



DATE	December 14, 2022
TIME	12:00 pm
LOCATION	Teams Meeting / 5005 Business Park North Bakersfield, CA 93309
TEAMS LINK	Click here to join the meeting
PHONE NUMBER	(213) 204-2374 / ID: 171 699 514#

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 #2022-41 (*p. 3-4*)

4. Public Comments

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

5. New Business

- | | |
|---|--|
| a. Property & Casualty Insurance Budget Presentation – Info Item | Emilio Wagner, Director of Operations |
| b. Resolution to Approve the 2023 CSBG Contract #23F-4015 – Action Item (p. 5-7) | Pritika Ram, Chief Business Development Officer |
| c. Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Health Organizations (ASTHO) – Vaccine Equity Project Community Initiatives – Amendment 1 Subrecipient Agreement – Action Item (p. 8-9) | James Burger, Outreach & Advocacy Coordinator |
| d. CAPK Foundation FY 2023-24 Budget Presentation – Action Item (p. 10-25) | Catherine Anspach, Director of Development
Tracy Webster, Chief Financial Officer |
| e. California Department of Social Service Annual Refunding Application – Action Item (p. 26-27) | Jerry Meade, Assistant Director of Head Start |
| f. California Department of Education Annual Refunding Application – Action Item (p. 28-29) | Jerry Meade, Assistant Director of Head Start |
| g. 2021-2022 Head Start and Early Head Start Self-Assessment – Action Item (p. 30-34) | Sylvia Ortega, Quality Assurance Administrator |

6. Committee Member Comments

7. Closed Session

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

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

8. Closed Session Report

9. Next Scheduled Meeting

Executive Committee
12:00 pm
Wednesday, July 19, 2023
5005 Business Park North
Bakersfield, CA 93309

10. 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, December 9, 2022. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2022-41

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 in-person on December 14, 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 14th day of December 2022.

Fred Plane Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee
Pritika Ram

From: Pritika Ram, Chief of Business Development

Date: December 14, 2022

Subject: *Agenda Item 5b*: Approve the 2023 Community Service Block Grant (CSBG) Contract Number 23F-4015 from the Department of Community Services and Development - **Action Item**

As part of our annual contract with the Department of Community Services and Development (CSD), we have received the 2023 Community Services Block Grant (CSBG) contract. The contract term begins on January 1, 2023, to December 31, 2023 for \$1,756,701. There was an increase of \$159,283 over the final 2022 contract of \$1,597,418. This change in funding can be attributed to the use of an updated funding formula created to facilitate the distribution of 2023 CSBG grant funds to qualifying agencies. The data used in the formula is updated every ten years after each census. Kern County, with its population growth and high poverty rates as verified in the 2020 census, received an increase in our overall share of funding. Other areas saw increases as well, and some counties received decreases in funding.

The CSBG allocation is the agency's only funding source that allows the flexibility to support multiple low-income programs, as well as administration. The 2023 CSBG contract will be used to support programs that serve areas of great need, but that have a significant program and administrative funding gap, such as the Food Bank, Volunteer Income Tax Assistance (VITA), Friendship House Community Center (FHCC), Shafter Youth Center (SYC), Oasis Family Resource Center, East Kern Family Resource (EKFRC), and the 2-1-1 Call Center. This funding source will also be used to support a new program initiative around affordable housing. This includes efforts related to research and coordination of housing solutions (permanent and transitional) to increase local capacity for low-income residents, including targeting sub-populations, such as the elderly and transitioning foster youth, which are considered vulnerable populations with limited resources around housing, in addition to other populations identified by the local Continuum of Care and homeless service provider network.

Recommendation:

Staff recommends the Board of Directors approve the 2023 Community Service Block Grant (CSBG) Contract (23F-4015) from the Department of Community Services and Development (CSD) and authorize to the Chief Executive Officer to sign the 2023 CSBG contract on behalf of the Agency and to execute any amendments over the contract term.

Attachments:

Resolution Number 2022-42

Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Contract #23F-4015



RESOLUTION # 2022-42

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

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 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 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, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2022 CSBG 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 CSBG Contract and the Executive Committee of the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes the Chief Executive Officer, to execute Contract #23F-4015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of Board of Directors of Community Action Partnership of Kern, this 14th day of December 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

23F-4015

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: January 1, 2023 through May 31, 2024

3. The maximum amount of this Agreement is: Total \$1,756,701.00

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, Procedure

Article 3 - Agreement Changes

Article 4 - Administrative Policies and Procedures

Article 5 - Program Budget Requirements and Payments

Article 6 - Financial Reporting

Article 7 - CSBG Terms, Conditions, Programmatic Provisions, and Reporting

Article 8 - Compliance Policies and Procedures

Article 9 - Federal and State Policies and Provisions

Article 10 - Addendum B: Contractor Security

Definitions

Table of Forms and Attachments


These documents can be accessed at <https://providers.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 2389 Gateway Oaks Drive, Suite 100		CITY Sacramento	STATE CA	ZIP 95833	
PRINTED NAME OF PERSON SIGNING Chris Vail		TITLE 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: Executive Committee

From:  James Burger, Outreach and Advocacy Coordinator

Date: December 14, 2022

Subject: *Agenda Item 6b*: Approval for the National Community Action Partnership (NCAP) and Association for State and Territorial Health Organizations (ASTHO) – Vaccine Equity Project Community Initiatives – Amendment I Subrecipient Agreement-
Action Item

Background

In February 2022, Community Action Partnership of Kern (CAPK) entered into a contract for services with the Association for State and Territorial Health Organizations (ASTHO), Gramercy Research, and the National Community Action Partnership (NCAP) as part of a pilot project - a Place-based Approach to Vaccination - centered around vaccination disparities efforts, specifically in Kern County, CA.

This project is designed to help communities reduce racial and ethnic disparities with respect to vaccination rates, knowledge, and trust to improve health equity and reduce vaccine-preventable diseases among adults. NCAP continues to provide intensive support through a Learning Community Group cohort of 6 place-based teams consisting of Community Action Agencies, community members with lived poverty experience, and local partners. Under this pilot initiative, CAPK committed to work with trusted partners in the community through a subrecipient agreement and provider networks that are currently part of vaccine efforts. One of those providers was Community Initiatives (also known as South Kern Sol).

Summary

The original contract period was January 25, 2022, to July 30, 2022 totaling \$425,000.00, which was allocated towards administration and three subrecipients. In August 2022, CAPK received an extension to the ASTHO agreement through July 30, 2023, and an additional \$150,000.00.

We initially entered a subrecipient agreement with South Kern Sol in Feb 2022 in the amount of \$142,000. Since the start of the pilot program, South Kern Sol has led vaccination efforts for the County and as part of this agreement with a total of 712 vaccines administered at 21 outreach events in partnership with state and local Public Health Departments and their nursing teams. With the extension, staff have identified Community Initiatives (South Kern Sol) to receive the additional funds to target individuals and communities with low-vaccination rates, or in need of boosters because of their exemplary performance and ability to meet and exceed contract expectations.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to execute Amendment I Subrecipient Contract for Services under the Association for State and Territorial Health Organizations (ASTHO) Vaccine Equity Project with Community Initiatives as part of the Vaccine Equity Project.

Attachment:

Vaccine Equity Project Community Initiatives – Amendment I Subrecipient Agreement



AMENDMENT I TO SUBRECIPIENT AGREEMENT

This is Amendment I to Subrecipient Agreement (“Agreement”) dated April 29th, 2022, by and between Community Initiatives (“Subrecipient”) and Community Action Partnership of Kern (“CAPK”). The effective date for this Amendment I will be December 1, 2022.

Section 3 of the original Agreement is revised to read as follows:

This agreement is now extended until July 31, 2023. Both parties wish to extend and continue the said agreement.

Section 5 of the original Agreement is revised to read as follows:

Payment shall be made when CAPK has confirmed receipt of formal invoices. Subrecipient will submit monthly invoices up to an additional aggregate sum not to exceed the total amount of \$292,000.00 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval authorized to act on behalf of Subrecipient. Terms are Net 45 from the date the original invoice is received at CAPK’s Finance Department.

All other terms of the original Agreement remain binding except where they contradict Amendment I, which shall prevail.

SUBRECIPIENT: COMMUNITY INITIATIVES

Signature: _____

Date: _____

Printed Name: _____

Title: _____

CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN

Signature: _____

Date: _____

Printed Name: Jeremy T. Tobias

Title: Chief Executive Officer



MEMORANDUM

To: Executive Committee
Catherine Anspach Amy Webster

From: Catherine Anspach, Director of Development
Tracy Webster, Chief Financial Officer

Date: December 14, 2022

Subject: *Agenda Item 5d*: Foundation Budget FY 2023 – **Action Item**

Background

On an annual basis, the Community Action Partnership of Kern Foundation develops an operational budget to identify expenses, consisting of personnel, rent/space, travel, supplies, contractual services, and administrative oversight (indirect), as well anticipated expenses associated with the service line. For the purposes of the Foundation, that includes upcoming campaigns and program-targeted events, fundraisers, and board development costs.

When the Foundation was being formed, the decision was that the Foundation operational costs would be seeded by the parent company for an initial period of time until donations grew and operational dollars could be collected. It was envisioned that the Foundation would become “self-sufficient” as far as the operational costs and would send the remainder of collected donations to CAPK for the specific projects and activities identified by the foundation and as directed by potential donors.

Budget FY 2023

In the enclosed Budget Summary, the Foundation’s operational expenses were budgeted at approximately \$276,064 for FY 2021-22. Due to a delay in the recruitment of key personnel, the Foundation experienced unspent funds that were used as a carryover for the FY 2023 budget period (01/01/2023 to 12/31/2023) and the remaining balance after projecting expenses through 02/28/2023, there was a minimum transfer of approximately \$7,300 from CAPK (parent company) to the Foundation, totaling the FY 2023 budget at \$408,080, see attached budget summary.

A preliminary agency budget has been drafted involving all program leaders. The requested amount to be transferred to the Foundation has been appropriately budgeted for the upcoming fiscal year in the preliminary budget.

Additionally, staff have prepared a budget presentation to review areas of focus, perceived challenges and opportunities, and goals for the upcoming year.

Looking towards the future - Foundation Ongoing Support

Based on recent experience, it has been recognized that donations received are primarily designated towards specific CAPK programs or activities. An example would be the recent \$3 million donation from Wonderful designated for the Food Bank expansion. To honor the intent of donors, these funds are being directly transferred in full to the identified activities at CAPK. This creates the dilemma of how to fund the operational budget of the Foundation. One option could be carving a specific percentage off each donation (i.e. a 10% administrative fee on each donation). However, the staff is fearful that as this is divulged to donors, it could hinder our ability to generate large donations and to build stronger relationships with the community of donors. In fact, we believe it may be a stronger message if we develop a policy in which 100% of donations are directed towards the donors identified activity or project.

Another option would be to target donations for the operations of the Foundation. In other words, creating a specific campaign to raise funds around the operational needs and budget of the Foundation. However, the identification of donors who wish to contribute specifically towards the operating costs of the Foundation would be quite difficult. Most donor cultivation has been targeted toward the program operations of CAPK. Donors are most interested in directing funds towards activities that directly help our clients and the community at large.

The third option is to continue to direct 100% of the donations made to the Foundation directly to CAPK, and in return for that, the parent company will fund the operations each year. Through discretionary unrestricted funds, the operational budget for the foundation would be incorporated into the agency budget (much like it is today). This cost would be paid for through the generation of some unrestricted funds by random donors, and ultimately the generation of funds from the relief on using unrestricted funds for other purposes. For example, the agency and Food Bank originally contributed \$234,000 of unrestricted funds towards the expansion project construction budget to cover early project design, engineering, etc. The \$3,000,000 directed donation from Wonderful has allowed the project to be 100% fully funded from outside sources, thus the \$234,000 will be paid back.

Staff believes the third option is the best alternative for the long-term, ongoing operations of the Foundation. It allows for some agency oversight of the operational budget of the Foundation, and it will allow for the strongest possibility of generating a large, consistent pool of donations to the Foundation. At the end of the day, it will be the same amount of total funding flowing through and between the agency and its Foundation, it is just a matter of how it is accounted for and moved around.

Recommendation

Staff recommends the Board of Directors approve the Fiscal Year 2023 budget (01/01/2023 to 12/31/2023) for the Community Action Partnership of Kern Foundation in the amount of \$408,080. Additionally, staff recommends that CAPK adopt a strategy of ongoing annual operational budget support for the CAPK Foundation.

Attachments:

FY 2023 Budget Summary

Budget Development Presentation – CAPK Foundation

Community Action Partnership of Kern Foundation		
Budget Summary		
FY 2023 (01/01/2023 to 12/31/2023)		
	FY 2021-22	FY 2023 <i>Proposed</i>
<u>REVENUE</u>		
4990 Net Assets Released from Restriction (CAPK)	276,064	408,080
Transfer from CAPK to Foundation	-	-
Total Revenue	276,064	408,080
<u>Budget Detail</u>		
Salaries	72,700	157,156
Benefits	19,467	48,718
Travel	18,150	24,750
Space Costs	20,200	3,500
Supplies	19,000	8,800
Consultant/Contract Services	62,500	30,307
Other Operating Costs	38,950	104,350
Administrative Indirect	25,097	37,758
Total Expenditures	276,064	415,339

	Transfer: FY 2021-22 Remaining Budget Less FY 2023 Proposed Budget	
	As of 09/30/2022 - Remaining Balance	\$ 201,304
	Average Expense per Month (\$13,500 * 5 months)	\$ 67,500
	Projected expense for CAPK FY 2022-23	\$ 268,804
	Remaining balance 2022-23	\$ 7,259
	Request for FY 2023	\$ 408,080



CAPK Foundation 601 FY 2023 Budget Development

PRESENTED BY: CATHERINE ANSPACH
DIRECTOR OF DEVELOPMENT



Program Overview

Mission & Purpose



The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern and to develop unrestricted funding sources to support their programs that serve people who are facing poverty and economic disadvantage.





Development Overview

Fund Developments

CAPITAL CAMPAIGNS



FOOD BANK EXPANSION PROJECT
\$15,000,000



FRIENDSHIP HOUSE
COMMUNITY CENTER

SPORTS FIELD ENHANCEMENT PROJECT
\$1,500,000

Fund Developments



SPONSORSHIP PROPOSALS

Valley Strong-\$25,000

Possibility Labs DAF - \$67,500

GRANTS

Kern Health Systems-\$25,000

Bakersfield West Rotary-\$5,000

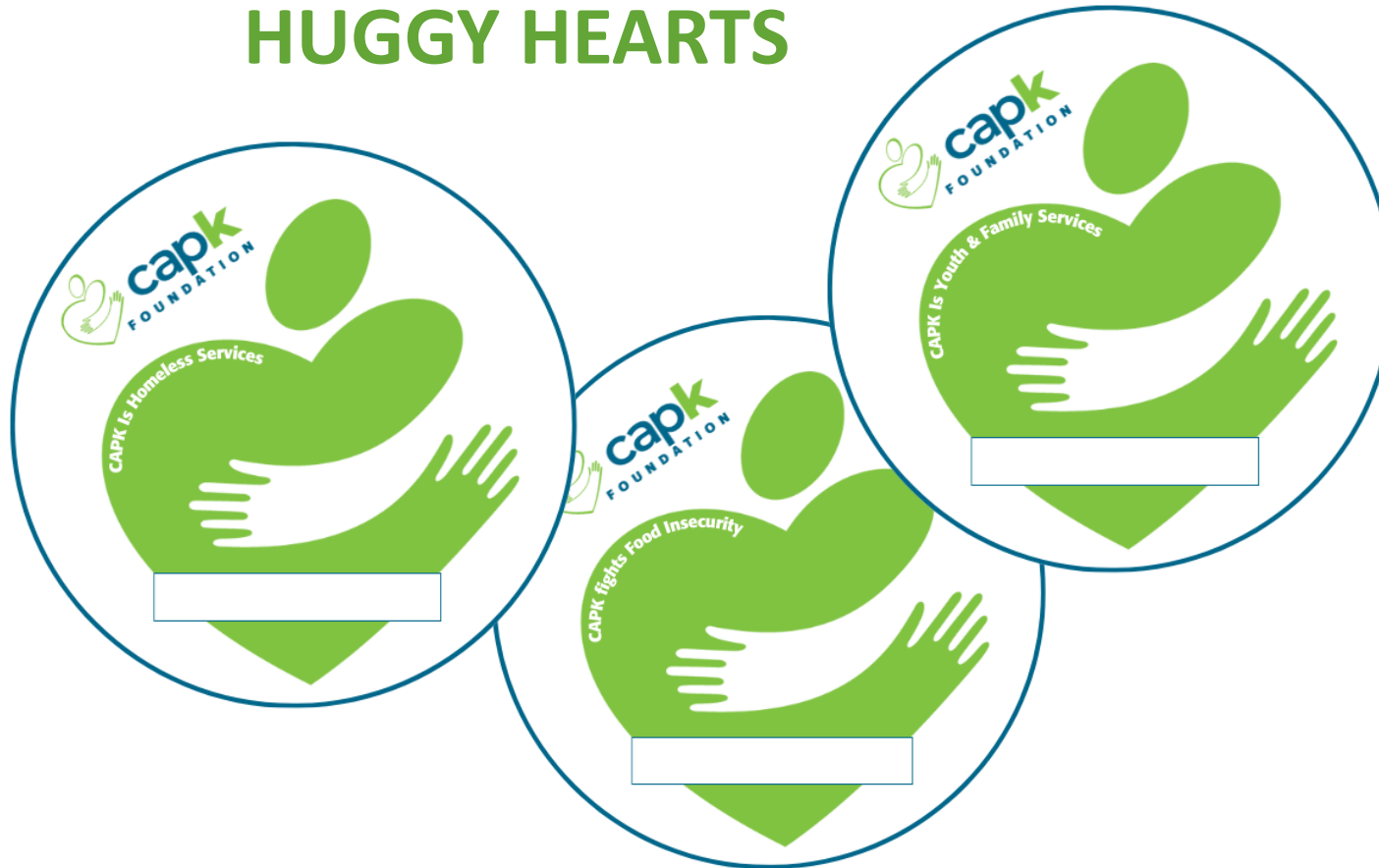
Citizens Business Bank-\$5,000



Fundraising Campaigns



HUGGY HEARTS



Your donation will go to support the
FRIENDSHIP HOUSE



WHO WE ARE

The **Friendship House** serves the neighborhoods of South East Bakersfield with:

- **After School Program**- The free after-school program keeps community youth safe, engaged, and active. Daily meals and snacks are provided.
- **Summer CAMP Program**-- provides a welcoming and safe environment for youth to hang out, participate in educational enrichment/STEM and go on exciting field trips while having fun and exploring new interests. Free breakfast and lunch to any child aged 18 and under.
- **Mentorship Program**-Mentors volunteer one hour a week for a year, to a child (ages 6-18) and make a positive difference in the life of a youth.

*Helping People...
Changing Lives*



Marketing Collateral



PROGRAM SITE GIVING

DONATION ENVELOPES

Yes, I want to support the Community Action Partnership of Kern (CAPK) Foundation.

Enclosed is my contribution of:

☐ \$1,000 ☐ \$500 ☐ \$100 ☐ \$50 ☐ \$25 ☐ Other \$ _____

I would like my donation to support the following program.

- | | |
|--|--|
| <input type="checkbox"/> Food Bank | <input type="checkbox"/> East Kern Family Resource Center (Mojave) |
| <input type="checkbox"/> M Street (Homeless Services) | <input type="checkbox"/> Oasis Family Resource Center (Ridgecrest) |
| <input type="checkbox"/> VITA (Tax Assistance) | <input type="checkbox"/> Friendship House Community Center |
| <input type="checkbox"/> Energy (Weatherization, Assistance) | <input type="checkbox"/> Shafter Youth Center |

☐ Please designate my donation to the greatest need.

For more information contact: canspach@capk.org or 661-336-5236 x 1156

Tax ID 86-1249865

Name _____
Address _____
City _____ State _____ Zip _____
Home Phone _____ Cell Phone _____
Email address _____

Enclosed is:

☐ Check ☐ Cash For Credit/Debit Card, scan this QR Code



Make Checks Payable to:
CAPK Foundation

Marketing Collateral



FOUNDATION BROCHURE



FY 2023 GOALS



Establish standardized processes

- Internal Programs communication
- Finance workflow and process

Identify critical needs & funding gaps within each program

Increase Foundation awareness in the Community

- Story telling through marketing collateral and social media
- Increase traffic and engagement on website
- Developing varied giving campaigns to engage donors

Increase Board membership

- Diverse industries and backgrounds
- Fundraising experience and/or connections in the community

Build donor engagement and retention using newly acquired CRM

Establish varied sources of funding

- Annual Fund
- Grants and Sponsorship Proposals
- Online Giving
- Fundraising Events
- Employee Giving



FY 2023 Budget

FY 2023 BUDGET



Carryover from FY 2022 to FY 2023 totaling \$67,500

- Based on BTA as of 09/30/2022 less the average expenditures per month x 3 months.
[\$67,500-(\$13,500 x 5 months)].

Staffing

- Proposed adding 1.0 FTE Development Assistant
- This includes associated expenses (e.g., desktop and laptop, employee costs)

Consultant Services

- Endowment Planning and Development
 - Potentially could hold 2024.
 - Donor Advised Funds

Events and Campaigns

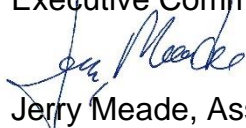
- (1) Foundation Mixer and (1) Fundraiser
- Individual program targeted campaigns and fundraisers





MEMORANDUM

To: Executive Committee

From:  Jerry Meade, Assistant Director ~ Program

Date: December 14, 2022

Subject: *Agenda Item 5e: Request to Approve Submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Social Services (CDSS) Programs (CMAP, CMIG, CMSS, CCTR) – Action Item*

The California Department of Social Services (CDSS) requires submission of a refunding application for the CDSS state contracts. Funds will be used to continue the Migrant Alternative Payment, Migrant Child Care/Specialized Services, and General Child Care services. The funding period would be July 2023 through June 2024 supporting following programs:

- Migrant Alternative Payment (CMAP): \$27,421,862
- Migrant Child Care (CMIG): \$273,318
- Migrant Specialized Services (CMSS): \$39,396
- General Child Care (CCTR): \$3,678,194

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

Recommendation

Staff recommends the Executive Committee approve, with resolution, the submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Social Services programs.

Attachment:

Resolution #2022-43



RESOLUTION # 2022-43

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023-2024 California Department of Social Services Continued Funding Application

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 2022, in Bakersfield, California at a scheduled meeting and resolved as follows:

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

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

WHEREAS, program is requesting to submit to submit the California Department of Social Services continued funding application for Migrant Child Care (CMIG), General Child Care (CCTR), Migrant Specialized Services (CMSS) and Migrant Alternative Payment (CMAP); and

WHEREAS, staff are requesting a maximum funding amount of \$31,421,770 in annual funding; and

WHEREAS, the California Department of Social Services requires that an authorized signatory be named for the refunding application: and

NOW, THEREFORE, be it resolved that 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 CDSS Continued Funding Application.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 14th day of December 2022.

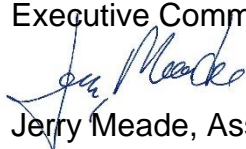
Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

From:  Jerry Meade, Assistant Director ~ Program

Date: December 14, 2022

Subject: *Agenda Item 5f:* California Department of Education Program (CSPP) Continued Funding Application – **Action Item**

The Head Start and State Child Development Division is requesting approval from the Board of Directors to submit an application for continued funding for the California Department of Education's California State Preschool Program (CSPP) grant. The funding period would be July 2023 through June 2024.

The funds will be used to continue the State Preschool program that is currently blended with Head Start center-based services. The estimated funding is \$7,153,992 which includes an increase of \$2,609,298 to our 2022-2023 funding from the California Department of Education.

Recommendation

Staff recommends the Executive Committee approve with resolution the submission of the Fiscal Year 2023-2024 Continued Funding Application for California Department of Education's CSPP program and authorize the Chief Executive Officer to sign the application for funding and execute the contract.

Attachment:

Resolution #2022-44



RESOLUTION # 2022-44

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Submission of the 2023-2024 California Department of Education Continued Funding Application

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on December 14, 2022, in Bakersfield, California at a scheduled meeting and resolved as follows:

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

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

WHEREAS, program is requesting to submit the California Department of Education continued funding application for State Preschool (CSPP), for funding from July 1, 2023 through June 30, 2024; and

WHEREAS, the Head Start and State Child Development Division is requesting a maximum funding amount of \$7,153,992 in annual funding; and

WHEREAS, the California Department of Education requires that an authorized signatory be named for the refunding application: and


NOW, THEREFORE, be it resolved that Executive Committee of 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 CDE Continued Funding Application and CSPP contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 14th day of December 2022.

Fred Plane, Chair
CAPK Board of Directors

Date



To: Executive Committee

From: Sylvia Ortega, Quality Assurance Administrator
Date: December 14, 2022
Subject: *Agenda Item 5g: 2021-2022 Head Start and Early Head Start Self-Assessment – Action Item*

The Head Start/State Child Development program conducts an annual self-assessment to involve the agency in a review of its program's operations, goals, and objectives. Self-assessment is a process used to measure a program's effectiveness in meeting program goals and objectives. It also gives programs a chance to identify and make necessary course corrections early on before they become findings as part of a federal review. The agency must self-assess the implementation systems and services of program governance and management systems, fiscal integrity, Enrollment Recruitment Selection Eligibility and Attendance (ERSEA), environmental health and safety, Classroom Assessment Scoring System (CLASS), Early Childhood Environment Rating Scale (ECERS), comprehensive services and school readiness.

The Head Start and Early Head Start programs self-assessment resulted in three program findings in the areas of:

- Wage Comparability Study - The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Lead Water Testing - The program is in the process of finalizing lead water testing for all childcare facilities.
- Full Enrollment - The program is actively working on its full enrollment initiative.

Plans of Action to address the three areas have been completed. Self-Assessment results are used to update applicable policies and procedures, and to develop the improved strategies for the Grant Application for the subsequent year.

Recommendation

Staff recommends the Executive Committee approve the 2021-2022 Head Start and Early Head Start Self-Assessment Report.

Attachments:

Summary of 2021-2022 Self-Assessment Process
2021-2022 Self-Assessment Report

Community Action Partnership of Kern Head Start and Early Head Start Summary of 2021-2022 Self-Assessment process

The Head Start/State Child Development self-assessment was completed from February 2022 – May 2022. The process included an in depth look of current program practices, operations, and management systems. A review of the self-assessment planning process was completed with key management staff. Staff received an orientation training and an overview of the monitoring checklists in preparation of completing the program self-assessment.

Self-assessment teams were comprised of key Head Start and Early Head Start staff. Multiple methods were used to gather information. Staff reviewed monitoring data from folder reviews, care and supervision checklists, site visits, and observations. Teams reviewed requirements of the program, including comprehensive services and fiscal oversight.

In addition, Desired Results Developmental Profile (DRDP) results, Infant/Toddler Environmental Rating System (ITERS) scores, Early Childhood Environment Rating Scale (ECERS) and program plans were reviewed. The program self-assessment resulted in three program findings in the areas of:

- Wage and Comparability Study- The Head Start and Early Head Start programs are in the process of conducting an internal wage compensation comparability study.
- Lead Water Testing- The program is in the process of finalizing lead water testing for all childcare facilities.
- Full Enrollment- The program is actively working on its full enrollment initiative.

Through the self-assessment process and interviews with Head Start and Early Head Start Child Development staff, it has been determined that the program provides quality care and has consistent systems across program options. Head Start and Early Head Start funds have been used to improve and support the program and implement a process of continuous program improvement. These improvements include:

- Additional materials and supplies
- Maintenance Repair and Maintenance
- Personal Protective Equipment Supplies
- Training and Professional Development

Areas of Strengths:

- Child outcomes, especially readiness for kindergarten
- Children are making progress in the domains associated with school readiness
- Engaging environments that encourage focused play, critical thinking, autonomy, and peer collaboration
- Coaching and supports available to all teachers.

Self-Assessment results are used to update applicable policies and procedures, and to develop improved strategies for the grant application. The Director of Head Start/State Child Development will conduct meetings with key staff to ensure completion of the plans of action, including supporting documentation.

Community Action Partnership of Kern

Head Start/ State Child Development

2021-2022 Self-Assessment Report

Compliance Item: Wage Comparability Study

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Act Sec. 640(a)(5)(A) Allotment of Funds (i) ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p> <p>Head Start Act Sec. 653(a) Comparability of Wages: Head Start agencies to provide compensation according to salary scales that are based on training and experience.</p> <p>Fair Labor Standards Act (FLSA)</p>	<p>The program finalized the SEIU bargaining unit positions Compensation Schedule May 2022.</p> <p>The agency finalized the last program wide Compensation Administrative Guide on April 22, 2015.</p>	<p>Director of Head Start/ State Child Development</p> <p>Human Resources Director</p> <p>Finance Director</p>	<p>March 1, 2022, and ongoing</p>	<p>Conduct an internal wage compensation comparability study.</p> <p>Obtain Board approval to finalize the Wage Comparability Study and modify CAPK compensation schedule.</p>	<p>Approved Compensation Schedule</p>	<p>Comparability of wages will ensure that compensation is adequate to attract and retain qualified staff for the programs involved to enhance program quality.</p>

Community Action Partnership of Kern

Head Start/ State Child Development

2021-2022 Self-Assessment Report

Compliance Item: Funded Enrollment Level

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Head Start Program Performance Standards 1302.15 Enrollment (a) Funded Enrollment: A program must maintain its funded enrollment level and fill any vacancy as soon as possible. A program must fill any vacancy within 30 days.</p> <p>Head Start Act 642(g): Requires Head Start programs to enroll 100 percent of its funded enrollment and maintain an active waiting list at all times with ongoing outreach to the community and activities to identify underserved populations.</p>	<p>The Office of Head Start has the authority to designate an agency as chronically under enrolled and reduce the base grant for programs that are not fully enrolled.</p>	<p>Program Design and Management Administrator</p> <p>Enrollment and Attendance Manager</p>	<p>March 1, 2022 and ongoing</p>	<p>Reopen licensed classrooms.</p> <p>Hire and retain fully qualified staff.</p>	<p>Full Enrollment Reporting</p>	<p>Full Enrollment and active waiting list.</p>

Community Action Partnership of Kern

Head Start/ State Child Development

2021-2022 Self-Assessment Report

Compliance Item: Lead Water Testing

Compliance Items	Potential Areas of Non-Compliance	Person Responsible	Timelines	Corrective Action	Documentation	Expected Outcomes
<p>Health and Safety Code 1596.7996: A licensed child day care facility shall provide parents with written information on the risks and effects of lead exposure. 1597.16: Child care centers that are located in a building that was constructed before January 1, 2010, shall have its drinking water tested for lead contamination levels on or after January 1, 2020, but no later than January 1, 2023, and every five years after the date of the initial test.</p> <p>Assembly Bill 2370, Chapter 676, Statutes of 2018. Lead Testing and Prevention: Requirement for lead testing of drinking water in child care centers.</p>	<p>Lead exposures can be preventative by identifying the source. Program will strengthen system to ensure 100% of centers test their water for lead within required timelines.</p>	<p>Quality Assurance Administrator</p> <p>Program Administrator</p>	<p>January 1, 2023</p>	<p>Complete water lead sampling and obtain results summary report with less than 5 parts per billion for all outlets: faucets, fixtures or other device that distributes water for human consumption at a Child Care Center every 5 years.</p>	<p>Finalized Lead Water Testing and Corrective Action Plans as needed.</p>	<p>Water Lead Results Summary for all child care centers.</p>