



DATE	October 31, 2023
TIME	12:00 pm
LOCATION	CAPK Administrative Office 5005 Business Park North Bakersfield, CA 93309

Executive Committee Agenda

1. Call to Order

2. Roll Call

Fred Plane (Chair)	Ana Vigil (Secretary)	Curtis Floyd
Maritza Jimenez (Vice Chair)	Michelle Jara-Rangel (Treasurer)	Jonathan Mullings

3. Public Forum

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

4. New Business

- | | |
|--|--|
| a. 2023-24 Head Start / Early Head Start Budget Revision – Action Item (p. 2-8) | Tracy Webster, Chief Financial Officer
Jerry Meade, Assistant Director of Head Start: Program |
| b. Resolution to Approve the Submission of the 2024 Low Income Home Energy Assistance Program (LIHEAP) Contract #24B-2012 – Action Item (p. 9-11) | Wilfredo Cruz, Energy Program Administrator |

5. Committee Member Comments

6. Next Scheduled Meeting

Executive Committee
12:00 pm
December 13, 2023
5005 Business Park North
Bakersfield, CA 93309

7. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 5005 Business Park North, Bakersfield, CA and online at www.capk.org by 5:00 pm, October 26, 2023. Paula Daoutis, Executive Assistant.



MEMORANDUM

To: Executive Committee

Tracy Webster

From: Tracy Webster, Chief Financial Officer

Jerry Meade

Jerry Meade, Assistant Director of Head Start, Program

Date: October 31, 2023

Subject: *Agenda Item 4a: 2023-24 Head Start / Early Head Start Budget Revision –*
Action Item

The item referenced above was presented to the Budget & Finance Committee on October 18, 2023 and was approved for consideration and approval by the full Board on October 25, 2023. The item was listed as IV(m) on the Consent Agenda and was pulled from the Consent Agenda for further discussion and review. At the end of the discussion, the Board directed staff to provide the budget detail that includes the approved budget alongside the proposed amendment, and to specifically identify the items that are included in the “other expenses” category.

Staff has prepared the requested budget detail for further review and approval by the Executive Committee and provided the data as an attachment, along with Agenda Item IV(m) from the Board Consent Agenda.

Recommendation:

Staff recommends the Executive Committee approve, with Resolution, the submission of the Budget Revision for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget period.

Attachments:

Budget Detail

Facility Project Summary

Item IV(m) from the Consent Agenda (Includes Resolution #2023-15)

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

BUDGETED EXPENDITURES

Head Start/Early Head Start Program Operations, Training & Technical Assistance, Child & Adult Care Food Program, California Department of Education	2023-2024 Approved	2023-2024 Projected	VARIANCE increase (decrease)	Comments
PERSONNEL	30,198,018	27,729,825	(2,468,193)	Decrease due to projected personnel savings
FRINGE BENEFITS	10,073,947	8,961,204	(1,112,743)	Decrease due to projected personnel savings
TRAVEL	86,096	206,096	120,000	
EQUIPMENT	-	-	-	
SUPPLIES				
Office Supplies	317,400	317,400	-	
Child and Family Services Supplies	1,093,501	1,465,972	372,471	Increase for replacement furniture & materials
Food Services Supplies	93,000	93,000	-	
Other Supplies (e.g. janitorial, training)	219,291	219,291	-	
TOTAL SUPPLIES	1,723,192	2,095,663	372,471	
CONTRACTUAL				
Administrative Services	98,371	125,000	26,629	Increase for legal services
Training & Technical Assistance	48,880	48,880	-	
Other Contracts	1,066,898	1,138,060	71,162	Increase partnership contracts by 5.6%
TOTAL CONTRACTUAL	1,214,149	1,311,940	97,791	
CONSTRUCTION				
Construction Projects	-	-	-	
TOTAL CONSTRUCTION	-	-	-	
OTHER				
Rent	956,730	975,330	18,600	Increase due to Central Kitchen lease
Mortgage	215,000	259,629	44,629	Increase due to 1300 18th Street space cost
Utilities, Telephone	970,675	1,352,700	382,025	Increase based on revised projection to actuals
Building & Child Liability Insurance	119,200	119,700	500	Increase based on revised projection to actuals
Building Maintenance/Repair	739,557	2,231,065	1,491,508	Increase based on one-time projects
Local Travel (children)	-	-	-	
Nutrition Services	1,532,827	2,060,406	527,579	Increase for cost of food (A)
Child Services Consultants	100,332	100,332	-	
Volunteers	4,937	4,937	-	
Parent Services	16,305	16,305	-	
Publications/Advertising/Printing	58,750	110,750	52,000	Increased base on revised projection to actuals
Training or Staff Development	285,145	285,145	-	
Other	548,238	588,805	40,567	Increased base on revised projection to actuals
TOTAL OTHER	5,547,696	8,105,104	2,557,408	
INDIRECT	4,785,903	4,713,405	(72,498)	Decrease based on MTDC

BUDGETED EXPENDITURES **53,629,001** **53,123,237** **(505,764)**

REVENUES

	2023-2024 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
STATE & FEDERAL REVENUES				
Head Start/EHS Program Operations	38,661,351	38,661,351	-	
Head Start/EHS Training & Technical Assistance	521,532	521,532	-	
Estimated Child & Adult Care Food Program	2,301,525	1,795,761	(505,764)	Decrease based on USDA projection
Estimated California Department of Education	12,144,593	12,144,593	-	CDE Contract Adjustments for 2023-24

TOTAL STATE & FEDERAL REVENUES **53,629,001** **53,123,237** **(505,764)**

SUMMARY - 2023-2024

TOTAL REVENUES	53,123,237
TOTAL BUDGETED EXPENDITURES	53,123,237
DIFFERENCE	-
ESTIMATED HS/EHS ADMINISTRATIVE COST RATE:	13.46%

(A) Food cost in the amount of \$459,786 was reduced from projected USDA and moved to Head Start funding.

Head Start Facility Project Work Plan

Facility & Project Description		Pending Tasks/Department	Estimated Cost	Funding Source	Comments/Timeline
Harvey Hall	Facility expansion project.	Play Yards ~ Operations <ul style="list-style-type: none"> Shade/Fall Surface Landscaping/Sprinkler 	\$135,552 \$14,990	HS/EHS Carry Over	Shade, Cement, & PIP Installed. Landscaping done 10/27. Sheds and concrete pads remain to be installed.
	Phase 3 includes the remodel of two original buildings to create new Offices, Kitchen, and Breakroom	Licensing ~ Quality Assurance <ul style="list-style-type: none"> Application Site Visit Phase 3 ~ Operations <ul style="list-style-type: none"> Facility Layouts DONE Project Scope of Work Procurement Cost Estimates Budgeting 			
Sterling	Facility expansion project.	Play Yards ~ Operations <ul style="list-style-type: none"> Shade/Fall Surface Landscaping Classroom Set-up ~ Education Licensing ~ Quality Assurance <ul style="list-style-type: none"> Application Site Visit 	\$158,718 \$11,200	HS/EHS Carry Over	Once Landscaping is procured, the installation will be dependent on the vender selected. Toddler Yard railing on south side needs to be procured Complete

Head Start Facility Project Work Plan

MJM	Facility expansion project.	<p>Play Yards ~ Operations</p> <ul style="list-style-type: none"> Shade/Fall Surface Landscaping <p>Classroom Set-up ~ Education</p> <ul style="list-style-type: none"> Furnishing will come from HI H/Sterling Coordinate Move Set-up <p>Licensing ~ Quality Assurance</p> <ul style="list-style-type: none"> Application Site Visit 	\$199,000	HS/EHS Carry Over	<p>Shade and Fall Surface has been bid, slight modifications are needed. Landscaping is being procured.</p> <p>Classroom furnishings will be items repurposed from the classrooms at HLH and Sterling once their new classrooms open.</p> <p>Application to be completed. Awaiting facility to be complete to submit to licensing.</p>
Stockdale HS	Facility Renovation Project	<p>Restrooms ~ Operation</p> <p>Kitchen ~ Operations</p> <p>Fire Alarm ~ Operations</p> <p>Landscaping ~ Operations</p> <p>Shed ~ Operations</p> <p>Signage ~ Program</p> <p>Classroom Set-up ~ Education</p> <p>Licensing ~ Quality Assurance</p>	<p>\$248,000</p> <p>\$22,790</p>	HS/EHS Carry Over	<p>Pending Fire Marshal on Fire Alarm, contracted awaiting plans for submittal and install. Plumbing completed. IT wiring completed. Spectrum modum to be connected and turned on.</p> <p>Balance of furnishing from warehouse were delivered, items identified for disposal.</p>
Barnett House	Facility Renovation Project	1303 Approval ~ OHS	\$645,378	HS/EHS Carry Over	<p>Submitted with Carry-Over on 9/18/2023: Pending Approval</p> <p>Fire Sprinklers System will be added. Evaluating the water lines and connection point.</p> <p>Storage facility will be used for materials currently stored in building.</p>

Head Start Facility Project Work Plan

Oasis	Facility Renovation Project	Play Yard ~ Operations <ul style="list-style-type: none">Shade, Cement, Fall SurfaceLand Scaping	\$70,520	HS/EHS Carry Over	Contracted, pending install
			\$9,800		Landscape Contract complete.
		Restrooms ~ Operations <ul style="list-style-type: none">Contracting with local	\$2,300		Local Vender to completed plumbing essentials, CAPK moved fixtures. Final stages completed.
		Roofing	\$170,000		Contract executed. Work began 10/24/23
Angela Martinez	Play Yard Renovations	Shade and Fall Surface	\$98,715	HS BASE	Installed September 2023
	Warehouse Renovation Project (PD Lab)	Contractor revised timeline ~ Ops	\$136,616	HS/EHS Carry Over	Awaiting revised timeline with Start Date from contractor
Lamont	Classroom Relocation Project	Kitchen and Classroom ~ Ops <ul style="list-style-type: none">KitchenClassroom Sink	\$2,300	HS BASE	Kitchen walls and cabinets started completed. Fridge to come from existing center. Portable Sink was added to the classroom.
		Classroom Set-up <ul style="list-style-type: none">Furnishings			Will need to stage from existing materials
		Licensing ~ Quality Assurance <ul style="list-style-type: none">Application			
			\$ 1,925,879		



MEMORANDUM

To: Budget and Finance

From: Jerry Meade, Head Start & State Child Development Assistant Director

Date: October 18, 2023

Subject: *Agenda Item 4c: 2023-24 HS/EHS Start Budget Revision* – **Action Item**

As we approach the end of our fiscal year, the Head Start and State Child Development division, through ongoing monitoring and review of the budget to actuals, are proposing to reallocate any potential savings within the budget to other projects. Program staff in partnership with the Finance division have identified savings in the Head Start / Early Head Start Kern grant in the personnel and fringe categories. We attribute this to staff vacancies. It is the intent of the program to obtain approval from the Board of Directors to submit a Budget Revision to the Office of Head Start. Within this budget revision, staff are proposing to reallocate savings from the Personnel and Fringe to the categories to Travel, Equipment, Supplies, and Other categories. The table below identifies the changes proposed in the budget revision:

CATEGORY	Head Start BASE OPERATING			Early Head Start BASE OPERATING		
	ORIGINAL	NEW	CHANGE	ORIGINAL	NEW	CHANGE
Personnel	10,617,419	9,442,036	(1,175,383)	10,182,462	8,889,652	(1,292,810)
Fringe Benefits	4,241,219	3,650,298	(590,921)	3,038,739	2,516,917	(521,822)
Travel	-	70,000	70,000	-	50,000	50,000
Equipment	-	-	-	-	-	-
Supplies	717,567	744,041	26,474	859,126	1,205,123	345,997
Contractual	155,210	171,839	16,629	1,010,059	1,091,221	81,162
Facilities/Construction	-	-	-	-	-	-
Other	2,369,344	4,036,858	1,667,514	2,024,865	3,374,545	1,349,680
Indirect	1,767,251	1,752,938	(14,313)	1,678,090	1,665,883	(12,207)
TOTAL	19,868,010	19,868,010	-	18,793,341	18,793,341	-

Savings from Personnel and Fringe will augment project expenditures in the Travel category to support the increased travel opportunities for staff training. For expenditures in both Supplies and the Other categories, funds will support outdoor environment expenditures as well as the minor renovation and repair projects at HS/EHS facilities.

Recommendation

Staff recommends the Budget and Finance Committee approves the Budget Revision for Head Start and Early Head Start Kern (09CH011132) for the 2023-2024 budget periods.

Attachment:

Resolution #2023-15



RESOLUTION # 2023-15

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving a Budget Revision of Head Start and Early Head Start Grant

The Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 25, 2023, at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the Head Start and State Child Development Division has requested to submit to the Office of Head Start a budget revision for the Head Start / Early Head Start (09CH011132), for the budget year 2023-2024; and

WHEREAS, the Head Start and State Child Development Division has requested to realign funding by major categories to support projects for the program,

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

WHEREAS, the CAPK Board of Directors has determined that there is a need for anti-poverty programs and is willing to accept the submission of a budget revision request Head Start and Early Head Start grants; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes the Chief Executive Officer to act on behalf of the Board as CAPK’s representative signatory with regard to the submission of the budget revision for the Head Start and Early Head Start grants.

APPROVED by a majority vote of the Directors of Community Action Partnership of Kern, this 25th day of October 2023.

Fred Plane, Chair
CAPK Board of Directors

Date



MEMORANDUM

To: Executive Committee

From: Wilfredo Cruz, Energy Program Administrator

Date: October 31, 2023

Subject: *Agenda Item 4b:* Resolution to Approve the Submission of the 2024 Low Income Home Energy Assistance Program (LIHEAP) Contract #24B-2012 – **Action Item**

On October 26, 2023, the California Department of Community Services and Development (CSD) provided the Energy Program with the 2024 LIHEAP contract. The contract provides funding to assist qualified low-income Kern County residents with Utility Assistance and Weatherization services. The contract period will be from November 1, 2023, through June 30, 2025, with an initial allocation of \$7,629,640.

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

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

Recommendation:

Staff recommends that the Executive Committee approve, with Resolution, the 2024 LIHEAP contract number 24B-2012 and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:

Resolution #2023-18

CSD LIHEAP Contract #24B-2012



RESOLUTION #2023-18

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2024 LIHEAP Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 5005 Business Park North, Bakersfield, CA 93309, met on October 31 2023, in Bakersfield, California at a scheduled Board meeting and resolved as follows:

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

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

WHEREAS, the State of California Department of Community Services and Development has made available LIHEAP funds for 2024; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2024 LIHEAP Contract to the Partnership; and

WHEREAS, the State of California Department of Community Services and Development requires that an authorized signatory be named for the 2024 LIHEAP contract.

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to act on behalf of the Board as the Partnership’s representative signatory regarding the submission of the 2024 LIHEAP Contract and any subsequent amendments during the contract period.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 31st day of October 2023.

Fred Plane, Vice Chair
CAPK Board of Directors

Date

STATE OF CALIFORNIA - DEPARTMENT OF GENERAL SERVICES

STANDARD AGREEMENT STD. 213 (Rev 03/2019) CSD (Rev 07/2019)	AGREEMENT NUMBER 24B-2012	PURCHASING AUTHORITY NUMBER (if applicable)
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1. This Agreement is entered into between the Contracting Agency and the Contractor named below
- CONTRACTING AGENCY NAME
Department of Community Services and Development
- CONTRACTOR NAME
Community Action Partnership of Kern
2. The term of this Agreement is: November 1, 2023 through June 30, 2025
3. The maximum amount of this Agreement is: Total \$7,629,640.00
4. The parties agree to comply with the terms and conditions of the following exhibits that are by this reference made a part of the Agreement:
Preamble
Article 1 - Scope of Work
Article 2 - Contract, Administration and Procedure
Article 3 - Contract Changes
Article 4 - Administrative Policies and Procedures
Article 5 - Administrative and Program Expenditures Requirements
Article 6 - Reporting Policies and Procedures
Article 7 - Program Policies and Procedures
Article 8 - Program Implementation
Article 9 - Training, Licensing and Certifications
Article 10 - Compliance Policies and Procedures
Article 11 - Federal and State Policy Provisions
Article 12 - General Terms and Conditions GTC 04/2017
Article 13 - Definitions
Article 14 - Table of Forms and Documents Incorporated by Reference

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

CONTRACTOR				California Department of General Services Approval (or exemption, if applicable)	
CONTRACTOR NAME (If other than an individual, state whether a corporation, partnership, etc.) Community Action Partnership of Kern					
CONTRACTOR BUSINESS ADDRESS, CITY, STATE ZIP 5005 Business Park North, Bakersfield, CA 93309					
PRINTED NAME OF PERSON SIGNING			TITLE		
CONTRACTOR AUTHORIZED SIGNATURE			DATE SIGNED		
STATE OF CALIFORNIA					
CONTRACTING AGENCY NAME Department of Community Services and Development					
CONTRACTING AGENCY ADDRESS 2389 Gateway Oaks Drive, Suite 100		CITY Sacramento	STATE CA	ZIP 95833	
PRINTED NAME OF PERSON SIGNING Chris Vail		TITLE Chief Financial Officer			
CONTRACTING AGENCY AUTHORIZED SIGNATURE			DATE SIGNED		

I hereby certify that all conditions for exemption have been complied with, and the document is exempt from the Department of General Services approval.