



DATE: April 23, 2024  
TIME: 12:00 pm  
LOCATION: KCSOS City Centre, Room 1B  
1300 17th St.  
Bakersfield, CA 93301

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## 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)	Fatima Echeverria	Yolanda Ochoa
Michelle Jara-Rangel (Treasurer)	Jeff Flores	Guadalupe Perez
Denise Boshers	Curtis Floyd	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 March 27, 2024, Board of Directors Meeting (p. 4-6)**
- b. **Minutes from the April 3, 2024 Personnel Committee Meeting (p. 7-10)**
- c. Reclassification of Friendship House Program Manager Job Description **(p. 11-17)**
- d. Reclassification of Receptionist Job Description **(p. 18-23)**
- e. New Position: Process Improvement Manager **(p. 24-34)**
- f. New Position: Cal-AIM Claims Analyst **(p. 35-40)**
- g. Head Start Recruitment Incentive Update **(p. 41-42)**
- h. Strategic Plan Goal 4 Update **(p. 43-45)**
- i. Head Start Personnel Update **(p. 46-47)**
- Agenda Items from the April 8, 2024, Audit & Pension Committee Meeting (Canceled)**
- j. CAPK Audit & Pension Plan Update for Q4 2023 **(p. 48-52)**

- k. First 5 Review of 211 Help Me Grow Fall Site Visit Reports **(p. 53-59)**
- l. FY23 Remote Monitoring of HUD Continuum of Care **(p. 60-70)**
- m. 2023 LIHEAP Performance Letter **(p. 71)**
- n. CAPK 2022 SLIHEAP Final Close-Out Letter **(p. 72-73)**
- o. 2021 ARPA LIHEAP Final Close-Out Letter **(p. 74-75)**
- p. CAPK CDP WIC Audit Review Findings **(p. 76-77)**
- q. CSBG Close-Out Contract 23F-4015 **(p. 78)**
- r. **Minutes from the April 10, 2024, Program Review & Evaluation Committee Meeting (p. 79-84)**
- s. Food Bank Presentation **(p. 85-93)**
- t. March 2024 Program Reports **(p. 94-135)**
- u. March 2024 Application Status Report & Funding Profiles **(p. 139-144)**
- v. March 2024 Head Start / State Child Development Division / Program Monthly Activity Report **(p. 145-146)**
- w. Goal Group 2 Presentation **(p. 147-150)**
- x. Goal Group 5 Presentation **(p. 151-154)**
- Agenda Items from the April 17, Budget & Finance Committee Meeting (Cancelled)**
- y. Head Start / Early Head Start Budget to Actual Reports for February 2024 **(p. 155-164)**
- z. Goal 6 Strategic Plan Update **(p. 165-168)**
- aa. Positive Youth Development Mentorship Program Agreement Renewal for 2024-2025 **(p. 169-196)**

#### IV. New Business

- a. Bezos Day 1 Families Fund: Affordable Housing Project MOU Between CAPK & Housing Authority of the County of Kern – **Action Item (p. 197-216)**      Jeremy Tobias, Chief Executive Officer
- b. Board of Directors Travel Policy – **Action Item (p. 217-218)**      Jeremy Tobias, Chief Executive Officer
- c. Kern Health Systems Contract: CalAIM Incentive Payment Program (IPP) East Kern Family Resource Center (EKFRC) – **Action Item (p. 219-238)**      Freddy Hernandez, Director of Youth & Community Services
- d. California Department of Financial Protection and Innovation: CalMoneySmart FY 2024-26 Funding Application – **Action Item (p. 239-241)**      Karen Vazquez, Sr. Community Development Specialist
- e. February 2024 Financial Reports – **Action Item (p. 242-237)**      Tracy Webster, Chief Financial Officer
- f. 211 Update – **Info Item (p. 238-241)**      Sabrina Jones-Roberts, 211 Kern Administrator

#### V. CAPK Foundation Report

- a. Foundation Report – **Action Item (p. )**      Catherine Anspach, Director of Development
  - 1. Report
  - 2. Minutes

**VI. Advisory Board Reports**

- a. Head Start Policy Council Report – ***Info Item (p. 242-252)***
1. April 2024 Policy Council Report
  2. Minutes from February 20, 2024

Fatima Echeverria, PC Representative

**VII. Chief Executive Officer Report**

- a. Staff Development Day Updates – ***Info Item***

Jeremy Tobias, Chief Executive Officer

**VIII. Board Member Comments**

**IX. Next Scheduled Meeting**

Board of Directors Meeting  
12:00 pm  
Wednesday, May 29, 2024  
KCSOS City Centre, Conference Room 1B  
1300 17<sup>th</sup> 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 18<sup>th</sup> Street, Bakersfield, CA and online at [www.capk.org](http://www.capk.org) by 12:00 pm, April 19, 2024. Paula Daoutis, Executive Assistant.*