



DATE	February 22, 2023
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: 757 639 007#

Board of Directors Meeting Agenda

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

I. Call to Order

a. Roll Call

Fred Plane (Chair)	Mia Cifuentes	Jonathan Mullings
Maritza Jimenez (Vice Chair)	Jimmie Childress	Yolanda Ochoa
Ana Vigil (Secretary)	Jeff Flores	Marian Panos
Michelle Jara-Rangel (Treasurer)	Curtis Floyd	Guadalupe Perez
Denise Boshers	Nila Hogan	

b. Introduction of New Board Member Denise Boshers – Jeremy Tobias, Chief Executive Officer

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

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| a. Resolution #2023-02 – Action Item (p. 4-5) | Jeremy Tobias, Chief Executive Officer |
| b. Governor's Executive Order N-29-20 and Assembly Bill 361 Update – Info Item (p. 6-7) | Jeremy Tobias, Chief Executive Officer |

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. None

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 January 25, 2023, Board of Directors Meeting (p. 8-14)**
- Minutes from the February 1, 2023 Personnel Committee Meeting (p. 15-17)**
- Head Start Personnel Update (p. 18)**
- Open Enrollment Update (p. 19-20)**

- e. Human Resources Analytical Information CY 2022 **(p. 21-22)**
- f. 2023 New California Minimum Wage Increase **(p. 23)**
- g. Changes and Reclassifications to Energy and Energy/Finance Job Descriptions **(p. 24-51)**
- h. New Weatherization Positions **(p. 52-66)**
- i. Executive Division Expansion of Outreach & Communication Services **(p. 67-86)**
- j. **Minutes from the February 8, 2023, Program Review & Evaluation Committee Meeting (p. 87-88)**
- k. 211 and First 5 Help Me Grow Presentation **(p. 89-99)**
- l. January 2023 Program Reports **(p. 100-133)**
- m. January 2023 Application Status Report & Funding Profiles **(p. 134-136)**
- n. January 2023 Head Start / State Child Development Enrollment Update & Meals Report **(p. 137-138)**
- o. January 2023 Head Start / State Child Development Enrollment Update & Meals Report – REVISED **(p. 139-140)**
- p. 2021-2025 Strategic Plan Update **(p. 141-145)**
- q. **Minutes from the February 15, 2023, Budget & Finance Committee Meeting (p. 146-148)**
- r. Head Start / Early Head Start Budget to Actual Reports for December 2022 **(p. 149-161)**
- s. December 2022 Financial Statements **(p. 162-220)**

VI. New Business

- a. Property & Casualty Insurance Renewal – **Action Item (p. 221-255)** Emilio Wagner, Director of Operations
- b. Appointment of Joint Ad-Hoc Committee Between CAPK Board of Directors and CAPK Foundation Board of Directors – **Action Item (p. 256)** Catherine Anspach, Director of Development
- c. Annual Budget for Fiscal Year 2023/2024 – **Action Item (p. 257-269)** Tracy Webster, Chief Financial Officer

VII. CAPK Foundation Report

- a. CAPK Foundation Report and Minutes from the November 29, 2022 Board of Directors Meeting – **Action Item (p. 270-274)** Catherine Anspach, Director of Development

VIII. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (p. 275-279)** Nila Hogan, PC Representative
 - 1. February 2023 Policy Council Report
 - 2. December 20, 2022 Policy Council Minutes

IX. Chief Executive Officer Report

- a. CEO Report for February 2023 – **Info Item** Jeremy Tobias, Chief Executive Officer
 - 1. Introduction of new Chief Program Officer Louis Gill
 - 2. Items of General Interest

X. Board Member Comments

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
March 29, 2023
5005 Business Park North
Bakersfield, CA 93309

XII. 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, February 17, 2023. Paula Daoutis, Administrative Coordinator.



RESOLUTION 2023-02

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 February 22, 2023, 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 22nd day of February 2023.

Fred Plane Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Board of Directors

From: Jeremy Tobias, Chief Executive Officer
Date: February 22, 2023
Subject: *Agenda Item II(b):* Governor's Executive Order N-29-20 and Assembly Bill 361 Update – **Info Item**

The Governor has lifted the COVID-19 State of Emergency, effective February 28, 2023. Without any other declared State of Emergency, entities subject to the Brown Act, like CAPK, will no longer be able to rely on AB 361's revised teleconference requirements as of March 1, 2023. Instead, if CAPK wants to continue meeting via teleconference, it must do so under the Brown Act's standard teleconference requirements, which are extremely cumbersome and, in most cases, will not be applicable to our Board meetings.

With that being said, there are some new tools available to ease members back into this routine. However, these tools do not provide the flexibility we have grown accustomed to over the past two years.

During this year's legislative cycle, the Legislature approved, and the Governor signed into law AB 2449. AB 2449 authorizes a legislative body to meet via teleconference without having to (i) make each teleconference location accessible to the public, (ii) list each teleconference location on the agenda, and (iii) post the agenda at each teleconference location *if at least a quorum of the legislative body participates in person from a singular physical location located within the agency's boundaries and that physical location is open to the public.* (Gov. Code, §54953, subd. (f)(1).) Further, the agency must provide a videoconference platform by which the public can participate and provide comment. (Gov. Code, §54953, subd. (f)(1)(A).)

In reality, only a small handful of members can actually participate via teleconference under these revised requirements. And to do so, those members must have (1) "just cause" or (2) an "emergency circumstance."

"Just cause" means (i) having to care for a child or other family members, (ii) having a contagious illness, (iii) having a need related to a physical or mental illness, or (iv) having to travel for official agency business. (Gov. Code, §54953, subd. (j)(2).) To meet via teleconference under this exception, a member must notify and provide this "just cause" to the legislative body. (Gov. Code, §54953, subd. (f)(2)(A)(i).) Importantly, a member can only exercise this exception for two meetings in a calendar year. (*Ibid.*)

"Emergency circumstance" means a physical or family medical emergency that prevents a member from attending in person. (Gov. Code, §54953, subd. (j)(1).) To meet via teleconference under this exception, a member must *request* that the legislative body allow the member to meet via teleconference due to the "emergency circumstance" and the legislative body must approve that request. (Gov. Code, §54953, subd. (f)(2)(A)(ii).)

In any event, if a member meets under these revised teleconference requirements, that member must participate using audio **and** video. (Gov. Code, §54953, subd. (f)(2)(C).) Further, that member must disclose any persons over the age of 18 in the room with the member and their relation to those persons. (Gov. Code, §54953, subd. (f)(2)(B).) Finally, the member cannot meet using these revised teleconference requirements for more than 20% of the regularly scheduled meetings in a given year or more than two meetings if the agency holds less than ten regular meetings in a calendar year. (Gov. Code, §54953, subd. (f)(3).)

The above provisions will sunset in January 2024.

Beginning on March 1, 2023, all CAPK Board and standing committee meetings will be held in person. The exceptions noted above will be followed for individual Board members as circumstances dictate.

Staff will continue to review these requirements and guide the Board through the proper protocols for CAPK Board and standing committee meetings.



DATE	January 25, 2023
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 801 820 092#

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 12:04 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), Jimmie Childress, Curtis Floyd, Craig Henderson, Nila Hogan, Michelle Jara-Rangel, Jonathan Mullings, Yolanda Ochoa, Marian Panos, Guadalupe Perez

Absent: None

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 Nancy Belton from DPVB.

Also in attendance are new Board members, Jeff Flores and Mia Cifuentes

b. Board Seat Appointments – Jeremy Tobias, Chief Executive Officer – **Action Item**

The following individuals were appointed to the Board:

- Nila Hogan was reappointed as the Head Start Policy Council Representative.
- Jeff Flores was appointed as the Kern County Board of Supervisors Representative.
- Mia Cifuentes was appointed as the 32nd Assembly District Representative

County Supervisor Jeff Flores formerly served as the Chief of Staff under Mike Maggard and is the Chair of the County Supervisors.

Mia Cifuentes worked with Vince Fong previously but is now with Berry Corporation and is involved with nonprofits in the community.

Jeremy Tobias said that we are still awaiting the appointment from Senator Melissa Hurtado for the 14th State Senate District Representative.

c. Election of Board Officers – Jeremy Tobias, Chief Executive Officer – **Action Item**

i. Call for Nominations

- Jeremy Tobias offered the Board the opportunity to elect the existing slate consisting of Chair, Fred Plane, Vice Chair, Maritza Jimenez, and Secretary, Ana Vigil, or nominate others to fill the officer positions.
- Jeremy Tobias called for nominations to fill the vacated Treasurer position. One nomination for Michelle Jara-Rangel was received.

ii. Voting by Roll Call for the Board Officer Positions.

Motion was made and seconded to appoint the existing slate of candidates: Fred Plane as Board Chair; Maritza Jimenez as Vice Chair; and Ana Vigil as Secretary. Carried by unanimous vote (Henderson/Childress).

Motion was made and seconded to appoint nominee Michelle Jara-Rangel as Treasurer. Carried by unanimous vote (Henderson/Ochoa).

iii. Reading of the Election Results

Jeremy Tobias congratulated the 2023 Board Officers and informed the Board that staff will work with the Board Chair to make the Committee Assignments. The goal is to have the assignments completed by the end of the day tomorrow as the first Personnel Committee meeting is scheduled for February 1, 2023.

II. Resolution approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361

a. Resolution #2023-01 – Jeremy Tobias, Chief Executive Officer - **Action Item**

Motion was made and seconded to approve Resolution #2023-01. Carried by unanimous vote (Henderson/Flores).

Jeremy Tobias reminded the Board that the state of emergency provisions are expiring on February 28, 2023. Beginning in March, all Board & Committee meetings will be held in-person. There is a one-year grace period of sorts, for members to attend remotely if they meet very specific justification as outlined in the staff memo from November 30, 2022, with a maximum of 2 times per year per person. However, there is a mandate that a quorum must be present in-person. Jeremy said that he will discuss the new rules further at the February 22, 2023 Board meeting.

III. Introduction of Guests / Public Forum

No one addressed the Board.

IV. Special Presentation

- a. Special recognition of outgoing Board Members: Craig Henderson, Mike Maggard, Janea Benton, and Joe Garcia – Jeremy Tobias, Chief Executive Officer

Jeremy Tobias thanked all outgoing Board Members for their time and dedicated service as CAPK Board Members and presented Craig Henderson, who was present for the meeting, with an appreciation plaque. Plaques for the remaining three members will be mailed. Joe Garcia attended the meeting virtually and said he enjoyed his time serving as a member of the Board of Directors of CAPK.

Board Member Mike Maggard was not able to attend but sent the following statement: "Thank you for the recognition, but even more for the exemplary work that CAPK continues to do in our community. No doubt, CAPK is the most impactful nonprofit in Kern County."

Fred Plane added he appreciates the time served from each of the departing members.

Craig Henderson said that he enjoyed more than 20 years of service to the CAPK Board and complimented the staff and the Board for the growth and service to the community.

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. Item V(q) was removed by Michelle Jara-Rangel.

Motion was made and seconded to approve all items on the Consent Agenda with the exception of item V(q). Carried by unanimous vote (Jimenez/Mullings).

Item V(q) 2023-2024 Recruitment & Selection Plan: Michelle Jara-Rangel said she wanted to make a comment in regard to the item and feels there should be training provided for the Board who are not well versed in the Head Start Recruitment & Selection Plan. Michelle added that the Board is responsible to read the information and asked members to reach out to staff if they feel additional training is needed in this area.

Motion was made and seconded to approve item V(q) from the Consent Agenda. Carried by unanimous vote (Henderson/Jara-Rangel).

VI. New Business

- a. Daniells Phillips Vaughn & Bock Presentation of the Independent Audit Reports for the Year Ended February 28, 2022, and the Special Purpose Financial Statements for the Year Ended June 30, 2022 – Tracy Webster, Chief Financial Officer, and Nancy Belton, Partner at DPVB – **Action Item**

Nancy Belton began by reminding the Committee that everything in the reports are the responsibility of management, not the auditors. Only materials with DPVB letterhead are the responsibility of the DPVB audit team. The purpose of the presentation to the Committee is to provide the results of the following audit reports:

- Audit Report for Community Action Partnership of Kern for the year ended February 28, 2022
- Special Purpose Audit Report for Community Action Partnership of Kern for the year ended June 30, 2022
- Audit Report for Community Action Partnership of Kern Pension 401(a) Plan for the year ended February 28, 2022
- Audit Report for Community Action Partnership of Kern 403(b) Plan for the year ended December 31, 2021

- Report to the Audit Committee
- Form 990 – Return of Organization Exempt from Income Tax for the year ended February 28, 2022

Nancy reported that the results of the audit rendered a clean opinion, which is very good, and stated that after all the testing and sampling that was done, it is the belief of the auditors that the Financial Statements are fairly stated in all material respects in accordance with generally accepted accounting principles.

Nancy displayed the balance sheet that showed the ratio of total assets to net assets and stressed that it is an extremely strong financial position for any organization, let alone a nonprofit organization. There is very little long-term debt of \$700,000 compared to \$40 million in assets, which is very, very small so the Board and Management staff are to be commended for this very strong financial position, which is outstanding and not seen in very many organizations.

The State audit report must align with the State's fiscal year which ended June 30, 2022. Nancy explained that both the State and Federal governments want full audits to ensure the funds awarded are being spent appropriately per the contract specifications. The audits revealed there were 3 findings in both Federal and State audits, which is very minor for the amount of dollars and different types of programs CAPK operates. It is an outstanding report and a very strong indicator of the controls that are in place.

The 401(a) and 403(b) pension plans met all requirements. The final report is to the Audit Committee and lists a variety of required communications that reports controls over cash disbursements and controls over payroll. The auditors are required to submit any findings in a letter, however, there were no findings other than the minor findings that were previously mentioned, so a letter was not necessary this year. The last attachment is a copy of the Form 990 tax return, which was filed electronically. It is complex and lengthy, and Nancy offered to answer any questions posed by the Committee.

In closing, Nancy was grateful to have completed the audit in-person this year and she complimented the Finance staff and CEO Jeremy Tobias and said that CAPK is a phenomenal organization, and it is her honor to be affiliated in any way with CAPK for all the great things they do for the community.

Motion was made and seconded to recommend Board approval of the Independent Audit Reports for the Year Ended February 28, 2022, and the Special Purpose Financial Statements for the Year Ended June 30, 2022. Carried by unanimous vote (Henderson/Childress)

b. Update on 2022 Grand Jury 2-1-1 Call Center Visit – Pritika Ram, Chief Business Development Officer – **Info Item**

Pritika Ram reported that the CAPK 2-1-1 program hosted the Grand Jury site visit and the report released by the Grand Jury on November 15, 2022 found that the 2-1-1 wait times were too lengthy. The 2-1-1 program acknowledges the high call volume and longer than usual wait times, particularly during the pandemic. Since the time of the visit, meetings with the 2-1-1 staff have taken place leading to an action plan to adjust staffing and shifts to meet peak call volume periods. Quarterly meetings will also take place to stay abreast of the issues and to problem solve.

Michelle Jara-Rangel said that she is glad to see that the leadership staff is reevaluating the 2-1-1 staff compensation and job descriptions. Pritika added that there will be improved services.

c. Appointment of Ad-Hoc Committee to Review Employee Benefits and Working Conditions – Jeremy Tobias, Chief Executive Officer – **Action Item**

Jeremy Tobias reported that CAPK saw a 28% increase in health insurance benefit costs for employees for the 2023 plan year. The ability to recruit and retain staff has become problematic for many reasons, but at least partially due to our benefit package. Leadership staff began researching options for the next health insurance renewal cycle, but Jeremy said other benefits need to be considered, such as work hours, working conditions, etc. A special Ad-Hoc Committee is needed to focus on benefit options and work conditions and requested the Board Chair select one member from each sector to participate in the ad-hoc committee, along with key staff.

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

d. Property & Casualty Insurance Renewal Update – Emilio Wagner, Director of Operations – **Info Item**

Emilio Wagner advised the Board that a presentation to the Executive Committee was made by CAPK's Insurance Broker, Jonathan Schreter from Bolton on December 14, 2022. The preliminary renewal numbers were discussed with the understanding that firm renewal numbers would not be available until the February meeting when action is required. Bolton said the numbers are still holding with no indication that there will be any further increases beyond the original projections, but final numbers are not expected until mid-February, in time for presentation to the Board for approval at the February 22nd meeting.

e. Subcontract for the CalFresh Healthy Living Program – Alan Rodriguez, CalFresh Healthy Living Administrator and Susana Magana, Director of Health & Nutrition – **Action Item**

Alan Rodriguez presented the Subcontract Agreement with Kern County Superintendent of Schools for approval and said that the contract requires the program to direct at least 30% of the funds to subcontracted partners. The subcontract with Kern County Superintendent of Schools (KCSOS) requires board approval as the limits exceed the CEO's authority.

Jeremy Tobias added that Alan Rodriguez, formerly with the Head Start Division, has been promoted to the new Administrator of CalFresh Healthy Living and is doing a great job.

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

VII. CAPK Foundation Report

a. CAPK Foundation Report and Minutes from the September 27, 2022 Board of Directors Meeting – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the above action item for approval and summarized the info items presented during the Sept. 27th meeting.

Catherine reminded the Board that invitations to the Foundation mixer on March 30th have been emailed with a paper invitation to be mailed in the coming week. Catherine explained the purpose of the event is to introduce the Foundation to potential donor prospects and encouraged all Board members to attend.

Catherine also discussed the Foundation's Huggy Heart Campaign, which yielded \$4,060 from Maya Cinema during the month-long campaign. There are plans to expand the Huggy Heart Campaign throughout the community.

Catherine noted that Foundation Board Chair Kevin Burton said he would like to organize a ½ day Board Retreat in 2023.

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

VIII. Advisory Board Reports

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

Nila Hogan presented the above action item for approval and reported that the Policy Council items presented at the November 15, 2022, meeting were approved.

Motion was made and seconded to approve the January 2023 Policy Council report and all items. Carried by unanimous vote (Henderson/Jara-Rangel).

IX. Chief Executive Officer Report

- a. CEO Report for January 2023 – Jeremy Tobias, Chief Executive Officer – **Info Item**

1. COVID-19 Update

Jeremy Tobias provided an update on COVID-19 and reported that in general, the agency is getting back to in-person meetings when appropriate. As discussed earlier, effective March 1, 2023, all Board & standing Committee meetings will be held in-person. A lot of the prior COVID-19 mandates that affected staff have been relaxed or removed. There are still some COVID cases being reported, but those effected are isolating when needed and working remotely.

2. Update on Search for Chief Program Officer

Jeremy Tobias announced that a number of great applications were received. First and second round interviews have taken place and it is expected that a decision will be made and an offer will be extended in the next 7-10 days. Jeremy said It will be a difficult decision due to the caliber of the candidates.

3. Items of General Interest.

Jeremy Tobias advised the Board that the following forms will be sent out via Adobe Sign in the coming weeks and encouraged all members to return them promptly.

- Conflict of Interest Form
- Oath of Confidentiality Form
- Contact Information Form

Jeremy also advised the Board that a “virtual” training schedule designed for Board Members has been established for 2023. Paula Daoutis will send Teams Meeting invitations for each session provided. The sessions will be led by senior staff and will be held from 12:00 – 1:00 pm. Please make every attempt to attend the live sessions. Recordings will be made available at a later date, but the goal is for each member to participate in every training session offered before the end of the year.

X. Board Member Comments

- Craig Henderson said thanks again for the opportunity to serve on the Board.
- Yolanda Ochoa thanked Craig for his time and service.
- Fred Plane acknowledged the last meeting for James Burger, and said the Board appreciates the great work James has contributed. Jeremy added that while we are sad to see James go, we all celebrate the new opportunity for James at Cal State Bakersfield.

XI. Closed Session

Motion was made and seconded to enter into closed session at 1:09 pm. Carried by unanimous vote (Henderson/Childress).

- a. Employee Evaluation – Chief Executive Officer (Government Code Section 54957).

Motion was made and seconded to re-enter into open session at 1:23 pm. Carried by unanimous vote (Henderson/Ochoa).

XII. Closed Session Report

Jeremy Tobias reported that the Board completed the annual performance evaluation of the Chief Executive Officer and voted to provide a 5% merit-based increase in salary to the CEO.

XIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, February 22, 2023
5005 Business Park North
Bakersfield, CA 93309

XIV. Adjournment

The meeting was adjourned at 1:25 pm.



DATE	February 1, 2023
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: 286 136 787#

Personnel Committee Minutes

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

1. Call to Order

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

2. Roll Call

Roll Call was taken with a quorum present.

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

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Director of Human Resources; Freddy Hernandez, Director of Youth and Community Services; Rebecca Moreno, Director of Community Development; Gabrielle Alexander, Director of Finance; 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 monthly informational report. At the end of January 2023, Head Start had multiple requisitions open, including recently added administrative positions requisitions. January proved to be a better month with the onboarding of 12 new employees throughout our footprint and offboarding eight employees.

Nila Hogan asked of the 12 that onboarded, did any of those fill the newly open positions from individuals that resigned? Jerry Meade responded yes because they were direct services positions.

Maritza Jimenez inquired if CAPK is planning another job fair. Jerry Meade responded that the team has had conversations and tentatively scheduled one for the spring.

b. Open Enrollment Update – Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa McGranahan presented the above informational item and said that CAPK is working on initiatives to help increase the enrollment numbers. Lisa also added that there is a concerted effort to better understand the benefits and offer alternatives to employees. Additionally, Lisa stated that the leadership staff is reevaluating the future of the Wellworks plan since there is very little interest.

Maritza Jimenez asked for clarification on the Wellworks program in regard to personal information being shared. Lisa replied that personal information is obtained by the primary care physician and is routed to Wellworks directly for reimbursement. The completed health information is not shared with CAPK staff.

c. Human Resources Analytical Information CY 2022 - Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa presented the above informational item to the Committee.

d. 2023 New California Minimum Wage Increase - Lisa McGranahan, Director of Human Resources – ***Info Item***

Lisa presented the above informational item to the Committee.

e. Changes and Reclassifications to Energy and Energy/Finance Job Description – Wilfredo Cruz, Jr., Energy Program Administrator- ***Action Item***

Tracy Webster and Freddy Hernandez presented the above action item. Freddy stated that these changes were implemented to be competitive and boost morale within the department.

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

f. New Weatherization Positions - Wilfredo Cruz, Jr., Energy Program Administrator- ***Action Item***

Wilfredo Cruz presented the above action item for approval.

Maritza Jimenez asked how many employees are moving to this level. Wilfredo responded that current employees are not automatically promoted, but have to go through a series of trainings to be eligible for the next level. There are currently six installers, two assessors, and one inspector that could potentially qualify.

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

- g. Executive Division Expansion of Outreach and Communication Services – 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 (Mullings/Hogan).

5. **Committee Member Comments**

- Maritza Jimenez reminded the Committee that beginning in March 2023, the Committee will be meeting in person.

6. **Next Scheduled Meeting**

Personnel Committee
12:00 pm
March 8, 2023
5005 Business Park North
Bakersfield, CA 93309

7. **Adjournment**

The meeting was adjourned at 12:47 pm.



MEMORANDUM

To: Personnel Committee

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

Date: February 1, 2023

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 January Personnel Committee meeting, the following action items have been accomplished:

- Onboarded 12 staff members.
- Recruitment and interview data will be provided at the meeting.
- Eight (8) resignations (all of which were Center Based).

Job postings are still being featured on the Head Start California website. Program staff continue to explore strategies to build the Head Start workforce to support full enrollment. The Home Visiting Program expansion is underway which will include the onboarding of 12 additional positions.

Currently the division employs 588 positions remaining vacant of the 113 total vacancies.



MEMORANDUM

To: Personnel Committee

A handwritten signature in blue ink, likely belonging to Lisa McGranahan, the Director of Human Resources.

From: Lisa McGranahan, Director of Human Resources

Date: February 1, 2023

Subject: *Agenda Item 4(b)*: Open Enrollment Update – **Info Item**

Executive Summary

Human Resources staff successfully afforded 858 benefit-eligible employees an opportunity to learn about and select benefit options during Open Enrollment in November 2022. Continuing the yearly trend of employees electing medical coverage, enrollment in the Anthem-Blue Cross medical plan at the start of 2023 stands at 461 employees with 638 covered lives.

	2020	2021	2022	2023
Benefit-Eligible Employees	853	875	853	858
EE Medical Plan Enrollment	487	517	499	461

A total of 397 employees declined medical coverage, an increase of 43 from 2022. A summary of the reasons for declining are as follows:

Reason	Total	Percentage
I am choosing to not enroll in any medical coverage	40	10%
I am participating in a state exchange plan or Medi-Cal plan	121	30%
I am participating in my parent's medical plan	12	3%
I am participating in my spouse's medical plan	109	27%
I am participating in Medicare or other retirement coverage	26	8%
Did not answer/unknown	89	22%
TOTAL	397	100%

Continuing for the 2023 plan year, Anthem-Blue Cross employee members have an opportunity to receive a one-time, taxable incentive of \$100 to visit their primary care physician and complete an annual physical exam. The incentive is paid as a payroll item after submitting their authorization to participate and exam results to our program partner, Wellworks. Limited, deidentified health, and demographic information will be provided to the agency summarizing participants who complete the program. The incentive program is available until December 31, 2023.

Promotion of the incentive opportunity includes an email campaign, posters distributed to all agency locations, a website where participants can track their participation, assistance from Human Resources staff, and marketing and telephone support from Wellworks throughout the year. Administrative cost for the program is \$11.00 per employee who submits program materials with a minimum required participation of 100 employee members. Anthem-Blue Cross insurance cards have been distributed and employees have begun to receive them.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

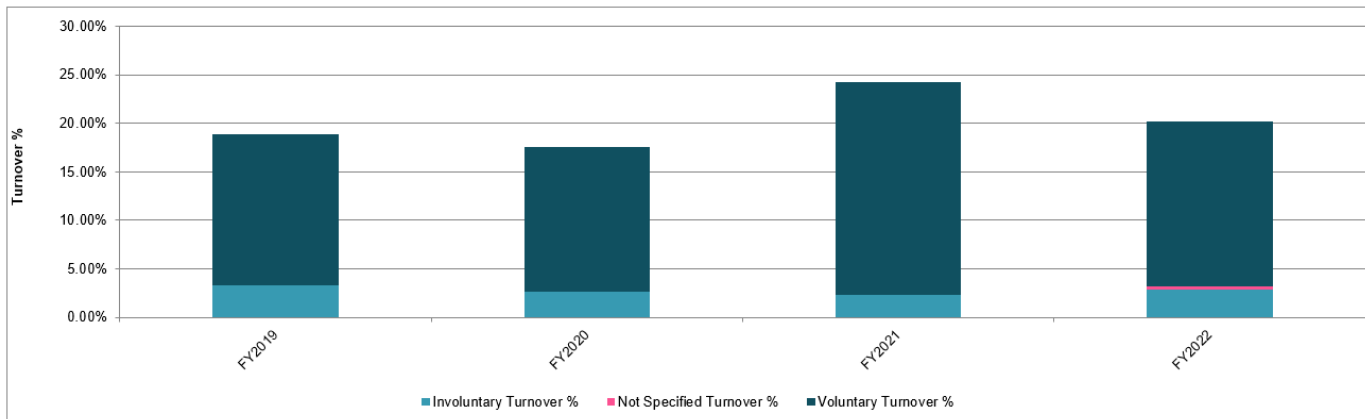
Date: February 1, 2023

Subject: *Agenda Item 4(c):* Human Resources Analytical Information CY 2022 – **Info Item**

Members of the Board of Directors have requested information about the employee retention rates of the agency. Accordingly, we have assembled information for the period of January through December 2022.

It is important to understand that the last three years (2020, 2021 and 2022) have been anything but consistent. The country and entire world has experienced significant upheaval economically and socially, which has impacted the workplace. Inflation, and overall economic uncertainty will undoubtedly impact job growth.

The overall turnover rate for the agency was 20.18% for calendar year 2022. Involuntary turnover amounted to 2.92% and voluntary turnover amounted to 16.93%, a 5% decrease from 2021.



Year	Involuntary Rate	Voluntary Rate	Total Turnover Rate
2019	3.33%	15.53%	18.85%
2020	2.74%	14.81%	17.56%
2021	2.41%	21.78%	24.18%
2022	2.92%	16.93%	20.18%

According to the Yale School of Medicine, turnover rates vary considerably depending on the setting. Wages are the strongest predictor of staff turnover in early childhood education centers. Early childhood education centers that paid high wages to their educators had lower turnover rates than centers that paid lower wages. The study also shows that turnover rates were also higher in centers serving children birth through age 5 than in centers serving children ages 3 to 5.

Many of the positions involved in the turnover computation are entry level positions. Our agency is dedicated to empowering staff and members of the community to become self-sufficient. This often results in staff growing beyond their position into positions outside of the organization.

As with other agencies and organizations, COVID-19 has played a significant role in our retention rates. With a global pandemic and its impact on the workplace, CAPK has an incredible opportunity to raise competitiveness to create the conditions where employees are retained longer periods of time, as we have demonstrated in Goal 4 of the agency's Strategic Plan. In 2020 and 2021, flexibility and the ability to work from anywhere became a necessity as the world shifts from a pandemic to a post-pandemic workforce. In 2022, CAPK implemented the Bilingual Pay policy to help provide additional compensation for employees with a diverse skillset. Additionally, Human Resources is in the process of implementing the wage comparability software that was approved by the Board to help us better understand our current position and garner support for any wage change recommendations to be a true competitor in the race for talent.

The most significant reasons shared for continued turnover are pay, benefits, growth opportunities, relocation, and lack of childcare.



MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Director of Human Resources

Date: February 1, 2023

Subject: *Agenda Item 4(d)*: 2023 New California Minimum Wage Increase – **Info Item**

Due to the enactment of Senate Bill (SB) 3, beginning January 1, 2023, employers will be required to increase their minimum wage from \$15.00 to \$15.50 an hour. This increase to the minimum wage affects not only non-exempt employees, but also the minimum annual salary requirement for exempt employees.

Previously, the State of California had a two-tiered minimum wage system, requiring employers with 25 or more employees to pay a higher minimum wage than employers with fewer than 25 employees. Beginning on January 1, 2023, all employers, regardless of size, must provide their employees minimum wage of no less than \$15.50 per hour.

California law also provides that exempt employees must receive a salary that is not less than two times the state minimum wage. Effective January 1, 2023, the minimum annual salary for exempt employees will also increase to \$64,480.

This increase will impact six (6) hourly staff and four (4) salaried staff. The increase of wages for both groups was projected during the development of the 2022/2023 budget and fiscal impact is approximately \$14,660 with a 10% increase in fringe costs.



MEMORANDUM

To: Personnel Committee
Tracy Webster

From: Tracy Webster, Chief Financial Officer
Freddy Hernandez, Director of Youth and Community Services

Date: February 1, 2023

Subject: *Agenda Item 4(e)*: Changes/Reclassifying Energy and Energy/Finance Job Descriptions – **Action Item**

Executive Summary

As Community Action Partnership of Kern (CAPK) continues to strive for efficiency and to prepare for the future with succession planning, the Energy and Energy/Finance programs are proposing the adoption of revised job descriptions and grade changes. As part of the budget development process for FY 2023-24, Finance and Energy reviewed and evaluated the Energy and Energy/Finance positions. Many of the positions in both teams need to be reclassified based on benching within the agency. Please see the following proposed changes:

Energy

Position	Current Grade	Recommended Grade	Reason
Eligibility Technician	3	5	Aligns with Enrollment Technician (grade 5)
Eligibility Specialist	6	8	Closely related to Business Technician
Weatherization Scheduler	3	4	Related to Energy Program Assistant and cross trained between both roles
Utility Assistance & Outreach Manager	10	11	Grade should match WX Manager

Energy-Finance

Position	Current Grade	Recommended Grade	Reason
Billing Technician	6	8	Closely related to Accounting Technician

Fiscal Coordinator	8	9	Aligns with other Coordinators at CAPK
Operations Technician	5	6	Closely related to agency program specialists
Fiscal Technician	5	8	Closely related to Accounting Technician

Due to the current hiring market, the Energy Program has faced challenges in recruiting top talent for these positions. Over the last year, the Energy Program has been unable to retain staff due to better pay elsewhere. The current grades of these positions have not been helpful in recruiting or retaining staff or building morale. To compete with the current market and ensure our programs are sufficiently staffed both with personnel and program knowledge, Energy and Finance are proposing job description changes and grade increases that will better position the Energy Program to meet the community need of current and future contracts. The grade changes have been incorporated into the 2023-24 budget.

These changes connect to CAPK's mission and Strategic Goal # 3, which is advancing economic empowerment and financial stability for low-income people in the community we serve as we are advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

There is no expected fiscal impact to these changes as staff are currently paid wages within the revised grades. The change will allow the employees to be properly placed on the agency compensation schedule and permit the ability to give merit increases during the evaluation period.

Recommendation:

Staff recommend approval of the proposed changes to the Energy and Energy/Finance group job descriptions and grades.

Attachments:

Eligibility Specialist Energy
Eligibility Technician
Energy Billing Technician
Energy Fiscal Coordinator
Energy Operations Technician
Energy Utility Assistance and Outreach Manager
Energy Weatherization Scheduler
Finance Fiscal Technician



Eligibility Specialist - Energy

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:

Assists the Utility Assistant and Outreach Manager with auditing the Eligibility Technicians/HEAP client files for compliance with State and Federal guidelines.

SUPERVISION RECEIVED:

Receives supervision from Utility Assistant and Outreach 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:

- Assists with reviewing client files to ensure they are accurate and contain the necessary supporting documentation.
- Receives clients in a courteous and professional manner.
- Assists with investigating and resolving client complaints in a timely manner.
- Performs necessary follow-up corrective action to ensure contractual compliance and provides Utility Assistant and Outreach Manager with a report.
- Processes HEAP and Fast track applications.
- Assists with transferring client records for payment.
- Assists with voiding rejected client records.
- Assists with correcting client records.
- Assists with all aspects of outreach, including giving presentations to the public and CAPK programs.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

**Knowledge of:**

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

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 program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Accept direction and work well with others.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business administration or related field.
- Must have one (1) year of supervisory experience.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Eligibility Specialist - Energy				
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					



Eligibility Technician - Energy

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 5

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Assists the public with applying for Utility Assistance through the Low-Income Home Energy Assistance Program

SUPERVISION RECEIVED:

Receives supervision from the UA & Outreach 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:

- Assists low-income applicants with applying for utility assistance through the Energy program.
- Reviews applications to verify completeness and all required documentation is present. If necessary, communicates with client regarding missing documentation.
- Determines program eligibility in accordance with the CSD Eligibility and Verification Guide.
- Provides budget counseling and energy education information to applicants.
- Determines benefit amount.
- Explains UA benefits and basic appeal rights.
- Communicates with utility companies.
- Prepares and mail approval or denial letters to applicants.
- Enters client data into the front-end Energy Program Database (Hancock).
- Refers eligible UA applicants to the Weatherization program.
- Responsible for filing of client's applications.
- Receives applicants in a courteous and professional manner.
- Attends meetings, workshops, and seminars as required.

Other Job Specific Duties:

- Maintains a safe and functional work environment.
- Works alternative hours as required.
- Always maintains client confidentiality.
- Performs any other like duties as assigned.



MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Proper telephone procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Agency policies and procedures.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar, punctuation, and spelling.

Ability to:

- Successfully complete the Energy Program Database training provided by the State of California, Community Services and Development.
- Effectively communicate, verbally and in writing.
- Greet visitors and clients in a professional manner.
- Work under pressure and in new situations.
- Operate standard office machines.
- Operate a ten-key calculator by touch and make mathematical computations.
- Type 25 WPM accurately (typing certificate desirable).
- Demonstrate good interpersonal skills.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- Two (2) years' experience working in a clerical social service environment.
- Experience working with persons of diverse socio-economic and ethnic backgrounds.
- Must be willing to travel throughout Kern County, as needed, to assist clients.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Eligibility Technician - Energy				
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		



Billing Technician - Energy

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:

Performs appropriate billing activities to ensure that reports are accurate and submitted to the Billing supervisor in a timely manner for review.

SUPERVISION RECEIVED:

Billing Supervisor-Weatherization

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:

- Checks client file to determine if an appliance was installed and coded correctly.
- Reviews inspection form to ensure all data was collected and all appropriate documents are attached to the file.
- Reviews job material list to ensure all materials installed are listed of CSD 540 form.
- Enters all inventory material installed in the dwelling onto the in-house billing sheet.
- Calculates and enters all hours worked for the Assessors, Installers, and Inspectors onto the in-house billing sheet.
- Calculates the hours per measure for Installers and enters onto the in-house billing sheet.
- Enters inventory material onto the Material Usage Report.
- Enter all data into CAP60.
- Prints summary report and compares it to in-house summary sheet to ensure accuracy.
- After the billing process from 1 through 10 above is completed, all measures are entered into the LIWP calculator to determine LIWP measures.
- Attends staff development activities, training, meetings, seminars, conferences, etc., as deemed necessary by supervisor.
- Maintains effective communications with Supervisor, co-workers, and funding sources, as necessary.
- Accepts direction and works well with others.
- Meets assigned contractual productivity goals monthly.
- Submits accurate and detailed files and records in a timely manner to supervisor.
- Manages time effectively for maximum productivity.

Other Job Specific Duties:

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



- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- 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.

Ability to:

- Successfully complete CAP60 database training.
- Successfully complete LIWP calculator training.
- Multitask in a hectic environment.
- Analyze problems and identify alternative solutions.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including ten-key calculator.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.
- Attend evening and weekend meetings.
- Communicate effectively, verbally and in writing.

EDUCATION AND EXPERIENCE:

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

- Associate degree in business studies or related field.
- Two (2) years of billing and data entry experience.
- Two (2) years of experience working in a social service environment.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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



- Work is primarily performed indoors.
- Noise level 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Billing Technician - Energy				
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					



Fiscal Coordinator – Energy

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:

Responsible for assisting the Energy Program Administrator with fiscal requirements of the Energy program, including monitoring, and analyzing general ledger accounts, particularly regarding inventory and contracts. Coordinates the work of the billing department to ensure that reports are accurate and submitted in a timely manner to the finance department. Assists management with the day-to-day operations of the program, including participation in and review of all regulations and reporting, funding source requirements, and procedures. Will be required to work closely with CAPK finance division.

SUPERVISION RECEIVED:

Receives direct supervision from the Energy Program Administrator.

SUPERVISION EXERCISED:

Billing Technicians.

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:

- Responsible for managing the program's inventory, including working with various inventory vendors, and ensuring that the inventory policies and procedures are being implemented.
- Responsible for ensuring all inventory purchases are entered into Hancock software and the Perpetual Inventory.
- Responsible for review of monthly activity to ensure that Perpetual Inventory and Real Time Inventory are accurately tracked.
- Supervises the Billing Technicians, including planning, coordinating, and monitoring their work to ensure there are no discrepancies in billing reports.
- Reviews monthly Material Usage Reports prior to submission to the Program Administrator for submission to the Finance department.
- Ensures all subcontractor invoices and materials used are entered and coded to the appropriate funding source for each dwelling.
- Evaluates Billing Technicians' performance, provides mentoring, coaching, and necessary disciplinary action when warranted.
- Provides training and technical assistance to Billing Technicians.
- Reviews, maintains, and enforces internal control procedures for inventory, fiscal, and billing departments.
- Responsible for reviewing and/or maintaining a review system for all documents, e.g.,



check requests, purchase orders, timesheets (for payroll allocation), mileage reports, and other fiscal documentation for accuracy, completeness, and reasonableness of purchases.

- Responds to and implements changes in procedures consistent with Weatherization Installations Standards, state, federal, and local regulations.
- Assists with reconciliation of various program accounts, including but not limited to, inventory and sub-contractors monthly.
- Assists with the procurement of goods and services, as needed.
- Assists with audits and state reviews.
- Prepares responses to inquiries from the finance department.

Other Job Specific Duties:

- Works on special projects as assigned.
- Maintains a safe and functional work environment.
- Conducts and attends meetings, training, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- 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.
- Procurement policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office procedures and equipment, including computers.
- Word processing and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Research and resolve accounting issues.
- Work independently.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Gather and analyze data and prepare clear and concise reports.
- Meet and interview individuals and groups to provide accurate reports.
- Communicate effectively, verbally and in writing.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

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



- Associate degree in accounting, finance, or related field from any accredited college or university.
- Four (4) years of accounting/finance experience, including inventory experience.
- Any equivalent combination of education and/or experience may be accepted.

OTHER REQUIREMENTS:

- Background check, physical, and substance abuse screening required upon offer of employment.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Fiscal Coordinator - Energy				
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	
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	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		



Operations Technician

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 05

FLSA Status: Non-exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Energy Accounting Administrator, responsible for inventory control and distribution, building, warehouse, diagnostic equipment, and fleet maintenance.

SUPERVISION RECEIVED:

Receives supervision from the Energy Accounting Administrator

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:

- Ensures compliance with inventory control standards per Agency and grant specifications.
- Ensures that proper procedures are followed in the warehouse with respect to receiving, stocking, distributing inventory, and maintaining adequate stock levels, as determined by the Energy Accounting Administrator.
- Conducts physical inventory of weatherization materials, supplies, and equipment monthly or as requested.
- Retrieves and distributes weatherization materials and supplies from crews daily.
- Following Agency procurement procedures, purchases materials from local vendors and obtains pricing for new materials when needed.
- Receives and stocks incoming weatherization materials and supplies.
- Reconciles daily inventory control sheets, enters the information into the RTI spreadsheet, Dwelling/Job Summary Report, and uploads to Weatherization software.
- Research material discrepancies and coordinate with billing, as needed.
- Responsible for preparing and sizing materials into distribution portions.
- Handles disposal of damaged inventory following standard procedures.
- Assists Energy Accounting Administrator with maintaining monthly perpetual inventory control report.
- Maintains calibration of diagnostic equipment, including updating the calibration logs, per procedures.
- Maintains the upkeep of the Energy fleet vehicles, including updating the vehicle maintenance logs.
- Monitors upkeep and maintenance of the Energy building under the guidance of the Energy Accounting Administrator.
- Maintains a clean and safe work environment.



- Maintains effective communication with program staff and funding sources, as necessary.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Departmental policies and procedures.
- Applicable state, federal and local laws, codes, and regulations.
- 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 (Windows, MS Office, MS Access, MS Excel, and the Internet).

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 Energy program information to the public.
- Establish professional working relationships with staff, outside vendors, and other agencies.

EDUCATION AND EXPERIENCE:

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

- High school diploma or GED certificate required.
- Two (2) years' responsible experience in inventory control and database management preferred.

OTHER REQUIREMENTS:

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

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level 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 accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Operations Technician				
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		



Utility Assistance and Outreach Manager - Energy

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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Program Administrator, supervises and coordinates the work of the Outreach and Utility Assistance departments to ensure that the Energy program meets its contract requirements.

SUPERVISION RECEIVED:

Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:

Utility Assistance Supervisor, Eligibility Specialists, Outreach Specialists, and Data Entry 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 accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Submits accurate and detailed files and records in a timely manner.
- Communicates effectively and efficiently with appropriate public agencies and utility companies.
- Provides individuals with disabilities with the means to submit applications without leaving their residences.
- Investigates and resolves client complaints in a timely manner and performs necessary follow-up corrective action to ensure contractual compliance.

Utility Assistance

- Supervises the Utility Assistance Supervisor and Eligibility Specialists, including planning, coordinating, and monitoring their work to meet annual goals.
- Ensures quality services for participants by reviewing and monitoring HEAP program processes.
- Receives clients in a courteous and professional manner.
- Acts as the liaison between the public and the program.
- Monitors non-consideration funding to ensure that the Agency will meet contractual goals.
- Monitors program expenditures and budget to determine the program's progress towards stated goals and objectives.
- Confers with the Program Administrator on any revisions to program processes and/or budget.



- Meets with employees on a regular basis to ensure they are aware of any new HEAP policies and procedures.
- Act as liaison between state, federal, and utility funding sources and vendors.

Outreach

- Promotes the availability of the energy conservation program by participating in and publicizing the program's availability through presentations, mailers, referrals, and outreach events.
- Reviews, evaluates, and oversees the implementation of the outreach and intake activities of the Weatherization Program.
- Coordinates the daily operations of outreach and intake activities, including the planning and assigning of work.
- Performs final review of client files before forwarding to the Weatherization Manager for assessment, including ensuring income eligibility, all required documents are in the client file, and that the home is eligible for weatherization services.
- Supervises and administers directives.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit families that qualify for Agency programs.
- Performs any 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.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- The problems and needs of low-income, disadvantaged, and elderly persons.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Accept direction and work well with others.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and clients.
- Write clear and concise correspondence, reports, memoranda, and letters.
- Plan, organize, and implement projects.



- Gather and analyze data.
- Read, understand, and apply written regulations and instructions.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in business administration or related field.
- Must have at least two (2) years of supervisory experience.
- Three (3) years of experience working in a social service program.
- Any equivalent combination of education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Must have use of an automobile with adequate insurance coverage and a valid California driver's license with an acceptable DMV record, substantiated by a DMV printout.
- Bilingual language fluency (Spanish/English) highly desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

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



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

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



Weatherization Scheduler

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 4

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for handling scheduling for weatherization clients and all parties involved in completing the weatherization of a home, including subcontractors, in-house crew(s), and various inspectors. Manages work-in-process client files and tracks job progress to completion.

SUPERVISION RECEIVED:

Receives direct supervision from the Weatherization 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.

A. Essential Job Specific Duties:

- Answers telephone for transferred and direct incoming calls.
- Routes calls and takes messages in a tactful, courteous manner.
- Provides clients with status updates.
- Reviews Hancock entries and client files to determine status.
- Handles client complaints in a courteous and polite manner, referring to the Weatherization Manager when appropriate.
- Assists potential clients with applying for services, mailing applications when needed.
- Makes referrals, as necessary.
- Makes intake appointments for applicants, schedules appointments for in-home intake, and for clients who live in remote areas at one of the Family Resource Center locations (Mojave, Frazier Park, Delano, Shafter, and Lake Isabella).
- Makes appointments with clients for weatherization assessments and deferral follow-up appointments, groundwork appointments, go-backs, corrections, inspections, and funding source field reviews.
- Manages work-in-process client files.
- Following home assessment, assembles client job folder, assigns grant-specific tracking number, and determines what groundwork is needed to schedule the next appointment.
- Reviews files after each step of the job is completed and updates the tracking list.
- Tracks all work-in-process production files.
- Requests and tracks city/county/state permits as needed, and schedules permit inspections.
- Submits tickets to the Weatherization Manager for job updates and complaints.
- Returns telephone calls to clients with updates, as needed.



- Update notes, when needed, in MindBody, Hancock, tracking spreadsheet, etc.

B. Other Job Specific Duties:

- Work on special projects, as assigned.
- Maintain a safe and functional work environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Departmental policies and procedures.
- Modern office procedures and equipment, including computers.
- Word processing and related software applications.
- Proper telephone and customer service protocol.
- Effective English written and verbal communication skills, including proper grammar, punctuation, and spelling.

Ability to:

- Communicate effectively with staff and clients.
- Utilize the computer effectively.
- Operate standard office machines.
- Maintain a professional, pleasant, and helpful attitude.
- Work independently.
- Work with accuracy and attention to detail.
- Work with people of different socioeconomic backgrounds.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other staff.

EDUCATION AND EXPERIENCE:

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

- High school diploma or equivalent.
- One (1) year of general clerical experience.
- Completion of a clerical training program may be substituted for one year of clerical experience.

OTHER REQUIREMENTS:

- Background check, physical, and substance abuse screening required upon offer of employment.
- Bilingual language fluency (English/Spanish) highly preferred.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:



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

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

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Weatherization Scheduler						
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		



Fiscal Technician

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 supervision, performs duties related to preparing, processing, maintaining, and reviewing financial, statistical, or fiscal documents and records.

SUPERVISION RECEIVED:

Receives supervision from Assigned Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Reviews various fiscal documents, reports, and payments for accuracy and completeness.
- Compiles periodic, monthly, and quarterly fiscal and statistical reports.
- Types correspondence, reports, and other documents.
- Receives payments and issues receipts.
- Distributes payroll, mileage expense reimbursement, and other miscellaneous checks.
- Provides technical support to staff in related fiscal and administrative areas.
- Maintains records and files.
- Makes travel arrangements and prepares travel advances and liquidations.
- Tabulates and reviews volunteer in-kind documentation.
- Performs Clerk duties as needed.

Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for Agency programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.



- Accounts payable, general ledger, and payroll functions.
- Proper grammar, punctuation, and spelling.

Ability to:

- Effectively manage multiple tasks and deadlines.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- 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.

- Graduation from high school or GED certificate required.
- Three (3) years of general accounting experience.
- Two (2) years of general clerical experience (may be concurrent with accounting 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.
- Must be fingerprinted and have such records filed with the State Department of Social Services, Community Care Licensing.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- Noise level 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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE FISCAL TECHNICIAN				
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: Wilfredo Cruz, Energy Program Administrator

Date: February 1, 2023

Subject: *Agenda Item 4(f)*: New Weatherization Positions – **Action Item**

During the pandemic, Community Service and Development (CSD) recognized the importance of local service providers' (LSP) ability to hire and train qualified staff to complete the work necessary to expend energy grants. Because of the inability to travel, many agencies were left without options to properly train staff. In late 2021, CSD rolled out a statewide Training Program Plan. This plan recognized the importance of training and included guidelines that "places a high priority on all training aspects of its weatherization programs. Agency field personnel and subcontractors are required to take mandated training and are strongly encouraged to take advantage of the opportunities available for program improvement through training and technical assistance. These training courses also provide vital workforce development and skills building for agency employees, an integral component of the program's goals. CSD agencies are expected to maintain a high level of technical expertise through a continued emphasis on internal training, quality control planning, and quality workmanship. This Training Program Plan is the result of a training needs analysis and is designed to ensure that training meets program needs for ongoing evaluation, compliance, and accreditation."

As part of this plan, CSD added an On-the-Job Training (OJT) component. This initiative involves guided training by an assigned agency peer expert to join in the performance of field duties with monitoring, formal coaching, and evaluation. Peer experts provide self-paced, on-site instruction and document the training participant's competence in identified skills. Peer experts must be preapproved by CSD.

Energy Management has since realized that many of CAPK's long-standing energy staff could potentially qualify as Peer Experts within our agency and have been qualified and approved as Peer Experts by CSD. This provides an opportunity for them to assist their colleagues (within their position) to prepare for the OJT evaluations. For assessors and inspectors to work on CSD contracts, they must pass this evaluation. The actual evaluation is completed in the field by a third-party agency that works alongside CSD. There are several tasks that are assigned to the Peer Expert to train and prepare other employees. As a program, we recognize the importance of having as many approved CSD Peer Experts as possible, as it means they have become proficient in their positions. This would also allow us to continue training new staff without any delay.

To ensure employee retention, the Energy Group is proposing additional compensation for the additional work these employees are completing and the added value they bring to our organization. The positions of installer, assessor, and inspector will remain the same; however,

once an employee is able to train other employees, we would consider them ready to be promoted to level II.

The Energy Program is concurrently working on five (5) different grants. We anticipate receiving four (4) more before the end of 2023. To meet the demand of these contracts, we are proposing a new Assistant Weatherization Manager to assist the current Weatherization Manager. The Assistant Manager will aid the team with meeting our day-to-day operations and ultimately meeting our contract requirements. This position will also help train and develop the current staff to meet CSD contract guidelines. This position will also ensure that files are complete in preparation for future audits.

Human Resources (HR) has reviewed and graded these positions and updated the job descriptions. The impact on CAPK's Energy budget is projected to be sustainable. Below is the proposed salary scale for the four positions presented:

Grade 7	Min	Mid	Max
Installer II	\$18.43	\$21.68	\$24.94

Grade 8	Min	Mid	Max
Assessor II	\$19.97	\$24.94	\$29.93

Grade 9	Min	Mid	Max
Inspector II	\$22.93	\$28.69	\$34.43

Grade 10	Min	Mid	Max
Assistant Weatherization Manager	\$26.40	\$32.98	\$39.58

In the current fiscal year (2023), funding for these positions will be supported by the 2022 LIHEAP, 2023 LIHEAP, and 2024 LIHEAP contracts. We also expecting to receive two additional contracts 2023 ELIHEAP and 2023 DOE BIL in the current fiscal year. The impact to the current budget will be approximately \$90,000.

The job descriptions coincide with the CAPK Goal #3, which is advancing economic empowerment and financial stability for low-income people in the community we serve as we are advocating for the low-income community of Kern County who often struggle with the inability to weatherize their homes and pay high energy bills.

Recommendation:

Staff recommends approval of the abovementioned job descriptions and compensation at their respective grades.

Attachments:

Installer II Job Description

Assessor II Job Description

Inspector II Job Description

Assistant Weatherization Manager Job Description



Weatherization Installer II - Energy

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 07

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Responsible for the work activity of a construction or weatherizing crew, installs basic weatherization measures, and performs minor home repairs on designated homes for state and utility funded weatherization programs. Will serve as a direct contact for clients during the construction and weatherization of homes. Responsible for training of fellow installers and applicable WX personnel.

SUPERVISION RECEIVED:

Receives supervision from the Weatherization Manager and Weatherization Assistant 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.

A. Essential Job Specific Duties:

- Completes energy conservation measures and/or minor home repair which may include weather-stripping, caulking, duct wraps, doors, low-flow showerhead, hot-water heater blankets, thresholds, burner adjustments, installing thermostats, etc.
- Completes prescribed weatherization work in a professional manner.
- Keeps accurate records of weatherization supplies and materials received, used on job site, and returned to inventory daily.
- Completes all work in compliance with city, county, and state building codes and weatherization installation standards.
- Implements safety policies at job sites.
- Completes all work in conformance to OSHA and CalOSHA standards.
- Performs duties in the shop and warehouse, including carpentry, inventory, clean-up, and routine maintenance of vehicles and equipment.
- Performs corrections on any failed inspections of weatherized homes and completes correction paperwork.
- Inspects homes to determine number of materials needed and repairs to be made.
- Trains new and existing staff as required.
- Performs assessments for energy programs as needed.
- Assist in monitoring current and new Installers paperwork.
- Provide on-the-job training to new and current installers.
- Provide updates and feedback on the progression of current and new installers.

B. Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours, as required, including nights and weekends.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.



- Performs other duties as required.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures
- Modern office practices, methods, procedures, and equipment, including computers.
- Principles and methods of home weatherization
- Problems and needs of low-income, disadvantaged, and vulnerable populations.

Ability to:

- Deal with conceptual matters.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain professional working relationships.
- Pass testing and obtain required CSD certifications.

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 graduation or equivalent.
- Advanced proficiency in Combustion Appliance Safety, desirable.
- Two (2) years of work experience in a weatherization program or minor home repair and/or construction, carpentry, or similar trade skills.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel
- Must be fingerprinted and pass pre-employment background check
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

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

- Work is primarily performed indoors.
- During installations and servicing, position may require working in dark cramped quarters and in conditions where you may be exposed to dust, sawdust, pollens, fiberglass, and cellulose insulation.
- Noise level varies based on assignment.



ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE		Weatherization Installer II				
Activity		Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 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			
	NEVER 0 HOURS			CARRYING		
		OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 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		X		
100+ lbs	X			X		



Assessor II - Energy Program

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:

Responsible for assessing, diagnosing, and gathering information about measure feasibility and materials needed to weatherize a dwelling. Responsible for training and implementing new and improved methods of training for assessors.

SUPERVISION RECEIVED:

Receives supervision from Weatherization Manager and Weatherization Assistant 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.

A. Essential Job Specific Duties:

- Conducts on-site assessments of dwellings to determine which program measures are feasible to install.
- Checks and measures attic floors and walls to determine if insulation is needed.
- Measures square footage and provides a drawing of the house.
- Performs pre-weatherization Combustion Appliance Safety (CAS) testing.
- When required conducts blower door and duck blaster diagnostics to measure shell leakage and duct systems leakage.
- Provides a justification for replacing higher-cost items and documents client's file.
- Provides mandatory photo documentation when replacement of windows, doors, and appliances are recommended.
- Determines if mechanical ventilation is required.
- Educates the client on the pros and cons of mechanical ventilation.
- Attends mandatory on-line and offsite training.
- Acts as liaison between federal, state, utility funding sources, and vendors.
- Assist in monitoring current and new Assessors paperwork.
- Provide on-the-job training to current and new Assessors.
- Assist in preparing new Assessors for the peer review exam.
- Assist in completing peer review Assessor OJT (On the Job Training) evaluation.

B. Other Job Specific Duties:

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

**MINIMUM QUALIFICATIONS:**

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Principles and methods of home weatherization.
- Problems and needs of low-income, disadvantaged, and vulnerable populations.

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 program information to the public.
- Establish and maintain professional working relationships with staff, agencies, and clients.
- Manage time effectively for maximum productivity.
- Pass testing and obtain CSD On the Job Training Certification.

EDUCATION AND EXPERIENCE:

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

- Must have completed a minimum of 150 home assessments or (2) two years of experience in conducting home assessments.
- High school diploma or GED certificate required.
- Minimum of two (2) years' experience in weatherization, general home repair, and/or construction.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Bilingual language fluency (Spanish/English) 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 indoors.
- During installations and servicing, position may require working in dark cramped quarters and in conditions where you may be exposed to dust, sawdust, pollens, fiberglass, and

cellulose insulation.

- Noise level varies based on assignment.

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 accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Assessor II- Energy				
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	

	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		X		
76-100 lbs	X			X		
100+ lbs	X					



Weatherization Inspector II

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:

Responsible for quality assurance of construction and/or weatherization work performed by the Weatherization Installers. Will serve as a direct contact for clients during the inspection of construction and until weatherization measures are completed. Responsible for training and implementing new and improved methods of training for Inspectors and applicable WX personnel.

SUPERVISION RECEIVED:

Receives supervision from the Weatherization Manager and Weatherization Assistant 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.

A. Essential Job Specific Duties:

- Conducts on-site inspections of homes weatherized by CAPK to ensure that the quality of work performed is consistent with federal, state, local, and utility regulations.
- Investigates and resolves client complaints in a timely manner, performing necessary follow-up inspections to ensure contractual compliance.
- Trains and mentors weatherization installers and assessors on funding source requirements.
- Monitors production on assigned weatherization files ensure that subcontractors are scheduled, and groundwork corrections are completed in a timely manner.
- Performs final quality control review of weatherized homes to ensure weatherization standards are met.
- Ensures installation processes and materials used are appropriate for the weatherization measure(s) to prevent delays caused by errors in installation and/or materials.
- Utilizes weatherization specific diagnostic equipment, such as blower door, duct blaster, infrared cameras, monoxers, and manometers during inspections, when required.
- Reviews weatherization files for accuracy to ensure compliancy.
- Accompanies state inspector during semi-annual field inspections.
- Acts as liaison between federal, state, local, utility funding sources, and vendors.
- Monitor and review fellow Inspectors paperwork and documentation.
- Provide field training for new inspectors.

B. Other Job Specific Duties:

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



- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

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

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Principles and methods of home weatherization.
- Problems and needs of low-income, disadvantaged, and vulnerable populations.

Ability to:

- Complete on-line and in-person funding source training and successfully pass examinations, as required, within six (6) months of employment.
- Handle conceptual matters.
- Plan, organize, allocate, and control substantial resources. Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Establish and maintain effective working relationships with staff, public, and private agencies.
- Understand and apply written regulations and instructions.
- Pass testing and obtain CSD field work certifications as applicable.
- Pass testing and obtain CSD On the Job Training (OJT) Peer Expert Inspector Certification
- Pass testing and obtain BPI (Building Performance Institute) Energy Auditor certification and QCI (Quality Control Inspector) certification.

EDUCATION AND EXPERIENCE:

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

- Five (5) to seven (7) years of experience in construction and/or home inspection required.
- High school diploma or GED certificate required.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.
- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations
- Bilingual language fluency (English/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 indoors.
- During installations and servicing, position may require working in dark cramped quarters and in conditions where you may be exposed to dust, sawdust, pollens, fiberglass, and cellulose insulation.
- Noise level varies based on assignment.

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 accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Inspector II - Energy				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 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	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	REQUENTLY 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					



Assistant Weatherization Manager - Energy

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 Grade: 10

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the supervision of the Weatherization Manager, the Assistant Weatherization Manager is responsible for quality assurance of construction and weatherizing work performed by the assessors, installers, subcontractors, and inspectors. Assists with reviewing and approving completed work orders, planning, coordinating and supervision of weatherization staff. Will serve as a direct contact for clients during the inspection of construction and weatherization projects.

SUPERVISION RECEIVED:

Receives supervision from Weatherization Manager.

SUPERVISION EXERCISED:

Assessors, inspectors, and installers

DUTIES AND RESPONSIBILITIES:

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

A. Essential Job Specific Duties:

- Assist in supervising assessors and inspectors including planning, coordinating, and monitoring their work.
- Assist in reviewing and approving assessments for groundwork.
- Assist in reviewing and approving all work orders for inspection. This includes ensuring all energy efficiency measures are installed and labor and materials are accurately documented.
- Assist in monitoring the status of each home using the program's database.
- Conduct random on-site inspections of homes weatherized to ensure that the quality of work performed by the energy program team is consistent with State, Federal, and utility regulations.
- Assist with scheduling and monitoring subcontractors to ensure work is completed in a timely manner.
- Attend Local Service Providers (LPS) meeting/webinars when needed.
- Assist in keeping Weatherization staff informed of new or revised weatherization installation standards.
- Review assessment files for completeness, clarity, and accuracy.
- Review estimates for accuracy and expenditures.
- Assist in checking Hancock to verify that the measures match with the paperwork.

B. Other Job Specific Duties:

- Accompany State Inspector during semi-annual field inspections.
- Performs other duties as assigned.
- Assist in training assessors and inspectors.

Assistant Weatherization Manager



- Assist with inspections and assessments as needed.

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.
- CSD Policy and Procedures.
- Departmental policies and procedures.
- Modern office procedures and equipment including computers.
- Word processing and other related software applications.
- Responsible for being knowledgeable on the Training Resource Manual (TRM) and providing direction per the TRM to staff when necessary.

Ability to:

- Apply knowledge of principles and methods of home weatherization. Apply knowledge of community resources.
- Apply knowledge of basic principles of organizations, administration, human relations basic math skills.
- Keep records and assist Finance Administrator with inventory control, as needed.
- Maintain effective working relationships with program staff, public and private agencies. Plan, organize and implement projects.
- Gather and analyze data.
- Read, understand, and apply written relations and instructions.
- Communicate effectively both verbally and in writing to include correspondence, reports, memos, letters, and proposals.
- Knowledge of the problems and needs of low-income, disadvantaged and elderly.

EDUCATION AND EXPERIENCE:

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

- One (1) to three (3) years of progressively responsible administrative or management experience, preferably in a supervisory capacity.
- Managerial experience in weatherization, construction and/or home repair is highly desirable.
- Experience in inventory and quality control.
- Certified by CSD as an Assessor and Inspector desirable.

OTHER REQUIREMENTS:

- Must be fingerprinted and pass pre-employment background check.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.
- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Travel is required in this position to various homes and worksites located throughout Kern County. An agency vehicle is provided for agency travel.



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.
- During installations and servicing, position may require working in dark cramped quarters and in conditions where you may be exposed to dust, sawdust, pollens, fiberglass, and cellulose insulation.
- Noise level varies based on assignment.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Assistant Weatherization Manager-Energy			
ACTIVITY	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	

Assistant Weatherization Manager



26-50 lbs		X			X	
51-75 lbs		X			X	
76-100 lbs		X			X	
100 lbs+	X			X		

DRAFT



MEMORANDUM

To: Personnel Committee

From: Pritika Ram, Chief Business Development Officer

Date: February 1, 2023

Subject: *Agenda Items 4(g)*: Executive Division Expansion of Outreach and Communication Services – **Action Item**

Under the Executive Division, the department operates the outreach and communication services for the agency. This service aims to build a sustainable marketing program to bring brand visibility and awareness to the counties of which we have a presence and provide direct client services, including working internally with program staff as well as externally with community partners. Over the years, the volume and complexity of outreach events and activities have increased as demonstrated by our monthly Program Review & Evaluation (PRE) Committee. Additionally, staff are assigned tasks around project management, program design, and special projects that require attention to detail, ability to learn new skills, including strategic planning, integration of Customer Relationship Management, and implementing continuous improvement models and data reporting.

In March 2022, staff entered a contract for services with a marketing firm with a targeted scope of work (i.e., large scale grant funded campaigns such as Energy and Volunteer Income Tax Assistance, professional photography, and videography). However, there continues to be outreach opportunities and projects, such as developing a strategic approach to increasing the agency's brand awareness and visibility, while reaching our target audience consisting of clients, partners, and potential donors that require a high level of internal engagement. There is a challenge to assign such tasks to the contractor due to capacity, out of scope, response time, and budget.

Currently, there are two positions under the Division – the Outreach and Advocacy Coordinator and the Resource and Outreach Coordinator - that have limited-to-no growth professionally and financially mainly due to the non-competitive rate of pay and narrowed-focused job descriptions. Additionally, the positions as titled do not align with the naming convention of the agency positions since both are listed as “Coordinator”.

The proposed change would allow a pathway for enhanced skill development and upward mobility within the Division and agency, and alignment with similar internal title structure.

Revised and New Positions

- **Advocacy and Public Relations Manager** (Grade 11). This position is a reclass from the Outreach and Advocacy Coordinator (Grade 10). This position will work directly with programs, initiatives/campaigns, and impact related work to internal and external audiences. They will lead all CAPK media relations, outreach and public relations efforts including advertising, digital and print storytelling, advocacy, and strategic communications; provides training and leadership for all outreach staff and supports leadership in planning; and executing program level promotional efforts. This includes leading advocacy and legislative efforts relating to CAPK programs. Further, this position will lead grant-funded outreach campaigns, including project management as it relates to the grant cycle. The position will also develop and maintain relationships with agencies and community groups who provide resources throughout the network, support with internal mandates (e.g., community needs assessment, training, and reporting).
- **Outreach and Communications Supervisor** (Grade 10). This position is a reclass from Resource and Outreach Coordinator (Grade 8). This position will assist in the development, maintenance, and coordination of CAPK communication efforts; provide leadership of the agency outreach team and support efforts to build strong communication linkages and practices between all CAPK programs.
- **Multimedia Specialist** (Grade 9) (NEW). This position leads in the development of multimedia projects. This includes large-scale organizational videos, social media shorts, and photography projects. In this role, the specialist will be responsible for maintaining, updating, and enhancing multiple websites.
- **Outreach Specialist** (Grade 8) (NEW). This position designs and manages the creation of all CAPK physical and digital promotional materials; oversees planning and executing all social media communications for CAPK and working with CAPK programs to enhance and strengthen their individual social media presences. This role also includes performing professional and administrative work in support of organizational needs, coordinating, and attending community resource fairs.

Strategic Plan and Development

As part of the 2021-25 Strategic Plan, specifically under 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*, and as part of following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.1: Enhance leadership capacity, effectiveness, and sustainability.
 - 4.1.1 Establish a process of workforce development for succession and knowledge transfer plans and oversee implementation; (a) Analyze department metrics (i.e., length of service, knowledge gaps, areas of interest) to identify the necessary skills sets for each position; (b) Identify or create evidence-based workforce development strategies to address needs of the department, and (c) Incorporate development opportunities as part of the employee review process.
- Objective 4.2: Increase employee engagement, morale, and retention.

- 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

Fiscal Impact and Timeframe

The proposed reorganization would result in a fiscal increase to Indirect funds of approximately \$36,730.30 compared to last year specifically for the Outreach and Communications Supervisor and the Advocacy and Public Relations Manager, which are enhancements of existing positions. And, for the new positions, Multimedia Specialist and Outreach Specialist the fiscal impact is approximately \$153,951.20, totaling \$190,681.50. These changes were also incorporated into the upcoming FY 2023/24 agency-level budget. Additionally, staff anticipate the proposed changes will impact the need for contracted marketing services and will be reassessed once fully staffed. Once this is Board approved, the Executive Division will immediately implement these changes and begin recruiting for new positions.

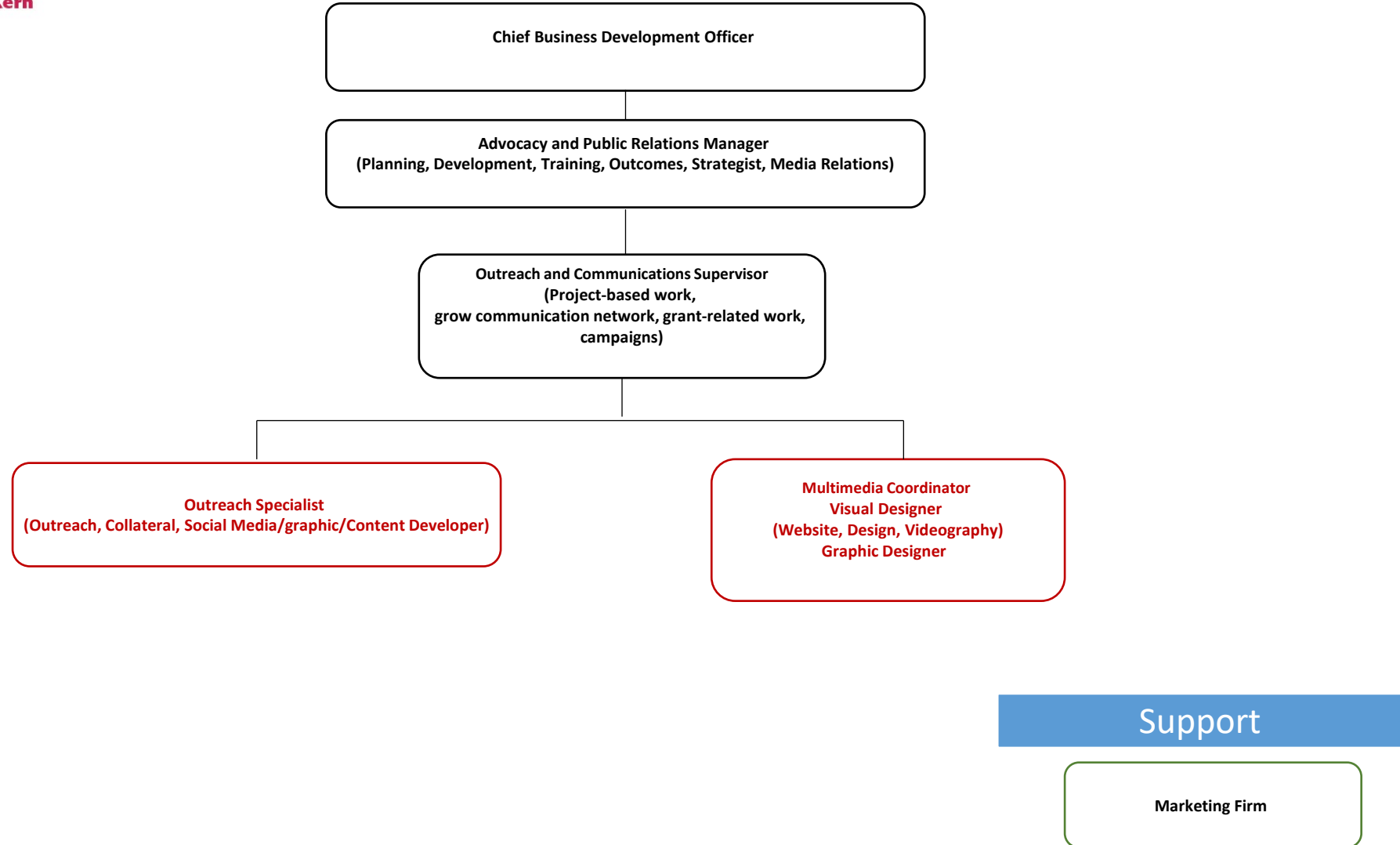
Recommendation:

Staff recommends the Personnel Committee approve the enclosed job descriptions and organizational change for the outreach and communications service line under the Executive Division.

Attachments:

Division Organizational Chart
Outreach and Communications Supervisor Job Description
Advocacy and Public Relations Manager Job Description
Multimedia Specialist Job Description
Outreach Specialist Job Description

Executive Division FY 23-24





Outreach and Communications Supervisor

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

Salary Range: Grade 10

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Advocacy and Public Relations Manager, the Outreach and Communications Supervisor assists in the development, maintenance, and coordination of CAPK communication efforts. Provides leadership of the agency outreach team and supports efforts to build strong communications linkages and practices between all CAPK programs.

The coordinator will also develop and maintain relationships with agencies and community groups who provide resources network-wide.

SUPERVISION RECEIVED:

Receives supervision from the Advocacy and Public Relations Manager.

SUPERVISION EXERCISED:

Outreach and Multimedia Specialist, interns, and volunteers.

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:

- Under the direction of the Outreach and Advocacy Manager, coordinates the dissemination of information to agency staff, customers, and the public through a variety of communication strategies.
- Oversees the execution of communications projects including website development and maintenance, collateral design and creation, photography and videography projects, and graphic design.
- Coordinates and provides quality control for all interns and volunteers throughout the organization.
- Manages team attendance at resource fairs and other community events to ensure representation of the organization.
- Coordinates large-scale outreach/marketing projects with internal programs and outside partners.
- Direct the Outreach and Multimedia Specialist in the development of collateral and presentations that are used internally and externally.
- Manages production of the CAPK in Action newsletter, Voice of Safety, and other internal and external communications products.
- Develops and maintains the CAPK social media calendar.
- Represent the organization through media interviews and press opportunities.



- Assists the Advocacy and Public Relations Manager with advocacy efforts and maintain relationships with officials and their staff.
- Assists with planning of media and public events hosted by the organization.
- Manage, assign work, support training, assess performance and provide discipline as needed to Outreach and Multimedia Specialist.
- Develop and oversee strategic plan for maintenance, update, and upgrade for all CAPK web products.
- Supports Grants team with development of communications strategies, materials, and data.
- Manage fulfillment of all communications requirements for CAPK grants and programs.
- Development of a diverse team that is reflective of, and can communicate with, clients in their languages.

Other Job Specific Duties:

- Coordinates with the Director of Development in the creation of materials and digital assets to support the CAPK Foundation.
- Assists the Advocacy and Public Relations Manager in the design and execution of training and community building efforts for outreach professionals in all CAPK programs.
- Manages projects and strategic efforts in support of the Chief Business Development Officer.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs other duties as required.

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:

- Leadership principles and best practices.
- Fundamentals of good grammar, spelling, and punctuation.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Media relations practices.
- Principles and practices of public speaking
- Marketing, sales and public relations principles, photography, advertising, target clients, community assets and events, graphic design, production, and printing techniques.
- A passion for high-quality work and inspired, creative design.
- Photograph and videography.
- Social media best policies and practices.
- Effective verbal communication skills, and the ability to coordinate the activities of other staff.
- Strong organizational skills and attention to detail.
- Ability to prioritize and handle multiple tasks and projects.

Ability to:

- Use computer and graphic design software for creating outreach materials (e.g., Adobe Photoshop, Illustrator, InDesign, Canva, Premier).
- Write creatively and clearly for general and specialized audiences.



- Work independently with little direction.
- Meet schedules and timelines.
- Establish professional working relationships with staff and agencies.
- Present and prepare press releases, new articles, presentations, reports, and other written materials in a timely and appropriate manner.
- Compile, organize, and present data clearly in written and oral format.
- Develop short, medium, and long-term plans for events, publications, social media, and other communications products.
- Make presentations before large audiences.
- Assess team member skills and abilities and build training and growth plans to enhance performance.
- Assist with budget preparation.

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree in marketing, communications, journalism, business, or related field. Master's Degree in Communications, Business Administration or Public Administration desired.
- A minimum of three years' experience in outreach, communications, and/or marketing. Leadership experience desired.
- An equivalent combination of training and experience that provides the capabilities to perform the jobs duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of a physical, substance abuse screening and TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) preferred, but not 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 primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Outreach and Communications Supervisor				
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					



Advocacy & Public Relations Manager

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

Salary Range: Grade 11

FLSA Status: Exempt

Date Approved: TBD

SUMMARY:

Under the direction of the Chief Business Development Officer, leads the CAPK Outreach team in promoting Community Action Partnership of Kern programs, initiatives, and impacts to internal and external audiences. Leads all CAPK media relations, outreach, and public relations efforts including advertising, digital, and print storytelling, advocacy and strategic communications. Provides training and leadership for all CAPK outreach staff and supports CAPK leadership in planning and executing program level promotional efforts.

SUPERVISION RECEIVED:

Receives supervision from Chief Business Development Officer.

SUPERVISION EXERCISED:

Supervises the efforts of the Resource and Outreach Supervisor

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Leads agency efforts to disseminate information to CAPK programs, staff, clients, partners, supporters, and the public through a variety of communication strategies, including newsletters, videos, publications, meetings, websites, social media, advertising, and community events.
- Oversees the work of the Communications team to establish, maintain and promote a comprehensive brand for CAPK that creates a seamless image for the agency.
- Coordinates and maintains advocacy efforts for all CAPK programs.
- Maintains a strong relationship with all elected officials and their staff.
- Research and reports to CAPK leadership on all legislative efforts at the local, state, and federal level that could impact agency operations.
- Develops content strategies for large scale marketing efforts and organizational implementation.
- Represents CAPK through public presentations in the community and committee participation, which may include evenings and weekends.
- Serves as the primary media point of contact and spokesperson for CAPK.
- Coordinates agency messaging with CAPK leadership.
- Provides leadership and editorial oversight of all written, photographic, and video communications conducted in support of agency operations.



- Manages all press conferences on behalf of the agency.
- Responsible for evaluating performance, providing training, mentoring, coaching, and necessary disciplinary action as needed to support operation of the Communications team.
- Provides a centralized system of networking and professional development for CAPK outreach staff across all programs.
- Handles all contracts and relationships with marketing and communications subcontractors.
- Develop outreach team budget.

Other Job Specific Duties:

- Leads special projects as needed to enhance agency impact in the community.
- Works with the Director of Development to coordinate all fundraising materials, events and plans in support of the CAPK Foundation.
- Development of a diverse team that is reflective of, and can communicate with, clients in their languages.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs other duties as required.

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:

- Management principles and best practices.
- Editorial skills, including writing articles, editing, and selection of articles for publications.
- Word processing and related software applications.
- Fundamentals of good grammar, spelling, and punctuation.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Local, State, and Federal political and governmental structures and practices.
- Legislative process and principles of advocacy.
- Requirements of the California Public Records Act and the Brown Act.
- Principles and practices of public speaking.
- Professional media relations practices, including crisis communications.
- Strong organizational skills and attention to detail.
- Ability to prioritize and handle multiple tasks and projects.

Ability to:

- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Compose clear and concise reports and recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Effectively organize and prioritize assigned work.
- Plan, organize, and allocate resources.
- Display proficiency with Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Initiate, maintain, and enhance professional relationships with media organizations.



- Develop and deliver messaging for print, television, and radio media organizations.
- Understand and provide editorial direction in the use of computer and graphic design software for creating outreach materials, e.g., Adobe Photoshop, Illustrator, InDesign.
- Lead a team of creative professionals.
- Assess team member skills and abilities and build training and growth plans to enhance performance.
- Identify and address staffing problems to mitigate potential team conflicts.
- Work independently with little direction.
- Meet schedules and timelines.
- Adapt to changes to work environment, software, policies and procedures and support team compliance with organizational priorities.

EDUCATION AND EXPERIENCE:

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

- Bachelor's Degree in marketing, communications, journalism, business, or related field. Master's Degree in Communications, Business Administration or Public Administration desired.
- A minimum of four years' management experience in outreach, communications, and/or marketing with a large-scale organization.
- An equivalent combination of training and experience that provides the capabilities to perform the job duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of a physical, substance abuse screening and TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) preferred, but not 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 primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Advocacy & Public Relations Manager				
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS



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

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



Multimedia 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 9

FLSA Status: Non-Exempt

Date Approved: TBD

SUMMARY:

Under the general direction of the Outreach and Communications Supervisor, the Multimedia Specialist leads in the development of multimedia projects. This includes large-scale organizational videos, social media shorts, and photography projects. In this role, the specialist will be responsible for maintaining, updating, and enhancing the CAPK and CAPK Foundation's websites.

SUPERVISION RECEIVED:

Receives supervision from Outreach and Communications Supervisor

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Under the direction of Outreach and Communications Supervisor, it coordinates and develops all high-level multimedia projects for the organization.
- Designs, builds, updates, and maintains the CAPK and CAPK Foundation websites.
- Serves as primary agency photographer and videographer for CAPK and the Foundation.
- Major focus on storytelling and visual communications through various platforms.
- Plans, storyboards, edits, and completes all agency video projects.
- Coordinates and schedules photo and video productions as directed by the Outreach and Communications Supervisor.
- Supplies the digital and video content for all agency social media postings.
- Supplements the social media and graphics production work of the Outreach Specialist.
- Supports the provision of training to program-level outreach staff to enhance brand acceptance, professional social media promotions, and the use of high-quality still and video imagery.
- Provides training in their subject matter expertise to inter-agency stakeholders.
- Takes on project management work as assigned by the Resource and Outreach Supervisor.
- Assists in set-up and execution of all press events, outreach events, resource fairs, and agency celebration events.
- Maintains an up-to-date understanding of industry best practices in photography and videography and suggests improvements to the equipment and practices of the team.

**Other Job Specific Duties:**

- Assists with the development of communications-related SharePoint and CRM projects as needed.
- Advises all agency programs and stakeholders in the production of photo and video projects and materials.
- Manages projects and strategic efforts in support of the Outreach team.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs related duties as required.

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:

- Professional photo and video content creation practices.
- Digital content creation software including Adobe Creative Suite, Canva, FinalCutPro, Photoshop and others.
- Written, digital and photo editing communications strategies.
- Website management, design, and editing using WordPress and Elementor.
- Word processing and basic office organizational and communications software.

Ability to:

- Create, edit, and publish digital promotional materials.
- Maintain an up-to-date understanding of industry standard photography and videography practices.
- Create and execute strategic plans for video and photo communications campaigns.
- Support staff and supervisors in the completion of team priority projects.
- Communicate effectively and professionally in both written and verbal environments.
- Work independently with little direction.
- Meet schedules and timelines.
- Work with accuracy and attention to detail.
- Plan, develop, and present mixed media presentations.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- Experience with communications strategies for large organizations.
- Advanced experience with video editing and website management software required.
- A minimum of two years' experience in outreach, communications, and/or marketing.
- An equivalent combination of training and experience that provides the capabilities to perform the jobs duties as described.



OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of a physical, substance abuse screening and TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) preferred, but not 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 primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

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

POSITION TITLE Multimedia 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					



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 general direction of the Outreach and Communications Supervisor, designs and manages creation of all CAPK physical and digital promotional materials including CAPK in Action newsletter, the monthly Voice of Safety risk management sheet, social media postings, flyers, signs, mailings, announcements, and other materials as needed. The Outreach Specialist is also in charge of planning and executing all social media communications for CAPK and working with CAPK programs to enhance and strengthen their individual social media presences. This role also includes performing professional and administrative work in support of organizational needs.

SUPERVISION RECEIVED:

Receives supervision from Outreach and Communications Supervisor.

SUPERVISION EXERCISED:

None.

DUTIES AND RESPONSIBILITIES:

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

Essential Job Specific Duties:

- Under the direction of the Outreach and Communications Supervisor, assists with the dissemination of information to agency staff, customers, and the public through a variety of communication strategies, including, but not limited to, newsletters, website, social media, advertising, and community events.
- Produces the CAPK in Action newsletter, Voice of Safety, Annual Report, and other internal and external communications products.
- Coordinates and executes small-scale outreach projects.
- Attends resource fairs and other community events to ensure representation of the organization as needed.
- Creates regular, engaging posts and activity for the organization's social media accounts.
- Develops and maintains the CAPK social media calendar and submits content for editorial review.
- Serves as CAPK's social media expert and offers support and training to program-level outreach staff.
- Maintains an up-to-date understanding of industry best practices in graphic design and social media marketing.
- Speaks to the media and public on behalf of the organization in Spanish and English if needed to support team leadership.



- Assists with planning of media and public events hosted by the organization.
- Works collaboratively with the Multimedia Specialist on various video and photo projects as needed.
- Assist the CAPK Foundation with any collateral or digital needs.
- Assists in the quality control of volunteers and interns throughout the organization.
- Takes on project management work as assigned by the Outreach and Communications Supervisor.

Other Job Specific Duties:

- Assists with the development of communications-related SharePoint and CRM projects as needed.
- Organizes the CAPK program outreach staff training schedules and acts as logistical coordinator for those events.
- Manages projects and strategic efforts in support of the Outreach team.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs related duties as required.

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:

- Professional level graphic design
- Fundamentals of good grammar, spelling, and punctuation.
- Social Media platforms and marketing (Facebook, Twitter, Instagram, LinkedIn, etc.).
- Social media best policies and practices.
- Written, digital and photo editing.
- Creative design, print publication, advertising, and commercial print processing.
- Digital content creation software including Adobe Creative Suite, Canva, FinalCutPro, Photoshop and others.
- Photograph and videography.
- Digital and communication trends.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

Ability to:

- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Meet schedules and timelines.
- Communicate effectively, verbally and in writing.
- Establish professional working relationships with staff and agencies.
- Create and execute strategic plans for communications campaigns.
- Develop short, medium, and long-term plans for events, publications, social media and other communications products.
- Conduct media interviews and maintain professional standards of media relations.
- Work independently with little direction.
- Work with accuracy and attention to detail.



- Plan, organize, and allocate resources.

EDUCATION AND EXPERIENCE:

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

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- A minimum of two years' experience in outreach, communications, and/or marketing.
- Expertise in graphic design and social media management required.
- Fluency in written and spoken Spanish very highly preferred (bilingual examination offered).
- An equivalent combination of training and experience that provides the capabilities to perform the jobs duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and pass the pre-employment background check.
- Successful completion of a physical, substance abuse screening and TB and all required vaccinations.
- Bilingual language fluency (English/Spanish) strongly desired

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 accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE 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					



DATE	February 8, 2023
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: 448 416 521#

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

CAPK Administrative Coordinator Paula Daoutis called the meeting to order at 12:02 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: Jimmie Childress, Mia Cifuentes, and Marian Panos.

Absent: Ana Vigil and Yolanda Ochoa.

Others Present: Yolanda Gonzales (Director of Head Start), Susana Magana (Director of Health & Nutrition), Pritika Ram (Chief Business Development Officer), Tracy Webster (Chief Financial Officer), and other CAPK staff.

Pritika Ram introduced new Board Member Mia Cifuentes and welcomed her to the PRE Committee.

3. Public Comments

No one addressed the Committee.

4. Program Presentation

a. 211 & First 5 Help Me Grow Presentation – Amberly Hill, Care Coordinator

Amberly Hill provided a presentation that gave an overview of the 211 & First 5 Help Me Grow programs.

Marian Panos asked if parents were able to administer screenings to their children correctly. Amberly confirmed that a screening option exists for parents that are unsure of what a question is asking which allows explanation and assistance to the parents so that no screenings are inaccurate.

5. New Business

a. January 2023 Program Reports – Pritika Ram, Chief Business Development Officer - **Action Item**

Pritika Ram presented the January 2023 Program Reports for approval and provided notable highlights.

Marian Panos congratulated Laura Porta and her team for receiving a zero percent error rate from auditors.

Motion was made and seconded to approve the January 2023 Program Reports. Carried by unanimous vote (Panos/Cifuentes).

- b. January 2023 Application Status Report & Funding Profiles – Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram presented the above action item for approval.

Marian Panos inquired if the small funding profile for hygiene kits would be for both the safe camping site and the M Street Navigation Center. Pritika Ram confirmed that the kits would be for everyone.

Motion was made and seconded to approve the January 2023 Application Status Report & Funding Profiles. Carried by unanimous vote (Cifuentes/Childress).

- c. January 2023 Head Start / State Child Development Enrollment Update & Meals Report – Robert Espinosa, PDM Administrator - **Action Item**

Robert Espinoza presented the above action item for approval.

Marian Panos requested that Robert Espinosa separate and break down the data for ‘vacancies’ more clearly. Marian also requested to know where the money given for enrollment is being used for children that are not enrolled. Yolanda Gonzales explained that the money is incorporated throughout the whole budget for HS and goes towards items such as employee training and other activities such as recruitment efforts.

Motion was made and seconded to approve the January 2023 Head Start/State Child Development Enrollment Update & Meals Report. Carried by unanimous vote (Panos/Cifuentes).

- d. 2021 – 2025 Strategic Plan Update – Goal #1, Kelly Lowery, Food Bank Program Administrator, Goal #2, Pritika Ram, Chief Business Development Officer - **Info Item**

Kelly Lowery and Pritika Ram presented the above info items and provided updates on the progress achieved for goal groups 1 and 2.

6. Committee Member Comments

None.

7. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
March 15, 2023
5005 Business Park North
Bakersfield, CA 93309

8. Adjournment

The meeting was adjourned at 12:46 pm.



Help Me Grow

Kern County



BEHAVIORAL
HEALTH & RECOVERY
SERVICES



Kern County

Help Me Grow Kern County

- Collaborative Partnership
 - Kern Behavioral Health and Recovery Services
 - First 5 Kern
 - Community Action Partnership of Kern
 - Help Me Grow National Affiliate
- Mental Health Services Act (MHSA) grant from Kern Behavioral Health & Recovery Services



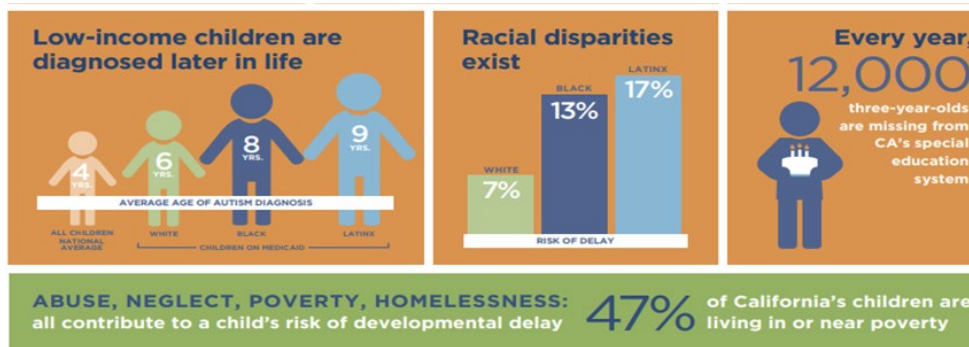
Your **child's** early
development **is a**
journey!



HelpMeGrowKern.org

Program Objectives

- Facilitate family access to early childhood information, resources and services
- Educate on the importance of developmental milestones
- Help guide informed decisions about early intervention



Risk factors which may contribute to a delay



Ages and Stages Questionnaires (ASQ's)

- Ages and Stages Questionnaire-3
 - used for more than 20 years.
- Ages and Stages Questionnaire: Social-Emotional-2
 - used for more than 15 years.
- Screening Tools
 - Easy to access and administer.
 - Assesses child's developmental and behavioral progress.
 - Highlights child's strengths and areas that may need support.

Feedback from an Expert

Ventura pediatrician, Dr. Sun Lee, began using the ASQ-3 in 2011. He has extensive experience with this tool and has found:



- Easy for parents**  Parents typically only need minor clarifications about how to complete the ASQ-3
- Quick to complete**  Completion of the tool has never taken him longer than 2-3 minutes
- Essential for identification**  All evidence indicates that, without a screening tool, physicians often miss many signs of developmental delays

Screening early leads to more successful long-term outcomes



Children who receive early treatment for developmental delays are more likely to be ready for kindergarten, successful in school, and live independently

Ages and Stages Questionnaires

ASQ-3

- Administration Time: 10-15 minutes
- Language: English or Spanish
- Occurrences: 2 Months – 60 Months (Adjusted Age)
- Domains:
 - Communication
 - Gross Motor
 - Fine Motor
 - Problem Solving
 - Personal-Social

ASQ:SE-2

- Administration Time: 10-15 minutes
- Language: English or Spanish
- Occurrences: 2 Months – 60 Months (Adjusted Age)
- Screening Areas:
 - Self-regulation
 - Compliance
 - Social-communication
 - Adaptive functioning
 - Autonomy
 - Affect
 - Interaction with people

What are my options to complete an ASQ?

- Parents/guardians can call 2-1-1 to speak to a Development Specialist and have their child(ren) screened.
 - a) Development Specialist can send a link to the online version via text message.
- Parents/guardians can complete the ASQ-3 and ASQ:SE-2 online at <https://www.first5kern.org/helpmegrow/>
 - Assistance Request Form
- Referred through Unite Us platform



What happens after a screening is completed?

Area	Cutoff	Total Score	0	5	10	15	20	25	30	35	40	45	50	55	60
Communication	25.17	45.00										☆			
Gross Motor	38.07	60.00													☆
Fine Motor	35.16	54.00											☆		
Problem Solving	29.78	60.00													☆
Personal-Social	31.54	50.00											☆		

Screening results that indicate a concern will require further assessment and referral for necessary services.



A) Scores above cutoff w/no parent concern

- Provide age-appropriate learning activities
- Schedule appointment for next recommended screening

B) Parent concern or scores close to/below the cutoff

- Provide age-appropriate learning activities
- Contact parent to discuss next steps

Next Steps



Schedule the next recommended screening.



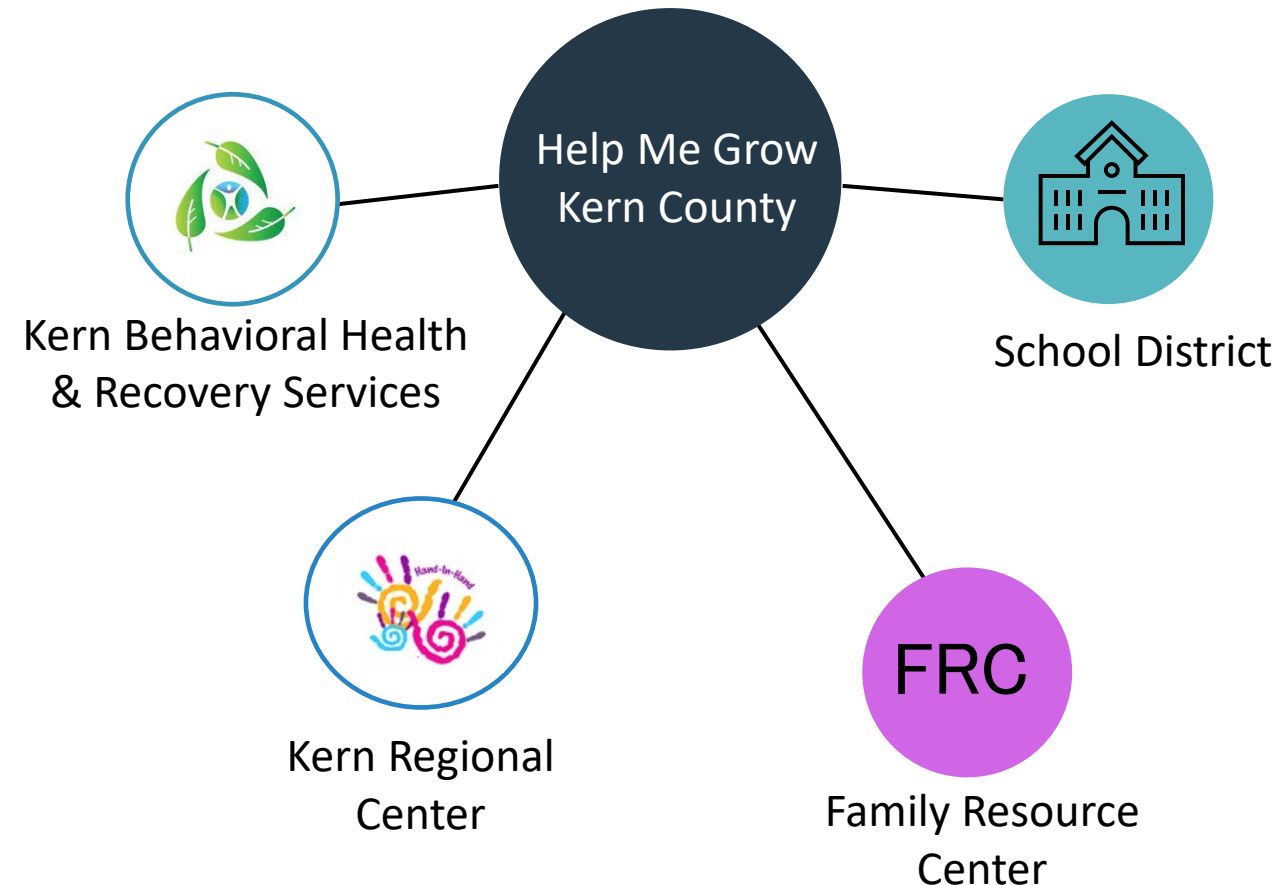
Continue monitoring and rescreen at next interval



Referral to the appropriate agency



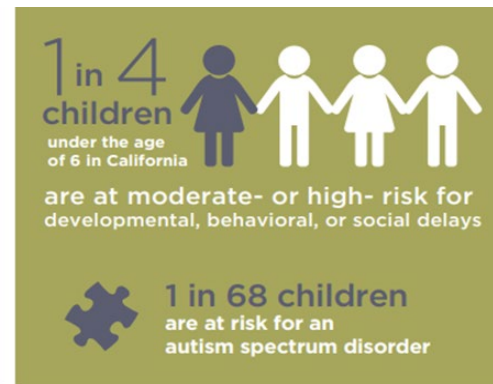
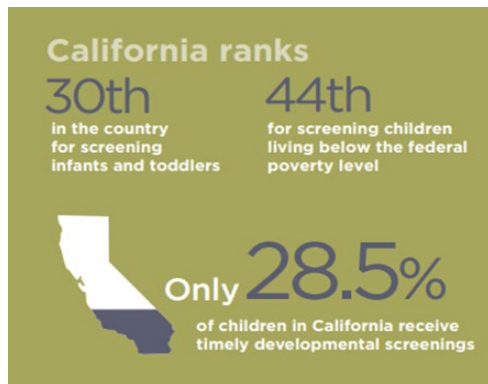
*Information is confidential.



Outreach



- On-site Development Screenings
- County-wide Community Based Services
- Informational Packets on Development Milestones
- 10 Attended events for fiscal year



Your Child's Early Development is a Journey

Check off the milestones your child has reached and share your child's progress with the doctor at every visit.

Child's Name: _____

Does your baby have any teeth yet?
To promote dental health, your child should see a pediatric dentist when the first tooth appears, or by the 1st birthday

First Dentist Appointment: _____

BIRTH-4 MOS

- ☐ Coos, makes gurgling sounds
- ☐ Looks at you and seems to listen
- ☐ Babbles with expression
- ☐ Likes to be picked up and held

9mo Screening Date ☐ on track ☐ follow up

6 MONTHS

- ☐ Responds to name
- ☐ Begins to say sounds such as "m" and "b"
- ☐ Smiles at you and other family members

6mo Screening Date ☐ on track ☐ follow up

9 MONTHS

- ☐ Understands "no"
- ☐ Shows interest in things such as people, toys and foods

12 MONTHS

- ☐ Uses simple gestures like waving "bye-bye"
- ☐ Pulls up to stand
- ☐ Likes to play games such as peekaboo

12mo Screening Date ☐ on track ☐ follow up

18 MONTHS

- ☐ Says several single words
- ☐ Follows simple directions
- ☐ Points to show something interesting

18mo Screening Date ☐ on track ☐ follow up

24/30 MONTHS

- ☐ Points to things or pictures when named
- ☐ Says sentences with 2 to 4 words
- ☐ Likes to be hugged or cuddled

24/30mo Screening Date ☐ on track ☐ follow up

3 YEARS

- ☐ Follows instructions with 2 to 3 steps
- ☐ Climbs well
- ☐ Plays well with others

4 YEARS

- ☐ Tells stories
- ☐ Draws a person with 2 to 4 body parts
- ☐ Shows concern for other people's feelings

5 YEARS

- ☐ Speaks clearly
- ☐ Says name and address
- ☐ Takes turns when playing

Is your child on track?
Developmental Screenings at 9, 18 and 24/30 months help you and your doctor monitor your child's development

These are just a few of the milestones to look for!
For further developmental information and assistance contact your local Help Me Grow or visit helpmegrowkern.org

FIRST 5 CALIFORNIA ASSOCIATION OF CALIFORNIA

HELP ME GROW Kern County

FIRST 5 CALIFORNIA

Help Me Grow Kern County

DEVELOPMENTAL MILESTONE CONTENT ADAPTED FROM THE U.S. CENTERS FOR DISEASE CONTROL AND PREVENTION, "LEARN THE SIGNS. ACT EARLY."

Help Me Grow Kern 2021-2022 Fiscal Year



- **645** developmental screenings administered (ASQ-3, ASQ-SE:2)
- **318** new children
- **32** children referred for additional services

Currently: FY2022-2023

- 305 Total Screenings
 - 204 New Children
 - 33 Referrals



Amberly Hill - Care Coordinator

Email: ahill@capk.org

Telephone: (661) 407-2880 ext. 4314

Lorena Hernandez - Development Specialist

Email: lhernandezvidales@capk.org

Telephone: (661) 407-2880 ext. 4301

Jasmine Galindo - Development Specialist

Email: jgalindo@capk.org

Telephone: (661) 407-2880 ext. 4301



February 2023 Program Monthly Reports

PRE Committee January 2023



Community Development

Coordinated Entry Services

M Street Homeless Navigator Center

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit	Coordinated Entry Services (CES)		
Division/Director	Rebecca Moreno	Program Manager	Joseph Aguilar		
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County and Stanislaus County.					
Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,078	1,078	14,000	92%	8%
Pending Assessments	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern Pending contact/call back	0	0	15	0.00%	0.00%
Stanislaus Pending contact/call back	0	0	15	0.00%	0.00%
Performance: Number of applicants who received a response within 24 Hours	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	925	925	11,000	100.91%	8%
Explanation (Over/Under Goal Progress)					
Program Strategic Goals		Progress Towards Goal			
1. Implement effective 24 hour response time for Stanislaus County.		Stanislaus calls to start 1/13			
2. Increase staff recruitment and retention.		HR Conversations			
3. Build provider network support with Stanislaus Continuum of Care (CoC)/Homeless Collaborative.		Stanislaus calls to start 1/13			
Program Highlights					

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit		M Street Navigation Center		
Division/Director	Rebecca Moreno		Program Manager	Laurie Hughey		
Reporting Period	January 1, 2023 - December 31, 2023					
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)		129	129	1,000	155%	13%
Total Clients Served		218	218	2,400	109%	9%
Pets (i.e., kennel, emotional support assistance and service pet)		6	6	100	72%	6%
Residents Under 90 days length of stay		73	73	700	125%	10%
Exits to Permanent Housing (FNPI 4b)		11	11	100	132%	11%
Exits-Self		9	9	150	72%	6%
Exits-Involuntary		66	66	700	113%	9%
Case Management Services (SRV 7a)		645	645	8,000	97%	8%
Critical Incidents		18	18	250	86%	7%
Shelter Residents Meals (SRV 5ii)		6,838	6,838	60,000	137%	11%
Number of Volunteers (duplicated)		67	67	100	804%	67%
Volunteers Hours (duplicated)		211	211	1,500	168%	14%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		81	81	500	194%	16%
Current client census		55	55	300	220%	18%
Meals (SRV 5ii)		2,958	2,958	15,000	237%	20%
Pets		15	15	75	240%	20%
Clients moved to Shelter (SRV 4m)		0	0	50	0%	0%
Exits to Permanent Housing (FNPI 4b)		3	3	40	90%	8%
Exits-Self		3	3	50	72%	6%
Exits-Involuntary		17	17	75	272%	23%
Critical Incidents		9	9	100	108%	9%
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		5	5	50	120%	10%
Current client census		5	5	50	120%	10%
Clients moved to Shelter (SRV 4m)		0	0	25	0%	0%
Explanation (Over/Under Goal Progress)						
Program Strategic Goals		Progress Towards Goal				

**Community Action Partnership of Kern
Monthly Report 2023**

1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)	5 clients attending Project Hire-Up, 2 working for Open Door Network and 16 others working in various jobs out in the community.
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions are under review for reclassification: pending volunteer coordinator, program coordinator, housing navigator, custodian and driver
3. Amend M Street policy & procedure manual, intake packet post Covid.	Program Administrator is currently reviewing and making modifications to Safe Camping/Parking and LBNC Policies and Procedures to update.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	In January 2023 11 clients move into permanent supportive housing.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	21
25 - 34	49
35 - 44	47
45 - 54	43
55 - 61	32
62+	26
Total:	218

Race Demographic	Month
American Indian or Alaska Native	8
Asian	4
Black or African American	50
Native Hawaiian or Other Pacific Islander	1
White	151
Multiple races	4
Client Don't know / Refused	
No Answer	
Total:	218

Gender	Month
Female	87
Male	128
Trans Female (MTF or Male to Female)	1.00
Trans Male (FTM or Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	2
Client doesn't know	
Client refused	

Zip Code	Month	Zip Code	Month
93301	37	92410	1
93304	27	92105	1
93305	32	93103	1
93306	32	93263	1
93307	14	93280	1
93308	20	70508	1
93309	7	45426	1
93311	2	97224	1
93313	4	84059	1
86351	1		
93314	3		
90212	1		
93505	1		
93516	1		
91502	1		
93206	1		
92234	1		
93240	1		
93535	1		
93555	1		
93560	1		
Not specified	20		
Total			218

**Community Action Partnership of Kern
Monthly Report 2023**

No Answer	
Total:	218

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	1
25 - 34	17
35 - 44	22
45 - 54	19
55 - 61	15
62+	7
Total:	81

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0
Black or African American	12
Native Hawaiian or Other Pacific Islander	1
White	67
Multiple races	0
Client Don't know / Refused	-
No Answer	-
Total:	81

Gender	Month
Female	33
Male	48
Trans Female (MTF or Male to Female)	
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:	81

Zip Code	Month	Zip Code	Month
93301	9		
93304	3		
93305	10		
93306	3		
93307	5		
93308	18		
93309	4		
93313	2		
92344	1		
93238	1		
92262	1		
93556	1		
58801	1		
97459	1		
93201	1		
Not specified	20		
Total			81

Program Highlights

Clients are not showing any interest with moving into M Street. They like the freedom and less structure, and clients are still getting house from Safe Camping. Safe parking, clients tend to self resolve their homeless issues.



Health and Nutrition Services

Cal-Fresh Health Living Program

Food Bank

Migrant Childcare Alternative Payment

Women, Infant, and Children

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit	CalFresh Healthy Living		
Division/Director	Susana Magana		Program Manager	Alan Rodriguez	
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). CFHL has 3 subcontractors that assist in carrying out the goal of educating the student population.					
Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (FNPI 5a) (SRV 5ff).	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	20	20	2,000	12%	1%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	435	435	2,000	261%	22%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	31	31	1,000	37%	3%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	175	175	1,000	210%	18%
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	0	0	6	0%	0%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	962	962	30,000	38%	3%
Explanation (Over/Under Goal Progress)					
As the new Calendar year starts, the CFHL program created and adjusted goals from the previous year. In January 2023, there was not as much progress for Direct Education as CFHL would have liked to see because of the program and school district vacation/holiday schedule. CFHL has plans in place to increase Direct Education efforts in the upcoming months to ensure the timely completion of the goals. Staff also hosted the first Kern County Food Pantry Collaborative, the first of its kind in the county, which resulted in 2 pantries interested in the Nutrition Pantry Program(NPP) program which will result in completing 2 HFPAT's.					
Program Strategic Goals		Progress			
Minimize staff turn-over and become fully staffed.		The CFHL team is currently recruiting for 2 Health Educator positions. The recruitment is running both internally and externally. The recruitment ends on 2/10/23 and interviews will be conducted shortly thereafter. Currently, the team is at 80% capacity.			

**Community Action Partnership of Kern
Monthly Report 2023**

Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct Education, Indirect Education, and PSE's which improve the opportunities for the SNAP-Ed eligible population to have healthy food choices, physical activity, and nutrition information.	The CFHL team recently created and implemented Kern County's first official Food Pantry Collaborative in January 2023. CFHL also provided direct education classes at Owens Valley Career Development Center. CFHL conducted indirect education in many locations including Standard Middle School, Catholic Charities, Laborers of the Harvest, F St Farmers market, and Taft College.
Progress with assessing Food Pantries and the progress in partnering in implementing improvement measures based on the data of the Healthy Food Pantry Assessment Toolkit (HFPAT).	CFHL has the Laborers of the Harvest and Taft College food pantries interested in joining the NPP and conducting the HFPAT to identify how their pantry can improve.
Create a new Food Pantry Collaborative in Kern County where Pantries can collaborate, plan, and discuss ideas to improve services and strategically plan for encouraging Nutrition based decisions for clients.	The CFHL team recently created and implemented Kern County's first official Food Pantry Collaborative in January 2023. There were 10 food pantries that attended the collaborative and shared how they operate their program. The collaborative gave an opportunity for the pantries to network, share ideas, and communicate about current challenges. CFHL was able to present about the NPP program and recruit 2 pantries to participate. This collaborative will be held quarterly with the following meeting being in April 2023. CFHL is excited to grow this collaborative and to expand the NPP program and the amount of HFPAT's conducted.

Program Highlights

CFHL created a new Collaborative that focuses on Food Pantries (KCFPC) and hosted the inaugural meeting in January 2023. The Kern County Food Pantry Collaborative (KCFPC) is the first of its kind in Kern County where the majority of the members are composed of Food Pantries.

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit		Food Bank			
Division/Director	Susana Magana		Program Manager	Kelly Lowery			
Reporting Period	January 1, 2023 - December 31, 2023						
Program Description							
The Food Bank provides food assistance to low-income families and individuals through a network of more than 150 agency partner distribution sites across Kern County.							
TEFAP		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>				36,959	500,000	0%	0%
Pounds Distributed		735,802	735,802	861,998	9,500,000	93%	8%
Pantry Program		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>					1,000,000	0%	0%
Pounds Distributed		291,810	291,810	240,255	5,000,000	70%	6%
Fresh Rescue		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		189,080	189,080	211,891	2,400,000	95%	8%
Pounds Distributed		157,567	157,567	176,576	2,000,000	95%	8%
CSFP		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		4,632	4,632	3,763	4,800	97%	97%
Pounds Distributed		148,224	148,224	120,416	160,000	93%	93%
Free Farmers Markets		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		10,725	10,725	3,625	150,000	86%	7%
Pounds Distributed		64,228	64,228	25,747	1,000,000	77%	6%
Brighter Bites		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		1,758	1,758	0	24,000	88%	7%
Pounds Distributed		18,190	18,190	0	225,000	97%	8%
Snack Attack		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		164	164	75	2,000	98%	8%
Pounds Distributed		654	654	299	10,000	78%	7%
Community Events & Other		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Individuals Served <i>(Duplicated)</i>		83,585	83,585	146,388	1,200,000	84%	7%
Pounds Distributed		69,654	69,654	172,467	1,000,000	84%	7%
Totals		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Total Individuals Served		289,944	289,944	402,701	5,280,800	66%	5%
Total Pounds Distributed (SRV 5jj)		1,486,129	1,486,129	1,394,774	22,000,000	81%	7%
Volunteers (SRV 6f)		Month	YTD	This Month Last Year	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)		19	19	13	250	91%	8%
Other Volunteers (i.e., general public, duplicated)		114	114	48	1,500	91%	8%

**Community Action Partnership of Kern
Monthly Report 2023**

Explanation (Over/Under Goal Progress)	
The TEFAP and CSFP programs are allocated annually. As such, there is little to no room for expansion in these programs for 2023. The pantry program and Free Farmers Market Programs are areas with room to expand. As such, we have set ambitious goals that are reflected in the progress goals for January.	
2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	Kick-off meeting was held with food policy council steering committee.
Re-configure the pantry program from on-site shopping to online ordering.	Primarius has been configured with the necessary categories for online ordering. Testing will take place in February with 4 current agencies.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 2 pantries this month. Our total pantry partner count is: 77. Communication will go out during the partner agency conference in March
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories in March.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4
Program Highlights	
In January 2023 we are laying the foundation for the restructuring of the pantry program. This entails building out the online platform of Primarius, our inventory control system. Additionally, we conducted training with four current agency pantry program partners who are assisting us by testing out the changes in the month of February. Also, our Agency Relations department is working with our organization partners to increase our daily volunteer team which will be critical in the food processing and order-building process.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit		Migrant Childcare Alternative Payment (MCAP)		
Division/Director	Susana Magana		Program Administrator	Laura Porta		
Reporting Period	January 01, 2023 to December 31, 2023					
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		140	140	500	336%	28%
Childcare Providers (SRV 7f)		18	18	120	180%	15%
MCAP Subsidies (SRV 7e)		Month of Dec processed in Jan	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$1,684,953	\$ 1,684,953	\$14,000,000	144%	12%
MCAP FY 2022 / 2023 Progress		Current Month	FYTD	Goal	Month Progress	Annual Progress
Child Enrollments		140	1800	2300	6.09%	78.26%
Provider Payments-Subsidies Expended		\$1,684,953	\$ 7,250,976	\$21,500,000	94%	34%
Explanation (Over/Under Goal Progress)						
All MCAP program personnel is fully engaged in conducting outreach activities, family enrollments and provider clearances for participation, in all counties. MCAP reached an active enrollment of 1800 children at the end of January. We currently have no waiting list and all eligible families are being enrolled immediately upon completion of their application for services and submitting the required documents. We continued making great strides to meet the necessary enrollment goals to fully earn our contract for the current FY.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Management continue to work with Human Resources to fill our program vacancies due to program growth. We will welcome 2 new staff members in February for our newly approved Quality Assurance Specialist and the Outreach Specialist Positions.				

**Community Action Partnership of Kern
Monthly Report 2023**

2. Staff Retention and Training	Management is actively engaged in training our new team members for a successful start in our program. Due to program growth MCAP has hired 13 new staff members in the current FY.
3. Contingency Staffing Plan & Solidify Program Growth.	Management is currently seeking to secure additional office space in Tulare County to increase and support our program expansion efforts in this area.

Program Highlights

MCAP was selected for the Federal Improper Payments Elimination and Recovery Improvement Act (IPERIA). This audit process looks at family eligibility, program policy implementation and provider reimbursement compliance. The data is then compiled for California and an error rate report is submitted to the Federal Government. On January 25th, management met with State authors for this review and our program was found compliant in all areas. We were assessed a zero percent error rate for this review.

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Month	January-23	Program/Work Unit	Women Infants & Children (WIC) Nutrition		
Division/Director	Susana Magana	Program Manager	Lorna Speight		
Reporting Period	January 1, 2023 - December 31, 2023				
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)	13,671		14,610	94%	
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	60	60	268	269%	22%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	980		900	109%	
Outreach	Month	YTD	Goal	Month	Annual
Online Enrollment	173	173	1,500	138%	12%
WIC Presentations and Outreach Events	7	7	72	117%	10%
Publication in newspaper, television, and/or social media postings (English and Spanish)	25	25	260	115%	10%
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.	12	12	120	120%	10%
Explanation (Over/Under Goal Progress)					
The LVL vendor visits was higher for January as the LVL was given an assignment to contact all of the vendors before the end of January to disseminate information from State WIC.					
Program Strategic Goals			Progress		

**Community Action Partnership of Kern
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Develop strategies to increase WIC retention and re-engagement with current participants.	We are currently working on reports such as "participants eligible for benefits with no future appointments" so we can contact and reconnect with those participants who are certified but not participating in the program.
Program Highlights	



Youth and Community Services

East Kern Family Resource Center

Oasis Family Resource Center

Energy, Weatherization, and Utility Assistance

Friendship House Community Center

Shafter Youth Center

Volunteer Income Tax Assistance

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

Month	January-23	Program/Work Unit		East Kern Family Resource Center (EKFRC)		
Division/Director	Fred Hernandez Youth & Community Services		Program Manager	Anna Saavedra		
Reporting Period	January 1, 2023 - December 31, 2023					
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
DR Referrals - Received from DHS		31	31	125	298%	25%
Case Management-Families (SRV 7a)		5	5	50	120%	10%
Case Management-Children (SRV 7a)		10	10	125	96%	8%
Differential Response Total		46	46	300	171%	15%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		0	0	40	0%	0%
Children Receiving Case Management Services (SRV 7a)		0	0	55	0%	0%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	0	20	0%	0%
Children Educational Center Base Activities (FNPI 2b)		1	1	30	40%	3%
Children Educational Home Base Activities (FNPI 2b)		0	0	30	0%	0%
Children Summer Bridge Activities (FNPI 2b)		0	0	15	0%	0%
Collaborative Meetings Participated		1	1	12	100%	8%
First 5 Total		2	2	202	20%	1%
Walk-In Community Services (Duplicated Clients & Case Managed Clients)		Month	YTD			
Food Assistance		138	138			
House Hold Items		17	17			
Hygiene Kits		10	10			
Referrals		40	40			
Emergency Clothing		57	57			
Administrative Services & Copies		197	197			
Transportation Services		6	6			
Education Supplies		10	10			
Covid - 19 Supplies		10	10			
Baby Supplies		17	17			
Explanation (Over/Under Goal Progress)						
EKFRC is on track with First 5 goals since our numbers are counted from July 1, 2022-June 30, 2023.						

**Community Action Partnership of Kern
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Program Strategic Goals	Progress Towards Goal
1. Find additional funding.	EKFRC has applied for funding for a Parenting Class grant. This grant would give families more options.
2. Participate in community events.	EKFRC received clothes donations from Tri-cal Chemicals the month of January 2023.
3. Expand our reach across the East Kern Communities.	EKFRC will participate in outreach events in the community promoting services offered through CAPK.
Program Highlights	
EKFRC provided 205 services to the community in the month of January.2023 This included inquires and walk ins.	

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Month	January-23	Program/Work Unit		Oasis Family Resource Center		
Division/Director	Fred Hernandez		Program Manager	Eric Le Barbe		
Reporting Period	January 1, 2023 - December 31, 2023					
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 Kern (Unduplicated Services)	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)	
Parents Receiving Case Management Services (SRV 7a)	4	4	30	80%	13%	
Children Receiving Case Management Services (SRV 7a)	4	4	30	80%	13%	
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	0	10	0%	0%	
Children Educational Home Base Activities (FNPI 2b)	2	2	15	80%	13%	
Children Summer Bridge Activities (FNPI 2b)	-	-	10	0%	0%	
Family Support Services for non-clients with children 5 and under	25	25				
First 5 Total	35	35	95	221%	37%	
Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD				
Food (SRV 7c)	82	82				
Household Items (SRV 7c)	112	112				
Baby Supplies	69	69				
Referrals/Administrative Services (SRV 7c)	84	84				
Court Mandated Correspondence	0	0				
Emergency Clothing (SRV 7n)	25	25				
Copies	8	8				
Educational Supplies	0	0				
Transportation Assistance (SRV 7d)	19	19				
COVID-19 Supplies (SRV 5oo)	29	29				
Total Community Services	428	428				
Explanation (Over/Under Goal Progress)						
The First 5 Kern numbers may appear to be low but the Oasis FRC is well on track to meet F5K fiscal year 2022-2023 as reporting is from July 2022 to June 2023. Goals are on target with 27 parents and 35 children being case managed.						
Program Strategic Goals		Progress Towards Goal				
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		The Court Mandated Nurturing Parenting Class will be offered again this quarter starting February 7th.				

Community Action Partnership of Kern
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2. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for funding for a parenting class grant from CA Department of Healthcare Services
3. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC received donations of clothing and baby items from the WACOM thrift store in January.
Program Highlights	
The Oasis Family Resource provided community services for a total of 162 inquires in the month of January 2023. The Oasis Family Resource Center is now fully staffed for the first time since June 2022. Jasmine Lewis our new office assistant started in January splitting her time supporting the First 5 Kern program and the HEAP program.	

**Community Action Partnership of Kern
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Month	January-23	Program/Work Unit		Energy & Utility Assistance		
Division/Director	Fred Hernandez		Program Administrator	Wilfredo Cruz Jr		
	January 1, 2023 - December 31, 2023					
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) 2022 Ends June 30, 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		-	-	-		
Utility Payments		\$ -	0	\$ -		
Households Served - Weatherization		11	11	90	1200%	12%
American Rescue Plan Act (ARPA) 2021 Ends June 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		528	528	2,000	317%	26%
Utility Payments		\$ 720,052	\$ 720,052	\$ 2,565,058	337%	28%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends August 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		98	98	2,000	59%	5%
Utility Payments		\$ 63,229.00	\$63,229	\$1,972,332	38%	3%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 30, 2024		Month	YTD	Goal		
Households Served - Utilities Assistance		110	110	1,900	69%	6%
Utility Payments		\$ 185,489	185,489	\$ 2,587,322	86%	7%
Households Served - Weatherization		0	0	80	0%	0%
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)		736	736	5,900	150%	12%
Total Utility Payments		\$ 968,770	968,770.00	\$ 7,124,712	163%	14%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)		11	11	170	78%	6%
Explanation (Over/Under Goal Progress)						
- 2022 LIHEAP utility assistance funds are fully expended, only weatherization funds are available at this time - 2021 LIHWAP contract maybe extended in the future because of various issues with contract						
Program Strategic Goals			Progress Towards Goal			
1) Fully implementent online client self-application for Utility Assistance			Currently in process of testing self-application system			
2) Become fully staffed and trained in Weatherization and Utility Assistance			Wx - Fully staffed, 80% trained UA - 80% staffed, 70% trained			
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates			2022 LIHEAP - UA expended, currently working on WX portion of the contract 2021 ARPA - approximately			

**Community Action Partnership of Kern
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Program Highlights

- 1) Passed CONSOL semi-annual state audit for CSD, with no issues that required follow-up - Weatherization
- 2) Establish relationships with various water utilities in Kern County (Arvin, Lamont, Lost Hills, Weedpatch, Wasco) to help further assist residents with our LIHWAP contract - Utility Assistance
- 3) Establish new outreach location potential for program and agency at Lost Hills Family Resource Center (Western Kern County marketing push) - Weatherization and Utility Assistance

**Community Action Partnership of Kern
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Month	January-23	Program/Work Unit		Friendship House Community Center (FHCC)		
Division/Director	Fred Hernandez		Program Manager	Lois Hannible		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, 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, 2023	42	0	42	100	0%	42%
Summer Program (Max Capacity due to COVID) (SRV 2m)	TBD	TBD	N/A	35	N/A	N/A
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	11	11	11	50	264%	22%
Medi-Cal Outreach		Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions		3026	3026	12,000	303%	25%
Canvasing phone calls and flyers		1799	1799	10,000	216%	18%
Explanation (Over/Under Goal Progress)						
The Friendship House Medi-Cal outreach program is launching a large outreach campaign which includes billboards and GET bus advertisements to inform people about Medi-Cal services and the importance of completing recertification to have Medi-Cal services renewed. The Mentor and afterschool programs are currently recruiting youth participants and the summer program will start accepting program registration in April of 2023.						
Program Strategic Goals			Progress			
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .			The FHCC Advisory Board is planning a fundraising event to raise discretionary funds for the center.			
Recruit and secure staffing for the Friendship House.			The FHCC is recruiting to hire two Program Educators for the new CalVIP Program and one Program Educator for the Mentor Program.			
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			The FHCC Program Manager worked with the CAPK grants team to submit two solar grant applications.			
Program Highlights						
On January 26th, the Kern High School District hosted a basketball tournament at the Friendship House for approximately 70 continuation high school students. The tournament served as great exposure for the Friendship House and allowed the high school students and school staff that don't ordinarily attend the center to find out about the programs and activities that the Friendship House offers.						

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Month	January-23	Program/Work Unit			Shafter Youth Center (SYC)		
Division/Director	Fred Hernandez			Program Manager	Angelica Nelson		
Reporting Period	January 1, 2022 - December 31, 2023						
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) June/July		NA	0	0	40	0%	0%
After School Program Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		19	19	19	35	651%	54%
Community Programs			Month				
Dignity Health Mental Health Project, Youth Basketball, Energy Program (Utility Assistance), Fitness Boot Camp and Girl Scouts			5 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			1	1	6	200%	17%
Community Events (i.e., diaper, food, PPE distributions)			0	0	6	0%	0%
Dignity Health Mental Health (Spanish) meets 1x per month in person; Adult basketball 2x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 2x per week; Girl Scouts meet 2x per month.							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Program registration remains steady				
2. Increase attainment of program funding to provide larger variety of program offerings.			Grant opportunities are being sought and applied for.				
3. Increase community engagement, including volunteers, social media, program participation.			Community Engagement is increasing with social media. SYC is asking what an be done in the community.				
Program Highlights							
New activities coming to Shafter. VITA services from CAPK and United Way are scheduled. Possibly starting ESL and Citizenship classes.							

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Month	January-23	Program/Work Unit	Volunteer Income Tax Assistance (VITA)		
Division/Director	Fred Hernandez		Program Manager	Jacqueline Guerra	
Reporting Period	January 1, 2023 - December 31, 2023				
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) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	432	432	6,000	1200%	7%
State	401	401	6,000	1200%	7%
Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD			
Federal Refunds	\$494,949	\$494,949			
State Refunds	\$124,054	\$124,054			
Federal EITC (income limit \$57,414/household)	\$368,750	\$368,750			
CalEITC (income limit \$30,000/household)	\$70,405	\$70,405			
Total Refunds and Credits	\$1,058,158	\$1,058,158			
Individual Taxpayer Identification Number (ITIN) (SRV 3o) 10/01/2022 to 09/30/2023	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Applications (New/Renewal)	9	9	65	1200%	14%
Explanation (Over/Under Goal Progress)					
Tax season began on 1/23/23. 3 sites were open during the month of January, CAPK MAIN, Strata Credit Union on Coffee Rd, and CAPK Headstart in Taft.					
Program Strategic Goals			Progress Towards Goal		
Program Highlights					



Operations

Maintenance

Information Technology

Data Services Risk

Management

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Month	January-23	Program/Work Unit		Operations Division	
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director		Program Managers	Jeremy Keeling, Douglas Dill, Ryan Dozier, Laurie Sproule	
Reporting Period	January 1, 2023 - December 31, 2023				
Division Description					
Facility repair and maintenance, information technology, risk insurance, and facility planning.					
Data Services					
Activity	Requested	In-Progress		Processed	Processed YTD
Dynamic 365 Fixes	0	0		0	0
Dynamic 365 Enhancements	0	0		0	0
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		70%	70%
CalAIM - KHS		New grant form Kern Health Systems for the CALAIM funding. IS part is to generate		70%	70%
Facilities					
Activity	Requested	In-Progress		Processed	Processed YTD
Facility Work Orders	404	500		348	348
Construction Projects					
Head Start Expansion		Harvey Hall, Pete Parra, Sterling, & Martha Morgan		98%	
Food Bank Expansion		Access Road & Site Utilities		74%	
Major Maintenance Projects					
Information & Technology					
Activity	Requested	In-Progress		Processed	Processed YTD
Help Desk Work Orders	222	82		246	246
Information & Technology Projects					
Description		% Completed		Comments	
SJC WIFI Replacement		0		Equipment recieved	
SJC Firewall Replacement		0		Equipment recieved	
Head Start Expansion		60			

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Risk Management		
Workers Compensation Claims	Reported	Reported YTD
For Report Only	5	5
First Aid	3	3
Medical	2	2
Modified Duty	0	0
Lost Time	0	0
Under Invest / Non-Ind	0	0
Property	1	1
Vehicle Incident / Grand Theft Auto	1	1
Motor Vehicle Accident	0	0
Work Place Violence / ODs / Death	1	1
Total	13	13
Program Strategic Goals	Progress Towards Goal	
Program Highlights		



Administration

Grant Development

CAPK Foundation

Outreach & Marketing

2-1-1 Kern Call Center

Community Schools Partnership Program (CSPP)

**Community Action Partnership of Kern
Monthly Report 2023**

Month	February-23	Program/		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						
Outreach Social Media		Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions		36,759	36,759	230,000	192%	16%
Facebook Impressions (i.e., number of times users see content)		79,807	79,807	600,000	160%	13%
Other Social Media Impressions		18,048	18,048	150,000	144%	12%
Outreach Advocacy		Outreach Special Projects				
Made connections to new Assemblywoman Jasmeet Bain's district staff.		Presented thank you plaque to Kern County Fair Board for Feed the Need.				
Supported Friendship House and Energy outreach efforts for Medi-cal and Water Assistance		Prepared data for annual report and delivered to Hey Salty.				
Hosted in-person CAPK media training event for CAPK leaders and outreach staff.		Handled interview with ABC 23 on Poverty in Kern County and CAPK programs.				
Worked on assessment of CAPK Website for consolidation UI improvement.		Attended KBAK29 Morning show to talk about VITA and EITC services.				
Assisted Head Start in arranging tour of U.S. Capitol and meeting with Congressman David Valadao during Washington conference.		Hosted EITC Day press conference resulting in stories from KGET, ABC 23 and others on VITA Services.				
		Hosted a media training with Heysalty for staff to learn the basics of on screen interviewing for the organization.				
		Attended the Bakersfield Prayer Breakfast and Participated in the 2023 PIT count.				
		Interviewed for The Bakersfield Californian story on VITA Services.				
Grants In Progress/Research		Projects				
CDFA - Community Resilience Grant. Microgrid and emergency response for the Friendship House Community Center (FHCC) in partnership with City of Bakersfield.		Strategic Plan Goal 1 - Food Insecurity Assessment - In progress. The surveys went out to pantry sites to collect their feedback on access and affordability.				
Strategic Growth Council - Transformative Climate Communities (TCC) Round 5. Research viable projects , including Food Hub/Incubator and home weatherization and solar installations in the Southeast Bakersfield area. Grant is led by the City of Bakersfield.		Preparing Board Training Calendar				
Research and Planning for upcoming RFP from the County of Kern on the Supportive Services Village in North Bakersfield.		Community Economic Resilience Fund Program (CERF) and the Kern Coalition continues to meet weekly to plan for the upcoming contract.				

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Community Services Block Grant (CSBG)		Process Improvement (i.e., ROMA, PCDD)	
Preparing for 2022 Annual Report Submission (Due 2/8/2023). Will present agency-level data once report is finalized.		ROMA - Phase III has been completed and the cohort is now working on the final exam. Their due date for the exam is 2/17.	
Created 2023 Program Profiles Workbook.			
Foundation			
Submitted LOI for Waterman Grant through Bakersfield Downtown Rotary			
Received Abila training as part of ongoing transition to managing donor database			
Attended Bakersfield Chamber Installation Luncheon			
Emailed invites to clients			
Developed Donor Invite List for Reception			
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.		This project is active. Currently, staff is in the process with the technology consultant on complete client demographic information for 2022.	
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.		Staff continue to meet weekly to discuss Goals 1-6. Progress on Goal 1, 4, 5, and 6 continues and others are in the development phase.	
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.		As mentioned above, one (1) staff is ROMA Implementer certified and a cohort is nearing the end of the ROMA training and will prepare for testing.	
Program Highlights			

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Month	January-23	Program/Division		2-1-1 Call Center Program		
Division/Director	Pritika Ram		Program Manager	Sabrina Jones-Roberts		
Reporting Period	January 1, 2023 - December 31, 2023					
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, Madera, Merced and Mariposa through the United Way partnerships.						
Most Requested Services	Homelessness Programs		Utility Service Payment		Food Pantries	
Top 3 Unmet Needs	Homelessness Programs		Rent Payment Assistance		Healthcare	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		7,638	7,638	90,000	102%	8%
Kings County (SRV 7c)		396	396	4,000	119%	10%
Tulare County (SRV 7c)		1,276	1,276	18,000	85%	7%
Stanislaus County (SRV 7c)		1,462	1,462	19,200	91%	8%
Fresno & Madera		2,763	2,763	20,000	166%	14%
Merced & Mariposa (effective March 2022)		181	181	500	434%	36%
Total I&R Calls Handled		13,716	13,716	151,700	166%	9%
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.				11	2.5	(16.48)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		11	11	300	44%	4%
Medi-Cal Application (SRV 7b & SRV 7c)		4	4	100	48%	4%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		41	41	300	164%	14%
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)		23,947	23,947	225,000	128%	11%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		8,694	8,694	45,000	232%	19%
Mental Health (SRV 7c)		457	457	3,700	148%	12%
Health and Human Service Referrals		6,287	6,287	110,000	69%	6%
Total Other Services		15,438	15,438	158,700		

**Community Action Partnership of Kern
Monthly Report 2023**

Explanation (Over/Under Goal Progress)	
2-1-1 consistently aims to meet or exceed annual goals for all counties. Although Tulare and Stanislaus are under, the service still continues to be a necessity for those counties.	
Program Strategic Goals	Progress Towards Goal
1. Recruitment and Retention of staff	2-1-1 is actively recruiting for 4 Information & Referral Specialists. The program has scheduled two round of interviews for the beginning of February 2023 with an objective to fill the vacancies.
2. Contract Retention	2-1-1 has an objective to maintain current contracts and seek new contracts where the need is requested. The program is working closely with the Fresno & Madera county team to maintain a rapport and build trusting relationships to strengthen the opportunity for the contract to be expanded.
Program Highlights	
2-1-1 is pleased with exceeded the call handling goals for Kern, Kings, Fresno/Madera, and Merced/Mariposa.	

**Community Action Partnership of Kern
Monthly Report 2023**

Month	January-23	Program/Work Unit	Community School Partnership Program		
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts		
Reporting Period	January 1, 2023 - December 31, 2023				
Program Description					
The Community School Partnership Program provides direct wrap around case management to school families for students who are enrolled within Bakersfield City School District's Community Schools. The program links student families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.					
Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)	20	20	920	26%	2%
Total Families referred internally for Employment Resources (2-1-1)	4	4	153	31%	3%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	12	12	153	94%	8%
Total Families referred internally for Housing (CES)	9	9	153	71%	6%
Total Families referred internally for Childcare (Head Start)	5	5	153	39%	3%
Total Families referred internally for Utility Assistance (Energy)	10	10	153	78%	7%
Total Families referred internally for Weatherization (Energy)	4	4	153	31%	3%
Families Receiving Case Management Services (SRV 7a)	19	19	460	50%	4%
Explanation (Over/Under Goal Progress)					
All Case Managers are to be co-located at Bakersfield City School Districts School Sites. They will actively communicate with Family and Community Engagement Liaisons and School Social Workers and participate in their Multi-Tiered System of Support meetings to identify student families that are in need of community based services. The first student family was referred to Community School Partnership Program by the Liaison of Emerson Middle School on 12/8/2022 after the Case Manager transitioned to the school site.					
Program Strategic Goals		Progress Towards Goal			
1) Recruitment		The program has 1 vacancy for case manager and has completed interviews and made an offer to a candidate.			
2) Fill vacancies for open positions		In an effort to fill vacant positions, the program is anticipating a case manager will be onboarded the beginning of February 2022.			
Program Highlights					
The program onboarded a case manager on 1/9/2023 and the school site transition occurred on 1/17/2023.					

Application Status Report
January 2023

Funder	Name	Description	Funding Type	Amount Requested	Amount Awarded	Status
Citizens Business Bank (CBB)	CBB Donation Request	End of year donation request to include support for food inventory and distribution of food for the M Street Navigation Center.	Sponsorships	\$ 5,000.00	\$ 5,000.00	Awarded
California Coastal Commission	Kids Ocean Day Program	The 2023 Kids Adopt-A-Beach School Program and Beach Fieldtrip consists of conducting marine debris presentations at the Shafter Youth Center and Friendship House Youth Center and organizing a Kids Ocean Day event in San Luis Obispo County during the summer of 2023.	Program Funds	\$ 8,000.00	\$ 8,000.00	Awarded
Kern County Network for Children	Parents as Teachers	Funding to create an East Kern Hub that provides Parents as Teachers services out of Oasis Family Resource Center and East Kern Family Resource Center.	Program Funds	\$ 478,364.00	\$ -	Denied
Kern County Network for Children	Differential Response	Funding to establish additional differential response services out of East Kern. Services will be based out of Oasis Family Resource Center and East Kern Family Resource Center.	Program Funds	\$ 628,062.00	\$ -	Denied
California Department of Social Services (CDSS)	TEFAP Reach and Resilience - Round 2	Funds requested to increase the storage capacity of refrigerated and non-refrigerated foods at 10-20 pantry sites throughout the county for the Food Bank.	Program Funds	\$ 229,526.00	\$ -	Pending
California Department of Healthcare Services	Evidence-Based Practices and Community-Defined Evidence Practices Grant Program Round 1: Parent and Caregiver Support Programs and Practice	Oasis Family Resource Center will use the funding provided from this opportunity to implement the Positive Parenting Program, a program that focuses on diffusing positive parenting skills in the community. Services will be available to existing FRC clients and new parents.	Program Funds	\$ 591,866.00	\$ -	Pending
California Department of Healthcare Services	Evidence-Based Practices and Community-Defined Evidence Practices Grant Program Round 1: Parent and Caregiver Support Programs and Practice	East Kern Family Resource Center will use the funding provided from this opportunity to implement the Positive Parenting Program, a program that focuses on diffusing positive parenting skills in the community. Services will be available to existing FRC clients and new parents.	Program Funds	\$ 591,866.00	\$ -	Pending

Community Action Partnership of Kern Funding Profile

Funding Information			
Funding Type	State	CAPK Program	Friendship House Community Center
Funding Agency	City of Bakersfield	Project Name	Community Resilience Centers Program
CFDA	N/A	Target Population	Youth and families
Reapplication (Y/N)	N	Number to be served	Residents in 93307
Estimated Request	Up to \$10 million	Division Director	Freddy Hernandez
Award Period	Summer 2023-Summer 2026	Program Manager	Lois Hannible
Project Goal (One sentence goal statement)			
This project will focus on building solar PV-anchored microgrids at Friendship House Community Center.			
Project Description (Brief one paragraph description)			
Through the California Department of Food and Agriculture -Community Resilience Centers grant, the City of Bakersfield has partnered with CAPK to create a Community Resilience Center. The Friendship House Community Center will be an emergency response/evacuation and medical response center powered through its own solar PV-anchored microgrid.			
The City of Bakersfield will lead this project with CAPK being its subcontractor.			
Estimated Budget Summary			
Staff continues to develop the details of the grant including the budget. The intent of the project is to provide clean energy resources to in Southeast Bakersfield at the Friendship House and serve as a emergency response center to residents. This will be accomplished through adding batteries, microgrids, electrical upgrades, and battery systems to function at an energy efficient capacity. The details of this estimated budget are To Be Determined.			

Approvals:

Freddy Hernandez
Freddy Hernandez (Jan 31, 2023 15:10 PST)

Jan 31, 2023

Nancy Webster

Jan 31, 2023

1. Division Director

Date

4. Chief Financial Officer

Date

Pritika Ram

Jan 31, 2023

J.T.D.

Feb 1, 2023

2. Chief Business Development Officer

Date

5. Chief Executive Officer

Date

3. Chief Program 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 per year)
January 2023

Funding Type	Private	CAPK Program	M. St. Navigation Center
Funding Agency	The Doyle Foundation	Project Name	Hygiene Products for M. St.
CFDA	N/A	Target Population	Homeless population
Request	TBD	Division Director	Rebecca Moreno
Award Period	TBA	Program Manager	Laurie Hughey
Description	This proposal aims to receive funds to purchase hygiene products for the M. St. Navigation Center. The hygiene products received will help M St. residents maintain hygienic care and prevent infections or illnesses.		

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

Recommendation	Staff recommends approval to submit the small funding application(s) up to \$50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.
-----------------------	--

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: January 2023
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	891	68%	3%	3% 6%
Early Head Start • 16 Classrooms Fully Closed/ 8 Classrooms Partially Closed	908 136	602	66%	10%	7% 5%

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	171	240

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
588	113	34	61

HIGHLIGHTS: 12 staff were onboarded, and there were 8 resignations.

Program Update & Compliance
Kern: - Leadership Summit for Administrative staff. - NHSA Conference in Washington, D.C.- Team me with Congressman Valadao regarding Head Start. - Brain Fit training for additional staff. SJC: - Participated in approximately 10 recruitment events throughout the county. - Staff training on mindfulness and staff wellness, as well as Tucker Turtle training. Partnership: - Work has started on replacing the carpets at Garden Pathways Center. - Works has started at Bakersfield College center; they are replacing old trees with mature shade trees on the playground. - Partnering with the Food Bank, Enrolled families are receiving non-perishable food boxes from the CAPK food bank. 75 food boxes have been distributed.

Program:

In November 2022, an official letter was received from the California Department of Education (CDE) regarding changes to the California State Preschool Program (CSPP) and General Childcare and Development (CCTR) contracts. The latter impacted the California Department of Social Services (CDSS). According to the letter, changes in the way three- and four-year-olds were calculated had to be changed, as well as the family fee. Therefore, revisions from July 1, 2022, had to be made. As the Attendance team spearheaded this task, the enrollment, finance, and quality assurance departments assisted in ensuring this task was completed in time.

Central Kitchen December 2022				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	47,904	18,146	15,032	14,726

CACFP

November 2022

Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
47,904	8,664	56,568	28,749	30,728	26,460	59%

DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

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Central Kitchen January 2023				
Meals & Snacks	Total # Prepared	Breakfast	Lunch	Snack
Center Totals	57,956	22,118	17,840	17,998

CACFP

December 2022

Total Meals Delivered			Meals Allocated		# of Meals Served	% of Meals Served
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS		
47,904	8,664	56,568	28,749	30,728	26,460	59%



MEMORANDUM

To: Program Review and Evaluation Committee

From: Kelly Lowery, Food Bank Administrator

Date: February 8, 2023

Subject: *Agenda Item 5d: 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, Alejandra Morales, Laurie Hughey, Vanessa Cortez, Alan Rodriguez, and Kelly Lowery. 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 did not meet over the holidays. The February 3rd meeting occurred after the deadline for submission of this memo. The agenda for this meeting included updates on the following projects detailed in this memo. The next meeting will be held on March 3rd.

CAPK contracted with Transforming Local Communities, Inc. (TLC) in Spring 2022 to conduct a gap and resource analysis that will provide both a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents as well as provide data that can be used to create a three-to-five-year strategic plan to reduce food insecurity for Kern residents. The four strategic goals that the assessment will address include: (1) Locally grown foods are available through schools and food banks/food distribution centers; (2) Kern County residents have ongoing access to affordable, healthful foods that reflect their cultural values; (3) The impact of climate change, social justice, and economic resilience on food availability and access; and (4) Upon the completion of all primary and secondary data collection, TLC will conduct a SWOT analysis of CAPK's direct service programs that support nutrition and food security at the agency, family, and community levels.

In the first phase of the assessment, TLC staff interviewed administrators of CAPK food-facing programs to document how these programs manage food-related services, the challenges they face, and those aspects of their programs that they consider to be most successful. TLC then conducted interviews with staff from five pantry and commodity sites, spanning the geography of Kern County, to learn more about their operations to develop a survey that was sent to all pantry and commodity sites in the county in January 2023. TLC also subcontracted with Gary Bess Associates to begin work on an interactive GIS map of Kern County that will allow users to see the locations of supermarkets, corner markets, and farmers markets; fast food (limited-service restaurant) locations; CAPK resource locations; and food banks and pantries. The mapping will also include low-income areas, population density, transit stops (including rural transit providers),

vehicle access (defined as census tracts in which more than 100 homes do not have access to a vehicle AND are more than ½ mile from the nearest store; OR a significant number of residents who are more than 20 miles from the nearest store); walkability ratings; and schools. A prototype of the GIS mapping will be completed in March 2023.

In the next phase of the project, TLC staff will be interviewing leads at other agencies, nonprofits, and programs that are not directly affiliated with CAPK (e.g., Gleaners, Waste Hunger Not Food) but who either currently partner with CAPK or could be a potential future partner in the work of food distribution. TLC will also be completing ongoing online research to provide the context for Goals 1, 2, and 3 above, including topics related to the mitigation of climate change impacts, food justice, empowerment of BIPOC communities across Kern's food system, the social requirements for an adaptive local food economy, and using data to effect systems change. This project is expected to be completed by May 2023.

Due to construction delays, the completion of the Food Bank Expansion project will be delayed until the Fall.

The Food Bank Pantry Program is currently being restructured to an online ordering model. Three pantries are piloting the new structure and the rest will go live with the new structure on April 1st. The change will allow the Food Bank to be more efficient and create increased access for current pantries and additional capacity to bring on new pantries.



MEMORANDUM

To: Program Review & Evaluation Committee

From: Freddy Hernandez – Director of Youth & Community Services

Date: February 8, 2023

Subject: *Agenda Item 5(d)*: Strategic Plan 2021-2025 Goal 2 Update - **Info Item**

Strategic Goal 2 – Is to ensure that all families in the communities we serve have access to high quality early learning and care choices to meet their diverse needs.

During the meeting, we continue to discuss the idea of finding new opportunities that would continue to improve the safety and wellbeing of the community. Our biggest challenge at the moment is finding new opportunities that would help improve workforce training services for members in the rural areas of Kern County. We have applied for several funding opportunities that would support this goal but have been unsuccessful to date.

In our next meeting, the team plans to review what resources or partnerships we still need to implement, non-traditional hours and new workforce development opportunities. Our team will continue to collaborate with internal and external community partners that can help extend educational support services for the communities of Kern County.

Attachment:

Action Plan by Team Member Yolanda Gonzalez

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
2.1: Expand access to services and resources for health and safety of children and youth by providing a safe environment.	75%
2.1.1: Identify and leverage emerging funding opportunities to expand services for both early childcare and youth services.	
2.1.2: Assess emerging needs in geographic areas not currently served by CAPK.	
2.2: Support the quality and availability of non-traditional hours of service.	25%
2.2.1: Expand service area and services to families by partnerships with existing agencies serving the 0-17 population. Expand the number of...	
2.2.1.1: Seek new funding streams for increasing the capacity of family resource centers, youth centers, and childcare centers to support...	
2.2.1.2: Partner with resource agencies to identify potential providers that would benefit from a CAPK partnership to advocate for the...	
2.2.2: Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of...	25%
2.3: Support workforce development and employment opportunities for CAPK clients.	30%

Performance Summary



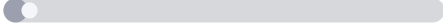
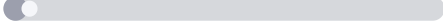
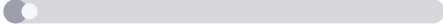
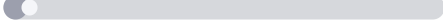
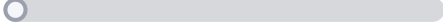
3 Goals

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

Item	YTD Actual
2.3.1: Collaborate with adult schools, community colleges, and vocational trade schools to support and strengthen education pathways and...	
2.3.1.1: Develop, maintain, and attract a skilled, adaptable, and diverse workforce by providing opportunities for self-sufficiency through...	
2.3.1.2: Establish streamlined referral pathways and identify available point person (transition specialist and/or relevant intake personnel) at...	
2.3.1.3: Obtain any relevant learning/professional pathway mapping from educational and training institutions to review with interested clients...	
2.3.2: Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through...	
2.3.2.1: Develop and formalize internal pathway mapping inclusive of education/training to benefit clients and community members.	
2.3.2.2: Identify and implement mechanisms to provide ongoing support to participants.	

Yolanda Gonzalez My Items for 2023

Community Action...
As of February 3, 2023

Objective Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1) (Last updated: 12/07/22) Aligned to: #2 Community Access	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	75% YTD Actual	0% 10/01/21	 YTD Target: 31.4%	12/31/25
Activity Identify and leverage emerging funding opportunities to expand services for both early childcare and youth services. (2.1.1) (Last updated: 10/06/21)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	YTD Actual	0% 01/01/23	 YTD Target: 8.24%	100% 12/31/23
Activity Assess emerging needs in geographic areas not currently served by CAPK. (2.1.2) (Last updated: 10/06/21)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	YTD Actual	0% 01/01/23	 YTD Target: 8.24%	100% 12/31/23
Objective Support the quality and availability of non-traditional hours of service. (2.2) (Last updated: 12/07/22) Aligned to: #2 Community Access	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	25% YTD Actual	0% 10/01/21	 YTD Target: 31.4%	12/31/25
Activity Expand service area and services to families by partnerships with existing agencies serving the 0-17 population. Expand the number of home care childcare providers to support early childhood care and development. (2.2.1) (Last updated: 10/06/21)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	YTD Actual	0% 01/01/23	 YTD Target: 8.24%	100% 12/31/23
Activity Continue to work with partners like the Community Connection for Child Care (CCCC) on referrals and partnerships to increase capacity of existing and new provider networks (2.2.2) (Last updated: 10/07/22)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	25% YTD Actual	0% 10/01/21	 YTD Target: 31.4%	12/31/25
Objective Support workforce development and employment opportunities for CAPK clients. (2.3) (Last updated: 12/07/22) Aligned to: #2 Community Access	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	30% YTD Actual	0% 10/01/21	 YTD Target: 31.4%	12/31/25
Activity Collaborate with adult schools, community colleges, and vocational trade schools to support and strengthen education pathways and referral mechanisms for clients, community members, as well as staff. (2.3.1) (Last updated: 10/06/21)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	YTD Actual	0% 01/01/23	 YTD Target: 8.24%	100% 12/31/23
Activity Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2) (Last updated: 10/06/21)	Owner Yolanda Gonzalez	Measure: <i>Percent Complete</i>	YTD Actual	0% 01/01/23	 YTD Target: 4.11%	12/31/24



DATE	February 15, 2023
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: 461 158 593#

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 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: Michelle Jara-Rangel, and Denise Boshers, and Nila Hogan

Absent:

Others present: Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition; Rebecca Moreno, Director of Community Development; and other CAPK staff.

Tracy Webster introduced new Board Member Denise Boshers and welcomed her to the Budget & Finance Committee.

3. Public Comments

No one addressed the Committee.

4. New Business

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

Tracy Webster presented the above info item and provided highlights of the five attached reports.

Michelle Jara-Rangel asked if there will be a budget revision for Head Start/ Early Head Start Budget. Tracy Webster responded that a budget revision for HS/EHS will be brought to the committee in the coming months to realign expenditures for each of the categories.

- b. Annual Budget for Fiscal Year 2023/2024 – Tracy Webster, Chief Executive Officer - **Action Item**

Tracy Webster presented the above action item and reported the annual operating budget of \$109,269,816 was developed using individual grants and program budgets, prepared by program staff, that were

combined into functional categories. The annual budget for FY 2023/2024 is 4.9% greater than the prior year.

The Indirect Budget of \$8,356,468 covers the five support divisions (Executive, Human Resources, Finance, Operations, and Community Development). The Indirect Budget is 9.9% greater than the prior year. Fiscal Year 2023/24 will be the 8th year CAPK has been using the 10% indirect cost rate. 69.3% of the Indirect budget is for personnel costs and 30.7% is for operating costs. The Indirect Budget reflects projected costs for additional staff in Information Technology and Outreach. The 2023/24 budgeted indirect surplus amounts to \$1,277,382, however, this is reliant on MCAP performance.

Motion was made and seconded to approve the 2023/2024 Annual Budget. Carried by unanimous vote (Hogan/Bosher)

c. December 2022 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

The agency did not require a draw from the line of credit during the month of December. The agency in the past was heavily reliant upon the line of credit, but we have built ourselves a very good unrestricted reserve to be able to draw upon as we leverage funds for grants that do not pay us until we submit a claim for services. The Central Kitchen expenditures are currently 81.8% at the end of 12/31/2022 and USDA revenue is at 38.2%. Expenditures are lower than the target of 83.3% (10 of 12 months). Due to low enrollment, the Central Kitchen is unable to serve the same level of meals for the Head Start program. We continue to expect a decline in expected USDA revenue. This gap will need to be picked up by Head Start funds. CAPK is currently earning 30.0% as of December 31, 2022. The target for this period should be 50.0%.

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 stemming from low enrollment. CCTR is at 41.5%, CSPP is at 54.0%, and CMIG is at 14.6%. Additionally, we have been operating a CCTR program in San Joaquin County sponsored by San Joaquin County Office of Education. The current attendance is 16.3% with a target of 50.0% At the time of this report, the Finance Division has three vacancies in staffing.

The Finance Team is currently working with SageIntacct on the accounting software platform conversion and recently completed the assessment of needs phase and moving to the next phase of data conversion and validation. The expected go-live date is May 1, 2023. The agency expenditures are currently at 81% for the year. This is less than the 83.3%. The Indirect Fund budget to actual report for December month end showed that revenue is in excess of expenditures by \$630,166 which is 252.5% of the budgeted indirect surplus. Overall expenditures are 80.0% of the budget and matches the target of 83.3% (10 of 12 months)

Michelle Jara-Rangel asked if CAPK receives funds from the California State Preschool Program. Tracy Webster replied that at the end of the fiscal year we often have amendments that we need to put towards federal programs.

Michelle Jara-Rangel asked what happens if CAPK does not fully earn a state contract? Tracy Webster responded by giving the example of Head Start, if it fails to earn our state contracts over a long period of time, the state will adjust our contract and reduce it and distribute the enrollment slots to another program outside of CAPK.

Tracy Webster reiterated that for future committee meetings, she will move through the report very quickly because there are often numerous items on the agenda. That being said, all questions are welcome, and she encouraged the committee to ask questions if they have any.

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

5. Committee Member Comments

None

6. Next Scheduled Meeting

Wednesday, March 22, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

The meeting was adjourned at 12:46 pm.



MEMORANDUM

To: Budget and Finance Committee

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

Date: February 15, 2023

Subject: *Agenda Item 4a*: Head Start Budget to Actual Report for the period ended December 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 December 31, 2022. Ten months (83.3%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 72% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 79% of the budget.

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

The non-Federal share is at 84% 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 - December 31, 2022

Month 10 of 12 (83.3%)

Prepared 01/06/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,267,039	6,457,548	2,809,491	70%	30%
FRINGE BENEFITS	3,776,726	1,914,446	1,862,280	51%	49%
TRAVEL	-	-	-		
EQUIPMENT	55,000	-	55,000	0%	100%
SUPPLIES	890,498	480,514	409,984	54%	46%
CONTRACTUAL	165,175	211,254	(46,079)	128%	-28%
CONSTRUCTION	-	-	-		
OTHER	2,724,977	2,941,268	(216,291)	108%	-8%
INDIRECT	1,630,902	1,244,885	386,017	76%	24%
TOTAL BASE FUNDING	18,510,317	13,249,915	5,260,402	72%	28%

TRAINING & TECHNICAL ASSISTANCE

TRAVEL	44,192	65,410	(21,218)	148%	-48%
SUPPLIES	30,013	19,700	10,313	66%	34%
CONTRACTUAL	26,080	1,826	24,254	7%	93%
OTHER	212,393	161,268	51,125	76%	24%
INDIRECT	31,268	24,229	7,039	77%	23%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	272,433	71,513	79%	21%

CARRYOVER

SUPPLIES	923,529	923,529	-	100%	0%
CONTRACTUAL	-	-	-		
CONSTRUCTION	666,925	1,864,018	(1,197,093)	279%	-179%
OTHER - CARES	91,015	92,943	(1,928)	102%	-2%
INDIRECT	-	0	(0)		
TOTAL CARRYOVER	1,681,469	2,880,490	(1,199,021)	171%	

GRAND TOTAL HS FEDERAL FUNDS	20,535,732	16,402,838	4,132,894	80%	20%
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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	2,007,662	332,393	86%	14%
CALIF DEPT OF ED	7,988,651	6,647,686	1,340,965	83%	17%
TOTAL NON-FEDERAL	10,328,706	8,655,348	1,673,358	84%	16%

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

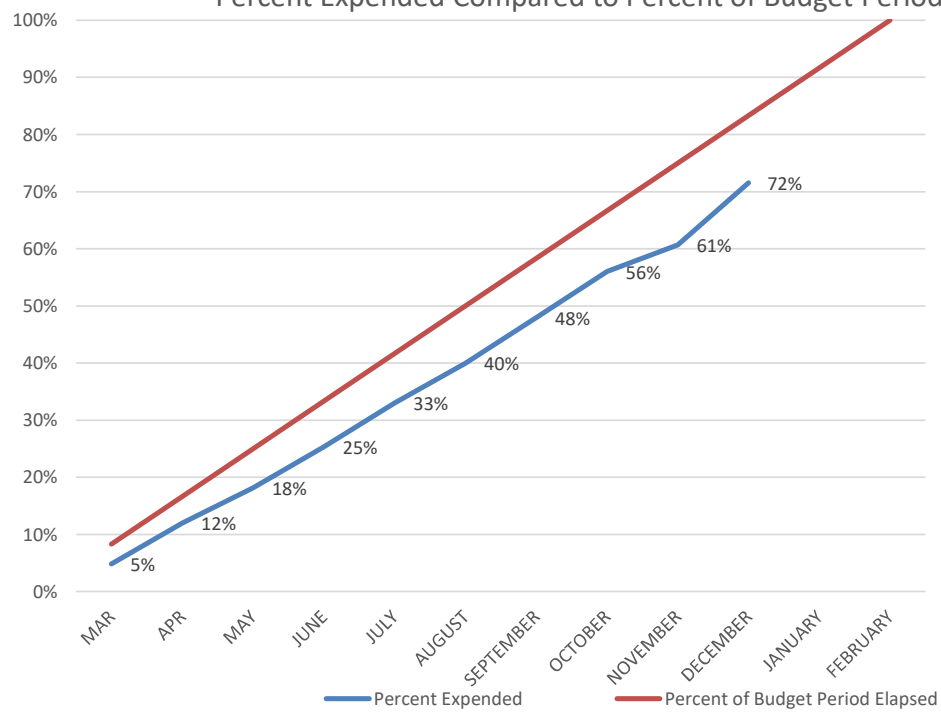
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022

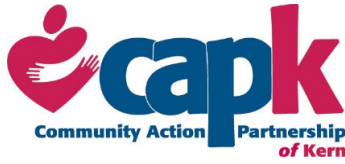
Administrative Cost for HS and EHS Combined 5.6%

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	24,442	-	-	-	24,442	1/9/2023
Lowe's	832		-	-	832	1/6/2023
Smart & Final	-	623	159	-	782	1/3/2023
Save Mart	317				317	1/4/2023
Chevron & Texaco Business Card	5,881	-	-	-	5,881	1/6/2023
Home Depot	5,704	-	-	-	5,704	1/5/2023
	37,176	623	159	-	37,958	

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: February 15, 2023

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the period ended December 31, 2022 – **Info Item**

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

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2022, through December 31, 2022. Ten months (83.3%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 72% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 72% 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 - December 31, 2022

Month 10 of 12 (83.3%)

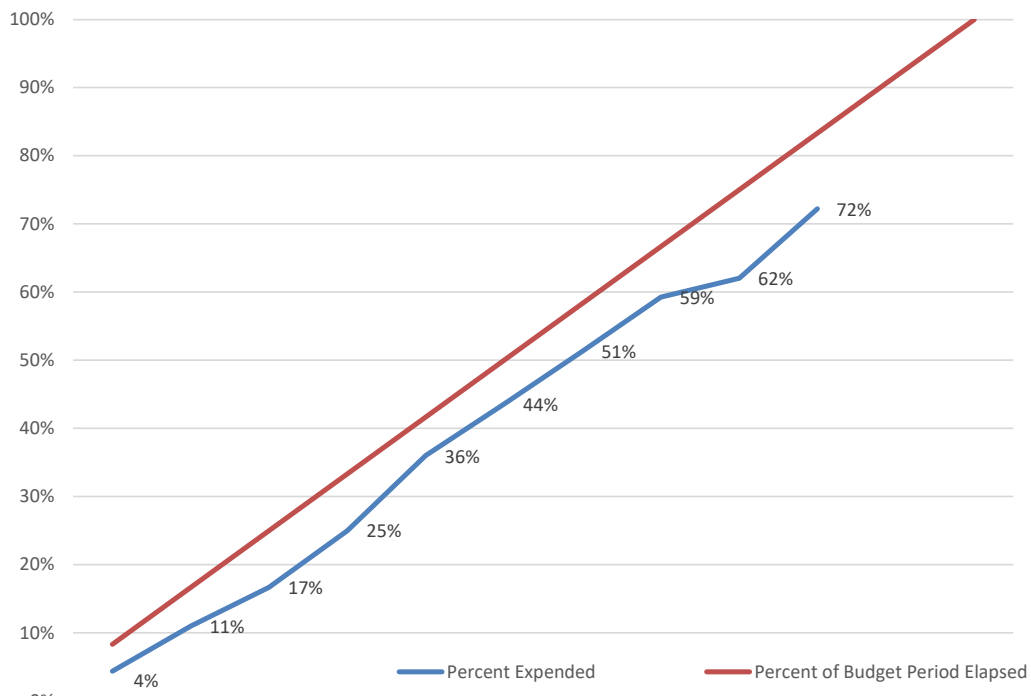
Prepared 01/06/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,701,422	6,357,185	3,344,237	66%	34%
FRINGE BENEFITS	2,363,974	1,794,957	569,017	76%	24%
TRAVEL	-	-	-		
EQUIPMENT	45,000	-	45,000	0%	100%
SUPPLIES	916,242	623,102	293,140	68%	32%
CONTRACTUAL	1,025,838	178,894	846,944	17%	83%
CONSTRUCTION	-	288,763	(288,763)		
OTHER	1,527,720	2,038,060	(510,340)	133%	-33%
INDIRECT	1,512,778	1,062,447	450,331	70%	30%
TOTAL BASE FUNDING	17,092,974	12,343,407	4,749,567	72%	28%
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	44,192	63,913	(19,721)	145%	-45%
SUPPLIES	30,013	10,997	19,016	37%	63%
CONTRACTUAL	26,080	19,057	7,023	73%	27%
OTHER	212,393	129,188	83,205	61%	39%
INDIRECT	31,268	24,269	6,999	78%	22%
TOTAL TRAINING & TECHNICAL ASSISTANCE	343,946	247,425	96,521	72%	28%
CARRYOVER					
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	1,601,144	200,223	1,400,921	13%	87%
OTHER	24,512	42,412	(17,900)	173%	-73%
INDIRECT	-				
TOTAL CARRYOVER	1,625,656	242,635	1,383,021	15%	
GRAND TOTAL EHS FEDERAL FUNDS	19,062,576	12,833,468	6,229,108	67%	33%

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

Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022

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





MEMORANDUM

To: Budget and Finance Committee

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

Date: February 15, 2023

Subject: *Agenda Item 4a: Early Head Start San Joaquin (No Cost Extension)*
Budget to Actual Report for the period ended December 31, 2022 – **Info Item**

The following are highlights of the San Joaquin Early Head Start Budget to Actual Report for the period of February 1, 2021, through February 28, 2023. Twenty-three months (92%) 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 105% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 100% of the budget.

Carryover Funds

Overall expenditures are at 40% 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 - December 31, 2022

Month 23 of 25 (92%)

Prepared 01/06/2022

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	3,509,263	3,702,214	(192,951)	105%	-5%
FRINGE BENEFITS	985,996	939,379	46,617	95%	5%
TRAVEL	0	0	0		
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	894,660	(117,932)	115%	-15%
INDIRECT	536,733	478,608	58,125	89%	11%
TOTAL	6,007,877	6,297,323	(289,446)	105%	-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	4,264	(745)	121%	-21%
SUPPLIES	7,355	3,094	4,261	42%	58%
CONTRACTUAL	7,924	10,383	(2,458)	131%	-31%
OTHER	20,817	25,788	(4,971)	124%	-24%
INDIRECT	11,675	11,667	7	100%	0%
TOTAL	128,816	129,106	(289)	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	115,245	265,997	30%	70%
INDIRECT	41,905	77,006	(35,101)	184%	-84%
TOTAL	481,986	192,251	289,735	40%	60%

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	6,725,476	0	100%	0%
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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 12/31/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: February 15, 2023

Subject: *Agenda Item 4a*: Early Head Start Child Care Partnerships (No Cost Extension) Budget to Actual Report for the period ended December 31, 2022 – **Info Item**

The following are highlights of the Early Head Start Child Care Partnership Budget to Actual Report for the period of March 1, 2021, through November 30, 2022. Twenty-two months (92%) 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 91% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 35% of the budget.

Carryover Funds

Overall expenditures are at 105% of the budget.

COVID Cares Funds

Overall expenditures are at 19% of the budget.

Non-Federal Share

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

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

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

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

Month 22 of 24 (92%)

Prepared 01/06/2023

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	0	0		
SUPPLIES	37,083	128,104	(91,021)	345%	-245%
CONTRACTUAL	1,091,504	877,749	213,755	80%	20%
OTHER	231,300	297,822	(66,522)	129%	-29%
INDIRECT	215,164	178,749	36,415	83%	17%
TOTAL BASE FUNDING	2,427,668	2,198,210	229,458	91%	9%

TRAINING & TECHNICAL ASSISTANCE

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

CARRYOVER

SUPPLIES	16,000	39,347	(23,347)	246%	-146%
CONSTRUCTION	2,458,581	2,366,556	92,026	96%	4%
CONTRACTUAL	14,000	23,198	(9,198)	166%	-66%
OTHER	14,121	173,044	(158,923)	1225%	-1125%
INDIRECT	4,412	19,956	(15,544)	452%	-352%
TOTAL CARRYOVER	2,507,114	2,622,101	(114,987)	105%	-5%

COVID CARES

PERSONNEL		3,622			
FRINGE BENEFITS		579			
SUPPLIES	77,735	6,962	70,773	9%	91%
OTHER	24,361	7,926	16,435	33%	67%
INDIRECT	10,206	1,904	8,302	19%	81%
TOTAL COVID	112,302	20,993	95,510	19%	81%

GRAND TOTAL EHS FEDERAL FUNDS	5,103,269	4,861,161	246,309	95%	5%
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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 12/31/2022



MEMORANDUM

To: Budget and Finance Committee

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

Date: February 15, 2023

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

The following are highlights of the American Rescue Plan Budget to Actual Report for the period of April 1, 2021, through December 31, 2022, twenty-one months (87.50%) 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 95% 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 - December 31, 2022

Month 21 of 24 (87.50%)

Prepared 01/06/2023

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	976,097	(212,659)	128%	-28%
FRINGE BENEFITS	251,934	74,671	177,263	30%	70%
TRAVEL					
SUPPLIES	553,540	553,540	0	100%	0%
CONTRACTUAL					
OTHER	830,310	830,310	0	100%	0%
INDIRECT	266,580	87,948	178,632	33%	67%
TOTAL	2,665,802	2,522,566	143,236	95%	5%

GRAND TOTAL ARP FEDERAL FUNDS	3,336,361	3,193,125	143,236	96%	4%
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Centralized Administrative Cost	4.7%
Program Administrative Cost	0.0%
Total Administrative Cost	4.7%

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

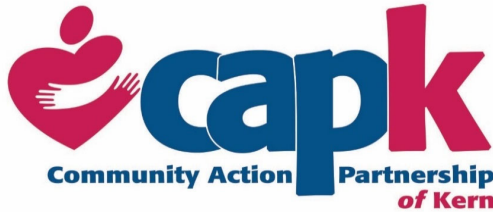
Actual expenditures include posted expenditures and estimated adjustments through 12/31/2022

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2022 through February 28, 2023
Report for period ending December 31, 2022 (Month 10 of 12)

Page 1 of 1

Percent of budget period elapsed: 66.7%

LOCATION	Enroll- ment	March	April	May	June	July	Aug	Sep	Oct	Nov	Dec	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	6,091	6,995	6,460	0	0	2,344	8,249	9,010	8,105	5,469	52,722	Kern	40,535	130%
Alicante	20	6,683	6,417	5,282	5,603	1,531	2,196	4,548	5,769	6,331	2,261	46,621	Kern	20,268	230%
Angela Martinez	60	5,074	6,024	10,633	5,480	1,148	776	312	2,491	1,386	1,989	35,312	Kern	60,803	58%
Broadway	40	3,607	2,961	1,979	0	0	919	1,695	2,998	2,633	3,483	20,276	Kern	40,535	50%
California City	34	13,517	9,646	8,632	0	0	4,637	8,575	7,637	102	7,025	59,771	Kern	34,455	173%
Cleo Foran	23	5,334	3,038	3,203	2,393	2,032	1,065	2,672	3,004	2,492	2,158	27,391	Kern	23,308	118%
Delano	76	13,615	10,753	8,740	0	0	5,146	9,870	8,771	11,246	7,360	75,502	Kern	77,017	98%
East California	52	12,674	12,159	12,553	7,210	3,713	6,436	5,564	7,979	8,752	6,588	83,626	Kern	52,696	159%
Fairfax	40	4,711	4,469	3,010	0	0	1,084	3,019	4,436	6,004	3,708	30,442	Kern	40,535	75%
Fairview	40	11,153	11,122	9,377	0	0	0	0	0	0	0	31,652	Kern	40,535	78%
Harvey L. Hall	156	14,849	12,921	12,144	10,731	8,322	9,204	9,448	8,532	8,876	6,995	102,022	Kern	158,087	65%
Heritage	20	1,210	1,497	398	0	0	1,318	2,892	4,208	3,493	0	15,017	Kern	20,268	74%
Home Base	123	4,900	6,931	6,657	4,793	7,050	6,653	5,840	9,840	10,422	195	63,282	Kern	62,323	102%
Lamont	20	3,579	105	0	0	0	0	4,257	4,402	6,312	6,446	25,101	Kern	20,268	124%
Martha J. Morgan	72	8,977	9,258	10,741	7,007	5,257	5,572	9,202	11,587	8,342	7,209	83,151	Kern	72,963	114%
McFarland	20	14,755	13,839	6,654	0	0	2,153	2,245	7,487	9,266	6,408	62,807	Kern	20,268	310%
Mojave	20	0	0	0	0	0	113	511	2,137	2,927	0	5,689	Kern	20,268	28%
Oasis	60	6,311	7,403	5,303	0	0	4,271	8,862	6,489	6,877	7,397	52,913	Kern	60,803	87%
Pete H. Parra	128	22,284	22,653	23,904	19,486	8,987	14,599	13,498	11,700	6,982	10,952	155,045	Kern	129,713	120%
Planz	20	1,051	909	506	0	0	0	0	0	0	0	2,466	Kern	20,268	12%
Primeros Pasos	78	10,068	9,300	12,109	10,241	3,707	7,301	7,296	7,358	5,563	6,620	79,563	Kern	79,044	101%
Rosamond	80	7,713	6,819	1,418	0	0	1,530	362	1,604	1,814	0	21,260	Kern	81,070	26%
San Diego	40	3,964	3,724	3,973	3,725	4,793	3,394	3,833	3,616	6,227	2,766	40,017	Kern	40,535	99%
Seibert	40	107	65	0	0	0	2,119	3,067	2,216	2,295	1,299	11,168	Kern	40,535	28%
Shafter	20	8,891	9,422	7,989	9,690	2,325	2,784	2,958	4,001	2,648	3,445	54,151	Kern	20,268	267%
Shafter HS/EHS	25	6,293	5,298	5,028	3,947	3,540	5,404	3,783	4,384	114	0	37,791	Kern	25,334	149%
Sterling	124	8,587	8,286	8,237	6,427	5,825	4,592	5,794	9,393	9,427	5,868	72,436	Kern	125,659	58%
Sunrise Villa	20	2,893	2,246	1,353	0	0	302	1,909	12,223	9,294	0	30,220	Kern	20,268	149%
Taft	63	3,570	3,771	2,365	0	0	145	1,384	1,529	3,400	994	17,157	Kern	63,843	27%
Tehachapi	34	1,674	1,695	787	0	0	0	166	1,495	1,222	0	7,039	Kern	34,455	20%
Vineland	20	849	1,325	0	0	0	0	161	1,188	2,661	0	6,183	Kern	20,268	31%
Virginia	40	7,331	6,314	5,408	0	0	1,558	6,378	7,084	7,928	7,714	49,716	Kern	40,535	123%
Wesley	60	17,881	16,343	11,003	0	0	3,590	12,546	19,245	20,691	13,639	114,938	Kern	60,803	189%
Willow	55	6,419	5,852	3,338	0	0	247	2,437	3,531	4,100	2,954	28,878	Kern	55,736	52%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	Kern	0	#DIV/0!
PC Planning		0	0	0	339	0	195	0	0	0	0	534	Kern	0	#DIV/0!
PC By Laws		0	0	0	53	0	49	0	0	0	0	101			
Governance		368	213	210	34	0	0	251	277	0	0	1,353	Kern	15,000	9%
Program Services		370	0	0	0	0	0	0	179	596	223	1,368	Kern	74,265	2%
California Street	24	7,215	6,419	6,840	5,260	4,612	4,930	3,680	3,993	3,348	3,572	49,868	SJC	39,646	126%
Chrisman	20	4,462	4,206	4,631	4,070	4,567	5,748	5,476	5,158	5,231	4,453	48,000	SJC	33,039	145%
Gianone	16	0	0	0	0	0	0	0	0	0	0	0	SJC	26,431	0%
Kennedy	16	4,837	4,626	2,588	1,947	3,098	3,605	2,886	2,843	1,159	2,029	29,618	SJC	26,431	112%
Lodi Home Base	35	3,908	5,003	4,033	2,349	3,663	2,483	783	3,173	940	0	26,335	SJC	28,909	91%
Lodi UCC	30	2,870	2,612	3,750	3,525	6,254	5,480	8,456	7,303	5,241	4,582	50,074	SJC	49,558	101%
Manteca Home Base	12	2,868	4,914	3,505	3,762	4,168	5,457	5,442	4,743	4,324	19	39,202	SJC	9,912	396%
Marci Massei	24	2,393	2,890	2,761	2,665	3,221	3,008	2,240	2,238	2,636	1,360	25,411	SJC	39,646	64%
St. Mary's	24	942	1,384	891	467	1,482	1,859	2,243	4,339	2,631	1,701	17,940	SJC	39,646	45%
Stockton Home Base	90	7,730	6,630	5,460	3,656	6,544	5,276	3,912	6,476	5,558	250	51,491	SJC	74,337	69%
Tracy Home Base	12	2,221	3,607	4,076	3,855	3,099	2,086	3,283	3,588	0	0	25,815	SJC	9,912	260%
Walnut	24	4,677	5,014	4,176	5,093	5,042	4,208	4,619	3,201	481	391	36,902	SJC	39,646	93%
Administrative Services		0	0	0	0	0	0	0	0	0	0	0	SJC	0	
Program Services		100	100	697	518	75	88	88	458	200	0	2,322	SJC	0	#DIV/0!
Policy Council		0	0	0	0	0	0	0	0	0	0	0	SJC	0	#DIV/0!
SUBTOTAL IN-KIND	2,090	291,574	277,177	242,805	134,326	104,055	145,920	196,690	245,314	220,280	149,521	2,007,662	0	2,230,643	90%
x															
State General Child Care*		225,590	215,386	223,645	214,040	134,741	194,744	192,905	225,747	210,577	210,967	2,048,342	Kern	2,821,834	73%
State Preschool*		468,476	403,837	407,462	237,630	182,181	354,638	452,716	529,198	492,046	443,829	3,972,013	Kern	3,865,832	103%
State Migrant Child Care*		8,159	10,870	12,275	10,345	4,863	6,336	6,700	8,166	6,999	6,878	81,591	Kern	125,833	65%
SUBTOTAL CA DEPT of ED		702,225	630,094	643,382	462,015	321,785	555,719	652,320	763,111	709,622	661,674	6,101,947		6,813,499	90%
x															
State General Child Care*		71,287	70,881	72,768	60,412	31,031	43,982	41,161	47,645	43,952	58,747	541,867	SJC	1,175,152	46%
SUBTOTAL CA DEPT of ED		71,287	70,881	72,768	60,412	31,031	43,982	41,161	47,645	43,952	58,747	541,867		1,175,152	46%
GRAND TOTAL		1,065,086	978,152	958,955	656,753	456,871	745,621	890,171	1,056,070	973,854	869,942	8,651,476		10,219,294	85%
3,872															
8,655,348															



BUDGET AND FINANCE COMMITTEE

FEBRUARY 15, 2023

FINANCIAL REPORT

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

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<u>UNRESTRICTED</u>						
GENERAL FUND			NOT APPLICABLE	03/01/22 - 02/28/23	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/22 - 02/28/23	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/22 - 02/28/23	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/22 - 02/28/23	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/22 - 02/28/23	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/22 - 02/28/23	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	534	DONATIONS
211			NOT APPLICABLE	03/01/22 - 02/28/23	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/22 - 02/28/23	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/22 - 02/28/23	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/22 - 02/28/23	595	DONATIONS
<u>RESTRICTED</u>						
EARLY HEAD START/HEAD START	27,829,010	93.600	09CH011132-04	03/01/22 - 02/28/23	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,700,832	93.600	09CH011132-04	03/01/22 - 02/28/23	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D041901	08/01/21 - 07/31/22	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	200,693	21.009	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 1,756,701	93.569	22F - 5015 23F - 4015	01/01/22 - 12/31/22 01/01/23 - 12/31/23	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 8,241 677,192	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 5,643,428	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
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	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

**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
EF&S ARPA	156,509	97.024		7/1/2022 - 3/31/2023	114-094	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TRADE MITIGATION BONUS OFFERING	\$1,992.62 PER TRUCK LOAD	10.178		10/01/21 - 09/30/22	106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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 4,277,247	10.557	19 - 10139 22 - 10236	10/01/21 - 09/30/22 10/01/22 - 09/30/23	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)

**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 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
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 23,809,862		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 3,043,423		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 7,153,992		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 SERV
KAISER FOUNDATION - FOOD ASSISTANCE	95,000		N/A	TBD	419	KAISER FOUNDATION
SHAFER 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**

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 LA County	10,000 15,000		N/A	11/01/22 - 06/30/23 07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
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	
108	Early Head Start	X					
109	Head Start	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					
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				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		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				
505	Food Bank - Expansion		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			
124	Low Income Home Water Assistance			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>East Kern Family Resource Center</u>						
171	Economic Empowerment				X		
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
	<u>Youth Services</u>						
120	Information & Education				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				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>Homeless Services</u>						
141	ESG CARES Act Homeless Services				X		
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
550	CalAIM Homeless Prevention Services				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>						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				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		
	<u>Other</u>						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				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				
10/31/22	n/a				
11/30/22	n/a				
12/31/22	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2021 \$1.5 million during January , February, July, August 2021 and will increase to \$350,000 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 DECEMBER 31, 2022	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(259,394.23)
HEAD START/EARLY HEAD START	2,166,733.65
SUBTOTAL	1,907,339.42
GENERAL CHILD CARE	139,382.74
MIGRANT A/P	5,874,964.23
MIGRANT CHILD CARE	107,491.49
MIGRANT SPECIALIZED SERVICES	(9,697.43)
SAN JOAQUIN COE GENERAL CHILD CARE	79,713.69
STATE PRESCHOOL	2,230,764.62
SUBTOTAL	8,422,619.34
ANTHEM BLUE CROSS FOOD BANK	0.00
CAFB FOOD ACCESS FOR FARMWORKERS INITIATIVE	0.00
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(101,936.73)
EF&S	92,678.68
EFAP	(36,593.66)
FEEDING AMERICA SENIOR HUNGER	29.54
FEEDING AMERICA SERVICE INSIGHTS	100,000.00
FOOD BANK	(379,461.63)
FOOD BANK EXPANSION	(146,720.98)
FOOD BANK CAPACITY PROGRAM	2,024,673.13
FOOD BANK - STATE	(388,572.31)
KAISER	0.00
SENIOR FARMERS MARKET NUTRITION PROGRAM	18,451.31
WONDERFUL FOOD BANK EXPANSION	2,782,883.51
WONDERFUL FOUNDATION	15,433.67
SUBTOTAL	3,980,864.53
ENERGY	(152,562.23)
DOE WAP	(2.17)
LIHEAP	(1,850,909.18)
LIWHAP	(13,902.69)
PG&E	17,359.01
DAP (Disorgement Assistance Program)	0.13
TRANSFER NEGATIVE BALANCE	2,000,017.13
SUBTOTAL	0.00
CALIFORNIA ENDOWMENT	
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	2,000.00
SUBTOTAL	2,000.00
211	362,589.79
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(57,914.65)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(26,941.85)
CALAIM HOMELESS PREVENTION SERVICES	130,963.92
CAL FRESH	(16,564.39)
CALEITC	(69,510.85)
CAPK FOUNDATION	(262,129.73)
COST POOLS	92,173.06
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(346,752.67)
CSBG	(10,373.57)
CSBG CARES	(64.13)
CSBG - DISCRETIONARY	(29,946.26)
DIFFERENTIAL RESPONSE	(41,374.29)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	4,013,966.13
EAST KERN FAMILY RESOURCE CENTER	19,473.61
ESG CARES ACT HOMELESS SERVICES	(666,202.70)
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(373,735.56)
ESG COORDINATED ENTRY SERVICE - COVID19	8,810.45
ASTHO VACCINE EQUITY	125,186.68
FIRST 5 KERN 211	(21,945.64)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(24,021.56)
FIRST 5 HELP ME GROW	(53,248.40)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(42,471.39)
FRIENDSHIP HOUSE	15,961.94
FUNDRAISING	275,059.44
GENERAL FUND	92,785.55
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	(76,431.48)
HOME VISIT INITIATIVE (CO OF KERN)	(265,778.95)
CITY OF BAKERSFIELD HHAP	(609.14)
HOUSING FOR THE HARVEST STATE	3.02
HUD-COORDINATED ENTRY SYSTEM	(87,963.04)
COUNTY OF KERN - 211	(36.03)
INDIRECT FUND	418,830.55
IRS - VITA	(42,005.73)
TAX ASSISTANCE	20,151.52
M ST NAVIGATION CENTER	35,571.89
NEOPB CAL FRESH HEALTHY LIVING	(156,764.17)
POSITIVE YOUTH DEV SVC	(15,812.34)
POSITIVE YOUTH M	(56,304.87)
SHAFTER YOUTH CENTER	49,089.46
OASIS FAMILY RESOURCE CENTER	21,259.16
SIERRA FOUNDATION - ASTHMA MITIGATION	102,047.67
UNITED WAY 211	981.55
UW STANISLAUS CES	(40,238.99)
WELLS FARGO FOUNDATION	66,981.80
WIC	(863,717.29)
LESS: ENERGY NEGATIVE BALANCE	(2,000,017.13)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	204,061.09
TOTAL OPERATING CASH	14,516,884.38

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
December 31, 2022**

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

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT	12/31/22		14,988,593.54
LESS: OUTSTANDING CHECKS		504,776.57	
ADJUSTED BANK BALANCE AT	12/31/22		14,483,816.97
GENERAL LEDGER BALANCE AT	11/30/22		12,753,475.46
ADD: DEPOSITS		3,476,140.14	
US TREAS DRAWDOWNS		4,215,268.03	
FUNDS FROM OTHER GRANTS		3,623,916.80	
TRANSFERS FROM RESTRICTED ACCOUNTS		106,623.02	
ADP /HEALTH EQUITY REFUND		26.00	
REIMBURSEMENT OF ALTERED PAYEE		536.32	
		-	
		-	
		-	
LESS: CHECKS		2,241,214.85	
ADP PAYROLL 12/02/22		372,152.16	
ADP PAYROLL 12/16/22		2,384,616.98	
ADP PAYROLL 12/29/22		1,637,302.72	
ADP PAYROLL 12/30/22		3,901.61	
EFTS FOR HRA/HSA/ STD/403B		155,395.93	
REC LOAN PRINCIPAL/INT EXPENSES		23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		31,791.23	
BANK FEES		-	
ACH VOUCHERS		2,842,002.62	
GENERAL LEDGER BALANCE AT	12/31/22		14,483,816.97

DIFFERENCE: -

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 01/06/2023

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: Jan 6, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2022

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

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING: 12/31/22 1,049,453.39

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/22 1,049,453.39

BALANCE PER G/L 11/30/22 1,081,480.51

ADD: DEPOSITS 0.00

INTEREST 589.94

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 32,617.06

BALANCE PER G/L 12/31/22 1,049,453.39

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: 01/03/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jan 3, 2023

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

5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING
December 31, 2022**

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

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING: 12/31/22 170.54

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/22 170.54

BALANCE PER G/L 11/30/22 74,159.37

ADD: DEPOSITS 0.00

INTEREST 17.13

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 74,005.96

BALANCE PER G/L 12/31/22 170.54

* December 2009 name changed from Food Bank to DOE ARRA. DIFFERENCE: 0.00

** January 2018 name changed from DOE ARRA to CSD Advances.

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 01/04/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jan 4, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2022

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

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	12/31/22	51,672.24
DEPOSITS IN TRANSIT	0.00	
OUTSTANDING CHECKS	0.00	
OTHER	0.00	
ADJUSTED BANK BALANCE	12/31/22	51,672.24

BALANCE PER GENERAL LEDGER	11/30/22	42,015.30
ADD: DEPOSITS (Credit Card Donations & Shared Fee)	0.00	
ONLINE DONATIONS	9,935.05	
PAYPAL DEPOSIT	0.00	
INTEREST	25.59	
LESS: APPLIED MERCHANT DEBITS	0.00	
CLIENT ANALYSIS SERVICE CHARGE	147.45	
BANKCARD FEES	156.25	
CASH CONCENTRATION FEE	0.00	
FUND TRANSFER TO GENERAL FUND	0.00	
	0.00	
BALANCE PER GENERAL LEDGER:	12/31/22	51,672.24

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

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

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

Difference: 0.00

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 01/03/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: Jan 3, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2022

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

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING: **12/31/22** **4,675.07**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: **12/31/22** **4,675.07**

BALANCE PER G/L **11/30/22** **4,672.47**

ADD: DEPOSITS 0.00

INTEREST 2.60

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 **12/31/22** **4,675.07**

DIFFERENCE: 0.00

PREPARED BY: N. IBARRA TITLE: Accountant DATE: 01/03/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jan 3, 2023

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

BANK RECONCILIATION FOR MONTH ENDING
December 31, 2022

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

ACCOUNT NO.: XXXXX-X2049

BANK BALANCE ENDING: 12/31/22 35,149.89

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

ADJUSTED BANK BALANCE: 12/31/22 35,149.89

BALANCE PER G/L 11/30/22 35,130.35

ADD: DEPOSITS 0.00

INTEREST 19.54

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 12/31/22 35,149.89

DIFFERENCE: 0.00

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 01/03/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: Jan 3, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED December 1, 2022 - December 31, 2022

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,129.20
Gloria Barbero	Administrator - EHS San Joaquin	1,125.96
Yolanda Gonzales	Director of Head Start/State Child Development Programs	4,498.13
Freddy Hernandez	Director of Youth and Community Services	3,166.15
Traco Matthews	Chief Program Officer	-
Lisa McGranahan	Director of Human Resources	303.03
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,923.00
Pritika Ram	Chief Business Development Officer	3,783.59
Jeremy Tobias	Chief Executive Officer	1,019.41
Emilio Wagner	Director of Operations	2,543.87
Tracy Webster	Chief Financial Officer	174.27
Rebecca Moreno	Director of Community Development	1,766.71
Susana Magana	Director of Nutrition Services	2,036.03
	Total	\$ 24,469.35



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

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 : 12/1/2022 - 12/30/2022

Statement Summary

Name	Catherine Anspach	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 11/30/2022	12/1/2022	Community Action Partner				565.00
Registration Fee for Catherine Anspach to attend NCAP Leadership Conference in New Orleans in February 2023.						
2 12/1/2022	12/2/2022	Sq *greater Bakersfield C				5.00
Ticket for Catherine Anspach to attend the Greater Bakersfield Chamber of Commerce Holiday Mixer.						
3 12/6/2022	12/7/2022	Sq *bakersfield Downtown				12.00
Ticket for Catherine Anspach to attend the Bakersfield Downtown Business Association Networking Mixer.						
4 12/8/2022	12/9/2022	American Air				547.20
Airline Ticket for Catherine Anspach to attend the NCAP Leadership Conference in New Orleans, February 2023.						

Transaction Count: 4

Total: 1,129.20

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 12/14/2022	12/16/2022	American Ai				553.70
Travel ticket for Gloria Barbero to attend the 2023 NHSA Winter Leadership Institute.						
2 12/17/2022	12/19/2022	Romanos 1287				375.00
Annual staff development and team building meeting for SJC administrative staff.						
3 12/19/2022	12/21/2022	Dave Wongs				197.26
Annual staff development and team building meeting for SJC Site Supervisors.						

Transaction Count: 3
Total: 1,125.96

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 12/1/2022	12/2/2022	American Air					4.99
Air Flight charge for NHSA Dallas, TX 121222-121522 Carolyn Coffey							
2 12/14/2022	12/16/2022	American Ai					657.20
Air Flight for 2023 NHSA Winter Leadership Conference Crystal City, VA for Sylvia Ortega							
3 12/14/2022	12/16/2022	American Ai					736.20
Air flight for 2023 NHSA Winter Leadership Conference Crystal City, VA - Robert Espinoza							
4 12/14/2022	12/16/2022	American Ai					686.20
Air Flight for 2023 NHSA Winter Leadership Conference Crystal City, VA - Jerry Meade							
5 12/15/2022	12/15/2022	American Air					146.19
Air flight for 2023 NHSA Winter Leadership conference - Crystal City, VA Yolanda Gonzales							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/15/2022	12/19/2022	American Ai				657.20
Air flight for 2023 NHSA Winter Leadership Conference - Crystal City, VA - Letisha Brooks						
7 12/15/2022	12/19/2022	American Ai				657.20
Air flight for 2023 NHSA Winter Leadership Conference - Crystal City, VA - Mayra Martinez						
8 12/15/2022	12/19/2022	American Ai				657.20
Air Flight for 2023 NHSA Winter Leadership Conference - Crystal City, VA - Carolyn Coffey						
9 12/22/2022	12/26/2022	Luigis Restaurant And Del				208.75
Head Start Administrative End of the Year Professional Development						
10 12/27/2022	12/28/2022	Paypal				29.00
Registration for Pyramid Anit-Bias Training Jazmin Redick						
11 12/27/2022	12/28/2022	Paypal				29.00
Registration for Pyramid Anti-Bias Training - Citlaly Marquez						
12 12/27/2022	12/28/2022	Paypal				29.00
Registration for Pyramid Anti-Bias Training - Shannon Hubbard						

Transaction Count: 12
Total: 4,498.13

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 12/1/2022	12/2/2022	Community Action Partner				675.00	
Registration for Freddy Hernandez to attend the 2023 Management & Leadership Training Conference in NOLA.							
2 12/2/2022	12/5/2022	West Gate Hotel				-90.00	
Credit for duplicate parking charge for Freddy Hernandez at CalCAPA conference in San Diego.							
3 12/6/2022	12/8/2022	Officemax/Depot 6235				35.71	
Supplies needed for VITA.							
4 12/7/2022	12/9/2022	Hotel Fontenot				211.18	
Hotel deposit for Freddy Hernandez to attend the Management & Training Conference in NOLA.							
5 12/8/2022	12/12/2022	California Family Resourc				500.00	
Membership renewal.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/12/2022	12/13/2022	Www.Calcapa.Org				100.00
Registration for Freddy Hernandez to attend Legislative Day in Sacramento.						
7 12/16/2022	12/19/2022	Hiltonsac Arden W-Room				364.77
Hotel room for Andres Gonzalez for Field Test Training in Sacramento.						
8 12/16/2022	12/19/2022	Grubhubmountainmikesp				117.75
Dinner provided for volunteer training for VITA.						
9 12/22/2022	12/23/2022	American Air				446.21
Flight for Freddy Hernandez to attend the CAP Management & Training Conference in NOLA.						
10 12/22/2022	12/26/2022	Tst* Wikis Wine Dive				792.58
Staff development lunch.						
11 12/25/2022	12/26/2022	Canva* I03645-19837934				12.95
Software needed for VITA.						

Transaction Count: 11

Total: 3,166.15

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 12/2/2022	12/5/2022	Seq Sand Rosedale				171.53
		Head Start Hiring Brainstorm Session Lunch				
2 12/6/2022	12/7/2022	Seq Sand Rosedale				100.75
		Lunch provided for 2022 Head Start and HR Hiring Brainstorm Session.				
3 12/10/2022	12/12/2022	Biometrics4all Inc				30.75
		Relay Fees for running New Hire Fingerprints Invoice Period 11/01/2022-11/30/2022 Invoice Date 12/01/2022				

Transaction Count: 3
Total: 303.03

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Jerry Meade			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8086			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 12/9/2022	12/12/2022	Senor Pepes Mexican Rest				1,602.71	
Incidental food costs for Head Start and State Child Development Administrative Annual Staff Development Event held 12/9/2022.							
2 12/12/2022	12/19/2022	Courtyard Dallas Medic				501.39	
Housing costs for Program Manager attending National Head Start Association Parent Engagement Conference in Dallas TX.							
3 12/12/2022	12/19/2022	Courtyard Dallas Medic				501.39	
Housing costs for Program Manager attending National Head Start Association Parent Engagement Conference in Dallas TX.							
4 12/20/2022	12/21/2022	Smart And Final 362				150.42	
HVP December 2022 Socialization Activity							
5 12/20/2022	12/21/2022	Cvs/Pharmacy #05495				15.16	
HVP December 2022 Socialization Activity							

Transaction Count: 6
Total: 2,923.00

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Pritika Ram			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 11/29/2022	12/1/2022	United				488.20	
Airline Ticket for Savannah Maldonado to attend NCAP Leadership Conference in New Orleans in February 2023.							
2 11/30/2022	12/1/2022	Community Action Partner				1,625.00	
Registration Fee for V. Cortez & S. Maldonado to attend NCAP Leadership Conference in New Orleans in Feb. 2023.							
3 12/1/2022	12/2/2022	Stk*shutterstock				29.00	
Monthly fee for stock photos.							
4 12/2/2022	12/5/2022	National Community Action				150.00	
Registration Fee for James Burger - 2022 NCAF Workshop Series							
5 12/6/2022	12/8/2022	Wpy*hodels				200.00	
Deposit payment for 2-1-1 Staff Development Lunch. See Balance payment attachments for attendee list.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/6/2022	12/8/2022	Olive Garden 0021068				125.56
		Lunch for DEI Committee Meeting. See attached agenda and attendee sign-in sheet.				
7 12/8/2022	12/12/2022	Southwes				365.96
		Airline Ticket for Vanessa Cortez-Mendoza to attend the NCAP Leadership Conference in New Orleans, LA. in February 2023.				
8 12/12/2022	12/13/2022	Www.Calcapa.Org				100.00
		Registration Fee for James Burger to attend CalCAPA Legislative Day in April 2023.				
9 12/12/2022	12/13/2022	Www.Calcapa.Org				100.00
		Registration Fee for Savannah Maldonado to attend CalCAPA Legislative Day in April 2023.				
10 12/15/2022	12/19/2022	Vons #2033				225.00
		Purchase of 9 Amazon Gift Cards for 2-1-1 Staff that were not able to attend the Staff Development Lunch.				
11 12/20/2022	12/21/2022	Facebk *tw9vtjtem2				35.25
		Facebook Ads - Hiring for CPO, Microbusiness				
12 12/20/2022	12/22/2022	Wpy*hodels				339.62
		Balance due for Staff Development Lunch for 2-1-1 Staff. See attached sign-in sheet.				

Transaction Count: 12
Total: 3,783.59

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Jeremy Tobias			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7066			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 11/30/2022	12/1/2022	Food-Ex				213.36	
Lunch for Board of Director Meeting on 11/30/22 (See attached agenda and attendee list).							
2 12/1/2022	12/5/2022	Exxonmobil 97224224				86.72	
Gasoline for CEO's Agency Vehicle.							
3 12/5/2022	12/7/2022	Office Depot #952				357.21	
Office Chair for CEO. Purchased in-store with agency credit card for less than price shown if ordered through procurement policy. Approved to do so by Tracy Webster.							
4 12/6/2022	12/7/2022	Urbane Cafe				63.73	
Lunch for CEO/Chief's Meeting on 12/6/22. Agenda & Attendee list is attached.							
5 12/12/2022	12/13/2022	Www.Calcapa.Org				100.00	
Registration for CalCAPA Legislative Day in April, 2023.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/14/2022	12/16/2022	Too Fats Sandwiches And C				89.00
Lunch for Executive Committee Meeting. Agenda & Attendee list is attached.						
7 12/15/2022	12/19/2022	Exxonmobil 99984692				69.39
Gasoline for CEO's Agency Vehicle.						
8 12/29/2022	12/30/2022	Twppromo54319315				40.00
Washington Post Annual Subscription for J. Tobias						
					Transaction Count: 8	
					Total: 1,019.41	

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	12/1/2022 - 12/30/2022						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 12/7/2022	12/8/2022	No-lp					47.99
No-IP Services sign up for dynamic DNS service for the new T-Mobile 5G modems.							
2 12/11/2022	12/12/2022	Microsoft#g017450625					1,369.08
Microsoft#g009792710- Microsoft Azure - Software Support HS							
3 12/16/2022	12/19/2022	The Blvd					14.00
Operations Division Staff Development Day 12/15/22							
4 12/16/2022	12/19/2022	The Blvd					50.00
Operations Division Staff Development Day 12/15/22							
5 12/16/2022	12/19/2022	The Blvd					400.84
Operations Division Staff Development Day 12/15/22							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/20/2022	12/21/2022	Mindbody				461.98
MindBody - Premier Basic monthly charge and subscription fee						
7 12/28/2022	12/29/2022	Dnh*godaddy.Com				199.98
Purchase Dnh*godaddy.Com						
						Transaction Count: 7
						Total: 2,543.87

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Tracy Webster	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	Currency	US Dollar
Reporting Period	12/1/2022 - 12/30/2022		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 12/6/2022	12/8/2022	Office Depot #2175				174.27
		Toner for AP check printer				

Transaction Count: 1
Total: 174.27

Employee Signature _____ Date _____

Authorized Approver Signature _____ Date _____



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar			
Reporting Period	12/1/2022 - 12/30/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 11/30/2022	12/1/2022	Community Action Partner						565.00
Registration for Rebecca Moreno to attend the 2023 Management & Leadership Training Conference in NOLA.								
2 12/1/2022	12/5/2022	Wpy*hodels						200.00
Deposit for Rebecca Moreno to have Staff Development Day at Hodel's.								
3 12/16/2022	12/19/2022	Wpy*hodels						339.62
Staff development lunch.								
4 12/21/2022	12/23/2022	Hotel Fontenot						215.88
Hotel deposit for Rebecca Moreno to attend the CAP Management & Training Conference in NOLA.								
5 12/22/2022	12/23/2022	American Air						446.21
Flight for Rebecca Moreno to attend the CAP Management & Training Conference in NOLA.								

Transaction Count: 5
Total: 1,766.71

Employee Signature **Date**

Authorized Approver Signature **Date**



Reporting Period : 12/1/2022 - 12/30/2022

Statement Summary

Name	Susana Magana			Company	Community Action Partnership O			
Account #	XXXX-XXXX-XXXX-6693			Currency	US Dollar			
Reporting Period	12/1/2022 - 12/30/2022							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 12/2/2022	12/5/2022	Target 00027151						94.10
		Special formula purchase.						
2 12/2/2022	12/5/2022	Target 00006148						79.96
		Special formula purchase.						
3 12/3/2022	12/5/2022	Target.Com						145.96
		Specialty formula purchase.						
4 12/5/2022	12/6/2022	Target 00006148						179.96
		Specialty formula purchase.						
5 12/5/2022	12/6/2022	Target 00006148						179.96
		Special formula purchase.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 12/5/2022	12/6/2022	Wm Supercenter #1624				184.40
Duplicate charge, error by Walmart.						
7 12/5/2022	12/7/2022	Wm Supercenter #1624				184.40
Baby formula purchase.						
8 12/5/2022	12/8/2022					-184.40
Credit for duplicate charge, error by Walmart.						
9 12/6/2022	12/6/2022	Abbottstore				109.47
Baby formula purchase.						
10 12/6/2022	12/7/2022	Walmart.Com				172.55
Food service supplies for HS centers.						
11 12/8/2022	12/9/2022	Target 00006148				-145.96
Return for baby formula.						
12 12/12/2022	12/13/2022	Www.Calcapa.Org				100.00
Registration for Susana Magana to attend Legislative Day in Sacramento.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
13 12/14/2022	12/16/2022	Luigis Restaurant And Del				433.00
Staff development lunch.						
14 12/17/2022	12/19/2022	Panera Bread #601364 O				371.23
Lunch provided for staff meeting/training.						
15 12/22/2022	12/23/2022	Yourmechanic.Com				131.40
Flat tire vehicle repair.						
						Transaction Count: 15
						Total: 2,036.03

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 (10 OF 12 MONTHS OR 83.3%)**

Line Item	2022/23 Budget	3/1/22 - 2/28/23 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,183,659	834,584	38.2%	1,349,075
Head Start Subsidy	<u>377,301</u>	<u>1,260,736</u>	<u>334.1%</u>	<u>(883,435)</u>
Total Revenue	<u>2,560,960</u>	<u>2,095,320</u>	<u>81.8%</u>	<u>465,640</u>
Expenditures (Note B)				
Salaries	724,671	619,166	85.4%	105,505
Benefits	200,399	181,671	90.7%	18,728
Vehicle Gasoline, Repair/Maintenance	27,000	41,237	152.7%	(14,237)
Space Costs	121,700	86,366	71.0%	35,334
Supplies - Office & Food Service	92,500	111,940	121.0%	(19,440)
Equipment Purchase	-	68,536	Not budgeted	(68,536)
Consultant Services	-	8,112	Not budgeted	(8,112)
Equipment Repair/Maintenance & Lease	35,300	34,423	97.5%	877
Communication	14,000	14,708	105.1%	(708)
Risk Insurance	12,700	11,967	94.2%	733
Printing	1,000	281	28.1%	719
Hiring & Employee Costs	100	170	169.8%	(70)
First Aid	500	25	5.0%	475
Raw Food/Vended Meals	<u>1,015,580</u>	<u>735,926</u>	<u>72.5%</u>	<u>279,654</u>
Sub Total	2,245,450	1,914,528	85.3%	330,922
Adult Meals Prepared	128,794	109,074	84.7%	19,721
Indirect	<u>186,716</u>	<u>71,718</u>	<u>38.4%</u>	<u>114,998</u>
Total Expenditures	<u>2,560,960</u>	<u>2,095,320</u>	<u>81.8%</u>	<u>465,640</u>

	Prior Period	DECEMBER 2022	Cumulative
Total Meals Prepared and Vended (Note C)	562,078	50,813	612,891
Total Meals Claimed	<u>313,775</u>	<u>27,934</u>	<u>341,709</u>
Difference	248,303	22,879	271,182

Percentage Claimed to Prepared/Vended		55.0%	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 (6 OF 12 MONTHS = 50.0%)

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	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,984,849	\$ 1,684,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,292,868		
Add: Family Fees	-	-	-	-	-	-	-	-	-	-	-	-	\$ -		
Net Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,984,849	\$ 1,684,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,292,868	81.12%	
Maximum Reimbursable Amount (MRA) for Provider Payments													24,298,964		30.01%
Administration & Support Services Revenue															
Provider Payments	\$ 613,374	\$ 813,746	\$ 954,574	\$ 1,241,372	\$ 1,984,849	\$ 1,684,953	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 7,292,868		
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	\$ 216,312	\$ 253,748	\$ 329,985	\$ 527,619	\$ 447,899	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,938,612		
Program Administration/Support Services Costs	101,870	115,425	139,282	139,997	144,143	245,729	-	-	-	-	-	-	886,447	9.86%	
Indirect (10% x MTDC) Costs	70,328	91,774	108,017	136,944	211,716	191,708	-	-	-	-	-	-	810,486	9.02%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	\$ 172,199	\$ 207,199	\$ 247,299	\$ 276,941	\$ 355,860	\$ 437,437	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,696,934	18.88%	
Revenue Earned Over/(Under) Costs	\$ (9,150)	\$ 9,113	\$ 6,450	\$ 53,044	\$ 171,759	\$ 10,462	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 241,678		
TOTAL COSTS - NET OF FAMILY FEES	\$ 785,573	\$ 1,020,945	\$ 1,201,872	\$ 1,518,313	\$ 2,340,709	\$ 2,122,391	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,989,802	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	7,292,868
Reimbursement Rate (17.5% / 82.5%)	x 26.5823%
Revenue Earned	<u>1,938,612</u>

Note 2: The maximum reimbursable amount per the 2022/23 State contract is as follows:

Provider Payments	24,298,964	82.50%
Administration	4,417,994	15.00%
Support Services	<u>736,332</u>	<u>2.50%</u>
Maximum Reimbursable Amount (MRA)	<u>29,453,290</u>	<u>100.00%</u>

Note 3: Increase to contract was received December 2022 in the amount of \$2,031,428.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2022/23 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/22 - 6/30/23 (6 OF 12 MONTHS = 50.0%)

	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-2058)														
Adjusted Days of Enrollment - Certified	3,439	4,970	4,923	5,761	5,374	5,384	-	-	-	-	-	-	29,850	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	
Revenue Earned	\$ 177,255	\$ 256,191	\$ 253,771	\$ 296,976	\$ 277,019	\$ 266,711	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,527,924	41.54%
Maximum Reimbursable Amount (MRA)													\$3,678,194	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	99.61%	98.89%	98.84%	98.84%	98.27%	97.74%								97.67%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%								100.00%
CALIFORNIA STATE PRESCHOOL (CSP-2120)														
Adjusted Days of Enrollment - Certified	3,296	6,416	8,191	9,575	8,903	8,030							44,411	
Reimbursement Rate per Child per Day	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	X \$5.27	
Revenue Earned	\$ 182,181	\$ 354,638	\$ 452,716	\$ 529,198	\$ 492,046	\$ 443,829	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,454,608	54.01%
Maximum Reimbursable Amount (MRA)													\$4,544,694	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	98.41%	98.26%	98.67%	97.89%	96.47%	97.39%								96.89%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%								100.00%
MIGRANT CHILD CARE (CMIG-2004)														
Adjusted Days of Enrollment - Certified	94	123	130	158	136	133							775	
Reimbursement Rate per Child per Day	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	X \$51.55	
Revenue Earned	\$ 4,865	\$ 6,338	\$ 6,703	\$ 8,169	\$ 7,002	\$ 6,881	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 39,958	14.62%
Maximum Reimbursable Amount (MRA)													\$273,318	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	96.83%	98.39%								99.17%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%								100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 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 (6 OF 12 MONTHS = 50.0%)

	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	995	918	1,227							5,566	
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	\$ 45,804	\$ 42,254	\$ 56,477	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 256,221	16.30%
Maximum Reimbursable Amount (MRA)													\$1,571,900	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	97.54%	99.05%								99.38%
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%	100.00%								100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimbursable amount is per the 2022/23 Cooperative Agreement with the San Joaquin County Office of Education

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	12,434,357
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 40,412,866

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>4,330,162</u>

Total Liabilities 18,680,076

Total Net Assets 21,732,790

Total Liabilities and Net Assets 40,412,866

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2021 TO FEBRUARY 28, 2022

REVENUE

Grant Revenue	87,203,662
Donations	30,640,997
Other Revenue	915,618
In-Kind	<u>206,161</u>

Total Revenue 118,966,438

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 7,525,007

Net Assets, beginning 14,207,782

Net Assets, ending 21,732,790

Community Action of Partnership of Kern Agency Total

STATEMENT OF POSITION (UNAUDITED) AS OF DECEMBER 31, 2022

ASSETS

Cash in Bank	14,593,847
Cash - Vacation Reserve	1,048,863
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	15,513
Prepaid Expense	542,798
Inventory	1,050,348
Net Fixed Assets - Unrestricted	742,165
Net Fixed Assets - Restricted	<u>16,938,096</u>

Total Assets 34,931,629

LIABILITIES AND NET ASSETS

Accounts Payable	4,400,592
Accrued Expenses	524,742
Accrued Vacation	1,053,878
Line of Credit	-
Note Payable	746,782
Advance Payable	5,320,906
Deferred Revenue	<u>339,442</u>

Total Liabilities 12,386,342

Total Net Assets 22,545,287

Total Liabilities and Net Assets 34,931,629

STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO DECEMBER 31, 2022

REVENUE

Grant Revenue	83,751,959
Donations	285,081
Other Revenue	7,063,176
In-Kind	<u>6,903,915</u>

Total Revenue 98,004,131

EXPENDITURES

Salaries	32,318,805
Benefits	8,780,689
Travel	645,779
Space Costs	16,193,107
Supplies	2,349,340
Consultant/Contract Services	4,352,059
Other Costs	3,794,917
Program Costs	14,778,256
Capital Expenditures	582,196
Indirect	6,492,570
In-Kind	<u>6,903,915</u>

Total Expenditures 97,191,633

Net Change in Assets 812,498

Net Assets, beginning 21,732,790

Net Assets, ending 22,545,287

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	38,578,242	29,545,588	9,032,654	77%
BENEFITS	11,160,531	8,075,364	3,085,167	72%
TRAVEL	721,930	582,463	139,467	81%
SPACE COST	23,506,027	15,105,365	8,400,662	64%
SUPPLIES	3,253,861	2,226,976	1,026,885	68%
EQUIPMENT	831,379	1,678,760	(847,381)	202%
CONSULTANT/CONTRACT SERVICES	3,798,580	3,320,550	478,030	87%
OTHER COSTS	3,449,253	3,215,396	233,857	93%
PROGRAM COSTS	11,277,182	14,119,711	(2,842,529)	125%
INDIRECT	7,597,038	6,509,107	1,087,931	86%
TOTAL	104,174,023	84,379,280	19,794,743	81%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	27,451,264	21,846,082	5,605,182	80%
BENEFITS	8,315,926	6,161,238	2,154,688	74%
TRAVEL	492,583	345,051	147,532	70%
SPACE COST	6,603,218	7,155,397	(552,179)	108%
SUPPLIES	2,644,635	1,562,377	1,082,258	59%
EQUIPMENT	100,000	564,679	(464,679)	565%
CONSULTANT/CONTRACT SERVICES	1,369,385	866,391	502,994	63%
OTHER COSTS	1,130,700	1,286,222	(155,522)	114%
PROGRAM COSTS	7,769,839	12,018,744	(4,248,905)	155%
INDIRECT	5,263,450	4,761,418	502,032	90%
TOTAL	61,141,000	56,567,598	4,573,402	93%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,210,991	3,002,992	1,207,999	71%
BENEFITS	1,260,035	767,417	492,618	61%
TRAVEL	91,246	96,419	(5,173)	106%
SPACE COST	15,209,213	6,537,122	8,672,091	43%
SUPPLIES	211,553	249,924	(38,371)	118%
EQUIPMENT	724,960	855,524	(130,564)	118%
CONSULTANT/CONTRACT SERVICES	563,961	286,619	277,342	51%
OTHER COSTS	378,585	473,856	(95,271)	125%
PROGRAM COSTS	1,436,167	1,444,117	(7,950)	101%
INDIRECT	765,412	564,674	200,738	74%
TOTAL	24,852,123	14,278,664	10,573,459	57%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,971,121	1,472,073	1,499,048	50%
BENEFITS	553,144	358,262	194,882	65%
TRAVEL	65,110	45,178	19,932	69%
SPACE COST	299,407	201,413	97,994	67%
SUPPLIES	110,076	102,864	7,212	93%
EQUIPMENT	6,419	97,668	(91,249)	1522%
CONSULTANT/CONTRACT SERVICES	1,056,518	1,569,258	(512,740)	149%
OTHER COSTS	1,341,076	931,633	409,443	69%
PROGRAM COSTS	868,172	199,532	668,640	23%
INDIRECT	755,931	479,009	276,922	63%
TOTAL	8,026,974	5,456,889	2,570,085	68%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,830,412	2,322,282	508,130	82%
BENEFITS	737,565	566,740	170,825	77%
TRAVEL	27,313	40,496	(13,183)	148%
SPACE COST	1,206,276	980,091	226,185	81%
SUPPLIES	220,349	287,956	(67,607)	131%
EQUIPMENT	-	160,888	(160,888)	Not budgeted
CONSULTANT/CONTRACT SERVICES	767,936	506,299	261,637	66%
OTHER COSTS	491,102	466,602	24,500	95%
PROGRAM COSTS	1,105,101	405,616	699,485	37%
INDIRECT	613,244	546,892	66,352	89%
TOTAL	7,999,298	6,283,862	1,715,436	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	990,854	795,058	195,796	80%
BENEFITS	267,905	205,505	62,400	77%
TRAVEL	23,578	53,105	(29,527)	225%
SPACE COST	182,213	227,323	(45,110)	125%
SUPPLIES	52,498	18,819	33,679	36%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	5,780	9,220	(3,440)	160%
OTHER COSTS	51,480	37,545	13,935	73%
PROGRAM COSTS	97,903	51,703	46,200	53%
INDIRECT	170,659	134,422	36,237	79%
TOTAL	1,842,870	1,532,699	310,171	83%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-22 TO 12-31-22 (83.3%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	123,600	107,100	16,500	87%
BENEFITS	25,956	16,202	9,754	62%
TRAVEL	22,100	2,214	19,886	10%
SPACE COST	5,700	4,019	1,681	71%
SUPPLIES	14,750	5,036	9,714	34%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	35,000	82,765	(47,765)	236%
OTHER COSTS	56,310	19,540	36,770	35%
PROGRAM COSTS	-	-	-	0%
INDIRECT	28,342	22,692	5,650	80%
TOTAL	311,758	259,568	52,191	83%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2022/23
BUDGET TO ACTUAL - 03/01/22 TO 12/31/22 (10 OF 12 MONTHS = 83.3%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	\$ 7,597,038	\$ 6,509,107	85.7%	\$ 1,087,931
Expenditures				
Salaries	4,122,037	3,163,256	76.7%	958,781
Benefits @ 23.6% actual	<u>927,258</u>	<u>733,926</u>	<u>79.2%</u>	<u>193,332</u>
Total Personnel Costs	5,049,295	3,897,182	77.2%	1,152,113
Operating Costs				
Travel	67,900	62,107	91.5%	5,793
Space Costs	215,700	196,840	91.3%	18,860
Supplies	252,500	121,387	48.1%	131,113
Consultant/Contract	1,288,000	1,031,445	80.1%	256,555
Other Operating Costs	<u>474,125</u>	<u>569,980</u>	<u>120.2%</u>	<u>(95,855)</u>
Total Operating Costs	2,298,225	1,981,759	86.2%	316,466
Total Expenditures	<u>\$ 7,347,520</u>	<u>\$ 5,878,941</u>	<u>80.0%</u>	<u>\$ 1,468,579</u>
Excess (Deficit) Indirect Revenue	<u>\$ 249,518</u>	<u>\$ 630,166</u>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,288,307	\$ 1,059,689	82.3%	\$ 228,618
Operations	2,272,694	2,013,589	88.6%	259,105
Executive	1,337,079	1,032,619	77.2%	304,460
Program Administration	130,000	104,575	80.4%	25,425
Finance	<u>2,319,440</u>	<u>1,668,470</u>	<u>71.9%</u>	<u>650,970</u>
	<u>\$ 7,347,520</u>	<u>\$ 5,878,941</u>	<u>80.0%</u>	<u>\$ 1,468,579</u>

Prepared Date: 01/30/23



MEMORANDUM

To: Board of Directors

From:  Emilio G. Wagner, Director of Operations

Date: February 22, 2023

Subject: *Agenda Item VI(a): Property and Casualty Insurance Renewal – Action Item*

Background:

The agency Property and Casualty Insurance coverages are scheduled to expire on February 28, 2023, with an existing premium of \$532,667. As a result, Bolton, the agency insurance broker, has conducted a review of coverage and negotiated a renewal with current carriers on our behalf. Bolton provided an update to the December Executive Committee regarding their estimated projections based on loss history and market trends with an anticipated 15% increase or an estimated premium of \$611,971. During the month of January, since carrier underwriters were in the early stages of review there was no update in projected premiums. Bolton was confident that the renewal would come in at or possibly below their estimate.

Current Events:

The final quotes are in and the renewal has come in at \$613,912. The following is a premium comparison between the expiring year, renewal estimate, and renewal premium. Bolton is anticipating a revised premium for excess management liability which may see a slight reduction:

	2022-2023 Expiring Premium	2023-2024 Premium Estimates	2023-2024 Renewal Premium	\$ Difference	% Difference Estimate
Property	\$ 55,554	\$ 76,351	\$ 80,235	\$ 3,884	5%
including Inland Marine & Crime				\$ -	
Automobile	\$ 122,030	\$ 130,356	\$ 135,075	\$ 4,719	4%
General Liability	\$ 47,350	\$ 54,180	\$ 50,539	\$ (3,641)	-7%
Philadelphia Package Total	\$ 224,934	\$ 260,887	\$ 265,849	\$ 4,962	2%
Umbrella	\$ 48,573	\$ 55,859	\$ 54,016	\$ (1,843)	-3%
Management Liability	\$ 151,268	\$ 171,726	\$ 186,166	\$ 14,440	8%
Excess Management Liability	\$ 80,000	\$ 92,000	\$ 80,000	\$ (12,000)	-13%
Crime	\$ 11,523	\$ 12,675	\$ 11,523	\$ (1,152)	-9%
Cyber Liability	\$ 15,659	\$ 18,824	\$ 15,659	\$ (3,165)	-17%
Fee	\$ 195		\$ 195	\$ 195	
Surplus Lines Taxes & Fees	\$ 515		\$ 504	\$ 504	
TOTAL	\$ 532,667	\$ 611,971	\$ 613,912	\$ 1,941	0%

As anticipated the Management Liability and Property saw the greatest increase due to loss history and market factors. Overall, there is an increase of 15% from the expiring premium year. Although the estimate was used for developing budgets the Property, Automobile, and Management Liability did increase. Property and Automobile will be spread among the programs that operate vehicles and facilities. Management Liability and Excess Management Liability will be allocated to indirect.

Bolton proposed options to mitigate the premium by increasing the property deductible to \$5,000 or \$10,000 and retention of Management Liability by \$25,000. Staff believes that in the long run keeping deductible and retention low may prove to be the most cost-effective option due to potential loss.

Recommendation:

Staff recommends the Board of Directors authorize the Chief Executive Officer to bind coverage at the proposed increased limits through Bolton.

Attachment:

Renewal Proposal

A Renewal Proposal for

Community Action Partnership of Kern

Effective: March 1, 2023

Jonathan Schreter, MBA, CIC
Executive Vice President

Bolton Insurance Services, LLC
License # 6004772

Prepared: February 16, 2023

Community Action Partnership of Kern

Service Team			
Broker	Jonathan Schreter, Executive Vice President	Direct: (626) 535-1408	Fax: (626) 583-4609
	E-mail: jschreter@boltonco.com		
Service Team	Debra Rosas, Associate Vice President	Direct: (626) 535-1829	
	E-mail: drosas@boltonco.com		
	Julio Lopez, Client Executive	Direct: (626) 535-1441	
	E-mail: jlopez@boltonco.com		
	Abigail Dankwah, Associate Client Manager	Direct: (626) 535-1443	
	E-mail: adankwah@boltonco.com		
	Service Team Fax:	(626) 583-2117	
Property & Casualty Resources			
Certificates/ Evidences	Standard - Receipt in 24 Hours	Rush - Receipt in 3 Hours	
	Email: certrequest@boltonco.com	Email: rushcertrequest@boltonco.com	
	Fax: (626) 583-2117		
Property & Casualty Claims	Carly Alba, Esq., Vice President of Claims and Risk Management	Direct: (626) 535-1466	Fax: (626) 583-2117
	E-mail: calba@boltonco.com		
Workers' Comp Claims	Lorenda Edmundson, Sr. Workers' Comp Consultant	Direct: (626) 535-1815	Fax: (626) 583-2117
	E-mail: ledmundson@boltonco.com		
Risk Control	Stefanie Nobriga, Associate Vice President of Risk Control	Direct: (626) 535-1436	Fax: (626) 583-2117
	E-mail: snobriga@boltonco.com		
Bonds	Mary Smith, Associate Producer Surety	Direct: (626) 535-1473	Fax: (626) 583-2124
	E-mail: msmith@boltonco.com		

Department Leads			
Property & Casualty	Erin Powell, Vice President, Property & Casualty	Direct: (626) 535-1439	Fax: (626) 583-2117
	E-mail: epowell@boltonco.com		
Employee Benefits	Jacqueline Roth, Director of Employee Benefits	Direct: (626) 535-1968	Fax: (626) 583-2119
	E-mail: jroth@boltonco.com		
Personal Risk Management	Jessica Gunnar, Vice President	Direct: (626) 535-1817	Fax: (626) 583-2116
	E-mail: jgunnar@boltonco.com		



Premium Comparison

Community Action Partnership of Kern

	2022-2023	2023-2024	\$	%
	Expiring Premium	Renewal Premium	Difference	Difference
Property including Inland Marine & Crime	\$ 55,554	\$ 80,235	\$ 24,681	44%
Automobile	\$ 122,030	\$ 135,075	\$ 13,045	11%
General Liability	\$ 47,350	\$ 50,539	\$ 3,189	7%
Philadelphia Package Total	\$ 224,934	\$ 265,849	\$ 40,915	18%
Umbrella	\$ 48,573	\$ 54,016	\$ 5,443	11%
Management Liability	\$ 151,268	\$ 186,166	\$ 34,898	23%
Excess Management Liability	\$ 80,000	\$ 80,000	\$ -	0%
Crime	\$ 11,523	\$ 11,523	\$ -	0%
Cyber Liability	\$ 15,659	\$ 15,659	\$ -	0%
Fee	\$ 195	\$ 195	\$ -	0%
Surplus Lines Taxes & Fees	\$ 515	\$ 504	\$ (11)	-2%
TOTAL	\$ 532,667	\$ 613,912	\$ 81,245	15%

Property Options

Coverage	Quoted Renewal Premium	Optional Quote Premium	\$ Difference	% Difference
Property with \$5,000 Ded	\$ 80,235	\$ 72,956	\$ (7,279)	-9%
Property with \$10,000 Ded	\$ 80,235	\$ 66,729	\$ (13,506)	-17%

Management Liability Option with EPL @ \$100k Retention

Coverage	Quoted Renewal Premium	Optional Quote Premium	\$ Difference	% Difference
Management Liability	\$ 186,166	\$ 170,275	\$ (15,891)	-9%
Excess Management Liability	\$ 80,000	\$ 80,000	\$ -	0%

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request.

The issued policy will supersede this proposal.

Higher Limits May be Available for All Coverages



Subjectivities

Phly Subject to:

- Signed SOV
- Loss Control Contact - Name, Number, Email Address
- Non-Owned and Hired Liability is provided. Employees/Volunteers using their personal auto in the business of the insured must provide evidence of auto insurance, equal to or in excess of state minimum. Evidence of insurance will be kept on file by the insured.

Houston Casualty Cyber Liability Subject to:

- The answer(s) to incomplete question(s) #6c, #7e(3) from the submitted TMHCC Short Form Application
- The answer(s) to incomplete question(s) #4d (please list provider), #4e(3), #4g(2) from the submitted TMHCC Ransomware Supplemental. (Please note terms are subject to favorable responses to question #7e(3) and #4e(3))
- Signed and dated applications within 45 days of the effective date. Signed and dated IT signature.

Named Insureds

Community Action Partnership of Kern
Community Action Partners
Community Action Partnership of Kern Family Health Center
Community Action Partnership of Kern Food Bank

Community Action Partnership of Kern Statement of Values As of November 1, 2022																		
Phly Loc#	Bldg #	Address	City	Zip Code	Div	Use or Program	Building Value 2 Average M&S Eval	Sq Ft \$ for RC	Business Personal Property Value	Business Income/ Extra Expense Value	Year Built	Type	Square Ft.	Each or Gross Sales	Sales	Alarm, Sprink, Etc	Levels	Notes
27	1	5005 Business Park Drive	Bakersfield	93309	HQ	HQ Offices	\$6,885,649	\$324	\$1,125,000	\$250,000	1980	Cement	21,252			ABF, SP	1	
1	1	300 19th St	Bakersfield	93301	CSD	Energy, VITA			\$1,000,000	\$250,000	1977	Cement	17,000			AB, SP	1	
2	1	500 E California Ave.	Bakersfield	93307	HNS	WIC-Main			\$150,000	\$2,000	1975	Wood/stucco	5,200			ABF	1	
3	1	610 Blandy Bldg	China Lake	93555	HNS	WIC-China Lake			\$500	\$2,000	1985	Wood/stucco	500				1	
4	1	2400 Planz Road	Bakersfield	93304		Planz	\$372,621	\$259	\$80,000	\$5,000	1991	Modular	1,440	20		ABF	1	????
5	1	410 E Perkins	Mc Farland	93250	HS	Mc Farland	\$372,621	\$259	\$80,000	\$5,000	1991	Modular	1,440	20		ABF	1	
6	1	9124 Catalpa Ave	California City	93505	HS	California City	\$363,706	\$253	\$80,000	\$5,000	1995	Modular	1,440	17		ABF	1	
7	1	2800 Agate St	Bakersfield	93304	HS	Seibert	\$372,621	\$259	\$80,000	\$5,000	1994	Modular	1,440	20		ABF	1	
8	1	452 W Los Angeles Ave	Shafter	93263	HS	Shafter			\$75,000	\$5,000	1995	Wood/stucco	1,440	20		ABF	1	
9	1	1120 S Curry	Tehachapi	93561	HS	Tehachapi	\$363,706	\$253	\$80,000	\$5,000	1994	Modular	1,440	17		ABF	1	
10	1	3301 Virginia Ave	Bakersfield	93304	HS	Virginia	\$358,266	\$249	\$80,000	\$5,000	1994	Modular	1,440	20		ABF	1	
11	1	425 E Fairview Road	Bakersfield	93304	HS/EHS	Fairview	\$372,621	\$259	\$80,000	\$5,000	1994	Modular	1,440	20		ABF	1	????
12	1	8201 Palm Ave	Lamont	93241	HS	Lamont	\$372,621	\$259	\$80,000	\$5,000	1995	Modular	1,440	17		ABF	1	
13	1	301-315 Stine Road	Bakersfield	93309	HS/EHS	Harvey Hall	\$1,046,300	\$238	\$150,000	\$5,000	1973	Wood/stucco	4,400	114		ABF	1	
13	2	301-315 Stine Road	Bakersfield	93309	HS/EHS	Harvey Hall EHS	\$750,000	\$250	\$80,000	\$5,000	2004	Modular	3,000			ABF	1	
13	3	301-315 Stine Road	Bakersfield	93309	HS/EHS	Harvey Hall new bldg	\$4,050,000	\$473	\$150,000	\$5,000	2022	Wood/stucco	8,560					
14	1	14327 S Vineland Road	Bakersfield	93307	HS	Vineland	\$372,621	\$259	\$80,000	\$5,000	1995	Modular	1,440	20		ABF	1	
15	1	1940 Inyo St.	Mojave	93501	HS	Mojave	\$363,706	\$253	\$80,000	\$5,000	1990	Modular	1,440	20		ABF	1	
16	1	1835 Cecil Ave	Delano	93215	HS/EHS	Delano Office	\$240,000	\$250	\$80,000	\$5,000	1994	Modular	960			ABF	1	
16	2	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	\$360,072	\$250	\$80,000	\$5,000	1994	Modular	1,440	76		ABF	1	
16	3	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	\$360,072	\$250	\$80,000	\$5,000	1994	Modular	1,440			ABF	1	
16	4	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	\$360,072	\$250	\$80,000	\$5,000	1994	Modular	1,440			ABF	1	
16	5	1835 Cecil Ave	Delano	93215	HS/EHS	Delano-classrooms	\$360,072	\$250	\$80,000	\$5,000	1994	Modular	1,440			ABF	1	
17	1	2320 Mt Vernon Ave	Bakersfield	93306	HS	Heritage Park			\$50,000	\$5,000	1975	Cement block	1,400	20		AB	1	
18	1	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling Office	\$713,333	\$255	\$200,000	\$5,000	1996	Wood/stucco	2,800			ABF	1	
18	2	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-classroom	\$344,747	\$265	\$80,000	\$5,000	1999	Modular	1,300	123		ABF	1	
18	3	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-classroom	\$344,747	\$265	\$80,000	\$5,000	2001	Modular	1,300			ABF	1	
18	4	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-classroom	\$344,747	\$265	\$80,000	\$5,000	2001	Modular	1,300			ABF	1	
18	5	3000-3003 Sterling Road	Bakersfield	93306	HS/EHS	Sterling-classroom (new buildings)	\$2,690,000	\$470	\$150,000	\$5,000	2001	Wood/Stucco	5,720			ABF	1	
19	1	10300 1/2 San Diego St	Lamont	93241	HS/EHS	San Diego			\$200,000	\$5,000	1980	Wood/Stucco	5,861	40		AB	1	
20	1	2424 Cottonwood Road	Bakersfield	93304	YC	Friendship House	\$4,710,269	\$336	\$150,000	\$150,000	2011	Steel	14,000			ABF, SP	1	
21	1	455 E. Euclid Ave	Shafter	93263	YC	Shafter Youth Center	\$4,079,565	\$341	\$100,000	\$150,000	2003	Steel	11,966			ABF, SP		
22	1	3101 Mall View Road	Bakersfield	93306	HNS	Central Kitchen	\$2,200,000	\$254	\$325,000	\$150,000	1989	Wood/Stucco	8,667			ABF, SP	1	Increased bldg value per Phly valuation requirements 1/27/2021
23	1	3811 River Blvd	Bakersfield	93305	HS/EHS	Martha J. Morgan	\$2,500,000	\$455	\$100,000	\$5,000	1978	Wood/Stucco	5,489	40		ABF	1	
24	1	7998 Alicante Ave	Lamont	93241	HS	Alicante	\$372,621	\$259	\$80,000	\$5,000	2002	Modular	1,440	20		ABF	1	
25	1	1600 Poplar Ave	Wasco	93280	HS	Sunrise Villa			\$50,000	\$5,000	1981	Wood/Stucco	2,000	20		AB	1	
26	1	5704 Pioneer Drive	Bakersfield	93306	HS/EHS	Alberta Dillard	\$788,884	\$251	\$100,000	\$5,000	1965	Wood/Stucco	3,140	40		ABF	1	
28	1	7000 W Doe Ave	Visalia	93291	HNS	MCAP-Visalia			\$5,000	\$5,000	1991	Wood/Stucco	64				1	One person office. Located in office of education
29	1	1807 Feliz Drive	Bakersfield	93307	HNS	Food Bank-Food Warehouse	\$2,426,799	\$121	\$1,700,000	\$500,000	2003	Steel	20,000		300,000	ABF	1	Food sales to pantry locations - Increased bldg value per Phly valuation requirements 1/27/2021
29	2	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Parra Admin Bldg	\$1,704,000	\$213	\$165,000	Included	2008	Wood/Stucco	8,000			ABF	1	
29	3	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Parra (Classroom Bldg #200)	\$106,500	\$213	\$70,000	Included	2008	Wood/Stucco	500	112		ABF	1	
29	4	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Parra (Classroom Bldg #300)	\$106,500	\$213	\$70,000	Included	2008	Wood/Stucco	500			ABF	1	

Community Action Partnership of Kern Statement of Values As of November 1, 2022																		
Phly Loc#	Bldg #	Address	City	Zip Code	Div	Use or Program	Building Value 2 Average M&S Eval	Sq Ft \$ for RC	Business Personal Property Value	Business Income/ Extra Expense Value	Year Built	Type	Square Ft.	Each or Gross Sales	Sales	Alarm, Sprink, Etc	Levels	Notes
29	5	1825 Feliz Drive #B	Bakersfield	93307	HS/EHS	Warehouse	\$3,309,251	\$276	\$1,000,000	Included	2008	Steel	12,000			ABF	1	Increased bldg value per Phly valuation requirements 1/27/2021
29	6	1825 Feliz Drive	Bakersfield	93307	HS/EHS	Pete Parra (Classroom Bldg #400)	\$1,445,000	\$602	\$70,000	Included	2022	Wood/Stucco	2,400			ABF	1	
30	1	459 Euclid Avenue	Shafter	93263	HS/EHS	Shafter EHS	\$1,071,873	\$214	\$80,000	\$5,000	2003	Modular	5,000	26		ABF	1	
31	1	814 North Norma	Ridgecrest	93555	HS/EHS	Oasis	\$2,500,000	\$255	\$230,000	\$150,000	1978	Wood/Stucco	9,796	57		ABF	1	
32	1	1111 Bush St	Arvin	93203	HS/EHS	Primeros Pasos			\$375,000	\$5,000	2004	Modular	2,000	80		ABF	1	
33	1	525 East Yosemite	Madera	93638	HNS	MCAP-Madera			\$5,000	\$5,000			200				1	One person office. Located in office of education
34	1	1410 11th St.	Bakersfield	93302	HS/EHS	Cleo Foran	\$534,224	\$254	\$80,000	\$5,000	1995	Wood/Metal	2,100	23			1	
35	1	525 Roberts Lane Bldg b	Oildale	93308	HNS	WIC-Oildale			\$6,000	\$5,000	1985	Wood/Stucco	800				1	
36	1	6019 - 3 & 4 Niles	Bakersfield	93306	HNS	WIC-Niles			\$110,000	\$5,000	1987	Wood/Stucco	1,800				1	
37	1	401 Willow	Bakersfield	93308	HS/EHS	Willow			\$50,000	\$50,000	1980	Wood/Stucco	5,330	55			1	
38	1	1913 Feliz Drive	Bakersfield	93307	CAPK	Vacant Land				\$0							1	6.85 ACRES
39	1	500 South Washington	Bakersfield	93307	CAPK	Vacant Land				\$0							1	3.91 ACRES
40	1	108 South Robinson	Tehachapi	932601	HNS	WIC-Tehachapi			\$500	\$5,000			500				1	
41	1	11336 Bartlett Ave	Adelanto	92301	HNS	WIC-Adelanto			\$20,000	\$5,000	2005	Wood/Stucco	1,000				1	Sq Feet updated from 17625 on 4/18/2016
42	1	814 North Norma	Ridgecrest	93555	HNS	WIC-Ridgecrest			\$30,000	\$5,000	1978	Wood/Stucco	2,000			ABF	1	
43	1	2101 7th St Bldg E	Wasco	93280	HNS	WIC-Vasco Medical			\$104,000	\$5,000		Wood/Stucco	1,440				1	
44	1	650 James St	Shafter	93263	HNS	WIC-Shafter		\$0	\$100,000	\$5,000		Wood/Stucco	1,035				1	Remove lease does not require CAPK to insure. Bus/Per Property need to be reduced
45	1	5055 California Ave. #101	Bakersfield	93309	HS/EHS	Enrollment & Attendance			\$100,000	\$5,000	1982	D- Steel Frame	3,107			ABF	1	
45	2	5055 California Ave. #220	Bakersfield	93309	Admin	Comm Development and Fnd			\$100,000	\$5,000	1982	D- Steel Frame	1,299			ABF	1	Moved from #210 3/16/2016
46	1	819 Sixth Avenue	Taft	93268	HS/EHS	Taft			\$50,000	\$5,000		Modular	1,400	66			1	
46	2	819 Sixth Avenue - bldg #2	Taft	93269	HS/EHS	Taft			\$100,000	\$5,000		Modular	1,400				1	added 10/17/15
46	3	819 Sixth Avenue - Bldg #3	Taft	93269	HS/EHS	Taft			\$100,000	\$5,000		Modular	1,400				1	Add 6/1/17
47	1	8820 Sheep Creek Road	Phelan	92371	HNS	WIC-Phelan			\$5,000	\$5,000			250				1	1-2 Days a week Clinic . Bus/Per Property need to be reduced
48	1	4600 Panama Lane	Bakersfield	93313	HNS	WIC-Panama			\$5,000	\$5,000			250				1	one desk office . Bus/Per Property need to be reduced
49	1	41820 Garstin Dr.	Big Bear Lake	92315	HNS	WIC-Big Bear			\$100,000	\$5,000		Wood/Stucco	954			ABF	1	
50	1	1900 East California Ave	Bakersfield	93305	HS/EHS	East Cal		\$0	\$100,000	\$5,000		Wood/Stucco	8,000			52	2	CAPK does not own the property, Landlord carries the insurance and charges us. Increased bldg value per Phly valuation requirements 1/27/2021
51	1	90 Farrell Dr Bldg 5620	Edwards	93524	HNS	WIC-Edwards AFB			\$500	\$5,000	1985	Wood/Stucco	1,000				1	
52	1	21138 CA Hwy 46	Lost Hills	93249	HNS	WIC-Lost Hills			\$500	\$5,000		Wood/Stucco	250			ABF	1	
53	1	1500 So Fairfax Rd (module 1)	Bakersfield	93307	HS/EHS	Fairfax			\$80,000	\$5,000		Modular	960	20		ABF	1	
53	2	1500 So Fairfax Rd (module 2)	Bakersfield	93307	HS/EHS	Fairfax			\$80,000	\$5,000		Modular	960	20		ABF	1	
53	3	1500 So Fairfax Rd (Admin)	Bakersfield	93307	HS/EHS	Fairfax			\$80,000	\$5,000		Modular	960			ABF	1	
54	1	220 N. 11th Ave	Hanford	93230	HNS	MCAP-Hanford			\$5,000	\$5,000		Wood/Stucco	200			ABF	1	One person office. Located in office of education
55	1	1815 Van Ness	Fresno	93721	HNS	MCAP-Fresno			\$5,000	\$5,000		Wood/Stucco	200			ABF	1	One person office. Located in office of education

Community Action Partnership of Kern Statement of Values As of November 1, 2022																		
Phly Loc#	Bldg #	Address	City	Zip Code	Div	Use or Program	Building Value 2 Average M&S Eval	Sq Ft \$ for RC	Business Personal Property Value	Business Income/ Extra Expense Value	Year Built	Type	Square Ft.	Each or Gross Sales	Sales	Alarm, Sprink, Etc	Levels	Notes
56	1	3500 Mojave	Mojave	93501	HNS	EKFRC Classroom			\$1,000	\$5,000		Modular	1,250			ABF	1	
57	1	1600 E Truxtun Ave	Bakersfield	93305	HNS	WIC-Homeless			\$5,000	\$5,000		Wood/Stucco	250			ABF	1	1 day a week clinic only Bus/Per Property need to be reduced
58	1	16804 Hwy 14	Mojave	93501	HNS	East Kern Family Resource Ctr			\$75,000	\$5,000		Wood/Stucco	1,205				1	
59	1	347 E Poplar St (historical bldg)	Stockton	95202	SJEHS	Barnett House	\$940,000	\$389	\$100,000	\$5,000		Wood/Stucco	2,417	30		ABF	1	
60	1	425 N California St	Stockton	95202	SJEHS	Calif St			\$100,000	\$5,000		Wood/Stucco	4,570	16		ABF	1	
61	1	23950 S Chrisman Rd	Tracy	95304	SJEHS	Chrisman			\$100,000	\$5,000		Wood/Stucco	2,675	16		ABF	1	
62	1	545 W Sonora St	Stockton	95203	SJEHS	St Mary's			\$100,000	\$5,000		Modular	1,920	32		ABF	1	
63	1	2584 Felsite Ave	Rosamond	93560	HS/EHS	Rosamond			\$100,000	\$5,000	1997	Steel Frame	3,000	80		ABS	2	
64	1	1314 Oswell St	Bakersfield	93306	HS/EHS	Wesley			\$100,000	\$5,000	1960	Wood/Stucco	3,004	30		BF	1	
65	1	1145 N Hunter	Stockton	95203	SJEHS	SJ/EHS Admin			\$100,000	\$50,000	1989	Wood/Stucco	5,360	24		ABS	1	
66	1	2739 Diamond St # B	Rosamond	93560	HNS	WIC-Rosamond			\$500	\$5,000		Wood/Stucco	1,000				1	
67	1	701 S Hutchins St	Lodi	95240	SJEHS	Lodi UCCC			\$100,000	\$5,000		Wood/Stucco	2,980	32		ABF	1	
68	1	1509 N Golden Gate	Stockton	95205	SJEHS	Gianone	\$510,199	\$271	\$80,000	\$5,000		Modular	1,880	16		ABF	1	
69	1	2800 S D St	Stockton	95206	SJEHS	Kennedy	\$510,199	\$271	\$80,000	\$5,000		Modular	1,880	16		ABF	1	
70	1	236 W 4th St	Stockton	95206	SJEHS	4th Street			\$80,000	\$5,000		Modular	3,235	16		ABF	1	Sq Ft Amended from 4,635 on 7/1/16
71	1	8401 California City Blvd # 8	California City	93505	HNS	WIC-Cal City			\$100,000	\$5,000		Wood/Stucco	900			ABF	1	added
72	1	1001 Main St.	Delano	93215	HNS	WIC-Delano			\$100,000	\$5,000	1981	Cement	1,300			ABF, SP	1	Added 6/1/2016
73	1	5351 Olive Drive #200	Bakersfield	93308	HNS	MCAP-Admin Office			\$150,000	\$25,000	2005		2,832			ABF, SP	1	Added 7/1/2016
73	2	5351 Olive Drive #300	Bakersfield	93308	HNS	MCAP-Admin Office			\$150,000	\$25,000	2005	Wood/stucco	2,032			ABF, SP	1	Added 2/1/2022
74	1	1840 Wardrobe Ave	Merced	95341	HNS	MCAP-Merced			\$5,000	\$5,000		Wood/Stucco	500			AB	1	Added 7/18/16 Replaced 1460 W 18th
75	1	2550 E Belle Terrace #501-502	Bakersfield	93304	HNS	Food Bank-Warehouse #2			\$425,000	\$50,000	2011	Steel	4,800		\$100,000	AB	1	Added 3/21/17
77	1	929 Broadway St. - Classrooms	Wasco	93280	HS/EHS	Wasco			\$100,000	\$5,000	1954	Brick	1,797	40			1	Add 7/12/17
77	2	929 Broadway St. - Office	Wasco	93280	HS/EHS	Wasco			\$100,000	\$5,000	1954	Wood/Stucco	627				1	Add 7/12/17
78	1	24028 Lake Dr, Suite A (new)	Crestline	92325	HNS	WIC-Crestline			\$100,000	\$5,000			1,000				1	24028 Crestline Rd., Suite A (old)
79	1	244 G. St #A	Needles	92363	HNS	WIC Needles			\$500	\$5,000		Wood/Stucco	650			ABF	1	Added 3/1/2019
80	1	4032 Jewett Ave.	Bakersfield	93301	HS/EHS	HVI & Home Base	\$3,316,515	\$207	\$100,000	\$150,000	1988	Wood/Stucco	16,000	0		ABF	1	Added 8/1/2019
80	2	4032 Jewett Ave.	Bakersfield	93301	HS/EHS	Warehouse	\$662,400	\$207	\$5,000	Included	1988	Metal	3,200	0			1	Added 8/1/2019
81	1	2323 16th St. #302	Bakersfield	93301	HNS	CalFresh Healthy Living			\$60,000	\$5,000	1982	Steel	1,712	0		ABF	1	Added 10/1/2019
82	1	2550 E. Belle Terrace #200	Bakersfield	93307	HNS	Food Bank Location #3			\$400,000	\$50,000	2001	Steel	2,500	0			1	Added 4/16/2019 - Alarms being installed
83	1	2550 E. Belle Terrace #400-402	Bakersfield	93307	HNS	Food Bank Location #4			\$425,000	Included	2011	Steel	9,000	0			1	Added 7/20/2020 - Alarms being installed
84	1	2900 M Street	Bakersfield	93301	CDD	Homeless Shelter - (Admin/Kitchen/Day Room)			\$100,000	\$2,000,000	2020	Steel Frame/Fabric	4,306	0		ABF, SP	1	Added 11/17/2020
84	2	2900 M Street	Bakersfield	93301	CDD	Homeless Shelter (Dorms)			\$100,000	Included	2020	Steel Frame/Fabric	8,114	0		ABF, SP	1	Added 11/17/2020
85	1	2323 16th St. #305	Bakersfield	93301	CCD	211Kern			\$60,000	\$5,000	1982	Steel	2,644	0		ABF	1	Added 6/16/2021
87	1	5 Real Road	Bakersfield	93309	HS/SCD	First Congregational Church			\$100,000	\$10,000	1955	Wood/stucco	6,247	0		ABF	1	Added 6/1/2022
88	1	850 J Street	Lathrop	95330	SJEHS	Grace Community Church			\$80,000	\$10,000		Wood/stucco	3,015	0		ABF, SP	1	Added 6/29/2022
All	All	Blanket	N/A	N/A	N/A	N/A			\$512,970	\$0	N/A	N/A	0	0		N/A	N/A	Includes \$512,970 Total Value of Misc Computers, Equipment & Printers for rating purposes, not tied to any one location
Total Values:							\$56,329,720		\$15,151,970	\$4,429,000	\$147,411	\$0	\$357,712	\$1,511	\$400,000	11 Acres		

Signature: Laurie Sproule

Name: Laurie Sproule

Title: Risk Management Supervisor

Date: _____

Vehicle Schedule

Community Action Partnership of Kern

	VEHICLE DESCRIPTION VIN #	LIAB.	MED.	UM	COMP.	COLL.
1	2003 Chevrolet C6500 VIN #1GBJ6E1323F522255	X	X	X	X	X
2	2004 Ford F350 Flatbed VIN #1FDWF36L94EC52202	X	X	X	X	X
3	2002 Ford Cargo VIN #1FTSS34L12HA49253	X	X	X	X	X
4	2002 Chevrolet Cargo VIN #1GCHG39R021171491	X	X	X	X	X
5	2006 Chevrolet Express VIN #1GCHG39U861181812	X	X	X	X	X
6	2006 GMC Savana VIN #1GTHG39U561268910	X	X	X	X	X
7	2000 Chevrolet Astro VIN #1GNDM19W8YB183349	X	X	X	X	X
8	2002 Chevrolet Astro VIN #1GNDM19X92B146830	X	X	X	X	X
9	2004 GMC Safari VIN #1GKDM19X54B501881	X	X	X	X	X
10	2005 Chrysler PT Cruiser VIN #3C4FY58B15T609369	X	X	X	X	X
11	2006 Toyota Prius VIN #JTDKB20U967531781	X	X	X	X	X
12	2001 Ford F450 VIN #1FDXF46S01EB52695	X	X	X	X	X
13	2007 Chevrolet Silverado VIN #1GCEC19V17E139066	X	X	X	X	X
14	2007 Chevrolet Silverado VIN #1GCEC19V27E146270	X	X	X	X	X
15	2007 Chevrolet Colorado VIN #1GCCS149X78185630	X	X	X	X	X

Vehicle Schedule

16	2007 Chevrolet Colorado VIN #1GCCS149578185180	X	X	X	X	X
17	2000 Ford Windstar VIN #2FMZA504XYBC18277	X	X	X	X	X
18	2003 Toyota Corolla VIN #JTDDBR32E230025950	X	X	X	X	X
19	2003 Honda Odyssey VIN #5FNRL18603B114521	X	X	X	X	X
20	2006 Honda Odyssey VIN #5FNRL38296B097781	X	X	X	X	X
21	2008 Ford F250 VIN #1FDNF20538EA87138	X	X	X	X	X
22	2008 Ford E350 VIN #1FTSS34L78DA12465	X	X	X	X	X
23	2008 Ford F450 VIN #1FDXF46Y18ED11173	X	X	X	X	X
24	2007 Toyota Prius VIN #JTDKB20U977658354	X	X	X	X	X
25	2007 Toyota Prius VIN #JTDKB20U377681385	X	X	X	X	X
26	2009 Chevrolet Colorado VIN #1GCCS149698134922	X	X	X	X	X
27	2009 Chevrolet Silverado VIN #1GCEC19029E135227	X	X	X	X	X
28	2009 Chevrolet Silverado VIN #1GCEC19J19E115477	X	X	X	X	X
29	2009 Chevrolet Silverado VIN #1GCEC19069E148840	X	X	X	X	X
30	2009 Chevrolet Silverado VIN #1GCEC19J89E137167	X	X	X	X	X
31	2009 Ford F150 VIN #1FTRF12W79KB58950	X	X	X	X	X
32	2010 Winnebago WF1385 VIN #1F66F5DY0B0A01645	X	X	X	\$204,470 limit; \$2,000 comp/coll ded	

Vehicle Schedule

33	2011 Ford Escape Hybrid VIN #1FMCU4K31BKC52018	X	X	X	X	X
34	2011 Ford Escape Hybrid VIN #1FMCU4K39BKC18442	X	X	X	X	X
35	2011 Ford Escape Hybrid VIN #1FMCU4K33BKC23605	X	N	X	X	X
36	2012 Ford Taurus VIN #1FAHP2DW2CG121994	X	X	X	X	X
37	2012 Ford Taurus VIN #1FAHP2DW4CG121995	X	X	X	X	X
38	2012 Ford F250 VIN #1FD7X2A65CEA98504	X	X	X	X	X
39	2012 Ford F250 VIN #1FD7X2A63CEA98503	X	X	X	X	X
40	2013 GMC Sierra VIN #1GD21ZCGXDZ316764	X	X	X	X	X
41	2013 GMC Sierra VIN #1GD21ZCG3DZ284126	X	X	X	X	X
42	2013 GMC Sierra VIN #1GD21ZCG0DZ210811	X	X	X	X	X
43	2014 GMC Savana VIN #1GD374BG8E1159498	X	X	X	X	X
44	2015 HINO 268A VIN #5PVNJ8JT6F4S56025	X	X	X	X	X
45	2015 Chevrolet Silverado VIN #1GB0CUEG8FZ121873	X	X	X	X	X
46	2007 Ford E150 Van VIN #1FTNE14W57DB26949	X	X	X	X	X
47	2016 HINO 268A VIN #5PVNJ8JV8G4S62847	X	X	X	X	X
48	2016 Dodge Grand Caravan VIN #2C4RDGBG0GR184533	X	X	X	X	X
49	2016 Nissan Sentra VIN #3N1AB7AP1GY270568	X	X	X	X	X
50	2016 Nissan Sentra VIN #3N1AB7AP0GY271064	X	X	X	X	X
51	2016 Nissan Sentra VIN #3N1AB7AP2GY267193	X	X	X	X	X
52	2016 Chevrolet Cruze VIN #1G1BC5SM7G7313697	X	X	X	X	X
53	2015 Chevrolet Cruze VIN #1G1BC5SM5G7311124	X	X	X	X	X

Vehicle Schedule

54	2017 International Reefer TR VIN #1HTMMMMM8HH151792	X	X	X	X	X
55	2017 Chevrolet Silverado VIN #1GC0CUEG8HZ181893	X	X	X	X	X
56	2017 Chevrolet Silverado VIN #1GC0CUEG3HZ188105	X	X	X	X	X
57	2016 Ford Transit Connect VIN #NM0GE9F76G1262907	X	X	X	X	X
58	2017 HINO 268A VIN #5PVNJ8JT2H4S58020	X	X	X	X	X
59	2017 Nissan NV 2500 VIN #1N6AF0LY6HN803623	X	X	X	X	X
60	2017 Nissan NV 2500 VIN #1N6AF0LY8HN806152	X	X	X	X	X
61	2017 Ford F250 VIN #1FTBF2A66HEE86303	X	X	X	X	X
62	2017 Nissan Versa Note VIN #3N1CE2CP9HL373588	X	X	X	X	X
63	2017 Nissan Versa Note VIN #3N1CE2CP5HL377928	X	X	X	X	X
64	2015 Mirage Trailer VIN #5M3BE1211F1063343	X	N	N	X	X
65	2018 Chevrolet Express Van G2500 VIN #1GCWGBFG3J1180866	X	X	X	X	X
66	2018 Chevrolet Express Van G2500 VIN #1GCWGAF7J1328124	X	X	X	X	X
67	2018 Chevrolet Express Van G2500 VIN #1GCWGAF2J1326748	X	X	X	X	X
68	2018 Chevrolet Express Van G2500 VIN #1GCWGBFG1J1310515	X	X	X	X	X
69	2018 Chevrolet Silverado VIN #1GB2CUEG7JZ344262	X	X	X	X	X
70	2019 Toyota Sienna VIN #5TDZZ3DC0KS994796	X	X	X	X	X
71	2019 Toyota Sienna VIN #5TDZZ3DC1KS992121	X	X	X	X	X
72	2019 Chevrolet Silverado VIN #2GC2CSEG0K1130899	X	X	X	X	X
73	2019 GMC Savana VIN #1GTW7AFP6K1188908	X	X	X	X	X
74	2019 Ford Transit Connect VIN #1FTBW2CM7KKA36048	X	X	X	X	X
75	2019 Toyota Sienna VIN #5TDZZ3DC0KS003502	X	X	X	X	X
76	2019 Toyota Sienna VIN #5TDZZ3DCXKS004060	X	X	X	X	X
77	2019 Toyota Sienna VIN #5TDZZ3DCXKS985751	X	X	X	X	X

Vehicle Schedule

78	2019 Toyota Sienna VIN #5TDZZ3DC1KS996279	X	X	X	X	X
79	2019 Dodge Promaster Cargo VIN #3C6TRVDG5KE501006	X	X	X	X	X
80	2019 Dodge Promaster Cargo VIN #3C6TRVDG0KE509837	X	X	X	X	X
81	2019 Brckt Util Trailer VIN #1B9US1620JB632004	X	N	N	X	X
82	2019 Chevrolet Silverado VIN #2GC2CREG5K1150011	X	X	X	X	X
83	2019 Chevrolet Silverado VIN #2GC2CREG5K1178374	X	X	X	X	X
84	2019 Chevrolet Silverado VIN #2GC2CREG4K1170203	X	X	X	X	X
85	2020 Chevrolet Traverse VIN #1GNERFKWOLJ105742	X	X	X	X	X
86	2020 Chevrolet Traverse VIN #1GNERFKW4LJ104738	X	X	X	X	X
87	2020 GMC Sierra 2500 VIN #1GT08LE70LF253742	X	X	X	X	X
88	2020 GMC Sierra 2500 VIN #1GT08LE79LF253724	X	X	X	X	X
89	2020 GMC Sierra 2500 VIN #1GT08LE77LF253589	X	X	X	X	X
90	2020 GMC Sierra 2500 VIN #1GT08LE75LF253736	X	X	X	X	X
91	2021 HINO L6 VIN #5PVNJ8AV8M5T50643	X	X	X	X	X
92	2021 HINO L6 VIN #5PVNJ8AV6M5T50169	X	X	X	X	X
93	2021 HINO L6 VIN #5PVNJ8AV3M5T50629	X	X	X	X	X
94	2021 Chevrolet Silverado VIN #1GC5WLE77MF108128	X	X	X	X	X
95	2021 Toyota Sienna LE VIN #5TDKRKEC6MS021581	X	X	X	X	X
96	2021 Ford Explorer XLT VIN #1FMSK7DH4MGA31644	X	X	X	X	X
97	2021 Chevrolet Traverse VIN #1GNERFKW3MJ158419	X	X	X	X	X
98	2021 Toyota Corolla VIN #JTNDA4MBE4M3114363	X	X	X	X	X
99	2021 GMC Acadia VIN #1GKKNKLAXMZ192785	X	X	X	X	X
100	2021 Chevrolet Silverado VIN #1GC5WLE78MF268812	X	X	X	X	X
101	2021 Chevrolet Silverado VIN #1GC5WLE72MF268840	X	X	X	X	X

Vehicle Schedule

102	2011 Chevrolet G-Series Van VIN #1GCSGAFX2B1129532	X	X	X	X	X
103	2006 Ford E150 Van VIN #1FTRE14W96DB37775	X	X	X	X	X
104	2021 Toyota Sienna VIN #5TDKRKEC2MS061799	X	X	X	X	X
105	2022 Toyota Corolla VIN #5YFEPMAE2NP292122	X	X	X	X	X
106	2021 ALCOM LLC EZEC818 (trailer w/Husky Elec Jack) VIN #5WFBC1828MB028014	X	N	N	X	X
107	2021 HINO L6 VIN #5PVNJ8AV3M5T50808	X	X	X	X	X
108	2020 Ford Transit 150 LR VIN #1FTYE1Y80LKB43172	X	X	X	X	X
109	2020 Nissan NV 2500 SV VIN #1N6BF0LY6LN809676	X	X	X	X	X
110	2020 Ford Transit 150 LR VIN #1FTYE1Y82LKB54853	X	X	X	X	X
111	2022 HINO L6 VIN #5PVNJ7AV0N5T50406	X	X	X	X	X
112	2023 HINO L6 VIN #5PVNJ7AV4P5T51755	X	X	X	X	X
113	2022 GMC 2500 Utility Bed VIN #1GD08LE74NF313679	X	X	X	X	X
114	2023 Toyota Highlander L VIN #5TDKDRAH5PS500555	X	X	X	X	X

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

	2022-2023 Expiring	2023-2024 Renewal	Remarks
Property	Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
Blanket Building	\$39,404,884	\$56,329,720	43% Increase
Ordinance - Coverage A	Included	Included	
Ordinance - Coverages B & C	\$1,000,000	\$1,000,000	
Blanket Business Personal Property	\$14,932,470	\$15,151,970	1% Increase
Blanket Business Income/Extra Expense	\$4,449,000	\$5,000,000	Form changed to 1/3 Monthly Indemnity
Ordinance or Law - Increased Period of Restoration	Not Included	Not Included	
Property Deductible	\$1,000	\$1,000	See Options
Business Income Waiting Period	24 Hours	24 Hours	
Earthquake Sprinkler Leakage	\$30,000	\$30,000	via Elite Enhancement
Earthquake Sprinkler Leakage Deductible	\$1,000	\$1,000	
Equipment Breakdown	Included	Included	
Personal Property Off Premises	\$250,000	\$250,000	
Personal Property In Transit	\$100,000	\$100,000	
Accounts Receivable	\$250,000	\$250,000	
Valuable Papers	\$250,000	\$250,000	
<u>Locations:</u> See Statement of Values			
<u>CONDITIONS</u> : Special Form; Replacement Cost; Agreed Value; Building and Personal Property 100% Co-Insurance; Business Income 50% Co-Insurance; Includes Extended Period of Indemnity 180 Days; Includes Protective Safeguard Endorsement - sprinkler and alarm system must be operable. Includes Philadelphia Bell Endorsement; Workplace Violence Loss of Income Endorsement; Crisis Management Endorsement and Elite Property Enhancement: Human Services Endorsements			
<u>EXCLUSIONS</u> : Including, but not limited to Earthquake and Flood; Virus and Bacteria; Collapse; Continuous or Repeated Water Damage			
Inland Marine	Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
Miscellaneous Equipment	\$197,500	\$197,500	
Tools/Equipment	\$100,000	\$100,000	
Deductible	\$1,000	\$1,000	
<u>EXCLUSIONS</u> : Including, but not limited to Earthquake; Flood			

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

	2022-2023 Expiring	2023-2024 Renewal	Remarks
Crime	Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
Money Orders & Counterfeit Currency	\$5,000	\$5,000	
Money & Securities - Inside	\$5,000	\$5,000	
Money & Securities - Outside	\$5,000	\$5,000	
Kidnap & Ransom	\$25,000	\$25,000	No Deductible Applies
Deductible	\$500	\$500	
<u>CONDITIONS:</u> Loss Sustained Form			
Business Auto	Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
Auto Liability - Owned, Non-Owned & Hired	\$1,000,000	\$1,000,000	
Uninsured Motorist Bodily Injury	\$1,000,000	\$1,000,000	
Medical Payments	\$5,000	\$5,000	
Owned Vehicle Deductibles	\$500 Comp \$1,000 Coll	\$500 Comp \$1,000 Coll	
Hired Auto Physical Damage	Actual Cash Value	Actual Cash Value	
Hired Auto Physical Damage Deductibles	\$500 Comp \$1,000 Coll	\$500 Comp \$1,000 Coll	
<u>CONDITIONS:</u> See Automobile Schedule for list of Vehicles; Employees and Volunteers as Insureds; Employees as Insureds for Hired Autos; Rental Reimbursement \$100 for 30 days; Stated Amount \$204,470 limit and \$2,000 comp/coll ded for 2010 Winnebago; Collision Damage Waiver - Owned Private Passenger Vehicles only.			
<i>We are not aware of any excluded drivers at the time of quoting. The carrier may review driving records and exclude any drivers that do not meet their guidelines of acceptability.</i>			

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

	2022-2023 Expiring	2023-2024 Renewal	Remarks
General Liability	Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
General Aggregate Limit	\$3,000,000	\$3,000,000	
Products-Completed Operations Aggregate	\$3,000,000	\$3,000,000	
Personal & Advertising Injury Limit	\$1,000,000	\$1,000,000	
Each Occurrence Limit	\$1,000,000	\$1,000,000	
Damage to Premises Rented to You Limit - Any One Premises	\$1,000,000	\$1,000,000	
Medical Payments Limit - Any One Person	\$20,000	\$20,000	
Sexual Abuse & Molestation/Aggregate	\$1,000,000/\$3,000,000	\$1,000,000/\$3,000,000	
Employee Benefits Liability/Aggregate	\$1,000,000/\$3,000,000	\$1,000,000/\$3,000,000	
Deductible	N/A	N/A	
Professional Liability/Aggregate	\$1,000,000/\$3,000,000	\$1,000,000/\$3,000,000	
CONDITIONS: Employee Benefits Liability is a Claims-Made & Reported Form. Retroactive Date: 6/10/2010; Includes Employee Defense Coverage; Volunteers and Employees as Insureds; Special Events Endorsement; General Liability Deluxe: Human Services Endorsement The wording adding additional insured status for vendors, landlords, contractors or owners on your Commercial General Liability Policy applies only when there is a written contract between you and one of these entities requiring they be added to your policy as an additional insured. Please make sure to advise us if there is no contract at the time these are requested so special arrangements can be made with your insurance carrier. An unaltered purchase order is not considered a contract. Requests from these entities for additional insured status with no contract in force should be resisted as you have no legal obligation to provide this and claims against your policy in this situation could reduce the liability limits on your policy. EXCLUSIONS: Including, but not limited to Pollution; Punitive Damages; Nuclear Energy; Mold; Asbestos; Property in your Care, Custody or Control; Employment Related Practices; Fungi or Bacteria; Lead; Electronic Chat Rooms; Violations of Statutes; War; Employers Liability; Drones or Unmanned Aircraft; Aircraft or Watercraft; Trampolines or Rebounding Devices; Medical Payments to Children; Corporate Punishment; Designated Professional Services; Communicable Disease; Counseling Services; Specified Therapeutic or Cosmetic Services; Adoption and Foster Care Operations;			

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

		2022-2023 Expiring	2023-2024 Renewal	Remarks
Umbrella		Philadelphia A++ XV Admitted	Philadelphia A++ XV Admitted	
Per Occurrence		\$10,000,000	\$10,000,000	
Aggregate Limit		\$10,000,000	\$10,000,000	
Abusive Conduct Sublimit		\$6,000,000	\$6,000,000	
Retention		\$10,000	\$10,000	
<u>CONDITIONS</u> : Limits are excess of Primary General Liability, Sexual Abuse & Molestation, Employee Benefits Liability, Owned, Non-Owned & Hired Auto Liability, Employers Liability, Professional Liability <u>EXCLUSIONS</u> : Including, but not limited to Pollution; Fungi or Bacteria; Lead; Punitive Damages; Nuclear; Mold; Asbestos; Property in your Care, Custody or Control; Directors and Officers Liability; Employment Related Practices; Educators Professional Liability; Violent Event Response; Silica; Subsidence; Liquor Liability; Adoption and Foster Care Operations; Medical Professional Liability; Cyber Liability and Electronic; Communicable Disease				

**Coverage Re-Cap
2023-2024**

Community Action Partnership of Kern

Philadelphia Indemnity Umbrella \$10,000,000 Abusive Conduct incl Sexual Abuse Sublimit \$6,000,000			Markel Excess Management Liability \$5,000,000
Cypress Insurance Employer's Liability \$1,000,000	Philadelphia Indemnity General Liability/ Employee Benefits Liability/ Abusive Conduct incl Sexual Abuse / Professional Liability \$1,000,000	Philadelphia Indemnity Auto Liability \$1,000,000	Travelers Management Liability Directors & Officers Liability/ Employment Practices Liability/ Fiduciary Liability \$5,000,000

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

		2022-2023 Expiring	2023-2024 Renewal	Remarks
		Travelers A++ XV Admitted	Travelers A++ XV Admitted	
Management Liability				
Directors & Officers Liability		\$5,000,000	\$5,000,000	
Retention-Per Claim		\$50,000	\$50,000	
Employment Practices Liability		\$5,000,000	\$5,000,000	
Retention-Per Claim		\$75,000	\$75,000	
Fiduciary Liability		\$5,000,000	\$5,000,000	
Retention-Per Claim		\$0	\$0	
CONDITIONS : Claims-Made & Reported Form; D&O, EPLI, Fiduciary Prior & Pending and Continuity Date: 3/1/2017; Includes Wrongful Acts arising out of Employment Practices, Directors, Officers and Trustees; Defense costs included within policy limit; Includes Third Party Coverage in respects to Employment Practices Liability; D&O/EPLI Shared Limits; Extended Reporting Periods available; Supplemental D&O Personal Indemnification Coverage \$1,000,000; Fiduciary Includes Duty to Defend; Settlement Program Limit of Liability \$250,000; HIPAA Limit of Liability \$500,000; EXCLUSIONS : Including, but not limited to Bodily Injury; Specific Claimant Exclusion: Sierra, Coleman, Lugo, Ruiz;				
		Markel American A XV Admitted	Markel American A XV Admitted	
Excess Management Liability				
Per Occurrence		\$5,000,000	\$5,000,000	
Aggregate Limit		\$5,000,000	\$5,000,000	
CONDITIONS : Claims-Made & Reported Form; Prior & Pending on First \$8MM: 3/1/2017; Prior & Pending on Excess of \$8MM up to \$10MM: 3/1/2022; Limits are in excess of underlying Management Liability limits. Follow Form coverage form; Defense Expenses are included within the limits of insurance. EXCLUSIONS: Including, but not limited to All Prior Philadelphia Claims;				

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

		2022-2023 Expiring	2023-2024 Renewal	Remarks
Crime	The Hartford A+ XV Admitted	The Hartford A+ XV Admitted		
Employee Dishonesty	\$3,100,000	\$3,100,000		
Forgery or Alteration	\$3,100,000	\$3,100,000		
Money & Securities - Inside	\$3,100,000	\$3,100,000		
Money & Securities - Outside	\$3,100,000	\$3,100,000		
Computer & Funds Transfer Fraud	\$3,100,000	\$3,100,000		
Money Orders & Counterfeit Currency	\$50,000	\$50,000		\$0 Retention
Computer Systems Restoration Expenses	\$25,000	\$25,000		\$1,000 Retention
Identity Recovery Expense Reimbursement	\$25,000	\$25,000		\$250 Retention
Deception Fraud	\$15,000	\$15,000		\$5,000 Retention
Investigative Expense Sublimit	\$25,000	\$25,000		\$0 Retention
Retention	\$15,500	\$15,500		
<u>CONDITIONS:</u> Discovery Form				

Renewal Proposal of Insurance 2023-2024

Community Action Partnership of Kern

2022-2023 Expiring		2023-2024 Renewal	Remarks
Cyber Liability	Houston Casualty A++ XV Non-Admitted	Houston Casualty A++ XV Non-Admitted	
Maximum Policy Aggregate Limit of Liability	\$2,000,000	\$2,000,000	
Multimedia Liability	\$2,000,000	\$2,000,000	
Security and Privacy Liability	\$2,000,000	\$2,000,000	
Privacy Regulatory Defense and Penalties	\$2,000,000	\$2,000,000	
PCI DSS Liability	\$2,000,000	\$2,000,000	
Bodily Injury Liability	\$250,000	\$250,000	
Property Damage Liability	\$50,000	\$50,000	
TCPA Defense	\$50,000	\$50,000	
Breach Event Costs	\$2,000,000	\$2,000,000	
Post Breach Remediation Costs	\$25,000	\$25,000	
BrandGuard	\$1,000,000	\$1,000,000	
System Failure	\$2,000,000	\$2,000,000	
Dependent System Failure	\$1,000,000	\$1,000,000	
Cyber Extortion	\$2,000,000	\$2,000,000	
Cyber Crime Aggregate	\$100,000	\$100,000	
Financial Fraud Sublimit	\$100,000	\$100,000	
Telecommunications and Utilities Fraud Sublimit	\$100,000	\$100,000	
Phishing Fraud Aggregate Sublimit	\$100,000	\$100,000	
Your Phishing Fraud Loss	\$100,000	\$100,000	
Client Phishing Fraud Loss	\$50,000	\$100,000	
Bricking Loss	\$2,000,000	\$2,000,000	
Property Damage Loss	\$50,000	\$50,000	
Reward Expenses	\$50,000	\$50,000	
Court Attendance Costs	\$25,000	\$25,000	No Retention Applies
Retention	\$50,000	\$50,000	
<u>CONDITIONS</u> : Full Prior Acts; BrandGuard 2 Weeks Waiting Period, 6 Months Period of Indemnity; System Failure Non-Physical Business Interruption 8 Hours Waiting Period, 6 Months Period of Restoration; Dependent System Failure Non-Physical Business Interruption 12 Hours Waiting Period, 4 Months Period of Indemnity; Includes Breach Event Costs Outside the Limit Enhancement;			
<u>EXCLUSIONS</u> : Including, but not limited to Nuclear Incident; Prior Knowledge; Cyber-bullying			

Marketing Summary

Community Action Partnership of Kern

Company	Response
CYBER LIABILITY	
TMHCC	Presented - \$16,358
Coalition	\$2MM Limit/\$50K Retention - \$19,159
Coalition	\$2MM Limit/\$25K Retention - \$24,473
At-Bay	\$2MM Limit/\$25K Retention - \$22,018
CFC	\$2MM Limit/\$75K Retention - \$47,247
Cowbell Insurance	\$2MM Limit/\$25K Retention - \$32,867
MANAGEMENT LIABILITY	
ANV	Cannot Compete
Amtrust	Cannot Compete
ARGO	Cannot Compete
AWAC	Cannot Compete
Chubb	Cannot Compete
IAT (Harco)	Cannot Compete
Intact	Cannot Compete
Hartford	Cannot Compete
Lexington	Cannot Compete
RSUI	Cannot Compete
Scottsdale	Cannot Compete
Starstone	Cannot Compete

Insurance Coverage Checklist

Below is a list of usually available, but not all inclusive, coverages. Those items checked represent the coverages proposed. If the item is not checked, the coverage is not included. If you are interested in an explanation of and/or quotation for any of these coverages, please let us know.

☒	Property (Building and Contents,	☒	Crime/ERISA
☒	Including Property of Others)	☒	Employee Dishonesty
☒	Building Ordinance	☒	Money and Securities
☒	Equipment Breakdown	☒	Forgery and Alteration
☒	Business Income	☒	Computer Fraud
☒	Extra Expense	☒	General Liability
☒	Loss of Rents	☒	Employee Benefits Liability
☐	Flood	☐	Aircraft Liability/Drone
☐	Earthquake	☒	Automobile
☒	Earthquake Sprinkler Leakage	☐	Foreign Property/Liability/WC
☐	Electronic Data Processing	☒	Umbrella/Excess Liability
☐	Signs	☒	Workers' Compensation Employers Liability
☐	Motor Truck Cargo Liability	☒	Directors and Officers Liability
☐	Transportation	☒	Employment Practices Liability
☐	Ocean Cargo	☒	Fiduciary Liability
☐	Employee's Tool Floater	☐	Kidnap & Ransom
☒	Equipment Floater	☒	Cyber/Privacy Liability/Internet Exposure
☐	Installation Floater	☐	Educators Legal Liability
☒	Valuable Papers (On & Off Premises)	☐	Pollution Liability
☒	Accounts Receivable	☒	Miscellaneous Professional Liability
☐	Mold	☐	Law Enforcement Liability
☐	Terrorism	☐	Student Accident
☒	Funds Transfer Fraud	☐	Active Assailant/Workplace Violence
		☐	Volunteer Accident

Proposal Acceptance

Community Action Partnership of Kern

<u>Yes</u>	<u>No</u>	<u>Quote Option</u>
		PACKAGE, UMBRELLA RENEWAL - PHILADELPHIA
		MANAGEMENT LIABILITY RENEWAL - TRAVELERS
		EXCESS MANAGEMENT LIABILITY RENEWAL - MARKEL (RT SPECIALTY)
		CRIME RENEWAL - THE HARTFORD
		CYBER LIABILITY RENEWAL - HOUSTON CASUALTY (TMHCC)
		Options Chosen (Describe)
		Insurance Coverage Checklist – Would you like a quote for any of the coverages listed on the insurance coverage checklist section of our proposal?

(NOTES:)

This proposal is a summary of terms and conditions proposed by the insurers based on information obtained from you. The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Higher limits may be available for all coverages.

I have reviewed and accept the coverages and disclosures as summarized in this proposal with any changes indicated above.

Signature

Date

Title

BEST FINANCIAL STRENGTH RATING GUIDE - (FSR)

A Best's Financial Strength Rating (FSR) is an independent opinion of an insurer's financial strength and ability to meet its ongoing insurance policy and contract obligations. An FSR is not assigned to specific insurance policies or contracts and does not address any other risk, including, but not limited to, an insurer's claims-payment policies or procedures; the ability of the insurer to dispute or deny claims payment on grounds of misrepresentation or fraud; or any specific liability contractually borne by the policy or contract holder. An FSR is not a recommendation to purchase, hold or terminate any insurance policy, contract or any other financial obligation issued by an insurer, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. In addition, an FSR may be displayed with a rating identifier, modifier or affiliation code that denotes a unique aspect of the opinion.

Best's Financial Strength Rating (FSR) Scale

Rating Categories	Rating Symbols	Rating Notches*	Category Definitions
Superior	A+	A++	Assigned to insurance companies that have, in our opinion, a superior ability to meet their ongoing insurance obligations.
Excellent	A+	A-	Assigned to insurance companies that have, in our opinion, an excellent ability to meet their ongoing insurance obligations.
Good	B+	B++	Assigned to insurance companies that have, in our opinion, a good ability to meet their ongoing insurance obligations.
Fair	B	B-	Assigned to insurance companies that have, in our opinion, a fair ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Marginal	C+	C++	Assigned to insurance companies that have, in our opinion, a marginal ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Weak	C	C-	Assigned to insurance companies that have, in our opinion, a weak ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.
Poor	D		Assigned to insurance companies that have, in our opinion, a poor ability to meet their ongoing insurance obligations. Financial strength is vulnerable to adverse changes in underwriting and economic conditions.

Financial Strength Non-Rating Designations

Designation Symbols	Designation Definitions
E	Status assigned to insurance companies that are publicly placed under a significant form of regulatory supervision, control or restraint - including cease and desist orders, conservatorship or rehabilitation, but not liquidation - that prevents conduct of normal ongoing insurance operations; an impaired insurer.
F	Status assigned to insurance companies that are publicly placed in liquidation by a court of law or by forced liquidation; an impaired insurer.
S	Status assigned to rated insurance companies to suspend the outstanding FSR when sudden and significant events impact operations and rating implications cannot be evaluated due to lack of timely or adequate information; or in cases where continued maintenance of the previously published rating opinion is in violation of evolving regulatory requirements.
NR	Status assigned to insurance companies that are not rated; may include previously rated insurance companies of insurance companies that have never been rated by A.M. Best

Rating Disclosure - Use and Limitations

A Best's Credit Rating (BCR) is a forward-looking independent and objective opinion regarding an insurer's, issuer's or financial obligation's relative creditworthiness. The opinion represents a comprehensive analysis consisting of a quantitative and qualitative evaluation of balance sheet strength, operating performance, business profile and enterprise risk management or, where appropriate, the specific nature and details of a security. Because a BCR is a forward-looking opinion as of the date it is released, it cannot be considered as a fact or guarantee of future credit quality and therefore cannot be described as accurate or inaccurate. A BCR is a relative measure of risk that implies credit quality and is assigned using a scale with a defined population of categories and notches. Entities or obligations assigned the same BCR symbol developed using the same scale, should not be viewed as completely identical in terms of credit quality. Alternatively, they are alike in category (or notches within a category), but given there is a prescribed progression of categories (and notches) used in assigning the ratings of a much larger population of entities or obligations, the categories (notches) cannot mirror the precise subtleties of risk that are inherent within similarly rated entities or obligations. While a BCR reflects the opinion of A.M. Best Rating Services, Inc. (AM Best) of relative creditworthiness, it is not an indicator or predictor of defined impairment or default probability with respect to any specific insurer, issuer or financial obligation. A BCR is not investment advice, nor should it be construed as a consulting or advisory service, as such; it is not intended to be utilized as a recommendation to purchase, hold or terminate any insurance policy, contract, security or any other financial obligation, nor does it address the suitability of any particular policy or contract for a specific purpose or purchaser. Users of a BCR should not rely on it in making any investment decision; however, if used, the BCR must be considered as only one factor. Users must make their own evaluation of each investment decision. A BCR opinion is provided on an "as is" basis without any expressed or implied warranty. In addition, a BCR may be changed, suspended or withdrawn at any time for any reason at the sole discretion of AM Best.

BCRs are distributed via the AM Best website at www.ambest.com. For additional information regarding the development of a BCR and other rating-related information and definitions, including outlooks, modifiers, identifiers and affiliation codes, please refer to the report titled "Understanding Best's Credit Ratings" available at no charge on the AM Best website. BCRs are proprietary and may not be reproduced without permission.

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Version 010219



Types of Insurance Carriers

Non-Admitted

This is an insurance carrier that is not licensed by the State of California, but is domiciled and admitted in other states and approved for use in California by the Department of Insurance. It is published on the List of Approved Surplus Lines Insurers (LASLI).

Carriers are strictly regulated by their state of domicile and must meet strict surplus lines laws and regulations in order to provide insurance in California.

These carriers are not backed by the California Insurance Guarantee Association (CIGA). They are used when coverage is not available from an admitted company either because domestic carriers feel it is too risky or because broader coverage may be available from a non-admitted carrier.

Admitted

This is an insurance carrier that is licensed to do business in California and regulated by the Department of Insurance. Carriers are strictly regulated. Rates and policy forms must be filed with the Department of Insurance and approved before they can be offered to the insurance consumer.

The carrier is backed by the Insurance Guarantee Association (CIGA), which provides insurance against carriers which become insolvent. It assumes limited responsibility for all claims up to \$500,000, with the exception of Worker's Compensation, which has no limitation. Ocean Cargo and Crime coverages are not insured through the Association.

Claims-Made and Reported Liability Policy

A Claims-Made and Reported Liability Policy provides third party liability coverage when a claim for damages is first made during the policy period. The incident causing the claim must occur during the policy period between the **retroactive (or continuity date) and the expiration date**, whichever is later. The claim must be reported to the carrier prior to the policy expiration date or **extended reporting period**.

Retroactive Date

The **retroactive date** is important in determining if a Claims-Made and Reported Policy will respond to a claim. This date is usually the same as the first date this coverage was first carried. For coverage to apply, the claim must fall between the **retroactive (or continuity) date** and the expiration date of the policy or **extended reporting period**.

Extended Reporting Period

As mentioned above, the claim must occur and be reported prior to the end of the expiration date or **extended reporting period**. An extension of time to report claims following the end of the expiration date may be purchased for claims made during the specified term purchased. This extension or **extended reporting period** is needed when a policy is cancelled or non-renewed and not placed with another carrier, renewed with an advanced **retroactive date** or changed to an “occurrence” form policy. Please note the **extended reporting period** does not extend the coverage period, only the time to report. The **extended reporting period** is usually available for a period of 12, 24, or 36 months, in some cases, longer.

Continuity Date

This is the first date that a policy or particular limit is carried. It may act as a **retroactive date**. Some policies may have a **retroactive date and a continuity date**, especially if limits have been changed over the years.

It is very important that careful consideration be given to all of the above issues when moving coverage provided by a claims-made and reported policy.

CERTIFIED TERRORISM Terrorism Risk Insurance Act – “TRIA” and Terrorism Risk Insurance Program Reauthorization Act of 2015 – “TRIPRA”)

"Certified Terrorism" is coverage offered by insurance carriers that have the financial backing of the U. S. government under the Terrorism Act of 2002, the Terrorism Risk Insurance Extension Act of 2005, the Reauthorization Act of 2007 and the Reauthorization Act of 2015. The Act is known as “TRIA.”

"Certified Terrorism" is defined under the act as: Any act that is certified by the Secretary of the Treasury, in consultation with the Secretary of Homeland Security, and the Attorney General of the United States, to be an act of terrorism. Criteria include:

- a. The act is an act of terrorism.
- b. The act is violent or dangerous to human life, property of infrastructure.
- c. The act resulted in damage within the United States, or outside of the United States

Missions or certain air carriers or vessels.

- d. The act has been committed by an individual or individuals as part of an effort to coerce the civilian population of the United States or to influence the policy or affect the conduct of the United States government by coercion.

- e. The act must cause at least \$5,000,000 in overall insured losses attributable to all types of insurance subject to the Act.

- f. The Federal Government will pay based on formula established by law; 85% through 2015, 84% 2016; 83% 2017; 82% 2018; 81% 2019 and 80% 2020, but no more than 100 billion dollars. The carrier's maximum payment is 100 billion dollars in total for all losses.

No act may be certified as an act of terrorism if the act is committed as part of the course of a war declared by Congress (except for Workers' Compensation) or if losses resulting from the act, in the aggregate for insurance subject to TRIA, do not exceed \$5,000,000.

IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

This document and the information contained herein is designed in a format that is easy to understand and compare against previous insurance programs. As such, it is necessary to use generalized terminology. This document does not in any way confirm that coverage is, or will be, in effect. Coverage can only commence after your request for coverage is accepted by the insurance company, and a deposit premium has been received. This proposal does not in any way infer or suggest that coverage as proposed will be broader than the standard forms provided by the quoted insurance company unless the broadening features are specifically mentioned in writing in this format. The presenter of this proposal has no authority to broaden or infer coverages beyond those that are stated in writing. This proposal is only valid for 30 days.

This proposal is a summary of terms and conditions proposed by the insurers based on the information obtained from you. Therefore, you are solely responsible for the accuracy of the information furnished to the insurance carriers. We are not responsible for verifying any of this information which you have provided, nor shall we have any liability that arises from the inaccuracy of the information which you provided. All changes in your exposures to loss should be reported to us immediately so that proper coverage may be affected.

The policy must be reviewed for all of the coverages, terms, conditions, and exclusions. Policy forms will be made available at your request. The issued policy will supersede this proposal.

Upon acceptance of this proposal, it is necessary to effect insurance with proper values. Reviewing each of the coverages proposed and making changes and updates in accordance with current information and conditions is recommended. Higher limits may be available upon request.

It is important to note that any requests that you make, regarding this proposal or into the future, to change or bind your insurance coverage through email, voicemail or verbally with our staff will not take effect until written notice is received from us.

Any advice or guidance provided by any of our staff shall not be construed or relied upon as legal, accounting or actuarial advice. We encourage you to work with other professionals in those specific areas and for those specific matters.

Please also note that many insurance carriers have very strict claim reporting terms and conditions and can include wording that restricts or negates coverage should the carrier not be immediately notified of a potential claim. It is important that you refer to your actual policies for these requirements and follow them closely.

Compensation

For the placement and service of your insurance program, we will receive commission-based compensation from selected insurance companies and/or wholesale intermediaries. The compensation received by us may differ depending on the product and the insurance company. We may receive additional contingent compensation from these insurance companies based upon other aggregate factors, such as claims experience, growth in new business, retention of the business, total premium volume placed, etc. We may also be reimbursed for services rendered under contract with selected premium finance companies that agree to finance your insurance premiums. Any additional fees in lieu of commissions or for services such as claims, loss control and general risk management, will be outlined in the proposal.

Data Protection and Use

We are committed to protecting the privacy of your personal data. In our role as an insurance broker, we may use the data you provided us in the process of securing quotes or coverage, claims management, typical policy servicing, etc. and that data may be provided to various insurance carriers or intermediaries. If you have any specific questions about the use or access to this data, please let us know and we would be happy to discuss it with you.

IMPORTANT DECLARATION AND DISCLOSURE INFORMATION

With respect to your logo(s) and unless otherwise instructed by you, we may, without notice or consent, use your logo(s) and other publicly available information in our marketing efforts and materials with the intent of adding additional clients and growing our business.

Insurance Carrier Rating

If we have provided information in the proposal as to the current rating of an insurance carrier through the AM Best Company, which is an independent rating company, please understand that to the best of our ability we are providing their current rating as of the date of the proposal. However, these ratings are subject to change at any time. Therefore, if the rating of the carrier is important to you or your business, we advise that you check the current rating by accessing their website directly at ambest.com for the most current status and rating of your insurance carrier.

IMPORTANT NOTICE:

- 1. The insurance policy that you are applying to purchase is being issued by an insurer that is not licensed by the State of California. These companies are called "nonadmitted" or "surplus line" insurers.**
- 2. The insurer is not subject to the financial solvency regulation and enforcement that apply to California licensed insurers.**
- 3. The insurer does not participate in any of the insurance guarantee funds created by California law. Therefore, these funds will not pay your claims or protect your assets if the insurer becomes insolvent and is unable to make payments as promised.**
- 4. The insurer should be licensed either as a foreign insurer in another state in the United States or as a non-United States (alien) insurer. You should ask questions of your insurance agent, broker, or "surplus line" broker or contact the California Department of Insurance at the toll-free number 1-800-927-4357 or internet website www.insurance.ca.gov. Ask whether or not the insurer is licensed as a foreign or non-United States (alien) insurer and for additional information about the insurer. You may also visit the NAIC's internet website at www.naic.org. The NAIC-the National Association of Insurance Commissioners-is the regulatory support organization created and governed by the chief insurance regulators in the United States.**
- 5. Foreign insurers should be licensed by a state in the United States and you may contact that state's department of insurance to obtain more information about that insurer. You can find a link to each state from this NAIC internet website: https://naic.org/state_web_map.htm.**

6. For non-United States (alien) insurers, the insurer should be licensed by a country outside of the United States and should be on the NAIC's International Insurers Department (IID) listing of approved nonadmitted non-United States insurers. Ask your agent, broker, or "surplus line" broker to obtain more information about that insurer.

7. California maintains a "List of Approved Surplus Line Insurers (LASLI)." Ask your agent or broker if the insurer is on that list, or view that list at the internet website of the California Department of Insurance: www.insurance.ca.gov/01-consumers/120-company/07-

8. If you, as the applicant, required that the insurance policy you have purchased be effective immediately, either because existing coverage was going to lapse within two business days or because you were required to have coverage within two business days, and you did not receive this disclosure form and a request for your signature until after coverage became effective, you have the right to cancel this policy within five days of receiving this disclosure. If you cancel coverage, the premium will be prorated and any broker's fee charged for this insurance will be returned to you.

	Date:	
Signature		
	Insured:	Community Action Partnership of Kern

D-1 (Effective January 1, 2020)



MEMORANDUM

To: Board of Directors

Catherine Anspach

From: Catherine Anspach, Director of Development

Date: February 22, 2023

Subject: *Agenda Item VI(b)*: Appointment of Joint Ad-Hoc Committee Between CAPK Board of Directors and CAPK Foundation Board of Directors - **Action Item**

As the Board is aware, there have been ongoing discussions related to the financial model the Foundation will follow to ensure adequate operational funding moving forward. There will be several options available, and staff will be working through the various options to bring forward to the Board in the future. Also, a secondary discussion is around unspecified, general donations made to the Foundation and how those donations are distributed amongst CAPK programs.

As staff prepares for the upcoming discussions, we are recommending a joint ad-hoc committee be established to assist staff in vetting the options before bringing them forward to the Board. The joint ad-hoc committee would report to both the CAPK Board of Directors and the Foundation Board of Directors, and eventually submit recommendations for approval.

Recommendation:

Staff recommends the Board authorize the Chair to appoint three CAPK Board Members to a joint ad-hoc committee with the CAPK Foundation.



MEMORANDUM

To: Board of Directors

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Date: February 22, 2023

Subject: *Agenda Item VI(c)*: Annual Budget for Fiscal Year 2023/2024 - **Action Item**

The 2023/2024 annual budget was presented as an information item during the January 2023 Budget and Finance Committee Meeting for review and discussion. Accordingly, the annual budget for the 2023/2024 fiscal year is presented using the following functional categories:

1. Program Services
 - Education
 - Nutrition
 - Energy Conservation
 - Community Services
 - CSBG
2. Support Services
 - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) of \$109,269,816 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2023/2024 is 4.9% greater than the prior year. Attached is the FY 2023/2024 annual budget with category support schedules.

The Indirect budget of \$8,356,468 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 9.9% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in Information Technology and Outreach staff. Fiscal Year 2023/2024 will be the eighth year using the 10% indirect cost rate. 69.3% of the Indirect budget is for personnel costs and 30.7% is for operating costs. Attached is a comparison of the Indirect budget for five years.

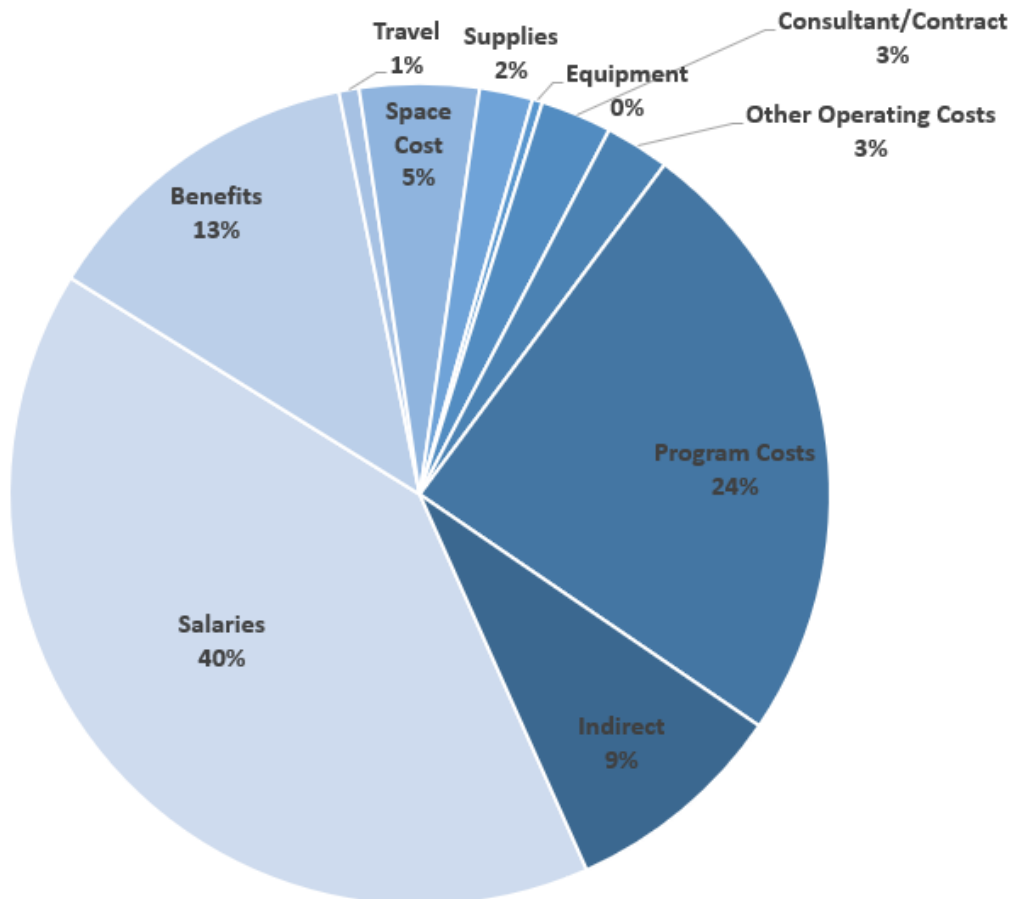
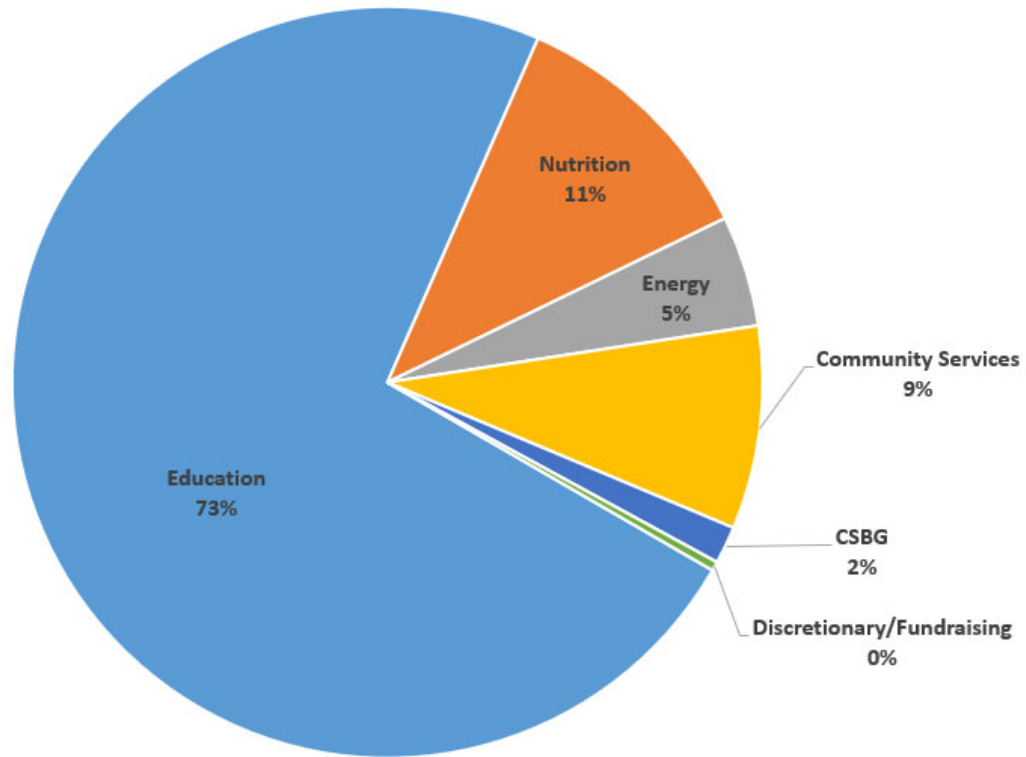
Recommendation:

Staff recommends that the Board of Directors approve the annual budget for FY 2023-24.

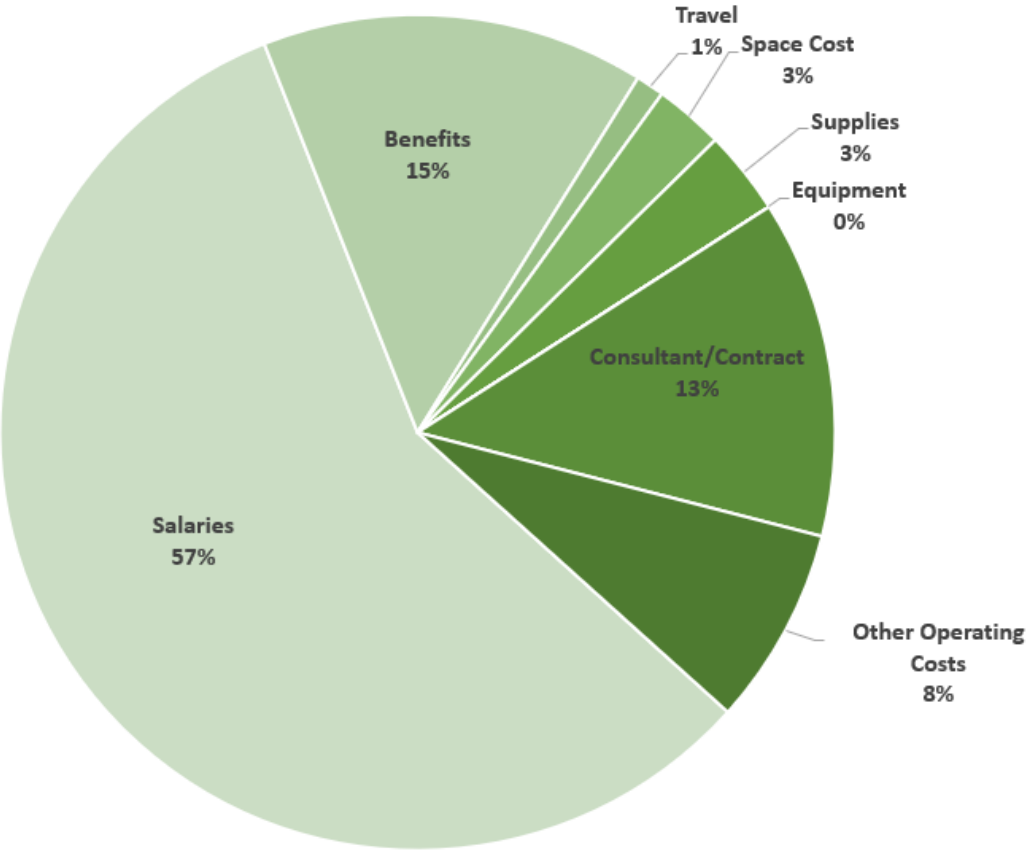
Attachments:

- (1) *Annual Budget for FY 2023/24*
- (2) *Indirect Budget Comparison for Five Years*

AGENCY BUDGET



INDIRECT BUDGET BREAKDOWN



**COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2023/24**

	Program Services					Support Services		Indirect
	Education	Nutrition	Energy Conservation	Community Services	CSBG	Discretionary & Fund Raising	TOTAL	
Revenue								
Government Revenue	\$ 81,177,384	\$ 10,291,714	\$ 5,196,750	\$ 10,004,495	\$ 1,756,701	\$ -	\$ 108,427,044	\$ -
Head Start Subsidy for CACFP	(1,500,335)	1,500,335	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	11,520	61,520	-
Other Revenue	-	244,247	-	-	-	8,464	252,711	9,633,850
Donations	-	130,000	-	-	-	10,000	140,000	-
Total Revenue	\$ 79,677,049	\$ 12,216,296	\$ 5,196,750	\$ 10,004,495	\$ 1,756,701	\$ 29,984	\$ 108,881,275	\$ 9,633,850
Expenditures								
Salaries	31,698,221	4,689,341	2,279,389	4,559,481	1,007,969	157,156	44,391,557	4,599,831
Benefits	10,482,845	1,454,798	683,820	1,332,571	261,830	48,718	14,264,582	1,190,237
Travel	606,386	110,349	50,000	55,702	13,740	24,750	860,927	88,000
Space Cost	2,611,487	760,375	237,186	953,189	234,537	5,700	4,802,474	354,950
Supplies	1,779,693	125,671	109,499	232,451	18,915	8,800	2,275,029	262,650
Equipment	396,870	25,000	-	13,550	-	-	435,420	-
Consultant/Contract	1,306,125	648,910	229,213	836,414	7,750	30,307	3,058,719	1,049,000
Other Operating Costs	1,162,562	409,174	654,000	371,858	42,380	109,610	2,749,584	780,300
Program Costs	22,106,428	3,068,971	481,231	825,804	3,000	-	26,485,434	-
Depreciation	312,240	5,000	-	-	-	(5,000)	312,240	31,500
Indirect	7,214,192	918,707	472,412	823,475	166,580	38,484	9,633,850	-
Total Expenditures	\$ 79,677,049	\$ 12,216,296	\$ 5,196,750	\$ 10,004,495	\$ 1,756,701	\$ 418,525	\$ 109,269,816	\$ 8,356,468
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ (388,541)	\$ (388,541)	\$ 1,277,382

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Other Government Revenue	38,770,294	8,539,285	1,571,900	4,874,043	27,421,862	81,177,384
Head Start Subsidy for CACFP	(1,500,335)	-	-	-	-	(1,500,335)
Private Revenue	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-
Donations	-	-	-	-	-	-
Total Revenue	\$ 37,269,959	\$ 8,539,285	\$ 1,571,900	\$ 4,874,043	\$ 27,421,862	\$ 79,677,049
Expenditures						
Salaries	19,866,016	5,981,879	1,097,982	2,785,694	1,966,650	31,698,221
Benefits	6,922,649	1,760,125	347,456	894,331	558,284	10,482,845
Travel	343,886	-	-	232,000	30,500	606,386
Space Cost	2,368,787	-	-	96,000	146,700	2,611,487
Supplies	1,613,545	-	-	110,148	56,000	1,779,693
Equipment	-	-	-	-	396,870	396,870
Consultant/Contract	1,235,043	20,982	3,600	25,000	21,500	1,306,125
Other Operating Costs	944,918	-	-	78,284	139,360	1,162,562
Program Costs	247,157	-	-	196,000	21,663,271	22,106,428
Depreciation	297,840	-	-	14,400	-	312,240
Indirect	3,430,118	776,299	122,862	442,186	2,442,727	7,214,192
Total Expenditures	\$ 37,269,959	\$ 8,539,285	\$ 1,571,900	\$ 4,874,043	\$ 27,421,862	\$ 79,677,049
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	34.8%	29.4%	31.6%	32.1%	28.4%	33.1%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 376,079	\$ 376,079
Other Government Revenue	4,346,698	1,814,696	2,098,319	203,206	2,301,525	1,828,795	10,291,714
Head Start Subsidy for CACFP	-	-	1,213,057	287,278	1,500,335	-	1,500,335
Private Revenue	-	-	-	-	-	50,000	50,000
Other Revenue	-	-	-	-	-	244,247	244,247
Donations	-	-	-	-	-	130,000	130,000
Total Revenue	\$ 4,346,698	\$ 1,814,696	\$ 3,311,376	\$ 490,484	\$ 3,801,860	\$ 2,629,121	\$ 12,592,375
Expenditures							
Salaries	2,518,623	655,319	843,039	-	843,039	935,352	4,952,333
Benefits	780,773	197,066	258,634	-	258,634	297,223	1,533,696
Travel	12,000	33,307	27,000	-	27,000	38,042	110,349
Space Cost	402,948	49,627	121,700	-	121,700	186,100	760,375
Supplies	40,657	16,887	6,000	-	6,000	62,127	125,671
Equipment	25,000	-	-	-	-	-	25,000
Consultant/Contract	-	648,910	-	-	-	-	648,910
Other Operating Costs	165,816	48,608	62,600	-	62,600	132,150	409,174
Program Costs	3,000	-	1,801,647	-	1,801,647	792,313	2,596,960
- Vended Meals	-	-	-	472,011	472,011	-	472,011
Depreciation	5,000	-	-	-	-	-	5,000
Indirect	392,881	164,972	190,756	18,473	209,229	185,814	952,896
Total Expenditures	\$ 4,346,698	\$ 1,814,696	\$ 3,311,376	\$ 490,484	\$ 3,801,860	\$ 2,629,121	\$ 12,592,375
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	31.0%	30.1%	30.7%		30.7%	31.8%	31.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	\$ -
Other Government Revenue	5,196,750
Private Revenue	-
Other Revenue	-
Donations	-
Total Revenue	\$ 5,196,750
Expenditures	
Salaries	2,279,389
Benefits	683,820
Travel	50,000
Space Cost	237,186
Supplies	109,499
Equipment	-
Consultant/Contract	229,213
Other Operating Costs	654,000
Program Costs	481,231
Depreciation	-
Indirect	472,412
Total Expenditures	\$ 5,196,750
Gain/(Loss)	\$ -
Benefit Rate	30.0%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
COMMUNITY SERVICES**

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Youth Centers	TOTAL
Revenue									
Community Services Block Grant (CSBG)	\$ 235,916	\$ 217,116	\$ 24,778	\$ -	\$ 233,491	\$ -	\$ -	\$ 585,587	\$ 1,296,888
Other Government Revenue	1,494,337	5,652,920	260,000	168,205	1,082,924	377,000	500,000	469,109	10,004,495
Private Revenue	-	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-	-
Total Revenue	\$ 1,730,253	\$ 5,870,036	\$ 284,778	\$ 168,205	\$ 1,316,415	\$ 377,000	\$ 500,000	\$ 1,054,696	\$ 11,301,383
Expenditures									
Salaries	1,044,847	2,698,008	171,888	117,000	434,191	7,900	282,422	484,767	5,241,023
Benefits	313,672	772,136	37,978	35,100	119,828	2,500	87,551	134,051	1,502,816
Travel	2,620	17,500	7,350	2,000	9,772	600	17,500	12,100	69,442
Space Cost	78,000	801,269	23,700	4,500	33,252	-	-	247,005	1,187,726
Supplies	53,483	140,396	866	1,000	5,082	2,000	34,342	14,197	251,366
Equipment	-	-	-	-	13,550	-	-	-	13,550
Consultant/Contract	4,000	30,000	-	-	519,974	285,000	-	5,190	844,164
Other Operating Costs	76,335	129,778	13,371	2,136	100,827	-	32,730	59,061	414,238
Program Costs	-	749,104	-	-	3,500	72,700	-	3,500	828,804
Depreciation	-	-	-	-	-	-	-	-	-
Indirect	157,296	531,845	29,625	6,469	76,439	6,300	45,455	94,825	948,254
Total Expenditures	\$ 1,730,253	\$ 5,870,036	\$ 284,778	\$ 168,205	\$ 1,316,415	\$ 377,000	\$ 500,000	\$ 1,054,696	\$ 11,301,383
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	28.6%	22.1%	30.0%	27.6%	31.6%	31.0%	27.7%	28.7%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
COMMUNITY SERVICES BLOCK GRANT (CSBG)**

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	\$ 376,079	\$ 235,916	\$ 24,778	\$ 233,491	\$ 585,587	\$ 217,116	\$ 83,734	\$ 1,756,701
Other Government Revenue	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	-
Donations	-	-	-	-	-	-	-	-
Total Revenue	\$ 376,079	\$ 235,916	\$ 24,778	\$ 233,491	\$ 585,587	\$ 217,116	\$ 83,734	\$ 1,756,701
Expenditures								
Salaries	262,992	171,575	9,888	130,367	227,584	142,128	63,435	1,007,969
Benefits	78,898	42,894	1,978	28,681	56,896	39,796	12,687	261,830
Travel	-	-	-	3,450	5,790	4,500	-	13,740
Space Cost	-	-	-	24,400	207,637	2,500	-	234,537
Supplies	-	-	-	4,720	9,695	4,500	-	18,915
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	-	-	-	2,000	750	5,000	-	7,750
Other Operating Costs	-	-	-	16,575	25,055	750	-	42,380
Program Costs	-	-	-	3,000	-	-	-	3,000
Depreciation	-	-	-	-	-	-	-	-
Indirect	34,189	21,447	12,912	20,298	52,180	17,942	7,612	166,580
Total Expenditures	\$ 376,079	\$ 235,916	\$ 24,778	\$ 233,491	\$ 585,587	\$ 217,116	\$ 83,734	\$ 1,756,701
Gain/(Loss)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
Benefit Rate	30.0%	25.0%	20.0%	22.0%	25.0%	0.0%	20.0%	26.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -
Other Government Revenue	-	-	-
Private Revenue	11,520	-	11,520
Other Revenue	1,205	-	1,205
Donations	10,000	-	10,000
Transfer Released From Restriction	(408,080)	408,080	-
Total Revenue	\$ (385,355)	\$ 408,080	\$ 22,725
Expenditures			
Salaries	-	157,156	157,156
Benefits	-	48,718	48,718
Travel	-	24,750	24,750
Space Cost	2,200	3,500	5,700
Supplies	-	8,800	8,800
Equipment	-	-	-
Consultant/Contract	-	30,307	30,307
Other Operating Costs	5,260	104,350	109,610
Program Costs	-	-	-
Depreciation	(5,000)	-	(5,000)
Indirect	726	37,758	38,484
Total Expenditures	\$ 3,186	\$ 415,339	\$ 418,525
Fund Balance	-	7,259	7,259
Gain/(Loss)	\$ (388,541)	\$ -	\$ (388,541)
Benefit Rate	0.0%	31.0%	31.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	\$ -	\$ -	\$ -	\$ -		\$ -
Other Government Revenue	-	-	-	-		-
Private Revenue	-	-	-	-		-
Other Revenue	-	-	-	-		9,633,850
Donations	-	-	-	-		-
Total Revenue	\$ -	\$ -	\$ -	\$ -		\$ 9,633,850
Expenditures						
Salaries	877,925	1,158,641	266,107	1,552,526	744,632	4,599,831
Benefits	210,702	278,074	82,493	388,132	230,836	1,190,237
Travel	9,000	25,000	25,450	9,000	19,550	88,000
Space Cost	-	351,700	-	3,250	-	354,950
Supplies	78,000	108,000	16,000	30,000	30,650	262,650
Equipment	-	-	-	-	-	-
Consultant/Contract	103,500	253,000	16,500	498,500	177,500	1,049,000
Other Operating Costs	23,000	494,250	94,400	42,250	126,400	780,300
Program Costs	-	-	-	-		-
Depreciation	-	31,500	-	-		31,500
Indirect	-	-	-	-		-
Total Expenditures	\$ 1,302,127	\$ 2,700,165	\$ 500,950	\$ 2,523,658	\$ 1,329,568	\$ 8,356,468
Gain/(Loss)						\$ 1,277,382
Benefit Rate	24.0%	24.0%	31.0%	25.0%	31.0%	25.9%

COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Revenue	\$ 5,059,589	\$ 5,799,844	\$ 6,862,349	\$ 7,471,110	\$ 7,917,489	\$ 9,633,850	21.7%
Expenditures							
Personnel Costs							
Salaries	2,820,260	3,070,550	3,601,982	3,983,144	4,342,212	4,599,831	5.9%
Benefits	674,091	756,241	875,486	931,312	982,302	1,190,237	21.2%
<i>Benefit Rate</i>	23.9%	24.6%	24.3%	23.4%	22.6%	25.9%	
Total Personnel Costs	\$ 3,494,351	\$ 3,826,791	\$ 4,477,468	\$ 4,914,456	\$ 5,324,514	\$ 5,790,068	8.7%
	71.3%	72.5%	71.2%	71.9%	70.0%	69.3%	
Operating Costs							
Travel	88,750	93,650	56,750	62,350	71,150	88,000	23.7%
Space Costs	187,900	186,800	193,300	206,370	215,700	386,450	79.2%
Supplies	138,400	166,500	119,400	150,200	195,000	262,650	34.7%
Equipment	-	-	-	196,000	-	-	0.0%
Consultant/Contract	630,725	659,100	1,144,066	956,000	1,288,000	1,049,000	-18.6%
Other Operating Costs	363,950	345,050	298,600	352,750	511,107	780,300	52.7%
Total Operating Costs	\$ 1,409,725	\$ 1,451,100	\$ 1,812,116	\$ 1,923,670	\$ 2,280,957	\$ 2,566,400	12.5%
	28.7%	27.5%	28.8%	28.1%	30.0%	30.7%	
Total Expenditures	\$ 4,904,076	\$ 5,277,891	\$ 6,289,584	\$ 6,838,126	\$ 7,605,471	\$ 8,356,468	9.9%
Excess Indirect Revenue	\$ 155,513	\$ 521,953	\$ 572,765	\$ 632,984	\$ 312,018	\$ 1,277,382	309.4%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Operations	\$ 1,394,366	\$ 1,355,800	\$ 2,113,869	\$ 2,324,790	\$ 2,272,794	\$ 2,700,165	18.8%
Human Resources	1,223,465	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1.1%
Finance	1,046,900	1,563,775	1,757,619	1,786,550	2,256,840	2,523,658	11.8%
Community Development	704,410	705,930	-	-	-	1,329,568	0.0%
Executive	534,935	612,204	1,145,335	1,133,815	1,337,079	500,950	-62.5%
TOTAL	\$ 4,904,076	\$ 5,272,341	\$ 5,934,667	\$ 6,507,462	\$ 7,605,471	\$ 8,356,468	9.9%

**COMMUNITY ACTION PARTNERSHIP OF KERN
ANNUAL BUDGET 2023/24
AGENCY-WIDE - FIVE YEAR HISTORY**

EXPENDITURES BY PROGRAM SERVICE	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Education	\$ 42,473,221	\$ 54,886,617	\$ 60,024,566	\$ 61,574,517	\$ 61,141,000	\$ 79,677,049	30.3%
Nutrition	7,569,576	8,687,954	9,221,197	9,378,845	24,852,123	12,216,296	-50.8%
Energy Conservation	4,138,200	5,746,308	6,867,228	6,424,164	6,322,316	5,196,750	-17.8%
Community Services	1,194,256	1,549,312	4,715,591	4,764,987	6,414,298	10,004,495	56.0%
CSBG	1,469,183	1,489,531	1,489,531	1,535,543	1,530,496	1,756,701	14.8%
Discretionary & Fund Raising	41,035	41,233	203,689	284,270	311,758	418,525	34.2%
COVID Response	-	-	-	4,259,035	3,602,032	-	-100.0%
Total Annual Budget	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 109,269,816</u>	4.9%

RECAP - EXPENDITURES BY CATEGORY	FY 2018/19 Budget	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	PROPOSED FY 2023/24 Budget	% Change 2023/24 Budget to 2022/23 Budget
Salaries	\$ 25,995,600	\$ 30,816,989	\$ 33,631,062	\$ 38,932,538	\$ 38,578,242	\$ 44,391,557	15.1%
Benefits	7,979,525	9,792,653	10,374,228	11,352,568	11,160,531	14,264,582	27.8%
Travel	536,271	604,666	814,611	723,003	721,930	860,927	19.3%
Space Cost	3,458,335	7,496,553	10,436,885	8,378,137	23,204,587	4,802,474	-79.3%
Supplies	1,796,041	2,343,556	2,061,180	2,639,488	3,253,861	2,275,029	-30.1%
Equipment	211,038	99,000	92,760	291,353	831,379	435,420	-47.6%
Consultant/Contract	954,462	2,765,704	4,177,786	4,224,507	3,795,550	3,058,719	-19.4%
Other Operating Cost	2,259,160	2,805,782	2,720,184	2,571,193	3,452,283	2,749,584	-20.4%
Program Costs	8,328,674	9,513,508	11,039,753	11,336,024	11,277,182	26,485,434	134.9%
Depreciation	306,776	362,700	311,004	301,440	301,440	312,240	3.6%
Indirect	5,059,589	5,799,844	6,862,349	7,471,110	7,597,038	9,633,850	26.8%
TOTAL	<u>\$ 56,885,471</u>	<u>\$ 72,400,955</u>	<u>\$ 82,521,802</u>	<u>\$ 88,221,361</u>	<u>\$ 104,174,023</u>	<u>\$ 109,269,816</u>	4.9%



MEMORANDUM

To: Board of Directors
Catherine Anspach
From: Catherine Anspach; Director of Development
Date: February 22, 2023
Subject: *Agenda Item VII(a)*: CAPK Foundation Report & Minutes from the November 29, 2022 Board of Directors Meeting – **Action Item**

The CAPK Foundation Board met in person on Tuesday, January 24, 2022 at the CAPK Administrative office. The Board approved the minutes from the November 29, 2022, meeting and was updated to the status of The Friendship House Fencing & Lighting project. Staff anticipates the project will be complete prior to June 30, 2024. Pritika Ram reported that the Food Bank Ribbon Cutting would be postponed from its date of May 1, 2023 because of delays in construction and a new date has not been scheduled at this time.

Catherine Anspach provided an update on the Maya Cinemas Huggy Heart Campaign that ran November 15 - December 15, 2023 that raised \$4,060. She also reported on a donation of \$62,500 given from a Donor Advised Fund, Wayfinder.

Catherine discussed that a grant program was being developed that would allow CAPK programs to apply for unrestricted funds through the Foundation. Policies and procedures for the program will be presented for approval by the CAPK Board at the February 22, 2023 Board of Directors meeting and then presented at the Foundation Board Meeting on March 28, 2023.

Recommendation:

Staff recommends approval of the minutes from CAPK Foundation Board of Directors meeting on November 29, 2022.

Attachment:

Minutes from the November 29, 2022 Foundation Board of Directors Meeting



DATE November 29, 2022

TIME 12:00 pm

LOCATION Teams Meeting / In-Person at
5005 Business Park North
Bakersfield, CA 93309

TEAMS LINK [Click here to join the meeting](#)

PHONE NUMBER (213) 204-2374 / ID: 916 91 142#

COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION

Board of Directors Meeting Minutes

I. Call to Order

Board Chair Kevin Burton called the meeting to order at 12:05 pm at the CAPK Administrative Offices, located at 5005 Business Park North., Bakersfield, CA.

a. Roll Call

Roll Call was taken with a quorum present:

Present: Kevin Burton (Chair), Ariana Joven (Vice Chair), Nila Hogan, Chase Nunneley, Fred Plane, Chei Whitmore

Absent: Michael Bowers, Don Bynum

Others Present: Jeremy Tobias, Chief Executive Officer; Traco Matthews, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Catherine Anspach, Director of Development; Emilio Wagner, Director of Operations; other CAPK staff

II. Public Comments

No one addressed the Board.

III. Resolution Approving Authorization and Verification that the Exemption from Traditional Teleconference Requirements is Necessary Pursuant to Assembly Bill 361 –

a. Resolution #2022-05 – Jeremy Tobias, Chief Executive Officer – **Action Item**

Motion was made and seconded to approve Resolution #2022-05. Carried by unanimous vote (Nunneley/Plane).

b. Governor's Executive Order N-29-20 and Assembly Bill 361 Update – Jeremy Tobias, Chief Executive Officer – **Info Item**

Jeremy Tobias explained the new provisions that indicate AB 361 expires on 2/28/23. Beginning in March, we will need to start meeting in-person. We have a one-year grace period for members to meet remotely if they meet specific justification as outlined in the staff memo, maximum of 2 times per year. Also, a quorum must be present in-person.

IV. Consent Agenda

Motion was made and seconded to approve the Consent Agenda. Carried by unanimous vote (Nunneley/Joven).

V. Old Business

- a. Friendship House Community Center (FHCC) Sports Field Enhancement Fundraising Project Update – Pritika Ram, Chief Business Development Officer – **Info Item**

Pritika Ram provided an update of the FHCC Sports Field Enhancement Campaign and the funding from the State of California Natural Resources Agency Department of Parks & Recreation Office of Grants and Local Services, secured by Assemblymember Rudy Salas. The contract period runs from December 12, 2022, through June 30, 2024. The agency will receive and advance up to 25% of the total amount to assist with cash flow requirements to cover the initial expenses. Staff will recommend approval from the CAPK Board to execute the agreement upon receipt.

Staff anticipates the project will be complete prior to June 30, 2024. Updates will continue to be provided to the Board on an ongoing basis. If the cost of the lighting and fencing does not exceed \$1,000,000, funds may be applied to the solar project.

Kevin Burton asked staff to look into utilizing students at Bakersfield College in regard to the fencing project as it could present an opportunity for job training.

VI. New Business

- a. Grants and Sponsorships – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the small funding profile that included funding opportunities with Kern Health Systems, Valley Strong Credit Union, and Bakersfield West Rotary.

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

- b. Kern Health Systems (KHS) Contract: Asset Transfer Form – Pritika Ram, Chief Business Development Officer – **Action Item**

Pritika Ram explained the process of purchasing the vehicle for the Oasis Family Resource Center, and the required asset transfer to CAPK for staff to manage the asset (vehicle) and requested approval to proceed as outlined in the staff memo.

Fred Plane asked if CAPK will accept the maintenance responsibility. Pritika confirmed that is correct. Tracy Webster also confirmed that the asset recording, registration, insurance, etc. will be taken care of by CAPK.

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

- c. Board of Directors 2023 Meeting Schedule – Catherine Anspach, Director of Development – **Action Item**

Catherine Anspach presented the proposed Board of Directors meeting schedule for approval.

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

d. Board Application Packet & Commitment Letter – Kevin Burton, Board Chair – **Action Item**

Kevin Burton presented the above action item for approval and said the intent is to have an active fundraising board that must either contribute or bring in donations. Kevin stressed that bringing in money to the organization is a responsibility of each Board Member.

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

e. Foundation IRS Form 990 2021 – Tracy Webster, Chief Financial Officer – **Info Item**

Tracy Webster presented the above info item and advised the Board that the IRS Form 990 was filed by November 15th (mandatory deadline), as well as the annual registration renewal as required by the IRS, State of CA and registry of Charitable Trusts. Expenses of \$151,000 were recorded as a payable.

Tracy also reported that Catherine Anspach has registered the Foundation in GuideStar with a Silver Status. Now that the 990 form has been filed, it could move the Foundation to the Gold Status. Having filed the first 990 form, it will allow the Foundation to move forward.

f. Fundraising Activities – Catherine Anspach, Director of Development – **Info Item**

Catherine Anspach provided a verbal report and discussed upcoming events. A kickoff event is planned for March 30th with the goal to introduce the Foundation and connect with key people in the community and reach out to new prospects. The location of the event is Lino's across from the Fox Theatre. A sub-committee will be assembled to help plan the event. Kevin Burton said this is the first step to get the Foundation name out in the community and he wants to see the Foundation members out in the community and more engaged and all need to engage with big hitters in the community.

Ariana Joven said it would be good for Board Members to start thinking of future partners, board members, and donors. Catherine said we do not have a good donor database and help is needed to gather names and she will be reaching out to the Board members to solicit their contacts.

Maya Cinema has reached out and wants to help the Foundation raise funds. They will be using the Huggy Hearts campaign that was just developed. Each Huggy Heart will be sold for \$10 and donors will receive a free movie ticket. Not only will this campaign help to bring awareness to the community, but it will also help to raise funds. Huggy Hearts will also be used with VITA during tax season.

A second fundraising event will be planned for 2023, similar to the banquet formerly hosted by CAPK. Catherine said we need to think about establishing a signature annual event. Catherine is currently looking at other fundraising models and will plan to attend a fundraising conference next year. Banquets need to be unique, and the Foundation events must be different than others in town. The events will also serve as an opportunity to share the story of CAPK. Other opportunities to share information will be through social media, and there will be a push to share information on a regular basis.

Catherine will work with Kevin to assemble an events committee to be comprised of Board Members and staff.

Kevin Burton added that he would like to host a Board Retreat in 2023 and suggested it could be held at the KDG offices and include catering service. It will be a working retreat on a Saturday and Kevin suggested that a consultant be invited to help the Board create a Strategic Plan.

Catherine also encouraged the Board to get involved in CAPK activities and said they will be kept informed of upcoming events through emails. The Ribbon Cutting for the Food Bank will be held on May 1, 2023. The program will begin at 10:00 am. There may also be an event prior to that date for the Wonderful Company co-branding. Staff is currently in discussions with the Wonderful Company, and we will keep you informed.

There will be sponsor recognition opportunities for large and small donors and those options are being worked out now.

VII. Board Member Comments

- Ariana said she is excited for 2023.
- Jeremy announced that Traco Matthews has accepted another position outside of CAPK. The Chief Program Officer job is posted and there has been a lot of interest.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Tuesday, January 24, 2023
5005 Business Park North
Bakersfield, CA 93309

IX. Adjournment

The meeting was adjourned at 1:02 pm



MEMORANDUM

To: Board of Directors

Lisa Gonzales

From: Lisa Gonzales, Program Governance Coordinator

Date: February 22, 2023

Subject: *Agenda Item VIII(a)*: February Policy Council Report – **Action Item**

The Policy Council met on December 20, 2022, at which time quorum was established.

Program Design & Management Administrator, Robert Espinosa presented the 2023-2024 proposed Program Planning Calendar to Policy Council members. An overview of such was provided which included but was not limited to discussion of various planning activities, their respective timelines as well as notation of the governing bodies involved. The Council unanimously approved the 2023-2024 Program Planning Calendar.

The 2023-2024 Recruitment and Selection Plan was also presented to members as an action item, by Robert Espinosa. It was reported, that based upon thorough review, discussion and analysis by the Recruitment and Selection Plan Committee, which is comprised of parents, community members and staff, no changes to the current document were warranted. Policy Council unanimously approved the 2023-2024 Recruitment and Selection Plan.

Additional, new business items included the election of members to various committee vacancies. As a result all Council members are now serving on a minimum of one committee as required by the CAPK Head Start Policy Council Bylaws.

The next Policy Council meeting is scheduled for February 28, 2023.

Recommendation:

The Policy Council requests Board approval of the February Report and the Policy Council meeting minutes from December 20, 2022.

Attachment:

Policy Council Meeting Minutes from December 20, 2022.

**COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL COMMITTEE MEETING MINUTES**

December 20, 2022

Teleconference ID: 246 834 460 207#

1. Call to Order

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:33 p.m.

a. Roll call was taken and quorum was established.

Policy Council Members Present: Audreyanna Angel, Fatima Echeverria, Gabriel Rios, Jennifer Wilson, Michelle Del Rio, Michelle Jara-Rangel, Monique McWilliams, Nila Hogan, Pablo Reyes, Ruby Cruz, Sarita Little, Susana Barrios

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

b. Planning Committee

c. Budget & Finance Committee

d. Bylaws Committee

There were no committee reports as standing committees have not yet been established.

4. Presentations

a. National Head Start Association 2022 Parent and Family Engagement Conference – Anilu Saldana, Fatima Echeverria, Gabriel Rios, Ruby Cruz

Gabriel shared there were many great sessions he attended. It was a great experience for him as he learned many new things to help become a better parent for his child. Gabriel touched on some points that resonated with him from, *Fathering with Purpose: Father & Son Perspective*. The session talked about how in a dual parent home, the father may have the role of the disciplinarian while the mother may be seen as the "more lenient" parent. The session shared how important it is not to assume these roles and to forge a connection and a relationship beyond that. Gabriel stated the session helped him to see things differently and to better understand his child and how he can become a better parent for all his children, which is what he is striving for. In closing he noted that it is still too soon, but he feels the difference in his interactions and believes his children also see the difference.

Fatima expressed gratitude for the experience and the opportunity to attend the conference. She shared that several of her sessions related to implementing songs when working with your child, whether it be getting them to brush their teeth or eat and even potty training. She shared that she has a QR code for several songs that focus on potty training and will share that with members. Fatima also talked about the sign-language session. She enjoyed learning about the importance of signing at an early age noting signing is not just for the deaf community. She enjoyed how interactive this session was, as participants engaged in a lot of movement throughout the room and followed the instructor's signs. Fatima spoke to the closing session, which reminded attendees why they are there, because of the children. Adding if you ever doubt yourself or are questioning yourself, think of your children and let them be your motivation. Fatima closed by stating everyone on the call (Policy Council meeting) is in attendance because they want to be a better parent, a better person. She also stated that Head Start staff do what they do because they love children so remember to be positive and know they are doing a great job with the children.

Ruby stated this was an amazing experience and she one hundred percent recommends for others to attend if they have the opportunity. She said there were a lot of very interesting sessions, and it was great to be able to hear all of the information, think about it and implement it with her own children. Ruby shared she and Fatima attended a session together and she (Ruby) won a one-year subscription

to Song Stories. This session talked about how parents can take a picture, show it to their child and have them create a story. This prompted her to think about creating a scrapbook for her children and capture some of the special moments between them and having them tell her a story about the picture. Ruby also attending a session about focusing on the positives rather than the negatives or the challenges. She especially liked a session attended that talked about the importance of self-esteem and having a positive self-esteem further adding that our self-esteem is our child's self-esteem. If parents feel good about themselves, they will show that positivity to their children and they will feel the same. Understanding why children behave the way they do was also an insightful session, which talked about how children may have challenging behavior because they need something and don't know exactly how to say it. They could want more attention, or something more. Ruby stated that having three children she gives to each of them, as they are different ages with unique needs. Another session attended which focused on eating healthier was also very informative. It talked about the obesity problem and how important incorporating more fresh fruits and vegetables in your diet is. In closing Ruby shared there was so much she learned, and was excited to bring back, to share and to implement with her children. She added that it was really great to meet Gabriel and Fatima and to be able to spend time together talking and getting to know one another. Ruby stated she also enjoyed meeting Lisa and Yolanda and the other staff who attended as well.

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 – November 15, 2022 (English/Spanish)
- b. Head Start Program Review Evaluation (PRE) Report – November
- c. Children's Mobile Clinic – December 2022 (English/Spanish)
- d. Monthly Parent Trainings with Dr. Kirk – Head Start Wellness
- e. Backpack Connection Series: How to Help Your Child Learn to Share (English/Spanish)
- f. Head Start Recruitment Flyer (English/Spanish)
- g. Home Visiting Program Flyer (English/Spanish)
- h. Policy Council Subcommittee Functions
- i. Proposed meeting dates Policy Council School Readiness Committee
- j. Proposed meeting dates Policy Council Bylaws Committee
- k. Proposed meeting dates Policy Council Budget & Finance Committee
- l. Proposed meeting dates Policy Council Planning Committee
- m. Policy Council Meeting Dates

Susana Barrios made a motion to approve items (a) through (m); seconded by Gabriel Rios. Motion carried unanimously.

6. **New Business**

***ACTION**

a. Nomination and election of Policy Council Board of Director's Representative (1 vacancy)

An overview of this position was provided, stating as a Policy Council Board of Director's Representative this person must be able to attend CAPK Board Meetings which are held on a monthly basis and for the time being are held in a hybrid manner (virtually and in person) at 12:00 p.m. Additionally it was noted that this position will also be appointed to a CAPK Board of Director's Committee with monthly meetings held at 12:00 p.m. Nila Hogan self-nominated as the Policy Council Representative for the Board of Directors. Motion was made by Audreyanna Angel; seconded by Susana Barrios. Motion carried unanimously.

b. Nomination and election of School Readiness Committee Members (4 vacancies)

A brief overview was provided on the roles and responsibilities of the School Readiness Committee and its members. It was stated members of the committee historically have received presentations on the topics of inclusion, health, family engagement and culminate with a review of the school readiness goals for the upcoming program year. It was further noted that this committee's first meeting is scheduled for February. Jennifer Wilson, Sarita Little, Ruby Cruz and Gabriel Rios each self-nominated to serve on the School Readiness Committee. Monique McWilliams made a motion to approve the committee members as stated; seconded by Susana Barrios. Motion carried unanimously.

c. Nomination and election of Bylaws Committee Members (4 vacancies)

The roles and responsibilities of the Bylaws Committee was shared with members. It was noted that as per our Head Start Program Performance Standards the bylaws must be reviewed annually to ensure they are meeting the needs of the Council. The floor was open for nominations with no interest expressed. This item will be revisited at the next Policy Council meeting.

d. Nomination and election of Budget & Finance Committee Members (6 vacancies)

It was stated, as Policy Council Treasurer Pablo is the chairperson of the Budget & Finance Committee and Louis Rodriguez, Finance Administrator is the staff sponsor. A brief overview of the roles and responsibilities of the committee was also shared. It was noted the committee will meet each month on the third Tuesday of the month at 5:30 p.m. and will review all financial documents, including but not limited to Head Start and Early Head Start expenditures, parent travel, in-kind and parent activity funds. Gabriel Rios, Susana Barrios, and Ruby Cruz self-nominated to serve on the Budget & Finance Committee. Audreyanna Angel made a motion to approve Budget & Finance members as stated; seconded by Jennifer Wilson. Motion carried unanimously.

e. Nomination and election of Planning Committee Members (6 vacancies)

Robert Espinosa, Planning Committee staff sponsor provided an overview of the committee. This included sharing some of the items presented to the committee, providing meeting days and time as well as speaking to how the committee is an integral part of the program. The floor was open for nominations with Sarita Little, and Fatima Echeverria self-nominating to serve on the Planning Committee. Jennifer Wilson made a motion to approve committee members as stated; seconded by Monique Williams. Motion carried unanimously.

7. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator

Lisa thanked everyone for their attendance and shared a PowerPoint presentation overview along with some photos taken at the National Head Start Association 2022 Parent & Family Engagement Conference. Also included were congratulatory wishes to Monique McWilliams as she recently graduated from Azusa Pacific University with her Bachelor of Arts in Psychology and will be continuing her education pursuing her master's degree in psychology. In concluding the presentation birthday wishes were extended to Audreyanna, Gabriel, and Michelle as well as holiday well wishes to all. Lisa also stated that members should have received their holiday gift from Community Action Partnership of Kern (CAPK) which is a lovely shirt embroidered with the CAPK logo. Lisa shared the four members who attended the conference wore their shirt on the first day for pictures. Jennifer was acknowledged for wearing her shirt for the meeting in progress. Lisa added that another shirt, specific to Policy Council were also ordered and are expected to arrive prior to the January meeting. In closing she reminded members to please turn in required Policy Council forms if they have not yet done so.

b. Community Representative – Nila Hogan, Y-Empowerment

Nila stated she wanted to touch on a subject spoken about earlier during the conference reports. And that topic is parenting time and stress. Specifically, holiday stress noting it can be a stressful time for parents, with children being home, keeping up with holidays, and expenses can all be very hard and overwhelming on parents. Nila stated that she will send information to Lisa to disperse to members which breaks down how to acknowledge your feelings and how to establish healthy habits. This information will also talk about how to stick to a budget, taking a break and giving yourself grace as a parent. Nila reminded parents, they are doing their best and to make sure to take themselves into consideration when taking care of others.

c. Board of Directors – Michelle Jara-Rangel, CAPK Board Member

Lisa provided the Board of Directors (BOD) report on behalf of Board Member Michelle Jara-Rangel. The BOD met on November 30, 2022 with the meeting conducted in a hybrid option with five members participating in person. Jeremy Tobias, CEO stated meeting provisions will expire on February 28, 2023 therefore the Board of Directors and Committees will need to begin to meet in person. All consent agenda items were approved. There were nine action items, all of which were approved unanimously. Nila Hogan presented the Policy Council report to the board and Freddy Hernandez provided the Friendship House Community Advisory report. Jeremy Tobias provided the CEO's report and gave an update on the COVID-19 cases and stated both staff and the Board of Directors are beginning to return to in person meetings. It was also noted that Chief Program Officer, Traco Matthews has resigned and recruitment for this position is taking place. There will also be three vacated board seats for which applications are being taken. The closed session report stated staff and the Board of Directors reviewed the purchase agreement for property located at 1300 18th Street in Bakersfield, CA with the

board authorizing the Executive Committee to act on December 14, 2022 if necessary. This meeting of the CAPK Board of Directors was adjourned at 12:34 p.m.

d. Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director

Yolanda stated it has been a very busy December with centers celebrating the upcoming holiday. Several centers have received donations, Pete Parra received a donation of toys and materials and also had a "Santa" visit from a member of the Pete Parra family. Also receiving donations were Vineland, Primeros Pasos, San Diego, Alicante, and Lamont centers. They received toys and materials from the American Legion. The Shafter centers were also supported by local businesses in the community. Parents from Harvey were invited by the American Legion to have a light dinner complete with Santa and live music. Delano, Martha J. Morgan, Cleo Foran, McFarland, Sterling, and Willow centers all received donations from Toys for Tots. The Highway Patrol also donated toys and materials to centers. While Wasco State Prison supported Sunrise Villa and Broadway centers. Oasis, Cal City and Mojave and Taft were also provided toys from Toys for Tots. The Home Visiting Program will be having a winter social at the Angela Martinez Center, with Home Base already hosting their winter socialization. Yolanda expressed deep appreciation to community sponsors, as Christmas is a special time for children, and they are so excited to receive toys. She also wanted to acknowledge staff as they are continuing to recruit for the program, and she is encouraging parents to share with family and friends that we are still recruiting. Yolanda stated we are also still hiring staff noting that some centers are still closed due to staffing. The program is working diligently to get new staff onboarded and will continue to do so. Yolanda shared she had a wonderful time with parents at the Policy Council recognition dinner held during the recent NHSA conference. She commended everyone for their committee membership stating their participation helps to strengthen the program and they will learn a lot from the staff sponsors about what we do and how we continue to focus on providing high quality services. In closing members were wished a happy and prosperous new year and thanked for their participation and their part in helping to make CAPK Head Start an awesome program.

8. Policy Council Chairperson Report

It was noted there were a few requests in the chat to speak with Yolanda. Those members indicated they would like to speak privately. Contact information was shared, and members were notified Yolanda will be reaching out to them.

9. Policy Council Member Comments

Members were given an opportunity to share comments. Monique McWilliams expressed deep appreciation and thanks to Lisa and everyone else who congratulated her on her graduation. Jennifer Wilson expressed thanks for the opportunity to serve on the School Readiness Committee adding that she is looking forward to it.

10. Next Scheduled Meeting

The next scheduled meeting will take place on January 24, 2023 at 5:30 p.m.

11. Adjournment

Meeting was adjourned at 6:47 p.m.