



DATE: August 21, 2024
TIME: 12:00 pm
LOCATION: CAPK Administrative Office
Board Room
1300 18th 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. Board Seat Appointment
 - i. Accepting the appointment of Gema Perez as the 35th State Assembly District Representative – Jeremy Tobias, Chief Executive Officer – **Action Item (p. 4)**
- d. Roll Call

Fred Plane (Chair)	Jimmie Childress	Jonathan Mullings
Maritza Jimenez (Vice Chair)	Fatima Echeverria	Yolanda Ochoa
Ana Vigil (Secretary)	Jeff Flores	Gema Perez
Michelle Jara-Rangel (Treasurer)	Curtis Floyd	Guadalupe Perez
Denise Boshers	Gina Martinez	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 June 26, 2024, Board of Directors Meeting (p. 5-9)**
- b. **Minutes from the July 17, 2024 Executive Committee Meeting (p. 10-15)**
- c. **Workers Compensation Insurance Renewal (p. 16-68)**
- d. **Head Start Major Renovation Projects: New Central Kitchen; Barnett House (Stockton); Modular Classrooms in Tehachapi and McFarland (p. 69-106)**
- e. **Lease Renewal for 300 19th Street, Bakersfield, CA 93301 (p. 107-114)**

- f. 2-1-1 Call Center: United Way of Stanislaus County – FY 2024-2027 Contract for Services Agreement (**p. 115-120**)
- g. FY25 Subcontracts for the CalFresh Healthy Living Program (**p. 121-168**)
- h. Head Start / State Child Development Child Care Partnership Program Position Reclassification (**p. 169-175**)
- i. Indirect Excess Transfer to Discretionary (**p. 176**)
- j. May 2024 Financial Statements (**p. 177-289**)
- k. Workplace Violence Prevention Program (**p. 290-317**)
- l. **Minutes from the August 1, 2024 Audit & Pension Committee Meeting (p. 318-321)**
- m. CAPK Audit & Pension Plan Update for Q2 2024 (**p. 322-329**)
- n. Resolution to Change Pension 457(b) Plan Provider to Reliance Trust Company (**p. 330-331**)
- o. First 5 2-1-1 Kern County & Help Me Grow Administrative Review (**p. 332-336**)
- p. 2023-24 Performance Period for CalEITC Education & Outreach Grant Fiscal Desk Review 21T-1015 (**p. 337-338**)
- q. 2022 LIHEAP Close Out Letter (**p. 339-342**)
- r. CAPK CalFresh Healthy Living Programs In-Person CDPH Observation (**p. 343-346**)
- s. East Kern FRC & Oasis Administrative Review Letter FY 2023-2024 (**p. 347-350**)
- t. CAPK Food Bank Compliance Review of Commodity Supplemental Food Program (**p. 351-356**)
- u. **Minutes from the August 6, 2024 Personnel Committee Meeting (p. 357-358)**
- v. Position Analysis and Equity Review for Human Resources Positions (**p. 359-411**)
- w. 2024 All-Agency Job Fair Presentation (**p. 412-418**)
- x. Strategic Plan Goal 4 Update (**p. 419-421**)
- y. Head Start Personnel Update (**p. 422-423**)
- z. **Minutes from the August 7, 2024, Program Review & Evaluation Committee Meeting (p. 424-427)**
- aa. Friendship House Community Center Presentation (**p. 428-433**)
- bb. June 2024 Program Reports (**p. 434-475**)
- cc. June 2024 Application Status Report & Funding Profiles (**p. 476-482**)
- dd. June 2024 Head Start / State Child Development Division / Program Monthly Activity Report (**p. 483-484**)
- ee. **Minutes from the August 14, 2024 Budget & Finance Committee Meeting (p. 485-488)**
- ff. Head Start / Early Head Start Budget to Actual Reports for June 30, 2024 (**p. 489-502**)
- gg. County of Kern: CalWorks Home Visiting Program Services Contract (**p. 503-545**)
- hh. Head Start No Cost Extension Budget Revision (**p. 546-548**)
- ii. Head Start / Early Head Start 2024-2025 Budget Revision (**p. 549-551**)

IV. New Business

- a. San Joaquin County Office of Education (SJC OE) Head Start Initial Cooperative Agreement – **Action Item (p. 552-599)** Gloria Barbero, Assistant Director: SJC
Jerry Meade, Assistant Director: Program
- b. FY 2024-2025 Food Bank Supplemental Blanket Purchase Orders – Kelly Lowery, Food Bank Administrator
Action Item (p. 600-608)
- c. East Kern Family Resource Center: New Position – **Action Item (p. 609-613)** Freddy Hernandez, Director of Youth & Community Services
- d. June 2024 Financial Reports – **Action Item (p. 614-747)** Tracy Webster, Chief Financial Officer

V. Advisory Board Reports

- a. Head Start Policy Council Report – **Action Item (p. 748)** Fatima Echeverria, PC Representative
 - i. August 2024 Policy Council Report

- b. Friendship House Community Center Advisory Board Report – ***Info Item (p. 749-750)***

Lois Hannible, FHCC Program
Administrator

VI. Chief Executive Officer Report – Info Item (Verbal Report)

- a. Update on Pioneer Drive Apartment Project

Jeremy Tobias, Chief Executive Officer

VII. Board Member Comments

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Wednesday, September 25, 2024
CAPK Administrative Offices, Board Room
1300 18th St.
Bakersfield, CA 93301

IX. 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, August 16, 2024. Paula Daoutis, Executive Assistant.