



DATE	September 27, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

## Board of Directors Meeting Agenda

### I. Call to Order

- a. Moment of Silence / Pledge of Allegiance (Please Stand)
- b. Reading of the Promise of Community Action (Please Stand)

*Community Action changes people's lives, embodies the spirit of hope, improves communities, and makes America a better place to live. We care about the entire community, and we are dedicated to helping people help themselves and each other.*

- c. Roll Call

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

### II. 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.*

### III. Special Presentation

- a. No Presentation

### IV. 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**

- a. **Minutes from August 30, 2023, Board of Directors Meeting (p. 4-10)**
- b. **Minutes from the September 6, 2023 Personnel Committee Meeting (p. 11-12)**
- c. Head Start Personnel Update **(p. 13)**
- d. Updated Head Start Division Job Descriptions and Organization Chart **(p. 14-29)**
- e. Reclassification of the Administrative Coordinator and Assistant Positions and New Administrative Assistant-Executive Position **(p. 30-43)**
- f. Risk Management Position Reclassification and New Position **(p. 44-53)**
- g. **Minutes from the September 13, 2023 Program Review & Evaluation Committee Meeting (p. 54-57)**
- h. Migrant Childcare Alternative Payment (MCAP) Presentation **(p. 58-67)**

- i. August 2023 Program Reports (**p. 68-108**)
- j. August 2023 Application Status Report & Funding Profiles (**p. 109-111**)
- k. 2021-2025 Strategic Plan Update for Goal Groups 1, 2 and 3 (**p. 112-127**)
- l. Kern County and San Joaquin Community Assessment Update 2023 (**p. 128-217**)
- m. August 2023 Head Start / State Child Development Enrollment Update & Meals Report (**p. 218-219**)
- n. **Minutes from the September 20, 2023, Budget & Finance Committee Meeting (p. 220-223)**
- o. Head Start / Early Head Start Budget to Actual Reports for July 2023 (**p. 224-231**)
- p. FY24 Subcontractor Agreements for the CalFresh Healthy Living Program (**p. 232-259**)
- q. Request to Approve the 2023-2025 Funding Contract for the City of Bakersfield California Violence Intervention & Prevention (CalVIP) Outreach Worker Program (**p. 260-283**)
- r. Renewal Contract: U.S. Department of Housing & Urban Development (HUD) and Coordinated Entry System (**p. 284-290**)

**V. New Business**

- a. 18<sup>th</sup> Street Notice to Proceed with Phase 1 Construction – **Action Item (p. 291-297)** Emilio Wagner, Director of Operations
- b. Approval for the National Community Action Partnership (NCAP) and FY 2023-24 Association for State and Territorial Health Organizations (ASTHO) Vaccine Equity Project Community Initiatives Agreement and South Kern Sol Subrecipient Contract for Services FY 2023-24 – **Action Item (p. 298-300)** Pritika Ram, Chief Business Development Officer
- c. CAPK Foundation Ad Hoc Committee Financial Modeling – **Info Item (p. 301-335)** Pritika Ram, Chief Business Development Officer
- d. New Contract: Bakersfield Kern Regional Homeless Collaborative – **Action Item (p. 336-337)** Rebecca Moreno, Director of Housing & Supportive Services
- e. July 2023 Financial Statements (**p. 338-407**) Tracy Webster, Chief Financial Officer

**VI. Advisory Board Reports**

- a. Head Start Policy Council Reports for August & September 2023 – **Action Item (p. 408-416)** Nila Hogan, PC Representative
  - 1. August 2023 Policy Council Report
  - 2. July 6, 2023 Policy Council Minutes
  - 3. September 2023 Policy Council Report
  - 4. August 22, 2023 Policy Council Minutes

**VII. Chief Executive Officer Report**

- a. CEO Report for September 2023 – **Info Item (Verbal Report)** Jeremy Tobias, Chief Executive Officer
  - 1. Update on the CAPK Healthcare Plan
  - 2. Update on the Potential Federal Government Shutdown

**VIII. Board Member Comments**

**IX. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
October 25, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**X. 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](http://www.capk.org) by 12:00 pm, September 22, 2023. Paula Daoutis, Administrative Coordinator.*



DATE	August 30, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

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## Board of Directors Meeting Minutes

### I. Call to Order

Chairman Fred Plane called the meeting to order at 12:02 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

- a. Moment of Silence / Pledge of Allegiance
- b. Reading of the Promise of Community Action
- c. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil, (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Mia Cifuentes, Jeff Flores (left at 1:02 pm), Nila Hogan (attending remotely per guidelines), Yolanda Ochoa, Guadalupe Perez, Lily Pimentel-Stratton

Absent: Jimmie Childress, Gina Martinez, Curtis Floyd, Jonathan Mullings

Others present Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Community Development; Emilio Wagner, Director of Operations; Yolanda Gonzales, Director of Head Start / State Child Development; and other CAPK staff.

Fred Plane requested a motion to approve Nila Hogan's participation remotely, per the Brown Act guidelines, as she has met the criteria to attend remotely.

Motion was made and seconded to approve Nila Hogan's virtual attendance. Carried by unanimous vote (Perez/Jara-Rangel)

Fred Plane requested a motion to amend the agenda to include item V(i).

Motion was made and seconded to approve the amended agenda. Carried by unanimous vote (Ochoa/Hogan).

### II. Introduction of Guests / Public Forum

No one addressed the Board.

### III. Special Presentation

No presentation



#### IV. 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. No items were removed.

Motion was made and seconded to approve all items on the Consent Agenda. Carried by unanimous vote (Ochoa/Jimenez).

Fred Plane announced that going forward, the Financial Report will not be placed on the Consent Agenda and will be placed under New Business as an action item for approval by the full Board to follow best practice guidelines.

#### V. New Business

- a. Employee Health Insurance Renewal for 2024 Plan Year – Tracy Webster, Chief Financial Officer; Lisa McGranahan, Director of Human Resources; Pam Cote and Laurie Lofranco from Keenan Municipalities Practice Leader- **Action Item**

Jeremy Tobias provided a brief introduction and said that CAPK's employee health insurance has been a concern for the last few years with increased pricing for both CAPK and the employees, and fewer provider options. The Board formed an ad-hoc committee earlier this year to review the benefits including health insurance, and the committee and staff met on multiple occasions to review the many options and variables. While there are multiple employee benefit components up for review by the committee, the first priority was to search for an alternative health plan. At the direction of the committee, staff provided multiple options for consideration, and it was decided the best approach was to change to a broker that could provide a more robust list of providers with reduced costs. Staff presented the recommended change to the Executive Committee in July and received approval to change health insurance brokers to Keenan. The health insurance plan that the committee and staff developed with Keenan is presented today for approval by the full Board.

Lisa McGranahan provided a PowerPoint presentation to help the Board members understand the process of how the ad hoc committee came to this recommendation. The recommended plan includes Kaiser, along with a traditional HMO and a PPO operated by Anthem. Each of the plans has better coverage for the employees compared to the current plans. We expect the new plans will have a much better customer experience for our employees.

Michelle Jara-Rangel asked how it will be rolled out to the staff. Lisa said there will be advance communication to staff prior to open enrollment in November. The open enrollment process is very detailed and intensive, with multiple meetings available to staff.

Fred Plane, who participated on the ad hoc committee, said the increase this year is less than what we would have seen if we followed the existing path we were on. The annual renewal fees are expected to be less in the future.

Tracy Webster added that this plan offers stability to both CAPK and staff. Maritza Jimenez said she believes that offering Kaiser as an option is good for staff and will likely help with retention and recruitment.

Laurie Logranco from Keenan also presented slides and provided an overview of membership make up from Central California, and the Public Agency Coalition Enterprise (PACE) and the Joint Powers Authority (JPA)

and said that as a new member, CAPK will have one seat on the Board of Directors. The Board meets every 3 months and Keenan is the administrator, and while they will make recommendations to the Board, all decisions are made by the Board of the JPA, so CAPK has a voice at the table. Laurie also emphasized that there is a high-level focus on wellness and there is an entire Wellness Division with a dedicated wellness specialist that will work with CAPK to roll out behavior change campaigns and videos, provide newsletters, and offer staff the opportunity to earn gift cards by participating in various wellness activities.

Laurie also spoke of how Keenan strives to make an impact in the communities they serve and provided a list of civic-minded activities to support a variety of non-profits in California.

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

- b. Head Start Retention Incentive Plan / Policies & Procedures – Jerry Meade, Assistant Director of Head Start: Program – **Action Item**

Jerry Meade discussed the adoption of the Retention Incentive Plan that was presented as an info item to the Personnel Committee earlier this month. There is a potential plan of action that may be initiated by the Office of Head Start (OHS) if we do not meet enrollment goals. Staffing is the major issue in not achieving enrollment and without proper staffing, we will not meet the required enrollment numbers. The direct service staff receiving the incentive pay must meet the qualified dates to receive the proposed retention incentive payment. Head Start staff have been working with the HR and Finance teams, and it was verified that there are available funds to pay for the proposed Retention Incentive Plan.

Fred asked about the timing of the incentive payment and requirements. Jerry said retention will be offered to staff that are currently employed and paid out in December 2023.

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

- c. Head Start Recruitment Incentive Plan / Policies & Procedures – Jerry Meade, Assistant Director of Head Start: Program – **Action Item**

Jerry Meade presented the above action item for approval and said the effort to onboard staff is very time consuming so there is a different timeframe for the incentive payout for the recruitment effort. Individuals who join CAPK will be qualified for the "sign-on bonus." The fund allocation for the unknown number of people to be onboarded, a component was developed to decide when the new staff would receive the incentive. After the 3-month probationary period, new staff will receive 50% of the incentive, and the remaining 50% will be received at the 6-month mark. Staff feel this is the best approach to onboard and retain direct service staff. There is a tier system for the amount of the incentive to be paid based on their job description. The Outreach Team will provide assistance in the marketing efforts to job seekers.

Michelle Jara-Rangel asked if someone started today, would they be eligible for both? Jerry said no, the effective dates are identified in the memos. For example, if the hire date is before today, they are eligible for Retention. If hired tomorrow, (after approval), they are eligible for Recruitment.

Maritza Jimenez asked if the incentive plans are for this year only or will it be ongoing practice. Jerry said that the retention incentive is just for this year to be paid out by December, however, there may be a second phase of retention if funds are available. Our agency recruitment of quality staff has no end date.

Denise Boshers asked about CAPK's requirements for hiring teachers. Jerry said that a higher level of education is needed but we are committed to helping staff gain the necessary credentials to move up.

Fred Plane asked if staff had a meet and confer with the Union. Jerry said there was a conversation but not a formal meeting, and it was determined that there was no need for a formalized meet and confer for this item because this a policy that had previously been in place and we are reauthorizing it. Fred replied that he does not want to see the Board backed into a corner and in the future, he wants to ensure meet and confer meetings take place when necessary, before the item is presented to the Board for approval.

Michelle Jara-Rangel asked if the carryover funds could be used to fund a future retention and recruitment incentive program. Jerry replied that carryover funds could be used if necessary for future incentives.

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

d. Revised Head Start & Early Head Start Carryover Request – Jerry Meade, Assistant Director of Head Start: Program – **Action Item**

Jerry Meade reported that a request to carryover funds for the 2023-2024 budget year was approved by the Board on June 28, 2023. A budget revision is required to move funds to the Personnel and Fringe categories to support the Recruitment and Retention stipends. Other funds will be moved to the equipment category and include a request to purchase equipment for the play yards. The revisions align with the priorities to recruit and retain staff and provide quality outdoor equipment. The fiscal impact is minimal, and all previously approved projects are on track to be completed with the carryover funds with this revision ensuring the funds are in the correct category.

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

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

Pritika Ram reported that the Private Sector seat occupied by Curits Floyd is coming up for renewal. Given our requirement to have a legal professional on the Board we will likely proceed with targeted recruitment. Attorney Curtis Floyd is welcome to re-apply for his seat and will be considered along with qualified applicants. The staff is requesting approval for the Board Chair to appoint an ad-hoc committee to begin the recruitment process in September.

Maritza Jimenez asked if the attorney must have a specific area of concentration of legal practice. Pritika said there is no specific language that states a requirement for specific concentration of legal practice.

Michelle Jara-Rangel asked about the recruitment process. Jeremy Tobias explained recruitment starts with the appointment of an ad hoc committee of three members from the Board, one from each sector. Once appointed, the members will meet with staff to review logistics including the advertisement and promotion of the open seat, the receipt and review of applications, and participation in interviews of selected candidates. At the completion of the interviews, the committee will come together to make a decision on their recommendation for full Board approval.

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

- f. Selection of Design-Build Contractor for Central Kitchen Improvements – Emilio Wagner, Director of Operations – **Action Item**

Emilio Wagner reported we received approval from Region IX Office of Head Start to sell the Central Kitchen. As previously reported, the Central Kitchen will be relocated to the current Warehouse, but we are required to seek authorization to proceed with construction. An unsolicited offer to purchase the Kitchen was received which escalated the timeline. The project budget is \$4 million, and a Request for Proposal (RFP) was released on July 14. Two contractors submitted fully responsive proposals that met the required specifications. Although both contractors appear capable of completing the project, Colombo's experience and the team assembled demonstrate their ability to meet and exceed the needs of our kitchen services. Staff recommends approval to proceed with Colombo Construction.

Michelle Jara-Rangel said it appears we use Colombo for many of our projects, and in this case, they had a higher bid and questioned why they were the selected contractor. Emilio said they are chosen based on overall scoring, not just pricing. The RFP had detailed criteria and the Colombo bid included a designer with institutional kitchen design experience, who also designed the Oakland Central Kitchen. The other bidder did not have the same level of design experience, so it was Colombo's experience that scored them the winning bid.

Fred Plane expressed his concern about the Colombo bid being 40% higher than the other contractor and asked staff to track expenses.

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

- g. California Strategic Growth Council FY 2024-2026 Community Resilience Centers (CRC) Round 1 Application – Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza presented the above action item for approval and provided a summary of the request to submit an application for Round 1 and outlined the requirements for CAPK to proceed with the proposal to assess the demand and potential viability of the development of Shafter Youth Center as a community resilience center. If awarded the funds, CAPK will hire a consultant to conduct a needs assessment that focuses on existing resources and services available in Shafter for community resiliency and climate emergencies. A community survey will assess interest in the gaps identified and pursue soft costs for construction, including site plans, permits, and engineering studies.

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

- h. 2022-23 Kern County Assessment Food Availability, Access and Affordability – Vanessa Mendoza, Grant Administrator – **Info Item**

Vanessa Mendoza reported that CAPK contracted with an organization called Transforming Local Communities, Inc. (TLC), a local research and evaluation company, to conduct an in-depth needs assessment of food insecurity in Kern County. The year-long project focused on a variety of issues that contribute to food insecurity in Kern County.

Vanessa introduced Dr. Dixie King who joined the meeting virtually to review the outcome of the needs assessment. Dr. King reported that in 2022, Kern County outperformed Fresno County as the largest

agriculture producing county in the United States, yet Kern County is the hungriest metropolitan area in the U.S. Dr. King provided a detailed description of how the results of the assessment were obtained, such as conducting qualitative interviews with over 150 participants in the study. Dr. King also noted that there is a general misunderstanding of expiration dates of canned foods, and many people are discarding food if it is past the “best buy” date. Dr. King also noted that when fresh affordable food is made available to low-income individuals, they will not always take it because they are conditioned to food swamp (high calorie, low dense food). The SWOT analysis of CAPK’s Food Bank shows that staff have been highly proactive to readily respond to needs but reported that recruitment and retention of staff is a major issue.

Dr. King said the Kern County Food Policy Council was reinvigorated in 2023 from members from the county concerned about food insecurity and encouraged CAPK staff and its Board Members to get involved. Vanessa Mendoza will share information about the upcoming meeting in September and Dr. King believes that CAPK is in a unique position to play a leadership role.

Some suggestions that came from the study are to increase education and media outreach. People need to know how to shop and how to prepare food. Increase funding streams by writing competitive grants as traditional funding streams do not provide for operational costs and enact Case Management Services to have direct communication with individuals and families to identify their individual needs and provide options for them.

Maritza asked if the mapping will be CAPK’s responsibility to retain and decide what is included at a later date. Dr. King said that at this time, it is exclusively CAPK’s responsibility to maintain the GIS map to determine what will go on it in the future. Maritza feels that the mapping should include other agencies that provide food distribution services.

Fred Plane added that he is concerned about the food insecurity at the college level. Students are often reluctant to take advantage of the food pantry due to embarrassment and he feels strongly that CSUB should have a seat at the table of the Kern County Food Policy Council as CSUB has the highest CSU food insecurity rate in the state.

Michelle Jara-Rangel said she is glad that the study has identified the obstacles with food distribution, such as the fact that some people don’t have can openers to open canned food.

#### **VI. Advisory Board Reports**

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

Due to time constraints, Jeremy Tobias advised the Board that the Head Start Policy Council report will be included in the September agenda.

#### **VII. Chief Executive Officer Report**

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

Due to time constraints, Jeremy Tobias advised the Board that he will include these items in his weekly report.

#### **VIII. Board Member Comments**

No comments

**IX. Closed Session**

Motion was made and seconded to enter into closed session at 1:56 pm. Carried by unanimous vote (Ochoa/Jimenez).

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

Property Address:	5005 Business Park North, Bakersfield, CA 93309
Agency Negotiators:	Jeremy Tobias, Tracy Webster, Louis Gill, Pritika Ram, and Emilio Wagner, and Jeff Andrew.
Negotiating Parties:	Blumer Investment Inc.
Under Negotiation:	Concerning Price & Terms

**X. Closed Session Report**

Jeremy Tobias reported that the Board gave authority to execute the sale agreement for property located at 5005 Business Park North for a sale price of \$2,350,000. A copy will be made available to the public upon request.

**XI. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, September 27, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**XII. Adjournment**

The meeting was adjourned at 2:12 pm.



DATE: September 6, 2023  
TIME: 12:00 pm  
LOCATION: CAPK Administrative Office  
5005 Business Park North  
Bakersfield, CA 93309

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## Personnel Committee Minutes

### 1. Call to Order

Committee member Nila Hogan called the meeting to order at 12:00 PM 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: Jonathan Mullings, Guadalupe Perez, and Nila Hogan

Absent: Maritza Jimenez (Chair)

Others present: Jeremy Tobias, Chief Executive Officer; Emilio G. Wagner, Director of Operations; Louis Gill, Chief Program Officer; Yolanda Gonzalez, Director of Head Start; Lisa McGranahan, Director of Human Resources; Gabrielle Alexander, Director of Finance; other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. New Business

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

Robert Espinoza presented the above informational item to the Committee on behalf of Jerry Meade.

Nila Hogan inquired if CAPK must pay to advertise openings on the Head Start website. Robert Espinoza replied that there is a cost associated with advertising on the main Head Start website.

#### b. Updated Head Start Division Job Descriptions and Organizational Chart – Jerry Meade, Assistant Director of Head Start, Program – ***Action Item***

Robert Espinoza presented the above item for approval on behalf of Jerry Meade.

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

#### c. Reclassification of the Administrative Coordinator and Assistant Positions and New Administrative Assistant-Executive Position – Jeremy T. Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias presented the above action item for approval and highlighted a minor change to the administrative assistant job description under the supervisor exercised section. The section should read Executive Assistant, not Administrative Coordinator.

Lisa McGranahan added that the expanded scope of work for the Administrative Coordinator does meet the FSLA guidelines.

Guadalupe Perez asked how many Administrative Coordinators are there. Lisa responded that we have three on staff, and two currently onboarding for a total of five (5).

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

- d. Risk Management Position Reclassification and New Position – Emilio G. Wagner, Director of Operations – **Action Item**

Emilio Wagner presented the above item for approval.

Guadalupe Perez inquired if there is someone already in this position. Emilio responded that it would be posted for recruitment.

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

## 5. **Committee Member Comments**

Jonathan Mullings commented that he appreciates the work and effort to do pay equitably to accommodate the growth.

## 6. **Next Scheduled Meeting**

Personnel Committee  
12:00 pm  
October 4, 2023  
5005 Business Park North  
Bakersfield, CA 93309

## 7. **Adjournment**

The meeting was adjourned at 12:15 pm.





## MEMORANDUM

To: Personnel Committee

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

Date: September 6, 2023

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

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

- 591 staff employed.
- 110 vacant positions.
- Onboarded 14 staff (13 direct service and one (1) administrative position).
- 19 resignations (17 direct services positions).
- Five (5) days of interviews for 10 open direct service positions.

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, which includes incentive programs and revamped onboarding targeted for direct services staff.

Both the Retention and Recruitment Incentives were approved at the Board of Director's meeting in August; therefore, there will be a substantial media push for recruitment of the direct services positions with the incentives as identified. Additional efforts for retention and recruitment include a revised new hire orientation process, training plans by position, and supervisory training. These efforts aligned with the work from Human Resources and Finance conducted on the wage comparability and benefit plan for 2024 and are all targeted to support our goal to be the employer of choice.



## MEMORANDUM

To: Personnel Committee

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

Date: September 6, 2023

Subject: *Agenda Item 4(b)*: Updated Head Start Division Job Descriptions and Organizational Chart – **Action Item**

The Head Start and State Child Development Division has updated the division's organizational chart and two additional job descriptions to align with the reorganization approved by the Board of Directors in March 2023. The updated organizational chart provides clarity on the departmental positions previously shared as "Teams" in the document approved previously. The job descriptions changes allow for consistency in language within each classification, as well as updated antiquated language and incorporate new job descriptions for new positions that will allow for succession planning.

### ***Summary of Proposed Changes***

Aligning with the reorganization, the positions below have been added or revised. The Head Start and State Child Development Division worked closely with the Human Resources Department on these changes and collaborated to ensure consistency with like positions within CAPK. The grading of the job descriptions aligns with the approved CAPK Compensation Schedule.

Position Title	Proposed Changes	Current Grade	New Grade
Education Supervisor	Reclassified. Title change. Focus on supervision of mentor coaches and supporting curriculum training for fidelity.	8 Min: \$21.09 Mid: \$26.34 Max: \$31.61	9 Min: \$24.21 Mid: \$26.34 Max: \$31.61
Home Visiting Program Home Visitor	Reclassified. Created two-tier levels within the position based on education and changed grade. The position will be supervised by the Home Visiting Program Coordinator.	6 Min: \$18.10 Mid: \$21.31 Max: \$24.50	7 Min: \$19.46 Mid: \$22.89 Max: \$26.34
Quality Assurance Coordinator	New position. The QA Coordinator has a focus on Community Care Licensing documentation and other QA monitoring as assigned.	N/A	8 Min: \$21.09 Mid: \$26.34 Max: \$31.61

***Fiscal Impact and Timeline***

The fiscal impact is marginal as these positions align with previously budgeted positions prior to the reorganization. The Head Start leadership team has been working in conjunction with the Finance Division to ensure the positions present are within the Head Start budget.

***Strategic Plan Impact***

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*, this proposal supports staff development, growth, and retention by creating a pathway for current staff or new recruits to be placed in supervisory position that will increase their knowledge base and provide experience in order to have the ability to promote within the organization.

**Recommendation:**

Staff recommends the Personnel Committee approve the Head Start job descriptions and updated organizational chart.

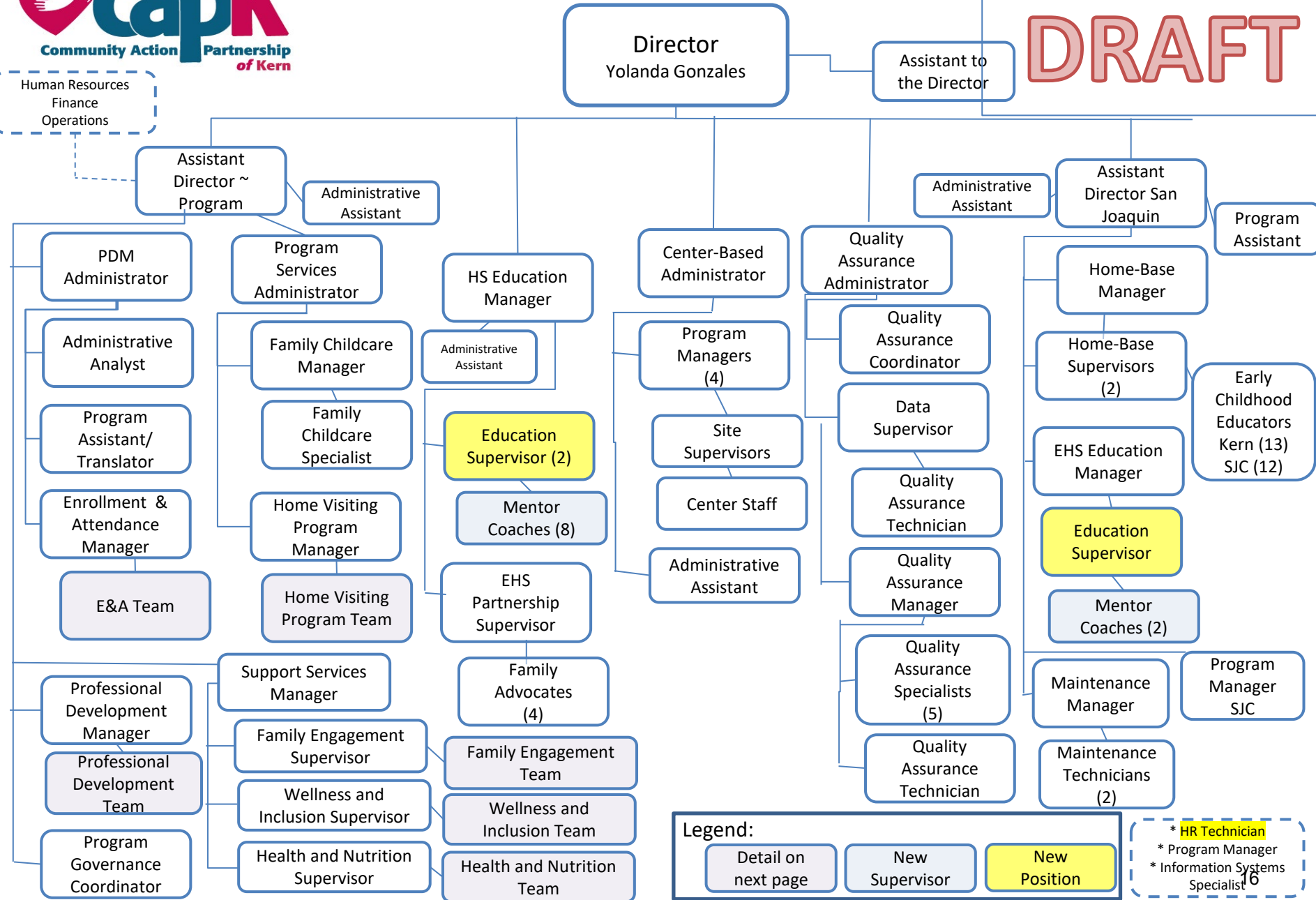
***Attachments:***

*Head Start and State Child Development Organizational Chart*

*Education Supervisor Job Description*

*Home Visiting Program Home Visitor Job Description*

*Quality Assurance Coordinator Job Description*





## Education 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 09

**FLSA Status:** Non-exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direction of the Education Manager, the Education Supervisor is a member of the Education Team and is responsible for assisting in the development and planning of a comprehensive Head Start and Early Head Start program, including providing leadership and technical expertise for program staff. The education supervisor is responsible for monitoring, training, reporting education data collection and record-keeping, and collaborating within the program education service area.

### **SUPERVISION RECEIVED:**

Receives supervision from the Education Manager.

### **SUPERVISION EXERCISED:**

Mentor Coaches

### **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:**

- Provides research, development, and planning of Head Start and Early Head Start curriculum.
- Monitors a variety of data and develops and implements plans for program improvement.
- Under the direction of the Education Manager, functions as a member of the education team and leads support in technical assistance to staff in the development, planning, and implementation of plans of action.
- Reviews written data analysis, reports, and records of collected data with the education team with recommendations for improvement regarding education non-compliance areas. (e.g., programmatic education operations).
- Monitors curriculum to ensure the implementation of appropriate curriculum and school readiness activities.
- Responsible for providing training on curriculum, educational assessments, and school readiness.
- Conducts additional research activities that include educational trends, educational pilot programs, and ACF informational memorandums to provide support to program managers.
- Analyzes a variety of data sources to facilitate a curriculum that is consistent with a comprehensive quality ECE program.
- Collaborates with community agencies and professionals to ensure and strengthen connections for the Agency's children and families.
- School Readiness Implementation:



- Aligns and establishes child goals from the Child Development and early learning framework.
- Creates and implements a plan of action for achieving goals.
- Assesses child progress on an ongoing basis and analyze data 2-3 times a year.
- Examines data for patterns of progress for groups of children to develop and implements a plan for program improvement.
- Maintains close communication with the Education Manager for recommended courses of action and to receive directives on priorities.
- Works closely and communicates with the Education Manager involving plans for Education.
- Assists in planning, organizing, implementing, and participating in training for the Program Managers and teaching staff.
- In alignment with school readiness goals, coordinates, and monitors the assessment of all Early Head Start/Head Start children three (3) times a year using the designated assessment instrument (DRDP).
- Coordinates the collecting of data from the designated assessment instrument three (3) times a year for administrative planning and training of staff.
- Conducts on-site visits periodically at Early Head Start/Head Start centers.

**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 Head Start/State Child Development programs, including participating in recruitment events.
- 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:**

- Age and developmentally appropriate education practices for children aged 0-5.
- Reflective supervision process, analyze problems, and identify alternative solutions.
- Experience working with adults and children.
- Conducting developmental assessments of children.
- Departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Agency policies and procedures.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations.

**Ability to:**

- Ensure confidentiality.



- Reasonably obtain knowledge of Agency policies and procedures.
- Able to deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate professional interpersonal skills.
- Work as a positive team member.
- Work independently
- Prepare clear and concise reports.
- Attend evening and weekend meetings.
- Exercise sound, independent judgment within general policy guidelines.
- Establish professional working relationships with staff, agencies, and parents.
- Work with accuracy and attention to detail.

#### **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 child development, education, human development, or related field.
- Possess, or obtain within 30 days, a Site Supervisor Permit or higher issued by the California Commission on Teacher Credentialing.
- Three (3) years working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Two (2) years of supervisory experience. Any equivalent combination of education, training, and experience which will provide the capabilities to perform the described duties will be considered.

#### **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 have reliable transportation during work hours as traveling throughout Kern County is necessary.
- Must be fingerprinted, if required by funding source or state licensing, and have such records filed with the State Department of Social Services, Community Care Licensing.
- Must have completed a First Aid/CPR certificate or obtain one within 90 days 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 accommodations may be made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE Education 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					





## **Home Visiting Program Home Visitor**

Level 1

Level 2

*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:**

Under the direction of the Home Visiting Program (HVP) Coordinator, the HVP Home Visitor leads and shares responsibility with parents for planning, organizing, and implementing the care, development, and education of typical and atypically developing children (birth to 3 and expectant mothers) with a case load of up to 10 families. Responsible for implementing a quality early education home based curriculum and developing a positive relationship with children, parents, and families. The Home Visitor will provide the parent with parent education, assistance with job readiness and barrier removal. The goal of the Home Visitor is to help families reach self-sufficiency by improving family engagement practices; supporting healthy development of young children living in poverty; and preparing parents for employment.

### **SUPERVISION RECEIVED:**

Receives supervision from HVP Coordinator.

### **SUPERVISION EXERCISED:**

None.

### **DUTIES AND RESPONSIBILITIES:**

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

#### **Essential Job Specific Duties:**

- Plan and conduct weekly home visit activities according to adopted curriculum and with expectant mothers, families, and their young children in their homes for a minimum of two (2) hours for each of the families in the assigned caseload.
- Coordinate, schedule, plan, and implement monthly group socialization experiences in collaboration with families.
- Meet with assigned Department of Human Services staff each month to provide case management for enrolled families.
- Provide parent/child relationship building experiences and utilize families home as learning environment to ensure school readiness.
- Conduct screenings and assessments of children in partnership with parents.
- Provide appropriate referrals based on analysis of observations, screenings, and assessments.



- Support families in identifying developmentally appropriate goals for children and parents.
- Assist parents in implementing developmentally appropriate routines, activities, and experiences to support Individual Family Service Plan/Individual Educational Plan (IFSP/IEP).
- Partner with expectant mothers and families to obtain ongoing access to health and dental care.
- Provide crisis intervention and referral services to internal and/or external resources.
- Complete and maintain accurate and timely documentation of home visits and group socializations.
- Complete and maintain accurate and timely documentation of child and family services and health status in program database system.
- Assess family interests, strengths, and needs as part of program surveys.
- Collaborate with families to develop a Family Partnership Agreement. Provide support and resources to assist families to reach their goal.
- Promote family engagement in curriculum planning and program governance.
- Recruit and complete application process to maintain full enrollment throughout the year.
- Responsible for transitioning children from the home-based program to an Early Head Start/Head Start or other appropriate childcare setting.
- Attend trainings, meetings, conferences, and community collaborative meetings as required and be capable.
- Participate in professional development activities. Attend meetings and represent CAPK in community committees as assigned.
- Follow procedures as a Mandated Reporter to report suspected child abuse/neglect and ensure compliance of universal precautions.
- Maintain confidentiality of family information and records.

**Other Job Specific Duties:**

- Maintains safe and functional work environment.
- Works alternative hours as required, including nights and weekends.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated program.

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment including computers.
- Word processing, spreadsheet, database, and other related software applications.
- Child development, early childhood education, child nutrition, health and safety, family dynamics, community resources and adult education

**Ability to:**

- Plan and implement developmentally appropriate routines, activities, and experiences.
- Facilitate the educational, intellectual, social, emotional, and physical development of children.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear, concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Communicate effectively verbally and in writing.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish professional working relationships with staff, agencies, and parents.
- Exhibit an understanding and design of a curriculum which fosters appreciation of cultural and linguistic diversity, integrates health and nutrition education, promotes language development, art, music, and dramatic play, and develops mathematical and science concepts.
- Reasonably obtain knowledge of agency and departmental policies and procedures.

**EDUCATION AND EXPERIENCE:**

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

**Level 1**

- Associate degree from any accredited college or university in early childhood development, human development, or related field with twenty-four (24 college semester units in child development, early childhood development, or similar area of study).
- Three (3) units of infant/toddler coursework from any accredited college or university.

**Level 2**

- Bachelor's degree from any accredited college or university in early childhood development, human development, or related field with twenty-four (24 college semester units in child development, early childhood development, or similar area of study).
- Three (3) units of infant/toddler coursework from any accredited college or university.
- One year experience in data entry.

**OTHER REQUIREMENTS:**

- Two years' experience working with a community service program desirable.
- Bilingual (English/Spanish) capabilities desirable.
- Possession of a valid California Driver's License and State automobile insurance, and



acceptable driving record substantiated by a DMV printout.

- Must be fingerprinted if required by funding source or state licensing and have such records filed with the State Department of Social Services, Community Care Licensing
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations upon offer of employment.
- Must have completed a Pediatric First Aid/CPR Certification or will obtain the certification within 90 days of employment and monitor and recertify prior to expiration (annually or as noted on certification.) CPR class must be taken in person and must include infant components.

### **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.*

<b>POSITION TITLE Home Visiting Program Home Visitor</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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	

	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		



## Quality Assurance Coordinator

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

**Salary Range:** Grade 08

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the supervision of the Quality Assurance Administrator, the Quality Assurance Coordinator is responsible for maintaining compliance with Community Care Licensing requirements and assists with meeting deliverables of the Head Start and Child Development contracts. This includes inspection, ongoing monitoring for compliance of the program, and investigation activities. The work is carried out under the general supervision of the Quality Assurance Administrator but calls for considerable independent judgement.

### **SUPERVISION RECEIVED:**

Receives supervision from Quality Assurance 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:**

- Provides training, technical assistance, and support to program and administrative staff.
- Compiles all documentation required by Community Care Licensing for licensure of child development centers.
- Disseminates information regarding the licensing process, the rules governing facilities, and the legal requirements for licensure.
- Visits facilities for the purpose of inspection and monitoring of facilities as required for continuation of license, as well as complaint investigations.
- Maintains a strong understanding of Head Start Program Performance Standards (HSPPS), California Code of Regulations Title 5 (CDE), and Title 22 (Community Care Licensing).
- Analyzes and interprets data, drawing meaning and conclusions from quantitative and/or qualitative data.
- Informs, networks with, and monitors governing bodies to ensure their understanding and implementation of appropriate governance oversight and accountability.
- Assists with the annual Self-Assessment for the Head Start/ State Child Development and uses information to address continuous agency-wide improvement.
- Assists with annual audits, funding source/regulatory audits and monitoring visits.



- Establishes and maintains positive, constructive working relationships with staff and Program Partners to ensure their compliance with program requirements.
- Reports areas of compliance and non-compliance to the Quality Assurance Administrator and administrative team as needed.
- Responsible for developing, maintaining, and updating written policies and procedures as needed.
- Responsible for preparation of data, budgets, and monitoring reports to be submitted to the Board of Directors, Policy Council, Head Start Regional Office, California Department of Education, California Department of Social Services, and finance department.

**Other Job Specific Duties:**

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

**MINIMUM QUALIFICATIONS:**

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

**Knowledge of:**

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Understanding socially and economically diverse challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Knowledge of proper grammar in written communication.
- Regulations governing the fiscal requirements of Head Start, California Department of Education, California Department of Social Services California Code of Regulations Title 5 (CDE), Title 22 (Community Care Licensing) and Child and Adult Care Food Program.

**Ability to:**

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Work independently.
- Communicate effectively, verbally and in writing.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective 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.*

- Associate degree from an accredited college or university with a major in social services, early childhood development, human services, behavioral science, public or business administration is required.
- Bachelor's degree from an accredited college or university in public administration, business administration, early childhood education, child development, social services, or related field preferred.
- Three (3) years' working in an administrative field with an emphasis on finance, social services, case management, public administration, child development, or related field.
- Additional experience may be substituted for education requirements.

### **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 and Community Care Licensing.
- 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: Quality Assurance Coordinator			
Activity	Hours Per Day	NEVER 0 HOURS	OCCASIONAL UP TO 4 HOURS
Sitting			FREQUENT4-8 HOURS 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)			
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			<u>X</u>	
76-100 lbs.	X			X		
100+ lbs.	X			X		



## MEMORANDUM

To: Personnel Committee

From: Jeremy T. Tobias, Chief Executive Officer

Date: September 6, 2023

Subject: *Agenda Item 4(c):* Reclassification of the Administrative Coordinator and Assistant Positions and New Administrative Assistant-Executive Position – **Action Item**

The administrative and clerical scope of work for the existing positions that support the Chiefs and Directors is expanding due to the complexity of the departments and the demands of the supported positions. Often, the supportive services positions are also extended to program staff for the purposes of coordination of travel and credit card reconciliation, for example. This includes project management for interagency and time-sensitive projects, such as evaluating software, mapping services to outcomes, and assisting with policy and procedure development.

### **Summary of Proposed Changes**

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	New Grade
Executive Assistant	Formerly the Administrative Coordinator, this position was reclassified to an Executive Assistant role to better align with its scope of providing confidential administrative support to the Chief Executive Officer while maintaining the official agency records, managing all the Board of Directors and sub-committee meetings and correspondence, and providing administrative support to the Board of Directors.  Further, this position is changing to an exempt position, which is typically part of the salary model of work, frequently seen in executive, supervisory, administrative, and other professional positions.	9 Min: \$24.21 Mid: \$30.30 Max: \$36.36	10 Min: \$27.88 Mid: \$34.83 Max: \$41.80
Administrative Coordinator	Formerly the Assistant to the Director, this position was re-classified to an Administrative Coordinator role to better align with its scope of performing sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team, as well as maintaining official records and provides administrative support to the Divisions.	8 Min: \$21.09 Mid: \$26.34 Max: \$31.61	9 Min: \$24.21 Mid: \$30.30 Max: \$36.36
Administrative Assistant-Executive	New Position. Receives supervision from the Executive Assistant (proposed above) to perform a wide variety of administrative and clerical duties, in addition to supporting special projects, interactions with high-level external and internal contacts requiring specialized confidential subject matter	N/A	6 Min: \$18.10 Mid: \$21.31 Max: \$24.50

	expertise in business administration, information systems, and personnel management, and the application and interpretation of federal, state, and local laws related to these subject areas.		
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### ***Fiscal Impact and Timeframe***

The proposed new position, the administrative assistant-executive, is projected to have a fiscal impact of be \$23,400 in salary costs and \$7,472 in benefits for the remainder of the year, which was budgeted as part of a budget revision presented during the August 16, 2023, Budget and Finance Committee<sup>1</sup>. Since the position has been budgeted, there is no further fiscal impact and the fiscal impact for future years would be planned for during the annual budget development process.

The reclassification of the two above-mentioned positions would result in no fiscal impact on the budget since there are no changes to the rate of pay, but rather the grade changes that allow for growth opportunities. The funds available have been budgeted and will not require budget amendments.

Once the proposal is approved (September 2023), the Divisions will immediately implement the changes. The new and reclassification of the job descriptions and fiscal impact have been reviewed and approved by the Human Resources and Finance departments, respectively.

### ***Strategic Plan Impact***

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) b) Complete development and consolidation of revised job descriptions.

### **Recommendation:**

Staff recommends the Personnel Committee approve the reclassification of the Administrative Coordinator and Assistant positions and the new Administrative Assistant-Executive position and update of the organizational chart.

### ***Attachments:***

*Organizational Chart*

*Executive Assistant Job Description*

*Administrative Coordinator Job Description*

*Administrative Assistant-Executive Job Description*

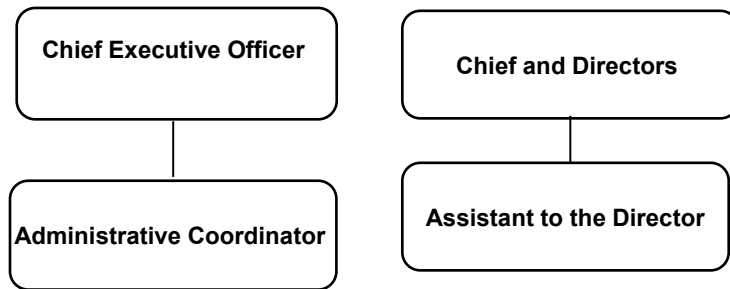
<sup>1</sup> Item 4.b. [BF-Committee-Agenda-8-16-23-REVISED.pdf \(exactdn.com\)](#)



## Administrative Support Multi-Division

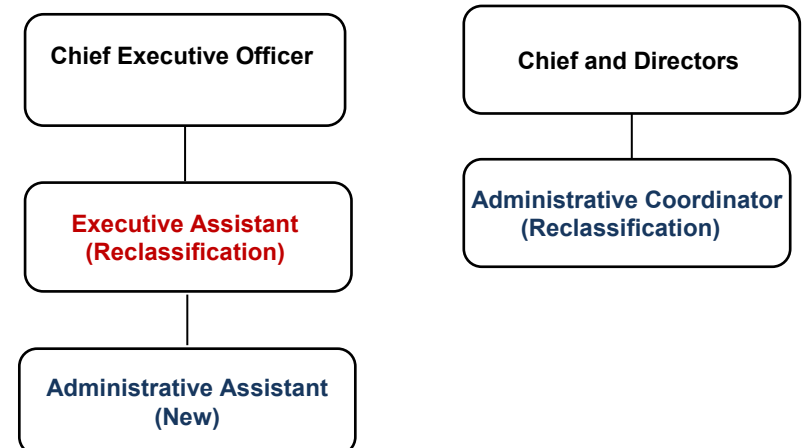
### Current

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### Proposed

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## **Administrative Assistant – Executive Division**

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

**Salary Range:** Grade 06

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

Provides a wide variety of administrative and clerical duties, assists with maintaining and securing confidential files, arranging travel for executive and program staff, process check requests and purchase orders, input Board Member volunteer hours into the Volunteer Management System, provide assistance with Board and Committee meeting set-up, approve conference room reservation requests, provide back-up support to the receptionist, as needed, and submit work orders for office maintenance and copiers. The administrative assistant will relieve the supervisor of a wide variety of administrative details and interacts with high-level external and internal contacts requiring specialized confidential subject matter expertise in business administration, information systems, and personnel management, including the application and interpretation of federal, state, and local laws related to these subject areas.

### **SUPERVISION RECEIVED:**

Receives supervision from the Administrative Coordinator.

### **SUPERVISION EXERCISED:**

None

### **DUTIES AND RESPONSIBILITIES:**

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

#### **Essential Job Specific Duties:**

- Apply knowledge of agency guidelines and policies.
- Prepare travel documents for various staff, including booking flights, hotel rooms, registration for conferences, travel advances, and travel liquidation.
- Maintain electronic files of all travel related documents.
- Responsible for maintaining and securing confidential files.
- Input Board Member volunteer hours into the Volunteer Management System.
- Input check requests and purchase order requests.
- Assist with room set-up and clean-up for Board and Committee meetings, and other meeting preparations, as assigned.
- Prioritize workflow, including handling routine matters such as distributing mail, faxing, and photocopying.
- Order, monitor, and maintain department office supplies.
- Efficient planning, organizing, and scheduling work priorities.
- Responsible for approving conference room reservation requests.
- Provide back-up support for receptionist as needed.
- Other administrative duties as assigned.

**Other Job Specific Duties:**

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Perform 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.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

**Ability to:**

- Problem solve and address conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with 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
- Three (3) years of clerical 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 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.



- 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 Administrative Assistant				
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					



## **Administrative Coordinator**

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

**Salary Range:** Grade 09

**FLSA Status:** Non-Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direction of the Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director with special assistance to the Division's team. Maintains official records and provides administrative support to the Division.

### **SUPERVISION RECEIVED:**

Receives supervision from Division Director.

### **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:**

- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Maintains official records system for the Division.
- Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
- Manages and coordinates the Director's calendar, meetings, phone calls, and other administrative tasks to help manage the priorities of the Director.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.
- Monitors budget for department managed by the Director.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for Committee agendas in accordance with the Ralph M. Brown Act.
- Responsible for preparing committee packets and correspondence, takes minutes at various Board and Committee meetings, and transcribes into final minutes for distribution.

#### **Other Job Specific Duties:**

- Attends all meetings, trainings, and conferences as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned or as needed.





- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.

### **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.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and equipment, including computers.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

#### **Ability to:**

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- 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.

### **EDUCATION AND EXPERIENCE:**

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.



- Any combination of education and or experience that demonstrates a high degree of competency.

#### **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 pre-employment background check.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

#### **WORK ENVIRONMENT:**

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

- Work is primarily performed 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.*

<b>POSITION TITLE Administrative Coordinator</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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					



## **Executive Assistant**

*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 direction of the Chief Executive Officer (CEO), the Executive Assistant is responsible for providing confidential administrative support to the Chief Executive Officer while maintaining the official records of Community Action Partnership of Kern (CAPK), managing all the Board of Directors and sub-committee meetings and correspondence, and providing administrative support to the Board of Directors.

### **SUPERVISION RECEIVED:**

Receives general direction from the Chief Executive Officer.

### **SUPERVISION EXERCISED:**

Administrative Assistant assigned to Executive Division and Reception Staff assigned to the Administrative Office.

### **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:**

- Performs a wide variety of duties for the Chief Executive Officer that are complex, detailed, and highly confidential, including reports to the Board of Directors.
- Prepares a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Provide administrative support to Chief Business Development Officer and staff.
- Supervise the administrative assistant assigned to the Executive Division and the reception staff assigned to the Administrative Office and provide training and oversight of all assigned functions.
- Acts as the primary contact for the Board of Directors for administrative support purposes.
- Prepare Board and Executive Committee agendas in accordance with the Ralph M. Brown Act.
- Attend all Board and Executive Committee meetings and take minutes for final review/approval by the CEO.
- Provide training support to the administrative assistant and administrative coordinators responsible for preparation of Board Committee agendas and minutes, travel documents, and credit card liquidations.
- Prepare all travel documents and liquidations for CEO and Board of Directors, and delegate other travel requests to Administrative Assistant.
- Act as the Revenue Contract Administrator responsible for data input of all revenue contracts into the contract management system, route contracts for approvals, ensure all



required supplemental documents are completed and returned with contracts and amendments, and track history of all activities associated with contracts. Prepare detailed training manual and provide training to executive and management staff regarding the Contract Management System.

- Assigned as the CSD Repository Administrator responsible for uploading all required CSBG/Energy documents into the CSD portal.
- Provide training, as requested, to new CAPK management employees regarding CAPK Governance and Contract Management.
- Provide Notary Public services for all agency documents requiring notarization.
- Participate as a key team member responsible for coordinating agency functions and employee gifts.
- Primary contact and liaison for the Executive Office regarding work orders, and delegate the scheduling of meeting rooms to administrative assistant assigned to the Executive Division.
- Act as the primary back-up to provide administrative support to CAPK's Chief's and Directors as needed.
- Exercise sound, independent judgment within general policy guidelines.

**Other Job Specific Duties:**

- Effectively presents information and responds to questions from managers, clients, and the public.
- Schedules and organizes activities such as meetings and travel for the Chief Executive Officer and the Board of Directors.
- Handles the Chief Executive Officer incoming/outgoing mail, screens both internal and external phone calls and visitors.
- Performs special assignments/projects and other duties as assigned by the Chief Executive Officer.
- Other confidential duties as assigned by the CEO.

**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.
- Principles and practices of administration, budgeting, and fiscal oversight.
- Principles and practices of project management.
- Principles and practices of personnel practices.
- Modern office procedures and equipment, including computers.
- Word processing and other related software applications.

**Ability to:**

- Prepare clear and concise reports.
- Work collaboratively as a member of the Partnership's Executive and Management teams.
- Communicate effectively, verbally and in writing.



- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Maintain and administer an adequate records system.

### **EDUCATION AND EXPERIENCE:**

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

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field.
- Four (4) years of experience as an administrative assistant or secretarial position with at least two (2) years assisting a person with high-level management responsibility.
- Minimum of one (1) year of supervisory experience
- Any combination of education and experience demonstrates a high degree of competency.

### **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 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.
- 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.*

<b>POSITION TITLE    Executive Assistant</b>				
<b>Activity</b>	<b>Hours Per Day</b>	<b>NEVER 0 HOURS</b>	<b>OCCASIONALLY UP TO 4 HOURS</b>	<b>FREQUENTLY 4-8 HOURS</b>
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: Emilio G. Wagner, Director of Operations

Date: September 6, 2023

Subject: *Agenda Item 4(d)*: Risk Management Position Reclassification and New Position - **Action Item**

CAPK has experienced substantial growth over the last few years and the management of risk insurance has not evolved with the growth. With over 900 employees and 95 facilities throughout our service area, it is no longer practical to have one individual to oversee CAPK's safety programs, facility inspections, staff training, and insurance policies. With the proposed addition of a second individual, there will be coverage for the department for future time off, succession planning, and a more balanced workload.

### *Summary of Proposed Changes*

The current position is titled risk management supervisor, and the proposal is to reclassify the title to risk manager and include duties where this position is the lead in developing policies and procedures, training programs, inspection reports, and overseeing one new staff member. To support the risk manager, we are proposing a new position of assistant risk manager who will assist the risk manager in site inspection, policy development, insurance management, report development, and act as backup during time off. The assistant risk manager will report directly to the risk manager.

Position Title	Proposed Changes	Current Grade	New Grade
Risk Manager	Reclassification to include additional duties and title change.	9 Min: \$24.21 Mid: \$30.30 Max: \$36.36	10 Min: \$27.88 Mid: \$34.83 Max: \$41.80
Assistant Risk Manager	New position. Will provide departmental support and report to the risk manager.	N/A	9 Min: \$24.21 Mid: \$30.30 Max: \$36.36

### *Fiscal Impact and Timeframe*

Both positions have been included in the approved Indirect Budget. The new position was included in the budget for eight (8) months; however, there are salary savings due to the delay in requesting approval of the new position. The reclass of the risk manager



will see a grade increase due to added responsibility, which has been captured in the current approved budget.

*Strategic Plan Impact*

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*, this proposal supports staff development, growth, and retention by balancing the workload of such an important position of CAPK. Due to the growth of CAPK over the years it has placed tremendous pressure on one individual to maintain all safety programs. With the addition of the assistant risk manager, the workload will now be balanced.

**Recommendation:**

Staff recommends the Personnel Committee approve the reclassification of the Risk Manager and the addition of the Assistant Risk Manager position.

**Attachments:**

*Risk Manager Job Description*

*Assistant Risk Manager Job Description*



## **Assistant Risk 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:** 09

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Risk Manager, the Assistant Risk Manager will assist in coordinating and performing functions of the CAPK's risk management and safety program, including occupational safety and health programs, liability claims, insurance programs, risk transfer and loss control, and Head Start Health & Safety.

### **SUPERVISION RECEIVED:**

Receives direct supervision from Risk 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 in developing, implementing, and administering effective safety standards and programs for CAPK employees.
- Assists agency in establishing loss prevention programs, procedures, and in completing safety investigations and audits; works with employees in the field to identify unsafe working conditions or practices and recommends solutions to continuously improve the safety of CAPK facilities.
- Reviews and evaluates injury reports; analyzes loss and accident reports to identify potential hazards; coordinates with departments to identify employee safety exposure and implements necessary loss prevention measures.
- Monitors and assists in the development of modified work assignments to facilitate the return to work of injured employees and conducts Interactive Process Meetings.
- Performs ergonomic assessments and provides recommendations for correction and improvement.
- Assists the Risk Manager in identifying general liability exposures and necessary loss prevention measures; makes recommendations to correct or control liability exposures.
- Assists in coordinating the CAPK's safety program; participates and/or facilitates the Operational Risk Management Committee and may prepare agendas, reports and maintain minutes.
- Assists with coordinating safety training related to mitigating losses and assists divisions/departments with maintaining annual training calendars as needed.
- Researches, prepares statistics, and provides analysis and recommendations related to risk management programs.



- Ensures safety program is following Cal-OSHA mandates and updates written Cal OSHA Programs as needed.
- Participates in tracking safety initiatives or programs such as Injury and Illness Prevention Program, Safety Training, and Safety Data Sheets (SDS).
- Assists in reviewing contracts, agreements, and insurance policies to determine applicable coverage.
- Assists with gathering data for preparation of insurance applications and assists with annual insurance policy renewals.

**Other Job-Specific Duties:**

- Conducts and attends meetings, training, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- 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:**

- Safety regulations and practices involved in operations and safety laws regarding the public sector.
- Administrative practices and procedures involved in insurance and risk management programs, claims investigations, and processing.
- Principles and practices of various insurance policies.
- Basic medical terminology related to safety and risk policies and practices.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of record keeping.
- Principles of effective presentation and public speaking.
- Customer service and public relations methods and techniques.
- Office procedures, methods, and equipment, including computers and applicable software.
- Agency policies and procedures.

**Ability to:**

- Understand, interpret, and explain the application of policies, procedures, and requirements pertaining to assigned areas of responsibility.
- Interpret and explain CAPK's workers' compensation or general liability policies and procedures.
- Implement and administer safety programs and safety-related training activities.
- Analyze problems, evaluate alternatives, and make sound, appropriate recommendations.
- Establish, foster, and maintain effective working relationships with internal and external stakeholders.
- Gather, research, analyze, organize, and disseminate data.
- Exercise sound independent judgment and initiative within established guidelines.
- Plan and organize work to meet changing priorities and deadlines.



- Prepare clear, concise, and accurate analytical reports, correspondence, and other written materials.
- Effectively present to large groups of individuals.
- Exercise tact and diplomacy in dealing with sensitive, complex, and confidential personnel issues and employee situations.
- Operate a computer using relevant word processing and spreadsheet software.
- 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.*

- High School Diploma or equivalent, plus four (4) years demonstrated experience in safety and/or building maintenance/construction.
- Bilingual (English/Spanish) capabilities desirable.

### **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.*

- 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 Assistant Risk Manager				
ACTIVITY	(HOURS PER DAY)	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
Sitting				<b>X</b>
Walking				<b>X</b>
Standing				<b>X</b>
Bending (neck)				<b>X</b>
Bending (waist)				<b>X</b>
Squatting			<b>X</b>	
Climbing		<b>X</b>		
Kneeling			<b>X</b>	



Crawling	<b>x</b>		
Twisting (neck)			<b>x</b>
Twisting Waist			<b>x</b>
Is repetitive use of hand required?			<b>x</b>
Simple Grasping (right hand)			<b>x</b>
Simple Grasping (left hand)			<b>x</b>
Power Grasping (right hand)		<b>x</b>	
Power Grasping (left hand)		<b>x</b>	
Fine Manipulation (right hand)			<b>x</b>
Fine Manipulation (left hand)			<b>x</b>
Pushing & Pulling (right hand)		<b>x</b>	
Pushing & Pulling (left hand)		<b>x</b>	
Reaching (above shoulder level)		<b>x</b>	
Reaching (below shoulder level)		<b>x</b>	

	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			<b>x</b>			<b>x</b>
11-25 lbs		<b>x</b>			<b>x</b>	
26-50 lbs		<b>x</b>			<b>x</b>	
51-75lbs	<b>x</b>			<b>x</b>		
76-100lb	<b>x</b>			<b>x</b>		
100lbs+	<b>x</b>			<b>x</b>		



## **Risk 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 Grade:** 10

**FLSA Status:** Exempt

**Date Approved:** TBD

### **SUMMARY:**

Under the direct supervision of the Director of Operations, the Risk Manager will plan, organize, and administer a program of comprehensive risk management and loss control; to analyze, develop and recommend risk management procedures and programs to include workers' compensation, accident investigation, occupational and industrial safety, disaster preparedness, and related activities; to supervise and evaluate the work of a staff engaged in claims adjustment and safety activities.

### **SUPERVISION RECEIVED:**

Receives direct supervision from Director of Operations.

### **SUPERVISION EXERCISED:**

Assistant Risk Manager

### **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:**

- Develops the implementation, maintenance, and compliance of an agency-wide safety program and workers' compensation program, including updates to the Written Injury and Illness Prevention Program (IIPP).
- Conducts and supervises the routine survey of facilities, work sites, programs, and operations to identify and correct hazardous conditions and potential liabilities.
- Monitors, investigates, and analyzes accidents, accident reports, and safety hazards to initiate corrective action to eliminate unsafe areas and/or acts and make recommendations for preventative action ensuring proper procedures are followed and paperwork completed.
- Develops procedures to maintain complete and current statistics on loss and accident frequency to include OSHA 300A Log, severity, and costs; develops procedures to protect and minimize exposure to general and workers' compensation liability risks.
- Develops safety education and training programs, including training sessions for employees on safety, risk management, loss prevention and monitors for effectiveness.
- Provides assistance to departments in the implementation of and compliance with the California Occupational Safety and Health Act.
- Serves as primary contact and maintains effective working relationships with the agency's workers' compensation carrier, insurance broker and employees to support related safety and workers' compensation activities.



- Collects data and maintains accurate files and comprehensive reports to include assisting with department budget preparation, federal and state reports, and special projects required by the Director.
- Completes and supervises full facility assessments on a regular basis to inspect for quality control and identify future or immediate facility improvements.
- Coordinates safety training related to mitigating losses and assists divisions/departments with maintaining annual training calendars as needed.
- Maintains and distributes facility evacuation routes.
- Completes playground safety inspections on all agency play structures and keeps records of each inspection.
- Stays current with changes to California Code of regulations Title 24 and 22 and Head Start Environmental Health & Safety Protocol.

**Other Job Specific Duties:**

- Conducts and attends meetings, training, and professional growth activities, as required.
- Works alternative hours as required, including nights and weekends.
- 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:**

- Safety regulations and practices involved in operations and safety laws regarding the public sector.
- Administrative practices and procedures involved in insurance and risk management programs, claims investigations, and processing.
- Principles and practices of various insurance policies.
- Basic medical terminology related to safety and risk policies and practices.
- Pertinent federal, state, and local laws, codes, and regulations.
- Principles and practices of record keeping.
- Principles of effective presentation and public speaking.
- Customer service and public relations methods and techniques.
- Office procedures, methods, and equipment, including computers and applicable software.
- Agency policies and procedures

**Ability to:**

- Plans and implements developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear, concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Analyze problems; identify alternative solutions.
- Communicate effectively verbally and in writing.





- Work with accuracy and attention to detail.
- Operate and use modern office equipment.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships internally and externally.

### **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 of Art Degree from an accredited university in public administration, business administration, human resources, or related field, plus two (2) years demonstrated experience in safety and/or workers' compensation, or high school diploma or equivalent, plus four (4) years demonstrated experience in safety and/or workers' compensation.
- Experience in implementing job safety programs and/or reducing on the job injuries desirable.
- Must possess or must obtain certification as a Playground Safety Inspector through the National Recreation and Parks Association.
- Bilingual (English/Spanish) capabilities desirable

### **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 made to enable employees with disabilities to perform the essential duties.*

POSITION TITLE Risk 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					



DATE September 13, 2023  
TIME 12:00 pm  
LOCATION CAPK Administrative Office  
5005 Business Park North  
Bakersfield, CA 93309

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## Program Review & Evaluation Committee Minutes

### 1. Call to Order

Committee Chair Ana Vigil called the meeting to order at 12:01 pm at the Community Action Partnership of Kern Administrative Building, located at 5005 Business Park North, Bakersfield, CA.

### 2. Roll Call

Roll call was taken with a quorum present.

Present: Ana Vigil, Jimmie Childress, Mia Cifuentes, Gina Martinez, and Yolanda Ochoa

Absent: None

Others Present: Jeremy Tobias, Chief Executive Officer; Pritika Ram, Chief Business Development Officer; Susana Magana, Director of Health and Nutrition; Rebecca Moreno, Director of Housing and Supportive Services, Louis Gill, Chief Program Officer; and other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. Program Presentation

- a. Migrant Childcare Alternative Payment (MCAP), Program Presentation by Laura Porta, Program Administrator

Laura Porta provided a presentation about the Migrant Childcare Alternative Payment (MCAP) program and highlighted that in recent conversations with their state consultant, the consultant congratulated their program for increasing their enrollment from the beginning of the fiscal year and the previous year to over 160% of their capacity and of their active enrollment. It demonstrates that the Migrant Childcare services are necessary.

Laura reports that they are increasing operations in Kern County and throughout the Central Valley.

Gina Martinez asked if the children in the program don't leave the state of California and we have them from birth, are we working with them until they are 12 years old? Laura said they have a 24-month certification allowed by the Department of Social Services, and families must continue to meet eligibility. Laura said there are families that continue the pattern for years, and they've seen children from birth until they exit the program.

Mia Cifuentes asked how many families are currently on the wait list and Laura said we have about 300 kids.

Gina Martinez asked how the wait list is prioritized. Laura said the enrollment wait list is based on the immediate need and after that, it's based on income and family size. Laura said it is mandated that the

MCAP program have one list per county, and if the enrollment is not as high in one county, they can increase the enrollment in that county.

Ana Vigil asked if CAPK is involved in the Migrant Camp at the Shafter Center. Laura said they do not operate the center; however, they do have a good working relationship with them and are allowed to go into the camp to participate and enroll the families.

Jeremy Tobias made a statement to recognize Laura Porta and the MCAP Team for doing an incredible job. While going through the pandemic, the state increased the funding and the MCAP team has exceeded the expectations. Jeremy emphasized that this is CAPK's only program that is statewide, and it is a large and complicated program and staff have done such a tremendous job.

## 5. New Business

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

Pritika Ram presented the August 2023 Program Reports for approval and provided notable highlights and recognized the Coordinated Entry System (CES) team is responding to a substantial number of monthly calls. When the program was initially started, there were less than 1,000 per month and now, they are averaging roughly 2,100 to 2,600 calls per month which demonstrates the work that they are doing on a collective effort.

Pritika Ram also reported that the Agency received a \$300,000 grant from the County of Kern for a rural drop-in center. Pritika said Freddy Hernandez and the East Kern Family Resource Center (EKFRF) team has moved to a new larger space, where they will operate the drop-in center where individuals can get case management services, and the Coordinated Entry team will be co-located there as well and provide supportive services, utility assistance, VITA, meals, and the pantry that includes food, diapers and personal hygiene items. The intent is to expand services and outreach in the community, and a ribbon cutting ceremony is being planned. Staff will provide more information as it becomes available.

Gina Martinez suggested it would be nice to seek a grant opportunity to provide water filters for the local residents.

Pritika Ram reported that the California Department of Community Services (CSD) conducted a site monitoring visit recently for the Community Services Block Grant (CSBG) and there were no findings. Pritika expressed her gratitude to the program staff for conducting site tours for the CSBG Field Representative and thanked them for their efforts which led to the clean audit.

Gina Martinez and Ana Vigil recognized Rebecca Moreno for her great CAPK presentation at the August 2023 NCAP Annual Convention.

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

### b. August 2023 Application Status Reports & Funding Profiles – Vanessa Mendoza, Grant Administrator – **Action Item**

Vanessa Mendoza presented the above action item for approval and said she appreciates Gina Martinez's statement about water filters, and it's something to look into.

Vanessa reports that the Friendship House Community Center (FHCC) Zumba, the Food Bank, and CalFresh Healthy Living programs are partnering up so that when the Zumba classes start at FHCC, the participants can get food boxes, and CalFresh can provide healthy recipes with the products inside the boxes.

Yolanda Ochoa asked how many clients have been seen in the Mojave Kern River Valley area that we provide ID's for and see at the Family Resource Center (FRC). Rebecca said the CES staff haven't seen very many go through the FRC. They recently connected with the County of Kern and will join other providers at the local library to provide more robust services, take ID vouchers, and coordinate entry services every two weeks.

Yolanda Ochoa said that many of the people in need will not go to the library and asked if the CES staff can go to the Salvation Army on Mondays and Fridays because the Salvation Army serves food and sees about ten homeless on each of those days. Yolanda said she's spoken to the homeless directly, and advocates for them. Yolanda extended the invitation to the CES staff to set time aside to visit the Salvation Army, and states they are open from 9 a.m. to 11 a.m. on Mondays and Fridays.

Rebecca Moreno said that while they partner with other providers, they will add a stop at the Salvation Army while they are in the area. Rebecca also shared that they had to scale back some of their efforts due to low staffing levels but will be going out there twice a month and will add the Salvation Army location.

Ana Vigil said the Shafter Youth Center does similar Zumba classes, and if we can get the same resources with food boxes and recipes, it would better serve the community. Vanessa Mendoza said she would pursue opportunities in that city.

Gina Martinez made a recommendation to the committee to contact staff directly with their questions, concerns, or suggestions as she has found the staff to be very responsive.

Motion was made and seconded to approve the August 2023 Application Status Reports & Funding Profiles. Carried by unanimous vote (Martinez/Ochoa).

c. 2021-2025 Strategic Plan Update – ***Info Item***

1. Goal Group 1 Update by Susana Magana, Director of Health & Nutrition

Susana Magana presented the above info item and reported on the progress to date for Goal Group 1

2. Goal Group 2 Update by Yolanda Gonzalez, Director of Head Start/State Child Development

Freddy Hernandez presented the above info item remotely on behalf of Yolanda Gonzalez and said there are a lot of families who are in crisis and high risk of becoming homeless in Mojave and the surrounding cities in that community, and staff are continuing to look for those gaps that are not being met or offered in those areas in the county.

Gina Martinez said she would like to get more information about the VITA program.

Freddy Hernandez shared that in order to provide services for DMV Vouchers, Licenses, and ID's, there must be an approved provider by the DMV.

3. Goal Group 3 Update by Rebecca Moreno, Director of Housing and Supportive Services

Rebecca Moreno presented the above info item and reported that with the new contract additions we will bring on 16 new positions and fill the current vacant positions.

d. Kern County and San Joaquin Community Assessment Update 2023 – Robert Espinosa, Program Design and Management Administrator - **Action Item**

Robert Espinosa presented the above action item for approval and gave a special thanks to Vanessa Mendoza for putting the assessment documentation together.

Motion was made and seconded to approve the Kern County and San Joaquin Community Assessment Update 2023. Carried by unanimous vote (Martinez/Cifuentes).

e. August 2023 Head Start/State Child Development Program Activity Report - **Action Item**

Robert Espinosa presented the above action item for approval and provided a summary of the August 2023 Head Start/State Child Development Program Activity Report.

Motion was made and seconded to approve the August 2023 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Cifuentes/Martinez).

6. **Committee Member Comments**

- Ana Vigil reminds all present that the Feed the Need is coming up September 27, 2023, at the Kern County Fair.

7. **Next Scheduled Meeting**

Program Review & Evaluation Committee  
12:00 pm  
October 11, 2023  
5005 Business Park North  
Bakersfield, CA 93309

8. **Adjournment**

The meeting was adjourned at 12:58 pm





**Community Action Partnership  
of Kern**

# **Migrant Childcare**

*Childcare that migrates with you.*



# Program Overview

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Overseen by the California Department of Social Services, The Migrant Childcare Program (MCAP) is a unique program and the only contract of its type tasked with serving the migrant agricultural working community in the State of California.

Families can apply for services in one of our six entry counties. Once services are approved families can receive services anywhere in California.



The Migrant Childcare Program has the following offices available to help you with your application.

**Madera County**

1-559-385-2503

Office: 525 East Yosemite Ave.  
Madera, CA 93638

Fax: 1-559-664-3302

**Tulare County**

1-559-474-8902

Office: 700 Doe Ave.  
Building 200, Suite C, Door 7  
Visalia, CA 93291

Fax: 1-559-661-3311

**Kings County**

Mail: P.O. Box 1101  
Hanford, CA 93232

1-559-385-2502

Office: 216 W. 7th Street  
Hanford, CA 93230

Fax: 1-559-664-3305

**Fresno County**

1-559-334-3629

Office: 1815 Van Ness Ave  
Fresno CA, 93721

Fax: 1-559-664-3304



**Migrant Childcare**

Mail: 5005 Business Park North  
Bakersfield, CA 93309

**Regional Office - Kern County**

1-800-259-8866

Office: 5351 Olive Dr., Suite 200  
Bakersfield, CA 93308

Fax: 661-396-1746

**Merced County**

1-209-259-6556

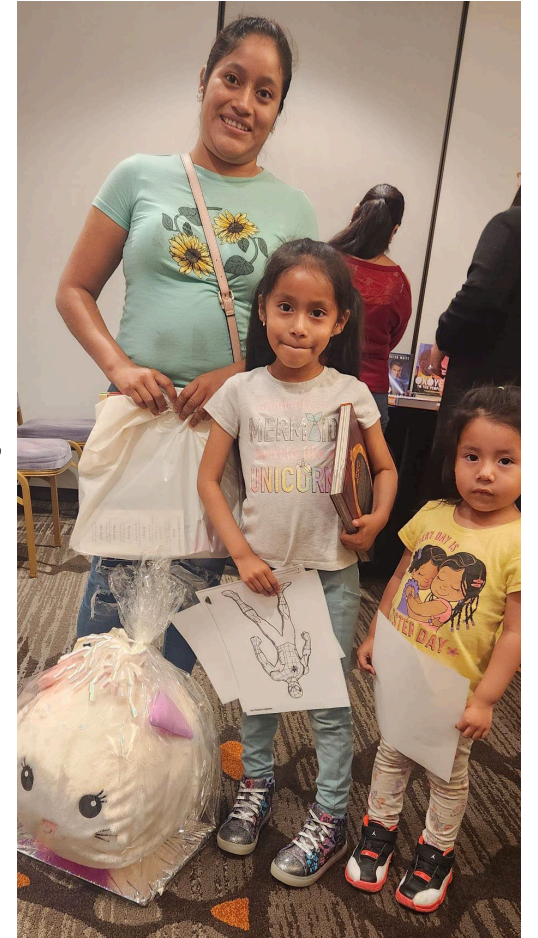
Office: 1850 Wardrobe Ave.  
Merced, CA 95341

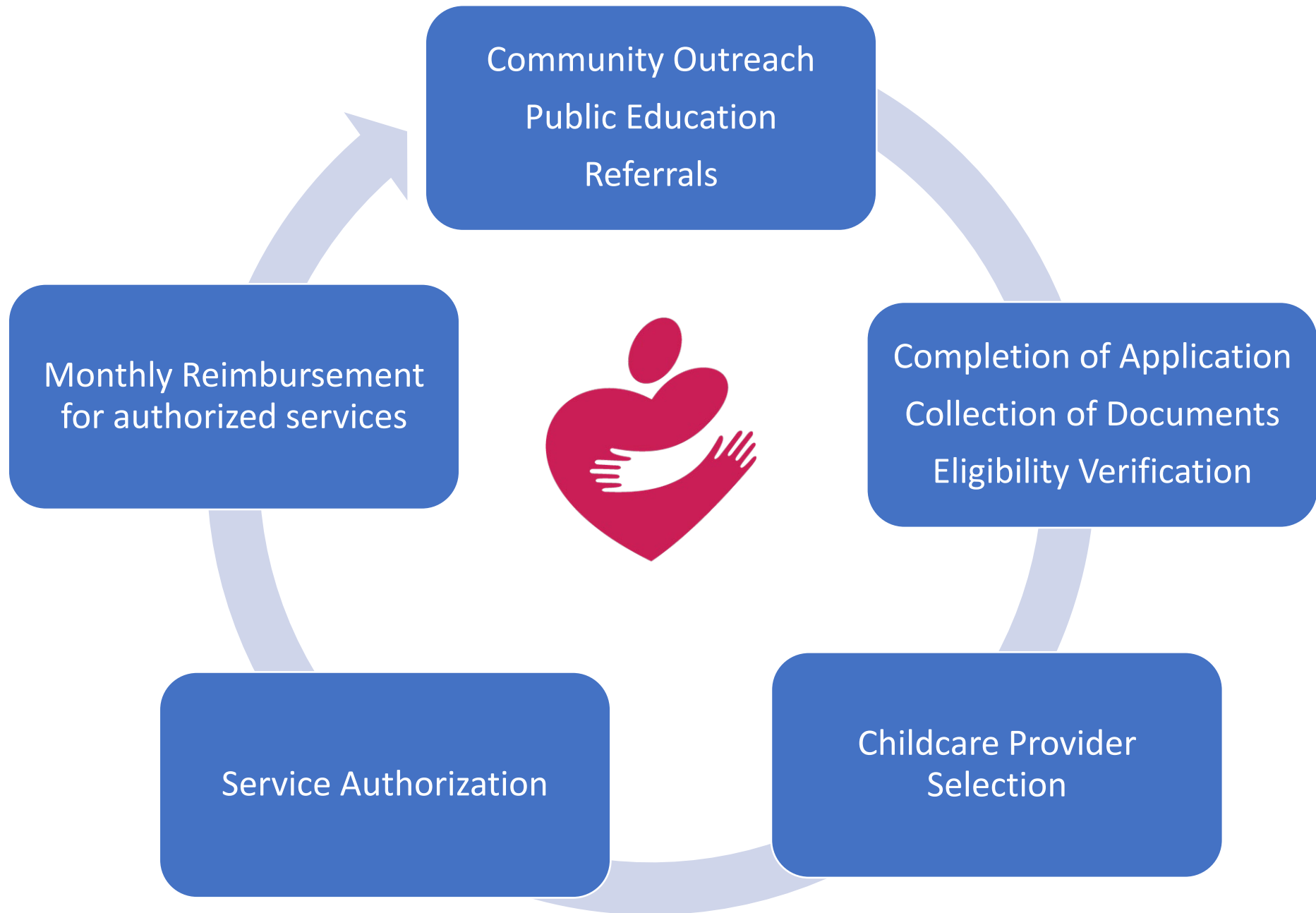
Fax: 1-209-780-4041



## Program Requirements

- ☐ Migrant Families
- ☐ 50% Family Income from Agriculture
- ☐ Children Ages 0-12 years old or up to 21 years old, if special needs
- ☐ Verifiable need for childcare services





MCAP operates as an  
alternative payment program!

## Service Options

Licensed Centers  
Licensed Childcare providers  
License Exempt Relative  
License Exempt Trust Line  
In-home Provider





# FY 2023-2024



- ❑ MCAP's current funding is \$29.2 million.
- ❑ We are operating at full enrollment, currently serving 1,500 families / 3,050 active children.
- ❑ MCAP now has a waiting list of eligible families to receive services.
- ❑ We are focused on:
  - ❑ Quality of service
  - ❑ Program compliance
  - ❑ Staff Training
  - ❑ Funding growth opportunities



# Migrant Childcare Program Team



Thank you!





## **August 2023 Program Monthly Reports**

PRE Committee September 2023





## **Housing and Supportive Services**

Coordinated Entry Services

M Street Homeless Navigator Center

CalAIM - Homeless Services

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

<b>Month</b>	August-23	<b>Program/Work Unit</b>	Coordinated Entry Services (CES)		
<b>Division/Director</b>	Rebecca Moreno	<b>Program Manager</b>	Joseph Aguilar		
<b>Reporting Period</b>	January 1, 2023 - December 31, 2023				
<b>Program Description</b>					
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.					
<b>Homeless Referrals/Assessments (SRV 7c)</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern County	2,915	14,788	14,000	250%	106%
<b>Pending Assessments</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern Pending contact/call back	0	0	15	0%	0%
<b>Performance: Number of applicants who received a response within 24 Hours</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Kern County	2,116	11,479	11,000	231%	104%
<b>Explanation (Over/Under Goal Progress)</b>					
<b>Program Strategic Goals</b>		<b>Progress Towards Goal</b>			
1. Make CES more accessible for rural and non-shelter homeless individuals		Contract for Mojave Drop In Center received. HHAP 3 funding to support CES Rural Outreach team.			
2. Increase staff recruitment and retention.		Increased pay for Navigators			
3. Build provider network support with KHS-CES		Received additional funding and having conversations about expending and providing additional services.			
<b>Program Highlights</b>					

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

Month	August-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)		121	1,021	1,000	145%	102%
Total Clients Served		200	1,809	2,400	100%	75%
Pets (i.e., kennel, emotional support assistance and service pet)		6	53	100	72%	53%
Residents Under 90 days length of stay		73	625	700	125%	89%
Exits to Permanent Housing (FNPI 4b)		12	82	100	144%	82%
Exits-Self		25	149	150	200%	99%
Exits-Involuntary		57	614	700	98%	88%
Case Management Services (SRV 7a)		1,051	5,588	8,000	158%	70%
Critical Incidents		49	302	250	235%	121%
Shelter Residents Meals (SRV 5ii)		6,415	52,209	60,000	128%	87%
Number of Volunteers (duplicated)		98	1,000	100	1176%	1000%
Volunteers Hours (duplicated)		224	2,376	1,500	179%	158%
Safe Camping		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)		44	532	500	106%	106%
Current client census		35	340	300	140%	113%
Meals (SRV 5ii)		2,063	19,615	15,000	165%	131%
Pets		10	109	75	160%	145%
Clients moved to Shelter (SRV 4m )		0	8	50	0%	16%
Exits to Permanent Housing (FNPI 4b)		1	14	40	30%	35%
Exits-Self		7	37	50	168%	74%
Exits-Involuntary		1	82	75	16%	109%
Critical Incidents		1	26	100	12%	26%
Safe Parking		Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served		6	68	50	144%	136%
Current client census		6	68	50	144%	136%
Clients moved to Shelter (SRV 4m )		0	0	25	0%	0%
Explanation (Over/Under Goal Progress)						
Clients continue to be satified staying in the safe camp area , they enjoy the structure and no searching by security.						
Program Strategic Goals		Progress Towards Goal				
1. Number of clients participating in job training program, (i.e. Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network)		15 clients are participating in various work opportunities in the community, one client participating in recycling lives and one started Project Hire- Up.				
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 have been completed, Program Coordinators as well has Volunteer Coordinator have changed from grade 6, to grade 7 as of 8/2023.				

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

3. Amend M Street policy & procedure manual, intake packet post Covid.	Program Administrator is reviewing P & P manuals.
4. Increase the number of clients who transition to permanent housing by 15% from the prior year (2022 - 99) to 114 clients.	82 clients from LBNC have received permanent supportive housing.

**M Street Navigation Center - Client Demographic Information**

Race Demographic	Month
18 - 24	17
25 - 34	34
35 - 44	59
45 - 54	43
55 - 61	27
62+	20
<b>Total:</b>	<b>200</b>

Race Demographic	Month
American Indian or Alaska Native	14
Asian	3
Black or African American	43
Native Hawaiian or Other Pacific Islander	0
White	135
Multiple races	5
Client Don't know / Refused	
No Answer	
<b>Total:</b>	<b>200</b>

Gender	Month
Female	84
Male	115
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)	
Client doesn't know	
Client refused	
No Answer	
<b>Total:</b>	<b>200</b>

Zip Code	Month	Zip Code	Month
93301	39	93501	1
93304	22	96001	1
93305	22	93560	1
93306	10	93263	1
93307	13	93291	1
93308	25	93280	2
93309	9	93285	1
93311	5	63132	1
93312	1	73065	1
93313	2	77904	1
93314	2		
90212	1		
93206	2		
92234	1		
90220	1		
93726	1		
93240	1		
90056	1		
93250	2		
85041	1		
93203	2		
Not specified	26		
<b>Total</b>		<b>200</b>	

**Safe Camping - Client Demographic Information**

Race Demographic	Month
18 - 24	3
25 - 34	7
35 - 44	10
45 - 54	12
55 - 61	8
62+	4
<b>Total:</b>	<b>44</b>

Race Demographic	Month
American Indian or Alaska Native	1
Asian	0

Zip Code	Month	Zip Code	Month
93301	9		
93304	3		
93305	5		
93306	1		
93307	3		
93308	7		
93309	6		
93238	1		
93556	1		
75014	1		

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## Community Action Partnership of Kern Monthly Report 2023

Black or African American	7
Native Hawaiian or Other Pacific Islander	0
White	33
Multiple races	3
Client Don't know / Refused	
No Answer	
<b>Total:</b>	<b>44</b>

Gender	Month
Female	19
Male	25
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	
<b>Total:</b>	<b>44</b>

Not specified	7		
<b>Total</b>			<b>44</b>

## Program Highlights

One individual from Safe Camp was placed into permanent supported housing

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

<b>Month</b>	August-23	<b>Program/Work Unit</b>		California Advancing and Innovating Medi-Cal (CalAIM)	
<b>Division/Director</b>	Rebecca Moreno Director of Community Services	<b>Program Manager</b>	Joseph Aguilar		
<b>Reporting Period</b>	January to December 2023				
<b>Program Description</b>					
CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of “in lieu of services” (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.					
<b>Housing Transition Navigation Services</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Housing Navigator to client ratio 1:75	297	598	300	1188%	199%
<b>Housing Deposits</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
One time use up to \$5000 per client	6	19	25	288%	76%
<b>Housing Tenancy and Sustaining Services</b>	<b>Month</b>	<b>YTD</b>	<b>YTD Goal</b>	<b>Month Progress</b>	<b>Annual Progress</b>
Housing Navigator to client ratio 1:75	12	36	150	96%	24%
<b>Explanation (Over/Under Goal Progress)</b>					
<b>Program Strategic Goals</b>		<b>Progress Towards Goal</b>			
Milestone 1: 2 FTE HN to establish caseload (1:35) by 3/31/23		Completed			
Milestone 2: 2 FTE HN to establish caseload (1:35) by 6/30/2023		Completed			
Milestone 3: 4 FTE HN to increase to full capacity (1:75) by 7/31/2023		Completed			
<b>Program Highlights</b>					



## **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	August-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.	264	845	2,000	158%	42%	
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	25	2,594	2,000	15%	130%	
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	115	932	1,000	138%	93%	
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	26	879	1,000	31%	88%	
Complete the Healthy Food Pantry Assessment Toolkit (HFPAT) to identify potential growth opportunities for 6 different food pantries.	1	4	6	200%	67%	
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.	1715	16,841	30,000	69%	56%	
Explanation (Over/Under Goal Progress)						
Direct Education Numbers were lower than in prior months due to the Subcontracted school districts' barely coming back from their summer break. Direct Education #'s will rise in the upcoming month. Indirect education increased steadily as well but was slower due to subcontractor school districts being without children during the summer months. Most of the indirect education numbers came from the CAPK CFHL team during the Farmers Market Week Event. CFHL also was able to conduct another HFPAT with Delanos Food Pantry. The team also met with the Leah's Pantry Staff, The official State Training Consultants for the CFHL Program, and they clarified food Distribution sites can also join the NPP program which opens CFHL for more collaboration.						
Program Strategic Goals		Progress				



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

Minimize staff turn-over and become fully staffed.	The CalFresh Helthy Living Program is fully staffed! This is the first time in the last few years there is a full team in this program. However, in August 2023, CFHL staff proposed an addition for an Outreach Specialist position to the Board of Directors which was approved. Recruitment will start for this new position in September 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.	In August 2023, CFHL conducted Direct Education classes in M St. Navigation center, MCAP, BGLAD, Pacific Health Education Cognitive Health Center, Stay Focussed Ministries, Wascos public Library and Taft College. CFHL Started July 2023 by attending Food distributions in Delano, Catholic Charities, numerous Apple Core Project Food distributions, Cal City Farmers Market and F St. farmers Market, and the New Life church food pantry.
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).	The CFHL team conducted 1 HFPAT in the Month of August 2023 at the Delano Food Pantry. This pantry is also interested in joining the NPP program. The team also met with Leah's Pantry Staff, The official State Training Consultants for the CFHL Program, and clarified food Distribution sites can also join the NPP program which opens CFHL for more collaboration.
Creative 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 hosted the 3rd Kern County Food Pantry Collaborative (KCFPC) meeting on August 28, 2023 with a total of 24 participants. The collaborative included a presentation from Kelly Lowery, CAPK's Food Bank Administrator and highlighted work that Flood Ministries is doing in Arvin CA in their food distrobutions. As Kern County's primary provider of food distributor (for pantrys and distrobution) kelly was able to asnwer questions as needed and provide an invitation to the ribbon cutting ceremony for the Food Bank Expansion.

**Program Highlights**

The month of August 2023 was another busy month for the CFHL Program. While partnering with 7 community agencies to provide direct education, we also celebrated National Farmers Market Week with the F St. Farmers Market on August 12, 2023. This is an annual event that the CFHL coordnates to increase access and attendance at the Farmers Market. There were over 20 community agencies handing out resources and providing services to the community. There were also local Farmers who were selling lcoal produce. Another special service at the F St. Farmers Market is that they offer the Market Match Program which matches funds when cleints use the EBT/Food Stamp Benifits. Thus, if clients spend \$15 in benifits, the market gives them \$15 for free which means they recieve \$30 of fresh produce without using their own money. Another amazing fact is the the CFHL program actually brought the Market Match Program to the F St. Farmers Market in 2020.

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Month	August-23	Program/Work Unit	Food Bank			
Division/Director	Health & Nutrition, 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	Annual Goal	Month Progress	Annual Progress
Individuals Served		53,532	414,299	500,000	128%	83%
Pounds Distributed		852,229	6,065,733	9,500,000	108%	64%
Pantry Program		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		56,361	461,994	500,000	135%	92%
Pounds Distributed		340,546	2,146,204	3,000,000	136%	72%
Fresh Rescue		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		20,198	148,023	150,000	162%	99%
Pounds Distributed		193,898	1,421,024	2,000,000	116%	71%
CSFP		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		4,807	38,579	57,600	100%	67%
Pounds Distributed		153,824	1,234,528	1,843,200	100%	67%
Free Farmers Markets		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		13,572	79,957	150,000	109%	53%
Pounds Distributed		193,898	704,240	1,000,000	233%	70%
Brighter Bites		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		2,560	30,098	80,000	38%	38%
Pounds Distributed		14,475	151,388	300,000	58%	50%
Snack Attack		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		1,959	4,895	2,000	1175%	245%
Pounds Distributed		786	7,767	10,000	94%	78%
Community Events & Other		Month	YTD	Annual Goal	Month Progress	Annual Progress
Individuals Served		5,528	14,274	20,000	332%	71%
Pounds Distributed		663,300	1,712,879	1,000,000	796%	171%
Totals		Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Individuals Served		158,516	1,197,393	1,459,600	130%	82%
Total Pounds Distributed (SRV 5jj)		1,749,656	12,589,097	22,000,000	95%	57%
Volunteers (SRV 6f)		Month	YTD	Annual Goal	Month Progress	Annual Progress
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)		48	280	250	230%	112%
Other Volunteers (i.e., general public, duplicated)		156	1,156	1,500	125%	77%

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Explanation (Over/Under Goal Progress)	
In August we partnered with several organizations doing back to school events which resulted in a spike in the community events & other category. Additionally, we began obtaining reports from snack attack which resulted in numbers much higher than estimated at the beginning of the year when 2023 goals were established. Overall,	
2023 Program Strategic Goals	Progress Towards 2023 Strategic Goals
Cultivate strong relationships with organizations working on food insecurity including the food policy council.	Held community level meeting in Lake Isabella to discuss ending food insecurity in KRV.
Re-configure the pantry program from on-site shopping to online ordering.	Goal Reached.
Create additional access points in the county by adding new pantries as well as providing night and weekend pantry access.	We added 3 pantries this month. Our total pantry partner count is 143. We started the year with 119 pantry partner agencies.
Develop a classification system for measuring, tracking and increasing the nutrition level of the food distributed.	Classification of food in nutritional categories will begin in Q4 after the completion of the expansion project.
Develop a direct to client home delivery program for emergency food assistance.	Development of this program is set to begin in Q4 after the completion of the expansion project.
Program Highlights	
The CAPK Food Bank partnered with several different organizations on special events in August including back to schools events. Also, the CSFP program fully moved out of the leased warehouse space and into the newly expanded main warehouse. The warehouse expansion project is nearing completion and staff are planning for the October 5th ribbon cutting event and open house.	

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Month	August-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		17	1,805	500	41%	361%
Childcare Providers (SRV 7f )		4	176	120	40%	147%
MCAP Subsidies (SRV 7e )		Month of July processed in August	YTD	Goal	Month Progress	Annual Progress
Provider Payments-Subsidies Expended		\$2,723,966	\$ 16,601,273	\$14,000,000	233%	119%
MCAP FY 2022 / 2023 Progress		Current Month	FYTD	Goal	Month Progress	Annual Progress
Child Enrollments		17	340	600	2.83%	56.67%
Provider Payments-Subsidies Expended		\$2,723,966	\$ 22,248,286	\$23,128,446	141%	96%
Explanation (Over/Under Goal Progress)						
MCAP subcessfully closed FY 2022-2023 with a record number of child enrollments and the highest reimbursements totals in the history of the program. July 2023 is the first month for FY 2023-2023 and our propram was able to reach a reimbursement total of over \$2.7 million dollars. MCAP is currently at full capacity and we are expecting to fully earn our contract this FY. Child enrollments and monthly reimbursement totals are being regularly reviewed and monitored to ensure target projections and goals are met.						
Program Strategic Goals		Progress Towards Goal				
1. Fill Staff Vacancies.		Management is in the process of revising our current program organizational chart and have identified additional necessary positions. In the upcoming weeks, we will be working with our finance department to budget properly for these positions.				

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2. Staff Retention and Training	Management is currently focused on implementing program quality and compliance initiatives, staff's professional development with monthly trainings and incentivising staff's retention with engagement activities and staff involvement initiatives.
3. Contingency Staffing Plan & Solidify Program Growth.	Management is currently working with our Facilities team to secure office space in the Tulare County area in Lyndsay Ca. Securing additional office space in this area will enable our program to better manage the workload and serve our families more efficiently.
<b>Program Highlights</b>	
<p>MCAP has officially reached full capacity of our family / child enrollment count and has began focusing on building a robust waiting list of eligible families in all six entry counties. Our program is at full capacity for the first time in several years and this is very positive as it will enable us to meet our current contract and be able to focus on increasing and reviewing program quality and compliance. Our current enrollment total is 3053 children actively receiving services.</p>	

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Month	August-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)	13,966		14,610	1147%		
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	15	191	268	67%	71%	
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,022		900	1363%		
Outreach	Month	YTD	Goal	Month	Annual	
Online Enrollment	192	1,393	1,500	154%	93%	
WIC Presentations and Outreach Events	8	73	72	133%	101%	
Publication in newspaper, television, and/or social media postings (English and Spanish)	26	195	260	120%	75%	
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.	10	78	120	100%	65%	
Explanation (Over/Under Goal Progress)						
The LVL contacts were less this month, however the LVL is on target for the quarter.						
Program Strategic Goals			Progress			
Develop strategies to increase WIC retention and re-engagement with current participants			We are continuing to reach out to our participants who have missed their recertification appointments in order to keep our participation up. Outreach has been participating in more events as well as posting on social media.			
Program Highlights						
August was World Breast Awareness month. Staff recognized Breastfeeding mothers by hosting Breastfeeding events at various WIC sites. Breastfeeding mothers were give a gift bag with various item donated by local businesses.						



## **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



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Month	August-23	Program/Work Unit	East Kern Family Resource Center (EKFRC)			
Division/Director	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		0	201	125	0%	161%
Case Management-Families (SRV 7a)		0	41	50	0%	82%
Case Management-Children (SRV 7a)		0	115	125	0%	92%
Differential Response Total		0	357	300	0%	119%
First 5		Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)		1	36	30	40%	120%
Children Receiving Case Management Services (SRV 7a)		3	58	30	120%	193%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)		0	4	10	0%	40%
Children Educational Center Base Activities (FNPI 2b)		1	11	30	40%	37%
Children Educational Home Base Activities (FNPI 2b)		0	45	30	0%	150%
Children Summer Bridge Activities (FNPI 2b)		0	12	15	0%	80%
Family Support Services for non-clients with children 5 and under		35	324			
Collaborative Meetings Participated		1	8	12	100%	67%
First 5 Total		41	498	157	313%	317%
Walk-In Community Services (Duplicated Clients & Case		Month	YTD			
Food Assistance		60	944			

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House Hold Items	6	69
Hygiene Kits	8	85
Referrals	18	309
Emergency Clothing	19	377
Administrative Services & Copies	80	2276
Transportation Services	0	26
Education Supplies	7	53
Covid - 19 Supplies	5	77
Baby Supplies	10	124

**Explanation (Over/Under Goal Progress)**

Our Differential Response Grant ended on June 30, 2023. We have received a new grant for \$3000,000 for the homeless population, We are currently hiring a homeless navigator for East Kern.

<b>Program Strategic Goals</b>	<b>Progress Towards Goal</b>
1. Find additional funding.	EKFRC continues to look for more funding opportunities We applied for the Stater Bros grant promoting healthy eating.
2. Participate in community events.	EKFRC collaborated with the Home Visitor program from Rosamond CA in the month of August. I had the opportunity of being the guest speaker for their Socialization Presentation. I shared information with the parents regarding the many services being offered through EKFRC. I presented in both English and Spanish since I had Spanish speakers join.
3. Expand our reach across the East Kern Communities.	EKFRC held their monthly collaborative meeting. Our guest speaker was Jason Hogan from Bartz-Altadonna Community Health Center who shared all the medical services available through their clinic for insured and non insured clients.

**Program Highlights**

EKFRC relocated in the month of August to a new location at 15662 K street Mojave CA. Staff and clients are very excited to see EKFRC expand. We will be offering more services as we settle into our new building. We will have more details to follow in September.

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Month	August-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)	0	32	30	0%	107%
Children Receiving Case Management Services (SRV 7a)	0	31	30	0%	103%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	5	12	10	600%	120%
Children Educational Home Base Activities (FNPI 2b)	7	28	15	560%	187%
Children Summer Bridge Activities (FNPI 2b)	0	19	10	0%	190%
Family Support Services for non-clients with children 5 and under	42	176			
First 5 Total	54	298	95	682%	314%
Walk-In Community Services (Duplicated & Non First 5 Kern Clients)	Month	YTD			
Food/Household Items (SRV 7c )	131	731			
Household Items (SRV 7c )	137	829			
Baby Supplies	96	603			
Referrals/Administrative Services (SRV 7c)	63	460			
Court Mandated Correspondence	12	49			
Emergency Clothing (SRV 7n)	26	116			
Copies	25	145			
Educational Supplies	47	210			
Transportation Assistance (SRV 7d )	29	155			
COVID-19 Supplies (SRV 5oo)	0	65			
Total Community Services	566	3363			
Explanation (Over/Under Goal Progress)					
The Oasis FRC is on track to meet First 5 Kern goals for the fiscal year 2022-2023.					
Program Strategic Goals		Progress Towards Goal			
1. Offer Court Mandated Nurturing Parenting Class every other quarter.		The Oasis FRC Started a new 12-week class in August with 6 parents (5 parents with children 0-5)			

Community Action Partnership of Kern  
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<p>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).</p>	<p>The Oasis FRC applied for three sources of funding this month with Albertson's for hygiene kits, Wells Fargo for emergency needs, and WACOM for the Fall funds distribution.</p>
<p>3. Participate in community outreach activities to promote CAPK &amp; Oasis FRC services and seek donations from local business partners (in-kind and monetary).</p>	<p>The OFRC received back to school supplies donated by Boeing Employees and 24 backpacks donated by Child Support Services. The Oasis FRC also received emergency supplies from Shannon Grove office, City Serve, and KSI in Bakersfield to provide help to the community to recover from the Hillary storm. The Oasis FRC also received donations of baby and toiletry supplies from the Elks Lodge 1913 and Ridgecrest College Community Services.</p>
<p style="text-align: center;"><b>Program Highlights</b></p>	
<p>The Oasis Family Resource Center provided community services responding to a total of 243 inquiries in the month of August 2023 This was the busiest month ever since we first opened in May 2021; we saw an increase demand for basic necessities shortly after the Hillary Storm .</p>	

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Month	August-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 December 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance			42			100%
Utility Payments			63,947			100%
Households Served - Weatherization			64	64	0%	100%
American Rescue Plan Act (ARPA) 2021 Ends September 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		2	2,888	2,000	1%	144%
Utility Payments		\$ 1,229	\$ 3,456,377	\$ 2,565,058	1%	135%
Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends December 2023		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		199	1,009	2,000	119%	50%
Utility Payments		\$ 152,769.52	\$707,572	\$1,972,332	93%	36%
Low-income Home Energy Program (LIHEAP) 2023 Ends June 2024		Month	YTD	Goal		
Households Served - Utilities Assistance		1,128	3,536	1,900	712%	186%
Utility Payments		\$ 1,684,555	5,164,965	\$ 2,587,322	781%	200%
Households Served - Weatherization		14	73	106	158%	69%
Supplemental Low-Income Home Energy Assistance Program (SLIHEAP) 2023 Ends May 2024		Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		25	116	145	207%	80%
Utility Payments		\$ 33,876.10	177,236	\$217,540	187%	81%
Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025		Month	YTD	Goal		
Households Served - Utilities Assistance		154	902	1,000	185%	90%
Utility Payments		\$ 246,763	879,764	\$ 799,736	370%	110%
Households Served - Weatherization		0	0	0	N/A	N/A
Totals		Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)		1,508	8,515	5,900	307%	144%
Total Utility Payments		\$ 2,119,192	10,490,325	\$ 7,124,712	357%	147%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)		19	142	170	134%	84%
Explanation (Over/Under Goal Progress)						
1) 2021 ARPA - we have moved additional funds to UA over the last 6 months (\$1,106,000) to help assist more clients, hence the big difference between our YTD and goal. Will be moving another \$100,000 in September to assist additional clients.						
2) 2022 LIHEAP has been fully expended and is now a closed contract						
3) 2023 ESLIHEAP - we do not expect to complete any weatherization under this contract in 2023 - could change next year						

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Program Strategic Goals	Progress Towards Goal
1) Fully implementing online client self-application for Utility Assistance	Currently in process of testing self-application system <input type="checkbox"/>
2) Become fully staffed and trained in Weatherization and Utility Assistance	Fully staffed in both UA and WX
3) Fully expend 2022 LIHEAP and 2021 ARPA contracts by end of contract dates	2022 LIHEAP is fully expended 2021 ARPA in process and should be completed by end of September 2023 <input type="checkbox"/>
Program Highlights	

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Month	August-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		40	0	44	100	0%	44%
Summer Program (Max Capacity due to COVID) (SRV 2m)		69	1	69	35	34%	197%
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)		7	0	16	50	0%	32%
Medi-Cal Outreach			Month (Added)	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions			3349858	12,526,642	7,000,000	574%	179%
Canvassing phone calls and flyers			1846	8,979	10,000	222%	90%
Explanation (Over/Under Goal Progress)							
The FHCC summer program ended on August 4th. The FHCC is currently facilitating an afterschool program and mentor program for community youth. In addition to providing Medi-Cal outreach to the community to assist with enrollment, program staff are also connecting with Medi-Cal recipients to ensure that they are completing their Medi-Cal renewal packets and are requesting new renewal packets for those that did not receive one. The Medi-Cal outreach campaign continues to advertise through GET and the use of billboards.							
Program Strategic Goals			Progress				
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House .			The Passport to Success fundraising event for the Friendship House is scheduled for October 5, 2023. Sponsorship opportunities and event tickets are available.				
Recruit and secure staffing for the Friendship House.			There are no vacant positions at the FHCC.				
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.			FHCC Program Manager is currently assisting the grant team with completing a grant application to provide physical fitness instruction and nutrition education for program youth and families.				
Program Highlights							
A huge thank you to Omni for providing new sports equipment to the Friendship House, to support our afterschool recreational activities.							



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Month	August-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				43	40	0%	108%
After School Program Enroll (FNPI 2c &SRV 2I) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)		20	4	29	35	137%	83%
Community Programs			Month				
Energy Program (Utility Assistance), Fitness Boot Camp, Zumba and Adult Basketball			4 groups				
Outreach Activities			Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates)			0	9	6	0%	150%
Community Events (i.e., diaper, food, PPE distributions)			0	3	6	0%	50%
Adult basketball 4x per week; Energy Program hosts appointments 1x per month; Fitness Boot Camp meets 1x per week; Zumba class has been happening 2x per week. Zumba and Fitness Boot Camp have been drawing crowds of 25-30 people. Adult basketball is slowly coming back from summer. Starting with 2 players at the beginning then finishing the month with 20-25 playing some nights.							
Program Strategic Goals			Progress				
1. Increase youth program registration as COVID restrictions ease up while maintaining a safe environment.			Registration for After School Programming has increased since the summer session.				

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2. Increase attainment of program funding to provide larger variety of program offerings.	SYC is actively applying for funding opportunities in order to provide more services.
3. Increase community engagement, including volunteers, social media, program participation.	SYC is increasing community engagement as we are now hosting some BC interns as well as volunteers for the After School Program.
<b>Program Highlights</b>	

Month	August-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		60	6,192	6,000	12%	103%
State		84	4,737	6,000	17%	79%
Refunds and Credits (SRV 3o) 10/01/2022 to 09/30/2023		Month	YTD			
Federal Refunds		\$41,975	\$3,293,078			
State Refunds		\$25,449	\$1,147,980			
Federal EITC (income limit \$57,414/household)		\$33,759	\$2,061,531			
CalEITC (income limit \$30,000/household)		\$10,726	\$475,741			
Total Refunds and Credits		\$111,909	\$6,978,330			
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)		12	167	150	86%	111%
Explanation (Over/Under Goal Progress)						
The difference in state vs federal returns is a result of credit eligibility for families with zero income. CA offers the Young Child Tax Credit to zero income families with a child under 6 in the amount of \$1,083. The IRS does not require or allow e-filing of returns with zero income unless it results in a refund.						
Program Strategic Goals			Progress Towards Goal			
Continue to build relationships in rural communities in order to reach more clients.			CAPK VITA is working with partners to attend back to school fairs for students and provide parents flyers regarding the VITA program and credits they may be eligible for.			
Program Highlights						



## **Operations**

Data Services

Facilities & Maintenance

Information Technology

Risk Management

**Community Action Partnership of Kern  
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Month	August-23	Program/Work Unit	Operations Division	
Division/Director, Assistant Director	Emilio Wagner Director of Operations, Maria Contreras Assistant Director	Program Managers	Douglas Dill, Ryan Dozier, Luisa Rosa Silva, 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	3
Dynamic 365 Enhancements	0	0	0	1
Projects				
Universal Intake	Develop intake for programs that don't have an electronic process.		60%	60%
Contract Management System	Track and manage contracts within the Agency		90%	90%
In-kind Management	Application is used to track the total number of in-kind hours with built in automation. This application will eliminate the current paper process.		70%	70%
CalAIM - KHS	New grant form Kern Health Systems for the CALAIM funding. IS part is to generate flat files used to data upload and verifying SFTP is working correctly.		85%	85%
Referral Management Enhancements	1. Build the 3 referral contact attempt. 2. Build the process to close out Approval Emails 3. FRC process needs to bridge their Inquiry Process to Referral System (*This is a wish item, FRC do double work) 4. Add mentor program and medical program as new delivery frameworks and incorporate them into the workflows		100%	100%
FRC Platform Updates	Many enhancements and process updates to how the FRC capture data from walk in clients and their grant obligations.		100%	100%
Feeding America Service Insights Project	Effort to digitize the intake process for our Food Bank and partner sites.		20%	20%
Facilities				
Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	420	557	337	2298

**Community Action Partnership of Kern  
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<b>Construction Projects</b>				
18th Street - Admin		Design Development	9%	
Food Bank Expansion		Phase II - Interior Improvements & Fire Suppression System	98%	
<b>Major Maintenance Projects</b>				
Oasis Renovation			75%	
Angela Martinez			15%	
Stockdale HS			80%	
Friendship House Lighting/Pour-in-place			50%	
Playgrounds		Sterling, Angela Martinez, Pete Parra EHS	60%	

**Community Action Partnership of Kern  
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Information & Technology				
Activity	Requested	In-Progress	Processed	Processed YTD
Help Desk Work Orders	442	65	377	#REF!
Information & Technology Projects				
Description		% Completed	Comments	
SJC WIFI Replacement		80		
SJC Firewall Replacement		100		
Head Start Expansion		60		
Risk Management				
Workers Compensation Claims	Reported		Reported YTD	
For Report Only	7		54	
First Aid	3		13	
Medical	0		8	
Modified Duty	0		5	
Lost Time/COVID	2		3	
Under Invest / Non-Ind / Students / Parents / Volunteers / Clients	1		6	
Property	2		13	
Vehicle Incident / Grand Theft Auto	1		9	
Motor Vehicle Accident	0		8	
Work Place Violence / ODs / Death	0		3	
Total		16	122	
Program Strategic Goals		Progress Towards Goal		
Develop a facility deferred maintenance program.	Initiated planning discussion for new work order system. The system will be designed to capture all deferred maintenance of facilities, incorporate associated budgets, and schedule remediation. Developing inspection check list to be applied to all facilities.			
Develop and implement a Data Governance strategy.	TBD			
Enhance customer experience —measured based on reaction time and customer	TBD			
Program Highlights				





## **Community Development**

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	August-23	Program/	Community Development			
Division/Director	Pritika Ram		Program Manager			
Reporting Period	January 1, 2023 - December 31, 2023					
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		17,100	177,659	230,000	89%	77%
Facebook Impressions (i.e., number of times users see content)		79,000	702,955	600,000	158%	117%
Other Social Media Impressions		30,000	161,917	150,000	240%	108%
Outreach Advocacy						
Toured Senator Padillas Staff member around M street and Food Bank.						
Met with NCAF's David Bradely to discuss future partnership and initiatives for CAPK.						
Outreach Special Projects						
Savannah Attended NCAP Conference and Spoke on the Young Professional Panel titled "Bridging the Gap: the importance of Youn Professionals in CAA's."						
Assisted the energy program with a LIHWAP outreach event McFarland that had over 200 community members in attendance						
Met with CalFresh team to discuss the planning for an updated webpage						
Assisted CalFresh with the promotion, development of collateral, and media interviews for national farmers market week event.						
Attended and hosted Northern California SoCal Regional Advisory Board for SoCal Edision						
Presented at Kern County Child Support on the initiatives and programs of CAPK						
Working alongside energy program to promote and organize the following outreach events: 9.7 MLK Rec Center, 9.13 Wasco, 10.19 Bakersfield, and 11.16 Bakersfield						
Working with HeySalty on comms plans for Feed the Need, food insecurity website, and FHCC Gala video						
Working with KGET to plan promotion for Feed the Need event, October Ribbon Cutting Event, and Holiday Food Drive in November						
Grants In Progress/Research		Projects				
Strategic Growth Council's Community Resilience Center program will fund planning activities between 2024 and 2026 for new construction and upgrades of neighborhood-level resilience centers to provide shelter and resources during climate and other emergencies. Through our proposal, CAPK will assess the demand and potential viability of the development of Shafter Youth Center as a community resilience center.		Kern County Food Insecurity Assessment has been completed. On 9/13/23 Tranforming Local Communities will present the findings to the Food Policy Council.				

**Community Action Partnership of Kern  
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Day 1 Families will fund homeless related services. We are currently researching land/mobile unitst where permanent housing rental assistance services could be ofered.	Grimmway Farms shared a proposal for CAPK's consideration regarding an edible farm. CAPK is researching funding opportunities by way of the USDA to support the buildout of this garden near the Food Bank and payment for on-going consulting.
	The Community Resilience Economic Fund (CERF) continues to conduct monthly community-based and industry meetings. There is a new grant cycle, Catalyst Fund, that has opened and will be lead by the Kern Coalition in addition to Phase I Planning. Under CAPK, we have hired the regional convener that will support the CERF project for the agency, in conjunction with the current staff, and CERF Coalition.
<b>Community Services Block Grant (CSBG)</b>	<b>Process Improvement (i.e., ROMA, PCDD)</b>
CSD 2023 Onsite Monitoring Report - Review 2022 Annual Report. No Findings to report; however; there was a recommendation to create a (1) Failure to Follow Equipment Disposition Notification Requirement and (2) Untimely Expenditure Reporting. Finance is working on correcting these items.	Staff are preparing for cohort #3.
<b>Foundation</b>	
1) Researched Fundraising Platforms to integrate into current CRM to increase donor engagement.	5) Introductory Meeting with California Classic Events to coordinate Turkey Day Run to benefit Food Bank.
2) Introductory meeting with Danielle Oehlmann with Stater Bros. Charities for future campaigns.	6) Site visits to research location for Foundation Spring Fundraiser.
3) Coordinated with Omni Family Health for donation of sports equipment for Youth Centers.	7) Initial meeting with internal staff to develop an Employee Giving Program for CAPK employees.
4) Meeting with Nicole Vigil with Orlie's Shoe Drive to coordinate donation for Youth Centers.	8) Attended Chamber of Commerce Summer Mixer.
<b>Explanation (Over/Under Goal Progress)</b>	
<b>Program Strategic Goals</b>	<b>Progress Towards Goal</b>
1. Customer Relationship Management Projects, including Volunteer Management, inter-agency Referral Management, and contract management.	There is a low utilization of the inter-agency referral system. Staff plans to work with IS on how to best address this issue. Contract management has not been implemented.
2. Increase grant development and marketing activities, which are aligned with the 2021-25 Strategic Plan.	We completed a mid-point check during the August Board Retreat. No majors concerns or findings.
3. Agency-level adoption of Results Oriented Management & Accountability (ROMA) and Patient-Centered Data Driven Principles to programmatic and operational use.	As reported above, cohort # 3 is beginning in September.

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

Program Highlights	

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

Month	August-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, and Madera through the United Way partnerships.						
Most Requested Services	Homeless Diversion Programs		Utility Service Payment		Food Pantries	
Top 3 Unmet Needs	Food Stamps		Rent Payment Assistance		Homeless Shelter	
Information and Referral Services Calls Handled		Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County (SRV 7c)		8,087	46,627	90,000	108%	52%
Kings County (SRV 7c)		254	2,004	4,000	76%	50%
Tulare County (SRV 7c)		1,042	7,084	18,000	69%	39%
Stanislaus County (SRV 7c)		981	6,825	19,200	61%	36%
Fresno & Madera		2,302	17,084	20,000	138%	85%
Merced & Mariposa (effective March 2022)		82	734	500	197%	147%
Total I&R Calls Handled		12,748	80,358	151,700	101%	53%
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.				12	31.8	(19.80)
Grant Funded Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 7b & SRV 7c)		3	60	300	12%	20%
Medi-Cal Application (SRV 7b & SRV 7c)		6	37	100	72%	37%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c, SRV 7b & SRV 7c)		46	254	300	184%	85%
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)		27,640	178,728	225,000	147%	79%
Other Calls		Month	YTD	Annual Goal	Month Progress	Annual Progress
LIHEAP (SRV 7b & SRV 7c)		6,944	44,236	45,000	185%	98%
Mental Health (SRV 7c)		423	3,003	3,700	137%	81%
Health and Human Service Referrals		11,683	69,534	110,000	127%	63%
Total Other Services		19,050	116,773	158,700	144%	74%

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

Explanation (Over/Under Goal Progress)	
<p>2-1-1 consistently aims to meet or exceed monthly and annual goals for all counties. The call volumes fluctuates throughout the year depending on weather conditions, special programs, or occasions. In previous months, the program experienced high call volumes attributed to callers request for tax preparation services and associated appointment needs. Calls have decreased in recent months and have a more predictable range. Although, Kings, Tulare, and Stanislaus are under the monthly goal, the program handled more calls for each of those counties in comparison to the previous month. Call handling service continues to be a necessity for all counties served. □</p>	
Program Strategic Goals	Progress Towards Goal
1. Recruitment	<p>2-1-1 is recruiting for 3 Information &amp; Referral Specialists with the assistance of a Staffing Agency. The program conducted interviews on 9/1/23 to fill vacancies and began the process of transitioning 4 temporary employees to permanent. The program is recruiting for 1 Program Specialist and has scheduled interviews for 9/7/23. The program anticipates its Supervisor will be onboarded on 9/7/2023.</p>
2. Retention of staff □	<p>2-1-1 program offers database support, schedule accommodations, basic technical assistance and opportunities to recognize special occasions for existing employees to align with its overall objective of staff retention. The program also recognizes individuals for exemplary work and communicates appreciation.</p>
3. Contract Retention	<p>2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained.</p>
Program Highlights	
<p>The program was granted a contract for Medi-Cal Redetermination which shall allow the potential to maximize the supports provided to community members in need of renewing their health insurance coverage.</p>	

**Community Action Partnership of Kern  
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Month	August-23	Program/Work Unit		Community School Partnership Program		
Division/Director	Pritika Ram		Program Manager	Que'Mesha Banner		
Reporting Period	January 1, 2023 - December 31, 2023					
Program Description						
The Community School Partnership Program (CSPP) 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.						
Additional Requested Services	Emergency Food Boxes		Clothing		Medi-Cal Outreach	
Referral Type/ Total	M.T.S.S Total ( 0 )		F.A.C.E Total ( 20 )		OTHER Total ( 30 )	
Services		Month	YTD	Annual Goal	Month Progress	Annual Progress
Families referred to Program (SRV 7c)		50	220	920	65%	24%
Total Families referred internally for Employment Resources (2-1-1)		8	31	153	63%	20%
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)		22	64	153	173%	42%
Total Families referred internally for Housing (CES)		11	44	153	86%	29%
Total Families referred internally for Childcare (Head Start)		7	45	153	55%	29%
Total Families referred internally for Utility Assistance (Energy)		21	87	153	165%	57%
Total Families referred internally for Weatherization (Energy)		2	18	153	16%	12%
Families Receiving Case Management Services (SRV 7a)		15	123	460	39%	27%
Explanation (Over/Under Goal Progress)						
Bakersfield City School District and the Community Schools are now open for the 23-24 academic year. The Community School Partnership Program is in progress of filling the Case Manager vacancy at McKinley Elementary School. The Program is excited to start at the beginning of the school year to improve program awareness to parents and all school faculty about our services.						
Program Strategic Goals		Progress Towards Goal				
1) Recruitment		Interviews were conducted and a candidate was selected. On 8/8/23, the candidate accepted the job offer and began the onboarding process. On 9/18/23, candidate is expected to attend New Hire Orientation.				



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

2) Increase Program Awareness	Program Supervisor will work closely with Vice Principals to ensure all school faculty are well versed with our program and understand the Case Managers role on each school site. Case Manager will continue to attend school events and meetings to promote the program and interact with student-families.
<b>Program Highlights</b>	

Application Status Report  
August 2023

Name	Description	Funder	Amount Requested	Amount Awarded	Status
Affordable Housing and Supportive Services Demonstration	Abandoned - CAPK does not own housing units.  The AHSSD is available to Community Action Agencies and tribes funded directly by the Community Services Block Grant (CSBG) in fiscal year 2023 that own affordable housing units and provide wraparound supportive services to residents.	US Administration for Children and Families	\$ 250,000.00	\$ -	Abandoned
Bipartisan Infrastructure Law (BIL) Consumer	Did not receive a response back from the appropriate Director to move forward with this opportunity before the deadline to apply.	U.S. Department of Energy	\$ -	\$ -	Abandoned
Domestic Violence Prevention	Abandoned: Unable to design a community-based approach during before the deadline. Close to Home (C2H) is a promising strategy that engages community members to design solutions and lead social change for DV, TDV, and sexual violence prevention. The C2H community mobilization strategy is a community driven process that engages youth, adults, and organizational leaders to develop and implement local prevention strategies through four (4) phases: Assess, Talk, Build, and Act. A critical aspect of this program is to engage youth, adults, and organizational leaders as partners in meaningful activities with other community members that contribute to the community mobilization process and develop and implement prevention strategies.	California Department of Public Health (CDPH)	\$ 600,000.00	\$ -	Abandoned
Homeless Housing Assistance Prevention (HHAP 3)	Drop-In Homeless Shelter at the East Kern Family Resource Center	County of Kern	\$ 300,000.00	\$ 300,000.00	Awarded
Sex Education Equity (S.E.E.) Project	Sex education for women served by OFRC	Planned Parenthood	\$ 50,000.00	\$ 50,000.00	Awarded
AB 836 Clean Air Centers Pilot Program	The Clean Air Centers Pilot Program was established by Assembly Bill 836, which provided funding to create Wildfire Smoke Clean Air Centers for Vulnerable Populations and establish a network of publicly accessible facilities with high-efficiency air filtration systems for valley residents who may not otherwise have access to clean air during wildfire events.	San Joaquin Valley Air Pollution Control District	\$ 4,000.00	\$ 6,408.23	Awarded
Medi-Cal Redetermination	Supporting enrollment for Medi-cal redetermination beneficiaries	Kaiser Permanente	\$ 90,000.00	\$ 90,000.00	Awarded
Neighborhood Grants	This grant is part of our Neighborhood Grants program, through which one or more Starbucks partners (employees) nominated your organization based on the	Starbucks Foundation	\$ 1,000.00	\$ 1,000.00	Awarded
CAPK Foundation Sponsorship	Sponsorship to support EKFRS	Rio Tinto/U.S. Borax	\$ 5,000.00	\$ 5,000.00	Awarded

Application Status Report  
August 2023

CalMoneySmart Grant	CalMoneySmart is a grant program created by Senate Bill 455 (Ch. 478, Stats. 2019), which established the Financial Empowerment Fund. Through this program, the Department of Financial Protection and Innovation (DFPI) offers grants of up to \$200,000 each to develop and deliver free financial education	Department of Financial Protection and Innovation (DFPI)	\$ 200,000.00	\$ -	Denied
Walmart Local Community Grant	\$5,000 in funding is being requested to support CES programing needs. Primarily to help purchase client personal items such as clothing, hygiene kits, sleeping bags and tents.	Walmart	\$ 5,000.00	\$ -	Denied
Community Resilience Center	A project development grant to assess the demand and potential viability of the development of Shafter Youth Center as a Community Resilience Center	Strategic Growth Council	\$ 5,000,000.00	\$ -	Application-Draft
Walmart Local Community Grant	\$5,000 in funding is being requested to support M St. programing needs. Primarily to help purchase client personal items such as clothing, hygiene kits, sleeping bags and tents.	Walmart	\$ 5,000.00	\$ -	Denied
Transformative Climate Communities (TCC)	CAPK, Grid Alternatives, and KCCD will partner on strategy 4 - energy efficiency. CAPK will weatherize 60 while, Grid will provide solar installations to 91 homes, and KCCD will train 300 students through a solar workforce program.	City of Bakersfield	\$ 2,626,492.40	\$ -	Pending
KCCD, California Renewable Energy Laboratory, and the National Cement Company	KCCD has selected CAPK as a subcontractor for this project. The Outreach team will be responsible to market and outreach the mountain areas.	Kern Community College District	\$ 27,160.10	\$ -	Pending
HUD FY 2023 Coordinated Entry System (CES)	Housing and Urban Development's (HUD) Community Planning and Development Notice of Funding Opportunity (NOFO) for Fiscal Year (FY) 2023 Continuum of Care Competition and Renewal or Replacement of Youth Homeless Demonstration Program Grants FR-6700-N-25	Bakersfield Kern Regional Homeless Collaborative	\$ 236,838.00	\$ -	Pending
CAPK's Family Resource Centers	Funding from this opportunity will allow FRCs to purchase bus passes, emergency supplies, and baby supplies that will assist homeless and low income individuals and families.	Wells Fargo	\$ 20,000.00	\$ -	Pending
Wonderful Community Grant	Free farmers markets in the underserved communities of Shafter, Wasco, and Delano.	Wonderful Community Grants	\$ 150,000.00	\$ -	Pending
Nourishing Neighbors	This project will fund hygiene kits for homeless to low-income Oasis clients.	Albertsons	\$ 5,000.00	\$ -	Pending

Application Status Report  
August 2023

Other Opportunities					
Name	Description	Funder	Amount Requested	Amount Awarded	Status
Baby 2 Baby Car seat Program	Non-monetary award. Car seats were gifted for our FRCs	Baby 2 Baby	N/A	58 car seats. 18 for East Kern and 40 for Oasis Family Resource Center	Awarded
VITA Leadership Institute	Funds will be used for travel expenses. VITA's leadership staff will have an opportunity to participate in a national IRS conference free of charge.	IRS	N/A	Travel Stipend	Pending
Fall Request	WACOM welcomes requests for funds from all non-profit orgs that extend a helping hand to military and civilian members of the local community (Ridgecrest). Funds will be used for essential items including food pantry and hygienic necessities.	WACOM	N/A	Funder decides award size. \$1,050 awarded last year	Pending

**Community Action Partnership of Kern**  
**Small Funding Request (\$50,000 or less per year)**  
**August 2023**

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Oasis Family Resource Center
<b>Funding Agency</b>	Albertson's	<b>Project Name</b>	Nourishing Neighbors
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and Low-Income
<b>Request</b>	\$5,000	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	1 year	<b>Program Manager</b>	Eric Le Barbe
<b>Description</b>	Funds from this proposal will support the Oasis Family Resource Center with hygiene products for clients with little to no income. These hygiene products will improve the overall health and hygiene of clients.		

<b>Funding Type</b>	Private	<b>CAPK Program</b>	East Kern and Oasis FRCs
<b>Funding Agency</b>	Wells Fargo	<b>Project Name</b>	Oasis and East Kern Family Resource Centers
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and low-income
<b>Request</b>	\$20,000	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	1 year	<b>Program Manager</b>	Eric Le Barbe and Anna Saavedra
<b>Description</b>	Funds from this proposal will support the Family Resource Centers by providing clients with bus passes, emergency supplies, and baby supplies. These items greatly benefit homeless and low-income clients as they have limited resources and financial stability to purchase bus passes, emergency supplies, and baby supplies.		

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Friendship House Community Center
<b>Funding Agency</b>	Dignity Health	<b>Project Name</b>	Friendship House Grows Fit
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and low-income
<b>Request</b>	\$40,973.66	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	1 year	<b>Program Manager</b>	Lois Hannible
<b>Description</b>	Funds from this proposal will expand FHCC current Grow Fit Program by adding Zumba classes, monthly food box distributions from our Food Bank, nutrition education from Blue Zones Project, and Medical application assistance from 2-1-1. This program will run for a year and is made for individuals of all ages to encourage participation as they work to improve their overall health.		

**Community Action Partnership of Kern**  
**Small Funding Request (\$50,000 or less per year)**  
**August 2023**

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Shafter Youth Center
<b>Funding Agency</b>	Adams Legacy Foundation	<b>Project Name</b>	Adams Legacy Foundation Grants
<b>CFDA</b>	N/A	<b>Target Population</b>	Children
<b>Request</b>	\$13,365	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	Jan – Dec 2024	<b>Program Manager</b>	Angie Nelson
<b>Description</b>	<p>Letter of Intent (LOI) submitted. Notice of acceptance will be November 15, 2023.</p> <p>LOI describes using funds to support a program that would take Shafter Youth Center students on field trips to Sequoia National Park where student cohorts will receive a private half-day guided tour of the national park.</p>		

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Friendship House Community Center
<b>Funding Agency</b>	ALDI	<b>Project Name</b>	ALDI Cares Community Grants
<b>CFDA</b>	N/A	<b>Target Population</b>	Children
<b>Request</b>	\$5,000	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	Jan – Dec 2024	<b>Program Manager</b>	Lois Hannible
<b>Description</b>	<p>Requesting \$5,000 in funds to support the development of a” grow fit” program at FHCC that gets children active with physical fitness via Zumba classes and helps them gain knowledge of healthy eating habits through nutrition instruction.</p>		

<b>Funding Type</b>	Public	<b>CAPK Program</b>	VITA
<b>Funding Agency</b>	IRS	<b>Project Name</b>	Leadership Institute
<b>CFDA</b>	N/A	<b>Target Population</b>	VITA Staff
<b>Request</b>	Other – Travel Stipend	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	1 year	<b>Program Manager</b>	Jacquelyn Guerra
<b>Description</b>	<p>Funds will be used for travel expenses. VITA’s leadership staff will have an opportunity to participate in a national IRS conference free of charge.</p>		

**Community Action Partnership of Kern  
Small Funding Request (\$50,000 or less per year)  
August 2023**

<b>Funding Type</b>	Private	<b>CAPK Program</b>	Oasis Family Resource Center
<b>Funding Agency</b>	WACOM	<b>Project Name</b>	Fall
<b>CFDA</b>	N/A	<b>Target Population</b>	Homeless and Low-Income
<b>Request</b>	\$1,050	<b>Division Director</b>	Freddy Hernandez
<b>Award Period</b>	1 year	<b>Program Manager</b>	Eric Le Barbe
<b>Description</b>	WACOM welcomes requests for funds from all non-profit orgs that extend a helping hand to military and civilian members of the local community (Ridgecrest). Funds will be used for essential items including food pantry and hygienic necessities.		

<b>Funding Type</b>	Public	<b>CAPK Program</b>	Outreach Team
<b>Funding Agency</b>	Kern Community College District	<b>Project Name</b>	KCCD, California Renewable Energy Laboratory, and the National Cement Company
<b>CFDA</b>	N/A	<b>Target Population</b>	Remote areas in Kern County
<b>Request</b>	\$27,160.10	<b>Division Director</b>	Pritika Ram
<b>Award Period</b>	2 years	<b>Program Manager</b>	Savannah Maldonado
<b>Description</b>	KCCD has selected CAPK as a subcontractor for this project. The Outreach team will be responsible to market and outreach the mountain areas.		

<b>Recommendation</b>	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.
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**Date Presented/Approved**

Policy Council: \_\_\_\_\_ PRE Presentation: \_\_\_\_\_ B&F Approval: \_\_\_\_\_ Board Approval: \_\_\_\_\_





## MEMORANDUM

To: Program Review & Evaluation Committee

From: Susana Magana, Health & Nutrition Director

Date: September 13, 2023

Subject: *Agenda Item 5c*: Strategic Plan 2021-2025 – Goal 1 Update - **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, Laurie Hughey, Vanessa Cortez, Alan Rodriguez, and Kelly Lowery. These members represent various programs, and the Executive Division. Board Member, Michelle Jara-Rangel, will also support efforts through her attendance and collaboration during our monthly meetings.

### **CAPK Strategic Goal 1**

“Increased access to healthy affordable food to support the health of the communities we serve.”

### **Meetings**

Goal group 1 meets on the first Friday of every month.

### **Food Needs Assessment**

CAPK contracted with Transforming Local Communities, Inc. (TLC) in spring 2022 to conduct a gap and resource analysis that will both provide a context for understanding how food supply, distribution, access, and affordability impact the nutrition and health of Kern residents; and 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.

The study has been completed and will be released in the coming weeks.

### **CalFresh Healthy Living Pantry Collaborative**

CalFresh healthy Living (CFHL) started Kern County's first ever Pantry Collaborative. This is a space where pantries can come together to share successes, challenges, and offer each other support.

The CFHL program hosted the 3rd Kern County Food Pantry Collaborative (KCFPC) meeting on August 28, 2023, with a total of 24 participants. The collaborative included a presentation from CAPK's Food Bank Administrator and highlighted the work that Flood Ministries is doing in Arvin CA in their food distributions.

### **Food Bank Expansion**

The expansion project is almost complete. Although there are elements that still remain to be completed, operations commenced in the expanded space in July. The CSFP program has moved out of the leased space and into the main warehouse which has added efficiency, and productivity. The official ribbon cutting ceremony and open house will take place on October 5<sup>th</sup>.

### **Food Bank Pantry Program**

The online ordering system was launched network-wide in April. Over the course of two months, we worked with our partners to identify challenges in the system. As a result, we kept the bulk ordering online and reinstituted in person shopping for the miscellaneous items. Since making this change, agency partners have reported higher levels of satisfaction and the corresponding overall poundage distributed has increased. Finally, as an aside, we began the year working with 119 agency partners participating in our pantry program. As of September 1, we are working with 143 (This is in addition to the 54 agency partners who participate in the commodity program. Some agency partners participate in both programs).

### **Grant Funding for Added Partner Agency Capacity**

Food Bank, Procurement, Finance, and Executive team staff are working together to expand the capacity for our agency pantry partners, especially in the area of refrigeration. We are pleased to announce that we were awarded a grant for this purpose and are in the process of identifying the agency partner projects that we will complete in Q1 of 2024.

### **Attachment:**

*Action Plan by Team Member Report – Susana Magana*

# Mission Statement

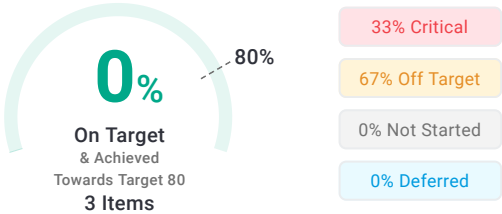
Organizational Slogan

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 Statement

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

Vision Description



# My Items

Item	YTD Actual
1.1: Enhance accessibility through expansion of food distribution sites and services.	33%
1.2: Leverage new and strengthened partnerships to reach additional families and communities.	20%

Item	YTD Actual
1.2.2: Strengthen and expand partnerships with schools to reach additional children and families	55%

## Susana Magana My Items for 2023

YTD Actual

10/01/21

12/31/25

Community Action...  
As of September 6, 2023

YTD Actual

10/01/21

12/31/25

Objective

**Enhance accessibility through expansion of food distribution sites and services. (1.1)** (Last updated: 07/10/23)

Aligned to: #1 Food Access

Owner

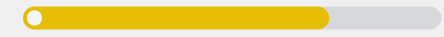
Susana Magana

Measure:

Percent Complete

33%

0%



YTD Target: 45%

YTD Actual

10/01/21

12/31/23

Objective

**Leverage new and strengthened partnerships to reach additional families and communities. (1.2)** (Last updated: 02/03/23)

Aligned to: #1 Food Access

Owner

Susana Magana

Measure:

Percent Complete

20%

0%



YTD Target: 45%

Activity

**Strengthen and expand partnerships with schools to reach additional children and families (1.2.2)** (Last updated: 03/03/23)

Owner

Susana Magana

Measure:

Percent Complete

55%

0%



YTD Target: 85.1%

100%

## Susana Magana Contributing to for 2023

YTD Actual

10/01/21

12/31/25

Community Action...  
As of September 6, 2023

YTD Actual

10/01/21

12/31/23

Objective

**Leverage new and strengthened partnerships to reach additional families and communities. (1.2)** (Last updated: 02/03/23)

Aligned to: #1 Food Access

Owner

Susana Magana

Measure:

Percent Complete

20%

YTD Actual

0%

10/01/21

YTD Target: 45%

12/31/23

Sub-Activity

**Partner existing programs to support nutrition education and food distribution. (1.2.2.1)** (Last updated: 09/12/22)

Owner

Measure:

Percent Complete

100%

0%

YTD Target: 85.1%

100%

Sub-Activity

**Explore the potential to establish distribution sites at school sites. (1.2.2.2)** (Last updated: 10/06/21)

Owner

Measure:

Percent Complete

0%

YTD Target: 85.1%

100%



## MEMORANDUM

To: Program Review & Evaluation - PRE-Committee

From: Yolanda Gonzales – Director of Head Start/State Child Development

Date: September 13, 2023

Subject: *Agenda Item 5c*: Strategic Plan 2021-2025 – Goal 2 Update – **Info Item**

---

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

The team continues the process of collaborating with internal and external community partners that can help expand educational support services for the communities in Kern County. Listed below are partnership opportunities that will help us reach our goal:

- Bakersfield College students continued to be offered internship opportunities by the Friendship House and other CAPK departments in hopes of strengthening our partnerships within the community.
- The VITA program is actively seeking new volunteers for the upcoming tax season.
- Community Action Partnership of Kern continues to partner with Bakersfield College to provide staff with Professional Development opportunities. The Courses are led by Dr. Maria Wright.
- The Head Start Department is currently in the planning phase of partnering with Bakersfield College to offer online courses to entry level staff. The goal is to help staff grow in their career.
- Vineland School District is collaborating with the Head Start Program in hopes of providing Transitional Kindergarten services to 4-year-old children at their school site.
- Head Start is still in the process of opening a Toddler option at the Ridgecrest facility to ensure we meet the needs of the community.

Group 2 met on August 11<sup>th</sup> and is scheduled to meet again October 6<sup>th</sup>, 2023.

***Attachment:***

*Action Plan by Team Member Report -Yolanda Gonzales*

## Mission Statement

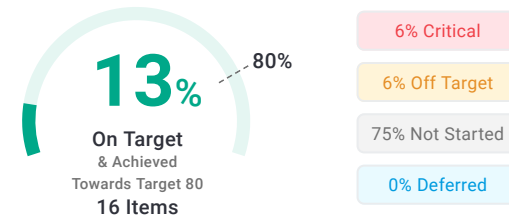
### Organizational Slogan

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 Statement

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

### Vision Description



## 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.	90%
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.	30%
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.	55%

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 Gonzales My Items for 2023

YTD Actual

10/01/21

12/31/25

Community Action...  
As of September 6, 2023

<b>Objective</b> <b>Expand access to services and resources for health and safety of children and youth by providing a safe environment. (2.1)</b> (Last updated: 08/07/23) <b>Aligned to: #2 Community Access</b> <b>Last comment:</b> The Head Start department is not collaborating with BCSD in order to provide wraparound services for families and individuals who need childcare services. (08/07/23)	Owner Yolanda Gonzales	Measure: Percent Complete	90%	YTD Actual	0%	01/01/23	12/31/23	YTD Target: 50%
				YTD Actual		01/01/23	12/31/23	
<b>Activity</b> <b>Identify and leverage emerging funding opportunities to expand services for both early childcare and youth services. (2.1.1)</b> (Last updated: 10/06/21)	Owner Yolanda Gonzales	Measure: Percent Complete		YTD Actual	0%	01/01/21	12/31/25	YTD Target: 66.5%
<b>Activity</b> <b>Assess emerging needs in geographic areas not currently served by CAPK. (2.1.2)</b> (Last updated: 10/06/21)	Owner Yolanda Gonzales	Measure: Percent Complete			0%			YTD Target: 66.5%
<b>Objective</b> <b>Support the quality and availability of non-traditional hours of service. (2.2)</b> (Last updated: 08/07/23) <b>Aligned to: #2 Community Access</b> <b>Last comment:</b> The East Kern FRC was awarded a new grant to assist Homeless individuals and Families in East Kern County. (08/07/23)	Owner Yolanda Gonzales	Measure: Percent Complete	30%	YTD Actual	0%	01/01/23	12/31/23	YTD Target: 45%
				YTD Actual		10/01/21	12/31/25	
<b>Activity</b> <b>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)</b> (Last updated: 10/06/21)	Owner Yolanda Gonzales	Measure: Percent Complete			0%			YTD Target: 66.5%
<b>Activity</b> <b>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)</b> (Last updated: 10/07/22)	Owner Yolanda Gonzales	Measure: Percent Complete	25%		0%			YTD Target: 45%
<b>Objective</b> <b>Support workforce development and employment opportunities for CAPK clients. (2.3)</b> (Last updated: 08/07/23) <b>Aligned to: #2 Community Access</b> <b>Last comment:</b> In the month of June, the Oasis FRC created a partnership program that will allow disabled individuals to volunteer at the center in order to help develop their working skills. (08/07/23)	Owner Yolanda Gonzales	Measure: Percent Complete	55%	YTD Actual	0%	01/01/23	12/31/23	YTD Target: 45%
				YTD Actual		01/01/23	12/31/24	
<b>Activity</b> <b>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)</b> (Last updated: 10/06/21)	Owner Yolanda Gonzales	Measure: Percent Complete			0%			YTD Target: 66.5%
<b>Activity</b> <b>Establish a diverse workforce committee with partnerships to formalize pathways from entry-level to advanced positions through comprehensive career fields. (2.3.2)</b> (Last updated: 10/06/21)	Owner Yolanda Gonzales	Measure: Percent Complete			0%			YTD Target: 33.1%

No goals to display.



## MEMORANDUM

To: Program Review & Evaluation Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: September 13, 2023

Subject: *Agenda Item 5c*: Strategic Plan 2021-2025 – Goal 3 Update - **Info Item**

---

CAPK's Strategic Goal 3 is to advance economic empowerment and financial stability for low-income people in the communities we serve. We hope to achieve this goal through the following objectives as approved by the CAPK Board:

- 3.1 – Increase housing stability for people experiencing/at risk of homelessness.
- 3.2 – Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families.
- 3.3 – Increase opportunities and supports for clients to advance through career and education pathways.
- 3.4 – Increase access to economic asset enhancement and financial educational opportunities.

Team members for Goal Group 3 include: Rebecca Moreno (lead), Keith Jackson, Savannah Maldonado, Sylvia Ortega, Bradley Fergon, Louis Gill, and Wilfredo Cruz. The group continues to meet monthly to discuss new ideas and progress on Goal 3 objectives.

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

- Safe Camping and Safe Parking programs continue to operate. In June a decision was made to slow the amount of intakes and reduce the amount of animals allowed which resulted in a reduction of incident reports completed. (3.1.2)
- M Street continues to function at a high capacity and quality service. (3.1.2)
  - Staff from Senator Padilla's office toured M Street
  - CSD toured M Street.
- CES processes the changes for the CoC to continue to improve "throughput" for clients who need permanent supportive housing. (3.1.1)
  - Received a draft agreement from BKRHC for \$120,000.00 to assist with CE through HHIP funds.
  - HHAP 3 contract for \$200,000.00 CES Rural Outreach team in negotiation.

- CES Cal-AIM staff have been onboarded and continue to work with KHS on the data exchange. (3.1.2)
  - Received a contract extension for IPP funds in the amount of \$142,000.00 for an additional 2 FTE's.
  - The Executive team is working on a new proposal for Day Habilitation Services through CalAIM.

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

***Attachment:***

*Action Plan Summary by Goal Group #3*  
*List of Abbreviations for reference*

## Mission Statement

Organizational Slogan

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.

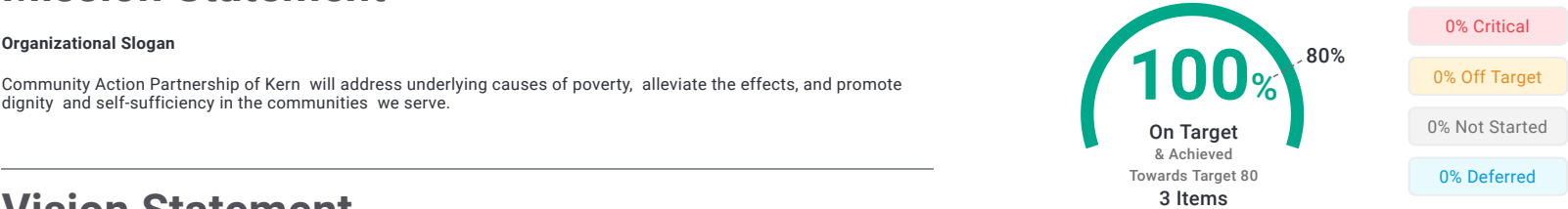
## Vision Statement

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

Vision Description

## My Items

Item	YTD Actual
3.1: Increase housing stability for people experiencing or at risk of homelessness.	47%
3.1.1: Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness..."	50%



Item	YTD Actual	Item	YTD Actual
3.1.2: Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services.	45%		

## Rebecca Moreno My Items for 2023

YTD Actual

10/01/21

12/31/25

Community Action...  
As of September 7, 2023

YTD Actual

10/01/21

12/31/25

### Objective

**Increase housing stability for people experiencing or at risk of homelessness. (3.1)** (Last updated: 09/07/23)

Aligned to: #3 Economic Empowerment

### Owner

Rebecca Moreno

### Measure:

Percent Complete

**47%**

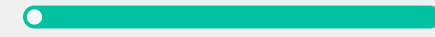
YTD Actual

**0%**

10/01/21

YTD Target: 45%

12/31/25



### Activity

**Strengthen community support for reducing homelessness in alignment with the "Home at Last! Kern County's Plan to End Homelessness by 2028" 10-year plan. (3.1.1)** (Last updated: 04/07/22)

### Owner

Rebecca Moreno

### Measure:

Percent Complete

**50%**

**0%**

YTD Target: 45%



### Activity

**Reduce impact of homelessness by ensuring continued provision of sufficient emergency shelter assistance and referral services. (3.1.2)** (Last updated: 06/06/23)

### Owner

Rebecca Moreno

### Measure:

Percent Complete

**45%**

**0%**

YTD Target: 45%



## Rebecca Moreno Contributing to for 2023

Community Action...  
As of September 7, 2023

Sub-Activity Expand the Coordinated Entry System (CES) to provide greater access to prioritized services for people who are experiencing homelessness or at-risk of becoming homeless. (3.1.1.1) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Improve the evaluation and data management components of CES. (3.1.1.2) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Improve economic security, health, and stability for people experiencing homelessness or at-risk of becoming homeless. (3.1.1.3) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity In collaboration with Bakersfield Kern Regional Homeless Collaborative (BKRHC) and the Continuum of Care (CoC), support collective advocacy efforts at the local and State levels. (3.1.1.4) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Collaborate with BKRHC to assess and address temporary shelter needs on a perpetual basis (3.1.2.1) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Increase funding streams to expand number of emergency beds/services as needed. (3.1.2.2) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Expand wraparound services to reduce the number of people who return to homelessness after receiving permanent housing. (3.1.2.3) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Sub-Activity Expand upstream support to reduce the number of people who become homeless for the first time. (3.1.2.4) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		12/31/25
Objective Increase CAPK capacity to provide long-term affordable housing solutions for low-to-moderate income people and families. (3.2) (Last updated: 09/02/22) Aligned to: #3 Economic Empowerment	Owner	Measure: Percent Complete	45%	YTD Actual	10/01/21	0%	12/31/25
Objective Increase opportunities and supports for clients to advance through career and education pathways. (3.3) (Last updated: 09/29/22) Aligned to: #3 Economic Empowerment	Owner	Measure: Percent Complete	40%	YTD Actual	10/01/21	0%	12/31/23
Activity Strengthen and expand relationships with adult education providers (adult schools and community colleges), local employers, and industry leaders to build job skills and increase access to career and education pathways. (3.3.1) (Last updated: 04/14/22)	Owner	Measure: Percent Complete	42%	YTD Actual	10/01/21	0%	100%
Sub-Activity Identify and map existing educational/career pathways and referral points. (3.3.1.1) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		100%
Sub-Activity Send CAPK representatives to local Adult Education Consortium Steering Committee Meetings. (3.3.1.2) (Last updated: 10/06/21)	Owner	Measure: Percent Complete	YTD Actual	10/01/21	0%		100%

Sub-Activity	Owner	Measure:					
<b>Participate in local workforce development board meetings to identify entry points, opportunities, partnerships (3.3.1.3)</b> (Last updated: 10/06/21)		<i>Percent Complete</i>		<b>0%</b>		<b>100%</b>	
			YTD Actual	10/01/21	YTD Target: 85.1%	12/31/25	
<b>Objective</b>	<b>Owner</b>	<b>Measure:</b>	<b>32%</b>	<b>0%</b>			
<b>Increase access to economic asset enhancement and financial educational opportunities. (3.4)</b> (Last updated: 09/02/22)		<i>Percent Complete</i>	YTD Actual	10/01/21	YTD Target: 45%	12/31/25	
Aligned to: #3 Economic Empowerment							
Activity	Owner	Measure:					
<b>Identify and pursue opportunities to address financial service gaps in Kern County including the possibility of developing new, standalone asset enhancement/ financial educational program(s). (3.4.2)</b> (Last updated: 02/09/22)		<i>Percent Complete</i>	<b>33%</b>	<b>0%</b>			
					YTD Target: 45%		
Sub-Activity	Owner	Measure:					
<b>Complete ongoing assessment of financial service mapping and utilization (i.e., CDFI/CDC assessment) and identify potential gaps. (3.4.2.1)</b> (Last updated: 02/09/22)		<i>Percent Complete</i>	<b>100%</b>	<b>0%</b>			12/31/25
<b>Last comment:</b> Staff presented the CDFI assessment during the 1/26 Board meeting and was not approved to begin the next phase of CDFI development. Instead, staff received approval to pursue a partnership with local CDFIs. PR will update the progress for this activity as 90% with the remaining 10% to be allocated on partnership development to start services (note: undetermined scope of services). (02/09/22)			YTD Actual	10/01/21	YTD Target: 45%		12/31/25
Sub-Activity	Owner	Measure:					
<b>Complete internal capacity assessment to evaluate potential for delivery of new financial services. (3.4.2.2)</b> (Last updated: 10/06/21)		<i>Percent Complete</i>		<b>0%</b>			
					YTD Target: 45%		
Sub-Activity	Owner	Measure:					
<b>Based on assessment findings, scope of need, and available funding, develop service delivery model to establish a new program with central focus on asset enhancement and financial education/support. CAPK will need to identify additional key action steps depending on the outcome of the assessment and the decision of the Board. (3.4.2.3)</b> (Last updated: 10/06/21)		<i>Percent Complete</i>		<b>0%</b>			
					YTD Target: 45%		



## List of Abbreviations

<b>Abbreviation</b>	<b>Definition</b>
BKRHC	Bakersfield Kern Regional Homeless Collaborative
Cal-AIM	Cal-AIM Homeless Prevention Services
CES	Coordinated Entry System
CoC	Continuum of Care
CSD	California Department of Community Services & Development
FTE'S	Full-Time Equivalent
HHAP 3	Homeless Housing Assistance Program
HHIP	Housing and Homeless Incentive Program
IPP	Incentive Payment Program
KHS	Kern Health Systems



## MEMORANDUM

To: Program Review & Evaluation- PRE Committee  
From: Robert Espinosa – Program Design and Management Administrator  
Date: September 13, 2023  
Subject: *Agenda Item 5d:* Kern and San Joaquin Community Assessment Update 2023 – **Action Item**

---

The Office of Head Start (OHS) requirement Part 1302 – Program Operations: 1302.11 Determining community strengths, needs, and resources, requires an annual review and update of the community assessment to reflect changes including the availability of publicly funded pre-kindergarten services. The updated assessment utilizes Census data from the newly released 2021 American Community Survey - 1 year and 5-year Estimates Data Profiles to evaluate how the community meets the needs of parents and children. Topics of special consideration, as required by OHS, include children experiencing homelessness, children in foster care, and children with disabilities. Head Start is requesting approval to submit the Kern San Joaquin Community Assessment Update - 2023 for 2023-2024 funding cycle of the Early Head Start (EHS) San Joaquin and Kern grant #09CH011132. Approval from the Board of Directors is a required component.

This update will inform any service gaps and necessary changes to our program options so that we may continue to provide a comprehensive service delivery plan that supports school readiness for children 0-5, while focusing on communities most in need. The program is funded by the CDE, OHS, and USDA. CAPK will manage the development, implementation, and evaluation of early learning theories that are researched-based.

This program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. The report will support the delivery of services for the funding period beginning on March 1, 2024, and ending on February 28, 2025.

### **Recommendation**

Staff recommends the PRE-Committee approve the submission of the Kern and San Joaquin Community Assessment Update – 2023 for the EHS San Joaquin and Kern #09CH011132 grant.

### **Attachment:**

*Kern County Community Assessment – 2023*  
*San Joaquin Community Assessment - 2023*



**Community Assessment**  
**Kern County**  
**2023**



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## Executive Summary

Community Action Partnership of Kern (CAPK) has been serving low-income people and families since 1965. As the dedicated poverty fighting agency in Kern County, the Agency provides quality, life changing services through an array of programs designed to meet basic needs as well as empower people and families to improve their lives. CAPK's Head Start/Early Head Start (HS/EHS) program plays a crucial role in the fight against poverty by giving children and families the support they need for children to be successful academically and throughout their lives.

CAPK's HS/EHS mission is to "provide rich, high quality early learning experiences to a diverse population of children aged from birth to five. We will promote access to comprehensive services with a holistic focus on the family by encouraging family engagement, supporting school readiness, and instilling self-reliance in children and their families." CAPK's HS/EHS provides high quality early childhood education to children from pre-natal to five years-old through part-day, full-day, and home-based options.

For this assessment, CAPK HS/EHS used primary and secondary data sources to identify community needs of Kern County low-income children and families. Findings will assist CAPK to identify and respond to gaps in services and emerging needs in the community for low-income HS/EHS eligible children and families. The data and analysis are used to guide CAPK's strategic planning process to better serve HS/EHS children and families.

In accordance with the requirements of 45 CFR Part 1305 Section 1305.3(e), 1302.11(b), the CAPK Head Start and Early Head Start Programs 2021 Community Assessment Update was completed and approved by the Head Start Policy Council Planning Committee on August 22, 2023, and the CAPK PRE Committee on September 13, 2023.

When comparing the current findings to the previous assessment, there has been very little change in the determinants of needs affecting Head Start eligible children and families, except for homelessness. In Metro Bakersfield, the number of people who are homeless rose by 42% over the previous year, driven by a 108% jump in the number of unsheltered homeless people. Rural homelessness rose by 131%.

Another notable change is the increase in transitional kindergarten public school enrollments. There has been a 38% increase over the past several years.

## KEY FINDINGS

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The results of the needs analysis of Kern County confirm the continued need in the County for Head Start Services for low-income children and families. Head Start/Early Head Start is an important part of community efforts to break the cycle of poverty by providing low-income preschool children and their families a wholistic and culturally responsive approach to help them meet their emotional, social, health, nutritional and psychological needs.

- Kern County is a large and geographically diverse county with a high need for services in rural communities.
- Approximately **8% (68,000) of Kern's children are ages 0-5 years.**
- The **0-5 years** population has decreased slightly overall in Kern County, California, and the United States between 2019-2021.
- An estimated 79.4% of residents are native – born in the United States, while 19.7% are foreign born.
- Of Kern County residents, **13% have less than a High School education.**
- Approximately **44% of residents that use a language other than English at home, speak Spanish.**
- The **unemployment rate has decreased in recent years but remains high at 6.7%** in comparison to the State of California.
- Kern County median household has risen over the last few years to \$58,824 in 2021, is remains **\$10,197 less than the United States and \$25,273 lower than the State of California.**
- In 2021, **18.6% of Kern residents lived in poverty.**
- Single female headed households with children under the age of 5 experienced poverty at five times the rate of married couples with children under 5.
- An estimated **21,994 of Kern Children ages 0-5 years live in poverty.**
- An estimated **89% of children ages 0-5 who live in communities served by CAPK Head Start/Early Head Start, live in poverty.**
- **At least 15.8% of working residents in Kern County are living in poverty (working poor).**
- Most **(98.7%) of Kern County residents have health insurance.**
- Access to health care remains an issue throughout the County with a **ratio of one primary care physician per 2,020 residents.**
- **Kern County Ranks 53 of 58 of California Counties for worst health outcomes.**
- The results from the **CAPK 2023 Community Needs survey are consistent with the overall needs identified in the Head Start Community Assessment.**



## METHODS

In 2021, the Community Action Partnership of Kern (CAPK) Head Start/State Child Development (HS/SCD) Division completed a comprehensive community assessment and report detailing the most current data and source material available. The Community Assessment provided a detailed understanding of the characteristics of Kern County's children and families, their childcare needs, and the conditions that impact their health, development, and economic stability.

This Community Assessment includes updated statistics and considerations of county and incorporated community population numbers, household characteristics and relationships, estimates of income eligible children, disability, educational attainment, health, child welfare, prenatal health, homeless children, and families, and Head Start and Early Head Start program information. Wherever possible data was sought for the 0-3 and 3-5 age groups, (areas that this age breakdown for data was not available, are noted throughout the report.

The primary data source (unless otherwise sited) for the 2021 Community Assessment Update is the U.S. Census Bureau American Community Survey (ACS), 2019 ACS 1-year Estimates and 2017-2021 ACS 5-year Estimates. Other sources of local, state, regional, and national data and intelligence are cited throughout the report and presented in the "Work Cited" page. The CAPK Head Start & Early Head Start Program 2022/2023 Information Reports (PIR) was used for data directly related to HS/EHS.

CAPK performs a comprehensive bi-annual community needs survey of clients, staff, and Agency partners. Along with the 2023 CAPK Community Needs Survey, CAPK held focus groups in select locations representing the diversity of Kern County to gain deeper understandings and insights of the survey results. Findings from the 2023 survey and focus groups are included in this current report.

## AGENCY OVERVIEW

Established in 1965, CAPK is a private nonprofit 501(c)(3) corporation. In carrying out its mission *to provide and advocate for resources that will empower the members of the communities we serve to be self-sufficient*, CAPK develops and implements programs that meet specific needs of low-income individuals and families.

CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. Originating as the Community Action Program Committee of Kern County in 1965, CAPK later became the Kern County Economic Opportunity Corporation, and in 2002 became the Community Action Partnership of Kern.

CAPK operates in seven divisions, which include Head Start/State Child Development (HS/SCD); Health and Nutrition Services; Administration; Finance; Human Resources; Operations; and Community Development. Head Start and Early Head Start (HS/EHS) programs are operated under the HS/SCD Division.

As Kern County's federally designated Community Action Agency in the fight against poverty, CAPK provides assistance to over 100,000 low-income individuals annually through 16 direct-service programs including but not limited to 2-1-1 Kern County; CalFresh Healthy Living Program; the East Kern Family Resource Center; Energy; CAPK Food Bank; Friendship House Community Center; Head Start/Early Head Start; Migrant Childcare Alternative Payment; Shafter Youth Center; CAPK Volunteer Income Tax Assistance (VITA); and Women, Infants and Children (WIC) Supplemental Nutrition.

CAPK has offices located in 27 cities/communities in Kern County and offers services at over 100 sites. The Agency also operates programs in other counties in the San Joaquin Valley including Migrant Childcare Alternative Payment (MCAP) Program, enrolling families through six Central Valley counties that include Kern, Madera, Merced, Tulare, Kings, and Fresno; WIC program services in San Bernardino County; and 2-1-1 Information and Referral Helpline in Kings, Tulare, Stanislaus, and San Diego Counties. In 2015 CAPK's EHS program expanded to San Joaquin County (Stockton, Lodi, Manteca, and Tracy). The information below further details CAPK's programs.

2-1-1 Kern County: 24/7 information and referral service that provides residents with comprehensive information and linkage to community health and human services at no cost. In addition to live phone operators, 2-1-1 Kern has a database of over 1,500 social service agencies that is available to the public through the 2-1-1 Kern Online Resource Directory at [www.capk.org](http://www.capk.org) > 2-1-1 Kern. Additionally, 2-1-1 Kern is the Homeless Coordinated Entry Services provider in partnership with the Kern County Homeless Collaborative.

**CAPK Food Bank:** Provides emergency food assistance to eligible food-insecure Kern County residents through a network of over 130 pantry and commodity distribution sites. Food Bank also operates a senior food program providing over 3,500 seniors with healthy and nutritious food each month. Community support as well as volunteer hours are essential to the operation of the Food Bank, which is the third largest food bank in California.

**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 and cooling; and energy efficient appliances, stoves, and refrigerators.

**East Kern Family Resource Center:** Case management to east Kern County families identified by Child Protective Services as high-risk for child abuse and/or neglect. Other services and programs offered at the center include the Financial Empowerment for Families program and school readiness for prekindergarten-age children. An emergency supplies closet and referral services are also provided to individuals and families in the community who require assistance with basic and other needs.

**Friendship House Community Center and Shafter Youth Center:** Educational and recreational activities are provided to children ages 6-18 from low-income families at community centers in southeast Bakersfield and Shafter. Activities and programs for children, adults and families include youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, mentoring, community gardens, and access to social services.

**Head Start and Early Head Start:** High quality early childhood education for children from pre-natal to age five through part-day, full-day, and home-based options. The program uses a wholistic approach by not only addressing the needs of the child, but by teaching parents to become advocates and self-reliant providers for their children through its Parent Policy Council and Family Engagement programs.

**Migrant Childcare Alternative Payment (MCAP) Program:** A voucher-based childcare program that allows migrant, agriculturally working families to choose the best childcare option for their situation. Parents can enroll one time and use the vouchers to access childcare as they travel throughout the state for employment.

**Volunteer Income Tax Assistance (VITA):** Free tax preparation and e-filing for low- and medium-income individuals and families. VITA also assists eligible clients to take advantage of the Earned Income Tax Credit (EITC), thereby increasing the amount of their tax return and boosting the local economy. All VITA services are provided through trained IRS-certified staff and community volunteers.

*Women, Infants, and Children (WIC) Supplemental Nutrition Assistance:* Provides free nutrition education, breast feeding support, and food vouchers for infants, children, and women who are pregnant, postpartum, or breast feeding and who are at nutritional risk. Foster parents, grandparents, and single parents can apply on behalf of their children.

### **CAPK's New Programs:**

*Homeless Services:* in partnership with the County of Kern, CAPK operates a new 150 bed homeless Low Barrier Navigation Center on M Street in Bakersfield. This 24-hour shelter offers housing, meals and an array of mental health, medical care and economic assistance to unsheltered homeless people including those with partners and pets.

*CalFresh Healthy Living:* CAPK CalFresh Healthy Living improves the nutrition health of low-income Kern County residents by providing access to nutrition education, physical activity education, and training that will help build a healthy, knowledgeable community.

*Community Schools Partnership Program:* in partnership with Bakersfield City School District, CAPK provides direct wrap around case management to students and families. The program links families to community-based services addressing food insecurities, housing stability, or other related basic services.

*CalAIM:* is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms.

*Adult Re-Entry (ARG) Program:* this program provides funding for community-based organizations to deliver reentry services for people formerly incarcerated in state prison.

CAPK's HS/EHS serves over 2,800 children and their families at 36 locations across Kern County. Children and families also have access to CAPK's network of comprehensive programs and services, all of which are in place to assist and empower families towards self-sufficiency.

Table 1, CAPK HeadStart and Early Head Start Kern County Locations

HS/EHS Site Name	Address
<b>Administration Office</b>	5005 Business Park North, Bakersfield 93309
<b>Alberta Dillard</b>	5704 Pioneer Dr Bakersfield, CA 93306-6546
<b>Alicante</b>	7998 Alicante Ave Lamont, CA 93241-1744
<b>Angela Martinez</b>	4032 Jewett Ave Bakersfield, CA, 93301
<b>Bakersfield College</b>	1801 Panorama Bakersfield CA 93305
<b>Blanton</b>	315 E. 18th Street, Bakersfield, CA 93301
<b>Broadway</b>	929 Broadway St., Wasco, CA 93280
<b>California City</b>	9124 Catalpa Ave California City, CA 93505-2781

<b>Cleo Foran</b>	1410 11th Street Bakersfield, CA 93304-1432
<b>Delano</b>	1835 Cecil Ave Delano, CA 93215-1519
<b>East California</b>	1900 E. California Ave Bakersfield CA 93307
<b>Fairfax</b>	1500 S. Fairfax Rd. Bakersfield, CA 93307
<b>Garden Pathways</b>	1130 17 <sup>th</sup> St. Bakersfield, CA 93301
<b>Harvey L. Hall</b>	315 Stine Rd Bakersfield, CA 93309-3268
<b>Heritage Park</b>	2320 Mt Vernon Ave Bakersfield, CA 93306-3300
<b>Lamont</b>	8201 Palm ave Lamont, CA 93241-2118

<b>Martha J. Morgan</b>	3811 River Blvd Bakersfield, CA 93305-1004
<b>McFarland</b>	410 E Perkins Ave McFarland, CA 93250-1230
<b>Mojave</b>	1940 Inyo St Mojave, CA 93501-1765
<b>Oasis</b>	814 North Norma, Ridgecrest, CA 93555
<b>Pete H. Parra</b>	1825 Feliz Dr., Bakersfield, CA 93307
<b>Primeros Pasos</b>	1111 Bush St Arvin, CA 93203-2056
<b>Rosamond</b>	2584 Felsite Rosamond, CA 93560-7688
<b>San Diego</b>	10300 1/2 San Diego St Lamont, CA 93241-1743
<b>Seibert</b>	2800 Agate St., Bakersfield, CA 93304-5306
<b>Shafter EHS</b>	459 E. Euclid Ave Shafter, CA 93263-2777
<b>Shafter HS</b>	452 W. Los Angeles Ave Shafter, CA 93263-2590
<b>Sterling</b>	3000 Sterling Road Bakersfield, CA 93306-4569
<b>Sunrise Villa</b>	1600 Poplar Ave Wasco, CA 93280-3405
<b>Taft</b>	819 6th Street Taft, CA 93268-2305
<b>Taft College</b>	29 Cougar Ct. Taft, CA 93268
<b>Tehachapi</b>	1120 S Curry St Tehachapi, CA 93561-2300
<b>Vineland</b>	14327 S Vineland Rd Bakersfield, CA 93307-9463
<b>Virginia</b>	3301 Virginia Ave Bakersfield, CA 93307-2931
<b>Wesley</b>	1314 Oswell St, Bakersfield CA 93306
<b>Willow</b>	401 Willow Dr Bakersfield, CA 93308-4761

Source: CAPK Operations

Kern County has an abundant list of providers of services for low-income families and children. CAPK 2-1-1 Information and Referral Helpline has a database of over 1,500 social services and other agencies that people can be linked to through calling 2-1-1 or on the CAPK 2-1-1 web page [www.capk.org](http://www.capk.org). Common resources for Kern families include Addiction Resource Center, Alliance Against Family Violence, Bakersfield Homeless Center, Clinica Sierra Vista, Department of Fair Housing and Employment, Delores Huerta Foundation, Ebony Counseling Center, Kern County Behavioral Health, Kern County Department Of Human Services, Employers Training Resources, Family Growth Counselling, Independent Living Center of Kern County, New Advances for People with Disabilities, Operation Fresh Start, Salvation army, Social Security administration, and many more.

## DETERMINANTS OF NEED

### KERN COUNTY OVERVIEW

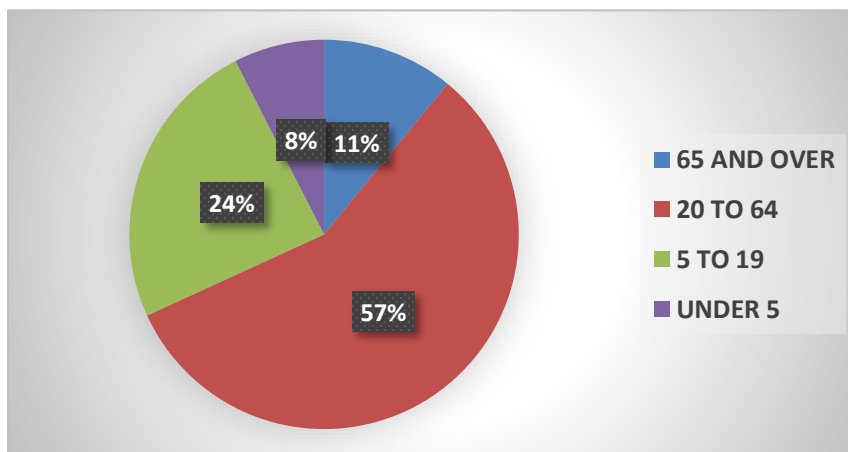
Kern County is in Central California, at the southern end of the San Joaquin Valley. At 8,172 square miles, Kern is California's third-largest county by land area. Terrain varies dramatically within the County, from the valley lowlands to the mountain peaks of the southern Sierra Nevada, to arid stretches of the Mojave Desert. Because of this geographic diversity, the county has a wide range of climates, determined largely by elevation and precipitation. Summer temperatures often reach over 100 degrees on the valley floor and in the Mojave Desert, and winter temperatures drop into the teens in the higher mountains.



### POPULATION

There are 905,644 people living in Kern County with most residents living in Bakersfield, the County's major metropolitan area. A total of 10 other cities containing about 20% of the population and the remaining residents (38%) live in unincorporated mostly rural areas of the county. Approximately **68,078** of the County's residents are **under the age of 5** years; 220,293 are ages 5 to 19; 518,253 are ages 20 – 64; and 99,020 are ages 65 and over.

Figure 2, Kern Population Age Distribution



Source: US Census American Community Survey 2021, 5-Year Estimates

Of the estimated **68,078** children ages 0 to 5 in Kern County, approximately **60% are in the 0-2 years age group** (kids.data.org). Gender for children in the 0-5 age group is almost even with 49% female and 51% male.

## POPULATION GROWTH

Kern County's overall population growth from 2012-2021 is similar to trends for the State and Nation. Noteworthy, the 0-5 population has decreased at the county, state, and nation level.

Table 2, Population Growth Comparison

Location	2012	2021	Growth
<b>Kern</b>	<b>839,631</b>	<b>905,644</b>	<b>7.8%</b>
California	37,659,181	39,455,353	4.7%
United States	309,138,711	329,725,481	6.6%
<b>Children Ages 0-5</b>			
<b>Kern</b>	<b>71,484</b>	<b>68,078</b>	<b>-4.7%</b>
California	2,527,752	2,350,335	-7.0%
United States	20,137,884	19,423,121	-3.5%

Source: US Census American Community Survey 2021, 5-Year Estimates

## RACE/ETHNICITY

Kern County's racial and ethnic composition is diverse. After White, the largest Racial/Ethnic group is Hispanics/Latino (53.3%), compared to 39% of California's population and 18% of the United States. The smallest group are Native Hawaiian/Pacific Islander at .2% in Kern County and the United States and .4% in California.

Table 3, Kern County Race and Ethnicity

Race/Ethnicity	All Residents
White	62.3%
African American	5.4%
American Indian or Alaska Native	1%
Asian	4.8%
Native Hawaiian or Other, Pacific Islander	.1%
Hispanic or Latino	54.7%
Some Other Race	13.8%

Source: US Census American Community Survey Estimates 2021, 5-Year Estimates



Kern County has seen growth in most race/ethnicities with Native Hawaiians and other Pacific Islanders seeing the highest percent rate of growth, followed by Asians. The only decrease was in American Indian and Alaskan Native groups. Whites and Hispanics grew at almost the same rate, with Hispanics seeing slightly more growth.

Table 4, Kern Population Change by Race/Ethnicity, 2017-2021

Race/Ethnicity	Percent Change
White	-15.6%
Black or African American	-1%
American Indian and Alaska Native	-1.1%
Asian	-1.1%
Native Hawaiian and Other Pacific Islander	-.5%
Hispanic or Latino (of any race)	6.9%

Source: US Census American Community Survey 2017-2021, 5-Year Estimates

## NATIVITY AND FOREIGN BORN

Of Kern County's population, 79.4% (719,419) were born in the United States, and 19.7% (177,999) were foreign-born. Of the county's foreign-born population, 61.3% (109,135) are not U.S. citizens.

## LANGUAGE

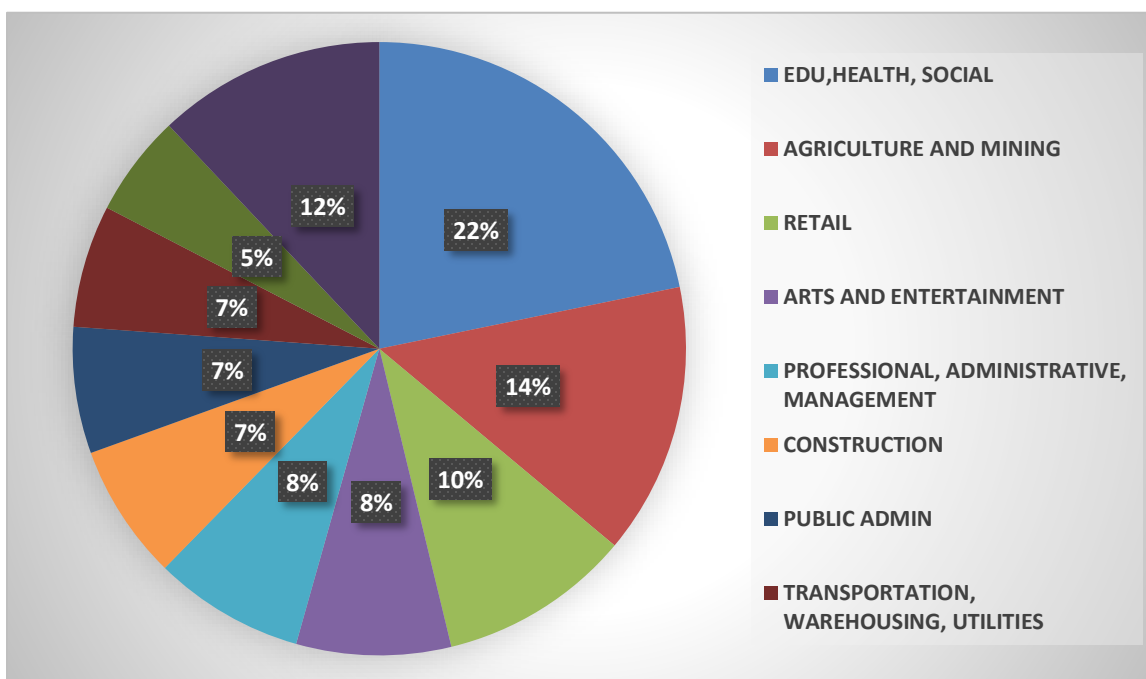
Approximately 44.3% of Kern and California's adults speak a language other than English at home, with most of these comprised of Spanish speakers (88.5%). The next most common language is Asian and Pacific islander languages at 2.9%. (U.S. Census, 2021).

## EMPLOYMENT

The petroleum and agriculture industries are the main drivers of Kern County's economy. According to the Kern Economic Development Corporation, Kern is the top agricultural producer and the second highest oil-producing county in the nation. The County also has two military bases on its eastern edge and has seen growth in the alternative energy, (wind and solar) and aerospace industries. Agriculture and oil are not consistent in employment and are affected by seasons, environmental, national, and global economic factors. For example, while most of the Country was recovering from the recession, decreases in oil production resulted in mass layoffs in Kern County and the recent California drought had dire consequences for seasonal farm workers.

There are 671,496 Kern County residents ages 16 and over. Of these, an estimated 58.1% that are in the labor force are employed. The largest employment sector in Kern is Education, Health, and Social Work which has large variances in types and pay rates of jobs. The second, Agriculture and mining (which include the oil industry), can be unstable sources of employment due to strong seasonal cycles as well as other factors discussed previously.

Figure 3, Kern County Workers by Industry



Source: US Census American Community Survey 2021, 5-Year Estimates

## UNEMPLOYMENT

Kern County unemployment rates typically run in the double digits and about 2 to 3 times higher than the State and Nation. However, Kern saw historic lows in unemployment in 2018 and 2019. However, these gains disappeared during the pandemic when over 12% of Kern's working population became unemployed. Currently, for 2022-23, Kern County's unemployment rate has been between 6-8%, which is consistently higher than California's unemployment rate (Employment Development Department, 2023).

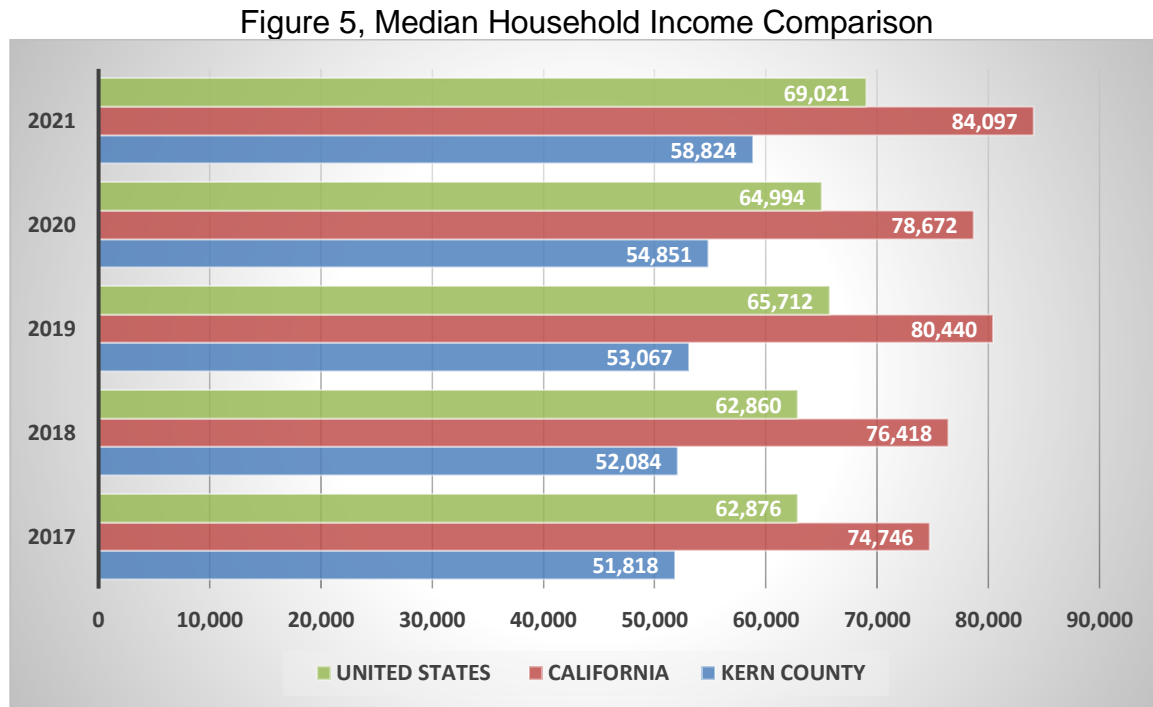
Figure 4, Unemployment Comparison



Source: California Department of Labor, 2023

## INCOME

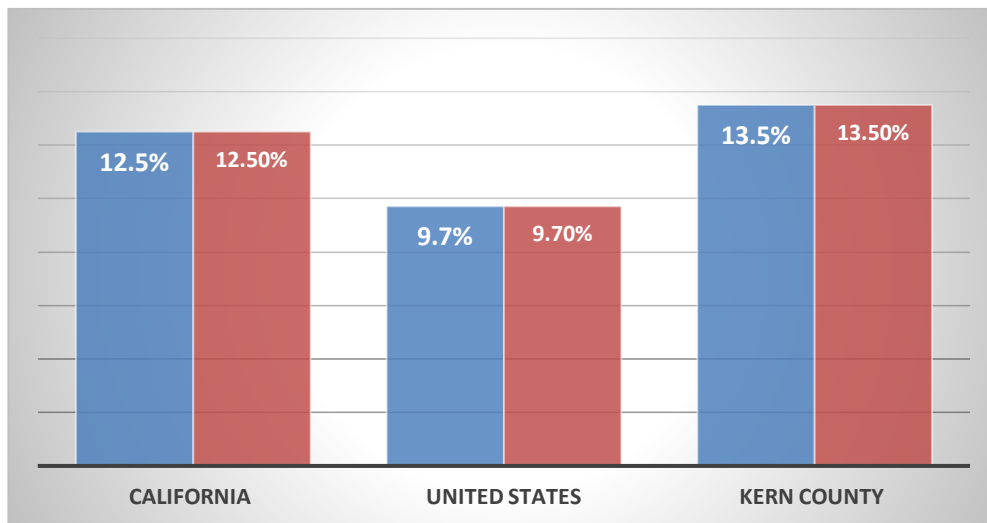
Kern County median household income, at \$58,824 in 2021, is **\$10,197 less than the United States and \$25,273 lower than the State of California.**



Source: US Census American Community Survey 2017-2021, 5-Year Estimates

Overall, the state and nation have seen a steady increase over the last 5 years. Kern's median income has steadily grown over the last three years but falls significantly behind in comparison.

Figure 6, Income Growth Comparison



Source: US Census American Community Survey 2017-2021, 5-Year Estimates

## POVERTY

According to the US Census, 18.6% of Kern County residents live in poverty; Kern County has a higher poverty rate when compared to all 58 California Counties (The Public Policy Institute of California, 2021). Within Kern County, there are pockets of extreme poverty with some communities having more than 45% of residents living below the federal poverty level.

## WORKING POOR

The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S. According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live paycheck to paycheck. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their lifetime.

This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty*, which states that most families that live in poverty are working and 67% of those families have one or more workers supporting them. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage. In Kern County, 15.8% of employed residents who are 16 years of age or over are living in poverty (U.S. Census, 2021).

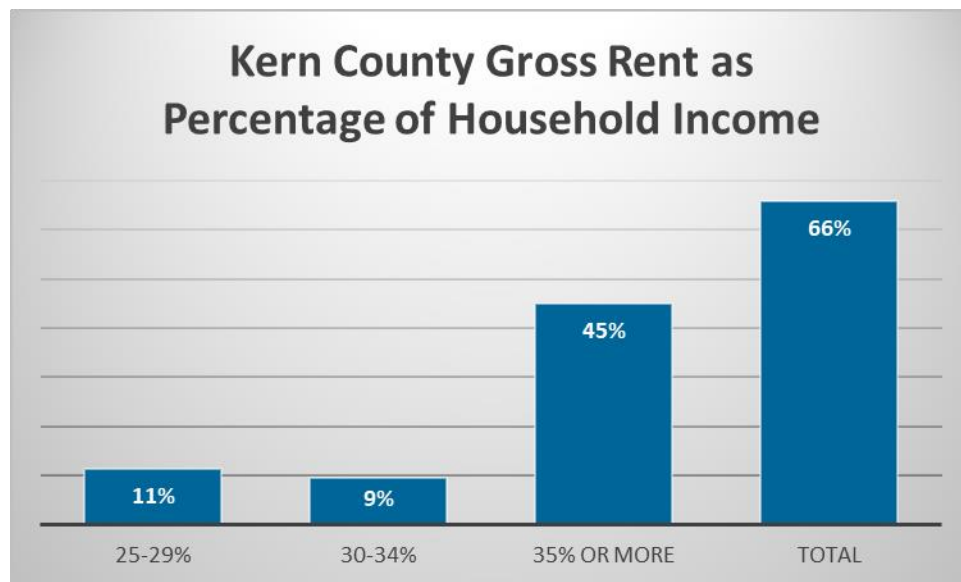
## HOUSING

According to the US Census Estimates, there are 274,705 occupied housing units in Kern County.

The Kern County Council of Governments' (KCOG) Housing Element 2015-2023 reports that Bakersfield (Kern County's most populated city) is projected to only meet 42.7% of their Regional Housing Needs Allocation (RHNA) for very low and low-income households. Other factors affecting housing, are as follows:

- Jobs to housing ratio of 1 job very every .13 of housing.
- Most of the available housing is single family homes.
- Approximately 50% of households are at 50% of the median income—51% earn less than \$50,000 per year.
- Limited inventory of Section 8 housing for larger families.
- Subsidized multifamily units are at risk of becoming market rate units.

The U.S. Department of Housing and Urban Development states that families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. Based on the 2021 American Community Survey estimates, 26.2% of all Kern County homeowners with a mortgage paid 35% or more of their household income on housing. Renters paid an even higher percentage of their income on housing, with almost half of renters spending 45% or more of their household income on rent.



Source: US Census, 2021

## HOUSING QUALITY

Substandard housing is common in much of the County. The KCOG Regional Housing Needs Allocation Plan 2013-2023, included an assessment of county housing quality which shows that an estimated 54% of Kern County Housing is substandard, ranging from a low of 30% in

Tehachapi to almost 96% of homes in California City.

Table 5, Kern Substandard Housing

City	Substandard Stock
Arvin	57.1%
Bakersfield	34.0%
California City	95.9%
Delano	42.0%
Maricopa	94.3%
McFarland	50.8%
Ridgecrest	39.6%
Shafter	44.2%
Taft	54.9%
Tehachapi	29.6%
Wasco	54.4%
Unincorporated	56.5%

Source: Kern Council of Governments, 2013-2023

## TRANSPORTATION

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Transportation poses challenges in Kern County, particularly for those in rural areas. Bakersfield is the hub of the county where people can access employment, doctors, social services, and other needed resources. In rural areas of Kern, many low-income people with limited incomes rely on public transportation to get to Bakersfield, which in most of these areas has one trip to Bakersfield in the morning and one return trip in the afternoon.

For those who own a vehicle, the higher gas prices in California, approximately \$1.89 per gallon over the national average, can be an additional burden for low-income families.

Figure 7, Public Bus Routes in Rural Kern County



Source: Kern Transit

## MENTAL HEALTH

According to the California Health Interview Survey, over 16% of Kern County residents experienced serious psychological distress in 2020, which is slightly higher than for California as a whole. Obtaining mental health treatment can be difficult. According to the National Mental Health Services Survey, 2020, California has approximately 970 mental health treatment facilities with many of those private care facilities. In California, there are 59 psychiatric hospitals. In Bakersfield there are approximately ten mental health facilities with three of those accepting patients for in-hospital treatment. Bakersfield and the county lack mental health professionals especially those who serve low-income populations, and the San Joaquin Valley has one of the lowest ratios of behavioral health professionals to population in California.

## SUBSTANCE USE DISORDER

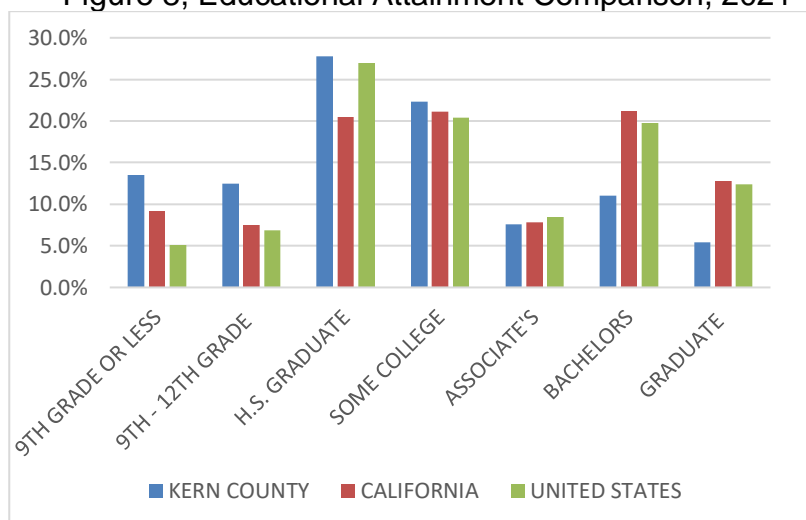
According to the California Health Care Foundation, substance use disorders are common; 8.8% of California meets the criteria for a substance use disorder. Many rural areas of the state lack access to treatment and experience significant wait times. According to the California Department of Health Care Services, seven (7) of the 50 physician appointments and four (4) out of the 50 urgent appointments did not meet timeliness standards as indicated in the 2021/2022 Kern County Mental Health Plan.

## Needs and Resources of Eligible Children and Their Families

### EDUCATIONAL ATTAINMENT

In 2021, 12.9% of people ages 25 and older in Kern County had less than a 9<sup>th</sup> grade education; 11.8% has between a 9<sup>th</sup> and 12<sup>th</sup> grade without a diploma; 27.5% were a high school graduate (or equivalent); 22.3% of residents had some college experience without a degree; 11.4% had a bachelor's degree and 5.7% had a Graduate or Professional degree. California has less residents over the age of 25 with a 9<sup>th</sup> grade education or less and with a 9<sup>th</sup> grade to 12<sup>th</sup> grade education without a diploma, at 8.9% and 7.2%, respectively. California has more than twice the percentage of residents with a bachelor's degree or Graduate degree at 21.6% and 13.1%, respectively. The nation fares better than the state in educational attainment for a high school graduate, though California's rates for a bachelor's degree is higher than both the county and the nation. The details of each percentage at educational level of attainments are depicted below. The most concerning for Kern County is the low attainment of college degrees—about half as many Kern residents have a bachelor's degree or higher than the state or nation. Today, college appears to be the new high school, with many entry level jobs requiring higher levels of education and skills than what can be acquired as a high school graduate.

Figure 8, Educational Attainment Comparison, 2021



Source: US Census American Community Survey 2021, 5-Year Estimates



The lack of higher educational attainment has far reaching implications for Kern residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle-income ladder who do not get a college degree move down, while 22% with a degree stay in the middle or advance.

According to the U.S. Census Community Data for Kern County, approximately 24,292 of people aged 25 years or older that have a high school diploma (includes GED) or less live in poverty compared to 3,217 with a bachelor's degree or higher.

Table 6 Educational Attainment by Race Ethnicity, 2021

Race/Ethnicity	Kern		CA		US	
	HS or Higher	BA or Higher	HS or Higher	BA or Higher	HS or Higher	BA or Higher
White	84.7%	22.2%	93.8%	44.6%	89.9%	33.5%
Black	84.6%	17.6%	90.7%	28%	86%	21.6%
American Indian or Alaska Native alone	74.5%	15.2%	70.5%	16.7%	80.3%	15%
Asian	88.1%	39.3%	88.6%	55.1%	87.1%	54.3%
Native Hawaiian and Other Pacific Islander alone	90.5%	19.6%	85.1%	19.9%	87%	17.8%
Some other race	62.4%	9.9%	64.0%	12.4%	62.7%	12%
Hispanic or Latino Origin	63.9%	10.4%	68.1%	15.9%	68.7%	16.4%

Source: US Census American Community Survey 2021, 5-Year Estimates

## ADULT EDUCATION

In Kern County, 9.4% of residents over age 25 have between a 9<sup>th</sup> and 12<sup>th</sup> grade education without a diploma. Among families enrolling in Head Start/Early Head Start the figure is even higher with 44% (approximately 591) of parents not having a high school diploma. This number demonstrates a need for Adult Basic Education (ABE) or General Education Development (GED) preparation. ABE and GED preparation is available in most populated areas in Kern County. Job training is an unmet need as demonstrated in the table here.

Table 7, HS/EHS Families Obtaining Diploma, GED, Professional Training or Job Skills

Head Start			Early Head Start			Early Head Start Partnership		
In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License	In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License	In Job Training or School	Not in Job Training or School	Completing GED/Diploma, Job Training, Professional Certificate or License
833	266	117	54	103	54	47	16	47

Source: 2022/2023 PIR Data

Undergraduate education opportunities exist in Kern County with 4-year degrees offered on-campus and online in Bakersfield through several institutions and 2-year/vocational/associate degrees offered in Bakersfield via the Kern Community College District (KCCD) campuses and online learning as well as others. Locations in Ridgecrest, Lake Isabella, California City, and Tehachapi offer classes through KCCD as well. There does not seem to be a shortage of undergraduate education opportunities. Head Start families in Kern County can receive the educational services they need. It is noted that some families are already enrolled in adult education or job training upon their children's entry into the Head Start/Early Head Start programs.

Low cost or free GED preparation, ESL classes, and vocational training are often offered by the same institutions. A GED is also available online through the public schools. Some colleges also offer vocational training. Although multiple locations are available, gaps in the current training system were observed when compiling the information:

- Locations are concentrated in more populated areas and may be difficult for others to reach.
- Inconsistent options for vocational training among varying locations.
- Programs associated with the public-school system were not necessarily linked to the school district website and their websites were sometimes difficult to find.
- Schedules and offerings were not always listed on the websites.
- Programs have differing eligibility criteria.
- Some programs may charge fees.

Different directories list different programs and/or different services for the same location.

## EMPLOYMENT AND JOB TRAINING

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Employment and job training for Head Start/Early Head Start families is critical in ensuring the ability of families to become self-sufficient and capable of adequately providing for themselves and their children. According to the Kern County PIR, ***more than 1,236 parents of Head Start/Early Head Start children are employed or are active-duty military***. Head Start/Early Head Start parents can work and feel secure about the care of their children while they are working. The numbers from this report do not preclude the need for job training and education opportunities for the families served by Head Start and Early Head Start. Although many HS/EHS parents are employed, (over half), their low-income status indicates a high need for further job skills and/or education.

## ENGLISH AS A SECOND LANGUAGE

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There is a high need for English as a second language (ESL) education in Kern County with many foreign-born Kern residents indicating a low English-speaking ability. Among Head Start and Early Head Start families in Kern, approximately 29% residents stated that they primarily speak another language at home. ESL training opportunities are relatively abundant in Kern County with each city or census tract showing opportunities.

## FINANCIAL LITERACY/ASSET BUILDING SERVICES

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Financial empowerment helps families with low incomes build financial stability. Services focus on strengthening low-income people's financial position by providing access to proven routes out of poverty—education/ training, employment, entrepreneurship, safe/affordable credit, asset building, and home ownership. Financial empowerment is not a substitute for other poverty reduction programs, however, when integrated into existing programs, financial empowerment can significantly boost a family's ability to rise out of poverty. Approximately 4 of Head Start/Early Head Start families in the county had a need for services that would help them build assets or reduce debt, and 4 received these services.

In 2019, CAPK HS/EHS began staff training and implementation of the Your Money Your Goals (YMYG) Tool Kit. Created by the U.S. Consumer Financial Protection Bureau, the YMYG Toolkit is a collection of important financial empowerment information and tools that can be selected based on the needs and goals of families. The goal is to help someone get started on solving specific financial challenges and reaching their goals. And, when they want or need additional help, the aim is to help you refer them for financial counseling. Unlike a financial education curriculum that may have a specific set of goals and requires materials be presented in a set order, the YMYG toolkit is made up of modules that can be selected based on the family's specific needs.

## HEALTH

Lower income and fewer bachelor's degrees are linked to worse health outcomes including increases in asthma, obesity, diabetes, stroke, cancer, low birth weight, poor mental health days, and heart attack ER visits (Kern County Community Health Needs Assessment, 2019). The health of Kern County residents falls far behind residents of other California counties.

According to the County Health Rankings and Roadmaps for 2023, Kern County ranked **53 out of 58** California counties in **'Health Outcomes'** and **56 out of 58 in 'Health Factors'**. According to this study, health factors that affect people living in Kern County include many of the socio-economic factors previously discussed, such as educational attainment, unemployment, and income inequality. When comparing scores over the past five years, scores have remained dangerously high.

Table 8, Kern County Health Rankings, 2019-2023

Outcomes	2019	2020	2021	2022	2023
<b>Health Outcomes</b>	<b>52</b>	<b>52</b>	<b>53</b>	<b>53</b>	<b>53</b>
Length of Life	46	46	48	49	49
Quality of Life	55	54	57	56	54
<b>Health Factors</b>	<b>57</b>	<b>57</b>	<b>56</b>	<b>57</b>	<b>56</b>
Health Behaviors	58	57	47	55	51
Clinical Care	52	54	52	51	52
Social & Economic Factors	53	54	55	57	56
Physical Environment	57	57	54	55	53

Source: County Health Rankings.org

Some of the most prevalent health conditions affecting Kern residents are asthma, obesity, and diabetes. Asthma is one of the most common chronic diseases among children in the U.S. and a leading cause of hospitalizations and absences from school. Although identifying the impact of independent risk factors for asthma is difficult, low-income and minority children are at disproportionately high risk for severe symptoms, missed school days, and emergency room visits due to asthma (U.S. Environmental Protection Agency, 2019).

More than 30% of U.S. children ages 2-19 are overweight/obese, according to a survey from the Centers for Disease Control and Prevention (Fryer, C. D., et al., 2018). Kern County's rates are often higher; kidsdata.org noted that 44.5% of 5<sup>th</sup> grade children were obese in 2019.

According to the Centers for Disease Control, among children and adolescents younger than 20, non-Hispanic whites had the highest rate of new cases of Type 1 diabetes compared to members of other U.S. racial and ethnic groups. Among children and adolescents aged 10-19 years, U.S. minority populations had higher rates of new cases of type 2 diabetes compared to non-Hispanic whites. The risk of developing type 2 diabetes increases with age. The number of children diagnosed with type 2 diabetes is growing due to more overweight youth. Still, it is less common in children and young adults than it is in older people.

*Asthma:* A key contributor to the high asthma rates is Kern's poor air quality (American Lung Association, 2019).

- Kern residents experiencing asthma – 17.7% (California Department of Public Health, 2020).
- **Kern children** suffering from Asthma – **7.6%** (Kidsdata.org, 2019).

#### *Obesity*

- Of Kern adults, 78% are overweight or obese.
- People of color have obesity rates higher than average at 25%.
- Children aged 11-14, nearly 44% are considered overweight or obese (Kidsdata.org, 2019)

#### *Diabetes:*

- In Kern County, 13% of adults have been diagnosed with diabetes, (County Health Rankings, 2021).
- Of the children discharged from hospitals in Kern County in 2020, 3.5% or 172 children were diagnosed with diabetes (Kidsdata.org, 2020).

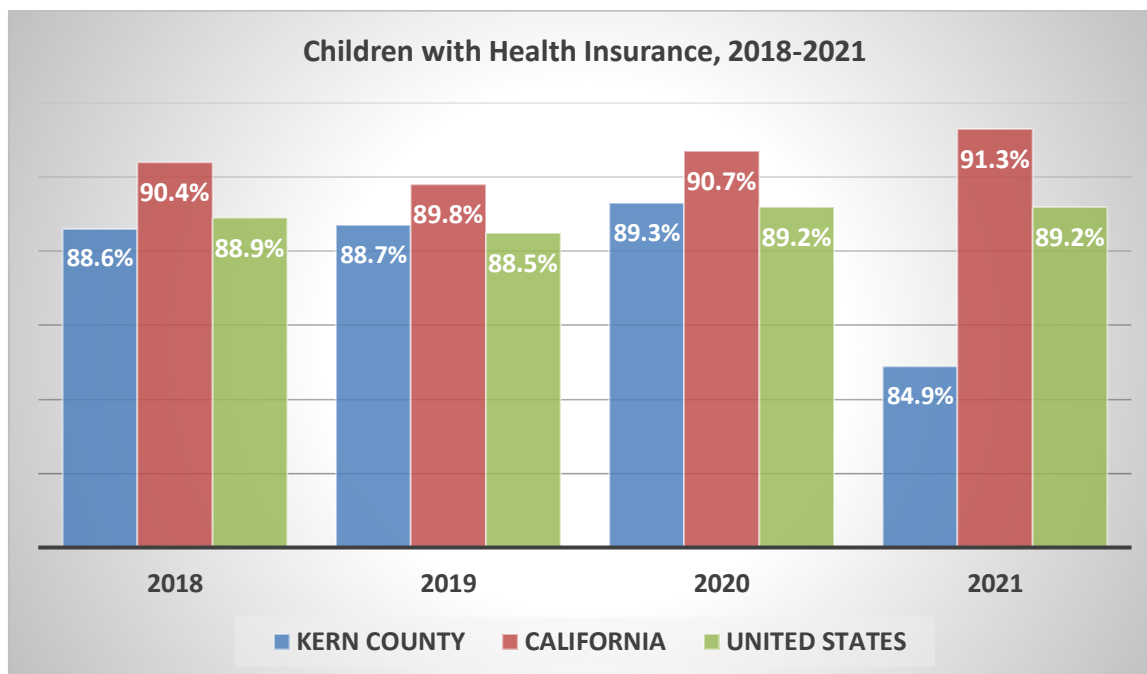
## HEALTH INSURANCE

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The US census estimates the percentage of children with health insurance each year by county. Estimates are available for children younger than 19 and living at 138% of the federal poverty level or below. Coverage rates in Kern County have been rising and are now at 98.7%, which is above national and state estimates. Data from Kern County's Head Start/Early Head Start program information report (PIR) is similar. All (100%) of children in Head Start and Early Head Start had health insurance at the end of the reporting period.

Despite these successes, there are still groups of people without health insurance. The US Census estimates above indicate that 3.7% of children do not have health insurance and the California Department of Public Health, Maternal and Infant Health Assessment found that 4% of women were uninsured during pregnancy. The survey also reported that 14% were uninsured post-partum and 2% had no infant health insurance.

Figure 9, All Children with Health Insurance in the United States, California, and Kern County



Source: US Census American Community Survey 2018-2021, 5-Year Estimates

## HEALTH CARE ACCESS

Although most of Kern Residents (and all HS/EHS children) are insured, having access to quality and timely care is an issue. In Kern County there are 2,020 people for each primary care physician (2,020:1) compared to a ratio of 1,230:1 for the State of California (County Health Rankings and Roadmaps, 2020). Where a family lives in the county also plays a crucial role in access. According to the 2019 Kern Community Health Needs Assessment, approximately 2 out of every 3 Kern residents (over 519,000) are living in a severely under-resourced area. Communities identified in this report as majorly under resourced include Oildale, East Bakersfield, Southeast Bakersfield, Arvin, Lamont, Greenfield, Wasco, McFarland, Delano, Shafter, Taft and Buttonwillow. Pregnant women are a priority in the health care system but continue to face access issues. The California Maternal and Infant Health Assessment reported several important findings:

- Almost 63% of pregnant women had a routine source of pre-pregnancy care;
- During the first trimester, 82% initiated care; and
- Nearly 12% reported either they or their infant needed care post-partum, but they could not afford it.

Although 100% of program participants at Kern County Head Start/Early Head Start had health insurance, keeping children up to date on screenings was challenging, as shown in Table 16. This may be partially related to the access issues previously discussed.

Table 9, HS/EHS Medical Care Received

Care Type	Received Care
Pre-and post-natal care for pregnant women	80%
Medical home	100%
Received all possible immunizations or exempt	100%
Up to date on EPSDT schedule	83.5%

Source: 2018/2019 Kern PIR

## DENTAL CARE

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Kern County faces a general scarcity of dentists. The Robert Wood Johnson Foundation reports there are 2,080 Kern residents for every one dentist (2,080:1). California shows a much higher rate of dental professionals per person, with a ratio of 1,200:1.

Data for Head Start/Early Head Start in Kern County show that while 99% of participants have a dental home, only 94% of Early Head Start and 87% of Head Start participants had completed a professional dental examination. A much lower percentage of HS/EHS children who were identified as needing dental treatment had received it (17%).

## EXPECTANT MOTHERS

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In addition to access to health care mentioned previously, pregnant women continue to face a variety of challenges. According to the California Department of Public Health, Maternal and Infant Health Assessment Survey, of the poorest 6,900 pregnant Kern County women, only 29% self-reported taking folic acid daily in the month prior to their pregnancy, and nearly 25% did not seek first term care. Also noteworthy is that 30.5% reported being food insecure, and almost 22% did not gain adequate weight. An additional 45% gained excessive weight.

Many poor women in Kern County experience a range of hardships during pregnancy. Some of these instances include experiencing two or more hardships during childhood, 30.3%; homelessness, 5.2%; moving locations due to problems paying rent or mortgage, 9.4%; woman or their partner losing job, 25.3%; woman or partner cut in pay or hours, 18%; becoming separated or divorced, 12%; and having no practical or emotional support during pregnancy, almost 5%. Out of this same group of women, 87% had Medi-Cal insurance pre-natal coverage with 4.4% being uninsured, and 8.4% having private insurance. In 12.4% of cases, either the mother or infant needed post-partum care but did not afford said care.



Other data for the county show 70.8% of pregnant women are unmarried, 26% did not complete high school or obtain a GED, and nearly 75% live in a high poverty neighborhood.

## AIR QUALITY

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According to the American Lung Association 2022 State of the Air Report, Bakersfield had the worst air quality in the United States for year-round particle pollution, as it has had for many years. Kern County also received failing grades for both short-term particle pollution and ozone pollution.

- Short-term particulate: Episodes of increased particulates caused by events such as wildfires.
- Year-round particulate: chronic exposure to particulates caused by things like soot, diesel exhaust, chemicals, metals, and aerosols.
- Ozone: mostly attributed to wood-burning and auto exhaust.

Kern County ranked as the worst county in the nation with the highest year-round particle pollution. These particulates are of special concern for Kern County residents because of the significant health risks. As noted in this report, Kern has a high poverty rate,

especially in our rural farming communities, which is linked to lower access to health care. Another factor to consider is that Kern's main industries (agriculture and oil) are major contributors to the poor air quality. Asthma rates for Kern County are ranked among the highest in the state as indicated by asthma hospitalizations. Children are more vulnerable to the effects on health from poor air quality due to more permeable skin and fragile systems. In addition to the health effects of the poor air quality in Kern already discussed, children are also at risk of increased cognitive defects and cancer.

## FOOD INSECURITY

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According to the United States Department of Agriculture, food insecurity occurs when there are reports of multiple indications of disrupted and reduced food intake. Although Kern County is one of the largest producers of agriculture in the world, it also hosts the city with the highest food insecurity rate in America. The Food Research and Action Center's (FRAC) identified Bakersfield as first among the 100 largest metropolitan cities in the U.S. for food insecurity.

CAPK's Food Bank is the largest emergency food distributor in Kern County. The Food Bank provides an emergency means of food for Kern County's low-income children, families, and other vulnerable people such as elderly, disabled, and the homeless. Over the last few years the Food Bank has seen dramatic increases in food needs going from 13 million lbs. of food distributed in 2015 to over 33 million lbs. in 2020.



According to the Feeding America, Map the Meal Gap 2021 statistics, **18.2% of children in Kern County are food insecure** compared to 13.5% of children in both California and the United States.

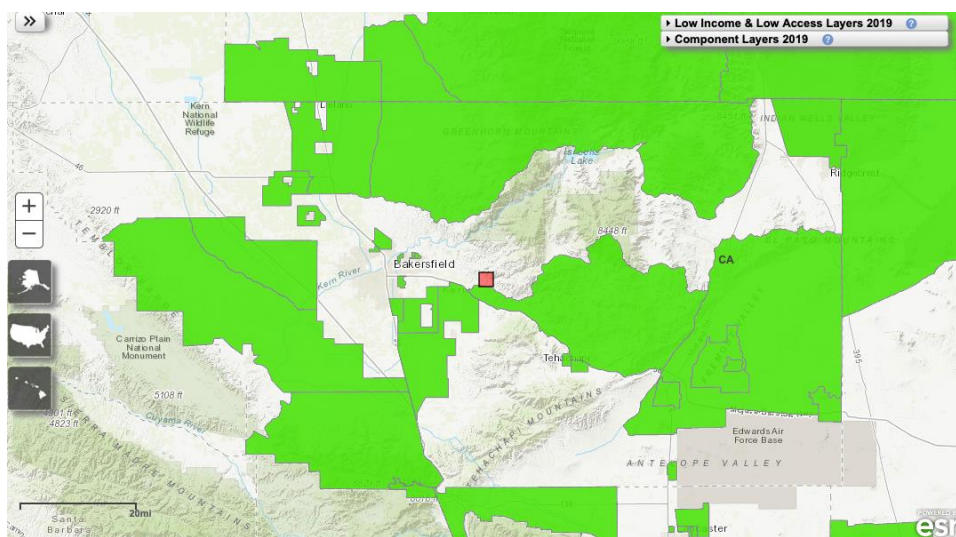
- California Department of Education: up to 140,000 Kern children receive free or reduced- price school lunch.
- California Department of Social Services: Approximately 83,589 children received CalFresh (SNAP) benefits.
- Over 25,692 children are served by WIC in Kern County

The CAPK Food Bank provides food distribution throughout the County. In 2021, the Food Bank served approximately 40,000 households per month, the majority of which include children. The CAPK Head Start Central Kitchen prepares approximately 72,000 meals and snacks each month for HS/EHS children and parent volunteers. Additionally, CAPK's Friendship House and Shafter Youth Center serve daily no- cost meals and snacks, to children and parents throughout the year.

## FOOD DESERTS

A **food desert** is an area that has limited access to affordable and nutritious food (Karpyn et al., 2019). They are most common in low-income and/or rural areas but can also appear in metropolitan areas. Racial and economic disparities in food access persist across the nation; approximately 1/3 of white residents experience limited access to food retail than their non-white counterparts. As seen in the map below, where the green areas represent low-income and low access areas, most of Kern County is considered food desert (United States Department of Agriculture, 2023).

Figure 10, Kern County Food Deserts



Source: United States Department of Agriculture 2023

The Kern County Food System Assessment reports 17 community gardens; Edible School Year program with cooking classes and a garden in Shafter, Bakersfield, and Arvin; Certified Farmer's Markets in Bakersfield, Delano, Lake Isabella, Lamont, Shafter, Tehachapi, Wasco, and Wofford Heights. Additionally, in response to the lack of fresh and healthy foods for many low-income people in Kern, the CAPK Food Bank began holding "Free Farmers Markets" — giving fresh locally sourced donated produce at no-cost to low-income people in Bakersfield. These occasional produce distributions have grown into regularly scheduled Free Farmers Markets held in Delano, Wasco, and low-income Bakersfield areas.

## HEAD START/EARLY HEAD START ELIGIBLE CHILDREN AND FAMILIES

CAPK's Head Start/Early Head Start (HS/EHS) provides services and programs that positively impact low-income children ages 0-5 years and their families. Income limits for eligibility to enroll into HS/EHS programs are set by current federal poverty guidelines. Additionally, foster children, children experiencing homelessness, and children with disabilities, as well as those receiving TANF/CalWORKs assistance, are given priority.

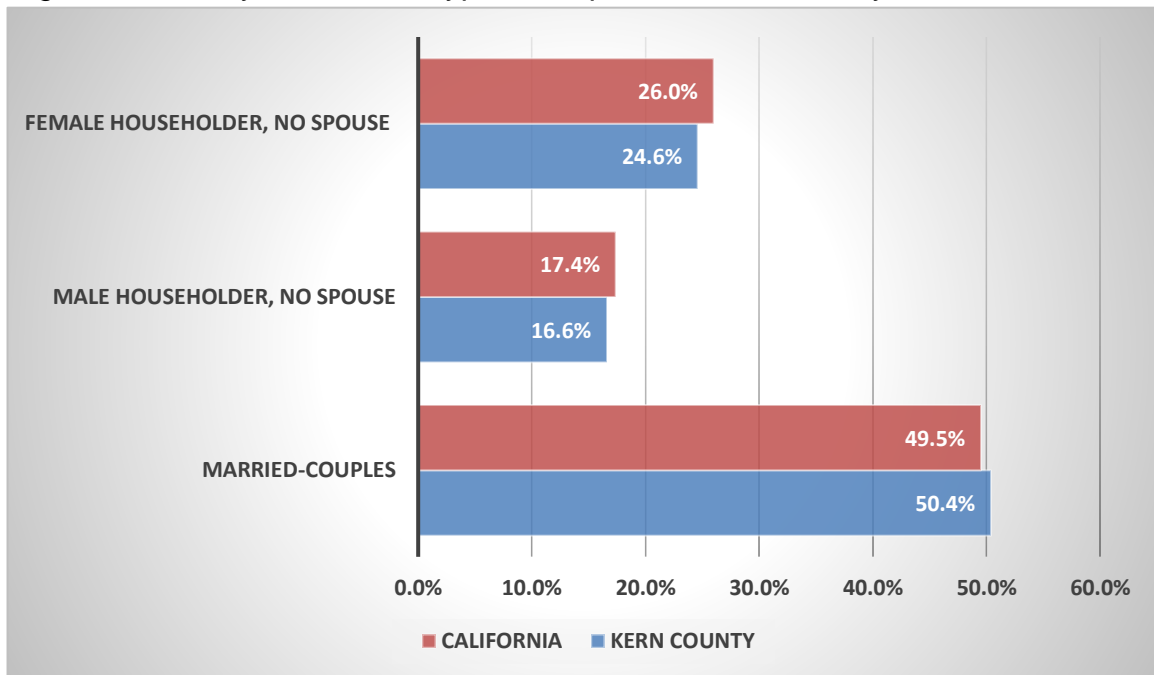
*Unless otherwise indicated in this section, the data source for the CAPK Head Start and Early Head Start programs are the 2022-23 CAPK Head Start Program and Early Head Start Program Information Reports (PIR).*

### HOUSHOLDS AND FAMILIES

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In 2021, there were an estimated 274,705 households in Kern County, California (US Census) with married-couple families making up 50.8% (138,442) of these. Single male and single female households comprising 16.6% and 24.6%% of all Kern households. Householders living alone consist of 10.4% of the population. About 24.8% of married-couple families have children under the age of 18, while about 1.9% of male householders and 28% of female householders (no spouse) have children under the age of 18.

Figure 11, Family Household Types Comparison, Kern County and California

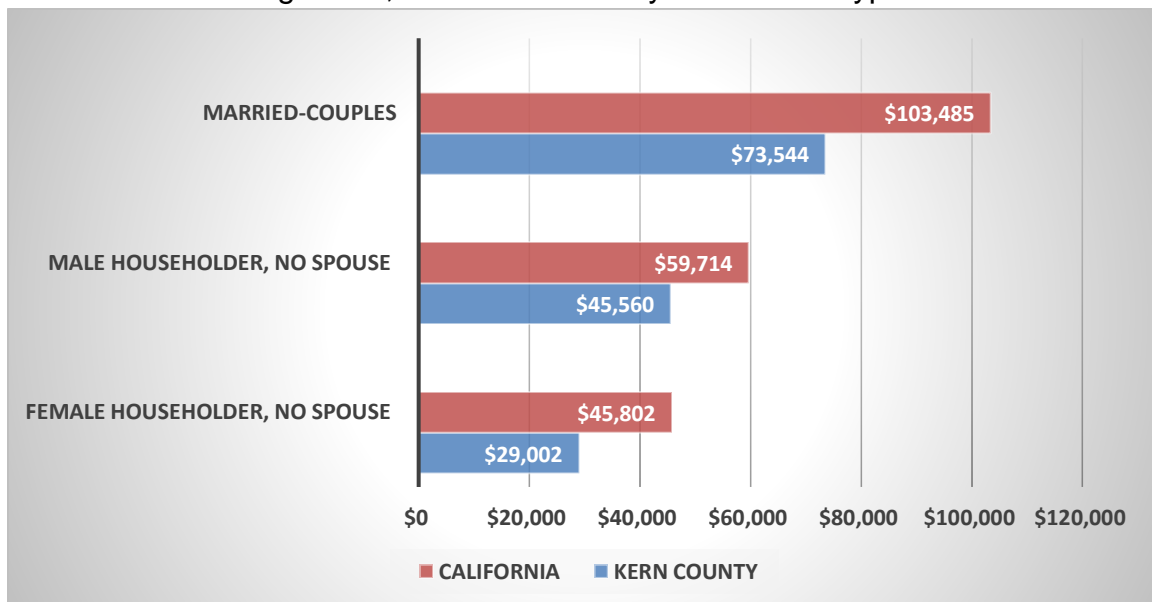


Source: US Census American Community Survey 2021, 5- Year Estimates

## HOUSEHOLD INCOME

Kern County disparities in income are especially apparent when looking at family types. In Kern County, the median income for female householders - no spouse (\$29,002), was 64% of the male householder's median income (\$45,560) and 40% of the married-couple's median income (\$73,544). In each category, Kern County's median incomes are approximately \$15,000 to \$30,000 less than their respective counterparts for the state.

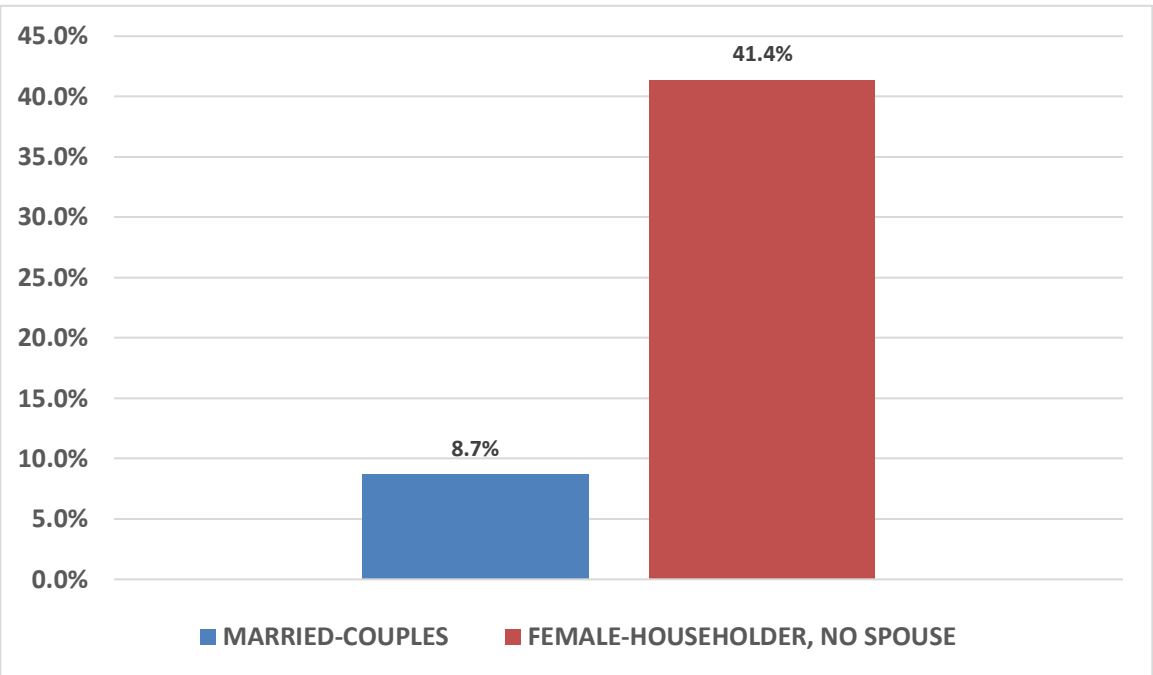
Figure 12, Median Income by Household Type



Source: US Census American Community Survey 2021, 5-Year Estimates

There are wide inequities in poverty among family types. Single female headed households with children under 5 experiencing poverty at five times the rate for married couples.

Figure 13, Kern County Poverty by Household Type with Children under 5 years



Source: US Census American Community Survey 2021, 5-Year Estimates

## AGE-ELIGIBLE CHILDREN

According to American Community Survey 5-Year Estimates, there are 68,078 Kern County children that are 5 years of age and under. Approximately half (48%) are in the 0-2 age group and 52% are ages 3-5 years.

## INCOME-ELIGIBLE CHILDREN

Of Kern County children ages 0-5 years, approximately 21,994 (31.3%) live in poverty and are Head Start income eligible. **An estimated 84% of impoverished Kern children ages 0-5 live in zip codes where HS/EHS centers are located.** Some of these communities have poverty rates for this age group as high as 58%.

## HEAD START AGE CHILDREN – RACE AND ETHNICITY

The following data from the Kern County Network for Children, *2021 Report Card*, provides the most current information for racial characteristics for children broken out by age groups. Of Kern children ages 0-5, most (61.7%) are Hispanic.

Table 10, Kern Children by Age, Race, and Ethnicity

Age Group	African American	Caucasian	Latino	Asian/Pacific Islander	Native American	Multi-Race
Under 1	0.9%	4.4%	10.4%	0.5%	0.1%	0.6%
1 to 2	1.7%	8.8%	20.5%	1.0%	0.1%	1.1%
3 to 5	2.6%	13.2%	30.8%	1.5%	0.2%	1.5%
<b>Total</b>	<b>5.2%</b>	<b>27%</b>	<b>61.7%</b>	<b>4%</b>	<b>0.5%</b>	<b>3.2%</b>

Source: Kern County Network for Children, 2021 Report Card (Numbers may not match US Census data in Table 3, due to different data collection methods.)

Other notable facts as reported by the Kern County Network for Children include:

- A small percentage (5.4%) of Kern County children were born outside the United States.
- Students in Kern County public schools are linguistically diverse—22% of County enrollments were English Learners.
- In 2021, 42% of Kern County children ages 0-17 lived with one or more foreign-born parents.

## KINSHIP CARE

Grandparents and other relatives traditionally hold a pivotal role in a child's upbringing. They shift roles between the occasional visitor with treats to becoming full-time caregivers, significantly influencing a child's life and the dynamics of the family. This familial setup is particularly prominent in Kern County, as underscored by 2021 census data revealing that 31% of local grandparents living with their grandchildren under 18 assume primary responsibility for their care. This percentage stands higher than the national average reported by the non-profit organization Zero to Three in 2017, which indicated that about 24% of America's preschool children were being looked after by grandparents. Other relatives, including siblings, also often step into the role of caregiving for these children. While such arrangements can offer convenience and stability, they may also generate conflicts due to differing caregiving philosophies. Additionally, these relatives, despite their best intentions, may not always be equipped to provide the educational and experiential benefits crucial to a child's early development. These considerations highlight the need for adequate resources and support in Kern County to assist relative caregivers in fostering optimal environments for children's growth and learning.

## HOMELESS CHILDREN

According to the annual Homeless Point-in-Time Count, conducted by the Kern County Homeless Collaborative, in 2023, there were an estimated 1,948 people living in homelessness in Kern County—a 23% increase from 2020. **Families with children accounted for 3% of the homeless population and children constituted almost 6% of homeless people counted.** Other findings from the study include:

- Over 83% of Kern County's homeless population was in Metro Bakersfield and 17% in rural cities and communities outside of Bakersfield.
- About 46% of Bakersfield's homeless population had shelter on the count night, 43% were unsheltered.

- Only 15% of rural homeless people had shelter.
- Countywide, 85% of homeless families with children had shelter; 69% of single adults were unsheltered.

## CHILDREN IN FOSTER CARE

Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of the risk of maltreatment or inadequate care. The U.S. foster care system aims to safely reunify children with their parents or secure another permanent home, e.g., through adoption; however, too often this goal is not achieved, especially for older youth and children with disabilities. Instead, many children spend years in foster homes or group homes, often moving many times.

Children in foster care are at increased risk for a variety of emotional, physical, behavioral, and academic problems, with outcomes generally worse for children in group homes. Recognizing this, advocates and policymakers have made efforts to prevent children from entering the system and to safely reduce the number of children living in foster care, particularly in group homes. While the number of children in foster care nationally has decreased since the 2000s, it has risen in recent years, and California continues to have the largest number of children entering the system each year. Further, children of color continue to be overrepresented in the foster care system; in California, for example, African American/black children make up 35% of foster children but only 6% of the general child population (U.S. Department of Health and Human Services, Children's Bureau, 2021).

Although Kern County has slightly more children in foster care compared to the state, the numbers have remained essentially static over the years spanning 2013 to 2018 (kidsdata.org, 2020).

Table 11, Kern and California Children in Foster Care

Locations	Rate per 1,000					
	2013	2014	2015	2016	2017	2018
California	5.3	5.6	5.6	5.5	5.4	5.3
Kern County	5.6	5.9	6.0	6.2	6.1	5.6

Source: Kidsdata.org, 2020

## CHILDREN WITH DISABILITIES

Among the civilian non-institutionalized population in Kern County, 11.1% reported a disability. The likelihood of having a disability varied by age with people under 18 years less likely to have a disability and those 65 and over having the highest rates (US Census ACS 5-Year Estimates, 2021). According to Kidsdata.org, in 2020 there were **22,091 children K-12 with disabilities in Kern County, with learning disabilities being the most prevalent** followed by Speech or Language difficulties.

Table 12, Kern Children Disabilities, K-12

K-12 Disabilities	Number	Percent
Learning Disability	8,655	44.4%
Speech or Language Impairment	4,407	23.1%
Autism	3,322	15.5%
Other Health Impairment	2,652	12.8%
Intellectual Disability	2,020	10.3
Emotional Disturbance	672	3.5%
Hard of Hearing	465	2.4%
Orthopedic Impairment	206	1.1%
Multiple Disability	166	0.8%
Visual Impairment	94	0.5%
Traumatic Brain Injury	66	0.3%
<b>Total</b>	<b>22,091</b>	

Source: Kidsdata.org, 2020

Resources for children who have disabilities in Kern County include California Children's Services, Clinica Sierra Vista, Kern regional Center, Kern Autism Network, and First Five Kern. CAPK 2-1-4-1 also offers free developmental screenings for any callers with children under 5 years of age. If the screening indicates that the child may need assistance, they relate to the appropriate services.

#### CHILDREN AND BODY MASS INDEX (BMI)

Body mass index is a measurement value that often can determine the health outcomes for individuals. This is especially true for children with a high amount of body fat. This high measure can lead to weight-related health problems both in the near-term and in the future. For Kern County children enrolled in Head Start, statistics show 70% at a healthy BMI with 21% of them either overweight or obese. 4% of the children enrolling in the program are underweight at enrollment. Statistics for Early Head Start are not available.

#### TRAUMA INFORMED CARE

As quoted from Child Trends, "How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma", *Children who are exposed to traumatic life events are at significant risk for developing serious and long-lasting problems across multiple areas of development. However, children are far more likely to exhibit resilience to childhood trauma when child-serving programs, institutions, and service systems understand the impact of childhood trauma, share common ways to talk and think about trauma, and thoroughly integrate effective practices and policies to address it—an approach often referred to as trauma-informed care.*



Some common types of childhood trauma include abuse and neglect, family, community, and school violence, life-threatening accidents, and injuries, frightening or painful medical procedures, serious and untreated parental mental illness, loss of or separation from a parent or other loved one, natural or manmade disasters, discrimination, and extreme poverty. Any of these exposures can lead to post-traumatic stress disorder (PTSD), which can lead to aggressive, self-destructive, or reckless behavior.

Young children who experience trauma may have difficulties forming attachments to caregivers, experience excessive fear of strangers or separation anxiety, have trouble sleeping and eating and can be especially fussy. Oftentimes, these young children will show regression after reaching a developmental milestone such as sleeping through the night, toilet training, and others.

Trauma-informed care benefits children by providing a sense of safety and predictability, protection from further adversity, and offering pathways to recovery from the trauma. By implementing realization of the wide impact of trauma and understanding the paths for recovery, recognizing the signs and symptoms of trauma, responding by fully integrating knowledge about trauma into the policies, procedures, and practices surrounding trauma-informed care, and by resisting re-traumatization of children, as well as the adults who care for them, trauma-informed care can be healing and beneficial to young children. Trauma informed care must include comprehensive, ongoing professional development and education for parents, families, school staff and other service providers on jointly addressing childhood trauma.

Secondary trauma among adults working with children who have experienced trauma should be addressed. Care for staff is an important component to trauma-informed care. This is accomplished through high-quality, reflective supervision, maintaining trauma caseload balance, supporting workplace self-care groups, enhancing the physical safety of staff, offering flex-time scheduling, providing training for staff and leadership about secondary traumatic stress, development of self-care practices for staff and leadership, such as the Staff Wellness Clinic, and creating a buddy-system for self-care accountability.

<https://www.childtrends.org/publications/how-to-implement-trauma-informed-care-to-build-resilience-to-childhood-trauma>

#### CAPK EARLY HEAD START ENROLLED CHILDREN

The 2022-2023 CAPK Head Start/Early Head Start Program Information Reports (PIRs) provide a wide variety of information pertaining to enrolled children. The following information is provided to give an overview of the children in the program. As stated previously,



## PROGRAM ENROLLMENT

During the 2018/2019 school year, CAPK HS/EHS had cumulative enrollment of 3,185 children with the majority, (78%), enrolled in the Head Start program.

Table 13, Enrollment 2022/2019

	Head Start	Early Head Start	Total
Funded Enrollment	1,242	831	2,073
<i>Cumulative Enrollment</i>	1,141	1,113	2,254

Source: Kern PIR 2022/23

Head Start/Early Head Start centers are in low-income communities across Kern County's 8,163 square miles.

Table 14, Head Start/Early head Start Enrollment by Zip Code

Zip Code	Head Start	Early Head Start	Total Slots	Zip Code	Head Start	Early Head Start	Total Slots
<b>93203</b>	90	65	155	<b>93308</b>	142	81	223
<b>93215</b>	120	3	123	<b>93309</b>	133	112	245
<b>93225</b>	0	1	1	<b>93311</b>	36	42	78
<b>93241</b>	87	57	144	<b>93312</b>	51	44	95
<b>93249</b>	1	0	1	<b>93313</b>	96	83	179
<b>93250</b>	35	3	38	<b>93314</b>	15	14	29
<b>93252</b>	3	0	2	<b>93384</b>	0	1	1
<b>93257</b>	1	0	1	<b>93385</b>	3	1	4
<b>93263</b>	71	65	136	<b>93386</b>	2	0	2
<b>93268</b>	108	78	186	<b>93387</b>	0	0	0
<b>93276</b>	1	0	1	<b>93395</b>	1	0	1
<b>93280</b>	89	18	107	<b>93396</b>	0	1	1
<b>93301</b>	60	57	117	<b>93501</b>	35	0	35
<b>93302</b>	1	0	1	<b>93502</b>	1	0	1
<b>93304</b>	163	120	283	<b>93505</b>	80	0	80
<b>93305</b>	162	98	260	<b>93506</b>	1	0	1
<b>93306</b>	281	203	484	<b>93520</b>	1	0	1

<b>93307</b>	292	223	515	<b>93523</b>	1	0	1
<b>93527</b>	3	0	3				
<b>93531</b>	1	0	1				
<b>93539</b>	1	0	1				
<b>93555</b>	61	10	71				
<b>93560</b>	98	1	99				
<b>93561</b>	48	2	50				
<b>93562</b>	1	0	1				
<b>93527</b>	3	0	3				
<b>93531</b>	1	0	1				
<b>93539</b>	1	0	1				

Source Kern PIR 2022/2023

## AGE

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Of the 2,254 children who participated HS/EHS during the 2022-2023 school year, the majority, 47%, were ages 3-5 years.

## RACE AND ETHNICITY

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Most children (61.9%) enrolled in HS/EHS are White origin and accounted for 74.1% of CAPK's Head Start enrollments. Of HS/EHS children, 22% were from families where Spanish is the primary language.

Table 15, Enrollment by Race/Ethnicity

Race/Ethnicity	HS	EHS	Total
American Indian/Alaska Native	0.35%	0.18%	0.27%
Asian	0.61%	0.45%	0.53%
Black or African American	7.4%	4.4%	5.9%
Hispanic/Latino	69.2%	45%	57.3%
White	74.1%	49.2%	61.9%
Biracial/Multi-Racial	3.2%	2%	5.2%
Other Race	1%	0.27%	0.62%

Source: Kern PIR 2022/2023

## HOMELESS CHILDREN

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Within the context of Head Start and Early Head Start enrollment, approximately 43 children (42 families) experienced homelessness during the enrollment year with 5 of these families affected acquiring housing during the enrollment year.

## FOSTER CARE

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According to the Community Action Partnership of Kern's 2018-2019 Early Head Start Program Information Report (PIR), the number of children in San Joaquin County's Early Head Start categorized as a "foster child," were 25 approximately 4.4%.

## DISABLED

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CAPK Head Start had 81 children enrolled with diagnosed primary disabilities. All these children received special services. Of the children enrolled in the Early Head Start program, 73 infants and toddlers have an Individualized Family Service Plan (IFSP) indicating they have been determined eligible to receive early intervention services.

## OBESITY

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At enrollment in the Head Start program, 7% of children of children were overweight or obese. Obesity and overweight are not measured for Early Head Start children.

## CHILDCARE AND PRESCHOOL

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### LICENSED CARE

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Childcare is a critically important need for many families in the United States. High-quality childcare centers and homes deliver consistent, developmentally sound, and emotionally supportive care and education (Cahan, 2017). Research indicates that high-quality early care and education can have long-lasting positive effects; specifically, high-quality childcare before age 5 is related to higher levels of behavioral/emotional functioning, school readiness, academic achievement, educational attainment, and earnings, with improvements particularly pronounced for children from low-income families and those at risk for academic failure (Cahan, 2017).

However, finding affordable, high-quality childcare is a major challenge for many families, and access differs based on geography, race/ethnicity, and income. These costs often require that low-income families compromise on basic expenses when choosing childcare for their children. For example, center-based infant care costs in California made up an estimated 15% and 48% of median income for married couple family or single parent family respectively in 2021 (Childcare Aware of America, 2021)

Head Start operates within the context of California’s early childcare and education system, described by the Learning Policy Institute as a “patchwork of programs” and one that “can be difficult for policymakers, providers, and families to understand because of its complexity” (Melnick et al., 2017). Childcare and preschool providers are typically divided into two categories: licensed and unlicensed.

Recent data show a gap in childcare availability across California and in comparing Kern County with other counties of comparable size and demographics as well as with larger, more metropolitan counties, it is apparent that qualified and licensed childcare is mostly unaffordable for many in California, but especially for those living in poverty. According to the 2022 State Fact Sheet of California by Childcare Aware, the average annual cost of center-based childcare for infants is \$18,201 and \$12,286 for family-based childcare. Cost is a primary factor for families in poverty finding appropriate care for their children (Corcoran & Steinley, 2017). In Kern County there are slots available across the many zip- codes, but that availability is uneven.

Capacity continues to be a factor in determining what childcare and early childhood education is available. As illustrated in the most recent California Childcare Resources and Referral Network data, it seems there are not enough available child-care slots. Overall, only 23% of children 0-12 with parents in the labor force have licensed childcare in California. Kern County families do not fare any better. As the economy continues to improve, parents going back to work may have difficulty finding care that best fits the needs of their families.

Table 16, Childcare Slots by Type of Care

Type of Care	Infant/Toddler Ages - 2	Preschool Ages 3 - 5
Center-based Private	374	5,129
Center-based Subsidized	289	6,640
<b>Total Slots</b>	<b>663</b>	<b>11,769</b>

Source: Kern County Early Childhood Council 2020/2021

The COVID-19 pandemic precipitated unprecedented disruption in California's early childhood education programs. Kern County, home to a considerable number of low-income families, was not spared these effects.

Mandated closures triggered the shift to remote learning, an uphill battle for many families. According to the 2021 American Community Survey data, about 7% of Californian households lacked a broadband internet subscription, a disadvantage accentuated in Kern County where the figure stood at approximately 9%. This digital divide affected younger learners' adaptation to online education, given that their learning typically involves hands-on experiences.

The financial impacts were also significant, as these programs operate primarily on a per-child funding model. With enrollment dropping, many faced potential closure. Notably, surveys from organizations like the Center for the Study of Child Care Employment indicated that up to 60% of providers were staring at closure sans public assistance.

For Kern County parents who relied on these services for childcare, the closures presented another set of challenges. The pressures were felt more acutely by women, often forced to curtail work hours, or leave jobs entirely to handle childcare.

However, the state of California made strides to mitigate the fallout, providing funds for sanitizing materials, personal protective equipment, and extra staffing. The state also sought to address the digital divide, improving access to technology for learners. Nevertheless, Kern County, like the rest of California, will likely grapple with the long-term ramifications of the pandemic on early childhood education for years to come.

Table 17, Kern County Childcare Providers by Type

Type	Number
Child Care Center	39
Family Child Care Home	162
Total	201

Kidsdata.org, 2020

Table 18 Head Start/Early Head Start Waitlist

Program	Average number of children waitlisted	Highest number on list	Lowest number on list
Head Start	708	839	529
Early Head Start	462	493	420

Source: HS/EHS Data Base 2022/23

## EARLY CHILDHOOD EDUCATION

According to the *Childcare Resource & Referral Network, 2021*, between 2019 and 2021 the number of Family Childcare slots saw a -1% decrease. As unemployment rates continue to decrease, childcare options will become increasingly important. Working parents need childcare options that support their ability to sustain a work schedule. Parents who are in school are also faced with childcare challenges, influencing their choices regarding the selection of classes and the rate by which they may complete their diploma or degree. The lack of affordable options persuades parents to pay a family member for childcare services. While these payments are lower than those required by non-subsidized centers, a payment of any size can weigh heavily on families with a limited expendable income.

Table 19, Childcare Supply in Kern County

Age and Type	Licensed Childcare Centers			Licensed Childcare Family Homes		
	2019	2021	Change	2019	2021	Change
Total number of slots	12,612	11,753	-7%	6,920	7,454	8%
Infant slots (under 2 years old)	630	599	-5%	n/a	n/a	n/a
Preschool slots (2-5 years old)	10,587	9,836	-7%	n/a	n/a	n/a
School-age slots (6 years and older)	1,395	1,318	-6%	n/a	n/a	n/a
Total number of sites	190	174	-8%	635	674	6%

Early education has a great impact on a child's future by preparing them for success in school and life. The *2021 Childcare Portfolio* also provided insight into the nature of childcare requests countywide; it shows that the monthly cost for licensed childcare centers is \$1,266 and \$932 for licensed family childcare homes. In 2021, there were 599 licensed center slots in Kern County for children under the age of 2 years.

## CHILDCARE WORKFORCE SHORTAGE

According to the Early Childhood Workforce Index (2019), there is an overall shortage of childcare workers in California. For the industry in general, pay is not especially good and approximately 58% of child-care worker families in the state receive some sort of public assistance. Many child-care workers lack higher education credits as many jobs in the field do not require anything more than a high school diploma. This combination of low pay and low expectations is not a good formula for having a quality childcare workforce. There are initiatives in the works for potentially unionizing child-care providers and with that an increase in pay for

those workers. Should this come to pass, it might be good for the workers but unless it is properly funded, the cost would eventually be passed along to already strapped families.

## STAFF WELLNESS

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According to the National Head Start Association, there are seven dimensions of wellness:

- Physical
- Social
- Emotional
- Spiritual
- Environmental
- Occupational
- Intellectual

The wellness of employees in the education and childcare sector is often overlooked. Recognizing the importance of their wellness is vital to improving overall child health and development. Healthy workers make for healthier children. With teachers being role models, the classroom setting is an excellent place for promoting healthy behaviors, with life-long effect on the children. Teachers modeling nutritious eating, physical activity, happiness and other good-health attributes pass along to their students these opportunities for a healthy life.

An emphasis on staff wellness is not only good for the childcare workers but is consequently good for the children in their care, too. By addressing the seven dimensions of wellness among staff, the results across the board are good for all concerned. Reduced absenteeism, lower health care costs and workers' compensation claims, increased productivity and employee morale are just a few of the benefits. Ultimately, addressing the seven dimensions of wellness in childcare employees pays off for staff and for the children under their care.

At CAPK, wellness takes the form of activities such as the Staff Wellness Clinic featuring guided meditation, yoga, and art projects. This initiative allows staff to take a break and focus on their personal wellbeing and health.

## CHILDREN AGES 0 TO 5 WHO ARE NOT IN LICENSED CARE

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The National Household Education Survey conducted a national study of childcare choices for children not enrolled in kindergarten ages birth through 6. The study estimated the percentage of children aged 0 to 5 in each type of childcare setting. Although percentages are not given for Kern County, they are provided for the Western region. These percentages were applied to Kern County population numbers to create estimates for the number of children in Kern County, as shown in the table below (Children may be in multiple sources of care).



Table 20, Kern Children by Childcare Type

Type of Care	Percent of Children	Number of Children
Center	29%	20,378
Relative	24%	16,865
Non-Relative	12%	8,432
No Regular Weekly Arrangement	47%	33,026

Source: National Household Education Survey, 2017

The estimated number of children in center-based care is higher than the number of childcare slots in the county. Consequently, the estimates above are likely underestimates of the number of children in relative and non-relative care. Nevertheless, the table shows a very large number of relative and non-relative caregivers. There are over 16,000 children with relative caregivers and over 8,000 children with non-relative caregivers. There are also over 33,000 children with no regular childcare arrangement, although some of them may not have working parents. As seen in the table below, grandparents are the most common relative caregiver.

Table 21, Kern Children Ages 0 to 5 by Type of Relative Caregiver

Statistic	Percent	Number
Grandparent	73%	12,311
Aunt or Uncle	14%	2,362
Other Relative	13%	2,192
<b>Total</b>		<b>16,865</b>

Source: National Household Education Survey, 2017

## LOW INCOME CHILDREN AGES 3 -5 WHO ARE NOT IN PRESCHOOL

As noted above, approximately 14,663 children ages 0-5 are not enrolled in Head Start services though they are eligible given their income status. As 52% of children 0-5 fall between the 3-5 age range, approximately 7,625 children between 3 to 5 are not enrolled in Head Start services. This figure is based on current Head Start enrollment and the level of poverty in Kern County.

## PRE- KINDERGARTEN

Enacted in 2010 by the California State Legislature, the Kindergarten Readiness Act changed admission requirements for kindergarten and established a Transitional Kindergarten (TK) program. Prior to this legislation, kindergarten-eligible children were required to have their 5th birthday by December 2. The new legislation moved that date back to September 2.

Coinciding with this change was the implementation of TK, the first year of a two-year kindergarten program for 4-year-old children who would turn 5 between September 2 and December 2. TK is an early year kindergarten experience for young 5-year-old children and provides students with a year of kindergarten readiness to help them transition to traditional kindergarten. TK programs, as defined in statute, are not preschool classrooms or child development programs. They are part of the K-12 public school system and use a modified kindergarten curriculum. Each elementary or unified school district in California is required by law to provide TK classes for all age-eligible children. Enrollment in TK is optional and free to all children. Additionally, many school districts provide transportation for TK students.

Head Start-eligible families may choose to enroll their children in TK instead of Head Start because TK is a more convenient option for them. TK has no income eligibility requirements, transportation is often provided, and families may have older children already attending the same

school site. TK, however, cannot provide the same level of service to low-income families and children with disabilities as Head Start. This lack of focus on low-income and disabled children and their families means that disadvantaged children enrolled in TK may not receive the specialized services needed to prepare them to perform at or above the level of their peers when entering the K-12 system. In addition, while TK teachers must be credentialed, legislation allows the credentialing to be undetermined verses the early childhood specific credential that better serves children in the TK age group (as required by Head Start).

Head Start locations are seeing an impact from transitional kindergarten with fewer children ages 4-5 years and have re-focused their efforts on recruiting younger children for Early Head Start. As noted previously in this report, there is a high level of unmet need for childcare for children ages 0 to 3. The Early Head Start programs help to bridge that gap. This can be demonstrated by an increased enrollment of 38% in Kern County public schools' pre-kindergarten classes (California Department of Education, Data Quest).

Table 22, Kern Public School Transitional Kindergarten Enrollments

	2022/21	2021/20	2020/19	2018/19
Hispanic or Latino of Any Race	1,351	1,609	2,374	2,901
American Indian or Alaska Native	7	14	11	20
Asian	32	34	115	89
Pacific Islander	1	2	10	13
Filipino	17	25	33	34
African American	84	115	209	252
White	394	530	885	1,116
Two or More Races	51	58	82	113
Not Reported	177	9	40	35
<b>Total</b>	<b>1,952</b>	<b>2,396</b>	<b>3,759</b>	<b>4,573</b>

Source: California Department of Education, Data Quest

## COMMUNITY ACTION PLAN AND NEEDS ASSESSMENT

Every two years, Community Action Partnership of Kern completes the Community Action Plan (CAP) as a two-year roadmap demonstrating how Community Services Block Grant (CSBG) eligible entities plan to deliver CSBG services. Like the Head Start Community Assessment, the CAP identifies and assesses poverty related needs and resources in the community and establishes a detailed plan, goals, and priorities for delivering those services to individuals and families most affected by poverty. The 2024-2025 Community Needs Survey and Focus Groups are integral components of the CAP, by assisting to identify needed programs and services for low-income residents and families in Kern County.

Three community needs surveys were administered to CAPK Clients; Partner/Community Agencies; and CAPK Staff, Volunteer and Board Members. A total of 1,108 surveys were completed.

Table 23, Survey Completion by Group

Survey	Response
CAPK Clients	920
Partners/Community Agencies	175
Board Members	13
<b>Total Responses</b>	<b>1,108</b>

Source: Survey Monkey, CAPK 2024-2025 Community Needs Survey

The brief survey had a list of 26 programs/services. Respondents were asked to rank each service on a scale from 0-3 with higher scores indicating the most need. The following table shows the results, with the top five scores for each survey group.

Table 24, Survey Results

Source: Survey Monkey, CAPK 2024-2025 Community Needs Survey

Rank	Clients	Partners and Community Agencies	CAPK Board
1	Affordable Housing	Mental Health Needs	Services/Programs in Rural Areas
2	Utility Bill Assistance	Substance Abuse Treatment	Financial Education
3	Afterschool Activities	Affordable Housing	Employment for Youth
4	More Education for Children	Affordable Childcare	Leadership Skills for Youth
5	Affordable Childcare	Homeless Services	Mental Health Needs

In all three groups, **affordable childcare**, **affordable housing**, and **mental health needs** were identified as top needs. **Affordable housing** was identified by CAPK clients and partners as a top need. Clients also identified **utility assistance** as a top need, while partners and community agencies chose **mental health** and **substance abuse** as some of the most needed services.

Due to the vast geographic and demographic diversity across Kern County CAPK conducted focus groups to further explore and define the top needs in Kern's rural and/or high need communities of California City and Shafter. They were asked to choose and prioritize the top five needs for their community. After completing the individual lists, the group discussed their choices, and together, identified the top five needs for their communities. The following table shows the top five needs identified by each focus group:

In **California City**, a total of 10 work groups were established. Staff found the following need-based themes from our focus group in California City:

1. Utility Assistance
2. After-school programs for youth
3. Transportation
4. Affordable Housing
5. Affordable Childcare

Utility Assistance was the number 1 response. Five of the 10 workgroups cited utility assistance as a concern. Topics numbered 2 through 5 were equally mentioned by a total of four workgroups during the discussion.

In **Shafter**, a total of 7 work groups were established with two to three members each. Staff found the following need-based themes from our focus group in Shafter:

1. After-school programs for youth
2. Medical services/access to specialty care
3. Job skills and job training
4. Senior Services

After-school programs for youth was the number 1 response. Four of the 7 workgroups cited after-school services as a need in the community. Topics numbered 2 through 4 were equally mentioned by three workgroups.

In review of the CAPK 2019 Community Needs Survey, results are aligned with many of the identified community needs in this current report. Specifically, “Affordable Childcare” was identified as the number one top need in Kern. In focus group discussions, people discussed the need for free or affordable childcare that matches their work schedules including nights and weekends.

## CONCLUSION

Kern is a county that continues to struggle with deep poverty and disparities. However, each challenge can be seen as an opportunity for change. The County’s rich agriculture, abundant natural resources, and innovative industries can provide great opportunities for low-income families to improve their circumstances. It is clear by the research, surveys, and interviews, that low-income people want the ability to earn better wages, safe and affordable housing, and the resources to support their climb out of poverty. It is incumbent upon the community to meet these challenges with innovative programs that assist families with building stability. This not only helps those we serve, but also serves the entire community by assuring Kern has a diverse and skilled workforce to meet the challenges ahead. As a Community Action Agency, staff members have taken the initiative to be certified in a Results-Oriented Management and Accountability (ROMA) and serve as an implementor for our agency. ROMA provides a framework for continuous agency growth and provides accountability to how Community Action Agencies report results. Through the ROMA course, staff members identified the need for and the importance of collecting customer satisfaction data. CAPK staff are currently developing a customer satisfaction survey to be implemented and available through our website. The expected date of completion is May 2023.



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## Community Assessment San Joaquin County

2023





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## EXECUTIVE SUMMARY

Community Action Partnership of Kern (CAPK) has been serving low-income people and families since 1965. As the dedicated poverty fighting agency in Kern County, the Agency provides quality, life changing services through an array of programs designed to meet basic needs as well as empower people and families to improve their lives. CAPK's Head Start/Early Head Start (HS/EHS) program plays a crucial role in the fight against poverty by giving children and families the support they need for children to be successful academically and throughout their lives.

CAPK's HS/EHS mission is to "provide rich, high quality early learning experiences to a diverse population of children ages birth to five. We will promote access to comprehensive services with a holistic focus on the family by encouraging family engagement, supporting school readiness and instilling self-reliance in children and their families." CAPK's HS/EHS provides high quality early childhood education to children from pre-natal to five years-old through part-day, full-day and home-based options.

This assessment used primary and secondary data sources to identify service gaps and emerging needs of low-income Early Head Start eligible children and families in San Joaquin County. Findings from the assessment will assist CAPK to identify and respond to gaps in services and emerging needs in the community for low-income EHS eligible children and families. The data and analysis are used to guide CAPK's strategic planning process to better serve EHS children and families.

In accordance with the requirements of 45 CFR Part 1305 Section 1302.11, the CAPK Early Head Start Programs 2021 Community Assessment Update was completed and approved by the Head Start Policy Council Planning Committee on February 2, 2021 and the CAPK Board of Directors meeting on February 24, 2021.

### KEY FINDINGS

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As in Kern County Assessment, the results of the needs analysis of San Joaquin confirms the continued need in the County for Early Head Start Services for low-income children and families as an important part of community efforts to break the cycle of poverty by providing low-income infant/toddlers children and their families a wholistic and culturally responsive approach to help them meet their emotional, social, health, nutritional and psychological needs. Some key findings for San Joaquin include:

- 54% of children ages 0-5 are in the 0-2 years age group.
- 40.8.% of San Joaquin residents ages 5 and over speak a language other than English at home.
- The median household income in San Joaquin County is \$74,962 and has grown approximately 17% from 2017-2021
- 11.9% of San Joaquin residents live in poverty.



- Large disparities in poverty between communities ranging from 8% in Tracy to 31% in Woodlake.
- According to the 2015-2023 Regional Household Needs Assessment in San Joaquin County Housing Element, a total of 8,301 household units were identified as needed. Of them, 1,257 are needed for those in the extremely low-income category, 1,153 needed for the very low income category, 779 needed for the low income category, 1,290 needed for the moderate income category, and 3,822 needed for the above moderate income category.
- In 2022, Mental health is a high prioritized need throughout the County.
- Asthma, obesity, and diabetes are some of the most prevalent health conditions in the County.
- 13% of the homeless population are families with children.
- 3,661 (6.5%) of children ages 0-5 years live in Foster Care in 2018.
- 68.6% of pregnant women had a regular source of care pre-pregnancy and 85% of women initiated pre-natal care during their first trimester.
- 8.7% of people ages 25 had a 9<sup>th</sup> to 12<sup>th</sup> grade education without a diploma, 2-3% higher than the State of California and the United States.
- 65% of Early Head Start parents are employed.
- 100% of Early Head Start enrolled families have health insurance.
- 78% of EHS families are Hispanic/Latino.

## METHODS

In 2021, the Community Action Partnership of Kern (CAPK) Head Start/State Child Development (HS/SCD) Division completed a comprehensive community assessment of Kern County detailing the most current data and source material available. The assessment provided a detailed understanding of the characteristics of Kern County's children and families, their childcare needs, and the conditions that impact their health, development, and economic stability. For the current assessment period, CAPK is including this separate assessment of San Joaquin County, due to its unique characteristics.

This assessment includes current statistics and considerations of county and incorporated community population numbers, household characteristics and relationships, estimates of income eligible children, disability, educational attainment, health and mortality, child welfare, prenatal health, homeless children and families, and Head Start and Early Head Start program information. The information presented herein may be used by CAPK Early Head Start (EHS) for future planning and program decision-making.

The primary data source (unless otherwise cited) for the 2021 San Joaquin Community Assessment is the U.S. Census Bureau American Community Survey, 2019 ACS 1-year Estimates and 2017-2021 ACS 5-year Estimates. Other sources of local, state, regional, and national data and intelligence are cited throughout the report. The CAPK Early Head Start Program 2022/2023 Information Reports (PIR) was used for data directly related to EHS.

## AGENCY OVERVIEW

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Established in 1965, CAPK is a private nonprofit 501(c)(3) corporation. In carrying out its mission *to provide and advocate for resources that will empower the members of the communities we serve to be self-sufficient*, CAPK develops and implements programs that meet specific needs of low-income individuals and families.

CAPK is one of the largest nonprofit agencies in Kern County and one of the oldest and largest Community Action Agencies in the United States. Originating as the Community Action Program Committee of Kern County in 1965, CAPK later became the Kern County Economic Opportunity Corporation, and in 2002 became the Community Action Partnership of Kern.

CAPK operates seven divisions, which include Head Start/State Child Development (HS/SCD); Health and Nutrition Services; Administration; Finance; Human Resources; Operations; and Community Development. Head Start and Early Head Start (HS/EHS) programs are operated under the HS/SCD Division.

As Kern County's federally designated Community Action Agency in the fight against poverty, CAPK provides assistance to over 100,000 low-income individuals annually through 11 direct-service programs including 2-1-1 Kern County; CalFresh Healthy Living Program; the East Kern Family Resource Center; Energy; CAPK Food Bank; Friendship House Community Center; Head Start/Early Head Start; Migrant Childcare Alternative Payment; Shafter Youth Center; CAPK Volunteer Income Tax Assistance (VITA); and Women, Infants and Children (WIC) Supplemental Nutrition.

CAPK has offices located in 27 cities/communities in Kern County and offers services at over 100 sites. The Agency also operates programs in other counties in the San Joaquin Valley including Migrant Childcare Alternative Payment (MCAP) Program, enrolling families through six Central Valley counties that include Kern, Madera, Merced, Tulare, Kings, and Fresno; WIC program services in the communities of Big Bear City, Phelan, Adelanto, Crestline, and Needles in San Bernardino County; and 2-1-1 Information and Referral Helpline in Kings, Tulare, and Stanislaus Counties. In 2015 CAPK's EHS program expanded to San Joaquin County (Stockton, Lodi, Manteca, and Tracy). The information below further details CAPK's programs.

**CAPK's San Joaquin Early Head Start (EHS):** High quality early childhood education for children from pre-natal to age three through part-day, full-day and home-based options. The program uses a wholistic approach by not only addressing the needs of the child, but by teaching

parents to become advocates and self-reliant providers for their children through EHS Parent Policy Council and Family Engagement programs. *CAPK San Joaquin Early Head Start served 580 children and their families in 2022/2023 at seven locations and in home-based setting.*

Table 1, CAPK San Joaquin County Early Head Start Locations

Site Name	Address
<b>California St</b>	425 N California St, Stockton
<b>Marci Massei</b>	215 W. 5 <sup>th</sup> Street, Stockton
<b>Chrisman</b>	23950 S Chrisman, Tracy
<b>Kennedy</b>	2800 S. D St, Stockton
<b>St. Mary's</b>	545 W. Sonora Street, Stockton
<b>LUCCC Lodi</b>	701 S. Hutchins, Lodi
<b>Gianone</b>	1509 N Golden Gate Ave, Stockton
<b>Lathrop</b>	850 J Street, Lathrop

## DETERMINANTS OF NEED

### SAN JOAQUIN COUNTY OVERVIEW

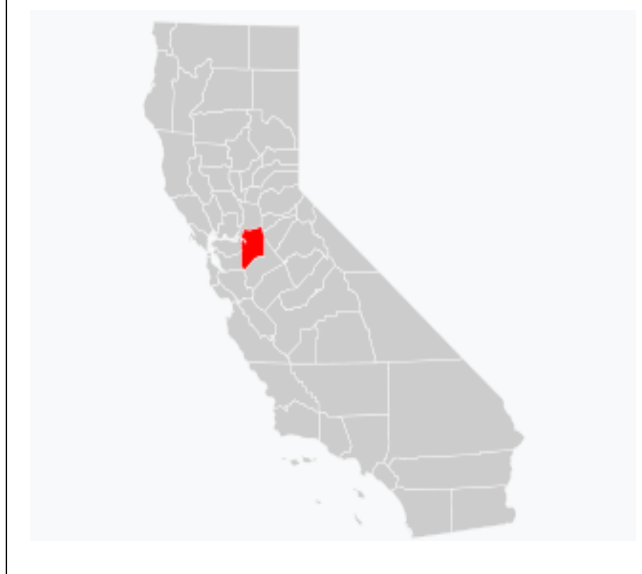
San Joaquin County is centrally located in the San Joaquin Valley, the agricultural heartland of California. The County encompasses approximately 1,440 square miles of relatively level, agriculturally productive lands. The foothills of the Diablo Range define the southwest corner of the County, and the foothills of the Sierra Nevada lie along the County's eastern boundary.

The valley was created by sediments that washed out of the major rivers that drain in the area which also created rich agricultural soils. As one of the State's top ten counties in agriculture production, the area produces a wide variety of fruit and nut crops, field crops, livestock, and poultry.

Urbanized areas comprise a relatively small proportion of the County. However, with the growing high cost of housing in the nearby San Francisco Bay Area, San Joaquin County is a highly attractive location for commuters.

The County is interlaced with a complex network of creeks, rivers, and canals. The County's major rivers, the San Joaquin, the Mokelumne, the Calaveras, and the Stanislaus, all lead to the Sacramento-San Joaquin Delta in the western half of the County. It is in this region, at the confluence of the Sacramento and San Joaquin Rivers, that about one-half of the State's entire

Figure 1, San Joaquin County

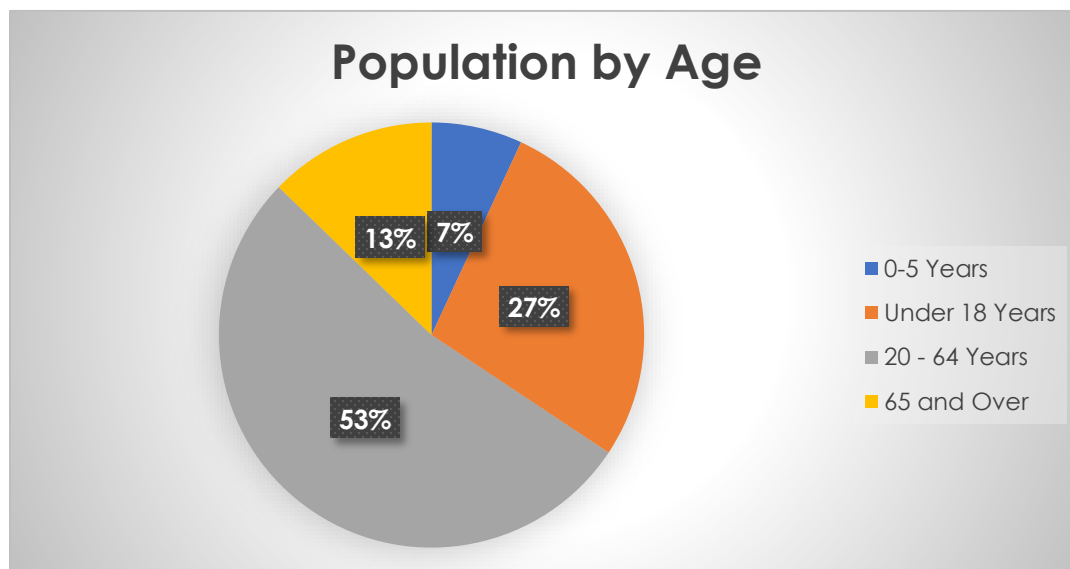


runoff water volume passes and supports the biologically and agriculturally rich Delta. The waterways provide recreation opportunities, scenic beauty, and water for municipal, industrial, and agricultural users. Both the Delta-Mendota Canal and the California Aqueduct carry tremendous volumes of water from the Delta area to the south (<https://www.sjgov.org/>).

## POPULATION

There are 771,406 people living in San Joaquin County with 317,818 residents (42%) living in the City of Stockton, the County's major metropolitan area. The next five largest cities contain approximately 36% of the County's population and the remaining residents live in small Census designated places with populations less than 8,000 people. Approximately **52,937** of the County's residents are **under the age of 5** years; 209,515 are under 18; 404,608 are ages 20 – 64; and 97,523 are ages 65 and over.

Figure 2, San Joaquin Population Age Distribution



Source: US Census American Community Survey Estimates, 2021

Of the estimated **52,937** children ages 0 to 5 in San Joaquin County, approximately **54% (28,709) are in the 0-2 years age group** (kidsdata.org.) Gender for children in the 0-5 age group is almost even with 49% female and 51% male.

## POPULATION GROWTH

The County's overall population growth from 2010-2021 is higher than the State and Nation. The decrease of 0-5 population in the United States (-4%) is higher than the decrease observed in San Joaquin and California at -2% and -8%, respectively. California had the highest decrease in the 0-5 population.

Table 2, Population Growth Comparison

Location	2010	2021	Growth
<b>San Joaquin</b>	<b>685,306</b>	<b>771,406</b>	<b>13%</b>
California	37,253,956	39,455,353	6%
United States	308,745,538	329,725,481	7%
<b>Children Ages 0-5</b>			
<b>San Joaquin</b>	<b>54,228</b>	<b>52,937</b>	<b>-2%</b>
California	2,545,065	2,350,335	-8%
United States	20,131,420	19,423,121	-4%

Source: US Census American Community Survey Estimates, 2021

## RACE/ETHNICITY

San Joaquin County's racial and ethnic composition is diverse and similar to the State of California. After White, the largest Racial/Ethnic group is Hispanics/Latino — about 2% more than California and 23% more than the United States. The smallest group are Native Hawaiian/Pacific Islander. There are almost three times as many people of Asian descent in the County and State, then the Nation.

Table 3, San Joaquin County Race and Ethnicity

Race/Ethnicity	San Joaquin	California	United States
White	46.5%	52.1%	68.2%
African American	7.0%	5.7%	12.6%
American Indian or Alaska Native	0.8%	0.9%	0.8%
Asian	16.5%	14.9%	5.7%
Native Hawaiian or Other, Pacific Islander	0.6%	0.4%	0.2%
Hispanic or Latino	42.3%	39.5%	18.4%
Some Other Race	10.1%	15.1%	5.5%

Source: US Census American Community Survey Estimates, 2021

From 2017 to 2021, the County has grown by 47,253 people. However, growth varies among race/ethnicity. Most notably, there was a -38.% decrease in the White population in this region and a 162% increase in American Indian or Alaska Native population.

Table 4, San Joaquin Population Change by Race/Ethnicity, 2017-2021

Race/Ethnicity	Population Change Percent
White	-38%
Black or African American	-2%
American Indian or Alaska Native	162%
Asian	28%
Native Hawaiian and Other Pacific Islander	12%
Hispanic or Latino (of any race)	9%
Some Other Race	59%

Source: US Census American Community Survey Estimates, 2017-2021

## NATIVE AND FOREIGN BORN

Of San Joaquin County's population, 75.3% (580,986) were born in the United States. Of the 179,920 residents that are foreign born, 52% are naturalized citizens and 48% are not U.S. citizens.

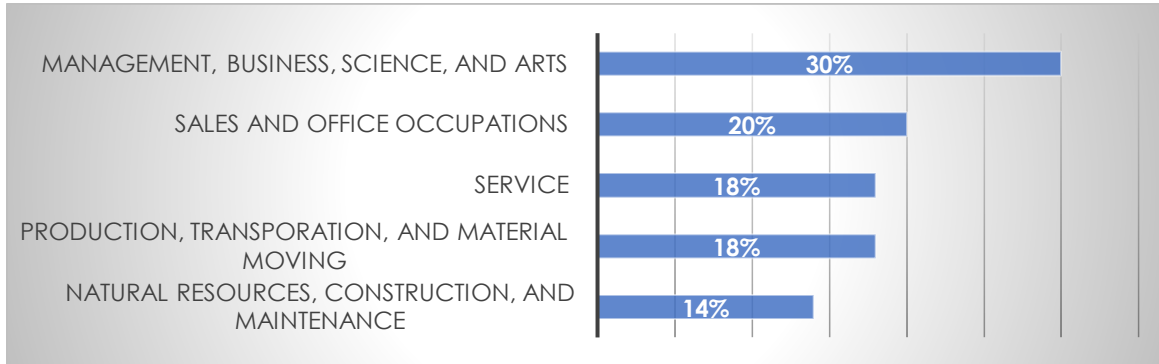
## LANGUAGE

Approximately 40.8% of San Joaquin residents ages 5 and over speak a language other than English at home. The most common non-English language spoken is Spanish (26.2%). By comparison, 43.9% of Californian's speak a language other than English at home. Of the population that spoke a language other than English at home, 28.3% spoke Spanish (US Census American Community Survey Estimates, 2021)

## EMPLOYMENT

San Joaquin County's economy is diverse with a mix of agriculture, e-fulfillment centers, advanced manufacturing, data centers/call center and government/medical service centers. Some companies in this area include Applied Aerospace, Amazon, Tesla, Pacific Medical, Medline, FedEx, Trincherro-Sutter Home Winery and Crate & Barrel. There are an estimated 353,544 employed San Joaquin residents ages 16 and over. The occupations comprising the most employees is "Management, Business Science, and Arts" and the smallest sector is "Natural Resources, Construction, and Maintenance" occupations.

*Figure 3, San Joaquin County Occupations*

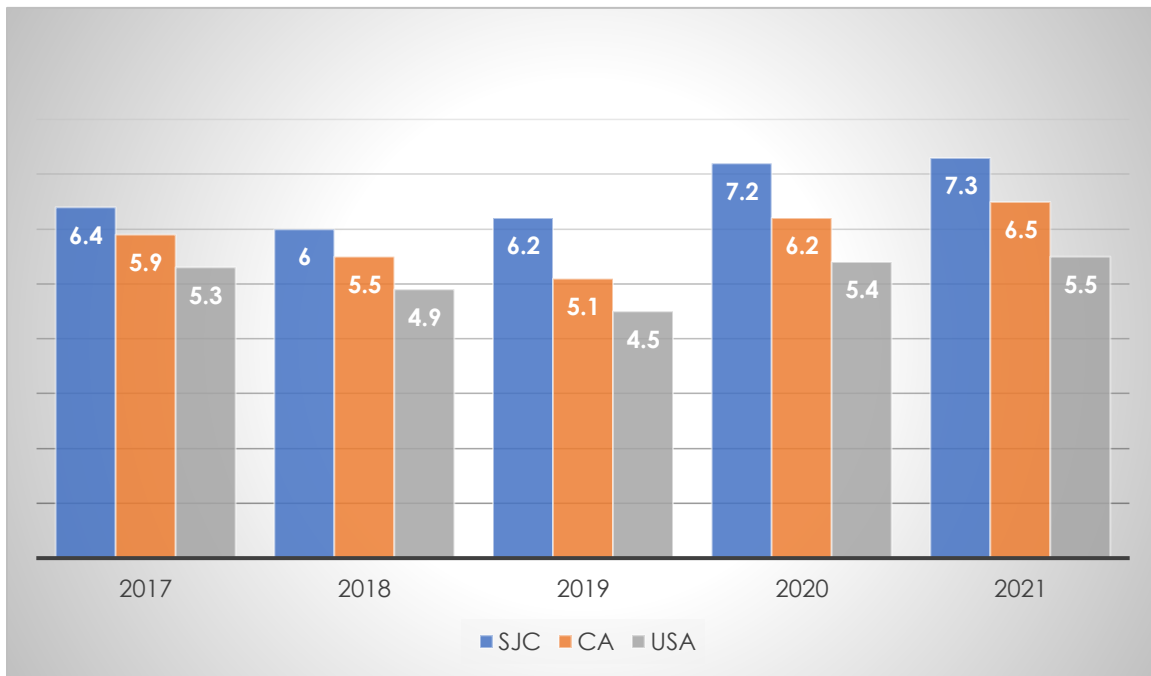


Source: US Census American Community Survey Estimates, 2021

## UNEMPLOYMENT

Although the County, State, and Nation have seen sharp decreases in unemployment since the recession, San Joaquin consistently has higher rates of unemployment than the State and Nation.

**Figure 4. Unemployment Rate Comparison, Not Seasonally Adjusted**

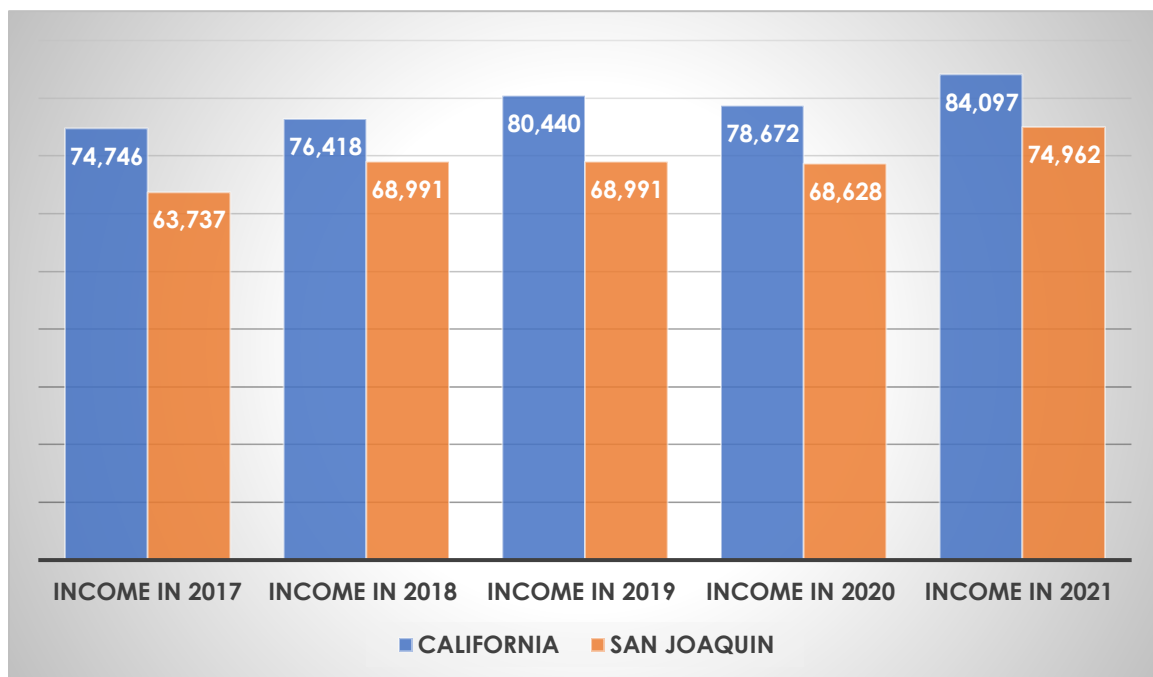


Source: US Census American Community Survey Estimates, 2017-2021

## INCOME

The median household income in San Joaquin County (\$74,962), has grown approximately 17% from 2017 to 2021. Although the US median income (\$ 69,021) in 2021, the State of California median income is still higher at \$84,097.

Figure 5, Median Household Income Comparison

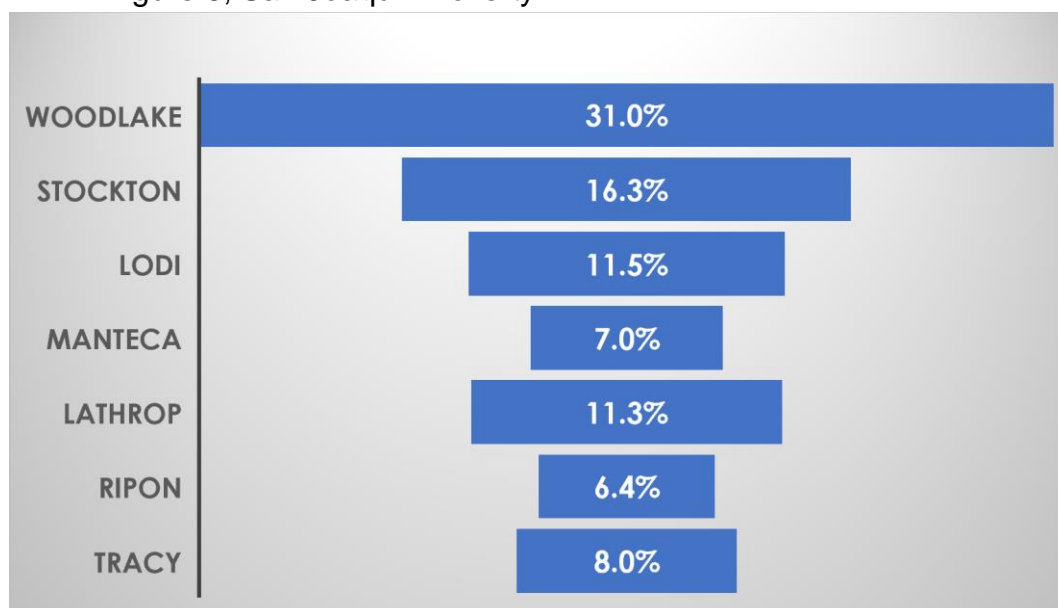


Source: US Census American Community Survey Estimates, 2017-2021

## POVERTY

According to the US Census, 11.9% of San Joaquin residents live in poverty. When looking at poverty data in the 7 most populated cities, there are large disparities between communities ranging from 8% in Tracy to 31% in Woodlake.

Figure 6, San Joaquin Poverty



Source: US Census American Community Survey Estimates, 2021



## WORKING POOR

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The face of poverty in the United States has changed greatly over the last decade. In a report presented at the National Community Action Partnership Mega Trends Learning Cluster, *Inequality in America*, former Secretary of Labor Robert Reich discusses trends of those living in poverty in the U.S. According to Reich, as the median family income continues to drop, an estimated 65% of U.S. families live paycheck to paycheck. He goes on to say that a significant number of people in poverty are working but are unable to earn enough to lift themselves out of poverty. Reich also claims that about 55% of all Americans aged 25 to 60 have experienced at least one year of poverty or near poverty (below 150% of the poverty line), and at least half of all U.S. children have relied on food stamps at least once in their life time.

This is also supported by the California Budget and Policy Center, *Five Facts Everyone Should Know About Poverty*, which states that the majority of families that live in poverty are working and 67% of those families have one or more workers supporting them. The key reasons cited for working families remaining in poverty are a lack of good paying jobs and the low minimum wage.

## HOUSING

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According to the US Census Estimates, of the 249,018 housing units in San Joaquin County, 234,662 are occupied and 14,356 are vacant.

According to the San Joaquin Council of Governments, 2015-2023 Regional Housing Needs Assessment and SJ County Housing Element (a County wide assessment to meet housing needs), low-income households such as people earning minimum wage, receiving cash aid, Supplemental Security Income (SSI), or Social Security recipients face difficulties affording the rent for a one-bedroom unit or a studio unit at fair market rent. A key area of concern is the housing needs for elderly, persons with disabilities, large families, extremely low-income households, farmworkers, families with single-headed households, and families and persons in need of emergency shelter.

Other key San Joaquin County Housing issues cited in the report include:

- Between 2014 and 2015, a total of 8,301 household units were identified as needed. Of them, 1,257 are needed for those in the extremely low-income category, 1,153 needed for the very low-income category, 779 needed for the low-income category, 1,290 needed for the moderate-income category, and 3,822 needed for the above moderate income category
- Migration from Bay Area residents is associated with the rising cost of homes and rentals, negatively impacting those that are native to the community
- Housing discrimination issues continue; minority groups and low-income households are less likely to demand habitable dwellings and report issues

- SJCOG projects that from 2006 to 2035, San Joaquin County will have an estimated 327,379 additional people that will need housing and that approximately 11% of those will be in unincorporated areas
- Most market rents are out of reach for individuals and families with very low or extremely low-income
- A 4-bedroom house rental in the Mountain House communities averaged \$2,250, a cost which would not be affordable to a family of four persons at any income level
- San Joaquin County has a greater need for larger rental housing units than California
- Approximately 58% of the housing stock surveyed across the county were in sound condition with the rest needing minor or major renovations
- Most emergency shelters operate at or near capacity throughout the year; during maximum times of need there is a significantly greater number of homeless than shelter spaces
- The lack of available water is a significant concern in housing production
- Most farm working families are above average in size (household members); as a result, most migrant farmworkers live in overcrowded housing

The U.S. Department of Housing and Urban Development states that families who pay more than 30% of their income for housing are considered cost burdened and may have difficulty affording necessities such as food, clothing, transportation, and medical care. Based on the 2021 American Community Survey estimates, 26.3% of all San Joaquin homeowners with a mortgage used 35% or more of their household income on housing. For renters, over 43% used 35% or more of their household income on rent.

## MENTAL HEALTH AND SUBSTANCE ABUSE

Community Health Needs Assessments (CHNA) is a California requirement for nonprofit hospitals and conducted every three years. Information is gathered from a variety of sources and is used to prioritize each counties areas of need in relationship to effects on health. Through a comprehensive process combining findings from demographic and health data as well as community leader and resident input, nine health needs were identified. According to the 2022 SJ CHNA, **mental health is the highest prioritized need in San Joaquin County**. The table below shows indicators of mental health for San Joaquin compared to the State of California. As seen below, San Joaquin had worse outcomes in several key areas.

Table 5, San Joaquin and California Mental Health Indicators Comparison

Indicator	San Joaquin (Rate or %)	California (Rate or %)
<b>Deaths by Suicide, Drug or Alcohol Poisoning (per 100,000 deaths)</b>	<b>43</b>	<b>34</b>
Depression among Medicare Beneficiaries	14%	14%
Mental health Provider (Per 100,000)	238	352
Poor Mental Health days In past month	4.4	3.7
Seriously Considered Suicide	12%	10%
Social Associations	6	0.07
<b>Insufficient Social and Emotional Support</b>	<b>29%</b>	<b>25%</b>
Suicide Deaths (per 100,000)	11	11
Young People not in School or Working (Disconnected Youths)	8%	8%

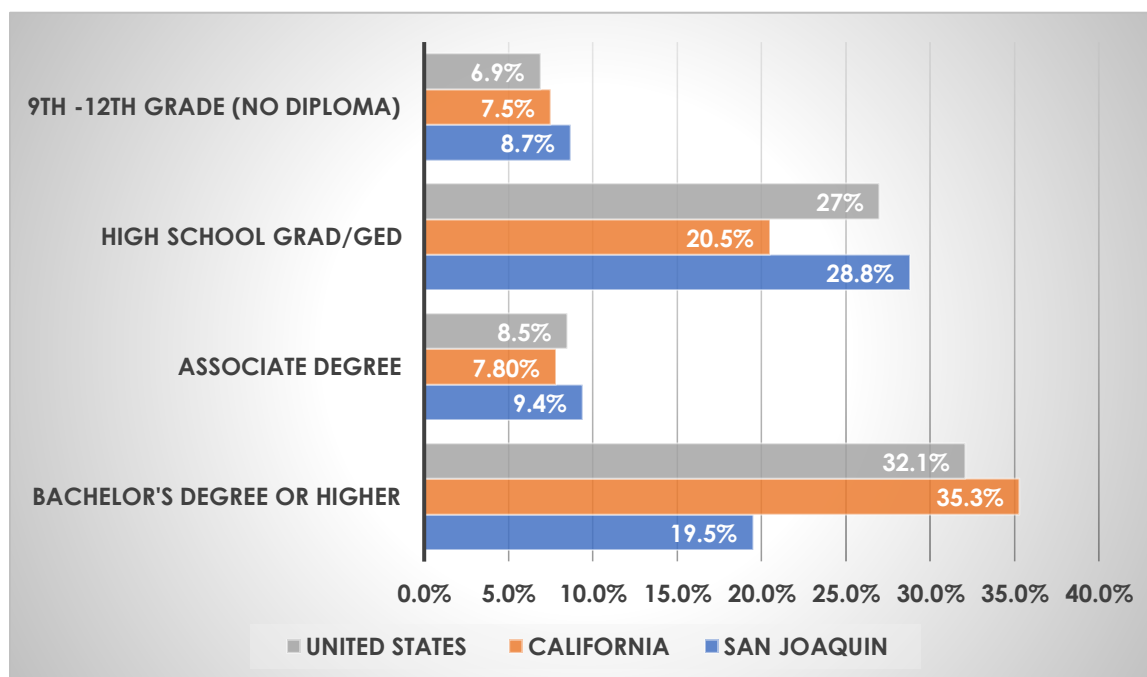
Source: San Joaquin Community Health Needs Assessments (CHNA), 2022

## NEEDS AND RESOURCES OF ELIGIBLE CHILDREN AND THEIR FAMILIES

### EDUCATIONAL ATTAINMENT

In 2021, 8.7% of people ages 25 and older in San Joaquin had a 9<sup>th</sup> to 12<sup>th</sup> grade education (no diploma), 2% higher than the rate for the State of California and about 3% higher than the United States. The most concerning for San Joaquin is the low attainment of college degrees—about half as many people with a bachelor's degree or higher than the state or nation. Today, college is the new high school, with many entry level jobs requiring higher levels of education and skills than what can be acquired as a high school graduate.

Figure 7, Educational Attainment Comparison, 2021



Source: US Census American Community Survey Estimates, 2021

The lack of higher educational attainment has far reaching implications for San Joaquin residents. According to a report by The PEW Charitable Trust, a four-year college degree encourages upward mobility from the lower rungs of society and prevents downward mobility from the middle and top. The report states that about 47% of people who are raised in the bottom quartile of the family income ladder who do not get a college degree stay at that level, compared to 10% who have earned a college degree. Also, about 39% of those raised in the middle income ladder who don't get a college degree move down, while 22% with a degree stay in the middle or advance.

### ADULT EDUCATION

In San Joaquin County, 9.6% of residents over age 25 lack a high school diploma and 11.1% of residents have less than a 9<sup>th</sup> grade education. Among families enrolling in Early Head Start the figure is even higher with 41% (approximately 152) of parents not having a high school diploma.

According to the Library and Literacy Foundation for San Joaquin County, 52% of residents read below a third-grade level.

These numbers demonstrate the need for Adult Basic Education (ABE) or General Education Development (GED) preparation in San Joaquin County. ABE and GED preparation is available in approximately five cities in the county: Stockton, Lodi, Manteca, and Tracy.

Very few undergraduate education opportunities exist in San Joaquin County with 4-year degrees offered on-campus at two private universities in Stockton. Over time there have been a few for-profit colleges and technical schools but those are now closed. San Joaquin Delta College offers 2-year/vocational/associates degrees offered at the Stockton and Mountain House campuses. Both locations suffered greatly during the 2008 economic downturn but have maintained their place in higher education in the county. It is noted that a greater number of families (77%) both two-parent and single parent are either not in job training or school upon their children's entry into the Early Head Start programs.

## EMPLOYMENT AND JOB TRAINING

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Employment and job training for families with children enrolled in the Early Head Start program is critical in ensuring the ability of families to become self-sufficient and capable of adequately providing for themselves and their children. Numbers based on the San Joaquin County PIR show that out of 373 enrollees, 65 % (244), are employed. Of the total number of families, approximately 211 are not working. These totals include two-parent and single-parent families.

## FOREIGN BORN

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Of San Joaquin County's 2021 population, 76.7% (580,986) were born in the United States, and 23.3% (179,920) were foreign born. Of the county's foreign-born population, 51.2% came from Latin America.

## ENGLISH AS A SECOND LANGUAGE

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There is a high need for English as a second language (ESL) education in San Joaquin with many (40.8%) residents speaking a language other than English at home and 16.5% of these speak English "less than "very well". Among Early Head Start families in San Joaquin, 60% stated that they primarily speak another language at home, according to the PIR. ESL training opportunities are available in San Joaquin County but not as abundantly in nearby counties.

Low cost or free GED preparation, ESL classes, and vocational training are often offered by the same institutions. A GED is available online through the Stockton Adult School. Only one college with two campuses offer vocational training as several of the for-profit colleges closed their doors in recent years.

## HEALTH

The County Health Rankings and Roadmaps, 2023, uses several sources to determine the overall health of communities and provide a revealing snapshot of how health is influenced by where we live, learn, work, and play. Of the 58 California Counties in the report, San Joaquin (SJ) is ranked in the lower middle range of counties in California (Lower 25%-50%) for health outcomes. When comparing the rankings over the past six years, the County has remained about the same for health outcomes and has improved slightly for health factors.

Table 6, San Joaquin County Health Rankings, 2018-23

Outcomes	2018	2019	2020	2021	2022	2023
<b>Health Outcomes</b>	<b>46</b>	<b>44</b>	<b>34</b>	<b>39</b>	<b>42</b>	<b>41</b>
Length of Life	40	37	38	41	40	40
Quality of Life	50	50	33	47	37	46
<b>Health Factors</b>	<b>43</b>	<b>46</b>	<b>40</b>	<b>43</b>	<b>44</b>	<b>37</b>
Health Behaviors	34	40	34	30	34	32
Clinical Care	36	37	35	34	33	33
Social & Economic Factors	45	45	44	45	48	40
Physical Environment	45	47	49	52	56	49

Source: County Health Rankings.org, 2023

Some of the most prevalent health conditions affecting San Joaquin residents are asthma, obesity, and diabetes.

**Asthma:** San Joaquin, like most of California's Central Valley has very poor air quality—a key contributor to asthma and other lung diseases. According to the American Lung Association, the county gets an “F” ozone grade with an average of 18.5 high ozone days per year. Approximately 14.6% of all San Joaquin adults aged 18+ and **19.5% of San Joaquin children** aged 0-17 suffer from Asthma (California Department of Public Health 2020).

**Obesity:** There are a host of health issues related to obesity including diabetes, heart disease and stroke. Children that are obese are more likely to be obese as adults. Unfortunately, obesity rates tend to be much higher among low-income children and families due to the over consumption of low-cost foods that tend to be high in fats, sodium, and carbohydrates.

Across the nation, children and adolescents aged 2-19 years old, the prevalence of obesity on a national level was 18.5% and affected about 13.7 million children and adolescents. (Source: CDC/obesity/data/childhood)

- 30.4% of San Joaquin adults are obese and the county ranks 34<sup>th</sup> in the state for obesity among adults (County Health Rankings 2023)

**Diabetes:** Over 2.3 million California adults report having been diagnosed with diabetes, representing one out of every 12 adult Californians. Many diabetes cases in California are type 2, representing 1.9 million adults. The prevalence increases with age—one out of every six adult Californians aged 65 and above have type 2 diabetes—and is higher among ethnic/racial minorities and Californians with low education attainment and/or family income. Compared with non-Hispanic Whites, Hispanics and African Americans have twice the prevalence of type 2 diabetes and are twice as likely to die from their disease.

- 12.6% of San Joaquin adults have been diagnosed with diabetes, (Ask California Health Survey Neighborhood Edition, 2020)

## HEALTH INSURANCE

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The US census estimates the percentage of children with health insurance each year by county. Estimates are available for children younger than 19 and living at 138% of the federal poverty level or below. Coverage rates in San Joaquin County are now at 93.6%, which is above national and state estimates. Data from San Joaquin County's Early Head Start program information report (PIR) is similar with all (100%) enrolled children having health insurance at the end of the reporting period.

In 2019, approximately 6.9% and 6% of children under the age of five did not have health insurance in San Joaquin County and California respectively. Along these same lines, the California Department of Public Health, Maternal and Infant Health Assessment found that 4% of women were uninsured during pregnancy. The survey also reported that 14% were uninsured post-partum and that 2% had no infant health insurance.

## HEALTH CARE ACCESS

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Although most of San Joaquin residents and all EHS children are insured, having access to quality and timely care is an issue. In San Joaquin County there are 1,680 people for each primary care physician (1,680:1) compared to a ratio of 1,230:1 for the State of California (County Health Rankings and Roadmaps, 2023). Where a family lives in the county also plays a crucial role in access. Portions of Stockton is a severely under-resourced area. Communities identified as majorly under resourced include Stockton, Manteca, and Lodi. The other parts of the county seem to be better served. (California Healthy Places Index)

Pregnant women are a priority in the health care system but continue to face access issues. The California Maternal and Infant Health Assessment reported several important findings:

- 66.5% of pregnant women had a routine source of pre-pregnancy care;
- 85% initiated care during the first trimester; and
- 16.7% reported either they or their infant needed care post-partum, but they could not afford it.

Access to high quality, culturally competent, affordable healthcare and health services is essential to the prevention and treatment of morbidity and increases the quality of life, especially for the most vulnerable. In San Joaquin County, residents are more likely to be enrolled in Medicaid or other public insurance, which is a factor related to overall poverty. Latinos are most likely to be uninsured. Secondary data revealed that poor access to affordable health insurance and the lack of high-quality providers, including urgent care and mental health, impact access to care. Language and cultural barriers, including poor language access, are also a factor in access to quality healthcare.



## HEALTHY PREGNANCIES

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Receiving medical care during pregnancy greatly influences a healthy pregnancy. According to the California Department of Public Health, for 2021 approximately 68.6% of pregnant women in SJ had a regular source of care pre-pregnancy and 85% of women initiated pre-natal care during their first trimester.

## HEAD START/EARLY HEAD START ELIGIBLE CHILDREN AND FAMILIES

In San Joaquin County, CAPK's Early Head Start (EHS) program provides services and programs that positively impact low-income children ages 0-3 years and their families. Income limits for eligibility to enroll into EHS programs follow the current federal poverty guidelines. Additionally, disabled and homeless children, as well as those receiving TANF/CalWORKs assistance, are given priority.

*Unless otherwise indicated in this section, the data source for the CAPK Early Head Start programs are the 2018-2019 CAPK SJ Early Head Start Program Information Reports (PIR).*

## HOUSEHOLDS AND FAMILIES

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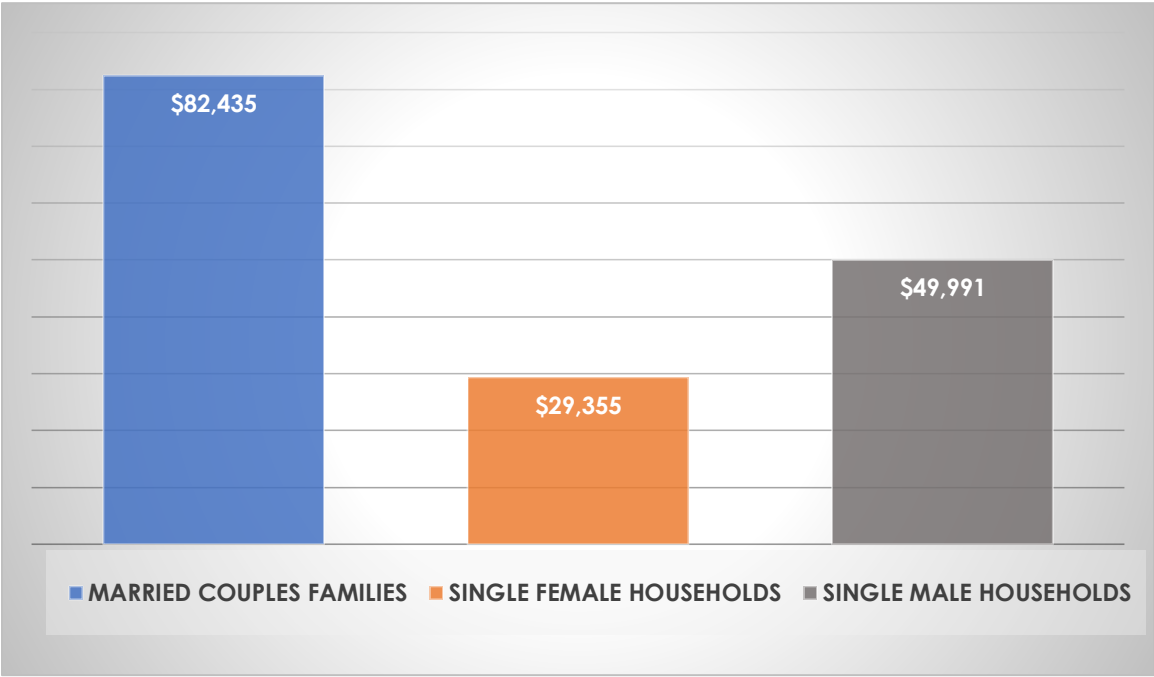
In 2021 there were an estimated 234,662 households in San Joaquin County, (US Census 2021). Married Couple Families were just over half of all households (52.4%), with Male Householder or Female Householder (no spouse) making up 15.4% and 25.1%, respectively. Approximately 41.5% of all households have one or more people under 18 years of age.

## HOUSEHOLD INCOME

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There are large disparities for income among different types of families in the county. Single ***female headed households with underage children have about 33% of the median incomes than married couples with underage children.***

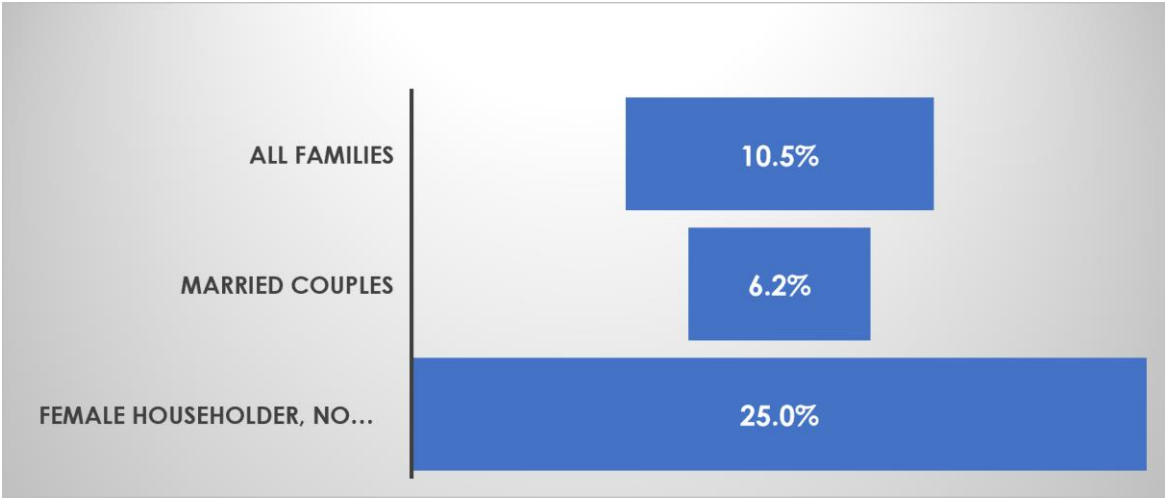
Figure 8, San Joaquin County Median Income by Household with Children Under 18 Years



Source: US Census American Community Survey Estimates, 2021

There are wide inequities in poverty among family types, with single female headed households with children experiencing poverty at about 175% to 300% of the rate experienced by their male and married couples counterparts, respectively.

Figure 9, San Joaquin County Poverty by Household Type



Source: US Census American Community Survey Estimates, 2021

AGE AND INCOME ELIGIBLE CHILDREN

There are approximately 59,942 children under 5 years of age in San Joaquin, of these, 54% (28,709) are ages 0-2 (kidsdata.org). With a poverty rate of approximately 20% 11,998 are age and income eligible for early head start services.

## HEAD START CHILDREN – RACE

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Like the overall population, the majority of San Joaquin children ages 0-5 are white. The next largest group are Hispanic.

Table 7, Approximate Distribution San Joaquin Children ages 0-5 by Race and Ethnicity

Race/Ethnicity	Number	%
White	29,651	56.6%
Black or African American	3,667	7%
American Indian and Alaska Native	314	.6%
Asian	8172	15.6%
Hispanic or Latino (of any race)	21,688	41.4%

Source: US Census American Community Survey Estimates, 2021

## HOMELESS CHILDREN

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According to the annual San Joaquin Continuum of Care Homeless Point-in-Time Count, in 2022 there were an estimated 2,319 people living in homelessness in the county—a 11.7% decrease from 2019. **Families with children accounted for 13% of the homeless population.**

## KINSHIP CARE

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Traditionally, grandparents and other relatives have played an important role in a child's life. From being the occasional visitor bearing treats to being full-time caregivers to children, these relatives contribute much to the life of a child and family. According to *Zero to Three*, a national non-profit organization that informs, trains, and supports professionals, policymakers and parents, in 2017, upwards of 24% of America's preschool children were being cared for by grandparents. Other relatives, including siblings are also often the caregiving for preschoolers. Although convenient, it can often be conflicting with relatives having different ideas for care and they may not be able to provide educational and experiential benefit to children's early development.

## CHILDREN IN FOSTER CARE

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In 2018, 3,661 (6.5%) of children ages 0-5 years live in Foster Care in San Joaquin, slightly higher than the percentage for the State of California at 5.3%, (kids.data.org). Foster care is intended to provide temporary, safe living arrangements and therapeutic services for children who cannot remain safely at home because of risk for maltreatment or inadequate care. The U.S. foster care system aims to safely reunify children with their parents or secure another permanent home, e.g., through adoption; however, too often this goal is not achieved, especially for older youth and children with disabilities. Instead, many children spend years in foster homes or group homes, often moving many times.

Children in foster care are at increased risk for a variety of emotional, physical, behavioral, and academic problems, with outcomes generally worse for children in group homes. Recognizing

this, advocates and policymakers have made efforts to prevent children from entering the system and to safely reduce the number of children living in foster care, particularly in group homes. While the number of children in foster care nationally has decreased since the 2000s, it has risen in recent years, and California continues to have the largest number of children entering the system each year. Further, children of color continue to be overrepresented in the foster care system; in California, for example, African American/Black children make up 23% of foster children but only 6% of the general child population. (U.S. Department of Health and Human Services, Children's Bureau, 2018.)

## CHILDREN WITH DISABILITIES

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For 2019, among the civilian non-institutionalized population in SJ, 12.5% reported a disability. The likelihood of having a disability varied by age, people under 18 years least likely to have a disability and those 65 and over having the highest rates. According to Kidsdata.org, between 2016 and 2018, approximately 13.9% of San Joaquin children have special healthcare needs.

## CHILDREN AND OBESITY

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Body mass index is a measurement value that often can determine the health outcomes for individuals. This is especially true for children with a high amount of body fat. This high measure can lead to weight-related health problems both in the near-term and in the future. In 2018, 42.4% of children in 5<sup>th</sup> grade were overweight or obese in San Joaquin according to Kidsdata.org, compared to 40.5% of children who were overweight or obese in California.

## TRAUMA INFORMED CARE

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As quoted from Child Trends, “How to Implement Trauma-informed Care to Build Resilience to Childhood Trauma”, *Children who are exposed to traumatic life events are at significant risk for developing serious and long-lasting problems across multiple areas of development. However, children are far more likely to exhibit resilience to childhood trauma when child-serving programs, institutions, and service systems understand the impact of childhood trauma, share common ways to talk and think about trauma, and thoroughly integrate effective practices and policies to address it—an approach often referred to as trauma-informed care.*

Some common types of childhood trauma include abuse and neglect, family, community, and school violence, life-threatening accidents and injuries, frightening or painful medical procedures, serious and untreated parental mental illness, loss of or separation from a parent or other loved one, natural or manmade disasters, discrimination, and extreme poverty. Any of these exposures can lead to post-traumatic stress disorder (PTSD), which can lead to aggressive, self-destructive, or reckless behavior.

Young children who experience trauma may have difficulties forming attachments to caregivers, experience excessive fear of strangers or separation anxiety, have trouble sleeping and eating and can be especially fussy. Oftentimes, these young children will show regression after

reaching a developmental milestone such as sleeping through the night, toilet training, and others.

Trauma-informed care benefits children by providing a sense of safety and predictability, protection from further adversity, and offering pathways to recovery from the trauma. By implementing realization of the wide impact of trauma and understanding the paths for recovery, recognizing the signs and symptoms of trauma, responding by fully integrating knowledge about trauma into the policies, procedures, and practices surrounding trauma-informed care, and by resisting re-traumatization of children, as well as the adults who care for them, trauma-informed care can be healing and beneficial to young children. Trauma informed care must include comprehensive, ongoing professional development and education for parents, families, school staff and other service providers on jointly addressing childhood trauma.

Secondary trauma among adults working with children who have experienced trauma should be addressed. Care for staff is an important component to trauma-informed care. This is accomplished through high-quality, reflective supervision, maintaining trauma caseload balance, supporting workplace self-care groups, enhancing the physical safety of staff, offering flex-time scheduling, providing training for staff and leadership about secondary traumatic stress, development of self-care practices for staff and leadership, such as the Staff Wellness Clinic, and creating a buddy-system for self-care accountability, (childtrends.org).

CAPK EARLY HEAD START ENROLLED CHILDREN

During the 2022/23 school year, CAPK EHS had cumulative enrollment of 580 in San Joaquin County.

Table 8, EHS Enrollment

	Head Start	Early Head Start	Total Enrollment
Funded Enrollment	N/A	274	274
<b>Cumulative Enrollment</b>	<b>N/A</b>	<b>306</b>	<b>306</b>

## AGE

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Of the children and pregnant women enrolled who participated EHS during the 2022-23 school year, the majority, (36%) were 1 year of age and the smallest group were children aged 3 years and pregnant women. (7% and 8%).

Table 9, EHS Enrollment by Age

Age	Number	%
Under 1	74	27%
1 Year	99	36%
2 Years	88	32%
3 Years	21	7%
Pregnant Women	22	8%

## RACE AND ETHNICITY

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The majority of children (78%) enrolled in San Joaquin County's EHS are of Hispanic or Latino origin. The primary language EHS is English (48%) and second is Spanish (46%).

Table 10, EHS Enrollment by Race/Ethnicity

Race/Ethnicity	EHS	Total
American Indian/Alaska Native	.5%	.5%
Asian	8.3	8.3%
Black or African American	10.4%	10.4%
Hispanic/Latino Origin (Single Section)	78%	78%
White	74.5%	74.5%
Biracial/Multi-Racial	6.3%	6.3%
Other Race	0%	0%

## HOMELESS CHILDREN

In the 2022 school year EHS had 12 of children were "homeless," approximately (3%).

## FOSTER CARE

According to the Community Action Partnership of Kern's 2022-2023 Early Head Start Program Information Report (PIR), the number of children in San Joaquin County's Early Head Start categorized as a "foster child," were 10 approximately 3.6%.

## CHILDCARE AND PRESCHOOL

### LICENSED CARE

Childcare is a critically important need for many families in the United States. High-quality childcare centers and homes deliver consistent, developmentally sound, and emotionally supportive care and education. Research indicates that high-quality early care and education can have long-lasting positive effects; specifically, high-quality childcare before age 5 is related to higher levels of behavioral/emotional functioning, school readiness, academic achievement, educational attainment, and earnings, with improvements particularly pronounced for children from low-income families and those at risk for academic failure

However, finding affordable, high-quality childcare is a major challenge for many families, and access differs based on geography, race/ethnicity, and income. In 2022, licensed childcare was available for an estimated 23% of California children ages 0-12 with working parents. Center-based infant care costs in California made up an estimated 15% of the median annual income for married couples and 48% for single parents in 2022. That same year, California was ranked the least affordable state for center-based infant care in the nation.

**Sources:** *Childcare Aware of America (2022), Economic Impacts of Early Care and Education in California; UC Berkeley Center for Labor Research and Education, Macgillvary and Lucia, 2011; US Dept. Education, A Matter of Equity: Preschool in America (2015)*

Head Start operates within the context of California's early childcare and education system, described by the Learning Policy Institute as a "patchwork of programs" (Melnick, et al., 2017) and one that "can be difficult for policymakers, providers, and families to understand because of its complexity". Childcare and preschool providers are typically divided into two categories: licensed and unlicensed.

Recent data shows a gap in childcare availability across California and in comparing San Joaquin County with other counties of comparable size and demographics as well as with larger, more metropolitan counties, it is apparent that qualified and licensed childcare is mostly unaffordable for many in California, but especially for those living in poverty. According to kidsdata.org 2021 figures, the average annual rate for childcare is \$15,000 for infants, and \$10,191 for Preschoolers. However, for family childcare homes the cost is \$11,481 for infants/toddlers and \$9,743 for preschoolers.

Table 11, Cost of Childcare by Type

Facility Type	Infant	Preschooler
Childcare Center	\$15,000	\$10,191
Family Childcare Home	\$11,481	\$9,743

Source: Kidsdata.org

Publicly funded Early Childhood Education (ECE) programs currently do not have capacity to serve all of California's children and families. In 2015–16, only 33% of children under age 5 who qualified for one of California's publicly funded ECE programs—based on family income and having working parents—were served. Many of these children were enrolled in programs that run for only a few hours each day. The state is making strides toward meeting the needs of 4-year-olds, with roughly 69% of low-income 4-year-olds enrolled in an ECE program. However, nearly 650,000 children birth to age 5 do not have access to the publicly funded ECE programs for which they are eligible.

Access to publicly funded ECE programs is extremely limited for infants and toddlers. Approximately 14% of eligible infants and toddlers are enrolled in subsidized programs—a large portion of whom are in family childcare homes or license-exempt (friend, family, or neighbor) care. Subsidized ECE for this age group is mostly limited to working families.

Full-day programs are particularly limited in scope. Many of California's largest early learning programs offer mostly part-day slots, despite a demand for full-day services, which is challenging for working families. Furthermore, few of California's ECE programs are available during the nontraditional hours that many low-income working parents need. Working evening, weekends, or overnight hours are especially challenging in getting childcare. According to the available data, only 3% of licensed childcare facilities in the state of California offer this alternative type of service. The same data shows this care is more available in licensed family childcare homes at 41%.

Per the report from the learning policy institute (Melnick, et al., 2017), California's ECE programs are too limited in scope to serve all the state's vulnerable young children, presenting a challenge for families who cannot independently afford the high cost of care, which can be as high as college tuition.



## EARLY CHILDHOOD EDUCATION

As seen in the table below, there have been increases in the availability of childcare over the years. However, there is still a high unmet need for these services for families with untraditional work hours, which are more typical for low-income workers, including nights, split shifts, and weekends.

Table 12: Childcare Supply in San Joaquin County

### AGE/TYPE

CHILD CARE	LICENSED CHILD CARE CENTERS			LICENSED FAMILY CHILD CARE HOMES		
	2019	2021	CHANGE	2019	2021	CHANGE
Total number of spaces	12,423	11,873	-4%	6,192	5,758	-7%
Under 2 years	884	1,036	17%			
2-5 years	8,966	8,373	-7%			
6 years and older	2,573	2,464	-4%			
Total number of sites	220	195	-11%	632	566	-10%

Source California Childcare Resource and Referral Network, *2021 Childcare Portfolio*

## CHILDCARE WORKFORCE SHORTAGE

Sources indicate there is an overall shortage of childcare workers in California. For the industry in general, pay is not especially good and approximately 58% of childcare worker families in the state receive some sort of public assistance. Many childcare workers lack higher education credits as many jobs in the field do not require anything more than a high school diploma. This combination of low pay and low expectations is not a good formula for having a quality childcare workforce. One strategy observed across California to address pay limitations and education requirements is unionizing childcare providers. Research indicates that while this may positively affect workers, shortcomings in the funding channels of unions can negatively impact already strapped families. Sources: *Early Childhood Workforce Index, 2020*; Christopher, B., March 2019 article for *CalMatters*

## LOW INCOME CHILDREN AGES 3 AND 4 WHO ARE NOT IN PRESCHOOL

According to Kidsdata.org (2019), 46.3% of San Joaquin County children who are eligible are not enrolled in Preschool or Kindergarten.

## STRENGTHS OF THE COMMUNITY

As indicated in this report, San Joaquin is a high need County. However, there are many strengths in the community that can be built upon.

San Joaquin is centrally located in California and is the main region for agriculture production in the State, adding many opportunities for employment beyond field work. Additionally, due to lower housing costs and the close proximity to the Bay area, it has become an attractive place for professionals to live, which brings additional resources and opportunities into the community. The area has a lot of opportunity due to a sophisticated transportation network comprised of an international deep-water port, major interstate highways, air, and rail services which connects businesses to the global economy. CAPK Early Head Start can play a crucial role in breaking the barriers of economic inclusion and poverty for families so they can be prepared to benefit from the economic stability available in this County.

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## DIVISION/PROGRAM MONTHLY ACTIVITY REPORT

<b>Division/Director:</b> Head Start/State Child Development/Yolanda Gonzales	<b>Month/Year:</b> August 2023
<b>Program/Work Unit:</b> Head Start/Early Head Start	<b>Program Manager/Administrator:</b> Carol Hendricks/Robert Espinosa
<b>Services:</b> 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	<b>1,242</b>	<b>667</b>	<b>54%</b>	<b>3%</b>	<b>4%</b>
<ul style="list-style-type: none"> <li>12 Classrooms Fully Closed</li> </ul>	215				<b>4%</b>
Early Head Start	<b>829</b>	<b>597</b>	<b>72%</b>	<b>13%</b>	<b>8%</b>
<ul style="list-style-type: none"> <li>14 Classrooms Fully Closed/ 2 Classrooms Partially Closed</li> </ul>	128				<b>6%</b>

Home Visiting Program	Cumulative Enrollment	Contract Enrollment Target
	<b>236</b>	<b>312</b>

Division Staffing = 701			
Currently Employed	Vacant Positions	Continuous Family Leave	Intermittent Family Leave
591	110	27	62

**HIGHLIGHTS:** 14 staff were onboarded and had 19 resignations. Five days of interviews were conducted for 10 open direct service requisitions.

Program Update & Compliance
<p>The following events transpired in the month of August 2023:</p> <ul style="list-style-type: none"> <li>Staff participated in the Kern County Department of Child Support Services Ready-Set Back 2 School Health and Wellness Fair.</li> <li>Select staff participated in the National Community Action Partnership Annual Conference in Atlanta, Georgia.</li> <li>Two days of Pre-service training for Direct Service staff, including staff at Escuelita Hernandez Partnership center.</li> <li>Bakersfield College and Taft College Partnership centers attended active shooter training and team building activities.</li> <li>The program successfully submitted the Office of Head Start (OHS) Program Information Report (PIR) on August 31, 2023. The PIR provides comprehensive data on the services, staff, children, and families served by Head Start and Early Head Start programs nationwide.</li> </ul>

<b>Central Kitchen August 2023</b>				
<b>Meals &amp; Snacks</b>	<b>Total # Prepared</b>	<b>Breakfast</b>	<b>Lunch</b>	<b>Snack</b>
Center Totals	<b>54,697</b>	20,060	16,875	17,682

<b>CACFP</b>						
<b>July 2023</b>						
<b>Total Meals Delivered</b>			<b>Meals Allocated</b>		<b># of Meals Served</b>	<b>% of Meals Served</b>
Central Kitchen	Vendor Meals	Total Meals	CACFP/USDA	HS/EHS	13,483	53%
31,398	7,776	39,174	22,127	17,047		



DATE	September 20, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

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## Budget & Finance Committee Minutes

### 1. Call to Order

Committee Chair Michelle Jara-Rangel called the meeting to order at 12:06 pm 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 (Chair), and Denise Boshers

Absent: Nila Hogan and Lily Pimentel-Stratton

Others present: Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition; Rebecca Moreno, Director of Community Development; and other CAPK staff.

### 3. Public Comments

No one addressed the Committee.

### 4. New Business

- a. Head Start / Early Head Start Budget to Actual Reports for July 2023 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above info item and provided a summary of the two attached reports and advised the committee that we are nearing the end of the 5-year contract. Tracy also reported that the incentive stipend approved last month will be paid as a major expenditure item in December, and a 2<sup>nd</sup> budget revision will be brought to the committee in October.

Michelle Jara-Rangel asked why the T&TA budget for Early Head Start is not as expended as Head Start. Jerry Meade explained that there are more funds available in the Early Head Start T&TA budget as there are specific training opportunities for staff providing care to infants and toddlers. Jerry also said that there are Head Start training opportunities coming up in November so you will see those expenses in December.

Tracy reported training is a big expenditure, so it looks a little different than the routine expenditures. At the same time, you will notice that there is no carryover on each of these reports and we are in the process of getting this approved by Region IX. It is likely that this contract will push into a no-cost extension, expected in February 2024 as it takes quite a long time to get it through, and Tracy said it is very likely that we are looking at a potential Federal shutdown.

- b. FY24 Subcontractor Agreements for the CalFresh Healthy Living Program – Alan Rodriguez, CalFresh Healthy Living Program Administrator – **Action Item**

Alan Rodriguez presented the above action item for approval and reported that at the onset of the program, one of the requirements of the CalFresh Healthy Living (CFHL) contract was that at least 30% of the funds are subcontracted to partners who will assist with the delivery of services. However, in 2023, the percentage requirement was removed. CFHL has continued relationships with all current subcontractors to implement the CFHL program with the school districts within their jurisdiction under the LEARN domain and staff recommends approval of the subcontractor agreements with Kern County Superintendent of Schools (KCSOS), Kernville Union School District, and Lamont Elementary School District for the period of October 1, 2023, to September 30, 2023.

Denise Boshers inquired why there was an increase of 45% for two of the subcontractors. Alan said the Lamont & Kernville School Districts required additional funding to allow for increased services to the children.

Denise asked how many years the program has been in existence. Tracy Webster said that we acquired the grant from the County of Kern in 2019 as the County did not want to operate the grant any longer. We were asked by the State to take over the Grant.

Michelle asked why KCSOS did not receive an increase and Alan explained it was because they have not been meeting their contractual obligation. The other two subcontractors are meeting the grant requirements. Conversations are taking place with KCSOS and if they are not able to perform this year, the funds will be reduced next year.

Michelle asked If there are funds available, will we look at expanding to other rural areas. Alan said yes.

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

- c. Request to Approve the 2023-2-24 Funding Contract for the City of Bakersfield California Violence Intervention & Prevention (CalVIP) Outreach Worker Program – Lois Hannible, Friendship House Community Center Program Manager – **Action Item**

Lois Hannible presented the above action item and reported that the CAPK Friendship House Community Center has received a grant award of \$225,000 from the City of Bakersfield for another CalVIP Outreach Worker Program, which is intended to build the capacity of the CalVIP program by providing incident response. Lois said this is the 2<sup>nd</sup> CalVIP Contract with the city, the first is a CalVIP Mentor program.

Denise Boshers asked if the full-time employee to be hired is already on staff. Lois said there is not a qualified person on staff, but we will be partnering with the Bakersfield Police Department to help with interviews to ensure we get the correct person for that position.

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

- d. Renewal Contract: U.S. Department of Housing & Urban Development (HUD) and Coordinated Entry System (CES) – Rebecca Moreno, Director of Housing & Supportive Services – **Action Item**

Rebecca Moreno presented the above action item and reported that the U.S. Department of Housing and Urban Development (HUD) has awarded CAPK a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative 9BKRHC) Continuum of Care (CoC). Rebecca also informed the committee that we just completed the 1<sup>st</sup> HUD review and passed with zero findings, and the reviewer made some favorable comments about the program.

Tracy Webster added that we received the first award of funding in 2018-19 and launched this CES program. It is a robust program, and the needs are great. HUD is the primary source of funding for the CES program; however, it does not cover all the needs of the community so there are other sources of funding used. Rebecca reported that there has been a substantial increase in calls, with last month being the highest to date with over 3,000 calls. Staffing has grown from three to ten with additional staff coming on board soon.

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

e. July 2023 Financial Statements – Tracy Webster, Chief Financial Officer – **Action Item**

Tracy Webster presented the above action item for approval and reported that the agency did not require a draw from the line of credit during the month of July. We continue to sustain an adequate unrestricted cash balance to cover programs with negative balances due to timing of payments.

The Central Kitchen expenditures are currently 28.5% as of July 31, 2023, and USDA revenue is at 22.0%. Expenditures are equivalent to the target of 41.7% (5 of 12 months).

CMAF is currently earning 11.5% of the contract as of July 31, 2023. The target for this period should be 8.3%.

Center based state programs (CSPP, CMIG and CCTR) reflect average attendance/enrollment for the current period. CCTR is at 7.19%, CSPP is at 2.5%, and CMIG is at 0.4%.

Additionally, we have been operating a CCTR program in San Joaquin County sponsored by SJCOE. The current attendance is 4.7% with a target of 8.3%.

At the time of this report, the Finance Division has one vacancy in staffing. The Finance Team is currently working with SageIntacct on the accounting software platform conversion. The go live date has been stalled to ensure that all required processes will be in place.

The agency expenditure is currently at 41% for the year and is aligned with the goal of 41.7%.

The Indirect Fund budget to actual report for July month end showed that revenue is excess expenditures by \$1,100,023 which is 69.6% of the budgeted indirect surplus. Overall expenditures are 35.9% of the budget and match the target of 41.7% (5 of 12 months). It is expected that a 2<sup>nd</sup> budget revision will be brought forth to the Board for approval in October.

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

5. **Committee Member Comments**

No comments.



**6. Next Scheduled Meeting**

Wednesday, October 18, 2023  
5005 Business Park North  
Bakersfield, CA 93309

**7. Adjournment**

The meeting was adjourned at 12:44 pm.



## MEMORANDUM

To: Budget and Finance Committee *Tracy Webster*  
From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator  
Date: September 20, 2023  
Subject: *Agenda Item 4a:* Head Start Budget to Actual Report for the Period Ended July 31, 2023 – **Info Item**

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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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through July 31, 2023. Five months (41.7%) of the 12-month budget period have elapsed.

### **Base Funds**

Overall expenditures are at 29% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 70% of the budget.

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

The non-Federal share is at 45% of the budget.

# Community Action Partnership of Kern

## Head Start

### Budget to Actual Report

Budget Period: March 1, 2023 - February 29, 2024

Report Period: March 1, 2023 - July 31, 2023

Month 05 of 12 (41.7%)

Prepared 8/31/2023

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	10,474,074	2,856,181	7,617,893	27%	73%
FRINGE BENEFITS	4,056,398	818,572	3,237,826	20%	80%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	744,041	267,483	476,558	36%	64%
CONTRACTUAL	131,568	108,168	23,400	82%	18%
CONSTRUCTION	-	-	-		
OTHER	2,707,283	1,270,841	1,436,442	47%	53%
INDIRECT	1,754,646	501,320	1,253,326	29%	71%
<b>TOTAL BASE FUNDING</b>	<b>19,868,010</b>	<b>5,822,565</b>	<b>14,045,445</b>	<b>29%</b>	<b>71%</b>

#### TRAINING & TECHNICAL ASSISTANCE

TRAVEL	41,904	27,327	14,577	65%	35%
SUPPLIES	23,986	7,885	16,101	33%	67%
CONTRACTUAL	22,800	442	22,358	2%	98%
OTHER	72,752	77,135	(4,383)	106%	-6%
INDIRECT	16,144	11,210	4,934	69%	31%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>177,586</b>	<b>123,998</b>	<b>53,588</b>	<b>70%</b>	<b>30%</b>

#### CARRYOVER

SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
OTHER - CARES	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL HS FEDERAL FUNDS</b>	<b>20,045,596</b>	<b>5,946,563</b>	<b>14,099,033</b>	<b>30%</b>	<b>70%</b>
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#### HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	1,498,587	459,811	77%	23%
CALIF DEPT OF ED	11,131,398	4,448,308	6,683,090	40%	60%
<b>TOTAL NON-FEDERAL</b>	<b>13,089,796</b>	<b>5,946,895</b>	<b>7,142,901</b>	<b>45%</b>	<b>55%</b>

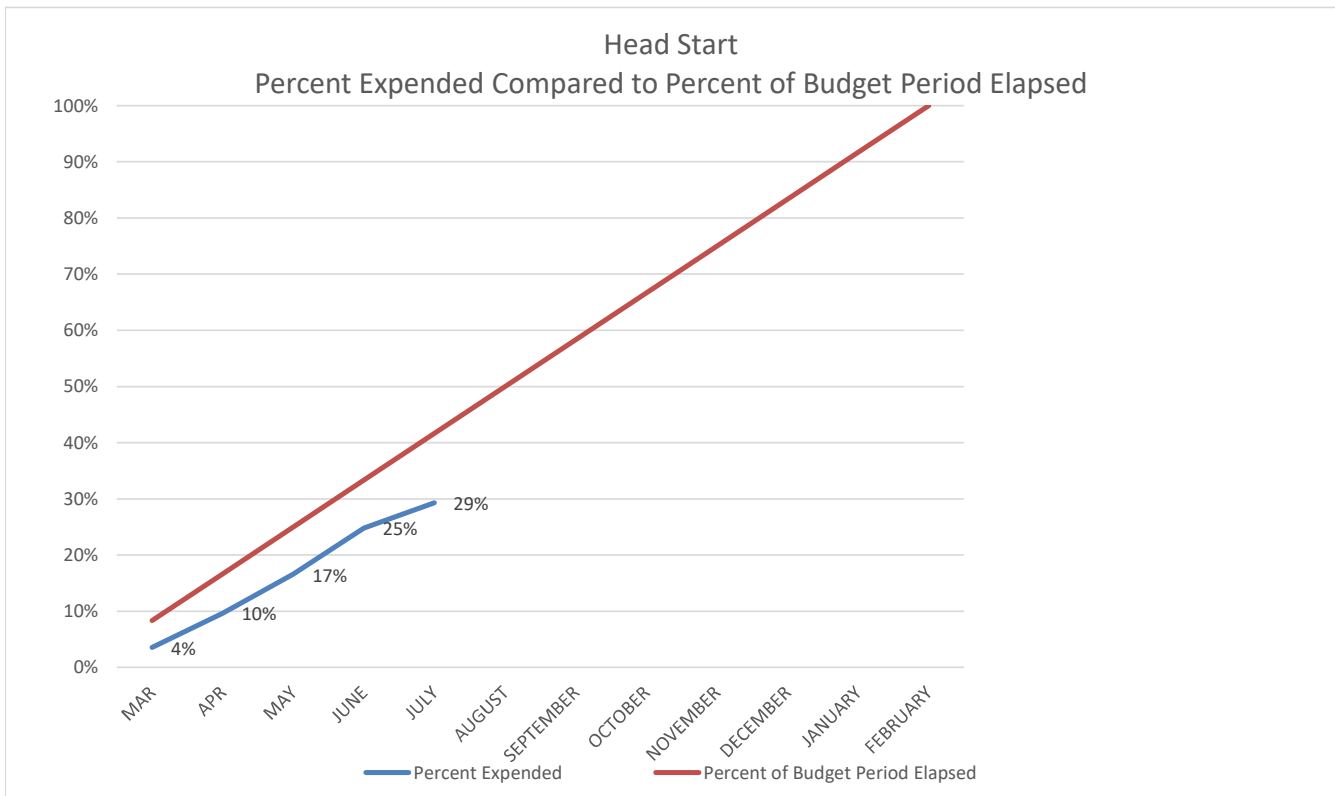
Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2023

Administrative Cost for HS and EHS Combined 5.1%

#### Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	47,219	-	-	-	47,219	8/1/2023
Lowe's	40,733	511	-	-	41,245	8/3/2023
Smart & Final	406	-	-	-	406	8/1/2023
Save Mart	530	-	67	118	715	7/31/2023
Chevron & Texaco Business Card	6,715	-	-	-	6,715	8/6/2023
Home Depot	10,370	457	1,957	-	12,785	8/4/2023
	<b>105,974</b>	<b>-</b>	<b>2,024</b>	<b>118</b>	<b>109,085</b>	





## MEMORANDUM

To: Budget and Finance Committee

*Tracy Webster*

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

Date: September 20, 2023

Subject: *Agenda Item 4a*: Early Head Start Budget to Actual Report for the Period Ended July 31, 2023 – **Info Item**

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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 fifth-year budget period is March 1, 2023, through February 29, 2024.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through July 31, 2023. Five months (41.7%) of the 12-month budget period has elapsed.

### **Base Funds**

Overall expenditures are at 33% of the budget.

### **Training & Technical Assistance Funds**

Overall expenditures are at 30% of the budget.

**Community Action Partnership of Kern**  
**Early Head Start**  
**Budget to Actual Report**  
*Budget Period: March 1, 2023 - February 29, 2024*  
*Report Period: March 1, 2023 - July 31, 2023*  
 Month 05 of 12 (41.7%)

Prepared 8/31/2023

<b>BASE FUNDS</b>	<b>BUDGET</b>	<b>ACTUAL</b>	<b>REMAINING</b>	<b>% SPENT</b>	<b>% REMAINING</b>
PERSONNEL	9,862,428	3,129,862	6,732,566	32%	68%
FRINGE BENEFITS	2,829,887	894,926	1,934,961	32%	68%
TRAVEL	-	-	-		
EQUIPMENT	-	-	-		
SUPPLIES	1,205,123	241,164	963,959	20%	80%
CONTRACTUAL	1,057,942	359,091	698,851	34%	66%
CONSTRUCTION	-	-	-		
OTHER	2,171,939	964,662	1,207,277	44%	56%
INDIRECT	1,666,021	538,435	1,127,586	32%	68%
<b>TOTAL BASE FUNDING</b>	<b>18,793,340</b>	<b>6,128,140</b>	<b>12,665,200</b>	<b>33%</b>	<b>67%</b>

**TRAINING & TECHNICAL ASSISTANCE**

PERSONNEL	-	(6,165)	6,165		
FRINGE BENEFITS	-	(472)	472		
TRAVEL	44,192	22,833	21,359	52%	48%
SUPPLIES	30,013	3,242	26,771	11%	89%
CONTRACTUAL	26,080	5,808	20,272	22%	78%
OTHER	212,393	68,425	143,968	32%	68%
INDIRECT	31,268	9,351	21,917	30%	70%
<b>TOTAL TRAINING &amp; TECHNICAL ASSISTANCE</b>	<b>343,946</b>	<b>103,023</b>	<b>240,923</b>	<b>30%</b>	<b>70%</b>

**CARRYOVER**

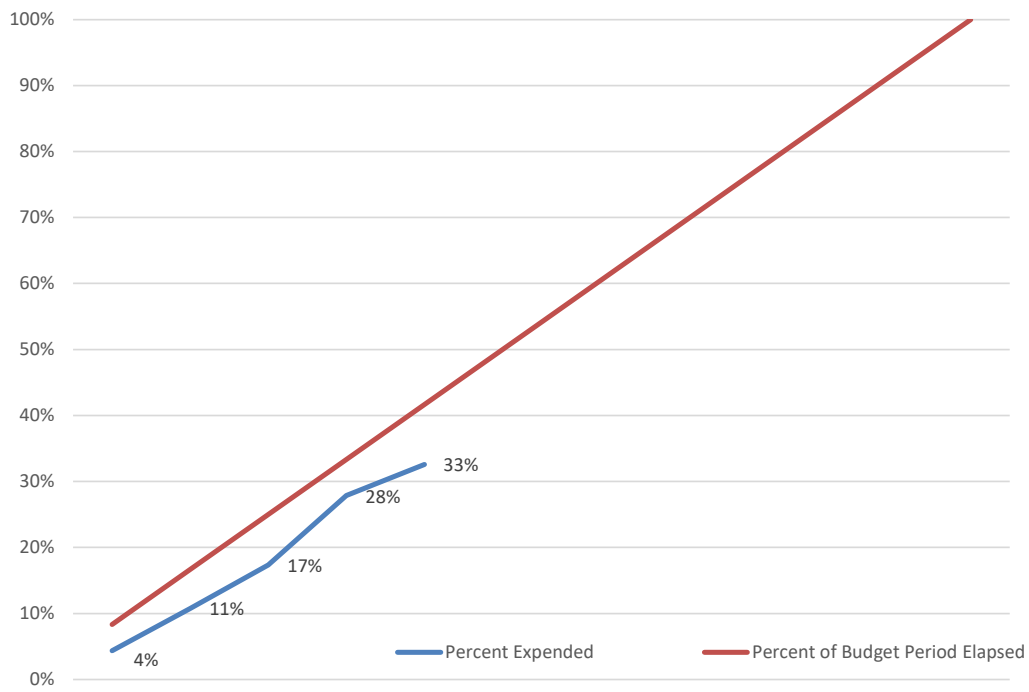
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
SUPPLIES	-	-	-		
CONTRACTUAL	-	-	-		
CONSTRUCTION	-	-	-		
OTHER	-	-	-		
INDIRECT	-	-	-		
<b>TOTAL CARRYOVER</b>	<b>-</b>	<b>-</b>	<b>-</b>		

<b>GRAND TOTAL EHS FEDERAL FUNDS</b>	<b>19,137,286</b>	<b>6,231,164</b>	<b>12,906,122</b>	<b>33%</b>	<b>67%</b>
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Budget reflects Notice of Award #09CH011132-05-01

Actual expenditures include posted expenditures and estimated adjustments through 07/31/2023

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



## Community Action Partnership of Kern

Page 1 of 1

## Head Start and Early Head Start Kern

## Year-to-Date Non-Federal Share and In-Kind Report

Budget Period: March 1, 2023 through February 29, 2024

Report for period ending July 31, 2023 (Month 5 of 12)

Percent of budget period elapsed: 41.7%

LOCATION	Enroll- ment	March	April	May	June	July	YTD Totals	Kern/ SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	40	12,893	7,852	2,921	0	0	23,666	Kern	39,812	59%
Alicante	20	10,979	8,866	11,664	6,824	3,341	41,673	Kern	19,906	209%
Angela Martinez	60	8,111	9,756	13,679	11,828	8,755	52,128	Kern	59,718	87%
Broadway	40	5,844	8,572	3,967	0	0	18,384	Kern	39,812	46%
California City	20	3,962	3,239	1,334	0	0	8,535	Kern	19,906	43%
Cleo Foran	23	6,400	5,152	6,764	7,199	3,143	28,658	Kern	22,892	125%
Delano	76	21,579	21,523	10,293	0	0	53,395	Kern	75,643	71%
East California	52	6,966	7,633	16,470	10,427	6,476	47,972	Kern	51,756	93%
Fairfax	39	14,513	14,443	11,020	0	0	39,976	Kern	38,817	103%
Fairview	0	0	0	0	0	0	0	Kern	0	0%
Harvey L. Hall	140	15,666	14,424	13,784	14,253	11,611	69,737	Kern	139,343	50%
Heritage	20	6,419	4,447	2,392	0	0	13,258	Kern	19,906	67%
Home Base	126	13,671	16,943	8,815	7,531	6,051	53,010	Kern	62,704	85%
Lamont	20	6,800	7,113	3,715	0	0	17,629	Kern	19,906	89%
Martha J. Morgan	71	18,212	18,278	16,383	11,873	7,314	72,060	Kern	70,667	102%
McFarland	20	18,674	14,207	11,433	0	0	44,314	Kern	19,906	223%
Mojave	20	2,344	954	100	0	0	3,399	Kern	19,906	17%
Oasis	45	14,048	12,103	9,215	0	0	35,366	Kern	44,789	79%
Pete H. Parra	128	28,157	26,760	31,534	19,623	17,175	123,250	Kern	127,399	97%
Planz	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	76	16,591	28,746	32,941	27,910	14,522	120,711	Kern	75,643	160%
Rosamond	60	4,136	4,253	1,942	0	0	10,331	Kern	59,718	17%
San Diego	32	7,732	6,487	4,299	2,778	2,436	23,732	Kern	31,850	75%
Seibert	20	2,192	2,325	1,186	0	0	5,702	Kern	19,906	29%
Shafter	20	5,245	3,951	2,855	4,498	592	17,142	Kern	19,906	86%
Shafter HS/EHS	24	3,739	1,701	2,203	2,665	3,359	13,667	Kern	23,887	57%
Sterling	124	17,586	14,182	16,513	14,750	11,281	74,312	Kern	123,418	60%
Stockdale Head Start	60									
Sunrise Villa	20	2,987	4,203	1,784	0	0	8,974	Kern	19,906	45%
Taft	60	8,550	8,852	6,946	0	0	24,349	Kern	59,718	41%
Tehachapi	34	1,671	2,593	77	0	0	4,342	Kern	33,840	13%
Vineland	20	2,263	2,062	1,834	0	0	6,159	Kern	19,906	31%
Virginia	20	9,620	10,265	12,432	0	0	32,317	Kern	19,906	162%
Wesley	60	21,461	17,008	14,220	0	0	52,689	Kern	59,718	88%
Willow	40	10,607	9,946	6,779	0	0	27,332	Kern	39,812	69%
Administrative Services		0	0	0	0	0	0	Kern	0	0%
PC Planning		0	0	0	0	0	0	Kern	0	0%
PC By Laws		0	0	0	0	0	0			
Governance		451	166	23	0	0	640	Kern	15,000	4%
Program Services		13,559	8,991	5,680	6,201	7,588	42,021	Kern	74,265	57%
California Street	24	5,829	6,641	6,121	4,730	3,443	26,764	SJC	39,646	68%
Chrisman	16	4,794	4,540	2,987	946	0	13,267	SJC	26,431	50%
Gianone	0	0	0	0	0	0	0	SJC	0	0%
Kennedy	16	1,373	2,054	1,184	1,415	2,560	8,586	SJC	26,431	32%
Lodi Home Base	30	8,307	13,348	14,790	10,683	5,160	52,288	SJC	24,779	211%
Lodi UCC	30	6,058	6,624	5,855	5,632	5,928	30,097	SJC	49,558	61%
Manteca Home Base	11	7,143	5,740	6,477	3,909	4,286	27,556	SJC	9,086	303%
Marci Massei	24	1,924	2,680	2,838	2,834	3,187	13,463	SJC	39,646	34%
St. Mary's	24	4,791	3,369	3,162	6,348	3,404	21,075	SJC	39,646	53%
Stockton Home Base	78	9,353	11,386	11,847	12,647	7,203	52,435	SJC	64,425	81%
Tracy Home Base	12	6,099	4,634	4,532	3,758	0	19,023	SJC	9,912	192%
Walnut	24	3,586	3,040	3,039	4,162	5,123	18,951	SJC	39,646	48%
Administrative Services		0	0	0	0	0	0	SJC	0	0%
Program Services		0	0	755	3,501	0	4,256	SJC	0	0%
Policy Council		0	0	0	0	0	0	SJC	0	0%
<b>SUBTOTAL IN-KIND</b>	<b>1,919</b>	<b>402,886</b>	<b>392,053</b>	<b>350,785</b>	<b>208,925</b>	<b>143,939</b>	<b>1,498,587</b>	<b>0</b>	<b>1,958,398</b>	<b>77%</b>
x										
State General Child Care*		273,064	254,458	266,636	260,460	211,943	1,266,560	Kern	3,297,554	38%
State Preschool*		623,046	525,600	542,386	315,917	179,767	2,186,717	Kern	6,413,658	34%
State Migrant Child Care*		5,212	7,596	7,442	3,941	1,020	25,212	Kern	245,034	10%
<b>SUBTOTAL CA DEPT of ED</b>		<b>901,323</b>	<b>787,654</b>	<b>816,465</b>	<b>580,318</b>	<b>392,730</b>	<b>3,478,489</b>		<b>9,956,246</b>	<b>35%</b>
x										
State General Child Care*		96,972	128,349	139,529	128,466	114,272	607,589	SJC	1,175,152	52%
<b>SUBTOTAL CA DEPT of ED</b>		<b>96,972</b>	<b>128,349</b>	<b>139,529</b>	<b>128,466</b>	<b>114,272</b>	<b>607,589</b>		<b>1,175,152</b>	<b>52%</b>
<b>GRAND TOTAL</b>		<b>1,401,181</b>	<b>1,308,056</b>	<b>1,306,779</b>	<b>917,709</b>	<b>650,941</b>	<b>5,584,665</b>		<b>13,089,796</b>	<b>43%</b>
362,230										
5,946,895										



**Community Action Partnership of Kern  
Early Head Start Child Care Partnerships  
Non-Federal Share and In-Kind Year-to-Date Report  
Budget Period: March 1, 2023 through February 29, 2024  
Report for period ending July 31, 2023 (Month 5 of 12)**

Percent of year elapsed: **41.7%**

LOCATION	FUNDED ENROLL- MENT	Mar 2023	Apr 2023	May 2023	June 2023	July 2023	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Angela Martinez	24	2,332	2,225	2,631	2,925	1,738	11,851	103,398	11%
Kern Community College District - BC	32	27,579	13,672	20,450	23,702	272	85,674	137,864	62%
KCSOS - Blanton	16	33,685	6,355	8,469	37,414	0	85,923	68,932	125%
Garden Pathways	11	0	166	0	0	0	166	47,391	0%
Taft College	42	49,928	44,682	45,507	38,442	0	178,559	180,947	99%
Escuelita Hernandez	16	57	0	0	0	0	57	68,932	0%
TBD	11	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0		
<b>GRAND TOTAL</b>	<b>152</b>	<b>113,580</b>	<b>67,100</b>	<b>77,056</b>	<b>102,484</b>	<b>2,010</b>	<b>362,230</b>	<b>654,854</b>	<b>55%</b>

Budget reflects Notice of Award #09CH011132-05-01



## MEMORANDUM

To: Board of Directors

From: Alan Rodriguez, Cal Fresh Healthy Living Program Administrator

Susana Magana, Director of Health and Nutrition

Date: 9/20/2023

Subject: *Agenda Item 4b*: FY24 Subcontractor Agreements for the CalFresh Healthy Living Program– **Action Item**

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CAPK CalFresh Healthy Living Program's fiscal year is 10/1/2023 – 9/30/2024. One of the requirements of the CalFresh Healthy Living contract was that at least 30% of the funds are subcontracted to partners who will assist with the delivery of services. In 2023 the percentage requirement was removed. The CFHL program continued the relationships with all current subcontractors to implement the CFHL program with the school districts within their jurisdiction under the LEARN domain. The amount being allocated for subcontracts is \$947,103.54. The subcontractors continue to be Kernville Unified Schools District, Kern County Superintendent of Schools, and Lamont Elementary School District. All Subcontractor Agreements exceed the CEO's signing authority and Board approval is required.

The mission statement of the CAPK CalFresh Healthy Living program is to improve the nutritional health of low-income Californians by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

This three-year reimbursable grant will reach 12,000 unduplicated SNAP-Ed participants in over 300 eligible sites to build community partnerships and implement sustainable policies where participants live, shop, learn, play, and eat.

CAPK CalFresh Healthy Living is funded by the California Department of Public Health, Nutrition and Physical Activity Branch (CDPH NPAB), (formerly Nutrition Education and Obesity Prevention Branch/NEOPB) with the origin of funding being the USDA-FNS-Supplemental Nutrition Assistance Program.

CAPK CalFresh Healthy Living subcontracts to meet the fiduciary responsibility as well as programmatic compliance. The subcontracted partners provide approved CalFresh Healthy Living activities for K-12 to meet nutrition standards for the CalFresh Healthy Living three-year scope of work. CAPK CalFresh Healthy Living staff monitor subcontractor monthly activities to ensure programmatic and fiscal compliance. Subcontractors report programmatic activities in the Program Evaluation and Reporting System (PEARS) to provide evaluation data and submit monthly invoicing to meet fiscal compliance.

The total FY 2023 budget of **\$2,074,288.75** will be allocated as follows:

*Personnel Costs:*       \$841,179.31

*Operating Costs:*     \$115,448.71

*Indirect Costs:*       \$170,557.19

*Subcontracts:*         \$947,103.54

(KCSOS-\$296,832.30; Kernville-\$299,734.55; Lamont-\$350,536.69)

CAPK CalFresh Healthy Living program goals align with the CAPK strategic Goal 1 to meet the needs of its priority populations and Increase access to healthy, affordable food to support the health of the communities we serve. In Specific, Indicators 1.2.2 Strengthen and expand partnerships with schools to reach additional children and families and 2.2.1(b): Partner with resource agencies to identify potential providers that would benefit from a CAPK partnership to advocate for the educational advancement for all children.

**Recommendation:**

Staff recommends Board approval of the subcontracts with Kern County Superintendent of Schools, Kernville Union School District, and Lamont Elementary School District for the period of October 1, 2023, to September 30, 2024, and authorize the Chief Executive Officer, to act on behalf of the Board as CAPK's representative signatory for the subcontracts and any subsequent amendments during the contract period.

**Attachments:**

*Kern County Superintendent of Schools (KCSOS) Subcontract Agreement*

*Kernville Union School District Subcontract Agreement*

*Lamont Elementary School District Subcontract Agreement*



**Community Action Partnership of Kern**  
5005 Business Park North, Bakersfield, CA 93309  
P: (661) 336-5236 F: (661) 336-5228

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**AMENDMENT II TO SUB-CONTRACT AGREEMENT**

This is Amendment II to the Contract for Services Agreement ("Agreement") dated October 1<sup>st</sup>, 2022 by and between Kern County Superintendent of Schools and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment II will be October 1, 2023.

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

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20<sup>th</sup> of each month up to an aggregate sum not to exceed \$296,832.30 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

**Section 4 of the original Agreement is revised to read as follows:**

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2024.

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

**VENDOR: KERN COUNTY SUPERINTDENT OF SCHOOLS**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer

## Attachment A

CalFresh Healthy Living Grant

Community Action Partnerships of Kern (CAPK)  
SCOPE OF WORK (SOW)

October 2023

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for ***Kern County Superintendent of Schools / Office of John G. Mendiburu*** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12. The Nutrition Standards for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;
7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
  - a. **Direct Education: Conduct evidence-based direct education series reaching at a minimum 2,500 unduplicated CalFresh Healthy Living participants in FY24.**

**Direct Education (5 to 17 Years):** Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (5 to 17): Engage at a minimum 3,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY24.**



Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

**8. Conduct annual community level and setting-based needs assessments during FY24, FY25, and FY26.**

- a. Conduct appropriate community level and setting-based needs assessments such as IOE and SLAQ. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around

healthy eating and physical activity. Planning and preparation for implementation will begin in FFY24 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY24-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2024, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2024, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.
- c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt



nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

## 9. Community Engagement

### ***a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy.***

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

**Program Supports:** YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

### ***b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy.***



Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

**Program Supports:** Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

***c. Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy.***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

**Program Supports:** California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

***d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and/or local collaboratives.***

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

**Program Supports:** Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

***e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).***

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

**Program Supports:** Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.



10. FFY 24 KCSOS Site List			
Kern County Superintendent of Schools (KCSOS) Contact:		Brianna Crosby, Coordinator 661-636-4035 EM: brcrosby@kern.org KCSOS Office of John G. Mendiburu 1300 17 <sup>th</sup> Street Bakersfield 93301	
CalFresh Healthy Living Services provided	Site Name	Address & Phone	On CDPH Site List?
Delano Union Elementary IOE - Intervention	Fremont Elementary	1318 Clinton Street Delano CA 93215 661-721-5050	Yes
Delano Union Elementary IOE – Control Site	Del Vista Math & Science Academy	710 Quincy Street Delano CA 93215 661-721-5040	Yes
Delano Union Elementary IOE – Intervention	Princeton Street Elementary	1959 Princeton Street Delano 93215 661-721-5080	Yes
Youth Engagement Team & PSE/SLAQ	Bridges Academy	301 E. 18 <sup>th</sup> St. Bakersfield CA 93305 661-852-5730	Yes
Youth Engagement Team & PSE/SLAQ	Kelly F. Blanton Education Center/Community Learning Center(CLC) Tech	300 E. Truxtun Ave., Bakersfield CA 93305 661-852-5700	Yes
Direct & Indirect Education	Independence through Grace <a href="https://www.itsgrace.org/schedule">https://www.itsgrace.org/schedule</a>	1830 Truxtun Avenue, Suite 101 Bakersfield CA 93301 661-747-9007	Yes
Direct & Indirect Education	Albany Park Elementary School	235 West 20 <sup>th</sup> Ave Delano CA 93215 661-721-5020	Yes
Direct & Indirect Education	Standard Elementary School	115 Miner Ave Bakersfield CA 93308 661-392-2120	Yes
Direct & Indirect Education	Highland Elementary School	2900 Barnett St Bakersfield CA 93308 661-392-2115	Yes
Direct & Indirect Education	Wingland Elementary School	701 Douglas St Bakersfield CA 93308 661-392-2125	Yes
PSE/SLAQ, Direct & Indirect Education	Nueva Vista Language Academy	120 Garces Hwy Delano CA 93215 661-721-5070	Yes
PSE/SLAQ, Direct & Indirect Education	Buttonwillow Union Elementary	42600 CA-58 Buttonwillow CA 93206 661-764-5248	Yes
PSE/SLAQ, Direct & Indirect Education	Golden Oak Elementary	19 S Wall St Shafter CA 93263 661-746-8670	Yes

**11. CalFresh Healthy Living Program Support Materials**

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



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- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

**Section 4 of the original Agreement is revised to read as follows:**

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2022.

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

**VENDOR: KERNVILLE UNION SCHOOL DISTRICT**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer



## Attachment A

CalFresh Healthy Living Grant

Community Action Partnerships of Kern (CAPK)  
SCOPE OF WORK (SOW)

October 2023

The Community Action Partnership of Kern (CAPK) CalFresh Healthy Living Funded Partner Scope of Work for **Kernville Union School District-Family Resource Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The strategies will be Nutrition Standards, Physical Activity (non-PE), Portion Size, Gardens for Schools K-12, Water Access and Appeal, and School Wellness Policy are the PSE Strategies your work will focus on.

As a funded CAPK CalFresh Healthy Living, contracted partner you will

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Bi-Annual Site Review visits for CAPK's CalFresh Healthy Living Staff to review program compliance;
3. Submit CalFresh Healthy Living monthly invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK CNAP and other community meetings to support CalFresh Healthy Living program efforts;
5. Participate and attend the in-person or online CalFresh Healthy Living trainings, webinars annual meetings;
6. Submit to CAPK CalFresh Healthy Living Project Coordinator proof of any required CalFresh Healthy Living Program Certifications for funded staff;
7. Provide CalFresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
  - a. **Direct Education: Conduct evidence-based direct education series reaching at a minimum 1,500 unduplicated CalFresh Healthy Living participants in FY24.**

**Direct Education (0 to 17 Years):** Provide monthly an approved curriculum evidence-based direct education series that is appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Ensure staff providing the curriculum have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

- b. **Indirect Education (0 to 17): Engage at a minimum 4,000 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information from FY24.**

Annually promote, support, and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the CalFresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day, Fruit and Veggie Fest, community, and school events etc. If the site is host to a school-based health center, consider coordinating nutrition education materials, messages, and events. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity.

- c. All CalFresh Healthy Living Education Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and CalFresh Healthy Living Evaluation Framework Priority Indicators. The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

**8. Conduct annual community level and setting-based needs assessments during FY24, FY25, and FY26.**

- a. Conduct appropriate community level and setting-based needs assessments such as IOE and SLAQ. Pre-Assessments will assess readiness, environment and client-need of school site and/or district in relation to nutrition standards as well as current site wellness policy and adherence to National School Lunch Program (NSLP), School Breakfast Program (SBP), Smart Snacks in Schools, Fresh Fruit and Vegetable Program, Afterschool Snacks, and state level nutrition requirements, if applicable. Post-Assessments will assess environment in relation to nutrition standards and/or impact on student body. Direct Education will be the intervention for changing the target behavior around



healthy eating and physical activity. Planning and preparation for implementation will begin in FFY24 as approved curricula will be chosen, training completed and the IOE and Site Level Assessment Questionnaire (SLAQ) surveys completed. FFY4-FFY26 will include conducting follow up IOE and SLAQ assessments, program evaluations and monitoring of activities will be performed. CalFresh Healthy Living activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system.

- b. Develop and implement nutrition standards guidelines for food and beverages served in settings for meals, vending, distribution, snacks, and nutrition assistance or other sales. Water Access and Appeal and School Wellness Policies are activities that will be included for K-12 schools and will require planning/preparation for implementation and monitoring to follow up on assessments, evaluation of activities. Water Access and Appeal will cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 and Before and After School initiatives around water access and appeal. School Wellness Policies will cultivate relationships with decision makers, nutrition services, office of education, community partners/coalitions in settings to present and educate on the benefits and impact of school wellness policies. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convenings to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs. By September 30, 2024, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan. By September 30, 2024, 80% of approved sites that have made changes to support physical activity will have a sustainability plan.
- c. All CalFresh Healthy Living Program Site Level Assessments (SLAQ) and Impact Outcome Evaluations (IOE) will be reported in the Program Evaluation and Reporting System (PEARS). The Healthy Eating Behaviors (MT1); and Physical Activity and Reduced Sedentary Behaviors (MT3); indicators of behavioral change in CalFresh Healthy Living participants will be measured in direct educational programs. The multi-component indicator of Nutrition Supports Adopted in Environmental Settings (MT5) will create adoption and reach of nutrition policy, systems environmental changes and promotion across the environmental settings where CalFresh Healthy Living eligible populations eat, learn, live, play, shop, and work. The core indicators ST7 and ST8 will assess/measure using PEARS to track organizational partnerships, councils, or collaborative in qualified CalFresh Healthy Living settings such as Kern's CNAP, and the CAPK Collaborative that have a common agenda, mission and strategic plan to adopt



nutrition and/or physical activity practices, supports, and/or standards. Aligning efforts with the Dietary Guidelines for Americans (DGA) and Physical Activity Guidelines for Americans (PAGA), the CalFresh Healthy Living Evaluation Framework indicator from the Population Results section of Fruits and Vegetables (R2) will track the low-income population's behaviors over time that promote positive health outcomes. R2 measures will show the results of low-income population (within 185% of Federal poverty level) that ate fruits one or more times per day and vegetables one or more times per day. This reporting outcome and medium-term indicators are a meaningful way to demonstrate CalFresh Healthy Living effectiveness across multiple levels of the Social-Ecological Model and inform continuous program improvement.

## 9. Community Engagement

### ***a. Cultivate relationships and educate appropriate local champions/influencers and community members about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens.***

Identify local influencers (YPAR) projects, Student Nutrition Committees. Present assessments results and/or educate on the benefits and impact of school nutrition standards. Leverage relationships with youth leaders to generate support for existing nutrition standards and/or additional work around improved and/or expanded nutrition standards in schools among students. Engage youth consistently throughout planning, implementation, and maintenance of nutrition standards. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

**Program Supports:** YPAR, Steps for building relationships, Public Health Institute, Center for Regional Change, County Agricultural Commissioners and Sealers of Weights & Measures contact information.

### ***b. Cultivate relationships with and educate site, organizational, and/or community level local decision-makers and officials about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens.***



Identify key decision makers including district and school leadership. Present assessment results and/or educate on the benefits and impact of nutrition standards in schools. Leverage relationships and generate support for existing work and/or additional work around improved and/or expanded nutrition standards among leadership, staff, outside funders, etc. this could include additional work around local procurement, healthy classroom celebration policies, reducing food waste, universal breakfast, Farm to School systems, school foodservice requirements, produce sourcing, etc. Engage decision makers at the site, organizational, and/or community level consistently throughout planning, implementation, and maintenance of nutrition standards.

**Program Supports:** Dairy Council of CA, LSWP Collaborative, Local School Wellness Policy Final Rule, Alliance for a Healthier Generation Healthy Schools Program, CA Department of Food and Agriculture Office of Farm to Fork.

**c. *Engage community in priority planning and implementation. Engage community members in assessment and/or present assessment results if applicable about Water Access Appeal and School Wellness Policy, Physical Activity (non-PE), Portion Size, Gardens .***

Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to nutrition standards in schools. Incorporate local champions, and community member's vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc. Community members may include members of wellness committees, parent/teacher associations, and local farmers, school-based health centers staff and administrators and students. Include Water Access and Appeal to cultivate relationships with decision makers in settings to present and educate on the benefits and impact of increased access to fresh, clean drinking water and to generate support for improvements. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around improved and/or expanded water access and appeal will improve/expand School K-12 initiatives around water access and appeal. School Wellness Policies will be developed with decision makers, nutrition services, office of education, community partners/coalitions to assist in implementing the benefits and impact of school wellness policies overall. Leveraging relationships, engaging decision makers, and generating support for existing work and/or additional work around School Wellness Policy requirements and the final rule through meetings, listening sessions, surveys, and/or host convening to maintain relationships, advance development, and/or implementation of an action plan based on the school site needs assessment. Site level policy and systems work will support and reinforce appropriate serving sizes to meet CalFresh Healthy Living goals and be consistent with the Dietary Guidelines for Americans in Schools K-12 and After-School Programs.

**Program Supports:** California School Nutrition Association local chapters, Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change, Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy, Parent Lesson Plans: Advocating for Healthier School Environment.

***d. Conduct information sharing and gathering forums with appropriate stakeholders such as Kern County Nutrition Action Plan Collaborative and/or local collaboratives.***

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders such as wellness committees, parent/teacher associations, local farmers, and others. Engage partners with common goals to leverage relationships support and funding opportunities. If appropriate, host a convening around specific timely topic.

**Program Supports:** Develop report cards, Scheduled workshops by ToP (Technology of Participation) provide training on group facilitation ToP Trainings.

***e. Identify and meet with appropriate funded and unfunded partners for program planning and implementation (tracking of local funding for community change strategies).***

Establish, cultivate, and maintain relationships with funded and unfunded professional or community partners/coalitions at the district and site level to advance the development and implementation of improved nutrition standards. This can also include work around healthy classroom celebrations, local procurement, and breakfast policies.

**Program Supports:** Action for Healthy Kids Game on Wellness Policy Resources, Fresh Fruit and Vegetable Program, USDA Farm to School Resources, F2S Planning Kit, F2S Fact Sheets, F2S Toolkit, Marketing Standards, Change Lab wellness policy resources, Food Resource & Action Center, Breakfast after the Bell Breakfast Bell Toolkit, Afterschool Summer Nutrition Programs, CA Department of Food and Agriculture Office of Farm to Fork.



10. FFY 24 Kernville USD Site List			
Kernville Union School District Kernville Family Resource Center Contact:		Cindy Filkosky Project Facilitator 760-379-2556 Email: <a href="mailto:cfilkosky@kernvilleusd.org">cfilkosky@kernvilleusd.org</a>	
CalFresh Healthy Living Services provided	Site Name	Address & Phone	On CDPH Site List?
Program Staff Location	Kernville Union School District Family Resource Center	6048 Lake Isabella Blvd Laker Siabella CA 93240 760-379-2556	Yes
Direct & Indirect Education & PSE	Woodrow W. Wallace Elementary	3240 Erskine Creek Road Lake Isabella 93263 760-379-2249	Yes
Youth Engagement team & PSE	Woodrow W. Wallace Middle	3240 Erskine Creek Road Lake Isabella 93263 760-379-5953	Yes
Direct & Indirect Education & PSE	Kernville Elementary School	13350 Sierra Way Kernville CA 93240 760-376-2249	Yes
Direct & Indirect Education & PSE	South Fork Middle School	5225 Kelso Valley Road Weldon CA 93283 760-378-4000	Yes
Direct & Indirect Education & PSE	South Fork Elementary School	6401 Fay Ranch Road Weldon CA 93283 760-378-2211	Yes
Direct & Indirect Education & PSE	K.N.U.C.K.L.E. U.P Ministries at the Ark	5301 Laker Isabella Blvd Lake Isabella CA 93240 760-549-7034	Yes
Direct & Indirect Education	Kern Valley High School	3340 Erskine Creek Road Laker Isabella CA 93240 760-379-2611	Yes
Direct & Indirect Education	Kern River Valley Branch Library	7054 Laker Isabella Blvd Lake Isabella CA 93240 760-549-2083	Yes
Direct & Indirect Education	Canyon Hills KRV	25 Arden Ave. Wofford Heights CA 93285 661-871-1150	Yes

# **11. CalFresh Healthy Living Program Support Materials**

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2030
Impact Outcome Evaluation (IOE)
Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)

SNAP-Ed Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships





**Community Action Partnership of Kern**  
5005 Business Park North, Bakersfield, CA 93309  
P: (661) 336-5236 F: (661) 336-5228

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**AMENDMENT II TO SUB-CONTRACT AGREEMENT**

This is Amendment II to the Contract for Services Agreement ("Agreement") dated October 1<sup>st</sup>, 2022, by and between Lamont Elementary School District Family Resource & Learning Center and Community Action Partnership of Kern ("CAPK"). The effective date for this Amendment II will be October 1, 2023.

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

Payment shall be made when CAPK has determined that the Scope of Work contained in **Attachment A** has been completed for the period of the relevant monthly invoice. Subcontractor will submit monthly invoices on the 20<sup>th</sup> of each month up to an aggregate sum not to exceed \$350,536.69 with supporting documentation of actual expenses. Invoices shall be provided to CAPK by the tenth day of the following month containing the signature of approval of the authorized to act on behalf of Subcontractor. Additionally, said invoices shall contain the following:

- a. Claim for Payment: Title of Program; Subcontractor's name and mailing address; period of service.
- b. General Ledger: Detail report for the period of service with copies of all bills, receipts, and all other support documentation.
- c. Personnel Documentation: Relevant Time Logs
- d. Indirect Costs: Documentation of indirect cost rates used to calculate reimbursement of said costs.
- e. Supporting Data: Any other supporting documentation necessary to convey costs for reimbursement.

Terms are Net 45 from the date the original invoice is received at CAPK's Finance Division.

Note: Subcontractor shall mail all invoices, with required detail, to: Community Action Partnership of Kern, Attn: Accounts Payable, 5005 Business Park North, Bakersfield, CA 93309.

**Section 4 of the original Agreement is revised to read as follows:**

The period of performance for this Agreement is October 01, 2023, through September 30, 2024. CAPK may discharge Subcontractor at any time by written notice effective when such notice is received by Subcontractor. Unless specifically agreed to between Subcontractor and CAPK, Subcontractor will provide no further services and incur no further costs on CAPK's behalf upon receipt of the notice.

Both parties wish to extend and continue said agreement; it is agreed that said agreement is extended for (1) additional year now expiring on September 30, 2024.

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

**VENDOR: LAMONT ELEMENTARY SCHOOL DISTRICT FAMILY RESOURCE & LEARNING CENTER**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

**CAPK: COMMUNITY ACTION PARTNERSHIP OF KERN**

Signed by: \_\_\_\_\_

Date: \_\_\_\_\_

Jeremy T. Tobias, Chief Executive Officer



## Attachment A

### Attachment A

CalFresh Healthy Living      Community Action Partnership of Kern (CAPK)  
Scope of Work (SOW)      October 2023

The Community Action Partnership of Kern (CAPK) Cal Fresh Healthy Living Funded Partner Scope of Work for **Lamont Elementary School District Family Resource & Learning Center** will be the LEARN Domain in the Policy System and Environment (PSE) Setting of Schools K-12 and Before and After-School Programs. The assigned PSE strategies will be Nutrition Standards, Gardens, and School Wellness Policy.

As a funded CAPK Cal Fresh Healthy Living contracted partner you will:

1. Participate in Quarterly Funded Partner Update Meetings by phone or in-person;
2. Host Site Review visits for CAPK's Cal Fresh Healthy Living Staff to review program compliance;
3. Submit Cal Fresh Healthy Living Monthly Invoices to CAPK (5005 Business Park North, Bakersfield CA 93309);
4. Attend Quarterly CAPK Community Nutrition Action Partnership (CNAP) Collaborative, and community meetings to support Cal Fresh Healthy Living program efforts;
5. Participate and attend in-person or online Cal Fresh Healthy Living trainings, webinars, and/or annual meetings;
6. Submit to CAPK Cal Fresh Healthy Living Project Administrator proof of any required Cal Fresh Healthy Living Program Certifications for funded staff;
7. Provide Cal Fresh Healthy Living Direct and Indirect Nutrition Education at approved sites:
  - a. **Direct Education: Conduct evidence-based direct education reaching 1,500 unduplicated eligible Cal Fresh Healthy Living participants from October 1<sup>st</sup> 2023 to September 30<sup>th</sup> 2024.**

**Direct Education (5 to 17 Years):** Provide approved curriculum evidence-based direct education series that are appropriate for the target population with an educator actively engaging participants in the learning process through delivery of approved curriculum to promote healthy eating and physical activity. Provide evidence-based nutrition education regarding Nutrition Standards, Gardens, and School Wellness Policy to the target population.

- b. **Indirect Education (5 to 59 Years): Engage a minimum 3,500 CalFresh Healthy Living eligible population annually using indirect education strategies and channels to share healthy eating and active living information.**

Annually promote, support and reinforce messages consistent with DE and other activities within strategy. Participate and assist in promoting the Cal Fresh Healthy Living Statewide Days of Action, Kern partner community events such as Rethink your drink day, Healthy Snack Day,

Fruit and Veggie Fest, community and school events etc. Utilize state developed materials including Rethink Your Drink, Be Better, and/or other statewide media related to beverages. Activities, strategies, and interventions will be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. Ensure school staff, teachers, administrators have adequate knowledge of nutrition education and standards as well as community food resource to promote referrals.

Community Action Partnerships of Kern (CAPK)  
Cal Fresh Health Living Grant Scope of Work (SOW) October 2023

All Cal Fresh Healthy Living Education Program Activities will be reported in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; Healthy Eating Behaviors (MT1); Food Resource Management Behaviors (MT2); and Physical Activity and Reduced Sedentary Behaviors (MT3) indicators of behavioral change in Cal Fresh Healthy Living participants.

c. ***Conduct annual community-level and setting-based needs assessments for the Nutrition Standards, Gardens, and School Wellness Policy efforts during FY24.***

All Cal Fresh Healthy Living Program Activities will be reported monthly in the Program Evaluation and Reporting System (PEARS). PEARS measures program progress and meets the CAPK and Cal Fresh Healthy Living Evaluation Framework Priority Indicators; MT5. MT5 is a multi-component indicator of Nutrition Supports adopted in Environmental Settings. MT5 progress will be reported in PEARS as the Nutrition Standards, Gardens, and School Wellness Policy policy across the settings in Kern County where Cal Fresh Healthy Living eligible populations eat, learn, live, play, shop, and work is implemented.

Planning and preparation will begin first quarter of FFY24. Trainings will be scheduled on the Youth Participatory Action Research (YPAR) tool. The YPAR tool will guide the youth team and help them build leadership skills, critical thinking, problem solving, nutrition and physical activities will be incorporated and led by youth leaders. FFY 24, 25 & 26 will closely track changes that are implemented, annual Site Level Assessments Questionnaire such as SLAQ and IOE will be completed, as well as program evaluations, and/or monitoring of activities of the campaign. Cal Fresh Healthy Living activities, strategies, and interventions are to be consistent with Dietary Guidelines for Americans (DGA) and the associated USDA food guidance system, MyPlate and Start Simple with MyPlate to promote healthy eating and physical activity. The Youth Participatory Action Research (YPAR), Community Tool Box Needs Assessment, and/or the Site Level Assessment Questionnaire (SLAQ) will be utilized to complete for annual assessments.

YPAR Pre-Assessment will identify current standards for Nutrition Standards, Gardens, and School Wellness Policy for foods and beverages. Collection and analyzing qualitative and quantitative data from primary and secondary sources will include engaging with Stakeholders (e.g. local decision makers, program partners, program participants). Nutrition Standards, Gardens, and School Wellness Policy Promotional priorities and local initiatives will determine appropriate strategies. Engagement will occur in the community and/or at After School program site for understanding of the current issues and relevance of the needs. Advisory groups may form to facilitate and maintain/sustain policy efforts.

YPAR Post-Assessment will include assessing the environment(s) in relation to client impact. Coordinating with CAPK and/or partnering with other existing services and resources such as the County Nutrition Action Plan (CNAP) and local community partners to further the reach and impact of the Nutrition Standards, Gardens, and School Wellness Policy. Partnerships will be critical to instituting the policy, system, and/or environmental change strategies in Kern



communities. By September 30, 2023, 80% of approved sites that have made changes to support healthy eating will have a sustainability plan.

## 8. Community Engagement

### ***a. Cultivate relationships and educate appropriate local champions/influencers and community members about the Nutrition Standards, Gardens, and School Wellness Policy.***

Identify local influencers such as parents, youth leaders, restaurant owners, business owners, and/or business leaders. Present assessment results and/or educate on the benefits and impact of Nutrition Standards, Gardens, and School Wellness Policy. Leverage relationships with influencers to generate support for existing work and/or additional work around improved and/or expanded Nutrition Standards, Gardens, and School Wellness Policy among community members. Incorporate local champions and community members' vision and high priority needs into the project planning through engaging them through meetings, listening sessions, surveys, etc.

### ***b. Engage community members in priority planning and implementation about the Nutrition Standards, Gardens, and School Wellness Policy.***

Engage community members in assessment and/or present assessment results if applicable. Gather community feedback and input on the needs and desires of the community as well as facilitators and barriers related to Nutrition Standards, Gardens, and School Wellness Policy. Engage community on policy viability (Feasibility).

### ***c. Conduct information sharing and gathering forums with appropriate stakeholders about the Nutrition Standards, Gardens, and School Wellness Policy***

Regularly meet, share and/or gather data from assessments, community engagement activities, implementation progress, successes, solutions for challenges, and report results with community stakeholders. Engage partners with common goals to leverage relationships, support and funding opportunities. If appropriate, host convenings around Nutrition Standards, Gardens, and School Wellness Policy.

### ***d. Meet and work with appropriate committees, youth partners, and workgroups engaged in planning, implementation, and maintenance about the Nutrition Standards, Gardens, and School Wellness Policy.***

Attend, participate, and work with partners who have a vested interest in nutrition and health outcomes to support work and goals. Promote the Dietary Guidelines and Cal Fresh Healthy Living intervention strategies proven to change behavior and utilize intervention strategies from the Cal Fresh Healthy Living Interventions Obesity Prevention Tool Kit for States and follow the Cal Fresh Healthy Living Evaluation Framework. Interventions will focus on nutrition education, physical activity promotion with environmental supports, family resource management education, community events, training and technical assistance, utilizing media and public

Community Action Partnerships of Kern (CAPK)  
Cal Fresh Health Living Grant Scope of Work (SOW) October 2023

relations, and coordination/collaboration with Community Based Organizations (CBOs). Intervention evaluations will follow Cal Fresh Healthy Living definitions of a Formative, Process, Outcome and/or Impact Evaluation to deliver evidence-based approaches that provide Cal Fresh Healthy Living participants nutrition education and obesity prevention services. Collaboration activities related to the Cal Fresh Healthy Living Program Activities will be reported as Partnerships in the Program Evaluation and Reporting System (PEARS).

9. FFY 24-26 Lamont Site List			On CDPH SharePoint?
Lamont Elementary School District Contact:		Jennifer Wood Slayton LESDFRLC Project Director 661-845-2724	
Direct & Indirect Education & PSE	Mountain View Middle School	8001 Weedpatch Hwy Lamont 661-845-2291	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District Family Resource & Learning Center	7839 Burgundy Ave Lamont 661-845-2724	Yes
Direct & Indirect Education & PSE	Lamont Elementary School District	7915 Burgundy Ave Lamont 661-845-0751	Yes
Direct & Indirect Education & PSE	David Head Center	10300 San Diego St, Lamont CA	Yes
Direct & Indirect Education & PSE	Myrtle Ave Elementary	10421 Myrtle Ave. Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Lamont Elementary School	8201 Palm Ave, Lamont CA 93241	Yes
Direct & Indirect Education & PSE	Alicante Elementary School	7998 Alicante Ave Lamont CA 93241	Yes



# 10. Cal Fresh Healthy Living Program Support Materials

Action for Healthier Kid
Action for Healthy Kids Game on Wellness Policy Resources
Afterschool Summer Nutrition Programs
Alliance for a Healthier Generation
Alliance for a Healthier Generation Healthy Schools Program
Alliance for Healthier Generation Smart Snacks Calculator
Breakfast after the Bell Breakfast Bell Toolkit
CA Department of Food and Agriculture Office of Farm to Fork
CA Department of Food and Agriculture Office of Farm to Fork
CA Project LEAN
California Farm to School Network Needs Assessment
California School Nutrition Association local chapters
CDPH Document Library
Center for Regional Change
Change Lab wellness policy resources
Consumer Confidence Report
County Agricultural Commissioners and Sealers of Weights & Measures
Dairy Council of CA
F2S Fact Sheets
F2S Planning Kit
F2S Toolkit
Food Resource & Action Center
Fresh Fruit and Vegetable Program
Harvest of the Month
Healthy People 2023
Healthy People 2020
Impact Outcome Evaluation (IOE)

Local School Wellness Policy Final Rule
LSWP Collaborative
Marketing Standards
National Drinking Water Alliance
NEMS vending assignment tool
Parent Lesson Plans: Advocating for Healthier School Environments
Parents in Action! A Guide to Engaging Parents in Local School Wellness Policy
Photo-evidence tool for assessment of water sources
Physical Activity Guidelines (PAG)
Power Play!
Project Lean California School Food Beverage Standards Calculator
Project Lean Smart Snacks
Public Health Institute
Rethink Your Drink
Roadmap to Improving Food and Physical Activity Environments: Tips and Tools for Community Change
San Jose State Cal-Pro-Net outreach toolkit for school meals
School Health Index
School Site Level Assessment Questionnaire (SLAQ)
(SNAP-Ed) Cal Fresh Healthy Living Resource List & Tool Kit Interventions
State Water Resource Control Board CDE Water Resources
U.S. Food and Drug Administration Nutrition Facts Label
USDA Farm to School Resources
Well Sat 2.0 Assessment Tool
YPAR, Steps for building relationships



## MEMORANDUM

To: Budget & Finance Committee

*Lois Hannible*

From: Lois Hannible, Program Manager

Date: September 20, 2023

Subject: *Agenda Item 4c*: Request to Approve the 2023-2025 Funding Contract for the City of Bakersfield's California Violence Intervention and Prevention (CalVIP) Outreach Worker Program – **Action Item**

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In July of 2022, the City of Bakersfield was awarded grant funds from the Board of State and Community Corrections (BSCC) for the purpose of improving public health and safety by supporting effective violence reduction initiatives in communities that are disproportionately impacted by violence, particularly group-member involved homicides, shootings, and aggravated assaults. CAPK was named as a subcontractor in that opportunity and was awarded a three-year contract agreement for a total of \$578,731.

The CAPK Friendship House recently received another CalVIP grant award from the City of Bakersfield, for an Outreach Worker Program, which is intended to build the capacity of the CalVIP program, by providing incident response. The grant award in the amount of \$225,000.00 is for the period of Sept. 28, 2023 to Dec. 31, 2025.

Program funds will provide for one full-time staff member to conduct outreach to the community to build strong relationships with high-risk individuals, provide intense case management, assist in mediating situations and preventing retaliation between individuals/groups, respond to calls for incidents of violence at any time of day, assist the City and Bakersfield Police (BPD) in conducting at least three safety meetings, and assist the City and BPD in conducting at least five call-ins focused on influencing individual behavior.

### **Recommendation:**

Staff recommends approval of the 2023-2025 funding contract for the California Violence Intervention and Prevention (CalVIP) Outreach Worker Program and authorize the Chief Executive Officer to sign and execute the contract agreement and any amendments throughout the term of the contract,

### **Attachments:**

*BSCC CalVIP Outreach Worker 2023-2025 Contract*

**AGREEMENT NO.** \_\_\_\_\_

## **INDEPENDENT CONTRACTOR'S AGREEMENT**

[Over \$40,000]

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

### **RECITALS**

**WHEREAS**, in September 2020, the Board of State and Community Corrections' (BSCC) awarded the CITY a \$1,500,000 California Violence Intervention and Prevention (CALVIP) Cohort 3 Grant which expired on June 30, 2023; and

**WHEREAS**, in July 2022, BSCC awarded the CITY a multi-year \$3,114,625 CALVIP Cohort 4 Grant to implement a Socioecological Model focused on using a public health approach to expand the CITY's gun violence reduction strategies; and

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

**WHEREAS**, the CITY's CalVIP strategy's goals include: (1) reducing violence as measured by homicides and non-fatal injury shootings; (2) promoting opportunity and reducing recidivism for young people at highest risk of violence; and (3) strengthening community-police relations, particularly with the residents at disproportionately high risk of involvement in violence; and

**WHEREAS**, the CITY developed a partnership-focused, project support/management team, to work with key community stakeholders to build a

comprehensive and detailed "shared understanding" of the issues, opportunities, and solutions; and

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

**WHEREAS**, on August 31, 2022, the CITY entered into Agreement No. 2022-199 with CONTRACTOR to perform work in accordance with the CalVIP program's goals and objectives; and

**WHEREAS**, as a result, homicides within the CITY have reduced, hundreds of firearms have been removed from the streets and community-police relations show improvement, proving program efforts to be successful; and

**WHEREAS**, the CITY wishes to enter into an additional agreement with CONTRACTOR for an outreach worker who will provide immediate incident response and mediation to prevent retaliation between individuals and groups within the CITY.

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

1. **SCOPE OF WORK.** In exchange for the Compensation (defined below), CONTRACTOR shall perform the following ("Scope of Work") under the direction of the CITY's CalVIP program management and technical assistance teams:

1.1 In coordination with the CITY's Violence Intervention and Prevention program, law enforcement and community-based organizations, the outreach worker will provide intensive case management to individuals, groups, and neighborhoods at the highest risk of gun violence; exercise sound judgement in assessing members of the community, carry out appropriate responses, and make referrals to appropriate services. The Outreach Workers' duties included but are not limited to:

1.1.1 Conduct outreach to the community to build strong relationships with high-risk individuals, residents, businesses, and community groups.

1.1.2 Establish and maintain contacts with community-based



organizations, school officials, and resources; collaborate with City and County partners to align efforts and sustain a network of intervention services and violence prevention.

- 1.1.3** Interact with individuals, groups, and neighborhoods at the highest risk of gun violence, as well as the individuals in their support networks; establish trust; seek answers to questions to better understand situation.
- 1.1.4** Assess each situation quickly and thoroughly; determine the best course of care for the individual.
- 1.1.5** Provide program clients with intensive case management, including daily client contact and coaching as well as support and linkages to programs and opportunities in the community (e.g., job programs, health and wellness and social services, GED, drug treatment, and mentoring).
- 1.1.6** Provide program clients with intensive case management, including daily client contact and coaching as well as support and linkages to programs and opportunities in the community (e.g., job programs, health and wellness and social services, GED, drug treatment, and mentoring).
- 1.1.7** Participate in weekly strategic planning, to include research of shootings to identify and diffuse "hot spots" for shootings and violence.
- 1.1.8** Assist in mediating situations and preventing retaliation between individuals and groups (e.g., working with the community, outreach programs and local law enforcement).
- 1.1.9** Attend, facilitate, and plan community events and incident responses.
- 1.1.10** Respond to calls to serve as a liaison between health/social services and the community; assist with crisis management; deescalate tense situations.

- 1.1.11** Respond to call outs for incidents of violence at any time of day, including immediate emergency responses as directed, to diffuse retaliation, mediate, and build relationships of trust.
  - 1.1.12** Maintain awareness of Bakersfield geography; utilize maps and traffic navigation platforms to report to call locations in a timely manner; operate communication equipment and electronic mobile devices.
  - 1.1.13** Attend community meetings, staff meetings, and training; promote community education, community-based counseling, social support, and advocacy; participate in outreach activities.
  - 1.1.14** Cultivate, foster, and maintain positive working relationships among crew members and with those contacted in the performance of duties, including co-workers and supervisory staff.
  - 1.1.15** Identify youth who are involved in high-risk activities and intervene in their lives through case management to aid in solving current problems and preventing future ones. Provide clients with support and linkages to programs and opportunities in the community (e.g., job programs, GED, drug treatment, and mentoring).
  - 1.1.16** Focus on the goals of the program in serving 150 individuals; school age, youth, adults and families over the grant period.
- 1.2** Research causes of shootings/killings to assist in mediating situations and preventing retaliation between individuals and groups (e.g., working with the community, outreach programs and local law enforcement to gain information that may be helpful in preventing additional killings).
- 1.3** Document all work performed, including prevention of shootings and other acts of violence, through case notes, referrals, and changes in participant's status as directed by Program Manager. Document case management efforts, update individual case files, and make all required entries into the City's case management database.

- 1.4** Consistently attend and participate in all training (i.e., data management system), coaching, planning/program development, professional development and capacity-building associated with the above operational components and recommendations. This includes twice-monthly CalVIP planning and coordination meetings.
- 1.5** Conduct at least three (3) safety meetings. Safety meetings are small meetings including 1-3 members of the Ceasefire partnership – typically a police leader, a community leader and/or a “credible messenger” – and an individual at imminent risk of violence. CONTRACTOR will follow the safety meetings process outlined by the CITY.
- 1.6** Conduct at least five (5) call-ins focused on influencing individual behavior when they reflect the principles of procedural justice. CONTRACTOR will follow the call-ins outlined by the CITY.
- 1.7** Build a strong resource network within the community to utilize resources to impact client lives as it relates to the outcomes of the program.
- 1.8** Provide timely, comprehensive, and detailed financial reporting and documentation as required by (1) BSCC reporting requirements and (2) City of Bakersfield and policies and procedures.

  - 1.8.1** BSCC fiscal and related expense reporting and documentation requirements as specified in the following BSCC CALVIP policies and procedures: CALVIP Fiscal Responsibilities, Invoice Workbook, Invoice Supporting Documentation guidelines, Budget Modification Scenarios, Eligible & Ineligible Project Expenditures, Grant Incentive Inventory and Log, BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**).
  - 1.8.2** Fiscal and related expense reporting and documentation requirements as required by the City of Bakersfield for: (a) auditing purposes; and (b) for program management, particularly as it applies to the financial self-sufficiency program component specified above.

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

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

Scope of Work shall include all items and procedures necessary to properly complete the task CONTRACTOR has been hired to perform, whether specifically included in the Scope of Work or not.

3. **COMPENSATION/PAYMENT PROCEDURE.** Compensation for all work, services or products called for under this Agreement shall not exceed Two Hundred and Twenty-Five Thousand Hundred Dollars (\$225,000) and is the total compensation under this Agreement including, but not limited to, all out-of-pocket costs and taxes. CITY shall pay only the compensation listed unless otherwise agreed to in writing by the parties.

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

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

Outreach Worker		
Salaries and Benefits Proposed		
Outreach Worker (personnel and fringe)	1.0 FTE	\$73,046
TOTAL		<b>\$73,046</b>
Transportation		
Mileage Reimbursement		\$3,668
TOTAL		<b>\$3,668</b>
Program Costs		
Program Management		\$ 142,286
Outreach Worker Training		\$2,000
Client Focused Incentives		\$4,000
TOTAL		<b>\$225,000</b>

4. **TERM.** Unless terminated sooner, as set forth herein, this Agreement shall remain in effect through the close of the grant period on December 31, 2025, plus the three-year minimum records retention period, required by BSCC guidelines.
5. **TERMINATION.** Either party may terminate this Agreement after giving the other party written notice, as provided herein, ten days before the termination is effective.
6. **COMPLIANCE WITH ALL LAWS.** CONTRACTOR shall, at CONTRACTOR's sole cost, comply with all of the requirements of Municipal, State, and Federal authorities now in force, or which may hereafter be in force, pertaining to this Agreement, and shall faithfully observe in all activities relating to or growing out of this Agreement all Municipal ordinances and State and Federal statutes, rules or regulations, and permitting requirements now in force or which may hereafter be in force including, without limitation, obtaining a City of Bakersfield business tax certificate (Bakersfield Municipal Code Chapter 5.02) where required.
7. **PENALTY CLAUSE.** In the event of a CONTRACTOR's breach of any of the provisions under this Agreement, resulting in the BSCC to disallow reimbursement to CITY for the costs of this Agreement, CONTRACTOR shall be liable to CITY for the amount disallowed, without prejudice to any other rights provided for by law or under this Agreement, including but not limited to the right to seek specific performance, an injunction or claim, for damages.

8. **BUDGET CONTINGENCY.** In the event that the BSCC exercises its right to cancel BSCC Grant Award #BSCC 873-22 or to offer an amendment to reduce the grant award amount, per the BSCC Budget Detail and Payment Provisions in the BSCC Grant Administration Guide (attached hereto as, **EXHIBIT C**), CITY reserves the right to cancel this Agreement, without penalty, or offer an amendment to reduce the compensation amount proportionate to the reduction in grant award.
9. **BOOKS AND RECORDS.** CONTRACTOR shall maintain adequate fiscal and project books, records, documents, and other evidence pertinent to the CONTRACTOR'S performance under this Agreement in accordance with generally accepted accounting principles. Adequate supporting documentation shall be maintained in such detail so as to permit tracing transactions from the invoices to the accounting records, to the supporting documentation. These records shall be maintained for a minimum of three (3) years after the acceptance of the final grant project audit, under BSCC Grant Award # BSCC 873-22, and shall be subject to examination and/ or audit by the CITY, BSCC or designees, state government auditors or designees, or by federal government auditors or designees.
- CONTRACTOR shall make such books, records, supporting documentations, and other evidence available to the BSCC or designee, the State Controller's Office, the Department of General Services, the Department of Finance, California State Auditor, and their designated representatives during the course of the project and for a minimum of three (3) years after acceptance of the final grant project audit. The CONTRACTOR shall provide suitable facilities for access, monitoring, inspection, and copying of books and records related to the grant -funded project.
10. **AUDIT REQUIREMENT.** The CITY, as grantee, is required to provide BSCC with a financial audit no later than December 31, 2025. The audit will be conducted between July 1, 2025 and December 31, 2025.
11. **DEBARMENT, FRAUD, THEFT OR EMBEZZLEMENT.** It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the CITY is not permitted to enter into contracts or provide reimbursement to sub-contractors that have been debarred by any federal, state, or local government entities during the period of debarment; or convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three years following conviction.

Furthermore, the BSCC requires grant recipients and subcontractors to provide an assurance that there has been no applicable debarment,

disqualification, suspension, or removal from a federal, state or local grant program on the part of the grantee at the time of application and that the grantee will immediately notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

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

12. **PROJECT ACCESS.** CONTRACTOR shall ensure that the BSCC, or any authorized representative, will have suitable access to project activities, sites, staff and documents at all reasonable times during the grant period. Access to program records will be made available by CONTRACTOR for a period of three (3) years following the end of the grant period.
13. **CERTIFICATION CLAUSES.** The Contractor Certification Clauses contained in the document CCC 04/2017 (attached hereto as **EXHIBIT E**), is hereby incorporated by reference and made a part of this Agreement. Per the BSCC Grant Administration Guide, sub-contractors must notify their employees that they are prohibited from engaging in the unlawful manufacture, distribution, dispensation, possession or use of controlled substances.
14. **INDEPENDENT CONTRACTOR.** This Agreement calls for CONTRACTOR's performance of the Scope of Work as an independent contractor. CONTRACTOR is not an agent or employee of the CITY for any purpose and is not entitled to any of the benefits provided by CITY to its employees. This Agreement shall not be construed as forming a partnership or any other association with CONTRACTOR other than that of an independent contractor.
15. **DIRECTION.** CONTRACTOR retains the right to control or direct the manner in which the services described herein are performed.
16. **EQUIPMENT.** CONTRACTOR will supply all equipment, tools, materials and supplies necessary to perform the services under this Agreement.
17. **STARTING WORK.** CONTRACTOR shall not begin work until authorized to do so in writing by CITY. No work will be authorized before the date first written above.
18. **KEY PERSONNEL.** CONTRACTOR shall include CITY staff in the selection of key personnel. CONTRACTOR shall name all key personnel to be assigned to perform the Scope of Work. All key personnel shall be properly licensed



and have the experience to perform the work called for under this Agreement. CONTRACTOR shall provide background for each of the key personnel including, without limitation, resumes and work experience performing work similar to the Scope of Work. CITY reserves the right to approve key personnel. Once the key personnel are approved, CONTRACTOR shall not change such personnel without CITY's written approval.

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

19. **INCLUDED DOCUMENTS.** Any bid documents, including, without limitation, special provisions and standard specifications and any Request for Proposals, Request for Qualifications and responses thereto relating to this Agreement are incorporated by reference as though fully set forth herein.
20. **LICENSES.** CONTRACTOR shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits and approvals which are legally required for CONTRACTOR to practice its profession and perform the Scope of Work. If CONTRACTOR is a corporation, at least one officer or key employee shall hold the required licenses or professional degrees. If CONTRACTOR is a partnership, at least one partner shall hold the required licenses or professional degrees.
21. **STANDARD OF PERFORMANCE.** The Scope of Work shall be performed in conformity with all legal requirements and industry standards observed by a specialist of CONTRACTOR's profession in California.
22. **SB 854 COMPLIANCE.** To the extent Labor Code Section 1771.1 applies to this Agreement, a contractor or subcontractor shall not be qualified to bid on, be listed in a bid proposal, be subject to the requirements of Section 4104 of the Public Contract Code, or engage in the performance of any contract for public work, as defined in this chapter, unless currently registered and qualified to perform public work pursuant to Section 1725.5. It is not a violation of Labor Code Section 1771.1 for an unregistered contractor to submit a bid that is authorized by Section 7029.1 of the Business and Professions Code or by Section 10164 or 20103.5 of the Public Contract Code, provided the contractor is registered to perform public

work pursuant to Section 1725.5 at the time the contract is awarded. The prime contractor is required to post job site notices in compliance with Title 8 California Code of Regulations Section 16451. This project is subject to compliance monitoring and enforcement by the Department of Industrial Relations.

- 23. NO WAIVER OF DEFAULT.** The failure of any party to enforce against another party any provision of this Agreement shall not constitute a waiver of that party's right to enforce such a provision at a later time and shall not serve to vary the terms of this Agreement.

**24. INSURANCE.**

- 24.1 Types and Limits of Insurance.** In addition to any other insurance or security required under this Agreement, CONTRACTOR must procure and maintain, for the duration of this Agreement, the types and limits of insurance below ("Basic Insurance Requirements").

**24.1.1 Automobile liability insurance,** providing coverage for owned, non-owned, and hired autos on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence.

**24.1.2 Commercial general liability insurance,** unless otherwise approved by CITY's Risk Manager, providing coverage on an occurrence basis for bodily injury, including death, of one or more persons, property damage, and personal injury, with limits of not less than \$1,000,000 per occurrence. The policy must:

**24.1.2.1** Provide contractual liability coverage for the terms of this Agreement;

**24.1.2.2** Provide products and completed operations coverage;

**24.1.2.3** Provide premises, operations, and mobile equipment coverage; and

**24.1.2.4** Contain an additional insured endorsement in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

**24.1.3 Workers' compensation insurance** with limits of not less than \$1,000,000 per occurrence. In accordance with the provisions of Labor Code Section 3700, every contractor will be required to secure the payment of compensation to his employees. Pursuant to Labor Code Section 1861, CONTRACTOR must submit to CITY the following certification before beginning any work on the Improvements:

I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for worker's compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.

By executing this Agreement, CONTRACTOR is submitting the certification required above.

The policy must contain a waiver of subrogation in favor of CITY and its mayor, council, officers, agents, employees, and designated volunteers.

## **24.2 General Provisions Applying to All Insurance Types.**

**24.2.1** All policies required of CONTRACTOR must be written on a first-dollar coverage basis or contain a deductible provision. Subject to CITY's advance approval, CONTRACTOR may utilize a self-insured retention in any or all of the policies provided, but the policy or policies may not contain language, whether added by endorsement or contained in the policy conditions, that prohibits satisfaction of any self-insured provision or requirement by anyone other than the named insured or by any means including other insurance or which is intended to defeat the intent or protection of an additional insured.

**24.2.2** All policies required of CONTRACTOR must be primary insurance as to CITY and its mayor, council, officers, agents, employees, or designated volunteers and any insurance or self-insurance maintained by CITY and its mayor, council, officers, agents, employees, and designated volunteers must be excess of CONTRACTOR's insurance and must not

contribute with it.

- 24.2.3** The insurance required above, except for workers' compensation insurance, must be placed with insurers with a Best's rating as approved by CITY's Risk Manager, but in no event less than A-:VII. Any deductibles, self-insured retentions, or insurance in lesser amounts, or lack of certain types of insurance otherwise required by this Agreement, or insurance rated below Best's A-:VII, must be declared prior to execution of this Agreement and approved by CITY in writing.
- 24.2.4** The insurance required in this section must be maintained until the Scope of Work is satisfactorily completed as evidenced by CITY's written acceptance. All policies must provide that there will be continuing liability thereon, notwithstanding any recovery on any policy.
- 24.2.5** Full compensation for all premiums which the CONTRACTOR is required to pay to satisfy the Basic Insurance Requirements shall be considered as included in the prices paid for the performance of the Scope of Work, and no additional allowance will be made therefor or for additional premiums which may be required by extensions of the policies of insurance.
- 24.2.6** It is further understood and agreed by CONTRACTOR that its liability to CITY will not in any way be limited to or affected by the amount of insurance obtained and carried by CONTRACTOR in connection with this Agreement.
- 24.2.7** Unless otherwise approved by CITY, if any part of the Scope of Work is subcontracted, the Basic Insurance Requirements must be provided by, or on behalf of, all subcontractors even if CITY has approved lesser insurance requirements for CONTRACTOR, and all subcontractors must agree in writing to be bound by the provisions of this section.

**25. THIRD PARTY CLAIMS.** In the case of public works contracts, CITY will timely notify CONTRACTOR of third-party claims relating to this Agreement. CITY shall be allowed to recover from CONTRACTOR, and CONTRACTOR shall pay on demand, all costs of notification.

**26. INDEMNITY.** CONTRACTOR shall indemnify, defend, and hold harmless CITY

and CITY's officers, agents and employees against any and all liability, claims, actions, causes of action or demands whatsoever against them, or any of them, before administrative or judicial tribunals of any kind whatsoever, arising out of, connected with, or caused by CONTRACTOR or CONTRACTOR's employees, agents, independent contractors, companies, or subcontractors in the performance of, or in any way arising from, the terms and provisions of this Agreement whether or not caused in part by a party indemnified hereunder, except for CITY's sole active negligence or willful misconduct.

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

32. **EXECUTION.** This Agreement is effective upon execution. It is the product of negotiation and all parties are equally responsible for authorship of this Agreement. Section 1654 of the California Civil Code shall not apply to the interpretation of this Agreement.
33. **EXHIBITS.** In the event of a conflict between the terms, conditions or specifications set forth in this Agreement and those in exhibits attached hereto, the terms, conditions, or specifications set forth in this Agreement shall prevail. All exhibits to which reference is made in this Agreement are deemed incorporated in this Agreement, whether or not actually attached. CITY and CONTRACTOR agree that in the event of any inconsistency between the Agreement and BSCC Grant Award No. BSCC 873-22, the language in the Grant Award will prevail.
34. **FURTHER ASSURANCES.** Each party shall execute and deliver such papers, documents, and instruments, and perform such acts as are necessary or appropriate, to implement the terms of this Agreement and the intent of the parties to this Agreement.
35. **GOVERNING LAW.** The laws of the State of California will govern the validity of this Agreement and its interpretation and performance. Any litigation arising in any way from this Agreement shall be brought in Kern County, California.
36. **INTERPRETATION.** Whenever the context so requires, the masculine gender includes the feminine and neuter, and the singular number includes the plural.
37. **MERGER AND MODIFICATION.** This Agreement sets forth the entire agreement between the parties and supersedes all other oral or written representations. This Agreement may be modified only in a writing approved by the City Council and signed by all the parties.
38. **NON-INTEREST.** No CITY officer or employee shall hold any interest in this Agreement (California Government Code section 1090).
39. **NOTICES.** All notices relative to this Agreement shall be given in writing and shall be personally served or sent by certified or registered mail and be effective upon actual personal service or depositing in the United States mail. The parties shall be addressed as follows, or at any other address designated by notice:

**CITY: CITY OF BAKERSFIELD**

CITY HALL  
1600 Truxtun Avenue  
Bakersfield, California 93301

CONTRACTOR: COMMUNITY PARTNERSHIP OF KERN  
ATTN: Jeremy Tobias  
5005 Business Park North  
Bakersfield, CA 93309

40. **RESOURCE ALLOCATION.** All CITY obligations under the terms of this Agreement are subject to the appropriation and allocation of resources by the City Council.
41. **TITLE TO DOCUMENTS.** All documents, plans, and drawings, maps, photographs, and other papers, or copies thereof prepared by CONTRACTOR pursuant to the terms of this Agreement, shall, upon preparation, become CITY property.
42. **TAX NUMBERS.**

CONTRACTOR's Federal Tax ID Number 95-2402760  
CONTRACTOR is a corporation? Yes X No \_\_\_\_\_  
(Please check one.)

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

"CITY"  
CITY OF BAKERSFIELD

"CONTRACTOR"  
COMMUNITY ACTION PARTNERSHIP OF KERN

By: \_\_\_\_\_  
**KAREN GOH**  
Mayor

By: \_\_\_\_\_  
**JEREMY TOBIAS**  
CEO

APPROVED AS TO CONTENT:  
CITY MANAGER'S OFFICE



By: \_\_\_\_\_  
**CHRISTIAN CLEGG**  
City Manager

APPROVED AS TO FORM:  
**VIRGINIA GENNARO**  
City Attorney

By: \_\_\_\_\_  
**JOSHUA H. RUDNICK**  
Deputy City Attorney II  
Insurance: \_\_\_\_\_

COUNTERSIGNED:

By: \_\_\_\_\_  
**RANDY MCKEEGAN**  
Finance Director

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

## Appendix I: Certification of Compliance with BSCC Policies Regarding Debarment, Fraud, Theft and Embezzlement

It is the policy of the BSCC to protect grant funds from unreasonable risks of fraudulent, criminal, or other improper use. As such, the Board will not enter into contracts or provide reimbursement to applicants that have been:

1. debarred by any federal, state, or local government entities during the period of debarment; or
2. convicted of fraud, theft, or embezzlement of federal, state, or local government grant funds for a period of three (3) years following conviction.

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

BSCC also requires that all grant recipients include, as a condition of award to a subgrantee or subcontractor, a requirement that the subgrantee or subcontractor will provide the same assurances to the grant recipient. If a grant recipient wishes to consider a subgrantee or subcontractor that has been debarred or convicted, the grant recipient must submit a written request for exception to the BSCC along with supporting documentation.

By checking the following boxes and signing below, applicant affirms that:

☐ I/We are not currently debarred by any federal, state, or local entity from applying for or receiving federal, state, or local grant funds.

☐ I/We have not been convicted of any crime involving theft, fraud, or embezzlement of federal, state, or local grant funds within the last three (3) years. We will notify the BSCC should such debarment or conviction occur during the term of the Grant contract.

☐ I/We will hold subgrantees and subcontractors to these same requirements.

A grantee may make a request in writing to the Executive Director of the BSCC for an exception to the debarment policy. Any determination made by the Executive Director shall be made in writing.

<b>AUTHORIZED SIGNATURE</b> (This document must be signed by the person who is authorized to sign the Grant Agreement.)			
NAME OF AUTHORIZED OFFICER	TITLE	TELEPHONE NUMBER	EMAIL ADDRESS
STREET ADDRESS		CITY	STATE ZIP CODE
APPLICANT'S SIGNATURE (Blue Ink or e-signature Only) <b>X</b>			DATE

# Contractor Certification Clause

CCC 04/2017

## CERTIFICATION

I, the official named below, CERTIFY UNDER PENALTY OF PERJURY that I am duly authorized to legally bind the prospective Contractor to the clause(s) listed below. This certification is made under the laws of the State of California.

Contractor/Bidder Firm Name (Printed)	Federal ID Number
---------------------------------------	-------------------

By (Authorized Signature)

Printed Name and Title of Person Signing

Date Executed	Executed in the County of
---------------	---------------------------

## CONTRACTOR CERTIFICATION CLAUSES

### STATEMENT OF COMPLIANCE:

Contractor has, unless exempted, complied with the nondiscrimination program requirements. (GC 12990 (a-f) and CCR, Title 2, Section 8103) (Not applicable to public entities.)

### DRUG-FREE WORKPLACE REQUIREMENTS:

Contractor will comply with the requirements of the Drug-Free Workplace Act of 1990 and will provide a drug-free workplace by taking the following actions:

- a) Publish a statement notifying employees that unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations.
- b) Establish a Drug-Free Awareness Program to inform employees about:
  1. the dangers of drug abuse in the workplace;
  2. the person's or organization's policy of maintaining a drug-free workplace;
  3. any available counseling, rehabilitation and employee assistance programs; and,

4. penalties that may be imposed upon employees for drug abuse violations.
- c) Provide that every employee who works on the proposed Agreement will:
1. receive a copy of the company's drug-free policy statement; and,
  2. agree to abide by the terms of the company's statement as a condition of employment on the Agreement.

Failure to comply with these requirements may result in suspension of payments under the Agreement or termination of the Agreement or both and Contractor may be ineligible for award of any future State agreements if the department determines that any of the following has occurred: (1) the Contractor has made false certification, or violated the certification by failing to carry out the requirements as noted above. (GC 8350 et seq.)

#### NATIONAL LABOR RELATIONS BOARD CERTIFICATION:

Contractor certifies that no more than one (1) final unappealable finding of contempt of court by a Federal court has been issued against Contractor within the immediately preceding two-year period because of Contractor's failure to comply with an order of a Federal court which orders Contractor to comply with an order of the National Labor Relations Board. (PCC 10296) (Not applicable to public entities.)

#### CONTRACTS FOR LEGAL SERVICES \$50,000 OR MORE- PRO BONO REQUIREMENT:

Contractor hereby certifies that contractor will comply with the requirements of Section 6072 of the Business and Professions Code, effective January 1, 2003.

Contractor agrees to make a good faith effort to provide a minimum number of hours of pro bono legal services during each year of the contract equal to the lesser of 30 multiplied by the number of full time attorneys in the firm's offices in the State, with the number of hours prorated on an actual day basis for any contract period of less than a full year or 10% of its contract with the State.

Failure to make a good faith effort may be cause for non-renewal of a state contract for legal services, and may be taken into account when determining the award of future contracts with the State for legal services.

#### EXPATRIATE CORPORATIONS:

Contractor hereby declares that it is not an expatriate corporation or subsidiary of an expatriate corporation within the meaning of Public Contract Code Section 10286 and 10286.1, and is eligible to contract with the State of California.

#### SWEATFREE CODE OF CONDUCT:

- a. All Contractors contracting for the procurement or laundering of apparel, garments or corresponding accessories, or the procurement of equipment, materials, or supplies, other than procurement related to a public works contract, declare under penalty of perjury that no apparel, garments or corresponding accessories, equipment, materials, or supplies furnished to the state pursuant to the contract have been laundered or produced in

whole or in part by sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor, or with the benefit of sweatshop labor, forced labor, convict labor, indentured labor under penal sanction, abusive forms of child labor or exploitation of children in sweatshop labor. The contractor further declares under penalty of perjury that they adhere to the Sweatfree Code of Conduct as set forth on the California Department of Industrial Relations [website](#) and Public Contract Code Section 6108.

- b. The contractor agrees to cooperate fully in providing reasonable access to the contractor's records, documents, agents or employees, or premises if reasonably required by authorized officials of the contracting agency, the Department of Industrial Relations, or the Department of Justice to determine the contractor's compliance with the requirements under paragraph (a).

#### DOMESTIC PARTNERS:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.3.

#### GENDER IDENTITY:

For contracts of \$100,000 or more, Contractor certifies that Contractor is in compliance with Public Contract Code section 10295.35.

#### DOING BUSINESS WITH THE STATE OF CALIFORNIA

The following laws apply to persons or entities doing business with the State of California.

#### CONFLICT OF INTEREST:

Contractor needs to be aware of the following provisions regarding current or former state employees. If Contractor has any questions on the status of any person rendering services or involved with the Agreement, the awarding agency must be contacted immediately for clarification.

- a) Current State Employees (PCC 10410):
  1. No officer or employee shall engage in any employment, activity or enterprise from which the officer or employee receives compensation or has a financial interest and which is sponsored or funded by any state agency, unless the employment, activity or enterprise is required as a condition of regular state employment.
  2. No officer or employee shall contract on his or her own behalf as an independent contractor with any state agency to provide goods or services.
- b) Former State Employees (PCC 10411):
  1. For the two-year period from the date he or she left state employment, no former state officer or employee may enter into a contract in which he or she engaged in any of the negotiations, transactions, planning, arrangements or any part of the decision-

making process relevant to the contract while employed in any capacity by any state agency.

2. For the twelve-month period from the date he or she left state employment, no former state officer or employee may enter into a contract with any state agency if he or she was employed by that state agency in a policy-making position in the same general subject area as the proposed contract within the 12-month period prior to his or her leaving state service.

If Contractor violates any provisions of above paragraphs, such action by Contractor shall render this Agreement void. (PCC 10420)

Members of boards and commissions are exempt from this section if they do not receive payment other than payment of each meeting of the board or commission, payment for preparatory time and payment for per diem. (PCC 10430 (e))

#### LABOR CODE/WORKERS' COMPENSATION:

Contractor needs to be aware of the provisions which require every employer to be insured against liability for Worker's Compensation or to undertake self-insurance in accordance with the provisions, and Contractor affirms to comply with such provisions before commencing the performance of the work of this Agreement. (Labor Code Section 3700)

#### AMERICANS WITH DISABILITIES ACT:

Contractor assures the State that it complies with the Americans with Disabilities Act (ADA) of 1990, which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to the ADA. (42 U.S.C. 12101 et seq.)

#### CONTRACTOR NAME CHANGE:

An amendment is required to change the Contractor's name as listed on this Agreement. Upon receipt of legal documentation of the name change the State will process the amendment. Payment of invoices presented with a new name cannot be paid prior to approval of said amendment.

#### CORPORATE QUALIFICATIONS TO DO BUSINESS IN CALIFORNIA:

- a) When agreements are to be performed in the state by corporations, the contracting agencies will be verifying that the contractor is currently qualified to do business in California in order to ensure that all obligations due to the state are fulfilled.
- b) "Doing business" is defined in R&TC Section 23101 as actively engaging in any transaction for the purpose of financial or pecuniary gain or profit. Although there are some statutory exceptions to taxation, rarely will a corporate contractor performing within the state not be subject to the franchise tax.
- c) Both domestic and foreign corporations (those incorporated outside of California) must be in good standing in order to be qualified to do business in California. Agencies will determine whether a corporation is in good

standing by calling the Office of the Secretary of State.

#### RESOLUTION:

A county, city, district, or other local public body must provide the State with a copy of a resolution, order, motion, or ordinance of the local governing body which by law has authority to enter into an agreement, authorizing execution of the agreement.

#### AIR OR WATER POLLUTION VIOLATION:

Under the State laws, the Contractor shall not be: (1) in violation of any order or resolution not subject to review promulgated by the State Air Resources Board or an air pollution control district; (2) subject to cease and desist order not subject to review issued pursuant to Section 13301 of the Water Code for violation of waste discharge requirements or discharge prohibitions; or (3) finally determined to be in violation of provisions of federal law relating to air or water pollution.

#### PAYEE DATA RECORD FORM STD. 204:

This form must be completed by all contractors that are not another state agency or other government entity.





## MEMORANDUM

To: Budget and Finance Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: September 20, 2023

Subject: *Agenda Item 4d*: Renewal Contract: U.S. Department of Housing and Urban Development and Coordinated Entry System - **Action Item**

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The U.S. Department of Housing and Urban Development (HUD) has awarded Community Action Partnership of Kern a renewal contract for operation of the Coordinated Entry System (CES) on behalf of the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) Continuum of Care (CoC).

The annual budget of \$236,838.00 has been designed to fund one full-time CES Supervisor and two full-time Homeless Navigators. The Homeless Navigators conduct intakes, referrals, assessments, and determine eligibility in accordance with HUD and local CoC policies. The CES Supervisor provides oversight and guidance to the Homeless Navigators as well as conducts training, data management, and reporting to the CoC.

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

### **RECOMMENDATION**

Staff recommends that the Budget and Finance Committee approve the Contract for Services Agreement with the U. S. Department of Housing and Urban Development for the Coordinated Entry System and authorize the Chief Executive Officer to execute the agreement and all subsequent amendments throughout the duration of the contract term.

### ***Attachment:***

*Grant Agreement: Grant Number CA1799L9D042204*



U.S. Department of Housing and Urban Development  
Office of Community Planning and Development  
300 N. Los Angeles Street  
Suite 4054  
Los Angeles, CA 90012

**Grant Number: CA1799L9D042204**  
**Recipient's Name: Community Action Partnership of Kern**  
**Tax ID Number: 95-2402760**  
**Unique Entity Identifier [SAM]: MH2JA4FK2WK1**  
**Federal Award Date: 9/12/2023**

### **CONTINUUM OF CARE PROGRAM (CDFS# 14.267) GRANT AGREEMENT**

This Grant Agreement (“this Agreement”) is made by and between the United States Department of Housing and Urban Development (“HUD”) and Community Action Partnership of Kern (the “Recipient”). This Agreement, the Recipient’s use of funds provided under this Agreement (the “Grant” or “Grant Funds”), and the Recipient’s operation of projects assisted with Grant Funds are governed by

1. The Consolidated Appropriations Act, 2022 (Pub. L. 117-103, approved March 15, 2022);
2. title IV of the McKinney-Vento Homeless Assistance Act 42 U.S.C. 11301 et seq. (the “Act”);
3. the Continuum of Care Program rule at 24 CFR part 578 (the “Rule”), as amended from time to time;
4. and the Notice of Funding Opportunity for the fiscal year in which the funds were awarded; and
5. the Recipient’s application submissions on the basis of which these Grant Funds were approved by HUD, including the certifications, assurances, technical submission documents, and any information or documentation required to meet any grant award condition (collectively, the “Application”).

The Application is incorporated herein as part of this Agreement, except that only the project (those projects) listed below are funded by this Agreement. In the event of any conflict between any application provision and any provision contained in this Agreement, this Agreement shall control. Capitalized terms that are not defined in this agreement shall have the meanings given in the Rule.

HUD’s total funding obligation authorized by this grant agreement is \$236,838, allocated between the project(s) listed below (each identified by a separate grant number) and, within those projects, between budget line items, as shown below. The Grant Funds an individual project will receive are as shown in the Application on the final HUD-approved Summary Budget for the project. Recipient shall use the Grant Funds provided for the projects listed below, during the budget period(s) period stated below.

<b>Grant No.</b>	<b>Grant Term</b>	<b>Performance Period</b>	<b>Total Amount</b>
CA1799L9D042204	12 months	08-01-2023 - 07-31-2024	\$236,838
a. Continuum of Care planning activities			\$0
b. Acquisition			\$0
c. Rehabilitation			\$0
d. New construction			\$0
e. Leasing			\$0
f. Rental assistance			\$0
g. Supportive services			\$215,307
h. Operating costs			\$0
i. Homeless Management Information System			\$0
j. Administrative costs			\$21,531
k. Relocation Costs			\$0
l. HPC homelessness prevention activities:			
Housing relocation and stabilization services			\$0
Short-term and medium-term rental assistance			\$0

## Pre-award Costs for Continuum of Care Planning

The Recipient may, at its own risk, incur pre-award costs for continuum of care planning awards, after the date of the HUD selection notice and prior to the effective date of this Agreement, if such costs: a) are consistent with 2 CFR 200.458; and b) would be allowable as a post-award cost; and c) do not exceed 10 percent of the total funds obligated to this award. The incurrence of pre-award costs in anticipation of an award imposes no obligation on HUD either to make the award, or to increase the amount of the approved budget, if the award is made for less than the amount anticipated and is inadequate to cover the pre-award costs incurred.

These provisions apply to all Recipients:

If any new projects funded under this Agreement are for project-based rental assistance for a term of fifteen (15) years, the funding provided under this Agreement is for the performance period stated herein only. Additional funding is subject to the availability of annual appropriations.

The budget period and performance period of renewal projects funded by this Agreement will begin immediately at the end of the budget period and performance period of the grant being renewed. Eligible costs incurred between the end of Recipient's budget period and performance period under the grant being renewed and the date this Agreement is executed by both parties may be reimbursed with Grants Funds from this Agreement. No Grant Funds for renewal projects may be drawn down by Recipient before the end date of the project's budget period and performance period under the grant that has been renewed.

For any transition project funded under this Agreement the budget period and performance period of the transition project(s) will begin immediately at the end of the Recipient's final operating year under the grant being transitioned. Eligible costs, as defined by the Act and the Rule incurred between the end of Recipient's final operating year under the grant being transitioned and the execution of this Agreement may be paid with funds from the first operating year of this Agreement.

HUD designations of Continuums of Care as High-performing Communities (HPCS) are published on HUD.gov in the appropriate Fiscal Years' CoC Program Competition Funding Availability page. Notwithstanding anything to the contrary in the Application or this Agreement, Recipient may only use grant funds for HPC Homelessness Prevention Activities if the Continuum that designated the Recipient to apply for the grant was designated an HPC for the applicable fiscal year.

The Recipient must complete the attached "Indirect Cost Rate Schedule" and return it to HUD with this Agreement. The Recipient must provide HUD with a revised schedule when any change is made to the rate(s) included in the schedule. The schedule and any revisions HUD receives from the Recipient will be incorporated into and made part of this Agreement, provided that each rate included satisfies the applicable requirements under 2 CFR part 200 (including appendices).

This Agreement shall remain in effect until the earlier of 1) written agreement by the parties; 2) by HUD alone, acting under the authority of 24 CFR 578.107; 3) upon expiration of the budget period and performance period for all projects funded under this Agreement; or 4) upon the expiration of the period of availability of Grant Funds for all projects funded under this Agreement.

HUD notifications to the Recipient shall be to the address of the Recipient as stated in the Recipient's applicant profile in e-snaps. Recipient notifications to HUD shall be to the HUD Field Office executing the Agreement. No right, benefit, or advantage of the Recipient hereunder may be assigned without prior written approval of HUD.

Build America, Buy America Act. The Grantee must comply with the requirements of the Build America, Buy America (BABA) Act, 41 USC 8301 note, and all applicable rules and notices, as may be amended, if applicable to the Grantee's infrastructure project. Pursuant to HUD's Notice, "Public Interest Phased Implementation Waiver for FY 2022 and 2023 of Build America, Buy America Provisions as Applied to Recipients of HUD Federal Financial Assistance" (88 FR 17001), any funds obligated by HUD on or after the applicable listed effective dates, are subject to BABA requirements, unless excepted by a waiver.

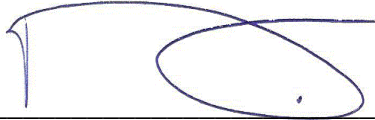
The Agreement constitutes the entire agreement between the parties and may be amended only in writing executed by HUD and the Recipient.

By signing below, Recipients that are states and units of local government certify that they are following a current HUD approved CHAS (Consolidated Plan).

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

**UNITED STATES OF AMERICA,  
Secretary of Housing and Urban Development**

By:



\_\_\_\_\_  
(Signature)

Rufus Washington, Director

\_\_\_\_\_  
(Typed Name and Title)

September 12, 2023

\_\_\_\_\_  
(Date)

**RECIPIENT**

Community Action Partnership of Kern

\_\_\_\_\_  
(Name of Organization)

By:

\_\_\_\_\_  
(Signature of Authorized Official)

Jeremy Tobias, Chief Executive Officer

\_\_\_\_\_  
(Typed Name and Title of Authorized Official)

\_\_\_\_\_  
(Date)

## Indirect Cost Schedule

Agency/Dept./Major Function	Indirect Cost Rate	Direct Cost Base
Community Action Partnership of Kern	10%	MTDC

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

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

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

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

To learn more about the indirect cost requirements, see 24 CFR 578.63; 2 CFR part 200, subpart E; Appendix IV to Part 200 (for nonprofit organizations); and Appendix VII to Part 200 (for state and local governments).





## MEMORANDUM

To: Board of Directors

From: Emilio Wagner, Director of Operations

Date: September 27, 2023

Subject: *Agenda Item V(a)*: 18<sup>th</sup> Street Notice to Proceed with Phase I Construction –  
**Action Item**

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### **Background**

Piuser Construction and Ethosphere Studio were selected as the design Build team for the interior improvements of the 1300 18<sup>th</sup> Street offices. Originally the intent was to design the entire project and return to the Board to seek authorization to proceed. Due to the pending purchase of the Business Park North offices and the deadline to exit by December 31<sup>st</sup>, staff felt that it would be ideal to break the project into two phases. Phase one would get critical functions such as IT, Finance, and facilities in the building to ensure continuity of service. All other Divisions and departments were evaluated and determined that a mix of remote work and alternative office space would be sufficient until phase II is complete.

Since selection, the team has completed as-built drawings, space planning and developed construction documents for phase I of the project. This phase includes all necessary improvements for the Operations, Finance, and Executive offices to move into the building. Plans were submitted on September 20<sup>th</sup> to the County of Kern building department for permitting. Escrow is scheduled to close on September 29<sup>th</sup> which will allow improvements to begin immediately after.

### **Current Events**

Piuser Construction has used the 90% construction documents to develop a cost to build out phase I. This includes demolition, new office space, new IT work room, new server room, finishes and power and signal as needed in phase I area. The total cost of this phase is \$248,610.

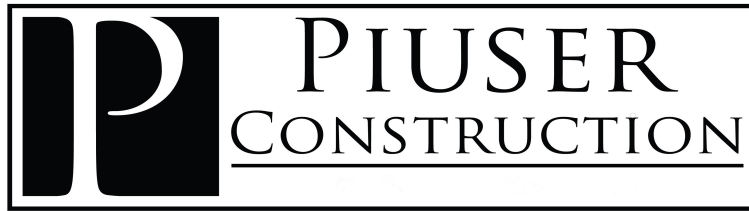
The schedule is currently in draft with an expected completion of 12/19. Staff are working with Piuser to modify the draft schedule to meet the timing requirements of the cubicles and server installations. Planning meetings are currently in progress for phase II of the project and anticipate returning to the Board during November or December to seek approval to proceed.

### **Recommendation:**

Staff recommends that the Board of Directors authorize the Chief Executive Officer to execute a notice to proceed with construction and authorize any change orders associated with Phase I.

### **Attachment:**

*Phase I – Project Cost*



**CAPK Administration Building  
Tenant Improvement Phase 1  
Bid Proposal**

**Prepared by Piuser Construction  
Eric J. Moser  
4117 East Drive  
Bakersfield, CA 93308  
661-679-6403  
eric@piuserconstruction.com**

**Date: September 21st, 2023**

**Prepared for: CAPK**

We are thrilled that you are considering Piuser Construction to manage the construction of your tenant improvement. We have reviewed the drawings and project specifications and are excited about the prospect of working with you.

Attached please find a completed bid proposal for CAPK Administration Building Phase 1. After carefully reviewing the project's specifications, we have broken down the scope, process, cost, and all other expectations to help you make the best hiring decision possible for your project.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact David Piuser or Eric Moser at [david@piuserconstruction.com](mailto:david@piuserconstruction.com) / [eric@piuserconstruction.com](mailto:eric@piuserconstruction.com) or 661-679-6403 with any questions you may have.

We look forward to hearing from you!

Best,

A handwritten signature in black ink that reads "Eric J. Moser". The signature is written in a cursive, flowing style.

Eric J. Moser  
Piuser Construction

## **Project Scope**

### ***Project Summary:***

Project to include all necessary structural elements, electrical, plumbing, HVAC, and finish work per drawings submitted to the county 9/20/2023.

### ***Procedural Expectations:***

Upon acceptance of this bid, Piuser Construction will be responsible for securing and maintaining the job site and all materials and subcontractors hired. Piuser Construction will be responsible for all construction related clean-up and waste management.

### ***Project Owner Expectations:***

Piuser Construction will ensure all visitors to the job site will be approved by on-site management and always wear all necessary personal protective equipment. Job site access will be limited to Architect, Inspectors, Contractors, Owner And Owners representatives.

### ***Materials And Services Not Included:***

This Proposal covers only the labor, services, materials, and goods outlined herein. Piuser Construction is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfounded existing conditions, Piuser Construction will work with owners to determine the scope of extra work, costs involved with remedying the conditions, and a date for payment through a written Change Order.

#### **Exclusions:**

- Special inspections not listed in plans
- Fire Sprinklers / Suppresion
- PG&E tie in
- Cubicles
- Security system
- Signage

**PROJECT COSTS**

**Scope Of Work**

- Demolition	Piuser Construction
- Drywall / Metal Framing	Art's Drywall
- Electrical	Marr's Electric
- HVAC	Six Mechanical
- Plumbing	Precision Plumbing
- Flooring / Baseboard	Piuser Construction
- Paint	DSC Painting
- Doors	Piuser Construction
- Phone Booths	Room
- Cabinets	California Custom Laminate

**Subcontractor Total     \$205,285.00**

## PROJECT COSTS

<b>Miscellaneous</b>		
	<b>ITEM</b>	<b>TOTAL</b>
-	Waste Management	\$5,400.00

**Miscellaneous Total**      \$5,400.00

## PROJECT TOTALS:

<b>Subcontractor Total</b>	\$205,285.00
<b>Miscellaneous Total</b>	\$5,400.00
<b>Overhead &amp; Profit</b>	\$37,925.00
<b>TOTAL</b>	<b>\$248,610.00</b>

**TAXES, PERMITS, BONDS, AND FEES:** Bid estimate includes all applicable state taxes, bonds, and fees, as required by all legal authorities at the location of the project.

**UNFORSEEN CONDITIONS:** Owner agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, Piuser Construction will work with the owner to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written change order.

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it is important to know who the point of authority is for any given process on the job site. Below is a list of necessary processes involved in the completion of your project, as well as the person in charge of each team.

## POINT OF AUTHORITY

## CONTACT

<b>Project Manager</b>	Eric Moser	eric@piuserconstruction.com 661-477-5858
<b>Site Superintendent</b>	David Piuser	david@piuserconstruction.com 661-201-1908
<b>Project Administrator</b>	Kristen Moser	kristen@piuserconstruction.com 661-679-6403

**LIMITED LIABILITY:** Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractors control.

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project, and became fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the sum of **\$248,610.00**

**Total: Two Hundred and Forty-Eight Thousand Six Hundred and Ten**

  
[Signature]  
Piuser Construction

9/21/2023  
[Date]





## MEMORANDUM

To: Board of Directors

From: Pritika Ram, Chief Business Development Officer

Date: September 27, 2023

Subject: *Agenda Item V(b)*: Approval for the National Community Action Partnership (NCAP) and FY 2023-24 Association for State and Territorial Health Organizations (ASTHO) – Vaccine Equity Project Community Initiatives Agreement and South Kern Sol Subrecipient Contract for Services - **Action Item**

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### **Background**

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

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

### **Summary**

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

We initially entered a subrecipient agreement with Building Health Communities/South Kern Sol in Feb 2022 in the amount of \$142,000 and the following period, FY 2022-23, they were allocated \$150,000.00 (which included roll-over from the first year).

Since the start of the pilot program, Building Healthy Communities/South Kern Sol has led vaccination efforts for the County and partnered with state and local Public Health Departments and their nursing teams.

- As of July 2023: 1,543
  - COVID-19 Vaccinations Administered: 611
  - Boosters (1-3): 932
- 184 County-wide community events

Staff have identified Building Healthy Communities/South Kern Sol to receive the additional funds to target individuals and communities with low-vaccination rates, or in need of boosters as well as related vaccines because of their exemplary performance and ability to meet and exceed contract expectations.

For this final year, July 31, 2023 to July 30, 2024, the ASTHO award is \$105,000, where 8% (\$8,800) is allocated towards CAPK for administration and participation in the NCAP and ASTHO activities, and the remaining balance of 92% (\$96,200) is allocated towards Building Healthy Communities for administering vaccine project activities (i.e., hosting resource fairs, community forums with medical professionals, in-reach to hard-to-reach and marginalized populations).

Note: The agency is pending a contract with ASTHO which is anticipated to be received by September/October 2023. At that time and with Board approval, the agency will enter a subrecipient agreement with Building Healthy Communities.

**Recommendation:**

Staff recommends the Board of Directors approve and authorize the Chief Executive Officer to execute FY 2023-24 with the Association for State and Territorial Health Organizations (ASTHO) Vaccine Equity Project and subrecipient contract for services with Building Healthy Communities as part of the Vaccine Equity Project.

**Attachment:**

*FY 2023-24 Association for State and Territorial Health Organizations (ASTHO) Vaccine Equity Project agreement (draft)*

***FY 2023-24 Association for State and Territorial Health Organizations (ASTHO)  
 Vaccine Equity Project agreement (draft) – Pending final version (October 2023)***

**Community Action Partnership of Kern - \$105,000**

- i. **Period of Performance:** The period of performance will begin July 31, 2023 and end on July 30, 2024.
- ii. **Scope of Work and Itemized Budget:** The subrecipient shall be compensated by payment of \$105,000, on a fixed price per deliverable basis, according to the pricing schedule below:

TASK	DELIVERABLE	DUE DATE	PRICE
1	Return signed contract to ASTHO	8/30/2023	\$2,000
2	Continue to implement selected strategies for increasing vaccine uptake among racial and ethnic minorities through the community action model (conduct CAT meetings, vaccine clinics, media outreach, etc.). Continue to attend NCAP learning community sessions (4 learning community sessions @ \$12,000 each)	7/31/2024	\$48,000
3	Participate in a one-on-one TA session with NCAP, Gramercy and ASTHO to identify strategies/opportunities for promotion and longer-term sustainability	4/30/2024	\$10,000
4	Develop an action plan for promotion and longer-term sustainability of project activities	5/30/2024	\$25,000
5	Participate in Year 3 survey Participate in Culminating Project survey (\$10,000 for Year 3 survey, \$10,000 for Culminating Project Survey)	6/30/2024	\$20,000
6	Document progress, lessons learned and successes in partnership with ASTHO and Gramercy Research through ongoing monthly engagement reports	Ongoing	NA



## MEMORANDUM

To: Board of Directors  
*Pritika Ram*

From: Pritika Ram, Chief Business Development Officer

Date: September 27, 2023

Subject: *Agenda Item # V(c): CAPK Foundation Ad-Hoc Committee Financial Modeling – Info Item*

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During the Feb 2023 CAPK Governing Board meeting, there was a request to create an Ad-Hoc Committee to discuss the financial modeling of the CAPK Foundation to ensure adequate operational funding moving forward, which included identifying various options (i.e., tradition and non-traditional models).

CAPK Governing Board: Curtis Floyd (Private Sector) and Maritza Jimenez (Low-Income Sector)  
CAPK Foundation Board: Kevin Burton and Ariana Joven  
Dual Role: Fred Plane (Public Sector)

The intent of the Ad Hoc Committee is to propose a model(s) that meets our needs and has the appropriate infrastructure to sustain the Foundation. The agency partnered with nonprofit consultancy CCS Fundraising to undertake an assessment aimed at assessing various models and growing our impact. CCS was specifically tasked with evaluating the way the CAPK Foundation is presently operated with the goal of helping us optimize our operations in a way that will help us achieve that. Gathering both insights and feedback from our most respected and aspirational peer organizations is critical to building a strategic growth plan that can be implemented.

In August 2023, CCS concluded the assessment and developed five (5) operational funding models for CAPK's consideration. All options generate a return on investment (ROI) and offer varying degrees of financial support. Further, each option includes a set of financial model assumptions, as described on slide 13/33.

Enclosed is the full report and the following are the CCS recommendations:

Option 4: CAPK only pays for Foundation staff salaries, and the Foundation covers the remainder of its operational budget.

Option 5: A hybrid approach – CAPK pays for Foundation staff salaries, then gradually reduces funding for the remainder of the operational budget to 0%.

The primary reason the CAPK Governing Board of Directors requested an Ad Hoc Committee was to review the operational models for the Foundation and determine the Foundations ability to be “self-sufficient”, meaning the Foundation is capable of meeting its needs or requirements independently, without relying on external assistance or resources. Based on the Foundation's performance to date, CAPK and the Foundation together have raised a total of \$3.885M in philanthropic dollars since its inception, including \$3M for the Food Bank expansion in 2022. Additionally, they received a \$1M commitment for the FHCC Campaign, bringing the total to \$4.885M. The Foundation has spent an average of \$0.3 cents for every philanthropic dollar raised in the 3-year period. CAPK has seen an

average return of 1122% on total foundation expenses to date. As you can see, based on the current performance to date, the Foundation is “self-sufficient” from the standpoint that it raises far more revenue than it costs in operational expenses. The operation of the Foundation is a large net gain to the agency. The only question to answer is how we move the money around within the Foundation and the agency to provide for the operational dollars.

When assessing the various operational funding models proposed via the CCS study, it is important to note that the estimated amount raised by the Foundation over the 9-year study period is constant, it doesn’t change. Selecting any of the models does not generate any greater revenue for the combined entity of CAPK and the Foundation. The models offer suggestions on how to move the money around within this closed, dual entity structure. They merely circulate and account for the money in differing accounting methods.

The Ad Hoc Committee and leadership team reviewed all options and are currently recommending *Option 1: The Foundation continues to receive 100% financial support from the parent company.* Although the CCS recommendations do offer an opportunity to become “non-reliant” on the parent company, they lack the following considerations that impact the intermediate and long-term survivability of the Foundation as part of its core function: to cultivate strong relationships in the community and raise philanthropic funds that are invested in CAPK programs.

- Administrative burden (i.e., indirect, operational expenses, layered clerical duties);
- Internal and External confusion (i.e., confusion among the two companies and mission drift);
- Continued division between the entities; and
- Agency and Programmatic organizational adoption and value of the Foundation.

Focusing purely on providing financial support to the supporting organization allows the Foundation to be strategic on philanthropic initiatives and allocate resources in generating ROI for the parent organization. It also helps maintain the parent/subsidiary relationship that the IRS designation entails and prevents the supporting organization from making decisions independently of their parent organization.

Under Option 1 the CAPK Foundation will continue to present an annual operating budget to the Governing Board of Directors for approval. This allows the boards and leadership team to evaluate prior performance and current conditions of the Foundation and adjust the operational support as needed.

This agenda item is informational and an opportunity to offer any feedback while staff and the Ad Hoc committee finalize the recommendation to The Board. We expect to bring a final recommendation for action to the October 25th Board of Directors.

**Attachment:**

*CCS financial modeling report for the CAPK Foundation*

# CAPK Foundation Development Project

FINAL REPORT

AUGUST 2023



**CCS**  
FUNDRAISING

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# ACKNOWLEDGEMENTS

CCS is pleased to present this final report to the Community Action Partnership of Kern (CAPK) team, to the CAPK Governing Board, and to the CAPK Foundation Board of Directors.

The CCS team would like to share our most sincere thanks for the support, guidance, and partnership we have received from the staff and leadership at CAPK and the CAPK Foundation. We look forward to our continued partnership.



# CCS TEAM



**AASHIKA  
PATEL**

Executive Vice President  
CCS Fundraising



**MARGARET  
GALLAGHER**

Vice President, Research  
CCS Fundraising



**SAMANTHA  
LEVEUGLE**

Senior Director  
CCS Fundraising

# INTRODUCTION

The Community Action Partnership of Kern hired CCS in June 2023 to develop financial models that identify a path to financial independence for the CAPK Foundation, or that reduce CAPK's financial support of the Foundation. Specifically, CCS focused on three questions:

1. Can the CAPK Foundation achieve near stand-alone state? If so, what would be an appropriate level of operational support in the near to long-term?
2. What is the Foundation's philanthropic potential?

How do we optimize operations to achieve it?

3. Which gift crediting policies should be in place to accurately and efficiently report Foundation revenue numbers?

To answer these questions, CCS interviewed CAPK board members, staff members, and completed a peer benchmarking exercise. Additionally, CCS reviewed CAPK's donor database, financial statements, internal policies, and strategic plans.

The information and recommendations found in the following slides are the result of this analysis.

# INTERIM REPORT SUMMARY

While the Foundation does not have a sophisticated fundraising operation, it **successfully raises above its annual operating budget each year**. This fact alone points to the viability of the operation. Foundation expenses have been under budget, and cost per dollar raised has hovered around target (\$0.25-\$0.35).

The Foundation's growth has been slowed due to:

- Non-codified gift crediting policies
- Lack of clear strategy, goals, and storytelling from leadership
- Redundant solicitation efforts
- Lack of culture of philanthropy

The Foundation is still relatively young and in a nascent phase. It is working toward being able to support a sophisticated fundraising operation.

With additional direction, structure, and institutional support, **the Foundation has the potential to be a meaningful profit center for CAPK.**

To support its philanthropic efforts, the Foundation will need help from the parent agency with establishing a culture of philanthropy at every level of the organization.

# PATH FORWARD: STRATEGIZE & RELAUNCH

Develop a strategic plan and relaunch the Foundation with specific funding priorities distinct from the government funded efforts of the parent company

## PROS

- Maintain expense flexibility
- Opportunity for diverse revenue streams
- Leverage connections and expertise of dynamic fundraising board
- Taper off operational support as fundraising revenue increases

## CONS

- CAPK will have to underwrite Foundation operations for a few more years as fundraising improves

## IMPLEMENTATION CONSIDERATIONS

- Leadership will need to set strategic plan, a case for support, and fundraising goals in place
- Clear gift crediting policies will need to be codified and ratified for accurate accounting
- Institutional support and culture of philanthropy across the organization will be essential
- **Identify an appropriate operational budget support model & consider taking a set percentage from every gift raised for operational support**

# PEER SUPPORTING ORGANIZATIONS

that were interviewed had improved operations during their active years with strategic planning, compelling cases for support, and clear goals

Most foundations had dedicated fundraising staff whose salaries were supported by the Parent organization and obtained operational funding from outside sources for the remainder of the Foundation's operational budget (admin fee, donors, or endowment).

**18.6**

Average years  
active

**\$3.5M**

Average annual  
revenue

**\$770K**

Average operational  
budget

**7.2**

Average number of  
staff members

Additionally, all were considered the designated fundraising arm of their supported charity, meaning that development efforts were kept within the Foundation. All Foundations abided by strict accounting rules, in which checks either 1) had the Foundation name in the payee line, 2) donors were asked to re-write checks or checks were endorsed to the Foundation upon document review.

# PEER SUPPORTING ORGANIZATIONS

operate under a variety of financial models

Foundations operated under one of the following: 1) received parent support for salaries, 2) received parent support for salaries & took an administrative fee, 3) received funding from donors & volunteers. These models were the basis for the creation of the CAPK financial model in the following slides.

**Peer # 1** – Parent pays for 50% of salaries, all other expenses funded by endowment

**Peer #2** – Takes 30% admin fee from every gift for operations

**Peer #3** – Has a handful of donors that pay for annual operating budget

**Peer #4** – Parent pays for salaries and benefits; takes a 5% admin fee from every gift for all other expenses

**Peer #5** – Operates entirely with volunteers; corporate partners fund annual fundraiser



# PHILANTHROPIC POTENTIAL

With leadership support and a concerted effort, CAPK has the potential of raising \$1.2M-\$1.9M from major donors over the next five years

A Wealth Engine analysis of all individual donors in CAPK's donor database identified 110 donors with a five-year gift capacity range between \$500K and \$7.5K. If successfully cultivated and solicited, gifts from these donors could result in \$1.2M to \$1.9M in revenue over the next five years. Additionally, Wealth Engine identified 1,636 donors who could give an average of \$36K annually via annual appeal (assuming a 20% participation rate).

Gift Capacity Range	Number of Donors in Range
\$300K-\$500K	1
\$200K-\$300K	3
\$100K-\$200K	19
\$75K-\$100K	12
\$50K-\$75K	22
\$40K-\$50K	9
\$30K-\$40K	15
\$25K-\$30K	7
\$20K-\$25K	4
\$15K-\$20K	10
\$10K-\$15K	4
\$5K-\$7.5K	4
<b>Grand Total</b>	<b>110</b>

Major Gifts - 5 Year Potential		
Low End	\$	1,215,000
Mid-Range	\$	1,577,500
High End	\$	1,940,000

Annual Appeal – Yearly Potential		
# of Prospects		1,636
Average Gift Amount	\$	112
Total Potential	\$	183,232
<b>20% Participation</b>	<b>\$</b>	<b>36,646</b>

# THE CAPK FOUNDATION HAS

The potential of raising an average of \$519K annually, or \$2.5M over 5 years

Assuming 20% annual appeal participation, a robust major gift program that raises the targets listed on the previous slide, and consistent Foundation/Corporate giving numbers from FY2022, the CAPK Foundation could raise upwards of \$2.5M over the next five years. Achieving this level of growth is ambitious and may require a longer timeframe (5-10 years). This fundraising potential is the basis for the revenue assumptions and forecast in the CAPK financial model in the following slides.

Low End		Mid Range		High End	
Annual Appeal	\$36,646	Annual Appeal	\$36,646	Annual Appeal	\$36,646
Major Gifts	\$243,000	Major Gifts	\$315,500	Major Gifts	\$388,000
Corporate Giving	\$140,000	Corporate Giving	\$140,000	Corporate Giving	\$140,000
Foundation Giving	\$27,800	Foundation Giving	\$27,800	Foundation Giving	\$27,800
Yearly Event	\$15,000	Yearly Event	\$20,000	Yearly Event	\$25,000
Special Partnerships (i.e., Huggy Heart)	\$15,000	Special Partnerships (i.e., Huggy Heart)	\$20,000	Special Partnerships (i.e., Huggy Heart)	\$25,000
Yearly Total	\$447,446	Yearly Total	\$519,946	Yearly Total	\$592,446
<b>Total 5 Year</b>	<b>\$2,237,232</b>	<b>Total 5 Year</b>	<b>\$2,599,732</b>	<b>Total 5 Year</b>	<b>\$2,962,232</b>

# FINANCIAL MODEL OPTIONS

CCS developed five funding options for CAPK's consideration. All options generate an ROI and offer varying degrees of financial support.

## Option #1

The Foundation continues to receive 100% financial support from CAPK

## Option #2

The Foundation no longer receives funding from CAPK and is 100% financially independent

## Option #3

Financial support is decreased each year by 10% until the Foundation receives a maximum of 20% funding each year

## Option #4

CAPK only pays for Foundation staff salaries, and the Foundation covers the remainder of its operational budget

## Option #5

A hybrid approach - CAPK pays for Foundation staff salaries, then gradually reduces funding for the remainder of the operational budget to 0%

# FINANCIAL MODEL ASSUMPTIONS

This model operates on several overarching assumptions, including:

1. It assumes that **outside of CAPK and an administrative fee, there are no other funding sources available for the Foundation**. Specifically, it assumes that no major donors are funding the operations of the Foundation exclusively, and that there are no endowment distributions supplementing funding.
2. It assumes **that all fundraised dollars are restricted** (total unrestricted dollars accounted for 0.62% of all fundraised dollars YTD2023), and that the administrative fee (10%) taken from every gift directly supports operations. It is important to note that with unrestricted dollars, the Foundation could achieve a higher level of financial independence each year.
3. It assumes that **all existing expenses will continue to be incurred for the foreseeable future**, and that these expenses **will continue to grow at an average, yearly inflation rate of 3% (salaries grow at a COLA of 2%)**.
4. It assumes that **the administrative fee that can be charged by the Foundation cannot exceed 10%** to avoid competition between CAPK and the Foundation.
5. It assumes that **if the Foundation incurred a deficit, that this deficit would be paid by CAPK** (as the Foundation has little reserves and unrestricted funds).
6. It assumes that **100% of the Foundation's yearly net income is given to CAPK for programmatic support and is not carried over year to year (i.e., the Foundation has no savings)**.
7. It assumes that **the Foundation can successfully raise 20% more than it did in the previous fiscal year, each year going forward**.

All other relevant assumptions are listed throughout the model as "line-item assumptions".

# OPTION #1 – 100% DEPENDENT

At the expected expense and revenue level, the Foundation could generate an ROI of upwards of 464% by year 9 with complete parent financing.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenue</b>									
<b>CAPK Contribution</b>	\$303,486.87	\$484,350.49	\$412,240.96	\$420,321.64	\$428,597.30	\$437,072.85	\$445,753.31	\$454,643.85	\$463,749.75
<b>Fundraising</b>	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
<b>Total Revenue</b>	803,487	1,084,350	1,132,241	1,284,322	1,465,397	1,681,233	1,938,745	2,246,234	2,613,658
<b>Total Expenses</b>	303,487	484,350	412,241	420,322	428,597	437,073	445,753	454,644	463,750
<b>Net Income (Loss)</b>	\$500,000	\$600,000	\$720,000	\$864,000	\$1,036,800	\$1,244,160	\$1,492,992	\$1,791,590	\$2,149,908
<b>Cost per \$ Raised</b>	0.38	0.45	0.36	0.33	0.29	0.26	0.23	0.20	0.18
<b>ROI</b>	<b>165%</b>	<b>124%</b>	<b>175%</b>	<b>206%</b>	<b>242%</b>	<b>285%</b>	<b>335%</b>	<b>394%</b>	<b>464%</b>

If all Foundation expenses were covered by CAPK, the Foundation could give 100% of fundraised dollars to the parent agency for program support. With a relatively consistent expense level (between \$400K and \$500K over 10 years), every dollar spent on the Foundation could generate an ROI of upwards of 464% within 9 years.

**Key Takeaway:** This model is a viable solution for CAPK and the Foundation should the Board value return on investment more than cutting funding support.

## OPTION #2 – 100% INDEPENDENT

At the expected expense and revenue level, it would take over 10 years for the Foundation to achieve financial independence.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenue</b>									
<b>CAPK Contribution</b>	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
<b>Fundraising</b>	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
<b>Total Revenue</b>	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
<b>Total Expenses</b>	303,487	484,350	412,241	420,322	428,597	437,073	445,753	454,644	463,750
<b>Net Income (Loss)</b>	<b>196,513</b>	<b>115,650</b>	<b>307,759</b>	<b>443,678</b>	<b>608,203</b>	<b>807,087</b>	<b>1,047,239</b>	<b>1,336,947</b>	<b>1,686,159</b>
<b>Cost per \$ Raised</b>	0.61	0.81	0.57	0.49	0.41	0.35	0.30	0.25	0.22
<b>Admin Fee Rev.</b>	50,000	60,000	72,000	86,400	103,680	124,416	149,299	179,159	214,991
<b>Deficit/Surplus</b>	<b>(\$253,487)</b>	<b>(\$424,350)</b>	<b>(\$340,241)</b>	<b>(\$333,922)</b>	<b>(\$324,917)</b>	<b>(\$312,657)</b>	<b>(\$296,454)</b>	<b>(\$275,485)</b>	<b>(\$248,759)</b>

An administrative fee of 10% is not sufficient to cover Foundation expenses alone. The Foundation would experience a six-figure deficit each year for well over 10 years before it could achieve solvency. The deficit is too large to be entirely covered by the Foundation's reserves or unrestricted dollars and would most likely have to be covered by CAPK.

- Key Takeaway: This model is not a viable solution for the Foundation or for CAPK at its projected revenue numbers.

## OPTION #3 – STAGGERED DROP TO 20%

At the expected expense and revenue level, the Foundation would be financially solvent for 4 years, and would incur increasing deficits every year thereafter.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue									
CAPK Contribution	\$319,137	\$434,000	\$328,056	\$292,675	\$255,803	\$217,384	\$177,361	\$135,674	\$92,261
Fundraising	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
Total Revenue	819,137	1,034,000	1,048,056	1,156,675	1,292,603	1,461,544	1,670,353	1,927,264	2,242,169
Total Expenses	303,487	484,350	412,241	420,322	428,597	437,073	445,753	454,644	463,750
Net Income (Loss)	500,000	551,778	637,986	738,568	866,265	1,026,776	1,226,950	1,475,018	1,780,865
Cost per \$ Raised	0.39	0.47	0.39	0.36	0.33	0.30	0.27	0.23	0.21
Parent Support %	100%	90%	80%	70%	60%	50%	40%	30%	20%
Parent Total \$	319,137	434,000	328,056	292,675	255,803	217,384	177,361	135,674	92,261
Admin Fee Rev.	50,000	60,000	72,000	86,400	103,680	124,416	149,299	179,159	214,991
Deficit/Surplus	\$50,000	\$61,778	\$51,764	\$12,732	(\$54,124)	(\$147,092)	(\$263,835)	(\$401,249)	(\$555,301)

The Foundation could sustain operations with administrative fee of 10% for four years. It is not sustainable thereafter – it would experience an increasing six-figure deficit each year. The deficit is too large to be entirely covered by the Foundation's reserves or unrestricted dollars and would most likely have to be covered by CAPK.

- Key Takeaway: This model is not a viable solution for the Foundation or for CAPK at its projected revenue numbers.



## OPTION #4 – SALARIES ONLY

At the expected expense and revenue level, it would take 10 years for the Foundation to be able to cover its operations with an admin fee of 10%.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
Revenue									
CAPK Contribution	\$153,714	\$232,529	\$237,180	\$241,923	\$246,762	\$251,697	\$256,731	\$261,866	\$267,103
Fundraising	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
Total Revenue	653,714	832,529	957,180	1,105,923	1,283,562	1,495,857	1,749,723	2,053,456	2,417,012
Total Expenses	303,487	484,350	412,241	420,322	428,597	437,073	445,753	454,644	463,750
Net Income (Loss)	350,227	348,179	544,939	685,602	854,965	1,058,784	1,303,970	1,598,812	1,953,262
Cost per \$ Raised	0.46	0.58	0.43	0.38	0.33	0.29	0.25	0.22	0.19
Parent Total \$	153,714	232,529	237,180	241,923	246,762	251,697	256,731	261,866	267,103
Admin Fee Rev.	50,000	60,000	72,000	86,400	103,680	124,416	149,299	179,159	214,991
Deficit/Surplus	(\$99,773)	(\$191,821)	(\$103,061)	(\$91,998)	(\$78,155)	(\$60,960)	(\$39,723)	(\$13,619)	\$18,344

The cost to raise a dollar gradually decreases to industry standard of \$0.19, the Foundation can pay for all operational expenses except for salaries by year 9, and CAPK reduces operational support by 35%, then gradually more thereafter. Additionally, it is feasible for the Foundation to pay for the gradually decreasing, five figure deficits from unrestricted funds or from Foundation reserves as needed.

➤ Key Takeaway: This is a reasonable model for donors, the Foundation, and CAPK.

# OPTION #5 – HYBRID (SALARIES & DECREASING OPERATIONAL SUPPORT)

At the expected expense and revenue level, the Foundation will be able to cover all operational expenses outside of salaries by year 2032 with a 10% admin fee.

	2024	2025	2026	2027	2028	2029	2030	2031	2032
<b>Revenue</b>									
<b>CAPK Contribution</b>	\$258,555	\$383,622	\$324,710	\$313,283	\$301,313	\$288,772	\$275,633	\$261,866	\$267,103
<b>Fundraising</b>	500,000	600,000	720,000	864,000	1,036,800	1,244,160	1,492,992	1,791,590	2,149,908
<b>Total Revenue</b>	758,555	983,622	1,044,710	1,177,283	1,338,113	1,532,932	1,768,625	2,053,456	2,417,012
<b>Total Expenses</b>	303,487	484,350	412,241	420,322	428,597	437,073	445,753	454,644	463,750
<b>Net Income (Loss)</b>	455,068	499,272	632,469	756,961	909,515	1,095,859	1,322,872	1,598,812	1,953,262
<b>Cost per \$ Raised</b>	0.40	0.49	0.39	0.36	0.32	0.29	0.25	0.22	0.19
<b>Parent Support %</b>	70%	60%	50%	40%	30%	20%	10%	0%	0%
<b>Parent Total \$</b>	258,555	383,622	324,710	313,283	301,313	288,772	275,633	261,866	267,103
<b>Admin Fee Rev.</b>	50,000	60,000	72,000	86,400	103,680	124,416	149,299	179,159	214,991
<b>Deficit/Surplus</b>	<b>\$5,068</b>	<b>(\$40,728)</b>	<b>(\$15,531)</b>	<b>(\$20,639)</b>	<b>(\$23,605)</b>	<b>(\$23,885)</b>	<b>(\$20,821)</b>	<b>(\$13,619)</b>	<b>\$18,344</b>

The cost to raise a dollar gradually decreases to industry standard of \$0.19, the Foundation can pay for all operational expenses except for salaries by year 9, and CAPK reduces operational support by 35% then gradually more thereafter. Additionally, it is feasible for the Foundation to pay for the deficits from unrestricted funds or from Foundation reserves.

➤ **Key Takeaway:** This is a reasonable model for donors, the Foundation, and CAPK.

# CCS RECOMMENDATION: OPTION 4 OR 5

If reducing financial support is CAPK's primary goal, then it is our opinion that options 4 & 5 offer the most benefits. CAPK leadership should select & adopt the option that best fits the organization's needs for the next 10 years.

## PROS:

- Reduce parent operational support by over 35% over the course of ten years (and more thereafter)
- Avoids 6 figure deficits
- Achieve an industry standard cost per dollar raised of \$0.19
- Foundation will be able to fund the remainder of the budget with an administrative fee of 10% within 9 years
- Gives the Foundation the ability to restrict the majority of funds raised for CAPK use

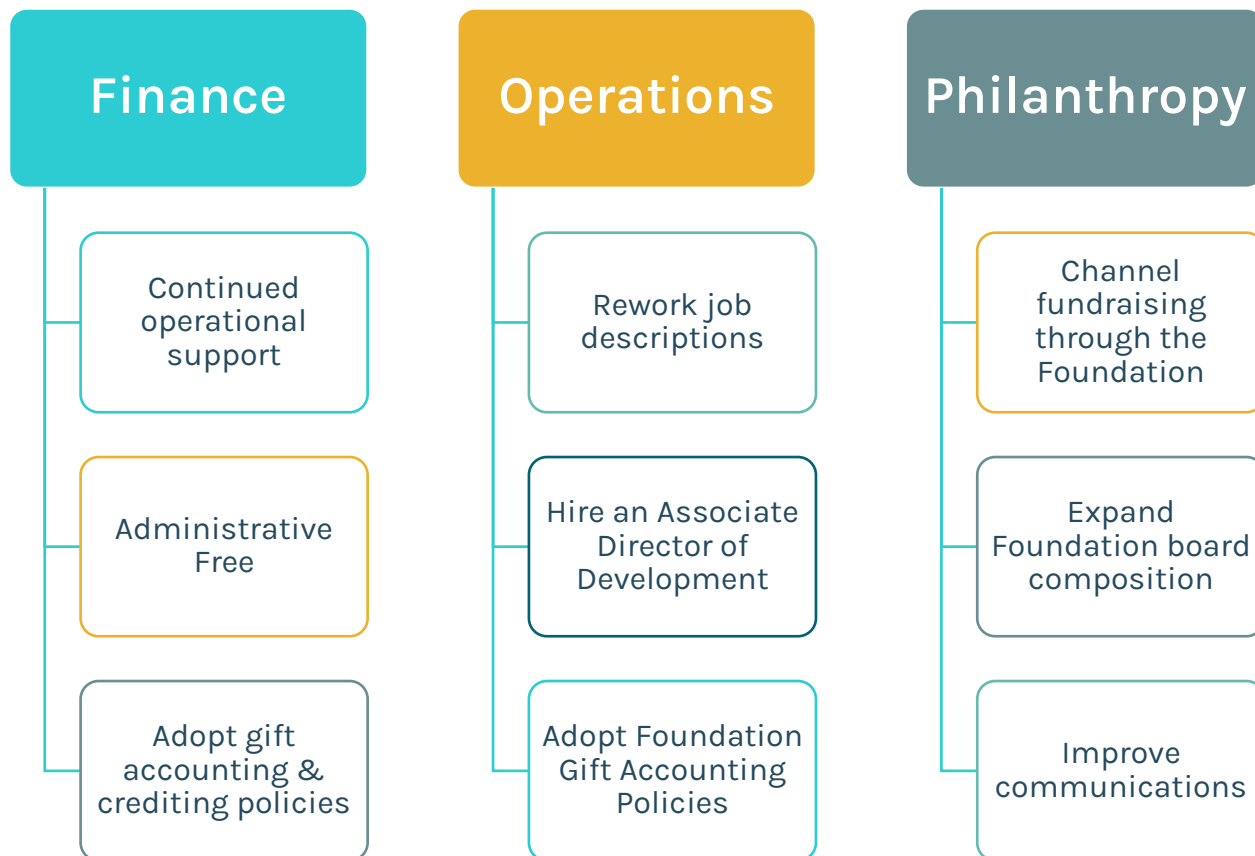
## CONS:

- The Foundation will have deficits for 7-8 years until it achieves near stand-alone state
- The path to near stand-alone state is longer than anticipated; it will take over ten years to reduce Parent support by over 35%
  - CAPK will need to fund the Foundation for the next ten years

*Note: Option 5 has the lowest deficit of the two options and two years of positive cashflow.*

# AN IMPLEMENTATION PLAN

That addresses the following three pillars will be necessary to achieve the results found in the financial model and to successfully relaunch Foundation efforts.



# IMPLEMENTATION PLAN - FINANCE

Specific goals will need to be set, and policies adopted to realize the results found in the Financial Model.



## **CAPK and the Foundation set mutually agreed upon fundraising goals and expense targets yearly**

Having specific key performance indicators against which performance can be measured will help the Foundation achieve near stand-alone state in a timely manner, while adequately managing Parent spend. Progress towards goals should be closely monitored and re-evaluated each year.



## **Continued parent operational support for five to ten years**

CAPK provides financial support to the Foundation as fundraising ramps up. Every year the Foundation puts forth a budget, the discussion is centered around percentage of support provided, and by how much that percentage can be decreased for the coming year.



## **The Foundation implements a 10% administrative fee policy**

The Foundation takes a percentage for operations from all gifts coming into the Foundation or increases the level of unrestricted giving to fund operations. All other dollars are given to CAPK for programmatic support.



## **CAPK amends its Gift Acceptance Policies to include provisions for gift accounting and crediting**

These policies should specify that administrative fees will only be deducted from a gift once (either for the Foundation or for CAPK) and should detail which gifts are to be credited to the Foundation and which are credited to the Parent. Checks intended for the Foundation (and for which there is documentation) should be endorsed to the Foundation. CAPK should also agree to report check deposits more frequently for timely donor acknowledgement procedures to take place.

# IMPLEMENTATION PLAN - OPERATIONS

Clarifying and expanding the roles of Foundation staff will be required to support increased fundraising.



## **The Director of Development should be viewed as the executive leader of the Foundation (per industry standard)**

The Director's role is to develop and implement strategic plan for the Foundation. The Director should also develop a strong case for support that compels donors to give, set annual fundraising goals, focus their efforts on major gift outreach as well as Foundation and Corporate Giving. All of these should be done in collaboration with CAPK leadership and the Foundation Board.



## **Fill the Associate Director of Development position in 2025**

The Associate Director will work closely with the Director of Development to implement Foundation strategy & to achieve goals. They should take on the annual appeal, community engagement efforts, and events.



## **The Foundation Assistant's role should be expanded to include gift accounting procedures**

The Foundation Assistant should more specifically focus on gift accounting, donor acknowledgement, and database management, and should assist with other tasks as needed.



## **The Foundation should adopt Gift Acceptance and Processing Policies with a gift crediting component**

These policies should detail which gifts can be accepted, how they are to be processed & deposited, and how the donor is to be acknowledged. Policies should include a section agreeing to have documentation for every gift raised and to a monthly reconciliation process with CAPK's Finance Team.

# IMPLEMENTATION PLAN - OPERATIONS

Clarifying and expanding the roles of Foundation staff will be required to support increased fundraising.



## **CAPK and the Foundation should mutually agree on the disbursement of Foundation funds and codify these procedures**

While all monies fundraised for a specific program should be directly disbursed to that program (e.g., the Food Bank), a method via which other monies are distributed will need to be codified. There are several methods that can be employed:

- Individual programs can apply for grants from the Foundation
- All funds can be disbursed to CAPK annually and distributed at CAPK leadership's discretion
- A percentage of all funds can be disbursed to CAPK annually and distributed at leadership's discretion (the remainder would stay with the Foundation to build up an endowment or as reserves).

The disbursement process should be discussed and approved by the leadership of both boards and should meet the needs of CAPK programs.



## **The Foundation should create standardized major gift request letters, gift agreements, annual giving pledge cards**

Having formalized gift agreement documents will facilitate the accounting portion of gift processing, ensuring that appropriate credit is given to the Foundation for gifts that may inadvertently be made out to CAPK (instead of CAPK Foundation).



## **The Foundation should set up its own mailbox to which it can direct donors to mail checks**

Having a separate mailbox for the Foundation will further ensure that gifts intended for it are directed to it, and that checks for the Foundation are processed as a separate batch. This will facilitate gift crediting and processing for both, CAPK and the Foundation. This step can be completed when CAPK moves offices in 2024.



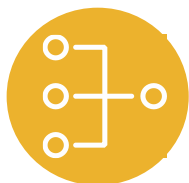
# IMPLEMENTATION PLAN - PHILANTHROPY

Developing an internal culture of philanthropy will be essential to support increased fundraising. CAPK leadership should express clear support for the Foundation both internally & externally.



## **All fundraising efforts must be routed through the Foundation**

At present, CAPK programs fundraise independently of the Foundation. This approach appears disjointed and creates confusion among donors. It is primordial that leadership agree to have all fundraising efforts (except government grant applications) set up and ran via the Foundation. Leadership must ensure that this is clearly communicated throughout the organization and adhered to.



## **The Foundation should have a clear case for support and funding priorities**

Since the Foundation will be the designated fundraising arm of CAPK, it will need to establish clear funding priorities to which donors can give. Priorities can include: the Food Bank, General Programmatic Support, an Emergency Fund, and a Special Projects Fund.



## **The Foundation should consider inviting program administrators and former governing board members to join its board or to participate in fundraising activities**

Expanding agency engagement by extending board invitations to internal stakeholders or inviting them to participate in fundraising events or solicitations will help staff understand the importance of the Foundation and will help develop a culture of philanthropy throughout the organization.

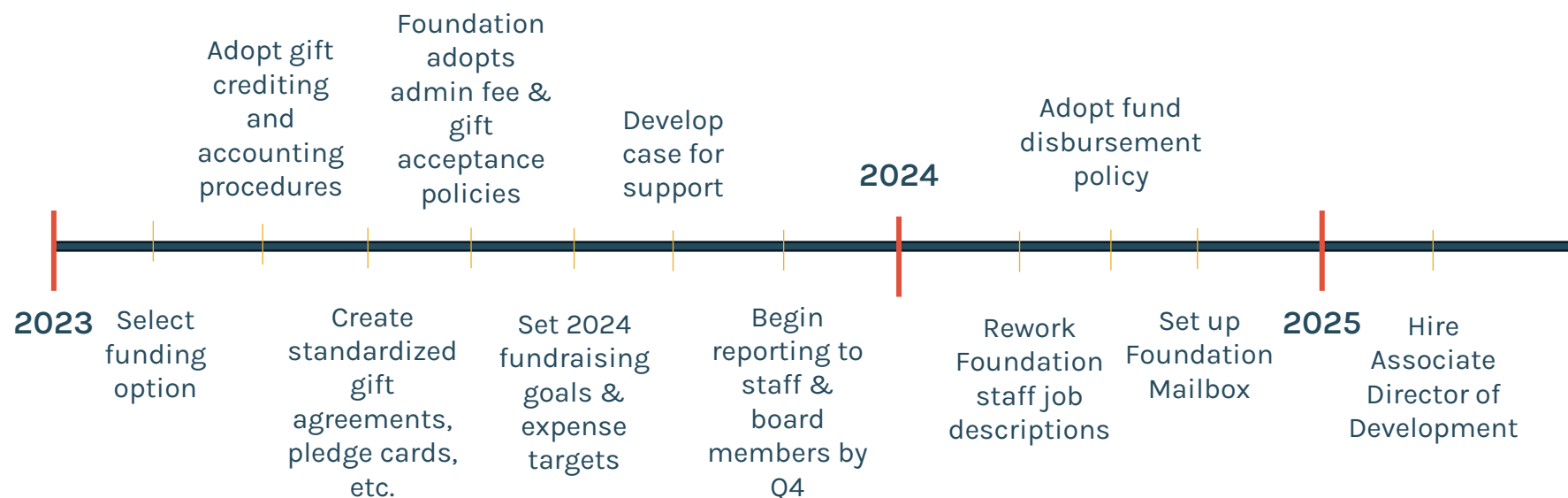


## **The Foundation should report progress & success stories during all-staff meetings and to the Governing Board more frequently**

Sharing success stories and progress to date with all stakeholders will increase exposure to the Foundation, which in turn should help in the development of a culture of philanthropy.

# SUGGESTED IMPLEMENTATION TIMELINE

Implementation recommendations made above can be implemented within the next three years as follows:



A photograph of a smiling woman with grey hair tied back, wearing a green t-shirt with the word 'VOLUNTEER' printed on it. She is holding a large, dry branch. The background shows a house and trees. A semi-transparent teal overlay covers the entire image, and white text is overlaid on the left side.

# DISCUSSION

AND FEEDBACK





# Thank You

# APPENDIX

# AGGREGATED BENCHMARKING RESULTS (1/4)

Organization	Est.	Active Years	Revenue	Operational Budget	Expenses as % of Revenue	Support from Parent?
Bakersfield ARC	2000	2	\$ 1,000,000	\$ 150,000	15%	None
Grimm Foundation	2011	12	\$ 1,500,000	\$ 450,000	30%	Independent
Kern Medical Foundation	1980	8	\$ 9,000,000	\$ 2,500,000	28%	None
CSUB Foundation	1970	50	\$ 6,000,000	\$ 750,000	13%	Salaries
CAPWYN	2002	21	\$ 100,000	\$ -	0%	None
<b>Results</b>		<b>18.6</b>	<b>\$ 3,520,000</b>	<b>\$ 770,000</b>		<b>4/5 are independent</b>

# AGGREGATED BENCHMARKING RESULTS (2/4)

Organization	Board Composition	Performance Reporting	# Staff
Bakersfield ARC	No parent reps; must serve with Foundation before heading to Governing Board	President/CEO reports foundation performance to Governing Board	2
Grimm Foundation	N/A	N/A	5
Kern Medical Foundation	2 executives, 2 program leaders	Annual report presented publicly	4
CSUB Foundation	3 university executives	Annual report published and presented to CSU Board; Fact Book is published and shared yearly	25
CAPWYN	Former ED on the Board	N/A	0
<b>Results</b>	<b>4/5 have parent org reps on the board</b>	<b>Most popular reporting method is an annual report</b>	<b>7.2</b>



# AGGREGATED BENCHMARKING RESULTS (3/4)

Organization	% for operations	Endowment Distribution %
Bakersfield ARC	0	0
Grimm Foundation	30	N/A
Kern Medical Foundation	Some donors support operations	N/A
CSUB Foundation	5%	4%
CAPWYN	0	0
<b>Results</b>	<b>3/5 Fundraise for Operations</b>	<b>1/5 had an endowment with a distribution rate of 4%</b>

# AGGREGATED BENCHMARKING RESULTS (4/4)

Organization	Gift Crediting Policy
Bakersfield ARC	Unsolicited gifts are accounted for with Corporate; gifts that are the result of fundraising go to the Foundation
Grimm Foundation	Independent so kept all gifts; some pass through gifts or grants were allotted to the Foundation budget as revenue/expense (balanced out)
Kern Medical Foundation	Everything is routed to the Foundation; donors are asked to re-write checks if errors OR endorse the checks over to the Foundation
CSUB Foundation	Checks must be made out to the Foundation; donors are asked to re-write checks if issues; procedure exists to ensure correct endorsement
CAPWYN	N/A
<b>Results</b>	<b>Only 1/5 routed all gifts through the Foundation; all ensured checks were made to the Foundation or endorsed over to the Foundation</b>





## MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: September 27, 2023

Subject: *Agenda Item V(d)*: New Contract: Bakersfield Kern Regional Homeless Collaborative  
- **Action Item**

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### **INTRODUCTION**

The Housing and Homelessness Incentive Program (HHIP) is a Medi-Cal Managed Care Plan (MCP) incentive program through which MCPs may earn incentive funds for improving health outcomes and access to whole person care services by addressing homelessness and housing insecurity as social drivers of health and health disparities. The HHIP rewards MCPs for developing the necessary capacity and partnerships to connect their members to needed housing services and taking active steps to reduce and prevent homelessness.

As a means of addressing social determinants of health and health disparities, Medi-Cal managed care plans would be able to earn incentive funds for making investments and progress in addressing homelessness and keeping people housed. Managed care plans and the local homeless Continuum of Care, in partnership with local public health jurisdictions, county behavioral health, public hospitals, county social services, and local housing departments, must submit a Homelessness Plan to DHCS.

### **SCOPE OF WORK**

Funds will support CA-604 Bakersfield-Kern Regional Homeless Collaborative with the staffing, volunteer recruitment, and incentives to ensure complete geographic coverage for the 2023 PIT Count, enhancement of HMIS infrastructure and capacity, including user fees, database trainings and MOUs, and data integrity and privacy. In addition, funding will support community-based organizations and CA-604 Bakersfield-Kern Regional Homeless Collaborative with case management and landlord advocacy and assessment/referral activities to open up housing slots to those most vulnerable and online resources to support placement.

### **HHIP MEASURES TO BE IMPACTED:**

The following HHIP measures are intended to be successfully impacted/achieved by the grant. The Grantee has reviewed and understands the definitions/expectations of the intended impacted DHCS HHIP measures below:

Priority Area 1: Partnership and Capacity to Support Referrals for Services	Priority Area 2: Infrastructure to Coordinate and Meet Member Housing Needs	Priority Area 3: Delivery of Services and Member Engagement
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### **TERMS OF AGREEMENT**

This Agreement is from January 1, 2023, through October 31, 2023, and is for the amount of \$120,000.00. Health Net & BKRHC have been slow to issue this contract and are asking for this retroactive start date. Staff are confident in being able to accomplish the reporting and expenditures necessary in the remaining timeframe.

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

### **RECOMMENDATION**

Staff recommends that the Board of Directors approve the contract and authorize the Chief Executive Officer to execute the contract for services with Bakersfield Kern Regional Homeless Collaborative HHIP and all subsequent documents and amendments throughout the duration of the contract term.

***Attachment:***

*Contract to be provided on Monday, September 25*



*Helping People... Changing Lives.*

## COMMUNITY ACTION PARTNERSHIP OF KERN

### BOARD MEETING

SEPTEMBER 20, 2023

### FINANCIAL REPORT

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**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
<b><u>UNRESTRICTED</u></b>						
GENERAL FUND			NOT APPLICABLE	03/01/23 - 02/28/24	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/23 - 02/28/24	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/23 - 02/28/24	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/23 - 02/28/24	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/23 - 02/28/24	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/23 - 02/28/24	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	534	DONATIONS
211			NOT APPLICABLE	03/01/23 - 02/28/24	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/23 - 02/28/24	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/23 - 02/28/24	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/23 - 02/28/24	595	DONATIONS
<b><u>RESTRICTED</u></b>						
EARLY HEAD START/HEAD START	29,150,876	93.600	09CH011132-05	03/01/23 - 02/28/24	108/109	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START SAN JOAQUIN	7,317,893	93.600	09CH011132-05	03/01/23 - 02/28/24	117	U S DEPT OF HEALTH & HUMAN SERVICES
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042103	08/01/22 - 07/31/23	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	244,868	21.009	23VITAA0166	10/01/22 - 09/30/23	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,756,701	93.569	23F - 4015	01/01/23 - 12/31/23	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	9,438,248 7,083,340	93.568 93.568	22B - 4012 23B - 5013	11/01/21 - 06/30/23 11/01/22 - 06/30/24	122-31 122-32	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	208,133	93.568	22Q-4561	09/01/22 - 06/30/23	122-42	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT



**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

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
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME ENERGY ASSISTANCE PROGRAM)	5,432,583	93.568	23J-5716	04/15/23 - 05/31/25	122-42	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	677,192	93.575	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 2058	07/01/22 - 06/30/23	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,643,428	93.575	CMAF - 2000	07/01/22 - 06/30/23	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT CHILD CARE	2,088	93.575	CMIG - 2004	07/01/22 - 06/30/23	250	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,816,697	10.561	19-10324 A01	10/01/22 - 09/30/23	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	10/01/22 - 09/30/23	105/111	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
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
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	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, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAFE CAMPING - COUNTY OF KERN	1,212,423	21.027		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
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	437,459	10.565	MOU-20-6003	10/01/22 - 09/30/23	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	10/01/22 - 09/30/23	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,277,247	10.557	22 - 10236	10/01/22 - 09/30/23	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000	93.185	00-FE-3400-01-00	05/01/22 - 06/30/23	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	107,627	10.561	22 - CF - SUB - KERN	10/01/22 - 09/30/23	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	07/01/22 - 06/30/23	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
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, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	1,571,900	PO23-01122	N/A	07/01/22 - 06/30/23	248	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/22 - 06/30/23	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMA - 2000	07/01/22 - 06/30/23	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 2058	07/01/22 - 06/30/23	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CALIFORNIA STATE PRESCHOOL PROGRAM	7,153,992		CSPP - 2120	07/01/22 - 06/30/23	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 2004	07/01/22 - 06/30/23	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 2004	07/01/22 - 06/30/23	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
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)	4,874,043		010 - 2023	07/01/22 - 06/30/23	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		509-2019	07/01/22 - 06/30/23	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		012 - 2023	07/01/22 - 06/30/23	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY 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
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	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	242,527		15 MOU - 00118	07/01/22 - 06/30/23	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 06/30/23	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
DIFFERENTIAL RESPONSE SERVICES	240,727		N/A	07/01/22 - 06/30/23	280	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN, SUPERINTENDENT OF SCHOOLS, CHILD AND FAMILY SERVICES AGENCY, NETWORK FOR CHILDREN

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FIRST 5 KERN - HELPLINE 211	90,558 93,282		2020.2.05	07/01/22 - 06/30/23 07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	144,951 147,799		2020.2.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	249,281 256,718		2020.1.06	07/01/22 - 06/30/23 07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	169,156 173,165		2020.2.18	07/01/22 - 06/30/23	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	402,525			07/01/22 - 03/31/23	292	STATE OF CALIFORNIA, HOUSING HOMELESS ASSISTANCE AND PREVENTION, UNITED WAY OF STANISLAUS COUNTY
COUNTY OF KERN HELPLINE 211	45,000		604-2022	07/01/22 - 06/30/23	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/22 - 06/30/23	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
SHAFTER YOUTH CENTER - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	527-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND GRANT
FRIENDSHIP HOUSE - COASTAL CLEAN-UP	4,000		N/A	05/28/22 - 08/31/23	531-261	CALIFORNIA COASTAL COMMISSION, WHALE TAIL FUND
FRIENDSHIP HOUSE - ALBERTSONS STEM	4,868				531-266	ALBERTSONS COMPANIES FOUNDATION
211 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	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS

**COMMUNITY ACTION PARTNERSHIP OF KERN  
SCHEDULE OF PROGRAMS (FUNDS)  
FOR THE PERIOD MARCH 1, 2023 THROUGH FEBRUARY 28, 2024**

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/22 - 11/30/23	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS

A6

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**FUNCTIONAL CLASSIFICATIONS BY FUND**  
**FISCAL YEAR 2023/24**

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 2023/24**

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 2023/24**

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 2023/24

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/23	n/a				
04/30/23	n/a				
05/31/23	n/a				
06/30/23	n/a				
07/31/23	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for \$1.5 million during January , February, July, August 2023 and will decrease to \$350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

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
12/31/22 - 3/31/23	90 days	\$ 642.01	8.69%
04/01/23 - 6/30/23	90 days	\$ 221.18	8.90%
07/01/23 - 9/30/23	90 days		
10/01/23 - 12/31/23	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 JULY 31, 2023	
PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(98,708.49)
HEAD START/EARLY HEAD START	368,538.76
<b>SUBTOTAL</b>	<b>269,830.27</b>
GENERAL CHILD CARE	(611,777.89)
MIGRANT A/P	(2,975,182.18)
Child Development Reserve Fund No. 1	183,677.30
Child Development Reserve Fund No. 2	(7,957.38)
MIGRANT CHILD CARE	75,594.09
MIGRANT SPECIALIZED SERVICES	(2,505.00)
SAN JOAQUIN COE GENERAL CHILD CARE	(129,026.26)
STATE PRESCHOOL	3,793,826.56
<b>SUBTOTAL</b>	<b>326,649.24</b>
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(166,263.30)
EF&S	17,891.00
EFAP	(201,131.97)
HUD CPF Food Bank Expansion	(1,792,731.46)
FEEDING AMERICA SERVICE INSIGHTS	46,995.82
FOOD BANK	(283,256.66)
FOOD BANK EXPANSION	1,148.24
FOOD BANK CAPACITY PROGRAM	835,945.65
FOOD BANK - STATE	(976,111.78)
SOUTHERN CA GAS COMPANY	196,822.15
WONDERFUL FOOD BANK EXPANSION	2,200,925.02
WONDERFUL FOUNDATION	85,703.90
<b>SUBTOTAL</b>	<b>(34,063.39)</b>
ENERGY	(84,599.79)
DOE WAP	0.00
LIHEAP	(1,738,113.75)
LIWHAP	(54,001.98)
PG&E	6,065.59
TRANSFER NEGATIVE BALANCE	1,870,649.93
<b>SUBTOTAL</b>	<b>0.00</b>
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
<b>SUBTOTAL</b>	<b>0.00</b>
211	479,150.40
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(59,722.58)
KCCD CERF REGIONAL CONVENOR	(14,145.46)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(21,254.47)
CALAIM HOMELESS PREVENTION SERVICES	159,656.95
CAL FRESH	(25,725.59)
CALEITC	(380,286.48)
CAPK FOUNDATION	(63,934.35)
COST POOLS	64,259.34
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(73,198.32)
CSBG	(36,870.38)
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	(78,130.53)
DIGNITY HEALTH	1,048.70
DISCRETIONARY FUND	3,289,197.31
EAST KERN FAMILY RESOURCE CENTER	25,465.72
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(26,969.19)
ESG COORDINATED ENTRY SERVICE - COVID19	(1,072.92)
ASTHO VACCINE EQUITY	(40,109.78)
CITY OF BAKERSFIELD CAL VIP	(27,103.07)
FIRST 5 KERN 211	(26,003.07)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(56,164.40)
FIRST 5 HELP ME GROW	(35,341.13)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(53,774.68)
FRIENDSHIP HOUSE	26,828.23
FUNDRAISING	275,059.44
GENERAL FUND	96,494.17
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.01
HOME VISIT INITIATIVE (CO OF KERN)	(421,766.19)
HUD-COORDINATED ENTRY SYSTEM	(8,680.37)
COUNTY OF KERN - 211	0.00
INDIRECT FUND	1,398,359.49
IRS - VITA	(30,599.63)
TAX ASSISTANCE	12,764.38
M ST NAVIGATION CENTER	42,979.87
NEOPB CAL FRESH HEALTHY LIVING	(358,343.90)
POSITIVE YOUTH DEV SVC	(13,449.27)
POSITIVE YOUTH M	(50,281.34)
SHAFTER YOUTH CENTER	77,280.51
OASIS FAMILY RESOURCE CENTER	9,529.25
SIERRA FOUNDATION - ASTHMA MITIGATION	53,238.34
UNITED WAY 211	981.55
UW STANISLAUS CES	(55.00)
WELLS FARGO FOUNDATION	47,386.93
WIC	(944,581.39)
LESS: ENERGY NEGATIVE BALANCE	(1,870,649.93)
ADD: LINE OF CREDIT	0.00
<b>SUBTOTAL</b>	<b>1,341,467.17</b>
<b>TOTAL OPERATING CASH</b>	<b>1,903,883.29</b>

## **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  
July 31, 2023

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

OPERATING ACCOUNT  
ACCOUNT NO: XXXXXX-X2976

BANK BALANCE AT	07/31/23		2,962,442.40
LESS: OUTSTANDING CHECKS		823,774.18	
ADJUSTED BANK BALANCE AT	07/31/23		2,138,668.22
GENERAL LEDGER BALANCE AT	06/30/23		3,710,042.41
ADD: DEPOSITS		1,254,161.19	
US TREAS DRAWDOWNS		2,878,842.34	
FUNDS FROM OTHER GRANTS		2,056,230.00	
TRANSFERS FROM RESTRICTED ACCOUNTS		711,167.19	
ADP /HEALTH EQUITY REFUND		50.00	
REIMBURSEMENT OF ALTERED PAYEE		541.03	
LESS: CHECKS		2,122,282.13	
ADP PAYROLL 7/14/23		1,457,225.95	
ADP PAYROLL 7/28/23		1,471,220.94	
EFTS FOR HRA/HSA/ STD/403B		308,133.92	
REC LOAN PRINCIPAL/INT EXPENSES		23,790.70	
TRANSFERS FROM RESTRICTED ACCOUNTS		-	
CREDIT CARD		51,891.20	
BANK FEES		-	
ACH VOUCHERS		3,037,821.10	
GENERAL LEDGER BALANCE AT	07/31/23		2,138,668.22

DIFFERENCE: (0.00)

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/16/2023

APPROVED BY: *Nancy Webster* TITLE: Chief Financial Officer DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**July 31, 2023**

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

ACCOUNT NO.: XXXXX-X6256

**BANK BALANCE ENDING: 07/31/23 954,385.10**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 07/31/23 954,385.10**

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**BALANCE PER G/L 06/30/23 953,564.43**

ADD: DEPOSITS 0.00

INTEREST 820.67

ROUNDING ERROR 0.00

BANK ACCOUNT TRANSFER FROM GENERAL FUND 0.00

LESS: CHECKS 0.00

CLIENT ANALYSIS SERVICE CHARGE 0.00

BANK ACCOUNT TRANSFER TO GENERAL FUND 0.00

**BALANCE PER G/L 07/31/23 954,385.10**

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DIFFERENCE: 0.00

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

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PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 08/16/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 08/16/2023

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

5005 BUSINESS PARK NORTH  
BAKERSFIELD, CA 93309-1651

**BANK RECONCILIATION FOR MONTH ENDING  
July 31, 2023**

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

ACCOUNT NO.: XXXXX-X1095

**BANK BALANCE ENDING: 07/31/23 16,760.31**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 07/31/23 16,760.31**

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**BALANCE PER G/L 06/30/23 688,424.15**

ADD: DEPOSITS 0.00

INTEREST 512.92

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 672,176.76

**BALANCE PER G/L 07/31/23 16,760.31**

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

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

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PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 08/23/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 08/23/2023



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

BANK RECONCILIATION FOR MONTH ENDING  
**July 31, 2023**

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

ACCOUNT NO.: XXXXX-X1921

<b>BANK BALANCE ENDING:</b>	<b>07/31/23</b>	<b>21,128.74</b>
DEPOSITS IN TRANSIT		0.00
OUTSTANDING CHECKS		0.00
OTHER		0.00
<b>ADJUSTED BANK BALANCE</b>	<b>07/31/23</b>	<b>21,128.74</b>

<b>BALANCE PER GENERAL LEDGER</b>	<b>06/30/23</b>	<b>60,090.52</b>
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00
ONLINE DONATIONS		0.00
PAYPAL DEPOSIT		0.00
INTEREST		47.09
LESS: APPLIED MERCHANT DEBITS		0.00
CLIENT ANALYSIS SERVICE CHARGE		17.45
BANKCARD FEES		0.99
CASH CONCENTRATION FEE		0.00
FUND TRANSFER TO GENERAL FUND		38,990.43
		0.00
<b>BALANCE PER GENERAL LEDGER:</b>	<b>07/31/23</b>	<b>21,128.74</b>

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

Difference: 0.00

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

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

PREPARED BY: Naomi Ibarra

TITLE: Accountant

DATE: 08/16/23

APPROVED BY: 

TITLE: Chief Financial Officer

DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**July 31, 2023**

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

ACCOUNT NO.: XXXXX-X6264

**BANK BALANCE ENDING: 07/31/23 7,545.46**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 07/31/23 7,545.46**

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**BALANCE PER G/L 06/30/23 7,538.97**

ADD: DEPOSITS 0.00

INTEREST 6.49

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 07/31/23 7,545.46**

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DIFFERENCE: 0.00

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PREPARED BY: N. IBARRA TITLE: Accountant DATE: 08/16/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/16/2023

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

BANK RECONCILIATION FOR MONTH ENDING  
**July 31, 2023**

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

ACCOUNT NO.: XXXXX-X2049

**BANK BALANCE ENDING: 07/31/23 96,901.15**

DEPOSITS IN TRANSIT 0.00

OUTSTANDING CHECKS 0.00

OTHER 0.00

**ADJUSTED BANK BALANCE: 07/31/23 96,901.15**

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**BALANCE PER G/L 06/30/23 96,817.83**

ADD: DEPOSITS 0.00

INTEREST 83.32

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 07/31/23 96,901.15**

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DIFFERENCE: 0.00

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PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 08/16/23

APPROVED BY:  TITLE: Chief Financial Officer DATE: 08/16/2023

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**WELLS FARGO VISA SUMMARY**  
**STATEMENTS DATED July 1, 2023 - July 31, 2023**

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	\$ -
Catherine Anspach	Foundation Director of Development	1,979.51
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	17,839.55
Freddy Hernandez	Director of Youth and Community Services	6,091.58
Louis Gill	Chief Program Officer	791.21
Lisa McGranahan	Director of Human Resources	463.74
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,071.64
Pritika Ram	Chief Business Development Officer	2,102.53
Jeremy Tobias	Chief Executive Officer	
Emilio Wagner	Director of Operations	6,985.92
Tracy Webster	Chief Financial Officer	3,578.31
Rebecca Moreno	Director of Housing Support Services	460.00
Susana Magana	Director of Nutrition Services	4,854.56
	Total	\$ 47,218.55



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Capk Ap	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

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 : 7/1/2023 - 7/31/2023

Statement Summary

Name	Catherine Anspach			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-1647			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/10/2023	7/11/2023	Smiths Bakeries Inc 661-8271926, CA				159.84	
Cookies for the Oasis Family Resource Center baby shower event on Saturday, July 15th. Foundation support.							
2 7/10/2023	7/12/2023	Arco #42477 Bakersfield, CA				49.00	
Gas for rental vehicle. Travel for Wipfli conference.							
3 7/13/2023	7/14/2023	Nayax Parking Hunt Valley, MD				72.00	
Parking for Wipfli conference.							
4 7/15/2023	7/17/2023	Chevron 0207110 Las Vegas, NV				70.76	
Gas for rental vehicle for Wipfli conference.							
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				782.34	
Hotel for Wipfli conference.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Arco #42477 Bakersfield, CA				39.84
Gas for rental vehicle for Wipfli conference.						
7 7/15/2023	7/17/2023	Enterprise Rent-A-Car Bakersfield, CA				534.74
Vehicle for Wipfli conference.						
8 7/20/2023	7/24/2023	Cali Pizza Kitc Inc #220 Bakersfield, CA				238.63
Foundation event planning meeting. Attendees list attached.						
9 7/25/2023	7/26/2023	Py *cafe Smitten Bakersfield, CA				32.36
Lunch meeting with board member Janea Benton.						

Transaction Count: 9  
Total: 1,979.51

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Gloria Barbero	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

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

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_





Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Yolanda Gonzales			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7009			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60	
Lodging for 2023 CAPLAW National Training conf 062623-062923 for Letisha B							
2 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60	
Lodging for 2023 CAPLAW National Training Conf for Robert E 062623-062923							
3 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60	
Lodging for 2023 CAPLAW National Training Conf. for Sylvia O 062623-062923							
4 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,054.60	
Lodging for 2023 CAPLAW National Training Conf Yolanda G 062623-062923							
5 7/1/2023	7/3/2023	Fairmont Austin Austin, TX				1,062.39	
Lodging for 2023 CAPLAW National Training Conf. for Elsa N 062623-062923							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/4/2023	7/5/2023					1.20
		Currency Conversion fee for Flocker				
<hr/>						
7 7/4/2023	7/5/2023	Canva* 03835-33733260 Sydney				119.99
		Membership Renewal for CAPK Education and Support Services				
<hr/>						
8 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Yolanda G 102423-102723				
<hr/>						
9 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Sylvia O 102423-102723				
<hr/>						
10 7/6/2023	7/7/2023	Prince Waikiki Honolulu, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Luz A 102423-102723				
<hr/>						
11 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for May Ann M 102423-102723				
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Robert E 102423-102723						
<hr/>						
13 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Janey F 102423-102723						
<hr/>						
14 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R0HSA Family Engagement and Cultural Effectiveness Conf for Rosa R 102423-102723						
<hr/>						
15 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Maria G 102423-102723						
<hr/>						
16 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Elizabeth W 102423-102723						
<hr/>						
17 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Francis V 102423-102723						
<hr/>						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Lisa G 102423-102723				
19 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel Deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Eva R 102423-102723				
20 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf Lizette B 102423-102723				
21 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Cynthia R 102423-102723				
22 7/7/2023	7/10/2023	Prince Hotels 808-9561111, HI				311.42
		Hotel deposit to attend R9HSA Family Engagement and Cultural Effectiveness Conf for Elsa N 102423-102723				
23 7/13/2023	7/14/2023	Fairmont Austin Austin, TX				-7.79
		Lodging for 2023 CAPLAW National Training Conf Hotel refund for Elsa N stay 062623-062923				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
24 7/21/2023	7/21/2023	American Air Fort Worth, TX				618.81
Flight for NHSA Fall Leadership Institute Conf Crystal City, VA for Yolanda G 091823-092123						
25 7/21/2023	7/21/2023	American Air Fort Worth, TX				618.81
Flight for NHSA Fall Leadership Institute Conf Crystal City, VA for Sylvia O 091823-092123						
26 7/21/2023	7/21/2023	American Air Fort Worth, TX				623.80
Flight for NCAP Annual Convention 2023 Atlanta, Georgia for Yolanda Gonzales 082123-082623						
27 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf for Cynthia R for Honolulu, Hawaii 102323-102823						
28 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Elizabeth W 102323-102823						
29 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Janey F 102323-102823						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
30 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Lisa G 102323-102823						
31 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Luz A 102323-102823						
32 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu Hawaii for Maria G 102323-102823						
33 7/27/2023	7/31/2023	United 800-932-2732, TX				766.52
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Mary Ann M 102323-102823						
34 7/28/2023	7/31/2023	Hawaiian Ai Honolulu, HI				547.00
Flight for 2023 Family Engagement & Cultural Effectiveness Conf Honolulu, Hawaii for Robert E 102323-102823						
Transaction Count: 34						Total: 17,839.55

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Freddy Hernandez			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8850			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV					1,118.36
Lodging for Abran Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023							
2 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV					1,118.36
Lodging for Andres Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023							
3 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV					854.33
Lodging for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023							
4 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV					1,118.36
Lodging for Lois Hannible to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/4/2023	7/5/2023	Caesars Place Adv Rsvn 8662094732, NV				1,118.36
Lodging for Wilfredo Cruz to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
6 7/4/2023	7/6/2023	Town And Country - Lod San Diego, CA				235.75
Lodging for Jacquelyn Guerra to attend the IRS Nationwide Tax Forum Conference in San Diego, CA August 21-24, 2023						
<hr/>						
7 7/13/2023	7/14/2023	Www.Calcapa.Org Www.Calcapa.O, CA				599.00
Registration for Wilfredo Cruz to attend the 2023 CalCAPA Annual Conference in San Francisco, CA Nov 7-9, 2023						
<hr/>						
8 7/14/2023	7/17/2023	Exc - Adv Dep 8552755733, NV				-90.00
Lodging credit from Excalibur (VITA staff attend the Latino Tax Fest in July)						
<hr/>						
9 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				0.02
Lodging adjustment difference owed: for Abran Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						
10 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				70.44
Lodging incidental adjustment (dispute): for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
<hr/>						



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-49.16
Lodging Refund Adjustment: for Andres Gonzalez to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
12 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				0.02
Lodging adjustment difference owed: for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
13 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-89.98
Refund: Lodging for Wilfredo Cruz to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						
14 7/17/2023	7/18/2023	Dept Parks Contact Cente Sacramento, CA				-41.85
SYC - California State Parks, Hearst Castle - refund of unused tickets purchased July17, 2023						
15 7/19/2023	7/21/2023	Target 00006148 Bakersfield, CA				200.00
Volunteer and Participant Incentives gift card purchase (perfect attendance) SYC						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
16 7/28/2023	7/31/2023	Caesars Hotel & Casino 8662094732, NV				-70.43
Lodging incidental adjustment (REFUND): for Jaquelyn Guerra to attend the Wipfli Conference in Las Vegas, NV July 10-14, 2023						

Transaction Count: 16  
**Total: 6,091.58**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

## Statement Summary

<b>Name</b>	Louis Gill	<b>Company</b>	Community Action Partnership O
<b>Account #</b>	XXXX-XXXX-XXXX-6829	<b>Currency</b>	US Dollar
<b>Reporting Period</b>	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
		Lodging/hold for Louis Gill to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC				
2 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00
		Lodging/hold for Marlene Ruiz to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC				
3 7/14/2023	7/17/2023	American Ai 800-433-7300, TX				159.80
		Airfare for Louis Gill to attend the National Conference on Ending Homelessness and Capitol Hill Day Washington, DC 7/16/23-7/20/23 (SFO to DCA)				
4 7/14/2023	7/17/2023	American Ai 800-433-7300, TX				173.13
		Airfare/EE will reimburse CAPK: Flight cabin upgrade for Louis Gill to attend the National Conference on Ending Homelessness and Capitol Hill Day Washington, DC 7/16/23-7/20/23 (SFO to DCA)				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/15/2023	7/17/2023	American Ai 800-433-7300, TX				30.00
Airfare: Baggage fee for Louis Gill attending the National Conference on Ending Homelessness in Washington, DC July 2023						
<hr/>						
6 7/17/2023	7/17/2023	Uber Trip Help.Uber.Com, CA				61.26
Transportation: Uber charges for Louis Gill from Airport to DC Conference July 16, 2023						
<hr/>						
7 7/17/2023	7/19/2023	American Ai 800-433-7300, TX				107.19
Airfare related charges for Louis Gill DC Conference July 16, 2023 (TBD pending T.L. reconciliation)						
<hr/>						
8 7/18/2023	7/18/2023	Eb 32nd Annual Commun 801-413-7200, CA				108.55
Registration for Louis Gill to attend the 32nd Annual Community Professional Development Conference July 26, 2023						
<hr/>						
9 7/19/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				23.93
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
<hr/>						
10 7/19/2023	7/20/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee DCA-BFL for Louis Gill attending the National Conference on Ending Homelessness in Washington, DC July 2023						
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Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11 7/19/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				32.48
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
<hr/>						
12 7/20/2023	7/20/2023	Uber Trip Help.Uber.Com, CA				13.90
Transportation: Uber charges for Louis Gill DC Conference July 16, 2023						
<hr/>						
13 7/20/2023	7/21/2023	Uber Trip Help.Uber.Com, CA				10.19
Uber: for Louis Gill from the conference hotel to DCA						
<hr/>						
14 7/20/2023	7/21/2023	Uber Trip Help.Uber.Com, CA				40.78
Uber: for Louis Gill from the conference hotel to DCA						
<hr/>						
15 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Marlene Ruiz to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						
16 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Louis Gill to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
<hr/>						

Transaction Count: 16  
**Total: 791.21**

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Lisa McGranahan	Company	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-9914	Currency	US Dollar
Reporting Period	7/1/2023 - 7/31/2023		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1 7/10/2023	7/12/2023	Biometrics4all Inc 714-568-9888, CA				18.75
Relay Fees for running New Hire Fingerprints Invoice Period 06/01/2023-6/30/2023 Invoice Date 07/01/2023						
2 7/25/2023	7/26/2023	Societyforhumanresource 800-2837476, VA				244.00
Professional Membership - Lisa McGranahan						
3 7/27/2023	7/28/2023	Learnformula(Cpd) Thornhill, ON				199.00
2023 HR Mastery: Achieving Excellence in HR and Leadership training.						
4 7/27/2023	7/28/2023					1.99
Currency Conversion Fee for 2023 HR Mastery: Achieving Excellence in HR and Leadership training.						

Transaction Count: 4  
Total: 463.74

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Jerry Meade			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-8086			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 7/7/2023	7/10/2023	Allianz Travel Ins Allianzins.Us, VA					39.07
Travel Insurance Purchased in error, canceled and credited in 7/21/2023.							
2 7/7/2023	7/10/2023	American Air Fort Worth, TX					578.80
Travel for National Community Action Conference for QA Administrator.							
3 7/13/2023	7/14/2023	American Air Fort Worth, TX					583.80
Travel for National Community Action Conference for Program Services Administrator.							
4 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR					29.00
Anti-Bias Pyramid Model Training for HVP ~ Eramirez							
5 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR					29.00
Anti-Bias Pyramid Model Training for HVP ~ Apalma							



Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/17/2023	7/18/2023	Trifoia Elearning Www.Trifoia.C, OR				29.00
Anti-Bias Pyramid Model Training for HVP ~ Jrodriguez						
7 7/21/2023	7/24/2023	Allianz Travel Ins 8006285404, VA				-39.07
Travel Insurance purchased in error Credited from earlier this month.						
8 7/24/2023	7/26/2023	Tst* The Padre Hotel Bakersfield, CA				396.20
EHS Child Care Partnership Luncheon Deposit						
9 7/25/2023	7/27/2023	Allegnt Air,l6p 702-5058888, NV				231.00
Travel for the ChildPlus Scramble for QA Specialist.						
10 7/27/2023	7/28/2023	Target.Com 800-591-3869, MN				194.84
Health and Safety item to support HVP participant						

Transaction Count: 10  
Total: 2,071.64

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Pritika Ram				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7074				Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 6/30/2023	7/3/2023	Vons.Com #1969 877-505-4040, CA						69.99
Refreshments for Food Policy Council Meeting at FHCC on 6/29/23. Agenda and sign-in sheet attached.								
2 7/1/2023	7/3/2023	Caesars Place Adv Rsvn 8662094732, NV						854.33
Advance Payment for Hotel Room for Savannah Maldonado to attend Wipfli Conference in Las Vegas week of 7/10/23.								
3 7/1/2023	7/3/2023	Stk*shutterstock 866-6633954, NY						29.00
Monthly subscription fee for stock photos.								
4 7/4/2023	7/4/2023	American Air Fort Worth, TX						478.80
Airline Ticket for Savannah Maldonado to attend the NCAP Convention in Atlanta, GA.								
5 7/10/2023	7/12/2023	Moo Creamery Bakersfield, CA						60.47
Lunch Meeting with Raj Cheshire & Pritika Ram.								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/19/2023	7/20/2023	Urbane Cafe Bakersfiel Bakersfield, CA				190.37
Lunch Meeting - SWOT Analysis Food Insecurity in Kern County Meeting						
7 7/20/2023	7/21/2023	Facebk Bsxa9skem2 650-5434800, CA				12.02
Facebook Ad - Summer Job Fair						
8 7/21/2023	7/21/2023	Eb 32nd Annual Commun 801-413-7200, CA				108.55
Registration Fee for Andrea Reyes to attend the United Way 32nd Annual Community Professional Development Conference						
9 7/25/2023	7/26/2023	Www.Calcapa.Org Www.Calcapa.O, CA				299.00
Registration Fee for Savannah Maldonado to attend the CalCAPA Region IX Convening in Las Vegas, NV						

Transaction Count: 9  
Total: 2,102.53

Employee SignatureDate

Authorized Approver SignatureDate



Reporting Period : 7/1/2023 - 7/31/2023

## Statement Summary

Name	Emilio Wagner			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-7041			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 6/30/2023	7/3/2023	Best Buy 00008565 Bakersfield, CA				74.66	
Accessories for time-lapse camera							
2 7/1/2023	7/3/2023	Caesars Place Adv Rsvn 8662094732, NV				1,528.36	
Hotel Deposit to attend R9Hsa Family Engagement and Cultural Effectiveness Conf for Elsa N 102423-102723							
3 7/11/2023	7/12/2023	Best Buy 00008565 Bakersfield, CA				221.89	
Mouse & Keyboard for Drafting/GIS Specialist							
4 7/11/2023	7/12/2023	Microsoft#g025959137 Msbill.Info, WA				1,258.20	
Azure Virtual machine for Childplus Head Start.							
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				1,118.38	
Hotel fee for Ryan Dozier to attend Wipfli Conference in Las Vegas, NV.							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-499.98
Credit issued for hotel room for Louisa Rosa Silva - Wipfli Conference in Las Vegas.						
7 7/18/2023	7/18/2023	Eb Kern County Ada Co 801-413-7200, CA				75.00
Registration fee for 1 facilities staff member to attend Kern County ADA Conference.						
8 7/19/2023	7/20/2023	Best Buy 00008565 Bakersfield, CA				119.03
Rush purchase for monitor cables.						
9 7/20/2023	7/21/2023	WI *mindbody 805-5462000, CA				461.98
Scheduling software for Energy & Vita.						
10 7/20/2023	7/21/2023	Bluebeam Inc. Httpswwww.Blue, CA				900.00
Facility coordination software license - 3 licenses						
11 7/21/2023	7/24/2023	Bluebeam Inc. Httpswwww.Blue, CA				300.00
Facility coordination software - 1 license.						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 7/28/2023	7/31/2023	Community Action Partner 202-265-7546, DC				798.00
Registration Fee for Emilio Wagner & Ryan Dozier to attend the NCAP Data Convening in Denver, CO						
13 7/29/2023	7/31/2023	Mgm Grand - Adv Dep 8552755733, NV				315.20
Hotel Advance Deposit for Ryan Dozier - Microsoft Power Platform Conference in Las Vegas, NV>						
14 7/29/2023	7/31/2023	Mgm Grand - Adv Dep 8552755733, NV				315.20
Hotel Advance Deposit for Emilio Wagner - Microsoft Power Platform Conference in Las Vegas, NV>						

Transaction Count: 14  
Total: 6,985.92

Employee Signature

Date

Authorized Approver Signature

Date



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Tracy Webster				Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-6993				Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023							
Trans Date	Post Date	Merchant Name	Charge Codes			Approved	Receipt	Amount
1 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV						1,182.33
Hotel fee for Louis Rodriguez to attend Wipfli Conference in Las Vegas, Nv.								
2 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV						1,182.33
Hotel Fee for Laura Alford to attend Wipfli Conference in Las Vegas, NV								
3 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV						1,182.33
Hotel Fee for Naomi Ibarra - Wipfli Conference in Las Vegas, NV.								
4 7/11/2023	7/12/2023	Caesars Hotel & Casino 8662094732, NV						1,182.33
Hotel fee for Tim Bealessio for Wipfli Conference in Las Vegas, NV								
5 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV						-377.24
Refund from Caesars Hotel & Casino for Wipfli Conference 071023-071423								

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-45.79
Refund from Caesars Hotel for Wipfli conference 071023-071423						
7 7/15/2023	7/17/2023	Caesars Hotel & Casino 8662094732, NV				-399.99
Refund from Caesars Hotel for Wipfli conf 071023-071423						
8 7/18/2023	7/19/2023	Caesars Hotel & Casino 8662094732, NV				-327.99
Hotel credit for Laura Alford's room (see page 2 of attached receipt). Wipfli Conference in Las Vegas, NV>						

Transaction Count: 8  
Total: 3,578.31

Employee Signature \_\_\_\_\_ Date \_\_\_\_\_

Authorized Approver Signature \_\_\_\_\_ Date \_\_\_\_\_





Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name	Rebecca Moreno			Company	Community Action Partnership O		
Account #	XXXX-XXXX-XXXX-4956			Currency	US Dollar		
Reporting Period	7/1/2023 - 7/31/2023						
Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount	
1 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00	
Lodging/hold for Joseph Aguilar to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC							
2 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00	
Lodging/hold for Adam Ramos to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC							
3 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00	
Lodging/hold for Rebecca Moreno to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC							
4 7/13/2023	7/17/2023	Hilton Internationals 202-4833000, DC				400.00	
Lodging/hold for Keith Jackson to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5 7/16/2023	7/18/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee for Rebecca Moreno attending the National Conference on Ending Homelessness in Washington, DC July 2023						
6 7/21/2023	7/24/2023	American Air Fort Worth, TX				30.00
Airfare: Baggage fee for Rebecca Moreno attending the National Conference on Ending Homelessness in Washington, DC July 2023						
7 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Keith Jackson to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
8 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Joseph Aguilar to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						
9 7/22/2023	7/27/2023	Hilton Internationals 202-4833000, DC				-400.00
Lodging/hold refund for Rebecca Moreno to attend the NC Ending Homelessness Conference July 16-20, 2023 in Washington, DC						

Transaction Count: 9  
**Total: 460.00**

\_\_\_\_\_  
**Employee Signature** **Date**

\_\_\_\_\_  
**Authorized Approver Signature** **Date**



Reporting Period : 7/1/2023 - 7/31/2023

Statement Summary

Name		Susana Magana		Company	Community Action Partnership O		
Account #		XXXX-XXXX-XXXX-6693		Currency	US Dollar		
Reporting Period		7/1/2023 - 7/31/2023					
Trans Date	Post Date	Merchant Name	Charge Codes		Approved	Receipt	Amount
1 7/10/2023	7/12/2023	Foodmaxx #413 Baker Bakersfield, CA					30.03
		Special Diet Milk					
<hr/>							
2 7/10/2023	7/12/2023	Foodmaxx #453 Baker Bakersfield, CA					21.45
		Special Diet Milk					
<hr/>							
3 7/12/2023	7/13/2023	Target 00006148 Bakersfield, CA					136.06
		Special Diet-Baby Formula					
<hr/>							
4 7/12/2023	7/13/2023	Target 00006148 Bakersfield, CA					120.06
		Special Diet-Baby Formula					
<hr/>							
5 7/15/2023	7/17/2023	Usps Po Boxes Online 800-344-7779, DC					226.00
		Renewal of the MCAP program's PO. Box for Kings County.					
<hr/>							

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6 7/18/2023	7/19/2023	Lassens Natural Foods-Bk Bakersfield, CA				169.46
		Special Diet-food				
7 7/19/2023	7/24/2023	Odp Bus Sol Llc# 106235 Bakersfield, CA				17.27
		Printing menus for August 2023				
8 7/21/2023	7/26/2023	Embassy Suites 760-7771711, CA				-8.70
		Lodging refund for staff that attend the Riverside County Family Outreach and Recertification 6-5-23.				
9 7/24/2023	7/25/2023	Ntlrest Servsafe 312-7151010, IL				15.00
		Food Handler exam for Raquel Silva				
10 7/25/2023	7/25/2023	American Air Fort Worth, TX				841.80
		Airfare for Kevin Goudge to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023				
11 7/25/2023	7/25/2023	American Air Fort Worth, TX				669.80
		Airfare for Blaine Hodge to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023				

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12 7/25/2023	7/25/2023	American Air Fort Worth, TX				669.80
Airfare for Kelly Lowery to attend the Feeding America Feed Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
13 7/26/2023	7/28/2023	8883o84415* Doubletree Httpshelp.Lod, CA				-1,168.60
MCAP Prepaid expense REFUND FYE 2023-2024 for lodging for Susana Magana, Laura Porta & Maria Verduzco Sacramento, CA Conference CAPPA September27-29, 2023						
14 7/26/2023	7/28/2023	Office Depot #952 Bakersfield, CA				216.48
Purchased webcams for the Central Kitchen staff authorized by the IT department.						
15 7/26/2023	7/28/2023	Officemax/Depot 6235 Bakersfield, CA				38.95
Office Supplies						
16 7/27/2023	7/28/2023	Sq *porkchop And Bubbas Bakersfield, CA				940.09
Health & Nutrition Div staff training and meeting day 7/28/23						
17 7/27/2023	7/28/2023	Tst* Nothing Bundt Cakes Bakersfield, CA				36.00
Purchase of cupcakes for the July birthdays employee appreciation meeting						

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
18 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Kelly Lowery to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
19 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Kevin Goudge to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
20 7/27/2023	7/31/2023	Bcd Meetings & Incenti 312-705-2203, GA				545.00
Registration for Blaine Hodge to attend the Feeding America Nourish Connect Conference in Minneapolis, MN August 13-17, 2023						
21 7/27/2023	7/31/2023	Hilton Garden Inn Los An 323-7245900, CA				248.61
Lodging for Kelly Lowery to attend the CSFP/TEFAP Best Practices Conference in LA, July 26-27, 2023						
					Transaction Count: 21	
					Total: 4,854.56	

Employee Signature

Date

Authorized Approver Signature

Date

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**CENTRAL KITCHEN - BUDGET TO ACTUAL**  
**FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 28, 2024 (5 OF 12 MONTHS OR 41.66%)**

Line Item	2023/24 Budget	3/1/23 - 2/28/24 Actual	% Expended	Available Budget
USDA Revenue (Note A)	2,098,319	460,623	22.0%	1,637,696
Head Start Subsidy	<u>1,213,057</u>	<u>480,675</u>	39.6%	<u>732,382</u>
Total Revenue	<u>3,311,376</u>	<u>941,298</u>	28.4%	<u>2,370,078</u>
Expenditures (Note B)				
Salaries	843,039	269,625	32.0%	573,414
Benefits	258,634	80,961	31.3%	177,673
Vehicle Gasoline, Repair/Maintenance	47,000	15,168	32.3%	31,832
Space Costs	121,700	39,788	32.7%	81,912
Supplies - Office & Food Service	106,000	56,677	53.5%	49,323
Equipment Repair/Maintenance & Lease	35,300	8,864	25.1%	26,436
Communication	13,000	6,940	53.4%	6,060
Risk Insurance	12,700	5,356	42.2%	7,344
Printing	1,000	589	58.9%	411
Hiring & Employee Costs	100	1,046	1046.3%	(946)
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	<u>1,552,853</u>	<u>352,384</u>	22.7%	<u>1,200,469</u>
Sub Total	2,991,826	837,398	28.0%	2,154,428
Adult Meals Prepared	128,794	59,266	46.0%	69,528
Indirect	<u>190,756</u>	<u>44,634</u>	23.4%	<u>146,122</u>
Total Expenditures	<u>3,311,376</u>	<u>941,298</u>	28.4%	<u>2,370,078</u>

	Prior Period	JULY 2023	Cumulative
Total Meals Prepared and Vended (Note C)	225,115	31,398	256,513
Total Meals Claimed	<u>144,740</u>	<u>13,798</u>	<u>158,538</u>
Difference	80,375	17,600	97,975

Percentage Claimed to Prepared/Vended		43.9%	61.8%
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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 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)**

Contract CMAP-1000	July 2023	Aug 2023	July 2024	Aug 2024	July 2025	Aug 2025	July 2026	Aug 2026	July 2027	Aug 2027	July 2028	Aug 2028	Total	%	% Earned to MRA
Provider Payments	\$ 2,723,963												\$ 2,723,963		
Add: Family Fees	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
Net Provider Payments	\$ 2,723,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723,963	85.66%	
Maximum Reimbursable Amount (MRA) for Provider Payments													<b>23,713,976</b>		<b>11.49%</b>
<b>Administration &amp; Support Services Revenue</b>															
Provider Payments	\$ 2,723,963	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,723,963		
Reimbursement Rate	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>	<u>x 26.5823%</u>		
Revenue Earned	<u>\$ 724,092</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 724,092</u>		
Program Administration/Support Services Costs	168,399												168,399	5.30%	
Indirect (10% x MTDC) Costs	287,768												287,768	9.05%	
Transfer Indirect to CSBG	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>		
Total Operating Costs	<u>\$ 456,167</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>456,167</u>	14.34%	
Revenue Earned Over/(Under) Costs	<u>\$ 267,925</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>267,925</u>		
TOTAL COSTS - NET OF FAMILY FEES	<u>\$ 3,180,131</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>3,180,131</u>	100.00%	

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

Provider payments	2,723,963
Reimbursement Rate (19% / 81%)	<u>x 26.5823%</u>
Revenue Earned	<u>724,092</u>

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

Provider Payments	23,713,976	81.00%
Administration	4,684,242	16.00%
Support Services	878,295	<u>3.00%</u>
Maximum Reimbursable Amount (MRA)	<u>29,276,514</u>	<u>100.00%</u>

Note 3: Increase to contract was received August 2023 in the amount of \$55,652.

COMMUNITY ACTION PARTNERSHIP OF KERN  
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE  
FOR THE PERIOD 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
<b>GENERAL CHILD CARE (CCTR-3063)</b>														
Adjusted Days of Enrollment - Certified	5,409	-	-	-	-	-	-	-	-	-	-	-	5,409	
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	\$ 278,816	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 278,816	7.09%
Maximum Reimbursable Amount (MRA)													\$3,930,503	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	94.22%													94.22%
Five Percent Flexibility, Maximum = 100 Percent	99.22%													99.22%
<b>CALIFORNIA STATE PRESCHOOL (CSPP-2120)</b>														
Adjusted Days of Enrollment - Certified	3,253	-	-	-	-	-	-	-	-	-	-	-	3,253	
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	\$ 179,767	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 179,767	2.54%
Maximum Reimbursable Amount (MRA)													\$7,087,664	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	94.59%													94.59%
Five Percent Flexibility, Maximum = 100 Percent	99.59%													99.59%
<b>MIGRANT CHILD CARE (CMIG-2004)</b>														
Adjusted Days of Enrollment - Certified	20	-	-	-	-	-	-	-	-	-	-	-	20	
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	\$ 1,021	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 1,021	0.35%
Maximum Reimbursable Amount (MRA)													\$291,239	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	88.89%													88.89%
Five Percent Flexibility, Maximum = 100 Percent	93.89%													93.89%

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.

Note 3: CSPP Contract was amended from \$4,544,694 to \$7,153,992

COMMUNITY ACTION PARTNERSHIP OF KERN  
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE  
SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
FOR THE PERIOD 7/1/23 - 6/30/24 (1 OF 12 MONTHS = 8.3%)

	Jul-23	Aug-23	Sep-23	Oct-23	Nov-23	Dec-23	Jan-24	Feb-24	Mar-24	Apr-24	May-24	Jun-24	TOTAL	% Earned to MRA
<u>GENERAL CHILD CARE (CCTR-1242)</u>														
Adjusted Days of Enrollment - Certified	2,387	-	-	-	-	-	-	-	-	-	-	-	2,387	
Reimbursement Rate per Child per Day	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	X \$48.84	
Revenue Earned	\$ 116,564	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 116,564	4.74%
Maximum Reimbursable Amount (MRA)													\$2,458,117	
<u>Flex Factor</u>														
Attendance Percentage (Attendance/Enrollment)	87.56%													87.56%
Five Percent Flexibility, Maximum = 100 Percent	92.56%													92.56%

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

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

Division/CFO: Tracy Webster, CFO  
Program/Work Unit: Not Applicable

Month/Year: July-2023  
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities		July 2023		Year to Date 03/1/23 - 07/31/23	
Description	Number	Amount			Amount
Bank Deposits	19	1,323,730		81	12,620,358
Wire Deposits	3	2,056,230		51	5,503,998
Head Start/IRS Drawdowns	5	2,813,852		27	13,010,802
Vendor Checks Issued	1881	5,215,841		12,487	47,887,983
Payroll Disbursed		2,928,447			8,860,940
Grant Reports Prepared	33			162	
ASTHO Vaccine Equity					
CalFresh Outreach					
CalFresh Healthy Living					
CALEITC					
CAL Food					
City of Bakersfield Homeless Housing & Prevention					
City of Bakersfield CDBG Food Bank Expansion					
Commodity Supplemental Food Prog					
County of Kern CDBG Food Bank Expansion					
CMAP Fiscal Report & Caseload					
CSBG Discretionary					
CSBG 2022					
Differential Response					
EFAP					
ESG CARES Act Homeless					
Food Bank Farmers Market					
First 5 Kern – Help Me Grow					
Head Start Expansion SF-425					
Head Start San Joaquin SF-425					
Homeless LBNC					
Homeless Safe Camping					
Home Visit Program					
Homeless Housing Assistance & Prevention					
HUD					
LIHEAP 2021					
LIHEAP 2022					
LIHEAP ARPA					
Postive Youth					
Postive Youth Medi-Cal					
San Joaquin COE General Child Care					
VITA					
UW STANISLAUS CES					
WIC					
Business Services					
Activity	Requested	In-Progress	Processed		Processed YTD
Purchase Orders	159	0	159		985
Contracts	20	3	17		89
Leases	3	18	2		13
Requests for Proposals	1	2	0		2
Business Services Projects					
Description		% Completed			Comments

Total Division Staffing

29 positions + 1 Vacancies

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specialist
Finance Administrator	AP Supervisor (1)	Business Technician (2)
Payroll/HRIS Manager	Fiscal Technician (2)	
Accounting Administrator	Payroll Specialists (3)	
Accounting Administrator - Energy	Payroll Supervisor (1)	
Accountant (2)	Administrative Assistant to CFO	
Accountant II (2)		

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF FEBRUARY 28, 2023

### ASSETS

Cash in Bank	12,449,539
Cash - Vacation Reserve	1,050,719
Petty Cash	-
Accounts Receivable	11,180,611
Travel Advance	200
Prepaid Expense	999,684
Inventory	1,090,744
Net Fixed Assets - Unrestricted	703,156
Net Fixed Assets - Restricted	<u>30,074,237</u>

**Total Assets** 57,548,890

### LIABILITIES AND NET ASSETS

Accounts Payable	7,537,974
Accrued Expenses	2,980,360
Accrued Vacation	1,743,490
Line of Credit	-
Note Payable	704,130
Advance Payable	2,784,923
Deferred Revenue	<u>6,244,153</u>

**Total Liabilities** 21,995,030

**Total Net Assets** 35,553,860

**Total Liabilities and Net Assets** 57,548,890

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2022 TO FEBRUARY 28, 2023

### REVENUE

Grant Revenue	105,579,006
Donations	47,277,632
Other Revenue	756,165
In-Kind	<u>261,800</u>

**Total Revenue** 153,874,604

### EXPENDITURES

Salaries	36,431,542
Benefits	10,091,397
Travel	698,622
Space Costs	7,866,562
Supplies	2,886,851
Consultant/Contract Services	4,363,893
Other Costs	3,862,621
Program Costs	65,591,598
Capital Expenditures	-
Indirect	7,998,647
In-Kind	<u>261,800</u>

**Total Expenditures** 140,053,533

**Net Change in Assets** 13,821,071

**Net Assets, beginning** 21,732,790

**Net Assets, ending** 35,553,860

# Community Action of Partnership of Kern Agency Total

## STATEMENT OF POSITION (UNAUDITED) AS OF JUNE 30, 2023

### ASSETS

Cash in Bank	2,053,739
Cash - Vacation Reserve	954,202
Petty Cash	-
Accounts Receivable	13,043,706
Travel Advance	4,724
Prepaid Expense	836,789
Inventory	1,120,078
Net Fixed Assets - Unrestricted	595,092
Net Fixed Assets - Restricted	<u>30,033,258</u>

**Total Assets** 48,641,588

### LIABILITIES AND NET ASSETS

Accounts Payable	6,360,009
Accrued Expenses	247,323
Accrued Vacation	979,259
Line of Credit	-
Note Payable	596,066
Advance Payable	3,114,693
Deferred Revenue	<u>1,515,708</u>

**Total Liabilities** 12,813,058

**Total Net Assets** 35,828,531

**Total Liabilities and Net Assets** 48,641,589

## STATEMENT OF OPERATIONS (UNAUDITED) FOR THE PERIOD MARCH 1, 2023 TO JUNE 30, 2023

### REVENUE

Grant Revenue	48,037,348
Donations	172,080
Other Revenue	4,296,863
In-Kind	<u>6,318,382</u>

**Total Revenue** 58,824,673

### EXPENDITURES

Salaries	15,787,625
Benefits	4,466,701
Travel	321,013
Space Costs	5,372,946
Supplies	1,126,787
Consultant/Contract Services	2,636,504
Other Costs	2,314,852
Program Costs	15,432,452
Capital Expenditures	732,383
Indirect	4,040,358
In-Kind	<u>6,318,382</u>

**Total Expenditures** 58,550,003

**Net Change in Assets** 274,671

**Net Assets, beginning** 35,553,860

**Net Assets, ending** 35,828,531

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	46,534,079	14,558,438	31,975,641	31%
BENEFITS	14,088,242	4,089,378	9,998,864	29%
TRAVEL	861,060	289,097	571,963	34%
SPACE COST	14,976,187	5,084,268	9,891,919	34%
SUPPLIES	2,838,477	1,047,464	1,791,013	37%
EQUIPMENT	435,420	1,962,977	(1,527,557)	451%
CONSULTANT/CONTRACT SERVICES	3,601,227	2,156,221	1,445,006	60%
OTHER COSTS	2,808,734	2,002,575	806,159	71%
PROGRAM COSTS	26,713,909	15,398,115	11,315,794	58%
INDIRECT	9,969,927	4,109,676	5,860,251	41%
TOTAL	122,827,262	50,698,208	72,129,054	41%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	33,991,257	10,625,898	23,365,359	31%
BENEFITS	10,352,447	3,073,851	7,278,596	30%
TRAVEL	606,386	167,055	439,331	28%
SPACE COST	2,923,727	1,376,657	1,547,070	47%
SUPPLIES	2,382,456	603,250	1,779,206	25%
EQUIPMENT	396,870	256,826	140,044	65%
CONSULTANT/CONTRACT SERVICES	1,303,354	490,215	813,139	38%
OTHER COSTS	1,162,562	735,167	427,395	63%
PROGRAM COSTS	22,106,428	13,962,097	8,144,331	63%
INDIRECT	7,490,458	3,084,443	4,406,015	41%
TOTAL	82,715,945	34,375,460	48,340,485	42%



COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,791,680	1,451,745	3,339,935	30%
BENEFITS	1,486,523	378,742	1,107,781	25%
TRAVEL	110,349	60,558	49,791	55%
SPACE COST	7,621,217	2,483,495	5,137,722	33%
SUPPLIES	125,671	152,338	(26,667)	121%
EQUIPMENT	25,000	810,452	(785,452)	3242%
CONSULTANT/CONTRACT SERVICES	648,910	225,668	423,242	35%
OTHER COSTS	409,174	292,272	116,902	71%
PROGRAM COSTS	3,068,971	1,077,388	1,991,583	35%
INDIRECT	932,114	341,136	590,978	37%
TOTAL	19,219,609	7,273,794	11,945,815	38%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,366,205	829,470	1,536,735	35%
BENEFITS	711,755	216,311	495,444	30%
TRAVEL	50,133	19,417	30,716	39%
SPACE COST	237,817	95,132	142,685	40%
SUPPLIES	70,184	175,383	(105,199)	250%
EQUIPMENT	-	64,572	(64,572)	Not budgeted
CONSULTANT/CONTRACT SERVICES	780,073	763,306	16,767	98%
OTHER COSTS	704,842	578,307	126,535	82%
PROGRAM COSTS	709,706	174,445	535,261	25%
INDIRECT	563,071	280,507	282,564	50%
TOTAL	6,193,786	3,196,849	2,996,937	52%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	4,219,812	1,119,658	3,100,154	27%
BENEFITS	1,226,969	295,936	931,033	24%
TRAVEL	55,702	25,308	30,394	45%
SPACE COST	953,189	882,083	71,106	93%
SUPPLIES	232,451	100,494	131,957	43%
EQUIPMENT	13,550	831,127	(817,577)	6134%
CONSULTANT/CONTRACT SERVICES	830,833	631,045	199,788	76%
OTHER COSTS	380,166	356,553	23,613	94%
PROGRAM COSTS	825,804	174,121	651,683	21%
INDIRECT	779,220	321,917	457,303	41%
TOTAL	9,517,696	4,738,242	4,779,454	50%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	1,007,969	474,400	533,569	47%
BENEFITS	261,830	116,113	145,717	44%
TRAVEL	13,740	16,158	(2,418)	118%
SPACE COST	234,537	46,901	187,636	20%
SUPPLIES	18,915	9,657	9,258	51%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	7,750	2,772	4,978	36%
OTHER COSTS	42,380	26,062	16,318	61%
PROGRAM COSTS	3,000	-	3,000	0%
INDIRECT	166,580	68,319	98,261	41%
TOTAL	1,756,701	760,383	996,318	43%

COMMUNITY ACTION PARTNERSHIP OF KERN  
BUDGET TO ACTUAL  
FOR THE PERIOD 03-01-23 TO 07-31-23 (41.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	157,156	57,267	99,889	36%
BENEFITS	48,718	8,426	40,292	17%
TRAVEL	24,750	601	24,149	2%
SPACE COST	3,005,700	200,000	2,805,700	7%
SUPPLIES	8,800	6,342	2,458	72%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	30,307	43,215	(12,908)	143%
OTHER COSTS	109,610	14,213	95,397	13%
PROGRAM COSTS	-	10,063	(10,063)	Not budgeted
INDIRECT	38,484	13,354	25,130	35%
TOTAL	3,423,525	353,481	3,070,044	10%

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**INDIRECT FUND - FY 2023/24**  
**BUDGET TO ACTUAL - 03/01/23 TO 7/31/23 (5 OF 12 MONTHS = 41.7%)**

	Budget	Actual	% Earned/ Expended	Available Balance
<b>Revenue</b>	<b>\$ 9,969,927</b>	<b>\$ 4,109,676</b>	<b>41.2%</b>	<b>\$ 5,860,251</b>
Expenditures				
Salaries	4,623,933	1,628,559	35.2%	2,995,374
Benefits @ 23.6% actual	<u>1,197,709</u>	<u>405,520</u>	<u>33.9%</u>	<u>792,189</u>
Total Personnel Costs	5,821,642	2,034,079	34.9%	3,787,563
Operating Costs				
Travel	88,000	28,600	32.5%	59,400
Space Costs	215,950	75,214	34.8%	140,736
Supplies	264,650	82,713	31.3%	181,937
Consultant/Contract	1,049,000	480,340	45.8%	568,660
Other Operating Costs	<u>950,800</u>	<u>308,708</u>	<u>32.5%</u>	<u>642,092</u>
Total Operating Costs	2,568,400	975,574	38.0%	1,592,826
<b>Total Expenditures</b>	<b><u>\$ 8,390,042</u></b>	<b><u>\$ 3,009,653</u></b>	<b><u>35.9%</u></b>	<b><u>\$ 5,380,389</u></b>
<b>Excess (Deficit) Indirect Revenue</b>	<b><u>\$ 1,579,885</u></b>	<b><u>\$ 1,100,023</u></b>		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	\$ 1,302,127	\$ 498,509	38.3%	\$ 803,618
Operations	2,700,165	931,420	34.5%	1,768,745
Executive	534,524	291,455	54.5%	243,069
Program Administration	-	265	Not budgeted	(265)
Finance	2,523,658	1,071,496	42.5%	1,452,162
Community Development	<u>1,329,568</u>	<u>216,509</u>	<u>16.3%</u>	<u>1,113,060</u>
	<b><u>\$ 8,390,042</u></b>	<b><u>\$ 3,009,653</u></b>	<b><u>35.9%</u></b>	<b><u>\$ 5,380,389</u></b>

Prepared Date: 09/12/23



## MEMORANDUM

To: Board of Directors

*Lisa Gonzales*

From: Lisa Gonzales, Program Governance Coordinator

Date: August 30, 2023

Subject: *Agenda Item VII(a):* August Policy Council Report – **Action Item**

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A Special Call meeting of the Policy Council Executive Committee was conducted on July 6, 2023 with a quorum established. This meeting took place in alignment with the CAPK Head Start Policy Council Bylaws and was deemed necessary in order to conduct program business as the scheduled June Policy Council meeting was unable to establish a quorum.

The proposed 2023-2024 Head Start and Early Head Start School Readiness Goals were presented to the Executive Committee for approval. The goals in their entirety were provided to all members along with detailed information shared. This information included in part, the assessment tool used for data collection, as well as the five domains for which goals are developed. A robust conversation was had and upon conclusion of such, the 2023-2024 Head Start and Early Head Start School Readiness Goals were approved by a majority vote.

A request to carryover funds from the 2022-2023 budget year to the current funding year was brought before the Executive Committee as well. Thorough in-depth information was provided and presented to members regarding this request. This included the basis for the request, budget detail, as well as projects identified for use of funds. Inquiries related to funding categories were clarified with subsequent unanimous approval granted for the submission of the Head Start and Early Head Start carryover request for the 2023-2024 funding period for grant #09CH011132.

The next Policy Council meeting is scheduled for September 26, 2023 at 5:30 p.m.

### **Recommendation:**

The Policy Council requests Board approval of the August Report and the Policy Council Executive Committee meeting minutes from July 6, 2023.

### **Attachment:**

*Policy Council Executive Committee Meeting Minutes from July 6, 2023.*

**COMMUNITY ACTION PARTNERSHIP OF KERN**  
**POLICY COUNCIL EXECUTIVE COMMITTEE SPECIAL CALL MEETING MINUTES**  
**July 6, 2023**  
**Teleconference ID: 261 283 253 038**

**1. Call to Order**

Policy Council Chairperson, Ruby Cruz called the meeting to order at 5:35 p.m.

**a.** Roll call was taken and a quorum was established.

Policy Council Members Present: Ruby Cruz, Monique McWilliams, Pablo Reyes

**2. Public Comments**

*The public wishing to address the full Policy Council may do so at this time. Policy Council members may respond briefly to statements made or questions posed. However, the Policy Council will take no action other than 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, the total group time for the topic will be 10 minutes. Please state your name before making your presentation. Thank you.*

None

**3. 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 – May 23, 2023 (English/Spanish)
- b. School Readiness Committee Minutes – May 11, 2023 (English/Spanish)
- c. Budget and Finance Committee Minutes – May 16, 2023 (English/Spanish)
- d. Head Start Program Review Evaluation (PRE) Report – May
- e. Head Start Budget to Actual Report, March 1, 2023 through April 30, 2023
- f. Early Head Start Budget to Actual Report, March 1, 2023 through April 30, 2023
- g. Parent Travel & Child Care through April 30, 2023
- h. Parent Activities through April 30, 2023
- i. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 through April 30, 2023
- j. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2023 through April 30, 2023

Monique McWilliams made a motion to approve items (a) through (j); seconded by Pablo Reyes. Motion carried unanimously.

**4. New Business**

**\*ACTION**

**a. 2023-2024 School Readiness Goals – Rashi Strother, Education Manager EHS San Joaquin & Cynthia Rodriguez, Education Manager, Kern**

Rashi introduced herself, then presented the Head Start and Early Head Start 2023-2024 School Readiness Goals to Executive Committee members. She shared that the program takes a comprehensive method to school readiness which includes a multidisciplinary team approach. This includes wellness, family engagement, education, inclusion, and all content areas working together.

Rashi also shared that families are at the forefront, as their child's first teacher. The program works to ensure there is collaboration and parental input when developing goals. She added that the school readiness goals were recently presented to the Policy Council School Readiness Committee for review and input. Rashi added the school readiness goals are developed annually in an effort to improve outcomes and to strengthen school readiness for all children and families.

Cynthia introduced herself and shared a bit more about the school readiness goals. She shared that the school readiness goals are developed by utilizing the data from the assessments completed on children annually. Cynthia went on to share that the assessment used in classrooms, as well as with the Home Base



program option is the Desired Results Developmental Profile (DRDP). Teachers complete the DRDP three times during the school year; at the end of the year the data is aggregated and reviewed. This is in part to ensure ongoing development for teaching strategies are followed, for effective at home family activities and for training purposes.

Cynthia went on to share the five central domains for the school readiness goals which are aligned with the DRDP assessment as well as the Early Learning Outcomes framework from the Office of Head Start. Examples of goals were reviewed across a variety of domains as outlined in the 2023-2024 School Readiness goals document provided to all members. It was noted that there is a goal for each age group within both Head Start and Early Head Start. Also identified were the objectives for family engagement outcomes. Cynthia shared that because Head Start Home Base will be a new program option this year, the goals developed were intentional in ensuring they contained effective strategies for educators and parents in this program option.

In conclusion, Cynthia stated that the school readiness goals are a regular and annual action item on the Policy Council agenda. Each year, the program strives to make improvements and to ensure that the guidance from these goals is followed in leading teaching practices as well as the training of staff.

During an opportunity for questions, a member shared that she feels as though there is a disconnect between the goals presented and the classroom. Specifically mentioned was that the Family Engagement Outcome on the goals state, Families as Advocates and Leaders. The member stated she does not see these types of opportunities in her child's classroom. Cynthia thanked the member for the feedback stating that this is an area that has been discussed with the family engagement team, ensuring that moving forward post-COVID these opportunities are offered. She added that during COVID it was difficult to provide opportunities in person. However, in planning for the upcoming school year there will be opportunities throughout the school year across program options for parents to participate. Rashi added that during COVID and thereafter there have been parent meetings and parent trainings held virtually. Staff again expressed appreciation for the feedback and encouraged the member to be an advocate at her child's center.

With no other questions or comments, a request was made to approve the 2023-2024 School Readiness Goals as presented. Pablo Reyes made a motion to approve, Monique McWilliams voted not to approve (nay) with votes resulting in a tie. As per the CAPK Head Start Bylaws, Voting, Article VII, Section 1 (d) the Chairperson is able to vote to break the tie. Ruby Cruz voted to approve the 2023-2024 School Readiness Goals. Motion carried by a majority vote.

**b. 2023-2024 Head Start/Early Head Start Carryover Request – Jerry Meade, Assistant Director ~ Program**

Jerry thanked Executive Committee members for their willingness to meet to address necessary business as a result of lack of a quorum at last month's meeting. In continuing, he stated as noted on the agenda, he will be presenting information on a carryover request for the 2023-2024 budget year.

Jerry informed members that when evaluating and reviewing spending from previous budget years and identifying projects that have not been completed there is an opportunity through the Head Start Act and the federal government to request a carryover of those funds in order to complete those pre-approved projects and purchases that weren't able to be made during the previous funding year. He added that reviewing the budget is a typical and ordinary process. Jerry stated that in the process of this routine review \$3,523,819 was identified from the previous funding year to complete tasks that had already been approved but were unable to be accomplished. This included equipment purchasing, minor renovation and repair as well as some training and technical assistance projects. Jerry stated by carrying over these funds the program anticipates the ability to complete all of the projects promptly and before the end of the current fiscal period to ensure the monies are used to best support the children and families within our program.

Jerry spoke to the specifically identified minor renovations as noted in the memorandum provided, which included minor renovation/repair items for some classroom modifications in both San Joaquin and Kern Counties. Additionally, there were some equipment purchases approved in the last notice of award; however, there was quite a challenge in obtaining these items due to the supply chain. The items referred to are vehicles for the Central Kitchen. By carrying those funds over to the current

fiscal year, the program would be able to meet the timeline for arrival of those vehicles and actually pay for them in the current funding year with last year's already approved money. It was stated there are additional training and technical assistance items available for staff to participate in. This includes some professional development opportunities that are carrying into the current year related to credentialing. This particular opportunity is provided for Family Service Workers and other positions that will benefit from some additional professional growth.

Jerry informed the committee that the proposal presented was formulated through discussion with the Office of Head Start as well as with the (CAPK) Finance Department. Budget detail for the carryover request, including projects, dollar amounts, and major categories were shared and discussed with members in depth. Each major category was addressed individually, with information shared regarding their specific corresponding projects and the dollar amount. These categories included but were not limited to, personnel, travel, equipment, contractual, and other.

Upon conclusion of the presentation, there was an opportunity for questions. A member request was made for clarity of the terms, *training opportunities* (as a travel line item) and *training consultants* (as a contractual line item); they sounded very similar in nature but were in two different areas. Jerry provided clarification for each of the terms along with examples of such. In exemplifying, Jerry stated a training consultant would be a trainer the program has a contract with who is coming to our communities to provide on site training. In doing so, the fees associated with the trainer's contract would go under the *contractual* line item. He further exemplified training opportunities and stated that could be conference travel or if program staff from San Joaquin come to Kern to participate in training opportunities, expenses incurred would go under the *travel* line item. Additional examples were provided along with further discussion, with Jerry thanking the member for the question.

Monique McWilliams made a motion to approve the submission of the Head Start and Early Head Start Carryover Request for the 2023-2024 funding year; seconded by Pablo Reyes. Motion carried unanimously.

**5. Policy Council Member Comments**

Members were given an opportunity to share comments, to which there were none.

**6. Next Scheduled Meeting**

The next scheduled meeting will take place on August 22, 2023 at 5:30 p.m.

**7. Adjournment**

The meeting was adjourned at 6:01 p.m.



## MEMORANDUM

To: Board of Directors

*Lisa Gonzales*

From: Lisa Gonzales, Program Governance Coordinator

Date: September 27, 2023

Subject: *Agenda Item VII(a)*: September Policy Council Report – **Action Item**

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The Policy Council met as scheduled on August 22, 2023 at which time a quorum was established.

A request to change the date of the previously approved standing Policy Council meeting was brought before the Council. This request was made to support the opportunity for members to attend the final meeting of the term in person at a Member Recognition Banquet. The request received unanimous approval from Policy Council members. This was the only action item for the month.

Additionally, the Council received an update on the 2024-2029 Goals and Objectives of the program. It was shared that this document is a required component when submitting the programs next 5-year grant cycle application. Members were informed that when the document is in its final form it will be brought before the Policy Council once again for approval.

The next Policy Council meeting will be held on October 17, 2023 at 5:30 p.m. and will be the final meeting of the 2022-2023 term.

**Recommendation:**

The Policy Council requests Board approval of the September Report and the Policy Council Executive Committee meeting minutes from August 22, 2023.

**Attachment:**

*Policy Council Executive Committee Meeting Minutes from August 22, 2023.*

**COMMUNITY ACTION PARTNERSHIP OF KERN  
POLICY COUNCIL COMMITTEE MEETING MINUTES**

**August 22, 2023**

**Teleconference ID: 273 502 390 081**

**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 a quorum was established.

Policy Council Members Present: Susana Barrios, Ruby Cruz, Fatima Echeverria, Guillermina Herrera, Nila Hogan, Pablo Reyes, Gabriel Rios, Jennifer Wilson

**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 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, the 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**

It was reported that though all scheduled School Readiness Committee meetings have taken place for this term, school readiness is always taking place within the program. As the start of the new school year recently began, all staff attended pre-service staff development training which covered a variety of areas. This training included an introduction to *Loose Parts*, which are materials that can be moved, manipulated, redesigned, taken apart and put back together in multiple ways. The idea is to promote and inspire play in young children through "loose parts" by captivating their natural curiosity and allowing them to use their imagination to no end. Staff had the opportunity to "play" with various types of loose parts during this training. Other areas in which staff received training/information included Health and Nutrition, family Engagement, Child and Adult Care Food program and more, all of which contribute to a child's overall school readiness.

**b. Planning Committee**

The Planning Committee met on August 1, 2023. The Enrollment and Attendance reports for June and July 2023 were reviewed. Head Start enrollment was at 69% and Early Head Start was at 76% enrollment for June. During the month of July Head start reported 42% for Head Start and 67% enrollment for Early Head Start. There were fifteen new staff onboarded as well as twenty-seven resignations over the course of this two-month reporting period. The Child Adult Care Food Program report for May 2023 noted there were 64,889 meals delivered to centers, with 43,177 meals delivered in June 2023. Enrollment and Attendance staff participated in various recruitment events in both Kern and San Joaquin Counties to recruit families for full enrollment. It was also shared that the program successfully submitted a quarterly report in the Preschool Language Information System. This is a California State Preschool program report that collects data on dual language as well as multi language learners, language composition of staff as well as language characteristics of preschool programs. The next Planning Committee meeting will be held on September 5, 2023.

**c. Budget & Finance Committee**

The Budget & Finance Committee met on August 22, 2023. Budget to actual reports for Head Start and Early Head Start were presented to the committee and reviewed. Also reviewed were Parent Activity Funds, and Parent Local Travel and Childcare Reimbursement reports. It was highlighted that at the end of the first quarter of the fiscal year as a program we are at 37% of our in-kind requirement and are on target not only to meet our goal but we are on track to exceed it. It was stated that all financial reports can be found in the current Policy Council Packet. The next meeting of the Budget & Finance Committee is scheduled for 5:30 p.m. on September 19, 2023.

**d. Bylaws Committee**

The Bylaws Committee met on August 8, 2023 at 5:30 p.m. The committee reviewed the balance of the CAPK Head Start Bylaws, articles ten through fourteen. These areas spoke to disciplinary action, and provided various kinds of inappropriate actions that could potentially result in disciplinary action. Differences between a concern, a problem, and a complaint were outlined along with the protocol associated with each. Other sections reviewed included the procedure should the Council find itself at an impasse. It was also noted that though the Policy Council has adopted Robert's Rules of Order as parliamentary authority, it retains the authority to deviate from this formal structure.

The final article spoke of the amendment procedure to the bylaws should the committee deem any changes necessary. It was noted that during this term, the Bylaws Committee did not feel there were any changes needed to the document. This was the final meeting of the Bylaws Committee for this Policy Council term.

#### **4. Presentations**

##### **a. Head Start and Early Head Start 2024-2029 Goals and Objective Draft – Robert Espinosa, Program Design and Management Administrator**

Robert shared that the draft version of the 2024-2029 Goals and Objectives he is presenting is a necessary document that must accompany the program's grant application for the next funding year cycle. Robert reviewed the goals, beginning with the first goal, which is to enhance onboarding and retention and recruitment of staff. This is to be done by implementing programs that embrace pathways for learning, professional development, and a positive culture to obtain and retain staff. Robert continued to review goals and objectives as well as the correlating action steps required. In addition to workforce goals, program option and school readiness goals were also reviewed as well as the objectives for each. The objectives provided members with specific quantifiable statements of how these goals will be achieved. Upon conclusion of the presentation, there was an opportunity for questions and/or clarification, to which there was none. Robert shared that when the document has been finalized and is no longer in draft form it will be brought to the Policy Council for approval.

#### **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 Executive Committee Special Call Meeting Minutes – July 6, 2023 (English/Spanish)
- b. School Readiness Committee Minutes – June 8, 2023 (English/Spanish)
- c. Budget and Finance Committee Minutes – June 20, 2023 (English/Spanish)
- d. Planning Committee Minutes – August 1, 2023
- e. Head Start Program Review Evaluation (PRE) Report – June/July
- f. Head Start Budget to Actual Report, March 1, 2023 through June 30, 2023
- g. Early Head Start Budget to Actual Report, March 1, 2023 through June 30, 2023
- h. Parent Travel & Child Care through June 30, 2023
- i. Parent Activities through June 30, 2023
- j. Head Start and Early Head Start Non-Federal Share and In-Kind Report, March 1, 2023 through June 30, 2023
- k. Early Head Start Child Care Partnerships Non-Federal Share and In-Kind Report, March 1, 2023 through June 30, 2023
- l. ACF-IM-HS-23-04 Fiscal Year 2024 Monitoring Process for Head Start and Early Head Start Recipients; Issuance Date: July 11, 2023
- m. Children's Mobile Clinic – August 2023 (English/Spanish)
- n. Kern County Veterans Stand Down – October 12, 2023, Stramler Park, 3805 Chester Avenue, Bakersfield
- o. Dr. Kirk Monthly Parent Trainings – Clinical Psychologist - CAPK Head Start Consultant
- p. Advocacy and Leadership – Tips for Families: Everyday Leadership Skills – Head Start ECLKC
- q. Backpack Connection Series: How to Help Your Child Understand and Label Emotions (English/Spanish)
- r. Kern Head Start Recruitment Flyer (English/Spanish)
- s. San Joaquin Early Head Start Recruitment Flyer (English/Spanish)
- t. Home Visiting Program Flyer (English/Spanish)
- u. Policy Council Meeting Dates

Pablo Reyes made a motion to approve items (a) through (u); seconded by Jennifer Wilson. Motion carried unanimously.

## 6. New Business

**\*ACTION**

### a. **Request to change the date of the October 24, 2023 Policy Council Meeting – Lisa Gonzales, Program Governance Coordinator**

Lisa shared that the final Policy Council meeting of the term is historically held in person, in conjunction with a time set aside for member recognition. She added that traditionally they have been held at a venue which provides a meal for members as well as one additional guest of their choosing. Lisa stated that because the October meeting lands on a date when many staff, including herself will be away on a weeklong training, there is a request that the Policy Council meeting date for October be held one week earlier. The proposed date change is from October 24, 2023 to October 17, 2023. Lisa went on to share that more information will be provided pending the outcome of this request. Jennifer Wilson made a motion to change the date of the meeting to October 17, 2023; seconded by Fatima Echeverria. Motion carried unanimously.

## 7. Standing Reports

### a. **Program Governance – Lisa Gonzales, Program Governance Coordinator**

Lisa shared Parent Meetings will begin next month (September), and parents should have received surveys asking for their input on meeting days and times. She added that information gathered will support the initial meeting with a parent vote taking place for all future meetings.

Lisa also provided information on the CAPK Energy program which helps qualified applicants with assistance with their utility bill. She also shared information on the Weatherization Program which can help make your home more energy efficient and in turn potentially help you to reduce your monthly utility bill. Weatherization team members come into your home and assess where improvements could be made, and they complete those improvements free of charge. If you rent your home, you will need permission from the landlord to make these no cost improvements

Lisa also shared information about the Tell Us Your Head Start Story campaign as Head Start California prepares for Head Start Awareness month which takes place in October. She encouraged members to share their stories.

Lisa spoke briefly to the Advocacy and Leadership handout in the Policy Council packet. She encouraged members to look at the information, adding it just might change their idea of what a leader is. Lisa stated to members they are leaders in their everyday lives, and this article speaks to the various ways we as parents lead. She encouraged members to take a moment to complete the reflection activity, which highlights strengths, and areas where there may be more growth desired.

In closing Lisa thanked members for their time, adding she is looking forward to October when the Council will get together in person, to have dinner, connect with each other and to conduct the necessary business of the Policy Council meeting as well.

### b. **Community Representative - Nila Hogan, Y-Empowerment**

Nila shared that though COVID has not gone anywhere, there are more cases occurring especially with the start of school. She stated that many may not know but there are free (testing) kits available at most all elementary schools even if your child does not attend the school. Nila encouraged members to obtain a free testing kit as these can be beneficial to have on hand, in the event you or child or someone in your home may feel ill and suspect it might be more than the common cold. Nila stated it is important to keep yourself, your family and everyone around you safe.

### c. **Board of Directors – Ana Vigil, CAPK Board Member**

It was stated that Ana Vigil is currently attending a conference with the agency, and there is no report this evening to share.

### d. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**

It was further shared that Yolanda is also attending an agency conference this evening, therefore there isn't a report to share at this time.

## 8. Policy Council Chairperson Report

Ruby stated she is super excited and cannot wait to meet in person for the last meeting. She also shared that her child has recently had a little cold with the start of school and shared the importance of keeping children home if they are not feeling well.

**9. Policy Council Member Comments**

Members were given an opportunity to share comments.

Jennifer shared that she really liked in the 2024-2029 goals seeing enhanced recruitment and retention (for staff.) She felt that was great because there are waiting lists for Head Start and Jennifer feels that if we can get staff to fill those positions then we can open classrooms and get CAPK to fill the need. She shared that she felt it was great it was the number goal stated on the goals and objectives. Jennifer was very pleased to see that.

**10. Next Scheduled Meeting**

The next scheduled meeting will take place on September 26, 2023 at 5:30 p.m.

**11. Adjournment**

The meeting was adjourned at 6:08 p.m.