



DATE	October 26, 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: 679 459 169#

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 #2022-35 (*p. 4-5*)

III. Introduction of Guests / Public Forum

The public may address the Board of Directors on items not on the agenda but under the jurisdiction of the Board. 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. No presentation.

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 September 28, 2022, Board of Directors Meeting (*p. 6-10*)**
- Minutes from the October 5, 2022, Personnel Committee Meeting (*p. 11-15*)**
- Head Start Personnel Update (*p. 16*)**
- Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions - (*p. 17-26*)**

- e. New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - **(p. 27-35)**
- f. 2023 Agency Holiday Schedule - **(p. 36)**
- g. Information Systems (IS) Business Analyst I – **(p. 37-44)**
- h. Revised Bilingual Pay Policy – **Item (p. 45-48)**
- i. **Minutes from the October 12, 2022, Program Review & Evaluation Committee Meeting (p. 49-51)**
- j. September 2022 Program Reports **(p. 52-82)**
- k. September 2022 Application Status Report & Funding Profiles **(p. 83-85)**
- l. September 2022 Head Start / State Child Development Enrollment Update & Meals Report **(p. 86-87)**
- m. 2021-2025 Strategic Plan Update: Goal 1 **(p. 88-91)**
- n. IT Staffing Design – **(p. 92-106)**
- o. Food Bank Committee Member Inquiry **(p. 107)**
- p. **Minutes from the October 12, 2022 Executive Committee Meeting - (p. 108-111)**
- q. Final Health Insurance Proposal for the 2023 Plan Year - **(p. 112-119)**
- r. Federal Volunteer Income Tax Assistance (VITA) Program Third Year Award – **(p. 120-121)**
- s. Resolution to Authorize the CEO to Execute the Agreement with the Board of State and Community Corrections – **(p. 122-124)**
- t. **Minutes from the October 19, 2022, Budget & Finance Committee Meeting (p. 125-128)**
- u. Head Start / Early Head Start Budget to Actual Reports for September 2022 **(p. 129-140)**
- v. 2-1-1 Information and Referral Service Agreement, County of Kern – **(p. 141-148)**
- w. 2023-24 Head Start & Early Head Start Refunding Application – **(p. 149-160)**
- x. Resolution to Approve the Submission of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012 – **(p. 161-163)**
- y. Resolution to Approve the Submission of the Community Project Funding (CPF) for the CAPK Food Bank Expansion Grant B-22-CP-CA-0119 – **(p. 164-189)**
- z. September 2022 Financial Statements **(p. 190-249)**

VI. New Business

- a. 2022-2023 Grand Jury Visit: 2-1-1 Call Center and M Street Navigation Center – **Info Item (p. 250)** Jeremy Tobias, Chief Executive Officer
- b. 2022 Employee End-of-the-Year Gift: Time Off – **Action Item (p. 251)** Lisa McGranahan, Director of Human Resources

VII. CAPK Foundation Board Report

- a. CAPK Foundation Board Report – **Info Item (p. 252)** Catherine Anspach, Director of Development

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (p. 253-260)** Nila Hogan, PC Representative
 - 1. October 2022 Policy Council Report
 - 2. September 27, 2022, Policy Council Minutes

IX. Chief Executive Officer Report

a. CEO Report for October 2022 – ***Info Item***

Jeremy Tobias, Chief Executive
Officer

1. COVID-19 Update
2. Community Economic Resilience Fund (CERF) First Round Funding Announcement (***p. 261-265***)
3. Items of General Interest

X. Board Member Comments

XI. Closed Session

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

Property Address:	1300 18 th 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

XII. Closed Session Report

XIII. Next Scheduled Meeting

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

XIV. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 12:00 pm, October 21, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-35

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 October 26, 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 26th day of October 2022.

Fred Plane Chair
CAPK Board of Directors

Date



DATE	September 28, 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 780 887 335#

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 12:01 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, joined at 12:09 pm and left at 12:53 pm), Jimmie Childress, Nila Hogan, Curtis Floyd, Michelle Jara-Rangel (joined at 12:24 pm), Mike Maggard (left at 1:45 pm), Jonathan Mullings, Yolanda Ochoa, (joined at 12:11 pm), Marian Panos, Guadalupe Perez (joined at 12:15 pm)

Absent: Joe Garcia, Jonathan Mullings

Others present: Jeremy Tobias, Chief Executive Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; 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, and Chris Carpenter-Raines from Bolton Insurance and Jay Rosenlieb from Klein DeNatale Goldner.

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 #2022-29. Carried by unanimous vote (Henderson/Childress).

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Special Presentation

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

James Burger shared a video presentation featuring Susana Magana, Director of Health & Nutrition, that has been placed on social media and PSAs on local television stations to promote Hispanic Heritage Month.

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. Maritza Jimenez requested that item H be removed for further discussion, and Michelle Jara-Rangel requested item S be removed for discussion.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of items H & S. Carried by unanimous vote (Henderson/Jimenez).

Item H – Maritza Jimenez, Chair of the Personnel Committee, requested this item be removed from consent out of concern for employees and wanted to be sure the gift was equitable for all. After some discussion, the Board recommended staff address the concerns raised and provide revisions to the Personnel Committee at the October meeting.

Motion was made and seconded to send item H back to the Personnel Committee in October with revisions. Carried by unanimous vote (Henderson/Hogan).

Item S – Michelle Jara-Rangel requested the Head Start CRRSA & ARP Grant 22/23 Budget Revision be removed from consent to bring this to the attention of the Board. Michelle said the memo was not clear and requested further clarification on where the funds will be moved since the BTA indicates funds were 100% expended. Tracy Webster said that this particular grant is one grant but divided into two funds and said the budget revision represents this grant as a combined unit. It is divided out for finance purposes to ensure the requirements are met. The COVID grant had to be spent before funds from the ARA contract could be spent. With that explanation, no further action was required.

Motion was made and seconded to approve Item S from the Consent Agenda. Carried by unanimous vote (Henderson/Ochoa).

VI. New Business

- a. Employee Health Insurance Renewal for the January 1, 2023 Plan Year – Lisa McGranahan, Director of Human Resources; Tracy Webster, Chief Financial Officer; and Ryan Fridbord from Bolton Insurance – ***Info Item***

Lisa McGranahan explained the process of bringing the Employee Health Insurance Renewal to the Board. This item is being presented as an info item today to provide a preliminary review, with the recommendation to bring it back as an action item to the Executive Committee by mid-October.

Lisa advised the Board that Anthem reported their loss ratio for the CAPK plan far exceeded the plan cap and presents an obstacle for negotiating a favorable rate for the 2023 plan. Once the information was received from Bolton, the executive team began immediate negotiations with Anthem which resulted in 32% decrease in Anthem's initial proposed rate increase for 2023. However, the challenge remains for the executive team on how to best manage a 28% increase for 2023. Lisa explained the reason for the substantial increase was that the claims for 2022 were unusually high, with a lot of staff / family member COVID cases, some resulting in hospitalizations and emergency room visits, and elective surgeries that had been on hold during the height of the pandemic.

Tracy Webster provided the Board with some preliminary financial projections but said more time was needed to analyze the financial impact to staff, the programs, and the agency.

Lisa McGranahan introduced Chris Carpenter-Raines from Bolton, who said it is a very different year for healthcare. Specific claims are taken into consideration and Anthem is looking for a long-term relationship with CAPK, and they recognize the situation that CAPK is in, and they want to proceed with a multi-year strategy, knowing they will lose money next year. If the 2023 claims trend downward, the percentages will be down as well. Chris explained that because it is a first-year renewal, Bolton did not receive the data from Anthem in time. Going forward, monthly claims reports will be reviewed with CAPK staff. Next year, staff will be in a better position and is expected to receive the data by the end of July 2023, allowing both staff and the board plenty of time to review, negotiate and approve a contract for 2024. Chris said that given the very short time frame, it was impossible to go out into the market to shop rates, and further stated that CAPK would likely have had declines from other health care insurers due to the high level of claims in 2022.

Lisa McGranahan summarized the data provided and requested a special meeting of the Executive Committee on October 12th.

Fred Plane asked if some of the COVID funding previously received can be used to cover some of the increase since the majority of the claims were COVID related. Tracy Webster said that we cannot use COVID funds for this purpose.

Fred Plane also expressed deep concern over the manner of how this situation was handled. He does not want staff or the Board to be backed into a corner. There should have been some advance notice provided by Bolton to indicate that we are heading into this situation. The Board now has the responsibility and obligation to make a decision in two weeks and expressed disappointment in the service level from Bolton.

Mike Maggard said he is in agreement and supports Fred's comments about not wanting to be put in this situation again.

Lisa McGranahan closed by notifying the Executive Committee to be on hand on October 12th for this item to be presented for action.

b. Strategic Plan 2021-2025: One Year Progress Update – Pritika Ram, Chief Business Development Officer - ***Info Item***

Pritika Ram provided an update on the 6 goals from the 2021-2025 Strategic Plan and said the goal leads are responsible for engaging with the Board Members and staff to complete the assigned goals. Staff is using a tool called OnStrategy to help track the progress of each goal and the goal leads report the progress at the various committees. Another step to be introduced is tracking the cost of the Strategic Plan. The Finance team developed a document that will allow the leads to document the cost of initiatives that support their goal. In-kind support will also be documented so projections can provide a full scope of the monetary and non-monetary efforts towards the completion. Pritika said the next full report to the Board will be in April of 2023. Pritika also advised the Board that an offsite Board Retreat is being planned for a Saturday in August 2023 and Paula Daoutis will send a survey soon to determine the best date.

VII. Advisory Board Reports

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

Lisa Gonzales presented the above action item for approval and reported that the Policy Council items presented at the August 23, 2022, meeting were approved.

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

- b. Friendship House Community Center Advisory Board Update – Freddy Hernandez, Director of Youth & Community Services – **Info Item**

Freddy Hernandez reported that the Friendship House Advisory Board met on August 25th to discuss a Back-to-School event that was held in July where 35 children received new backpacks, pencils and notebooks. Also discussed was the press conference for Assemblymember Rudy Salas who secured \$1 million in funding for the FHCC fencing and lighting project. Other smaller fundraising events being planned to benefit FHCC were also discussed.

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 the employee cases are trending downward and said there are currently no outbreak sites at this time. Jeremy also said he was happy to announce that OHS has released new information and the mandatory mask requirement for the HS/EHS centers have ended. The only site still mandated to wear masks is the M Street Navigation Center due to state rules.

2. Items of General Interest.

Jeremy thanked the Board and Staff who volunteered at the Feed the Need Food Drive at the Kern County Fair on September 26th. The preliminary numbers indicate that 20,000 pounds of food was collected.

Jeremy also advised the Board that on October 13, the Grand Jury will be touring the M Street Navigation Center.

IX. Board Member Comments

- Jimmie Childress complimented the M Street Navigation Center staff for their great work.

X. Closed Session

Motion was made and seconded to enter into closed session at 1:33 pm. Carried by unanimous vote (Henderson/Childress).

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. Motion was made and seconded to reconvene into Open Session at 2:09 pm. Carried by unanimous vote (Henderson/Childress)

XI. Closed Session Report

Jeremy Tobias provided the closed session report and said that for item X(a) staff provided a report regarding price and terms for the property. For item X(b), Jeremy reported that legal counsel advised the Board of a potential legal matter. No action was taken on either item.

XII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, October 26, 2022
5005 Business Park North
Bakersfield, CA 93309

XIII. Adjournment

The meeting was adjourned at 2:11 pm.



DATE	October 5, 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: 511 244 462#

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 12:00 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: Maritza Jimenez (Chair), Joe Garcia, and Nila Hogan

Absent: Jonathan Mullings and Guadalupe Perez

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

3. Public Comments

No one addressed the Committee.

4. Regular Business

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

Jerry Meade presented the above informational and said that staff is holding a job fair on October 14, 2022, and hopeful the outreach will result in an increase of applications across the agency's programs and help address the ongoing staffing challenges. Jerry also stated that the Head Start team is revisiting the additional educational credits requirement to expedite the onboarding process.

Joe Garcia asked what the reasons are for so many resignations. Jerry responded that many have departed due to new opportunities for growth, relocations, and involuntary reasons.

- b. Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions – Laura Porta, MCAP Administrator – **Action Item**

Laura Porta presented the above action item for approval.

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

- c. New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead – Rebecca Moreno, Director of Community Development – **Action Item**

Rebecca Moreno presented the above action item for approval.

Maritza Jimenez asked about the fiscal impact of this proposal. Rebecca responded that the food prep coordinator was pointed at a grade six (6) and the food prep lead was increased from a grade two (2) to a grade four (4). Rebecca added that these positions are competitive with similar positions.

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

- d. 2023 Agency Holiday Schedule – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the above action item for approval.

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

- e. Information Systems (IS) Business Analyst I – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above action item for approval and said that if CAPK meets the guidelines of the grant, there is a possibility of additional funding in the future.

Nila Hogan asked for an explanation on how the grading is performed. Lisa McGranahan explained that the responsibilities are assigned a value and awarded final points that determine the grade.

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

5. Old Business

a. Revised Bilingual Pay Policy – Lisa McGranahan, Director of Human Resources – **Action Item**

Lisa McGranahan presented the above action item for approval and reminded the Committee that this topic was brought in September, and it was previously approved by the committee and Board, but edits are being recommended since implementation.

Maritza Jimenez asked how the additional pay is going to read on their paycheck. Lisa responded that the extra pay will be included as a separate line item.

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

b. 2022 Employee End-of-the-Year Gift: Time Off – Lisa McGranahan, Director of Human Resources - **Action Item**

Lisa McGranahan presented the above action item for approval and reminded the Committee that this item was originally presented to the Committee in September and went to the Board as a consent item and it was pulled for further discussion regarding eligibility based on classification and shifts, and ultimately sent back to the committee for further discussion and clarifications.

Nila Hogan asked for clarification between 8- and 10-hour shift employees. Lisa McGranahan responded most of the agency has a traditional 8-hour schedule. This schedule is consistent across all departments and simple to track in the ADP system. Lisa added that when the holiday is used by a 10-hour shift employee, the difference in hours (2 hours) would be taken from the employees' accrued leave bank.

Maritza Jimenez commented that at this moment, employees receive a full day off for holidays. Maritza questioned why the 10-hour employees would only receive 8 hours if this is a holiday gift. Lisa responded that the agency does award the full day off. Maritza further commented to ensure equity across all employees the day off gift should mimic what we normally do for holidays.

Maritza Jimenez questioned the eligibility of part-time employees and believes this day off gift should be awarded to them as well. Lisa responded that traditionally a day off would be not awarded to benefit ineligible employees because they are not in a classification where they are qualified to receive benefits.

Nila Hogan said she agrees with Maritza's comment. Nila asked if there is a way to make this offering equitable across the agency. Lisa responded that when it refers to paid time off, we must differentiate between classifications and have separate holiday schedules. Lisa

mentioned that although changing the process for this one-time gift would be labor intensive for Payroll, the agency would consider making this one-time exemption to make it available for all employees.

Maritza Jimenez proposed a one-time day-off gift as shift relevant.

Nila Hogan inquired if we could offer cash value (add pay) instead. Tracy Webster responded that offering the cash value would have a fiscal impact to each one of the program budgets. Tracy added that some programs may not have the funds to cover this. Additionally, some grants may have limitations on how funds are used.

Nila Hogan asked a follow up question of where these gifted hours are coming from. Tracy Webster responded that a day off doesn't typically impact the budget as it can be covered; however, cash payout will significantly impact the budget.

Joe Garcia commented that he concurs with Maritza's recommendation of a shift relevant day off.

Lisa McGranahan suggested that if the Committee wishes to proceed with a shift relevant day off gift, the team will require additional time to reconfigure the HR system and create a new classification for this one-time gift. Additionally, Lisa commented that the Committee must consider being specific on who qualifies for this gift. Maritza confirmed that this gift will be available to any employee.

Tracy Webster inquired about the eligibility of substitutes. Tracy added that historically we haven't included subs because of their intermittent schedules and are not paid for holidays. Tracy also added that there may be an out of compliance risk during an audit. To ensure consistency, we will need to update the agency's policies, procedures, and employee handbook to include our benefit ineligible employees.

Jeremy Tobias suggested a motion that the Personnel Committee grant the day off gift as shift relevant and to clarify the eligibility of the gift and submit to the Board of Directors as a regular business item.

Nila Hogan commented that she doesn't believe it should include temp or substitute staff but would like to see part-time be eligible for the day off.

Motion was made and seconded for a one-time shift relevant day off to include eligibility of the gift and amending all applicable policies, procedures, and employee handbook, and further recommends this item be included as a new business item for October 26th Board Agenda. Carried by unanimous vote (Hogan/Garcia).

6. Committee Member Comments

- Nila Hogan thanked staff for helping us understand the items presented today.
- Joe Garcia thanked the team for being thorough and educating the Committee members in the process.
- Maritza Jimenez thanked staff for the learning experience.

7. Next Scheduled Meeting

Personnel & Affirmative Action Committee
12:00 pm
November 8, 2022
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 1:14 pm.



MEMORANDUM

To: Personnel Committee

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

Date: October 5, 2022

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

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

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

- Onboarded two (2) staff
- Promoted two (2) staff
- Four days of interviews for seven (7) open requisitions
- Eight (8) resignations

On October 14, 2022, a job fair will be held at the Four Points Sheraton to support external candidates to apply for open positions for the entire CAPK organization, including Head Start. Job postings are still being 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 was released on September 9, 2022, for those that meet the criteria.

Currently 83 positions in Kern and 25 positions in San Joaquin County remain vacant. Current vacant direct service positions include:

Teaching Staff

EHS Teachers	9 Kern & 9 SJC	HS Teachers	24 Kern
EHS Assistant Teachers	20 Kern & 11 SJC	HS Assistant Teachers	10 Kern

Support Staff

Family Service Worker	10 Kern & 2 SJC
Food Service Worker	2 Kern
Custodian	7 Kern & 3 SJC

Home Base

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

Site Supervisor II 1



MEMORANDUM

To: Personnel Committee

From: Laura Porta, MCAP Program Administrator

Date: October 5, 2022

Subject: *Agenda Item 4(b)*: Migrant Childcare Alternative Payment (MCAP) Program Organizational Chart and New Staff Positions – **Action Item**

The CAPK Migrant Childcare Alternative Payment (MCAP) Program continues to revise our program's organizational chart to include key positions identified as necessary to efficiently expand our operations, and absorb the workload associated with the growth of our program. This expansion requires that we have a strong presence in our communities, reach more families and create a constant flow of eligible applicant families for our program. We request the approval of one (1) Outreach Coordinator and two (2) Outreach Specialist positions to be tasked with this responsibility.

In managing the expansion of our program, we have continued to work with Human Resources (HR) and our Finance Department. We obtained assistance in the review, grading and pointing of these positions, as well as ensuring that our current budget can sustain this expense. Funding for these positions is included in the current FY 2022/2023 revised contract amount for CAPK-MCAP from the California Department of Social Services (CDSS). The impact on the CAPK-MCAP budget is projected to be sustainable.

HR staff has reviewed, pointed, and graded the new job descriptions and both are being presented to the Committee for approval. The presented job descriptions align with the current CAPK Strategic Goal # 4: CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It also supports the sustainability of CAPK MCAP Program growth. The next step will be the approval of the revised MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

Recommendation:

Staff recommends approval of the updated CAPK MCAP organizational chart and the job descriptions for the Outreach Coordinator and the Outreach Specialist.

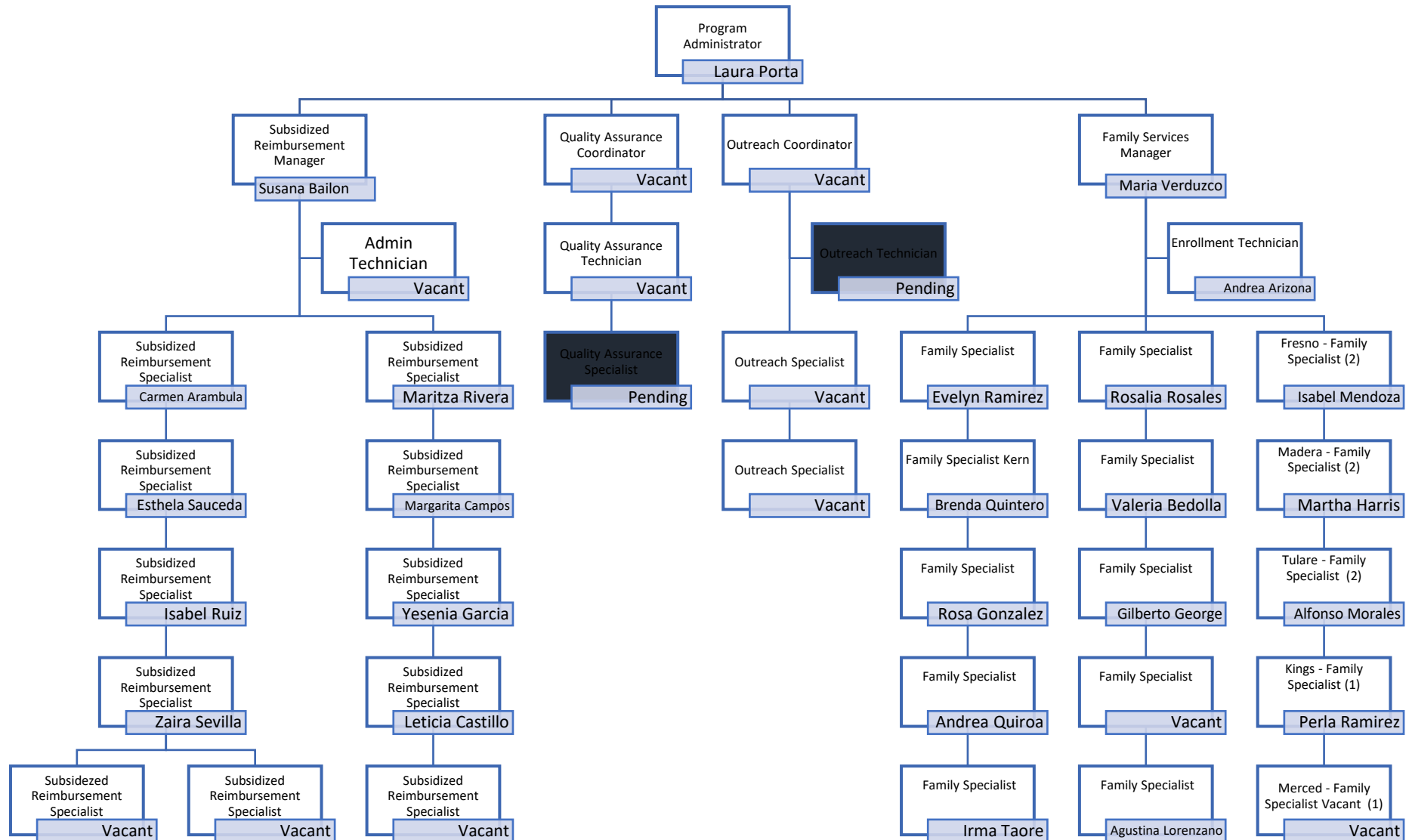
Attachments:

MCAP Organizational Chart
MCAP Outreach Coordinator
MCAP Outreach Specialist

Migrant Childcare Alternative Payment Program (MCAP)

Division: Health & Nutrition

Director: Susana Magana



Revised July 22



MCAP Outreach Coordinator

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

Salary Range: Grade 9

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the MCAP Program Administrator, the Outreach Coordinator is responsible for developing and implementing a strategic outreach plan to identify, reach and enroll eligible families into the Migrant Childcare Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with contractors, farmers, and large agricultural industry employers to increase recruitment of eligible families and establish a robust applicant pool for MCAP services.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator

SUPERVISION EXERCISED:

Outreach Specialist, and Outreach Technician

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Responsible to develop, implement, and maintain a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Responsible to create appropriate education and outreach activities to ensure eligible families and target population is reached.
- Responsible for coordinating the outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Responsible to identify, educate and collaborate with key agricultural employers and establish protocols to inform about available services.
- Responsible for developing content for marketing materials including flyers, brochures, and appropriate social media content.
- Responsible for the effective collaboration with other program departments to ensure a seamless process from initial family contact to enrollment.
- Organizes collaborative meetings, and attends trainings and workshops as required.
- Responsible for maintaining accurate records of all outreach activities.
- Prepares monthly mileage claims for MCAP staff, when applicable.

**Other Job Specific Duties:**

- Provides supervision, training, evaluation, and support to the outreach technician and outreach specialist.
- Prepares and conducts meetings, trainings, and professional development activities.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- 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:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the Migrant Childcare Program.

Ability to:

- Demonstrate good interpersonal skills.
- Possess strong organizational skills and close attention to detail.
- Work under pressure in new situations.
- Work with accuracy and attention to detail.
- Deal with conceptual matters.
- Plan, organize and document outreach activities.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Work independently while managing competing demands.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree from an accredited college or university. Experience may be considered on a year per year basis for education.
- One (1) year progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development/federal and state programs desirable.
- One (1) year staff supervisory experience.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (English/Spanish) required.

WORK ENVIRONMENT:

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

- Work is performed indoors/outdoors.
- 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: MCAP Outreach Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	



Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

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



MCAP Outreach Specialist

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

Salary Range: Grade 8 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the supervision of the Outreach Coordinator, the Outreach Specialist is responsible for assisting in the development and implementation of a comprehensive outreach plan to reach and enroll eligible agriculture working families for childcare services. The outreach specialist participates in outreach activities, community events and presentations to reach the program's target population and increase the service applicant pool for the MCAP program. The Outreach Specialist has the appropriate education, training, and job experience to operate both independently and as a team member to carry out program activities with minimal supervision.

SUPERVISION RECEIVED:

Receives supervision from the Outreach Coordinator

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:

- Assist in the development and implementation of a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Educates families on program requirements and collects pre-applications for services.
- Helps maintain an accurate waiting list of eligible families, prioritizing children for enrollment based on current priority regulations and program policies.
- Performs appropriate education and outreach activities to ensure eligible families and target population is reached.
- Participates in the coordination of outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Participates in key agricultural employers site visits to inform workers on availability of services and program requirements.
- Effectively collaborate with program departments to ensure a seamless process from initial family contact to enrollment.
- Attend collaborative meetings, trainings and workshops as required.
- Maintain accurate records of all outreach activities.

Other Job Specific Duties:



- Participates and conducts outreach activities, and attends meetings, and trainings as assigned.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for the CMAP Program.
- 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:

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

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise workload reports.
- Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations
- Communicate effectively, verbally and in writing fluently in both English and Spanish
- Effectively present program information to the public in small and large group settings
- Demonstrate good interpersonal skills
- Demonstrate excellent customer service
- Operate and use modern office equipment including computer, copier, scanners etc.
- Proficiently work with word processing, spreadsheets, database, and related software applications
- Work with accuracy and attention to detail
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

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

- AA degree in business, social work, child development or psychology or closely related field from an accredited college or university. Experience may be considered on a year per year basis for education.
- Two (2) year of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.



- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Completion of a physical and substance abuse screening upon offer of employment.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan clearance, 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/outdoors.
- 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: MCAP Outreach Specialist				
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: Rebecca Moreno, Director of Community Development

Date: October 5, 2022

Subject: *Agenda Item 4(c)*: New Job Title and Job Description for M Street Navigation Center: Food Prep Coordinator and Food Prep Lead - **Action Item**

The M Street Navigation Center is requesting approval of the new job description for the Food Prep Coordinator and the updated job description of the Food Prep Lead. 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 (HR), and the Homeless Services Food Prep Coordinator was pointed at a grade 6 and the Homeless Services Food Prep Lead was pointed at a grade 4 in the CAPK compensation schedule.

The M Street leadership has been working with HR and the County's CAO's office to promote staff retention and ensure 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%.

This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal # 4, Objective 4.2 to increase employee engagement, morale, and retention.

Recommendation:

Staff recommends that the Personnel Committee approve the new Homeless Services Food Prep Coordinator and Homeless Services Food Prep Lead job title and descriptions.

Attachments:

M Street Navigation Center Budget 2022-2023
Homeless Service Food Prep Coordinator
Homeless Services Food Prep Lead

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, 8 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, 8 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, 8 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, 4 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, 3 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, 4 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, 5 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, 5 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, 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
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, 1 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, 11 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, 5 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, 7 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, 5 Months	1	2
							\$798,990.40			Total	\$22,214.40				

Also requesting that the Homeless Navigator and Shelter 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	\$798,990.40	\$821,204.80
Operations	\$553,298.00	\$553,298.00
Client Services/Supplies	\$266,267.00	\$266,267.00
Contingency	\$174,233.79	\$174,233.79
Indirect	\$191,657.17	\$191,657.17
	\$1,984,446.36	\$2,006,660.76

Total	Current Annual Salary	New salary cost	% increase	Total Cost
\$ 384.13	\$ 798,990.40	\$22,214.40	2.8%	\$821,204.80



Homeless Services Food Prep Coordinator

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

Salary Range: Grade 06

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under direction of the Homeless Services Operations Manager, the Food Prep Coordinator is responsible for planning, coordinating, evaluating, and supervising the food services at the M Street Navigation Center and Safe Camping in accordance with all state, federal, and local regulations.

SUPERVISION RECEIVED:

Homeless Services Operations Manager

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:

- Provide leadership in the kitchen by establishing and maintaining quality work standards.
- Assists in the training of new food service employees and volunteers.
- Responsible for budget and invoice tracking and monitoring and processing check requests as needed.
- Evaluate food service appliances and operating supplies used for food service.
- Monitor the preparation of food, ensuring compliance with policies, procedures, food safety, and sanitation requirements.
- Responsible for ensuring the overall maintenance of the kitchen and equipment is kept up to standards.
- Oversees the storage of delivered meals and snacks according to accepted procedures to maintain temperature, sanitation, and quality control.
- Ensures ongoing communication with food prep staff in a timely manner and conducts weekly meetings to plan and implement new food service strategies.
- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and support to food prep staff, custodial staff, shelter staff, shelter providers, and

- volunteers as needed.
- Responsible for ensuring that 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.
- Prepares and coordinates kitchen staff schedules.
- 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
- Principles of good nutrition and quantity food preparation and service
- Basic cost accounting techniques
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current challenges of homeless and socially and economically challenged families.
- Food meal preparation, safety, and sanitation.
- 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.
- 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.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with vendors, 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.

- High School Diploma
- Associate degree in Nutrition and Dietetics, food service management, or related field.
- Additional experience may be substituted for education requirements on a year for year basis.
- At least two (2) years' experience in food services administration.

- 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, Serv-Safe Certification, and Narcan Training certification within 90 days 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.
- Successful completion of live scan clearance, 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 Food Prep Coordinator				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				X
Walking				X
Standing				X
Bending (neck)				X
Bending (waist)				X
Squatting			X	
Climbing		X		
Kneeling			X	
Crawling		X		
Twisting (neck)				X
Twisting (waist)				X
Is repetitive use of hand required?				X
Simple Grasping (right hand)				X
Simple Grasping (left hand)				X
Power Grasping (right hand)			X	
Power Grasping (left hand)			X	
Fine Manipulation (right hand)				X
Fine Manipulation (left hand)				X
Pushing & Pulling (right hand)			X	
Pushing & Pulling (left hand)			X	
Reaching (above shoulder level)			X	
Reaching (below shoulder level)			X	

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



Homeless Services Food Prep Lead

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 04

FLSA Status: Non-Exempt

Date Approved:

SUMMARY:

Under direction of the Homeless Services Operations Manager, the Homeless Services Food Prep Lead is responsible for overseeing and maintaining quality meal services that are provided to the residents of the M Street Navigation Center.

SUPERVISION RECEIVED:

Homeless Services Operations Manager

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:

- Prepare meal items to be distributed to M Street Navigation Center and Safe Camping/Parking clients.
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.
- Assist the Food Prep Coordinator to develop holiday and special event menus and meals.
- Prepares and submits accurate and timely reports, assessments, incidents reports and all correspondence as required.
- Must be able to work alternative schedules including nights, weekends, and holidays.
- Prepares food from approved menus and/or from food donations.
- Ensures food is prepared and ready for distribution on time.
- Follows daily cleaning schedule to perform janitorial duties.
- Receives, inspect, confirms counts and records the quantity and quality of food and food supplies delivered.
- Ensures all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Maintains all food at appropriate temperatures.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and reports any concerns.
- Assist in maintaining the kitchen inventory.
- Assists in the training of new kitchen staff and volunteers.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Ability to work independently and as a team.
- Performs other duties as assigned.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.

- Maintains a safe and functional work environment.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated 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.
- Food meal preparation, safety, and sanitation.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- 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.

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
- At least two (2) years' experience in food services administration
- Must be able to obtain Agency-wide certification, including, but not limited to, CPR, ServSafe and Narcan Training certification within 90 days 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.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations
- Fully fluent in English and Spanish desirable.

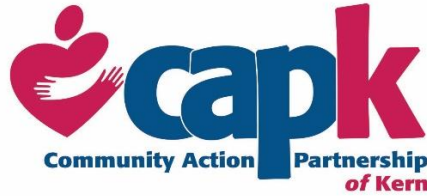
WORK ENVIRONMENT:

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 Food Prep Lead				
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: Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 4(d):* 2023 Agency Holiday Schedule - **Action Item**

Below is the Agency Holiday Schedule for 2023 for approval.

2023 Holiday Schedule

Date	Holiday
Monday, January 2, 2023	New Year's Day (Observed)
Monday, January 16, 2023	Martin Luther King Jr. Day
Monday, February 13, 2023	Lincoln's Birthday
Monday, February 20, 2023	President's Day
Monday, May 29, 2023	Memorial Day
Monday, June 19, 2023	Juneteenth
Tuesday, July 4, 2023	Independence Day
Monday, September 4, 2023	Labor Day
Friday, November 10, 2023	Veteran's Day (Observed)
Thursday, November 23, 2023	Thanksgiving Day
Friday, November 24, 2023	Day After Thanksgiving
Friday, December 22, 2023	Christmas Eve (Observed)
Monday, December 25, 2023	Christmas Day
Friday, December 29, 2023	New Year's Day (Observed)

Date	Holiday
Monday, January 1, 2024	New Year's Day


Recommendation:

Staff recommends the Personnel Committee approve the 2023 agency holiday schedule.



MEMORANDUM

To: Personnel Committee

From:  Emilio G. Wagner, Director of Operations

Date: October 6th, 2022

Subject: *Agenda Item 4(e)*: Information Systems (IS) Business Analyst I – **Action Item**

With the successful award of the Feeding America Service Insights Grant, Operations is requesting approval of the Information System Business Analyst I. This position will take the lead in implementing the requirements for this grant, and will report to the Information System Manager, but will work directly with Food Bank staff and leadership.

This job description has been approved by Human Resources and has been pointed at a grade 10.

Recommendation:

Staff recommends that the Personnel Committee approve the new Information (IS) Business Analyst I job title and descriptions.

Attachments:

Information Systems (IS) Business Analyst I Job Description
FY23 Feeding America Service Insights Grant Award Information
FY23 Feeding America Multi-Donor Service Insights Grant Agreement



Information Systems (IS) Business Analyst I

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:

The IS Business Analyst I will work collaboratively with leadership and partnered sites to strategically select the most appropriate technology solution, conduct readiness assessments, onboard and train partnered sites, and manage data via the solution.

SUPERVISION RECEIVED:

Receives supervision from the Information Systems Business Manager

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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Facilitate onboarding for partnered sites to the digital intake solution from recruitment, training, onboarding, and management. Work with IS Business Manager and key stakeholders to outline annual goals.
- Ensure partner sites, staff, and volunteers are trained in privacy and confidentiality protocols, and that they are following these guidelines.
- Data input and data auditing.
- Collaborate with partner sites for training, meetings, and site visits.
- Support the Service Insights Initiative by providing technical assistance and training as necessary.
- Develop reports as needed for project and other reporting needs.
- Maintain an up-to-date system to track training and rollout.
- Develop and update instruction manuals and other materials.
- Work directly with technology vendors to ascertain that the vendor selected will suit the needs of our Agency and partnered sites.
- Ensure and propose necessary program equipment needs for full and effective rollout.
- Understand and integrate Service Insights Project data into existing solutions.
- Understanding of Dynamics 365, Power Platform, Microsoft SQL, and other technologies currently used by Information Systems Team.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as well as provide trainings as assigned.



- Maintains safe and functional work environment.
- Work alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs any other like duties as assigned or as needed.
- Enroll in self-paced or instructor led training at least once a year if not more.

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:

- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment including computers
- Microsoft Office Applications
- Power Platform, SharePoint, SQL, Python, and JavaScript

Ability to:

- Solve problems effectively and efficiently.
- Experience leading design sessions and documenting functional specifications
- Understanding of logical data modeling
- Experience troubleshooting and testing skills
- Demonstrated ability to implement tools and strategies to ensure a high standard of quality control.
- Demonstrated systems analysis skills.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively.
- Attend evening and weekend meetings.
- Effectively present program to the public.
- Work independently with little direction; meet schedules and timelines.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Maintain and organize a variety of files, records, and logs.
- Plan and organize work; compose clear, concise reports and recommendations.
- Analyze situations accurately and adopt an effective course of action.
- Clean, maintain, and identify problems with shared data and their solutions.

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 preferred, but not required.
- 1-3 years' experience with data, statistics, or similar analysis.
- Highly organized and able to handle multiple tasks in a fast-paced environment.
- Comfort and experience working with databases; including demonstrated ability to maintain/update accurate records, perform queries, compile data and generate reports.
- Ability to handle details of specific duties while still developing and maintaining a broad perspective of the organization's mission and goals.
- Excellent presentation skills and ability to present complex information to staff, executive



- management, donors, and partners.
- Strong computer skills with proficiency in Microsoft Office Suite
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations
- Must be fingerprinted and pass pre-employment background check

This job description is not designed to cover or contain a comprehensive listing of activities, duties, or responsibilities that are required of the employee. Other duties, responsibilities, and activities may change or be assigned at any time with or without notice.

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.
- The 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 provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Information Systems Business Analyst I				
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		

This email is being sent to the Primary Grant Contact and Primary Service Insights Contact at your food bank.

Hello,

By now, you should have received notice from the Feeding America Member Grants team that you were selected to receive grant funding for the FY23 Feeding America Multi-Donor Service Insights member grant opportunity. Congratulations! On behalf of the Research Team at Feeding America, I'd like to thank you for taking the time to develop a clear and compelling proposal and for your commitment to Service Insights.

Below please find important information about the requirements for this grant:

- **Grant Period:** The grant period officially began on September 1, 2022 and extends through August 31, 2023. Your **final grant report** will be due by September 26, 2023, but you may submit it early if you've completed the grant activities and expended all funding before the one-year grant period ends. There is no progress report for this grant.
- **Contact Information:** I will be your main Service Insights contact throughout the grant period. Renie Henchy, Director of Member Grants, will be your grant administrator. Please don't hesitate to reach out to me with questions about Service Insights and to Renie with technical questions related to the GMS, grant reporting, funds reallocation, etc. **In the case that you are not the main Service Insights contact(s) for your food bank, please forward this email to them, copying me, so that we may engage directly with them throughout the grant period.**
- **Service Insights Learning Cluster:** Grantees are expected to join the Service Insights Learning Cluster. Meetings are held on the 4th Wednesday of each month at 12:00 PM CT, with the next meeting held on September 28th. If you are not already a Learning Cluster member, please register by [clicking here](#).
- **Data Sharing:** Grantees are expected to eventually share anonymous data with Feeding America. We are currently developing the process to share your anonymous data and will be kicking off a Co-Design Group this Winter. Join the upcoming Learning Cluster call to learn more about this exciting development!

We'd also like to share information on **optional items** we encourage you to participate in during the grant period. While these are not requirements of the grant, we highly encourage all members to participate where possible, as this will support your food bank in successfully implementing Service Insights.

- **Join a Service Insights Technology User Group (TUG):**
 - **Service Insights on MealConnect TUG:** Meetings are held monthly, with the next meeting held on September 21 at 12:00 PM CT. Email amporter@feedingamerica.org to join.
 - **Link2Feed TUG:** Meetings are held bi-monthly, with the next meeting held on October 13 at 1:00 PM CT. Fill out [this survey](#) to join.
 - **Oasis Insight TUG:** Meetings are held bi-monthly, with the next meeting held on November 10 at 1:00 PM CT. Fill out [this survey](#) to join.
- **Attend an upcoming demo for Service Insights on MealConnect, Feeding America's new no-cost Service Insights Platform.** The demo will be on October 20 at 1:00 PM CT. [RSVP here](#).

Best of luck with your Service Insights implementation this year. Please don't hesitate to reach out at any time to chat about your plans and progress!

Kind regards,
Renee Vuillaume



Renee Vuillaume
[\(she/her/hers\) << learn more](#)
Sr Research Manager - Service Insights

Feeding America
National Organization
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Suite 700
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rvuillaume@feedingamerica.org





FY23 SERVICE INSIGHTS GRANT OPPORTUNITY

THANKS TO FEEDING AMERICA AND VARIOUS CORPORATE AND FOUNDATION DONORS

GRANT AGREEMENT

The following are the terms and conditions of accepting this Service Insights grant, if awarded, thanks to Feeding America and various corporate and foundation donors:

1. You will keep a copy of this grant agreement for your records. By agreeing to accept the grant on the *Grant Agreement* tab in the Grants Management System (GMS), you are agreeing to comply with the terms of the grant agreement and any restrictions and requirements laid out in the grant application and/or your award communication.
 - a. Please accept or decline the grant on the *Grant Agreement* tab in the GMS.
 - b. Cashing the award check also represents your acknowledgement of and agreement to these terms and conditions.
2. You shall submit sufficient detail to Feeding America's satisfaction as outlined in your award letter and/or the report requirements for this grant.
3. You shall maintain proper records and books that enable Feeding America to easily determine how grant funds have been used, making these books and records available to Feeding America at reasonable times for review and audit. In addition, you shall comply with all reasonable requests of Feeding America for information and interviews regarding use of grant funds.
4. Use of funds is restricted to the specifics of your submitted proposal. **You shall provide the Feeding America Member Grants team with written notice of any significant change in the program/project supported by the grant, or any request to change the allocation or use of funds from the originally submitted budget.**
5. If awarded a vehicle:
 - a. You agree to accept vehicle branding as described in the vehicle graphics requirement section of the RFP, incorporating the donor, Feeding America, and food bank logos. The use of agency logos is not permitted. Vehicle branding must remain in place for the life of the vehicle, defined as seven (7) years.
 - b. You agree that if your organization leaves the Feeding America Network within five (5) years of receipt of the vehicle, you will be expected to return the grant funds to Feeding America.
 - c. You may not sell, trade, or give away the funded vehicle without the permission of Feeding America. If permission is granted, you are responsible for removing all signage and logos related to the donor and Feeding America.
 - d. Your organization is responsible for any fees for licensing, insurance, or taxes on the vehicle.
6. Notification to Feeding America of any significant change in the program must be made within 30 days of the change, including site closure or redirection of funds for which prior approval by Feeding America is required.
7. Lack of notification to Feeding America of any significant change in your grant is grounds for revocation of the grant and/or placement on grant restriction at the sole discretion of Feeding America.
8. You shall also provide reasonable assistance to Feeding America in relation to requests for communication and employee engagement efforts as they relate to this grant.
9. Miscellaneous legal provisions:
 - a. This Agreement shall be governed by the laws of the state of Illinois



- b. Neither this Agreement nor any of the rights, interests, or obligations hereunder shall be assigned by any Party without the prior written consent of the other Party.
- c. This Agreement represents the complete agreement of the parties and supersedes any and all prior agreements.
- d. Grantee agrees to defend, indemnify, and hold Feeding America harmless from and against any and all claims, liabilities, losses, and expenses (including reasonable attorneys' fees) directly, indirectly, wholly, or partially arising from or in connection with any act or omission of the indemnifying party, its employees or agents, in performance of this Agreement.

By accepting the grant in the GMS, I fully understand and agree to comply with the above conditions and requirements of this grant from Feeding America. I certify that should my organization be awarded a grant, the check from Feeding America represents a charitable contribution to our tax-exempt 501(c)(3) organization with no exchange of any goods or services.



MEMORANDUM

To: Personnel Committee

From: Traco Matthews, Chief Program Officer
Susana Magana, Director of Health & Nutrition
Lisa McGranahan, Director of Human Resources

Date: October 5, 2022

Subject: *Agenda Item 5(a)*: Revised Bilingual Pay Policy – **Action Item**

On August 3, 2022, CAPK Management presented the Bilingual Pay policy to the Personnel Committee for review and approval. Since implementation, Management has amended the policy to better represent the process as well as provide clarity to the eligibility guidelines. As such, CAPK Management is proposing additional modifications to the policy. The attached policy reflects the changes to the policy proposed by key stakeholders.

Recommendation:

Staff recommends the Personnel Committee approve the revisions to the Bilingual Pay Policy.

Attachment:

Bilingual Pay Policy



POLICY AND PROCEDURE

TITLE: Bilingual Pay
APPROVED: August 24, 2022
APPLIES TO: Community Action Partnership of Kern Employees

PURPOSE:

The purpose for the Bilingual Pay Policy is to recognize a diverse skillset that adds value to the organization and helps attract and retain employees. Upon approval by the CAPK Board of Directors, this Policy will be permanently established for pre-selected agency roles.

OBJECTIVE:

The primary goal of the Bilingual Pay Policy is to provide additional compensation for employees who demonstrate language competencies will improve how the agency delivers services to our targeted communities. Secondary goals for the Bilingual Pay Policy would be to attract more candidates for agency positions requiring bilingual skills, reduce employee turnover rates, and lengthen bilingual employee's service time with CAPK. The Bilingual Pay Policy applies to all employees including full-time, part-time, temporary, and emergency hires that are retained by the organization.

GOALS:

1. Compensate bilingual skills.
2. Reduce employee turnover.
3. Lengthen employee's service time with CAPK.

POSITION CRITERIA:

The position must be in a CAPK work setting with a demonstrated flow/intake of clients, phone calls, or correspondence where bilingual skills are regularly needed to meet the language needs of clients. The two types of bilingual positions are defined below:

- **Tier 1 – Bilingual positions:** Due to the nature of some positions where most client interactions are conducted in another language (i.e., MCAP), bilingual skills may be a requirement as stated on the job description.
- **Tier 2 – Bilingual stipend positions:** Some positions may not require bilingual skills, but the agency recognizes that bilingual skills add value (i.e., taking occasional calls in a second language, providing translation services, or using bilingual skills for other work-related duties).

For bilingual positions, all employees in those defined roles must demonstrate proficiency by passing the certified bilingual examination. For positions where bilingual skills may add value but are not required, employees may voluntarily test to receive the stipend.



ELIGIBILITY PROCEDURES:

Employees who regularly utilize bilingual skills in their job are eligible to receive bilingual pay subject to the following provisions. To be eligible, employees must pass a certified test demonstrating their bilingual conversational fluency. Scoring for the proficiency test will be pass/fail, and that score will remain in place while the employee remains in a position requiring bilingual proficiency. Further, a recertification is required every five (5) years in order to continue to receive this stipend. It is the responsibility of the employee to test in advance so as not to experience a gap in stipend payment.

The bilingual pay will cease when an employee is transferred, promoted, demoted, or otherwise moved into a position that is not designated as bilingual or eligible for a bilingual stipend. Additionally, the stipend may end in the case that the program no longer has funding to sustain the stipend.

BILINGUAL PAY:

1. Employees in bilingual positions (Tier 1) will receive an additional \$3/hour as premium pay.
2. Employees who qualify for a bilingual stipend (Tier 2) will receive \$50 bi-weekly for their skills.
3. Compensation will be effective the first day of the payroll period following certification that the employee is eligible to receive the premium pay or bilingual stipend.
4. Bilingual pay will be processed through payroll and will be considered taxable wages.
5. Retroactive pay for bilingual skills will not be authorized.
6. Bilingual pay will be expensed to the program(s) or project(s) that receive the benefit of the employee's bilingual skills.

PROGRAM GUIDELINES:

For the purpose of this policy, English is considered to be the primary language, and any other language used under this program will be considered as a second language.

The Director of Human Resources shall designate qualifying languages and authorize the full number of positions to receive bilingual pay based on the needs of the agency. For newly developed positions in the organization, the determination of whether the job description should indicate bilingual skills are required or preferred will be made in partnership with Program Directors or Chiefs and the Director of Human Resources, and all such positions must be approved by the Personnel Committee. Directors and Chiefs alone retain the authority to determine if a position should no longer be designated as a bilingual position or offer a bilingual stipend. Notwithstanding the above, all personnel shall utilize any language skills they possess to the best of their ability in handling their responsibilities on a non-regular basis without compensation.

During the time of any leave of absence without pay, employees will not be eligible for bilingual pay.

The Bilingual Pay Policy can be suspended or canceled at any time as determined by the Chief Executive Officer, at their discretion. Any modification of this policy will require prior approval by the CAPK Board of Directors.



EXAMINATIONS:

Candidates for bilingual designated positions may select Bakersfield College, or any certificated location to conduct the test.



DATE	October 12, 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: 900 596 931#

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 12:03 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: Ana Vigil (Chair, joined at 12:14 pm), Jimmie Childress, Michelle Jara-Rangel, and Marian Panos.

Absent: Yolanda Ochoa.

Others Present: Gabrielle Alexander (Director of Finance), Freddy Hernandez (Director of Youth & Community Services), Susana Magana (Director of Health & Nutrition), Traco Matthews (Chief Program Officer), Rebecca Moreno (Director of Housing), 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. Vaccine Equity: Connecting to Underserved Communities – James Burger, Outreach & Advocacy

James Burger provided a presentation about vaccine equity which provided an overview of the work that has been done in the program.

5. New Business

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

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

Rebecca Moreno shared the success of the rental assistance program by providing data and how it has come to an end. A notable highlight of the program was that 314 families were able to maintain and secure their housing.

Laura Porta shared the type of community outreach the Migrant Childcare Alternative Payment Program has been doing such as radio, television, social media, and working with partners. The efforts have been successful, and the program continues to increase their enrollment numbers.

Motion was made and seconded to approve the September 2022 Program Reports. Carried by unanimous vote (Childress/Jara-Rangel).

- b. September 2022 Application Status Report – Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram presented the above action item for approval.

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

- c. September 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 and recommended Head Start work with Cal State Bakersfield interns to fill those roles. Michelle Jara-Rangel recommended Head Start also work with Fresno Pacific University students to fill those roles.

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

- d. 2021 – 2025 Strategic Plan Updates – Goal Group #1 – Kelly Lowery, Food Bank Program Administrator – **Info Item**

Kelly Lowery presented the above info item and provided an update on the progress achieved for the goal group.

- e. IT Staffing Design – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wagner presented the above assessment completed by Wipfli.

6. Old Business

- a. Follow-Up Item from September 14, 2022, PRE Committee Meeting – Food Bank Staffing Inquiry - Susana Magana, Director of Health & Nutrition – **Info Item**

Susana Magana presented the above info item and provided an update on the progress.

7. Committee Member Comments

None.

8. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
Wednesday, November 9, 2022
5005 Business Park North
Bakersfield, CA 93309

9. Adjournment

The meeting was adjourned at 1:00 pm.



October 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	September-22	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	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	956	9,162	10,000	115%	92%
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	864	8,102	7,800	133%	104%
Stanislaus County	0	0	3,750	0%	0%
Explanation (Over/Under Goal Progress)					
Initial meeting with Stanislaus County went well. It was determined that additional meetings will be required to fully train and build trust with Stanislaus CoC.					
Program Strategic Goals		Progress Towards Goal			
1. Implement effective 24 hour response time for Stanislaus County.		Training for HMIS completed. System will "go live" on 10/01/22			
2. Increase staff recruitment and retention.		Meetings with HR for retention and staff recruitment			
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.		In attendance for Stanislaus CoC and CES meeting in September.			
Program Highlights					

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Month	September-22	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		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)		128	908	950	162%	96%
Pets (i.e., kennel, emotional support assistance and service pet)		14	80	170	99%	47%
Residents Under 90 days length of stay		43	510	500	103%	102%
Exits to Permanent Housing (FNPI 4b)		10	66	96	125%	69%
Exits-Self		23	108	180	153%	60%
Exits-Involuntary		57	528	400	171%	132%
Case Management Services (SRV 7a)		693	6,350	3,000	277%	212%
Critical Incidents		16	170	360	53%	47%
Shelter Residents Meals (SRV 5ii)		6,139	40,026	60,000	123%	67%
Number of Volunteers (duplicated)		63	408	175	432%	233%
Volunteers Hours (duplicated)		162	1,241	1,500	130%	83%
Safe Camping						
Total clients served (SRV 7b)		64	174	400	192%	44%
Current client census		52	117	250	250%	47%
Meals (SRV 5ii)		2,278	4,464	3,100	882%	144%
Pets		15	28	75	240%	37%
Clients moved to Shelter (SRV 4m)		0	13	85	0%	15%
Safe Camping						
Total clients served		3	15	100	36%	15%
Current census		3	11	60	60%	18%
Explanation (Over/Under Goal Progress)						
With the reconstruction of the kennels, large dogs are able to occupy 2 kennels which cuts down on the number art pets housed in the kennels. Clients in safe camping are able to get assistance with housing and therefore their is lack of interest for clients to move to M street, and safe camping has less structure, clients are able to come and go all hours which is a selling point for safe camping. There is lack of interest for people utilizing safe parking they and they are able to self resolve their issues.						
Program Strategic Goals		Progress Towards Goal				
1. Number of residents participating in job training program (i.e. project hire up, financial literacy, etc.)		2 participating in Project Hire-Up, 16 working in various job trainings through CSET, employment services as well as in the community such as good will, Denney's, metro recycling etc.				
2. Develop Encampment/Overnight parking program at Navigation location.		Encampment/safe parking started on 6/13/2022; total of 52 currently enrolled and 64 total served for the month of September. 1 housed and 15 pets.				

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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 are currently under review with HR for reclassification, Program Administrator & Operations Manager approved by BOD 9/26, will review Kitchen coordinator & Food prep lead in October. Staff are currently receiving the differential pay for PM and overnight shift, as well as extra duty pay for Shelter workers, Custodian & Program Coordinator.
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Race Demographic	Month
18 - 24	14
25 - 34	53
35 - 44	50
45 - 54	47
55 - 61	27
62+	15
Total:	206

Race Demographic	Month
American Indian or Alaska Native	1
Asian	8
Black or African American	45
Native Hawaiian or Other Pacific Islander	3
White	140
Multiple races	8
Client Don't know / Refused	0
No Answer	1
Total:	206

Gender	Month
Female	94
Male	110
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:	206

Zip Code	Month		
93301	46	91762	1
93302	1	93550	1
93303	1	93555	2
93304	14	93560	1
93305	26	93401	1
93306	9	94964	1
93307	25	93263	1
93308	23	93268	1
93309	8	92392	1
93311	1	93280	1
93312	4	92399	1
93313	3	63137	1
93314	3	89103	1
93390	1	73132	1
90212	1	18705	1
93205	1	86351	1
93206	1	91006	2
95023	1	93203	1
93240	2		
93241	1		
93250	1		
Not specified	13		
Total	206		

Program Highlights

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CAPK Housing Programs Monthly Report						
Month	September 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 Progres	Annual Progres
Homeless Prevention Funds Distributed		\$ 222,205.50	\$ 907,489.95	\$ 120,000	2222%	756%
Rapid Re-Housing Funds Distributed		\$ -	\$ -	\$ 1	0%	0%
[SRV 4c/FNPI 4e] Rental Payments Issued		80	314	120	800%	262%
[SRV 4d] Deposit Payments		0	0	1	0%	0%
Applications Received		0	1881			
Closed Referrals						
to CES for homeless services		0	264			
to KCHA for rental assistance		0	109			
to Utility Assistance		0	4			
to other agency or program		0	24			
Closed Ineligible						
non-service area		0	382			
income limit		0	28			
duplication of benefits		0	19			
did not complete process		0	281			
other		0	306			
Outreach Events		0	14			
Interactions		0	468			
Fliers Distributed		0	617			
Information Signups		0	87			
Applications Started		0	0			
Total Open	0	Total Closed	0			
ESG Housing Relocation		Month	YTD	YTD Goal	Month Progres	Annual Progres
Rapid Re-Housing Funds Distributed		\$ -	\$ 37,493.00	\$ 600,000	0%	6%
Homeless Prevention Funds Distributed		\$ -	\$ -	\$ 1	0%	0%
[FNPI 4b] obtained safe and affordable housing		0	8	200	0%	4%
[SRV 4o] Permanent Housing Placements		0	8	1	0%	800%
[SRV 4c] Relocation Rent Payments Issued		0	6			
[SRV 4d] Deposit Payments		0	6			
[SRV 4q] Home Repairs		0	0			
Unsuccessful Matches		0	54			
Declined Assistance		0	14			
Over Income		0	1			
Did Not Complete (no show, no contact)		0	41			



Health and Nutrition Services

Cal-Fresh Health Living Program (*n/a*)

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

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Housing Authority RUP Referrals	Month	YTD	YTD Goal	Month Progres	Annual Progres
Received Referrals	0	522	800	0%	65%
Closed Referrals	0	42	800	0%	5%
Successful Referrals	0	0	80	0%	0%
Total Open Referrals	0		Success Rate	0%	
Explanation (Over/Under Goal Progress)					
Rental Assistance Program deactivated new applications on 8/31/2022 in preparation for the contract end date of 9/30/2022. RUP Referrals- KCHA informed their program would conclude referrals at the end of 07/2022					
Program Strategic Goals	Progress Towards Goal				

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Month	September-22	Program/Work Unit		Food Bank		
Division/Director	Susana Magana		Program Manager	Kelly Lowery		
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	Progress
Individuals Served (Duplicated) (SRV 5jj)		50,914	385,952	400,000	153%	96%
Pounds Received		1,650,446	16,857,408	22,000,000	90%	77%
Pounds Carried Over from Previous Month		705,471				
Pounds Distributed		1,381,566	12,682,530	22,000,000	75%	58%
Senior Food		Month	YTD	Month Goal	Month Progress	
Individuals Served (SRV 5jj)		4,802	38,803	4,800	100%	
Pounds Distributed		168,070	1,347,889	144,000	117%	
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Progress
Households Served (SRV 5jj)		1,450	13,064	18,000	97%	73%
Pounds Distributed		53,145	422,377	185,000	345%	228%
Senior Food		Month	YTD	Annual Goal	Month Progress	Annual Progress
Meal Kits Received (SRV 5jj)		6,300	44,790	100,000	76%	45%
Total Pounds Distributed		Month	YTD	Annual Goal	Month Progress	Progress
All Programs		1,602,781	14,452,796	22,329,000	179%	65%
Volunteers		Month	YTD	Annual Goal	Month Progress	Progress
Volunteers who received job skill training (SRV 6f) (paid partnership though service providers, duplicated)		17	133	210	97%	63%
Other Volunteers (i.e., general public, duplicated)		98	748	750	157%	100%
Explanation (Over/Under Goal Progress)						

**Community Action Partnership of Kern
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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	

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

Month	September-22	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Administrator	Laura Porta		
Reporting Period	September 1 , 2022 - September 30, 2022					
Program Description						
The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidy to migrant, agriculturally working families. Families can apply for child care services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, the family can migrate anywhere in California to follow agricultural work and their childcare services can continue.						
Services		Month	YTD	Goal	Month Progress	Annual Progress
Number of Child Enrollments		137	1,311	3,000	4%	44%
Childcare Providers (SRV 7f)		15	250	400	45%	63%
MCAP Subsidies (SRV 7e) Jul 21-Jun 22		Month of Aug processed in Sept	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$810,461	\$ 1,415,196	\$21,664,000	45%	7%
Explanation (Over/Under Goal Progress)						
All program personnel is fully engaged in conducting outreach to increase our family / child enrollments in all counties where MCAP operates. Since the beginning of our current FY 2022-2023, we have enrolled a total of 513 children to replace the enrollment numbers lost at the end of June, due to the expiration of the emergency regulations for essential workers. We currently have no waiting list and all eligible families are being enrolled within 2 days of submitting a complete application for services.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		In the month of September we welcomed three (3) Family Services Specialist. Two are working in our Kern County office and one in Fresno County office.				
2. Retain Staff.		New positions for our program include Quality assurance coordinator & Quality assurance technician. These positions have been approved by The Board of Directors and we are in the process of conducting interviews.				
3. Contingency Staffing Plan		Management continues with the revision of our program's job descriptions and organizational chart. & Moving forward with the Bilingual examinations of staff for policy implementation.				
Program Highlights						
Our program has been able to replace a total of 513 children of the 808 children we disenrolled at the end of the June 2022, due to the expiration of the emergency regulations. Management was able to revise the program's organizational chart, review the program coordinator positions and get them reclassified. We welcomed a 3 new staff members, secured one additional office space in Fresno County and were able to have 2 new positions for our program approved by our Board of Directors.						

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Month	September-22	Program/Work Unit	Women Infants & Children (WIC) Nutrition			
Division/Director	Susana Magana		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)	13,632		16,160	84%		
Local Vendor Liaison-Contact Stores (contact 68 vendors 1 contact required per quarter totaling 272 contacts per year)	28	272	272	124%	100%	
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	990		900	110%		
Prenatal Education: 25% of prenatal will receive the "Let's talk" pre-natal class. (Class is given in last trimester of pregnancy)	137	1,317	1,350	122%	98%	
Outreach	Month	YTD	Goal	Month	Annual	
Online Enrollment	165	1,408	1,800	110%	78%	
WIC Presentations and Outreach Events	4	52	48	100%	108%	
Publication in newspaper, television, and/or social media postings (English and Spanish)	46	529	720	77%	73%	
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.	7	40	48	175%	83%	

**Community Action Partnership of Kern
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Explanation (Over/Under Goal Progress)	
Social media posts were down during the month of September as our outreach staff member was out on vacation. Online enrollments were down due to the fact that all WIC staff had to use their vacation accrual by the end of the contract year (Sept 30/22). Despite the fact that we had minimal staff during the last 2 months our participation did increase by 2.33% in Aug and another 1.07% in Sept.	
Program Strategic Goals	Progress
1. Increase participant use of tele-health (doxy.me) platform with goal.	This was put on hold this month again this month as staff was required to focus on educating Clients on formula choices not only due to the formula shortage but also a change in the WIC contract formula.
2. To work with outreach to come up with strategies to increase WIC retention and re-engagement with current participants.	We start to focusing on connecting with clients that missed appointments or have dropped off the program in the past few months. I believe this re-engagement has been the reason for our recent increase in participation the past 2 months.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

**Community Action Partnership of Kern
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Month	September-22	Program/Work Unit		East Kern Family Resource Center (EKFRC)	
Division/Director	Fred Hernandez		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)	24	288	250	115%	115%
Provide One Time Referral Services to Children (SRV 7c)	17	375	350	58%	107%
Case Management-Families (SRV 7a)	24	171	100	288%	171%
Case Management-Children (SRV 7a)	24	261	250	115%	104%
Differential Response Total	89	1095	950	144%	115%
First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	2	47	40	60%	118%
Children Receiving Case Management Services (SRV 7a)	1	54	55	22%	98%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	21	20	0%	105%
Children Educational Center Base Activities (FNPI 2b)	3	43	30	120%	143%
Children Educational Home Base Activities (FNPI 2b)	1	65	30	40%	217%
Children Summer Bridge Activities (FNPI 2b)		12	15	0%	80%
Collaborative Meetings Participated	1	12	15	80%	80%
Family Support Services for non-clients with children ages 5 and under	5	109	100	60%	109%
First 5 Total	13	363	305	48%	119%
Walk-In Services (Non-Clients)	Month	YTD			
Food/Household Items (SRV 5jj; SRV 5nn)	73	587			
Referrals/Administrative Services (SRV 7c)	337	1414			
Explanation (Over/Under Goal Progress)					
In the month of September, we did not have a full-time First 5 Case Manager, however, we are in the process of interviewing potential candidates to fill the position. We have a pending date in the middle of November to begin a new Court-Mandated parenting class for the fall.					
Program Strategic Goals		Progress Towards Goal			
1. Move to a better-suited location.		Waiting on IT quotes.			

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2. Offer more on-site services.	We are now providing Heap energy assistance, water utility assistance, and emergency food boxes.
3. Expand our reach across the East Kern Communities.	We are providing outreach services in Tehachapi, Mojave, Cal City and Rosamond for utility assistance, and case-management services.
Program Highlights	
EKFRC has started to collaborate with the CAPK food bank and we are now able to provide food assistance services to the families of East Kern.	

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

Month	September-22	Program/Work Unit	Oasis Family Resource Center		
Division/Director	Freddy Hernandez	Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2022 - December 31, 2022				
Program Description					
The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.					
First 5	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Parents Receiving Case Management Services (SRV 7a)	2	32	30	40%	107%
Children Receiving Case Management Services (SRV 7a)	3	39	30	60%	130%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	24	10	0%	240%
Children Educational Home Base Activities (FNPI 2b)	3	38	15	120%	253%
Children Summer Bridge Activities (FNPI 2b)	0	23	10	0%	230%
Collaborative Meetings	1	7	8	75%	88%
Family Support Services for non-clients with children 5 and under	13	134			
First 5 Total	22	297	103	128%	288%
Walk-In Community Services (Duplicated & Non	Month	YTD			
Food/Household Items (SRV 7c)	94	484			
Referrals/Administrative Services (SRV 7c)	18	205			
Emergency Clothing (SRV 7n)	27	71			
Copies	25	140			
Transportation Assistance (SRV 7d)	15	103			
COVID-19 Supplies (SRV 5oo)	3	124			
Total Community Services	182	1127			
Explanation (Over/Under Goal Progress)					
YTD most First 5 Kern goals have already been met or exceeded. The only goal remaining to achieve is for the collaborative meetings which should be met in October.					
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, students are now in their 2nd month of classes.			
2. Strengthen educational Homebase and Summer Program for children ages 0 - 5 utilizing Kern Early Stars Resources.		The Oasis FRC set up new goals with Kern Early Stars in September for the new academic year 2022-2023 focusing on language and literacy and school readiness.			

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<p>3. Increase range of services offered to clients in the Ridgecrest community by brining VITA & Energy Assistance programs on site to the Oasis FRC.</p>	<p>The Oasis FRC continues to partner with CAPK programs to promote additional services to Ridgecrest clients. The Oasis FRC was busy submitting HEAP applications in September. We've seen an increase in referrals to CES now that the rental Assistance program has ended. The Oasis FRC conducted outreach activities at the Ridgecrest Veteran's Fair on Sept 30th</p>
<p>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).</p>	<p>In September, the Oasis FRC applied for the Community Health Improvement grant.</p>
<p style="text-align: center;">Program Highlights</p>	
<p>In August & September the Oasis FRC distributed backpacks and school supplies to 50 children utilizing the Sister Phyllis grant from the Friends of Mercy Foundation. On September 24th the Oasis FRC hosted a baby shower for 14 moms utilizing a First 5 Kern special project grant as well as additional donations from members of the Ridgecrest community.</p>	

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

Month	September-22	Program/Work Unit		Energy & Utility Assistance	
Division/Director	Fred Hernandez		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	-	2,593	2,275	0%	114%
Utility Payments	-	1,942,381	\$1,942,401	0%	100%
Households Served - Weatherization	-	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	556	1,399	1,500	445%	93%
Utility Payments	\$758,823	1,710,013	\$3,351,190	272%	51%
Households Served - Weatherization	15	48	90	200%	53%
American Rescue Plan Act (ARPA) Ends March 2023	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	81	2,680	2,835	34%	95%
Utility Payments	\$85,715.00	2,631,468	\$3,500,000	29%	75%
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	7	141	500	17%	28%
Utility Payments	\$ 14,214.00	\$103,421	\$300,000	57%	34%
Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	\$ 644	\$ 6,813	\$ 8,919	87%	76%
Total Utility Payments	\$ 858,752	\$ 6,387,283	\$ 8,793,591	117%	73%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	\$ 15	\$ 113	\$ 160	113%	71%
Explanation (Over/Under Goal Progress)					
DOE 2020 - has been removed as contract has closed LIHEAP 2021 - no longer open, in the process of closing					
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. We are in the process of completing training - differs for Utility Assistance and Weatherization Teams.			
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 this paperless process.□			

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3. Fully expend funds for contracts that end in the current fiscal year (2021 LIHEAP and 2020 DOE).	Both contracts are closed
Program Highlights	
<p>Weatherization Team has added another Inspector, which will allow us to complete more inspections of homes and help close files quicker.</p> <p>We are fully hired at the Installer position, an issue that plagued us for the better part of 2 years.</p> <p>We are currently rolling out LIHWAP (water assistance) to help our clients with water assistance. CSD will allow us to not only pay arrearages, but bills of any client that qualifies as low income.</p> <p>Outreach Team is in full swing, attending an average of 2 events a week to market our services to the community.</p>	

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Month	September-22	Program/Work Unit			Shafter Youth Center (SYC)	
Division/Director	Fred Hernandez	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 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	27	2	31	25	96%	124%
Community Programs		Month				
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts *See below in explanation		6				
Outreach Activities		Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)		0	0	6	0%	0%
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; Fitness Boot Camp meets 2x per week; Girl Scouts meet 1x per month.						
Program Strategic Goals		Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.		Slight increase in program enrollment due to other non-CAPK program schedules not lining up with parent schedules.				
2. Increase attainment of program funding to provide larger variety of program offerings.		Grant funding opportunities continue to be sought for additional services.				
3. Increase community engagement, including volunteers, social media, program participation.		Community engagement has increased, resulting in increased program participation with adults and evening programming.				
Program Highlights						
After school enrollment continues to increase.						

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

Month	September-22	Program/Work Unit		Friendship House Community Center (FHCC)			
Division/Director	Fred Hernandez		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	0	40	30	0%	133%
Summer Program (Max Capacity due to COVID) (SRV 2m)		N/A	N/A	41	25	208%	164%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)		26	0	22	35	0%	63%
Medi-Cal Outreach (ends June 30, 2022)			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			0	278,152	350,000	0%	79%
Canvasing phone calls and flyers			997	23,510	30,000	40%	78%
Explanation (Over/Under Goal Progress)							
The FHCC is currently recruiting for the After-School and Mentor Programs. The Summer Program ended on August 5th, which is why new numbers are not being reported for that program. FHCC staff continues to provide Medi-Cal outreach, which includes 6 new billboards and a new GET bus ad.							
Program Strategic Goals			Progress				
1. Develop an Ad Hoc Committee and implement a fencing/lighting campaign for the CAPK Friendship House.			In progress. The fence and lighting campaign is moving forward and funds have been secured for the project. Additional funds are being sought after to include solar at the center.				
2. Develop a meeting schedule for the Friendship House Advisory Board and implement scheduled meetings/trainings.			In progress. The FHCC recently added two new Advisory Board members to the team, making it an Advisory Board of eight members.				
3. Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			In progress. The FHCC received three new grants this year and is actively looking for additional grants/funding for the center.				
Program Highlights							
The FHCC in coordination with the FHCC Advisory Board hosted a ZUMBA Party fundraiser at the FHCC on 9/29/22. The event raised \$1,550 for programs and activities at the center. A huge thank you to all that attended and to Bakersfield College for being a Diamond Sponsor for the event.							

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

Month	September-22	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez		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	72	4,791	4,300	18%	111%
State	68	4,648	4,100	18%	113%
Refunds and Credits (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Federal Refunds	\$91,843	\$6,323,971	\$5,100,000	17%	124%
State Refunds	\$2,942	\$917,406	\$1,500,000	4%	61%
Federal EITC <i>(income limit \$57,414/household)</i>	\$21,806	\$2,685,044	\$2,200,000	10%	122%
CalEITC <i>(income limit \$30,000/household)</i>	\$2,485	\$396,132	\$370,000	8%	107%
Total Refunds and Credits	\$119,076	\$10,322,553	\$9,170,000	14%	113%
Individual Taxpayer Identification Number (ITIN) (SRV 3o)	Month	YTD	Goal	Month Progress	Annual Progress
Applications (New/Renewal)	2	58	75	41%	77%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals			Progress Towards Goal		
1. Develop and implement site expansion plan, including isolated areas and new partners.			Conversation held with The Dream Center to open site Feb 2023-Sept 2023 to target foster youth and new credits foster youth are eligible for.		
2. Build community awareness of VITA services through partnership opportunities.			Working with Salty's marketing campaign to create a new website and digital campaign targeting ITIN, low income, and Spanish speaking communities.		
3. Program capacity building by pursuing funding opportunities to support operational expenses.			Nothing to report.		
Program Highlights					
Awarded VITA grant, year 3 of 3 year grant, amount \$244,868. Amendment to CSD CalEITC grant, awarding CAPK VITA \$838,056.					



Operations

Business Services

Maintenance

Information Technology

Data Services

Risk Management

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

Month	September-22	Program/Work Unit	Operations Division	
Division/Director	Emilio Wagner	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	203		203	2011
Contracts	17	7	10	187
Leases		6	4	7
Requests for Proposals	2	4		23
Business Services Projects				
Description		% Completed	Comments	
Energy Materials		80	Re-issued per program request	
Energy Glass Subcontractor		50	Re-issued per program request	
Jewett Design Build Tenant Improvement		90	Waiting for Approval from HS	
Oasis TI Design Build Tenant Improvements		80		
Data Services				
Activity	Requested	In-Progress	Processed	Processed YTD
Dynamic 365 Fixes	0	0	0	0
Dynamic 365 Enhancements	0	0	1	2
Projects				
Universal Intake		Develop intake for programs that don't have an electronic process.	60%	60%
Volunteer Management		Track and manage volunteers working within the agency.	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%
CalAIM - KHS		New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.	60%	60%
Case Management Application		Designed with the Student Case Management grant in mind, will allow case managers to have assessments and track student progress with Dynamics.	80%	80%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	241	59	297	2542

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

Construction Projects				
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha J Morgan	96%	
Food Bank Expansion		Structural concrete slab & Install of structural components of metal building	41%	
Major Maintenance Projects				
		Re-roof - Angela Martinez, Restroom upgrades -	100% 85%	
Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	196	73	205	2284
Information & Technology Projects				
Description		% Completed	Comments	
New Classroom installs		10		
Network upgrades		90		
Firewall upgrades		80		
Risk Management				
Workers Compensation Claims	Reported		Reported YTD	
First Aid (Reported only)	8		46	
First Aid	1		11	
Medical Treatment	0		5	
Modified Duty	2		6	
Lost Time	3		6	
Non-Industrial (not work related)	2		2	
Under Investigation	0		0	
Confirmed Work Related COVID	0		20	
Other	14		120	
Program Strategic Goals		Progress Towards Goal		
1. Identify current business processes	TBD			
2. Maximize business efficiency with the	TBD			
3. Provide better communication	TBD			
Program Highlights				



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

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

Month	September-22	Program/ Work Unit	Executive Division			
Division/Director	Pritika Ram		Program Manager			
Reporting Period	January 1, 2022 - December 31, 2022					
Program Description						
The services under the Executive Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		19,348	172,868	220,000	106%	79%
Facebook Impressions (i.e., number of times users see content)		119,435	486,077	500,000	287%	97%
Other Social Media Impressions		23,494	114,793	145,000	194%	79%
Outreach Advocacy		Outreach Special Projects				
Hosted and documented annual Head Start coat drive deliveries with Assemblyman Rudy Salas, Aera Energy, Chevron and Untied Way.		Conducted extensive media interviews on various CAPK programs and events including the new Water Assistance Program, Food Insecurity, the Feed the Need food drive at the Kern County Fair and others.				
Participated in KAN Advocacy Committee		Background meetings with media partners to educate about CAPK.				
Attended NCAF Legislative conference virtually		Took over management of Vaccine Equity Project				
Met with Congressman David Valadao about CAPK activities, legislative news in Washington D.C. and future support for CAPK and the CAP network.		Held Vaccine Equity event at Rexland Acres with VEP national partners				
Attended CalCAPA roundtable with Senator Padilla staff.		Staffed and promoted Feed the Need at the Kern County Fair.				
		Feed the Need had over 100 volunteers which included staff, board members, chase bank, amazon, MAOF, and many more.				
		Promoted Friendship House Zumba Fundraiser				
		Promoted Starbucks Food Drive				
		Working alongside the HR department to plan a October 14th Job Fair at the Four Points Sheraton from 9am-1pm.				
		Established a partnership the CSUB program, so that CAPK can become a contracted intern site for students.				
		Worked with the EPIC program through America's Job Center, to begin a partnership to have young adults participate in paid work experience at CAPK.				
		Worked with various programs to assist ordering swag and other outreach materials.				
		Filmed and promoted 2 videos of leadership for Hispanic Heritage Month.				

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

	Assisted the CAPK Foundation with the development of several collateral items that will be used for fundraising efforts.
	Began work to redevelop the Food Bank webpage.
Grants In Progress/Research	Projects
Reference Application Status Report and Funding Profiles	Vaccine Equity Project (VEP)
Community Schools - 4 Pillars Implementation	COVID 19 Microbusiness Small Business Relief Program
Community Services Block Grant (CSBG)	Process Improvement (i.e., ROMA, PCDD)
Continue bi-weekly meetings with Wipfli re CDP	Monthly Meetings with ROMA trainers.
Monthly Meetings with Wipfli - Client Data Platform and review of PRE program metrics (NPIs and SRVs)	Incorporating ROMA model into new case management platform with the BCSD Contract.
Bi-Monthly CSBG Training	Pritika Re-certification ROMA
Foundation	
Developed Huggy Heart Campaign	
Developed Sponsorship Proposals for Valley Strong, Bksfld West Rotary & Kern Health Systems	
Held Foundation Board Meeting	
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.	Volunteer Management CRM is in full effect. Some partner groups and volunteers utilized the system to register for the feed the need event. Also working the food bank leadership team to implement a better understanding and functionality of their system.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	Working alongside Marketing Firm to build program specific campaigns (i.e., Utility and Water Assistance). This includes coordinating interviews and media push. Working the Human Resources Department to focus on recruitment efforts.
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	
Completed 1 year of the Strategic Plan - Update provided at Board meeting (Sept 2022).	

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

Month	September-22	Program/Division		2-1-1 Call Center Program		
Division/Director	Pritika Ram		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	Homelessness Programs		Food Pantries		Utility Service Payment Assistance	
Top 3 Unmet Needs	Homelessness Programs		Rental Payment Assistance		Low Income/Subsidized Housing	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		9,005	66,887	90,000	120%	74%
Kings County (SRV 7c)		238	1,997	4,000	71%	50%
Tulare County (SRV 7c)		605	6,354	18,000	40%	35%
Stanislaus County (SRV 7c)		594	6,479	19,200	37%	34%
Fresno & Madera		1,169	18,736	20,000	70%	94%
Merced & Mariposa (effective March 2022)		59	343	500	142%	69%
Total I&R Calls Handled		11,670	100,796	151,700	80%	66%
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.				13	2.2	(15.16)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		10	114	300	40%	38%
Medi-Cal Application (SRV 7b & SRV 7c)		3	63	100	36%	63%
Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		31	218	300	124%	73%
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)		25,527	206,051	225,000	136%	92%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		5,329	33,711	45,000	142%	75%
Mental Health (SRV 7c)		220	1,959	3,700	71%	53%
Health and Human Service Referrals		7,529	63,349	110,000	82%	58%
Total Other Services		13,078	99,019	158,700		

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

Explanation (Over/Under Goal Progress)	
The program handled 5,329 LIHEAP calls; the second highest number of calls handled this calendar year. The number of handled calls for Stanislaus and Tulare have trended lower, but the partnership continues to remain steady.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	The 2-1-1 team actively recruited for 2 I&R Specialist and 1 Care Coordinator. Interviews were held and positions were offered and accepted.
2. Contract Retention	211 is currently in communication with Fresno/Madera counties regarding a 3 or 5 year term. Our current contract ends at the end of December.
3. AIRS call type reporting	Homelessness Assistance- 68, Information & Referral- 1,014, Provider/Partner Agency-1, Disaster-Coronavirus- 2, Mental Health/Crisis-2
Program Highlights	
The 2-1-1 program had two I&R Specialists who took the Community Resource Specialist exam for AIRS and they successfully passed the exam. In addition, our Senior I&R Specialist took the database curator exam for AIRS and successfully passed.	

Funder	Name	Description	Amount Requested	Amount Awarded	Status
The Wonderful Company	The Wonderful Community Grant	Free farmers markets in the underserved community of Wasco	\$50,000.00	\$-	Pending
Dignity Health Community Foundation	2023 Community Health Improvement Grants Program	In awarding community grants, Dignity Health actively partners with non-profit organizations working to improve health status and quality of life in the communities we serve. Grant funds are used to deliver services and strengthen service systems, to improve the health and well-being of vulnerable and underserved populations.	\$75,000.00	\$-	Denied

Other Opportunities					
Funder	Name	Description	Amount Requested	Amount Awarded	Status
ESRI	Esri Nonprofit Organization Program (NPOP) Technical Assistance	Provide any qualified nonprofit organization (NPO) with an affordable way to acquire Esri solutions. Software and software as a service (SaaS) offerings (ArcGIS Enterprise, Online, and Desktop solutions).	\$-	\$-	Research - Intuitive analysis tools to help better understand data

CAPK Foundation - Sponsorship					
Funder	Name	Description	Amount Requested	Amount Awarded	Status
Valley Strong	Valley Strong Community Giving	Sponsorship for Foundation-Various Areas of Need for funder to select.	\$25,000.00	\$-	Pending
Bakersfield West Rotary-Stroope Family Foundation	Bakersfield West Rotary Community Grant	Sponsorship Opportunity to support the Shafter Youth Center on youth related activities	\$5,000.00	\$-	Pending
Kern Family Health Care (KFHC)	Kern Health Systems Community Giving	Sponsorship Opportunity to support Oasis Family Resource Center	\$25,000.00	\$-	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	TBD
Funding Agency	California Strategic Growth Council	Project Name	Valley-Desert Communities Climate Collaboratives (VDCCC)
CFDA	-	Target Population	Underserved
Reapplication (Y/N)	N	Number to be served	Planning Phase
Estimated Request	\$150,000.00	Division Director	Fred Hernandez
Award Period	March 2023 to February 2024	Program Manager	TBD
Project Goal (One sentence goal statement)			
Through the California Strategic Growth Council - Regional Climate Collaboratives (RCC) Program Valley-Desert Communities Climate Collaboratives (VDCCC) plan is designed to support the development of community-based local climate action plans, climate action technical assistance, and a capacity building toolbox. The purpose of this grant is to build the capacity of under-resourced communities to secure funding for climate change mitigation, adaptation, and resilience.			
Project Description (Brief one paragraph description)			
In partnership with Kern Community College District's (KCCD), CAPK commits to the VDCCC plan via the following commitments: (1) participation in a post-award consultation phase with other partners and the SGC to finalize the grant agreement and ensure documentation expectations are clear; (2) leading the Central Kern sub-regional planning group and co-leading the North Kern and South Tulare County sub-regional planning group; (3) providing KCCD with all required and/or requested documentation (e.g., invoices) in a timely manner; (4) participation in a collaborative kick-off meeting, and at least two full collaborative check-in meetings per year; (5) using the SGC name and/or logo for all publications, websites, signage, invitations, and other media-related and public-outreach collateral related to the grant project; (6) maintaining copies of project records for a period of four (4) years after the grant ends. This grant required a signed partnership agreement between KCCD and CAPK which was executed by the CEO. Submission date was Friday, October 7, 2022.			
Estimated Budget Summary			
The budget identifies approximately 40% of staff time to lead the regional convening efforts including the Director of Youth and Community Services, and two administrative staff member, totaling \$156,253.44 (including indirect) over a 12 month project period.			

Approvals:

1. Division Director <div style="border-top: 1px solid black; padding-top: 5px;"> Pritika Ram <small>Digitally signed by Pritika Ram Date: 2022.10.07 10:24:12 -07'00'</small> </div>	Date 10/07/2022
2. Chief Business Development Officer	Date
3. Chief Program Officer	Date

4. Chief Financial Officer <div style="border-top: 1px solid black; padding-top: 5px;"></div>	Date
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)
September 2022**

Funding Type	Private	CAPK Program	Oasis Family Resource Center
Funding Agency	Kern Health Systems	Project Name	Foundation Sponsorship
CFDA	n/a	Target Population	Ridgecrest Population
Request	\$25,000	Division Director	Catherine Anspach
Award Period	4 th Quarter 2022	Program Manager	Eric LaBarbe
Description	Foundation proposal to secure funds for Oasis Family Resource Center (FRC)- Vehicle		
Funding Type	Private	CAPK Program	General
Funding Agency	Valley Strong	Project Name	Foundation Sponsorship
CFDA	n/a	Target Population	none
Request	\$25,000	Division Director	Catherine Anspach
Award Period	4 th Quarter 2022	Program Manager	none
Description	Foundation proposal to secure general funds –Area of need not determined		
Funding Type	Private	CAPK Program	Shafter Youth Center
Funding Agency	Bakersfield West Rotary	Project Name	Foundation Sponsorship
CFDA	n/a	Target Population	Shafter Population
Request	\$5,000	Division Director	Catherine Anspach
Award Period	4 th Quarter	Program Manager	Angie Nelson
Description	Foundation proposal to secure funds for Shafter Youth Center motorized Basketball Backstops		

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: September 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	733	56%	3%	3% 6%
Early Head Start • 18 Classrooms Fully Closed/ 9 Classrooms Partially Closed	908 172	595	66%	8%	6% 5%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	159	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
593	108	29	59

HIGHLIGHTS: Two staff were onboarded, two staff were promoted, and there were four days of interviews for seven open requisitions. There were also 8 resignations.

Program Update & Compliance
<p>Kern:</p> <ul style="list-style-type: none"> - The Full Day/Part Year and Full Day/Full Year centers were closed one day (separate days for each cohort) for staff development. - 9/15 Canvassed the area surrounding Taft Head Start Center - 9/17 CAPK Vaccine Equity Project Resource Fair - 9/17 Kern County Cancer Foundation Cancer Walk - 9/22 Canvassed the area surrounding Alberta Dillard Center - 9/29 Canvassed the area surrounding Delano Center <p>Partnership:</p> <ul style="list-style-type: none"> - On September 12, 2022, Bakersfield College center passed their licensing inspection of the new classroom. Applications are now being accepted for the 18-to-24-month age group and the classroom is expected to open soon.

- During the month of September, our Partnership Family Advocates have participated in the CAPK Vaccine Equity resource fair held at Rexland Acres Park, and also the Wendale Davis Foundation Walk for Peace event. They were joined by Home Base and Home Visiting Program staff.
- On Saturday, October 8, 2022, Garden Pathways Downtown Education Center, in collaboration with CAPK, will host a one-stop shop resource fair from 10:00 a.m. to 2:00 p.m. There will be over 20 community partners present to provide resources, food and drinks will be available, and there will be a raffle. All families and community members are invited to attend.

SJC:

- **Professional Development:** During the month of September – San Joaquin Administrative team, Site Supervisors, Early Childhood Educators (formerly HBEs), and Family Service Workers participated in 16 hours of professional development on Brain Fit for work and Life – with Dolores Neira, Licensed Brain Health Trainer. After receiving training, participants engaged in hands on presentations around activities on Brain Health.
- **Family Engagement:** During the month of September three virtual Ready Rosie Parent Workshops – were offered to families on the topic: Relationships Matter.
- We received our annual donation from Van Groningen and Sons Inc. a local farm in San Joaquin County for a donation of pumpkins for each child. The donation totaled in the amount of \$358.00. All families will receive a Family Engagement activity – Thankful Pumpkins and materials to decorate pumpkins.
- **Education:** Teaching staff received professional development on Curriculum Fidelity Training on September 14th and 21st.
- **Health/Nutrition:** During the month of September 6th two Dental Clinics were held for families on site at centers: Lodi UCCC, and Chrisman. Teaching staff received professional development on COVID-19 and Toothbrushing on September 14th and 21st.
- **Enrollment & Attendance:** Early Childhood Educators and Family Service Workers participated in local recruitment activities in the community for the month of September included: Breastfeeding Fiesta Celebration – September 9th, and the Human Services Agency – September 14th.
- **Wellness:** During September El Concilio provided Spanish parent workshop on the topic - Attachment.
- **Facilities:** Contractor has begun fencing work at Barnett House.

Compliance:

- The special purpose audit for the year ended June 30, 2022, is almost concluding. For the Head Start and State Child Development division, the audit has focused on the California Department of Education and California Department of Social Services component. The program has been providing documentation and addressing questions from the auditors. Historically, the audit report is finalized in November.

Central Kitchen September 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	52,678	20,238	16,109	16,331

HIGHLIGHTS: The Central Kitchen has received the equipment for Pete Parra HS/EHS new kitchen. The Central Kitchen experienced staffing issues with two drivers and food production supervisor out; however, all meals were delivered as scheduled.

CACFP						
August 2022						
Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
49,303	10,005	59,308	29,624	29,684	36,397	59%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Kelly Lowery, Food Bank Administrator

Date: October 12, 2022

Subject: *Agenda Item 6a: 2021-2025 Strategic Plan Update Goal Group 1 – Info Item*

Goal Group 1 is dedicated to promoting efforts to “increase access to healthy, affordable food to support the health of the communities we serve” (Strategic Plan, 2021-2025). This goal group is comprised of the following staff: Susana Magana, James Burger, Kelly Lowery, Alejandra Morales, Laurie Hughey, Jennifer Jordan, and Alan Rodriguez. These members represent Head Start, M Street Navigation, 211, CalFresh Healthy Living, and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

Goal Group 1 met on September 2, 2022. During this meeting, updates regarding upcoming Food Bank special events were given, which included Feed the Need at the Kern County Fair on September 26, 2022, and the Stuff the Bus event on October 14, 2022, in conjunction with Valley Plaza Mall and the GET Bus. Additionally, Goal Group 1 met on October 7, 2022, and an event debrief for the Feed the Need event was given. Additionally, the group received an update on the Food Bank expansion and the new Food Bank trucks coming online this Fall.

Under Objective 1.1, Transforming Local Communities, Inc. (TLC) was selected by CAPK to conduct a food needs assessment to help determine the level of need in various regions throughout the county, the issues impacting access to food (like transportation and availability), gaps in the current system of food distribution, and opportunities for collaboration and partnership. This process has started and is ongoing. Vanessa Cortez, Grant Administrator, has since joined Goal Group 1, as she is the main contact with TLC.

Under Activity 1.2.1, the Food Bank increased operating capacity by deploying a new schedule for pantry partner shopping appointments. The new schedule will provide more than 50 shopping appointments, removing the restriction to adding new pantry partners. Additionally, current agency partners will have increased access to additional appointments.

Under Activity 1.2.2, the Food Bank’s partnership with Brighter Bites has created a measurable increase in the amount of healthy food distributed into the community in the form of produce boxes along with education and materials.

Goal Group 1 will meet again Friday, November 4, 2022.

Attachment:

Action Plan Summary by Goal Group #1 Member, Kelly Lowery

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.

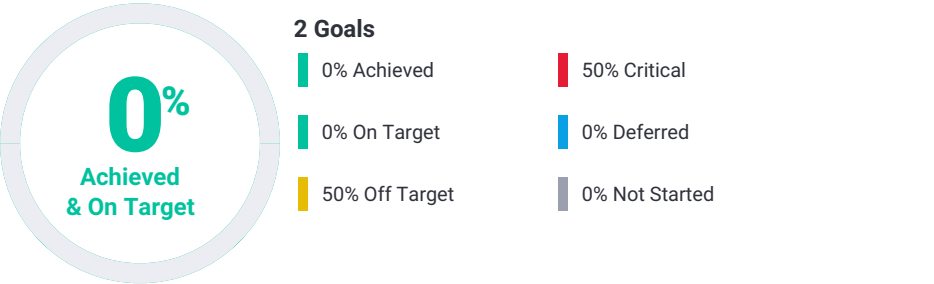
Vision

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: Enhance accessibility through expansion of food distribution sites and services.	
	5%
1.1.1: Conduct assessment to identify service gaps, food deserts, and emerging geographic pockets of food insecurity	
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: Leverage new and strengthened partnerships to reach additional families and communities.	
	17%

Performance Summary



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: <i>Percent Complete</i>	5% YTD Actual	0% 10/01/21	 YTD Target: 23.5%	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 Susana Magana	Measure:	YTD Actual	0% 10/01/21	 YTD Target: 79.8%	100% 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 Susana Magana	Measure: <i>Percent Complete</i>	YTD Actual	0% 10/01/21	 YTD Target: 79.8%	100% 12/31/22
Objective Leverage new and strengthened partnerships to reach additional families and communities. (1.2) (Last updated: 09/12/22) Aligned to: #1 Increased access to healthy, affordable food to support the health of the...	Owner Susana Magana	Measure: <i>Percent Complete</i>	17% YTD Actual	0% 10/01/21	 YTD Target: 23.5%	12/31/25
Activity Develop streamlined pathways for development of pantry partnerships, including capacity building. (1.2.1) (Last updated: 10/06/21)	Owner Susana Magana	Measure: <i>Percent Complete</i>	YTD Actual	0% 10/01/21	 YTD Target: 79.8%	100% 12/31/22
Activity Strengthen and expand partnerships with schools to reach additional children and families (1.2.2) (Last updated: 09/12/22)	Owner Susana Magana	Measure: <i>Percent Complete</i>	50% YTD Actual	0% 10/01/21	 YTD Target: 44.3%	12/31/23

Sub-Activity Develop/update existing pantry site maps and include both CAPK and external programs to create robust GIS mapping (i.e., Map the Meal). (1.1.1.1) (Last updated: 11/03/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 79.8%	100%	12/31/22
Sub-Activity Analyze food pantry maps against food security assessment to determine the extent to which needs are being met (1.1.1.2) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 79.8%	100%	12/31/22
Sub-Activity Work with community partners to ensure assessment includes needs of frail, homebound older adults, and adults with disabilities and/or limited mobility. (1.1.1.3) (Last updated: 11/18/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 79.8%	100%	12/31/22
Sub-Activity Create and disseminate materials that help service providers/partners to learn the process of becoming a partner. (1.2.1.1) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 79.8%	100%	12/31/22
Sub-Activity Identify opportunities and potential partnerships to improve transportation to healthy food sites and advocate for expanded public transit routes. (1.2.1.3) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 79.8%	100%	12/31/22
Sub-Activity Partner existing programs to support nutrition education and food distribution. (1.2.2.1) (Last updated: 09/12/22)	Owner Traco Matthews	Measure: Percent Complete	100%	0%	10/01/21	YTD Target: 44.3%		12/31/23
Sub-Activity Explore the potential to establish distribution sites at school sites. (1.2.2.2) (Last updated: 10/06/21)	Owner Traco Matthews	Measure: Percent Complete	YTD Actual	0%	10/01/21	YTD Target: 44.3%		12/31/23

Community Action Partnership of Kern Technology Staffing Analysis

Ryan Peasley, Senior Manager

WIPFLI

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Project Goals and Approach

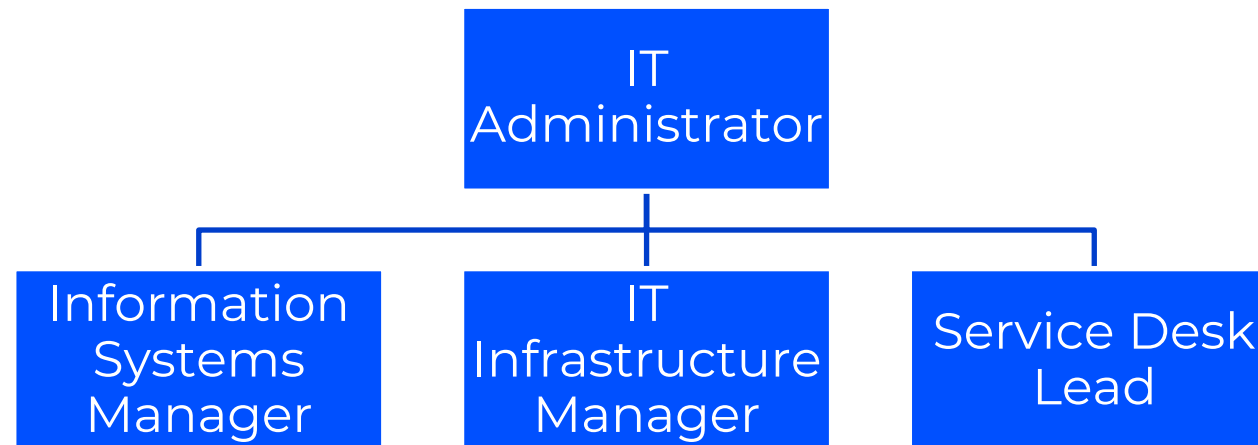
- CAPK incorporates technology into its organizational strategy and invests more into technology architecture and solutions each year
- To best align the organization's strategy with technology a new focus and responsibilities will be needed in CAPK's IT department
- An assessment of CAPK's existing IT department structure, job roles and ability of staff to deliver on existing job roles and future IT vision was performed
- The goal of the assessment was to produce a report with recommendations on a new IT staffing structure and position responsibilities that will better enable the organization to achieve its technology vision and strategic plan

Assessment Interview Team

Community Action Partnership of Kern	
Role	Name
Director of Operations	Emilio Wagner
Information Technology Services Manager	Doug Dill
Information Systems Business Analyst	Ryan Dozier

Summary of Recommendations

- Add a new position Information Technology Administrator position to oversee the Information Systems (IS) and Information Technology (IT) functions of the organization
- Create a new position to oversee and coordinate IT service desk and IT customer service
- Current IT manager position will become responsible for IT operations and infrastructure
- Move existing Data Specialist positions from individual programs into the IT department
- IS Manager, IT Manager and Service Desk lead will report to the new Information Technology Administrator



Information Technology Administrator

Recommendation

CAPK's technology strategy has significantly changed the last few years. What was once focused on IT operations and technology infrastructure to support program operations has shifted to a client-experience-first approach. As the organization has noticed, this requires additional oversight in aligning a technology strategy with individual program needs, funding source requirements and desired community impact. To do this, the organization will need a new position that can create and execute a strategy that encompasses IT operations, IT customer service and support, information systems and data analytics. This position will be responsible for working with CAPK leaders and other key technology stakeholders to understand the organization's IT needs and create a roadmap that will help the organization execute on its strategic plan.

Key Responsibilities

- Participate in and contribute to regular strategic planning activities on programming and business priorities to develop and align technology effectively
- Develop and enhance the technology roadmap and policy and process to ensure scalable, repeatable, and predictable delivery of projects and IT and IS services
- Creates and maintains processes and standards for selection, implementation and support of systems and ensures smooth delivery and operation of IT services by monitoring systems performance
- Identify, recommend and implement new technology solutions to solve ongoing IT related shortcomings by consulting with senior-level stakeholders across CAPK
- Identify opportunities, recommend, and implement solutions for improving the overall system health by assessing overall effectiveness and efficiency
- Manage vendor relationships monitoring quality of work, resolution of issues, and expenditures
- Project management across teams/departments

Reports To

Director of Operations

Direct Reports

1. Information Systems Manager
2. IT Infrastructure Manager
3. Service Desk Lead

Career Progression

1. Assistant IT Director
2. IT Director
3. Chief Information Officer

IT Infrastructure Manager

Recommendation

Currently CAPK's IT Manager position oversees IT operations, networks, servers and the service desk. The individual who currently holds this position has a tendency to focus on the servers, networking and cloud systems (IT infrastructure) and causes the organization to lose some ground on executing their IT roadmap and leaving CAPK employees dissatisfied with timeliness and quality of support. To better align existing IT department talents and organizational need, it is recommended that the IT Manager position be repurposed as an IT Infrastructure Manager that will be responsible for deploying and managing the organization's servers, networks and cloud systems.

Position Responsibilities

- Builds and maintains IT department infrastructure including server, network and cloud-related systems
- Maintains contracts, licenses, and budget transparency for Infrastructure related costs and manages key vendor relationships
- Supervises the Network Engineer
- Develop and maintain strong working relationships with internal Technology stakeholders
- Develop and manage deployment for user end-point environments
- Reviews appropriateness of technologies used for system components and recommends modifications and/or upgrades when necessary to keep systems operating according to organizational needs
- Develop and manage user account and IT service provisioning and de-provisioning
- Coordinates resources to install network, server and workstation software and hardware upgrades
- Assists Information Technology Administrator with the research of IT infrastructure needs and budgeting
- Communicates changes in technology and services from the IT department to the appropriate channels and personnel

Reports To

Information Technology Administrator

Direct Reports

1. Network Engineer

Career Progression

1. IT Operations Manager
2. IT Director

Network Engineer

Recommendation

There are several infrastructure related projects that are on CAPK's IT roadmap, but they aren't getting done due to lack of focus and time. Creating a new role responsible for the day to day infrastructure management and project support would help the IT Infrastructure Manager focus on getting project plans created and executed.

Position Responsibilities

- Configure and manage organization's cloud, server and network devices and services (e.g., switches, firewalls, VPN, domain controllers, Microsoft 365)
- Perform network maintenance and system upgrades including service packs, patches, hot fixes and security configurations
- Monitor performance and ensure system availability and reliability
- Maintain, monitor and test backup and disaster recovery systems and data
- Monitor system resource utilization, trending, and capacity planning
- Provide Level-2/3 support and troubleshooting to resolve issues
- Work within established configuration and change management policies to ensure awareness, approval and success of changes made to the network infrastructure
- Create and maintain technical documentation for cloud and application environments, including network diagrams, installation and configuration procedures, troubleshooting guidelines, and operational procedures

Reports To

IT Infrastructure Manager

Direct Reports

N/A

Career Progression

1. Senior Network Engineer
2. Network Architect
3. IT Infrastructure Manager

Service Desk Lead

Recommendation

Timely IT support is a concern for many CAPK staff and something the IT department knows it has an opportunity to improve upon. Some of this is caused by open help desk positions and some is caused by limited oversight of the service desk and formalized service SLAs. Currently the IT Manager oversees the help desk and serves as an escalation point to resolve tickets that require deep subject matter expertise. This detracts from duties the IT Manager and important job duties are left undone and incomplete. To remedy the customer service issues CAPK should create a new position responsible for leading the help desk team, creating support standards and metrics and improving the overall quality of support provided by the CAPK help desk.

Position Responsibilities

- Ensure high-quality customer service while promoting end-user satisfaction through managing the CAPK IT helpdesk and technology support process
- Maintain IT asset inventory
- Manage the help desk team and evaluate performance
- Ensure customer service is timely and accurate on a daily basis
- Recruit, train and support help desk representatives and technicians
- Set specific customer service standards
- Contribute to improving customer support by actively responding to cases and serving as an escalation point
- Establish best practices through the entire technical support process
- Follow up with customers to identify areas of improvement
- Develop daily, weekly and monthly reports on help desk team's productivity

Reports To

Information Technology Administrator

Direct Reports

1. Help Desk Specialist 1
2. Help Desk Specialist 2

Career Progression

1. Help Desk Manager
2. IT Manager

Information Systems Manager

Recommendation

CAPKs current Information Systems Business Analyst is performing many of these duties today, but without the manager title. As the department restructures this position should be formalized and report to the new IT Administrator position. All Developer, Business Analysts and Data Specialists should report to this position.

Position Responsibilities

- Support the organizations strategic use of data to further goals and objectives related to client experience, program services deliver, grant management and fundraising
- Oversee developers, business analysts and data specialists providing overall direction and strategy in analyzing reports and data for events to ensure integration and organization amongst all programs
- Manage department budget and prioritize funds based on department and organizational goals
- Maintain efficient relationships with other department heads to determine their technology needs
- Research new business technologies and IT software to strengthen the organization's information systems
- Implement and manage projects regarding new software programs and information systems that support organizational goals and objectives

Reports To

Information Technology Administrator

Direct Reports

1. Developers
2. Business Analysts
3. Data Specialists

Career Progression

1. IT Administrator
2. IT Director

Business Analyst

Recommendation

CAPK employees have embraced technology more now that they've seen what it can do to improve their work lives and the outcomes of the people they serve. This has sparked new ideas and requests for system functionality and results in additional requirements gathering and development. Much of this work is done by the IS manager today, but requests continue to grow and addition business analyst capacity is needed to keep up with demand and organizational growth.

Position Responsibilities

- Participate and lead analysis and design sessions to capture functional and technical requirements
- Create specifications based on requirements and communicate with developers
- Configure system based on platform best practices
- Lead sessions with users to demonstrate completed features
- Conduct system and integration testing
- Create and execute test scripts, facilitate user acceptance testing
- Train end users on the system platform
- Evaluate and identify other potential needs
- Design solutions using Dynamics 365, SharePoint, and other Microsoft stack technologies to meet needs
- Assist in research of new technologies and trends that might be impactful to CAPK
- Advise CAPK on approaches to solving business needs using Dynamics CRM or related technologies
- Provide training or assistance to CAPK staff relating to Dynamics 365 solutions

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Business Analyst 1
2. Business Analyst 2
3. Senior Business Analyst
4. Project Manager

Developer

Recommendation

Similar to the Business Analyst role, CAPK's expanded use of technology has created a new need to quickly take system design requirements and implement them into their new database and analytics strategy. Some of this is being done by the current Information Systems Manager role today, but more capacity and focus is needed on system development efforts.

Position Responsibilities

- Understand CAPK processes and facilitate Business Analysts in discovery and requirement gathering
- Work with Business Analysts to design and implement new solutions as appropriate
- Customize Microsoft Dynamics 365 environment as per requirements
- Write code for plugins and workflows in C#
- Write code for client-side scripting using JavaScript framework
- Build PowerApps Portal UI and back-end functionality as per requirements
- Build Web APIs using .Net framework for integration
- Administer CAPKs Microsoft Dynamics 365 environment and portals
- Develop and configure Azure Cloud components
- Assist Data Specialists in developing and configuring reports and dashboards using PowerBI
- Troubleshoot issues and Identify root cause for issues and take necessary actions to resolve them permanently

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Senior Developer
2. Systems Architect
3. Information Systems Manager

Data Specialist

Recommendation

CAPK has several Data Specialists that report through the organization's individual programs. Each data specialist is responsible for creating reports and dashboards that help aid in compliance, grant management and decision making at the individual program level. Some programs don't have enough capacity at this position and others have more capacity than needed in a week due to seasonality of reporting needs. At the same time, much of the data work is being done in silos, only benefiting the one program. In order to best allocate these responsibilities across the organization the Data Specialist positions should be moved into the Information Technology department and report to the Information Systems Manager. This will enable better collaboration and ensure programs get the right amount of support as they need it. Additionally, moving the Data Specialist role into the Information Technology Department gives the individuals in that role career progression opportunities that may not be available working for the programs.

Position Responsibilities

- Gather and disseminate information from diverse sources in reports to help in decision-making, grant management and compliance
- Ensure data is gathered, arranged, and maintained using CAPK standard processes and systems
- Ensure data is verified for accuracy and completeness before being used
- Collaborate with CAPK staff to analyze data looking for patterns and trends
- Work with programs to develop and track key performance indicators (KPIs)
- Train CAPK staff on reporting techniques and understanding the data

Reports To

Information Systems Manager

Direct Reports

NA

Career Progression

1. Data Specialist 2
2. Senior Data Specialist
3. Data and Analytics Manager
4. Information Systems Manager

Where do we go from here?

- ▶ Review report with CAPK leadership team
- ▶ Determine priorities and budget for implementing new IT department structure
- ▶ Create position description and post IT Administrator job in accordance with CAPK policies
- ▶ Review resumes, refine candidates and perform interviews
- ▶ Select candidates, issue offer letter and plan onboarding
- ▶ Work with new IT Administrator to create position descriptions and job postings for other recommended positions



Appendix

- Proposed CAPK Information Technology Department organizational chart – Microsoft Visio document



MEMORANDUM

To: Program Review and Evaluation Committee

From: Susana Magana, Director of Health and Nutrition

Date: October 12, 2022

Subject: *Agenda Item 6a*: Food Bank Committee Member Inquiry – **Info Item**

On September 14, 2022, committee member Yolanda Ochoa inquired about the Food Bank's plans to add additional staff and/ or volunteers to help with the food bank pantry and commodity shoppers. Ms. Ochoa shops monthly at the Food Bank for the Lake Isabella pantry. During her shopping trips she has noticed that there is not enough staff to help shoppers and wanted to know what CAPK is doing to remedy this.

Next steps for the agency will be to continue to look for funding opportunities that include operational dollars to increase the number of staff and embrace volunteer support from the community. With the Food Bank expansion underway and the expected grand opening scheduled for the first quarter of 2023, it is imperative that additional operational funding be secured. The Food Bank facility will be three times the size of the current facility. As a reminder to the board, staffing has always been a concern at the Food Bank as we rely heavily on regular volunteers to support operations. Food Bank administration is always searching for new funding opportunities to add more operational staff. Once the new expansion has been completed, staff and volunteers currently working in operational sites (warehouses) will be moved into the expanded, central Food Bank building, which should streamline operations and allow for greater support of daily activities.

Food Bank Administrator, Kelly Lowery, and our Agency Relations Coordinator will continue to reach out to different community programs that have the capacity to provide stable, long-term volunteers for the Food Bank warehouse and front office. Examples of recent partnerships include CSUB and Bakersfield College who have provided regular student volunteers for operations and the CSFP program. Kelly will also work closely with Catherine Anspach, the new Director of Development and the CAPK Foundation to find new, innovative ways that the Food Bank can generate additional revenue to support ongoing staffing needs.



DATE October 12, 2022
TIME 3:00 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: 680 361 79#

Executive Committee Minutes

1. Call to Order

Committee Chair Fred Plane called the meeting to order at 3:02 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern administrative building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll Call was taken with a quorum present.

Present: Fred Plane (Chair), Curtis Floyd, Maritza Jimenez, Jonathan Mullings, Ana Vigil (joined at 3:06 pm)

Absent: Janea Benton

Others present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Emilio Wagner, Director of Operations; and other CAPK staff; and Chris Carpenter-Raines, Ryan Fridbord, and Chris Kopalain from Bolton.

3. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 – Pritika Ram, Chief Business Development Officer – Action Item

Jeremy Tobias presented the above action item for approval.

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

4. Public Comments

No one addressed the Committee.

5. New Business

Fred Plane requested staff present items 5b and 5c first as he expected item 5a would require more of the committee's time.

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

Freddy Hernandez presented the above action item and stated the agreement is the VITA program's final award for the three-year contract with the IRS. The contract amount is \$244,868 which is directed towards providing continuous income tax assistant services to the underserved population in urban and non-urban areas. CAPK has provided a Sub-Recipient award to United Way of Kern County in the amount of \$47,300 to provide to assist with performing VITA services to eligible clients in Kern County.

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

- c. Resolution to Authorize the CEO to Execute the Agreement with the Board of State & Community Corrections – Rebecca Moreno, Director of Community Development – **Action Item**

Rebecca Moreno reminded the Board that at the September 28, 2022 meeting, approval was granted for the Chief Executive Officer (CEO) to execute the agreement with the Board of State & Community Corrections for the Warm Handoff Reentry Services Program. However, after receiving the contract packet, there is a requirement to obtain a Board Resolution granting authorization for the CEO to execute the agreement. Staff recommends the Board approve Resolution #2022-31.

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

- a. Final Health Insurance Proposal for the 2023 Plan Year – Lisa McGranahan, Director of Human Resources, and Tracy Webster, Chief Financial Officer – **Action Item**

Jeremy Tobias reminded the Committee that this item was brought to the full board on September 28th as an info item and requested a special Executive Committee meeting in mid-October, to allow staff more time to bring forth viable options for action. At the time the agenda packet was distributed on October 7th, only 2 plan options were included. However, staff continued their efforts to establish a plan that would be the most cost effective for the employees, the agency, and the program budgets. A third option "Option 3" was added and sent out to the Board yesterday. The original quote from Anthem Blue Cross included a roughly 60% increase from current year but the rate was negotiated down to a roughly 28% increase.

Tracy Webster provided a review of all three options and discussed the financial impacts for each. Options 2 and 3 provide for a new narrow HMO network option, similar to what was once offered under the Trio Plan. The provider network is limited but allows savings to the agency and employees and would average out to a possible 15% increase. There are some concerns from staff that it would present a 50% disruption to their existing health care providers. Option 3 provides three plans in total, the limited narrow HMO, full HMO and the PPO plan. Staff will realize an increase to monthly rates, but the deductibles stay the same. It is more affordable for the agency, while creating choices for the employees. Option 3 will spread out the affordability to accommodate the significant increase. The overall costs are largely dependent upon the number of staff that will migrate to the limited narrow HMO plan.

Fred Plane asked Tracy if she was confident the majority of staff would migrate to the limited HMO plan to achieve the rates presented. Tracy said the plan matches what CAPK has offered before, and the staff is very budget conscious so it is likely the increased rates would be cost prohibitive for the staff. A lot of staff have their children in Medi-Cal because they meet the eligibility.

Jeremy Tobias suggested the best way to view Option 3 is that the agency is more heavily focused and subsidizing the Narrow Network Plan to actually encourage greater migration to that plan, this would help the employees and the agency with the overall costs. Fred Plane said that he has a concern that we may not achieve the estimated 90% migration numbers.

Ryan Friedborg, Executive Vice President at Bolton, said specific to the question, everything from the plan design in Option 3, staff is strongly incentivizing the employees to move to that direction. It is the most affordable option to the employee and likely they will choose the more affordable option. Based on what he has seen, the key is effective communication through the open enrollment process.

Curtis Floyd asked if staff has done any kind of polling of employees to see how employees feel about the increased rates. Lisa McGranahan said there was not enough time to establish a poll due to the timing of receipt of the information from Bolton.

Curtis Floyd asked how many employees qualify for the ACA plans would and said the tax treatment is pre-taxed through the workplace. Ryan Friedborg answered saying all premiums under Covered California are paid through post tax. If you are eligible to receive coverage under your employer, employees do not qualify to be eligible through Covered California. For that reason, the \$65 a month is a lot less on a pre-tax basis and is more affordable than paying post-tax without government subsidies under Covered California. If CAPK did not offer medical insurance, then there would be individuals that could be eligible for subsidy but may not pay less than \$65/month, based on application, income.

Maritza Jimenez asked if Option 3 is the best option for the employees, and also asked if CAPK has offered a stipend for an employee covered under a spouse's insurance plan. Lisa McGranahan said a potential stipend was briefly discussed for the next plan year, but there was not enough time this year to work through that idea. Lisa said that going forward, staff will be monitoring the monthly claims so not to be caught off guard again. Maritza suggested experts be on hand during open enrollment to help the staff make the appropriate decisions for themselves and their families.

Jonathan Mullings said he is in favor of Option 3 but asked if staff has considered a self-insurance option.

Jeremy Tobias said that self-insurance was investigated thoroughly a few years ago and the analysis at that time indicated it did not benefit CAPK cost-wise but now that the rates are significantly higher, it might be a more favorable option to consider in the future. It was not a viable option this year for a few reasons, one is timing, and second is the loss-ratio for 2022 is too high and it would have been too difficult to proceed with a self-insured option at this time.

Chris Carpenter-Raines from Bolton asked the underwriter to comment. Chris Kopalin said his staff will track the claims on a monthly basis to see when the claims drop off and provide monthly reporting to CAPK staff.

Jeremy Tobias said that given the facts presented, staff recommends approval of Option #3.

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

6. Committee Member Comments

- Curtis Floyd said he was reluctant to go forward with staff's recommendation and admonished the Bolton staff for not coming forward sooner. CAPK staff should have had more than one month to investigate options and cautioned that this should not happen again. The Bolton VP Ryan Friedborg responded and said he understands the issue and hears the notice loud and clear. There is a reality that a first year with a new carrier leads to a later timeline and said it won't happen with Anthem on a go-forward basis. Bolton staff will be tracking claims regularly and the renewal rates will come much earlier, in alignment with the board and staff directives.
- Fred Plane agreed with Curtis Floyd's comments and said he does not want to see staff put in this situation again. Fred thanked staff for their time and effort to put forth a viable option in a short time frame.

7. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, December 14, 2022
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 4:03 pm.



MEMORANDUM

To: Executive Committee

John Dr. Tracy Webster

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

Date: October 12, 2022

Subject: *Agenda Item 5a: Final Health Insurance Proposal for the 2023 Plan Year –*
Action Item

During the September 28, 2022, Board of Director's meeting, staff and our health insurance broker Bolton provided an update on the renewal rates for our medical insurance plan. As explained at the meeting, the rate renewal proposals received from Anthem have been much larger than expected and far outside our historical norm. (September 28 staff memo is attached for reference). Given the fact that the renewal proposal from Anthem was received much later than normally expected, along with the steep increases we are experiencing, staff was not at a point in which we could make a final recommendation for action by the Board. Staff requested that the item be sent to the Executive Committee for further review and action. Staff was directed by the Board to continue the negotiation efforts and provide options that would be more affordable to both our agency and staff. Since that time, staff has continued to meet with representatives from our broker and explored many options including but not limited to:

- Renew our existing plan with a roughly a 28% renewal rate
- The introduction of a "narrow network" HMO that would produce a lower rate but offer a narrower provider network (either as dual HMO or standalone)
- Rebidding in the marketplace
- Offering PPO plan only, with two dual PPO options (90/10 and 80/20 options)
- Self-insurance
- Changing various plan coverage options (i.e., co-pays, deductibles, etc.)
- Bundling Vision Plan into Anthem for an additional discount

It should be noted that as we build a plan, many of these options are not mutually exclusive, meaning that often when you select one of the options it effects the other options. For instance: if we add the option of a less expensive "narrow network" HMO, thus offering dual HMO plans, it causes some undesired effects. The full network HMO renewal rate goes up and the plan must be amended to not be a "customized" plan. Also, some of the options discussed were simply not viable this year due to very long lead times necessary to research and implement such options. Staff also looked at fiscal impacts of the various options on both the 2022-23 and the 2023-24 fiscal year budgets. Additional fiscal details are included with each option below.

After analysis and research of the alternative options with our broker, it has become clear to staff that there are generally two viable options are available. Below are the two options described in general. Attached to this memo are updated *Anthem Health Plan Renewal Projections* that reflect these two options.

Option 1:

Renewal of our existing plan at a roughly 28% overall cost increase, including the existing customized Full Network HMO plan and a change the PPO plan with an upward adjustment to the deductible (now set at \$2,500; prior was \$1,500).

The fiscal impact of Option 1 (agency share) is roughly \$1,241,970 in annualized costs. Listed below is the annual cost for each program including their percentage share of the overall agency increase:

Program	Increase	Percentage of increase
211	\$ 10,369	0.8%
Cal Fresh	2,351	0.2%
CES	8,467	0.7%
CMAF	10,530	0.8%
CSBG	20,738	1.7%
EKFRC	5,994	0.5%
Energy	38,450	3.1%
FHCC	7,384	0.6%
Food Bank	4,741	0.4%
Head Start	892,453	71.9%
HVI	51,569	4.2%
Indirect	95,723	7.7%
LBNC	8,725	0.7%
Oasis	3,095	0.2%
WIC	81,381	6.6%
Total	\$ 1,241,970	100.0%

Option 2:

Introduction of a third plan option, a Narrow Network HMO, creating dual HMO plans. The renewal would include a total of three coverage options: the new narrow network HMO plan with a 15.0% increase; the full network HMO plan at a higher 34.6% percent increase but a slightly lower office co-pay and the PPO plan at a 23.1% increase but an upward adjustment to the deductible (\$2,500 instead of \$1500).

With the narrow network HMO, staff estimates about a 50% alignment/disruption with the current plan participants existing HMO providers. Thus, we have estimated a 50% migration over to narrow network HMO in our financial assumptions. With this assumption in mind, we project an overall annualized cost increase to the agency of around 24.5% with Option 2.

The fiscal impact of Option 2 (agency share) is roughly \$1,119,429 in annualized costs. Listed below is the annual cost for each program including their percentage share of the overall agency increase:

Program	Increase	Percentage of increase
211	\$ 9,346	0.8%
Cal Fresh	2,119	0.2%
CES	7,632	0.7%
CMAP	9,491	0.8%
CSBG	18,692	1.7%
EKFRC	5,402	0.5%
Energy	34,657	3.1%
FHCC	6,655	0.6%
Food Bank	4,273	0.4%
Head Start	804,397	71.9%
HVI	46,481	4.2%
Indirect	86,279	7.7%
LBNC	7,864	0.7%
Oasis	2,790	0.2%
WIC	73,351	6.6%
Total	\$ 1,119,429	100.0%

Recommendation

Staff recommends the Executive Committee approve Option 2 for our employee health insurance renewal, including introduction of a new narrow HMO network for a total of 3 optional coverage plans.

Attachments:

Board memorandum dated September 28, 2022
Anthem health plan renewal projections 2023



MEMORANDUM

To: Board of Directors

[Signature] 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 employee 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 employee 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 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

Option 3 was attached after agenda posted.

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	Proposal	ER Cost	ER %	EE Cost (Month)	EE%	EE per pay period	Monthly increase to EE
Full Network HMO	Anthem Full Network (includes Dignity)							Semi-Monthly						
Employee	262	\$565.38	\$508.84	90%	\$56.54	10%	\$28.27	262	723.69	651.32	90%	72.37	10%	\$15.83
Employee + Spouse	85	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	85	1,519.75	1,139.81	75%	379.94	25%	\$83.12
Employee + 1 Child	0	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	0	1,519.75	1,139.81	75%	379.94	25%	\$83.12
Employee + Family	93	\$1,696.14	\$1,272.10	75%	\$424.03	25%	\$212.02	93	2,171.06	1,628.29	75%	542.77	25%	\$118.74
Annual SubTotal	440	\$4,881,492	\$3,927,753	80%	\$953,739	20%		440	\$6,248,329	\$5,027,528	80%	\$1,220,801	20%	
Change from Current		\$4,702,163	\$3,824,741		\$877,422									
Percentage Change		2622.1%	3712.9%		1149.7%									
HDHP (PPO) / HSA	Semi-Monthly							Semi-Monthly						
Employee	52	\$637.05	\$580.51	90%	\$56.54	9%	\$28.27	52	781.98	709.61	91%	72.37	9%	\$15.83
Employee + Spouse	9	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	9	1,639.13	1,259.19	77%	379.94	23%	\$83.12
Employee + 1 Child	0	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	0	1,639.13	1,259.19	77%	379.94	23%	\$83.12
Employee + Family	10	\$1,906.65	\$1,482.62	78%	\$424.03	22%	\$212.02	10	2,340.42	1,797.65	77%	542.77	23%	\$118.74
Annual SubTotal	71	\$770,533	\$652,312	85%	\$118,221	15%		71	\$945,832	\$794,507	84%	\$151,325	16%	
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	\$7,194,161	\$5,822,035	81%	\$1,372,126	19%	
Change from Current		(\$268,931)	\$198,643		(\$467,574)				\$1,542,137	\$1,241,970		\$300,166		
Percentage Change		-4.5%	4.5%		-30.4%				27.3%	27.1%		21.9%		

19.5%

Assumptions

1. Change PPO to deductible with \$2,500 instead of \$1,500

Notes

- Analysis does not consider enrollment changes that may occur as a result of a contribution change. Actual costs will vary.
- Please note, carriers reserve the right to re-rate if enrollment changes by +/- 10%.
- 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).

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	Proposal	ER Cost	ER %	EE Cost (Month)	EE%	EE per pay period	Monthly increase to EE	
Narrow Network HMO															
Employee								131	650.23	585.21	90%	65.02	10%	32.51	\$8.48
Employee + Spouse								43	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								47	1,950.68	1,463.01	75%	487.67	25%	243.84	\$63.64
Annual SubTotal								221	\$2,826,933	\$2,273,529	80%	\$553,404	20%		
Full Network HMO															
	Anthem Full Network (includes Dignity)						Semi-Monthly								
Employee	262	\$565.38	\$508.84	90%	\$56.54	10%	\$28.27	131	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	42	1,597.92	1,198.45	75%	399.47	25%	199.74	\$102.65
Employee + 1 Child	0	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	0	1,597.92	1,198.45	75%	399.47	25%	199.74	\$102.65
Employee + Family	93	\$1,696.14	\$1,272.10	75%	\$424.03	25%	\$212.02	46	2,282.73	1,712.07	75%	570.66	25%	285.33	\$146.63
Annual SubTotal	440	\$4,881,492	\$3,927,753	80%	\$953,739	20%		219	\$3,261,569	\$2,625,618	81%	\$635,951	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	781.98	712.40	91%	69.58	9%	34.79	\$13.04
Employee + Spouse	9	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	9	1,639.13	1,273.86	78%	365.27	22%	182.64	\$68.45
Employee + 1 Child	0	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	0	1,639.13	1,273.86	78%	365.27	22%	182.64	\$68.45
Employee + Family	10	\$1,906.65	\$1,482.62	78%	\$424.03	22%	\$212.02	10	2,340.42	1,818.60	78%	521.82	22%	260.91	\$97.79
Annual SubTotal	71	\$770,533	\$652,312	85%	\$118,221	15%		71	\$945,832	\$800,346	85%	\$145,485	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	\$7,034,334	\$5,699,493	81%	\$1,334,840	19%		
Change from Current		(\$268,931)	\$198,643		(\$467,574)				\$1,382,309	\$1,119,429		\$262,880			
Percentage Change		-4.5%	4.5%		-30.4%				24.5%	24.4%		19.7%			

671,657.26 19.0%

Assumptions

1. Migration of employees from Full network to Narrow network at 50%
2. Change PPO to deductible with \$2,500 instead of \$1,500

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 re-rate 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).

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	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	608.73	80%	152.18	20%	76.09	\$95.64
Employee + Spouse	85	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	8	1,597.92	1,118.54	70%	479.38	30%	239.69	\$182.56
Employee + 1 Child	0	\$1,187.30	\$890.47	75%	\$296.82	25%	\$148.41	0	1,597.92	1,118.54	70%	479.38	30%	239.69	\$182.56
Employee + Family	93	\$1,696.14	\$1,272.10	75%	\$424.03	25%	\$212.02	9	2,282.73	1,597.91	70%	684.82	30%	342.41	\$260.79
Annual SubTotal	440	\$4,881,492	\$3,927,753	80%	\$953,739	20%		43	\$637,339	\$469,878	74%	\$167,461	26%		
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	652.34	80%	163.08	20%	81.54	\$106.54
Employee + Spouse	9	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	9	1,709.22	1,196.45	70%	512.77	30%	256.39	\$215.95
Employee + 1 Child	0	\$1,335.33	\$1,038.51	78%	\$296.82	22%	\$148.41	0	1,709.22	1,196.45	70%	512.77	30%	256.39	\$215.95
Employee + Family	10	\$1,906.65	\$1,482.62	78%	\$424.03	22%	\$212.02	10	2,440.51	1,708.36	70%	732.15	30%	366.08	\$308.12
Annual SubTotal	71	\$770,533	\$652,312	85%	\$118,221	15%		71	\$986,279	\$741,280	75%	\$244,999	25%		
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	\$5,289,464	79%	\$1,403,594	21%		
Change from Current		(\$268,931)	\$198,643		(\$467,574)				\$1,041,034	\$709,400		\$331,634			
Percentage Change		-4.5%	4.5%		-30.4%				18.4%	15.5%		23.6%			

Assumptions

1. Migration of employees from Full network to Narrow network at 90%
2. Retain PPO deductible at \$1,500

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 re-rate 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: Executive Committee

From: Freddy Hernandez, Director of Youth & Community Services

Date: October 12, 2022

Subject: *Agenda Item 5b*: Federal Volunteer Income Tax Assistance (VITA)
Program Third Year Award – **Action Item**

On October 1, 2022, the Volunteer Income Tax Assistance (VITA) program received its final award for the three-year contract in the amount of \$244,868, from the Internal Revenue Service (IRS). The term of the contract is from October 1, 2022, through September 30, 2023.

This project enables the VITA program to continue income tax assistant services to the underserved population in urban and non-urban areas to increase the capacity to file returns electronically, heighten quality control, enhance training of volunteers, and improve the accuracy rate of returns. We are currently in the process of renegotiating an agreement with United Way of Kern for the 2022 – 2023 grant year to assist with the tax preparation services provided throughout Kern County.

The project is funded as part of the IRS initiative to provide taxpayer education and to assist low-to moderate income individuals and families with free tax preparation services. Last year the VITA program filed 7,433 tax returns that generated \$14,383,303 of tax refunds to the county of Kern. This program supports the federal and state efforts to help low-income individuals and families to complete their annual taxes and receive financial support. The work connects to CAPK's mission and Strategic Goal 3, in providing economic empowerment and financial stability for low-income people in Kern County who are often not aware of the financial benefits when they file taxes. This program is designed to provide tax education, financial assistance, and support to a targeted population in Kern County.

Recommendation:

Staff recommends the Executive Committee authorize the Chief Executive Officer to execute contract #23VITA0166 and all additional contract obligations.

Attachment:

VITA – 23VITA0166

Form 13981 (November 2021)	Department of the Treasury - Internal Revenue Service <h1 style="margin: 0;">Grant Agreement</h1>	<h1 style="margin: 0;">VITA</h1>
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General Federal Award Information

Recipient name	Community Action Partnership of Kern	Federal Award Identifier Number (FAIN)	23VITA0166
Recipient address	5005 Business Park North Bakersfield, CA 93309-1651	Federal award date	10/01/2022
		Period of performance	October 1, 2022 to September 30, 2023
UEI	MH2JA4FK2WK1	Amount of federal funds obligated	\$244,868.00
Indirect cost rate	10%	Total amount of federal funds obligated	\$244,868.00
Budget approved	\$244,868.00	Total cost sharing or match required	\$244,868.00
Minimum federal returns to be accomplished by your program	8,470	Total amount of federal award	\$244,868.00
		Multi-year period	<input type="checkbox"/> 1 <input type="checkbox"/> 2 <input checked="" type="checkbox"/> 3

General Program Information

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

Contact Information for IRS Grant Officer

Name	Tanya Abrams		
Address	Internal Revenue Service	Email address	Tanya.Abrams@irs.gov
	401 W. Peachtree St. Stop 420-D	Email grant acceptance	Grant.Program.Office@irs.gov
	Atlanta, Georgia 30308	Email questions	Grant.Program.Office@irs.gov

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

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

No additional expense reimbursements or other payments shall be made by the IRS unless the total amount of federal award set forth above is increased in writing.

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

Approved by an Authorized Representative of the Recipient <hr/> Name (Print) <hr/> Title (Print) <hr/> Signature _____ Date _____	Approved for the Internal Revenue Service by Frank A. Nolden <hr/> Name (Print) Director, Stakeholder Partnerships, Education & Communication <hr/> Title (Print) <div style="text-align: center;">  _____ </div> <hr/> Signature _____ Date 10/01/2022
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MEMORANDUM

To: Executive Committee

From: Rebecca Moreno, Director of Community Development

Date: October 12, 2022

Subject: *Agenda Item 5c*: Resolution to Authorize the CEO to Execute the Agreement with the Board of State & Community Corrections - **Action Item**

At the Board Meeting on September 28, 2022, the Board authorized the Chief Executive Officer to execute the \$750,000 agreement with the Board of State & Community Corrections for the Warm Handoff Reentry Services Program upon receipt of the agreement. However, instructions provided in the agreement packet require a Board Resolution designating signing authority, due on October 21, 2022, prior to the next meeting of the Board of Directors.

RECOMMENDATION

Staff recommends the Executive Committee approve Resolution #2022-31 authorizing the Chief Executive Officer to execute the contract for services with the Board of State and Community Corrections.


Attachments:

Staff Memo Dated September 21, 2022
Resolution #2022-31



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



RESOLUTION # 2022-31

A Resolution of the Executive Committee of the Board of Directors of Community Action Partnership of Kern Authorizing the Chief Executive Officer to Execute an Agreement with The Board of State and Community Corrections

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met virtually on October 12, 2022, in Bakersfield, California and resolved as follows:

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

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

WHEREAS, the Board of State and Community Corrections has offered a contract for services agreement in the amount of \$750,000; and

WHEREAS, Services to be provided include housing search, housing plan development, landlord engagement, financial capability skill training, financial coaching/counseling, tenant rights education, and rental counseling; and

WHEREAS, at a meeting of the full Board of Directors on September 28, 2022, the contract for services proposal was reviewed and approved, and;

NOW, THEREFORE, be it resolved that the Executive Committee hereby designates signing authority to the Chief Executive Officer to execute the agreement with the Board of State and Community Corrections.

APPROVED by a majority vote of the Executive Committee, this 12th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



DATE	October 19, 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: 745 815 703#

Budget & Finance Committee Minutes

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

1. Call to Order

Committee Chair, Janea Benton called the meeting to order at 12:03 pm via Tele-Conference with opportunity for the public to join at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

2. Roll Call

Roll call was taken with a quorum present.

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

Absent: Joe Garcia

Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Traco Matthews, Chief Program Officer; Gabrielle Alexander Director of Finance; Catherine Anspach, Director of Development; Freddy Hernandez, Director of Youth and Community Services; Susana Magana, Director of Health & Nutrition; 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 September 2022 – Tracy Webster, Chief Executive Officer – **Info Item**

Tracy Webster presented the above info item and reminded the Committee that funds available in the American Rescue Plan Act are being used to support the retention incentive for staff and construction projects.

Craig Henderson asked if the payment to staff for the retention incentive was directed by the government or was it because there were available funds. Tracy Webster responded by saying this was highly encouraged by Region IX Office of Head Start (OHS) due to the current struggle with recruitment and retention of staff. The retention bonus is \$2,000 per qualified staff. The first payment of \$1,000 was paid in early September, and the second half of the retention bonus, \$1,000, will be paid in December. This will be paid to all agency staff, except for non-scheduled subs and people on continuous leave. If agency staff are on active status from August 27, 2022, through December 16, 2022 they will receive the second retention bonus. Jeremy Tobias reminded everyone that the employee incentive was Board approved on April 27, 2022.

Janae Benton requested staff return to providing more program details like what was done before the pandemic. Tracy Webster said that staff could absolutely provide more details.

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

Jennifer Jordan presented the above action item and reported that the County of Kern has provided an ongoing contract with CAPK to operate the 2-1-1 Information & Referral Services call center. The attached agreement is in the amount of \$45,000 and will be utilized for staff salaries and the operation of the 2-1-1 system in Kern County, which provides a vital service and support safety net for the overall Kern community, whereby members seek to obtain information about government and human services by calling 2-1-1.

Janea Benton asked if this contract would have any targets for the program to be held accountable to or if this is the same contract as always. Jennifer Jordan reported that the contract is for assistance with operating the call center and this is the same contract as years prior. Jeremy Tobias clarified that 2-1-1 helps mitigate some of the stresses and phone calls from various county departments. Janea Benton asked if CAPK provides the county with data in regard to the number of calls or increase of services. Jeremy said that this contract has very few specific requirements and falls into a unique category in the County budget, where they fund community based non-profit contributions. It is not a data driven contract but funding to ensure 2-1-1 can continue to operate because of its unique value to the county and the residents.

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

- c. 2023-24 Head Start & Early Head Start Refunding Application – Jerry Meade, Assistant Director of HS/SCD - **Action Item**

On June 29, 2022, the CAPK Board of Directors approved the submission of a budget revision and program option change which included a reduction of slots for the Head Start / Early Head Start (09CH011132) grant. Staff have been working with the Office of Head Start (OHS) to support the approval of said program option change for the current year. A notice of award will be released once approved by the OHS. In total for the refunding application, CAPK is requesting the OHS to fund our fifth and final year of this five-year grant cycle of \$35 million, \$947,237 in base funding and \$521,532 in training and technical assistance.

Janea Benton extended her congratulations to the Head Start staff for completing all the objectives listed under the goal, along with dealing with operating the Head Start programs in a challenging environment.

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

- d. Resolution to Approve the Submission of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012 – Wilfredo Cruz, Energy Program Administrator – **Action Item**

Wilfredo Cruz presented on the above action item and reported that on October 13, 2022, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2023 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2022 through

June 30, 2024 with an initial allocation of \$7,083,340. This initial amount is slightly smaller than the initial amount for the LIHEAP 2022 contract (\$7,129,494), a minimal decrease of 0.6% (\$46,154), and within a reasonable range for annual fluctuations. The new contract will also allow CAPK to further assist clients with new approved measures such as dishwashers, ovens, and clothes washers and dryers.

The work done in Energy Assistance ties into Strategic Goal 3, which is advancing economic empowerment and financial stability for the low-income people in the community we serve.

Janea Benton requested Wilfredo to prepare a report to indicate where the high areas of service are, and areas that CAPK has had trouble reaching. Wilfredo said he would follow up with Janea about this request.

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

- e. Resolution to Approve the Submission of the Community Project Funding (CPF) for the CAPK Food Bank Expansion Grant B-22-CP-CA-0119 – Tracy Webster, Chief Financial Officer– **Action Item**

Tracy Webster presented the above action item and reported that U.S. Representative David Valadao advocated for funding to support the CAPK Food Bank expansion. As a result of his advocacy, Congress made available grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending in the Consolidated Appropriations Act, 2022. These Community Project Funding (CPF) awards are directly awarded and administered by the Department of Housing and Urban Development (HUD). This contract will allow CAPK to complete the capital investment required to expand the Food Bank by 40,000 square feet. The Food Bank expansion is intended to meet the food insecurity needs of the Kern County community. The work connects to CAPK's mission and Strategic Goal 1, increasing access to healthy, affordable food to support the health of the communities we serve.

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

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

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

The Central Kitchen expenditures are currently 55.4% at the end of 09/30/2022 and USDA revenue is at 25.3%. Expenditures are less than the target of 58.3% (7 of 12 months). Due to low enrollment the Central Kitchen is unable to serve the same level of meals for the Head Start program. A significant decline in USDA revenue is expected, and the gap will need to be picked up by Head Start funds.

CMAAP is currently earning 6.3% as of August 31, 2022, and the target for this period should be 16.7%. 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 19.5%, CSPP is at 15.5%, and CMIG is at 6.6%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by San Joaquin County Office of Education (SJCOE). The current attendance is 7.1% with a target of 25.0%.

At the time of this report, the Finance Division has three vacancies and staff is currently wrapping up the audits for the single agency, special purpose, and the two pension plans.

The agency expenditures are currently at 51% for the year, less than 58.3%. The Indirect Fund budget to actual report for September month end showed that revenue exceeds expenditures by \$65,273 which is 26.2% of the budgeted indirect surplus. Overall expenditures are 53.7% of the budget and is below the target of 58.3% (7 of 12 months)

Janea Benton asked when a good time would be to do a financial health check of all programs. Janea explained that this practice stopped during COVID, and she would like to see that reporting returned. Tracy responded that the Finance Department put that aside while the agency was working remotely but staff can begin preparing those reports again. Janea said she would be open to recommendations from Jeremy and Tracy on the timing, and level of detail for these presentations.

Motion was made and seconded to approve September 2022 Financial Statements by unanimous vote (Henderson/Hogan).

5. Committee Member Comments

- Craig Henderson asked if there a time frame when we will start meeting in person again for Committee and Board meetings. Jeremy Tobias said that right now Board meetings are hybrid and Committee meetings are virtual, at least until the end of 2022. Options on how to offer meetings are largely dependent upon future Executive Orders by the Governor and Assembly Bills to determine what is allowed. Jeremy said he feels that we will be back to all in person meetings by January 2023.

6. Next Scheduled Meeting

Budget & Finance Committee
12:00 pm
Wednesday, November 16, 2022
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:37 pm.



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Head Start Budget to Actual Report for the Period Ended September 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 September 31, 2022. Seven months (58.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 48% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 38% of the budget.

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

Non-Federal share is at 45% 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 - September 30, 2022

Month 7 of 12 (58.3%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	4,277,900	4,989,139	46%	54%
FRINGE BENEFITS	3,776,726	1,416,329	2,360,397	38%	62%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	372,610	517,888	42%	58%
CONTRACTUAL	165,175	163,366	1,809	99%	1%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	1,951,503	773,474	72%	28%
INDIRECT	1,630,902	701,507	929,395	43%	57%
TOTAL BASE FUNDING	18,510,317	8,883,215	9,627,102	48%	52%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	40,405	3,787	91%	9%
SUPPLIES	30,013	10,592	19,421	35%	65%
CONTRACTUAL	26,080	1,163	24,917	4%	96%
OTHER	212,393	70,316	142,077	33%	67%
INDIRECT	31,268	9,836	21,432	31%	69%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	132,312	211,634	38%	62%

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	666,925	(0)	100%	0%
OTHER - CARES	91,015	-	91,015	0%	100%
INDIRECT	-	9,733	(9,733)		
TOTAL CARRYOVER	1,681,469	1,600,187	81,282	95%	

GRAND TOTAL HS FEDERAL FUNDS	20,535,732	10,615,715	9,920,017	52%	48%
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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	1,151,600	1,188,455	49%	51%
CALIF DEPT OF ED	7,988,651	3,487,525	4,501,126	44%	56%
TOTAL NON-FEDERAL	10,328,706	4,639,126	5,689,580	45%	55%

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

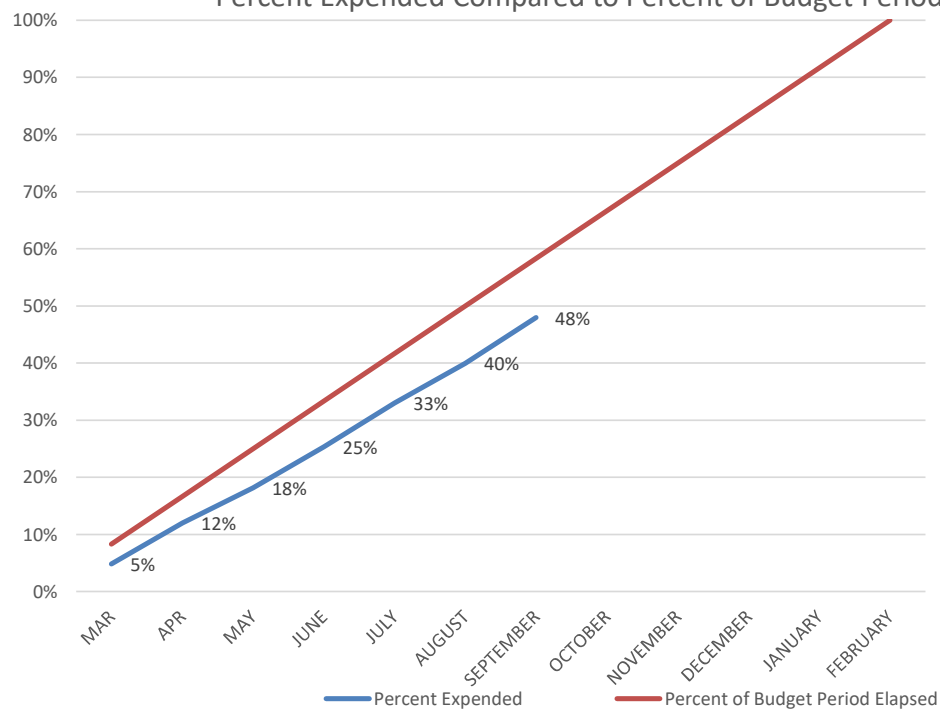
Actual expenditures include posted expenditures and estimated adjustments through 9/30/2022

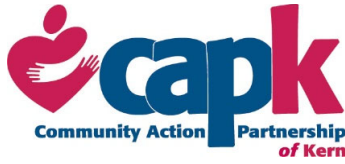
Administrative Cost for HS and EHS Combined 5.2%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	36,013	-	-	-	36,013	9/2/2022
Lowe's	506	-	-	-	506	9/2/2022
Smart & Final	301	45	28	-	374	9/2/2022
Save Mart	498	-	-	-	498	9/10/2022
Chevron & Texaco Business Card	9,106	-	-	-	9,106	9/6/2022
Home Depot	6,567	-	-	-	6,567	9/5/2022
	52,991	45	28	-	53,064	

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: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the Period Ended September 30, 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 September 30, 2022. Seven months (58.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 51% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 42% 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 - September 30, 2022
Month 7 of 12 (58.3%)

Prepared 9/12/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	4,509,818	5,191,604	46%	54%
FRINGE BENEFITS	2,363,974	1,296,992	1,066,982	55%	45%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	406,716	509,526	44%	56%
CONTRACTUAL	1,025,838	364,179	661,659	36%	64%
CONSTRUCTION	-	-	-		
OTHER	1,527,720	1,488,092	39,628	97%	3%
INDIRECT	1,512,778	705,416	807,362	47%	53%
TOTAL BASE FUNDING	17,092,974	8,771,213	8,321,761	51%	49%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	35,651	8,541	81%	19%
SUPPLIES	30,013	6,600	23,413	22%	78%
CONTRACTUAL	26,080	13,448	12,632	52%	48%
OTHER	212,393	72,368	140,025	34%	66%
INDIRECT	31,268	12,472	18,796	40%	60%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	140,539	203,407	41%	59%

CARRYOVER

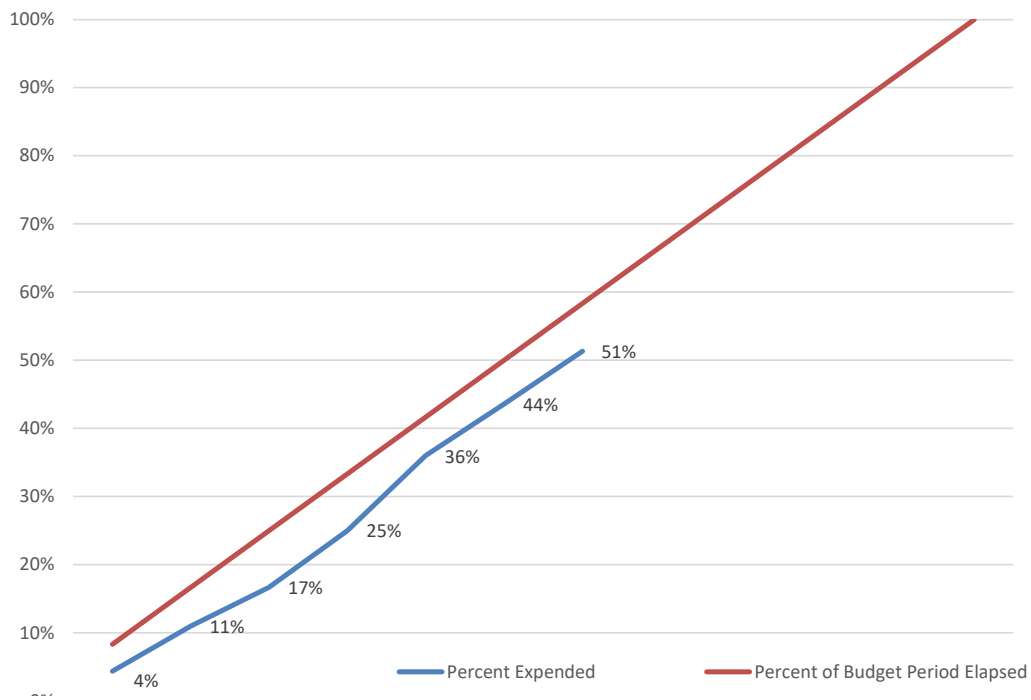
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	1,592,189	8,955	99%	1%
OTHER	24,512	16,090	8,422	66%	34%
INDIRECT	-	-	-		
TOTAL CARRYOVER	1,625,656	1,608,279	17,377	99%	

GRAND TOTAL EHS FEDERAL FUNDS	19,062,576	10,520,031	8,542,545	55%	45%
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Budget reflects Notice of Award #09CH011132-04-01

Actual expenditures include posted expenditures and estimated adjustments through 9/30/2022

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: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start San Joaquin (No Cost Extension)
Budget to Actual Report for the period ended September 30, 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. Twenty months (80%) 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 22% 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 - September 30, 2022

Month 19 of 25 (80%)

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)		
EQUIPMENT	45,000	31,190	13,810	69%	31%
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	97,793	283,449	26%	74%
INDIRECT	41,905	9,756	32,149	23%	77%
TOTAL	481,986	107,549	374,437	22%	78%

COVID CARES - Carried over from 2020-21

PERSONNEL		19,203	(19,203)		
FRINGE BENEFITS		3,331	(3,331)		
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	6,057,067	668,409	90%	10%
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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 9/30/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a*: Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report for the Period Ended September 30, 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 September 30, 2022. Nineteen months (79%) 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 71% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 39% of the budget.

Carryover Funds

Overall expenditures are at 109% of the budget.

COVID Cares Funds

Overall expenditures are at 32% 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 - September 30, 2022

Month 19 of 24 (79%)

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	0	5,294	0%	100%
SUPPLIES	16,391	6,962	9,429	42%	58%
CONTRACTUAL		3,346	(3,346)		
OTHER	29,393	9,487	19,906	32%	68%
INDIRECT	5,107	1,904	3,203	37%	63%
TOTAL TRAINING & TECHNICAL ASSISTANCE	56,185	21,700	34,485	39%	61%

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					
FRINGE BENEFITS					
SUPPLIES	77,735	0	77,735	0%	100%
OTHER	24,361	35,000	(10,639)	144%	-44%
INDIRECT	10,206	400	9,806	4%	96%
TOTAL COVID	112,302	35,400	76,902	32%	68%

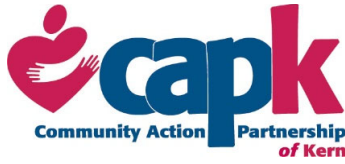
GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,517,072	586,197	89%	11%
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NON-FEDERAL SHARE

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 09/30/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: October 19, 2022

Subject: *Agenda Item 4a: American Rescue Plan Funding Budget to Actual Report for the Period Ended September 30, 2022 – Info Item*

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through September 30, 2022, eighteen months (75%) 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 60% of the budget. These funds are being utilized to support the retention incentive for staff and Construction.

Community Action Partnership of Kern

American Rescue Plan

Budget to Actual Report

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

Report Period: April 1, 2021 - September 30, 2022

Month 17 of 24 (75%)

Prepared 09/12/2022

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

American Rescue Plan Act

PERSONNEL	763,438	489,000	274,438	64%	36%
FRINGE BENEFITS	251,934	37,409	214,525	15%	85%
TRAVEL					
SUPPLIES	553,540	202,540	351,000	37%	63%
CONTRACTUAL					
OTHER	830,310	830,310	0	100%	0%
INDIRECT	266,580	52,641	213,939	20%	80%
TOTAL	2,665,802	1,611,900	1,053,902	60%	40%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	2,282,459	1,053,902	68%	32%
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Centralized Administrative Cost	5.0%
Program Administrative Cost	0.0%
Total Administrative Cost	5.0%

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

Actual expenditures include posted expenditures and estimated adjustments through 09/30/2022



MEMORANDUM

To: Budget & Finance Committee

From: Jennifer Jordan, 211 Program Administrator

Date: October 19, 2022

Subject: *Agenda Item 4b:* 2-1-1 Information and Referral Service Agreement, County of Kern– **Action Item**

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

With the assistance of 13 professional, knowledgeable, and compassionate Information and Referral Specialists, 2-1-1 Kern answers the call for individuals and families in need. This service included taking calls from those impacted by the COVID-19 pandemic and continually serves as the first line of support during other periods of crisis, uncertainty, or natural disaster. The 2-1-1 Kern Program supports multiple goals on the CAPK Strategic Plan, including providing increased access to healthy, affordable food (Goal 1).

In an ongoing partnership with the County of Kern, the 2-1-1 Information and Referral Service Agreement will provide a rapid telecommunication system for all residents to obtain information and referrals about government and human services by calling 2-1-1. The proposed agreement is a continuation of critically needed services with a contract period of July 1, 2022, through June 30, 2023. Funding in the amount of \$45,000 will be utilized for staff salaries and the operation of the 2-1-1 system in Kern County.

Recommendation

Staff recommends committee approval for the CEO to sign the agreement with the County of Kern for 2-1-1 Information and Referral Services and any future amendments throughout the term of the contract.

Attachment:

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

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

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

RECITALS:

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

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

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

Funds were appropriated in the Fiscal Year 2022-23 County Budget in the sum of Forty-Five Thousand (\$45,000) Dollars to be used by contracting with PARTNERSHIP to provide a 2-1-1 Informational and Referral System (“**2-1-1 System**”).

NOW, THEREFORE, the Parties agree as follows:

1. During the term beginning July 1, 2022 and ending June 30, 2023, PARTNERSHIP will use the funds provided under this Agreement to operate the 2-1-1 System in Kern County.
2. In full consideration for all services rendered by PARTNERSHIP, COUNTY agrees to pay, and PARTNERSHIP agrees to accept, the sum of Forty-Five Thousand (\$45,000) Dollars.
3. PARTNERSHIP shall be solely responsible for all costs and expenses of implementing and maintaining the 2-1-1 System. COUNTY’S sole obligation under and pursuant to the terms and provisions of this Agreement shall be the payment specified in **Paragraph 2**.
4. In the performance of all services under this Agreement, PARTNERSHIP shall be, and acknowledges that it is, in fact and law, an independent contractor and not an agent or employee of the COUNTY. PARTNERSHIP has and retains the right to exercise full supervision and control over the manner and methods of providing services to the COUNTY under this Agreement. PARTNERSHIP retains full supervision and control over the employment, direction, compensation and discharge of all persons assisting PARTNERSHIP in the provision of services under this Agreement. With respect to PARTNERSHIP’S employees, PARTNERSHIP shall be solely responsible for the payment of wages, benefits and other compensation compliance with all occupational safety, welfare and civil rights laws, tax withholding and payment of employee taxes, whether federal State or local, and compliance with any and all other laws regulating employment.
5. PARTNERSHIP agrees to maintain and make available to the COUNTY accurate books and records relative to all of its activities under this Agreement. PARTNERSHIP shall permit the

COUNTY to audit, examine and make excerpts and transcripts from such records, and to conduct audits of all invoices, materials, or other data related to all other matters covered by this Agreement. PARTNERSHIP shall maintain such data and records in an accessible location and condition for a period of not less than three years from the conclusion of the term specified in **Paragraph 1**, or until after the conclusion of any audit, whichever occurs last.

6. PARTNERSHIP agrees to indemnify, defend and hold harmless, the COUNTY, the COUNTY'S Board members, agents, elected and appointed officials and officers, employees, volunteers and authorized representatives from any and all losses, liabilities, charges, damages, claims, liens, causes of action, awards, judgments, costs and expenses, of whatever kind or nature (including, but not limited to, reasonable attorneys' fees of counsel retained by COUNTY, expert fees, costs of staff time and investigation costs) which arise out of or are in any way connected with any negligent or willful act or omission of PARTNERSHIP or its officers, agents employees, independent contractors, sub-contractors of any tier or authorized representatives arising out of this Agreement. Without limiting the generality of the forgoing, the same shall include bodily and personal injury or death to any person or persons; damage to any property, regardless of where located, including the property of PARTNERSHIP; and any workers' compensation claim or suit arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP; and any workers' compensation claim or suite arising from or connected with any services performed pursuant to this Agreement on behalf of PARTNERSHIP by any person or entity. PARTNERSHIP shall also indemnify COUNTY from any and all liability or damages incurred by COUNTY from any improper expenditure of funds by PARTNERSHIP.
7. It is understood that PARTNERSHIP, in PARTNERSHIP'S performance of any and all duties under this Agreement, except as otherwise provided in this Agreement, has no authority to bind the COUNTY to any agreements or undertakings.
8. The COUNTY may immediately suspend or terminate this Agreement, in whole or in part where in the determination of the COUNTY there is:
 - a. An illegal or improper use of the funds provided by the COUNTY; or
 - b. A failure to comply with any term of this Agreement.

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

9. **INSURANCE.** PARTNERSHIP, in order to protect COUNTY and its board members, officials, agents, officers, and employees against all claims and liability for death, injury, loss and damage as a result of PARTNERSHIP's actions in connection with the performance of PARTNERSHIP's obligations, as required in this Agreement, shall secure and maintain insurance as described below. PARTNERSHIP shall not perform any work under this Agreement until PARTNERSHIP has obtained all insurance required under this section and the required certificates of insurance and all

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

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

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

- b. Liability Insurance Requirements:

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

- (a) Commercial General Liability Insurance including, but not limited to, Contractual Liability Insurance (specifically concerning the indemnity provisions of this Agreement with the COUNTY), Products-Completed Operations Hazard, Personal Injury (including bodily injury and death), and Property Damage for liability arising out of PARTNERSHIP's performance of work under this Agreement. The Commercial General Liability insurance shall contain no exclusions or limitation for independent contractors working on the behalf of the named insured. PARTNERSHIP shall maintain the Products-Completed Operations Hazard coverage for the longest period allowed by law following termination of this Agreement. The amount of said insurance coverage required by this Agreement shall be the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence and two million dollars (\$2,000,000) aggregate.
 - (b) Automobile Liability Insurance against claims of Personal Injury (including bodily injury and death) and Property Damage covering any vehicle and/or all owned, leased, hired and non-owned vehicles used in the performance of services pursuant to this

Agreement with coverage equal to the policy limits, which shall be at least one million dollars (\$1,000,000) each occurrence.

- (c) Professional Liability (Errors and Omissions) Insurance, for liability arising out of, or in connection with, the performance of all required services under this Agreement, with coverage equal to the policy limits, which shall not be less than one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate.
 - (2) The Commercial General Liability and Automobile liability Insurance required in this subparagraph b. shall include an endorsement naming the COUNTY and COUNTY's board members, officials, officers, agents and employees as additional insureds for liability arising out of this Agreement and any operations related thereto. Said endorsement shall be provided using one of the following three options: (i) on ISO form CG 20 10 11 85; or (ii) on ISO form CG 20 37 10 01 plus either ISO form CG 20 10 10 01 or CG 20 33 10 01; or (iii) on such other forms which provide coverage at least equal to or better than form CG 20 10 11 85.
 - (3) Any self-insured retentions in excess of \$100,000 must be declared on the Certificate of Insurance or other documentation provided to COUNTY and must be approved by the COUNTY Risk Manager.
 - (4) If any of the insurance coverages required under this Agreement is written on a claims-made basis, PARTNERSHIP, at PARTNERSHIP's option, shall either (i) maintain said coverage for at least three (3) years following the termination of this Agreement with coverage extending back to the effective date of this Agreement; (ii) purchase an extended reporting period of not less than three (3) years following the termination of this Agreement; or (iii) acquire a full prior acts provision on any renewal or replacement policy.
- c. Cancellation of Insurance -- The above stated insurance coverages required to be maintained by PARTNERSHIP shall be maintained until the completion of all of PARTNERSHIP's obligations under this Agreement except as otherwise indicated herein. Each insurance policy supplied by the PARTNERSHIP shall not be suspended, voided, cancelled or reduced in coverage or in limits except after ten (10) days written notice by PARTNERSHIP in the case of non-payment of premiums, or thirty (30) days written notice in all other cases. This notice requirement does not waive the insurance requirements stated herein. PARTNERSHIP shall immediately obtain replacement coverage for any insurance policy that is terminated, canceled, non-renewed, or whose policy limits have been exhausted or upon insolvency of the insurer that issued the policy.
 - d. All insurance shall be issued by a company or companies admitted to do business in California and listed in the current "Best's Key Rating Guide" publication with a minimum rating of A-; VII. Any exception to these requirements must be approved by the COUNTY Risk Manager.
 - e. If PARTNERSHIP is, or becomes during the term of this Agreement, self-insured or a member of a self-insurance pool, PARTNERSHIP shall provide coverage equivalent to the insurance coverages and endorsements required above. The COUNTY will not accept such coverage unless the COUNTY determines, in its sole discretion and by written acceptance, that the coverage proposed to be provided by PARTNERSHIP is equivalent to the above-required coverages.

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

Notice to COUNTY shall be made to:

Clerk of the Board of Supervisors
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301

Notice to PARTNERSHIP shall be made to:

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

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

12. No covenant or condition of this Agreement can be waived except by the written consent of the COUNTY. Forbearance or indulgence by the COUNTY in any regard whatsoever shall not constitute a waiver of the covenant or condition to be performed by PARTNERSHIP. The COUNTY shall be entitled to invoke any remedy available to the COUNTY under this Agreement or by law or in equity despite said forbearance or indulgence.
13. The Parties hereto agree that the provisions of this Agreement will be construed pursuant to the laws of the State of California. This Agreement has been entered into and is to be performed in the County of Kern. Accordingly, the Parties agree that the venue of any action relating to this Agreement shall be in the County of Kern.
14. No right or remedy herein conferred on or reserved to the COUNTY is exclusive of any other right or remedy herein or by law or equity provided or permitted, but each shall be cumulative of every other right or remedy given hereunder or now or hereafter existing by law or in equity or by statute or otherwise, and may be enforced concurrently or from time to time.
15. Each Party has full power and authority to enter into and perform this Agreement, and the person signing this Agreement on behalf of each Party has been properly authorized and empowered to enter into this Agreement.
16. It is expressly understood and agreed that the enforcement of these terms and conditions, and all rights of action relating to such enforcement, shall be strictly reserved to the COUNTY and PARTNERSHIP. Nothing contained in this Agreement shall give or allow any claim or right of action whatsoever by any other third person. It is the express intention of the COUNTY and PARTNERSHIP that any such person or entity, other than the COUNTY or PARTNERSHIP, receiving services or benefits under this Agreement shall be deemed an incidental beneficiary only.
17. PARTNERSHIP shall observe and comply with all applicable local, State and federal laws, ordinances, rules and regulations now in effect or hereafter enacted, each of which are hereby made a part hereof and incorporated herein by reference.

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

COUNTY OF KERN

COMMUNITY ACTION PARTNERSHIP OF KERN

By: _____
Chairman
Board of Supervisors
“COUNTY”

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

APPROVED AS TO CONTENT:
County Administrative Office

APPROVED AS TO FORM:
Office of County Counsel


By: _____
Ryan J. Alsop
Chief Administrative Officer

By: _____
Deputy County Counsel



MEMORANDUM

To: Budget and Finance Committee



From: Jerry Meade, Assistant Director ~ Program

Date: October 19, 2022

Subject: *Agenda Item 4c: 2023-24 Head Start & Early Head Start Refunding Application* – **Action Item**

On June 29, 2022, the CAPK Board of Director approved the submission of a budget revision and program option change which included a reduction of slots for the Head Start / Early Head Start (09CH011132) grant. Staff have been working with the Office of Head Start to support the approval of said program option change for the current year. A notice of award will be released once approved by the Office of Head Start.

As we approach the 2023-2023 program year, staff are preparing the annual refunding application to mirror the program option approved by the Board in June 2022. This annual refunding application will be the fifth year of the five-year grant cycle supporting funding from March 1, 2023 to February 28, 2024. Included with the annual application will be an update on our program goals and a detailed budget.

Program goals are nearing completion. Significant accomplishments include streamlining management systems and data collection processes. The program's infrastructure has also developed within the last four years with the construction projects and acquisition of new facilities along with the renovation of existing facilities. The loss of Planz and Fairview in Kern as well as Walnut in San Joaquin in 2022, has led to new opportunities to support the communities we serve. School readiness continues to be a program strength as well. The 2022 Goals and Objectives Summary is included for shared information to the Board.

Budgetary changes are identified in the attached budget detail. The most significant include an overall funding increase stemming from the 2022 Cost of Living Adjustment (COLA) and Quality improvement funding awarded earlier this year. Another significant impact includes the rising costs of Health Insurance in the Fringe Benefit category. Other noted changes are listed in the comment section of the detail. The total funding for this application includes \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding.

Recommendation:

Staff recommends the Budget and Finance Committee approves with resolution the submission of the Refunding Application for Head Start and Early Head Start Grant 09CH011132 for the funding year 2023-2024.

Attachment:

2022-2023 Program Goals and Objectives Update
Budget Detail
Resolution #2022-32

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal I Consistency of Process/Systems: To streamline program delivery and management systems to fully embrace technology and data collection processes.			
HS & EHS Kern Measurable Objectives/ Outcomes	Objectives	Progress	Challenges
	Objective A: Prior to June of 2020, evaluate each service area data collection process (Health, Education, Nutrition, Wellness, Disabilities, Family Engagement/Governance, Enrollment and Attendance, and Quality Assurance), identify gaps, and revise written procedures.	COMPLETE	N/A
	Objective B: Prior to June 2021, develop and pilot 1 to 2 data monitoring systems to effectively ensure quality data is provided from partners.	COMPLETE	HVP: unable to collect some data requested by county through Child Plus. Currently using another mechanism.
	Objective C: Prior to June 2022, evaluate efficiencies and staff workflow of data collection in each service area to streamline processes effectively. Make any needed revisions to procedures.	Program explored the opportunity to use a data system to collect and tabulate in-kind. CAPK is currently in development of a custom in-kind system to be rolled out in 2023.	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal II Program Infrastructure Establish standards of practice for facility development, mitigating risk, community collaborations and data driven responses to service delivery.			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: By May of 2020, standardize the utilization of Work Hub to improve facility monitoring for program infrastructure.	COMPLETE	N/A
	Objective B: By June 2020, the program will establish a consistent system of Emergency/ Disaster Preparedness for all centers, home based participants, and staff to increase knowledge through drills and assessments.	COMPLETE	N/A
	Objective C: By May of 2022, CAPK will utilize the Health and Safety screening tool to monitor facilities and support a risk management plan; efforts will promote consistency in quality to meet CAPK's standard of excellence.	The programs Head Start (HS), and Early Head Start (EHS) Kern implemented the Health and Safety Screening Tool. EHS San Joaquin County continues to utilize the screening tool; data is analyzed regularly. COMPLETE	
	Objective D: By May of 2022, with the use of internal monitoring, establish a culture of active	The program concluded the implementation of internal monitoring to ensure adherence to safety procedures.	N/A

Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update

	supervision within all centers and socialization sites to standardize regulations.	<p>Facility department conducts site visits daily to respond to work orders and to monitor and repair/correct possible safety hazards. Monthly, Site Supervisors monitor the center's environment, input results into IMS, and conduct a meeting to review findings. Administration staff reviews results and assists in correcting findings. Administration staff and Content Area Specialist also monitor centers using the health and safety screening. Staff receive training on a continuous basis.</p> <p>All systems are in place and a culture of active supervision is evident at the centers.</p> <p>COMPLETE</p>	
<p>Goal III Employee Competency and Behaviors: Strategically align workforce development to build a proficient team with succession planning that promotes longevity.</p>			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives Objective A: By July of 2021, program will provide opportunities for teaching staff to strengthen their skillset in the use of technology to engage and support parents in their child's learning.	<p>Progress</p> <p>The program has purchased many new forms of technology for teaching staff. During the last two school years, teachers began using ChildPlus Mobile, HATCH, and Creative Curriculum Cloud.</p> <p>CAPK has developed training videos on several different topics for staff to watch on their devices from any location. These links are easily accessible and provide teachers with knowledge on how to build and implement new skillsets, while increasing their utilization of technology.</p> <p>Ready Rosie platform: family engagement</p> <p>COMPLETE</p>	Challenges N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

	<p>Objective B: By August 2021, become an active stakeholder in a community collaborative to partner within the community to grow an ECE workforce</p>	<p>CAPK collaborates with the early childhood council and SJCOE to maintain professional relationships with community agencies that promote the ECE workforce. Strategies have been identified to become a more prominent ECE stakeholder in the community. One strategy includes monitoring volunteer interns from Bakersfield College and assisting them with transitioning to permanent employment within Head Start. Furthermore, CAPK will present information on job openings during Policy Council meetings in hopes of recruiting Head Start parents.</p> <p>ECE Workforce: partnered with high school district (12 units in child dev.) / Bakersfield College (student-teaching lab work) to bolster skilled individuals that will eventually be hired</p> <p>Monthly Early Stars meetings: discussion of topics regarding TK, integration of forces to bolster 3- and 4-year-old ed.</p> <p>Collaborations to improve services for students with special needs</p> <p>Ongoing conversation about strategies to retain workforce</p> <p>COMPLETE</p>	N/A
	<p>Objective C: By May of 2022, develop plans of action to build a succession plan workforce within each community of the organization of qualified teachers.</p>	<p>CAPK continues to support staff in developing and implementing professional development plans.</p> <p>Director credential: Supporting staff in field, admin, leadership through trainings, involvement opportunities, & planning was completed through 4 Staff earning a Director's Ce</p> <p>In the Fall of 2021, a professional Development Series will be offered</p> <p>COMPLETE</p>	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

Goal IV			
School Readiness: Increase families and staff capacity to support children's school readiness			
HS & EHS Kern Measurable Objectives/Outcomes	Objectives	Progress	Challenges
	Objective A: During every program term, CAPK will utilize Spring data to determine methods to provide children and families with age-appropriate learning activities across domains of language and literacy, cognition and general knowledge, approaches to learning, physical well-being & motor development and social and emotional development that will support their readiness for kindergarten.	The program uses spring data to develop School Readiness Goals that contain age-appropriate learning activities that can be done in the classroom and at home. The agency has also purchased HATCH, a play-based technology that engages and instructs children while providing data that will help teachers to monitor everyone's progress. The program utilizes ReadyRosie/ ReadyBaby, a research-based parenting curriculum that builds on parents' knowledge and provides the connection between the school and the home. COMPLETE/ONGOING	N/A
	Objective B: The program will partner with parents and provide them with the knowledge and skills to be engaged in their child's learning and lifelong success by meeting weekly to gather input for lesson plans and reviewing DRDP parent observations.	The program has provided parents with a Parent Observation form that helps parents to understand learning objectives and to support teachers in identifying developmental skills in their children. Teachers meet weekly with parents to discuss educational goals and the parent observation form. During this meeting, parents are asked for their input for their child's individual goals for the lesson plan. COMPLETE/ONGOING	N/A
	Objective C: By June of 2021, per the E Pyramid Cohort survey tool, 80% of	EHS SJC -A Monthly Smore Newsletter is sent to all families with the Back Series handouts. Back Series is shared in PowerPoint Presentations in Monthly VIP	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

	the families serviced will demonstrate knowledge of the pyramid model activities they can implement with their children at home.	<p>Meetings. A survey is completed at the beginning and end of the program year to obtain data on family's implementation and knowledge of the Pyramid Model. Families received Social Emotional kits and attended a workshop on Social Emotional Literacy, provided by Lakeshore in English/Spanish.</p> <p>A survey was completed at the beginning and at the end of the program year to obtain data on family's knowledge of the Pyramid Model. 42% did not have knowledge of the Pyramid Model strategies and 56% had some knowledge.</p> <p>Based on end of year survey, 42% felt somewhat comfortable with using Pyramid Model strategies and 44.3% felt very comfortable with Pyramid Model strategies.</p> <p>Surveys successful</p>	
	Objective D: By May of 2021, the program will provide 2-4 monthly opportunities for teachers to share dual language educational activities and information with families.	<p>ReadyRosie and Learning Genie, bilingual web-based programs, include activities, books, and videos to promote family engagement and collaborations with staff. Parents give their input on the lesson plans and home visits.</p> <p>Teachers send weekly dual-language newsletters that target education, wellness, health, nutrition, family engagement, and inclusion.</p> <p>COMPLETE/ONGOING</p>	N/A
	Objective E: By June of 2021, per the E Pyramid Cohort survey tool, 80% of Teachers and Home-Based Educators will implement social emotional literacy in the classrooms and during Home Visits.	EHS SJC -Monthly Smore Newsletter is sent to all Staff with the Back Series handouts; exemplary videos on the Pyramid Model are included. A survey is completed at the beginning and at the end of the program year to obtain data on teaching staff's implementation and knowledge of the Pyramid Model.	N/A

**Head Start and Early Head Start 09CH011132
2022-2023 Program Goals and Objectives Update**

		<p>Teaching Staff received Social Emotional kits for the classroom and attended a workshop on Social Emotional Literacy, provided by Lakeshore in English/Spanish.</p> <p>Survey results at the beginning of the school year revealed that 53% of staff felt very comfortable in using emotional literacy in the classroom, 44% felt somewhat comfortable, and 3% did not feel comfortable using emotional literacy in the classroom.</p> <p>Based on end of year survey 71% of staff felt very comfortable in using emotional literacy in the classroom, 24% felt somewhat comfortable, and % did not feel comfortable using emotional literacy in the classroom.</p> <p>Socio-emotional workshop</p>	
	<p>Objective F: By June of 2021, per the E Pyramid Cohort Survey results, 90% of Teachers and Home Base Educators will have the knowledge and skills to implement the pyramid model strategies in their instruction.</p>	<p>EHS SJC -A survey was completed at the beginning and at the end of the program year to obtain data on teaching staff's implementation and knowledge of the Pyramid Model. 23% did not have knowledge of the Pyramid Model strategies and 77% had some knowledge.</p> <p>Based on the end of the year survey results, 90% of staff feel comfortable and 10% do not feel comfortable utilizing the Pyramid Model.</p> <p>2 cohorts of staff in pyramid model training... ending May 2022</p>	

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2023-2024 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2022-2023 Approved	2023-2024 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	26,956,944	26,915,413	(41,531)	Position Reduction
FRINGE BENEFITS	8,001,794	9,021,607	1,019,813	28% increase in Health Insurance costs
TRAVEL	86,096	86,096	-	
EQUIPMENT	55,000	-	(55,000)	No new equipment budgeted in this budget period
SUPPLIES				
Office Supplies	325,100	326,570	1,470	
Child and Family Services Supplies	1,227,268	1,084,331	(142,937)	Reduced previously budgeted classroom start-ups
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	1,864,659	1,723,192	(141,467)	
CONTRACTUAL				
Administrative Services	51,450	51,450	-	
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,085,343	1,063,963	(21,380)	Reduced Loss of Subsidy for Child Chare Partners
TOTAL CONTRACTUAL	1,185,673	1,164,293	(21,380)	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	843,016	956,730	113,714	Adjusted for new facilities
Mortgage	297,840	297,840	-	
Utilities, Telephone	971,287	970,675	(612)	
Building & Child Liability Insurance	120,550	119,200	(1,350)	
Building Maintenance/Repair	834,767	826,107	(8,660)	Adjustment to projeted repair and maintenance
Local Travel (children)	-	-	-	
Nutrition Services	1,547,165	1,417,800	(129,365)	Reduction to mirror historical data
Child Services Consultants	75,750	100,332	24,582	Increased cost for Consultant services
Volunteers	4,937	4,937	-	
Parent Services	16,490	16,305	(185)	
Publications/Advertising/Printing	78,750	58,750	(20,000)	Reduced Printing Needs stemming from paperless systems
Training or Staff Development	285,145	285,145	-	
Other	538,738	548,238	9,500	Return of in person meetings results in incidental costs
TOTAL OTHER	5,614,435	5,602,059	(12,376)	
INDIRECT	4,250,550	4,325,740	75,190	New Modified Direct Costs (No equipment budgeted)

BUDGETED EXPENDITURES **48,015,151** **48,838,400** **823,249**
REVENUES

	2022-2023 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	35,008,308	35,947,237	938,929	COLA 2022
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,306,410	2,301,525	(4,885)	CACFP Contract Adjustments for 2022-22
Estimated California Department of Education	10,178,901	10,068,106	(110,795)	CDE Contract Adjustments for 2022-23
TOTAL STATE & FEDERAL REVENUES	48,015,151	48,838,400	823,249	

SUMMARY - 2023-2024

TOTAL REVENUES	48,838,400
TOTAL BUDGETED EXPENDITURES	48,838,400
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.10%



RESOLUTION # 2022-32

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met remotely on October 26, 2022, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application for the Head Start / Early Head Start Kern (09CH011132), for budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission the 2023-2024 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**HEAD START & EARLY HEAD START
CHILD AND ADULT CARE FOOD PROGRAM
CALIFORNIA DEPARTMENT OF EDUCATION
2023-2024 COMBINED BUDGET DETAIL**

BUDGETED EXPENDITURES

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TOTAL OTHER	5,614,435	5,602,059	(12,376)	
INDIRECT	4,250,550	4,325,740	75,190	New Modified Direct Costs (No equipment budgeted)

BUDGETED EXPENDITURES **48,015,151** **48,838,400** **823,249**
REVENUES

	2022-2023 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
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Estimated California Department of Education	10,178,901	10,068,106	(110,795)	CDE Contract Adjustments for 2022-23
TOTAL STATE & FEDERAL REVENUES	48,015,151	48,838,400	823,249	

SUMMARY - 2023-2024

TOTAL REVENUES	48,838,400
TOTAL BUDGETED EXPENDITURES	48,838,400
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.10%



RESOLUTION # 2022-31

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Refunding Application of Head Start and Early Head Start Grant

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 October 26, 2022, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application for the Head Start / Early Head Start Kern (09CH011132), for budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to submit an Annual Application with the budget detail including \$35,947,237 in base funding and \$521,532 Training and Technical Assistance Funding; and

WHEREAS, the Office of Head Start requires that an authorized signatory be named for the Head Start and Early Head Start contract; and

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a Change of Scope Request for the Consolidation of all Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission the 2023-2024 refunding application for the Head Start and Early Head Start grant.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 26th day of October 2022.


Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Budget & Finance Committee



From: Wilfredo Cruz, Energy Program Administrator

Date: October 19, 2022

Subject: *Agenda Item 4d*: Resolution to Approve the Submission of the 2023 Low Income Home Energy Assistance Program (LIHEAP) Contract 23B-5012 – **Action Item**

On October 13, 2022, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2023 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2022 through June 30, 2024 with an initial allocation of \$7,083,340. This initial amount is slightly smaller than the initial amount for the LIHEAP 2022 contract (\$7,129,494), a minimal decrease of 0.6% (\$46,154), and within a reasonable range for annual fluctuations.

The contract allows CAPK's Energy Program to assist eligible low-income Kern County households with their heating and cooling energy costs, bill payment assistance, energy crisis assistance, weatherization and energy related home repairs at no cost to the participants. This program supports the federal and state efforts to answer the concerns of rising energy prices and to assist low-income households with heating and cooling costs. The work connects to CAPK's mission and Strategic Goal 3, advancing economic empowerment and financial stability for low-income people in the community we serve.

In order to execute this federal contract, a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve with Resolution, the 2023 LIHEAP contract number 23B-5012 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2022-33

CSD LIHEAP Contract #23B-5012



RESOLUTION # 2022-33

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023 LIHEAP Contract

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met both in-person and virtually on October 26, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available LIHEAP funds for 2023; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2023 LIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2023 LIHEAP contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2023 LIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT

STD. 213 (Rev 03/2019) CSD (Rev 07/2019)

AGREEMENT NUMBER

23B-5012

PURCHASING AUTHORITY NUMBER (if applicable)

1. This Agreement is entered into between the Contracting Agency and the Contractor named below

CONTRACTING AGENCY NAME

Department of Community Services and Development

CONTRACTOR NAME

Community Action Partnership of Kern

2. The term of this Agreement is: November 1, 2022 through June 30, 2024

3. The maximum amount of this Agreement is: Total \$7,083,340.00

4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:

Preamble*

Article 1 - Scope of Work*

Article 2 - Contract Administration and Procedure*

Article 3 - Contract Changes*

Article 4 - Administrative Policies and Procedures*; Article 5 - Administrative and Program Expenditures R

Article 6 - Reporting Policies and Procedures*; Article 7 - Program Policies and Procedures*;

Article 8 - Program Implementation*; Article 9 - Training, Licensing and Certifications*;

Article 10 - Compliance Policies and Procedures*; Article 11 - Federal and State Policy Provisions*;

Article 12 - General Terms and Conditions GTC 04/2017* ; Article 13 - Definitions*;

Article 14 - Table of Forms and Documents Incorporated by Reference*

Items shown with an Asterisk (*) are hereby incorporated by reference and made a part of this agreement as if attached hereto. These documents can be accessed at <https://agencies.csd.ca.gov/>.

IN WITNESS WHEREOF, THIS AGREEMENT HAS BEEN EXECUTED BY THE PARTIES HERETO

CONTRACTOR				California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME <i>(If other than an individual, state whether a corporation, partnership, etc.)</i>					
Community Action Partnership of Kern					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP					
5005 Business Park North, Bakersfield, CA 93309					
PRINTED NAME OF PERSON SIGNING				TITLE	
CONTRACTOR AUTHORIZED SIGNATURE				DATE SIGNED	
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME					
Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS		CITY	STATE	ZIP	
2389 Gateway Oaks Drive, Suite 100		Sacramento	CA	95833	
PRINTED NAME OF PERSON SIGNING		TITLE			
Chris Vail		Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE				DATE SIGNED	
I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.					



MEMORANDUM

To: Board of Directors

From: Tracy Webster, Chief Financial Officer *Tracy Webster*

Date: October 19, 2022

Subject: *Agenda Item 4e:* Resolution to Approve the Submission of the Community Project Funding (CPF) for the CAPK Food Bank Expansion Grant B-22-CP-CA-0119 – **Action Item**

As previously reported, U.S. Representative David Valadao advocated for funding to support the CAPK Food Bank expansion. As a result of his advocacy, Congress made available grants for the Economic Development Initiative for the purposes of Community Project Funding/Congressionally Directed Spending in the Consolidated Appropriations Act, 2022. These Community Project Funding (CPF) awards are directly awarded and administered by the Department of Housing and Urban Development (HUD).

The amount awarded for the purpose of the CAPK Food Bank Expansion with Grant B-22-CP-CA-0119 is \$3,000,000. The contract period for this grant will be the date of grant obligation through August 31, 2030. However, it is expected that CAPK will achieve all contract obligations and fully expend this grant in the completion of the Food Bank expansion by the second quarter of 2023.

This contract will allow CAPK to complete the capital investment required to expand the Food Bank by 40,000 square feet. The Food Bank expansion is intended to meet the food insecurity needs of the Kern County community. The work connects to CAPK's mission and Strategic Goal 1, increasing access to healthy, affordable food to support the health of the communities we serve.

In order to execute this contract a Board Resolution must be submitted with the contract package.

Recommendation:

Staff recommends that the Board of Directors approve with Resolution, the Department of Housing and Urban Development's Community Project Funding Grant B-22-CP-CA-0119 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2022-34

HUD Community Project Funding Grant #B-22-CP-CA-0119



RESOLUTION # 2022-34

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2022 Community Project Funding (CPF) Contract

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 October 26, 2022, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the U.S. Department of Housing and Urban Development has made available Community Project Funding (CPF) funds for 2022; and

WHEREAS, the U.S. Department of Housing and Urban Development has offered a 2022 Community Project Funding (CPF) Contract to the Partnership for the purposes of the Food Bank Expansion Project; and

WHEREAS, the U.S. Department of Housing and Urban Development requires that an authorized signatory be named for the 2022 Community Project Funding (CPF) contract.

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory with regard to the submission of the 2022 Community Project Funding (CPF) Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Board of Directors of Community Action Partnership of Kern, this 26th day of October 2022.

Fred Plane, Chair
CAPK Board of Directors

Date

**FY 2022 COMMUNITY PROJECT FUNDING
GRANT AGREEMENT NO. B-22-CP-CA-0119**

Grantee Name: Community Action Partnership of Kern

Grantee Address: 5005 Buisness Park North Bakersfield, CA 93309

Grantee's Unique Entity Identifier (UEI):

Federal Award Identification Number (FAIN) B-22-CP-CA-0119

Assistance Listing Number and Name 14.251 Economic Development Initiative,
Community Project Funding, and Miscellaneous Grants

Period of Performance/Budget Period Start Date Date of grant obligation

Period of Performance/Budget Period End Date August 31, 2030

This Grant Agreement between the Department of Housing and Urban Development (HUD) and Community Action Partnership of Kern (the Grantee) is made pursuant to the authority of the Consolidated Appropriations Act, 2022 (Public Law 117-103) and the Explanatory Statement for Division L of that Act, 2022, which was printed in the House section of the Congressional Record on March 9, 2022 (Explanatory Statement). This Grant Agreement includes and incorporates the Grantee's assurances and certifications, which are attached as Appendix 9.

In reliance upon and in consideration of the mutual representations and obligations under this Grant Agreement, HUD and the Grantee agree as follows:

ARTICLE I. Definitions

The definitions at 2 CFR 200.1 apply to this Grant Agreement, except where this Grant Agreement specifically states otherwise.

Grant obligation, for the purpose of this Grant Agreement, refers to the date the designated HUD official signs this Grant Agreement.

Grantee, for the purpose of this Grant Agreement, may also be referred to as “recipient.”

ARTICLE II. Total Grant Amount

Subject to the provisions of the Grant Agreement, HUD will make grant funds in the amount of \$3,000,000 available to the Grantee.

ARTICLE III. Award-Specific Requirements

A. Federal Award Description. The Federal funds provided under this Grant Agreement (Grant Funds) must be used for the Grantee’s “project” as identified in the table included in the Explanatory Statement and as further described in the project narrative in Appendix 1 to this Grant Agreement. The project narrative in Appendix 1 may be amended in accordance with conditions under 2 CFR 200.308, provided that the Grantee does not change its project in a manner that would conflict with the express language of the Explanatory Statement.

B. Approved Budget. The Grantee's approved budget in Appendix 2 to this Grant Agreement is the most recent line-item budget submitted by the Grantee and approved by HUD for this project. The Grantee may change the amounts budgeted for each activity only as provided by 2 CFR 200.308 and this Grant Agreement.

C. Changes to Project Narrative or Budget. To request HUD's approval for a change in the project narrative or budget, the Grantee must submit a formal letter to the Director of HUD's Office of Economic Development - Congressional Grants Division through the assigned Grant Officer. The letter, submitted by email to the assigned Grant Officer, must include both justification for the change and a revised line-item budget that includes the requested change. The Grantee is prohibited from changing its budget in a manner that would conflict with the express language of the Explanatory Statement or the cost limitations provided in Article III, paragraphs C and D of this Grant Agreement. The assigned Grant Officer for this grant is provided in the Award Letter for this grant and found on HUD's website.

The HUD Office of Economic Development – Congressional Grants Division will notify the Grantee in writing, by email, whether HUD approves or disapproves the change and revised budget. If approved, the Grantee must update its budget information in Disaster Recovery Grant Reporting (DRGR) before the Grantee expends Grant Funds in accordance with an approved change.

D. Unless explicitly stated in the Explanatory Statement and documented in the approved budget in Appendix 2, no more than 20 percent of the total grant amount may be used for planning and management development costs, as described under 24 CFR 570.205, or administrative costs, as described under 24 CFR 570.206. Program income and eligible activities identified in the description of the Grantee's "project" in the Explanatory Statement are not subject to this spending limit.

This Grant Agreement is not otherwise subject to the Community Development Block Grant regulations at 24 CFR part 570 or Title I of the Housing and Community Development Act of 1974.

E. The Grantee may not use any grant funds to reimburse costs incurred before the date HUD signed this Grant Agreement.

F. As authorized under 2 CFR 200.307(e)(2), program income must be used for the purposes and under the conditions of this Grant Agreement. In accordance with 2 CFR 200.307(b), costs incidental to the generation of program income may be deducted from gross income to determine program income, provided these costs have not been charged to the grant.

G. The Grantee must use the Grant Funds only for costs (including indirect costs) that meet the applicable requirements in 2 CFR part 200 (including appendices). The Grantee's indirect cost rate information is as provided in Appendix 3 to this Grant Agreement. Unless the Grantee is an Institution of Higher Education,

the Grantee must immediately notify HUD upon any change in the Grantee's indirect cost rate during the Period of Performance, so that HUD can amend the Grant Agreement to reflect the change if necessary. Consistent with 2 CFR Part 200,

Appendix III (C.7), if the Grantee is an Institution of Higher Education and has a negotiated rate in effect on the date this Grant Agreement is signed by HUD, the Grantee may use only that rate for its indirect costs during the Period of Performance.

H. The Grantee must comply with any specific award conditions that HUD may attach to this Grant Agreement as provided by 2 CFR 200.208. If applicable, these conditions will be listed or added as Appendix 5 to this Grant Agreement.

I. The Grantee is responsible for managing the project and ensuring the proper use of the Grant Funds. The Grantee is also responsible for ensuring the completion of the project, the grant closeout, and compliance with all applicable federal requirements.

The Grantee may subaward all or a portion of its funds to one or more subrecipients, as identified in the Project Narrative (Appendix 1) or as may be approved by HUD in accordance with 2 CFR 200.308. Subawards are subject to the requirements that apply to pass-through entities under 2 CFR Part 200, including 2 CFR 200.332, and other requirements provided by this Grant Agreement. The Grantee is responsible for ensuring each subrecipient complies with all requirements under this Grant Agreement, including the general federal requirements in Article IV.

ARTICLE IV. General Federal Requirements

A. If the Grantee is a unit of general local government, a State, an Indian Tribe, or an Alaskan Native Village, the Grantee is the Responsible Entity (as defined in 24 CFR part 58) and agrees to assume all of the responsibilities for environmental review and decision-making and action, as specified and required in regulations issued by the Secretary pursuant to the Multifamily Housing Property Disposition Reform Act of 1994 and published in 24 CFR Part 58.

B. If the Grantee is a housing authority, redevelopment agency, academic institution, hospital or other non-profit organization, the Grantee shall request the unit of general local government, Indian Tribe or Alaskan Native Village, within which the project is located and which exercises land use responsibility, to act as Responsible Entity and assume all of the responsibilities for environmental review and decision-making and action as specified in paragraph A above, and the Grantee shall carry out all of the responsibilities of a grantee under 24 CFR Part 58.

C. After Grantee's receipt of the Letter of Invitation for this grant, neither the Grantee nor any of its contractors, subrecipients and other funding and development partners may commit or expend grant funds or local funds for project activities (other than for planning, management, development and administration activities)

until one of the following occurs: (i) the Responsible Entity has completed the environmental review procedures required by 24 CFR part 58, and HUD has approved the environmental certification and given a release of funds; (ii) the Responsible Entity has determined that the activities are exempt under 24 CFR 58.34 or are categorically excluded and not subject to compliance with environmental laws under 24 CFR 58.35(b); or (iii) HUD has performed an environmental review under 24 CFR part 50 and has notified Grantee in writing of environmental approval of the activities.

D. Following completion of the environmental review process, the Grantee (recipient) shall exercise oversight, monitoring, and enforcement as necessary to assure that decisions and mitigation measures adopted through the environmental review process are carried out during project development and implementation.

E. The Grantee must comply with the generally applicable HUD and CPD requirements in 24 CFR Part 5, subpart A, including all applicable fair housing, and civil rights requirements. If the Grantee is a Tribe or a Tribally Designated Housing Entity (TDHE) as established under 24 CFR 1000.206, the Grantee must comply with the nondiscrimination requirements in 24 CFR 1000.12 in lieu of the nondiscrimination requirements in 24 CFR 5.105(a). The Grantee must report data on the race, color, religion, sex, national origin, age, disability, and family characteristics of persons and households who are applicants for, participants in, or beneficiaries or potential beneficiaries of the Grantee's project, consistent with the instructions and forms provided by HUD in order to carry out its responsibilities under the Fair Housing Act, Executive Order 11063, Title VI of the Civil Rights Act of 1964, and Section 562 of the Housing and Community Development Act of 1987 (e.g. HUD-27061).

F. The Grantee must comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 CFR part 200, as may be amended from time to time. If 2 CFR part 200 is amended to replace or renumber sections of part 200 that are cited specifically in this Grant Agreement, the part 200 requirements as renumbered or replaced by the amendments will govern the obligations of HUD and the Grantee after those amendment become effective.

G. The Grantee must comply with the Award Term in Appendix A to 2 CFR Part 25 ("System for Award Management and Universal Identifier Requirements") and the Award Term in Appendix A to 2 CFR Part 170 ("Reporting Subawards and Executive Compensation"), which are hereby incorporated into and made part of this Grant Agreement.

H. If the Total Grant Amount, as provided in Article II of this Grant Agreement, is greater than \$500,000, the Grantee must comply with the Award Term and Condition for Grantee Integrity and Performance Matters in Appendix 4 to this Grant Agreement.

I. Unless the Grantee is exempt from the Byrd Amendment as explained below, the Grantee must comply with the provisions of Section 319 of Public Law 101-121, 31 U.S.C. 1352, (the Byrd Amendment) and 24 CFR Part 87, which prohibit recipients of Federal contracts, grants, or loans from using appropriated funds for lobbying the executive or legislative branches of the Federal Government in connection with a specific contract, grant, loan, or cooperative agreement. The Grantee must include in its award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements), the requirements for the certification required by Appendix A to 24 CFR Part 87 and for disclosure using Standard Form- LLL (SF-LLL), "Disclosure of Lobbying Activities." In addition, the Grantee must obtain the executed certification required by Appendix A and an SF-LLL from all covered persons. "Person" is as defined by 24 CFR Part 87. Consistent with these requirements, the Grantee must sign the certification that is included in Appendix 8 and return it to HUD with this signed agreement.

Federally recognized Indian tribes and TDHEs established by Federally recognized Indian tribes as a result of the exercise of the tribe's sovereign power are excluded from coverage of the Byrd Amendment. State-recognized Indian tribes and TDHEs established only under state law must comply with this requirement.

J. The Grantee must comply with drug-free workplace requirements in Subpart B of 2 CFR Part 2429, which adopts the governmentwide implementation (2 CFR Part 182) of sections 5152-5158 of the Drug-Free Workplace Act of 1988, Pub. L. 100-690, Title V, Subtitle D (41 U.S.C. 701-707).

K. The Grantee must comply with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) as implemented by regulations at 49 CFR Part 24. The URA applies to acquisitions of real property and relocation occurring as a direct result of the acquisition, rehabilitation, or demolition of real property for Federal or Federally funded programs or projects. Real property acquisition that receives Federal financial assistance for a program or project, as defined in 49 CFR 24.2, must comply with the acquisition requirements contained in 49 CFR part 24, subpart B. Unless otherwise specified in law, the relocation requirements of the URA and its implementing regulations at 49 CFR part 24, cover any displaced person who moves from real property or moves personal property from real property as a direct result of acquisition, rehabilitation, or demolition for a program or project receiving HUD financial assistance

L. If grant funds are used for purchase, lease, support services, operation, or work that may disturb painted surfaces, of pre-1978 housing, you must comply with the lead-based paint evaluation and hazard reduction requirements of HUD's lead- based paint rules (Lead Disclosure; and Lead Safe Housing (24 CFR part 35)), and EPA's lead- based paint rules (e.g., Repair, Renovation and Painting; Pre-Renovation Education; and Lead Training and Certification (40 CFR part 745)).

M. The Grantee must comply with Section 3 of the Housing and Urban Development Act of 1968 (Section 3), 12 U.S.C. 1701u, and HUD's regulations at 24 CFR Part 75, as applicable, including the reporting requirements in 24 CFR 75.25. Grants made to Tribes and TDHEs are subject to Indian Preference requirements in Section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5307(b)). As stated in 24 CFR 75.3(c), grants to Tribes and TDHEs are subject to Indian Preference requirements in lieu of Section 3. Grantees that are not exempt from Section 3 must submit annual reports of Section 3 accomplishment Performance Measures in DRGR in January of the calendar year. This report reflects Section 3 accomplishments for the previous calendar year.

N. The Grantee must not use any Grant Funds to support any Federal, state, or local project that seeks to use the power of eminent domain, unless eminent domain is employed only for a public use. Public use includes use of funds for mass transit, railroad, airport, seaport, or highway projects, and utility projects which benefit or serve the general public (including energy-related, communication-related, water-related, and waste water-related infrastructure), other structures designated for use by the general public or with other common-carrier or public-utility functions that serve the general public and are subject to regulation and oversight by the government, and projects for the removal of an immediate threat to public health and safety or brownfields, as defined in the Small Business Liability Relief and Brownfields Revitalization Act (Pub. L. 107-118). Public use does not include economic development that primarily benefits private entities.

O. The Grantee must not use any Grant Funds to maintain or establish a computer network that does not block the viewing, downloading, and exchanging of pornography. This requirement does not limit the use of funds necessary for any Federal, State, tribal, or local law enforcement agency or any other entity carrying out criminal investigations, prosecution, or adjudication activities.

P. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, if applicable to the Grantee's project. Pursuant to HUD's Notice, "General Applicability Waiver of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (87 FR 26219), any funds obligated by HUD and the Grantee on or after November 14, 2022, are subject to BABA requirements, unless excepted by a waiver.

For Tribal recipients/Grantees, including Tribes and TDHEs, HUD's Notice, "General Applicability Waiver of Build America, Buy America Provisions as Applied to Tribal Recipients of HUD Federal Financial Assistance" (87 FR 26221), establishes that any funds obligated by HUD and the Grantee on or after May 14, 2023, are subject to BABA requirements, unless excepted by a waiver.

Additional information on BABA will be available at
https://www.hud.gov/program_offices/general_counsel/BABA

Q. The Grantee must administer its Grant Funds in accordance with the Conflict of Interest requirements set forth in Appendix 6 of this Grant Agreement.

R. The Grantee must comply with the governmentwide debarment and suspension requirements in 2 CFR part 180 as incorporated and supplemented by HUD's regulations at 2 CFR Part 2424.

S. The Grantee must comply with the award term and condition regarding trafficking in persons in Appendix 7 of this Grant Agreement.

ARTICLE V. Drawdown Requirements

A. The Grantee may not draw down grant funds until HUD has received and approved any certifications and disclosures required by 24 CFR 87.100 concerning lobbying, if applicable.

B. The Grantee must use HUD's Disaster Recovery Grant Reporting (DRGR) system to draw down grant funds and report to HUD on activities.

C. The Grantee must enter activity and budget information in DRGR that is consistent with the activities and budget HUD approved under this Grant Agreement and complies with HUD's instructions for entering information in DRGR found in the document titled "Grant Award Instructions" that accompanies the Grant Agreement.

D. The Grantee must only enter activities in DRGR that are described in the Approved Budget (Appendix 2).

E. The Grantee must expend all Grant funds in accordance with the activity and budget information in DRGR.

F. Each drawdown of grant funds constitutes a representation by the Grantee that the funds will be used in accordance with this Grant Agreement.

G. The Grantee must use DRGR to track the use of program income and must report the receipt and use of program income in the reports the Grantee submits to HUD under Article IV of this Grant Agreement. The Grantee must expend program income before drawing down grant funds through DRGR.

H. Notwithstanding any other provision of this grant agreement, HUD will not be responsible for payment of any grant funds after the date Treasury closes the account in accordance with 31 U.S.C. § 1552. Because Treasury may close the account up to one week before the September 30 date specified by 31 U.S.C. § 1552, the grantee is advised to make its final request for payment under the grant no later than September 15, 2030.

ARTICLE VI. Program-Specific Reporting Requirements.

In addition to the general reporting requirements that apply under other provisions of this Agreement, the following program-specific reporting requirements apply to the Grantee:

A. The Grantee must submit a performance report in DRGR on a semi-annual basis and must include a completed Federal financial report as an attachment to each performance report in DRGR. Performance reports shall consist of a narrative of work accomplished during the reporting period. During the Period of Performance, the Grantee must submit these reports in DRGR no later than 30 calendar days after the end of the 6-month reporting period. The first of these reporting periods begins on the January or June after the date this Grant Agreement is signed by HUD.

B. The performance report must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives indicated in the Grantee's project narrative, the reasons why established goals were not met, if appropriate, and additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs.

C. The performance reports must contain the information required for reporting program performance under 2 CFR 200.329(c)(2) and (d), including a comparison of actual accomplishments to the objectives indicated in the Grantee's Project Narrative (Appendix 1), the reasons for slippage if established objectives were not overruns.

D. Financial reports must be submitted using DRGR or such future collections HUD may require and as approved by OMB and listed on the Grants.gov website <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

E. The performance and financial reports will undergo review and approval by HUD. If a report submission is insufficient, HUD will reject the report in DRGR and identify the corrections the Grantee must make.

F. No drawdown of funds will be allowed through DRGR while the Grantee has an overdue performance or financial report.

G. The Grantee must report and account for all property acquired or improved with Grant Funds as provided by 2 CFR part 200 using the applicable common forms approved by OMB and provided on the Grants.gov website <https://www.grants.gov/web/grants/forms/post-award-reporting-forms.html>

This reporting obligation includes submitting status reports on real property at least annually as provided by 2 CFR 200.330, accounting for real and personal property acquired or improved with Grant Funds as part of Project Closeout, and promptly submitting requests for disposition instructions as provided by 2 CFR 200.311(c), 200.313(e), and 200.314(a).

ARTICLE VII. Project Closeout.

A. The grant will be closed out in accordance with 2 CFR part 200, as may be amended from time to time, except as otherwise specified in this Grant Agreement.

B. The Grantee must submit to HUD a written request to closeout the grant no later than 30 calendar days after the Grantee has drawn down all Grant funds and completed the activities described in the Project Narrative (Appendix 1). HUD will then send the Closeout Agreement and Closeout Certification to the Grantee.

C. At HUD's option, the Grantee may delay initiation of project closeout until the resolution of any findings as a result of the review of semi-annual activity reports in DRGR. If HUD exercises this option, the Grantee must promptly resolve the findings.

D. The Grantee recognizes that the closeout process may entail a review by HUD to determine compliance with the Grant Agreement by the Grantee and all participating parties. The Grantee agrees to cooperate with any HUD review, including reasonable requests for on-site inspection of property acquired or improved with Grant Funds. E. No later than 120 calendar days after the Period of Performance, Grantee shall provide to HUD the following documentation:

1. A Certification of Project Completion.
2. A Grant Closeout Agreement.
3. A final financial report giving the amount and types of project costs charged to the grant (that meet the allowability and allocability requirements of 2 CFR part 200, subpart E); a certification of the costs; and the amounts and sources of other project funds.
4. A final performance report providing a comparison of actual accomplishments with each of the project commitments and objectives in the approved application, the reasons for slippage if established objectives were not met and additional pertinent information including explanation of significant cost overruns.
5. A final property report, if specifically requested by HUD at the time of closeout.

ARTICLE VIII. Default.

A default under this Grant Agreement shall consist of any use of grant funds for a purpose other than as authorized by this Grant Agreement, any noncompliance with statutory, regulatory, or other requirements applicable to the Grant Funds, any other material breach of this Grant Agreement, or any material misrepresentation in the Grantee's submissions to HUD in anticipation of this award. If the Grantee fails to comply with the terms and conditions of the Grant Agreement, HUD may adjust specific conditions of this Grant Agreement as described in 2 CFR part 200, as may be amended from time to time. If HUD determines that noncompliance cannot be remedied by imposing additional conditions, HUD may take one or more of the remedies for noncompliance described in 2 CFR part 200, as may be amended from time to time. HUD may also terminate all or a part of this award as provided by 2 CFR 200.340 and other applicable provisions of 2 CFR part 200, as may be amended from time to time. Nothing in this Grant Agreement shall be construed as creating or justifying any claim against the federal government or the Grantee by any third party.

ARTICLE IX. HUD Contact Information.

Except where this Grant Agreement specifically states otherwise, all requests, submissions, and reports the Grantee is required to make to HUD under this Grant Agreement must be made in writing via email CPFGrants@hud.gov

This agreement is hereby executed on behalf of the parties as follows:

GRANTEE

(Name of Organization)

BY: _____
(Signature of Authorized Official)

Jeremy T. Tobias, Chief Executive Officer
(Typed Name and Title of Authorized Official)

(Date)

HUD

BY: _____
Robin J. Keegan,
Deputy Assistant Secretary for Economic Development

(Date)

APPENDIX 1 – Project Narrative

APPENDIX 2 – Approved Budget

APPENDIX 3 – Grantee’s Indirect Cost Rate Information

OPTION 1: The Grantee will not use an indirect cost rate to charge its indirect costs to the grant. [This option must be checked if the Grantee has not provided its indirect cost rate information to HUD as specified in the Community Project Funding Grant Guide.]

OPTION 2: The Grantee is authorized to use the indirect cost rate(s) identified in the table below to charge its indirect costs to the grant, provided that each rate identified meets the applicable requirements under 2 CFR part 200 (including appendices).

Agency/Dept./Major Function	Indirect cost rate	Direct Cost Base
<hr/>	<hr/> %	<hr/>
<hr/>	<hr/> %	<hr/>

[This schedule must include each indirect cost rate that will be used to calculate the Grantee’s indirect costs under the grant. The schedule must also specify the type of direct cost base to which each included rate applies (for example, Modified Total Direct Costs (MTDC)). Do not include indirect cost rate information for subrecipients.

For government entities, enter each agency or department that will carry out activities under the grant, the indirect cost rate applicable to each department/agency (including if the de minimis rate is used per 2 CFR 200.414), and the type of direct cost base to which the rate will be applied.

For nonprofit organizations that use the Simplified Allocation Method for indirect costs or elects to use the de minimis rate of 10% of Modified Total Direct Costs in accordance with 2 CFR 200.414, enter the applicable indirect cost rate and type of direct cost base in the first row of the table.

For nonprofit organizations that use the Multiple Allocation Base Method, enter each major function of the organization for which a rate was developed and will be used under the grant, the indirect cost rate applicable to that major function, and the type of direct cost base to which the rate will be applied.]

APPENDIX 4 –

Award Term and Condition for Grantee Integrity and Performance Matters

Reporting of Matters Related to Grantee Integrity and Performance

1. General Reporting Requirement

If the total value of the Grantee's currently active grants, cooperative agreements, and procurement contracts from all Federal awarding agencies exceeds \$10,000,000 for any period of time during the period of performance of this Federal award, then during that period of time the Grantee must maintain the currency of information reported to the System for Award Management (SAM) that is made available in the designated integrity and performance system (currently the Federal Awardee Performance and Integrity Information System (FAPIIS)) about civil, criminal, or administrative proceedings described in paragraph 2 of this award term and condition. This is a statutory requirement under section 872 of Public Law 110-417, as amended (41 U.S.C. 2313). As required by section 3010 of Public Law 111-212, all information posted in the designated integrity and performance system on or after April 15, 2011, except past performance reviews required for Federal procurement contracts, will be publicly available.

2. Proceedings About Which Grantee Must Report

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must submit the information required about each proceeding that:

- a. Is in connection with the award or performance of a grant, cooperative agreement, or procurement contract from the Federal Government;
- b. Reached its final disposition during the most recent five-year period; and
- c. Is one of the following:
 - (1) A criminal proceeding that resulted in a conviction, as defined in paragraph 5 of this award term and condition;
 - (2) A civil proceeding that resulted in a finding of fault and liability and payment of a monetary fine, penalty, reimbursement, restitution, or damages of \$5,000 or more;
 - (3) An administrative proceeding, as defined in paragraph 5. of this award term and condition, that resulted in a finding of fault and liability and the Grantee's payment of either a monetary fine or penalty of \$5,000 or more or reimbursement, restitution, or damages in excess of \$100,000; or
 - (4) Any other criminal, civil, or administrative proceeding if:
 - (i) It could have led to an outcome described in paragraph 2.c.(1), (2), or (3) of this award term and condition;

(ii) It had a different disposition arrived at by consent or compromise with an acknowledgment of fault on the Grantee's part; and

(iii) The requirement in this award term and condition to disclose information about the proceeding does not conflict with applicable laws and regulations.

3. Reporting Procedures

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must enter in the SAM Entity Management area the information that SAM requires about each proceeding described in paragraph 2 of this award term and condition. The Grantee does not need to submit the information a second time under assistance awards that the Grantee received if the Grantee already provided the information through SAM because the Grantee was required to do so under Federal procurement contracts that the Grantee was awarded.

4. Reporting Frequency

During any period of time when the Grantee is subject to the requirement in paragraph 1 of this award term and condition, the Grantee must report proceedings information through SAM for the most recent five-year period, either to report new information about any proceeding(s) that the Grantee has not reported previously or affirm that there is no new information to report. If the Grantee has Federal contract, grant, and cooperative agreement awards with a cumulative total value greater than \$10,000,000, the Grantee must disclose semiannually any information about the criminal, civil, and administrative proceedings.

5. Definitions

For purposes of this award term and condition:

a. Administrative proceeding means a non-judicial process that is adjudicatory in nature in order to make a determination of fault or liability (e.g., Securities and Exchange Commission Administrative proceedings, Civilian Board of Contract Appeals proceedings, and Armed Services Board of Contract Appeals proceedings). This includes proceedings at the Federal and State level but only in connection with performance of a Federal contract or grant. It does not include audits, site visits, corrective plans, or inspection of deliverables.

b. Conviction, for purposes of this award term and condition, means a judgment or conviction of a criminal offense by any court of competent jurisdiction, whether entered upon a verdict or a plea, and includes a conviction entered upon a plea of nolo contendere.

c. Total value of currently active grants, cooperative agreements, and procurement contracts includes—

(1) Only the Federal share of the funding under any Federal award with a cost share or match requirement; and

(2) The value of all expected funding increments under a Federal award and options, even if not yet exercised.

APPENDIX 5 – Specific Award Conditions
[NONE]

APPENDIX 6 – Conflict of Interest Requirements

1. *Conflicts Subject to Procurement Regulations.* When procuring property or services, the grantee and its subrecipients shall comply with the applicable conflict-of-interest rules in 2 CFR 200.317 and 2 CFR 200.318(c). In all cases not governed by 2 CFR 200.317 and 2 CFR 200.318(c), the Grantee and its subrecipients must follow the requirements contained in paragraphs 2-5 below.

2. *General prohibition.* No person who is an employee, agent, consultant, officer, or elected or appointed official of the Grantee or subrecipient and who exercises or has exercised any functions or responsibilities with respect to assisted activities, or who is in a position to participate in a decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from the activity, or have a financial interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for himself or herself or for those with whom he or she has immediate family or business ties, during his or her tenure or for one year thereafter. Immediate family ties include (whether by blood, marriage or adoption) the spouse, parent (including a stepparent), child (including a stepchild), sibling (including a stepsibling), grandparent, grandchild, and in-laws of a covered person.

3. *Exceptions.* HUD may grant an exception to the general prohibition in paragraph (ii) upon the Grantee's written request and satisfaction of the threshold requirements in paragraph (iv), if HUD determines the exception will further the Federal purpose of the award and the effective and efficient administration of the Grantee's project, taking into account the cumulative effects of the factors in paragraph (v).

4. *Threshold requirements for exceptions.* HUD will consider an exception only after the Grantee has provided the following documentation:

- a. A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how that disclosure was made; and
- b. An opinion of the Grantee's attorney that the interest for which the exception is sought would not violate state or local law.

5. *Factors to be considered for exceptions.* In determining whether to grant a requested exception after the Grantee has satisfactorily met the threshold requirements in paragraph (iii), HUD will consider the cumulative effect of the following factors, where applicable:

- a. Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- b. Whether an opportunity was provided for open competitive bidding or negotiation;
- c. Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception

will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

d. Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process regarding the assisted activity in question;

e. Whether the interest or benefit was present before the affected person was in a position as described in paragraph (ii);

f. Whether undue hardship will result either to the Grantee or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

g. Any other relevant considerations.

6. *Disclosure of potential conflicts of interest.* The Grantee must disclose in writing to HUD any potential conflict of interest.

APPENDIX 7 – Award Term and Condition Regarding Trafficking in Persons

The following award term and condition, which is required by 2 CFR part 175, applies as written:

a. Provisions applicable to a grantee that is a private entity.

1. You as the grantee, your employees, subrecipients under this award, and subrecipients' employees may not—

- i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
- ii. Procure a commercial sex act during the period of time that the award is in effect; or
- iii. Use forced labor in the performance of the award or subawards under the award.

2. We as the Federal awarding agency may unilaterally terminate this award, without penalty, if you or a subrecipient that is a private entity:

- i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
- ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—

A. Associated with performance under this award; or

B. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR Part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

b. Provision applicable to a grantee other than a private entity.

We as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or

2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either:

- i. Associated with performance under this award; or
- ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by HUD at 2 CFR 2424.

c. Provisions applicable to any grantee.

- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
- 2. Our right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph a.1 of this award term in any subaward you make to a private entity.

d. Definitions. For purposes of this award term:

- 1. “Employee” means either:
 - i. An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.

3. “Private entity”:

i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.

ii. Includes:

A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).

B. A for-profit organization.

4. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

APPENDIX 8 – Grantee's Assurances and Certifications

Included under this Appendix 9 are:

- ☐ Grantee's Certification Regarding Lobbying
- ☐ Grantee's Standard Form SF 424 B, Assurances for Nonconstruction Programs
- ☐ Grantee's Standard Form SF 424 D, Assurances for Construction Programs.
- ☐ Grantee's Standard Form SF- LLL Disclosure of Lobbying Activities
- ☐ Grantee's Request for Release of Funds Form 7015.15 and Certification

Certification Regarding Lobbying

The undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

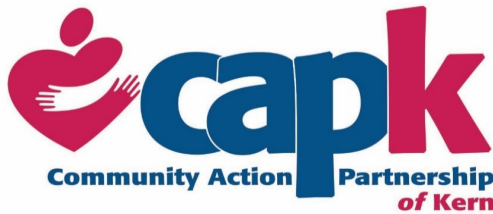
(3) The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

(Signature of Authorized Official)

Jeremy T. Tobias, Chief Executive Officer
(Typed Name and Title of Authorized Official)

(Date)



BUDGET AND FINANCE COMMITTEE

OCTOBER 19, 2022

FINANCIAL REPORT

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L. Indirect Fund Budget To Actual as of September 30, 2022	L1

**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	22VITAA0297	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 8,241 600,085	93.575	CCTR - 1057 CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	275,855 275,855	93.596	CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT ALTERNATIVE PAYMENT	5,411,000 138,128 5,411,000	93.575	CMAP - 1000 CMAP - 1000 CMAP - 2000	07/01/21 - 06/30/22 07/01/21 - 06/30/22 07/01/22 - 06/30/23	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

**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
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
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)	4,101,059	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
HUD COMMUNITY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBAN HOUSING AND DEVELOPMENT
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)
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, CITY OF BAKERSFIELD

**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
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
MIGRANT ALTERNATIVE PAYMENT	22,010,862 22,010,862		CMAF - 1000 CMAF - 2000	07/01/21 - 06/30/22 07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF EDUCATION
GENERAL CENTER CHILD CARE	2,802,254 2,802,254		CCTR - 1057 CCTR - 2058	07/01/21 - 06/30/22 07/01/22 - 06/30/23	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	273,427 273,318		CMIG - 1004 CMIG - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT SPECIALIZED SERVICES	40,079 40,079		CMSS - 1004 CMSS - 2004	07/01/21 - 06/30/22 07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF EDUCATION
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	1,466,598		21T-1015	12/01/21 - 06/30/23	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

**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
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
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 SERVICES
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

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

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PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
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
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
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A		423	FEEDING AMERICA SERVICE INSIGHTS
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

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				
09/30/22	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	4.13%
04/01/22 - 6/30/22	90 days	\$ 221.16	5.35%
07/01/22 - 9/30/22	90 days	\$ 718.75	6.83%
10/01/22 - 12/31/22	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN OPERATING CASH SUMMARY AS OF SEPTEMBER 30, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(231,688.07)
HEAD START/EARLY HEAD START	1,309,253.27
SUBTOTAL	1,077,565.20
CHILD DEVELOPMENT RESERVE No. 1	4,657.70
CHILD DEVELOPMENT RESERVE No. 2	19.00
GENERAL CHILD CARE	522,350.92
MIGRANT A/P	11,206,035.04
MIGRANT CHILD CARE	129,827.00
MIGRANT SPECIALIZED SERVICES	(1,201.03)
SAN JOAQUIN COE GENERAL CHILD CARE	231,231.95
STATE PRESCHOOL	2,964,055.22
SUBTOTAL	15,056,975.80
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	1,728.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(89,520.99)
EF&S	103,573.50
EFAP	(358,108.98)
FEEDING AMERICA CUSTOMER INSIGHTS	100,000.00
FEEDING AMERICA SENIOR HUNGER	(2,053.50)
FOOD BANK	(425,505.50)
FOOD BANK EXPANSION	(78,764.68)
FOOD BANK CAPACITY PROGRAM	3,497,892.18
FOOD BANK - STATE	112,848.59
KAISER	1,739.36
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	1,377,164.72
WONDERFUL FOUNDATION	105,266.64
SUBTOTAL	4,364,710.65
ENERGY	(248,514.15)
DOE WAP	57,552.85
LIHEAP	(1,679,517.60)
LIWHAP	(10,408.72)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	1,863,528.48
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	253,336.20
211 HOSPITAL PREPAREDNESS PROGRAM	0.00
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(28.50)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(5,021.97)
CAL FRESH	(6,113.90)
CALEITC	(21,065.66)
CAPK FOUNDATION	(200,141.92)
CITY OF BKFD HOMELESS HOUSING ASST & PREV (HHAP)	0.00
COST POOLS	49,749.92
COUNTY OF KERN HOUSING FOR THE HARVEST CARES	1,125.98
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(493,704.58)
CSBG	(30,656.74)
CSBG CARES ACT	(288.40)
CSBG DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(52,628.85)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,160,929.67
EAST KERN FAMILY RESOURCE CENTER	21,652.33
ESG CARES ACT HOMELESS SERVICES	(1,398,837.60)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(263,609.71)
ESG COORDINATED ENTRY SERVICE - COVID19	3,345.42
ASTHO VACCINE EQUITY	311,751.48
FIRST 5 KERN 211	(38,620.52)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(68,913.63)
FIRST 5 HELP ME GROW	(49,650.66)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(92,357.17)
FRIENDSHIP HOUSE	(14,079.77)
FUNDRAISING	275,059.44
GAAP FUND	0.00
GENERAL FUND	(498,816.48)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(35,780.79)
Health Net	130,000.00
HOME VISIT INITIATIVE (CO OF KERN)	(160,613.73)
HOUSING FOR THE HARVEST STATE	(1,809.22)
HUD-COORDINATED ENTRY SYSTEM	(46,014.11)
COUNTY OF KERN - 211	(763.53)
INDIRECT FUND	(272,369.99)
IRS - VITA	(18,243.45)
TAX ASSISTANCE	30,949.26
M ST NAVIGATION CENTER	22,412.43
NEOPB CAL FRESH HEALTHY LIVING	(290,472.33)
POSITIVE YOUTH DEV SVC	(10,622.13)
POSITIVE YOUTH M	(73,602.95)
SHAFTER YOUTH CENTER	30,843.61
OASIS FAMILY RESOURCE CENTER	27,847.53
SIERRA FOUNDATION - ASTHMA MITIGATION	129,412.01
UNITED WAY 211	981.55
UW STANISLAUS CES	(20,330.09)
WELLS FARGO FOUNDATION	66,981.80
WIC	(593,496.26)
LESS: ENERGY NEGATIVE BALANCE	(1,863,528.48)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	(1,104,755.79)
TOTAL OPERATING CASH	19,396,495.86

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

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

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

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

BANK RECONCILIATION FOR THE MONTH ENDED
September 30, 2022

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	09/30/22		19,865,367.20
LESS: OUTSTANDING CHECKS		641,684.32	
ADJUSTED BANK BALANCE AT	09/30/22		19,223,682.88
GENERAL LEDGER BALANCE AT	08/31/22		15,528,020.71
ADD: DEPOSITS		1,129,111.87	
US TREAS DRAWDOWNS		8,938,515.87	
FUNDS FROM OTHER GRANTS		2,020,144.45	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
ADP /HEALTH EQUITY REFUND		582.40	
REIMBURSEMENT OF ALTERED PAYEE		-	
		-	
		-	
		-	
LESS: CHECKS		2,388,817.84	
ADP PAYROLL 9/09/22		2,361,808.84	
ADP PAYROLL 9/23/22		1,525,341.32	
EFTS FOR HRA/HSA/ STD/403B		280,425.95	
REC LOAN PRINCIPAL/INT EXPENSES		103,024.44	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		29,362.23	
BANK FEES			
ACH VOUCHERS		1,703,911.80	
GENERAL LEDGER BALANCE AT	09/30/22		19,223,682.88

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/07/2022

APPROVED BY: Nancy Webster TITLE: Chief Financial Officer DATE: Oct 7, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 09/30/22 1,080,494.31

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 1,080,494.31

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

ADD: DEPOSITS 0.00

INTEREST 335.58

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 71,539.15

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/22 1,080,494.31

DIFFERENCE: 0.00

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 4, 2022

**COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT****

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 09/30/22 576,949.76

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 576,949.76

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

ADD: DEPOSITS 5,064.00

INTEREST 187.98

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

WIRE TRANSFER 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/22 576,949.76

* 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: 10/04/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 4, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

WELLS FARGO BANK, N.A.
 P. O. BOX 63021
 SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	09/30/22	87,169.99
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	09/30/22	87,169.99

BALANCE PER GENERAL LEDGER	08/31/22	84,366.10
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	2,859.03	
PAYPAL DEPOSIT	0.00	
INTEREST	28.36	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	66.05	
BANKCARD FEES	17.45	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	09/30/22	87,169.99

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

Difference: 0.00

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

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/06/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 6, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: 09/30/22 11.98

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 11.98

BALANCE PER G/L 08/31/22 11.98

ADD: DEPOSITS 0.00

INTEREST 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/22 11.98

DIFFERENCE: (0.00)

PREPARED BY: N. IBARRA

TITLE: Accountant

DATE: 10/06/22

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Oct 6, 2022

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

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 09/30/22 35,079.32

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 09/30/22 35,079.32

BALANCE PER G/L 08/31/22 35,067.79

ADD: DEPOSITS 0.00

INTEREST 11.53

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

BALANCE PER G/L 09/30/22 35,079.32

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 10/06/22

APPROVED BY: *Grace Webster*

TITLE: Chief Financial Officer

DATE: Oct 6, 2022

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED September 1, 2022 - September 30, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	-
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	6,715.87
Freddy Hernandez	Director of Youth and Community Services	528.27
Traco Matthews	Chief Program Officer	1,430.68
Lisa McGranahan	Director of Human Resources	50.05
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	84.72
Pritika Ram	Chief Business Development Officer	7,048.70
Jeremy Tobias	Chief Executive Officer	3,370.24
Emilio Wagner	Director of Operations	11,013.45
Tracy Webster	Chief Financial Officer	2,041.90
Rebecca Moreno	Director of Community Development	1,888.92
Susana Magana	Director of Nutrition Services	1,315.14
	Total	\$ 35,487.94



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

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

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

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

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/28/2022	9/5/2022	Marriott Ny Marquis				268.39	
Hotel stay reservation charge for NCAP Annual Convention - Sylvia Ortega							
2 8/28/2022	9/5/2022	Marriott Ny Marquis				1,710.05	
Hotel stay reservation charge for NCAP Annual Convention - Esperanza Contreras							
3 8/31/2022	9/2/2022	United				899.86	
Air flight tickets -R9HSA Family Engagement & Cultural Effectiveness Conference - Esperanza Contreras							
4 8/31/2022	9/2/2022	United				978.86	
Air flight tickets - R9HSA Family Engagement & Cultural Effectiveness Conference - Maria Guadian							
5 8/31/2022	9/2/2022	United				972.03	
Air flight tickets --R9HSA Family Engagement & Cultural Effectiveness Conference - Lisa Gonzales							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/2/2022	9/5/2022	United				1,002.03
Air flight tickets --R9HSA Family Engagement & Cultural Effectiveness Conference - Yolanda Gonzales						
7 9/2/2022	9/5/2022	United				969.03
Air flight tickets - R9HSA Family Engagement & Cultural Effectiveness Conference - Letisha Brooks Kona, HI 101822-102122						
8 9/6/2022	9/8/2022	Office Depot #952				19.47
Purchase Hot Spot cord for Yolanda Gonzales						
9 9/6/2022	9/9/2022	Office Depot #952				-19.47
Returned Hot Spot cord for Yolanda Gonzales it was incorrect cord						
10 9/7/2022	9/9/2022	United				917.00
Air flight ticket for R9HSA Family Engagement & Cultural Effectiveness Conference for Sylvia Ortega 101822-102122						
11 9/7/2022	9/9/2022	Marriott Ny Marquis				-268.39
Hotel charged credit card incorrectly due to hotel being paid by CAPK check in-advance. Refund charge						
12 9/8/2022	9/9/2022	Smore.Com				999.00
Smore account membership upgrade for Education & Support service team						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/15/2022	9/19/2022	Marriott Ny Marquis				-1,710.05
Hotel stay charged in error, Hotel was paid by CAPK check in advance. Refund charge						
14 9/19/2022	9/20/2022	Hyatt Regency Crystal Ci				-1,220.20
Hotel stay cancelled reservation for NHSA Conference - Yolanda Gonzales						
15 9/20/2022	9/21/2022	Hyatt Regency Crystal Ci				1,220.20
Hotel stay charge for NHSA conference - Yolanda Gonzales						
16 9/23/2022	9/26/2022	Hyatt Regency Crystal Ci				-71.94
Hotel stay charge refund - NHSA conference - Elizabeth Williams						
17 9/27/2022	9/28/2022	Paypal				50.00
ERSEA recruitment event - Kern Cancer Run/Walk Festival 2022 registration						
					Transaction Count: 17	
					Total: 6,715.87	

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name				Freddy Hernandez	Company	Community Action Partnership O	
Account #				XXXX-XXXX-XXXX-8850	Currency	US Dollar	
Reporting Period				9/1/2022 - 9/30/2022			
	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	8/31/2022	9/1/2022	Dianas Flower Llc				162.38
	Flowers for Advisory Board Members Margo Perry (sympathy) and Fuchsia Ward (get well soon).						
2	9/19/2022	9/20/2022	Bc Foundation				200.00
	Registration for Wilfredo Cruz to attend the CA Economic Pre-Summit Institute in Bakersfield.						
3	9/23/2022	9/26/2022	Smart And Final 326				137.94
	Purchase for the Youth & Community Services National Night Out and Trick or Tweet Outreach Events.						
4	9/25/2022	9/26/2022	Canva* I03554-20200363				12.95
	Software required for VITA.						
5	9/27/2022	9/28/2022	Ntlrest Servsafe				15.00
	Angie Nelson food safety certificate renewal.						

Transaction Count: 5
Total: 528.27

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Traco Matthews				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-3726				Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 9/6/2022	9/7/2022	Kc Shrm						229.00
Registration for Vanessa Nevarez to attend the 2022 KC SHRM Symposium in Bakersfield.								
2 9/7/2022	9/8/2022	Kc Shrm						229.00
Registration for Savannah Maldonado to attend the 2022 KC SHRM Symposium in Bakersfield.								
3 9/7/2022	9/8/2022	Kc Shrm						229.00
Registration for Angie Nelson to attend the 2022 KC SHRM Symposium in Bakersfield.								
4 9/7/2022	9/8/2022	Kc Shrm						229.00
Registration for Erica Dunn to attend the 2022 KC SHRM Symposium in Bakersfield.								
5 9/13/2022	9/15/2022	Tst* Victors Mexican Gril						163.30
Lunch for the CAPK & Cal Aim billing and claims meeting.								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/22/2022	9/23/2022	Zoom.Us 888-799-9666				549.90
Zoom subscription renewal for CalFresh.						
7 9/22/2022	9/27/2022	Sheraton				-198.52
Sheraton hotel room deposit credit for Traco Matthews to attend the CA climate and energy forum.						
						Transaction Count: 7
						Total: 1,430.68

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/6/2022	9/7/2022	Usps Po 0504680519				40.30
Covid Test Kits sent to Stockton Location.						
2 9/10/2022	9/12/2022	Biometrics4all Inc				9.75
Relay Fees for running New Hire Fingerprints Invoice Period 8/01/2022-8/31/2022 Invoice Date 9/01/2022						

Transaction Count: 2
Total: 50.05

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Jerry Meade	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 9/21/2022	9/22/2022	Qr-Code-Generator.Com				83.88
		Purchase of QR Codes for Professional Development/Staffing				
2 9/21/2022	9/22/2022					0.84
		Currency Conversion fee for QR Code purchase				

Transaction Count: 2
Total: 84.72

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/31/2022	9/1/2022					4.68	
Cross Border Transaction Fee / Bank Merchant Fee tied to Vennage, Inc. A business operating from Canada. No receipt was provided.							
2 8/31/2022	9/1/2022	Venngage.Com				468.00	
Annual Subscription for graphic reporting tool.							
3 9/7/2022	9/7/2022	Dd Doordash Urbanecaf				41.30	
Foundation Meeting with Valley Strong Credit Union to discuss Partnership Opportunities							
4 9/7/2022	9/9/2022	Kern Co Parks And Rec				30.00	
Park Fees for Vaccine Equity Resource Fair							
5 9/9/2022	9/12/2022	Facebk *cc6v6j7fm2				100.00	
Facebook Ad for Microbusiness and Vaccine Equity							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Chase Rangel - Introduction to GIS				
<hr/>						
7 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Karen Vazquez - Introduction to GIS				
<hr/>						
8 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Chase Rangel to attend GIS Training in Redlands, CA. This fee will be charged to the Head Start Program.				
<hr/>						
9 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend in-person training for Pritika Ram - Introduction to GIS				
<hr/>						
10 9/13/2022	9/15/2022	Esri				984.00
		Registration to attend Virtual Training for Vanessa Cortez - Introduction to GIS				
<hr/>						
11 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Karen Vazquez to attend GIS Training in Redlands, CA				
<hr/>						
12 9/13/2022	9/15/2022	Homewood Suites				350.44
		Hotel Fee for Pritika Ram to attend GIS Training in Redlands, CA				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 9/14/2022	9/15/2022	Facebk *t55y6hxem2				100.00
		Facebook Ad for Vaccine Equity, Microbusiness and Feed the Need				
14 9/14/2022	9/15/2022	Cap Oc				450.00
		Tickets for the CAP of Orange County Fundraising Event in Irvine, CA. Attendees: Catherine Anspach, Director of Development, and her guest, Marianne Harmer.				
15 9/14/2022	9/16/2022	Marriott Ny Marquis				-970.96
		Hotel Credit for Corinne Thompson's room that was pre-paid. Purpose of travel was to attend the NCAP Convention in New York.				
16 9/14/2022	9/16/2022	The Home Depot #1050				49.72
		Supplies needed for the Vaccine Equity Project event on September 17, 2022.				
17 9/15/2022	9/16/2022	El Cuscatleco Rest				37.78
		Foundation Business Lunch - Board Prospect. Attendees: Catherine Anspach & Lillian Brust from Clifford & Bradford				
18 9/16/2022	9/19/2022	Tst* Chefs Choice Noodle				121.80
		Dinner Meeting with NCAP & ASTHO Staff regarding the Vaccine Equity Project				
19 9/16/2022	9/19/2022	Sq *locale Farm To Table				61.24
		Foundation Business Lunch - Board Member Prospect. Attendees: Catherine Anspach & Robin Woodward from Chevron				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
20 9/20/2022	9/20/2022	Facebk *6ql6qhkem2				100.00
		Facebook Ad for Vaccine Equity, Microbusiness and Feed the Need				
<hr/>						
21 9/20/2022	9/21/2022	Facebk *grllfj7fm2				5.79
		Facebook Ad for Feed the Need and Microbusiness				
<hr/>						
22 9/20/2022	9/21/2022	Kc Shrm				900.00
		Sponsorship for Kern County Society for Human Resource Management (SHRM)				
<hr/>						
23 9/25/2022	9/26/2022	Facebk *bd6cghxem2				100.00
		Facebook Ad for Micorbusiness & Feed the Need				
<hr/>						
24 9/27/2022	9/28/2022	Eb Jlb Oktoberfest 20				162.40
		2 Tickets to Junior League of Bakersfield Event - Oktoberfest. Attendees: Catherine Anspach and Eric Esposito				
<hr/>						
25 9/28/2022	9/29/2022	Urbane Cafe Bakersfiel				270.63
		Lunch for Foundation Board Meeting - See agenda and attendees on attached receipt.				
<hr/>						
26 9/30/2022	9/30/2022	Stk*shutterstock				29.00
		Monthly Fee for Stock Photos				
<hr/>						

Transaction Count: 26
Total: 7,048.70

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 8/27/2022	9/5/2022	Marriott Ny Marquis				2,265.55	
Hotel fee for Jeremy Tobias to attend the NCAP Convention in New York, NY. 3 nights were personal stay and will be reimbursed to CAPK upon liquidation of the trip.							
2 8/31/2022	9/1/2022	Daniela Trattoria				722.65	
Group Dinner at the NCAP Convention in New York, NY. Attendees included staff and Board Members (see attached documentation).							
3 9/3/2022	9/5/2022	Curb Svc New York				107.46	
Cab fare for transportation from Marriott Marquis Hotel to Newark Airport							
4 9/9/2022	9/12/2022	Shell Oil 57445309107				86.27	
Gasoline for CEO's Agency Vehicle.							
5 9/28/2022	9/29/2022	Tst* West Coast Sourdough				188.31	
Lunch for Board Meeting on 9/28. See agenda and attendee names on attached receipt.							

Transaction Count: 5
Total: 3,370.24

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	9/1/2022 - 9/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 9/2/2022	9/5/2022	M365 Conference Inc.				3,199.00	
Reg for Luisa Rosa Silva 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
2 9/2/2022	9/5/2022	M365 Conference Inc.				3,249.00	
Reg for Ryan Dozier 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
3 9/5/2022	9/7/2022	Waldorf				727.05	
Waldorf - Lodging for Laurie Sproule Sep 6-9, 2022 to attend The Workers Compensation & Risk Conference							
4 9/24/2022	9/26/2022	Home2 Suites Orlando				1,217.79	
Lodging for Ryan Dozier 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022							
5 9/24/2022	9/26/2022	Home2 Suites Orlando				4.00	
Possible dispute: this is the hotel used for Ryan & Luisa for the 2022 Microsoft Power Platform eMpower everyone Conference Sept 17-24, 2022 under review.							

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Tracy Webster			Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-6993			Currency	US Dollar			
Reporting Period	9/1/2022 - 9/30/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 8/30/2022	9/1/2022	American Air						30.00
Baggage fee for NCAP Conference for Tracy Webster								
2 8/30/2022	9/5/2022	Marriott Ny Marquis						970.95
Hotel stay for Gabrielle Alexander NCAP Conference 0830-090222								
3 8/30/2022	9/5/2022	Marriott Ny Marquis						970.95
Hotel stay for Tracy Webster NCAP Conference 0830-09222								
4 9/2/2022	9/5/2022	American Air						30.00
Baggage fee for NCAP Conference for Tracy Webster								
5 9/3/2022	9/5/2022	Rps Bakersfield						40.00
Parking fee for Tracy Webster at Bakersfield Airport for the NCAP Conference								

Transaction Count: 5
Total: 2,041.90

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Rebecca Moreno	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4956	Currency	US Dollar
Reporting Period	9/1/2022 - 9/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 8/31/2022	9/2/2022	Doubletree By Hilton M				1,079.48
Doubletree hotel for Rebecca Moreno and Joseph Aguilar to visit Stanislaus County for work.						
2 9/19/2022	9/21/2022	Hilton Advpurch8002367113				404.72
Hilton room deposit for Joseph Aguilar for the Stanislaus County visit.						
3 9/19/2022	9/21/2022	Hilton Advpurch8002367113				404.72
Hilton room deposit for Rebecca Moreno for the Stanislaus County visit.						
						Transaction Count: 3
						Total: 1,888.92

Employee Signature	Date	Authorized Approver Signature	Date
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Reporting Period : 9/1/2022 - 9/30/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar			
Reporting Period	9/1/2022 - 9/30/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 8/31/2022	9/1/2022	Hyatt Regency Sacramento						218.68
		Hyatt hotel for Maureen Andrew to attend the 2022 Food Access Conference in Sacramento.						
2 9/6/2022	9/7/2022	Target 00013847						70.06
		Baby formula for central kitchen.						
3 9/6/2022	9/7/2022	Target 00027151						214.68
		Baby formula for central kitchen.						
4 9/6/2022	9/7/2022	Target 00013847						17.49
		Baby formula for central kitchen.						
5 9/12/2022	9/13/2022	Target 00025247						193.72
		Baby formula & bread for central kitchen.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 9/21/2022	9/22/2022	Wal-Mart #1624				86.30
Baby formula for central kitchen.						
7 9/21/2022	9/22/2022	Wm Supercenter #1624				86.30
Baby formula for central kitchen.						
8 9/21/2022	9/22/2022	Target 00006148				71.66
Baby formula for central kitchen.						
9 9/21/2022	9/23/2022	Wal-Mart #2557				35.88
Baby formula for central kitchen.						
10 9/21/2022	9/23/2022	Vallarta Supermarket 53				87.96
Baby formula for central kitchen.						
11 9/29/2022	9/30/2022	Sals Mexican				232.41
Lunch purchased for Food Bank staff training.						

Transaction Count: 11
Total: 1,315.14

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 (7 OF 12 MONTHS OR 58.33%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	551,753	25.3%	1,631,906
Head Start Subsidy	<u>377,301</u>	<u>866,164</u>	229.6%	<u>(488,863)</u>
Total Revenue	<u>2,560,960</u>	<u>1,417,917</u>	55.4%	<u>1,143,043</u>
Expenditures (Note B)				
Salaries	724,671	395,561	54.6%	329,110
Benefits	200,399	121,522	60.6%	78,877
Vehicle Gasoline, Repair/Maintenance	27,000	34,187	126.6%	(7,187)
Space Costs	121,700	56,688	46.6%	65,012
Supplies - Office & Food Service	92,500	73,826	79.8%	18,674
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	3,500	Not budgeted	(3,500)
Equipment Repair/Maintenance & Lease	35,300	48,408	137.1%	(13,108)
Communication	14,000	9,687	69.2%	4,313
Risk Insurance	12,700	8,377	66.0%	4,323
Printing	1,000	196	19.6%	804
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,015,580</u>	<u>489,922</u>	48.2%	<u>525,658</u>
Sub Total	2,245,450	1,310,578	58.4%	934,872
Adult Meals Prepared	128,794	52,278	40.6%	76,516
Indirect	<u>186,716</u>	<u>55,061</u>	29.5%	<u>131,655</u>
Total Expenditures	<u>2,560,960</u>	<u>1,417,917</u>	55.4%	<u>1,143,043</u>

	Prior Period	SEPTEMBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	366,345	65,630	431,975
Total Meals Claimed	<u>202,019</u>	<u>38,955</u>	<u>240,974</u>
Difference	164,326	26,675	191,001

Percentage Claimed to Prepared/Vended		59.4%	55.8%
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Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.

Note B: Expenditures are for meals prepared, including vended meals.

Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/22 - 6/30/23 (2 OF 12 MONTHS = 16.7%)

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	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	-		
Net Provider Payments	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876	79.11%	
Maximum Reimbursable Amount (MRA) for Provider Payments													22,736,992		6.26%
Administration & Support Services Revenue															
Provider Payments	\$ 613,374	\$ 810,502	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,423,876		
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	\$ 163,049	\$ 215,450	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 378,499		
Program Administration/Support Services Costs	-	-	-	-	-	-	-	-	-	-	-	-	-	0.00%	
Indirect (10% x MTDC) Costs	70,190	91,049	-	-	-	-	-	-	-	-	-	-	161,239	20.89%	
Transfer Indirect to CSBG	100,373	114,352	-	-	-	-	-	-	-	-	-	-	214,725		
Total Operating Costs	\$ 170,563	\$ 205,401	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	375,963	20.89%	
Revenue Earned Over/(Under) Costs	\$ (7,514)	\$ 10,049	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	2,536		
TOTAL COSTS - NET OF FAMILY FEES	\$ 783,937	\$ 1,015,903	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	1,799,840	100.00%	

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

Provider payments	1,423,876
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	<u>378,499</u>

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	<u>689,000</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>27,559,990</u>	<u>100.00%</u>

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.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (3 OF 12 MONTHS = 25.0%)

	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	5,889	-	-	-	-	-	-	-	-	-	13,913	
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	\$ 303,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 717,202	19.50%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%											99.61%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-0126)														
Adjusted Days of Enrollment - Certified	2,336	4,893	6,357										13,586	
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	\$ 253,820	\$ 329,731	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 704,729	15.51%
Maximum Reimbursable Amount (MRA)													\$4,544,694	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%											98.41%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%
MIGRANT CHILD CARE (CMIG-0004)														
Adjusted Days of Enrollment - Certified	95	124	131										351	
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	\$ 6,759	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 18,076	6.61%
Maximum Reimbursable Amount (MRA)													\$273,318	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											100.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 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 (3 OF 12 MONTHS = 25.0%)

	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	648	919	860										2,426	
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	\$ 29,832	\$ 42,283	\$ 39,571	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 111,686	7.11%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%											100.00%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%											100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
Program/Work Unit: Not Applicable

Month/Year: September-2022
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	September-2022		Year to Date 03/1/22 - 09/30/22	
Description	Number	Amount		Amount
Bank Deposits	9	1,129,112	117	22,188,999
Wire Deposits	12	7,234,135	81	21,711,892
Head Start/IRS Drawdowns	5	3,724,525	36	23,928,131
Vendor Checks Issued	1152	8,908,043	7,551	41,565,933
Payroll Disbursed		3,887,150		21,217,516
Grant Reports Prepared	35		259	
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 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 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 22 positions + 2 Vacancies

CFO	Accounting Technician (4)
Director of Finance	Accounting Specialist (2)
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	4,016,569
Travel Advance	6,231
Prepaid Expense	542,407
Inventory	1,045,253
Net Fixed Assets - Unrestricted	1,017,341
Net Fixed Assets - Restricted	<u>17,003,012</u>

Total Assets 31,995,078

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>(4,906,270)</u>

Total Liabilities 9,443,644

Total Net Assets 22,551,434

Total Liabilities and Net Assets 31,995,078

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	87,353,386
Donations	30,640,997
Other Revenue	915,618
In-Kind	<u>206,161</u>

Total Revenue 119,116,162

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	44,753,361
Capital Expenditures	(0)
Indirect	6,862,436
In-Kind	<u>206,161</u>

Total Expenditures 111,441,431

Net Change in Assets 7,674,731

Net Assets, beginning 14,876,703

Net Assets, ending 22,551,434

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF SEPTEMBER 30, 2022

ASSETS

Cash in Bank	20,104,323
Cash - Vacation Reserve	1,080,494
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	23,054
Prepaid Expense	657,044
Inventory	1,048,556
Net Fixed Assets - Unrestricted	820,548
Net Fixed Assets - Restricted	<u>16,596,054</u>

Total Assets 40,330,073

LIABILITIES AND NET ASSETS

Accounts Payable	1,747,338
Accrued Expenses	531,669
Accrued Vacation	1,007,684
Line of Credit	-
Note Payable	889,004
Advance Payable	5,327,384
Deferred Revenue	<u>9,593,007</u>

Total Liabilities 19,096,086

Total Net Assets 21,233,987

Total Liabilities and Net Assets 40,330,073

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO SEPTEMBER 30, 2022

REVENUE

Grant Revenue	47,867,620
Donations	201,593
Other Revenue	8,090,044
In-Kind	<u>4,874,956</u>

Total Revenue 61,034,213

EXPENDITURES

Salaries	20,888,127
Benefits	5,968,776
Travel	390,591
Space Costs	10,233,124
Supplies	1,572,022
Consultant/Contract Services	2,861,067
Other Costs	2,468,518
Program Costs	7,807,192
Capital Expenditures	1,260,094
Indirect	4,027,192
In-Kind	<u>4,874,956</u>

Total Expenditures 62,351,660

Net Change in Assets (1,317,447)

Net Assets, beginning 22,551,434

Net Assets, ending 21,233,987

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	19,123,758	19,454,484	50%
BENEFITS	11,160,531	5,492,299	5,668,232	49%
TRAVEL	721,930	351,461	370,469	49%
SPACE COST	23,506,027	9,504,102	14,001,925	40%
SUPPLIES	3,253,861	1,464,246	1,789,615	45%
EQUIPMENT	831,379	1,694,947	(863,568)	204%
CONSULTANT/CONTRACT SERVICES	3,798,580	2,232,062	1,566,518	59%
OTHER COSTS	3,449,253	2,072,677	1,376,576	60%
PROGRAM COSTS	11,277,182	7,156,735	4,120,447	63%
INDIRECT	7,597,038	4,007,445	3,589,593	53%
TOTAL	104,174,023	53,099,733	51,074,290	51%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	13,987,407	13,463,857	51%
BENEFITS	8,315,926	4,175,114	4,140,812	50%
TRAVEL	492,583	195,484	297,100	40%
SPACE COST	6,603,218	4,492,118	2,111,100	68%
SUPPLIES	2,644,635	1,037,331	1,607,304	39%
EQUIPMENT	100,000	797,177	(697,177)	797%
CONSULTANT/CONTRACT SERVICES	1,369,385	582,867	786,518	43%
OTHER COSTS	1,130,700	829,742	300,958	73%
PROGRAM COSTS	7,769,839	6,026,797	1,743,042	78%
INDIRECT	5,263,450	2,866,834	2,396,616	54%
TOTAL	61,141,000	34,990,870	26,150,130	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	2,060,946	2,150,045	49%
BENEFITS	1,260,035	531,593	728,442	42%
TRAVEL	91,246	49,509	41,737	54%
SPACE COST	15,209,213	4,024,032	11,185,181	26%
SUPPLIES	211,553	148,101	63,452	70%
EQUIPMENT	724,960	718,622	6,338	99%
CONSULTANT/CONTRACT SERVICES	563,961	229,425	334,536	41%
OTHER COSTS	378,585	307,389	71,196	81%
PROGRAM COSTS	1,436,167	673,235	762,932	47%
INDIRECT	765,412	354,325	411,087	46%
TOTAL	24,852,123	9,097,177	15,754,946	37%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	905,736	2,065,385	30%
BENEFITS	553,144	237,933	315,211	43%
TRAVEL	65,110	28,067	37,043	43%
SPACE COST	299,407	136,945	162,462	46%
SUPPLIES	110,076	75,220	34,856	68%
EQUIPMENT	6,419	51,295	(44,876)	799%
CONSULTANT/CONTRACT SERVICES	1,056,518	921,930	134,588	87%
OTHER COSTS	1,341,076	581,240	759,836	43%
PROGRAM COSTS	868,172	149,417	718,755	17%
INDIRECT	755,931	297,312	458,619	39%
TOTAL	8,026,974	3,385,096	4,641,878	42%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	1,594,730	1,235,682	56%
BENEFITS	737,565	395,414	342,151	54%
TRAVEL	27,313	30,685	(3,372)	112%
SPACE COST	1,206,276	683,287	522,989	57%
SUPPLIES	220,349	192,382	27,967	87%
EQUIPMENT	-	127,853	(127,853)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	453,564	314,372	59%
OTHER COSTS	491,102	315,432	175,670	64%
PROGRAM COSTS	1,105,101	257,148	847,953	23%
INDIRECT	613,244	385,727	227,517	63%
TOTAL	7,999,298	4,436,220	3,563,078	55%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	531,762	459,092	54%
BENEFITS	267,905	144,149	123,756	54%
TRAVEL	23,578	47,278	(23,700)	201%
SPACE COST	182,213	166,026	16,187	91%
SUPPLIES	52,498	9,551	42,947	18%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	1,962	3,819	34%
OTHER COSTS	51,480	27,193	24,287	53%
PROGRAM COSTS	97,903	50,137	47,766	51%
INDIRECT	170,659	93,018	77,641	55%
TOTAL	1,842,870	1,071,076	771,794	58%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 09-30-22 (58.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	43,177	80,423	35%
BENEFITS	25,956	8,097	17,859	31%
TRAVEL	22,100	439	21,661	2%
SPACE COST	5,700	1,693	4,007	30%
SUPPLIES	14,750	1,660	13,090	11%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	42,315	(7,315)	121%
OTHER COSTS	56,310	11,682	44,628	21%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	10,229	18,113	36%
TOTAL	311,758	119,293	192,465	38%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 09/30/22 (7 OF 12 MONTHS = 58.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,597,038	\$ 4,007,445	52.8%	\$ 3,589,593
Expenditures				
Salaries	4,122,037	2,144,594	52.0%	1,977,443
Benefits @ 23.6% actual	<u>927,258</u>	<u>504,608</u>	<u>54.4%</u>	<u>422,650</u>
Total Personnel Costs	5,049,295	2,649,201	52.5%	2,400,094
Operating Costs				
Travel	67,900	38,382	56.5%	29,518
Space Costs	215,700	142,102	65.9%	73,598
Supplies	252,500	90,225	35.7%	162,275
Consultant/Contract	1,288,000	628,819	48.8%	659,181
Other Operating Costs	<u>474,125</u>	<u>393,443</u>	<u>83.0%</u>	<u>80,682</u>
Total Operating Costs	2,298,225	1,292,971	56.3%	1,005,254
Total Expenditures	<u>\$ 7,347,520</u>	<u>\$ 3,942,172</u>	<u>53.7%</u>	<u>\$ 3,405,348</u>
Excess (Deficit) Indirect Revenue	<u>\$ 249,518</u>	<u>\$ 65,273</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 733,999	57.0%	\$ 554,308
Operations	2,272,694	1,372,758	60.4%	899,936
Executive	1,337,079	699,199	52.3%	637,880
Program Administration	130,000	91,709	70.5%	38,291
Finance	<u>2,319,440</u>	<u>1,044,508</u>	<u>45.0%</u>	<u>1,274,932</u>
	<u>\$ 7,347,520</u>	<u>\$ 3,942,172</u>	<u>53.7%</u>	<u>\$ 3,405,348</u>

Prepared Date: 10/13/22



MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: October 26, 2022

Subject: *Agenda Items VI(a): 2022-2023 Grand Jury Visit: 2-1-1 Call Center and M Street Navigation Center – Info Item*

As discussed at the last Board meeting, the CAPK 2-1-1 program hosted a site visit from the 2022-2023 Kern County Grand Jury - Health, Education, and Social Services Committee consisting of 5 to 6 members.

The visit appeared to be routine and nature and according to staff, went very well. The committee members that visited were impressed with the program and requested a similar presentation to the full Grand Jury. Again, the presentation went very well, and the Grand Jury was complementary of the program and the work being done. They indicated that they would issue a report and potentially offer recommendations if there are any.

The 2-1-1 presentation led the Grand Jury to request a site tour of the M Street Navigation Center. The site visit was led by Rebecca Moreno, Director of Community Services, and the M Street program team. Also in attendance were the Board Chair, Chief Executive Officer, Chief Program Officer, and a representative of the Kern County CAO office. This visit went quite well, and the Grand Jury seemed to be impressed with the operations of the facility.

The visits described above appeared to be routine and were an opportunity for the Grand Jury to receive an in-depth description of the two mentioned programs, along with an overview of the agency. Staff will continue to provide updates to the Board, including reports, feedback, and recommendations that are received by the Grand Jury.



MEMORANDUM

To: Board of Directors

From: Lisa McGranahan, Director of Human Resources

Date: October 25, 2022

Subject: *Agenda Item VI(b): 2022 Employee End-of-the-Year Gift: Time Off –*
Action Item

On September 7, 2022, CAPK Management brought this agenda item to the Personnel Committee for consideration and approval. After discussion, the Personnel Committee approved this benefit, and it was sent to the Board. However, during the September 28, 2022, Board of Directors meeting, this item was pulled from Consent for further discussion, and it was referred back to the Committee for further refinement.

As the end of 2022 approaches, CAPK Management has begun discussing ways to acknowledge and reward our staff's accomplishments and hard work. After meeting and sharing ideas, CAPK Management has agreed to offer a full regular workday off with pay to eligible staff. We hope this will allow us to highlight and reward employees for their service and dedication during the year.

After additional discussions with the Personnel Committee regarding the equability of an 8-hour holiday verses a full-day holiday, CAPK Management recommends a full regular workday off with pay to all eligible employees with a hire/rehire date of October 26, 2022, or earlier, with the number of hours granted coinciding with their regular daily schedule. Employees may not use this time during a continuous leave period.

OMB Uniform Guidance allows our governing body to set benefits at its discretion. This one-time, full regular workday off is being granted on October 31, 2022, and must be used by March 5, 2023. Employees must work with their supervisors to coordinate the time off to ensure proper coverage and not interrupt regular business operations. Additionally, this must be used during an employee's active status and during a scheduled workday. The benefit has no cash value and may not be cashed out upon exit from employment. Any unused amount remaining at the end of the period is forfeited.

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 agency's success.

Recommendation:

Staff recommends that the Board of Director's approve the one-time, full regular workday off to all eligible employees to be used for the period of October 31, 2022, through March 5, 2023.



MEMORANDUM

To: Board of Directors

Catherine Anspach

From: Catherine Anspach

Date: October 26, 2022

Subject: *Agenda Item VII(a):* CAPK Foundation Board Report – **Info Item**

The CAPK Foundation Board met in person on September 27, 2022, and approved the minutes from the May 31, 2022, meeting. The Board was updated on the status of the Friendship House Community Center Fencing & Lighting fundraising efforts and the Food Bank Expansion. A PowerPoint presentation given by the Director of Development, Catherine Anspach, highlighted the current marketing & collateral pieces in development as well as the update to the Foundation's website and the acquisition of a new Customer Relations Management (CRM) to manage donors and events.



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: October 26, 2022

Subject: *Agenda Item VIII(a)*: October Policy Council Report – **Action Item**

The Policy Council met on September 27, 2022, at which time quorum was established. This meeting was conducted via teleconference as per California Governor Executive Order N-25-20. Several action items were presented to the Council during this meeting.

A request to change the previously approved Policy Council meeting date of October 25, 2022 to October 27, 2022 was made to allow Policy Council members to meet in person for their final meeting of the 2021-2022 term. This request received unanimous approval.

A budget revision for the Early Head Start Child Care Partnership grant was brought before the Council. The purpose of the request along with budget detail was provided and reviewed with members. Upon conclusion of the presentation and subsequent discussion, Policy Council approved the submission of the EHS Childcare Partnership 2022-2023 budget revision and equipment purchase to the Office of Head Start.

Budget revision information along with budget detail for the Early Head Start San Joaquin grant for the 2022-2023 funding year was provided to and shared with members; brief discussion followed. The Council unanimously approved submission to the Office of Head Start for the 2022-2023 budget revision and purchase of equipment for the Early Head Start San Joaquin grant.

Head Start and State Child Development Division staff shared information on a budget revision for the 2022-2023 funding year for the Head Start CRRSA/ARP grant. Budget detail accompanied this request and was provided to members and reviewed with hearty discussion ensuing. Upon completion of the presentation and with all questions provided answers the request as proposed was approved by a majority vote, receiving one nay vote and two members abstaining.

The next Policy Council meeting is scheduled for October 27, 2022.

Recommendation:

The Policy Council requests Board approval of the October Report and the Policy Council meeting minutes from September 27, 2022.

Attachment:

Policy Council Meeting Minutes from September 27, 2022.

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES**

September 27, 2022

Teleconference ID: 799 157 755#

Per Governor's Executive Order N-25-20

1. Call to Order

Policy Council Chairperson, Andrea Martinez called the meeting to order at 5:30 p.m.

a. Policy Council Secretary, Monique Davis conducted roll call; quorum was established.

Policy Council Members Present: Dominique Bassi, Monique Davis, 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 language and literacy. Head Start children are currently working on *The Making Music* study and Early Head Start is working on *Shoes*. Parents were 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. Full year sites started their second Developmental Profile Assessments on September 5, 2022 while part year assessments will be completed on October 13, 2022. Parents are encouraged to support this process by completing the DRDP Parent Observation form. Parent conferences will be conducted October 14-24, 2022. There are upcoming ReadyRosie workshops, there will be workshops in both English and Spanish. There have been COVID vaccination clinics organized at select sites, more information will follow for those interested. 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 met on September 6, 2022; quorum was established. The Division/Program monthly activity report was reviewed with the committee. This included enrollment information for Head Start and Early Head Start, with Head Start at 48% and Early Head Start at 64% enrollment. The Child Adult Care Food Program (CACFP) noted 31,740 meals were prepared by the Central Kitchen in July 2022. The division staffing report noted there are ninety-nine vacant positions. There were also four employees onboarded, interviews were conducted for three open requests and eleven resignations were received. The Enrollment and Attendance team attended various community events in Kern and San Joaquin Counties. Garden Pathways will be hosting a Resource Fair on October 8, 2022 with twenty vendors having signed up thus far. Escuelita Hernandez is awaiting a licensing inspection and once this takes place the program will begin providing in person services for the infant classroom. The center passed their fire inspection on August 26, 2022. San Joaquin staff are having a heavy presence in the community for recruitment of families. They are at flea markets, WIC offices, as well as local high schools and food banks.

c. Budget & Finance Committee

The Budget and Finance Committee met on September 20, 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. It was noted there were expenses in the Parent Activities fund during this reporting period. No-cost budget information for San Joaquin and Early Head Start Child Care Partnership were also reviewed as was the American Rescue Funding Plan. Additionally shared was a detailed in-kind report. All items can be found in the consent agenda portion of the August Policy Council Packet. The next meeting which will be the final meeting of the term will be held on October 18, 2022 at 6:00 p.m.

d. Bylaws Committee

The Bylaws Committee has conducted all regularly scheduled meetings for this term. There has not been any new or relevant information pertaining to the Policy Council Bylaws to warrant a need for any additional meetings. The 2021-2022 Bylaws Committee has fulfilled all its obligations as outlined.

4. Presentations

a. The Importance of Family Engagement – Maria Guadian, Family Engagement and Inclusion Manager

Carolyn Coffey, Education and Support Services Administrator presented on behalf of Maria. Carolyn shared an informative PowerPoint presentation speaking to the importance of family engagement and ways to support this component.

Carolyn provided background information noting family engagement is a strength-based process building positive and goal-oriented relationships through a shared process between staff and families across all levels. It requires mutual respect, as well as commitment to creating and sustaining an ongoing partnership that supports the well-being of a family and honors the parent-child relationship.

The CCR survey was discussed as this survey assists in identifying family strengths and needs and is used to support their success. Based upon the survey staff can provide resources to help strengthen their needs.

Carolyn shared that the collection of various forms of data is used to develop school readiness goals. She also noted that the family engagement outcomes focus is families as advocates and leaders. In support of this, each school readiness goal has family activities that parents can complete at home with their children.

The purpose of the Family Partnership Agreement was discussed, noting that families know what their goals are for their children and themselves. Staff's role is to partner with parents to help make progress towards their respective goals.

Carolyn also addressed the topic of attendance and the importance of such. Noting that attending daily assists in building the foundation for school readiness for years to come.

An overview of the parenting curriculum, ReadyRosie was shared with members noting it also enables staff to reach families on a personal level and helps make additional connections through family workshops. The content allows for families to customize and individualize videos in their primary language. Learning Genie was also discussed as was the Creative Curriculum cloud which allows for two-way communication with teachers. Pertinent Information as well as resources from staff is also sent via those two applications. The S'more newsletter and its content was shared. These school newsletters provide parents with activities that support school readiness goals while the Summer Soar S'more Newsletters include ReadyRosie activities and summer fun calendars. Monthly family engagement activities have also been incorporated which parents are encouraged to complete at home and then share with their respective site for posting at the center. It was noted that activities have also been featured on Head Start social media platforms. Father engagement and the importance of such was discussed noting male father figures are key in the healthy development of children. The many positive impacts having a positive male role model in a child's life were discussed with a few photos shared of male involvement with children.

5. Consent Agenda

***ACTION**

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

- a. Policy Council Meeting Minutes – August 23, 2022 (English/Spanish)
- b. Bylaws Committee Minutes – August 9, 2022 (English/Spanish)
- c. Budget and Finance Committee Minutes – August 16, 2022 (English/Spanish)
- d. Head Start Budget to Actual Report, March 1, 2022, to August 31, 2022
- e. Early Head Start Budget to Actual Report, March 1, 2022, to August 31, 2022
- f. Early Head Start San Joaquin Budget to Actual Report, February 1, 2021 to August 31, 2022

- g. Early Head Start Child Care Partnerships Budget to Actual Report, March 1, 2021 to August 31, 2022
- h. American Rescue Plan Funding Budget to Actual Report, April 1, 2021 to August 31, 2022
- i. Parent Local Travel & Childcare through August 31, 2022
- j. Parent Activity Funds through August 31, 2022
- k. Kern Head Start and Early Head Start Non-Federal Report, March 1, 2022, to August 31, 2022
- l. Year to Date Non-Federal Share In-Kind Report Detail, March 1, 2022 to August 31, 2022
- m. Head Start Program Review Evaluation (PRE) Report – August 2022
- n. ACF-IM-HS-22-06 Strategies to Stabilize the Head Start Workforce; Issuance Date: September 12, 2022
- o. Children’s Mobile Immunization Clinic – October 2022; Adventist Health (English/Spanish)
- p. How to Help Your Child Have a Successful Bedtime – Backpack Connection Series (English/Spanish)
- q. 5 Action Steps for Helping Someone in Emotional Pain – National Institute of Mental Health (English/Spanish)
- r. Warning Signs of Suicide – National Institute of Mental Health (English/Spanish)
- s. League of Dreams Brochure 2022 – (English/Spanish)
- t. ADAPTdance Flyer – Kern Dance Alliance + League of Dreams
- u. Native C.O.R.E.-Three Rivers Pow Wow – October 1, 2022; Stockton, CA
- v. Pumpkin Fair – October 1-2, 2022; (Downtown) Manteca, CA
- w. Lyle, Lyle, Crocodile – October 15, 2022; Studio Movie Grill Special Needs Screening, Bakersfield, CA
- x. Apple Festival – October 15-16, 2022; (Downtown) Tehachapi, CA
- y. Dr. Kirk Parent Training Annual Calendar – CAPK Head Start Family Wellness Services
- z. Head Start Recruitment Flyer
- aa. Home Visiting Program Flyer
- bb. Planning Committee Meeting Dates
- cc. Budget & Finance Committee Meeting Dates
- dd. Policy Council Meeting Dates

Monique Davis made a motion to approve consent items (a) through (dd); seconded by Michelle Jara-Rangel. Motion carried unanimously.

6. New Business

*ACTION

- a. **October Meeting Date Change – Lisa Gonzales, Program Governance Coordinator**
Lisa stated the current, approved meeting schedule sets the October Policy Council meeting for October 25, 2022. She continued, sharing there is an opportunity to hold this final meeting of the term in person, however due to venue coordination, there isn’t any availability on the 25th of October but there is availability on October 27, 2022. Because of this and other factors a request was made to conduct the meeting later in the week, on Thursday, October 27, 2022. Motion made by Teresa Fajardo to change the meeting from October 25, 2022 to October 27, 2022; seconded by Dominique Bassi. Motion carried unanimously.
- b. **EHS Child Care Partnership 2022-2023 Budget Revision – Sylvia Ortega, Quality Assurance Administrator**
Sylvia shared the Head Start and State Child Development Division is requesting approval to submit a budget revision for the EHS Childcare Partnership grant. Budgetary detail was also presented to members. It was noted the grant was awarded a no-cost extension to carryover funds from the 2021-2022 fiscal year to the current (2022-2023) fiscal year however to fully expend the remaining funds a budget revision is needed to realign the funding of major categories. The Head Start leadership team has been working in consultation with the Operations and Finance Divisions to determine the most appropriate categories to place this funding based upon projects that have been identified. Sylvia proceeded to share that these projects include minor renovations and repairs at two Head Start facilities, Angela Martinez and Oasis Child Development centers with some specifics of the projects also stated including but not limited to modifications to create a professional development lab, new air conditioning unit (Angela Martinez), and new toddler room, furnishing for indoor and outdoor environments (Oasis). It was stated that business services have identified a contractor to complete the projects. Furthermore, the cost is within the threshold allowed therefore preapproval from the Office of Head Start is not required as per Program Performance Standards. A question was posed as to what “environmental” entail? Sylvia clarified it was required when Angela Martinez was purchased a report was required to ensure the building doesn’t need any repairs and those repairs are going to be addressed with the funds. She added that refers to both indoor and outdoor, including the play yard. Additionally, it was asked what reduction from staff vacancies is referring to. Sylvia stated that since we were not fully operational there were some savings. Since we have those savings, we knew we would be able to move them around to the categories needed. Sylvia added that benefits as noted on the

budget detail go along with personnel. She also went on to share additional information in the contractual category. Upon conclusion a request was made for a motion to approve the EHS Childcare Partnership 2022-2023 budget revision and equipment purchase. Motion made by Monique Davis; seconded by Michelle Jara-Rangel. Motion carried unanimously.

c. EHS San Joaquin 2022-2023 Budget Revision – Sylvia Ortega, Quality Assurance Administrator

Sylvia shared a request is being made to approve an additional budget revision, this one is for the San Joaquin Early Head Start grant. Budget detail to support this request was provided to members. This grant was provided a no cost extension from the Office of Head Start (OHS) to fully expend the remaining funds. However, a budget revision is needed to realign funding to major categories and approval granted from both the CAPK Board of Directors and Policy Council. Staff has been working in consultation with the Operations and Finance Divisions to determine the most appropriate categories to place funding, based upon identified projects. Projects identified in this revision include major renovations and repairs at the Barnett House as well as equipment purchases for other San Joaquin facilities. Barnett House renovations include modifications to the building to support a quality infant/toddler environment. The estimated costs for this project exceed the threshold allowed therefore pre-approval from the Office of Head Start is required. Additional expenses include the purchase of three shade structures for the Barnett House, Lodi UCC and the new facility in Lathrop. Sylvia stated the shade structures are considered equipment as they do not have a value more than \$5000.00 and have a useful life of more than 1-year. A comment was made noting previous meeting discussion identifying there would be enough funds to compete the revisions as stated in this current request. The question was asked if there are additional things that we need to do so we need to move additional monies. In providing clarification it was stated previous discussion was had and this is the actual budget revision that will support those previous conversations. Additional information was provided as related to the direct and indirect expense categories. Teresa Fajardo made a motion to approve the 2022-2023 San Joaquin Early Head Start budget revision and equipment purchase; seconded by Nila Hogan. Motion carried unanimously.

d. Head Start Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA)/American Rescue Plan (ARP) 2022-2023 Budget Revision – Sylvia Ortega, Quality Assurance Administrator

Sylvia stated 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. Budget detail accompanied this request and was provided to members. It was further stated this is a onetime funding opportunity to support expenses as related to the COVID-19 pandemic to fully expend these funds. Sylvia shared staff has been working with the Human Resources and Finance Departments to determine the most appropriate categories to place the funding based upon projects identified. She added that one priority to the funding was established based on the (CAPK) board approved employee retention stipend. Funding will be moved to the salary category and the salary costs utilized to support the summer bridge program. It was noted summer bridge expenditures have been on all budget to actuals presented since it took place over a year ago. It was also noted additional funding was allocated to the construction category for the approved projects at Harvey Hall, Pete Parra, Martha J. Morgan, Sterling and Angela Martinez Child Development Centers to support the higher costs of materials as related to supply chain challenges. The Finance Division is closely monitoring the construction expenditures and will allocate overages to this grant as deemed reasonable and necessary. Robust discussion ensued regarding the budget to actual reports (on the consent agenda) which indicated the COVID budget was fully expended. It was also asked if this would be presented to the CAPK Board of Directors. It was noted this item was presented to the CAPK Budget & Finance Committee. Sylvia shared that the Coronavirus Response and Relief funding and the American Rescue Plan funding are two different grants, one of which was, as correctly pointed out expended however the other was not. Because the notice of award combined them into one grant, Finance prepares the budget to actual report with them combined as one grant. Continued discussion ensued with concern shared over confusion when reviewing the standing budget to actual report specific to this grant. Sylvia provided explanation of such adding that the report will reflect differently when/if the item gains approval which will allow for categories to be changed. It was restated there is confusion specifically because information provided indicates 100% expended (budget to actuals) and before members is a request for carryover; how can funds be carried over if they are fully expended. Upon conclusion of lengthy discussion, a request was made for a motion to approve the submission of a budget revision to the Office of Head Start for the Head Start grant 09HE000432 (CRRSA and ARP) for the 2022-2023 funding year. The motion was made by Dominique Bassi; seconded by Isabelle Diaz. Motion carried with one nay vote and two abstentions.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked attendees for taking the time to join tonight's meeting, adding that she knows there is a full agenda tonight and all the input members are providing is appreciated. She mentioned, as in months past members received Head Start Recruitment Flyers along with their Policy Council packets this is to provide continued support as we work towards reaching full enrollment.

It was shared the Positive Parenting Series has concluded. Lisa stated that twenty-five participants completed the series and received a certificate. Policy Council members Ana Lester and Teresa Fajardo were thanked for their participation in the series.

Lisa discussed Parent Meetings noting they have resumed. She reminded members to be considered for election to Policy Council for the upcoming 2022-2023 term, interested parties must attend their respective Parent Meeting and be elected as a Regional Parent Committee (RPC) Representative. Lisa also shared that she has had the opportunity to attend a few virtual meetings and has been pleased that there are some current PC members who have been elected to RPC. She stated RPC meetings have already been scheduled and will take place during the first two weeks of October.

Lisa mentioned some of the event items included on the consent agenda of the packet such as, the monthly Dr. Kirk parent training, a special needs screening of the movie Lyle, Lyle Crocodile at Studio Movie Grill and the Apple Festival in Tehachapi. There is also a Powwow and a Pumpkin Fair in San Joaquin County.

The topic of mental health was briefly discussed with various flyers in the packet pointed out. It was stated mental health is just as important if not more so than physical health and the stigma related around this topic needs to be removed. Lisa shared that it is important that you are your best you not only for your children but for yourself; it starts with you.

In closing, Lisa again thanked everyone for their attendance and commitment adding she is looking forward to seeing everyone in person at the October meeting with more information to be shared as it becomes available.

b. Community Representative – Nila Hogan, Y-Empowerment and Anastasia Lester, First 5 Kern

Nila, spoke about cold and flu season, noting it is hitting hard and fast. An informational flyer was shared with members and discussed. This included the differences between the two ailments. Nila added knowing the differences and when to seek medical treatment is of utmost importance in keeping your family healthy and well.

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 taking place in October. Ana spoke about GoNoodle noting that this is a free app that gets families moving. She added it will have you sweating and singing the catchy songs even in your sleep! She also mentioned Train Your Brain Day on October 13th adding it is a great opportunity to think about the things that calm us and get our brains moving. Ana added this is great for kids as many are challenged with anxiety and/or depression and this is a great way to provide techniques they can use to support themselves to the best of their ability. In closing Ana shared October 31st is National Knock-Knock Joke Day and shared a link with appropriate knock-knock and "Dad" jokes to get everyone laughing.

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 for September and has had 203 views to date. The newsletter contained information on the Pyramid Model topics and featured videos on the importance of creating routines and schedules. Parent handouts included information on how parents can support their child's social emotional development by helping their child to understanding their emotions (from the Pyramid Model backpack series.) There was also information for parents on attachment as well as how to help your child have a successful bedtime. The monthly father/family engagement activity was to go on a fall family nature walk. Families will share their experience, pictures and make a collage of items found on their nature walk. Completed projects will be posted in center-based classrooms and will be shared during socializations for the home-based program option. CAPK San Joaquin hosted three dental clinics in September so families can receive preventative dental care. There was a total of six participants who received dental care. On September 9, 2022 staff

attending a breastfeeding celebration through WIC and completed thirty-eight program interest slips. An additional six interest slips were also obtained at a monthly recruitment event. A total of forty-four program interest slips have been given to the appropriate staff for follow up. Nicole shared that SJC is actively recruiting, pushing hard to reach full enrollment.

d. Early Head Start Partnership – Jasmine Ponce

Jasmine shared on September 12, 2022 Bakersfield College passed their licensing inspection of their new classroom. Applications are now being accepted for the 18–24-month classroom at Escuelita Hernandez. Jasmine also shared during the month of September; family advocates participated in the CAPK Vaccine Equality Resource Fair as well as the Wendell Davis Foundation’s Walk for Peace event. On October 8, 2022, Garden Pathways in collaboration with CAPK will host a “one stop shop” resource fair. There will be over twenty vendors at the event which will be held from 10:00 a.m. – 2:00 p.m. Food and drinks will be available and there will also be a raffle, all families and community members are invited to attend. Since the start of the new program year (July 1, 2022) family advocates have helped enrolled families to establish approximately twenty-six family goals and have provided sixty-seven resources. There are currently sixty-seven families registered for ReadyRosie.

e. Board of Directors – Michelle Jara-Rangel, CAPK Board Member

Michelle reported the Board of Directors (BOD) met on August 24, 2022 and for the first time since March 2022 were able to meet in a hybrid meeting option with five members participating in-person. Catherine Anspach was introduced as the new Director of the CAPK Foundations. Rebecca Moreno provided a presentation about the Safe Camping/Safe Parking program provided at the M Navigation Center which is at capacity (40 campsites). Rebecca also reported eleven clients have moved from the safe camping area into the Navigation Center and there have been two family unifications. Additionally, eight clients were provided a housing voucher and are currently looking for housing. All consent agenda items were approved, with one item removed to allow for the full board to hear the presentation. Most notably approved was term limits for members of the private sector, addition of a new account software and an agency wide budget revision. Yolanda Gonzales and Jerry Meade also provided an update on the Head Start program reporting on continued enrollment efforts as well as discussing staffing challenges. Nila Hogan presented the Policy Council report to the board. Jeremy Tobias provided a verbal report on the status of COVID cases stating while there continues to be sporadic outbreaks, staff is managing these incidents well. Jeremy also shared that CAPK employees, Pritika Ram and Esperanza Contreras have completed the CCAP course and passed the certification testing. They will be recognized at the NCAP National Convention Gala in New York. This meeting of the CAPK Board of Directors adjourned at 1:27 p.m.

f. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Sylvia Ortega, Quality Assurance Administrator reported on Yolanda’s behalf stating Yolanda sends her gratitude for all the Policy Council does and is looking forward to attending the next meeting, seeing everyone and having the opportunity to meet them in person.

Sylvia shared that we are looking forward to the completion of construction projects and are excited about preparing classrooms for licensing. It was noted that the education team has already set up some of the classrooms.

It was stated that staff has been working diligently and “all hands are on deck” in recruitment efforts. Adding there has been a lot of discussion at both the regional level as well as the national level centered around ensuring that all programs are fully enrolled. Sylvia stated the Office of Head Start has shared that they (OHS) will first focus on grantees that are below 50% enrollment to ensure they are placing resources on those grantees/agencies that most need them. With that said, Sylvia stated that we are hoping to be celebrating full enrollment very soon in the coming months.

Sylvia spoke to a previously shared comment noting that Pritika Ram and Esperanza Contreras were recognized (at CCAP) earlier in the month in New York, with their families present and that it was a great event.

8. Policy Council Chairperson Report

Andrea thanked everyone for their attendance, for participating and for all their questions. She also shared that she is participating in a 10-week program guiding parents of strong-willed children. It was added that during a recent session she was surprised by the number of parents whose hands did not go up when the question was posed as to who told their children daily that they loved them. She continued, stating that

there are some factors, such as how you were raised, etc. and shared how important an intentional word of love and affirmation are. These words are so important, even if your child may not receive it well.

Andrea also shared information on an upcoming vintage flea market at the Kern County Museum stating this happens twice a year with the current event taking place on October 9, 2022. She added there are a lot of items such as art, clothing, and of course food.

In closing Andrea extended thoughts and prayers to Yolanda and her family.

9. Policy Council Member Comments

Members were given an opportunity to share comments. Monique mentioned that she had the opportunity to see Lisa in person (unexpectedly) at a recent community collaborative. She went on to share with members that she works at a non-profit which provides classes for children 6-11 years of age on social emotional skills. The class takes place on Wednesday's from 3:30 p.m. – 4:30 p.m. They play games and are taught skills centered around listening and respectful behavior. It is free and snacks are also provided. The agency is Stay Focused and is located across the street from the Maya Theater on California Avenue.

Michelle thanked everyone for their time and efforts they put into the Policy Council. She also shared she enjoys receiving all community resources which she can share with the families she serves as well. Michelle shared this has been a really great experience for her.

10. Next Scheduled Meeting

The next meeting will be held on October 27, 2022.

11. Adjournment

Meeting was adjourned at 6:40 p.m.



State Announces Funding to Support Sustainable and Resilient Regional Economies Across California

First round of Community Economic Resilience Fund (CERF) awards provides \$5 million each to regional economic planning entities to chart equitable, resilient future for California's economy

SACRAMENTO – State leaders today announced the first round of awards for the Community Economic Resilience Fund (CERF), a new state initiative supporting innovative plans and strategies to diversify local economies and develop sustainable industries that create good-paying, broadly-accessible jobs for all Californians. As part of CERF's initial planning phase, 13 economic development entities known as High Road Transition Collaboratives will receive \$5 million each to develop roadmaps, including a strategy and recommended series of investments, for their region. Following this planning phase, the program's implementation phase will begin in 2023 and provide \$500 million to fund projects identified by the High Road Transition Collaboratives.

High Road Transition Collaboratives represent California's 13 distinct regional economies and bring together diverse community, labor, industry, and business interests. Today's announcement includes 11 of the 13 awardees. Awardees were selected through a competitive bidding process based on their readiness and commitment to conduct inclusive planning processes that engage various community groups, including voices that have been traditionally left out of economic planning.

[CERF](#) was created by Senate Bill 162 and is administered by an interagency leadership team that includes the Governor's Office of Planning and Research, the Governor's Office

of Business and Economic Development, and the Labor & Workforce Development Agency.

“We have an incredible opportunity to harness once-in-a-generation Federal and State investments to build a low carbon economy that creates good-paying jobs,” **said Samuel Assefa, Director of the Office of Planning and Research.** “We are thrilled to announce the CERF Planning Phase partnerships with organizations representing labor, community, business, and industry leaders to chart an inclusive and equitable economic future for all Californians.”

“This announcement signifies a major step forward in economic development, as regional coalitions have come together across California ready to roll up their sleeves and build regional economic development strategies that will create more inclusive and vibrant economies built on a foundation of equity,” **said Dee Dee Myers, Senior Advisor to Governor Newsom and Director of the Governor’s Office of Business & Economic Development.** “As California and our federal partners work collaboratively to make significant investments to support local economies, these High Road Transition Collaboratives will play a major part in guiding these dollars to ensure the greatest impact for all Californians.”

“This first-of-its-kind state investment recognizes that California is an ecosystem of diverse economies, each of which has its own challenges and opportunities,” **said Natalie Palugyai, Secretary of the California Labor & Workforce Development Agency.** “By empowering regions to develop the blueprints for their own futures – and requiring that they do so in a manner that is inclusive and equitable – CERF is changing the way California views economic planning.”

High Road Transition Collaboratives - Planning Phase Awardees:

North State

Fiscal Agent: North State Planning and Development Collective – Chico State Enterprises
Regional Convener: Partnership between Sierra Institute for Community and Environment
And North State Planning and Development Collective – Chico State Enterprises

Sacramento

Fiscal Agent and Regional Convener: Valley Vision, Inc.

Redwood Coast

Fiscal Agent: Arcata Economic Development Corporation
Regional Convener: California Center for Rural Policy at CalPoly Humboldt

Bay Area

Fiscal Agent: Bay Area Good Jobs Partnership for Equity, with the San Francisco Office of Economic and Workforce Development as the Fiscal Lead
Regional Convener: All Home

Northern San Joaquin Valley

Fiscal Agent: Merced Community College District
Regional Convener: County of Merced, Department of Workforce Investment

Eastern Sierra

Fiscal Agent and Regional Convener: Sierra Business Council

Central San Joaquin Valley

Fiscal Agent and Regional Convener: Central Valley Community Foundation

Orange County

Fiscal Agent: Charitable Ventures of Orange County
Regional Convener: Orange County Business Council

Los Angeles County

Fiscal Agent: California Community Foundation
Regional Convener: The Economic Development Corporation of Los Angeles County

Kern County

Fiscal Agent: Kern Community College District
Regional Convener: Kern Coalition, a partnership between Better Bakersfield and Boundless Kern, Community Action Partnership of Kern, Kern Inyo and Mono Central Labor Council, Building Healthy Communities, and Kern Community College District

Central Coast

Fiscal Agent: Economic Development Collaborative
Regional Convener: Regional Economic Action Coalition (REACH)

For more information on each of the High Road Transition Collaboratives, please see the [CERF Round 1 Planning Phase Awards – Executive Summaries](#).

In response to the economic impacts of the COVID-19 pandemic, Governor Gavin Newsom's 2021-22 Budget included \$600 million for CERF to ensure that California's economy creates high-quality, family-supporting jobs, advances California's climate agenda, and helps the state's industries to build long term resilience against climate-caused and other economic disruptions.

About the Office of Planning and Research

The Governor's Office of Planning and Research serves as California's Comprehensive Land Use Planning Agency. OPR studies future research and planning needs, fosters cross-agency collaboration, and provides guidance and support to state partners, local communities, and California Native American Tribes with a focus on land use and community development, climate risk and resilience, and equity.

About the Governor's Office of Business and Economic Development

The Governor's Office of Business and Economic Development (GO-Biz) serves as the State of California's leader for job growth and economic development efforts. GO-Biz offers a range of services to business owners including: attraction, retention and expansion services, site selection, permit streamlining, clearing of regulatory hurdles, small business assistance, international trade development, assistance with state government, and much more. For more information visit the GO-Biz website.

About the Labor & Workforce Development Agency

The California Labor and Workforce Development Agency oversees seven major departments, boards and panels that serve California workers and businesses by improving access to employment and training programs, enforcing California labor laws to protect workers and create an even playing field for employers, and administering benefits that include workers' compensation, unemployment insurance, disability insurance and paid family leave.



Award List and Project Summaries

The California Employment Development Department (EDD), in coordination with the Labor and Workforce Development Agency, the Governor's Office of Planning and Research (OPR) and the Governor's Office of Business and Economic Development (GO-Biz), announced today it has awarded \$55,000,000 of the Community Economic Resilience Fund to 11 organizations for Program Year 2022-24 (PY22-24) Solicitation for Proposals (SFP). Awardees and project summaries are listed below. Funding decisions are final.

Project List

Applicant Name	Region	Award
Fiscal Agent: North State Planning and Development Collective – Chico State Enterprises Regional Convener: Partnership between Sierra Institute for Community and Environment and North State Planning and Development Collective – Chico State Enterprises	North State	\$5,000,000
Fiscal Agent: Arcata Economic Development Corporation Regional Convener: California Center for Rural Policy at CalPoly Humboldt	Redwood Coast	\$5,000,000
Fiscal Agent and Regional Convener: Valley Vision, Inc.	Sacramento	\$5,000,000
Fiscal Agent: Bay Area Good Jobs Partnership for Equity, with the San Francisco Office of Economic and Workforce Development as the Fiscal Lead Regional Convener: All Home	Bay Area	\$5,000,000
Fiscal Agent and Regional Convener: Sierra Business Council	Eastern Sierra	\$5,000,000



<p>Fiscal Agent: Merced Community College District</p> <p>Regional Convener: County of Merced, Department of Workforce Investment</p>	<p>Northern San Joaquin Valley</p>	<p>\$5,000,000</p>
<p>Fiscal Agent and Regional Convener: Central Valley Community Foundation</p>	<p>Central San Joaquin Valley</p>	<p>\$5,000,000</p>
<p>Fiscal Agent: Economic Development Collaborative</p> <p>Regional Convener: REACH</p>	<p>Central Coast</p>	<p>\$5,000,000</p>
<p>Fiscal Agent: Kern Community College District</p> <p>Regional Convener: Kern Coalition, a partnership between Better Bakersfield and Boundless Kern, Community Action Partnership of Kern, Kern Inyo and Mono Central Labor Council, Building Healthy Communities, and Kern Community College District</p>	<p>Kern County</p>	<p>\$5,000,000</p>
<p>Fiscal Agent: California Community Foundation</p> <p>Regional Convener: The Economic Development Corporation of Los Angeles County</p>	<p>Los Angeles County</p>	<p>\$5,000,000</p>
<p>Fiscal Agent: Charitable Ventures of Orange County</p> <p>Regional Convener: Orange County Business Council</p>	<p>Orange County</p>	<p>\$5,000,000</p>