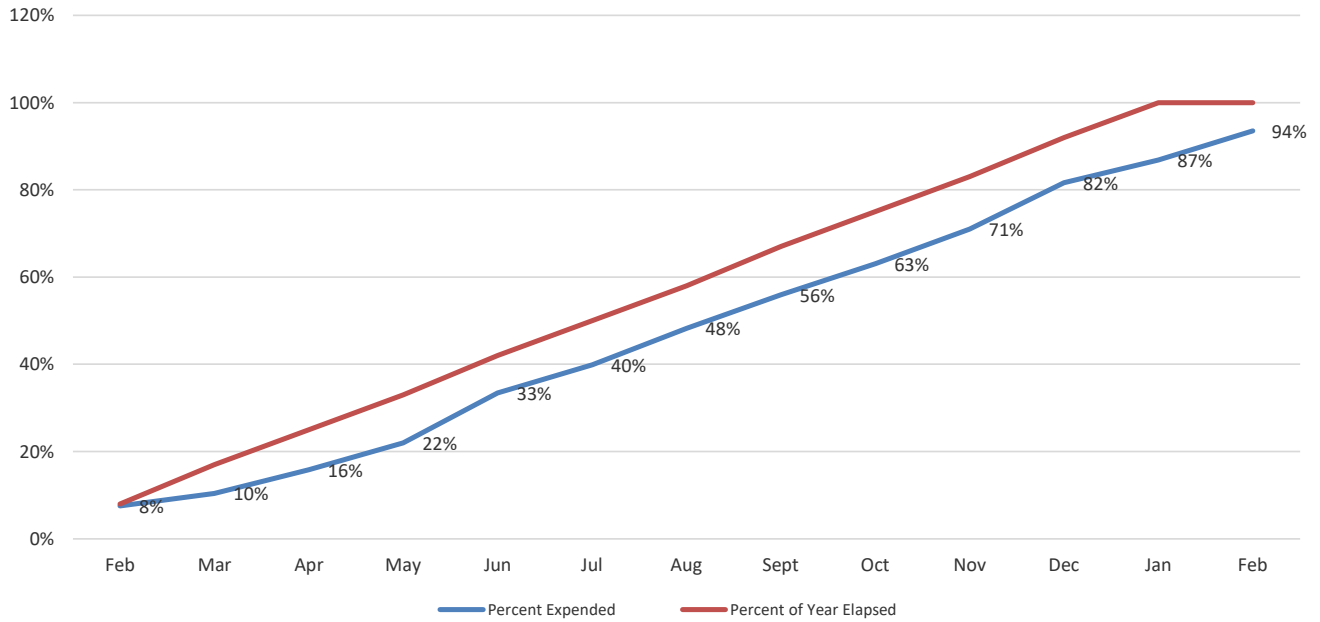
NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,630,480	0	100%	0%
TOTAL NON-FEDERAL FUNDS	1,630,480	1,630,480	0	100%	0%

Centralized Administrative Cost	6.6%
Program Administrative Cost	2.8%
Total Administrative Cost	9.4%

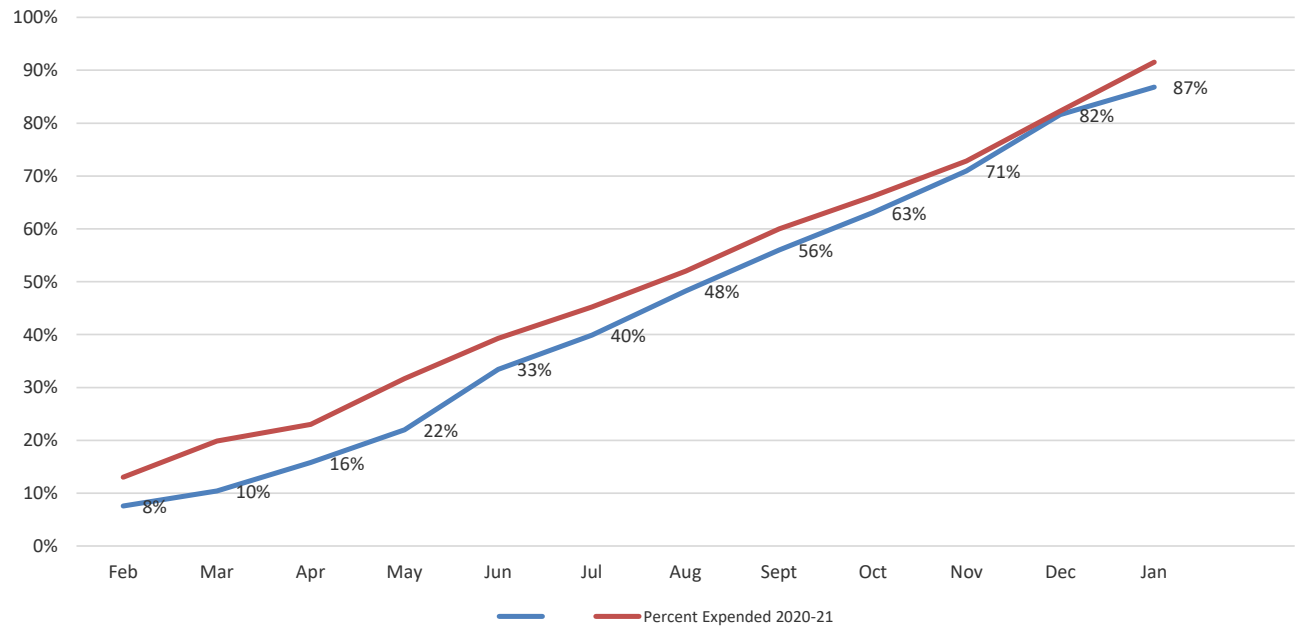
Budget reflects Notice of Award #09CH011406-02-02 and NOA 09CH011406-02-04

Actual expenditures include posted expenditures and estimated adjustments through 02/28/2022

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 January 31, 2021 (Month 11 of 12)
Percent of budget period elapsed: 92%

LOCATION	FUNDED ENROLL-MENT	Feb	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	YTD Totals	IN-KIND GOAL	% OF GOAL MET
California Street	24	2,654	2,912	2,136	1,799	2,521	3,436	3,640	3,970	4,851	5,331	5,387	5,920	44,557	39,646	112%
Chrisman	20	2,493	2,771	2,804	2,097	1,582	3,456	3,486	2,813	2,929	4,042	3,592	3,173	35,236	33,039	107%
Gianone	16	1,009	1,300	1,254	1,179	1,130	1,283	1,316	1,679	345	0	0	0	10,496	26,431	40%
Kennedy	16	1,188	858	927	699	844	1,150	1,426	2,324	4,546	4,442	4,879	2,698	25,982	26,431	98%
Lodi Home Base	35	0	6,413	5,637	5,519	3,253	3,407	2,544	4,654	4,757	2,004	0	58	38,247	28,909	132%
Lodi UCC	30	3,271	3,946	2,019	2,649	2,934	2,945	3,246	2,321	1,656	1,603	1,747	1,229	29,567	49,556	60%
Manteca Home Base	12	1,106	3,329	3,285	2,982	1,967	1,679	3,097	2,321	3,818	2,503	3,648	2,867	32,600	9,912	329%
Marci Massei	24	2,453	3,257	2,521	2,094	2,170	2,461	1,860	2,436	2,754	870	1,190	503	24,569	39,646	62%
St. Mary's	24	3,029	2,929	3,172	2,203	1,754	2,760	1,359	1,405	1,299	1,885	180	19	21,994	39,646	55%
Stockton Home Base	90	5,231	9,230	11,746	8,147	7,212	7,970	7,202	7,100	8,269	7,462	5,998	5,831	91,397	74,337	123%
Tracy Home Base	12	0	0	0	0	0	1,654	0	0	1,114	1,170	0	0	3,939	9,912	40%
Walnut	24	3,004	3,300	4,579	5,262	2,716	3,673	1,816	3,207	2,664	2,956	3,054	2,500	38,730	39,646	98%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	6,681	6,681	0	
Program Services		15,169	15,194	18,213	15,348	8,655	8,655	8,655	8,655	8,655	8,655	15,336	140,044		108,412	129%
Policy Council		0	0	0	0	0	0	0	0	0	0	0	0	0	1,000	0%
SUBTOTAL IN-KIND	327	40,606	55,437	58,292	49,978	36,738	44,529	39,648	42,883	47,858	42,922	38,330	46,816	544,037	526,525	103%
State General Child Care*		120,553	164,511	162,164	150,886	151,577	80,599	85,432	83,637	86,076	70,748	0	0	1,156,182	1,175,152	98%
SUBTOTAL CA DEPT of ED		120,553	164,511	162,164	150,886	151,577	80,599	85,432	83,637	86,076	70,748	0	0	1,156,182	1,175,152	98%
GRAND TOTAL		161,159	219,948	220,456	200,864	188,315	125,128	125,080	126,520	133,934	113,670	38,330	46,816	1,700,219	1,402,067	121%
*May include estimates																

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 - February 28, 2022

Month 12 of 12 (100%)

Prepared 3/14/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,090	103,791	84%	16%
FRINGE BENEFITS	183,736	148,531	35,205	81%	19%
SUPPLIES	37,083	115,929	(78,846)	313%	-213%
CONTRACTUAL	1,091,504	421,427	670,077	39%	61%
OTHER	231,300	218,990	12,310	95%	5%
INDIRECT	215,164	138,667	76,497	64%	36%
TOTAL BASE FUNDING	2,427,668	1,611,393	816,275	66%	34%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,804	3,303	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	19,867	36,318	35%	65%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,371,566	87,015	96%	4%
CONTRACTUAL	14,000	0	14,000	0%	100%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	400	4,012	9%	91%
TOTAL CARRYOVER	2,507,114	2,406,966	100,148	96%	4%

COVID CARES

PERSONNEL	0	3,622	(3,622)		
FRINGE BENEFITS	0	579	(579)		
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	0	10,206	0%	100%
TOTAL COVID	112,302	19,089	97,414	17%	83%

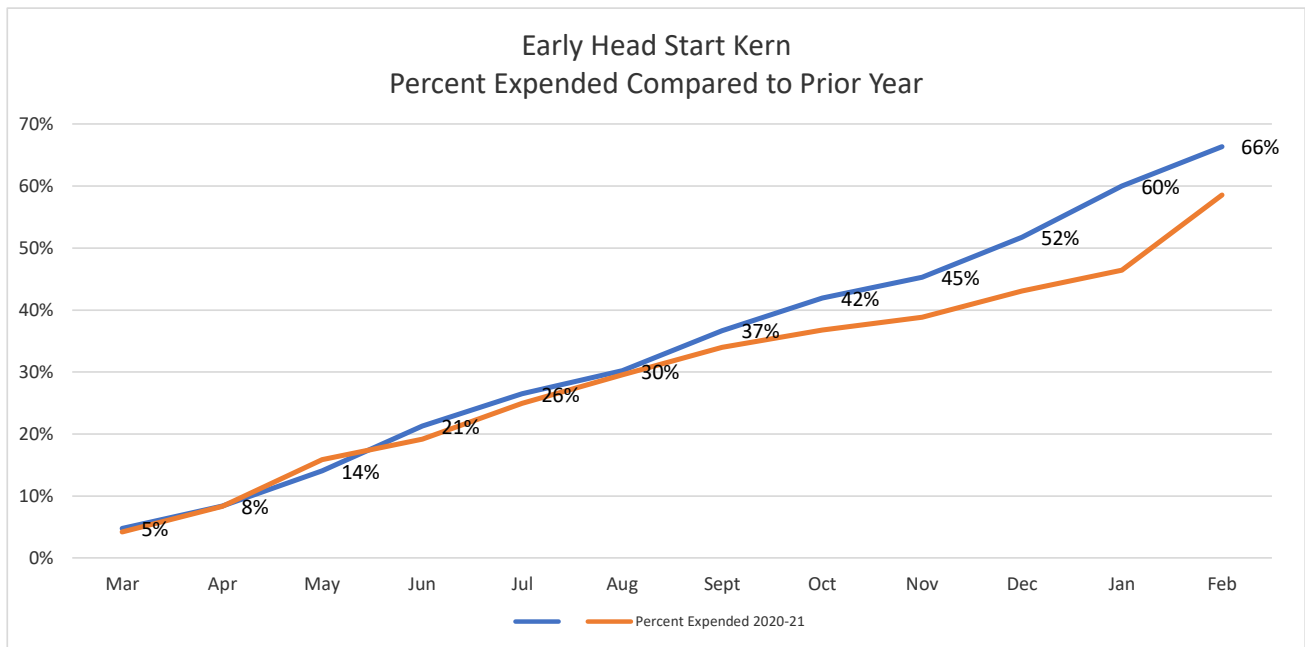
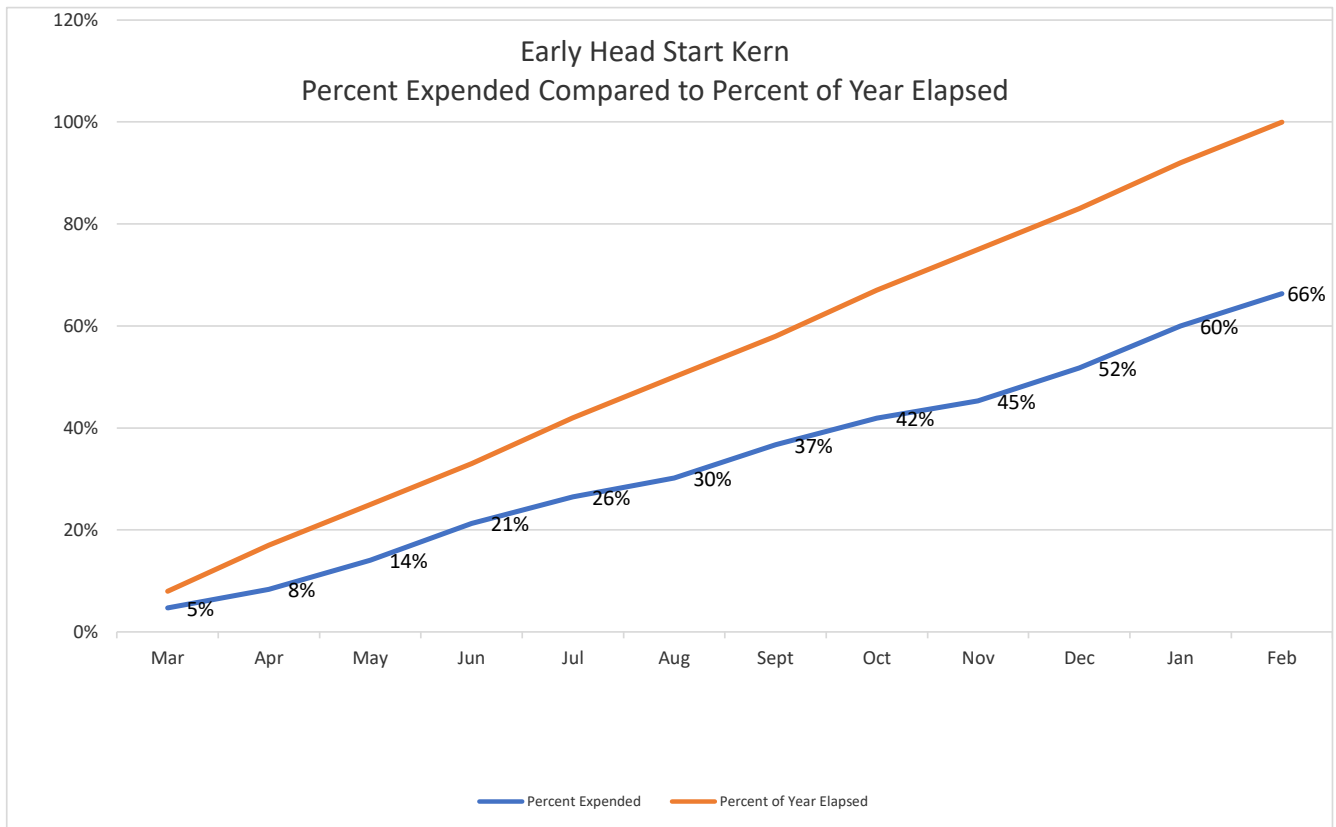
GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,057,315	1,050,155	80%	20%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	453,016	135,240	77%	23%
TOTAL NON-FEDERAL	588,256	453,016	135,240	77%	23%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/22



Community Action Partnership of Kern
 Early Head Start Child Care Partnerships
 Non-Federal Share and In-Kind Year-to-Date Report
 Budget Period: March 1, 2021 through February 28, 2022
 Report for period ending May 31, 2021 (Month 3 of 12)

Percent of year elapsed: 83%

LOCATION	FUNDED ENROLL- MENT	Mar 2020	Apr 2020	May 2020	June 2020	July 2020	Aug 2020	Sept 2020	Oct 2020	Nov 2020	Dec 2020	Jan 2021	Feb 2021	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	627	567	498	0	526	598	2,001	1,366	1,159	0	0	0	7,343	92,882	8%
Kern Community College District	32	257	227	0	230	0	14	474	264	93	79	20	0	1,658	123,843	1%
Kern County Superintendent of Schools	16	8,757	1,799	5,824	5,831	376	0	0	414	0	227	0	0	23,227	61,922	38%
Garden Pathways	11	0	0	0	0	0	0	0	0	0	0	0	0	0	42,571	0%
Taft College	42	50,385	43,657	44,546	54,224	54,782	59,125	57,724	56,925	0	0	0	0	421,369	162,544	259%
Escuelita Hernandez	16	0	0	0	0	0	0	0	0	0	0	0	0	0	61,922	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	0	0	0	42,571	0%
Program Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	152		60,026	50,370	60,285	55,159	59,139	58,197	57,602	93	305	20	0	446,253	588,256	76%

Budget reflects Notice of Award #09HP000163-02-00

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 - February 28, 2022

Month 10 of 12 (83.3%)

Prepared 1/11/2022

COVID	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	0	502,095	(502,095)		100%
FRINGE BENEFITS	0	107,505	(107,505)		100%
TRAVEL	0	0	0	0%	0%
EQUIPMENT	0	0	0		
SUPPLIES	500,000	0	500,000	0%	100%
CONTRACTUAL	0	0	0		100%
OTHER	170,559	0	170,559	0%	100%
INDIRECT	0	60,959	(60,959)		100%
TOTAL	670,559	670,559	0	100%	0%

American Rescue Plan Act

PERSONNEL	763,438	281,848	481,590	37%	63%
FRINGE BENEFITS	251,934	89,677	162,257	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	37,156	229,424	14%	86%
TOTAL	2,665,802	408,715	2,257,087	15%	85%

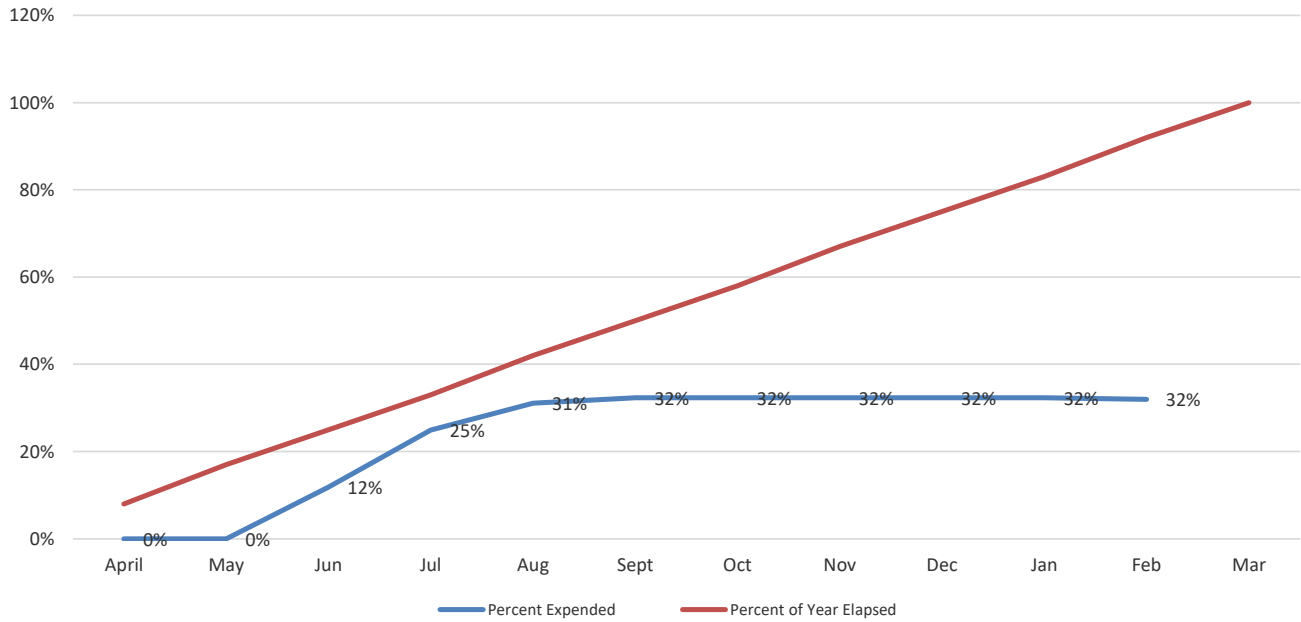
GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	1,079,274	2,257,087	32%	68%
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Centralized Administrative Cost	9.1%
Program Administrative Cost	0.0%
Total Administrative Cost	9.1%

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

Actual expenditures include posted expenditures and estimated adjustments through 01/31/2022


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





MEMORANDUM

To: Budget and Finance Committee

From:  Jerry Meade, Assistant Director - Program

Date: March 23, 2022

Subject: *Agenda Item 4d: Resolution to Approve the Submission of a Grant "California Department of Social Services Minor Renovation and Repairs Grant Program" - Action Item*

The California Department of Social Services (CDSS) announced the availability of \$100 million for Minor Renovation and Repair supplemental funds. The funds will support the construction and renovation of age-appropriate outdoor environments for 4 Child Development Centers: Harvey L. Hall, Martha J. Morgan, Pete H. Parra, and Sterling. As such, 4 grant applications will be submitted for a total ask of \$895,000.

CAPK recognizes the importance of our mission to provide the highest quality early education to the communities we serve. Funding from this grant will support the acquisition and installation of five high-quality outdoor environments to parallel the high-quality early education environments CAPK strives to maintain.

The funding calculations estimated below are based on an annualized budget:

Harvey L. Hall Child Development Center (2 yards)	\$245,000
Martha J. Morgan Child Development Center	\$210,000
Pete H. Parra Child Development Center	\$230,000
Sterling Child Development Center	<u>\$210,000</u>
Total	\$895,000

Recommendation

Staff recommends approval with resolution, for the submission of the California Department of Social Services *Minor Renovation and Repairs Grant Program* Funding Application.

Attachment:

Resolution 2022-08 approving *Minor Renovation and Repairs Grant Program* Funding Application.



RESOLUTION # 2022-09

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the Minor Renovation and Repairs Grant Program Funding Application

The Board of Directors, of Community Action Partnership of Kern, located at 5005 Business Park North, Bakersfield, CA 93309, met virtually with on March 30, 2022, in Bakersfield, California 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 California Department of Social Services has released funding for the Minor Renovation and Repairs Grant; and

WHEREAS, the Head Start and State Child Development Division is requesting \$895,000 to create 5 high-quality outdoor environment at 4 CAPK Child Development Centers in Kern County; and

WHEREAS, the California Department of Social Services requires that an authorized signatory be named for the Minor Renovation and Repairs Grant Program Application; and;

NOW, THEREFORE, be it resolved that the 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 Minor Renovation and Repairs Grant Program Application and fully execute the contract and all subsequent amendments upon award.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 30th day of March 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget and Finance Committee
Lorna Speight

From: Lorna Speight, WIC Program Administrator

Date: March 23, 2022

Subject: *Agenda Item 4e:* Request to Approve the Submission of the 2023-2025 Funding Contract for the California Department of Public Health's Women Infants and Children Program - **Action Item**

The California Department of Public Health (CDPH) administers funds provided by the United States Department of Agriculture, Food and Nutrition Service for the operation of the Women, Infant, and Children (WIC) program. The overall goal of the WIC program is to improve the health status of eligible participants by providing nutritious foods to supplement diets, information on healthy eating, breastfeeding support, and referrals to health care services.

CAPK entered a three-year Contract Agreement with CDPH in October of 2019 with a maximum funding amount of \$12,003,183. The contract will conclude on September 30, 2022. CAPK has received an award letter for \$12,823,741 for a new three-year term (beginning October 1, 2022 and ending September 30, 2025) and a contract due on April 19, 2022.

Women and caregivers with children 0-5 will continue to be the target demographic. We estimate a reach of 3,500 women/caregivers and 11,000 children during the term. A new Contract Agreement will allow CAPK to continue provide WIC program services to eligible California residents of Kern County and portions of San Bernardino County, thereby supporting goal 1 of the strategic plan, aimed at addressing barriers to nutritious foods.

This program supports state and county efforts to improve communities by promoting opportunities that enrich the lives of children and their families.

Recommendation

Staff recommends the Budget & Finance Committee approve, with resolution, the submission of the FFY 2023-2025 Funding Contract for the WIC Program.

Attachment:

CDPH WIC 2023-2025 Award Letter
WIC 2023-2025 Resolution



TOMÁS J. ARAGÓN, M.D., Dr.P.H
Director and State Public Health Officer

State of California—Health and Human Services Agency California Department of Public Health



GAVIN NEWSOM
Governor

March 4, 2022

Community Action Partnership of Kern
Lorna Speight, R.D.
5005 Business Park N.
Bakersfield, CA 93309

Dear Ms. Speight:

Federal Fiscal Year (FFY) 2023 - 2025 Funding Award Letter

The California Department of Public Health (CDPH) is pleased to award funding to your agency for the Women, Infants and Children (WIC) Program for FFY 2023 - 2025. The Catalog of Federal Domestic Assistance (CFDA) numbers for the funding are:

- Nutrition Services and Administration Grant (NSA) and Breastfeeding Peer Counseling (BFPC) Program: 10.557
- Farmers Market Nutrition Program (FMNP): 10.572

Description of Funding	FFY 2023 (Year 1)	FFY 2024 (Year 2)	FFY 2025 (Year 3)
Nutrition Services and Administration (NSA) Base Funding	\$3,847,109	\$3,847,109	\$3,847,109
NSA Special Project Funding	\$216,100	\$212,100	\$212,100
Farmers Market Nutrition Program (FMNP)	\$1,500	\$1,500	\$1,500
Breastfeeding Peer Counseling (BFPC) Program	\$212,538	\$212,538	\$212,538
Total Contracted Funding for FFY 2023 - 2025	\$4,277,247	\$4,273,247	\$4,273,247



CDPH Women, Infants and Children (WIC) Division
3901 Lennane Drive MS 8600 Sacramento, CA 95834
P.O. Box 997375 MS 8600 Sacramento, CA 95899-7375
(916) 928-8500 [Division Website](http://www.wicworks.ca.gov) (www.wicworks.ca.gov)

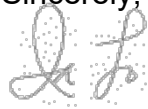


Next Steps:

1. Begin discussions with your leadership and fiscal staff on how you plan to allocate these funds and any other changes you need to make for your program.
2. Check your email for WIC Information Notice (WIN) 2022-20, sent on February 18, 2022 for information on submitting your amendment package and to access your budget documents.
3. Plan time to work on your FFY 2023 – 2025 contract package so that it can be submitted no later than April 19, 2022.

We appreciate your continuing commitment to the WIC Program. If you have any questions, please contact your Contract Manager Lavinia Pop at Lavinia.Pop@cdph.ca.gov.

Sincerely,

A handwritten signature in black ink, appearing to read 'La Lo', with a stylized flourish at the end.

La Lo, MSW, Chief
Local Services Branch
Women, Infants and Children Division



RESOLUTION # 2022-10

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023-2025 Funding Contract for the California Department of Public Health's Women, Infants, and Children Program

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on March 23, 2022, 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 California Department of Public Health's Women Infants and Children Program has requested the Community Action Partnership of Kern to submit a FFY 2023-2025 Funding Contract; and

WHEREAS, CAPK's Women Infants and Children Program is requesting approval by the CAPK Board of Directors to enter a new three-year term with the California Department of Public Health's for a contract totaling \$12,823,741; and

WHEREAS, the California Department of Public Health requires that an authorized signatory be named for the Women Infants and Children Program 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 the Funding Contract; 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 FFY 2023-2025 Funding Contract Women, Infants, and Children Program.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 30th day of March 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



To: Budget and Finance

From: Vanessa Cortez, Senior Community Development Specialist

Date: March 23, 2022

Subject: Agenda Item 4f: Request to Approve the Submission of the HEALTHY KIDS
2022 Outreach and Enrollment Funding Application - **Action Item**

The United States Department of Health and Human Services (HHS) administers funds to support Medicaid and Children's Health Insurance Program services. The overall goal of these programs is to make healthcare accessible and affordable for every American. The target population are children who are eligible for, but not enrolled in, Medicaid and the Children's Health Insurance Program.

CAPK's Friendship House Community Center (FHCC) and 2-1-1 Call Center have experience supporting this target demographic through outreach and enrollment-based activities funded by the Department of Human Services (DHS). This three-year funding opportunity (July 1, 2022, to June 30, 2025) would allow FHCC and 2-1-1 to replicate many of the services that led to successful identification of eligible families, enrollment in Medicaid or CHIP, and renewal forms for coverage. We will also assess our capacity to increase reach by way of the Shafter Youth Center. The amount of each cooperative agreement award made to eligible applicants may range from \$500,000 up to an anticipated \$1,500,000 (pending availability of funds).

As funding for these services through DPH is soon to expire, this new contract agreement will allow CAPK to continue support local healthcare initiatives. The data-driven framework of this opportunity (i.e., enrollment data requirements) support Goal 5 of the Strategic plan to increase the use of data in decision making processes to improve organizational capacity and achieve results.

This program supports state and county efforts to improve communities by promoting opportunities that protect the lives of children and their families.

Recommendation

Staff recommends the Budget & Finance Committee approve the submission of the HEALTHY KIDS 2022 Outreach and Enrollment funding application.



MEMORANDUM

To: Budget and Finance Committee
Tracy Webster
From: Tracy Webster, Chief Financial Officer
Date: March 23, 2022
Subject: *Goal 6 Strategic Plan 2021-2025 Update* – **Info Item**

Strategic Plan Goal 6 states, “Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.”

After the launch of the strategic plan, Goal 6 team has been meeting regularly to discuss the key items of Goal 6 and record progress on the described activities and indicators. The Goal 6 team continues to discuss in depth the goals and sub-goals. Furthermore, the team has outlined the action required to achieve 100% satisfaction of the goals.

Key accomplishments for Goal 6 are:

- The Finance department has begun to advertise and recruit for a Position Control Specialist. We hope within the next few months to hire an individual that will enhance functionality and implementation of human capital management to support workforce planning and management. The placement of this position will allow for the agency to fully implement the position control system during fiscal year 2022-23. The implementation will include robust training for all departments.
- The Finance Department continues to generate indirect funds from existing programming and develops baseline and projected targets by program.
- The Finance Department continues to enhance the agency’s administrative and operational infrastructure starting with RFP has been developed, pending final review for accounting ERP software. IT is advertising a new position and HR is in the process of completing a wage comparability study and evaluation of IT positions.
- Goal 6 team will focus their attention to the sub goal section of broadening the fundraising scope to support internal programs and cultivate new partnerships when a Foundation Director is appointed.

Attachment:
Goal 6 Action Plan

Mission

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

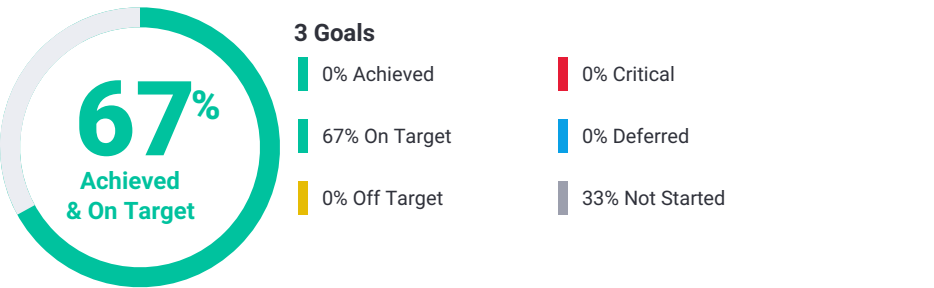
Vision

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




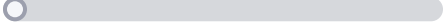
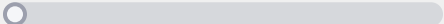
My Items

Item	YTD Actual
6.1: Ensure adequate staffing for successful implementation and fiscal decisionmaking.	10%
6.2: Grow unrestricted funding capacity.	50%
6.2.1: Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding...	100%
6.2.2: Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	

Performance Summary



Item	YTD Actual
6.2.2.1: Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for...	
6.2.2.2: Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	
6.3: Enhance agency administrative and operational infrastructure.	

<p>Objective</p> <p>Ensure adequate staffing for successful implementation and fiscal decisionmaking. (6.1)</p> <p>Aligned to: #6 Increase fiscal health and stability of the agency to properly align...</p>	<p>Owner</p> <p>Tracy Webster</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>10%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 5.87%</p>	<p>12/31/25</p>
<p>Objective</p> <p>Grow unrestricted funding capacity. (6.2)</p> <p>Aligned to: #6 Increase fiscal health and stability of the agency to properly align...</p>	<p>Owner</p> <p>Tracy Webster</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>50%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 5.87%</p>	<p>12/31/25</p>
<p>Activity</p> <p>Continue to generate indirect funds from existing programming and develop baseline and projected targets by program. Diversify funding streams and service lines based upon new and emerging needs. (6.2.1)</p> <p>Last comment: As new funding streams are identified, Finance makes sure that the appropriate indirect is assessed. This is reviewed and approved by the Budget and Finance Committee and the Board of Directors. Finance reviews and approves all new grant applications to ensure that indirect is built into new funding opportunities. (12/06/21)</p>	<p>Owner</p> <p>Tracy Webster</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>100%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 20%</p>	<p>12/31/22</p>
<p>Activity</p> <p>Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships. (6.2.2)</p> <p>Last comment: This goal is on hold until the Foundation hires a Director of Development. (12/06/21)</p>	<p>Owner</p> <p>Tracy Webster</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 11.1%</p>	<p>12/31/23</p>
<p>Objective</p> <p>Enhance agency administrative and operational infrastructure. (6.3)</p> <p>Aligned to: #6 Increase fiscal health and stability of the agency to properly align...</p> <p>Last comment: 6.3.2 - IT is flying a new position. Also, HR is the process of completing a wage comparability study and an evaluation of IT positions. (02/07/22)</p>	<p>Owner</p> <p>Tracy Webster</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<p></p> <p>YTD Target: 5.87%</p>	<p>12/31/25</p>

Activity

Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management. (6.1.1)

Last comment: The agency is currently recruiting for a Position Control Specialist. The placement of this position will allow for the agency to fully implement during fiscal year 2022-23. The implementation will include robust training for all departments. (02/07/22)

Owner

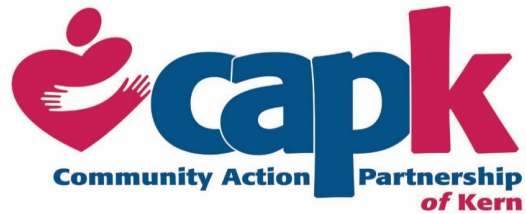
Measure:
Percent Complete

20%
YTD Actual

0%
10/01/21



12/31/25



BUDGET AND FINANCE COMMITTEE

MARCH 23, 2022

FINANCIAL REPORT

TABLE OF CONTENTS

<u>SECTION</u>	<u>Pages (s)</u>
A. Schedule of Programs for the period March 1, 2021 through February 28, 2022	A1 - A6
B. Functional Classification by Fund	B1 - B3
C. Line of Credit Summary	C1
D. - Cash Summary as of February 28, 2022	D1
- Bank Reconciliations	D2 - D8
E. Wells Fargo Visa Summary and Statements	E1 - E18
F. Central Kitchen Budget to Actual February 28, 2022	F1
G. State Department of Education Contract - Earned Revenue	G1 - G2
H. Finance Division Monthly Report	H1
I. Financial Statements as of February 28, 2021	I1
J. Financial Statements as of February 28, 2022	J1
K. Agency-wide Budget to Actual as of February 28, 2022	K1 - K7
L. Indirect Fund Budget To Actual as of February 28, 2022	L1

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/21 - 02/28/22	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/21 - 02/28/22	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/21 - 02/28/22	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
ENERGY			NOT APPLICABLE	03/01/21 - 02/28/22	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/21 - 02/28/22	531	DONATIONS, RENTAL INCOME
211			NOT APPLICABLE	03/01/21 - 02/28/22	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/21 - 02/28/22	541	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/21 - 02/28/22	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START EXPANSION	2,454,592	93.600	09HP000163-03	03/01/21 - 02/28/22	107	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START EXPANSION - CARES ACT	133,579		09HP000163-02C3	03/01/20 - 02/28/21		
EARLY HEAD START/HEAD START	27,045,025	93.600	09CH011132-03	03/01/21 - 02/28/22	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START - CARES ACT	1,549,338		09CH011132-02C3	03/01/20 - 02/28/21		
EARLY HEAD START SAN JOAQUIN	5,608,269	93.600	09-CH011406-02	02/01/21 - 01/31/22	117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN - CARES ACT	275,067		09-CH011406-01C3	02/01/20 - 01/31/21		
HUD - COORDINATED ENTRY SYSTEM	236,838	14,267	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 15,030,496	93.569	20F - 3015 21F - 4015 22F-5015	01/01/20 - 05/31/21 01/01/21 - 05/31/22 01/01/22 - 12/31/22	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 7,129,494	93.568 93.568 93.568	20B - 2012 21B - 5012 22B - 4012	10/01/19 - 06/30/21 11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-30 122-31 122-32	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	1,364,399 450,000	81.042 81.042	17C-4010 20C-6008	06/01/18 - 06/30/20 07/01/20 - 06/30/22	123-65 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 600,085 8,241	93.575	CCTR - 0052 CCTR - 1057 CCTR - 1057	07/01/20 - 06/30/21 07/01/21 - 06/30/22 07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 0052 CCTR - 1057	07/01/20 - 06/30/21 07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 28,000 5,411,000 138,128	93.575	CMAP - 9000 CMAP - 0000 CMAP - 1000 CMAP - 1000	07/01/20 - 06/30/21 07/01/20 - 06/30/21 07/01/21 - 06/30/22 07/01/21 - 06/30/22	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

**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 (FFORA)	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
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960				105-099	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

**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
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
MIGRANT ALTERNATIVE PAYMENT	4,173,683 22,010,862		CMAP - 0000 CMAP - 1000	07/01/20 - 06/30/21 07/01/21 - 06/30/22	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,659,082 2,802,254		CCTR - 0052 CCTR - 1057	07/01/20 - 06/30/21 07/01/21 - 06/30/22	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,367,697 4,577,394		CSPP - 0126 CSPP - 1123	07/01/20 - 06/30/21 07/01/21 - 06/30/22	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	262,661 273,427		CMIG - 0004 CMIG - 1004	07/01/20 - 06/30/21 07/01/21 - 06/30/22	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	39,399 40,079		CMSS - 0004 CMSS - 1004	07/01/20 - 06/30/21 07/01/21 - 06/30/22	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

**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
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		SURT-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
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

**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
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
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
211 FRESNO AND MADERA COUNTIES	92,130		N/A	12/28/21 - 12/31/22	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
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
BLUE SHIELD OF CALIFORNIA	25,000		N/A	01/01/22 - 06/30/22	455	BLUE SHIELD OF CALIFORNIA
FOOD BANK FREE FARMERS MARKET - WASCO	100,000 150,000		N/A	01/01/20 - 12/31/20 12/01/21 - 11/30/22	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

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

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

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	<u>Energy</u>						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	<u>VITA (Volunteer Income Tax Assistance)</u>						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	<u>Small Business Development</u>						
456	Bank of the West				X		
	<u>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
155	Americorps				X		
242	Youth Authority				X		
246	Realignment for Success				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
335	Gang Prevention				X		
444	Starbucks Foundation				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	<u>Census</u>						
273	County of Kern 2020 Census				X		
408	Sierra Foundation 2020 Census				X		
409	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
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				
10/31/21	n/a				
11/30/21	n/a				
12/31/21	n/a				
01/31/22	n/a				
02/28/22	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	\$ 395.83	0.25%
04/01/21 - 6/30/21	90 days	\$ 221.18	0.25%
07/01/21 - 9/30/21	90 days	\$ 718.75	0.25%
10/01/21 - 12/31/21	90 days	\$ 223.61	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 FEBRUARY 28, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	8,179.09
HEAD START/EARLY HEAD START	(523,151.14)
SUBTOTAL	(514,972.05)
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	0.00
GENERAL CHILD CARE	422,334.36
MIGRANT A/P	1,713,253.62
MIGRANT CHILD CARE	73,386.97
MIGRANT SPECIALIZED SERVICES	(1,905.88)
SAN JOAQUIN COE GENERAL CHILD CARE	167,418.93
STATE PRESCHOOL	1,382,469.20
SUBTOTAL	3,761,614.90
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	144,586.30
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(46,718.94)
EF&S	0.00
EFAP	139,609.64
FEEDING AMERICA SENIOR HUNGER	40,573.30
FOOD BANK	(649,276.65)
FOOD BANK EXPANSION	408,555.45
FOOD BANK CAPACITY PROGRAM	181,818.00
FOOD BANK - STATE	158,189.73
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	30,869.67
TRADE MITIGATION	0.00
WONDERFUL FOUNDATION	64,209.20
SUBTOTAL	474,155.06
ENERGY	(180,490.20)
DOE WAP	(18,141.65)
LIHEAP	(300,229.06)
PG&E	(15,720.99)
DAP (Disorgement Assistance Program)	(23,111.05)
TRANSFER NEGATIVE BALANCE	537,692.95
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	90,754.49
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
AMERICORPS - CALIFORNIA VOLUNTEERS	(13.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(24,485.05)
CAL FRESH	(27,866.81)
CALEITC	(524.04)
CAPK FOUNDATION	(163,160.16)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	(1,765.64)
COST POOLS	404,181.76
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(407,335.04)
CSBG	(78,093.32)
CSBG CARES ACT	208,882.92
CSBG DISCRETIONARY	49,755.88
DIFFERENTIAL RESPONSE	(41,585.17)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,213,682.35
ECONOMIC EMPOWERMENT	0.00
EAST KERN FAMILY RESOURCE CENTER	12,512.64
ESG CARES ACT HOMELESS SERVICES	(369,011.30)
ESG COORDINATED ENTRY SERVICE - COVID19	(11,964.07)
FIRST 5 KERN 211	(10,817.80)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(24,049.27)
FIRST 5 HELP ME GROW	(25,443.21)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(26,796.74)
FRIENDSHIP HOUSE	22,331.88
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	377,379.94
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(11,206.97)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(292,353.84)
HOUSING FOR THE HARVEST STATE	(231,452.31)
HUD-COORDINATED ENTRY SYSTEM	(22,940.43)
COUNTY OF KERN - 211	0.00
INDIRECT FUND	117,815.15
IRS - VITA	(37,432.16)
TAX ASSISTANCE	35,500.00
M ST NAVIGATION CENTER	21,731.38
NEOPB CAL FRESH HEALTHY LIVING	(311,141.62)
POSITIVE YOUTH DEV SVC	(6,947.97)
POSITIVE YOUTH M	(44,526.13)
SHAFTER YOUTH CENTER	51,824.59
OASIS FAMILY RESOURCE CENTER	11,490.00
SIERRA FOUNDATION - ASTHMA MITIGATION	91,989.41
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	(27.70)
VIRGINIA & ALFRED HARRELL LITERACY PROGRAM	17,305.26
WELLS FARGO FOUNDATION	46,981.80
WIC	(561,450.31)
LESS: ENERGY NEGATIVE BALANCE	(537,692.95)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	2,912,247.47
TOTAL OPERATING CASH	6,635,045.38

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED February 1, 2022 - February 28, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	178.24
Freddy Hernandez	Director of Youth and Community Services	2,308.03
Laurie Hughey		-
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resources	759.04
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	29.00
Pritika Ram	Director of Administration	972.00
Jeremy Tobias	Chief Executive Officer	660.26
Emilio Wagner	Director of Operations	1,549.98
Tracy Webster	Chief Financial Officer	1,700.00
Rebecca Moreno	Director of Community Development	476.00
Susana Magana	Director of Nutrition Services	594.53
	Total	\$ 9,227.08



Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	2/1/2022 - 2/28/2022		
Trans Date	Post Date	Merchant Name	Charge Codes
		Approved	Receipt
			Amount
Transaction Count: 0			
Total: 0.00			

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Gloria Barbero			Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-7058			Currency	US Dollar	
Reporting Period	2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
Transaction Count: 0						
Total: 0.00						

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Yolanda Gonzales		Company		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-7009		Currency		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 2/4/2022	2/4/2022	Smore.Com - Educator				79.00	
		Purchase Smore.Com - Educator					
2 2/8/2022	2/9/2022	Smore.Com				99.24	
		Purchase Smore.Com					
							Transaction Count: 2
							Total: 178.24

Employee Signature

Date _____

Authorized Approver Signature

Date _____



Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Freddy Hernandez		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-8850		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022			
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt
1 2/3/2022	2/7/2022	Family Development Resour			
		Online assessments purchased for East Kern FRC.			120.00
2 2/17/2022	2/21/2022	Svm Prepaid Card			339.98
		Emergency transportation assistance for low-income families in the city of Ridgecrest.			
3 2/24/2022	2/25/2022	Expedia 72256080086650			1,835.10
		Hotel accommodations for Troy Newberry and Alex Vidal for PG&E training in Stockton, CA.			
4 2/25/2022	2/28/2022	Canva* I03342-33568026			12.95
		Software required for VITA.			
				Transaction Count: 4	
				Total: 2,308.03	
Employee Signature			Date	Authorized Approver Signature	Date



Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Laurie Hughey			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-9135			Currency	US Dollar		
Reporting Period	2/1/2022 - 2/28/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
							Transaction Count: 0
							Total: 0.00

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Traco Matthews		Company		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-3726		Currency		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
							Transaction Count: 0
							Total: 0.00

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Lisa McGranahan		Company		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-9914		Currency		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 2/10/2022	2/14/2022	Biometrics4all Inc				11.25	
Relay Fees for running New Hire Fingerprints Invoice Period 1/01/2022-1/31/2022 Invoice Date 2/01/2022							
2 2/15/2022	2/17/2022	Biometrics4all Inc				747.79	
Biometrics 4all - Maintenance Fees							
Transaction Count: 2							
Total: 759.04							

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Jerry Meade			Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-5025			Currency	US Dollar	
Reporting Period	2/1/2022 - 2/28/2022					
	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt
1	2/8/2022	2/9/2022	Paypal			29.00
Payment for Pyramid Model Training for Home Visitor for HVP.						

Transaction Count: 1
Total: 29.00

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Pritika Ram		Company		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-7074		Currency		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 1/31/2022	2/1/2022	Wipfillip				475.00	
Virtual CSBG Organizational Standards Boot Camp Registration for Karen Vazquez							
2 2/3/2022	2/4/2022	Unlimited-Elements-For				99.00	
Annual Subscription for website management.							
3 2/4/2022	2/4/2022	Funding Foundation				398.00	
Annual Subscription for Foundation Center/Guide Star.							
						Transaction Count: 3	
						Total: 972.00	

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Jeremy Tobias		Community Action Partnership O		Company	
Account #		XXXX-XXXX-XXXX-7066		US Dollar		Currency	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 2/15/2022	2/17/2022	Exxonmobil 99984692				71.85	
Gasoline for CEO's Agency Vehicle							
2 2/22/2022	2/24/2022	Tlf*white Oaks Florist				95.20	
Sympathy Flowers for former Board Member, Jim Camp							
3 2/25/2022	2/28/2022	Tlf*white Oaks Florist				74.64	
Appreciation Flowers sent to Pastor Robin Robinson from Cityserve upon her move out of state.							
4 2/25/2022	2/28/2022	Shell Oil 57441719200				71.16	
Gasoline for CEO's Agency Vehicle.							
5 2/25/2022	2/28/2022	Mbay Front Desk				347.41	
Hotel Fee for Jeremy Tobias to attend CalCAPA Board Meeting & the R(PIC Conference in Las Vegas.							

Transaction Count: 5
Total: 660.26

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Emilio Wagner		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-7041		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022			
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt
1 2/4/2022	2/7/2022	McClatchy Advertising			441.82
Advertising for RFP for Stockton location					
2 2/14/2022	2/15/2022				0.20
Time lapse service Food Bank Expansion 6525-504-000-120-000-00-2-1					
3 2/14/2022	2/15/2022	Vosker Elite-Monthly			20.00
20 charges 6605-504-000-120-000-00-2-1					
4 2/14/2022	2/15/2022	Vosker Elite-Monthly			20.00
20 charges 6605-504-000-120-000-00-2-1					
5 2/14/2022	2/15/2022				0.20
Time Lapse service Food Bank Expansion 6525-504-000-120-000-00-2-1					
Currency Conversion Fee					

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 2/18/2022	2/21/2022	Microsoft#g008104302				471.46
		65259999010000000005				
7 2/19/2022	2/21/2022	Onestepgpscom				209.25
		6667-524-000-147-000-00-3-1				
8 2/21/2022	2/22/2022	Mindbody				445.40
		Computer Software reoccurring charge				
9 2/24/2022	2/25/2022	Ring Multicam Yearly				-58.35
		refund			✓	

Transaction Count: 9

Total: 1,549.98

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name		Tracy Webster		Company		Community Action Partnership O	
Account #		XXXX-XXXX-XXXX-6993		Currency		US Dollar	
Reporting Period		2/1/2022 - 2/28/2022					
Trans Date	Post Date	Merchant Name		Charge Codes		Approved	Receipt
1 2/9/2022	2/10/2022	Wipfillip					✓
Louis training		6645-99-904-000-000-00-5-1					850.00
2 2/18/2022	2/21/2022	Wipfillip					✓
Gabrielle training		6645-999-904-000-000-000-00-5-1					850.00
Transaction Count: 2							
Total: 1,700.00							

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	2/1/2022 - 2/28/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 2/1/2022	2/3/2022	Travelodge				476.00	
Isolation housing for COVID-19 resident at M Street Navigation Center.							

Transaction Count: 1

Total: 476.00

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 2/1/2022 - 2/28/2022

Statement Summary

Name	Susana Magana		Company	Community Action Partnership O	
Account #	XXXX-XXXX-XXXX-6693		Currency	US Dollar	
Reporting Period	2/1/2022 - 2/28/2022				
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt
1 2/1/2022	2/2/2022	Wm Supercenter #5134			252.53
Purchase of lunch bags.					
2 2/9/2022	2/10/2022	Walmart.Com Aa			342.00
Baby formula.					
3 2/9/2022	2/10/2022	Target.Com			-57.99
Baby formula return.					
4 2/9/2022	2/10/2022	Target.Com			57.99
Baby formula.					
				Transaction Count: 4	Total: 594.53

Employee Signature	Date	Authorized Approver Signature	Date
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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
February 28, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	02/28/22		7,718,506.82
LESS: OUTSTANDING CHECKS		1,084,120.84	
ADJUSTED BANK BALANCE AT	02/28/22		6,634,385.98
GENERAL LEDGER BALANCE AT	01/31/22		8,288,602.45
ADD: DEPOSITS		1,053,164.72	
US TREAS DRAWDOWNS		2,000,972.86	
FUNDS FROM OTHER GRANTS		1,026,526.75	
TRANSFERS FROM RESTRICTED ACCOUNTS		846,552.00	
ADP /HEALTH EQUITY REFUND		6,407.57	
REIMBURSEMENT OF ALTERED PAYEE		(4,272.96)	
		-	
		-	
		-	
LESS: CHECKS		1,700,673.84	
ADP PAYROLL 2/11/22		1,515,757.35	
ADP PAYROLL 2/25/22		1,638,185.40	
ADP PAYROLL 2/28/22		5,963.50	
EFTS FOR HRA/HSA/ STD/403B		222,990.66	
REC LOAN PRINCIPAL/INT EXPENSES		1,686.19	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		21,871.35	
BANK FEES		413,554.63	
ACH VOUCHERS		1,069,748.49	
GENERAL LEDGER BALANCE AT	02/28/22		6,634,385.98
			DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 03/09/2022
APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Mar 10, 2022

Alexander

Mar 10, 2022

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

5005 BUSINESS PARK NORTH

BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING

February 28, 2022WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163ACCOUNT NO.: XXXXX-X6256**BANK BALANCE ENDING: 02/28/22 986,470.07**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/22 986,470.07**BALANCE PER G/L 01/31/22 1,055,867.02**

ADD: DEPOSITS 0.00

INTEREST 129.30

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 69,526.25

BALANCE PER G/L 02/28/22 986,470.07

DIFFERENCE: 0.00

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

PREPARED BY: Naomi IbarraTITLE: AccountantDATE: 03/03/22APPROVED BY: TITLE: Chief Financial OfficerDATE: Mar 3, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2022

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 02/28/22 627,509.06

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/22 627,509.06

BALANCE PER G/L 01/31/22 107,018.71

ADD: DEPOSITS 0.00

INTEREST 59.60

BANK ACCOUNT TRANSFER FROM GENERAL FUND 1,297,430.75

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 777,000.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 02/28/22 627,509.06

* 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: 03/03/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Mar 3, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2022

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	02/28/22	92,114.33
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	02/28/22	92,114.33

BALANCE PER GENERAL LEDGER	01/31/22	90,244.37
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,024.36	
PAYPAL DEPOSIT	0.00	
INTEREST	11.19	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	122.39	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	25.75	
	0.00	
BALANCE PER GENERAL LEDGER:	02/28/22	92,114.33

* 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: 03/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Mar 4, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 02/28/22 11.96

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/22 11.96

BALANCE PER G/L 01/31/22 11.96

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 02/28/22 11.96

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 03/03/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Mar 3, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
February 28, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 02/28/22 35,023.22

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 02/28/22 35,023.22

BALANCE PER G/L 01/31/22 35,018.92

ADD: DEPOSITS 0.00

INTEREST 4.30

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 02/28/22 35,023.22

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 03/03/22

APPROVED BY: *Gacey Webster* TITLE: Chief Financial Officer DATE: Mar 3, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022 (12 OF 12 MONTHS OR 100.0%)

Line Item	2021/22 Budget	03/01/21 - 02/28/22 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,272,351	988,298	77.7%	284,053
Head Start Subsidy	<u>623,738</u>	<u>1,201,744</u>	<u>192.7%</u>	<u>(578,006)</u>
Total Revenue	<u>1,896,089</u>	<u>2,190,042</u>	<u>115.5%</u>	<u>(293,953)</u>
Expenditures (Note B)				
Salaries	605,614	604,923	99.9%	691
Benefits	187,409	180,909	96.5%	6,500
Vehicle Gasoline, Repair/Maintenance	51,300	69,874	136.2%	(18,574)
Space Costs	94,700	136,780	144.4%	(42,080)
Supplies - Office & Food Service	86,000	122,698	142.7%	(36,698)
Equipment Repair/Maintenance & Lease	38,000	15,216	40.0%	22,784
Communication	13,000	15,517	119.4%	(2,517)
Risk Insurance	12,700	16,648	131.1%	(3,948)
Printing	1,000	506	50.6%	494
Hiring & Employee Costs	100	871	871.0%	(771)
First Aid	500	852	170.4%	(352)
Raw Food/Vended Meals	<u>586,803</u>	<u>832,732</u>	<u>141.9%</u>	<u>(245,929)</u>
Sub Total	1,677,126	1,997,526	119.1%	(320,400)
Adult Meals Prepared	51,251	110,276	215.2%	(59,025)
Indirect	<u>167,712</u>	<u>82,240</u>	<u>49.0%</u>	<u>85,472</u>
Total Expenditures	<u>1,896,089</u>	<u>2,190,042</u>	<u>115.5%</u>	<u>(293,953)</u>

	Prior Period	FEBRUARY 2022	Cumulative
Total Meals Prepared and Vended (Note C)	614,705	57,454	672,159
Total Meals Claimed	<u>319,488</u>	<u>29,480</u>	<u>348,968</u>
Difference	295,217	27,974	323,191

Percentage Claimed to Prepared/Vended		51.3%	51.9%
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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 (6 OF 12 MONTHS = 50.%)

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	\$ 571,122	\$ 754,613	\$ 804,323	\$ 803,000	\$ 864,421	\$ 897,206	\$ 975,016						\$ 5,669,700		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 571,122	\$ 754,613	\$ 804,323	\$ 803,000	\$ 864,421	\$ 897,206	\$ 975,016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,669,700	83.85%	
Maximum Reimbursable Amount (MRA) for Provider Payments													7,907,363		71.70%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 571,122	\$ 754,613	\$ 804,323	\$ 803,000	\$ 898,581	\$ 897,206	\$ 975,016	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 5,703,861		
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>\$ 121,147</u>	<u>\$ 160,069</u>	<u>\$ 170,614</u>	<u>\$ 170,333</u>	<u>\$ 190,608</u>	<u>\$ 190,316</u>	<u>\$ 206,821</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,209,909</u>		
Program Administration/Support Services Costs	80,960	78,427	77,608	76,768	80,874	104,024	78,558					-	577,218	8.54%	
Indirect (10% x MTDC) Costs	54,332	82,483	87,367	87,551	93,420	154,893	104,522					-	664,567	7.61%	
Transfer Indirect to CSBG	-	-	-	-	(150,000)	-	-	-	-	-	-	-	(150,000)		
Total Operating Costs	<u>\$ 135,292</u>	<u>\$ 160,909</u>	<u>\$ 164,975</u>	<u>\$ 164,319</u>	<u>\$ 24,294</u>	<u>\$ 258,917</u>	<u>\$ 183,079</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>1,091,786</u>	16.15%	
Revenue Earned Over/(Under) Costs	<u>\$ (14,145)</u>	<u>\$ (840)</u>	<u>\$ 5,639</u>	<u>\$ 6,014</u>	<u>\$ 166,314</u>	<u>\$ (68,601)</u>	<u>\$ 23,742</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>118,123</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 706,415</u>	<u>\$ 915,522</u>	<u>\$ 969,298</u>	<u>\$ 967,319</u>	<u>\$ 888,715</u>	<u>\$ 1,156,122</u>	<u>\$ 1,158,096</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>6,761,486</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	5,669,700
Reimbursement Rate (17.5% / 82.5%)	x <u>21.2121%</u>
Revenue Earned	<u>1,202,662</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 2021/22 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/21 - 6/30/22 (7 OF 12 MONTHS = 58.3%)

	Jul-21	Aug-21	Sep-21	Oct-21	Nov-21	Dec-21	Jan-22	Feb-22	Mar-22	Apr-22	May-22	Jun-22	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	4,482	4,818	4,932	4,992	4,693	5,360	5,016	4,775					39,067	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	
Revenue Earned	\$ 231,039	\$ 248,345	\$ 254,265	\$ 257,347	\$ 241,937	\$ 265,511	\$ 248,473	\$ 236,558	\$ -	\$ -	\$ -	\$ -	\$ 1,983,475	56.11%
Maximum Reimbursable Amount (MRA)													\$3,535,022	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.13%	98.14%	98.99%	99.04%	98.33%	98.49%	98.51%	98.45%						98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,937	2,997	4,507	5,811	5,515	6,143	7,575	7,494					42,979	
Reimbursement Rate per Child per Day	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	<u>X \$1.87</u>	
Revenue Earned	\$ 152,344	\$ 155,435	\$ 233,776	\$ 301,418	\$ 286,057	\$ 306,239	\$ 377,614	\$ 373,588	\$ -	\$ -	\$ -	\$ -	\$ 2,186,473	47.77%
Maximum Reimbursable Amount (MRA)													\$4,577,394	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.27%	99.21%	98.50%	98.83%	98.76%	97.71%	98.58%	98.78%						98.68%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	93	84	96	87	62	125	120	114					781	
Reimbursement Rate per Child per Day	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	<u>X \$51.55</u>	
Revenue Earned	\$ 4,807	\$ 4,307	\$ 4,927	\$ 4,480	\$ 3,196	\$ 6,217	\$ 5,943	\$ 5,664	\$ -	\$ -	\$ -	\$ -	\$ 39,541	15.05%
Maximum Reimbursable Amount (MRA)													\$262,661	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	98.73%	98.21%	95.96%	100.00%	100.00%						99.10%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2021/22 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2021/22 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/21 - 6/30/22 (7 OF 12 MONTHS = 58.3%)

	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-1242)</u>														
Adjusted Days of Enrollment - Certified	1,751	1,856	1,817	1,870	1,537	1,498	1,243	1,086					12,657	
Reimbursement Rate per Child per Day	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	X \$46.03	
Revenue Earned	\$ 80,580	\$ 85,430	\$ 83,641	\$ 86,058	\$ 70,726	\$ 68,950	\$ 57,215	\$ 49,978	\$ -	\$ -	\$ -	\$ -	\$ 582,579	20.43%
Maximum Reimbursable Amount (MRA)													\$2,852,203	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.60%	99.91%	100.00%	98.73%	99.67%	98.22%	97.74%	98.91%						98.54%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%						100.00%

1

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 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable

Month/Year: February-2022
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	February-2022		Year to Date 03/1/21 -02/28/22	
Description	Number	Amount	Number	Amount
Bank Deposits	19	1,052,665	186	32,343,809
Wire Deposits	10	1,028,079	134	8,678,169
Head Start/IRS Drawdowns	5	1,272,416	56	36,595,605
Vendor Checks Issued	951	2,770,422	9,395	28,574,317
Payroll Disbursed		3,159,906		37,785,662
Grant Reports Prepared	37		401	
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
Commodity Supplemental Food Prog				
County of Kern - 211				
CMAP				
CSBG 2021				
CSBG Cares				
CSBG 2022				
DAP				
DOE 2020				
Differential Response				
EFAP				
Energy Upgrade CA Program - 211				
ESG CARES Act Homeless				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Ridgecrest Family Resource				
Goodwill				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Housing for the Harvest				
HUD				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
MCAP Fiscal Report & Caseload				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
WIC				

Total Division Staffing 21 positions + 3 Vacancies

CFO	Accounting Technician (4)
Director of Finance	Accounting Specialist
Finance Administrator	AP Supervisor (1)
Payroll/HRIS Manager	Fiscal Technician (2)
Accounting Administrator	Payroll Specialists (3)
Accounting Administrator - Energy	Position Control Specialist (1)
Accountant (2)	Administrative Assistant to CFO
Accountant II (2)	

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	2,315,161
Travel Advance	-
Prepaid Expense	600,014
Inventory	1,212,729
Net Fixed Assets - Unrestricted	1,342,146
Net Fixed Assets - Restricted	9,098,075

Total Assets 22,308,463

LIABILITIES AND NET ASSETS

Accounts Payable	2,353,644
Accrued Expenses	841,483
Accrued Vacation	1,663,810
Line of Credit	-
Note Payable	1,473,224
Advance Payable	327,594
Deferred Revenue	772,005

Total Liabilities 7,431,760

Total Net Assets 14,876,703

Total Liabilities and Net Assets 22,308,463

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

REVENUE

Grant Revenue	73,646,271
Donations	41,912,199
Other Revenue	1,713,706
In-Kind	350,624

Total Revenue 117,622,800

EXPENDITURES

Salaries	32,643,960
Benefits	9,275,266
Travel	264,341
Space Costs	6,350,848
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	350,624

Total Expenditures 116,646,043

Net Change in Assets 976,758

Net Assets, beginning 13,899,945

Net Assets, ending 14,876,703

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2022

ASSETS

Cash in Bank	7,375,792
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	6,739,259
Travel Advance	6,231
Prepaid Expense	376,622
Inventory	1,212,446
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>8,851,542</u>

Total Assets 26,565,704

LIABILITIES AND NET ASSETS

Accounts Payable	4,152,630
Accrued Expenses	1,060,522
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	1,958,305
Deferred Revenue	<u>-</u>

Total Liabilities 9,922,107

Total Net Assets 16,643,597

Total Liabilities and Net Assets 26,565,703

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	84,454,420
Donations	368,292
Other Revenue	7,278,294
In-Kind	<u>8,502,204</u>

Total Revenue 100,603,210

EXPENDITURES

Salaries	37,607,939
Benefits	9,890,896
Travel	423,429
Space Costs	12,991,449
Supplies	3,209,967
Consultant/Contract Services	3,540,407
Other Costs	3,413,090
Program Costs	12,377,646
Capital Expenditures	143,633
Indirect	6,735,655
In-Kind	<u>8,502,204</u>

Total Expenditures 98,836,316

Net Change in Assets 1,766,894

Net Assets, beginning 14,876,703

Net Assets, ending 16,643,597

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,932,538	33,796,566	5,135,972	87%
BENEFITS	11,352,568	9,051,720	2,300,848	80%
TRAVEL	723,003	440,572	282,431	61%
SPACE COST	8,679,577	11,775,782	(3,096,205)	136%
SUPPLIES	2,639,488	3,033,228	(393,740)	115%
EQUIPMENT	291,353	607,021	(315,668)	208%
CONSULTANT/CONTRACT SERVICES	4,224,507	2,500,063	1,724,444	59%
OTHER COSTS	2,571,193	2,803,657	(232,464)	109%
PROGRAM COSTS	11,336,024	11,701,550	(365,526)	103%
INDIRECT	7,471,110	6,652,267	818,843	89%
TOTAL	88,221,361	82,362,427	5,858,934	93%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	28,385,371	25,719,623	2,665,748	91%
BENEFITS	8,621,872	7,091,985	1,529,887	82%
TRAVEL	481,785	236,532	245,253	49%
SPACE COST	6,895,025	9,327,830	(2,432,805)	135%
SUPPLIES	1,650,819	2,039,996	(389,177)	124%
EQUIPMENT	249,000	31,190	217,810	13%
CONSULTANT/CONTRACT SERVICES	1,383,171	842,320	540,851	61%
OTHER COSTS	1,134,919	1,326,711	(191,792)	117%
PROGRAM COSTS	7,854,382	9,723,761	(1,869,379)	124%
INDIRECT	4,918,173	4,990,241	(72,068)	101%
TOTAL	61,574,517	61,330,188	244,329	100%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,972,150	3,309,573	662,577	83%
BENEFITS	1,132,141	851,367	280,774	75%
TRAVEL	98,318	122,133	(23,815)	124%
SPACE COST	698,065	1,155,937	(457,872)	166%
SUPPLIES	310,315	463,524	(153,209)	149%
EQUIPMENT	-	482,178	(482,178)	Not budgeted
CONSULTANT/CONTRACT SERVICES	594,403	486,069	108,334	82%
OTHER COSTS	392,841	494,407	(101,566)	126%
PROGRAM COSTS	1,451,836	1,473,051	(21,215)	101%
INDIRECT	728,776	655,966	72,810	90%
TOTAL	9,378,845	9,494,204	(115,359)	101%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,936,728	1,621,181	315,547	84%
BENEFITS	443,603	366,261	77,342	83%
TRAVEL	62,566	17,162	45,404	27%
SPACE COST	228,147	212,196	15,951	93%
SUPPLIES	95,424	81,078	14,346	85%
EQUIPMENT	8,603	-	8,603	0%
CONSULTANT/CONTRACT SERVICES	1,623,380	841,041	782,339	52%
OTHER COSTS	796,060	510,003	286,057	64%
PROGRAM COSTS	722,281	220,391	501,890	31%
INDIRECT	590,819	376,764	214,055	64%
TOTAL	6,507,611	4,246,077	2,261,534	65%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,352,398	2,041,829	1,310,569	61%
BENEFITS	801,121	453,881	347,240	57%
TRAVEL	33,264	43,331	(10,067)	130%
SPACE COST	687,660	766,395	(78,735)	111%
SUPPLIES	483,773	271,909	211,864	56%
EQUIPMENT	33,750	93,653	(59,903)	277%
CONSULTANT/CONTRACT SERVICES	275,443	178,425	97,018	65%
OTHER COSTS	153,543	404,492	(250,949)	263%
PROGRAM COSTS	1,276,858	198,024	1,078,834	16%
INDIRECT	690,452	418,575	271,877	61%
TOTAL	7,788,262	4,870,515	2,917,747	63%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,193,191	1,055,649	137,542	88%
BENEFITS	334,364	280,143	54,221	84%
TRAVEL	28,920	20,626	8,294	71%
SPACE COST	168,480	311,221	(142,741)	185%
SUPPLIES	80,157	175,102	(94,945)	218%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	285,610	70,622	214,989	25%
OTHER COSTS	49,420	49,598	(178)	100%
PROGRAM COSTS	30,667	86,323	(55,656)	281%
INDIRECT	517,047	195,456	321,591	38%
TOTAL	2,687,856	2,244,741	443,115	84%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-21 TO 02-28-22 (100.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	92,700	48,711	43,989	53%
BENEFITS	19,467	8,083	11,384	42%
TRAVEL	18,150	788	17,362	4%
SPACE COST	2,200	2,203	(3)	100%
SUPPLIES	19,000	1,620	17,380	9%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	62,500	81,586	(19,086)	131%
OTHER COSTS	44,410	18,446	25,964	42%
PROGRAM COSTS	-	-	-	0%
INDIRECT	25,843	15,265	10,578	59%
TOTAL	284,270	176,702	107,568	62%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2021/22
BUDGET TO ACTUAL - 03/01/21 TO 02/28/22 (12 OF 12 MONTHS = 100.00%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,471,110	\$ 6,652,267	89.0%	\$ 818,843
Expenditures				
Salaries	3,983,144	3,729,539	93.6%	253,605
Benefits @ 23.6% actual	<u>931,312</u>	<u>833,983</u>	<u>89.5%</u>	<u>97,329</u>
Total Personnel Costs	4,914,456	4,563,523	92.9%	350,933
Operating Costs				
Travel	62,350	38,381	61.6%	23,969
Space Costs	206,370	289,632	140.3%	(83,262)
Supplies	150,200	136,827	91.1%	13,373
Equipment	196,000	216,730	110.6%	(20,730)
Consultant/Contract	956,000	805,127	84.2%	150,873
Other Operating Costs	<u>352,750</u>	<u>605,055</u>	<u>171.5%</u>	<u>(252,305)</u>
Total Operating Costs	1,923,670	2,091,752	108.7%	(168,082)
Total Expenditures	<u>\$ 6,838,126</u>	<u>\$ 6,655,274</u>	<u>97.3%</u>	<u>\$ 182,852</u>
Excess (Deficit) Indirect Revenue	<u>\$ 632,984</u>	<u>\$ (3,007)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,262,307	\$ 1,129,571	89.5%	\$ 132,736
Operations	2,324,790	2,276,952	97.9%	47,838
Executive	1,133,815	1,195,302	105.4%	(61,487)
Program Administration	330,664	246,630	74.6%	84,034
Finance	<u>1,786,550</u>	<u>1,806,819</u>	<u>101.1%</u>	<u>(20,269)</u>
	<u>\$ 6,838,126</u>	<u>\$ 6,655,274</u>	<u>97.3%</u>	<u>\$ 182,852</u>

Prepared Date: 3/14/2022



MEMORANDUM

To: Board of Directors

Laurie Hughey

From: Laurie Hughey, Program Manager

Date: March 30, 2022

Subject: *Agenda Item V(a):* Allied Universal Security Contract for M Street Navigation Center - Safe Camping and Parking Areas– **Action Item**

M Street Navigation Center currently contracts with Allied Universal Security Services to provide two (2) fulltime officers per shift 24/7 for the M Street Navigation Center. On February 23, 2022, the Board approved a new contract with the County of Kern to operate the Safe Parking/Camping to be located adjacent to the M Street Navigation Center. With the expansion of the Safe Parking/Camping, M Street will need to increase the amount of security to ensure the safety of employees, clients, and community partners. M Street leadership has requested two (2) additional fulltime officers per shift 24/7.

The officers will be responsible for securing the Safe Camping and Safe Parking area of the M Street Navigation Center. The guards will ensure clients/staff are safe and secure while camping and/or parking at M Street. In addition, the guards will patrol the property, monitor live video footage during overnight shift, and send out daily Heliaus reports. Allied has submitted a proposal for this added service in the amount of \$33,280.39 per month and \$399,364.62 annually. This new three (3) year contract will be effective May 1, 2022, through May 1, 2025.

The cost for this service will come out of the new Safe Camping/Parking three (3) year contract and budget which was approved on March 1, 2022. The contract is approved for a total amount of \$3.2 million for the next three (3) years.

Recommendation

Staff recommends approval of the Allied Universal Security Services Contract in the amount of \$399,364.62 annually for a contract period of three (3) years.

Attachment

Allied Universal Security Services Contract



AMENDMENT II TO CONTRACT FOR SERVICES AGREEMENT

This is Amendment II to the Contract for Services Agreement ("Agreement") dated May 4, 2020, by and between Universal Protection Services, LP dba Allied Universal Security Services ("Vendor") and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment II will be March 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

Payment shall be made when CAPK has confirmed receipt of formal invoices. Vendor will submit monthly invoices that are not to exceed the total amount of \$792,724.19. The increased amount of Vendor's total estimated value can be found in **Attachment A** attached hereto and incorporated herein for reference. Terms are Net 45 from the date the original invoice is received at CAPK's Finance Department.

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

VENDOR: Universal Protection Services, LP dba Allied Universal Security Services

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signed by: _____

Date: _____

Jeremy T. Tobias, Chief Executive Officer

Attachment A



CAPK Service January - April 2022 Budget

NAME	WEEKLY HOURS	PAY RATES	BILL RATES	HOLIDAY RATE	WEEKLY	MONTHLY	ANNUALLY**
Security Officer Reg	336.00	\$15.45	\$21.94	\$32.91	\$7,371.84	\$31,944.64	\$383,335.68
TOTAL Hours	336.00						
* Monthly average based on yearly cost					Total	\$7,371.84	\$31,944.64
						\$31,944.64	\$383,335.68

Equipment

	Monthly	Annual
HELIAUS Phone	\$199.00	\$2,388.00
Total	\$199.00	\$2,388.00

Billed as Incurred Items

	Monthly	Annual
*Holidays 7 per year	\$767.74	\$9,212.94
****Sick days (CA mandated 3 sick days per year)	\$369.00	\$4,428.00
Total	\$1,136.74	\$13,640.94

GRAND TOTAL	\$33,280.39	\$399,364.62
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NOTES TO PRICING

*HOLIDAYS - Allied Universal recognizes the following 7 holidays in compliance to the CBA:

New Year's Day	President's Day	Memorial Day	Independence Day
Labor Day	Thanksgiving Day	Christmas Day	



MEMORANDUM

To: Board of Directors

From: Corinne Thompson, Senior Community Development Specialist

Date: March 30, 2022

Subject: *Agenda Item V(b)*: Board of State and County Corrections Grant,
Rental Assistance – **Action Item**

The Executive Division is requesting approval from the Budget and Finance Committee to pursue a competitive funding application made available by the Board of State and County Corrections (BSCC). The intent of the Adult Reentry Grant (ARG), Rental Assistance application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The contract term is October 1, 2022, to April 30, 2026, with a maximum award of \$2,750,000 over the 42-month period. Grant funds must focus on AB 128 individuals, 18 and over, who have been formerly incarcerated in state prison with priority given to those recently released or on parole.

As such, our application initiatives will focus on supporting and enhancing current strategies being utilized by our Rental Assistance Program. Examples of eligible rental-related services include but are not limited to short-term emergency housing assistance, landlord incentives, permanent supportive housing, rent subsidies, transitional housing, stipends to friends and families who provide housing directly to a person who is eligible for ARG services, vouchers, move-in costs, credit repair, coverage of back rent, or other activities, as necessary.

Despite the presence of five state prisons in Kern County, initial research suggests limited access to reentry services, particularly services supporting rental assistance. Meetings with CAPK Program leads and Community Partners are being scheduled to discuss Scope of Work and Budget. The grant is due April 9, 2022.

Recommendation:

Staff recommends approval, with resolution, the submission of the funding application for the Board of State and County Corrections Adult Reentry Grant, Rental Assistance.

Attachment:

Adult Reentry Grant, Rental Assistance Resolution



RESOLUTION # 2020-07

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Board of State and County Corrections Adult Reentry Grant: Rental Assistance

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on March 30, 2022, in Bakersfield, California 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 Executive Division has requested to submit a competitive funding application to the Board of State and County Corrections for a 42-month funding period beginning October 1, 2022, through April 30, 2026; and

WHEREAS, the Executive Division requires that an authorized signatory be named for the Board of State and County Grant Adult Reentry Grant: Rental Assistance application; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for antipoverty programs and is willing to accept the submission of an application to assist persons who are experiencing homelessness or are at-risk of homelessness with rental assistance services; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, Jeremy T. Tobias, to act on behalf of the Board as CAPK's representative signatory with regard to the submission of Adult Reentry Grant: Rental Assistance funding application.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 30th day of March 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Board of Directors

A handwritten signature in blue ink, appearing to be "CT", is written over a horizontal line.

From: Corinne Thompson, Senior Community Development Specialist

Date: March 30, 2022

Subject: *Agenda Item V(c)*: Board of State and County Corrections Grant,
Warm Handoff & Reentry Services – **Action Item**

The Executive Division is requesting approval from the Budget and Finance Committee to pursue a competitive funding application made available by the Board of State and County Corrections (BSCC). The intent of the Adult Reentry Grant (ARG), Warm Handoff & Reentry Services application is to provide funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison. The Adult Reentry Grant (ARG), Warm Handoff & Reentry Services application term is October 1, 2022, to April 30, 2026, with a maximum award of \$750,000 over the 42-month period. Grant funds must focus on AB 128 individuals, 18 and over, who have been formerly incarcerated in state prison, prioritizing those recently paroled transitioning back to communities.

As such, our application initiatives will focus on supporting and enhancing current strategies being utilized by our Rental Assistance, CES, and M Street Programs. Examples of eligible Warm Handoff and Reentry Services include but are not limited to reach-in services, case management services, housing navigation, transportation, food, emergency services, employment/vocational, social services, behavioral health care, mentors, transitional services, system navigation, 24-hour response, or short-term or emergency housing support (up to 90 days). The grant is due on April 9, 2022.

Recommendation:

Staff recommends approval, with resolution, the submission of the funding application for the Board of State and County Corrections Adult Reentry Grant, Warm Handoff and Reentry Services.

Attachment:

Adult Reentry Grant, Warm Handoff and Reentry Services Resolution



RESOLUTION # 2020-08

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Board of State and County Corrections Adult Reentry Grant: Warm Handoff & Reentry Services

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on March 30, 2022, in Bakersfield, California 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 Executive Division has requested to submit a competitive funding application to the Board of State and County Corrections for October 1, 2022, through April 30, 2026, a 42-month funding period; and

WHEREAS, the Executive Division requires that an authorized signatory be named for the Board of State and County Grant Adult Reentry Grant: Warm Handoff & Reentry Services application; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for antipoverty programs and is willing to accept the submission of an application to assist persons 18 and over, who have been formerly incarcerated in state prison; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer, Jeremy T. Tobias, to act on behalf of the Board as CAPK's representative signatory with regard to the submission of Adult Reentry Grant: Warm Handoff & Reentry Services funding application

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 30th day of March 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Board of Directors

From: Emilio G. Wagner, Director of Operations

Date: March 30, 2022

Subject: *Agenda Item V(d)*: Disposition Request for Administrative Building located at 5005 Business Park North and Central Kitchen located at 3101 Mall View Road including submittal of SF-429C forms to Office of Head Start – **Action Item**

Background

As the Board is aware, staff has been actively pursuing the consolidation of administrative office space in an effort to streamline processes and build equity for CAPK. To move forward with a potential partnership with the County of Kern for property located at 1300 18th Street, approval to sell the administrative office building located at 5005 Business Park North must be granted from the Office of Head Start. This is due to the fact that the Federal Government has a reversionary interest in the property. In addition to the sale of Business Park North (BPN), staff is requesting approval for authorization for the sale of the Central Kitchen located at 3101 Mall View Road.

The Central Kitchen, as the Board is aware, is in dire need of significant upgrades, due to its age and deferred maintenance. Like BPN, the Federal government has a reversionary interest in the Central Kitchen. Since 27% of the funding to originally purchase the building was considered unrestricted, the federal government has 73% interest in the real property.

The intent is to utilize the combined Federal portion of the proceeds from both buildings, to modify the Maintenance and Operations (M&O) building located at 1825 Feliz Drive into a new Central Kitchen. Since the property is not efficiently used and the Federal Government has a reversionary interest in the facility, modifying the use for the Central Kitchen would be an appropriate use.

Current Events

To begin the disposition request, the first step in the process is to submit an SF-429C form, (attached) for both pieces of real property. The document requests basic information surrounding the real property and determines the Federal share, by utilizing a fair market appraisal as the basis. The agency has conducted appraisals on both sites in the past, but since they are more than 12 months old, we must have both appraisals updated, a process which is underway. The appraisals attached were conducted in March of 2020. The updated appraisal numbers will be inserted into the form along with the appraisal report. Below is a summary, using the 2020 values as a basis:

Business Park North:	\$2,750,000
Federal Interest:	100%
Central Kitchen:	\$1,250,000
Federal Interest:	73%
<u>Federal Share:</u>	<u>\$912,500</u>
Combined Federal Share:	\$3,662,500

Current estimates for the renovation of the M&O Building into a Central Kitchen is approximately \$3,000,000. The non-federal share estimated to be \$337,500 can be used for 1300 18th Street, added to the discretionary fund, or used at the discretion of the Board.

After submitting the SF-429C forms, CAPK will receive additional disposition instructions where staff will have the ability to request allocation of Federal share proceeds. The submittal of the SF-429C is a first step in the process.

Recommendation:

Staff recommends the Board of Directors authorize staff to submit the SF-429C forms to the Office of Head Start for the disposition of BPN and Central Kitchen.

Attachments:

SF-429C

2020 Central Kitchen Appraisal

2020 BPN Appraisal

RPSR SF-429 C

Program Name: CH - Head Start Projects

Grantee Name: Community Action Partnership Of Kern

Report Name: RPSR SF-429 C

Budget Period / Year of Support: N/A

Report Status: Saved

Report Sections

1. *Cover Page*
2. *ATTACHMENT C (Disposition or Encumbrance Request)Property Name: Business Park North*
3. *ATTACHMENT C (Disposition or Encumbrance Request)Property Name: Central Kitchen*

Cover Page

OMB Control No.: 4040-0016 Expires: 02/28/2022					
REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT C (COVER PAGE)					
1. Federal Agency and Organizational Element to Which Report is Submitted: Administration for Children and Families		2. Federal Grant: 09CH011132		2a. Other Identifying Number(s) by Federal Agency(ies):	
3. Recipient Organization (name and complete address including zip code): Community Action Partnership Of Kern					
Address Line 1 5005 Business Pk N		Address Line 2 Head Start and State Child Dev			
Address Line 3		City Bakersfield	State CA	Zip Code 93309	
4a. DUNS Number: 072947617	4b. EIN: 1952402760A1	5. Recipient Account or Identifying Number:	6. Contact Person for this Report:		First Name: Emilio
			Middle Initial: G		Last Name: Wagner
			Phone: (661) 336-5236		Phone Extension: 1106
			Email: ewagner@capk.org		
			Fax:		
03/24/2022					
8. Real Property Status Report - Attachments: [check the applicable block(s)]:					
Attachment A (<i>General Reporting</i>) attached					
Attachment B (<i>Request to Acquire, Improve or Furnish</i>) attached					
<input checked="" type="checkbox"/> Attachment C (<i>Disposition Request</i>) attached					
9. Comments (attach additional sheets if necessary):					
10. Certification: I certify to the best of my knowledge and belief that all information presented in this report is true, correct and complete and constitutes a material representation of fact upon which the Federal government may rely.					
11a. First Name:			11c. Telephone (area code, number, extension):		
11a. Middle Initial:			11d. Email Address:		
11a. Last Name:			11e. Date Report Submitted (MM/DD/YYYY):		
11a. Title of Authorized Certifying Official			12. Agency use only.		
11b. Signature of Authorized Certifying Official:					

ATTACHMENT C (Disposition or Encumbrance Request)Property Name: Business Park North

OMB Control No.: 4040-0016 Expires: 02/28/2022				
REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT C				
Federal Grant or Other Identifying Number Assigned by Federal Agency (#2 on cover page) 09CH011132				
Real Property Details Attachment C				
<p>Complete the applicable information in subsections 13a. through 16. of Attachment C for each parcel of real property for which the recipient is requesting disposition/encumbrance or other instructions.</p> <p>Use a separate sheet to request disposition/encumbrance or other instructions on each parcel of real property under the Federal financial assistance award identified in section 2.</p> <p>If a section does not apply, enter "N/A". Below is a summary of the required information to be provided for each subsection of Attachment C:</p>				
13a. Description of Real Property: Type: Land and Building; Use: Administrative and Program Offices; Construction: structural concrete walls with interior wood frame on concrete foundation.				
Real Property Name Business Park North				
13b. Address of Real Property (legal description and complete address including zoning information):				
Legal description PARCEL MAP 5797 LOT A Please see attachment				
Address Line 1 5005 Business Park N		Address Line 2		
Address Line 3		City Bakersfield	State CA	Zip Code 93309
County/Parish Kern		Country USA		
GPS Location Latitude 35.3609699		GPS Location Longitude -119.0580841	Verified	
Zoning information Planned Commercial Development				
13c. Land Acreage or Square Units:		13d. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.):		
Enter Amount: 1.54		Enter Amounts: Gross 21,468	Enter Amounts: Usable 21,468	
Select Units: <input checked="" type="radio"/> Acres <input type="radio"/> Square Feet <input type="radio"/> Square Kilometers <input type="radio"/> Square Meters		Select Units: <input checked="" type="radio"/> Square Feet <input type="radio"/> Square Meters		
14a. Disposition Preference or Encumbrance Request [Check one]:				
<input checked="" type="checkbox"/> A. Sell <input type="checkbox"/> B. Transfer to different award <input type="checkbox"/> C. Use in other Federally sponsored project/program				
<input type="checkbox"/> D. Transfer title <input type="checkbox"/> E. Retain Title <input type="checkbox"/> F. Encumber Property				
14b. If this is a request to transfer to a different award, specify the proposed grant number and funding agency:				
Proposed grant number				
Transfer Receiving Entity				
14c. If this is a request to use the real property in other Federal-sponsored projects/activities, describe the proposed use of the real property:				
14d. If this is a request to transfer title, identify the proposed receiving entity:				
Proposed receiving entity				
Contact Person for this entity :				
First Name: Emilio		Middle: G	Last Name: Wagner	
Phone: (661) 336-5236		Phone Extension: 1106		
Email: jtobias@capk.org				
Fax:				
14e. Appraised Value \$2,750,000		Share Percentage %		
Federal Share: \$2,750,000		100.00%		

Non-Federal Share: \$0	0.00%
Total (<i>sum of Federal and Non-Federal Share</i>): \$2,750,000	100.00%
14f. Are there any Uniform Relocation Act (URA) requirements applicable to this real property? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14g. Are there any environmental compliance requirements related to the real property? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14g. If yes, describe them (<i>Attach additional sheets if necessary for 14g</i>):	
14h. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is listed or eligible for listing in the National Register for Historic Places? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14h. If yes, describe them (<i>Attach additional sheets if necessary for 14h</i>):	
14i. If this is a request to encumber the property, identify the party or parties to whom the property is proposed to be encumbered and attach related information (<i>See instructions for more details</i>):	
15. If this is a request for a release from the obligation to report on the real property, describe the reasons for the request (<i>attach additional sheets if necessary</i>):	
16. Remarks (<i>attach additional sheets if necessary</i>):	

ATTACHMENT C (Disposition or Encumbrance Request)Property Name: Central Kitchen

OMB Control No.: 4040-0016 Expires: 02/28/2022				
REAL PROPERTY STATUS REPORT SF-429 ATTACHMENT C				
Federal Grant or Other Identifying Number Assigned by Federal Agency (#2 on cover page) 09CH011132				
Real Property Details Attachment C				
<p>Complete the applicable information in subsections 13a. through 16. of Attachment C for each parcel of real property for which the recipient is requesting disposition/encumbrance or other instructions.</p> <p>Use a separate sheet to request disposition/encumbrance or other instructions on each parcel of real property under the Federal financial assistance award identified in section 2.</p> <p>If a section does not apply, enter "N/A". Below is a summary of the required information to be provided for each subsection of Attachment C:</p>				
13a. Description of Real Property: Type: Land & Building; Use: Meal Preparation - Central Kitchen; Construction: Wood frame on concrete slab.				
Real Property Name Central Kitchen				
13b. Address of Real Property (legal description and complete address including zoning information):				
Legal description PARCEL MAP 8267 LOT P 6 please see attached				
Address Line 1 3101 Mall View Rd		Address Line 2		
Address Line 3		City Bakersfield	StateCA	Zip Code 93306 Zip Ext. 3059
County/Parish 5005 Business Park North		CountryUSA		
GPS Location Latitude 35.393646		GPS Location Longitude -118.958574		Not Verified
Zoning information Planned Commercial Development				
13c. Land Acreage or Square Units:		13d. Gross and Usable Square Footage/Meters (i.e., of building, house, etc.):		
Enter Amount: 2.03		Enter Amounts: Gross 8,632		Enter Amounts: Usable 8,632
Select Units: <input checked="" type="radio"/> Acres <input type="radio"/> Square Feet <input type="radio"/> Square Kilometers <input type="radio"/> Square Meters		Select Units: <input checked="" type="radio"/> Square Feet <input type="radio"/> Square Meters		
14a. Disposition Preference or Encumbrance Request [Check one]:				
<input checked="" type="checkbox"/> A. Sell <input type="checkbox"/> B. Transfer to different award <input type="checkbox"/> C. Use in other Federally sponsored project/program <input type="checkbox"/> D. Transfer title <input type="checkbox"/> E. Retain Title <input type="checkbox"/> F. Encumber Property				
14b. If this is a request to transfer to a different award, specify the proposed grant number and funding agency:				
Proposed grant number				
Transfer Receiving Entity				
14c. If this is a request to use the real property in other Federal-sponsored projects/activities, describe the proposed use of the real property:				
14d. If this is a request to transfer title, identify the proposed receiving entity:				
Proposed receiving entity				
Contact Person for this entity :				
First Name: Emilio		Middle: G	Last Name: Wagner	
Phone: (661) 336-5236		Phone Extension: 1106		
Email: ewagner@capk.org				
Fax:				
14e. Appraised Value \$1,250,000		Share Percentage %		
Federal Share: \$912,500		73.00%		
Non-Federal Share: \$337,500		27.00%		

Total (<i>sum of Federal and Non-Federal Share</i>): \$1,250,000	100.00%
14f. Are there any Uniform Relocation Act (URA) requirements applicable to this real property? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14g. Are there any environmental compliance requirements related to the real property? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14g. If yes, describe them (<i>Attach additional sheets if necessary for 14g</i>):	
14h. In accordance with the National Historic Preservation Act (NHPA), does the property possess historic significance, and/or is listed or eligible for listing in the National Register for Historic Places? <input type="radio"/> Yes <input checked="" type="radio"/> No	
14h. If yes, describe them (<i>Attach additional sheets if necessary for 14h</i>):	
14i. If this is a request to encumber the property, identify the party or parties to whom the property is proposed to be encumbered and attach related information (<i>See instructions for more details</i>):	
15. If this is a request for a release from the obligation to report on the real property, describe the reasons for the request (<i>attach additional sheets if necessary</i>):	
16. Remarks (<i>attach additional sheets if necessary</i>):	



Valbridge
PROPERTY ADVISORS

Appraisal Report

Office Building
5005 Business Park North
Bakersfield, Kern County, California 93309

Report Date: March 25, 2020



FOR:

Community Action Partnership of Kern
Mr. Emilio Wagner
Director of Operations
5005 Business Park North
Bakersfield, CA 93309

**Valbridge Property Advisors |
Central California**

4915 Calloway Dr., #101
Bakersfield, CA 93312
6615871010 phone
6618340748 fax
valbridge.com

Valbridge File Number:
CA08-20-100B



4915 Calloway Dr., #101
Bakersfield, CA 93312
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valbridge.com

March 25, 2020

Mr. Emilio Wagner
Director of Operations
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

RE: Appraisal Report
Office Building
5005 Business Park North
Bakersfield, Kern County, California 93309

Dear Mr. Wagner:

In accordance with your request, we have performed an appraisal of the above referenced property. This appraisal report sets forth the pertinent data gathered, the techniques employed, and the reasoning leading to our value opinions. This letter of transmittal is not valid if separated from the appraisal report.

The subject property, as referenced above, is located at the southeast corner of Business Park North and Dunsmuir Rd. and is further identified as Assessor Parcel Number 331-430-10. The subject is a 23,128 SF single-tenant office building located on a 1.54-acre or 67,082-SF site.

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; and the requirements of our client as we understand them.

The global outbreak of a "novel coronavirus" (known as COVID-19) was officially declared a pandemic by the World Health Organization (WHO). It is currently unknown what direct, or indirect, effect, if any, this event may have on the national economy, the local economy or the market in which the subject property is located. The reader is cautioned, and reminded that the conclusions presented in this appraisal report apply only as of the effective date(s) indicated. The appraiser makes no representation as to the effect on the subject property of this event, or any event, subsequent to the effective date of the appraisal.

The client in this assignment is Community Action Partnership of Kern and the intended user of this report is Community Action Partnership of Kern and no others. The sole intended use is for determining market value for internal purposes. The value opinions reported herein are subject to the definitions, assumptions, limiting conditions, and certifications contained in this report.

The findings and conclusions are further contingent upon the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results:

Extraordinary Assumptions:

- None

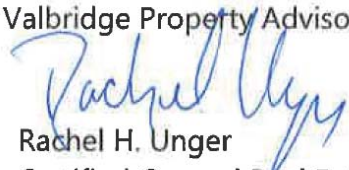
Hypothetical Conditions:

- None

Based on the analysis contained in the following report, our value conclusions are summarized as follows:

Value Conclusion	
Component	As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	February 25, 2020
Value Conclusion	\$2,750,000
	\$118.90 psf

Respectfully submitted,
Valbridge Property Advisors |



Rachel H. Unger
Certified General Real Estate Appraiser
California License #AG044296
License Expires June 6, 2020



Michael C. Burger, MAI, R/W-AC
President and Chief Appraiser
California License #AG003817
License Expires May 17, 2020



Valbridge
PROPERTY ADVISORS

Appraisal Report

Restaurant Building
3101 Mall View Rd.
Bakersfield, Kern County, California 93306

Report Date: March 6, 2020



FOR:

Community Action Partnership of Kern
Mr. Emilio Wagner
Director of Operations
5005 Business Park North
Bakersfield, CA 93309

Valbridge Property Advisors | Central California
Central California

4915 Calloway Dr., #101
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Valbridge File Number:
CA08-20-100A



4915 Calloway Dr., #101
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valbridge.com

March 6, 2020

Mr. Emilio Wagner
Director of Operations
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

RE: Appraisal Report
Restaurant Building
3101 Mall View Rd.
Bakersfield, Kern County, California 93306

Dear Mr. Wagner:

In accordance with your request, we have performed an appraisal of the above referenced property. This appraisal report sets forth the pertinent data gathered, the techniques employed, and the reasoning leading to our value opinions. This letter of transmittal is not valid if separated from the appraisal report.

The subject property, as referenced above, is located on the southeast corner of Mall View Rd. and New Market Wy. and is further identified as Assessor Parcel Number 130-161-68. The subject is an 8,685 SF restaurant building utilized as the kitchen facility for Community Action Partnership of Kern. It is located on a 2.03-acre or 88,427-SF site (gross area).

We developed our analyses, opinions, and conclusions and prepared this report in conformity with the Uniform Standards of Professional Appraisal Practice (USPAP) of the Appraisal Foundation; the Code of Professional Ethics and Standards of Professional Appraisal Practice of the Appraisal Institute; the Financial Institutions Reform, Recovery, and Enforcement Act (FIRREA); and the requirements of our client as we understand them.

As no title policy was made available for the development of this report, the appraiser(s) assume no responsibility for such items of record not disclosed by customary investigation.

The client and intended user in this assignment is Community Action Partnership of Kern and no others. The sole intended use is to determine market value. The value opinions reported herein are subject to the definitions, assumptions, limiting conditions, and certifications contained in this report.

The findings and conclusions are further contingent upon the following extraordinary assumptions and/or hypothetical conditions, the use of which might have affected the assignment results:

Extraordinary Assumptions:

- None

Hypothetical Conditions:

- None

Based on the analysis contained in the following report, our value conclusions are summarized as follows:

Value Conclusion

Component	As Is
Value Type	Market Value
Property Rights Appraised	Fee Simple
Effective Date of Value	February 25, 2020
Value Conclusion	\$1,250,000
	\$143.93 psf

Respectfully submitted,
Valbridge Property Advisors | Central California



Michael C. Burger, MAI, R/W-AC
Senior Managing Director
California License #AG003817
License Expires May 17, 2020



MEMORANDUM

To: Board of Directors

From: Pritika Ram, Director of Administration

Date: March 30, 2022

Subject: *Agenda Item VIII(a)*: Approval of the Community Action Partnership of Kern Foundation Board of Directors Minutes (February 2022) – Pritika Ram, Director of Administration – **Info Item**

Due to the lack of actionable items, the Community Action Partnership of Kern (CAPK) Foundation Board meeting was canceled. However, staff met with the newly formed Ad Hoc Committee to discuss fund development strategies to support the site enhancements at the Friendship House Community Center (FHCC).

The search for the Director of Development continues and the interview panel have been working diligently to identify qualified candidates for the position, with fundraising experience and ability to lead donor engagement activities.



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: March 30, 2022

Subject: *Agenda Item VII(a)*: February Policy Council Report – **Action Item**

The Policy Council met on February 22, 2022, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

The 2022-2023 Head Start Program Planning Calendar was presented to the Policy Council. This calendar which is based on the funding cycle of the program outlines activities, responsible parties of such, timelines, and governing bodies involved in the decision-making process that will subsequently lead to the submission of the Head Start refunding application. The calendar will guide the program in continuing to provide a comprehensive service delivery plan supporting school readiness for children 0-5 years of age. Upon conclusion of the presentation and subsequent discussion, the Head Start Program Planning Calendar was unanimously approved by the Council.

Additionally, the Policy Council was provided an informative presentation from First 5 Kern outlining the various community resources available as well as defining the scope of work provided by the organization.

The next Policy Council meeting is scheduled for April 26, 2022.

Recommendation:

The Policy Council requests Board approval of the March Report and the Policy Council meeting minutes from February 22, 2022.

Attachment:

Policy Council Meeting Minutes from February 22, 2022.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES
February 22, 2022
Teleconference ID: 344 716 205#
Per Governor's Executive Order N-25-20

1. Call to Order

Policy Council Vice Chairperson, Isabelle Diaz called the meeting to order at 5:32 p.m.

a. Policy Council Secretary Monique Davis conducted roll call; quorum was established.

Policy Council Members Present: Dominique Bassi, Jimmie Childress, Monique Davis, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Ashely McAllister, Jasmine Ponce, Pablo Reyes

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 committee met on February 10, 2022 at which time the scope of work as related to the various positions that comprise the Education Team were introduced. Insight was provided as to how the Education Team works with teaching staff to provide training and support. The importance of the mentor program was shared in detail, which included covering the models of coaching used and more. It was also stated that Creative Curriculum is used for lesson plans. Additional information covered included but was not limited to the differences between Head Start and Early Head Start lesson planning. Ways for parents to be a part of the lesson planning was shared as well encouraging parents to be an active participant in this area. The various virtual/distance learning resources utilized in the event of a classroom closure were also shared. These resources included but were not limited to, Teaching Strategies, Learning Genie, ReadyRosie and more. The Desired Results Developmental Profile (DRDP) assessment which supports the assessment of children was discussed as was the parent observation form which families can complete to support capturing DRDP evidence. After each DRDP assessment, the child's developmental progress report is completed; this occurs three times per year. The five broad domains of the Head Start Learning Framework were shared. It was also noted these domains align with the DRDP assessments and Creative Curriculum. It was stated parents are their children's first teachers and were encouraged to become familiar with the School Readiness Board at their centers and to try suggested activities with their child during the 4–6-week goal period. The next Policy Council School Readiness Committee Meeting will be held on March 10, 2022.

b. Planning Committee

The Policy Council Planning Committee met on February 1, 2022; quorum was established. An outline of the Program Planning Calendar was shared with the committee. This calendar outlines the planning activity, responsible person(s), as well as the team leader for each activity and the timelines of such. The calendar also includes governing body information, governance timelines and if any action is needed. The committee reviewed the Program Review and Evaluation report for January 2022. This included enrollment information for all Head Start program options. Enrollment was as follows: Head Start Kern, 70%; Early Head Start Kern, 63%; Early Head Start San Joaquin, 60% and Early Head Start Childcare Partnership, 60%. Additionally, the Child Adult Care Food Program (CACFP) report was shared noting 49,682 meals were prepared by the Central Kitchen during December 2021.

c. Budget & Finance Committee

The Budget and Finance Committee met on February 15, 2022. Budget to actual financial documents for all grants, as well as parent activity funds, local travel reimbursement and American Rescue Funding information was shared and discussed. All this information is also included in the Policy Council packet. The Policy Council Budget & Finance Committee was supported by Chief Financial Officer, Tracy

Webster who presented the information to the group. Tracy also shared that in the upcoming months the committee will be acquiring a new staff sponsor, however until then she will be presenting the financial documents at Policy Council Budget & Finance Committee meetings.

d. Bylaws Committee

The Bylaws Committee met on February 8, 2022; this was the first meeting of the term. The Policy Council Bylaws were received by members prior to the meeting. The document was reviewed, with committee members having no questions. It was stated the Policy Council Bylaws were revised in September 2021 with the specifics of those revisions shared. Members were also provided information on a self-paced leadership and governance module which will be a point of discussion at the next committee meeting. The proposed meeting dates for the Policy Council Bylaws Committee were presented to and approved by the committee. The next meeting will be held on April 12, 2022.

4. Presentations

a. First 5 Kern – Anastasia Lester, Program Officer

Ana introduced herself to members providing a brief background summary. She stated that she will be providing information on First 5 and the services provided. In 1998 Proposition 10 was passed by voters adding \$.50 tax to all tobacco products. Those funds are then received in Sacramento with local funds distributed to each of the 58 counties in California based upon birthrate. Twenty percent stays with First 5 California (Sacramento) and the remaining 80% of tax collected is distributed to all counties based upon the number of live births in previous years. Ana shared why there is a focus on Zero to Five sharing a few statistics with members. By the age of 5 a child's brain will have grown to 90% of its adult size; at age 3 it has already reached 82% of its size. She shared we as adults sometimes take words for granted adding that by the time a child is 3 years of age they should know or recognize about 1,000 words. The vision and mission of First 5 was shared with members. The primary role of First 5 Kern is to ensure children in Kern County get a healthy start and that means in all areas, mental, physical, academic, etc. Parents are their child's first teacher and First 5 supports that through a holistic approach. They make sure everything that child needs, their village, their support system, are provided the tools and education in understanding how to create a safe and loving environment for that child. The composition of the First 5 Kern Governance Board (Commission) was shared with members as was the composition of the Technical Advisory Committee. Ana shared this is a critical group and likened it to Policy Council as it is a platform to hear from those directly impacted. First 5 Kern distributes approximately \$10 million per year in four categories which include, Health and Wellness, Parent Education and Support Services, Child Care and Early Education as well as Integration of Services. A summation of services provided in each of these areas of shared. It was noted there are 41 programs funded that cover all of Kern County. Ana stated the best example of such are the family resource centers noting they are affectionately known as a "one stop shop" with First 5 funding 16 of the 24 located in the county. The resource centers are a great place for people to be able to access a variety of support at one location. Information was shared about the free kits for new parents which are available in 7 different languages. She also provided information on the Text 4 Baby program which will send recipients three free text messages a week through pregnancy and until the child's first birthday. Messages address labor signs, prenatal care, developmental milestones and more. There is also another text message program for parents called, Ready 4 K. This is a research-based program which parents will receive fun facts and easy tips to help boost their child's learning. Download information for a book, *Three Brainy Birds* was shared as was an overview of the book. This book can be used to read to your child, or there is an option to have it read aloud. Ana shared her contact information with members, stating First 5 is about supporting families and bringing the community together, figuring out how to make sure that a family never feels isolated or alone.

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 – January 25, 2022 (English/Spanish)
- b. Bylaws Committee Minutes – February 9, 2022

- c. Kern Head Start Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
- d. Kern Early Head Start Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
- e. San Joaquin Early Head Start Budget vs. Actual Expenditures, February 1, 2021, to January 31, 2022
- f. Early Head Start Child Care Partnerships Budget vs. Actual Expenditures, March 1, 2021, to January 31, 2022
- g. American Rescue Funding Expenditures April 1, 2021 to January 31, 2022
- h. Parent Local Travel & Childcare through January 31, 2022
- i. Parent Activity Funds through January 31, 2022
- j. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2021, to January 31, 2022
- k. San Joaquin Early Head Start Non-Federal Report, March 1, 2021, to January 31, 2022
- l. Head Start Program Review Evaluation (PRE) Report – February
- m. ACF-PI-HS-22-01 Final Rule on Flexibility for Head Start Designation Renewals in Certain Emergencies; Issuance Date: January 21, 2022
- n. Policy Council Member Mayra Martinez Resignation – January 25, 2022
- o. Microbusiness COVID Relief Grant
- p. 2022 Point-in-Time Count – February 24, 2022; Bakersfield-Kern Regional Homeless Collaborative
- q. Children's Mobile Immunization Clinic – March 2022; Adventist Health (English/Spanish)
- r. Adventist Health Bakersfield Press Release – March 2022
- s. Read Across America – March 4, 2022; CAPK Head Start
- t. Monthly Parent Training with Dr. Kirk – March 7, 2022; Head Start Wellness
- u. How to Help Your Child Understand and Label Emotions – Backpack Connection Series (English/Spanish)
- v. Head Start Recruitment Flyer
- w. Home Visiting Program Flyer
- x. Planning Committee Meeting Dates
- y. Budget & Finance Committee Meeting Dates
- z. Bylaws Committee Meeting Dates
- aa. School Readiness Meeting Dates
- bb. Policy Council Meeting Dates

Motion was made by Nila Hogan to approve consent items (a) through (bb); seconded by Jimmie Childress. Motion carried unanimously.

6. New Business

***ACTION**

a. Head Start 2022 Program Planning Calendar – Jerry Meade, Assistant Director ~ Program

Yolanda Gonzales, Head Start/State Child Development Director presented this item to the Council, on behalf of Jerry Meade. Yolanda shared the Program Planning Calendar is based on the funding cycles for the program, which begins on March 1, 2022. The intent of the program is to continue to provide a very comprehensive service delivery plan that supports school readiness skills for children. The calendar will also provide guidance in managing the development and implementation of all (Head Start) programs. It includes a variety of activities, persons responsible, timelines and governing bodies involved in the decision-making process that will lead to submitting the yearly funding application. This in turn allows the program to support state and county efforts to improve communities by promoting educational opportunities. A question was posed with a request made and information subsequently provided regarding elaboration on the support of school readiness. It was stated comprehensive data is utilized to support school readiness in a variety of ways, including but not limited to staff training, curriculum and more. A motion was made by Jimmie Childress to approve the Head Start 2022-2023 Program Planning Calendar; seconded by Dominique Bassi. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked Isabelle for facilitating the meeting and expressed thanks on Andrea's behalf as well. She also thanked Mr. Jimmie (Childress) for his time served on Policy Council as the CAPK Board of Directors Representative. Lisa stated this was his last meeting with the Council as new assignments are given annually by the Board of Directors Chairperson and Policy Council will have a new Board of Directors Representative at the March meeting. Lisa also shared that through Regional Parent Committee

meetings recently held, Policy Council has acquired an additional member. She introduced Teresa Fajardo as a home-based representative elected to Policy Council. Lisa noted Teresa also served on the Council during the 2020-2021 term and is an asset, very involved and eager to participate. A few upcoming events were shared as well. Information regarding the monthly Dr. Kirk Parent Training is scheduled for February 23, 2022 from 3:00 p.m. – 4:00 p.m. adding this is an interactive training and is a great opportunity to bring any questions you may have. Additionally, it was shared the Kern County Sheriff's Office has resumed in person tours noting the next one will take place on March 5, 2022 from 10:00 a.m. – 11:30 a.m. with another scheduled in May. In closing Lisa thanked everyone for their time and for their attendance. It was stated, being in attendance is not only an opportunity to hear a lot of great information such as the First 5 Kern presentation but it is also very important so that the Council can conduct any necessary business required such as the Program Planning Calendar presented this evening which allows the program to move forward in continuing to provide high quality services to families.

b. Community Representative – Nila Hogan

Nila shared that many school districts have just opened for kindergarten registration. She stated it is important to note that if your child is turning 5 years old between September 2, 2022 and February 2, 2023, they will not be eligible for kindergarten; they will only be eligible for transitional kindergarten. Nila gave personal testimony, sharing she kept one of her children in Head Start as opposed to enrolling in transitional kindergarten which was as great experience as it provided him that additional support needed. She shared this experience with parents in the event they were not aware that this may be an option available. If a child will be 5 years old prior to September 1, 2022 they are eligible for kindergarten. Nila stated there are a few documents that will be needed when registering your child for kindergarten, adding that each district is different so to please check with specific districts ahead of time. Along with taking your child with you to enroll them there are a few standard required documents. Some of these include verification of address such as a PG&E bill in your name at your address, or lease agreement. A birth certificate for your child will also be required, this must be an original not a photocopy. Proof of immunizations is also required including a current T.B. test; one given and read after August 17, 2021.

c. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole shared that the monthly s'more was sent in the beginning of February which included information from the Pyramid Model about how to support children in understanding emotions when wearing masks as well as exemplary videos and parent handouts. The newsletter has had 152 views to date. The monthly father, family engagement activity was to share how your family shows love. Parents were able to share their families show love and comfort one another. They also created heart posters with words and pictures showing love to one another. These family activities are posted in the classroom at each site and shared at the weekly home base visits and socializations. The activity also helped teaching staff on how to comfort children when experiencing distress in the classroom. The February food experience was cheese quesadillas with guacamole. Facilitated by staff, children used the ingredients to make their very own quesadilla. Ingredients included avocado, cilantro, tomatoes, lemon juice, sour cream, and cheddar cheese. Using their fine motor skills children can tear the cilantro and take turns smashing the avocado. This activity allowed children to explore the different textures, colors, and smells of all the ingredients used for this food experience. Additionally, all San Joaquin staff were provided training on compassion fatigue and stress at work. This training was conducted by Alex Largaespada, mental health consultant from El Concilio. The training highlighted how staff can identify stress and strategies to manage through for both work and home stressors.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine shared that partnership advocates in collaboration with the Home Visiting Program and the Home Base program are utilizing a Department of Human Services, CalWorks client list to recruit for their program. In January and February approximately 90 families have been contacted with 17 families interested in applying for services or having started the application process. Jasmine shared on February 24, 2022 at 10:00 a.m. the grand opening ceremony for Escuelita Hernandez will take place. She noted several CAPK programs will be in attendance including WIC, 2-1-1 and the Home Visiting Program. Other community partners, Kern Early Stars, Kern Bridges, Kern County Mobile Health Clinic will be in attendance as well. It was shared the opening ceremony announcement was featured on a

local television station. It was also noted Blanton as well as Garden Pathways participated in the Focus Area 2 review. Jasmine shared there are 38 partnership families enrolled in ReadyRosie and Family Advocates have provided approximately 550 family resources to date.

e. Board of Directors – Jimmie Childress, CAPK Board Member

Mr. Childress shared information from the last board meeting. It was shared that nominations of candidates took place and as a result of the elections the new CAPK Board of Directors Chairperson is Fred Plane. All Board Meeting consent agenda items were approved. Some other items also approved were, the audit report for the year ended February 28, 2021, extension of availability of Early Head Start grants, Kern Community College District Employment Training Panel. Mr. Childress also stated the CAPK Foundation report was provided to members by Pritika Ram, and Nila Hogan shared the Policy Council report as well. CEO Jeremy Tobias reported 70 employees have filed and received approval for vaccine exemptions.

f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda thanked everyone for their time. She stated that she is aware it is probably time to have dinner on the table and children and families to tend to, but members have taken some time to attend tonight for which she expressed appreciation. She added that we could not do what we do without our parents and our staff. Yolanda also conveyed her gratitude to those who assisted and participated in the Focus Area 2 review recently conducted. She shared how proud she is that after four days of reviewing documentation across all components of the program from finance, enrollment, attendance, education, facilities and more along with interviews from staff and key stakeholders, the reviewers found many, many strengths, and no findings. She praised not only staff for working so hard but also parents, and board members who participated. Yolanda thanked Policy Council member Ashley McAllister for her time and participation. It was shared the reviewers also visited two Early Head Start San Joaquin sites as well as 2 Early Head Start Partnership sites in addition to Kern sites visited. A formal report with results of the review will be received within 45 days. Yolanda thanked CAPK Board Member Childress for his time on Policy Council stating he will be missed. She added that we are fortunate to have a very supportive board. In closing, Yolanda thanked members for their commitment, attendance and for allowing Head Start to be their partner in helping their child become a lifelong learner.

8. Policy Council Chairperson Report

Nothing to report.

9. Policy Council Member Comments

Members were provided an opportunity to share comments. Dominique Bassi thanked everyone for their time. Mr. Jimmie shared one thing he will miss about the (Policy Council) meetings are the background sounds of babies, children, and more. It is a good addition to meetings; it is community and family. Monique Davis expressed gratitude for a very informative meeting. Adding she is excited to be a part of Policy Council because she likes to the opportunity to be able to have a voice in her son's education. Monique shared it is a great way to know about things; it also provides a different perspective on matters that she may have a differing opinion on. She is appreciative of having a platform to voice her opinions and thankful for the opportunity. Ashley McAllister acknowledge Mr. Jimmie noting it won't be the same without him adding his smile will be missed. She also shared the Focus Area 2 was a bit nerve wracking for her, but she got through it and was glad to hear about the positive outcomes. Jasmine Ponce reminded everyone about the grand opening taking place at Escuelita Hernandez. She shared it is very personal for her as her youngest child will be enrolled at the center following in the footsteps of other children. Jasmine added that she has seen the center grow over the years and is very excited to be a part of it. In closing Isabelle thanked everyone for their attendance and was appreciative at the opportunity to facilitate the meeting this evening.

10. Next Scheduled Meeting

The next meeting will be held on March 22, 2022, at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:29 p.m.



MEMORANDUM

To: Board of Directors

From: Freddy Hernandez

Date: March 30, 2022

Subject: *Agenda Item VII(b):* Friendship House Community Center Advisory Board Report – **Info Item**

On Tuesday February 8, 2022, the Friendship House Community Center (FHCC) Advisory Board held a meeting to introduce our new board members. The items on the agenda included the upcoming election for new advisory board officers and the new fundraising campaign that will be accomplished in collaboration with CAPK's Foundation Board.

The Advisory Board elections were held, and I am happy to report the results:

Keith Edwards – President
Jenilee Fermin – Vice President
Raul Gallardo – Secretary/Treasurer

Members of the Friendship House Advisory Board and CAPK's Foundation Board met on March 2, 2022, to discuss the lighting and fence Capital Campaign project for Friendship House.

Attachment:
2022 FHCC Advisory Board Members

Friendship House Community Center
Advisory Board - 2022

Fuchsia Ward
Nick Hill
Margo Perry
Kathy Campbell
Jenilee Fermin
Brian (Keith) Edwards
Raul Gallardo