



DATE: February 28, 2024

TIME: 12:00 pm

LOCATION: KCSOS City Centre Bldg., Room 1A
1300 17th St.
Bakersfield, CA 93301

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)

Maritza Jimenez (Vice Chair)

Ana Vigil (Secretary)

Michelle Jara-Rangel (Treasurer)

Denise Boshers

Jimmie Childress

Mia Cifuentes

Fatima Echeverria

Jeff Flores

Curtis Floyd

Gina Martinez

Jonathan Mullings

Yolanda Ochoa

Guadalupe Perez

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. 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 January 31, 2024, Board of Directors Meeting (p. 4-9)**
- b. **Minutes from the February 7, 2024 Personnel Committee Meeting (p. 10-13)**
- c. Head Start Personnel Update (p. 14-15)
- d. Human Resources analytical Information CY 2023 (p. 16-17)
- e. Open Enrollment Update (p. 18)
- f. Reclassification of Director of Head Start / State Child Development Job Description (p. 19-26)
- g. Reclassification of the Fingerprint Clerk and Introduction of a Second Administrative Technician Position Under the Executive Division (p. 27-32)
- h. Reclassification of Warehouse Specialist Job Description (p. 33-38)
- i. New Job Description of Cal-AIM Program Coordinator (p. 39-44)
- j. **Minutes from the February 14, 2024, Program Review & Evaluation Committee Meeting (p. 45-48)**

- k. Energy Program Presentation (*p. 49-64*)
- l. January 2024 Program Reports (*p. 65-109*)
- m. January 2024 Application Status Report & Funding Profiles (*p. 110-114*)
- n. January 2024 Head Start / State Child Development Division / Program Monthly Activity Report (*p. 115-116*)
- o. **Minutes from the February 21, Budget & Finance Committee Meeting (*p. 117-120*)**
- p. Head Start / Early Head Start Budget to Actual Reports for December 2023 (*p. 121-128*)
- q. Head Start Expenditure Authorization (*p. 129-151*)
- r. 2024-25 Blanket Purchase Order for Food Bank (*p. 152*)
- s. Mount Vernon Lease (*p. 153-180*)
- t. Board Check Signing Policy (*p. 181-186*)
- u. Contract Renewal for Continued Funding of Medi-Cal Health Navigator Project (*p. 187-231*)

IV. New Business

- a. Property and Casualty Insurance Renewal – **Action Item (*p. 232-237*)** Emilio Wagner, Chief Facilities & Technology Officer
- b. 2024 Head Start Compensation Schedule Revision - **Action Item (*p. 268-271*)** Jerry Meade, Assistant Director of Head Start: Program
- c. Proposed Amendments to the Board & Committee Meeting Schedule for 2024 - **Action Item (*p. 272*)** Jeremy Tobias, Chief Executive Officer
- d. Annual Budget for Fiscal Year 2024/2025 – **Action Item (*p. 273-285*)** Tracy Webster, Chief Financial Officer
- e. December 2023 Financial Statements – **Action Item (*p. 286-353*)** Tracy Webster, Chief Financial Officer
- f. Board Check Signing Policy – **Info Item (*p. 354-355*)** Tracy Webster, Chief Financial Officer

V. CAPK Foundation Report

- a. CAPK Foundation Report – **Info Item (*p. 356-361*)** Catherine Anspach, Director of Development

VI. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (*p. 362-367*)** Fatima Echeverria, PC Representative
 - 1. February 2024 Policy Council Report
 - 2. January 23, 2024 Policy Council Minutes

VII. Chief Executive Officer Report

- a. City of Shafter funding for the Shafter Youth Center – **Info Item** Jeremy Tobias, Chief Executive Officer

VIII. Board Member Comments

IX. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, March 27, 2024
KCSOS City Centre Bldg., Room 1A
1300 17th St.
Bakersfield, CA 93301

X. Adjournment

This is to certify that this Agenda Notice was posted in the lobby of the CAPK Administrative Office at 1300 18th Street, Bakersfield, CA and online at www.capk.org by 12:00 pm, February 23, 2024. Paula Daoutis, Executive Assistant.