



DATE	September 28, 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: 780 887 335#

Board of Directors Meeting Agenda - REVISED

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)	Curtis Floyd	Mike Maggard
Maritza Jimenez (Vice Chair)	Joe Garcia	Jonathan Mullings
Ana Vigil (Secretary)	Craig Henderson	Yolanda Ochoa
Janea Benton (Treasurer)	Nila Hogan	Marian Panos
Jimmie Childress	Michelle Jara-Rangel	Guadalupe Perez

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 #2022-29 (*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. Special Presentation

a. Video Presentation in Recognition of Hispanic Heritage Month – James Burger, Outreach & Advocacy Coordinator

V. Consent Agenda

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

- Minutes from the August 24, 2022, Board of Directors Meeting (*p. 6-10*)**
- Minutes from the September 7, 2022, Personnel Committee Meeting (*p. 11-13*)**
- Head Start San Joaquin Job Descriptions (*p. 14-45*)**
- Head Start Personnel Update (*p. 46*)**
- New Job Title and Job Description for M Street Navigation Center (*p. 47-56*)**
- New Job Title and Job Description for Coordinated Entry Services (*p. 57-65*)**

- g. Human Resources Restructure and Update to Job Descriptions (*p. 66-70*)
- h. 2022 Employee End-of-the-Year Gift (*p. 71*)
- i. **Minutes from the September 14, 2022, Program Review & Evaluation Committee Meeting (*p. 72-74*)**
- j. Customer Relations Management (CRM) Interagency Referral (IRM) Presentation (*p. 75-83*)
- k. August 2022 Program Reports (*p. 84-114*)
- l. August 2022 Application Status Report & Funding Profiles (*p. 115-122*)
- m. August 2022 Head Start / State Child Development Enrollment Update & Meals Report (*p. 123-124*)
- n. 2021-2025 Strategic Plan Update (*p. 125-137*)
- o. **Minutes from the September 21, 2022, Budget & Finance Committee Meeting (*p. 138-141*)**
- p. Head Start / Early Head Start Budget to Actual Reports for August 2022 (*p. 142-153*)
- q. EHS Child Care Partnership 22/23 Budget Revision (*p. 154-156*)
- r. EHS Child San Joaquin 22/23 Budget Revision (*p. 157-159*)
- s. HS CRRSA & ARP Grant 22/23 Budget Revision (*p. 160-162*)
- t. Request for Retroactive Approval of 2022-2025 Subcontractor Funding Contract for the City of Bakersfield's California Violence Intervention and Prevention (CalVIP) Program (*p. 163-178*)
- u. Board of State and Community Corrections Adult Reentry Grant Warm Handoff Program (*p. 179-198*)
- v. Goal 6 Strategic Plan 2021-2025 Update (*p. 199-202*)
- w. August 2022 Financial Statements (*p. 201-264*)

VI. New Business

- a. Employee Health Insurance Renewal for the January 1, 2023 Plan Year – **Info Item (*p. 265-167*)**
Lisa McGranahan, Director of Human Resources
Tracy Webster, Chief Financial Officer
- b. Strategic Plan 2021-2025: One Year Progress Update – **Info Item (*p. 268-276*)**
Pritika Ram, Chief Business Development Officer

VII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (*p. 277-282*)**
1. September 2022 Policy Council Report
2. August 23, 2022, Policy Council Minutes
Nila Hogan, PC Representative
- b. Friendship House Community Center Advisory Board Update
Info Item (*p. 283*)
Freddy Hernandez, Director of Youth & Community Services

VIII. Chief Executive Officer Report

- a. CEO Report for August 2022 – **Info Item**
1. COVID-19 Update
2. Items of General Interest
Jeremy Tobias, Chief Executive Officer

IX. Board Member Comments

X. Closed Session

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

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

- b. Conference with Legal Counsel – Anticipated Litigation
Significant Exposure to Litigation Pursuant to Government Code Section (54956.9, subd, (d)(2), One Potential Case.
- c. Reconvene into Open Session

XI. Closed Session Report

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, October 26, 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, September 23, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-29

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 in-person and virtually on September 28, 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 28th day of September 2022.

Fred Plane Chair
CAPK Board of Directors

Date



DATE	August 24, 2022
TIME	12:00 pm
LOCATION	Hybrid Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID 397 829 230#

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 Fred Plane called the meeting to order at 12:02 pm via a hybrid option with some members attending in-person and others attended virtually, 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: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Janea Benton (Treasurer), Jimmie Childress, Joe Garcia, Nila Hogan, Michelle Jara-Rangel (joined at 12:24 pm), Mike Maggard, Jonathan Mullings, Yolanda Ochoa, (joined at 12:11 pm), Marian Panos

Absent: Curtis Floyd, Craig Henderson, Guadalupe Perez

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Susana Magana, Director of Health & Nutrition; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Pritika Ram, Director of Administration; Emilio Wagner, Director of Operations; Tracy Webster, Chief Financial Officer; other CAPK staff

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 #2022-25. Carried by unanimous vote (Childress/Jimenez).

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Special Presentation

a. Introduction of Catherine Anspach, Director of Development – Pritika Ram, Chief Business Development Officer

Pritika Ram introduced Catherine Anspach, the new Director of Development who will oversee the CAPK Foundation. Catherine provided a brief summary of her 18 years of nonprofit experience and said she is looking forward to moving the Foundation forward.

b. Safe Camping / Parking Programs Presentation by Rebecca Moreno, Director of Community Development

Rebecca Moreno provided the Board with an update on the Safe Camping / Safe Parking programs at the M Street Navigation Center that included photos of the tents and how some of the clients have used their own sheets and blankets to add an additional layer of privacy. With 40 available tents, the camping area is at capacity. Rebecca discussed the meal options, including food for pets, shower, and other medical and behavior health options. Eleven clients have moved from the safe camping area into the Navigation Center, and staff assisted with two family reunifications, and eight clients are matched with a voucher and are in the process of looking for housing.

Jimmie Childress said he has had the opportunity to witness the great work of the staff at the Navigation Center and said they show a great deal of respect to the clients, and he is very impressed with the work they are doing.

Fred Plane said we should express our appreciation for Supervisor Maggard for his efforts to secure funding for this project. Mike Maggard asked if the clients that are camping have direct access to the M Street Center. Rebecca said they do not due to the stricter requirements for the center. Mike asked about the pets, which can be in the tents with the campers, but they are not allowed inside of the center unless the pet is an emotional support pet. Only one pet per person is allowed for clients at the center and they are kept in the kennels and the clients cares for their own pet.

V. 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. Janea Benton requested that item cc be removed for further discussion.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of item cc. Carried by unanimous vote (Maggard/Childress).

Item cc - New Service Agreement: Homeless Housing Assistance and Prevention Program (HHAP2) Bakersfield Kern Regional Homeless Collaborative (BKRHC) was presented by Rebecca Moreno. Janea Benton thanked Rebecca for the presentation and added that she wanted the Board to hear about the great work being done in this area.

Motion was made and seconded to approve item cc from the Consent Agenda. Carried by unanimous vote (Ochoa/Hogan).

VI. New Business

a. Board Recruitment for Category III Private Sector – Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram presented the above action item and reported that this item is a follow-up to prior meetings regarding the private sector recruitment as a result of the newly implemented term limits for the Private Sector Members. Pritika said the recruitment will begin in September and requested the Board Chair appoint an Ad-Hoc Committee comprised of a member from each sector. Pritika reminded the Board that

Craig Henderson is the longest serving Private Sector Member and he will be the first to have his term expire on January 25, 2023.

Mike Maggard asked staff to confirm that Craig Henderson has been notified and eligible to reapply if he is interested. Fred Plane said he has spoken to Craig, and he understands the process.

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

b. Accounting & Financial Software & Agency-Wide Budget Revision #2 – **Action Item**

Tracy Webster presented the above action item and said that in 2019 a financial consultant identified that the current financial system is in need of upgrading and was also identified in the Strategic Plan in Goal 6 for areas of weakness and areas to bolster the agency. The indirect budget was previously amended to allow for a \$100,000 under the software category to initiate an RFP. Sage Impact provided the most robust package with an annual subscription cost of \$72,213 and another \$9,500 annually for budget tools for an annual increase of \$39,000. An additional one-time implementation fee of \$300,000 is also required and includes the training of staff to include accounting staff, management and others that will process checks and purchase orders, with an estimated live date of March 2023, the start of the new fiscal year. Tracy said the current system lacks management dashboards and limits the reporting capabilities. The size of the agency has grown 119% in the last few years and encouraged the Board to consider the Sage Impact system as an investment to the agency.

Tracy explained the RFP process said that the leading contenders were interviewed by several executive leadership staff, accounting staff, and Board Chair Fred Plane. Sage Impact and Wipfli were the selected vendors and Wipfli will be part of the implementation phase. The new software will save hundreds of hours per month and will help eliminate the need to continue to hire accounting staff. With a robust report writing, budgeting, forecasting, grant administration, and open API that allows for integration of data, this system will meet Goal 6.3 of the Strategic Plan.

Mike Maggard asked about the discrepancy in prices mentioned in the presentation. Tracy explained that there was already a \$100,000 placeholder in the current year budget. For this fiscal year, the cost is \$300,000 plus ½ of the annual cost so an amendment is needed. Mike asked about the vendor that was next in line and asked how staff plans to pay for it. Fred Plane said that the funds will come from the Indirect Fund and that he was part of the committee evaluating all of the RFP's and he commended staff for a very comprehensive process, a thorough evaluation and he recommends approval.

Motion was made and seconded to approve staff's recommendation to move forward with the Wipfli / Sage Impact contract and approve the agency-wide Budget Revision #2. Carried by unanimous vote (Maggard/Ochoa).

c. Head Start Program Update – Yolanda Gonzales, Director of Head Start, State Child Development — **Action Item**

Yolanda Gonzales stated this update was requested by the Board due to our ongoing work in enrollment. She presented a slide show to showcase the Head Start / Early Head Start classrooms. Yolanda also provided an update on the status of enrollment and attendance and said that all of the classrooms are open with the exception of those under construction. Currently, there are 86 vacancies and HR is currently running 7 requisitions in ADP and 12 applicants are scheduled for interviews in the coming days. Staff recruitment is ongoing, and Yolanda thanked the HR staff for their efforts to onboard new staff. Yolanda emphasized that

the biggest challenge is staffing and competing with the local education system. Yolanda thanked the board for their support and approval to increase salaries of the teachers. The incentive pay is helping to recruit and retain staff. Yolanda also reported that 25% of the teachers are on an education plan and we are working with Bakersfield College to collaborate with the students to come into the classrooms as it also serves as a recruitment effort to eventually bring them on as teachers. Staff is also working with parents to help them seek employment with CAPK and we have seen a lot of activity with the numerous applications.

Jerry Meade provided an update on the Head Start enrollment, now at 50% which is an increase over earlier this month. An additional 229 students are in the process of being enrolled but they have to actually be in the classroom to be considered enrolled.

The Early Head Start program has a 60% enrollment and has a robust waitlist. Most of those are awaiting the classroom construction projects to be completed. Once they are completed, we will see a large increase in enrollment. The Universal Pre-K program has had a significant impact on our enrollment with 137 4-year-old children moving to the Universal Pre-K so that they are on the same campus as their older siblings.

Jerry also reported that we are still seeing some turnover in the Home Educator Program and said that Partners in the community have seen some changes in the enrollment activities. Bakersfield College has changed their enrollment requirements and no longer requires a parent to be enrolled at BC. Multiple enrollment events are upcoming.

Yolanda added that staff is attending multiple webinars to learn more about recruitment efforts.

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 June 28, 2022, meeting were approved.

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

VIII. Chief Executive Officer Report

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

- 1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and reported that there are continued outbreaks, but staff is managing them well by requiring masks at all sites where official “outbreaks” are designated.

- 2. Certified Community Action Professional (CCAP) Recognition of Pritika Ram & Esperanza Contreras.

Jeremy advised the Board that CAPK employees Pritika Ram and Esperanza Contreras have completed the CCAP course, and both passed the certification test. It is quite an accomplishment, and both will be recognized at the NCAP National Convention Gala event on September 1st in New York City.

3. Items of General Interest.

Jeremy reported that Temblor Brewing hosted a Bingo Night to benefit the Friendship House Community Center (FHCC) and also reported that Assemblymember Rudy Salas presented CAPK with a \$1,000,000 check for the FHCC lighting and fencing project, and the new Cracker Barrel Restaurant opened and donated \$10,000 to the Food Bank.

Next week, several staff members and three board members will attend the National Community Action Partnership Convention in New York, NY.

IX. Board Member Comments

- Ana Vigil asked about the date of the Feed the Need at the Kern County Fair. Pritika said that staff will advise once the official date is confirmed.

X. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, September 28, 2022
5005 Business Park North
Bakersfield, CA 93309

XI. Adjournment

The meeting was adjourned at 1:27 pm.



DATE	September 7, 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: 406 118 681#

Personnel Committee Minutes

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 Maritza Jimenez called the meeting to order at 12:03 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Maritza Jimenez (Chair), Joe Garcia, Jonathan Mullings, Guadalupe Perez, and Nila Hogan

Absent: None

Others present: Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Lisa McGranahan, Director of Human Resources; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Susana Magana, Director of Health and Nutrition; Freddy Hernandez, Director of Youth and Community Services; Yolanda Gonzalez, Director of Head Start; Rebecca Moreno, Director of Community Development; and other CAPK staff.

3. Public Comments

No one addressed the Committee.

4. Regular Business

- a. Head Start San Joaquin Job Descriptions – Jerry Meade, Assistant Director, Program – **Action Item**

Jerry Meade presented the above action item for approval and stated that the only distinction between the SEIU-approved job descriptions and non-represented is the way the pay is identified on the job description. The job description now reflects the modification.

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

b. Head Start Personnel Update – Jerry Meade, Assistant Director, Program – **Info Item**

Jerry Meade presented the above info item and reported that 17 staff resignations were received in the month of August. Currently, there is a 14% turnover rate year to date. In total, 22 teachers have resigned, and 17 of those had a bachelor's degree.

Jonathan Mullings asked if the current pay scale compensates employees with higher education. Jerry responded that it does, and the pay scale is based on education.

Maritza Jimenez asked if we are posting job opportunities on LinkedIn. Lisa McGranahan responded that we are not limited to only LinkedIn, but other posting sites as well as social media sites.

Maritza Jimenez requested that the data be collected from future job fairs.

c. New Job Title and Job Description for M Street Navigation Center – Rebecca Moreno, Director of Community Development – **Action Item**

Rebecca Moreno presented the above action item for approval.

Maritza Jimenez inquired if these positions are new vacancies, or are employees being promoted. Rebecca responded that these are promotions and not new vacancies.

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

d. New Job Title and Job Description for Coordinated Entry Services – Rebecca Moreno, Director of Community Development – **Action Item**

Rebecca Moreno presented the above action item for approval.

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

e. Human Resources Restructure and Update to Job Descriptions - Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the above action item for approval and stated the purpose of the restructure is to further reduce silos and adequately cross-train the team and provide a more generalized leadership role.

Maritza Jimenez asked for clarification if the new position is more of a general manager position. Lisa responded that this position is more universal in experience and will remain in the same pay scale.

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

f. 2022 Employee End-of-the-Year Gift – Lisa McGranahan, Director of Human Resources –
Action Item

Lisa McGranahan presented the above action item for approval and said that the Executive Team wants to be respectful of those that don't celebrate the holidays and is proposing a floating holiday.

Nila Hogan and Guadalupe Perez commented that this is a great idea.

Maritza Jimenez inquired if this position adheres to funding guidelines. Lisa stated that this is allowable for all programs and confirmed by the Chief Financial Officer.

Nila Hogan asked for clarification on who is eligible to receive the holiday. Lisa mentioned that the memo references those who are not eligible for the floating holiday.

Nila Hogan followed up with an additional question on what we consider for employees who are not eligible. Lisa responded that at the different holiday times they'll be given funds to do other activities to show appreciation.

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

5. Committee Member Comments

- None

6. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
October 5, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:44 pm.



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director, Program

Date: September 7, 2022

Subject: *Agenda Item 4(a): Head Start San Joaquin Job Descriptions – Action Item*

On June 29, 2022, the CAPK Board of Directors approved the renewed SEIU agreement. Following this approval, in August 2022 the job descriptions for the represented positions were approved by the Board of Directors. To ensure a clear and concise distinction exists between positions represented within the SEIU agreement from those same positions that are not included in the SEIU agreement, staff are presenting job descriptions as “non-represented” for our like positions in other service areas not covered by the SEIU agreement. Program staff in consultation with the Human Resources are presenting eight (8) job descriptions for approval.

The revised job descriptions reflect the consolidation efforts from program since the HS/EHS grants were consolidated in March 2022. The programmatic changes being made over the last year regarding grant consolidation efforts focused on inclusivity amongst program options regardless of community served. Program staff will remain focused on this effort. The only differences within the represented and non-represented job descriptions are in relation to salary range. The positions included within the SEIU agreement follow the approved Step system outline within the contract. The non-represented positions will be added to the CAPK Compensation Schedule using the grades included in the job descriptions. Even with the differences between step and grade, staff aligned wage ranges to mirror the same levels based on education. These job descriptions as presented will support all teaching staff in San Joaquin County, and any future positions if expansion into new communities materializes.

Recommendation:

Staff recommend the Personnel Committee approve the Head Start/Early Head Start non-represented job descriptions attached.

Attachments:

Head Start Teacher Job Description Non-Represented
Early Head Start Teacher Job Description Non-Represented
Head Start Assistant Teacher Job Description Non-Represented
Early Head Start Assistant Teacher Job Description Non-Represented
Family Service Worker Job Description Non-Represented
Food Service Worker Job Description Non-Represented
Custodian Job Description Non-Represented
Classroom Aide Job Description Non-Represented



Head Start Assistant Teacher Non-Represented

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

Salary Range: Step 1-3

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for prepping and food service. Along with center staff, provided a safe, clean, and supervised environment for children 0-5 years of age (e.g., indoor classroom, outdoor play area, and during field trips). Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:

Receives direct supervision from the Site Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Performs necessary work in set up, preparation for meal service, cleans up after meals, and maintains a system of inventory and ordering of paper goods and cleaning supplies.
- Requisitions, receives, and stores kitchen materials and supplies.
- Ensures standards of sanitation are met and maintained by implementing food safety and sanitation policies and procedures.
- Reviews Allergy Folder at each meal preparation to ensure compliance of meal service with children's dietary requirements.
- Assists the teaching staff to ensure the physical environment is clean, safe, and inviting, is stimulating and conducive to learning, is respectful of children's cultures and ethnic diversity, and reflects the needs of the children served. Ensures that space in the classroom is well organized into easily recognizable functional areas.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists teacher with implementing classroom behavior management strategies.
- Assists in following a consistent schedule that meets individual needs, including small and large group experiences, choice time, music and movement, large and small motor activities, skill development, meals, and effective transitions between activities.
- Accompanies children to the bathroom as needed.
- Always maintains confidentiality of records and information on children and families.
- In collaboration with teaching staff, follows appropriate transitioning activities for children.



- Assists in and/or carries out and documents monthly fire and emergency drills.
- Reports all child injuries and unusual incidents to the Teacher and/or Site Supervisor immediately.
- Follows procedure as a Mandated Reporter to report suspected child abuse/neglect.
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
- Assists in the accurate completion of meal count and sign-in and out sheets.
- Is proactive in the effort to recruit and enroll families that qualify for Early Head Start, Head Start, or state infant/toddler and preschool programs.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

- Must be 18 years of age or older.
- Must have at least six (6) units in child development from any accredited college or university.
- At least one (1) year of classroom experience in a preschool setting and at least one (1) year working with food is desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must possess or obtain a SafeServ Certificate within one (1) year of date of hire.
- Must have a First Aid/CPR certificate or will obtain one within 30 days of employment and monitor and recertify prior to expiration.
- Bilingual language fluency (Spanish/English) desirable.
- 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 varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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



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



Classroom Aide Non-Represented

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

Salary Range: Grade 1

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Site Supervisor, the Aide helps to maintain a safe and healthy environment for children. Responsible for compliance with Head Start Performance Standards, State Program Funding Terms and Conditions, and Community Care Licensing Title 22 and Title 5.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Assists teaching staff in setting up indoor and outdoor environment.
- Assists teaching staff to ensure the physical environment is clean, safe, and inviting; is stimulating and conducive to learning; respectful of children's cultures and ethnic diversity and reflects the needs of all children.
- Maintains confidentiality for children, families, and staff.
- Reports all observed child injuries immediately to Site Supervisor.
- Works in collaboration with all program service areas as needed
- May be temporarily re-assigned to provide support at other centers.
- Works one on one with children to help promote and support individual needs.

Other Job Specific Duties:

- Works alternative hours as required.
- Attends meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Current trends of culturally diverse families.
- Modern office practices, methods, procedures, and equipment, including iPads and computers, databases, and software applications

**Ability to:**

- Work as a positive team member.
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff and parents.
- Communicate effectively, verbally and in writing.
- Prioritize, plan, and manage time effectively.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- High School Diploma or equivalent
- Experience working with children and families is desirable. Must complete 16 hours of training on preventative health practices as required by Health and Safety code within 60 days.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual fluency is highly desired.
- 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 varies.
- Hazards are minimal.



ESSENTIAL PHYSICAL DEMANDS:

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

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



Custodian Non-Represented

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

Salary Range: Grade 01

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

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

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

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

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.



- Is proactive in the effort to recruit and enroll families that qualify for HS/SCD programs.
- Performs any other like duties as assigned.
- Four-hour position, either 10-month (part-year) or 12-month (full-year) status.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

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

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current First Aid/CPR certificate or will obtain one within 90 days of employment.
- Bilingual language fluency (Spanish/English) desirable.
- 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 varies
- Hazards are minimal.



ESSENTIAL PHYSICAL DEMANDS:

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

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

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



Early Head Start (EHS) Assistant Teacher Non-Represented

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

Salary Range: Grade 03

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Along with the Teacher, provides a safe, healthy, developmentally appropriate, educational, and supervised environment for children 0-3 years of age (e.g., indoor classroom, outdoor play area, and during field trips). Encourages parent involvement in all aspects of the program. Promotes the social, emotional, physical, and cognitive development of children. Develops individual goals for children, provides ongoing assessments of children's progress, and facilitates transitions to kindergarten. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Assists in setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ITES standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served.
- Supports classroom staff in meeting all timelines for developmental screenings by assisting teaching staff.
- Reports all injuries and unusual incidents to the Teacher and/or Site Supervisor immediately.
- Observes and records behaviors of children to assist the Teacher and/or Site Supervisor.
- Changes diapers, as needed, and assists with potty training techniques as age and developmentally appropriate.
- Assists during daily routines.
- Provides breaks for teaching staff, as assigned, ensuring consistency and timeliness. May assist in other classrooms and/or centers.
- Prepares/assists with meals for children, as assigned, including cleanup in accordance with health and safety and CACFP requirements.



- Always maintains confidentiality of records and information on children and families.
- In collaboration with teaching staff, follows appropriate transitioning activities for children.
- Works in cooperation with Mentor Coaches, as assigned, to implement strategies, techniques, and/or recommendations.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follow procedures as a Mandated Reporter to report suspected child abuse/neglect.
- Participates in, documents, and/or carries out monthly fire and emergency drills, as planned.
- Is proactive, in cooperation with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adult with disabilities.
- In collaboration with disabilities staff and Local Education Agencies (LEA), ensures the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individual Family Services Plan (IFSP).
- Performs other like duties as assigned.

Other Job Specific Duties:

- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start programs.
- Center assignment will be 12-month (full-year) status.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Work as a positive team member.
- Demonstrate good interpersonal skills.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.



EDUCATION AND EXPERIENCE:

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

- Must have three (3) units in infant/toddler coursework and must obtain another three (3) units within twelve (12) months of hire as part of an established education plan.
- At least six (6) months of classroom experience working with infants/toddlers in a childcare setting is highly desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 30 days of employment. CPR class must be taken in person and must include infant component.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- 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 varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Early Head Start (EHS) Assistant Teacher Non-Represented				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X



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

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



Early Head Start Teacher Non-Represented

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

Salary Range: Permit – Grade 5
Associate degree – Grade 6
Bachelor's degree – Grade 8

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

The EHS Teacher is responsible for the respectful care, active supervision, development, and instruction of infants and/or toddlers in a child development program in accordance with approved curriculum, Early Head Start policies, philosophy, and OHS Performance Standards. The EHS Teacher must be an appropriate role model for staff, parents, and children. The EHS Teacher is responsible for exhibiting respectful communication, problem solving, and priority setting skills as well as maintaining an overall positive attitude. The EHS Teacher must be capable of writing clearly and maintaining current documentation for each child.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
- Teachers will observe, collect, and analyze individual and group data.
- Responsible for setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ERS standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served, and meets all safety standards established by the program and complies with state and federal regulations.
- Implements the CLASS domains as required.
- Ensures the screening of each child's development is completed within mandated timelines. Assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
- Implements individualized education plans specifying developmental goals and activities. Make appropriate adaptations as needed, in both the indoor and outdoor environments, including children with disabilities.
- Implements diversity, inclusion, and belonging strategies using the cultural and linguistic approach to school readiness.



- Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness are integrated into the class activities.
- Ensures a variety of strategies to promote and support children's learning and development using informal and formal observations, on-going assessments, and documentation of progress, which are maintained in portfolios for each child.
- Creates a well-organized, clean, and developmentally appropriate classroom where children feel comfortable and secure (e.g., toys and materials are properly labeled, etc.).
- Interacts with and actively always supervises children.
- Always maintains ratios per Community Care Licensing and Head Start Program Performance Standards.
- Changes diapers as needed and assists with toilet training techniques per Community Care Licensing and Head Start Program Performance Standards.
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
- Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program
- Demonstrate competencies to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use screenings and assessments to promote children's progress across the standards, including children with disabilities and dual language learners.
- Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing environment that encourages play, exploration, and learning.
- Uses respectful care to respond quickly to infant's cries or calls of distress, recognizing that crying and body movements are an infant's only way to communicate.
- Conducts a minimum of two (2) home visits each year with families to participate in the development of children.
- Conducts required parent-teacher conferences to discuss the child's development, plan goals, and action steps for home and school.
- Collaborates with families, schools or other appropriate agencies to ensure children's successful transition.
- Maintains confidentiality of records and information on children and families.
- Works in cooperation with Mentor Coaches and support services staff to implement strategies, techniques, and/or recommendations.
- Participates and collaborates in the BIR (Behavior Information Report) process with Site Supervisor, teaching staff, support staff and families for children exhibiting concerns and/or challenging behaviors.
- Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
- In collaboration with disabilities staff, Part 303 (Part C) of Individuals with Disabilities Education Act (IDEA) and Local Education Agencies (LEA) to ensure the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individual Family Services Plan (IFSP).
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.
- Adheres to safe sleep guidelines.
- Conducts monthly fire and emergency drills.



- Is proactive with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- May be temporarily re-assigned to provide support at other centers as needed.
- Performs other like duties as assigned.

Other Job Specific Duties:

- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required, including nights and weekends.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
- Participate in video recording as required to help improve teacher/child interactions.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists in the accurate completion of meal count and sign-in and out sheets.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current trends of culturally diverse families
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:

- Work as a positive team member.
- Demonstrate good interpersonal skills
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff, agencies, and families.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.
- Plan, organize, allocate, and control resources.

EDUCATION AND EXPERIENCE:

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

Permit Salary Range

- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Associate Degree Salary Range

- Must possess an Associate Degree from an accredited college or university in early childhood education or related field.



- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Bachelor's Degree Salary Range

- Must possess a valid Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Must possess three (3) units of infant/toddler coursework
- A Bachelor's degree from any accredited college or university, with a major in one of the following disciplines: Early Childhood Development, Education, Human Development, or related field required.
- Six (6) months experience working in a state or federally funded childcare program is desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 90 days of employment and ensure certificate remains current.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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



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

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



Family Service Worker Non-Represented

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

Salary Range: Grade 6

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Site Supervisor I/II, the Family Service Worker is responsible for the recruitment of children, verification of eligibility, collaboration with parent orientation, referral of parents to community resources and local social services, agencies, and updating children's records. Maintains child/family files and reference records and engages in respectful, positive, goal-oriented partnerships with families to promote positive child and family outcomes. Works closely with the Enrollment and Attendance and support services to ensure family services are met. Promotes an inclusive and respectful environment for all families to participate in the program. Responsible for compliance with Head Start Performance Standards, State Programs Funding Terms and Conditions, and Community Care Licensing Title 22 and Title 5.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible for assisting with recruitment and completion of application for children and families including all necessary follow-up.
- Maintains full enrollment and waitlist in assigned classrooms and/or center(s) throughout the year.
- Collaborates with Teaching staff to support home visits to identify challenges and contributes to developing strategies to improve attendance.
- Maintains confidentiality for children, families, and staff at all times.
- In collaboration with families, completes parent survey(s) to assess family strengths, needs and interests.
- In collaboration with the families, develops a Family Partnership Agreements to establish and obtain goals and ongoing communication as needed.
- Enters and maintains accurate and up-to-date records in the family file and in the electronic database.
- Maintains all parent boards and ensures materials and resources are up to date.
- Documents home visits, phone calls and group activities to promote partnerships and regular communication.
- Maintains up to date data records for children's immunizations, physicals/well-baby exams,



dental screenings, and other data as required, including entry into database and children's files. Performs a variety of clerical tasks including, but not limited to word processing, data entry, filing, copying, running reports, and mailing and tracking information.

- Reports all observed child injuries immediately to Site Supervisor.
- Facilitates Very Important Parent (VIP) meetings including scheduling guest speakers, preparing the agenda and signing in attendees.
- Discusses with families the importance of coordinating health, social, educational, and transitional services.
- Assists with crisis intervention and case conferencing as needed.
- Maintains a community resource binder to support family needs and child/family referrals.
- Supports classroom team for breaks/lunches in the classroom as needed.
- Attends trainings, meetings, conferences, and community collaborative meetings as required. Transports families for Agency business in Agency provided vehicles (must have a clear driving record and Agency driving authorization).
- Works in collaboration with Managers/Coordinators/Specialists for all program service areas.
- May be temporarily re-assigned to provide support at other centers as needed.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs other tasks as may be required within the job classification.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Attend evening and weekend meetings.
- Effectively present CAPK program services information to the public.
- Establish professional working relationships with staff, agencies, community partners and parents demonstrate the skills and willingness to deal with sensitive family situations in a non- threatening and professional manner.
- Communicate effectively, verbally and in writing.



EDUCATION AND EXPERIENCE:

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

- Within eighteen (18) months of hire, at a minimum, a credential or certification in social work, human services, family services, counseling or a related field must be acquired.
- Minimum two (2) years of case management experience in family services with Head Start, Early Head Start, child welfare, medical social work, public assistance, psychiatric social work, or related group work with community organizations.
- One (1) year of customer service experience preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- 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.
- Bilingual fluency is highly desired.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

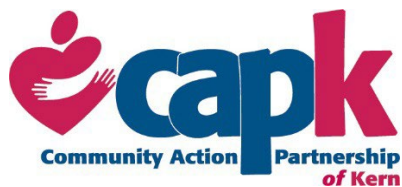
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE: Family Service Worker Non-Represented				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X



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

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



Food Service Worker Non-Represented

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

Salary Range: Grade 1

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for setting up serving stations, serving food, and cleaning service area at a designated center.

SUPERVISION RECEIVED:

Receives direct supervision from the Site Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Performs necessary work in set up, preparation of meal service, clean up after meals daily, and maintains a system of inventory and ordering of paper goods and cleaning supplies.
- Ensures standards of sanitation are met and maintained by implementing food safety and sanitation policies and procedures.
- Maintains sanitary conditions in center's food preparation area, eating area, while serving meals, and with all utensils.
- Reviews Allergy Folder at each meal preparation to ensure compliance of meal service with child's dietary requirements.
- Ensures Material Safety Data Sheet (MSDS) is completed for all chemicals stored in the kitchen.
- Attends classes on nutrition and sanitation, staff meetings, and in-service trainings.
- General maintenance cleaning of the kitchen and food service areas.
- Immediately reports all child injuries and unusual incidents to the Teacher and/or Site Supervisor.
- Adheres to the Americans with Disabilities Act (ADA 1992) which prohibits discriminatory actions toward children and/or adults with disabilities.

Other Job Specific Duties:

- Works alternative hours as required, including nights and weekends.
- Assists in adult/child ratio, as needed, including rotating between classrooms or centers.



- Is proactive, in cooperation with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.
- Is proactive, in cooperation with other center staff, in the effort to recruit and enroll families that qualify for Early Head Start, Head Start, or State infant/toddler and preschool programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

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

EDUCATION AND EXPERIENCE:

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

- Must be 18 years of age or older.
- Have or obtain a high school diploma or equivalent within one (1) year.
- At least two (2) years working with food is desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must possess or obtain a ServSafe Certificate within one (1) year of date of hire.
- Must have a current First Aid/CPR certificate or will obtain the one within 30 days of employment and must keep it current.
- Bilingual language fluency (Spanish/English) desirable.
- 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 varies.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

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

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



Head Start Teacher Non-Represented

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

Salary Range: Permit – Grade 5
Associate degree – Grade 6
Bachelor's degree – Grade 8

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

SUMMARY:

The HS Teacher is responsible for the respectful care, active supervision, development, and instruction of Pre-School in a child development program in accordance with approved curriculum, Head Start policies, philosophy, and OHS Performance Standards. The HS Teacher must be an appropriate role model for staff, parents, and children. The HS Teacher is responsible for exhibiting respectful communication, problem solving, and priority setting skills as well as maintaining an overall positive attitude. The HS Teacher must be capable of writing clearly and maintaining current documentation for each child.

SUPERVISION RECEIVED:

Receives supervision from the Site Supervisor I/II.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Implements a quality curriculum that meets school readiness goals and the physical, social, emotional, intellectual, health, and nutritional needs of each child.
- Teachers will observe, collect, and analyze individual and group data.
- Responsible for setting up the indoor and outdoor environment, ensuring the physical environment is clean, safe, inviting, and meets ERS standards, is stimulating and conducive to learning, is respectful of the children's cultures and ethnic diversity, and reflects the needs of the children served, and meets all safety standards established by the program and complies with state and federal regulations.
- Implements the CLASS domains as required.
- Ensures the screening of each child's development is completed within mandated timelines. Assesses the educational, visual motor integration, language and speech development, fine and gross motor skills, and provides referrals to professional experts, as necessary.
- Implements individualized education plans specifying developmental goals and activities. Make appropriate adaptations as needed, in both the indoor and outdoor environments, including children with disabilities.
- Implements diversity, inclusion, and belonging strategies using the cultural and linguistic



approach to school readiness.

- Ensures that all education aspects of the health, nutrition, mental health, safety, diversity, and cultural awareness are integrated into the class activities.
- Ensures a variety of strategies to promote and support children's learning and development using informal and formal observations, on-going assessments, and documentation of progress, which are maintained in portfolios for each child.
- Creates a well-organized, clean, and developmentally appropriate classroom where children feel comfortable and secure (e.g., toys and materials are properly labeled, etc.).
- Interacts with and actively always supervises children.
- Always maintains ratios per Community Care Licensing and Head Start Program Performance Standards.
- Responsible for diapering and toileting training per Community Care Licensing and Head Start Program Performance Standards.
- Provides activities and opportunities that encourage curiosity, exploration, and problem solving appropriate to the development levels and learning styles of the children.
- Models positive teacher/child and teacher/parent interactions and encourages family involvement in the program
- Demonstrate competencies to provide effective and nurturing teacher-child interactions, plan and implement learning experiences that ensure effective curriculum implementation and use screenings and assessments to promote children's progress across the standards, including children with disabilities and dual language learners.
- Uses space, relationships, materials, and routines as resources for constructing an interesting, secure, nurturing environment that encourages play, exploration, and learning.
- Conducts a minimum of two (2) home visits each year with families to participate in the development of children
- Conducts required parent-teacher conferences to discuss the child's development, plan goals, and action steps for home and school.
- Collaborates with families, schools or other appropriate agencies to ensure children's successful transition.
- Maintains confidentiality of records and information on children and families.
- Works in cooperation with Mentor Coaches and support services staff to implement strategies, techniques, and/or recommendations.
- Participates and collaborates in the BIR (Behavior Information Report) process with Site Supervisor, teaching staff, support staff and families for children exhibiting concerns and/or challenging behaviors.
- Reports all child injuries, unusual incidents, and inappropriate behavior of staff, parents, and/or on-site consultants to the appropriate supervisor.
- Maintains compliance with universal precautions in the classroom, during home visits, and when administering first aid.
- Follows procedures as a Mandated Reporter to report suspected child abuse/neglect and ensures compliance.
- In collaboration with disabilities staff, Part 303 (Part C) of Individuals with Disabilities Education Act (IDEA) and Local Education Agencies (LEA) to ensure the delivery of services to any disabled child in accordance with the goals and objectives of the child's Individualized Education Plan (IEP).
- Adheres to the Americans with Disabilities Act (ADA 1992), which prohibits discriminatory actions towards children and/or adults with disabilities.
- Conducts monthly fire and emergency drills.
- Is proactive with other center staff, for working with parents to generate sufficient in-kind to meet the monthly center and program goals.



- Collaborates with families, schools, or other appropriate agencies to ensure successful kindergarten transition.
- May be temporarily re-assigned to provide support at other centers as needed.
- Performs other like duties as assigned.

Other Job Specific Duties:

- Available to work additional hours, as needed, to support staffing ratios.
- Works alternative hours as required, including nights and weekends.
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Is proactive in the effort to recruit and enroll families.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.
- Participate in video recording as required to help improve teacher/child interactions.
- Assists in adult/child ratio as needed, including rotating between classrooms or centers.
- Assists in the accurate completion of meal count and sign-in and out sheets.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current trends of culturally diverse families
- Modern office practices, methods, procedures, and equipment, including computers.

Ability to:

- Work as a positive team member.
- Demonstrate good interpersonal skills
- Effectively present CAPK program services information to the public.
- Maintain professional working relationships with staff, agencies, and families.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and agency and departmental policies and procedures.
- Communicate effectively, verbally and in writing.
- Plan, organize, allocate, and control resources.

EDUCATION AND EXPERIENCE:

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

Permit Salary Range

- Must possess a valid Associate Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- Six (6) months experience working in a state or federally funded childcare program is desirable.

Associate Degree Salary Range

- Must possess an Associate Degree from an accredited college or university in early childhood education or related field.
- Must possess a valid Associate Teacher Permit or higher to meet standards established by



California Commission on Teacher Credentialing.

- Six (6) months experience working in a state or federally funded childcare program is desirable.

Bachelor's degree Salary Range

- Must possess a valid Teacher Permit or higher to meet standards established by California Commission on Teacher Credentialing.
- A Bachelor's degree from any accredited college or university, with a major in one of the following disciplines: Early Childhood Development, Education, Human Development, or related field required.
- Six (6) months experience working in a state or federally funded childcare program is desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have a current Pediatric First Aid/CPR certificate or will obtain one within 90 days of employment and ensure certificate remains current.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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



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

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



MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director, Program
Robert Espinosa, Program Design and Management Administrator

Date: September 7, 2022

Subject: *Agenda Item 4(b): Head Start Personnel Update – Info Item*

The Head Start and State Child Development Division is committed in continuing to provide an ongoing update regarding personnel challenges affecting the Head Start program.

Since the August Personnel Committee meeting the following action items have been accomplished:

- Onboarded four (4) staff
- Promoted three (3) staff
- Three (3) days of interviews for three (3) open requisitions
- Eight (8) new job descriptions drafted and approved by Human Resources
- Eleven (11) resignations

As previously noted, a job fair is being coordinated to support external candidates to apply for open positions. Additional recruitment activities have been in practice which include “now hiring” banners posted at all Head Start facilities as well as flyers have been distributed throughout the communities served. Job postings have also been featured on the Head Start California website. Collaborative efforts continue with local colleges to support volunteer activities with Early Childhood Education students and Head Start parents entering the field of child development. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. The first retention stipend will be released this week for those that meet the criteria.

Currently, 74 positions in Kern and 25 positions in San Joaquin County remain vacant. Current vacant direct service positions include:

Teaching Staff

EHS Teachers	2 Kern & 9 SJC
EHS Assistant Teachers	22 Kern & 11 SJC

HS Teachers	23 Kern
HS Assistant Teachers	6 Kern

Support Staff

Family Service Worker	12 Kern & 2 SJC
Food Service Worker	1 Kern
Custodian	6 Kern & 3 SJC

Home Base

EHS Home Base	0
HS Home Base	2 (Pending approval from OHS)



MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: September 7, 2022

Subject: *Agenda Item 4(c)*: New Job Title and Job Description for M Street Navigation Center: Program Administrator (Replacing Program Manager) and Operations Manager (Replacing Operations Supervisor) - **Action Item**

The M Street Navigation Center is requesting approval to update the current job descriptions for the Homeless Services Program Manager to Homeless Services Program Administrator and Homeless Services Operations Supervisor to Homeless Services Operations Manager.

After operating the low barrier navigation center for over two years and with the addition of the Safe Camping/Parking projects, we have identified the need to include additional responsibilities and requirements. The updated job descriptions were approved by Human Resources. The Homeless Services Program Administrator was pointed at a grade 12 (replacing the Homeless Services Program Manager) and the Homeless Services Operations Manager was pointed at a grade 10 in the CAPK compensation schedule. The leadership team works hard at maintaining the safety and security of the staff, contracted providers, volunteers, and the residents of M Street.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensuring that the great work the M Street Navigation staff have done continues. A proposed Personnel Budget with the reclassifications was sent to the CAO's office for approval. The proposed changes would increase the annual staffing budget of \$922,722.88 to \$944,937.28, which is an increase of 2.4%.

Recommendation:

Staff recommends that the Personnel Committee approve the new Homeless Services Program Administrator and Homeless Services Operations Manager job title and descriptions.

Attachment:

Homeless Service Program Administrator Job Description
Homeless Services Operations Manager Job Description
Personnel Budget 2022-2023



Homeless Services Program Administrator

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

Salary Range: Grade 12

FLSA Status: Exempt

Date Approved:

SUMMARY:

To provide leadership for the Homeless Services program in accordance with Community Action Partnership of Kern (CAPK) and in partnership with local government regulations and program policies and procedures, including, but not limited to, program management, supportive client services, community partner participation, Coordinated Entry Services (CES), case management, data collection and reporting, volunteer and donor engagement, and food services, and complete oversight of client encampment.

SUPERVISION RECEIVED:

Director of Community Development.

SUPERVISION EXERCISED:

Homeless Services Supervisor, Homeless Services Operations Manager, Homeless Services Volunteer Coordinator, Homeless Services Coordinator

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Provide operational administration of the M Street Navigation Center, Safe Camping, Safe Parking, and any future shelter projects including maintaining most efficient staffing of the center, development and oversight of policies and procedures, and maintaining building up to code.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive Homeless Services program policies, best practices, and procedure guidelines.
- Provide technical assistance, training, and consultation to program staff, partners, agencies, and local entities for effective implementation of the Homeless Services program.
- In collaboration with CAPK Community Development staff, researches and develops proposals for fundraising, maintaining, and expanding the Homeless Services Division, as appropriate.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach and public relations and assists in identification and cultivation of volunteers and donors.
- Oversee the safety and operation of navigation center.
- Oversee the safety and operation of the Safe Camping, Safe Parking, and any future shelter programs.
- Ensure timely and accurate data management as required by funding sources, central administration, and finance and ensure reporting deadlines are met.
- Build and develop positive collaborations with CAPK programs, other agencies and service providers, and attends any necessary community meetings.

- Advocate on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as necessary.
- Strategically plan and monitor contract expenditures to ensure expenditures are within budget guidelines
- Responsible for all Health and Safety Protocols.
- Responsible for communicating and ensuring all staff are following Public Health Department and CDC guidelines as it pertains to COVID-19 and all other communicable outbreaks.

Other Job Specific Duties:

- Attend all meeting, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Must be able to work alternative hours as required, including nights, weekends, and holidays.
- Communicate effectively, both orally and in writing.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of the homeless and socially and economically challenged individuals and families.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two years of supervisory experience.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a live scan clearance, physical, TB, and substance abuse screening upon offer of employment.
- NARCAN certification within six months of hire.
- Bilingual language fluency (English/Spanish) highly desirable.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Homeless Services Program Administrator				
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		



Homeless Services Operations Manager

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under direction of the Program Administrator, the Operations Manager is responsible for the supervision of maintenance, renovation, and /or alteration all homeless shelter program sites including but not limited to, the low barrier navigation center, safe parking, and encampment. The Operations Manager will also oversee the day-to-day operations of the homeless shelter program and staff, specifically related to meal delivery and preparation, shelter beds, laundry, contracted kennels, bathrooms/showers, partner support, client support, and contracted security, ensuring compliance of all regulations. Provides a successful and supervised setting for staff, providers, volunteers, and clients. Provides on-going assessment on data reporting and collection as required, facilitates the progress of the shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:

Homeless Services Food Prep Lead, Homeless Services Food Prep Assistant, Custodian, Homeless Shelter Worker/s

SUPERVISION EXERCISED:

Food Prep Lead, Custodian, Homeless Shelter Worker/s

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- In coordination with Business Services and/or Operations Division, plans relocations, alterations, modification, or major repairs.
- In coordination with the Risk Management Supervisor, develops and implements quality assurance activities such as training, on-site visitation, program review, and follow-up for maintenance.
- Work with Risk Management Supervisor regarding all OSHA requirements.
- Coordinate and/or oversee maintenance of shelter vehicle.
- Assist Program Administrator with project status reports for all renovation projects.
- Produce and monitor annual budgets for the Operations Department.
- Monitor all aspects of facilities to include record keeping of all appropriate facility related documents and ensures that check requests are completed in a timely manner.
- Ensures timely follow up of maintenance and repairs where safety standards are an issue.
- Ensures ongoing communication with center staff in a timely manner and conducts weekly meetings
- Conducts monthly meetings with county, law enforcement, contracted security leadership to discuss concerns, renovations, security practices and implementations at the shelter.
- Supervises Shelter staff and ensures overnight client's numbers are accurately reported daily.
- Monitors kennel and staff kennel to ensure kennel is operating safely.

- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Responsible for all site purchases and invoices. Monitors invoices and submits to Account Payables.
- Updates Public Health on any health and safety issues.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for the operation and safety of client encampment.
- Responsible for minor repairs and ensures that all sitework orders are submitted in a timely manner.
- Responsible for the overseeing the ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and guidance to food preparation staff, custodial staff, shelter staff, shelter providers, and volunteers.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification and Narcan Training certification.
- Responsible for requisitioning and/or monitoring appropriate janitorial supplies, materials for the department, including, but not limited to, linens, blankets, pillows, towels, soap, shampoo, bathroom supplies, food supplies, and animal care supplies.
- Responsible for making sure Health and safety protocols are followed.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Schedule staff and work alternative hours as required, including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Works with Volunteer Coordinator to promote volunteers and donations.

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.
- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- Food meal preparation, overnight shelter services, client personal care services and kennel operation.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Vehicle maintenance/repair.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present shelter program services information to the public.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Repair and maintain equipment
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and Agency and departmental policies and procedures.

EDUCATION AND EXPERIENCE:

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

- Associate degree from any accredited college or university with major in one of the social services, psychology, or related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, Manager's Food Safety Certification and Narcan Training certification within six months of employment.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Fully fluent in English and Spanish desirable.
- 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 indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to work environment.

POSITION TITLE: Homeless Services Operations Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X

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

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

M Street Navigation Center - Budgeted Salary Estimate FY 22-23

Employee Name	Position Title	Purposed Position Change	Dept.	No. of Months	2021 Rate w/ COLA	Fringe Costs	Annual Amnt	New wage	% Increase	Difference	Annual Amnt	Date of Hire	Time of Service	Salary Grade	Purposed Grade
Laurie Hughey	Program Manager	Program Administrator	Homeless Services	12	42.02	\$3.60	\$87,401.60	\$44.05	5%	\$2.03	\$4,222.40	1/27/2020	2 Years, 7 Months	11	12
Jon Flores	Operations Supervisor	Operations Manager	Homeless Services	12	30.00	\$3.60	\$62,400.00	\$32.24	7%	\$2.24	\$4,659.20	1/27/2020	2 Years, 7 Months	9	10
Keith Jackson	Services Supervisor		Homeless Services	12	30.00	\$3.60	\$62,400.00	\$31.50	5%	\$1.50	\$3,120.00	1/4/2021	1 Years, 7 Months	8	9
Amiee Brown	Program Coordinator		Homeless Services	12	21.85	\$3.60	\$45,448.00	\$23.00	5%	\$1.15	\$2,392.00	5/28/2020	2 Years, 3 Months	6	7
Marianela Rios	Volunteer Coordinator		Homeless Services	12	22.68	\$3.60	\$47,174.40	\$23.75	5%	\$1.07	\$2,225.60	3/30/2020	2 Years, 5 Months	6	7
Vacant	Program Specilist		Homeless Services	12	21.21	\$3.60	\$44,116.80	\$22.24	5%	\$1.03	\$2,142.40	6/22/2020	2 Years, 2 Months	6	7
Ruben Rivera	Homeless Food Prep Lead	Food Prep Coordinator	Homeless Services	12	16.98	\$3.60	\$35,318.40	\$18.02	6%	\$1.04	\$2,163.20	3/30/2020	2 Years, 5 Months	2	7
Louis Chavez	Homeless Food Prep Assistant		Homeless Services	12	15.88	\$3.60	\$33,030.40	\$16.75	5%	\$0.87	\$1,809.60	5/3/2021	1 Years, 3 Months	2	3
Adam Ramos	Homeless Navigator		Homeless Services	12	18.36	\$3.60	\$38,188.80	\$19.25	5%	\$0.89	\$1,851.20	4/6/2021	1 Years, 4 Months	4	6
Lori Worley	Homeless Navigator		Homeless Services	12	18.36	\$3.60	\$38,188.80	\$19.25	5%	\$0.89	\$1,851.20	4/6/2020	2 Years, 4 Months	4	6
Kelly Hedgeck	Homeless Navigator		Homeless Services	12	18.00	\$3.60	\$37,440.00	\$18.00	0%	\$0.00	\$0.00	1/24/2022	0 Years, 7 Months	4	6
Vacant	Homeless Navigator		Homeless Services	12	18.00	\$3.60	\$37,440.00	\$18.00	0%	\$0.00	\$0.00		122 Years, 8 Months	4	6
Vacant	Homeless Navigator		Homeless Services	12	18.00	\$3.60	\$37,440.00	\$18.00	0%	\$0.00	\$0.00		122 Years, 8 Months	4	6
Jeremy Guirdry	Shelter Worker	Shelter Worker II	Homeless Services	12	15.88	\$3.60	\$33,030.40	\$17.09	8%	\$1.21	\$2,516.80	3/30/2020	2 Years, 5 Months	2	4
Crystal Webb	Shelter Worker		Homeless Services	12	16.65	\$3.60	\$34,632.00	\$16.80	1%	\$0.15	\$312.00	8/27/2020	2 Years, 0 Months	2	4
Lavecia Page	Shelter Worker		Homeless Services	12	15.26	\$3.60	\$31,740.80	\$16.00	5%	\$0.74	\$1,539.20	10/4/2021	0 Years, 10 Months	2	4
William Wooton	Shelter Worker		Homeless Services	12	15.00	\$3.60	\$31,200.00	\$15.50	3%	\$0.50	\$1,040.00	4/18/2022	0 Years, 4 Months	1	4
Bobby Guzman	Driver		Homeless Services	12	15.00	\$3.60	\$31,200.00	\$15.50	3%	\$0.50	\$1,040.00	2/7/2022	0 Years, 6 Months	2	3
Thomas Headley	Custodian		Homeless Services	12	15.00	\$3.60	\$31,200.00	\$15.75	5%	\$0.75	\$1,560.00	4/6/2020	2 Years, 4 Months	1	2
\$798,990.40								Total		\$22,214.40					

Also requesting that the Homeless Navigator and Sheltor Worker be changed to a teired position to promote growth and will allow for increase pay and responsibility.

Homeless Navigator I	\$18.00
Homeless Navigator II	\$19.73
Homeless Navigator III	\$20.50
Shelter Worker I	\$15.00
Shelter Worker II	\$17.09
Shelter Worker III	\$18.75

Funding Category	Budget Amount LBNC 2021-2022	Anticipated Cost of Proposal
Personnel/Benefits/COLA	\$922,722.88	\$944,937.28
Operations	\$553,298.00	\$553,298.00
Client Services/Supplies	\$266,267.00	\$266,267.00
Contingency	\$174,228.79	\$176,450.23
Indirect	\$193,651.67	\$194,695.25
	\$2,108,168.33	\$2,135,047.76

Total	Current Annual Salary	New salary cost	% Increase	Total Cost
\$ 384.13	\$ 922,722.88	\$22,214.40	2.4%	\$944,937.28



MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Community Development

Date: September 7, 2022

Subject: *Agenda Item 4(d)*: New Job Title and Job Description for Coordinated Entry Services: CES Program Manager - **Action Item**

The Coordinated Entry System (CES) is requesting approval of the new job description for the CES Program Manager. The CES program continues to grow and has added two new service lines. The CES Program Manager will provide oversight to the Kern County CES, Stanislaus/Modesto CES, and the KHS CalAIM project. With those additions, we have identified the need to include additional responsibilities and requirements. The new job descriptions were approved by Human Resources, and the CES Program Manager was pointed at a grade 10 in the CAPK compensation schedule.

The Stanislaus contract dated 03/07/2022-06/31/2023 supports .50 FTE for the CES Program Manager position and the Kern Health Systems CalAIM contract dated 09/01/2022-/30/2023 will support .50 FTE for the CES Program Manager position as well.

Recommendation:

Staff recommends that the Personnel Committee approve the new CES Program Manager job title and descriptions.

Attachment:

CES Program Manager Job Description

Stanislaus Annual Budget

KHS- CalAIM Annual Budget



Homeless Services CES Program Manager

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved:

SUMMARY:

Under direction of the Program Director, the CES Program Manager is responsible for supervising the day-to-day operations of the CES/Housing program, staff, HMIS, case management, including CRM specific programs and provider support. Will establish and develop partnerships, secure/maintain funding, and oversee eligibility and operations for CES/housing programs. Develop and maintain program policies and procedures, facilitate in the progress of the CES program and partner support. Ensure compliance of all funding source regulations, provide on-going assessment of data reporting and collection and case management relating to housing projects. Responsible for maintaining compliance with all regulations, policies, procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:

Director of Community Development

SUPERVISION EXERCISED:

CES Supervisor

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible supervising the day-to-day operations of the CES (Kern and Stanislaus County) Housing program, staff, HMIS, case management, including CRM specific programs and provider support.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive CES/ Housing Services program policies, best practices, and procedure guidelines.
- Advocate on behalf of key homeless issues in all suitable forums – local, regional, state, and federal.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as needed.
- Negotiate, monitor, and evaluate the CES/Housing contracts, which include multiple counties, to ensure contract compliance.
- Ensures ongoing communication to staff and leadership in a timely manner.
- Addresses all staff, volunteer, vendor, provider, and client concerns under the direction of the Director.
- Prepares and submits accurate and timely financial documents and budgets, reports, assessments, and correspondence as required.
- Monitors related and/or assigned electronic reports to ensure all mandatory requirements

- are met.
- Prepares and submits accurate and timely reports, assessments, and correspondence as required.
- Ensures maintenance of required program files.
- Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
- Responsible for providing document planning and program implementation.
- Provides technical assistance and guidance to staff, providers, and community/volunteers.
- Responsible for requesting appropriate supplies and materials for the department.
- Conducts performance evaluations based on measurable and objective criteria.
- Ensures that personal and professional development plans are implemented for supervised staff.
- Completes disciplinary plan of actions, as identified, to maintain program compliance.

Other Job Specific Duties:

- Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers as appropriate.
- Ensures client records, individual case files, daily logs, and service statistics are maintained in an accurate and timely manner.
- Schedules staff and works alternative hours as required, including nights, weekends, and holidays.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES program.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

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

Ability to:

- Deal with conceptual matters.
- Work as a positive team member.
- Work with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Motivate subordinate employees.

- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations and Agency and departmental policies and procedures.
- Effectively present the CES/Housing program to the public.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from any accredited college or university with major in one of the social services, psychology, or related field.
- At least two (2) years' supervisory experience.
- Experience working with the homeless and economically challenged.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be able to obtain applicable certifications/licensing relating to housing programming as appropriate.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Fully fluent in English and Spanish desirable.

WORK ENVIRONMENT:

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

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

POSITION TITLE: Homeless Services CES Program Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing			X	
Kneeling			X	
Crawling			X	

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

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

Community Action Partnership of Kern (CAPK): Coordinated Entry System (CES) Revised Budget Proposal 07/01/2022-06/30/2023
Stanislaus County CES Proposal

SALARIES					
5105	Personnel	FTE	RATE	TOTAL	Justification/Comments
	Program Manager	0.50	\$ 36.36	37,814	Annual salary hours: 2080
	Homeless Navigator	4.00	\$ 18.00	149,760	Annuae salary hours: 2080
	Information and Referral Specialist	2.00	\$ 16.32	67,891	Annual salary hours: 2080
	Estimated increase (COLA, Merit) @ 3%			7,664	Cost of Living Increase
	Total Personnel	6.50		263,129	
	Fringe Benefits @ 28%			73,676	
	Total Personnel			336,805	
TRAVEL					
6120	Out of Town Travel - Staff			-	
				400	Travel to Stanslaus for trainings/meetings
				-	
				-	
	Total Travel			400	
SUPPLIES					
6305	Supplies			1,000	Paper, note pads, folders, etc...(office supplies)
6310	Computer & Peripheral Supplies				
6315	IT Communication Supplies				
6320	Computer Software			7,560	five9 system= \$90.00 per user x7/per 12 months/
	Total Supplies			8,560	
OTHER OPERATING COSTS					
					CES 19th St: 1506SF x 148= \$2228.88 per month (2228.88/14)4FTE x12=
					\$7641.87 211
					16th St: 2644 SF x 1.48= \$3913.12 per month (3913.12/17)2FTE x12=
6205	Space Cost			13,166	\$5524.40
6235	Utilities				
6605	Communication Services			5,000	Mitel

6610	Postage			-	
6615	Printing			-	
6625	Hiring Costs			1,000	New staff recruitment (turnover)
6645	Tuition and Registration Fees - Staff				
6675	Outreach			-	
6685	Meeting Expenses				
6690	Membership Dues			-	
6790	Misc Expense			1,000	
	Total Other Operating Expenses			20,166	
9999	10% Indirect Cost			36,594	10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
	TOTAL BUDGET			402,525	

-



Kern Health Systems: CalAIM Incentive Payment Program (IPP) Application

Part B

Name of organization:	Community Action Partnership of Kern (CAPK)
Prepared by (name, title, phone number(s), and email address:	T. Matthews-CPO; 661-808-4412; tmatthews@capk.org

Section 3: Project Budget

To complete your application please fill out the chart below and relevant tabs to the right.

Area	Funding Request
Funding Area 1 (Delivery System Infrastructure)	
Funding Area 2 (ECM Provider Capacity Building)	
Funding Area 3 (CS Provider Capacity Building)	
Funding Area 4 (Quality Reporting)	\$523,502
TOTAL	\$523,502

Project Budget for Kern Family Health Care

Please include a description of how funds will be spent using the below template:

	Staff Title	% FTE	Funding Area Totals				Other Revenue Sources	In Kind (If Applicable)	Total Funding Request
			Area 1 - Delivery System Infrastructure	Area 2 - ECM Provider Capacity Building	Area 3 - CS Provider Capacity Building	Area 4 - Quality Reporting			
Personnel/Staffing Expenses – (List title and % FTE on project)	Director of Community Development	0.15				\$ 14,075.00			\$14,075
	Program Manager	0.50				\$ 37,814.00			\$37,814
	Homeless Navigator	4.00				\$ 162,240.00			\$162,240
	I & R Specialist	1.00				\$ 33,280.00			\$33,280
	IT/Data Analyst	1.00				\$ 69,992.00			\$69,992
	COLA	1.00				\$ 9,522.00			\$9,522
	Fringe (benefits) 28%	\$91,538				\$ 91,538.00			\$91,538
Personnel Subtotal:									\$418,461
Operating Expenses –	Description	Expense Cost							
	Travel	\$8,000							\$8,000
	Supplies & Furniture (if needed)	\$12,000							\$12,000
	Computers	\$16,000							\$16,000
Other Costs –	Other (space, comm)	\$21,450							\$21,450
	Description	Cost							
	Indirect (admin) 10%	\$47,591							\$47,591
Expenses Subtotal:									\$57,450

Clarify Other please

								Costs Subtotal:	\$47,591
TOTAL REQUESTED AMOUNT									\$523,502
SAMPLE Project Budget for Kern Family Health Care									
Please include a description of how funds will be spent using the below template:									
Personnel/Staffing Expenses – (List title and % FTE on project)	Staff Title	% FTE	Funding Area Totals				Other Revenue Sources	In Kind (If Applicable)	Total Funding Request
			Area 1 - Delivery System Infrastructure	Area 2 - ECM Provider Capacity Building	Area 3 - CS Provider Capacity Building	Area 4 - Quality Reporting			
	Director	100.00%	\$100,000			\$50,000			\$150,000
	MA	50.00%		\$50,000	\$50,000				\$100,000
	LSW	100.00%			\$75,000				\$75,000
								Personnel Subtotal:	\$325,000
Operating Expenses –	Description	Expense Cost							
	X	\$10,000							
	Y	\$5,000							
	Z	\$25,000							
								Expenses Subtotal:	\$40,000
Other Costs –	Description	Cost							
	X	\$5,000							
								Costs Subtotal:	\$5,000
TOTAL REQUESTED AMOUNT									\$370,000



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 7, 2022

Subject: *Agenda Item 4(e):* Human Resources Restructure and Update to Job Descriptions – **Action Item**

As the needs of the Human Resource Division shift, HR management is proposing the following department changes to include a more generalized position to better manage the ever-changing needs of the agency. This restructure provides an opportunity to reposition business activities and roles in a way that benefits the HR team and its clients as well as improve efficiency and communication and break down silos.

Proposal

Below are the details of the proposed restructure of the Human Resources Division:

- Elimination of Benefits Manager role (previously approved in May 2021 and never filled)
- Redesign Human Resources Manager position for a more generalized role

Fiscal Impact

The Fiscal impact is minimal due to the position was already budgeted in May of 2021, but the role was never filled.

Recommendation:

Staff recommends that the Personnel Committee approve the Human Resources Division restructure as presented.

Attachments:

Revised Human Resources Manager Job Description



Human Resources Manager

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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Maintains and enhances the organization's human resources by planning, implementing, and evaluating employee relations and human resources policies, programs, and practices. Assist the HR Director with strategic leadership, implementation and coordination of Human Resources and Internal Communications to ensure a positive culture and work environment, as well as a highly engaged and well-equipped workforce.

SUPERVISION RECEIVED:

Receives supervision from the Director of Human Resources.

SUPERVISION EXERCISED:

TBD-reporting responsibility to be assigned by the Director.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Assists Director in all employee-facing benefit matters to include coverage, changes, additions, deletions, COBRA notifications, etc.
- Assist in the supervision of the various HR positions as assigned by the Director.
- Ensures legal compliance by monitoring and implementing applicable human resource federal and state requirements; assists in conducting investigations; maintaining records; representing the organization at EDD hearings.
- Conducts wage surveys within labor market to determine competitive wage rate.
- Coordinates and works with Staffing Specialist on recruitment to include job announcements and advertisements, applicant screening and interviewing; evaluating work history and education to ensure applications are complete and that applicant meets minimum qualifications for the position; schedule and conduct interviews with department representative.
- Oversee reference checks and ensure all phases of the recruitment and selection procedures meet applicable federal, state, and local laws and regulations.
- Assist and provide guidance to HR staff in trainings such as new hire orientation, benefits, safety, etc. Assist and conduct human resources related employee and supervisory training as required.
- Assist with employee status changes, new hire and terminations and ensure ADP compliance. Work with payroll to ensure employee status changes are finalized.



- Support management by interpreting policies, procedures, and regulations; providing human resources advice and counsel.
- Assists with coordinating and conducting employee investigations when needed. Makes recommendations as to appropriate actions to be taken regarding the outcome of employee investigations.
- Oversees the preparation and administration of corrective employee actions in cooperation with supervisors.
- Act as liaison to union representatives to assist Director in communications, negotiations, and implementation of union agreements.
- Assist Director of HR in guiding management and employee actions by researching, developing, writing, and updating policies, procedures, methods, and guidelines; communicate and enforce organizational values.
- Administer medical, dental, vision, life AD&D insurance and retirement plans.
- Prepare reports, correspondences, and a variety of written materials.
- Attend and participate in professional group meetings; stay abreast of new trends and innovations in the field of human resources.

Other Job Specific Duties:

- Implement internal Human Resources communications elements of agency strategic communications plan.
- Assists in maintaining current and accurate Employee Handbook.
- Develop, or consult with others as requested, internal communications including position descriptions, reminders, memos, executive emails, sponsorships, other.
- Set goals, in consultation with Director, regarding effectiveness of internal communications; develop metrics; gather data and report results

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 critical to HR functions and personnel management.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and other related software applications.

Ability to:

- Communicate both orally and in written form with individuals at all levels of the organization, with vendor and partner organizations.
- Strong and effective verbal presentation skills appropriate for a variety of staff and other professional audiences.
- Ability to add, subtract, multiply and divide in all units of measure, using whole numbers, common fractions and decimals and use basic statistical methods.
- Ability to understand and interpret program revenue and expense budgets.
- Operate as a member of the Leadership Team.



- Work closely with the HR Director and management to monitor and manage organizational development to ensure the alignment of resources and strategy.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in human resources or related field preferred.
- Five (5) years' experience with progressive responsibility, including personnel functions and supervision
- Must have a demonstrated experience capacity to work well with others, be well organized, and have above average language, writing and public relations skill.
- Proficiency with Microsoft products, HR, and benefits administration programs.
- Experience may substitute for education at the discretion of the Director of HR.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a fingerprint background check, physical, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

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

- Work is primarily performed 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: Human Resources Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	



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

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



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: September 7, 2022

Subject: *Agenda Item 4(f)*: 2022 Employee End-of-the-Year Gift – **Action Item**

As the end of 2022 approaches, CAPK Management has begun discussing ways to acknowledge and reward the accomplishments and hard work by our staff. After meeting and sharing ideas, CAPK Management has agreed to offer a floating holiday to all staff.

CAPK Management is recommending an eight (8) hour floating holiday to be awarded to eligible employees (part-time, temporary, substitutes, and employees on leave are exempt from receiving this benefit). We hope that this will allow us to highlight and reward employees for their service and dedication during the last year.

OMB Uniform Guidance allow our governing body to set benefits at its discretion. This one-time eight (8) hour floating holiday will be effective on October 31, 2022 and must be used by March, 5, 2023. The holiday must be used in its entirety and may not be split. To ensure proper coverage as to not interrupt regular business operations, employees must work with their supervisors to coordinate the time off and ensure proper coverage. Additionally, the benefit has no cash value, and may not be cashed out upon exit.

In accordance with our Strategic Plan Object 5.5, the benefits of this initiative will increase staff morale and continue to incentivize staff to continue contributing to the success of the agency.

Recommendation:

Staff recommends that the Personnel Committee approve the one-time award of an eight (8) hour floating holiday to all eligible employees to be used for the period of October 31, 2022, through March 5, 2023.



DATE	September 14, 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: 561 305 30#

Program Review & Evaluation Committee Minutes

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 Member Michelle Jara-Rangel 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, joined at 12:04 pm), Jimmie Childress, Michelle Jara-Rangel, Marian Panos, and Yolanda Ochoa (joined at 12:03 pm)

Absent: None

Others Present: Jeremy Tobias (Chief Executive Officer), Gabrielle Alexander, Director of Finance; Freddy Hernandez (Director of Youth & Community Services); Susana Magana, Director of Health & Nutrition; Traco Matthews (Chief Program Officer); Pritika Ram (Chief Business Development Officer); 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. Customer Relationship Management (CRM) Interagency Referral (IRM) – Ryan Dozier, Information Systems Manager

Ryan Dozier provided a presentation about the Customer Relationship Management Interagency Referral system which provided an overview and status of the program.

5. New Business

- a. August 2022 Program Reports – Pritika Ram, Chief Business Development Officer – **Action Item**

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

Michelle Jara-Rangel inquired about the resident incidents and budget for the M Street Navigation Center. Laurie Hughey provided examples of what constitutes a critical incident and Rebecca Moreno explained how funding is being allocated towards the program.

Michelle Jara-Rangel asked about family case management services at the East Kern Family Resource Center. Freddy Hernandez explained the type of assistance that is provided to adults as well as children.

Michelle Jara-Rangel inquired if there was a flyer for the Water Assistance Program in which Wilfredo Cruz responded that there is.

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

b. August 2022 Application Status Report – Vanessa Cortez, Senior Community Development Specialist – **Action Item**

Vanessa Cortez presented the above action item for approval.

Marian Panos inquired about some of the blank spaces on the Application Status Report and Vanessa Cortez explained that the blank spaces indicate that we are moving forward with an application where we're not requesting funds, but there's something else from that opportunity that we can learn from, even it is not grant funding. Pritika Ram added that in some situations, CAPK might be named as a subcontractor, and while we may not be receiving any funding, the agency may receive some kind of support, or if the grant is awarded to the lead applicant, there could potentially be funding allocated to CAPK post award.

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

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

Robert Espinosa presented the above action item for approval.

Marian Panos inquired about Head Start staffing issues. Robert Espinosa explained that some subs are being used but most positions at the centers are permanent.

Michelle Jara-Rangel informed Robert Espinosa that reported numbers will now be on funded enrollment versus what actual enrollment is. Michelle Jara-Rangel also shared that reviewers will be asking eighteen new questions which are not included in the protocol.

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

d. 2021 – 2025 Strategic Plan Updates – Goal Group #3 – Traco Matthews, Chief Program Officer; Goal Group #5 – Emilio Wagner, Director of Operations – **Info Item**

Traco Matthews and Emilio Wagner presented the above info items and provided updates on the progress achieved for each goal group.

6. Committee Member Comments

None.

7. Next Scheduled Meeting

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

8. Adjournment

The meeting was adjourned at 1:07 pm.



Helping People... Changing Lives.

CAPK Interagency Referral Management CRM System



What is a Referral Management System?

- The visibility provided by a **referral management** solution sheds light on referral patterns. Key questions, such as where **referrals** are sent, to how quickly they are being converted into appointments, can now be answered.
- Referral management system can **help an organization** begin to understand how to open access to match the urgency and nature of a client needs.
- Real-time, highly customized referral analytics help identify service line capacity issues and detect areas in which customer service is lacking.



How will Referral Management Help?

- **Decreases Time**
 - Operational efficiency should increase, leading to shorter waiting times and more clients being served.
- **Improve Completion Rates**
 - Tracking and status updates on all client referrals helps ensure timely care and improved completion rates.
 - Also, miscommunication among our staff is less likely to happen.
- **Improve utilization of CAPK Programs**
 - Program details and eligibility information embedded within the referral management software can lead to improved utilization for both CAPK staff and clients.



What does Referral Management do?

Internally CAPK program staff will be able to:

- Gather client information on individualized profile.
 - **Name, Email, Phone number**
- Determine need
- Communicate program details and eligibility information
- Access referral data at any time



Why is Referral Management Important?

- Increase referral intake
- Facilitates the gathering of client information
 - Prevents the client from repeating personal information and personal hardships.
 - Consistent from person to person and program to program
- Client eligibility is determined faster
- A secure database that stores all referral information
 - Easy data filtering and sorting capabilities.



How will CAPK use the IRM?

RD

Ryan Dozier

- Saved

Contact

00740

Contact ID

10/21/2021 3:03 PM

Created On

wipfli #

Created By

Summary

Household

Inquiries

Referrals

Service Actions

Participations

Vol. Inquiries

Vol. Interests, Languages & Skills

Marketing

Details

Related

←

New Referral

↶

Submit

Referral Information

Client Information

Program Eligibility Food Bank

* Referred To

Food Bank

▼

Referring Department

▼

Referred By

Ryan Dozier

▼

Notes

Eligible Referral - Additional Comments

Client

Ryan Dozier

▼

Client Email

rdozier@capk.org

Client Mobile Number

1111111

Client Over 18?

▼

Client Annual Income

20000

Client Household Size

* Does the client's income fall below the current federal poverty line?

[Click here to see the Federal Poverty Guidelines](#)

▼

* Does client live in Kern County?

Yes

▼


A staff member will complete a referral form with client information and the client's basic information to determine eligibility.

- Based on the information provided, preliminary eligibility is determined based on Programs requirements.
- The referral will be sent to staff members who are responsible for referrals, identified and managed by Program management
- Once a referral is received, Programs staff can follow up with the referral and respond quickly through email, Teams message, Dynamics 365, or online in Power Automate.

Referral for Senior Food Program - Ryan Dozier

Microsoft Flow <maccount@microsoft.com>
To: Ryan Dozier

Wed 8/24/2022 4:51 PM

 Approvals | Power Automate

Referral for Senior Food Program - Ryan Dozier

Requested by **wipfli** <wipfli@capk.onmicrosoft.com>

Date Created Wednesday, August 24, 2022 4:51 PM

This is an automated message to inform you that a new referral has been created for your department. Please see details below:

Name: Ryan Dozier
Email: rdozier@capk.org
Mobile Number: 6615496956
Preferred Method of Contact:
Date of Birth:
Notes: TEST

Eligibility criteria:
Is the client over the age of 60? True
Does the client live in Kern or Tulare County? True
Does the client have access to transportation? True

Please follow up with the client and use the buttons below to indicate the outcome of the referral.

[Successfully Converted](#) [Ineligible](#) [Not Interested](#) [Cannot Contact](#)

Get the Power Automate app to receive push notifications and grant approvals from anywhere. [Learn more](#). This message was created by a flow in Power Automate. Do not reply. Microsoft Corporation 2020.



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



August 2022 Program Monthly Reports

PRE Committee September 2022



Community Development

Coordinated Entry Services

M Street Homeless Navigator Center

Rental Assistance

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

Month	August-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		1,158	8,206	10,000	139%	82%
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		1,068	7,238	7,800	164%	93%
Stanislaus County		0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)						
Stanislaus County is pending "go live" date.						
Program Strategic Goals		Progress Towards Goal				
1. Implement effective 24 hour response time for Stanislaus County.		Scheduled visit week of Aug 29th to discuss processes.				
2. Increase staff recruitment and retention.		Continuous meeting with HR about employee retention, training, and recruitment.				
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.		In progress. Weekly meetings TBD.				
Program Highlights						

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

Month	August-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, SRV 4m)		107	780	950	135%	82%
Pets (i.e., kennel, emotional support assistance and service pet)		11	66	170	78%	39%
Residents Under 90 days length of stay		69	467	500	166%	93%
Exits to Permanent Housing (FNPI 4b)		2	56	96	25%	58%
Exits-Self		7	85	180	47%	47%
Exits-Involuntary		77	471	400	231%	118%
Case Management Services (SRV 7a)		891	5,657	3,000	356%	189%
Critical Incidents		22	154	360	73%	43%
Shelter Residents Meals (SRV 5ii)		5,675	33,887	60,000	114%	56%
Number of Volunteers (duplicated)		65	345	175	446%	197%
Volunteers Hours (duplicated)		255	1,079	1,500	204%	72%
Safe Camping						
Total clients served (SRV 7b)		69	110	400	207%	28%
Current client census		40	65	250	192%	26%
Meals (SRV 5ii)		1,942	2,186	3,100	752%	71%
Pets		8	13	75	128%	17%
Clients moved to Shelter (SRV 4m)		5	13	85	71%	15%
Safe Camping						
Total clients served		5	12	100	60%	12%
Current census		3	8	60	60%	13%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e project hire up, financial literacy, etc.)		2 clients participating in Project Hire-Up, 10 clients attending the financial literacy courses through Chase Bank, 1 participating in jobs training through BHC.				
2. Develop Encampment/Overnight parking program at Navigation location.		Encampment/safe parking started on 6/13/2022; total of 40 currently enrolled and 65 total served from . 8 individuals moved from safe camping into the M street Navigation Center. There were 8 critical incidents reports in safe camping for the month of August.				

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

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.	Job descriptions and job retention are currently under review with HR for reclassification. Staff are currently receiving the differential pay for PM and overnight shift.
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Race Demographic	Month
18 - 24	13
25 - 34	48
35 - 44	46
45 - 54	39
55 - 61	27
62+	17
Total:	190

Race Demographic	Month
American Indian or Alaska Native	2
Asian	4
Black or African American	43
Native Hawaiian or Other Pacific Islander	3
White	134
Multiple races	4
Client Don't know / Refused	-
No Answer	-
Total:	190

Gender	Month
Female	75
Male	113
Trans Female (MTF or Male to Female)	2
Trans Male (FTM or Female to Male)	-
Gender Non-Conforming (i.e. not exclusively male or female)	-
Client doesn't know	-
Client refused	-
No Answer	-
Total:	190

Zip Code	Month		
93301	48	92410	1
93302	1	92675	1
93304	15	94964	1
93305	25	93263	1
93306	5	95206	1
93307	26	93268	1
93308	19	93274	1
93309	5	92392	1
93311	1	93280	2
93312	2	93285	1
93313	4	92399	1
93314	1	19709	1
93206	1	96817	1
93215	1	89102	1
95023	1	89103	1
93240	3	73132	1
93241	1	18705	1
93250	1	86351	1
93301	1	93204	1
94621	1		
91762	1		
Not specified	7		
Total	190		

Program Highlights

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

CAPK Housing Programs Monthly Report							
Month	August 2022		Division	Community Development			
Director	Rebecca Moreno		Manager	Ian Sharples			
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 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
Homeless Prevention Funds Distributed			\$116,732.71	\$ 685,284.45	\$ 600,000	233%	114%
Rapid Re-Housing Funds Distributed			\$0	\$ -	\$ 1	0%	0%
[SRV 4c/FNPI 4e] Rental Payments Issued			53	234	200	318%	117%
[SRV 4d] Deposit Payments			0	0	1	0%	0%
Applications Received			103	1881			
Closed Referrals							
to CES for homeless services			18	264			
to KCHA for rental assistance			2	109			
to Utility Assistance			1	4			
to other agency or program			0	24			
Closed Ineligible							
non-service area			20	382			
income limit			4	28			
duplication of benefits			0	19			
did not complete process			8	281			
other			14	306			
Outreach Events			0	14			
Interactions			0	468			
Fliers Distributed			0	617			
Information Signups			0	87			
Applications Started			0	0			
Total Open	36	Total Closed	67				
ESG Housing Relocation			Month	YTD	YTD Goal	Month Progress	Annual Progress
Rapid Re-Housing Funds Distributed			\$0.00	\$ 37,493.00	\$ 120,000	0%	31%
Homeless Prevention Funds Distributed			\$0.00	\$ -	\$ 1	0%	0%
[FNPI 4b] obtained safe and affordable housing			1	8	12	100%	67%
[SRV 4o] Permanent Housing Placements			1	8	12	100%	67%
[SRV 4c] Relocation Rent Payments Issued			0	6			
[SRV 4d] Deposit Payments			0	6			
[SRV 4q] Home Repairs			0	0			
Unsuccessful Matches			16	54			
Declined Assistance			4	14			
Over Income			0	1			
Did Not Complete (no show, no contact)			12	41			

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

Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progress	Annual Progress
Received Referrals	0	576	800	0%	72%
Closed Referrals	0	522	800	0%	65%
Successful Referrals	0	42	80	0%	53%
Total Open Referrals	0		Success Rate		7%
Explanation (Over/Under Goal Progress)					
<p>ESG-CV contract is set to expire September 30th. Rental Assistance Program will stop accepting applications August 31st. Housing Relocation matching ended July 31st with a goal of having all client files closed by August 31st. Housing Relocation proved extremely difficult due to the local rental market conditions. Vacancy rates remain in the range of 1% and average rents for a bed unit are about \$1200/mo. according to reports from ASU Commercial. Housing Navigators are being moved over to CES one at a time.</p>					
Program Strategic Goals		Progress Towards Goal			
Eviction Prevention		<p>Landlord Engagement group has continued to develop messaging and web page. Ian shared models of similar websites with eviction prevention resources. CLSH is set for September 29th.</p>			



Health and Nutrition Services

Cal-Fresh Health Living Program (n/a)

Food Bank

Migrant Childcare Alternative Payment (n/a)

Women, Infant, and Children

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

Month	August-22	Program/Work Unit		Food Bank		
Division/Director	Susana Magana Director of Health & Nutrition		Program Manager	Kelly Lowery Food Bank Administrator		
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)		47555	335,038	400,000	143%	84%
Pounds Received		1,871,574	15,206,962	22,000,000	102%	69%
Pounds Carried Over from Previous Month		825,709				
Pounds Distributed		1,653,194	11,300,964	22,000,000	90%	51%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,808	34,001	4,800	100%	
Pounds Distributed		168,280	1,179,819	144,000	117%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Households Served (SRV 5jj)		1,548	11,614	18,000	103%	65%
Pounds Distributed		50,100	369,232	185,000	325%	200%
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)		8,400	38,490	100,000	101%	38%
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Annual Progress
All Programs		1,871,574	12,850,015	22,329,000	177%	58%
Volunteers		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		15	116	210	86%	55%
Other Volunteers (i.e., general public, duplicated)		62	650	750	99%	87%
Explanation (Over/Under Goal Progress)						

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Program Strategic Goals		Progress Towards Goal	
1. Update program level organization chart and fill open positions in anticipation of increased capacity after completion of expansion project.		Pending	
2. Create positional depth within both the Admin Clerk and Warehouse Specialist positions.		Pending	
Program Highlights			

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Month	August-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)		13,443		16,160	83%	
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)		12	244	272	53%	90%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)		937		900	104%	
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)		152	1,180	1,350	135%	87%
Outreach		Month	YTD	Goal	Month	Annual
Online Enrollment		139	1,243	1,800	93%	69%
WIC Presentations and Outreach Events		7	48	48	175%	100%
Publication in newspaper, television, and/or social media postings (English and Spanish)		65	483	720	108%	67%
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.		5	33	48	125%	69%

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Explanation (Over/Under Goal Progress)	
Local Vendor Liaison Store contacts was lower this month as the Local Vendor Liaison was out for 3 weeks.	
Program Strategic Goals	Progress
1 Increase participant use of tele-health (doxy.me) platform with goal.	This was put on hold this month due to the formula shortage staff continued to spend time educating clients regarding additional formula choices.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	This was put on hold this month due to the formula shortage staff continued to spend time educating clients regarding additional formula choices.
Program Highlights	
During the month of August WIC celebrated "National Breastfeeding Awareness Month". Our Regional Breastfeeding Liaison, Jazmin Mendez co-authored an article in the Kern County Family Magazine titled "Breastfeeding Matters". Jazmin also set up a display for World Breastfeeding month at the Beale Library. A digital card was sent to all WIC Breastfeeding mothers to appreciate and acknowledge their Breastfeeding efforts.	



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
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Month	August-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Fred Hernandez Youth & Community Services	Program Manager		Anna Saavedra		
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 primary focus is 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)		29	264	250	139%	106%
Provide One Time Referral Services to Children (SRV 7c)		14	358	350	48%	102%
Case Management-Families (SRV 7a)		29	147	100	348%	147%
Case Management-Children (SRV 7a)		66	237	250	317%	95%
Differential Response Total		138	1006	950	213%	106%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		15	45	40	450%	113%
Children Receiving Case Management Services (SRV 7a)		15	53	55	327%	96%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)		11	40	30	440%	133%
Children Educational Home Base Activities (FNPI 2b)		18	64	30	720%	213%
Children Summer Bridge Activities (FNPI 2b)		0	12	15	0%	80%
Collaborative Meetings Participated		1	11	15	80%	73%
Family Support Services for non-clients with children ages 5 and under		4	104	100	48%	104%
First 5 Total		64	350	305	258%	115%
Walk-In Services (Non-Clients)		Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)		131	514			
Referrals/Administrative Services (SRV 7c)		93	1077			
Explanation (Over/Under Goal Progress)						
In the month of August we did not hav any court mandated classes since we started our new fiscal year for the program. We hope to schedule a another class in the month of November 2022.						
Program Strategic Goals		Progress Towards Goal				
1. Move to a better-suited location.		Working on a proposal to relocate our internet service.				

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2. Offer more on-site services.	This is a continuous goal; however, we are now offering HEAP and food assistance services at the East Kern FRC.
3. Expand our reach across the East Kern Communities.	Our staff attended the Tehachapi farmers market in order to provide outreach services to the community members of Tehachapi.
Program Highlights	
We now have a new East Kern Family Resource Center Supervisor, her name is Anna Saavedra and she has been a case manager for over 4 years serving the East Kern Community.	

Month	August-22	Program/Work	Oasis Family Resource Center		
Division/Director	Services Freddy Hernandez	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 Progres	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	4	30	30	80%	100%
Children Receiving Case Management Services (SRV 7a)	4	36	30	80%	120%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	18	24	10	1080%	240%
Children Educational Home Base Activities (FNPI 2b)	3	35	15	120%	233%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	0	6	8	0%	75%
Family Support Services for non-clients with children 5 and under	23	121			
First 5 Total	52	275	103	303%	267%
Walk-In Community Services (Duplicated & Non	Month	YTD			
Food/Household Items (SRV 7c)	108	390			
Referrals/Administrative Services (SRV 7c)	25	187			
Emergency Clothing (SRV 7n)	7	44			
Copies	32	115			
Transportation Assistance (SRV 7d)	28	88			
COVID-19 Supplies (SRV 5oo)	10	121			
Total Community Services	210	945			
Explanation (Over/Under Goal Progress)					
YTD most goals have already been met or exceeded. There was no collaborative meeting as the program was dormant in August.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		The Oasis FRC started a new 12-week parenting class in August with 20 students but only 18 students are counted as F5K reporting only counts parents with children 0-5			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The Oasis FRC is in in process of setting up new goals with Kern Early Stars for the new academic year 2022-2023 to continue to strengthen educational homebase activities.			

3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.	The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients. As a result of the Rental Assistance program outreach activities and the end of August deadline many OFRC clients were referred to Rental Assistance this month.
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).	In August, the Oasis FRC received \$20,000 from Wells Fargo towards the purchase of a vehicle.
Program Highlights	
The Oasis Family Resource Center broke a new monthly record providing community services for a total of 227 inquires in the month of August 2022.	

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Month	August-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	0	2,593	2,275	0%	114%
Utility Payments	\$0	1,942,381	\$1,942,401	0%	100%
Households Served - Weatherization	0	60	60	0%	100%
Low-income Home Energy Program (LIHEAP) 2022 Ends June 30, 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	517	843	1,500	414%	56%
Utility Payments	\$595,566	951,190	\$3,351,190	213%	28%
Households Served - Weatherization	15	33	90	200%	37%
American Rescue Plan Act (ARPA) Ends March 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	59	2,599	2,835	25%	92%
Utility Payments	\$49,025.00	2,545,753	\$3,500,000	17%	73%
2020 DOE - Weatherization Ends June 30, 2022	Month	YTD	Goal	Month Progress	Annual Progress
Households Served Weatherization	0	6	10	0%	60%
2021 Low-Income Household Water Assistance Program (LIHWAP)*	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	134	134	500	322%	27%
Utility Payments	89,207	\$89,207	\$300,000	357%	30%
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	710	6,169.00	8,919	96%	69%
Total Utility Payments	\$ 733,798	5,528,531.00	\$ 8,793,591	100%	63%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	15	98.00	160	113%	61%
Explanation (Over/Under Goal Progress)					
2021 LIHEAP contract is in the process of being closed 2021 DOE contract is closed					
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).		Both UA and WX are over 90% staffed.			

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2. Continue to develop the use of Hancock to become fully paperless across the entire program (100% = fully paperless).	Currently at 15% - we are focused on developing Excel documents that work with Hancock. Current pause on paperless process.□
3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	2021 LIHEAP will be fully expended after August closeout 2020 DOE contract is closed as of July
Program Highlights	
Currently running new ads on traditional marketing mediums as well as newer (b-rolls, geofencing, banner, videos) Energy Program is working alongside WIC, MCAP, Food Bank, Cal Fresh to service the cuadrillas (field workers)	

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Month	August-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		40		40	30	0%	133%
Summer Program (Max Capacity due to COVID) (SRV 2m)		35		41	25	0%	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)		4	4	26	35	137%	74%
Medi-Cal Outreach (ends June 30, 2022)			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			88	278240	3,000	35%	9275%
Canvasing phone calls and flyers			3722	26235	15,000	298%	175%
California Violence Intervention and Prevention (CalVIP) (July 2022 to June 2025) FNPI 5i & FPNi2c.3			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Mentees				0	40	0%	0%
Mentors				0	10	0%	0%
Explanation (Over/Under Goal Progress)							
The FHCC is currently recruiting for the Afterschool program. In addition, the FHCC was recently awarded a CalVIP grant, as a sub-award with the City of Bakersfield. The FHCC will be recruiting two Program Educators to facilitate the program, as well as 40 program mentees and 10 mentors, throughout the grant period.							
Program Strategic Goals			Progress				
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			In progress. The State provided \$1 million in funding for the campaign. The press conference to acknowledge the funding was held on 8/5/22.				
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			Completed				

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3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	In progress. The FHCC just received three new grant awards, which includes a STEM grant from Albertsons, a grant from Kern Health Systems, and a CaLVIP sub-award with the City of Bakersfield.
Program Highlights	
Assemblyman Salas championed \$1 million of State funding for the FHCC fencing and lighting campaign, paving the way for increased activities and improved security at the Friendship House. A press conference was held on 8/5/22 where two program youth has the opportunity to express what the Friendship House meant to them and the importance of the fence and lighting. Also, Mexican Consulate services returned to the Friendship House Aug 22-Aug 25. Additional Consulate services are planned at the center in the coming months.	

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Month	August-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 (duplicated)	Month (unduplicated)	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program starting in June (Max Capacity due to COVID) (SRV 2m)		completed	0	28	30	0%	93%
After School/Learning Pods Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		27	14	29	25	672%	116%
Community Programs			Month				
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance) <i>*See below in explanation</i>			4				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	7	6	200%	117%
Community Events (i.e., diaper, food, PPE distributions)			0	0	6	0%	0%
Explanation (Over/Under Goal Progress)							
Dignity Health Mental Health (Spanish) meeting 1x per week virtual, Dignity Health Mental Health (Spanish) meets 1x per month in person; Youth basketball practices 2x per week; Energy Program hosts appointments 1x per month							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration has increased, based on more families finding work and needing after school childcare.				
2. Increase attainment of program funding to provide larger variety of program offerings.			Grants continue to be sought, researched and applied for Attained funding for After School Program, Lego Robotics.				
3. Increase community engagement, including volunteers, social media, program participation.			Community Engagement is increasing based on social media participation.				
Program Highlights							
Enrollment for After School Program increased greatly as the school year started.							

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Month	August-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	77	4,719	4,300	20%	110%
State	72	4,580	4,100	19%	112%
Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$94,063	\$6,232,128	\$5,100,000	18%	122%
State Refunds	\$8,188	\$914,464	\$1,500,000	11%	61%
Federal EITC (income limit \$57,414/household)	\$19,115	\$2,663,238	\$2,200,000	9%	121%
CalEITC (income limit \$30,000/household)	\$6,012	\$393,647	\$370,000	18%	106%
Total Refunds and Credits	\$127,378	\$10,203,477	\$9,170,000	15%	111%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	8	56	75	171%	75%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Develop and implement site expansion plan, including isolated areas and new partners.		In communication with Alta 1 Credit Union for volunteer recruitment and expansion in hard to serve areas such as Tehachapi, Lake Isabella and Cal City.			
2. Build community awareness of VITA services through partnership opportunities.		Connecting with Parent Cafe's to raise free tax prep awareness and possible site expansions at the schools.			
3. Program capacity building by pursuing funding opportunities to support operational expenses.		Currently awaiting details on amended contract for CalEITC, coordination call scheduled 9/13/22. Awaiting response for VITA grant application 2022-23 coming first week of October, amount requested \$244,868.			
Program Highlights					



Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

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Month	August-22	Program/Work Unit	Operations Division	
Division/Director	Emilio Wagner Director of Operations	Program Managers	Jeremy Keeling, Faustino Gonzales, 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	227		227	1808
Contracts	21	4	17	177
Leases		10	0	3
Requests for Proposals	2	4	2	23
Business Services Projects				
Description		% Completed	Comments	
Energy Materials		80		
Energy Glass Subcontractor		50		
Jewett Design Build Tenant Improvement		80		
Oasis TI Design Build Tenant Improvements		50		
Accounting and Finance Software		100		
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	2245
Dynamic 365 Enhancements	0	0	0	1
Projects				
Universal Intake		Develop intake for	60%	60%
Volunteer Management		Track and manage	100%	100%
Contract Management System		Track and manage Contracts within the Agency	90%	90%
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.	70%	70%
Case Management Application		Designed with the Student Case Management grant in mind, will allow case	50%	50%
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	355	84	363	2245
Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	94%	

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Food Bank Expansion		Access Road & Site Utilities	33%	
Major Maintenance Projects				
		Re-roof - Angela Martinez, Primeros Pasos	100%	
		Restroom upgrades - Angela Martinez, M&O, Food Bank	50%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	394	81	416	2104
Information & Technology Projects				
Description		% Completed	Comments	
iPad upgrades		100		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims		Reported	Reported YTD	
First Aid (Reported only)		12	38	
First Aid		2	10	
Medical Treatment		0	5	
Modified Duty		1	4	
Lost Time		0	3	
Non-Industrial (not work related)		0	0	
Under Investigation		0	0	
Confirmed Work Related COVID		0	20	
Other		9	106	
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				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

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Month	August-22	Program/ Work Unit	Executive Division		
Division/Director	Pritika Ram CBDO	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
Website User Sessions		21,956	153,520	220,000	120%
Facebook Impressions (i.e., number of times users see content)		71,365	366,642	500,000	171%
Other Social Media Impressions		14,883	91,299	145,000	123%
Outreach Advocacy		Outreach Special Projects			
Set up meetings for Virtual Fly-in connections with Congressmembers		Utilized Constant Contact and Head Start sites to distribute a community voice survey, a component of the Vaccine Equity Project.			
Gave tours of M Street for McCarthy and Valadao staff members		Press event for funding secured by Assemblyman Salas at FHCC			
Attended Cracker Barrel opening re Food Bank		Prepared for Feed the Need at KC Fair			
Supported Vaccine Equity Resource Fair with partners		Handled media inquires on Food need and Safe Camping			
		Developed new HeySalty campaign financing plan			
		Supported Cheers for Peers			
		Developed materials for Stuff the Bus food drive			
		Developed materials for Starbucks food drive			
		Met with Kern River Seniors on partnership efforts			
		Supported Foundation with materials, digital development			
		Developed promotions for Water Assistance Program			
Grants In Progress/Research		Projects			
AB628 Breaking Barriers to Employment Initiative		Vaccine Equity Project- CAPK has partnered 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. During June and July, CAPK subcontractors South Kern Sol and ShePower conducted more than 70 outreach activities and 20 COVID vaccination clinics.			
Reference Application Status Report and Funding Profiles		Interagency Referral Management CRM was launched on June 13, 2022. The IRM team continues to refine the IRM system. Program adoption has been slow but an uptick in usage occurred in the final two weeks of July. IRM team is strategizing ways to increase engagement. The It Committee was updated on 7/26/22.			
		Began research for the development of a Financial Literacy Program.			
Community Services Block Grant (CSBG)		Process Improvement (i.e, ROMA, PCDD)			
Monthly Meetings with Wipfli - Client Data Platform and review of PRE program metrics (NPIs and SRVs)		Monthly Meetings with ROMA trainers (specifically for CAPK).			
		Incorporating ROMA model into new case management platform			
		Pritika Re-certification ROMA			

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

Foundation	
1) Developed Collateral-Foundation Information Flyer	
2) In-person program visits to Food Bank, 19th St, Oasis, Friendship House, Oasis & East Kern FRC and M Street Navigation.	
3) Connected in person and/or call with all Found, Board Members	
4) Opened Foundation Bank account	
5) Researching new CRM	
6) Updated all donation points on CAPK website to be directed to Foundation donation page	
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.	Ongoing development of Client Data Platform with Wipfli and BA team, including build of the interagency referral management portal. Volunteer Management is underway.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	TLC - Food Insecurity Needs Assessment KWC - Guaranteed Income Pilot Development of 2023 Marketing Plan with HeySalty
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	ROMA Training - Cohort + Goal 5 In Progress
Program Highlights	

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

Month	August-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Pritika Ram, CDBO		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	Utility Service Payment Assistance		Homelessness Programs		Food Pantries	
Top 3 Unmet Needs	Homelessness Programs		Low Income/Subsidized Rental Housing		Rental Payment Assistance	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		9,623	57,882	90,000	128%	64%
Kings County (SRV 7c)		246	1,759	4,000	74%	44%
Tulare County (SRV 7c)		811	5,749	18,000	54%	32%
Stanislaus County (SRV 7c)		752	5,885	19,200	47%	31%
Fresno & Madera		1,348	17,567	20,000	81%	88%
Merced & Mariposa (effective March 2022)		71	284	500	170%	57%
Total I&R Calls Handled		12,851	89,126	151,700	92%	59%
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.				14	2.3	(18.39)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		18	104	300	72%	35%
Medi-Cal Application (SRV 7b & SRV 7c)		10	60	100	120%	60%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		23	187	300	92%	62%
2-1-1 Website Visitors		Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors (i.e., accessing 2-1-1 e-services and database resources)		29,658	180,524	225,000	158%	80%
Other Calls			YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		5,643	28,382	45,000	150%	63%
Mental Health (SRV 7c)		279	1,739	3,700	90%	47%
Health and Human Service Referrals		8,026	55,820	110,000	88%	51%
Total Other Services		13,948	85,941	158,700		

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

Explanation (Over/Under Goal Progress)	
Kern County, with the addition of Fresno & Madera counties continue to be the counties in which we receive the most calls. Although we only take calls for Merced & Mariposa counties after hours, weekends, and holidays, we have exceeded our target since the start of this contract in March 2022.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	Two staff members provided notice. One position is for the Information & Referral Specialist and the other is the Care Coordinator for the Help Me Grow Program.
2. Contract Retention	2-1-1 continues to maintain and seek new contracts. It's imperative for the team to build and sustain the rapport.
3. AIRS call type reporting	Homelessness Assistance- 122, Information & Referral- 1,181, Provider/Partner Agency- 4, Disaster- Coronavirus-9, Mental Health Crisis- 5
Program Highlights	
The program has increased the number of completed CalFresh and Medi-Cal applications compared to previous months. The program handled 5,643 LIHEAP calls; the highest number of calls handled this calendar year. The 2-1-1 and Help Me Grow team members attended the Back to School event held at the museum. Flyers and promotional items were given out for both programs.	

Application Status Report Detail
August 2022

Funder	Opportunity Name	Description	Amount Requested	Amount Awarded	Status
Governor's Office of Business and Economic Development	Community Economic Resilience Fund (CERF)	Kern Community College District (KCCD) - lead agency. Promote a sustainable and equitable recovery from the economic distress of COVID-19 by supporting new plans and strategies to diversify local economies and develop sustainable industries that create high-quality, broadly accessible jobs for all Californians.	\$ -	\$ -	Pending
Kern County Department of Human Services	Medi-Cal Navigators Project 2022	Increase Medi-Cal enrollment locally through outreach and application assistance, with an emphasis on dispersing messaging on the termination of the Public Health Emergency	\$ 1,211,497.00	\$ -	Pending
Feeding America	FY 2023 Feeding America Multi-Donor Service Insights	Data Infrastructure for the Food Bank - Plan Phase	\$ 100,000.00	\$ -	Pending
Valley Strong	Valley Strong - Donation	Women Infant and Children (WIC)	\$ 1,000.00	\$ -	Pending
US Department of Housing and Urban Development (HUD)	FY 2022 Community Project Funding	Community Action Partnership of Kern Food Bank Expansion Transferred from U.S. House Committee on Appropriations FY 2022 Community Project Funding - to HUD. Required new application.	\$ 3,000,000.00	\$ -	Pending
Westchester Kiwanis of Bakersfield	FHCC Gardening and STEM Projects	Funding will support upkeep of the community garden and STEM classes for youth.	\$ 25,000.00	\$ -	Pending
Bakersfield Kern Regional Homeless Collaborative	Renewal Project Application FY2022	Coordinated Entry System (CES) FY 2022 Renewal. Not additional funding. The CES application will be consolidated to the CoC FY 22 submission.	\$ -	\$ -	Pending
California Community Action Partnership Association (Cal CAPA)	Diaper Distribution Demonstration and Research Pilot	The funding source of this diaper pilot program is coming from the Office of Community Services (OCS). Cal CAPA is the lead agency for this pilot program with 5 other CAP agencies located in CA: Sonoma, Orange County, San Francisco, Santa Barbara, and Merced. The intent of this pilot program is to assist families with diaper distributions and current services offered as wraparound case management.	\$ -	\$ -	Pending
Wonderful	Wonderful Community Grant	Wonderful Community Grants will support game changing work across all impact areas, but we especially encourage initiatives that support 1 or more of the seven areas of interest: Health and Wellness, Recreation, Community Beautification, Art, Social Services, and COVID-19 Recovery.	\$ 50,000.00	\$ -	Pending
Wonderful	Central Valley Community Grants	This funding opportunity would support the purchase of outdoor equipment for Shafter Youth Center participants to improve their overall health.	\$ 21,546.00	\$ -	Pending
Delano Free Farmers Market	Wonderful Community Grant	Free farmers markets in the underserved community of Delano	\$ 50,000.00	\$ -	Pending
Wasco Free Farmers Market	Wonderful Community Grant	Free farmers markets in the underserved community of Wasco	\$ 50,000.00	\$ -	Pending

Application Status Report Detail
August 2022

Shafter Free Farmers Market	Wonderful Community Grant	Free farmers markets in the underserved community of Shafter	\$ 50,000.00	\$ -	Pending
Bipartisan Infrastructure Law: Advancing Equity through Workforce Partnerships	U.S. Department of Energy	Invest in American manufacturing and workers; expand access to energy efficiency; deliver reliable, clean and affordable power to more Americans; and deploy the technologies of tomorrow through clean energy demonstrations.	\$ 161,954.00	\$ -	Pending
Albertsons	Nourishing Neighbors - M Street	\$1,000-\$5,000. M Street is requesting \$3500.00 in Albertson gift cards (70 cards at \$50) to give to clients that have gone through M Street's program and secured permanent housing. 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.	\$ 3,500.00	\$ 3,500.00	Awarded
Wells Fargo	Oasis Family Resource Center Transportation	This charitable donation seeks funds to purchase a vehicle for the Oasis FRC.	\$ 40,404.00	\$ 20,000.00	Awarded
JPMorgan Chase & Company	JPMC Program Sponsorship	Cal Fresh Healthy Program	\$ 10,000.00	\$ 10,000.00	Awarded
Kern Family Health Care (KFHC)	California Advancing and Innovating Medi-Cal CalAIM)	Note: . Kern Health Systems Contract for services with CAPK Homeless program for the following services: Housing Transition Navigation Services Housing Deposits Housing Tenancy and Sustaining Services	\$ -	\$ -	Awarded
Pacific Gas and Electric Company (PG&E)	CBO Resiliency/Food Support	PG&E invited CAPK to apply to the CBO Resiliency/Food Support charitable contribution opportunity, this opportunity will allow the Food Bank to purchase meal kits for individuals and families in Kern County.	\$ 33,080.00	\$ 33,080.00	Awarded
US Economic Development Administration	FY 2021 American Rescue Plan Act Good Jobs Challenge	KCCD is the lead agency. CAPK is listed as the Backbone entity. 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 comprised of multiple sector partnerships.	\$ 1,300,000.00	\$ -	Denied
US Department of Health and Human Services (HHS)	Connecting Kids to Coverage Healthy Kids 2022 Outreach and Enrollment Cooperative Agreements	Aimed at reducing the number of children who are eligible for, but not enrolled in, Medi-Cal and CHIP.	\$ 963,334.00	\$ -	Denied

Application Status Report Detail
August 2022



Dr. Seuss Foundation	The Dr. Seuss Foundation	Our focus is on improving literacy and learning as these are essential to succeeding in the multi-layered worlds of the arts and humanities, health and well-being, animal welfare, and the environment.	\$ 215,515.00	\$ -	Denied
California Department of Social Services (CDSS)	Strong Communities Program	Child abuse prevention program in California. Program focus - Expansion of family resource centers to increase staff and site capacity on trauma informed care practices.	\$ 760,971.00	\$ -	Denied
Other Opportunities					
Bakersfield Kern Regional Homeless Collaborative	FY 2022 CoC Program Competition NOFO	Letter of Intent	\$ -	\$ -	LOI-Submitted. Part of annual Continuum of Care (CoC) Submission for consolidated application.

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	Federal - ACF	CAPK Program	Oasis, East Kern FRCs and HVI
Funding Agency	California Community Action Partnership Association	Project Name	Diaper Distribution Demonstration and Research Pilot
CFDA	93.647	Target Population	Diaper-aged and Diaper Reliant Households
Reapplication (Y/N)	N	Number to be served	415 households
Estimated Request	\$125,000.00	Division Director	Pritika Ram
Award Period	36 months	Program Manager	N/A
Project Goal (One sentence goal statement)			
The intent of this pilot program is to assist families with diaper distributions and current services offered as wraparound case management. CAPK's intent in participating in this project is to eliminate barriers to families with diaper aged or diaper-reliant children and provide opportunities to build family self-sufficiency.			
Project Description (Brief one paragraph description)			
The funding source of this diaper pilot program is coming from the Administration for Children and Families (ACF) Office of Community Services (OCS). Cal CAPA will be applying as a pilot program with other Community Action Agencies, in addition to Kern, including the following Sonoma, Orange County, San Francisco, and Santa Barbara. Specifically for this proposal, CAPK will partner with CalCAPA to operate the Diaper Distribution program amongst our two (2) Family Resource Centers, located in Mojave and Ridgecrest, and our Home Visiting Program geared toward CalWORKs families, reaching an estimated 415 households within the Kern County service area. This includes providing case management to the participating households and reporting as a required research component of the pilot project.			
Estimated Budget Summary			
The proposed budget includes 1.0 FTE Community Development Specialist to lead the project, coordinate among the CAPK programs, provide case management services, and be the liaison between the agency and the reporting partners, CalCAPA and state evaluator, roughly 83% for salaries and benefits (\$103,601.42); seven percent for Travel (i.e., mileage) for the outlying areas (\$10,078.58); and 10% for the established Administrative Fee (\$11,320.00), totaling \$125,000.			

Approvals:

1. Division Director	Date
Pritika Ram <small>Digitally signed by Pritika Ram Date: 2022.08.23 17:12:33 -07'00'</small>	08/23/2022
2. Chief Business Development Officer	Date
	Aug 25, 2022
3. Chief Program Officer	Date

	Aug 25, 2022
4. Chief Financial Officer	Date
	Aug 25, 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	Federal	CAPK Program	Energy
Funding Agency	U.S. Department of Energy	Project Name	Bipartisan Infrastructure Law: Advancing Equity through Workforce Partnerships
CFDA	81.117	Target Population	Disadvantaged or LMI communities
Reapplication (Y/N)	N	Number to be served	TBA
Estimated Request	\$161,954	Division Director	Freddy Hernandez
Award Period	24-36 months	Program Manager	Wilfredo Cruz
Project Goal (One sentence goal statement)			
KCCD and program partners will refer clients to CAPK for weatherization services.			
Project Description (Brief one paragraph description)			
Purpose: Invest in American manufacturing and workers; expand access to energy efficiency; deliver reliable, clean and affordable power to more Americans; and deploy the technologies of tomorrow through clean energy demonstrations. KCCD is the lead agency in this opportunity and Grid Alternatives, Habitat for Humanity, and CAPK will be subcontractors. KCCD will support student recruitment; students will work with Grid Alternatives and Habitat for Humanity under their respective scopes of work. Grid Alternatives conducts solar installation and Habitat for Humanity build low-income housing. CAPK will support KCCD and partners by responding to referrals for weatherization services for clients identified through this opportunity.			
Estimated Budget Summary			
Our proposal requests personnel and fringe benefits for a Weatherization Outreach Specialist so that he/she may address the referrals received from KCCD and their partners for weatherization services. General operational, travel, and supply-based costs are also included, totaling \$161,954.			

Approvals:

Freddy Hernandez
Freddy Hernandez (Aug 26, 2022 16:16 PDT)

Aug 26, 2022

Nancy Webster

Aug 29, 2022

1. Division Director

Date

4. Chief Financial Officer

Date

Pratika Ram

Aug 26, 2022

J.T.D.

Aug 29, 2022

2. Director of Administration

Date

5. Chief Executive Officer

Date

[Signature]

Aug 27, 2022

3. Chief Program 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	Executive Division
Funding Agency	California Department of Social Services	Project Name	Guaranteed Income Pilot Program
CFDA	N/A	Target Population	Kern County
Reapplication (Y/N)	No	Number to be served	150
Estimated Request	\$3,000,000	Division Director	Pritika Ram
Award Period	2023-2025	Program Manager	N/A
Project Goal (One sentence goal statement)			
Serve at least 150 individuals of one or both of the priority populations (pregnant California residents and California resident youth aging out of extended foster care) with direct payment of \$600 per month, per individual, per 12-month period.			
Project Description (Brief one paragraph description)			
CAPK will participate in a state-wide research and evaluation workgroup, including valuation requirements for data collection and reporting. *The primary learning goals is to understand the effectiveness of GI pilots in improving the well-being, financial security, and stability of participants and their families.*			
The project will demonstrate our ability to add supportive services, such as financial education, and benefit supports; these services are not mandatory to the receipt / not a condition of the income payments.			
Estimated Budget Summary			
We estimate that \$3 million will be requested in funding for personnel and fringe for two Financial Counselors, two Case Managers, and one Program Supervisor. Additional expenses include general operational, travel, supply-based costs.			

Approvals:

1. Division Director

Date

Pritika Ram

Aug 26, 2022

2. Chief Business Development Officer

Date

[Signature]

Aug 27, 2022

3. Chief Program Officer

Date

Gracy Webster

Aug 29, 2022

4. Chief Financial Officer

Date

[Signature]

Aug 29, 2022

5. Chief Executive Officer

Date

Date Presented / Approved:

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

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less)
August 2022**

Funding Type	Private	CAPK Program	Friendship House Community Center
Funding Agency	Westchester Kiwanis Club	Project Name	STEM Youth-based Learning Program
CFDA	N/A	Target Population	Youth
Request	\$25,000.00	Division Director	Freddy Hernandez
Award Period	2022-23	Program Manager	Lois Hannible
Description	TBD		

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Wonderful	Project Name	Wasco Free Farmers Market
CFDA	N/A	Target Population	All
Request	\$50,000	Division Director	Susana Magana
Award Period	October 2022-October 2023	Program Manager	Kelly Lowery
Description	This project would serve as a Free Produce Market in the outlying area of Wasco, CA. The Free Produce Market would bring a range of nutritional food at no cost to outlying Kern County residents to fight against food insecurity.		

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Wonderful	Project Name	Delano Free Farmers Market
CFDA	N/A	Target Population	All
Request	\$50,000	Division Director	Susana Magana
Award Period	October 2022- October 2023	Program Manager	Kelly Lowery
Description	This project would serve as a Free Produce Market in the outlying area of Delano, CA. The Free Produce Market would bring a range of nutritional food at no cost to outlying Kern County residents to fight against food insecurity.		

Funding Type	Private	CAPK Program	Food Bank
Funding Agency	Wonderful	Project Name	Shafter Free Farmers Market
CFDA	N/A	Target Population	All

**Community Action Partnership of Kern
Small Funding Request (\$50,000 or less)
August 2022**

Request	\$50,000	Division Director	Susana Magana
Award Period	October 2022- October 2023	Program Manager	Kelly Lowery
Description	This project would serve as a Free Produce Market in the outlying area of Shafter, CA. The Free Produce Market would bring a range of nutritional food at no cost to outlying Kern County residents to fight against food insecurity.		



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: August 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	Disabilities	Over Income 131%+ up to 10% 101—130% Up to 35%
Head Start • 8 Classrooms Fully Closed	1317 155	616	48%	2%	2% 6%
Early Head Start • 18 Classrooms Fully Closed/ 9 Classrooms Partially Closed	908 189	577	64%	9%	8% 5%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	163	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
602	99	39	60

HIGHLIGHTS: Four staff were four staff onboarded, three staff were promoted, and there were interviews for three open requisitions. There were also 18 resignations.

Program Update & Compliance
<p>Kern:</p> <ul style="list-style-type: none"> - 8/4/22- Ready-Set Back to School Health and Wellness Fair host by the Child Support Office. - Part-Year Centers re-opened on August 15, 2022. - Four business contacted regarding recruitment opportunities for enrollment. <p>Partnership:</p> <ul style="list-style-type: none"> - Escuelita Hernandez passed their fire inspection on August 26, 2022. The licensing state inspection will be on September 12th. Once the inspection is passed, we will provide in-person services for the infant classroom. - In the month of August, all partnership sites were offered to participate in Ready Rosie "Give Me Ten." Parent Workshops were facilitated by CAPK Family Advocates. The workshops focused on "Positive Discipline."

- In partnership with Garden Pathways, we will be hosting a Resource Fair for the community on October 8, 2022, time will be 10am-2pm. We currently have 20 vendors signed up to participate. In August, staff participated in two recruitment events, The Kern County Child Support Backpack Giveaway and the Back-to-School Giveaway at Bakersfield Indian Health Project Sam Dimas.

SJC:

The following event have or will take place in San Joaquin County

- 8/18/22- Cesar Chavez HS back to school night – targeting expectant families
- Currently planning with the focus of recruiting home-based families. Center based will reach their maximum enrollment according to the staff we have available.
- Flea market @ the fairgrounds (Thursdays)
- WIC offices in the following cities- Manteca, Tracy & Lodi.
- High Schools in Lodi, Lathrop, Manteca, Linden, & Escalon
- Food banks

*Dates TBD

Compliance:

- The Head Start (HS) /Early Head Start (EHS) grants submitted their annual Program Information Report (PIR) to the Office of Head Start. The PIR is a requirement for all HS/EHS programs. The Office of Head Start utilizes the PIR reports from all grantees, and compiles information around demographics, program statistics, and general information on Head Start enrollment history.

Central Kitchen August 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	49,303	18,181	15,491	15,506

HIGHLIGHTS: Part-year staff returned on August 8, 2022. Additionally, equipment for the new kitchen at Pete Parra and the new Stockdale center has been ordered.

CACFP						
July 2022						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
31,740	7,830	39,570	16,534	23,036	18,814	48%



MEMORANDUM

To: Program Review & Evaluation Committee

From: 
Traco Matthews, Chief Program Officer

Date: September 14, 2022

Subject: *Agenda Item 5d*: 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 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 (CAPK board), Ian Sharples, Keith Jackson, Savannah Maldonado, Sylvia Ortega, and Wilfredo Cruz. The group continues to meet monthly to discuss new ideas and progress on Goal 3 objectives.

During the last quarter, the group has continued to identify several opportunities being led by Community Development programs/efforts that enhance housing services for impacted populations in collaboration with the Bakersfield Kern Regional Homeless Collaborative and wraparound services through other departments, programs, and external stakeholders. Below is a short list of accomplishments the last three months:

- Safe Camping and Safe Parking programs at M Street have launched well and are seeing results. All tents (41) in the Safe Camping area are currently inhabited, and there is a long waiting list for clients wanting to use the space. (3.1.2)
 - 2 people reunified with family
 - 6 housed via vouchers/subsidies
 - 11 moved into the M Street shelter
- CES process changes for the CoC continue to improve “throughput” for clients who need permanent supportive housing. (3.1.1)
- CES staff have made visits to the County of Stanislaus to receive training and a thorough understanding of their CES services. (3.1.2)

- CAPK has received fully executed contracts from Kern Health Systems to offer housing support (tenancy, deposits) and case management services through the CalAIM program. Health Net has also initiated conversations to begin similar work with two added layers: Day Habilitation Services and Community Transition to Housing Services. (3.1.2)
- Alta One has been certified as a local CDFI, the first to be headquartered in Kern County. Per results of the FUND report (2021), the new programs should improve access to financial capital for CAPK clients. CAPK continues to partner with the local CDFI consortium on strategies to increase access to capital for clients. (3.4.1)
- As part of the state's Community Economic Resiliency Fund (CERF) initiative, the Kern Coalition has been established to drive workforce and economic development opportunities for the region. CAPK has been asked to play multiple roles, including as a convener and serving as representation for low-income communities on the High Road Transition Council (HRTC). The CERF grant application was submitted in late July, and the official notice of award is expected to come back soon. (3.4.1)

The team continues to meet and identify opportunities that will effectively support CAPK's Goal 3 and the communities we serve.

Attachment:

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

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.

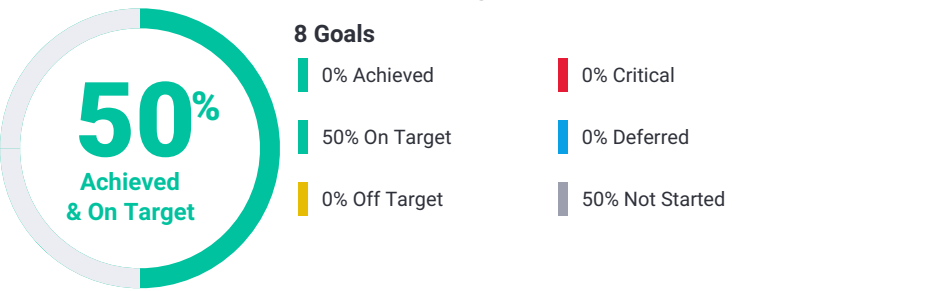
Vision

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

My Items

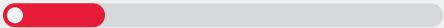

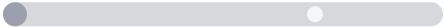
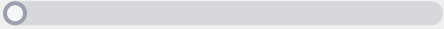
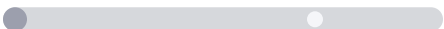
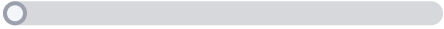


Item	YTD Actual
1.1.1: Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity	
1.1.1.1: Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal).	
1.1.1.2: Analyze food pantry maps against food security assessment to determine the extent to which needs are being met	
1.1.1.3: Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or...	
1.1.2: Based upon assessment findings (1.1.1), identify new internal and external pantry sites that are strategically located at walkable...	
1.2.1: Develop streamlined pathways for development of pantry partnerships, including capacity building.	
1.2.1.1: Create and disseminate materials that help service providers/partners to learn the process of becoming a partner.	
1.2.1.2: Proactive support and outreach to organizations to increase partnerships and sites.	
1.2.1.3: Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public...	
1.2.2: Strengthen and expand partnerships with schools to reach additional children and families	
1.2.2.1: Partner existing programs to support nutrition education and food distribution.	
1.2.2.2: Explore the potential to establish distribution sites at school sites.	

Performance Summary



Item	YTD Actual
3.1.2.3: Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing.	
3.1.2.4: Expand upstream support to reduce the number of people who become homeless for the first time.	
3.2: Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.	45%
3.2.1: Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs	
3.2.1.1: Conduct (and/or) contract housing needs assessment, referencing existing assessments (i.e., Kern County 10 Year Plan), and identify key...	
3.2.1.2: Conduct organizational capacity/readiness assessment, data collection	
3.2.1.3: Create a committee to present initial assessment findings and recommendations to the Board.	
3.3: Increase opportunities and supports for clients to advance through career and education pathways.	30%
3.3.1: Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry...	42%
3.3.1.1: Identify and map existing educational/career pathways and referral points.	
3.3.1.2: Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings.	
3.3.1.3: Participate in local workforce development board meetings to identify	

3.1: Increase housing stability for people experiencing or at risk of homelessness.			entry points, opportunities, partnerships	
3.1.1: Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness...	55%		3.4: Increase access to economic asset enhancement and financial educational opportunities.	32%
3.1.1.1: Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness...	50%		3.4.1: Align and standardize current life skills training and financial services across CAPK programs.	
3.1.1.2: Improve the evaluation and data management components of CES.			3.4.1.1: Develop agency-wide implementation for use of Your Money Your Goals program curriculum and integration into daily services.	
3.1.1.3: Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless.			3.4.1.2: Identify/develop "minimum standard practices" to ensure clear expectations and oversight of implementation across all programs.	
3.1.1.4: In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective...			3.4.2: Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new,...	33%
3.1.2: Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services.			3.4.2.1: Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps.	100%
3.1.2.1: Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis	40%		3.4.2.2: Complete internal capacity assessment to evaluate potential for delivery of new financial services.	
3.1.2.2: Increase funding streams to expand number of emergency beds/services as needed.			3.4.2.3: Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with...	

Objective Enhance accessibility through expansion of food distribution sites and services. (1.1) (Last updated: 08/03/22) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	Measure: YTD Actual	5% 10/01/21	0% YTD Target: 21.5%		12/31/25
Activity Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity (1.1.1) (Last updated: 04/07/22)	Owner Traco Matthews	Measure: YTD Actual	0% 10/01/21	100% YTD Target: 73.2%		12/31/22
Activity 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. (1.1.2) (Last updated: 04/07/22)	Owner Traco Matthews	Measure: <i>Percent Complete</i> YTD Actual	0% 10/01/21	100% YTD Target: 73.2%		12/31/22
Objective Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 03/28/22) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	Measure: <i>Percent Complete</i> YTD Actual	0% 10/01/21	0% YTD Target: 21.5%		12/31/25
Activity Develop streamlined pathways for development of pantry partnerships, including capacity building. (1.2.1) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: <i>Percent Complete</i> YTD Actual	0% 10/01/21	100% YTD Target: 73.2%		12/31/22
Activity Strengthen and expand partnerships with schools to reach additional children and families (1.2.2) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: <i>Percent Complete</i> YTD Actual	0% 10/01/21	0% YTD Target: 40.7%		12/31/23
Objective Increase housing stability for people experiencing or at risk of homelessness. (3.1) (Last updated: 09/02/22) Aligned to: #3 Advance economic empowerment and financial stability for low-income people... Last comment: CalAIM grant, Community Support services are in process of launching (research/data position; Approved at Executive Board meeting in July; contracts signed). These contracts through Kern Health Systems and Health Net should help provide "upstream" and/or other wraparound services (Housing Tenancy, Housing Deposits, Day Habilitation Services, Transportation, and more) to mitigate the proliferation of homelessness. Contracts consist of the following major elements: - Startup component (IPP) - Fee for service opportunity once the program launches (ongoing contract) (09/02/22)	Owner Traco Matthews	Measure: <i>Percent Complete</i> YTD Actual	55% 10/01/21	0% YTD Target: 25%		12/31/25
Activity 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. (3.1.1) (Last updated: 04/07/22)	Owner Traco Matthews	Measure: <i>Percent Complete</i> YTD Actual	50% 10/01/21	0% YTD Target: 25%		12/31/25

<p>Activity</p> <p>Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. (3.1.2) (Last updated: 06/08/22)</p> <p>Last comment: Launch of new Safe Camping and Safe Parking programs at M Street Navigation Center location. The expanded options will provide more opportunities for clients who are shelter resistant. (06/08/22)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>40%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 25%</p>	<p>25%</p> <p>12/31/25</p>
<p>Objective</p> <p>Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families. (3.2) (Last updated: 09/02/22)</p> <p>Aligned to: #3 Advance economic empowerment and financial stability for low-income people...</p> <p>Last comment: Safe Camping/Safe Parking programs are operational and flourishing within two months! - 40 out of 40 tents inhabited currently; a community has quickly developed and is running smoothly - No major incidents to date - People are getting housed and sheltered: 2 residents have been reunified with family; 2 have been housed via vouchers/subsidies; 11 have moved into the M Street shelter (09/02/22)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>45%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 21.5%</p>	<p>12/31/25</p>
<p>Activity</p> <p>Convene a Housing Taskforce to assess community housing needs as well as current CAPK capacity to address needs (3.2.1) (Last updated: 10/06/21)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 73.2%</p>	<p>100%</p> <p>12/31/22</p>
<p>Objective</p> <p>Increase opportunities and supports for clients to advance through career and education pathways. (3.3) (Last updated: 09/02/22)</p> <p>Aligned to: #3 Advance economic empowerment and financial stability for low-income people...</p> <p>Last comment: CAPK added to list of potential employers for BC HireUp students/graduates. This will allow CAPK to hire previous clients of other candidates with "lived experience" at the agency, directly correlating to 3.3 Objective (5% due to low potential hire numbers) (09/02/22)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>30%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 21.5%</p>	<p>12/31/25</p>
<p>Activity</p> <p>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. (3.3.1) (Last updated: 04/14/22)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>42%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 50%</p>	<p>50%</p> <p>12/31/23</p>
<p>Objective</p> <p>Increase access to economic asset enhancement and financial educational opportunities. (3.4) (Last updated: 09/02/22)</p> <p>Aligned to: #3 Advance economic empowerment and financial stability for low-income people...</p> <p>Last comment: CAPK has joined the Kern Coalition, a consortium of leading agencies in Kern County pursuing the CA Economic Resiliency Fund (CERF) grant designed to spur workforce and economic development in regions across the state. A stated goal for this grant (B3K aspiration) is 100,000 new jobs equitably distributed through all areas of Kern County. If the coalition is able to achieve this goal, there would be significant uplift for Kern County residents and CAPK clients who fall into the target categories of desired support. As one of the Kern Coalition Regional Conveners, CAPK will provide feedback from a community perspective, support higher community engagement, and help with strategic decision-making throughout the 5-year process. More to come with this big initiative. (no percentage results until the grant has been formally announced) (09/02/22)</p>	<p>Owner</p> <p>Traco Matthews</p>	<p>Measure:</p> <p>Percent Complete</p>	<p>32%</p> <p>YTD Actual</p>	<p>0%</p> <p>10/01/21</p>	<div> <div></div> </div> <p>YTD Target: 21.5%</p>	<p>12/31/25</p>

Activity

Align and standardize current life skills training and financial services across CAPK programs. (3.4.1) (Last updated: 03/02/22)

Owner

Traco Matthews

Measure:

Percent Complete

0%

YTD Actual

10/01/21



100%

YTD Target: 73.2%

12/31/22

Activity

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). (3.4.2) (Last updated: 02/09/22)

Owner

Traco Matthews

Measure:

Percent Complete

33%

YTD Actual

0%

10/01/21



YTD Target: 21.5%


12/31/25

<div>Objective</div> <div>Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 03/28/22)</div> <div>Aligned to: #1 Increased access to healthy, affordable food to support the health of the...</div>	<div>Owner</div> <div>Susana Magana</div>	<div>Measure:</div> <div>Percent Complete</div>	<div>YTD Actual</div> <div>0%</div> <div>10/01/21</div>	<div><div></div></div> <div>YTD Target: 21.5%</div> <div>12/31/25</div>
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MEMORANDUM

To: Program Review & Evaluation Committee

From: 
Emilio G. Wagner, Director of Operations

Date: September 14, 2022

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

CAPK's Strategic Goal 5 group has been focusing on building the Client Data Platform (CDP). This is in alignment with our Strategic Goal 5.3.1. The CDP project kick-off was June 28, 2022, and there has been significant progress in the last few months. The project team has created many of the IT assets needed with their corresponding logic. Below is a list of some of the major assets with their purpose:

- Customer Insights – used to map, match and merge cross-program data. Client profiles will be developed in this tool.
- Azure Synapse Analytics – Orchestration tool used to move data between different databases.
- Intermediate Database – store program's raw data with some controls for data quality.

The CDP project team held an update with Executives showing the status of the report and the overall vision of CDP.

In addition, the CDP team has been focusing on goal 5.2 by setting up meetings and training for ROMA, which is more than halfway done for our core teams.

Attachment:

Action Plan Summary by Goal Group #5 member, Emilio Wagner

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
MY ITEMS						
No Goals Found						

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
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No Goals Found

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/department 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	25%	On Target As of 06/10/22
	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	76%	On Target As of 06/10/22
	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 04/14/22
	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
	Comments: • 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	29%	Off Target As of 06/10/22
<i>Comments:</i> <ul style="list-style-type: none"> • This item is dependent on the CDP. (Ryan Dozier, 06/10/22) • 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	21%	On Target As of 09/09/22
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	41%	On Target As of 09/09/22
<i>Comments:</i> <ul style="list-style-type: none"> • Developed major IT assets and their corresponding logic to develop the client data platform. (Ryan Dozier, 09/09/22) • Signed a SOW with WIPFLI on our Client Data Platform, kick off is schedule for the upcoming weeks. (Ryan Dozier, 06/10/22) 					



DATE	September 21, 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: 926 966 46#

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 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: Janea Benton, Craig Henderson, Nila Hogan, and Guadalupe Perez

Absent: Joe Garcia

Others present: Tracy Webster, Chief Financial Officer; Gabrielle Alexander Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth and Community Services; Rebecca Moreno, Director of Community Development; Pritika Ram, Chief Business Development Officer; 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 August 2022 – Tracy Webster, Chief Executive Officer – **Info Item**

Tracy Webster presented the above info item and reminded the Committee that CAPK is operating a consolidated contract consisting of Kern Head Start and Early Head Start, the Partnership Grant in Kern, as well as the Early Head Start component in San Joaquin.

- b. EHS Child Care Partnership 22/23 Budget Revision for 09HP000163 - Sylvia Ortega, Quality Assurance Administrator - **Action Item**

Sylvia Ortega presented the above action item and reported that the Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Early Head Start grant #09HP000163. This grant is a one-time funding opportunity to realign remaining funds to the major categories in which the funds will be spent for renovations and equipment for the Angela Martinez Child Development Center and the Oasis Child Development Center.

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

c. EHS SJC Budget Revision for 09CH011406 – Sylvia Ortega, Quality Assurance Administrator - **Action Item**

Sylvia Ortega presented the above action item and reported that the Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Early Head Start San Joaquin grant #09CH011406. This grant was awarded a no-cost extension from the Office of Head Start earlier this year. To fully expend remaining funds, a budget revision is needed to realign remaining funds to the major categories in which the funds will be spent for renovations at the Barnett House EHS Center, and the purchase of equipment for three other EHS Centers in San Joaquin County.

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

d. CRRSA and ARP Budget Revision for 09HE000432 – Sylvia Ortega, Quality Assurance Administrator – **Action Item**

Sylvia Ortega presented on the above action item and reported that The Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Head Start CRRSA/ARP grant #09HE000432. To fully expend remaining funds, a budget revision is needed to realign funding to the major categories in which the funds will be spent.

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

e. Request for Retroactive Approval of 2022-2025 Subcontractor Funding Contract for the City of Bakersfield, CA Violence Intervention and Prevention (CalVIP) Program – Lois Hannible, Friendship House Community Center Program Manager – **Action Item**

Lois Hannible presented the above action item and reported that The Board of State and Community Corrections (BSCC) administers funds for the purpose of improving public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults. The City of Bakersfield was awarded grant funds towards this initiative and CAPK was named as a subcontractor in that opportunity.

Craig Henderson asked if the mentors are a paid position. Lois said they receive a one-time stipend of \$100 if they commit to a yearlong commitment of mentorship. There are about 10-20 mentors a year and they mentor around 20-40 mentees.

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

f. New Service Line: Board of State and Community Corrections Adult Reentry Grant Warm Handoff Program – Rebecca Moreno, Director of Community Development – **Action Item**

Rebecca Moreno presented the above action item and reported that the Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people

formerly incarcerated in state prison. CAPK anticipates serving a minimum of 2,160 unduplicated individuals over the 3-year contract period. Four (4) FTE Housing Navigators will manage caseloads of 30-35 individuals each, and one (1) FTE Program Supervisor and half (.50) FTE Program Manager will oversee the day-to-day operations, Case management services will be delivered over the course of 24 months.

Craig Henderson asked staff to clarify the budget and Rebecca Moreno explained the budget is included in the agenda packet and answered his questions. Craig asked if the \$300,000 will be spent on staff. Rebecca explained that the program would require new staff to operate, and they would need to hire additional staff with the \$300,000. Also, \$25,000 of that amount is budgeted for a subcontractor to work on this grant. Craig asked if this was a one-year grant? Rebecca said that the grant is for 3 years for \$750,000.

Janea Benton asked what the difference is between this program and the ESG program? Rebecca responded by saying this program is specifically geared towards individuals that had been incarcerated. Janea asked if the budget will be able to support the caseloads that were purposed. Rebecca said that the caseloads were not adjusted after finding out that they were no longer going to get the rental assistance portion of this grant, but the budget does support the staffing needs for this program. Janea requested clarification of how staff will assist clients with psychological issues. Rebecca said that the case managers refer people to programs that can assist them with psychiatric treatment or drug and alcohol treatment. Staff will make sure the clients understand their benefits and where they can get help and treatment. Janea asked if the case managers are trained and compensated at a rate that is appropriate for the required caliber of an individual needed to handle this work. Rebecca said she is working with HR on reevaluating all the job descriptions under Community Development. Janea asked if working with this new population will be taxing for staff. Rebecca pointed out that they have been serving this population for 4 years at the M Street Navigation Center and that this funding will just increase their service opportunities.

Craig asked how CAPK will receive referrals for this program. Rebecca said that we would get referrals from M Street Navigation Center, and State probation and parole officers. Craig asked if there were any other agencies in town that provide the same services? Rebecca responded that there are other agencies in town that provide warm hand off services like Garden Pathways. It was identified that there weren't enough services so there was a big push for the assembly Bill 128 for the additional funding. Craig asked if we would collaborate with the other agencies. Rebecca said we would collaborate with the other agencies, but we are helping clients receive services, not funds.

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

g. Strategic Plan 2021-2025 - Goal 6 Update – Tracy Webster, Chief Financial Officer – ***Info Item***

After the launch of the strategic plan, Goal 6 team has been meeting bimonthly 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. The RFP has been approved for new accounting software Sage Intact. The team is collaborating with the new Foundation Director, Catherine Anspach, on fundraising and operational needs.

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

Tracy Webster presented the August 2022 Financial Statements and reported the agency did not require a draw from the line of credit during the month of August and said we were able to sustain an adequate unrestricted cash balance to cover programs.

The Central Kitchen expenditures are currently 45.0% at the end of 08/31/2022 and USDA revenue is at 20.6%. Expenditures are less than the target of 50.0% (6 of 12 months). Due to low enrollment 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 2.7% as of August 31, 2022. The target for this period should be 8.3%.

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 low enrollment. CCTR is at 11.3%, CSPP is at 8.3%, and CMIG is at 4.1%

Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 2.5% with a target of 16.7%. At the time of this report, the Finance Division has two vacancies in staffing.

The agency expenditures are currently at 42% for the year. This is less than the target of 50.0%.

The Indirect Fund budget to actual report for July month end showed that revenue is deficit expenditures by (\$9,445) which is (3.8%) of the budgeted indirect surplus. Overall expenditures are 44.9% of the budget and is below the target of 50.0% (6 of 12 months).

Motion was made and seconded to approve July 2022 Financial Statements by unanimous vote (Benton/Perez).

5. **Committee Member Comments**

Janea Benton asked committee members to make sure they read the full packet prior to the meeting so all are prepared for the meeting.

6. **Next Scheduled Meeting**

Budget & Finance Committee
12:00 pm
Wednesday, October 19, 2022
5005 Business Park North
Bakersfield, CA 93309

7. **Adjournment**

The meeting was adjourned at 12:56 pm.



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: September 21, 2022

Subject: *Head Start*
Budget to Actual Report for the period ended August 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2022, through August 31, 2022. Six months (50%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 40% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 30% of the budget.

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

Non-Federal share is at 40% of the budget.

Community Action Partnership of Kern

Head Start

Budget to Actual Report

Budget Period: March 1, 2022 - February 28, 2023

Report Period: March 1, 2022 - August 31, 2022

Month 6 of 12 (50%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	3,507,940	5,759,099	38%	62%
FRINGE BENEFITS	3,776,726	1,155,278	2,621,448	31%	69%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000		
SUPPLIES	890,498	300,194	590,304	34%	66%
CONTRACTUAL	165,175	127,734	37,441	77%	23%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	1,673,809	1,051,168	61%	39%
INDIRECT	1,630,902	629,929	1,000,973	39%	61%
TOTAL BASE FUNDING	18,510,317	7,394,883	11,115,434	40%	60%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	35,226	8,966	80%	20%
SUPPLIES	30,013	8,020	21,993	27%	73%
CONTRACTUAL	26,080	943	25,137	4%	96%
OTHER	212,393	51,972	160,421	24%	76%
INDIRECT	31,268	8,599	22,669	28%	72%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	104,759	239,187	30%	70%

CARRYOVER

SUPPLIES	923,529		923,529		
CONTRACTUAL	-		-		
CONSTRUCTION	666,925	666,925			
OTHER - CARES	91,015	1,593	89,422		
INDIRECT	-	164	(164)		
TOTAL CARRYOVER	1,681,469	668,681	1,012,788	40%	

GRAND TOTAL HS FEDERAL FUNDS	20,535,732	8,168,323	12,367,408	40%	60%
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HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,340,055	1,043,706	1,296,349	45%	55%
CALIF DEPT OF ED	7,988,651	2,993,703	4,994,948	37%	63%
TOTAL NON-FEDERAL	10,328,706	4,037,409	6,291,297	39%	61%

Budget reflects Notice of Award #09CH011132-04-01

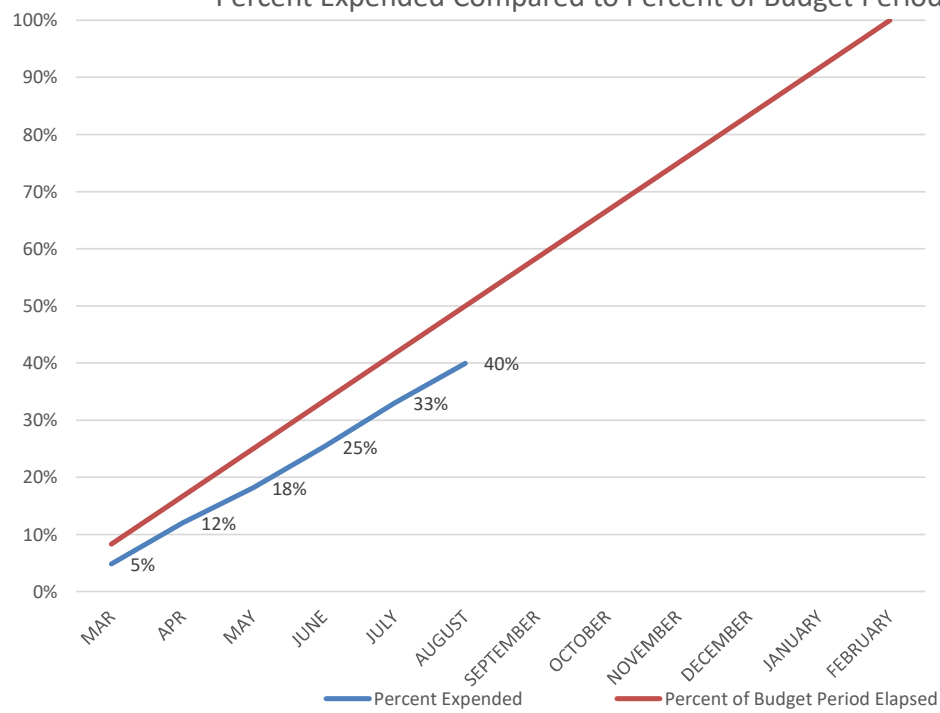
Actual expenditures include posted expenditures and estimated adjustments through 08/31/2022

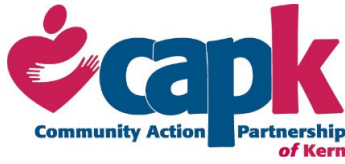
Administrative Cost for HS and EHS Combined 15.2%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	29,362	-	-	-	29,362	9/2/2022
Lowe's	1,454		-	-	1,454	9/2/2022
Smart & Final	44	-	-	-	44	9/2/2022
Save Mart	632				632	9/10/2022
Chevron & Texaco Business Card	10,256	-	-	-	10,256	9/6/2022
Home Depot	13,270	-	-	-	13,270	9/5/2022
	55,018	0	-	-	55,018	

Head Start
Percent Expended Compared to Percent of Budget Period Elapsed





MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: September 21, 2022

Subject: *Early Head Start*
Budget to Actual Report for the period ended August 31, 2022 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the fourth-year budget period is March 1, 2022, through February 28, 2023.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through August 31, 2022. Six months (50%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 44% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 32% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2022 - February 28, 2023
Report Period: March 1, 2022 - August 31, 2022
 Month 6 of 12 (50%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	3,827,098	5,874,324	39%	61%
FRINGE BENEFITS	2,363,974	1,056,367	1,307,607	45%	55%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000		
SUPPLIES	916,242	332,893	583,349	36%	64%
CONTRACTUAL	1,025,838	313,017	712,821	31%	69%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,268,985	258,735	83%	17%
INDIRECT	1,512,778	647,819	864,959	43%	57%
TOTAL BASE FUNDING	17,092,974	7,446,177	9,646,797	44%	56%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	33,277	10,916	75%	25%
SUPPLIES	30,013	5,465	24,548	18%	82%
CONTRACTUAL	26,080	636	25,444	2%	98%
OTHER	212,393	57,645	154,748	27%	73%
INDIRECT	31,268	11,359	19,909	36%	64%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	108,381	235,565	32%	68%

CARRYOVER

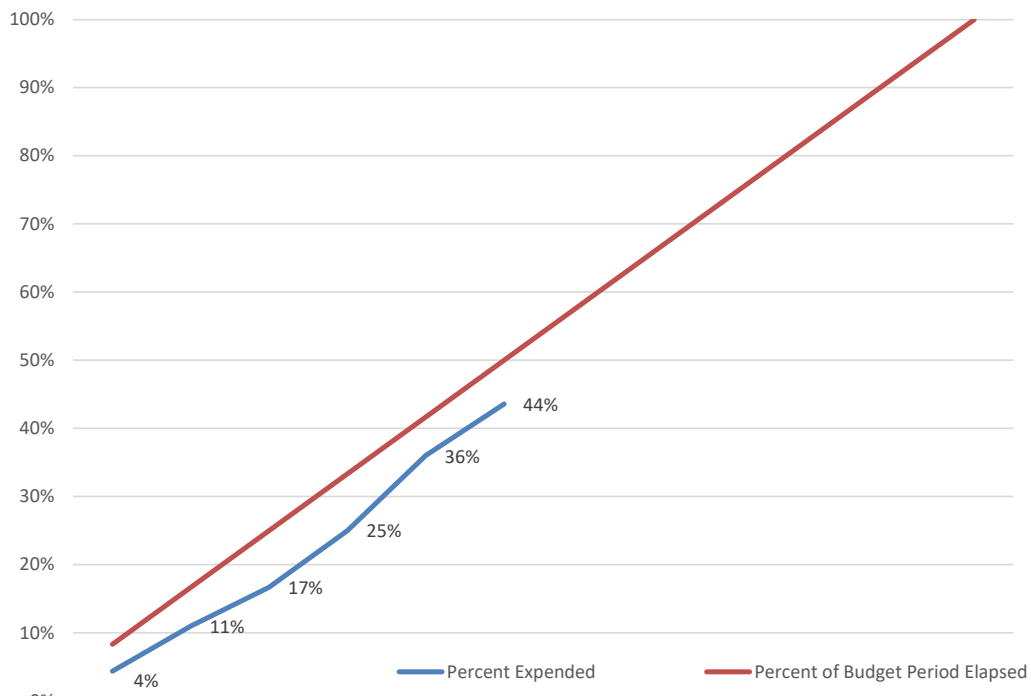
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	1,592,189	8,955		
OTHER	24,512	19,274	5,238		
INDIRECT	-				
TOTAL CARRYOVER	1,625,656	1,611,463	14,193	99%	

GRAND TOTAL EHS FEDERAL FUNDS	19,062,576	9,166,021	9,896,555	48%	52%
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Budget reflects Notice of Award #09CH011132-04-01

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2022

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





MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: September 21, 2022

Subject: *Early Head Start – San Joaquin*
Budget to Actual Report for the period ended August 31, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Nineteen months (76%) of the 25-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 95% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 0% of the budget.

COVID Cares Funds

Overall expenditures are at 100% of the budget.

Non-Federal Share

Non-Federal share is at 117% of the budget.

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

Budget Period: February 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: February 1, 2021 - August 31, 2022

Month 19 of 25 (76%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,234,991	274,272	92%	8%
FRINGE BENEFITS	985,996	813,437	172,559	82%	18%
TRAVEL	0	46,889	(46,889)	0%	0%
EQUIPMENT	45,000	31,190	13,810		
SUPPLIES	143,912	222,535	(78,623)	155%	-55%
CONTRACTUAL	10,244	28,736	(18,491)	281%	-181%
OTHER	776,728	848,060	(71,331)	109%	-9%
INDIRECT	536,733	488,066	48,667	91%	9%
TOTAL	6,007,877	5,713,904	293,972	95%	5%

TRAINING & TECHNICAL ASSISTANCE FUNDS

PERSONNEL	53,809	52,188	1,621	97%	3%
FRINGE BENEFITS	23,718	21,722	1,996	92%	8%
TRAVEL	3,519	3,975	(456)	113%	-13%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	128,816	128,817	(0)	100%	0%

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	106,797	0	100%	0%

GRAND TOTAL EHS FEDERAL FUNDS	6,725,476	5,949,518	775,958	88%	12%
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NON-FEDERAL SHARE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,630,480	1,913,366	(282,885)	117%	-17%
TOTAL NON-FEDERAL FUNDS	1,630,480	1,913,366	(282,885)	117%	-17%

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 08/31/2022



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: September 21, 2022

Subject: *Early Head Start Child Care Partnerships (No Cost Extension)*
Budget to Actual Report for the period ended August 31, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through August 31, 2022. Eighteen months (75%) of the 24-month budget period have elapsed. The Office of Head Start processed a no cost extension to the prior year contract through February 28, 2023. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are at 88% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 109% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

Non-Federal share is at 134% of the budget.

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

Budget Period: March 1, 2021 - February 28, 2023 (No Cost Extension)

Report Period: March 1, 2021 - August 31, 2022

Month 18 of 24 (75%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	668,881	565,607	103,274	85%	15%
FRINGE BENEFITS	183,736	150,179	33,557	82%	18%
TRAVEL	0	2,669	(2,669)		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	472,161	619,343	43%	57%
OTHER	231,300	254,580	(23,280)	110%	-10%
INDIRECT	215,164	151,160	64,004	70%	30%
TOTAL BASE FUNDING	2,427,668	1,724,460	703,208	71%	29%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	5,294	2,741	2,553	52%	48%
SUPPLIES	16,391	2,488	13,903	15%	85%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,794	3,313	35%	65%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	19,857	36,328	35%	65%

CARRYOVER

SUPPLIES	16,000	0	16,000	0%	100%
CONSTRUCTION	2,458,581	2,659,808	(201,227)	108%	-8%
CONTRACTUAL	14,000	19,198	(5,198)	137%	-37%
OTHER	14,121	35,000	(20,879)	248%	-148%
INDIRECT	4,412	21,507	(17,095)	487%	-387%
TOTAL CARRYOVER	2,507,114	2,735,513	(228,399)	109%	-9%

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	1,904	8,302	19%	81%
TOTAL COVID	112,302	20,993	95,510	19%	81%

GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,500,823	606,647	88%	12%
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NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	588,256	790,157	(201,901)	134%	-34%
TOTAL NON-FEDERAL	588,256	790,157	(201,901)	134%	-34%

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

Actual expenditures include posted expenditures and estimated adjustments through 08/31/2022



MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: September 21, 2022

Subject: *American Rescue Plan Funding*
Budget to Actual Report for the period ended August 31, 2022 – **Info Item**

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through August 31, 2022, seventeen months (70.83%) of the 24-month budget period have elapsed.

COVID

Overall expenditures are at 100% of the budget. These funds are being utilized to support the Summer Bridge Program options.

American Rescue Plan Act

Overall expenditures are at 0% of the budget. These funds are being utilized to support the retention incentive for staff.

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 - August 31, 2022

Month 17 of 24 (70.83%)

Prepared 09/12/2022

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

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	670,559	2,665,802	20%	80%
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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 08/31/2022



MEMORANDUM

To: Budget and Finance Committee

From: Sylvia Ortega, Quality Assurance Administrator
Date: September 21, 2022
Subject: *Agenda Item 4b:* EHS Budget Revision for 09HP000163 – **Action Item**

The Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Early Head Start grant #09HP000163. This grant was awarded a no-cost extension from the Office of Head Start earlier this year. To fully expend remaining funds, a budget revision is needed to realign funding to the major categories in which the funds will be spent. The submission of a budget revision requires approval from CAPK's Board of Directors.

CAPK's Head Start Leadership Team has been working in consultation with the Operations and Finance Divisions to determine the most appropriate categories to place funding based on the projects identified. Projects in this revision include the minor renovations and repairs at two HS/EHS facilities.

The Angela Martinez facility renovations include the modification of the industrial building to become a Professional Development Lab, secured storage as well as address some environmental concerns identified in the environmental study conducted prior to purchase. The costs for this project are estimated at \$140,000 and does not exceed the threshold for required to complete a Facility Pre-Approval process as per Head Start Program Performance Standards 1303.42. However, program staff have consulted with OHS, and they believe we may need formal approval based on the cumulation of the previous renovation projects and purchase that may adjust the federal interest in this property. Program staff will follow the guidance from OHS as instructed. Included in the Angela Martinez renovations will be a new HVAC system that will be identified as Equipment totaling \$35,000. This budget revision will include the request to purchase equipment as required by OHS.

The second facility is the Oasis Child Development Center in Ridgecrest. Funding from this grant will support the final costs of renovations for the new toddler room; as well as the classroom set up costs for furnishing the new indoor and outdoor environments. Business services has completed the procurement process and has identified a contractor to complete the project. With the cost

Recommendation

Staff recommends the Board of Director's approve, with resolution, the submission of a Budget Revision and equipment purchase to the Office of Head Start for the 09HP00163 EHS grant for the 2022-2023 funding year.

Attachments:

Resolution #2022-27

HS EHS 2022-2023 Revised Budget Detail



RESOLUTION # 2022-27

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Early Head Start Budget Revision

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in person and virtually on September 28, 2022, at the CAPK Administrative Offices 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 Early Head Start and State Child Development Division had previously awarded a no-cost extension grant from the Office of Head Start earlier this year; and

WHEREAS, funds from the grant have not been fully expended; and

WHEREAS, a budget revision is necessary to realign remaining funds to the major categories in which the funds will be spent for renovations and equipment for the Angela Martinez Child Development Center and the Oasis Child Development Center; and

NOW, THEREFORE, be it resolved that staff recommends the submission of a Budget Revision to the Office of Head Start for the EHS grant #09HP00163 for the 2022-2023 funding year.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 28th day of September 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

EARLY HEAD START CHLD CARE PARTNERSHIP
09HP000163 (No-Cost Extension)
2022-2023 BUDGET REVISION


BUDGETED EXPENDITURES

Early Head Start Program Operations				
Base & T&TA				
Carry Over				
COVID Cares				
	2022-2023 BUDGET	2022-2023 BUDGET REVISED	VARIANCE increase (decrease)	Comments
PERSONNEL	668,881	569,229	(99,652)	Reduction from Staff Vacancies
FRINGE BENEFITS	183,736	150,758	(32,978)	Reduction from Staff Vacancies
TRAVEL	5,294	5,410	116	Increased due to higher travel costs
EQUIPMENT	0	35,000	35,000	HVAC System for Angela Martinez
SUPPLIES	147,209	378,798	231,589	Increase for indoor and outdoor environments
CONTRACTUAL	1,105,504	475,507	(629,997)	Reduction from low enrollment
CONSTRUCTION	2,458,581	2,390,749	(67,832)	Funding used for Purchase of Angela Martinez, variance to be used in other category.
OTHER	251,025	806,993	555,968	Additional costs for Renovation and Repairs
INDIRECT	234,889	242,675	7,786	Increased Indirect

BUDGETED EXPENDITURES	5,055,119	5,055,119	0	
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MEMORANDUM

To: Budget and Finance Committee

From: Sylvia Ortega, Quality Assurance Administrator
Date: September 21, 2022
Subject: *Agenda Item 4c:* EHS SJC Budget Revision for 09CH011406 – **Action Item**

The Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Early Head Start San Joaquin grant #09CH011406. This grant was awarded a no-cost extension from the Office of Head Start earlier this year. To fully expend remaining funds, a budget revision is needed to realign funding to the major categories in which the funds will be spent. The submission of a budget revision requires approval from CAPK's Board of Directors.

CAPK's Head Start Leadership Team has been working in consultation with the Operations and Finance Divisions to determine the most appropriate categories to place funding based on the projects identified. Projects in this revision include major renovations and repairs at Barnett House EHS facility as well as equipment purchases for SJC facilities.

The Barnett House facility renovations include the modification of the building to support a quality Early Head Start Infant/Toddler environment. The estimated costs will exceed the \$250,000 threshold and will require CAPK to complete a Facility Pre-Approval process as per Head Start Program Performance Standards 1303.42. Staff have been working with the Operations Division to complete all appropriate documentation to receive approval for the construction project.

Included with the Barnett House renovations, CAPK will be purchasing three (3) shade structures for three facilities: Barnett House, Lodi UCC and the new facility in Lathrop. These new shade structure will be identified as Equipment totaling \$100,000. Each item will have a single item value of more than \$5,000 and a useful life of more than one year. This budget revision will include the request to purchase equipment as required by OHS.

Recommendation

Staff recommends the Board of Director's approve, with resolution, the submission of a Budget Revision and equipment purchase to the Office of Head Start for the 09CH011406 EHS SJC grant for the 2022-2023 funding year.

Attachments:

Resolution #2022-28

EHS SJC 2022-2023 Revised Budget Detail



RESOLUTION # 2022-28

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Early Head Start San Joaquin County Budget Revision & Request to Purchase Equipment for SJC

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in person and virtually on September 28, 2022, at the CAPK Administrative Offices 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 Early Head Start San Joaquin County and State Child Development Division was previously awarded a no-cost extension grant from the Office of Head Start earlier this year; and

WHEREAS, funds from the grant have not been fully expended; and

WHEREAS, a budget revision is necessary to realign remaining funds to the major categories in which the funds will be spent for renovations at the Barnett House EHS Center, and the purchase of equipment for three other EHS Centers in San Joaquin County; and

NOW, THEREFORE, be it resolved that staff recommends the submission of a Budget Revision and request to purchase equipment for EHS SJC to the Office of Head Start for the EHS grant #09CH011406 for the 2022-2023 funding year.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 28th day of September 2022.

Fred Plane, Chair
CAPK Board of Directors

Date


EARLY HEAD START SAN JOAQUIN
09CH011406 (No-Cost Extension)
2022-2023 BUDGET REVISION

BUDGETED EXPENDITURES

Early Head Start Program Operations Base & T&TA Carry Over	2022-2023 BUDGET	2022-2023 BUDGET REVISED	VARIANCE increase (decrease)	Comments
PERSONNEL	3,563,072	3,287,179	(275,893)	Reduction from Staff Vacancies
FRINGE BENEFITS	1,009,714	835,159	(174,555)	Reduction from Staff Vacancies
TRAVEL	3519	50864	47,345	Travel opportunities returned during this funding period
EQUIPMENT	66035	166035	100,000	Shade Structures
SUPPLIES	256,478	256,478	0	
CONTRACTUAL	26,168	39,119	12,951	Increased costs for contractual services
CONSTRUCTION	0	400,448	400,448	Barnett House renovations
OTHER	1,200,468	1,143,800	(56,668)	Some Renovation and Repairs moved to Construction
INDIRECT	600,022	546,394	(53,628)	Decreased Indirect
BUDGETED EXPENDITURES	6,725,476	6,725,476	0	



MEMORANDUM

To: Budget and Finance Committee

From: Sylvia Ortega, Quality Assurance Administrator
Date: September 21, 2022
Subject: *Agenda Item 4d: CRRSA and ARP Budget Revision for 09HE000432 – Action Item*

The Head Start and State Child Development Division is requesting approval to submit a budget revision for the 2022-2023 funding year for the Head Start CRRSA/ARP grant #09HE000432. This grant is a one-time funding opportunity to support expenses in response to the COVID-19 Pandemic. To fully expend remaining funds, a budget revision is needed to realign funding to the major categories in which the funds will be spent. The submission of a budget revision requires approval from CAPK's Board of Directors.

CAPK's Head Start Leadership Team has been working in consultation with the Human Resources and Finance Divisions to determine the most appropriate categories to place funding based on the projects identified. One priority for this funding was established based on the board approved Employee Retention Stipend. The costs for the stipend are estimated at \$1,188,000. Funding will be moved to the Salary category. The salary costs utilized to support the Summer Bridge Program options will also be incorporated into the budget revision: \$502,095.

Additional funding was also allocated to the Construction category for the approved 1303 projects at five child development centers, Harvey Hall, Pete Parra, Martha J Morgan, Sterling, and Angela Martinez. Funding in this category will support the higher costs of materials related to supply chain challenges totaling \$603,503. The finance division is closely monitoring the construction expenditures and will allocate overages to this grant as deemed reasonable and necessary. These expenditures align with the funding guidance for allowability.

Recommendation

Staff recommends the Board of Director's approve, with Resolution, the submission of a Budget Revision to the Office of Head Start for the Head Start 09HE000432 grant for the 2022-2023 funding year.

Attachments:

Resolution #2022-26

CRRSA/ARP 2022-2023 Revised Budget Detail



RESOLUTION # 2022-26

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the Head Start CRRSA/ARP Budget Revision

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met in person and virtually on September 28, 2022, at the CAPK Administrative Offices 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 Head Start and State Child Development Division had previously received CRRSA/ARP grant funding to support expenses in response to the COVID-19 Pandemic; and

WHEREAS, funds from the CRRSA/ARP grant have not been fully expended; and

WHEREAS, a budget revision is necessary to realign remaining funds to the major categories in which the funds will be spent; and

NOW, THEREFORE, be it resolved that staff recommends the submission of a Budget Revision to the Office of Head Start for grant #09HE000432 for the 2022-2023 funding year.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this 28th day of September 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

HEAD START/EARLY HEAD START CRRSA & ARP Grant
09HE000432
2022-2023 BUDGET REVISION

BUDGETED EXPENDITURES

CRRSA APR	2022-2023 BUDGET	2022-2023 BUDGET REVISED	VARIANCE increase (decrease)	Comments
PERSONNEL	763,438	1,690,095	926,657	Increased for retention stipend
FRINGE BENEFITS	251,934	129,292	(122,642)	Adjusted for Stipend Funding
TRAVEL	0	0	0	
EQUIPMENT	0	0	0	
SUPPLIES	1,053,540	476,259	(577,281)	Decreased to support retention stipend and construction
CONTRACTUAL	0	0	0	
CONSTRUCTION	0	603,503	603,503	Increased to support higher costs for construction
OTHER	1,000,869	197,290	(803,579)	Decreased to support retention stipend and construction
INDIRECT	266,580	239,922	(26,658)	Decreased Modified Direct Expenses
BUDGETED EXPENDITURES	3,336,361	3,336,361	0	



MEMORANDUM

To: Budget and Finance
Lois Hannible
From: Lois Hannible, Friendship House Community Center Program Manager
Date: September 21, 2022
Subject: *Agenda Item 4e:* Request for Retroactive Approval of 2022-2025 Subcontractor Funding Contract for the City of Bakersfield California Violence Intervention and Prevention (CalVIP) Program- **Action Item**

The Board of State and Community Corrections (BSCC) administers funds for the purpose of improving public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults. The City of Bakersfield was awarded grant funds towards this initiative and CAPK was named as a subcontractor in that opportunity.

The program application was presented and approved by PRE Committee and Board of Directors in January 2022. The city has been awarded the grant and in early September they made a request to CAPK for a quick turnaround including the execution of the subcontractor agreement and to begin work immediately on this program. Staff reached out to Board Chair Fred Plane and requested approval to execute the contract and bring this item to the Budget and Finance and Board retroactively. The request was approved by the Board Chair and the CEO executed the agreement on September 6, 2022.

With these funds, the Friendship House Community Center (FHCC) will utilize two full-time positions to oversee the design, implementation, and evaluation of our Mentorship Program. The responsibilities for these individuals will include creating criteria, recruiting mentees and mentors, onboarding mentors, conducting trainings, collecting data (i.e. number of hours served, applications, contact information, services required by each mentee), troubleshooting of issues that arise, facilitating mock mentoring, and continuously researching local resources that can be shared with mentees for the improvement of the program.

Recommendation

Staff recommends the Budget & Finance Committee retroactively approve the 2022-2025 Funding Contract for the California Violence Intervention and Prevention (CalVIP Program) and authorize CEO to sign any amendments during the term of the contract.

Attachment:

BSCC CALVIP 2022-2025 Contract

AGREEMENT NO. _____

INDEPENDENT CONTRACTOR'S AGREEMENT

[Over \$40,000]

This **INDEPENDENT CONTRACTOR'S AGREEMENT** ("Agreement") is made and entered into on _____, by and between the **CITY OF BAKERSFIELD**, a municipal corporation, (referred to herein as "CITY") and **COMMUNITY ACTION PARTNERSHIP OF KERN**, a nonprofit corporation authorized to do business in California (referred to herein as "CONTRACTOR").

RECITALS

WHEREAS, in September 2020, the Board of State and Community Corrections' (BSCC) awarded the City of Bakersfield a three-year \$1,500,000 California Violence Intervention and Prevention (CalVIP) Cohort 3 grant (Grant Award #BSCC 873-20) to implement a Focused-Deterrence Model; and

WHEREAS, in July 2022, the Board of State and Community Corrections' (BSCC) awarded the City of Bakersfield a multi-year \$3,114,625 California Violence Intervention and Prevention (CalVIP) Cohort 4 grant (Grant Award #BSCC 873-22) to implement a Socioecological Model focused on using a public health approach to expand on the City's gun violence reduction efforts; and

WHEREAS, CalVIP Cohort 4 aims to prevent and reduce gun violence by addressing 5 Social Determinants of Health: social and community context; access to education; economic stability; access to healthcare; and neighborhood and built environment; and

WHEREAS, the City of Bakersfield's CalVIP initiative consists of an effective, focused deterrence strategy that has four parts: (1) the analysis of serious violent incidents and trends to identify individuals at highest risk of violence; (2) respectfully communicating to those individuals the risks associated with violence; (3) offers of supportive relationships leading to safety and opportunity; and (4) procedurally-just enforcement efforts targeted to individuals that persist in violence; and

WHEREAS, CONTRACTOR represents CONTRACTOR is an intervention, prevention, and mentoring foundation with a mission to educate, motivate, and rehabilitate at risk youth; and

WHEREAS, as per BSCC policies and procedures, the CITY's CalVIP proposal, incorporated into this contract as EXHIBITS A through E, provides a comprehensive description of CONTRACTOR's role and responsibilities under the terms and conditions of the grant; and

WHEREAS, CONTRACTOR represents CONTRACTOR has the necessary skills and training to implement the CITY's CalVIP proposal (attached hereto, as **EXHIBIT A**) as set forth in this agreement; and

NOW, THEREFORE, incorporating the foregoing recitals herein, CITY and CONTRACTOR mutually agree as follows:

1. **SCOPE OF WORK.** In exchange for the Compensation (defined below), CONTRACTOR shall perform the following:
 - 1.1 Support program participants with services and resources through CONTRACTOR's 2-1-1 Kern Information and Referral call center.
 - 1.2 Provide comprehensive individual and family wrap-around evidence-based social services and implement a Mentorship Program at the Friendship House Community Center that will aim to serve 40-60 mentees, specifically school-aged children and youth and their families who have been identified through data from BPD, school administrators, deans, and guidance counselors as being at the highest risk of gun violence as a victim or perpetrator.
 - 1.3 Actively assist and support the direct, respectful communication of an evidence-based "risk and opportunity" message, including; (1) messaging consistent with the principles of procedural justice; that is, to be respectful, give voice, rely on data and not on bias, and reflect the CITY's commitment to participants' well-being; and (2) ensuring an inviting, seamless transition to services and doing so in a way that is consistent with evidence-based research on "credible messengers" (i.e., specially trained adults with relevant life experiences who share their background).
 - 1.4 Fully participate in a collaborative partnership with other partners and agencies to build on collective impact by way of customized and coordinated responses, outreach, mentorship, and delivery of evidence-informed practices to address 5 social determinants of health (i.e., social and community context; access to education; economic stability; access to healthcare; and neighborhood and built environment) that give rise to local gun violence.

- 1.5** Lead prevention efforts by connecting individuals, specifically school-aged children and youth and their families who have been identified through data from BPD, school administrators, deans, and guidance counselors as being at the highest risk of gun violence as a victim or perpetrator.
- 1.6** Participate in a partnership-based cycle that places mutual accountability and transparency through the use of call-to-actions in meeting cycles and shared insight, perspective, and information through round-table discussions, collaboration, and strategic coordination for each partner.
- 1.7** Fully participate in planning meetings focused on:
 - 1.7.1** Establishing a menu of services available for those individuals and their families who have been identified as highest risk to gun violence.
 - 1.7.2** Trainings on gun violence prevention and reduction efforts.
 - 1.7.3** Background and context of Social Determinants of Health and discussions on evidence-based practices to address them.
 - 1.7.4** Program progress and stats on incidents for review and coordination of strategies.
- 1.8** Build strong client relationships through consistent and frequent high-quality contacts and activities:
 - 1.8.1** Assess referrals within a timely manner to identify and/or provide services as deemed necessary.
 - 1.8.2** Maintain caseloads to enable staff to provide intensive, high-quality services.
 - 1.8.3** Maintain up to date accurate case notes on all activities.
- 1.9** Participate in and actively support an intensive partnership-based management cycle that: (a) reviews every serious shooting to quickly identify young people at highest risk of violence; (b) generates an action plan specifically tailored to reduce the risk to them and the community; (c) successfully engages them in services; and (d) monitors follow-through for quality and timeliness.

1.10 Provide timely, comprehensive, and detailed program reporting and documentation as required by BSCC data reporting requirements as specified in the BSCC Grant Administration Guide (attached hereto, as **EXHIBIT C**) under the CalVIP Administrative Responsibilities, BSCC Data Collection Tips and sample Local Evaluation Plan (LEP), Local Evaluation Report (LER) Guidelines and BSCC Evaluation Roles.

1.10.1 Track all key program activity and outcome indicators and support program management and supervision through case reviews, coordination meetings, and the "group strategy" process.

1.11 Provide timely, comprehensive, and detailed financial reporting and documentation as required by (1) BSCC reporting requirements and (2) City of Bakersfield and policies and procedures.

1.11.1 BSCC fiscal and related expense reporting and documentation requirements as specified in the following BSCC CalVIP policies and procedures: CalVIP Fiscal Responsibilities, Invoice Workbook, Invoice Supporting Documentation guidelines, Budget Modification Scenarios, Eligible & Ineligible Project Expenditures, Grant Incentive Inventory and Log, BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**).

1.11.2 Fiscal and related expense reporting and documentation requirements as required by the City of Bakersfield for: (a) auditing purposes; and (b) for program management, particularly as it applies to the financial self-sufficiency program component specified above.

1.12 Professional development, planning, and capacity building. As specified by the CITY's designated program director, consistently attend and participate in the training, coaching, planning/ program development, professional development and capacity-building associated with the above operational components and BSCC CalVIP guidelines and recommendations. This includes twice-monthly CalVIP planning and coordination meetings to be convened by the director.

2. GOVERNING DOCUMENTS. All work performed under this Agreement is subject to the rules, requirements, proposals, objectives and guidelines set forth in the following documents, attached hereto and incorporated herein as follows:

- CalVIP Request for Proposal (**EXHIBIT A**)
- BSCC Grant Award # BSCC 873-22 (**EXHIBIT B**)
- BSCC Grant Administration Guide (**EXHIBIT C**)
- Certification of Compliance (**EXHIBIT D**)
- Contractor Certification Clause (**EXHIBIT E**)

3. **COMPENSATION/PAYMENT PROCEDURE.** Compensation for all work, services or products called for under this Agreement shall not exceed Five Hundred Seventy-Eight Thousand Seven Hundred Thirty-One Dollars (\$578,731.00) and is the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. CITY shall pay only the compensation listed unless otherwise agreed to in writing by the parties.

3.1 In the event that expenditures submitted for reimbursement to CITY are determined to be ineligible expenses, per the BSCC Grant Administration Guide, CITY is not obligated to pay CONTRACTOR for reimbursement of ineligible expenses.

3.2 CONTRACTOR shall be paid for services rendered after receipt of an itemized invoice for the work completed and approved by CITY in accordance with the terms of this Agreement. Payment by CITY to CONTRACTOR shall be made within thirty (30) days after receipt and approval by CITY of CONTRACTOR's itemized invoice. Invoices shall be accompanied with source documentation that support contract billings. Time and attendance reports must support hours charged. Travel vouchers detailing the purpose, time, and destination must support travel claims. Purchase orders, invoices, etc., must support operating expense claims. Dual compensation (i.e., payment to a party more than once for the same work) is specifically prohibited.

4. **TERM.** Unless terminated sooner, as set forth herein, this Agreement shall terminate on December 31, 2025.

5. **TERMINATION.** This Agreement may be terminated by any party upon thirty (30) days written notice, pursuant to the Notices provision of this Agreement.

6. **COMPLIANCE WITH ALL LAWS.** CONTRACTOR shall, at CONTRACTOR's sole cost, comply with all of the applicable requirements of Municipal, State, and Federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities

relating to or growing out of this Agreement all Municipal ordinances and State and Federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation, obtaining a City of Bakersfield business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.

7. **PENALTY CLAUSE.** In the event of a CONTRACTOR's breach of any of the provisions under this Agreement, resulting in the BSCC to disallow reimbursement to CITY for the costs of this Agreement, CONTRACTOR shall be liable to CITY for the amount disallowed, without prejudice to any other rights provided for by law or under this Agreement, including but not limited to the right to seek specific performance, an injunction or claim, for damages.
8. **BUDGET CONTINGENCY.** In the event that the BSCC exercises its right to cancel BSCC Grant Award #BSCC 873-22 or to offer an amendment to reduce the grant award amount, per the BSCC Budget Detail and Payment Provisions in the BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**), CITY reserves the right to cancel this Agreement, without penalty, or offer an amendment to reduce the compensation amount proportionate to the reduction in grant award.
9. **BOOKS AND RECORDS.** CONTRACTOR shall maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR'S performance under this Agreement in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit, under BSCC Grant Award # BSCC 873-22, and shall be subject to examination and/ or audit by the CITY, BSCC or designees, state government auditors or designees, or by federal government auditors or designees.

CONTRACTOR shall make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The CONTRACTOR shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant -funded project.

10. **AUDIT REQUIREMENT.** The CITY, as grantee, is required to provide BSCC with

a financial audit no later than December 31, 2025. The audit will be conducted between July 1, 2025 and December 31, 2025.

11. **DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT.** It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the CITY is not permitted to enter into contracts or provide reimbursement to sub-contractors that have been debarred by any federal, state, or local government entities during the period of debarment; or convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients and subcontractors to provide an assurance that there has been no applicable debarment, disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

CONTRACTOR must have on file with the BSCC a completed and signed Certification of Compliance with BSCC Policies on Debarment, Fraud, Theft and Embezzlement (attached hereto as, **EXHIBIT D**).

12. **PROJECT ACCESS.** CONTRACTOR shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period. Access to program records will be made available by CONTRACTOR for a period of three (3) years following the end of the grant period.
13. **CERTIFICATION CLAUSES.** The Contractor Certification Clauses contained in the document CCC 04/2017 (attached hereto as **EXHIBIT E**), is hereby incorporated by reference and made a part of this Agreement. Per the BSCC Grant Administration Guide, sub-contractors must notify their employees that they are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.
14. **INDEPENDENT CONTRACTOR.** This Agreement calls for CONTRACTOR's performance of the Scope of Work as an independent contractor. CONTRACTOR is not an agent or employee of the CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with CONTRACTOR other than that of an independent contractor.

15. **DIRECTION.** CONTRACTOR retains the right to control or direct the manner in which the services described herein are performed.
16. **EQUIPMENT.** CONTRACTOR will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.
17. **STARTING WORK.** CONTRACTOR shall not begin work until authorized to do so in writing by CITY. No work will be authorized before the date first written above.
18. **KEY PERSONNEL.** CONTRACTOR shall name all key personnel to be assigned to perform the Scope of Work. All key personnel shall be properly licensed and have the experience to perform the work called for under this Agreement. CONTRACTOR shall provide background for each of the key personnel including, without limitation, resumes and work experience performing work similar to the Scope of Work. CITY reserves the right to approve key personnel. Once the key personnel are approved, CONTRACTOR shall not change such personnel without CITY's written approval.

CONTRACTOR shall comply with Equal Employment Opportunity per Executive Order 11246 as amended by Executive Order 11375 and supplemented at 41 CFR 60. Notwithstanding, to the extent possible, CONTRACTOR shall give priority consideration in filling vacancies in positions funded by the Contract to qualified recipients of aid under Welfare and Institutions Code Section 11200 in accordance with Pub. Contract Code § 10353, per BSCC Grant Award #BSCC 873-22, General Terms and Conditions.

19. **INCLUDED DOCUMENTS.** Any bid documents, including, without limitation, special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.
20. **LICENSES.** CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for CONTRACTOR to practice its profession and perform the Scope of Work. If CONTRACTOR is a corporation, at least one officer or key employee shall hold the required licenses or professional degrees. If CONTRACTOR is a partnership, at least one partner shall hold the required licensees or professional degrees.
21. **STANDARD OF PERFORMANCE.** The Scope of Work shall be performed in

conformity with all legal requirements and industry standards observed by a specialist of CONTRACTOR's profession in California.

- 22. SB 854 COMPLIANCE.** To the extent Labor Code Section 1771.1 applies to this Agreement, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, be subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public work pursuant to Section 1725.5 at the time the contract is awarded. The prime contractor is required to post job site notices in compliance with Title 8 California Code of Regulations Section 16451. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.
- 23. NO WAIVER OF DEFAULT.** The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time and shall not serve to vary the terms of this Agreement.
- 24. INSURANCE.** In addition to any other insurance or security required under this Agreement, CONTRACTOR must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").
- 24.1 Broad form commercial general liability insurance,** unless otherwise approved by the CITY' s Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than One Million Dollars (1,000,000) per occurrence; and the policy shall: Types and Limits of Insurance.
- 24.1.1** Provide contractual liability coverage for the terms of this Agreement.
- 24.1.2** Provide unlimited products and completed operations coverage.
- 24.1.3** Contain an additional insured endorsement in favor of the City, its mayor, council, officers, agents, employees and volunteers.

24.1.4 All policies shall be written on a first-dollar coverage basis or contain a deductible provision. Subject to advance approval by the CITY, CONTRACTOR may utilize a Self-Insured Retention provided that the policy shall not contain language, whether added by endorsement or contained in the Policy Conditions, that prohibits satisfaction of any Self -Insured provision or requirement by anyone other than the Named Insured, or by any means including other insurance or which is intended to defeat the intent or protection of an Additional Insured.

24.2 **Workers' compensation insurance** with statutory limits and employer's liability insurance with limits of not less than One Million Dollars (\$1, 000,000) per occurrence; and the policy shall contain a waiver of subrogation in favor of the CITY, its mayor, council, officers, agents, employees and volunteers.

24.3 All policies required of the CONTRACTOR shall be primary insurance as to the CITY, its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by the CITY, its mayor, council, officers, agents, employees, and designated volunteers shall be in excess of the CONTRACTOR' s insurance and shall not contribute with it.

24.4 Except for workers' compensation, insurance is to be placed with insurers with a Best' s rating as approved by CITY' s Risk Manager, but in no event less than A -:VII. Any deductibles, self-insured retentions or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best' s A -:VII, must be declared prior to execution of this Agreement and approved by the CITY in writing.

24.5 Unless otherwise approved by CITY' s Risk Manager, all policies shall contain an endorsement providing the CITY with thirty (30) days written notice of cancellation or material change in policy language or terms. All policies shall provide that there shall be continuing liability thereon, notwithstanding any recovery on any policy. Copies of policies shall be delivered to CITY on demand.

24.6 The insurance required hereunder shall be maintained until all work required to be performed by this Agreement is satisfactorily completed as evidenced by written acceptance by the CITY.

24.7 The CONTRACTOR shall furnish the CITY Risk Manager with a

certificate of insurance and required endorsements evidencing the insurance required. The CITY may withdraw its offer of contract or cancel this contract if certificates of insurance and endorsements required have not been provided prior to the execution of this Agreement.

- 24.8** Full compensation for all premiums which the CONTRACTOR is required to pay on all the insurance described herein shall be considered as included in the prices paid for the various items of work to be performed under the Agreement, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.
- 24.9** It is further understood and agreed by the CONTRACTOR that its liability to the CITY shall not in any way be limited to or affected by the amount of insurance obtained and carried by the CONTRACTOR in connection with this Agreement.
- 24.10** Unless otherwise approved by the CITY, if any part of the work under this Agreement is subcontracted, the "basic insurance requirements" set forth above shall be provided by, or on behalf of, all subcontractors even if the CITY has approved lesser insurance requirements for CONTRACTOR.
- 24.11** CONTRACTOR shall provide, when required by CITY, performance, labor and material bonds in amounts and in a form suitable to CITY. CITY shall approve in writing all such security instruments prior to commencement of any work under this Agreement.
- 25. THIRD PARTY CLAIMS.** In the case of public works contracts, CITY will timely notify CONTRACTOR of third-party claims relating to this Agreement. CITY shall be allowed to recover from CONTRACTOR, and CONTRACTOR shall pay on demand, all costs of notification.
- 26. INDEMNITY.** CONTRACTOR shall indemnify, defend, and hold harmless CITY and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by CONTRACTOR or CONTRACTOR's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

27. **ASSIGNMENT.** Neither this Agreement nor any rights, interests, duties, liabilities, obligations or responsibilities arising out of, concerning or related in any way to this Agreement (including, but not limited to, accounts, actions, causes of action, claims, damages, demands, liabilities, losses, obligations, or reckonings of any kind or nature whatsoever, for compensatory or exemplary and punitive damages, or declaratory, equitable or injunctive relief, whether based on contract, equity, tort or other theories of recovery provided for by the common or statutory law) may be assigned or transferred by any party. Any such assignment is prohibited and shall be unenforceable and otherwise null and void without the need for further action by the non-assigning party or parties.
28. **ACCOUNTING RECORDS.** CONTRACTOR shall maintain accurate accounting records and other written documentation pertaining to all costs incurred in performance of this Agreement. Such records and documentation shall be kept at CONTRACTOR's office during the term of this Agreement, and for a period of three years from the date of the final payment hereunder and made available to CITY representatives upon written request at a mutually agreeable time during regular business hours.
29. **BINDING EFFECT.** The rights and obligations of this Agreement shall inure to the benefit of, and be binding upon, the parties to the Agreement and their heirs, administrators, executors, personal representatives, successors and assigns.
30. **CORPORATE AUTHORITY.** Each individual signing this Agreement on behalf of entities represents and warrants that they are, respectively, duly authorized to sign on behalf of the entities and to bind the entities fully to each and all of the obligations set forth in this Agreement.
31. **COUNTERPARTS.** This Agreement may be executed in any number of counterparts, each of which shall be considered as an original and be effective as such.
32. **EXECUTION.** This Agreement is effective upon execution. It is the product of negotiation, and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
33. **EXHIBITS.** CITY and CONTRACTOR agree that in the event of any inconsistency between this Agreement and BSCC Grant Award #BSCC 873-22, the language of the Grant Award will prevail.

34. **FURTHER ASSURANCES.** Each party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.
35. **GOVERNING LAW.** The laws of the State of California will govern the validity of this Agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.
36. **INTERPRETATION.** Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural.
37. **MERGER AND MODIFICATION.** This contract sets forth the entire Agreement between the parties and supersedes all other oral or written representations. This contract may be modified only in a writing approved by the City Council and signed by all the parties.
38. **NON-INTEREST.** No officer or employee of the CITY shall hold any interest in this Agreement (California Government Code section 1090).
39. **NOTICES.** All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

CITY: **CITY OF BAKERSFIELD**
CITY HALL
1600 Truxtun Avenue
Bakersfield, California 93301

CONTRACTOR: **COMMUNITY PARTNERSHIP OF KERN**
Attn: Jeremy Tobias
5005 Business Park North
Bakersfield, CA 93309
(661) 336-5236

40. **RESOURCE ALLOCATION.** All CITY obligations under the terms of this Agreement are subject to the appropriation and allocation of resources by the City Council.
41. **TITLE TO DOCUMENTS.** All documents, plans, and drawings, maps,

photographs, and other papers, or copies thereof prepared by CONTRACTOR pursuant to the terms of this Agreement, shall, upon preparation, become CITY property.

42. TAX NUMBERS.

CONTRACTOR's Federal Tax ID Number 95-2402760

CONTRACTOR is a corporation? Yes X No _____
(Please check one.)

IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed as of the date first written above.

"CITY"
CITY OF BAKERSFIELD

"CONTRACTOR"
COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____

KAREN GOH
Mayor

By: _____

Print Name: Jeremy Tobias

Title: CEO

APPROVED AS TO FORM:
VIRGINIA GENNARO
City Attorney

By: _____

JOSHUA H. RUDNICK
Deputy City Attorney II

Insurance: _____

APPROVED AS TO CONTENT:
CITY MANAGER'S OFFICE

By: _____

CHRISTIAN CLEGG
City Manager

[Signatures on Following Page]

COUNTERSIGNED:

By: _____

RANDY MCKEEGAN


Finance Director

Attachments: Exhibit A - CalVIP Request for Proposal
Exhibit B - BSCC Grant Award # BSCC 873-22
Exhibit C - BSCC Grant Administration Guide
Exhibit D - Certification of Compliance
Exhibit E - Contractor Certification Clause



MEMORANDUM

To: Budget and Finance Committee

From: 
Rebecca Moreno, Director of Community Development

Date: September 21, 2022

Subject: *Agenda Item 4f*: New Service Line: Board of State and Community Corrections Adult Reentry Grant Warm Handoff Program - **Action Item**

Purpose:

The Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison.

Description:

The Budget Act of 2021 (Assembly Bill 128, Chapter 21, Statutes of 2021) appropriated \$67,000,000 to award competitive grants for community-based organizations (CBOs) to support individuals formerly incarcerated in the state prison. \$31,825,000 shall be available to support the warm handoff and reentry of offenders transitioning from state prison to communities. The maximum award for reentry services is \$750,000 for the entire 42-month period starting October 1, 2022 through December 31, 2025. CAPK submitted a budget to include the maximum amount.

The target population identified in AB 128 are people, 18 and over, who have been formerly incarcerated in state prison with priority being given to those recently released and/or on state parole.

Objectives:

CAPK anticipates serving a minimum of 2160 unduplicated individuals over the 3-year contract period. Four (4) FTE Housing Navigators will manage caseloads of 30-35 individuals each, one (1) FTE Program Supervisor and half (.50) FTE Program Manager will oversee the day-to-day operations, and one (1) FTE Administrative Assistance will provide clerical support. Case management services will be delivered over the course of 24 months with support gradually declining over time to the point of self-sufficiency at the conclusion of 24-months.

Project activities that will support the identified goal and objectives:

Case management, Housing Search, Housing Plan development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling.

This extended agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION:

Staff recommends that the Budget and Finance Committee authorize the Chief Executive Officer to execute the contract for services with the Board of State and Community Corrections once received.

Attachments:

RFA Adult Reentry
Attachment A Rental Assistance and Warm Handoff
Formatted ARG Warm Handoff Narrative
Draft Budget BSCC ARP



RFA Review Form

Reviewer: Corinne Thompson

Date: 2/23/22

FUNDER INFORMATION

COMMENTS

Funding Agency	Board of State and Community Corrections	
New Funder?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Funder Initiative Name	Adult Reentry Grant Program (ARG)	Adult Reentry Grant Program - California Grants Portal
CFDA	N/A	
Application Due Date	4/8/2022	
Minimum Award	1	
Maximum Award	Rental Assistance: Up to 2,750,000 for entire 42-month period. Warm Handoff & Reentry: Up to 750,000 for entire 42-month period Can apply for one or both. Applicants are encouraged to request only the amount of funds needed to support their proposal and not base the request on the maximum allowed.	\$31,825,000 available for rental assistance. \$31,825,000 available to support the warm handoff and reentry of offenders transitioning from state prison to communities. Up to 5% (\$3,350,000) shall be available to the Board of State and Community Corrections for costs to administer the grant programs
LOI Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	Voluntary LOI, not required
LOI Due Date	March 11, 2022	
Award Period (From Date – To Date)	10/1/22-4/30/26	Disbursement of grant funds occurs on a reimbursement basis for costs incurred during a reporting period. Grantees must submit invoices with supporting documentation to the BSCC on either a monthly or quarterly basis within 45 days following the end of the reporting period via the online process.
Award Notification Date	9/8/2022	
Match Required?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
Program Purpose	The Adult Reentry Grant (ARG) Program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison.	
Target Population	AB 128 are people, 18 and over, who have been formerly incarcerated in state prison with priority being given to those recently released and/or on state parole.	
Foundation Center Profile?	<input type="checkbox"/> Yes <input type="checkbox"/> No	

FUNDERS ELIGIBILITY

- Nonprofit
- Eligibility is limited to Community-Based Organizations (CBOs) located in the State of California that have been determined by the IRS to have 501(c)(3) status (i.e., nonprofit).
- Have been duly organized, in existence, and in good standing for at least six (6) months prior to the effective date of its fiscal agreement with the BSCC or with the ARG grantee. • Be registered with the California Secretary of State's Office, if applicable; • Have a valid business license, if required by the applicable local jurisdiction; • Have a valid Employer Identification Number (EIN); • Have any other state or local licenses or certifications necessary to provide the services requested (e.g., facility licensing by the Department of Health Care Services), if applicable; and • Have a physical address. (An agent for service of process with a California address is insufficient.)

FUNDING PURPOSE / GOALS

- Rental assistance with priority to those released to state parole. 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.
- Warm handoff and reentry of offenders transitioning from state prison to communities. 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 statutory language authorizing the Adult Reentry Grant Program **does not specify** the types of Rental Assistance and Warm Handoff and Reentry Services to be funded. Applicants should select programs that best fit the needs of the community.

PAST APPLICATION HISTORY

- CalVIP Youth Violence Prevention, 1/22/2018 Denied
- Violence Prevention 1/22/2018 Denied
- Kern Youth Reinvestment Project 3/29/2019 Denied
- Kern Youth Reinvestment Partnership 2/14/2020 Denied
- CalVIP 2020 4/10/2020 Withdrawn
- CalVIP 2/11/2022 Application Submitted

FOLLOW-UP / NEXT STEPS

1. Bidder's Conference March 3, 2022, at 130 [Bidders Conference ARG Cohort III](#)
2. Voluntary LOI due March 11, 2022
3. Board Resolution- next BOD 3/30/22
4. [ARG Cohort 3 RFP - Editable Word Document](#)
5. [ARG Rental Assistance Budget Attachment - Excel*](#)
6. [ARG Warm Handoff Reentry Budget Attachment - Excel*](#)

POSSIBLE PROGRAM(S)

<input type="checkbox"/> 211 Kern	<input type="checkbox"/> Energy	<input type="checkbox"/> MCAP
<input type="checkbox"/> AmeriCorps	<input type="checkbox"/> Food Bank	<input type="checkbox"/> SYC
<input type="checkbox"/> CalFresh	<input type="checkbox"/> FHCC	<input type="checkbox"/> VITA
<input type="checkbox"/> Central Kitchen	<input type="checkbox"/> HS / EHS	<input type="checkbox"/> OTHER _____
<input type="checkbox"/> EKFRFC	<input checked="" type="checkbox"/> KLBNC	<input type="checkbox"/> OTHER _____

DISPOSITION:

☐ Applying Assigned To: _____ Program: _____

Additional Notes:

- Technical Assistance or Bidders Conference? March 3, 2022
- Are sub-contractors allowed? Yes
- How do we reach the target population
- Who will be our partners
 - Kern County Probation
 - City of Bakersfield
- Research
 - Exits from prison
 - recidivism rate
 - Models that have been successful?
- Sub-proposals must be received by 5:00 p.m. on April 8, 2022. Any questions concerning this RFP must be submitted by email to: ARGCohort3@bscc.ca.gov
- This RFP will be divided into two sub-applications and applicants may submit a separate sub-proposal for one, or both, of the following: 1. Rental Assistance 2. Warm Handoff and Reentry Services. Eligible activities and funding for each of the sub-applications will be identified separately. **Additionally, an applicant with multiple field offices or satellite projects may submit one sub-proposal covering all (or multiple) field offices and satellite projects.**
- The ESC has defined Rental Assistance activities to be those intended to help eligible people establish or maintain affordable, permanent housing. The ESC has defined Warm Handoff and Reentry Service activities as those that place a priority on services that lead to permanent housing and the provision of critical-time intervention that meets the immediate needs of individuals upon their release from prison or placement by parole. Grant funds may be used to implement new activities and programs and/or augment existing funds dedicated to a project but may not replace or supplant funds that have been appropriated for the same purpose.
- For information on eligible and ineligible costs, refer to the BSCC Grant Administration Guide, found on the BSCC [website](#)
- *Note: Applicants must submit the Grant Project Budget and Budget Narrative (Budget Attachment) as an Excel spreadsheet. Do not submit it in any other format. Detailed instructions for completing the Budget Attachment are listed on the Instructions tab of the Excel workbook.
- A frequently asked questions (FAQs) and answers document will be posted to the BSCC website and updated periodically through April 5, 2022.

<https://www.calhr.ca.gov/employees/pages/travel-reimbursements.aspx> (link to HR Travel Guideline) - "try not to go out of state"

Under "July 14, 21 Local Evaluation Plan (LEP) Webinar Section. A. Local Evaluation Plan (LEP and Local Evaluation Report Guidelines. <https://www.bscc.ca.gov/prop-64-phs-grant-cohort-2/> The Samples are listed there. The documents linked there will be modified for ARG so consider these as samples.

Proposal Due Date and Submission Instructions:

- Proposals must be received by 5:00 P.M. on Friday, April 8, 2022.
- Applicants must ensure the sub-proposal package is signed with a digital OR a wet blue ink signature that is then scanned with the completed sub-proposal package.
- Email the complete proposal package to: ARGCohort3@bscc.ca.gov.
- A complete proposal package will include (1) Portable Document Format (PDF) file that contains the Proposal Narrative and all required attachments (see ARG Proposal Checklist). (2) An Excel version of the Budget Attachment (Budget Tables and Budget Narrative). **Do not** submit the Budget Attachment in a PDF version.

Letter of Intent to Apply:

Applicants interested in applying for the Adult Reentry Grant Program are asked, **but not required**, to submit a non-binding Letter of Intent to Apply. These letters will aid the BSCC in planning for the proposal review process. Please submit the letter in Microsoft Word or as a PDF. There is no formal template for the Letter of Intent, but it should be submitted via email and include the following information:

- Name of the applicant entity.
- Name and title of a contact person with the applicant entity.
- A brief statement indicating which sub-proposal(s) the applicant intends to submit (e.g., Rental Assistance and/or Warm Handoff and Reentry Services)

Failure to submit a Letter of Intent to Apply is not grounds for disqualification. Prospective applicants that submit a Letter of Intent to Apply and decide later not to apply will not be penalized. Please email your non-binding Letter of Intent to Apply by Friday, March 11, 2022. Please identify the email subject line as “ARG Letter of Intent to Apply” and submit the letter to ARGCohort3@bscc.ca.gov.

Eligibility:

- Past and existing ARG grantees are eligible to apply. In addition, an applicant may also receive ARG funding as a grantee and as a subcontractor for Cohort 3 provided that the grant and the subcontracted services are for different project types. For example, if a prospective grantee applies for Rental Assistance, the applicant can only act as a subcontractor for Warm Handoff and Reentry Services.
- An applicant may not be a primary applicant in Cohort 3 and act as a subcontractor for a grantee for the same project type.
- An applicant may not be a subcontractor on their own proposed project.
- An applicant may subcontract with other Non-Governmental Organizations (NGOs) and, if awarded, the applicant will be responsible for all aspects of grant administration and management with the subcontracted NGO, while being responsible to the BSCC for overall outcomes and fiscal management of the project. NGOs include nonprofit CBOs, for-profit CBOs, faith-based organizations (FBOs), evaluators (except government institutions such as universities), grant management companies, and any other non-governmental agency or individual
- Welfare and Institutions Code sections 8255-8257.2 (Appendix C) requires a state agency that funds, implements, or administers a state program that provides housing or housing-related services to people experiencing homelessness or at risk of homelessness, to adopt guidelines and regulations to include **Housing First policies**. Projects should include housing or housing-related services. (For additional resources and information related to Housing First and Harm Reduction Principles, see Appendix D). (pg. 9, RFP)
- “**Recovery Housing**” does not have to comply with Housing First Policies. (pg. 10) “Recovery housing” means sober living facilities and programs that provide housing in an abstinence-focused and peer-supported community for people recovering from substance use issues.

Consider/Demonstrate in Proposal

1. Is there evidence or data to suggest that the intervention or strategy is likely to work, i.e., produce a desired benefit?
 2. Once an intervention or strategy is selected, will you be able to demonstrate that it is being carried out as intended?
 3. Is there a plan to collect data that will allow for an appraisal of whether the intervention or strategy worked?
- For additional information and resources related to evidence-based practices and data driven decision making see Appendix D of RFP.
 - Applicants should, as relevant, describe how grant activities will impact youth and adults of color who are subject to justice or child welfare system involvement. For additional information about reducing racial and ethnic disparity (R.E.D.), prospective applicants may contact the R.E.D. Coordinator, Field Representative Timothy Polasik, at Timothy.Polasik@bscc.ca.gov

Auditing/Reporting

- Grantees are required to provide the BSCC with a financial audit that covers the service delivery period of the grant (October 1, 2022, through December 31, 2025). The audit report will be due no later than April 30, 2026. The financial audit shall be performed by a Certified Public Accountant. Expenses for the final audit may be reimbursed for actual costs up to \$25,000.
- Grantees must submit invoices with supporting documentation to the BSCC on either a monthly or quarterly basis within 45 days following the end of the reporting period via the online process. Grantees will make their choice between monthly or quarterly invoicing at the time they execute their contracts.
- Grantees must maintain adequate supporting documentation for all costs claimed on invoices for reimbursement. BSCC staff will conduct on-site monitoring visits that will include a review of documentation maintained as substantiation for project expenditures with grant funds.
- Following the start of the grant period, BSCC staff will conduct a Grantee Orientation in November 2022, a date to be determined. If an in-person training is scheduled, grant recipients may use grant funds for travel-related expenditures such as airfare, mileage, meals, lodging, and other per diem costs. Applicants should include anticipated costs in the budget section of the proposal under the “Other” category.
- BSCC conducts compliance monitoring visits to grantees during the term of the grant.
- Grant award recipients are required to submit quarterly progress reports to the BSCC.
- In addition to quarterly progress reports (QPRs), projects selected for funding will be required to submit to the BSCC: 1. A Local Evaluation Plan, due six (6) months post-award; and 2. A Local Evaluation Report, due four (4) months after the conclusion of project delivery. (pg. 18 RFP)

Attachment A: Rental Assistance Sub-Proposal Work Plan

Goal: 1	To reduce housing barriers to individuals reentering Kern communities.		
Objectives	A. Increase housing opportunities through landlord incentives as evidenced by approved (successful) applications for housing for 70% of unduplicated individuals reentering Kern communities from state prisons.		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals with approved rental applications within 60 days of exiting a state prison The number of unduplicated individuals who obtained safe and affordable housing in the first 30 days of reentry The number of permanent housing placements made in the first 30 days of reentry (Unduplicated Number of Individuals Served) 		
Unduplicated individuals may receive Rental Assistance services for up to 12 months. Year 1: 27 Year 2: 34 Year 3: 41 Total: 102 Project activities that will support the identified goal and objectives: Case Management, Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Assistance, Landlord Incentives All program activities are oriented towards reducing recidivism rates through implementing a strengths-based approach to case management that addresses both immediate needs and individual change.	Responsible staff/ partners	Timeline	
	Housing Program Manager	Start Date	End Date
	Rental Services Supervisor	Oct. 1, 2022	Dec.31,2025
	Administrative Assistant,		
	Housing Navigator (2), TBD		
Data to be gathered by Housing Navigators based on client case files, client surveys, and landlord surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples.			

Goal: 2	To prevent homelessness for individuals reentering Kern communities after exiting state prison.		
Objectives	Prevent homelessness of 70% of unduplicated individuals served, through case management, for the first year after securing housing placement through case management. Prevent homelessness of 70% of unduplicated individuals served upon exit from state institutions by avoiding evictions within 12-month rental assistance service period		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals who avoided eviction in the first 30 days of reentry The number of rent payments made on behalf of unduplicated individuals in the first 30 days of reentry The number of individuals who maintained safe and affordable housing for 90 days The number of individuals who maintained safe and affordable housing for 180 days 		
Unduplicated individuals may receive Rental Assistance services for up to 12 months. Year 1: 27 Year 2: 34 Year 3: 41 Total: 102 Project activities that will support the identified goal and objectives: Case Management, Housing Search Services, Housing Plan Development, Landlord Engagement, Referral to	Responsible staff/ partners	Timeline	
	Housing Program Manager	Start Date	End Date
		Oct. 1, 2022	Dec 31, 2025

<p>External Supportive Services Partners, Financial Assistance and Landlord Incentives, Unit Repair</p> <p>All program activities are oriented towards reducing recidivism rates through implementing a strengths-based approach to case management that addresses both immediate needs and individual change.</p>	<p>Rental Services Supervisor</p> <p>Administrative Assistant</p> <p>Housing Navigator (2), TBD</p>		
<p>Data to be gathered by Housing Navigators based on client case files, referrals, and client surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples.</p>			

Goal: 3	To connect reentry individuals to Kern communities' services that promote stable housing.		
Objectives	Reduce the risk of recidivism for 70% of unduplicated individuals by mitigating the dynamic risk factor of housing instability.		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals who avoided eviction in the first 30 days of reentry The number of rent payments made on behalf of unduplicated individuals in the first 30 days of reentry The number of individuals who maintained safe and affordable housing for 90 days The number of individuals who maintained safe and affordable housing for 180 days 		
<p>Unduplicated individuals may receive Rental Assistance services for up to 12 months.</p> <p>Year 1: 27</p> <p>Year 2: 34</p> <p>Year 3: 41</p> <p>Total: 102</p> <p>Project activities that will support the identified goal and objectives: Case Management, Housing Search Services, Housing Plan Development, Landlord Engagement, Referral to External Supportive Services Partners, Financial Assistance and Landlord Incentives, Unit Repair</p> <p>All program activities are oriented towards reducing recidivism rates through implementing a strengths-based approach to case management that addresses both immediate needs and individual change.</p>	Responsible staff/ partners	Timeline	
		Start Date	End Date
	Housing Program Manager	Oct. 1, 2022	Dec 31, 2025
	Rental Services Supervisor		
	Administrative Assistant		
	Housing Navigator (2), TBD		
<p>Data to be gathered by Housing Navigators based on client case files, referrals, and client surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples.</p>			

Attachment A: Warm Handoff and Reentry Services Sub-Proposal Work Plan

Goal: 1	To increase the number of individuals reentering Kern communities from state prisons securing stable housing.		
Objectives	A. Reduce the risk of recidivism for 70% of unduplicated individuals by mitigating the dynamic risk factor of housing instability.		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals with secure housing within 30 days of exit from state prison The number of unduplicated individuals with secure housing within 60 days of exit from state prison The recidivism rate of unduplicated individuals receiving case management housing assistance after 1 year, 2 years, 3 years 		
<p>CAPK anticipates serving a minimum of 2160 unduplicated individuals over the 3-year contract period (720 unduplicated individuals annually), about 55% of the anticipated reentering population (Gabbard et al., 2020). Two Case managers will manage caseloads of 30-35 individuals each. Inactive, or clients with minimal need will not count towards the 30-35 caseload. Unduplicated individuals may receive Warm Handoff & Reentry Services for up to 24 months with support gradually declining over time to the point of self-sufficiency at the conclusion of 24-months.</p> <p>Project activities that will support the identified goal and objectives:</p> <ul style="list-style-type: none"> Case Management, Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling <p>All program activities are oriented towards reducing recidivism through implementing a strengths-based approach to case management that addresses both immediate needs and individual change.</p>	Responsible staff/ partners	Timeline	
		Start Date	End Date
	<p>Housing Program Manager, Ian Sharples</p> <p>Program Supervisor, Sabrina Jones</p> <p>(2) Case Manager, TBD</p> <p>Administrative Assistant, Brushay Taylor</p>	Oct 1, 2022	Dec 31, 2025
Data to be gathered by Case Managers based on client case files and client surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples.			
Goal: 2	To increase the number of reentry individuals in Kern Communities achieve employment.		
Objectives	<p>A. Reduce the risk of recidivism for 70% of unduplicated individuals reentering Kern communities through employment.</p> <p>B. 70% of unduplicated individuals will receive a referral to Community Partner, Employers' Training Resource</p>		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals who received referrals to Employers' Training Resources as monitored by CAPK Case Managers The recidivism rate of unduplicated individuals receiving employment assistance 1 year after reentry, 2 years after reentry, and 3 years after reentry The number of unemployed adults who obtained employment (with a living wage or higher). Case Management (Unduplicated Number of Individuals Served) 		
		Timeline	

CAPK anticipates serving a minimum of 2160 unduplicated individuals over the 3-year contract period (720 unduplicated individuals annually), about 55% of the anticipated reentering population (Gabbard et al., 2020). Two Case managers will manage caseloads of 30-35 individuals each. Inactive, or clients with minimal need will not count towards the 30-35 caseload. Unduplicated individuals may receive Warm Handoff & Reentry Services for up to 24 months with support gradually declining over time to the point of self-sufficiency at the conclusion of 24-months. Project activities that will support the identified goal and objectives: Case Management, Vocational Training, Job Readiness Training, Resume Development, Interview Skills Training, Job Referral Services, and Job Search and Placement Services Referral to External Community Partner, Employers' Training Resource (ETR)	Responsible staff/ partners	Start Date	End Date
	Housing Program Manager, Program Supervisor, (Case Manager (2), TBD Administrative Assistant,	Oct 1, 2022	Dec 31, 2025
Data to be gathered by Case Managers based on client case files, referrals, and client surveys. Employers' Training Resources Case Management will track, report, and maintain cases for applicant's use. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager.			

Goal: 3	To increase the number of reentry individuals securing Mental Health and or Substance Use Services in Kern communities.		
Objectives	<p>A. Reduce the risk of recidivism for 70% of unduplicated individuals through improved mental and behavioral health.</p> <p>B. 70% of unduplicated individuals will receive a referral to Community Partner, Kern Behavioral Health and Recovery Services (KBHRS).</p>		
Outcome Measures:	<ul style="list-style-type: none"> The number of unduplicated individuals who received referrals to Kern Behavioral Health and Recovery Services as monitored by CAPK Case Managers The number of unduplicated individuals with no recidivating event for six months, 1 year, 2 years, 3 years Case Management (Unduplicated Number of Individuals Served) 		
CAPK anticipates serving a minimum of 2160 unduplicated individuals over the 3-year contract period (720 unduplicated individuals annually), about 55% of the anticipated reentering population (Gabbard et al., 2020). Two Case managers will manage caseloads of 30-35 individuals each. Unduplicated individuals may receive Warm Handoff & Reentry Services for up to 24 months with support gradually declining over time to the point of self-sufficiency at the conclusion of 24-months. Project activities that will support the identified goal and objectives: Case Management, Life Skills Coaching, and Crisis Counseling Referral to External Community Partner, Kern Behavioral Health and Recovery Services (KBHRS) for: Intensive Case Management, Crisis counseling, Psychiatric services, Psycho educational groups focusing on anger management, coping skills, grief loss, relapse prevention, Substance abuse counseling	Responsible staff/ partners	Timeline	
		Start Date	End Date
	Housing Program Manager, Program Supervisor, (Case Manager (2), TBD Administrative Assistant, KBHRS	Oct 1, 2022	Dec 31, 2025
Data to be gathered by Case Managers based on client case files, referrals, and client surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples.			

Project Need

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant (ARG) Warm Handoff and Reentry Services Program will serve persons seeking reentry services in Kern County towns and cities including Arvin, Bakersfield, California City, Delano, Maricopa, McFarland, Ridgecrest, Shafter, Taft, Tehachapi, Wasco, and over 100 unincorporated communities including 48 census-designated places. Kern County stretches across 8,131.92 square miles of varied geography and reentry services are scarce. Kern's population is 917,6733 composed of 33.2% White, 32.8% Hispanic/Latino, 6.3% Black/AA, 5.4% Asian, and 2.6% American Indian/Alaska Native individuals. Educational attainment trails behind the State's averages with 75.3% of Kern individuals identified as High School graduates compared to the state's rate of 83.9%. Higher education numbers are considerably lower with only 17.1% holding a BA or higher compared to the state's rate of 34.7% (American Community Survey, 2020). With poverty levels at 20.4%, Kern has the fifth highest poverty ranking of California's 58 counties. Blacks/AA and Hispanic/Latino populations are disproportionately affected with poverty rates almost double those of the state's average at 33.5% and 23.7% respectively. About 41% of Kern individuals rent their homes. 45.2% of the rental population pays 35% or more of their household income on rent (American Community Survey, 2022). Low vacancy rates in rental markets enable discrimination and increase the risk of homelessness (The Bakersfield Californian, 2021). Dangerous ground for a population already at serious risk of homelessness with "...rates among adult state and federal prison inmates four to six times the annual rate of homelessness in the general population" (Texas Criminal Justice Coalition, 2019).

According to CDCR, in 2018, Kern communities received 1,319 reentering AB 128 individuals and 1,376 individuals in 2019 (Gabbard et al., 2020). "Barriers to successful reintegration include limited educational attainment and employment opportunities; unstable housing; substance abuse; physical and mental health concerns; family difficulties; and previous criminal history. These barriers to successful reentry frequently overlap and interact to limit chances for successful reintegration (Hunter et al., 2015). Lack of a coordinated entry system for individuals reentering the community

from state prisons combined with the current climate of poverty, low educational achievement, and scarcity of services including housing, creates a perfect storm of dynamic factors impeding successful reentry of individuals into Kern communities.

Project Description

CAPK's Warm Handoff and Reentry Services Program is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population. CAPK proposes a multi-modal intervention strategy with complementary reentry service lines targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. A meta-analysis of adult-reentry programs suggests that a Strengths-Based approach to providing services is the most effective known strategy for reducing rates of recidivism (Berghuis, 2018). The Strengths-Based approach has 6 principles that CAPK Staff are trained in and that CAPK is particularly well suited to fulfilling: 1. People can recover, reclaim, and transform their lives. 2. Focus is on an individual's strengths rather than deficits. Agency and Program Leadership are all certified in Person Centered/Client Data-Driven training that focuses on client's strengths. 3. The community is viewed as an oasis of resources. CAPK has particularly deep ties to community resources and directly administers over a dozen supportive services programs that will synergize with the ARG Warm Handoff and Reentry Services Program via universal intake and internal referral tools rolled out in 2022. CAPK has secured Letters of Commitment from Community Partners Kern Behavioral Health and Recovery Services and Employers' Training Resource for external referrals for Mental Health/Substance Use support and Employment Training programs. 4. Clients are recognized as the experts in their own needs, goals, and values. No action is taken without their consent and approval. 5. The relationship is primary and essential. CAPK has a positive track record of building trusted relationships. Our relationship with other agencies facilitates client trust when referred to external partners. 6. The primary setting for our work is in the community.

CAPK has extensive community outreach capacity for existing programs that meet people where they are to better facilitate the delivery of services.

Further, the Strengths-Based Approach has two key tools that CAPK Staff will implement. Staff will administer the Strengths Assessment, an intake survey identifying the needs, goals, and capacities of the reentering individual. Staff will use this Assessment to inform the individual's Recovery Plan. The Recovery Plan is a self-directed plan for identifying challenges to achieving goals and determining steps to overcome those challenges. Case Managers will be particularly adept with these tools as they already perform similar assessments and create housing plans in conjunction with Homeless Management Information System (HMIS). CAPK Staff are trained in Housing First Principles and experienced in Housing First Practice.

Case Management Services will be delivered over the course of 24 months with support gradually declining over time to the point of self-sufficiency at the conclusion of 24-months. The number of individuals served will vary annually over the three-year service period. Two Case Managers will each maintain caseloads of 30-35 active individuals. Inactive, or clients with minimal need will not count towards the 30-35 caseload. Based on historical numbers of reentering individuals CAPK anticipates serving a minimum of 2160 unduplicated individuals over the 3-year contract period (720 unduplicated individuals annually), about 55% of the projected estimate of reentering individuals. Consistent with a Strengths-Based approach centered on developing personal agency, services and referrals will be client-directed to meet their needs and capacities.

CAPK's first goal is to increase the number of individuals reentering Kern communities in securing stable housing. "Homelessness and justice system involvement are inextricably linked: People experiencing homelessness are 11 times more likely to face incarceration when compared to the general population, and formerly incarcerated individuals are almost 10 times more likely to be homeless than the general public" (Texas Criminal Justice Coalition, 2019). Case Managers' activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights

Education, and Rental Counseling. All program activities are oriented towards reducing recidivism through implementing a Strengths-Based approach to case management that addresses both immediate needs and individual change. Additionally, clients will have access, through Interagency referral by Case Managers, to all CAPK's 16 unique anti-poverty programs, for which they qualify. CAPK is actively involved in the Bakersfield-Kern Regional Homeless Collaborative which abides by Housing First principles as part of the Community Solutions Built for Zero campaign. CAPK's involvement includes staff representation on the Executive Committee, Governing Board, and Landlord Engagement Working Group as well as operating and maintaining the Coordinated Entry System (CES) for the Collaborative. CAPK also operates the only Low-Barrier Navigation Center in the county.

Goal 2 seeks to increase the number of reentry individuals achieving employment. "Ex-prisoners fare poorly in the labor market. In the first full calendar year after their release, only 55 percent reported any earnings, with the median earnings being \$10,090. Of those with earnings, 4 percent earned less than \$500, 32 percent earned between \$500 and \$15,000, and only 20 percent earned more than \$15,000" (Looney, 2018). CAPK Case Managers' activities may include Vocational Training, Job Readiness Training, Resume Development, Interview Skills Training, Job Referral Services, and Job Search and Placement Services. Referral to External Community Partner, Employers' Training Resource (ETR) will connect clients to a team dedicated to reentry adults. ETR is the administrative entity for the Kern, Inyo Mono Workforce Development Board and a member of Kern's Community Corrections Partnership. ETR's Transitional Jobs programs combine intensive, short-term job readiness and soft skills development with hands-on, paid work-based learning. ETR will refer clients to CAPK for service gaps.

With Goal 3, CAPK seeks to increase the number of reentry individuals securing Mental Health/Substance Use services. According to CDCR data from 2019, admissions to CA state prisons of individuals with a Mental Health Designation totaled 33.5%, almost 12,000 individuals (Gabbard et al., 2020). Case Managers' activities may include Life Skills Coaching, Crisis Counseling, and referral to External Community

Partner, Kern Behavioral Health and Recovery Services (KBHRS). KBHRS is the Mental health Plan for Kern County, providing a range of mental health and substance use services for the entire community and Medi-Cal Beneficiaries. KBHRS currently coordinates with CDCR for identified individuals being released from state prisons who are higher acuity with specific mental health needs that require additional planning and support. Reentry individuals work with a full-service partnership team with access to Intensive Case Management, Crisis Counseling, Psychiatric services, Psycho educational groups focusing on anger management, coping skills, grief loss, relapse prevention, and Substance abuse counseling including 12-Step, Narcotics Anonymous/Alcoholics Anonymous meetings. KBHRS will refer clients to CAPK for service gaps.

Project Organizational Capacity and Coordination:

Community Action Partnership of Kern County (CAPK) is the official anti-poverty agency for Kern County. Over its 56-year history, CAPK has evolved into one of the largest nonprofit organizations in Kern County with over 900 employees with diverse backgrounds and expertise that serve approximately 100,000 clients. In 2020, CAPK served 96,714 individuals through 105,265 encounters. CAPK aids low-income individuals and families of all ages, races, and ethnic backgrounds through direct-service programs focused on empowering clients with skills and support to transition out of poverty into self-sufficiency.

CAPK operates 2-1-1 Kern, a 24/7 information and referral service that provides 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.

CAPK operates Coordinated Entry Services (CES), a 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.

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.

CAPK currently has a temporary program focused on improving housing security for program participants. The (\$3.5 million) Emergency Service Grant (ESG) Rental Assistance program works on homelessness prevention, rapid rehousing, and emergency shelter components. This program has provided direct rental assistance to 164 households residing in unincorporated Kern County service area since its implementation April 01, 2021. The ESG Rental Assistance Program is a temporary program and ends September 30, 2022.

CAPK is prepared to begin ARG Warm Handoff and Reentry Services immediately upon award of funds. No increase in material or staffing capacity will be needed. Resources will be shifted from the expired ESG Grant to the new ARG Rental Assistance Program. Housing Navigators formerly under the ESG grant will take on new assignments as Case Managers, utilizing skills (creating housing plans) and training (performing assessments) in conjunction with Homeless Management Information System (HMIS) already established from their roles under ESG. CAPK anticipates the funding from this new program will increase the capacity of the Continuum of Care (CoC) to serve the AB 128 population.

As part of our in-reach efforts CAPK will produce culturally sensitive informational materials linking individuals to CAPK's ARG Warm Handoff and Reentry Services. Materials will be distributed quarterly to the eight (8) state prison facilities located in

Kern County. Local Community Partners, Kern Behavioral Health and Recovery Services and Employers' Training Resource are referral entities for CAPK and both organizations receive referrals directly from CDCR facilities. CAPK is confident that this combination of in-reach and partnerships with CBOs (Community Based Organizations) with existing CDCR relationships will facilitate the completion of target goals.

CAPK operates under a Tripartite Board of Directors with members representing three Sectors: Public, Private, and Low-Income and strives to hire individuals who reflect the population of Kern County. Through existing Programs at the M Street Homeless Navigation Center (the County's only low-barrier shelter), Coordinated Entry Services, Rental Assistance, VITA, and the Food Bank, we currently work locally alongside the AB 128 population. CAPK Staff are trained in Housing First Principles and experienced in Housing First Practice. Collaboration with local CoC connects us to AB 128 at county level. CAPK is an active participant in the homeless collaborative and excels in bringing agencies and community partners together for projects. CAPK's existing referral network for supportive services will be expanded for the ARG Warm Handoff and Reentry Services Grant with Letters of Commitment from Kern Behavioral Health and Recovery Services (KBHRS) and Employers' Training Resource (ETR). CAPK, KBHRS, and ETR are prepared to begin service lines immediately upon the award of ARG War Handoff and Reentry Services Funds.

Project Evaluation and Monitoring

CAPK Staff are Person Centered/Client Driven certified on how to collect, manage, and analyze data for person-centered service delivery consistent with the Strengths-Based Approach. Case Managers will gather data based on client case files, referrals, and client surveys. Data is then aggregated and verified by the Program Supervisor, Sabrina Jones. Reporting and analysis are performed by the Program Manager, Ian Sharples Administrative staff will produce reports on program progress on a weekly and monthly basis. CBOs Kern Behavioral Health and Recovery Services (KBHRS) and Employers' Training resource (ETR) will track, report and maintain client cases for CAPK's use within their organization's privacy policy requirements and as HIPPA policy allows.

Project Budget Attached

**Board of State and Community Corrections (BSCC)
Adult Re-entry Program (ARP)**

999-903

10/01/2022 to 12/31/2025; 01/01/2026 to 04/30/26
(reporting)
Total 3.5 Years with 3.0 Years of Operation

	Rental Assistance	Warm Handoff	IN-KIND	Budget Justification
REVENUE				
4110 Federal Grant Revenue	2,750,000.00	750,000.00		
	2,750,000.00	750,000.00		
SALARIES				
5105 Salaries	333,806.72	305,564.08		
5110 Salaries - Substitutes	-	-		
5115 Salaries - Non-certified	-	-		
5120 Certificated Salaries - Supervisor/Administrator	-	-		
5125 Certificated Salaries - Teacher	-	-		
5130 Classified Salaries - Supervisor/Administrator	-	-		
5135 Classified Salaries - Instructional	-	-		
5140 Classified Salaries - Clerical/Technical	-	-		
5155 Salaries - Subsidy	-	-		
	333,806.72	305,564.08		
BENEFITS				
5205 FICA/FICA-MED Expense	93,466.00	85,558.00		
	93,466.00	85,558.00		
TRAVEL				
6105 Local Travel - Staff	5,000.00	5,000.00		Mileage, Per Diem, Est hotel and Flight
6120 Out of Town Travel - Staff	-	-		
6135 Per Diem - Staff	-	-		
6150 Vehicle Gasoline	-	-		
6155 Vehicle Rental	-	-		
	5,000.00	5,000.00		
SPACE COSTS				
6205 Rent/Lease	36,405.04	36,405.04		1506SFx146=\$2228.68 per month (\$2228.68/18)7FTEx42 months=\$36405.04
	36,405.04	36,405.04		
SUPPLIES				
6305 Supplies	-	-		(computer, laptop, monitor, headsets, webcam, phone, cables \$1,200 to \$2,500)
6310 Computer & Peripheral Supplies	15,000.00	15,000.00	15,000.00	
6315 IT Communication Supplies	-	-		
	-	-		TBD - Reach out to Ryan - 80 hours of Ryan's time (can be noted for In-Kind - standard frame for typical build outs)
6320 Computer Software	-	-		
	15,000.00	15,000.00		
EQUIPMENT PURCHASE				
6405 Equipment Purchase	-	-		Cannot be calculated into Indirect Cost (i.e., exclude this cell total)
	-	-		
CONSULTANT/CONTRACT SERVICES				
6505 Legal Fees	-	-		
6510 Audit Fees	-	-		
6515 Payroll Service Fees	-	-		
6520 Consultant Services	-	-		
6525 Software Support/Maintenance	-	-		
6530 Subcontract Labor	-	-		
6535 Subaward	200,000.00	25,000.00		
	200,000.00	25,000.00		
OTHER OPERATING COSTS				
6605 Communication Services	10,000.00	5,000.00	15,000.00	Mitel
6610 Postage	3,000.00	1,000.00		
6615 Printing	10,000.00	2,500.00		
6620 Risk Insurance	-	-		
6625 Hiring Costs	5,000.00	3,500.00		(Roughly \$350.00 per person)
6630 Employee Costs	-	-		
6635 Board Costs	-	-		
6640 First Aid	-	-		
6645 Tuition and Registration Fees - Staff	20,000.00	-		
6650 Tuition and Registration Fees - Board	-	-		
6655 Tuition and Registration Fees - Parent	-	-		
6660 Equipment Rent/Lease	20,000.00	-	15,000.00	Printer lease
6665 Equipment Repair/Maintenance	-	-		
6667 Vehicle Repair/Maintenance	-	-		
6670 Procurement Advertising	50,000.00	-		
6675 Outreach	50,000.00	10,000.00		
6680 Training Expenses	10,000.00	10,000.00		
6685 Meeting Expenses	-	-		
6690 Membership Dues	-	-		
6695 Bank Charges	-	-		
6705 Interest Expense	-	-		
6710 Vehicle License Fees	-	-		
6715 Licensing/Misc. Fees	-	-		
6720 Finance Charges	-	-		
6725 Fines/Penalties	-	-		
6790 Misc. Expense	5,000.00	2,872.88		
	183,000.00	34,872.88		
DIRECT PROGRAM COSTS				
7105 Weatherization Materials	-	-		
7107 Waste Breakage Weatherization Materials	-	-		
7110 Subcontractor Weatherization Materials	-	-		
7115 Weatherization Permits	-	-		
7120 Client Utility Payments	-	-		
7125 Client Repairs	-	-		
7127 Client Incentives	1,614,812.27	150,000.00		
7130 Client Educational Materials	40,000.00	30,000.00		
7135 Client Location Materials	-	-		
7137 Client Incidentals	-	-		
7140 Provider Payments	-	-		
7145 Raw Food	-	-		
7150 Receiving Costs	-	-		
7155 Adult Meals	-	-		
7157 Child Care Food Subsidy	-	-		
7160 Medical Costs	-	-		
7165 Dental Costs	-	-		
7170 Field Trips	-	-		
7175 Parent Activities	-	-		
7177 Parent Meals	-	-		
7180 Volunteer Costs	-	-		
7185 Socialization Costs	-	-		
	1,654,812.27	180,000.00		
INDIRECT				
	-	-		
	-	-		
9999 Indirect Expense	228,509.00	62,600.00		10% Diminus rate includes contract management, human resources, general administrative support, finance, facilities, and IT support.
	228,509.00	62,600.00		
REVENUE LESS EXPENSES MUST BE POSITIVE FIGURE	0.97	-		\$200.68 Modified Total Direct Cost (MTDC).

As it relates to the Indirect Expense, see below for guidance from OMB.

MTDC means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.

[79 FR 7580, Dec. 19, 2014]

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COMMUNITY ACTION PARTNERSHIP OF KERN						
BUDGET BSCC ARP 999-903 DIVISION						
PERSONNEL COSTS						
Employee Name	Position Title	FTE	Rate of Pay	Annual Salary Rental Assistance	Annual Salary Warm Handoff	Notes
Rental Assistance						
Ian Sharpels	Housing Program Manager	0.50	\$ 32.24	\$ 33,530.00		GRADE 10 - Min \$25.81 Max \$38.70
Sabrina Jones	Rental Services Supervisor	1.00	\$ 28.05	\$ 58,344.00		GRADE 9 - Min \$22.42 Max \$33.66
TBD	Outreach Specialist	1.00	\$ 19.73	\$ 41,038.00		GRADE 6- Min \$16.76 Max \$22.68
TBD	Housing Navigator	4.00	\$ 18.00	\$ 149,760.00		GRADE 4- Min \$14.50 Max \$19.64
TBD	Administrative Assistant	1.00	\$ 15.50	\$ 32,240.00		GRADE 1- Min \$14.00 Max \$15.79
Warm Handoff						
TBD	Housing Program Manager	0.50	\$ 32.24		\$ -	GRADE 10 - Min \$25.81 Max \$38.70
TBD	Supportive Services Supervisor	1.00	\$ 28.05		\$ 58,344.00	GRADE 9 - Min \$22.42 Max \$33.66
TBD	Case Manager	4.00	\$ 19.73		\$ 164,154.00	GRADE 6- Min \$16.76 Max \$22.68
TBD	Administrative Assistant	1.00	\$ 15.50		\$ 32,240.00	GRADE 1- Min \$14.00 Max \$15.79
					\$ -	
Total Before Merit/COLA Increase				\$ 314,912.00	\$ 288,268.00	
Add: Merit/COLA Increase at 6%				\$ 18,894.72	\$ 17,296.08	
Total Salaries				333,807	305,564	see C-11/D-11 "General Budget Template"
Benefits at 28%				93,466	85,558	see C-23/D-23 "General Budget Template"
TOTAL PERSONNEL COSTS				427,273	391,122	



MEMORANDUM

To: Budget and Finance Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: September 21, 2022

Subject: *Agenda Item 4g: Strategic Plan 2021-2025 - Goal 6 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:

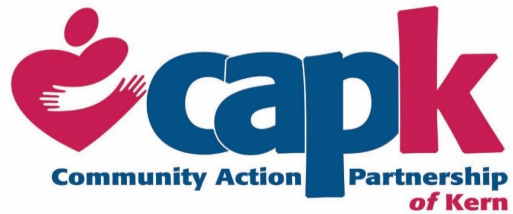
- The Finance department is making progress on implementing position control. The team is currently in the testing phase and loading budgets for the agency.
- The Finance Department continues to generate indirect funds from existing programming and develops baseline and projected targets by program.
- The operations will be requested to provide a milestone chart for the completion of a deferred maintenance program. 2.) 6.3.2 - IT filled an IT Specialist and Information Systems specialist position. CAPK contracted with Wipfli to do a comprehensive review of IT in August. The report is expected to be shared with leadership and the Board in September. 3.) 6.3.3 A RFP was issued for the agency ERP system and the RFP will be scored and reviewed in August. 4.) 6.3.4 The Finance Department has initiated an RFP for a finance software which was board approved at the August 24, 2022 board meeting
- Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.
- The CAPK Foundation has onboarded a Director of Development. The Director is in the process of developing a fundraising plan, cultivating donors, prospecting, stewardship for long term support and working on Board development.

Attachment:
Goal 6 Action Plan

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
OBJECTIVES I LEAD						
	6.1 Ensure adequate staffing for successful implementation and fiscal decisionmaking.	Tracy Webster	10/01/21 12/31/25	Percent Complete	20%	On Target As of 08/08/22
	6.2 Grow unrestricted funding capacity.	Tracy Webster	10/01/21 12/31/25	Percent Complete	50%	On Target As of 08/08/22
	6.3 Enhance agency administrative and operational infrastructure.	Tracy Webster	10/01/21 12/31/25	Percent Complete	30%	On Target As of 08/08/22
MY ITEMS						
	6.2.1 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.	Tracy Webster	10/01/21 12/31/22	100% Percent Complete	100%	Achieved As of 12/06/21
	6.2.2 Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	6.2.2.1 Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	6.2.2.2 Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	<i>Comments:</i> • The Foundation is currently recruiting for a Development Director. Therefore, this item is pending. (Tracy Webster, 02/07/22)					

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
6	Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.					
	6.1 Ensure adequate staffing for successful implementation and fiscal decisionmaking.	Tracy Webster	10/01/21 12/31/25	Percent Complete	20%	On Target As of 08/08/22
	6.1.1 Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management.		10/01/21 12/31/25	Percent Complete	40%	On Target As of 08/08/22
	6.2 Grow unrestricted funding capacity.	Tracy Webster	10/01/21 12/31/25	Percent Complete	50%	On Target As of 08/08/22
	6.2.1 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.	Tracy Webster	10/01/21 12/31/22	100% Percent Complete	100%	Achieved As of 12/06/21
	6.2.2 Work with the CAPK Foundation to broaden the fundraising scope to support internal programs and cultivate new partnerships.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	6.2.2.1 Collaborate with Foundation to develop fundraising plans, informed by most pressing program/operational funding needs through case for support and fundraising tools.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	6.2.2.2 Developing a relationship development plan, including donor cultivation, prospecting, and stewardship for long-term support.	Tracy Webster	10/01/21 12/31/23	Percent Complete		Not Started As of 08/08/22
	<i>Comments:</i> • The Foundation is currently recruiting for a Development Director. Therefore, this item is pending. (Tracy Webster, 02/07/22)					
	6.3 Enhance agency administrative and operational infrastructure.	Tracy Webster	10/01/21 12/31/25	Percent Complete	30%	On Target As of 08/08/22

PRIORITY	ITEMS	WHO	START DATE/ END DATE	EOY TARGET, MEASURE	% COMPLETE/ ACTUAL	STATUS
	6.1.1 Advance implementation of position control to align staff hiring with strategic needs and financial resources of the organization and ensure effective workforce management.		10/01/21 12/31/25	Percent Complete	40%	<div>On Target</div> <div>As of 08/08/22</div>



BUDGET AND FINANCE COMMITTEE

SEPTEMBER 21, 2022

FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	21VITAA0297	10/01/21 - 09/30/22	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,530,496	93.569	22F - 5015	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
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,323,755 7,129,494	93.568 93.568	21B - 5012 22B - 4012	11/01/20 - 06/30/22 11/01/21 - 06/30/23	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM) ARPA	9,870,655	93.568	21V-5561	08/01/21 - 03/31/23	122-41	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
DOE	450,000	81.042	20C-6008	07/01/20 - 06/30/22	123-60 123-60	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 08/31/23	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	600,085 8,241	93.575	CCTR - 1057 CCTR - 1057	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	93.596	CCTR - 1057	07/01/21 - 06/30/22	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128	93.575	CMAF - 1000 CMAF - 1000	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	0	93.575	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	0	93.596	CSPP - 9121	07/01/21 - 06/30/22	258	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
NEOPB CAL FRESH HEALTHY LIVING	1,835,459	10.561	19-10324	10/01/21 - 09/30/22	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE 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	10/01/21 - 09/30/22	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP BUILD BACK BETTER (BBB) SUPPLEMENTAL	299,960	10.568	15 - MOU - 00118	10/01/21 - 09/30/22	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 39	50,638	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	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, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182			131	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
SAFE CAMPING - COUNTY OF KERN (START UP)	161,272	21.027		3/1/2022 - 6/30/2022	142-007	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	303,106 1,212,423	21.027		4/1/2022 - 6/30/2022 7/1/2022 - 6/30/2023	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, 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)	398,229	10.565	MOU-20-6003	10/01/21 - 09/30/22	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	10/01/21 - 09/30/22 10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,001,061	10.557	19 - 10139	10/01/21 - 09/30/22	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	425,000	93.185	00-FE-3400-01-00	05/01/22 - 07/30/22	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PROGRAM	104,492	10.561	18 - 7012 - SUB - CAPK	10/01/21 - 09/30/22	164	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	07/01/21 - 06/30/22	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
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,852,203		N/A	07/01/21 - 06/30/22	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/21 - 06/30/22	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
MIGRANT ALTERNATIVE PAYMENT	22,010,862		CMAF - 1000	07/01/21 - 06/30/22	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254		CCTR - 1057	07/01/21 - 06/30/22	253	STATE OF CALIFORNIA, DEPT OF EDUCATION
CALIFORNIA STATE PRESCHOOL PROGRAM	4,577,394 4,544,694		CSPP - 1123 CSPP - 2120	07/01/21 - 06/30/22 07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	273,427		CMIG - 1004	07/01/21 - 06/30/22	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 1004	07/01/21 - 06/30/22	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	628,542		21T-1015	12/01/21 - 06/30/22	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,227,141		N/A	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	07/01/21 - 06/30/22	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	552,772		509-2019	07/01/21 - 06/30/22	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	2,108,229		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000		N/A	10/01/20 - 09/30/23	276	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
CITY OF BAKERSFIELD HOMELESS HOUSING ASSISTANCE AND PREVENTION	42,000		2020-213	10/01/20 - 09/30/22	278	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, CITY OF BAKERSFIELD
FOOD BANK CAPACITY PROGRAM	537,628		SGRT-19-0012	06/01/20 - 06/30/22	215	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/21 - 06/30/22	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	274,249		15 MOU - 00118	07/01/21 - 06/30/22	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD COVID-19 DISASTER BOXES (FOOD BANK)	10,667		N/A	07/01/21 - 06/30/22	216-093	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
DIFFERENTIAL RESPONSE SERVICES	230,726		N/A	07/01/21 - 06/30/22	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN
FIRST 5 KERN - HELPLINE 211	87,948		2020.2.05	07/01/21 - 06/30/22	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	142,167		2020.2.06	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	163,032		2020.1.06	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	154,174		2020.2.18	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
UNITED WAY STANISLAUS - CES	123,161 402,525			03/01/22 - 06/30/22 07/01/22 - 06/30/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		669-2019	07/01/21 - 06/30/22	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/21 - 06/30/22	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 KINGS COUNTY	22,868		N/A	07/01/21 - 06/30/22	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/21 - 06/30/22	536-232	UNITED WAY OF TULARE COUNTY

**COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2022 THROUGH FEBRUARY 28, 2023**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
211 STANISLAUS COUNTY	93,600		N/A	07/01/21 - 06/30/22	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	92,130 96,737		N/A	12/28/21 - 12/31/22 01/01/23 - 12/31/23	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	150,000		N/A	12/01/21 - 11/30/22	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
107	EHS Expansion	X					
108	Early Head Start	X					
109	Head Start	X					
110	Early Head Start Child Care Partnership	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
451	SCVF Migrant Childcare Alternative Payment	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	<u>Food Bank</u>		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
175-032	CSBG Discretionary - Ridgecrest		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
413	Resnick Foundation		X				
485	Southern California Gas Company (Solar)		X				
461	CAFB Food Access for Farmworkers Initiative		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2022/23

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 2022/23

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 2022/23

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/22	n/a				
04/30/22	n/a				
05/31/22	n/a				
06/30/22	n/a				
07/31/22	n/a				
08/31/22	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
12/31/21 - 3/31/22	90 days	\$ 406.25	0.25%
04/01/22 - 6/30/22	90 days	\$ 221.16	0.25%
07/01/22 - 9/30/22	90 days		0.25%
10/01/22 - 12/31/22	90 days		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 AUGUST 31, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(74,505.36)
HEAD START/EARLY HEAD START	1,388,550.52
SUBTOTAL	1,314,045.16
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	19.00
GENERAL CHILD CARE	163,955.10
MIGRANT A/P	7,697,820.80
MIGRANT CHILD CARE	90,584.40
MIGRANT SPECIALIZED SERVICES	1,790.10
SAN JOAQUIN COE GENERAL CHILD CARE	(16,384.77)
STATE PRESCHOOL	2,226,049.96
SUBTOTAL	10,168,492.29
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(55,645.87)
EF&S	103,573.50
EFAP	(152,034.39)
FEEDING AMERICA SENIOR HUNGER	(1,694.64)
FOOD BANK	(592,938.86)
FOOD BANK EXPANSION	378,499.62
FOOD BANK CAPACITY PROGRAM	3,497,892.18
FOOD BANK - STATE	130,364.84
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,377,556.28
WONDERFUL FOUNDATION	105,266.64
SUBTOTAL	4,812,757.97
ENERGY	(213,005.10)
DOE WAP	57,873.03
LIHEAP	(1,259,786.51)
LIWHAP	(7,256.51)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,404,815.95
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	232,746.47
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	0.00
CAL FRESH	(8,814.64)
CALEITC	(15,011.10)
CAPK FOUNDATION	(186,131.46)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	0.00
COST POOLS	8,160.21
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(314,081.23)
CSBG	(91,258.23)
CSBG CARES ACT	(6,025.89)
CSBG DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(31,465.58)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,182,724.12
EAST KERN FAMILY RESOURCE CENTER	26,001.58
ESG CARES ACT HOMELESS SERVICES	(1,092,782.25)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(101,017.07)
ESG COORDINATED ENTRY SERVICE - COVID19	(10,917.32)
ASTHO VACCINE EQUITY	342,439.20
FIRST 5 KERN 211	(29,985.30)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(60,267.37)
FIRST 5 HELP ME GROW	(27,634.64)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(80,637.31)
FRIENDSHIP HOUSE	(18,839.95)
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	(635,857.18)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(23,062.43)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(750,763.91)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(49,958.09)
COUNTY OF KERN - 211	(757.52)
INDIRECT FUND	(169,312.87)
IRS - VITA	(29,278.14)
TAX ASSISTANCE	40,599.97
M ST NAVIGATION CENTER	22,412.43
NEOPB CAL FRESH HEALTHY LIVING	(173,262.91)
POSITIVE YOUTH DEV SVC	(11,563.09)
POSITIVE YOUTH M	(98,304.51)
SHAFTER YOUTH CENTER	39,933.58
OASIS FAMILY RESOURCE CENTER	28,860.74
SIERRA FOUNDATION - ASTHMA MITIGATION	35,497.22
UNITED WAY 211	981.55
UW STANISLAUS CES	(11,957.41)
WELLS FARGO FOUNDATION	66,981.80
WIC	(640,962.74)
LESS: ENERGY NEGATIVE BALANCE	(1,404,815.95)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(641,862.32)
TOTAL OPERATING CASH	15,655,433.10

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
August 31, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	08/31/22		16,333,754.80
LESS: OUTSTANDING CHECKS		805,734.09	
ADJUSTED BANK BALANCE AT	08/31/22		15,528,020.71
GENERAL LEDGER BALANCE AT	07/31/22		17,414,008.12
ADD: DEPOSITS		2,257,756.28	
US TREAS DRAWDOWNS		4,078,681.38	
FUNDS FROM OTHER GRANTS		345,611.44	
TRANSFERS FROM RESTRICTED ACCOUNTS		126,898.87	
ADP /HEALTH EQUITY REFUND		50.87	
REIMBURSEMENT OF ALTERED PAYEE		7,771.37	
		-	
		-	
		-	
LESS: CHECKS		2,638,187.28	
ADP PAYROLL 8/12/22		1,312,019.74	
ADP PAYROLL 8/26/22		1,555,209.98	
EFTS FOR HRA/HSA/ STD/403B		444,392.33	
REC LOAN PRINCIPAL/INT EXPENSES		30,788.68	
TRANSFERS FROM RESTRICTED ACCOUNTS		126,898.87	
CREDIT CARD		56,984.40	
BANK FEES			
ACH VOUCHERS		2,538,276.34	
GENERAL LEDGER BALANCE AT	08/31/22		15,528,020.71

DIFFERENCE: -

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 09/08/2022

APPROVED BY: *Nancy Webster*

TITLE: Chief Financial Officer

DATE: Sep 8, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 08/31/22 1,008,619.58

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/22 1,008,619.58

BALANCE PER G/L 07/31/22 1,008,276.99

ADD: DEPOSITS 0.00

INTEREST 342.59

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 08/31/22 1,008,619.58

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 09/07/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Sep 8, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2022

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 08/31/22 571,697.78

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/22 571,697.78

BALANCE PER G/L 07/31/22 247,792.76

ADD: DEPOSITS 450,732.07

INTEREST 71.82

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 126,898.87

BALANCE PER G/L 08/31/22 571,697.78

* 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: N. Ibarra

TITLE: Accountant

DATE: 09/07/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Sep 8, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2022

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	08/31/22	84,366.10
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	08/31/22	84,366.10

BALANCE PER GENERAL LEDGER	07/31/22	82,841.99
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	1,583.50	
PAYPAL DEPOSIT	0.00	
INTEREST	28.43	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	70.37	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	08/31/22	84,366.10

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

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

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

Difference: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 09/08/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Sep 8, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 08/31/22 11.98

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 08/31/22 11.98

BALANCE PER G/L 07/31/22 11.97

ADD: DEPOSITS 0.00

INTEREST 0.01

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 08/31/22 11.98

DIFFERENCE: (0.00)

PREPARED BY: N. Ibarra TITLE: Accountant DATE: 09/07/22

APPROVED BY:  TITLE: Chief Financial Officer DATE: Sep 8, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
August 31, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: **08/31/22** **35,067.79**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **08/31/22** **35,067.79**

BALANCE PER G/L **07/31/22** **35,055.87**

ADD: DEPOSITS 0.00

INTEREST 11.92

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 **08/31/22** **35,067.79**

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 09/07/22

APPROVED BY:  TITLE: Chief Financial Officer DATE: Sep 8, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED July 30, 2022 - August 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Gloria Barbero	Administrator - EHS San Joaquin	330.00
Yolanda Gonzales	Director of Head Start/State Child Development Programs	5,518.46
Freddy Hernandez	Director of Youth and Community Services	1,774.43
Traco Matthews	Chief Program Officer	457.58
Lisa McGranahan	Director of Human Resources	147.69
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	251.19
Pritika Ram	Chief Business Development Officer	2,171.00
Jeremy Tobias	Chief Executive Officer	2,383.19
Emilio Wagner	Director of Operations	7,858.67
Tracy Webster	Chief Financial Officer	947.42
Rebecca Moreno	Director of Community Development	3,571.03
Susana Magana	Director of Nutrition Services	3,951.57
	Total	\$ 29,362.23



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	7/30/2022 - 8/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/10/2022	8/11/2022	Allegnt*air C4w9zw				330.00
Travel tickets for Harold Molinares and Sandra Acevedo to attend the Child Plus Scramble at Las Vegas Nevada.						

Transaction Count: 1
Total: 330.00

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/28/2022	8/1/2022	American Air				1,207.20	
Air flight ticket for Amanda Espitia to attend NHSA Fall Leadership in Washington DC 091822-092222							
2 7/28/2022	8/1/2022	American Air				1,187.21	
Air Flight ticket for Elizabeth Williams to attend NHSA Fall Leadership in Washington DC 091822-092222							
3 7/29/2022	8/1/2022	American Air				1,147.20	
Air Flight Ticket for Yolanda Gonzales to attend NHSA Fall Leadership in Washington DC 091822-092222							
4 7/29/2022	8/1/2022	American Air				857.19	
Air flight ticket for Elsa Navarrete to attend NHSA Fall Leadership in Washington DC 091722-092222							
5 7/29/2022	8/1/2022	American Air				777.20	
Air Flight ticket for Sylvia Ortega to attend NHSA Fall Leadership in Washington DC 091722-092222							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/3/2022	8/4/2022	Nyny Htl Selfpark				54.00
		Hotel Parking for First 1,000 R9 Conference in Las Vegas, NV Yolanda Gonzales 073122-080322				
7 8/3/2022	8/5/2022	Nyny - Adv Dep				-34.01
		Credit voucher for cancelled hotel fee for no show due to weather conditions for SJC Staff				
8 8/3/2022	8/5/2022	Nyny - Front Desk				-66.89
		Credit voucher for cancelled hotel fee for no show due to weather conditions for SJC staff				
9 8/9/2022	8/10/2022	Ezcatersubway				47.92
		Lunch order for Tehachapi Staff for Pre-Service				
10 8/9/2022	8/10/2022	Ezcatersubway				35.94
		Lunch order for East Kern staff pre-service - Mojave				
11 8/9/2022	8/10/2022	Ezcatersubway				131.78
		Lunch order for East Kern staff pre-service - Ridgecrest				
12 8/9/2022	8/10/2022	Ezcatersubway				47.92
		Lunch order for East Kern staff pre-service - California City				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 8/9/2022	8/10/2022	Ezcatersubway				125.80
Lunch order for East Kern staff pre-service - Rosamond						

Transaction Count: 13

Total: 5,518.46

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/11/2022	8/12/2022	Www.Calcapa.Org				549.00	
Registration for Freddy Hernandez to attend the CalCAPA 2022 Annual Conference in San Diego.							
2 8/16/2022	8/17/2022	Dd Doordash Littlecae				49.58	
Food purchase for VITA training.							
3 8/17/2022	8/18/2022	Dd Doordash Elpollolo				78.46	
Food purchase for VITA training.							
4 8/18/2022	8/19/2022	Dd Doordash Pandaexpr				76.62	
Food purchase for VITA training.							
5 8/19/2022	8/22/2022	Bjs Restaurants 458				589.64	
Food purchase for VITA training.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/19/2022	8/22/2022	Family Development Resour				150.00
		Court mandated nurturing parenting class.				
<hr/>						
7 8/19/2022	8/22/2022	Bjs Restaurants 458				24.68
		Food purchase for VITA training.				
<hr/>						
8 8/23/2022	8/24/2022	Dd Doordash Mountainm				74.37
		Food purchase for VITA training.				
<hr/>						
9 8/25/2022	8/25/2022	Dd Doordash Toofatssa				78.61
		Food purchase for VITA training.				
<hr/>						
10 8/25/2022	8/26/2022	Canva* I03523-25321187				12.95
		Software required for VITA.				
<hr/>						
11 8/26/2022	8/29/2022	Dd Doordash Popeyes				50.96
		Food purchase for VITA training.				
<hr/>						
12 8/27/2022	8/29/2022	Dd Doordash Tacobell				39.56
		Food purchase for VITA training.				
<hr/>						

Transaction Count: 12
Total: 1,774.43

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Traco Matthews			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3726			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/1/2022	8/3/2022	Travelodge				95.20	
Isolation housing for COVID-19 resident at M Street Navigation Center.							
2 8/4/2022	8/8/2022	Travelodge				-319.20	
Credit from Travelodge for isolation housing for COVID-19 resident at M Street Navigation Center.							
3 8/9/2022	8/16/2022	Sheraton				-415.87	
Credit for accidental hotel reservation for the Sheraton hotel for Traco to attend the 13th Annual California Climate & Energy Forum in San Diego.							
4 8/11/2022	8/12/2022	Www.Calcapa.Org				1,098.00	
Registration for Traco Matthews & Vanessa Nevarez to attend the CalCAPA 2022 Annual Conference in San Diego.							
5 8/26/2022	8/31/2022	Sheraton				-0.55	
Remainder of credit for accidental hotel reservation for Traco Matthews to attend the 13th annual California Climate & Energy Forum in San Diego.							

Transaction Count: 5
Total: 457.58

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	7/30/2022 - 8/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/10/2022	8/12/2022	Biometrics4all Inc				13.50
Relay Fees for running New Hire Fingerprints Invoice Period 7/01/2022-7/31/2022 Invoice Date 8/01/2022						
2 8/19/2022	8/22/2022	Usps Po 0504680519				28.90
Covid Test Kits sent to Stockton Location.						
3 8/30/2022	8/31/2022	Seq Sand Rosedale				105.29
Lunch provided for HR Staff due to Benefits 101 Training						

Transaction Count: 3
Total: 147.69

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Jerry Meade			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8086			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/12/2022	8/15/2022	Community Action Partner				85.00	
CCAP Member Luncheon for E Contreras at the National CAP Conference							
<hr/>							
2 8/24/2022	8/25/2022	Target.Com				151.64	
Health and Safety Purchase of a Car Seat for HVP Parent							
<hr/>							
3 8/25/2022	8/26/2022	Cps Hr Consulting				4.85	
CCP Operations and Record Keeping Site Sup Training for B Hernandez							
<hr/>							
4 8/25/2022	8/26/2022	Cps Hr Consulting				4.85	
CCL Operations and Record Keeping Site Sup Training for E. Medina							
<hr/>							
5 8/25/2022	8/26/2022	Cps Hr Consulting				4.85	
CCL Operations and Record Keeping Site Sup Training for F Vega							

Transaction Count: 5
Total: 251.19

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/31/2022	8/1/2022	Stk*shutterstock				29.00	
Monthly fee for stock photos.							
<hr/>							
2 8/2/2022	8/4/2022	Romanos 1286				62.59	
Foundation Lunch Meeting with Catherine Anspach and Fred Plane. Purpose, Introduction.							
<hr/>							
3 8/5/2022	8/8/2022	Facebk *sk98lgkem2				50.00	
Facebook Ad for Microbusiness (English & Spanish)							
<hr/>							
4 8/8/2022	8/9/2022	Caeconomy.Org				425.00	
Registration Fee for Catherine Anspach to attend the 2022 California Economic Summit							
<hr/>							
5 8/10/2022	8/11/2022	Fresno Bee Su 3				159.99	
Annual Online Subscription Renewal for the Fresno Bee							
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/15/2022	8/16/2022	Facebk *t36uhh7fm2				75.00
Facebook Advertisement for Micro Business (English & Spanish)						
<hr/>						
7 8/20/2022	8/22/2022	Facebk *8rfesgfem2				22.94
Facebook Advertisement for Micro Business (English & Spanish)						
<hr/>						
8 8/23/2022	8/24/2022	Ezcatersubway				187.10
Foundation Outreach - Lunch for Oasis FRC Staff						
<hr/>						
9 8/23/2022	8/24/2022	Printsonthecheap				835.39
Sandwich Board Signs (Generic for Multi-Purpose Events for the Outreach Team)						
<hr/>						
10 8/29/2022	8/30/2022	Sacbee Subscription				219.99
Annual Electronic Subscription Renewal for the Sacramento Bee						
<hr/>						
11 8/30/2022	8/31/2022	Facebk *nlsnygpem2				75.00
Facebook Ad for Microbusiness (English & Spanish)						
<hr/>						
12 8/31/2022	8/31/2022	Stk*shutterstock				29.00
Monthly Fee for Stock Photos						
<hr/>						

Transaction Count: 12
Total: 2,171.00

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Jeremy Tobias	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	Currency	US Dollar
Reporting Period	7/30/2022 - 8/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/28/2022	8/1/2022	Travelodge				192.00
Unknown Charge from Travelodge related to recent M St. Navigation Center Client stays						
2 8/8/2022	8/9/2022	Caeconomy.Org				400.00
Registration Fee for Traco Matthews to attend the 2022 California Economic Summit						
3 8/9/2022	8/10/2022	Caeconomy.Org				400.00
Registration Fee for Jeremy Tobias to attend the 2022 California Economic Summit						
4 8/9/2022	8/10/2022	Caeconomy.Org				425.00
Registration Fee for Freddy Hernandez to attend the 2022 California Economic Summit						
5 8/11/2022	8/15/2022	Shell Oil 57445309107				92.63
Gasoline for CEO's Agency Vehicle.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/25/2022	8/25/2022	Panera Bread #601790 O				35.87
Additional Lunches for CAPK Board Meeting on 8/24						
7 8/25/2022	8/25/2022	Panera Bread #601790 O				162.69
Lunch for Board Members and Presenting Staff for Board Meeting on 8/24						
8 8/25/2022	8/26/2022	Www.Calcapa.Org				549.00
Registration Fee for Board Member Nila Hogan to attend the CalCAPA Conference in San Diego the first week of November						
9 8/27/2022	8/29/2022	Sq *black Car Service				126.00
Transportation from the JFK airport to the New York Marriott Marquis Hotel. NCAP Convention						
						Transaction Count: 9
						Total: 2,383.19

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/4/2022	8/4/2022	American Air				815.20	
Airfare for Luisa Rosa Silva 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
2 8/4/2022	8/4/2022	American Air				815.20	
Airfare for Ryan Dozier 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
3 8/5/2022	8/8/2022	Bluebeam Inc				449.00	
Bluebeam Revi: CAD End User License plan markup software							
4 8/5/2022	8/8/2022	Best Buy 00008565				2,230.82	
Best Surface Pro , Tablet, Surface Pro Signature Keyboard for Emilio Wagner							
5 8/5/2022	8/8/2022	Microsoft*store				99.00	
Microsoft* added to surface for Emilio Wagner							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/14/2022	8/15/2022	Vosker Elite-Monthly				20.00
		Vosker Elite-Monthly - Charges and Time Lapse service Food Bank Expansion				
<hr/>						
7 8/14/2022	8/15/2022					0.20
		Vosker Elite-Monthly - Charges and Time Lapse service Food Bank Expansion				
<hr/>						
8 8/16/2022	8/17/2022					0.20
		Vosker Elite-Monthly - Charges and Time Lapse service Food Bank Expansion				
<hr/>						
9 8/16/2022	8/17/2022	Vosker Elite-Monthly				20.00
		Vosker Elite-Monthly - Charges and Time Lapse service Food Bank Expansion				
<hr/>						
10 8/20/2022	8/22/2022	Best Buy 00008565				248.96
		Purchase Tab S7+Keyboard - Operations				
<hr/>						
11 8/21/2022	8/22/2022	Microsoft#g013121842				974.80
		Microsoft#g009792710- Microsoft Azure - Software Support HS				
<hr/>						
12 8/22/2022	8/23/2022	Mindbody				461.98
		MindBody - Premier Basic monthly charge and subscription fee				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 8/24/2022	8/25/2022	Marriott Ny Marquis				1,432.32
2022 NCAP Annual Convention Aug 30 - Sept 2, 2022 - K Davis New York, New York - Lodging						
14 8/25/2022	8/26/2022	Expedia 72375352956098				290.99
Introduction to GIS Using ArcGIS Redlands, CA Sept 12-13, 2022 R Dozier - Lodging						
						Transaction Count: 14
						Total: 7,858.67

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	7/30/2022 - 8/31/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/4/2022	8/5/2022	Ca Secretary Of State Web				25.00
		Statement of Information filing fee for CAPK Foundation				
2 8/8/2022	8/9/2022	Caeconomy.Org				800.00
		Reg fee for Tracy and Gabrielle to attend 2022 California Economic Summit				
3 8/17/2022	8/18/2022	Sq *house Of Flowers				97.42
		Flowers for Eric and family passing of his mom				
4 8/19/2022	8/22/2022	Ca Secretary Of State Web				25.00
		Statement of information filing fee for CAPK				

Transaction Count: 4
Total: 947.42

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/28/2022	8/1/2022	Hilton Internationals				1,098.92	
Hilton hotel for Rebecca Moreno to attend the NAEH conference in Washington, D.C.							
2 7/28/2022	8/1/2022	Hilton Internationals				-274.73	
Hilton credit for room deposit for Laurie Hughey who did not end up going to the conference.							
3 7/28/2022	8/1/2022	Hilton Internationals				1,098.92	
Hilton hotel for Joseph Aguilar to attend the NAEH conference in Washington, D.C.							
4 7/28/2022	8/1/2022	Hilton Internationals				1,098.92	
Hilton hotel for Keith Jackson to attend the NAEH conference in Washington, D.C.							
5 8/11/2022	8/12/2022	Www.Calcapa.Org				549.00	
Registration for Rebecca Moreno to attend the CalCAPA 2022 Annual Conference in San Diego.							

Transaction Count: 5
Total: 3,571.03

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 7/30/2022 - 8/31/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar		
Reporting Period	7/30/2022 - 8/31/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/29/2022	8/1/2022	Hilton Garden Inn Arpt				729.70	
Hilton hotel for Matthew Jacobs to attend the TEFAP Best Practices Meeting in Santa Rosa, CA.							
2 7/29/2022	8/1/2022	Hilton Garden Inn Arpt				729.70	
Hilton hotel for Kevin Goudge to attend the TEFAP Best Practices Meeting in Santa Rosa, CA.							
3 8/8/2022	8/9/2022	Ntlrest Servsafe				45.00	
Food Handler Cards for Magaly Witz, Diana Vanessa Alvarado, and Vanessa Rocha.							
4 8/10/2022	8/11/2022	Target 00013847				130.06	
Baby formula.							
5 8/10/2022	8/11/2022	Wal-Mart #2557				75.56	
Central kitchen equipment.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 8/10/2022	8/11/2022	Target 00027151				88.06
Baby formula.						
7 8/10/2022	8/11/2022	Target 00006148				167.96
Baby formula.						
8 8/10/2022	8/12/2022	Wal-Mart #2557				71.66
Baby formula.						
9 8/10/2022	8/12/2022	Vallarta Supermarket 53				91.16
Baby formula.						
10 8/11/2022	8/12/2022	Wal-Mart #1624				179.15
Baby formula.						
11 8/12/2022	8/15/2022	Hyatt Regency Sacramento				237.50
Hotel deposit for Kelly Lowery to attend the 2022 Food Access Conference in October.						
12 8/22/2022	8/23/2022	Ezcaterflame Skewers				369.28
Catering for Program Training Staff Meeting for Migrant Childcare.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 8/24/2022	8/25/2022	Target 00025247				88.06
Baby formula purchase.						
<hr/>						
14 8/24/2022	8/25/2022	Target 00027151				92.06
Baby formula purchase.						
<hr/>						
15 8/24/2022	8/25/2022	Fastrak Violation Cent				7.00
Bridge Toll Invoice for Kevin Goudge during his travel to training out of town.						
<hr/>						
16 8/24/2022	8/25/2022	Target 00006148				69.96
Baby formula purchase.						
<hr/>						
17 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
<hr/>						
18 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
<hr/>						
19 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
20 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
21 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
22 8/24/2022	8/26/2022	Albertsons #3172				97.45
Baby formula purchase.						
23 8/30/2022	8/31/2022	Cafb Conf 2019				195.00
Registration for Maureen Andrew to attend the 2022 Food Access Conference in Sacramento, CA.						
						Transaction Count: 23
						Total: 3,951.57

Employee Signature

Date

Authorized Approver Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023 (6 OF 12 MONTHS OR 50.0%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	450,571	20.6%	1,733,088
Head Start Subsidy	<u>377,301</u>	<u>701,847</u>	186.0%	<u>(324,546)</u>
Total Revenue	<u>2,560,960</u>	<u>1,152,418</u>	45.0%	<u>1,408,542</u>
Expenditures (Note B)				
Salaries	724,671	319,060	44.0%	405,611
Benefits	200,399	98,699	49.3%	101,700
Vehicle Gasoline, Repair/Maintenance	27,000	24,980	92.5%	2,020
Space Costs	121,700	47,484	39.0%	74,216
Supplies - Office & Food Service	92,500	65,516	70.8%	26,984
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	3,500	Not budgeted	(3,500)
Equipment Repair/Maintenance & Lease	35,300	21,506	60.9%	13,794
Communication	14,000	8,480	60.6%	5,520
Risk Insurance	12,700	7,180	56.5%	5,520
Printing	1,000	135	13.5%	865
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>394,481</u>	38.8%	<u>621,099</u>
Sub Total	2,245,450	1,059,725	47.2%	1,185,725
Adult Meals Prepared	128,794	48,869	37.9%	79,925
Indirect	<u>186,716</u>	<u>43,823</u>	23.5%	<u>142,893</u>
Total Expenditures	<u>2,560,960</u>	<u>1,152,418</u>	45.0%	<u>1,408,542</u>

	Prior Period	AUGUST 2022	Cumulative
Total Meals Prepared and Vended (Note C)	304,920	61,425	366,345
Total Meals Claimed	<u>170,218</u>	<u>31,801</u>	<u>202,019</u>
Difference	134,702	29,624	164,326

Percentage Claimed to Prepared/Vended		51.8%	55.1%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (2 OF 12 MONTHS = 16.7%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-0052)														
Adjusted Days of Enrollment - Certified	3,185	4,839	-	-	-	-	-	-	-	-	-	-	8,024	
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>	X \$51.55	
Revenue Earned	\$ 164,192	\$ 249,446	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 413,638	11.25%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%												99.61%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,336	4,895											7,231	
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>	X \$1.87	
Revenue Earned	\$ 121,179	\$ 253,916	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 375,095	8.25%
Maximum Reimbursable Amount (MRA)													\$4,544,694	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%												98.41%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%												100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	95	124											220	
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>	X \$51.55	
Revenue Earned	\$ 4,913	\$ 6,404	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 11,317	4.14%
Maximum Reimbursable Amount (MRA)													\$273,318	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%												100.00%
Five Percent Flexibility, Maximum = 100 Percent	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 2022/23 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/22 - 6/30/23 (2 OF 12 MONTHS = 16.7%)

	Jul-22	Aug-22	Sep-22	Oct-22	Nov-22	Dec-22	Jan-23	Feb-23	Mar-23	Apr-23	May-23	Jun-23	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	621	917											1,538	
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	\$ 28,589	\$ 42,192	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 70,781	2.48%
Maximum Reimbursable Amount (MRA)													\$2,852,203	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%												100.00%
Five Percent Flexibility, Maximum = 100 Percent	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 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/22 - 6/30/23 (1 OF 12 MONTHS = 8.3%)

Contract CMAP-1000	July 2022	Aug 2022	Sept 2022	Oct 2022	Nov 2022	Dec 2022	Jan 2023	Feb 2023	Mar 2023	Apr 2023	May 2023	June 2023	Total	%	% Earned to MRA
Provider Payments	\$ 604,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604,825		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 604,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604,825	78.10%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		2.66%
<u>Administration & Support Services Revenue</u>															
Provider Payments	\$ 604,825	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 604,825		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	\$ 160,776	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 160,776		
Program Administration/Support Services Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Indirect (10% x MTDC) Costs	69,228	-	-	-	-	-	-	-	-	-	-	-	69,228	21.90%	
Transfer Indirect to CSBG	100,324	-	-	-	-	-	-	-	-	-	-	-	100,324		
Total Operating Costs	\$ 169,553	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	169,553	21.90%	
Revenue Earned Over/(Under) Costs	\$ (8,777)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	(8,777)		
TOTAL COSTS - NET OF FAMILY FEES	\$ 774,377	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	774,377	100.00%	

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

Provider payments	604,825
Reimbursement Rate (17.5% / 82.5%)	x 21.2121%
Revenue Earned	128,296

Note 2: The maximum reimbursable amount per the 2022/23 State contract is as follows:

Provider Payments	22,736,992	82.50%
Administration	4,133,998	15.00%
Support Services	689,000	2.50%
Maximum Reimbursable Amount (MRA)	27,559,990	100.00%

Note 3: Increase to contract was received December 2021. Unused contract amount will be rolled into FY 2022-23. Administrative rate was also changed in January.

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable

Month/Year: August-2022
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	August-2022		Year to Date 03/1/22 - 08/31/22	
Description	Number	Amount		Amount
Bank Deposits	19	2,257,756	108	21,059,887
Wire Deposits	10	28,628	69	14,477,756
Head Start/IRS Drawdowns	5	2,374,883	31	20,203,606
Vendor Checks Issued	1345	5,352,576	6,399	32,657,890
Payroll Disbursed		2,867,230		17,330,366
Grant Reports Prepared	38		224	
ASTHO Vaccine Equity				
CalFresh Outreach				
CalFresh SSI				
CalFresh Healthy Living				
CALEITC				
CAL Food				
City of Bakersfield Homeless Housing & Prevention				
City of Bakersfield CDBG Food Bank Expansion				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CMAP Fiscal Report & Caseload				
CSBG 2021				
CSBG Cares				
CSBG 2022				
DAP				
DOE 2020				
Differential Response				
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 – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Homeless LBNC				
Home Visit Program				
Homeless Housing Assistance & Prevention				
HUD				
LIHEAP 2020 CARES				
LIHEAP 2021				
LIHEAP 2022				
LIHEAP ARPA				
Postive Youth				
Postive Youth Medi-Cal				
San Joaquin COE General Child Care				
VITA				
UW STANISLAUS CES				
WIC				

Total Division Staffing 21 positions + 2 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, 2022

ASSETS

Cash in Bank	7,377,795
Cash - Vacation Reserve	986,470
Petty Cash	-
Accounts Receivable	4,112,623
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	949,184
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>17,003,012</u>

Total Assets 31,995,063

LIABILITIES AND NET ASSETS

Accounts Payable	6,079,346
Accrued Expenses	3,351,345
Accrued Vacation	1,667,283
Line of Credit	-
Note Payable	1,083,367
Advance Payable	2,168,574
Deferred Revenue	<u>2,588,381</u>

Total Liabilities 16,938,295

Total Net Assets 15,056,768

Total Liabilities and Net Assets 31,995,063

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	79,954,392
Donations	30,565,672
Other Revenue	916,016
In-Kind	<u>206,161</u>

Total Revenue 111,642,241

EXPENDITURES

Salaries	33,857,168
Benefits	9,214,698
Travel	394,937
Space Costs	7,091,036
Supplies	3,164,960
Consultant/Contract Services	2,978,688
Other Costs	2,917,985
Program Costs	44,774,107
Capital Expenditures	(0)
Indirect	6,862,436
In-Kind	<u>206,161</u>

Total Expenditures 111,462,176

Net Change in Assets 180,065

Net Assets, beginning 14,876,703

Net Assets, ending 15,056,768

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF AUGUST 31, 2022

ASSETS

Cash in Bank	16,351,174
Cash - Vacation Reserve	1,008,277
Petty Cash	-
Accounts Receivable	0
Travel Advance	23,470
Prepaid Expense	752,097
Inventory	1,054,553
Net Fixed Assets - Unrestricted	849,684
Net Fixed Assets - Restricted	<u>16,902,808</u>

Total Assets 36,942,062

LIABILITIES AND NET ASSETS

Accounts Payable	1,379,300
Accrued Expenses	(282,036)
Accrued Vacation	1,007,684
Line of Credit	-
Note Payable	916,924
Advance Payable	2,049,047
Deferred Revenue	<u>17,757,771</u>

Total Liabilities 22,828,690

Total Net Assets 14,113,371

Total Liabilities and Net Assets 36,942,061

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO AUGUST 31, 2022

REVENUE

Grant Revenue	38,226,521
Donations	186,654
Other Revenue	7,563,205
In-Kind	<u>4,277,111</u>

Total Revenue 50,253,492

EXPENDITURES

Salaries	16,953,616
Benefits	4,879,073
Travel	336,351
Space Costs	7,779,735
Supplies	1,329,459
Consultant/Contract Services	2,356,287
Other Costs	2,138,937
Program Costs	6,562,157
Capital Expenditures	1,260,094
Indirect	3,324,069
In-Kind	<u>4,277,111</u>

Total Expenditures 51,196,889

Net Change in Assets (943,397)

Net Assets, beginning 15,056,768

Net Assets, ending 14,113,371

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	15,532,929	23,045,313	40%
BENEFITS	11,160,531	4,491,108	6,669,423	40%
TRAVEL	721,930	304,169	417,761	42%
SPACE COST	23,506,027	7,380,239	16,125,788	31%
SUPPLIES	3,253,861	1,247,764	2,006,097	38%
EQUIPMENT	831,379	1,694,947	(863,568)	204%
CONSULTANT/CONTRACT SERVICES	3,798,580	1,859,382	1,939,198	49%
OTHER COSTS	3,449,253	1,812,903	1,636,351	53%
PROGRAM COSTS	11,277,182	6,144,972	5,132,210	54%
INDIRECT	7,597,038	3,292,994	4,304,044	43%
TOTAL	104,174,023	43,761,406	60,412,617	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	11,374,693	16,076,571	41%
BENEFITS	8,315,926	3,421,020	4,894,906	41%
TRAVEL	492,583	168,193	324,390	34%
SPACE COST	6,603,218	3,519,531	3,083,687	53%
SUPPLIES	2,644,635	876,298	1,768,337	33%
EQUIPMENT	100,000	797,177	(697,177)	797%
CONSULTANT/CONTRACT SERVICES	1,369,385	480,038	889,347	35%
OTHER COSTS	1,130,700	714,457	416,243	63%
PROGRAM COSTS	7,769,839	5,180,521	2,589,318	67%
INDIRECT	5,263,450	2,354,298	2,909,152	45%
TOTAL	61,141,000	28,886,227	32,254,773	47%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	1,595,242	2,615,749	38%
BENEFITS	1,260,035	424,141	835,894	34%
TRAVEL	91,246	39,295	51,951	43%
SPACE COST	15,209,213	3,088,514	12,120,699	20%
SUPPLIES	211,553	124,429	87,124	59%
EQUIPMENT	724,960	718,622	6,338	99%
CONSULTANT/CONTRACT SERVICES	563,961	131,042	432,919	23%
OTHER COSTS	378,585	288,146	90,439	76%
PROGRAM COSTS	1,436,167	553,747	882,420	39%
INDIRECT	765,412	275,992	489,420	36%
TOTAL	24,852,123	7,239,169	17,612,954	29%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	731,681	2,239,440	25%
BENEFITS	553,144	191,810	361,334	35%
TRAVEL	65,110	25,236	39,874	39%
SPACE COST	299,407	117,627	181,780	39%
SUPPLIES	110,076	65,956	44,120	60%
EQUIPMENT	6,419	51,295	(44,876)	799%
CONSULTANT/CONTRACT SERVICES	1,056,518	883,010	173,508	84%
OTHER COSTS	1,341,076	499,315	841,761	37%
PROGRAM COSTS	868,172	129,890	738,282	15%
INDIRECT	755,931	259,005	496,926	34%
TOTAL	8,026,974	2,954,823	5,072,151	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,327,976	1,502,436	47%
BENEFITS	737,565	333,520	404,045	45%
TRAVEL	27,313	24,214	3,099	89%
SPACE COST	1,206,276	507,207	699,069	42%
SUPPLIES	220,349	173,358	46,991	79%
EQUIPMENT	-	127,853	(127,853)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	321,164	446,772	42%
OTHER COSTS	491,102	275,480	215,622	56%
PROGRAM COSTS	1,105,101	230,589	874,512	21%
INDIRECT	613,244	313,944	299,300	51%
TOTAL	7,999,298	3,635,304	4,363,994	45%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	460,174	530,680	46%
BENEFITS	267,905	119,081	148,824	44%
TRAVEL	23,578	46,792	(23,214)	198%
SPACE COST	182,213	147,360	34,853	81%
SUPPLIES	52,498	7,684	44,814	15%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	1,908	3,872	33%
OTHER COSTS	51,480	24,164	27,316	47%
PROGRAM COSTS	97,903	50,225	47,678	51%
INDIRECT	170,659	80,594	90,065	47%
TOTAL	1,842,870	937,982	904,888	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 08-31-22 (50.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	43,164	80,436	35%
BENEFITS	25,956	1,536	24,420	6%
TRAVEL	22,100	439	21,661	2%
SPACE COST	5,700	-	5,700	0%
SUPPLIES	14,750	39	14,711	0%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	42,220	(7,220)	121%
OTHER COSTS	56,310	11,341	44,969	20%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	9,161	19,181	32%
TOTAL	311,758	107,900	203,858	35%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 08/31/22 (6 OF 12 MONTHS = 50.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,597,038	\$ 3,292,994	43.3%	\$ 4,304,044
Expenditures				
Salaries	4,122,037	1,835,890	44.5%	2,286,147
Benefits @ 23.6% actual	<u>927,258</u>	<u>416,765</u>	<u>44.9%</u>	<u>510,493</u>
Total Personnel Costs	5,049,295	2,252,655	44.6%	2,796,640
Operating Costs				
Travel	67,900	31,634	46.6%	36,266
Space Costs	215,700	114,099	52.9%	101,601
Supplies	252,500	81,695	32.4%	170,805
Consultant/Contract	1,288,000	496,905	38.6%	791,095
Other Operating Costs	<u>474,125</u>	<u>325,451</u>	<u>68.6%</u>	<u>148,674</u>
Total Operating Costs	2,298,225	1,049,784	45.7%	1,248,441
Total Expenditures	<u>\$ 7,347,520</u>	<u>\$ 3,302,439</u>	<u>44.9%</u>	<u>\$ 4,045,081</u>
Excess (Deficit) Indirect Revenue	<u>\$ 249,518</u>	<u>\$ (9,445)</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 649,450	50.4%	\$ 638,857
Operations	2,272,694	1,123,905	49.5%	1,148,789
Executive	1,337,079	581,137	43.5%	755,942
Program Administration	130,000	77,349	59.5%	52,651
Finance	<u>2,319,440</u>	<u>870,598</u>	<u>37.5%</u>	<u>1,448,842</u>
	<u>\$ 7,347,520</u>	<u>\$ 3,302,439</u>	<u>44.9%</u>	<u>\$ 4,045,081</u>

Prepared Date: 09/13/22



MEMORANDUM

To: Board of Directors

John Dr. Tracy Webster

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

Date: September 28, 2022

Subject: *Agenda Item VI(a):* Employee Health Insurance Renewal for the January 1, 2023 Plan Year – **Info Item**

Each year, the Leadership Team engages in preparatory discussions with our health insurance broker to initiate the employee health insurance renewal process. This is the first renewal cycle working with our new insurance broker Bolton. Traditionally, this engagement is a review of the current vendor's rates for the coming year, trends in healthcare, and both short and long-term wellness planning for CAPK's employees. In prior years, this discussion has included premium increases to both the Agency and to our employees, as well as mitigating efforts to minimize the impact to both employees and the Agency.

For the January 1, 2023 renewal year, we are facing significant increase in rates for the medical plan only (dental and vision are on a multiple year rate guarantee). This increase is due to a 164% loss ratio recognized by Anthem. The initial quote for Anthem medical was a rate increase of 60%. However, after negotiations between CAPK, Bolton, and Anthem staff, the final proposed rate increase is 28% to our existing HMO and PPO plans. Some of the contributing factors to this large premium increase are:

- COVID treatment and hospitalization
- COVID delayed procedures now being performed
- Increase in employee leaves
- High utilization of the plan
- Costly medication both related to COVID and other conditions

Finding this proposed rate increase as unaffordable to our staff, CAPK has requested Bolton to provide some additional plan and pricing options. We have requested quotes on reinstating a narrow or limited HMO network as well as a disruption report if we reinstitute that limited network plan. We are still waiting for Anthem to produce these requested items. The purpose of requesting these is to better understand how we might offer a reasonable medical plan with limited disruption while making it affordable to our employees.

The proposed plan would include adding the limited Select Network HMO along with our current Full Network HMO and our PPO plan. This strategy includes the following rate increases and characteristics:

- The introduction of a new limited Select Network HMO plan with a 15% increase in premium costs to both the employee and employer.
- The existing Full Network HMO plan will increase in premium costs to both employer and employer by 34.6% (higher than the 28% quote due to adding narrow network).
- The existing PPO plan will increase in premium costs to both employer and employer by 28.0%
- All rates are contingent upon bundling vision coverage with Anthem.
- Proposed overall blended increase to premium is estimated at 18.4%, if 90% of staff on Full Network migrate over to the Select Network plan (utilizing data from historical Trio select network plan).
- Share of cost overall will be remain 81% for employer and 19% for employee which is consistent with the current year cost sharing model.

Attached is a current projection for health insurance renewal. This projection is based on the known data and options available. It anticipates employee participation rates and a robust migration over to a less expensive Select Network HMO plan that will be less costly. Staff utilized agency historical data of limited network plan participation (Trio) to create this projection.

Historically, we plan for and anticipate Board approval of our health plan renewal in September each year. This allows for the necessary time needed to prepare the materials for open enrollment, complete open enrollment with our employees, enrollment into the health plan system, and update the employee plan selections in payroll by the end of the year. While staff continues to work with our broker and Anthem on reviewing data and fine tuning the plan, we are concerned with the timelines for completing open enrollment. Today we are updating the Board and recommending the Executive Committee call a special meeting within two weeks for approval of the plan renewal. We are seeking guidance and feedback from the Board that will assist us in finalizing the recommendation to the Executive Committee.

Attachment:

Anthem health plan renewal projections 2023

Community Action Partnership of Kern
Medical Plan
Contribution Analysis - PROJECTION
January 1, 2023 Renewal Date

	Anthem Participation 2022							Anthem Proposal 2023							
	Enroll	Premiums	ER Cost	ER %	EE Cost	EE %	EE per Pay Period	Anthem Option with Vision (1% discount)							
								Proposal	ER Cost	ER %	EE Cost (Month)	EE%	EE per pay period	Monthly increase to EE	
Narrow Network HMO															
Employee								236	650.23	585.21	90%	65.02	10%	32.51	\$8.48
Employee + Spouse								77	1,365.48	1,024.11	75%	341.37	25%	170.69	\$44.55
Employee + 1 Child								0	1,365.48	1,024.11	75%	341.37	25%	170.69	\$44.55
Employee + Family								84	1,950.68	1,463.01	75%	487.67	25%	243.84	\$63.64
Annual SubTotal								397	\$5,069,440	\$4,078,306	80%	\$991,134	20%		
Full Network HMO															
	Anthem Full Network (includes Dignity)						Semi-Monthly								
Employee	262	\$565.38	\$508.84	90%	\$56.54	10%	\$28.27	26	760.91	684.82	90%	76.09	10%	38.05	\$19.55
Employee + Spouse	85	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	8	1,597.92	1,198.44	75%	399.48	25%	199.74	\$102.66
Employee + 1 Child	0	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	0	1,597.92	1,198.44	75%	399.48	25%	199.74	\$102.66
Employee + Family	93	\$1,696.14	\$1,272.10	75%	\$424.03	25%	\$212.02	9	2,282.73	1,712.05	75%	570.68	25%	285.34	\$146.65
Annual SubTotal	440	\$4,881,492	\$3,927,753	80%	\$953,739	20%		43	\$637,339	\$513,615	81%	\$123,724	19%		
Change from Current		\$4,702,163	\$3,824,741		\$877,422										
Percentage Change		2622.1%	3712.9%		1149.7%										
HDHP (PPO) / HSA															
							Semi-Monthly								
Employee	52	\$637.05	\$580.51	90%	\$56.54	9%	\$28.27	52	815.42	743.05	91%	72.37	9%	36.19	\$15.83
Employee + Spouse	9	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	9	1,709.22	1,329.28	78%	379.94	22%	189.97	\$83.12
Employee + 1 Child	0	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	0	1,709.22	1,329.28	78%	379.94	22%	189.97	\$83.12
Employee + Family	10	\$1,906.65	\$1,482.62	78%	\$424.03	22%	\$212.02	10	2,440.51	1,897.75	78%	542.76	22%	271.38	\$118.73
Annual SubTotal	71	\$770,533	\$652,312	85%	\$118,221	15%		71	\$986,279	\$834,955	85%	\$151,324	15%		
Change from Current		\$457,763	\$403,000		\$54,763										
Percentage Change		146.4%	161.6%		86.3%										
Annual Total	511	\$5,652,025	\$4,580,065	81%	\$1,071,960	19%		511	\$6,693,058	\$5,426,877	81%	\$1,266,181	19%		
Change from Current		(\$268,931)	\$198,643		(\$467,574)				\$1,041,034	\$846,813		\$194,221			
Percentage Change		-4.5%	4.5%		-30.4%				18.4%	18.5%		15.3%			

Assumptions

1. Migration of employees from Full network to Narrow network at 90%

Notes

1. Analysis does not consider enrollment changes that may occur as a result of a contribution change. Actual costs will vary.
2. Please note, carriers reserve the right to rerate if enrollment changes by +/- 10%.
3. For Percentage based contributions the Employee percentage is applied to the Employee Only rate, the Dependent Percentage is applied to the difference in Employee Only rate and the additional amount for Dependent(s).



MEMORANDUM

To: Board of Directors

From: Pritika Ram – Chief Business Development Officer

Date: September 28, 2022,

Subject: *Agenda Item VI(b): Strategic Plan 2021-2025: One Year Progress Update*
– **Info Item**

Over the last year, the goal groups have met on a monthly/bi-monthly basis to update their respective objectives. During this time, staff members have had an opportunity to get acquainted with OnStrategy, the online reporting platform, as well as familiarize themselves with current and pending initiatives led by goal group members.

Each Committee has received a minimum of two presentations by a goal group lead. These presentations serve as an opportunity to provide updates on our progress towards goal completion.

The report attached to this memorandum demonstrates that most of our goal groups are on track with meeting their deliverables. Noteworthy, goal group two and three have objectives that note over a 50% completion rate - a positive indicator of completing the objective by 2025.

Soon, goal group leads will begin to track the cost of the Strategic Plan. Our Finance Team developed a document that will request leads to document the cost of initiatives that support their goal. Where possible, budgets and budget proposals will be utilized to inform cost tracking. In-kind support will also be documented so that projections provide a full scope of monetary and non-monetary efforts towards their completion. The Community Development Division next update to the Board will be on or before April of 2023. At that time, we will report the completion rate and cost of each goal to date.

As part of our planning meeting, staff is requesting the Board members begin reviewing your availability on or around August 2023 for our mid-year in-person, off site retreat. The purpose of the retreat will be to provide an update on the Strategic Plan, discuss agency-level topics, including relevant current affairs (i.e., legislation, impacts to funding and contracts, non-profit environment, emergency response).

Attachments:

Dashboard for 2022



Community Action Partnership of Kern (CapK)

Strategic Plan 2021-2025 Dashboard

2022

As of 09/19/2022

1 Increased access to healthy, affordable food to support the health of the communities we serve.

Critical

2 All families in the communities we serve have access to high-quality early learning and care choices to meet

On Target

3 Advance economic empowerment and financial stability for low-income people in the communities we serve.

On Target

4 CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the

On Target

5 Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve

On Target

6 Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity

On Target

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.

5%

Percent Complete



Susana Magana

Critical

1.2 Leverage new and strengthened partnerships to reach additional families and communities.

17%

Percent Complete



Susana Magana

Off Target

2

All families in the communities we serve have access to high-quality early learning and care choices to meet their diverse needs.

2.1 Expand access to services and resources for health and safety of children and youth by providing a safe environment.

60%

Percent Complete



Yolanda Gonzalez

On Target

2.2 Support the quality and availability of non-traditional hours of service.

25%

Percent Complete



Yolanda Gonzalez

On Target

2.3 Support workforce development and employment opportunities for CAPK clients.

30%

Percent Complete



Yolanda Gonzalez

On Target

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.

55%

Percent Complete



Traco Matthews

On Target

3.2 Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and ...

45%

Percent Complete



Traco Matthews

On Target

3.3 Increase opportunities and supports for clients to advance through career and education pathways.

30%

Percent Complete



Traco Matthews

On Target

3.4 Increase access to economic asset enhancement and financial educational opportunities.

32%

Percent Complete



Traco Matthews

On Target

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

4.1 Enhance leadership capacity, effectiveness, and sustainability.

10%

Percent Complete



Lisa McGranahan

On Target

4.2 Increase employee engagement, morale, and retention.

20%

Percent Complete



Lisa McGranahan

On Target

4.3 Increase the visibility of the Agency and create a unified CAPK identity.

20%

Percent Complete



Lisa McGranahan

On Target

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

20%

Percent Complete



Lisa McGranahan

On Target

5

Increase utilization of data-driven decision-making processes to improve organizational capacity to achieve results.

5.1 Enhance agency-wide capacity to implement continuous improvement framework.

Percent Complete

 Emilio Wagner

Not Started

5.2 Enhance data governance structures and practices to support implementation of ROMA and to increase consistency,

25%

Percent Complete

 Emilio Wagner

On Target

5.3 Establish a comprehensive model to address the health and social well-being of our clients through timely interventions.

21%

Percent Complete

 Emilio Wagner

On Target

6

Increase fiscal health and stability of the agency to properly align resources to support clients and build capacity staff.

6.1 Ensure adequate staffing for successful implementation and fiscal decisionmaking.

20%

Percent Complete

 Tracy Webster

On Target

6.2 Grow unrestricted funding capacity.

50%

Percent Complete

 Tracy Webster

On Target

6.3 Enhance agency administrative and operational infrastructure.

30%

Percent Complete

 Tracy Webster

On Target



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: September 28, 2022

Subject: *Agenda Item VII(a):* September Policy Council Report – **Action Item**

The Policy Council met on August 23, 2022, at which time quorum was established. The meeting was conducted via teleconference as per California Governor Executive Order N-25-20.

This meeting did not have any new business action items. Additionally, all items indicated on the consent agenda were unanimously approved.

An informative presentation was provided on the Coordinated Entry Services (CES) system. The Council had the opportunity to learn more about this service and were provided a brief history on past processes. They were also able to view data which highlighted growth seen over the past 3 years with the CES system. Members were encouraged to share service information with anyone who may benefit from it. Contact information was also shared in the event anyone had questions or would like additional information.

The next Policy Council meeting is scheduled for October 25, 2022.

Recommendation:

The Policy Council requests Board approval of the September Report and the Policy Council meeting minutes from August 23, 2022.

Attachment:

Policy Council Meeting Minutes from August 23 2022.

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES**

August 23, 2022

Teleconference ID: 574 249 122#

Per Governor's Executive Order N-25-20

1. Call to Order

Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:31 p.m.

a. Policy Council Vice Chairperson, Isabelle Diaz conducted roll call; quorum was established.

Policy Council Members Present: Dominique Bassi, Isabelle Diaz, Teresa Fajardo, Nila Hogan, Kaylonie Howard, Michelle Jara-Rangel, Anastasia Lester, Andrea Martinez, 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 current school readiness goal is social emotional. Head Start children are currently working on *The First Six Weeks* curriculum and Early Head Start is working on *Seats*. Parents are reminded to provide their child's teaching staff with a current email address to receive information on their child, weekly lesson plans and great family activities. Developmental Profile Assessments began on July 1, 2022 for children enrolled in full year programs. Parents are encouraged to support this process by completing the DRDP Parent Observation form. Parent conferences will be conducted August 30 through September 9, 2022. Parents were invited to follow CAPK Head Start across all social media platforms for s'more newsletters, additional family engagement activities, mental health wellness information, and more.

b. Planning Committee

The Policy Council Planning Committee was scheduled to meet on August 2, 2022 however this meeting was not conducted due to lack of quorum. The program reports for June and July will be presented to the full Council later in tonight's meeting. The next Planning Committee will be held on September 6, 2022 at 5:30 p.m.

c. Budget & Finance Committee

The Budget and Finance Committee met on August 16, 2022. Budget to actual financial documents for Head Start and Early Head Start grants were reported on as were Parent Activity Funds and Parent Local Travel and Reimbursement information. No-cost budget information for San Joaquin and Early Head Start Child Care Partnership were also reviewed as was the American Rescue Funding Plan. All items can be found in the consent agenda portion of the August Policy Council Packet. Other topics of discussion included the meeting time; member unanimously agreed to change the meeting start time from 5:30 p.m. to 6:00 p.m. The next meeting is scheduled for September 20, 2022 at 6:00 p.m.

d. Bylaws Committee

The Bylaws Committee met on August 9, 2022 and completed an overview of the final three modules of the self-paced Head Start Leadership and Governance Training. These three modules were, *Your Team*, *Your Tools* and *Be a Leader*. In addition to information provided specific to each topic, there were several scenarios with multiple-choice quiz questions which the committee discussed and answered as a group. The training also allowed for an opportunity to assume a leadership role in a provided scenario with outcomes presented based upon the responses chosen. This was the final scheduled meeting of the Bylaws Committee for the 2021-2022 term.

4. Presentations

a. Coordinated Entry System – Rebecca Moreno, CAPK Director of Community Development

Rebecca shared a PowerPoint presentation with the Council and spoke to what coordinated entry is. She shared that it is a process established in 2018 and used by CAPK and in partnership with Bakersfield Kern Regional Homeless Collaborative. Rebecca provided a brief history noting prior to the Coordinated Entry System (CES) people who were looking for services went to any and everyone, in a

somewhat scattered process. There were providers receiving anywhere from two to three hundred referrals per month, many of which were duplicate referrals resulting in potential clients being sent in various directions. In implementing the CES this process has been streamlined so that everyone who seeks services is assessed and then routed to the proper service provided. Rebecca shared various examples of clients and how they would be routed.

Rebecca shared that CAPK operates the processes and the procedures of coordinated entry, monitoring what is being done. However, those who are looking for services can go to any agency, it is operated as in an open-door manner.

Rebecca provided an overview of the coordinated entry system as it relates to CAPK. It was noted the agency operates 2-1-1 and works in conjunction with CES. Data reflective of 2019 indicates calls were very low, towards the end of the year in October there were 827 calls, while at the start of the year in January 2020 there already 776 calls. Higher number of calls were being hit, these are people calling in for services, they are either currently homeless or they have received an eviction notice and are at risk of being homeless. March of 2020 showed a slight increase, things stayed more or less the same, people were staying home and stimulus money was dispersed. However, in September things exploded, everyone started to feel the burden. Rebecca shared that leading into October the program partnered with the Housing Authority to distribute funds for rental assistance and subsequently taking calls for the Housing Authority to process applications. November of 2020 saw the highest number of calls creating a substantial backlog. Previously potential clients were able to receive a callback within 24 hours if not the same day. With the increase in calls the team was working overtime and on Saturdays to get back to that 24-hour turnaround time. Data was shared for 2021 callback time to show how hard the team is working to get back to calls within that 24-hour period. Rebecca added that CES is in the interagency referral list and encouraged all to share this information should they know of any family's experiencing homelessness or having some difficulties. Rebecca also shared her contact information if anyone should have any questions or would like more information.

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 – June 28, 2022 (English/Spanish)
- b. Bylaws Committee Minutes – August 9, 2022 (English/Spanish)
- c. Head Start Budget to Actual Report, March 1, 2022, to July 31, 2022
- d. Early Head Start Budget to Actual Report, March 1, 2022, to July 31, 2022
- e. Early Head Start San Joaquin Budget to Actual Report, February 1, 2021 to July 31, 2022
- f. Early Head Start Child Care Partnerships Budget to Actual Report, March 1, 2021 to July 31, 2022
- g. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to July 31, 2022
- h. Parent Local Travel & Childcare through July 31, 2022
- i. Parent Activity Funds through July 31, 2022
- j. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to July 31, 2022
- k. San Joaquin Early Head Start Non-Federal Report, March 1, 2022, to July 31, 2022
- l. Kern Early Head Start Child Care Partnerships Non-Federal Report, March 1, 2022 to July 31, 2022
- m. Head Start Program Review Evaluation (PRE) Report – June 2022 & July 2022
- n. Children's Mobile Immunization Clinic – August 2022; Adventist Health (English/Spanish)
- o. Beat the Heat: Keep Cool When the Temperature Soars – San Joaquin County Public Health Services (English/Spanish)
- p. Heat Related Illnesses – Center for Disease Control (English/Spanish)
- q. Educate Everyone Who Cares for Your Child – National Safety Council (English/Spanish)
- r. How to Understand the Meaning of Your Child's Challenging Behavior – Backpack Connection Series (English/Spanish)
- s. Tell Me What to Do Instead – WestEd Family Version
- t. Virtual Self-Paced Positive Parenting Series: Growing Human(E)Beings – July 1, 2022
- u. Head Start Recruitment Flyer
- v. Home Visiting Program Flyer
- w. Planning Committee Meeting Dates

- x. Budget & Finance Committee Meeting Dates
- y. Policy Council Meeting Dates

Item (m) was removed from the consent agenda for review and discussion as the reports were not reviewed at the recent Planning Committee meeting due to lack of quorum. Robert Espinosa, Program Design and Management Administrator reviewed in detail enrollment numbers/percentages for all program options, staffing, meal count information as well as program updates and compliance. Upon conclusion of review of the program/division reports, Michelle Jara-Rangel made a motion to approve consent items (a) through (y); seconded by Nila Hogan. Motion carried unanimously.

6. New Business

***ACTION**

- a. None

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked attendees for taking the time to join tonight's meeting. She spoke about the Head Start recruitment flyers that were included in the Policy Council Packet mailing. Lisa shared the hope was these flyers could be shared with others perhaps, in the grocery store, with other religious or social groups, etc. in support of the program with the hope to help grow enrollment.

Lisa reminded members there is still time to sign up for the self-paced Positive Parenting Series. She recapped the series noting there are six modules for a total of approximately nine hours with participants having until September 30, 2022 to complete. Upon completion participants will receive a professional development certificate. Lisa shared that several Council members have participated in the series and completed the course. She added there has been a lot of interest and support from San Joaquin and many parents have already completed the course as well.

It was shared that Ashley McAllister, former 2021-2022 Policy Council member and treasurer wished to express her thanks and appreciation to members for the opportunity to serve on the Council. She also wanted to send well wishes noting she knows members will continue to do a great job for the remainder of the term. Lisa shared Ashley recently, relocated out of state.

Lisa discussed Parent Meetings noting they will be resuming in September adding this is a very important component of the program not only for new learning and receiving information but for those parents or guardians who are interested in serving on the Council for the 2022-2023 term. She stated to be considered for election to Policy Council interested parties must attend their respective Parent Meeting and be elected as a Regional Parent Committee (RPC) Representative. In addition, as an RPC representative they must also attend the RPC Meeting which is where elections for Policy Council members takes place.

It was shared there are only two more Policy Council meetings left in the 2021-2022 term as well as two more committee meetings for both Budget & Finance and Planning members. Lisa stated she is hoping that the final meeting can be held in person to culminate the end of the term and to express appreciation for the time and commitment members have given. She will keep everyone posted as the time draws closer and more information is available. Lisa again thanked members for their attendance and for their commitment.

b. Community Representative – Nila Hogan, Y-Empowerment and Anastasia Lester, First 5 Kern

Nila, shared information about a free afterschool program, which started in mid-August and is provided by the City of Bakersfield through the Sliver Creek Community Center. The program is for children ages 6 – 11 years of age. Children are dropped off, and can participate in activities, play at the park and more.

Nila also shared that the City of Bakersfield is hosting its first ever job fair which is scheduled to take place at Mill Creek Park, this Friday, August 26, 2022 from 9:00 a.m. to 12:00 p.m. There are many employment vacancies with a lot of great opportunities.

Anastasia noted that information was provided to members along with their Policy Council packet mailing. This information included a variety of family friendly "national" days. Examples shared

included, National Food Bank Day, National Read a Book Day, National Grandparents Day and more. Ana spoke to several of the topics, providing additional detailed information.

c. Early Head Start San Joaquin – Nicole Nino, EHS San Joaquin, Family Engagement Specialist & Home Base Coordinator

Nicole shared that the monthly Pyramid Model s'more was sent at the beginning of August and has had 187 views to date. The newsletter contained information on the Pyramid Model topics and featured a video on the importance of creating routines and schedules. Parent handouts included information on praise and how to understand your child's challenging behavior (from the Pyramid Model backpack series.) The monthly father/family engagement activity was to share the story of your family name. Families had the opportunity to share how they chose their child's name or the history of their family name. Completed projects will be posted in center-based classrooms and will be shared during socializations for the home-based program option. CAPK San Joaquin will be hosting three dental clinics in August so families can receive preventative dental care. Two of the three clinics have been completed to date with twenty-four participants receiving preventative care. The final event will take place on August 30, 2022 with an expected attendance of ten participants. There was a large recruitment event which took place on August 18, 2022 at Cesar Chavez High School. Flyers were passed out to families attending the event with twelve interest slips completed. In support of reaching full enrolment, staff is also out in the community recruiting at a variety of locations including, laundromats, WIC offices, elementary schools and more.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine shared on July 18, 2022 Senator Shannon Grove visited Garden Pathways and read to children to promote the Imagination Library program which provides monthly free books to low-income families. Books are offered in English, Spanish and in Braille. Family advocates attended the Stay Focused Backpack giveaway on July 25, 2022 as well as the August 4, 202 Kern County Child Support Backpack Giveaway event. They had the opportunity to share program information with families. There are also several ongoing recruitment efforts. Escuelita Hernandez recently completed an electrical upgrade to prepare for the new fire system installation for the infant classroom. The Bakersfield College center is awaiting a licensing inspection to open their new 18-month classroom.

e. Board of Directors – Michelle Jara-Rangel, CAPK Board Member

Michelle reported the Board of Directors (BOD) met on June 29, 2022. Jerry Meade, (Assistant Director Head Start/State Child Development – Program) presented a video highlighting two former Head Start children who have started their own business selling lemonade. They have attended recruitment events and share their positive experiences in the Head Start program. All consent agenda items were approved as were new business items. Most notably approved was term limits for members of the private sector, a 2.28% Cost of Living Adjustment for employees as well as the Head Start program option changes and budget revision. Board Chair, Fred Plane directed staff to add this item (Head Start program option changes and budget revision) to both the Personnel Committee and Budget & Finance Committee. Nila Hogan presented the Policy Council report to the board. Jeremy Tobias provided a verbal report on the status of COVID cases noting there has been a sharp increase of COVID-19 cases both at CAPK and in the community. Jeremy also shared that CAPK received the Beautiful Bakersfield Award for Nonprofit of the Year. The board convened for closed session for conference with labor negotiators. Upon reconvening Jeremy Tobias reported the Board unanimously approved the 3-year contract with SEIU Local 521. This meeting of the CAPK Board of Directors adjourned at 2:08 p.m.

f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda stated that many reports have been shared this evening with a reoccurring theme which is that we (the program) are continuing to work really hard on recruitment. She shared we are in our second week of classes for our part year program and very excited about that.

She also shared staff has been working on ongoing trainings and that staff are also working on recruitment, including recruitment of teachers as there are a lot of vacancies to fill. Various strategies are being looked at in support of recruiting staff. Yolanda expressed thanks to the CAPK Board of Directors for their approval of a stipend to support staff retention.

Yolanda spoke to the COVID guidelines and noted program is continuing to monitor guidelines from CDC and guidance from the Office of Head Start (OHS). She added there is still a lot of concern, and she has received many calls regarding masking of children noting we are under the directive of OHS and there has not yet been any other directive other than the need for masking still stands. She will continue to keep everyone updated.

Transitional Kindergarten (TK) may be a bit of a challenge in the recruitment of children, but staff is attending outreach events, and educating parents about our program making every effort to support full enrollment.

In closing Yolanda thanked staff for all they do adding we are looking forward to a great year. Policy Council members were thanked for all their support and commitment to the families we serve and to the community. Yolanda added she is looking forward (hopefully) to coming together in person in October and that she hoped to see returning members on Policy Council for the upcoming 2022-2023 term.

8. Policy Council Chairperson Report

Andrea stated she only has a few more meetings left as her little one successfully completed the program and has just started kindergarten. She added that information she will bring forth over these next few meetings will primarily be on special education and/or special needs as that is what she is most familiar with and learning more about.

Andrea shared she recently learned about movie screenings for special needs children and recently took her daughter to a movie. The experience is sensory friendly, the lights are turned up a little (not completely dark), it's not as loud as a traditional movie showing. Children can move around, talk, dance in the aisle, they do not have to remain still in their seat. In continuing on the topic of activities, Andrea also spoke about the League of Dreams and the various activities they have for special needs children and young adults, from cheerleading to baseball to virtual karate and more. She noted her daughter has signed up for basketball. The website was shared with members for those who would like more information.

In closing Andrea shared her experience as a parent of a child who rides the school bus, in the event it may help to ease anyone's mind who also has a child (especially one in special education) who is or will be riding the bus. She shared she was apprehensive and nervous about putting her tiny little girl on the bus. However, it has turned out to be such a positive experience. The bus picks up right in front of the home, children are strapped in and safe; Andrea's daughter absolutely adores the bus driver and the aides. She shared as a single parent this is a big help; adding if this is in your future just know it can be a great experience.

9. Policy Council Member Comments

Members were given an opportunity to share comments. Jasmine asked a bit about the movie sensory friendly movie theater experience. Teresa shared that the Maya Theater not only has sensory days as well but also has a family room that is much quieter, the lights are dimmed, and children can walk around freely without having access to an exit. She shared that she has used that room with her children, and it's worked out well.

Michelle asked where the job fair would be held, Nila provided this information adding she would also provide a flyer for members as well.

Andrea also provided additional information about the League of Dreams adding programs are available for those 5 years of age to 22 years of age with physical, developmental and/or cognitive disabilities. When registering the program will ask for the first page of a participants Individualized Educational Plan (IEP).

10. Next Scheduled Meeting

The next meeting will be held on September 27, 2022, at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:30 p.m.



MEMORANDUM

To: Board of Directors

From: Freddy Hernandez

Date: September 28, 2022

Subject: *Agenda Item VII(b)*: Friendship House Community Center Advisory Board Update - **Info Item**

On Thursday August 25, 2022, the Friendship House Advisory Board held a meeting to discuss our Back-to-School Event, the Assemblymember Rudy Salas press conference event, and upcoming fundraising opportunities that would take place in the months of August and September.

Members of the Advisory Board discussed the Back-to-School event that took place at the Friendship House in the month of July 2022. We were able to assist 35 children with a new backpacks, pencils, and notebooks. The advisory board discussed the idea of having a larger event next year with the support of community partners. It was noted that any leftover backpacks or school supplies will be provided to any child in need that visits the Friendship House.

Staff had an opportunity to provide an update on the press conference related to the \$1 million dollar state funding championed by Assemblymember Rudy Salas, for the Friendship House fencing and lighting project. The advisory board members who attended expressed their cheerful thoughts and gratitude.

The Advisory Board also had several discussions related to the upcoming Chipotle fundraiser and the idea of planning a Zumba fundraiser in the month of September 2022. A subcommittee of staff and Advisory Board members was created to begin planning for the Zumba event.

The discussion of finding additional Advisory Board candidates was part of the agenda and members of the Advisory Board will assist in locating additional candidates. The next advisory board meeting will be held on October 11, 2022.