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 Agenda

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

1. **Call to Order**

2. **Roll Call**

Fred Plane (Chair)	Ana Vigil (Secretary)	Curtis Floyd
Maritza Jimenez (Vice Chair)	Janea Benton (Treasurer)	Jonathan Mullings

3. **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 #2022-30 ***(p. 2-3)***

4. **Public Comments**

   The public may address the Committee on items not on the agenda but under the jurisdiction of the Committee. 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.

5. **New Business**

a. Final Health Insurance Proposal for the 2023 Plan Year - ***Action Item (p. 4-10)***	Lisa McGranahan, Director of Human Resources Tracy Webster, Chief Financial Officer
b. Federal Volunteer Income Tax Assistance (VITA) Program Third Year Award – ***Action Item (p. 11-12)***	Freddy Hernandez, Director of Youth & Community Services
c. Resolution to Authorize the CEO to Execute the Agreement with the Board of State and Community Corrections – ***Action Item (p. 13-15)***	Rebecca Moreno, Director of Community Development

6. **Committee Member Comments**

7. **Next Scheduled Meeting**

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

8. **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 3:00 pm, October 7, 2022. Paula Daoutis, Administrative Coordinator.

RESOLUTION 2022-30

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

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, 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 20th day of July 2022.

Fred Plane Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Executive Committee

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%
CMAP		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

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.

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The proposed plan would include adding the limited Select Network HMO along with our current Full Network HMO and our PPO plan. This strategy includes the following rate increases and characteristics:

- The introduction of a new limited Select Network HMO plan with a 15% increase in premium costs to both the employee and employer.
- The existing Full Network HMO plan will increase in premium costs to both employer and employer by 34.6% (higher than the 28% quote due to adding narrow network).
- The existing PPO plan will increase in premium costs to both employer and employer by 28.0%
- All rates are contingent upon bundling vision coverage with Anthem.
- Proposed overall blended increase to premium is estimated at 18.4%, if 90% of staff on Full Network migrate over to the Select Network plan (utilizing data from historical Trio select network plan).
- Share of cost overall will be remain 81% for employer and 19% for employee which is consistent with the current year cost sharing model.

Attached is a current projection for health insurance renewal. This projection is based on the known data and options available. It anticipates employee participation rates and a robust migration over to a less expensive Select Network HMO plan that will be less costly. Staff utilized agency historical data of limited network plan participation (Trio) to create this projection.

Historically, we plan for and anticipate Board approval of our health plan renewal in September each year. This allows for the necessary time needed to prepare the materials for open enrollment, complete open enrollment with our employees, enrollment into the health plan system, and update the employee plan selections in payroll by the end of the year. While staff continues to work with our broker and Anthem on reviewing data and fine tuning the plan, we are concerned with the timelines for completing open enrollment. Today we are updating the Board and recommending the Executive Committee call a special meeting within two weeks for approval of the plan renewal. We are seeking guidance and feedback from the Board that will assist us in finalizing the recommendation to the Executive Committee.

Attachment:
Anthem health plan renewal projections 2023

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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%	36.19	$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%	189.97	$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%	189.97	$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%	271.39	$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**							
Employee	52	$637.05	$580.51	90%	$56.54	9%	$28.27	52	781.98	709.61	91%	72.37	9%	36.19	$15.83
Employee + Spouse	9	$1,335.33	$1,038.51	78%	$296.82	22%	$148.41	9	1,639.13	1,259.19	77%	379.94	23%	189.97	$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%	189.97	$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%	271.39	$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%			

Option 1

Assumptions

1. 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 rerate if enrollment changes by +/- 10%.
3. For Percentage based contributions the Employee percentage is applied to the Employee Only rate, the Dependent Percentage is applied to the difference in Employee Only rate and the additional amount for Dependent(s).

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%			

Option 2

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 rerate if enrollment changes by +/- 10%.
3. For Percentage based contributions the Employee percentage is applied to the Employee Only rate, the Dependent Percentage is applied to the difference in Employee Only rate and the additional amount for Dependent(s).

MEMORANDUM

To: 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 contact #23VITA0166 and all additional contract obligations.

Attachment:
VITA – 23VITA0166

Form **13981** (November 2021)	Department of the Treasury - Internal Revenue Service **Grant Agreement**	**VITA**

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	☐ 1 ☐ 2 ☒ 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 401 W. Peachtree St. Stop 420-D Atlanta, Georgia 30308	Email address	Tanya.Abrams@irs.gov
		Email grant acceptance	Grant.Program.Office@irs.gov
		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		Approved for the Internal Revenue Service by	
		Frank A. Nolden	
Name *(Print)*		Name *(Print)*	
		Director, Stakeholder Partnerships, Education & Communication	
Title *(Print)*		Title *(Print)*	
			10/01/2022
Signature	Date	Signature	Date

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