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. Workers Compensation Insurance Renewal – ***Action Item (p. 2-8)*** — Tracy Webster, Chief Financial Officer

   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

From: Tracy Webster, Chief Financial Officer

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

STATE & FEDERAL REVENUES	2023-2024 BUDGET	2023-2024 BUDGET	VARIANCE increase (decrease)	Comments
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.

Facility & Project Description		Pending Tasks/Department	Estimated Cost	Funding Source	Comments/Timeline
Harvey Hall	Facility expansion project. Phase 3 includes the remodel of two original buildings to create new Offices, Kitchen, and Breakroom	Play Yards ~ Operations • Shade/Fall Surface • Landscaping/Sprinkler Licensing ~ Quality Assurance • Application • Site Visit Phase 3 ~ Operations • Facility Layouts DONE • Project Scope of Work • Procurement • Cost Estimates • Budgeting	$135,552 $14,990	HS/EHS Carry Over TBD Pending 2024	Shade, Cement, & PIP Installed. Landscaping done 10/27. Sheds and concrete pads remain to be installed. Program met with Operations and developed the site modifications needed. Facility layouts completed and approved. Operations will be provided the directive to move forward once the license is updated and classrooms are officially moved/opened.
Sterling	Facility expansion project.	Play Yards ~ Operations • Shade/Fall Surface • Landscaping Classroom Set-up ~ Education Licensing ~ Quality Assurance • 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

MJM	Facility expansion project.	Play Yards ~ Operations • Shade/Fall Surface • Landscaping Classroom Set-up ~ Education • Furnishing will come from HLH/Sterling • Coordinate Move • Set-up Licensing ~ Quality Assurance • Application • Site Visit	$199,000	HS/EHS Carry Over	Shade and Fall Surface has been bid, slight modifications are needed. Landscaping is being procured. Classroom furnishings will be items repurposed from the classrooms at HLH and Sterling once their new classrooms open. Application to be completed. Awaiting facility to be complete to submit to licensing.
Stockdale HS	Facility Renovation Project	Restrooms ~ Operation Kitchen ~ Operations Fire Alarm ~ Operations Landscaping ~ Operations Shed ~ Operations Signage ~ Program Classroom Set-up ~ Education Licensing ~ Quality Assurance	$248,000 $22,790	HS/EHS Carry Over	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. Balance of furnishing from warehouse were delivered, items identified for disposal.
Barnett House	Facility Renovation Project	1303 Approval ~ OHS	$645,378	HS/EHS Carry Over	Submitted with Carry-Over on 9/18/2023: Pending Approval Fire Sprinklers System will be added. Evaluating the water lines and connection point. Storage facility will be used for materials currently stored in building.

Oasis	Facility Renovation Project	Play Yard ~ Operations • Shade, Cement, Fall Surface • Land Scaping Restrooms ~ Operations • Contracting with local Roofing	$70,520 $9,800 $2,300 $170,000	HS/EHS Carry Over	Contracted, pending install Landscape Contract complete. Local Vender to completed plumbing essentials, CAPK moved fixtures. Final stages completed. Contract executed. Work began 10/24/23
Angela Martinez	Play Yard Renovations Warehouse Renovation Project (PD Lab)	Shade and Fall Surface Contractor revised timeline ~ Ops	$98,715 $136,616	HS BASE HS/EHS Carry Over	Installed September 2023 Awaiting revised timeline with Start Date from contractor
Lamont	Classroom Relocation Project	Kitchen and Classroom ~ Ops • Kitchen • Classroom Sink Classroom Set-up • Furnishings Licensing ~ Quality Assurance • Application	$2,300	HS BASE	Kitchen walls and cabinets started completed. Fridge to come from existing center. Portable Sink was added to the classroom. Will need to stage from existing materials
			$ 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:

	Head Start BASE OPERATING			Early Head Start BASE OPERATING		
CATEGORY	**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 colling 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

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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)

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