DATE: January 27, 2025
TIME: 12:00 pm
LOCATION: CAPK Administration Office
1300 18th St., 3rd Floor Board Rm.
Bakersfield, CA 93301

Board of Directors Meeting Agenda

I. Call to Order

a. Roll Call

Fred Plane (Chair)	Fatima Echeverria	Chris Parlier
Maritza Jimenez (Vice Chair)	Curtis Floyd	Gema Perez
Ana Vigil (Secretary)	Gina Martinez	Guadalupe Perez
Michelle Jara-Rangel (Treasurer)	Jonathan Mullings	Lily Pimentel-Stratton
Denise Boshers	Yolanda Ochoa	

b. Board Seat Appointments – ***Action Item***

i. Accepting the appointment of Chris Parlier as the Kern County Board of Supervisors Representative ***(p.4)***
ii. Accepting the reappointment of Fatima Echeverria as the Head Start Policy Council Representative ***(p. 5)***

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 November 25, 2024, Board of Directors Meeting *(p. 6-11)***
b. **Minutes from December 11, 2024, Executive Committee Meeting *(p. 12-16)***
c. Risk Insurance Pre-Renewal Update ***(p. 17-27)***
d. Voice Over IP (VOIP) Phone System Contract ***(p. 28-51)***
e. Approval of Design Build Contract with Custom L&A for Improvements at the Harvey Hall Child Development Center ***(p. 52-152)***
f. 2025 Community Service Block Grant (CSBG) Contract #25F-6015, with Resolution from the Department of Community Services and Development ***(p. 153-155)***
g. CAPK Foundation Temporary Operational Funding and Use of Excess Carryover ***(p. 156)***
h. Banking Institution Line of Credit Authorization with Resolution ***(p. 157-158)***
i. Financial Statements for October 2024 ***(p. 159-318)***
j. Head Start / Early Head Start Budget to Actual Reports for October 31, 2024 ***(p. 319-332)***
k. Update on IRS Penalty Notice 972CG for 2021 ***(p. 333-334)***
l. Revised 2025 Agency Holiday Schedule ***(p. 335)***
m. **Minutes from January 8, 2025 Personnel Committee Meeting *(p. 336-338)***
n. Position Analysis and Equity Review for Housing & Supportive Services Division ***(p. 339-429)***
o. Position Analysis and Equity Review for Community Development Division ***(p. 430-517)***
p. Position Analysis and Equity Review for MCAP Program ***(p. 518-576)***
q. Reclassification of Finance Positions ***(p. 577-591)***

r. 2025 New California Minimum Wage Increase ***(p. 592)***
s. Head Start Personnel Update ***(p. 593-594)***
t. **Minutes from January 15, 2025, Program Review & Evaluation Committee Meeting** ***(p. 595-598)***
u. 211 Call-Center, presented by Sabrina Jones-Roberts, Program Administrator ***(p. 599-614)***
v. November & December 2024 Program Reports ***(p. 615-690)***
w. November & December 2024 Application Status Report & Funding Profiles ***(p. 691-697)***
x. California Board of State and Community Corrections, Adult Re-entry Grant (ARG) Program ***(p. 698-700)***
y. November & December 2024 Head Start / State Child Development Division / Program Monthly Activity Report ***(p. 701-704)***
z. 2025-26 Head Start Program Planning Calendar ***(p. 705-709)***
aa. **Minutes from January 16, 2025 Audit & Pension Committee Meeting** ***(p. 710-712)***
bb. Pensionmark Year End Market Update ***(p. 713-722)***
cc. CAPK CSD Audit Review Findings ***(p. 723-725)***
dd. WIC Biennial Program Monitoring by CDPH ***(p. 726-731)***
ee. **Minutes from January 22, 2025, Budget & Finance Committee Meeting** ***(p. 732-735)***
ff. Head Start / Early Head Start Budget to Actual Reports for November 2024 ***(p. 736-749)***
gg. Agency Wide Budget Revision #4 ***(p. 750-762)***
hh. FY 2025-26 Blanket Purchase Order for Central Kitchen ***(p. 763-769)***
ii. FY 2025-26 Blanket Purchase Order for Food Bank ***(p. 770-786)***
jj. Annual Budget for Fiscal Year 2025-2026 ***(p. 787-978)***
kk. 2023 Information Returns & Attorney General Report ***(p. 979-1037)***
ll. ***2024 Board & Committee Attendance Sheets (p. 1038-1043)***

IV. New Business

a. Agreement for the Merger and Integration of California Veterans Assistance Foundation (CVAF) – ***Info Item (p. 1044-1092)***	Jeremy Tobias, Chief Executive Officer
b. Risk Insurance Renewal Update – ***Info Item (p. 1093-1105)***	Emilio Wagner, Chief Facilities & Technology Officer
c. Approval of Contract with Puiser Construction – ***Action Item (p. 1106-1151)***	Maria Contreras, Director of Facilities
d. Cal-Aim Program Update – ***Info Item (p. 1152-1167)***	Rebecca Moreno, Director of Housing & Supportive Services
e. Kern Health Systems Cal-AIM Enhanced Care Management (ECM) Program Contract – ***Action Item (p. 1168-1225)***	Rebecca Moreno, Director of Housing & Supportive Services
f. New Job Description - Program Administrator Cal-AIM – ***Action Item (p. 1226-1232)***	Rebecca Moreno, Director of Housing & Supportive Services
g. November 2024 Financial Statements – ***Action Item (p. 1233-1335)***	Tracy Webster, Chief Financial Officer
h. Employee Giving Program – ***Info Item (p. 1336-1345)***	Martha Leon, Donor Relations Administrator

V. Advisory Board Reports

a. Head Start Policy Council Report and Minutes from the November 26, 2924 Policy Council Meeting – ***Action Item (p. 1346-1353)*** — Fatima Echeverria, PC Representative

VI. Chief Executive Officer Report

a. National Community Action Foundation (NCAF) Master Class Series ***(p. 1354)***
b. 2025 Read Across America ***(p. 1355)***

VII. Election of Board Officers

a. Call for Nominations:
    a. Chair
    b. Vice-Chair
    c. Secretary
    d. Treasurer

b. Voting for the Board Officer Positions

c. Reading of the Election Results

VIII. Board Member Comments

IX. Closed Session

a. CONFERENCE WITH LEGAL COUNSEL - POTENTIAL LITIGATION - (Government Code Section 54956.9(b)(1)) Number of cases: One (1) - in the opinion of the legislative body and on advice of its legal counsel, there is a significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.

b. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

c. Reconvene into Open Session

X. Closed Session Report

XI. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
February 26, 2025
CAPK Administrative Office
1300 18th St., Suite 200
Bakersfield, CA 93301

XII. 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 5:00 pm, January 23, 2025. Paula Daoutis, Executive Assistant.

BOARD OF SUPERVISORS
COUNTY OF KERN

SUPERVISORS

PHILLIP PETERS	District 1
CHRIS PARLIER	District 2
JEFF FLORES	District 3
DAVID COUCH	District 4
LETICIA PEREZ	District 5

KATHLEEN KRAUSE
CLERK OF THE BOARD OF SUPERVISORS
Kern County Administrative Center
1115 Truxtun Avenue, 5th Floor
Bakersfield, CA 93301
Telephone (661) 868-3585
TTY (800) 735-2929
www.kerncounty.com

January 7, 2025

Mr. Jeremy Tobias, Executive Director
Community Action Partnership of Kern
1300 18th Street
Bakersfield, CA 93309

Dear Mr. Tobias:

On January 7, 2025, the Kern County Board of Supervisors met in regular session and approved the Chairman's Committee Assignments for 2025. Supervisor Chris Parlier was appointed to serve as the Board of Supervisors' representative on the Community Action Partnership of Kern. To relay any information about meetings or issues, please forward to his attention at 1115 Truxtun Avenue, 5th Floor, Bakersfield, CA 93301 or contact his office at 868-3660.

If we can be of further service, please call the Clerk of the Board at the number shown above.

Sincerely,

Kathleen Krause

KATHLEEN KRAUSE
Clerk of the Board

cc: Supervisor Parlier

MEMORANDUM

To: Board of Directors

From: Lisa Gonzales

Date: January 27, 2025

Subject: Agenda Item I(bii) – Head Start Policy Council Elected Representative to CAPK Board of Directors

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During a scheduled Policy Council meeting on November 26, 2024, nominations and elections were conducted for the position of Policy Council Representative to the Board of Directors.

The roles and responsibilities of the representative position were shared with Council members, as was a tentative Board of Directors meeting schedule. It was also stated that this position requires the elected representative to serve, at a minimum, on one Board of Directors Committee. Furthermore, it was emphasized that all meetings of the Board of Directors, including committees, are conducted in person with the expectation of attendance at all meetings.

All members adequately understood the role of the Policy Council Board of Directors Representative and recognized the responsibilities, and the sizeable time commitment required of this position. Policy Council member Fatima Echeverria was the sole member interested in serving in this capacity. Through a subsequent unanimous vote Fatima Echeverria was elected by the Policy Council to serve as the Representative to the Board of Directors for the 2024-2025 Policy Council term.

DATE	November 25, 2024
TIME	12:00 PM
LOCATION	CAPK Administrative Office Board Room 1300 18th Street Bakersfield, CA 93301

Board of Directors Meeting Minutes

I. Call to Order

Chairman Fred Plane called the meeting to order at 12:07 pm at the CAPK Administrative Offices, Board Room, located at 1300 18th Street, Bakersfield, CA.

a. Moment of Silence / Pledge of Allegiance

b. Reading of the Promise of Community Action

c. Roll Call was taken with a quorum present:

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Ana Vigil (Secretary), Michelle Jara-Rangel (Treasurer), Denise Boshers, Fatima Echeverria, Jeff Flores, Curtis Floyd, Gina Martinez (left at 1:25 pm), Gema Perez

Absent: Jimmie Childress, Jonathan Mullings, Yolanda Ochoa, Guadalupe Perez, Lily Pimentel-Stratton

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Yolanda Gonzales, Director of Head Start; Gabrielle Alexander, Director of Finance; Freddy Hernandez, Director of Youth & Community Services; Catherine Anspach, Director of Development; Lisa McGranahan, Director of Human Resources; Rebecca Moreno, Director of Housing & Supportive Services; and other CAPK staff.

II. Introduction of Guests / Public Forum

None

III. Consent Agenda

Board Chair Fred Plane asked members of the Board, and the public, if they would like to remove any items from the Consent Agenda for further discussion.

Motion was made and seconded to approve all items on the Consent Agenda, with the exception of items III(l), III(m) III(gg) and III(hh). Carried by unanimous vote (Jara-Rangel/Martinez).

Item III(l) – Michelle Jara-Rangel reported that pages 14-24 have not been updated to reflect the Head Start performance standards and they do not correspond to what is written into the act. Due to a staff error, the correct document was not submitted for inclusion in the Board Agenda packet. Michelle provided detailed notes for the corrections to be made to the document and the Board agreed to move the item forward based on the staff's acknowledgment and assurance that the errors would be corrected. Motion was made and seconded to approve Item III(l). Carried by a vote of 9 in favor and one abstention by Curtis Floyd. (Jara-Rangel/Martinez).

III(m) Amendment to the selection plan. Michelle Jara-Rangel said an old version was included in the packet. Head Start staff acknowledged that the correct version was not submitted for inclusion in the packet. Michelle said the dates on the form should have been 2025/2026 and the incorrect version was also presented to the PRE Committee. Fred Plane cautioned staff to be more careful with the items they are submitting for approval and asked for a motion to approve the document as amended.

Motion was made and seconded to approve Item III(m) from the Consent Agenda as amended (Echeverria/Jimenez).

Item III(gg) EHS Partnership COLA – Michelle Jara-Rangel reported that this item was presented to the Budget &Finance Committee and was approved. However, the COLA was incorrect as presented and has been corrected and approved to move forward with the contract. Since there was a change from what was approved in committee, the Board is requested to approve the current item that has been corrected. Motion was made and seconded to approve item III(gg) from the Consent Agenda. Carried by unanimous vote, (Echeverria/Jara-Rangel).

III(hh) Michelle Jara-Rangel reported that this amendment has now been clarified, however, if something should be changed at a later date, it will need to go back to committee under new business. Motion was made and seconded to approve item III (hh) from the Consent Agenda. Carried by unanimous vote (Martinez/Jara-Rangel).

IV. New Business

a. Daniells Phillips Vaughan & Bock Presentation of the Independent Audit Reports for the Year Ended February 29, 2024, and the Special Purpose Financial Statements for the Year Ended June 30, 2024 – Tracy Webster, Chief Financial Officer and Shannon Webster, Daniells Phillips Vaughan & Bock – ***Action Item***

Tracy Webster introduced Shannon Webster from Daniells Phillips Vaughan & Bock who provided the Board with the above-mentioned audit reports. Shannon reported that CAPK had a clean audit with no findings related to Federal Awards, which is extraordinary. The Special Purpose financial statements are required by the California Department of Education (CDE) and California Department of Social Services (CDSS). Shannon reported there were six insignificant findings in a year where there was an increase of $14 million in funds.

For 2024, CAPK received a qualified opinion solely based on one item related to management's decision to not adopt ASU 842 as required by governmental auditing standards as well as the Generally Accepted Accounting Principles (GAAP). So essentially that's the same opinion that the agency received in the prior year. Again, it's only because the agency has decided to not show your right of use assets, which is your operating leases on your balance sheet. We disclosed it in the notes to the financial statements, but generally accepted accounting principles require that to be shown on the face of the financial statements. So, technically, for this one item, the financial statements are not in accordance with GAAP. The financial statements have a clean opinion in all other respects, but to this one matter, again, this is the same that we issued for your 2023 audit.

Denise Boshers asked if the CAPK Foundation is audited under this umbrella. Tracy Webster said it is not necessary because the Foundation does not receive federal funding. Until the Foundation hits $2 million in revenue, an audit is not required.

Motion was made and seconded to approve the audit reports. Carried by unanimous vote (Boshers/Flores).

b. New Service Agreement Retroactive to November 1, 2024: Homeless Housing Assistance and Prevention Program Round 4 (HHAP-4) Bakersfield Kern Regional Homeless Collaborative (BKRHC) – Rebecca Moreno, Director of Housing & Supportive Services - ***Action Item***

Rebecca Moreno presented the above item for approval and identified 2 minor errors in the staff memo and shared the correct term dates and noted that the address listed on the contract will be changed to CAPK's new address. The funding is specifically for the Oasis Family Resource Center and will assist residents with rental arrears and move-in costs. No services will be provided until the contract is fully executed.

Motion was made and seconded to approve the staff's recommendation with corrected amendments to the contract that was identified. Carried by unanimous vote (Martinez/Jara-Rangel).

c. San Joaquin County Office of Education HS/CSPP Contract Amendment – Gloria Barbero, Assistant Director of Head Start, SJC – ***Action Item***

Gloria Barbero presented the above action item and reminded the Board that they approved a new contract in October with SJCOE. Following the execution of the contract, additional discussions took place and it was agreed to amend the current cooperative agreement for Head Start Child Care Partnership (CCP), which will increase funding by $4,308,299 and increase the available enrollment slots by 136 and Gloria confirmed there will be no issues in filling the slots.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote. (Jara-Rangel/Jimenez).

d. Banking Institution Signing authority with Resolution – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reminded the Board that a decision was made in October to move CAPK's bank accounts over to Citizens Bank, and it is now necessary to identify signers for each of the accounts. The proposed singers are Jeremy Tobias, Louis Gill, Pritika Ram, Emilio Wagner, and Fred Plane from the Board.

Denise Boshers asked if the signing authority is with the person or their title. Tracy Webster replied that the signing is tied to the name, not the title and further explained that the check signing is the final authorization as the expense has been preauthorized before it comes to signing a check. If the expense item exceeds $250,000 the item comes before the Board for approval. Two signatures are required on the checks and will be affixed electronically. If a manual check is required, we have people identified to sign manual checks.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Jara-Rangel/Boshers).

e. September 2024 Financial Reports – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item and provided some of the highlights from her report and noted we did not draw from the line of credit. Tracy also reported that the indirect budget is aligned with the budget. Fred Plane added that the Finance Report shows that we over expended in the supplies category because cubicles, ordered for the new building, are considered supplies. The budget will be realigned.

Motion was made and seconded to approve the September 2024 Financial reports. Carried by unanimous vote (Jara-Rangel/Boshers).

f. 2025 Board & Committee Meeting Schedule – Jeremy Tobias, Chief Executive Officer – ***Action Item***

Jeremy Tobias presented the above item for approval. Fred Plane emphasized the importance for each member to indicate which committee meetings they can attend.

Maritza Jimenez noted that there have been some members that have numerous absences either at the committee level or board level and asked if staff are tracking absences. Jeremy Tobias confirmed that absences are being tracked and the Bylaws have clear rules about board attendance. If there are 3 unexcused absences in a row, the Board may take action to remove a member from the Board. Maritza requested that the absence reports be provided to the Board on a monthly basis going forward.

Motion was made and seconded to approve the 2025 Board & Committee Schedule. Carried by unanimous vote (Flores/Vigil).

g. Early Head Start / Head Start: Review of 2025-2026 School Readiness Goals Timetable – Rashi Strother & Cynthia Rodriguez, Education Managers – ***Info Item***

Cynthia Rodriguez presented the above info item and said this item is a follow-up to a prior request for the Board to see a timeline to ensure that the School Readiness goals are approved in advance of initiating. Michelle Jara-Rangel asked about staff training, and Cynthia replied that all staff participate in the pre-service training.

V. Advisory Board Reports

b. Head Start Policy Council Report – Fatima Echeverria, PC Representative – ***Action Item***

Fatima Echeverria presented the above action item for approval and provided a summary of the meeting on October 29, 2024. Fatima also reported that the first meeting of the 2024-2025 term is tomorrow and the 2025 Board Representative will be selected.

Motion was made and seconded to approve the CAPK Foundation Board report and all items. Carried by unanimous vote (Martinez/Jara-Rangel).

VI. Chief Executive Officer Report

a. Update & Discussion Following Election Results and Possible Impact on CAPK Programs – Jeremy Tobias, Chief Executive Officer – ***Info Item***

Jeremy Tobias spoke about the recent presidential election and it potentially being a significant shift in the political direction for the nation. There are many unanswered questions about future direction and ideas, and there will probably be some unsettling times for our clients with some of the initiatives being discussed and he noted that funding for Social Service programs may face challenges. In a recent meeting with David Bradley from the National Community Action Foundation (NCAF), David provided a historical perspective, and he reminded us all that the wind has always been in our face, dating back to the Nixon and Regan presidential years. If there are proposals for CSBG funding decreases, NCAF will be in the mix, and fight for funding. The current year funding is under a continuing resolution, perhaps through March, so it is likely that those funding streams will be addressed in February and March after the inauguration. Some things to keep our eyes on are Executive Orders; it is expected that hundreds will be issued in the first few days of the new administration that could possibly have a direct impact on our internal operations. NCAF will keep an eye on reconciliation that avoids the senate filibuster rules, and impoundment, when the President refuses or delays to spend money already authorized by Congress. Head Start will be on the watch list, although it does historically enjoy a more bipartisan level of support. NCAF is also keeping a close eye on

the new Department of Government Efficiency (DOGE) to be headed by Elon Musk. Musk has made some bold statements that he believes we can cut at least $1 trillion from the federal budget. Musk has also made statements that he wants to cut programs that are not "authorized", and CSBG is not authorized, and neither are some of the VA programs. David Bradley wants to go on the offensive in regard to CSBG and get in front of the issue right away. He will send talking points to discuss with Republicans, especially our local Congressman David Valadao, who has historically been a supporter of CAPK, so it will be good for him to be on specific committees.

Staff will keep the Board appraised if we need help reaching out to elected officials but for now, we are in a wait and see situation.

Maritza Jimenez said she expects a lot of changes regarding immigration and is concerned that some of CAPK's clients will remove their children from Head Start, as this is what she is hearing in the community. Maritza asked if staff has a plan to address those issues if they come to fruition. Jeremy replied that based on our past experiences with the first Trump administration, parents may hear rumors of immigration raids at community locations and even at our Head Start centers, so staff will need to work hard on battling rumors and inaccurate information.

Ana Vigil also shared concerns about WIC and Head Start clients who are fearful of being identified as being illegal immigrants. We want our clients to trust us with providing truthful information. Maritza encouraged staff to get involved with public charge and said that there will be upcoming training and Maritza will provide info to staff for distribution. Maritza emphasized the importance of having a unified voice, through Building Healthy Communities.

Curtis Floyd said he previously brought up concerns about Project 2025, both Trump and Musk have been clear, they want to get rid of the Dept. of Education and asked if those funds been taken into account. In Project 2025, Head Start (HS) is identified as being eliminated or at least redesigned, but Jeremy said that our Head Strat funding does not fall under the Department of Education, but rather is in the Department of Health & Human Services. Jeremy said Head Start has historically had strong bipartisan support, so David Bradley sees it as a less vulnerable program. Jeremy feels it will not be eliminated but perhaps moved to the State level (as a block grant to the states), which may also result in a reduction in funding. We do not know what a move to the State level would mean for Head Start, but we prefer it to stay under the Federal Government. One of the concerns about funding moving to the State is that it could cause a cashflow issue for CAPK due to the State being a slower payer than our current Head Start situation.

Maritza Jimenez asked if we have a government affairs employee. Jeremy said we do not as we cannot have a "lobbyist" that is funded with any federally sources funds, but we have Outreach Staff and Senior staff that meet with our elected officials. Curtis Floyd said he is glad to see staff being diligent on the many issues CAPK is sure to face in 2025.

Jeremy also said that Wilfredo Cruz, Energy Program Administrator, has announced he will be leaving CAPK. Wilfredo will be the Executive Director of Community Project Resources, an Energy and WIC nonprofit agency in Sacramento. We hate to see him leave but we are happy for him to have this opportunity.

Jeremy announced that Paula Daoutis has returned from her recent medical leave.

Jeremy also made a recommendation to the Board, asking at the time of adjournment, we adjourn the meeting in remembrance of former CAPK Board Member Craig Henderson, who recently passed away.

VII. Board Member Comments

Fred Plane said it will be an interesting time ahead.

Ana Vigil wished Maritza Jimenez a Happy Birthday and thanked staff and the Board for the opportunity to attend the recent CalCAPA Conference. Ana said she is even more proud of CAPK than she was before, as CAPK is widely recognized as a top CAP agency and noted that CAPK received 2 awards at the conference. Ana would like to encourage other Board members to attend the CalCAPA conference and emphasized that it is a good opportunity to see how other CA CAP's are doing and how well respected we are.

Maritza Jimenez congratulated staff on the ribbon cutting for the new building.

Michelle Jara-Rangel thanked everyone for the hard work this year.

Fatima Echeverria wished everyone Happy Thanksgiving and said she is grateful for all she has learned this year.

Fred Plane wished everyone happy holidays and reminded everyone that this is the last full Board meeting of the year.

VIII. Next Scheduled Meeting

Board of Directors Meeting
12:00 pm
Monday, January 27, 2025
CAPK Administrative Office Board Room
1300 18th St.
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 1:37 pm following a moment of silence in honor of Craig Henderson.

DATE:	December 11, 2024
TIME:	12:00 pm
LOCATION:	CAPK Administrative Office Executive Conference Room (3rd Floor) 1300 18th Street Bakersfield, CA 93301

Executive Committee Minutes

I. Call to Order

Committee Chair Fred Plane called the meeting to order at 12:07 pm at the Community Action Partnership of Kern Administrative Office, located at 1300 18th St., Suite 200, Bakersfield, CA 93301.

II. Roll Call

Roll Call was taken with a quorum present.

Present: Fred Plane (Chair), Maritza Jimenez (Vice Chair), Michelle Jara-Rangel (Treasurer) (left the meeting at 1:22 pm), Ana Vigil (Secretary), Denise Boshers, and Curtis Floyd

Absent: None

Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Lisa McGranahan, Chief Human Resources Officer; Pritika Ram, Chief Business Development Officer; Emilio Wagner, Chief Facilities & Technology Officer; Tracy Webster, Chief Financial Officer; Gabrielle Alexander, Director of Finance; Catherine Anspach, Director of Development; Yolanda Gonzales, Director of Head Start / State Child Development; Freddy Hernandez, Director of Youth & Community Services; Susana Magana, Director of Health & Nutrition, Rebecca Moreno, Director of Housing and Supportive Services; and other CAPK staff, Josh Wall from Insurica.

III. Public Forum

No one addressed the Committee.

IV. New Business

a. Risk Insurance Pre-Renewal Update – Emilio Wagner, Chief Facilities & Information Technology Officer – ***Info Item***

Emilio Wagner introduced Josh Wall from Insurica who provided an update to the Committee on the upcoming insurance renewals effective March 1, 2025. Mr. Wall explained this is a first presentation to review the process, renewal timeline, the current program overview, the market outlook, CAPK's loss history, and coverage considerations.

The Committee Members engaged in discussion about the decrease in CAPK's loss history and inquired if the premium rates will stay level or increase. Mr. Wall explained that CAPK should expect an increase of 7%-10%. Mr. Wall also stated that Insurica is looking to get CAPK in a position to be a strong candidate for a Captive, which includes a look at the 5-year loss history with future projections, but he also said that Captive feasibility starts with Workers Comp. Insurica will bring the best options to the Board in January and review final options in February, in time to bind coverage effective on March 1, 2025.

b. Voice Over IP (VOIP) Phone System Contract – Emilio Wagner, Chief Facilities & Information Technology Officer – ***Action Item***

Emilio Wagner presented the above action item for approval and reported that the current provider Mitel has been experiencing some issues with dropped calls, frequent issues. Mitel has been recently purchased by competitor RingCentral. Our Mitel contract is still in place, but it is being serviced by RingCentral. We have been looking at other options with competitive bids, and we utilized the federal cooperative purchasing arrangement. We felt Ring Central offered the best services and the best price and they are one of the top ranked systems on the cooperative list. Our current costs will decrease by approximately $67,000 per year. Staff are requesting approval for a 36-month contract term, with two optional one-year extensions.

Michelle Jara-Rangel asked if hardware will be updated at all of the CAPK sites. Emilio Wagner confirmed that the hardware will be updated but there will not be any disruptions in service.

Motion was made and seconded to approve the staff's recommendation with resolution. Carried by unanimous vote (Boshers/Vigil).

c. Approval of Design Build Contract with Custom L&A for Improvements at the Harvey Hall Child Development Center - Emilio Wagner, Chief Facilities & Information Technology Officer – ***Action Item***

Emilio Wagner presented the above action item for approval and said that staff requested bids for the project and received 3 fully responsive quotes. Custom L&A provided the lowest bid, and Emilio explained that CAPK has used them in the past and they have a good record of bringing in projects on time and on budget. Staff recommend approval of the selection of Custom L&A as the Contractor and further requests authorization for the Chief Executive Officer to execute the agreement.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Jimenez/Boshers).

d. 2025 Community Service Block Grant (CSBG) Contract #25F-6015, with Resolution, from the Department of Community Services and Development – Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item and reported that as of this date, the contract has not been received. The contract number has been issued with the current allocation of $1.79 million. Staff are recommending that the Committee authorize the Chief Executive Officer to execute the contract upon receipt, however, if there happens to be any material differences in the contract once it is received, staff will bring it back to the Board for approval.

Motion was made and seconded to authorize the Chief Executive Officer to execute the 2025 CSBG Contract #25F-6015, with Resolution, so long as there are no material changes to the existing contract that is currently in place. Carried by unanimous vote (Floyd/Jara-Rangel).

e. CAPK Foundation Temporary Operational Funding and Use of Excess Carryover - Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram presented the above action item for approval and explained there is a carryover balance from January & February due to the fact that the Foundation's budget year runs from January 1 to December 31. The Foundation is seeking authority to utilize the carryover funds to carry forward existing operational structure for the months of January and February 2025. This will help place the Foundation into the CAPK March 1 budget cycle.

Motion was made and seconded to approve staff's recommendation. Carried by unanimous vote (Jimenez/Boshers).

f. Banking Institution Line of Credit Authorization with Resolution – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reminded the Board that the agency is in the middle of transitioning bank accounts to Citizens Bank. A line of credit must be established, and according to the requirements of Citizens Bank, three individuals from CAPK must be identified as people who are authorized to request a line of credit. The three individuals identified are: Tracy Webster, Gabrielle Alexander, and Naomi Ibarra. While these three individuals can make a request, there is a requirement to have a second authorization, where the Chief Executive Officer and a Board member must sign for any request for a draw from the line of credit.

Curtis Floyd requested the motion be amended to include language of a requirement for a second authorization from the CEO and Board Member. Tracy explained that the dual approval procedure is included in our internal Policies & Procedures Manual that was approved by the Board at the November 25, 2024 meeting and that requirement of dual approval will be in place and effective January 1, 2025.

Fred Plane asked about the fee for the $3 million line of credit with Citizens Bank. Tracy responded that there is no quarterly fee like what Wells Fargo charges, instead, there is an application fee of approximately $1,000 if it is needed and lasts for 1 to 2 years. Tracy estimates that CAPK will save about $6,000 per year.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Floyd/Boshers).

g. Financial Statements for October 2024 – Tracy Webster, Chief Financial Officer – ***Action Item***

Tracy Webster presented the above action item for approval and reported there has not been a draw from the line of credit. Tracy also reported that the new accounting system, Sage Intact, will be implemented on January 1, 2025 and the Budget to Actual is on target.

Fred Plane asked Jeremy Tobias to inform the Committee about holding open positions. Jeremy said the agency has not implemented a hiring freeze, but some positions that staff deem to be non-essential will remain as an open position. This is to be prudent while awaiting the outcome of expected federal budget reductions.

Motion was made and seconded to approve the October 2024 Financial Statements. Carried by unanimous vote (Boshers/Floyd).

h. Head Start / Early Head Start Budget to Actual Reports for October 31, 2024 – Tracy Webster, Chief Financial Officer - ***Info Item***

Tracy Webster presented the above info item and provided the highlights and said that Non-Federal Share is doing well eight months into the twelve-month budget cycle.

i. Update on IRS Penalty Notice 972CG for 2021 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above info item and reported that a penalty notice was received last year. The IRS sought penalties for the 1099 for calendar year 2021. It was primarily tied to our pandemic response funding, and farmworker payments that we issued. It appears to be centered on name and social security matching. The larger portion, 89%, appear to be name mismatching, due to clients sometimes using several last names, etc. CAPK

decided to appeal, and we submitted a response, believing there is reasonable cause for a waiver and included all documentation to the IRS. Because the issue remains unresolved, the IRS would not issue the VITA Contract until the original penalty fee was paid. As a result, CAPK has now paid the penalty fee but still believes that the agency qualifies for a waiver. Staff continue to work with the IRS to resolve and CEO Jeremy Tobias also has sent a letter to Congressman David Valadao's office to see if he can intervene to mediate the matter.

Fred Plane stated that he was contacted by Jeremy prior to the penalty payment and authorized the payment of the fee to ensure the receipt of a $300,000 contract for VITA.

j. Revised 2025 Agency Holiday Schedule – Lisa McGranahan, Chief Human Resources Officer – ***Action Item***

Lisa McGranahan presented the above action item and requested a minor amendment to the February 10th date to match the public-school holiday schedule.

Motion was made and seconded to approve the October 2024 Financial Statements. Carried by unanimous vote (Floyd/Jara-Rangel).

V. Committee Member Comments

All members complemented staff on a successful year and wished all Happy Holidays.

VI. Closed Session

Motion was made and seconded to enter into Closed Session at 1:18 pm. Carried by unanimous vote (Vigil/Jimenez).

a. CONFERENCE WITH LEGAL COUNSEL – POTENTIAL LITIGATION – (Government Code Section 54956.9(b)(1)) Number of cases: One (1) – in the opinion of the legislative body and on advice of its legal counsel, there is significant exposure to litigation if matters related to specific facts and circumstances are discussed in open session.

b. Employee Evaluation – Chief Executive Officer (Government Code Section 54957)

c. Reconvene into Open Session at 2:20 pm

VII. Closed Session Report

Jeremy Tobias reported on item VI(a) stating an update was given to the Committee, and they gave direction and guidance.

Jeremy Tobias reported on item VI(b) and said a discussion was held with the Committee, with the recommendation to forward the evaluation to the Board of Directors for review and action at the January 27, 2025 meeting.

VIII. Next Scheduled Meeting

Executive Committee
12:00 pm on July 16, 2025
CAPK Board Room
1300 18th Street, Suite 200
Bakersfield, CA 93301

IX. Adjournment

The meeting was adjourned at 2:26 pm.

MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: December 11, 2024

Subject: *Agenda Item VI(a)*: Risk Insurance Pre-Renewal Update – **Info Item**

Background
CAPK's annual risk insurance renewal process is underway. As part of our due diligence, our insurance broker, INSURICA, is assisting us in reviewing our current policies and evaluating market trends to secure the most comprehensive and cost-effective coverage.

Current Events
INSURICA will present an update to the Executive Committee during this meeting, which will include:

1. Renewal Timeline: Timeline for all renewal tasks from renewal information request to coverage effective date.
2. Current Program Overview: An overview of existing insurance coverages and program structure.
3. Market Outlook: Insights into the insurance market, including trends that may impact renewal costs or coverage options.
4. Loss History: Overview of CAPK's historical package policy premium, losses and loss ratio over the past five years with Philadelphia Insurance.
5. Coverage Considerations: Discuss potential enhancements to CAPK's insurance program, including increasing policy limits or adding new coverages.

The presentation will provide a clear understanding of CAPK's risk profile and how we are positioning ourselves for the renewal process.

Next Steps
By CAPK's January Board meeting, INSURICA anticipates having the finalized cost of renewal available. At that time, a recommendation for the 2024 risk insurance renewal package will be prepared for consideration and approval by the Full Board of Directors.

Attachment:
INSURICA Presentation



Pre-Renewal Meeting
Community Action Partnership of Kern (CAPK)
March 1st, 2025 to March 1st, 2026
Presented: December 11th, 2024

INSURICA

Your Service Team

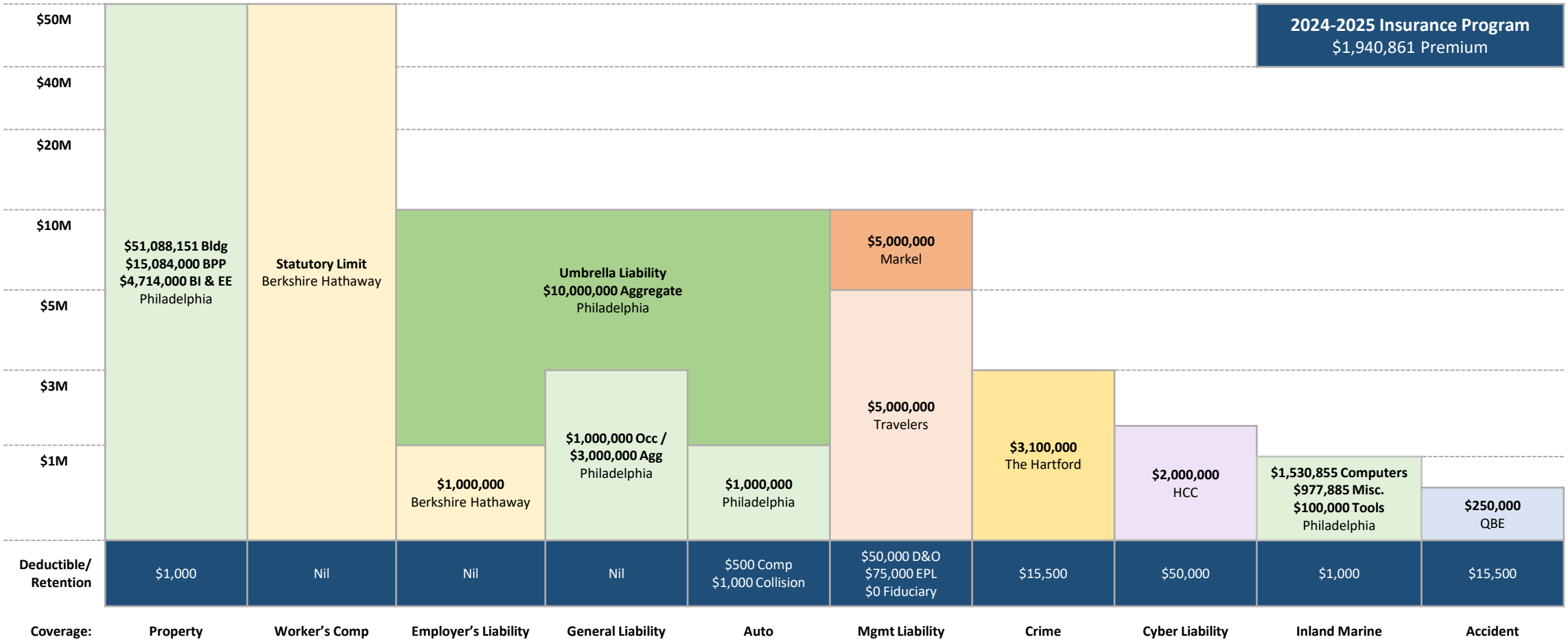
INSURICA Service Team		
National Not-For-Profit Group Leader	Josh Wall	661.316.5184 Josh.Wall@INSURICA.com
Agent / Producer	Aaron Uribe	661.316.5182 Aaron.Uribe@INSURICA.com
Account Executive	Alex Jackson	661.316.5156 Alex.Jackson@INSURICA.com
Account Manager	Tori Ramirez	661.316.5195 Tori.Ramirez@INSURICA.com
Risk Management / Loss Control	Jeremy Hearron	661.316.5155 Jeremy.Hearron@INSURICA.com
Safety Service Specialist	Tony Donez	661.316.5147 Tony.Donez@INSURICA.com
Claim Specialist	Vickie Wright	661.316.5119 Vickie.Wright@INSURICA.com
WC Claim Specialist	Lisa Cantu	661.316.5169 Lisa.Cantu@INSURICA.com

Renewal Timeline

INSURICA is dedicated to providing a timely and proactive renewal experience. Below are the target dates for each step of the renewal process, along with the responsible party for each step. This timeline provides a general expectation but is subject to change.

Target Date	Task	Responsibility
October 25th, 2024	*Requested CAPK's renewal information*	*INSURICA*
November 18th, 2024	*Completed renewal information received*	***CAPK***
November 18th through December 6th, 2024	*Review, prepare, and submit renewal information to insurers*	*INSURICA*
December 11th, 2024	Pre-Renewal Meeting	**CAPK** / INSURICA
Week of January 20th, 2025	Finalize renewal quotes and negotiations with insurers	INSURICA
Week of January 27th, 2025	Review results in Renewal Meeting	**CAPK** / INSURICA
Week of February 3rd, 2025	Complete any outstanding subjectivities	**CAPK**
Week of February 10th, 2025	Bind renewal coverage	**CAPK** / INSURICA
Week of February 17th, 2025	Deliver binders, invoices, and certificates of insurance	INSURICA
March 1st, 2025	Policy coverage takes effect	N/A

Current Program Overview



Market Outlook

General Liability

- The general liability insurance market has hardened due to rising claim frequency and severity, leading to rate increases, stricter underwriting, and limited capacity.
- In 2024, single-digit rate increases continued, with Q1 hikes between 5.4% and 6.2%.
- INSURICA anticipates renewal rates to average in 2025.
- Abuse and Professional Liability rates are expected to increase
- 2025 Rate Forecast: General Liability +5% to +10%. Abuse/Professional Liability +10% to +15%.

General Liability Trends

- **Nuclear Verdicts**: There has been a rise in nuclear verdicts (over $10M), with a 27% increase in 2023. This includes 27 verdicts exceeding $100M, referred to as "thermonuclear" verdicts.
- **Medical Expenses:** Medical costs have risen by 115% since the year 2000. In the first quarter of 2024, medical inflation outpaced overall inflation.

Property

- Ongoing premium increases in commercial property insurance over the past decade.
- 2023 saw record rate hikes: 20.4% in Q1, 18.3% in the latter half.
- In 2024, there is a slight easing, but double-digit rate increases continue, rising from 10.3% to 10.8% in Q1.
- Challenges persist, affecting high-risk operations, poor property management, and disaster-prone areas with the potential for further rate hikes and coverage limitations.
- 2025 Rate Forecast: +10% to +15%.

Property Trends

- **Natural Disasters:** In Q1 2024, insured losses reached $17 billion, up from the 20-year median of $12 billion.
- **Parametric Insurance:** Gaining popularity due to severe disasters, this insurance model pays based on event characteristics rather than damage costs. It offers faster payouts and addresses insurance gaps, leading to a 500% increase in submissions last year. The market is projected to exceed $29 billion by 2031.

Market Outlook

Auto

- Hardening conditions and continued rate hikes.
- In 2024, the Auto insurance market experienced persistent challenges, such as nuclear verdicts concerns, inflation issues, and distracted driving losses.
- In the first quarter of 2024, the average premium increase ranged from 7% to 10.3%.
- 2025 Rate Forecast: +5% to +15%.

Auto Trends

- **Nuclear Verdict Concerns:** Jury awards exceeding $10 million are on the rise, particularly in trucking accidents. These increases are driven by social inflation and higher litigation costs.
- **Inflation:** General inflation has driven up the costs of auto parts and labor. Since 2019, the cost of auto parts has increased by 24%, vehicle technology has raised repair expenses by 20%, and labor shortages have increased labor costs. Over the course of a decade, inflation is projected to add $106 billion to claim expenses.
- **Distracted Driving:** Causes over 2,800 deaths and 400,000 injuries annually and is involved in 80% of road accidents.

Umbrella/Excess Liability

- The Umbrella and Excess Liability insurance market is experiencing continued stress and change due to the limited availability of underwriting capacity.
- Despite rising premiums, underwriting profitability concerns persist as claim frequency and severity increase.
- 2025 Rate Forecast: +5% to +15%.

Umbrella/Excess Trends

- **Nuclear Verdict Concerns:** Continued large losses in the General Liability, Auto, and other areas are an ongoing concern for Umbrella/Excess insurers.

Market Outlook

Management Liability

Directors & Officers Liability (D&O)

- The D&O insurance market has experienced softened market conditions in recent years due to new entrants and increased capacity.
- Favorable pricing conditions are expected to continue into 2024, except for cases involving challenging industries or poor loss history.

Employment Practices Liability (EPL)

- The EPL insurance market has been challenged by limited capacity, underwriting scrutiny, and rate increases for several years; however, in recent times, rates have decelerated.
- In Q1 2024, the average renewal rate fell to 1%.
- California remains a challenging state due to its litigious environment and high jury awards.

Fiduciary Liability

- Fiduciary Liability insurance has faced hardening conditions due to the rise of excessive fee litigation affecting retirement plans of all sizes.

2025 Rate Forecast: Flat to +10%.

Management Liability Trends

Directors & Officers Liability (D&O)

- **Generative AI:** The use of AI in executive workflows can result in lawsuits and D&O losses due to AI failures.
- **ESG Issues:** The implementation of ESG Policies (Environmental, Social, Governance) and commitments has created an area of political tension and target for litigation from all sides.

Employment Practices Liability (EPL)

- **Evolving Regulatory Initiatives:** In fiscal year 2023, there were 143 new EEOC discrimination lawsuits, marking a 50% increase. Additionally, new pregnancy discrimination laws have been introduced: the Pregnant Workers Fairness Act and the PUMP Act.
- **Generative AI**: In 2023, the first AI-based discrimination settlement occurred, totaling $365,000. While AI can automate decisions, it may also introduce bias. Laws require employers to exercise "reasonable care" to prevent algorithmic discrimination. Employers must evaluate AI tools for biases to minimize potential EPL losses.

Fiduciary Liability

- **Excessive Fee Litigation:** Lawsuits claiming that employers violated fiduciary duties under ERISA regarding fees and the performance of investment options in a 401(k) plan. Jurisdiction plays a significant role in determining these cases.

Market Outlook

Cyber Liability

- Strong underwriting profitability in the Cyber insurance segment has resulted in softened market conditions.
- 6% average premium rate decrease in Q1 2024.
- The Cyber market experiences periodic market changes that complicate pricing predictions.
- 2025 Rate Forecast: Flat to +10%.

Cyber Trends

- **Generative AI Exposures:** AI can be weaponized by cybercriminals and lead to increased cyber losses. It has been used for malware distribution, password cracking, social engineering, and more.
- **Cyberwarfare Risk:** Nation-state cyberattacks are a major concern, exacerbated by geopolitical tensions. Due to the catastrophic nature of this risk, most policies exclude war-related losses.
- **Data Privacy Concern:** 13 states have introduced data privacy laws since 2020; California's law expanded in 2024. Federal and international regulations include HIPAA and GDPR. Some insurers have excluded coverage for wrongful data collection.

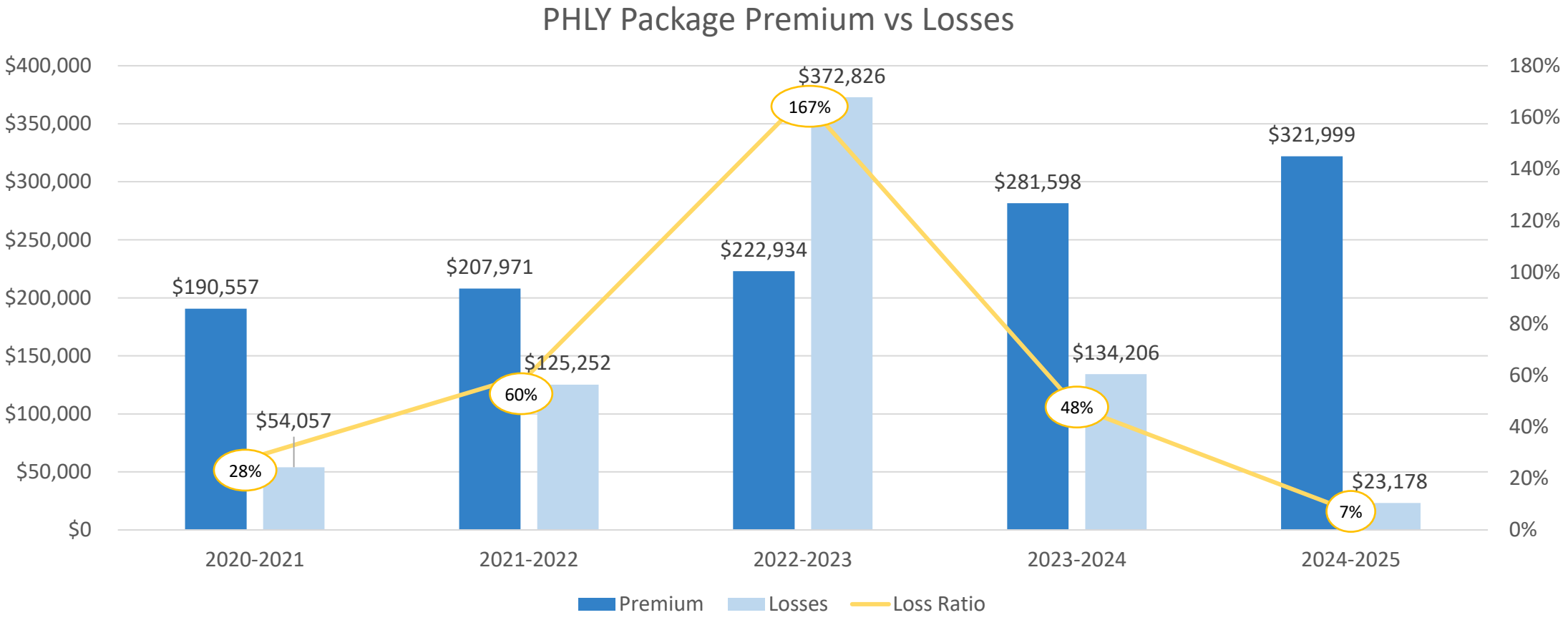
Worker's Compensation (WC)

- The Workers' Compensation insurance segment has experienced favorable conditions for nearly a decade.
- Reserve redundancies and competition may impact profits.
- Drastic loss shifts needed to exceed a 100 combined ratio.
- In Q1 2024, the average premium rate decreased 0.4% to 1.6%.
- 2025 Rate Forecast: Flat to +5%.

WC Trends

- **Accident Frequency Rates:** Nonfatal injuries are up 4.5% and fatal incidents are up 5.7% since 2021. Staff shortages lead to inexperienced hires and increased demands.
- **Inflation Issues:** Medical and wage inflation rates have driven Workers' Compensation costs.
- **Mental Health Presumptions:** Expanding coverage for job-related mental health conditions has gained more emphasis, particularly on PTSD for emergency dispatchers and first responders.

CAPK Loss History



Package Policy includes General Liability, Auto, Property, Abuse & Professional Liability, and Umbrella

Coverage Considerations

- **Cyber Liability:** Cyber-related threats continue to evolve and present risks for all organizations. We will obtain options to increase CAPK's Cyber limit and seek enhancements available from the market.
    - Peer benchmarking shows that non-profit organizations with annual revenues between $100 million and $200 million purchase a median Cyber Liability limit of $3 million (30 peers).
- **Excess D&O Side A DIC:** Traditional Directors & Officers (D&O) Liability insurance offers financial protection to both individual directors and officers as well as the organization itself. In addition, Excess Side A Difference in Conditions (DIC) coverage provides supplementary protection beyond the primary D&O policy, specifically dedicated to individual directors and officers when no other indemnification options are available.
- **Deception / Social Engineering Fraud (Crime):** CAPK currently has a Deception Fraud sublimit of $15,000 on its Crime policy with The Hartford. This covers incidents where criminals dupe an organization into sending them money by impersonating a vendor, customer, custodian, or another employee. We recommend increasing the sublimit to the highest available level due to the frequency of these incidents and the growing sophistication of these criminals.
- **Active Assailant:** Sadly, every organization must consider the risk of an act of violence. Active Assailant insurance provides financial protection to organizations for the costs that follow after an incident, including:
    - Liability Coverage
    - Business Interruption
    - Crisis Management
    - Victim Support and Counseling
    - Property Damage

MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: December 11, 2024

Subject: *Agenda Item IV(b)*: Voice Over IP (VOIP) Phone System Contract – **Action Item**

Background
Since April 2012, CAPK has utilized Mitel Networks Corporation for VOIP phone services. In recent years, Mitel was acquired by Ring Central, which has since assumed responsibility for all Mitel services. However, the system has experienced significant issues with connectivity, latency, and call quality, which have worsened over the past few months.

Upon investigation, Ring Central disclosed that Mitel had not updated their systems in three years. Ring Central also plans to retire Mitel's legacy services in the near future. Given these challenges and the system's current state, CAPK began evaluating Ring Central's offerings to ensure uninterrupted, high-quality service.

Current Events
Although Ring Central has bought out our contract with Mitel, staff reviewed Ring Central's capability and standing in the industry. We found that Ring Central has a contract with Sourcewell, a self-sustaining government organization which assists the public and government agencies with cooperative purchasing, and which CAPK is a member in good standing. The Federal Office of Management and Budget (OMB) allows the use of cooperative purchasing contracts for Federal grantees. Sourcewell conducted a nationwide procurement effort to find the best possible service provider of a VOIP Phone system and various other services. Thirty-two reputable companies submitted proposals, with Mitel, Avaya Inc., and Ring Central as the three highest ranking service providers. All three have been issued cooperative purchasing pricing contracts. Avaya Inc was reviewed by staff, but the cost was greater than Ring Central and the services along with uptime were similar. Ring Central is "six nine" certified meaning they have a 99.9999% measured uptime.

The attached proposal outlines the services offered by Ring Central, which include modernized VOIP solutions and all-new phone hardware. Ring Central has also identified a vendor to purchase our existing Mitel phones, potentially offsetting some transition costs.

Proposed Contract Details:
- Total Contract Duration: 36-month initial term, with optional 12-month renewal periods.
- Aggregated Cost for Initial 36-month term: $559,073.88

Monthly Cost Comparison:
- Current Mitel Service Cost: $21,134.23/month
- Proposed Ring Central Service Cost: $15,529.83/month

The proposed contract represents monthly savings of $5,604.40, translating to annual savings of $67,252.80. Over the 36-month term, CAPK will save $201,758.40 compared to maintaining the current Mitel service. This cost reduction comes with enhanced services, including modern hardware and updated software, ensuring a significant improvement in system reliability and quality.

Recommendation

Staff recommends that the Executive Committee approve the transition to Ring Central's services and authorize the Chief Executive Officer to execute a 3-year contract and any amendments and authorize up to two one-year extensions, for a total contract length not to exceed 5 years.

Attachments:
Proposal
Contract

Sales proposal



QUOTE PREPARED FOR

Community Action Partnership of Kern

PREPARED BY

Chris Srour

Partner Sales Specialist

chris.srour@ringcentral.com

Budgetary Quote

Prepared for:

Community Action Partnership of Kern
5005 BUSINESS PARK N
BAKERSFIELD CA 93309-1651
United States

Jason Murrell

N/A

jmurrell@capk.org
(661) 336-5236

Quote Name:	**Community Action Partnership of Kern 1**
Quote Creation Date:	November 8th, 2024
Quote Expiration Date:	December 20th, 2024
Estimated Contract Start Date:	
Initial Term:	36 Months
Renewal Term:	12 Months
Currency:	USD
Payment Plan:	Monthly

RingEX™ Services

Recurring Services			
Summary of Service	**Qty**	**Rate**	**Subtotal**
DigitalLine Unlimited Advanced	775	$11.99	$9,292.25
Additional Local Number	220	$1.00	$220.00
Additional Toll-Free Number	4	$1.00	$4.00
20,000 minute toll-free bundle	1	$303.99	$303.99
Yealink W76P Cordless Phone with 1 Handset - Rental	30	$1.00	$30.00
Yealink T57W Prime Business Phone - Rental	200	$1.00	$200.00
Yealink T57W Prime Business Phone with 1 Expansion Module EXP50 - Rental	2	$3.00	$6.00
Monthly Recurring Services Total			**$10,056.24**

Recurring Taxes & Fees			
Summary of Service	**Qty**	**Rate**	**Subtotal**
Sales Tax	1	$19.47	$19.47
P.U.C. Fee (VoIP) NF	1	$22.78	$22.78
FUSF (VoIP)	1	$789.09	$789.09
E911 (VoIP)	1	$232.50	$232.50

CONFIDENTIAL: This document contains information that is the confidential and proprietary property of RingCentral. Neither this document nor the information herein may be reproduced, used or distributed to or for the benefit of any third party without the prior written consent of RingCentral or pursuant to a confidentiality agreement. This quote is not binding until accepted in writing by Customer and RingCentral.

Recurring Taxes & Fees			
Summary of Service	**Qty**	**Rate**	**Subtotal**
CA Public Purpose Program Surcharge (VoIP)	1	$860.25	$860.25
E-988 (VoIP)	1	$62.00	$62.00
e911 Service Fee	775	$1.00	$775.00
Compliance and Administrative Cost Recovery Fee	775	$3.50	$2,712.50
Recurring Taxes & Fees Total			**$5,473.59**
Total Monthly Recurring Services + Taxes and fees			**$15,529.83**

Monthly Recurring Services including Taxes & Fees	**$15,529.83**
One-Time Items Total including Taxes & Fees	**$0.00**
Total Amount*	**$15,529.83**

*Amounts are exclusive of applicable Taxes, Fees, and Shipping Charges.

"RingCentral Office" and "RingCentral MVP" are now "RingEX™". All references to "RingCentral Office" and "RingCentral MVP", whether in the Agreement or its attachments, Order Forms or descriptions, mean "RingEX™".

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RingCentral Professional Services
Statement of Work

This RingCentral Professional Services Statement of Work is executed by RingCentral, Inc. ("**RingCentral**"), and Community Action Partnership of Kern (the "**Customer**"). This SOW is incorporated into the Master Services Agreement dated _____, between the parties (the "MSA"). In the event of a conflict between this SOW and the MSA, this SOW shall control.

Customer Name:	Community Action Partnership of Kern
Quote/SOW Number:	U2024-03684841
One-Time Implementation Services:	$0.00 USD

Migration from Mitel to RingCentral

SOW Expiration: This SOW, and all applicable pricing related to it, is valid if signed by Customer on or before 12/31/2024, after which pricing is subject to change, and a revised SOW may be required. However, RingCentral may elect to provide the work at the applicable pricing after the expiration date listed above, should they execute this SOW.

Table 1: Project Phasing

Phase Number	Phase Name	SOW Detail	Phase Total (USD) *Excluding taxes & fees*
1	Core Implementation Training Phone Provisioning	Users: 775 Unique Sites: 79 Network Readiness Assessment: 1 Training: Instructor Led Provisioning: (698) 6900's	$0.00 USD
		Project Total	**$0.00 USD**

A. Scope

1. Project Management

i. Assignment of a designated Project Manager ("PM") – For a period of up to four (4) months, the RingCentral PM will act as Single Point of Contact for delivery services following the Project Management Institute (PMI) standard methodology. The RingCentral Project Manager will be responsible for the following activities in connection with this Statement of Work (SOW):

a. Schedule internal and external kickoff session hosted by RingCentral

b. Create and manage the project governance, to include

- Project plan and schedule
- Communication plan, resource plan, escalation plan, change plan, test plan
- Action and risk register

c. Complete resource assignment and scheduling in alignment with project schedule

d. Set up project documentation and timelines in collaboration with designated Customer Single Point of Contact
e. Identify, communicate, and mitigate project risks and issues
f. Ensure alignment of scope of services with customer expectations during kickoff
g. Develop, review, authorize, implement, and manage change requests and interventions (Change Management)
h. Facilitate and lead regular status update meetings, organize planning sessions, and plan Customer steering committee meetings, as applicable
i. Complete scoped implementation and go live support; and
j. Perform closure procedures at the conclusion of project activities

2. RingEX Planning and Design

i. RingCentral Planning and Design ("P&D") and Business Requirements Document ("BRD")

a. RingCentral will initiate the Planning and Design process and introduce the Business Requirements Document to the Customer at the beginning of the project which will consist of structured planning activities to support the entitlements outlined in the table below:

Table 2: Entitlements

Scope	Counts
Remote Project Duration	Up to4 months
Network Readiness Assessment	Up to 1
Users	Up to 775
Unique Sites	Up to 79
Training Services	Up to three (3) hours of instructor led training
Phone Provisioning	Up to (698) 6900's

b. RingCentral has included up to four (4) Planning and Design sessions for this project. Customer will provide required data and contribute to the universal design documentation across all lines of business / business units.
c. Details within the data collection include:
- Customer Site Information
- User Upload
- Data collection for End-User and Administrator Training
- Porting data

d. Unique call flow(s)
- Configuration of one (1) main number
- Up to three (3) call flows per site
- Up to 5 custom rules per main number
- Up to 2 menus (IVR) per main number
- A combination of up to eight (8) call queues & ring groups per main number

e. Replicated Call flow(s)
    - Consists of a replica of a unique call flow except for phone numbers, extensions, and users within call queues & ring groups
f. Roles and Permissions
g. Delivery Overview
h. BRD completion

ii. The completed BRD will be reviewed in detail and countersigned by both Customer's Project Manager and RingCentral's Project Manager prior to initiating the build activities.

iii. Additional data collection sessions are available for further breakout by country or user group via the Change Order process.

3. Network Readiness Assessment

i. RingCentral will provide the Customer with one (1) assessment of the Customer's primary Internet Service Provider (ISP) connection to and from RingCentral. This connection will be at the Customer's firewall (edge).

ii. RingCentral's Network Engineer will provide the following:
a. RingCentral Network Requirements Documentation
b. Software installation guide
c. Assistance with software installation
d. Document and share results of network assessment for Customer reference

iii. The following variables will be evaluated during the network assessment:
a. Network capacity and bandwidth utilization, including peak usage times and potential bottlenecks
b. Network topology and architecture, including firewalls, switches, and routers
c. Quality of Service (QoS) configuration and performance metrics, including latency, jitter, and packet loss
d. VoIP traffic analysis to identify potential issues and areas for improvement
e. Assessment of network performance during peak usage times
f. Recommendations for optimizing the network to improve VoIP performance and reliability

iv. Site assessments not completed prior to Go-Live will result in the forfeiture of the assessment

v. Additional network assessments or consultations are available via the Change Order process

4. RingEX User Interface ("UI") Build

i. RingCentral will remotely configure the following parameters in the system ("UI Build") based on the specifications agreed upon between the parties in the BRD.
a. Up to the quantity of users identified in the Entitlement Table
b. Up to the quantity of locations identified in the Entitlement Table
c. Configure the required call flows by site or user groups
d. Configure a maximum of ten (10) Call Queue or Ring Groups
    - Including up to ten (10) users for standard Report access, if applicable

ii. RingCentral will perform quality assurance following final configuration prior to turning over the solution to the Customer to start User Acceptance Testing (UAT)

iii. Customization of the above parameters is available via the Change Order process

5. Customer Telephone Porting

i. RingCentral shall provide guidance on porting data collection and shall assist with submission of porting request(s)

ii. Customer and RingCentral agree that RingCentral is not responsible for the portability of any individual number or group of numbers and the sign-off the Professional Services Project Completion Signoff Document shall not be withheld by Customer for delays in the porting of the numbers

iii. Notwithstanding the above, the RingCentral Project Manager, upon Customer request, shall assist the Customer with this responsibility by performing the following tasks for each site or implementation/ go live event:

a. The RingCentral Project Manager shall assist the Customer with the initial submission of port requests and shall assist in up to three (3) rejections/resubmission per location or ninety (90) days from submission, whichever occurs first
   - Any additional port rejections will be the responsibility of the Customer
   - Customer shall provide RingCentral all appropriate Letters of Authorization ("LOA"'s), billing information, and authorized signer for each location
   - Porting submissions will include numbers mapped to correct route as "company" numbers or Direct Dial phone numbers

b. The RingCentral Project Manager shall assist the Customer with submitting porting requests up to ten (10) business days following the final go live event, unless otherwise mutually agreed between the parties
   - The RingCentral Project Manager will remain engaged in support of these porting requests for 30 days or three rejections, whichever comes first
   - RingCentral will provide the Customer with an overview of the RingCentral portal for porting tasks
   - Following the ten (10) day post go-live period, Customer is responsible for submitting all new requests within the RingCentral portal
   - Any additional support required after the ten (10) day period can be obtained via a change order
   - Porting outside of project follows RingCentral Numbering Policy https://www.ringcentral.com/legal/policies/numbering-policy.html

6. Customer User Acceptance Testing

i. UAT Assumptions

a. During UAT, Customer will designate users to complete application testing in mock real-world scenarios to validate the RingCentral build matches the agreed upon design documentation

b. Customer will define the UAT criteria by phase. The mutually agreed upon test criteria will be recorded as an Appendix in the design documentation as the document of record prior to UAT execution
   - If UAT criteria are not specified by Customer, the work is therefore deemed accepted and ready for go live upon notice from RingCentral that the work is complete and ready for testing

c. Customer resources participating in UAT must complete all pre-recorded online training sessions for user, supervisor, and/or admin related to their role prior to starting UAT
   - Upon Customer request, RingCentral Implementation Engineer may provide up to one (1) hour of guided training to UAT participants specific to the test criteria

d. Customer will document the outcome of all UAT scenarios in writing and will provide to RingCentral upon completion of testing
   - Any variation in expected results (errors, flaws, failures, adjustments) will be provided in writing to the RingCentral Project Manager for review and resolution
   - RingCentral will provide an expected variation resolution date and will advise customer to perform additional testing

e. Upon successful completion of all UAT criteria, Customer will submit a final written notice to RingCentral prior to scheduling go live
   - RingCentral will append the design document output to include completed UAT criteria in the final published output document

ii. UAT Requirements
   a. Customer and RingCentral will enact a mutual software / code freeze prior to the start of SIT and UAT
   b. Customer shall perform UAT within seven (7) calendar days of application handoff from RingCentral, unless otherwise mutually agreed upon in writing by both parties prior to the start of testing
   c. Any Customer changes in software or code resulting in new application behaviors following written UAT completion and requiring troubleshooting or issue resolution will be handled via the Change Order process
   d. Additional UAT support is available via the Change Order process

7. Remote Delivery and Go Live Services

i. RingCentral will provide remote go live services as follows:
   a. Delivery resource during remote Go Live events as defined in Appendix B
   b. Document open issues in action log
   c. Transition into support services
   d. Perform closure procedures at the conclusion of project activities
   Customer will place handsets at locations listed in Appendix B
      - RingCentral will provide instructions and best practices for handset placement, test, and endpoint registration

8. RingCentral Training Services

i. RingEX Product Training

   a. RingCentral Professional Services will provide resources to complete the following:
      - Up to three (3) hours of remote instructor-led training to be provided from the currently available RingEX Live Training Catalog.
      - Recommended classes include:
         1. RingEX User Basics (Duration: 50 minutes)
         2. RingEX Admin Basics (Duration: 1 hour 50 minutes)
   b. For an up to date list of instructor led training courses offered, and detailed course descriptions, review the Live Training Catalog at https://university.ringcentral.com/en-rex-ilt-ringcentral-rex-live-training.
   c. Training services expire 45 days after the final go live event. Any training time not used during this period will be forfeited.
   d. RingEX Product Training Information and Terms:
      - Unless otherwise stated, the training services cover the complete implementation project and are not provided for each phase of the implementation
      - Customer and RingCentral agree that sign-off for project completion shall not be withheld by Customer for delays in the scheduling of training services
      - Attendees must complete the prerequisites for each course, as shown in the course information on the instructor-led training catalog
      - RingCentral reserves the right to update the instructor-led training catalog at any time
      - Training courses cover RingCentral products exclusively and are based on a standard curriculum designed by RingCentral
      - Training sessions are hosted by a RingCentral instructor on the RingCentral platform
      - Training sessions are considered delivered if Customer cancels less than 24 hours prior to the scheduled training or is not present at the scheduled date and time
      - All training courses are delivered in English, unless otherwise specified

9. Hours of Operation

a. Unless otherwise specified, pricing assumes that Services will be performed between 8:00 AM to 5:00 PM local time, Monday-Friday, excluding holidays ("Standard Service Hours")
b. Work requested to be performed outside Standard Services Hours will be subject to the RingCentral overtime rates and is available via the Change Order process.

10. Optional Services

a. During the project, additional services may be ordered via the Change Order process as per the rates outlined in Appendix E.

B. Customer Responsibilities

1. Customer is responsible for the following:

i. Authorizing the telephone number porting by RingCentral
ii. LAN/WAN infrastructure
    a. Network minimum requirements for RingCentral as a Service model
    b. Quality of Service (QoS) configuration
    c. Firewall or Access Control List (ACL) configuration
iii. Power over Ethernet (POE) port activation / configuration
iv. SMS Campaign Registration (TCR) https://www.ringcentral.com/tcr
v. Configuration and software installation on Customer PCs
vi. Decommission and disposal of any legacy equipment
vii. Provide workspace for RingCentral onsite personnel, as applicable
viii. Customizations on individual user endpoints, or phone settings
ix. Overhead paging
x. Postage Machines
xi. Credit Card or Point of Sale (POS) Machines
xii. Door buzzer or Automatic Door Controller
xiii. Third party SIP phones
xiv. Headsets
xv. Analog Devices such as fax machines
xvi. Third party Applications
xvii. Input Registered E911/Emergency Services Address and location information to Service Web
    a. This is critical information which is used by first responders in case of an emergency hence customer must ensure that the information they are adding to the Service Web is accurate. For more information, please refer to Appendix D

C. General Terms and Conditions

1. Professional Services Completion

i. Upon RingCentral's completion of the Professional Services for each Project Phase, RingCentral will notify the Customer of the completion of each individual Professional Services Project Phase. Upon receipt of such notification, Professional Services under such Project Phase will be considered completed in full and billable, in accordance with the terms of this SOW.

2. Invoicing and Payment

i. **Invoicing and Payment of Professional Services Fees:** All amounts due under this SOW for Professional Services other than T&M Services, will be invoiced upon completion of the work or each phase identified in the "Phasing Table". Payment shall be due in accordance with the applicable payment

terms of the Master Services Agreement. T&M Services will be invoiced monthly in arrears. RingCentral retains the right to invoice for Users or Sites that have been deployed monthly.

3. Termination

i. **Termination**: Either Party may terminate this SOW, in whole or in part, with thirty (30) days' advance written notice to the other Party. Unless otherwise specified in the termination notice, the termination of one Project Phase will not result in the termination of, or otherwise affect, the rest of the SOW or any other Project Phase. No termination of any SOW, in whole or part, will result in the termination of any Services being provided under the MSA.

ii. **Effect of Termination**. If this SOW, or a Project Phase. is terminated, in whole or in part, for any reason other than for RingCentral's material breach of this SOW, Customer will be obligated to pay RingCentral for:

   a. any Professional Services and T&M Services that have been rendered up until the effective date of the termination
   b. all applicable Service Expenses incurred; and
   c. (50%) of the fees for any other Professional Services not yet performed, due under the Project Phase(s) being canceled, if termination of the SOW or a Project Phase occurs within one hundred and eighty (180) days of execution of the SOW. If termination occurs after one hundred and eighty (180) days of execution of the SOW, Customer will owe all outstanding fees for any Professional Services not yet performed pursuant to the SOW, due under the Project Phase being canceled.

4. Delays and Changes

i. Changes to this SOW shall be made only by a mutually executed written change order between RingCentral and Customer (a "Change Order,") per the sample attached in Appendix C, outlining the requested change and the effect of such change on the Services, including without limitation the fees and the timeline as determined by mutual agreement of both parties

ii. Any delays in the performance of consulting services or delivery of deliverables caused by Customer, including without limitation delays in completing and returning Customer documentation required during the P&D or completing the BRD, may result in an adjustment of project timeline and/or additional fees

iii. Any changes or additions to the services described in this SOW shall be requested by a Change Order and may result in additional fees

5. Project Phasing

i. The Professional Services may be delivered in one or more phases as set forth in this SOW

ii. This SOW describes the milestones, objectives, deliverables, sites, fees, and other components that are included in the scope of each phase ("Project Phases")

iii. Customer agrees that the delivery, installation, testing, acceptance, and payment for the Professional Services rendered under any one Project Phase is not dependent on the delivery, installation, testing, acceptance, and payment for the Professional Services under any other Project Phase

iv. Each Project Phase will be billed upon notification of phase completion, and payment for each Project Phase is due in full within the applicable payment period agreed between the parties and is non-refundable.

In Witness Whereof, the Parties have executed this Statement of Work below through their duly authorized representatives.

Customer	RingCentral
Community Action Partnership of Kern	RingCentral, Inc.
By: _____	By: 
Name: _____	Name: Steve Davis
Title: _____	Title: RVP, Professional Services
Date: _____	Date: _____

Appendix A
Planning and Design Location

Planning and Design Location Address(s):	Up to # of Users
To be performed remotely	775

Appendix B
Sites

Site	Full Address	Number of Users	Deployment Type	Number of Site Visits	Technician Days Onsite	Rate per Site
1	1001 Main St, Delano CA 93215, United States	8	Remote	N/A	N/A	N/A
2	108 S ROBINSON ST, TEHACHAPI CA 93561-1723, United States	2	Remote	N/A	N/A	N/A
3	11336 BARTLETT AVE, STE 14, ADELANTO CA 92301-1935, United States	7	Remote	N/A	N/A	N/A
4	1145 N Hunter St, Stockton CA 95202, United States	38	Remote	N/A	N/A	N/A
5	1509 N Golden Gate Ave, Stockton CA 95205, United States	1	Remote	N/A	N/A	N/A
6	15580 O ST, MOJAVE CA 93501-1835, United States	3	Remote	N/A	N/A	N/A
7	204 S HILL ST, ARVIN CA 93203-1418, United States	2	Remote	N/A	N/A	N/A
8	2101 7TH ST, WASCO CA 93280-1502, United States	4	Remote	N/A	N/A	N/A

9	2323 16th St, Ste 305, Bakersfield CA 93301, United States	1	Remote	N/A	N/A	N/A
10	215 W 5TH ST, STOCKTON CA 95206-2605, United States	1	Remote	N/A	N/A	N/A
11	230 S MONTCLAIR ST, BAKERSFIELD CA 93309-3117, United States	2	Remote	N/A	N/A	N/A
12	24028 Lake Dr, Crestline CA 92325, United States	2	Remote	N/A	N/A	N/A
13	244 G ST, STE A, NEEDLES CA 92363-2700, United States	2	Remote	N/A	N/A	N/A
14	2739 DIAMOND ST, UNIT B, ROSAMOND CA 93560-6000, United States	2	Remote	N/A	N/A	N/A
15	277 McKittrick hwy, Buttonwillow CA 93206, United States	3	Remote	N/A	N/A	N/A
16	2800 S D St, Stockton CA 95206, United States	1	Remote	N/A	N/A	N/A
17	300 19th St, Bakersfield CA 93301, United States	56	Remote	N/A	N/A	N/A
18	300 19th St, Bakersfield CA 93301, United States	6	Remote	N/A	N/A	N/A
19	347 E Poplar St, Stockton CA 95202, United States	1	Remote	N/A	N/A	N/A

20	41820 GARSTIN DR, BIG BEAR LAKE CA 92315, United States	2	Remote	N/A	N/A	N/A
21	425 N California St, Stockton CA 95202, United States	8	Remote	N/A	N/A	N/A
22	4600 PANAMA LN, #122, BAKERSFIELD CA 93313-3400, United States	3	Remote	N/A	N/A	N/A
23	500 E California Ave, Bakersfield CA 93307, United States	31	Remote	N/A	N/A	N/A
24	525 ROBERTS LN, BLDG B, BAKERSFIELD CA 93308-4799, United States	2	Remote	N/A	N/A	N/A
25	5351 Olive Dr, Bakersfield CA 93308, United States	36	Remote	N/A	N/A	N/A
26	545 W Sonora St, Stockton CA 95203, United States	1	Remote	N/A	N/A	N/A
27	6019 Niles St, Ste 3, Bakersfield CA 93306, United States	8	Remote	N/A	N/A	N/A
28	650 James St, Shafter CA 93263, United States	3	Remote	N/A	N/A	N/A
29	701 S Hutchins St, Lodi CA 95240, United States	2	Remote	N/A	N/A	N/A
30	8401 CALIFORNIA CITY BLVD, STE 8, CALIFORNIA CITY CA 93505-5230, United States	2	Remote	N/A	N/A	N/A
31	5704 PIONEER DR, BAKERSFIELD CA	3	Remote	N/A	N/A	N/A

	93306-6546, United States					
32	7998 ALICANTE AVE, LAMONT CA 93241-1744, United States	2	Remote	N/A	N/A	N/A
33	315 E 18TH ST, BAKERSFIELD CA 93305-5610, United States	1	Remote	N/A	N/A	N/A
34	929 BROADWAY ST, WASCO CA 93280-1830, United States	4	Remote	N/A	N/A	N/A
35	9124 CATALPA AVE, CALIFORNIA CITY CA 93505-2781, United States	2	Remote	N/A	N/A	N/A
36	2323 16th St, Ste 302, Bakersfield CA 93301, United States	11	Remote	N/A	N/A	N/A
37	1300 18th St, Suite 200, Bakersfield CA 93301, United States	178	Remote	N/A	N/A	N/A
38	3101 MALL VIEW RD, BAKERSFIELD CA 93306-3059, United States	9	Remote	N/A	N/A	N/A
39	1410 11TH ST, BAKERSFIELD CA 93304-1432, United States	2	Remote	N/A	N/A	N/A
40	1835 CECIL AVE, DELANO CA 93215-1519, United States	7	Remote	N/A	N/A	N/A
41	1900 E CALIFORNIA AVE, BAKERSFIELD CA 93307-1916, United States	5	Remote	N/A	N/A	N/A

42	1801 PANORAMA DR, BAKERSFIELD CA 93305, United States	1	Remote	N/A	N/A	N/A
43	16804 CA-14, UNIT C, MOJAVE CA 93501-1200, United States	13	Remote	N/A	N/A	N/A
44	1500 S FAIRFAX RD, BAKERSFIELD CA 93307-3151, United States	5	Remote	N/A	N/A	N/A
45	425 E FAIRVIEW RD, BAKERSFIELD CA 93307-5322, United States	2	Remote	N/A	N/A	N/A
46	1807 FELIZ DR, BAKERSFIELD CA 93307-3577, United States	22	Remote	N/A	N/A	N/A
47	2424 COTTONWOOD RD, BAKERSFIELD CA 93307-4316, United States	13	Remote	N/A	N/A	N/A
48	315 STINE RD, BAKERSFIELD CA 93309-3268, United States	24	Remote	N/A	N/A	N/A
49	2320 Mount Vernon Ave, Bakersfield CA 93306-3300, United States	2	Remote	N/A	N/A	N/A
50	5055 California Ave, Suite 101, Bakersfield CA 93309, United States	25	Remote	N/A	N/A	N/A
51	1631 30th St, Bakersfield CA 93301, United States	23	Remote	N/A	N/A	N/A
52	5505 California Ave, Ste 220, Bakersfield	10	Remote	N/A	N/A	N/A

	CA 93309, United States					
53	4032 JEWETT AVE, BAKERSFIELD CA 93301-1114, United States	12	Remote	N/A	N/A	N/A
54	8201 Palm Ave, Lamont CA 93241, United States	2	Remote	N/A	N/A	N/A
55	2731 O ST, BAKERSFIELD CA 93301-2447, United States	22	Remote	N/A	N/A	N/A
56	3811 RIVER BLVD, BAKERSFIELD CA 93305-1004, United States	3	Remote	N/A	N/A	N/A
57	525 E Yosemite Ave, Madera CA 93638, United States	5	Remote	N/A	N/A	N/A
58	410 E Perkins Ave, Mc Farland CA 93250-1230, United States	2	Remote	N/A	N/A	N/A
59	1940 INYO ST, MOJAVE CA 93501-1765, United States	2	Remote	N/A	N/A	N/A
60	814 N NORMA ST, RIDGECREST CA 93555-3509, United States	11	Remote	N/A	N/A	N/A
61	1825 FELIZ DR, BAKERSFIELD CA 93307-3577, United States	17	Remote	N/A	N/A	N/A
62	2400 PLANZ RD, BAKERSFIELD CA 93304-5939, United States	2	Remote	N/A	N/A	N/A

63	1111 BUSH ST, ARVIN CA 93203-2056, United States	3	Remote	N/A	N/A	N/A
64	2584 FELSITE AVE, ROSAMOND CA 93560-7758, United States	15	Remote	N/A	N/A	N/A
65	10300 1/2 SAN DIEGO ST, LAMONT CA 93241-1743, United States	7	Remote	N/A	N/A	N/A
66	2800 AGATE ST, BAKERSFIELD CA 93304-5306, United States	2	Remote	N/A	N/A	N/A
67	459 E EUCLID AVE, SHAFTER CA 93263-2777, United States	2	Remote	N/A	N/A	N/A
68	452 W LOS ANGELES AVE, SHAFTER CA 93263-2590, United States	2	Remote	N/A	N/A	N/A
69	455 E EUCLID AVE, SHAFTER CA 93263-2777, United States	4	Remote	N/A	N/A	N/A
70	3000 STERLING RD, BAKERSFIELD CA 93306-4569, United States	25	Remote	N/A	N/A	N/A
71	5 Real Rd, Bakersfield CA 93309, United States	7	Remote	N/A	N/A	N/A
72	1600 POPLAR AVE, WASCO CA 93280-2599, United States	2	Remote	N/A	N/A	N/A

73	819 6TH ST, TAFT CA 93268-2305, United States	5	Remote	N/A	N/A	N/A
74	1120 S CURRY ST, TEHACHAPI CA 93561-2300, United States	2	Remote	N/A	N/A	N/A
75	14327 S VINELAND RD, BAKERSFIELD CA 93307-9463, United States	2	Remote	N/A	N/A	N/A
76	3301 VIRGINIA AVE, BAKERSFIELD CA 93307-2931, United States	2	Remote	N/A	N/A	N/A
77	1825 FELIZ DR, BAKERSFIELD CA 93307-3577, United States	1	Remote	N/A	N/A	N/A
78	1314 OSWELL ST, BAKERSFIELD CA 93306-4324, United States	6	Remote	N/A	N/A	N/A
79	400 WILLOW DR, BAKERSFIELD CA 93308-4798, United States	6	Remote	N/A	N/A	N/A

Appendix C
Sample Change Order Form

This Change Order is subject to the SOW by and between Customer and RingCentral with the Effective Date listed below, establishes a change to the project scope or budget.

Effective Date of SOW:			
Project Name:	Request Date:	PO Number:	Quote Number:
Customer Name:	Requested By:	Requestor Phone:	Requestor email:
Customer Address:			

Specific Details Explaining the Change:

Change 1

Quantity:	Description:	Professional Services Cost:

Change Order Total:	$

Impact on Project Timeline and Scheduled Delivery Date:
Impact on SOW Pricing:

BY SIGNING BELOW, the Parties have each caused this Change Order to be signed and delivered by its duly authorized representative as of the date Customer signs below (the "Effective Date").

Customer	RingCentral
By:	By:
Signed: _____	Signed: _____
Title: _____	Title: _____
Date: _____	Date: _____

Appendix D
Registration of Address and Notification Information – Emergency Dialing

Bulk uploading of user data, building extensions, etc. may require input of registered addresses and emergency notification information. By engaging RingCentral for implementation of the Services, Customer agrees to the following:

1. **Registered Address.** It is the Customer's obligation to maintain accurate emergency location information for each Digital Line on its Account. RingCentral will, on Customer's behalf, upload Customer's Users' registered addresses using a list of addresses provided by Customer.

2. **Emergency Notifications**. For Digital Lines located in the United States, Customer must input and maintain in Service Web a central location for the receipt of emergency notifications generated by its Users placing emergency calls (for further information about this obligation, click here). RingCentral will, as a part of the upload described in (A) above, also input Customer's emergency notification location, as directed by Customer.

3. **Customer's Representation and Warranty**. Customer represents and warrants that the registered addresses and emergency notification location are accurate and acknowledges that any subsequent change to the registered addresses must be carried out by Customer. Customer acknowledges that it may have its own independent legal obligation to ensure the accuracy of the above information and that RingCentral takes no responsibility for the accuracy of the information provided by Customer.

Appendix E
Optional Services

Additional Network Assessments	Additional P&D Sessions	Admin Training	User Training	Go Live Support (Onsite)	Training Support (Onsite)
$1,600	$1,800 per day / per resource	$800 per Two-Hour session	$400 per One-Hour session	$2,000 per day / resource	$1,800 per day / resource

MEMORANDUM

To: Executive Committee

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: December 11, 2024

Subject: *Agenda Item IV(c)*: Approval of a Design Build Contract with Custom L&A for Improvements at the Harvey Hall Child Development Center– **Action Item**

Background
The Harvey Hall Head Start Child Development Center has been in desperate need to remodel the small and inefficient kitchen and break room area. To address the need to provide a comfortable space for staff to be productive, a competitive procurement process to select a contractor for the Remodel of the center, encompassing Phases 1, 2, and 3 was initiated. This project aims to complete tenant improvements to create functional office spaces, a kitchen, and a break room at the 315 Stine Road facility in Bakersfield, CA.

The scope of work includes demolition, carpentry, plumbing, electrical work, mechanical improvements, and finish work required for the remodel, as detailed in the Request for Quote (RFQ).

Current Events
The RFQ was sent to eight contractors and three fully responsive proposals were received. After a thorough evaluation of all bids received, Custom L&A emerged as the recommended contractor based on their competitive pricing, totaling $271,300 for all three phases of the project. The three responsive bids received are as follows:

Custom L&A:	$271,300
Piuser Construction:	$918,325
Old-Ironside:	$392,106

The contractor's proposal includes the design and construction of the remodel project, ensuring compliance with all necessary architectural and engineering requirements, obtaining required permits, and providing warranties on materials and workmanship.

Recommendation
Staff recommend that the Executive Committee approve the selection of Custom L&A as the contractor for the Harvey Hall Remodel project and authorizing the Chief Executive Officer to execute the contract and any future amendments.

Attachments:
Procurement Results Summary Form & Associated Proposals

Community Action Partnership of Kern
Procurement Result Summary Form

Requestor Information

REQUESTED BY:	Maria Contreras	PROGRAM/DEPARTMENT:	Operations	DATE:	11/19/2024
CODING:	6215-109-004-120-344-16-1-1				

Brief Description of Procurement:

Harvey Hall Remodel Phases 1, 2 and 3

Procurement Results:

	Vendor	Amount
1	Piuser Construction	$918,325.00
2	Custom L&A	$271,300.00
3	Old-Ironside	$392,106.00
4	Spartan General Construction & H	Unresponsive

	Vendor	Amount
5	SSC Builders	Unresponsive
6	Coast DB	Unresponsive
7	Vortex USA	Unresponsive
8	Gerardo General Construction	Unresponsive

Selection:

Custom L&A	$271,300.00

Proposed Contract Term: _____ Aggregate Expenditure Over Term: _____

Selection Justification: (please use additional sheets as necessary)

We have selected Custom L&A as the contractor for Phases 1, 2, and 3 of the Harvey Hall Remodel project, as they provided the lowest bid among all contenders. Their proposal not only aligns with our budgetary requirements but also demonstrates a clear understanding of the project scope and timeline.

Procurement Approval:

Business Manager	Date
Manager / Administrator (Up to $10,000 / $15,000)	Date
Assistant Director / Director (Up to $20,000/$30,000)	Date
CPO / CFO (Over$100,000 / $150,000)	Date
Chief Executive Officer (Over$150,000)	Date

Business Services Use:
☐ Approved ☐ Not Approved

Board Approval Required:
Yes [x] No [ ]

_____
Date of Board Approval

Please attach this form to your Purchase Order Requisition

Revised: 7/1/2021

Community Action Partnership of Kern
1300 18th St, Bakersfield, CA 93301
661.336.5236

REQUEST FOR QUOTE

Date: 10/23/2024
To: Estimator
Company:

The Partnership desires to purchase and invites your company to submit a written QUOTE for the following:

Offices (Phase 1) – 315 Stine Rd. Bakersfield Ca

PURPOSE: Community Action Partnership of Kern (CAPK) is soliciting proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide quotes for this tenant improvement project.

DESCRIPTION:

Phase 1

1. Demo all the walls and doors **(Doors B, C & D)** that are dotted with red lines. Refer to Sheet 118.
2. Demo tack board in both **Rooms 1 & 2**.
    - Approximately 265 LF x 9' H.
    - Float walls, tape, mud and texture medium orange peel.
3. Demo all child sinks (**S2 & S6**) and cabinets in **Room 1 & 2**. Refer to Sheet 118.
    - Sink **S2**
        - Cap off drain and water supplies **in wall with lockable metal access panel.**
        - Drywall, tape, mud and texture medium orange peel.
    - Sink **S6**
        - Cap off water supply.
        - Plug off the drain and prep for the flooring.
4. Demo storage inside **Room 1**. Refer to Sheet 118.
    - Drywall, tape, mud and texture medium orange peel.
5. Demo all cabinets and sink **S1** in **Room 1**. Refer to Sheet 118.
6. Demo window between both classrooms. Refer to Sheet 118.
    - Frame and drywall.
    - Tape, mud and texture of medium orange peel.
7. Remove the door between both classrooms (**Door B**). Refer to Sheet 118.
    - Remove jam.
    - Opening to stay.
    - Drywall, tape, mud and texture medium orange peel.
8. Remove all fixtures in **Restroom 1**. Refer to Sheet 118.
    - Remove both toilets and sink **S7**.
    - Install new contractor provided ADA adult toilet, grab bars & sink.
    - 30" prefabricated laminate vanity cabinet with porcelain sink to be installed.
    - Install new drain fittings.
    - Install new contractor provided faucet. Refer to specs.
    - Cold and hot water supply to be connected.

9. Remove the fixtures in **Restroom 2**. Refer to Sheet 118.
    - Remove both toilets, plug off drains and prep for flooring.
    - Remove both sinks **S4** & **S5.**
    - Cap off water supplies **in wall with lockable metal access panels.**
    - Drywall, tape, mud and texture medium orange peel.
    - Convert it into a storage room.
10. Remove and reinstall toilet in **Restroom 3** to install flooring.
11. Demo of all flooring throughout. Approximately 1,845 SF.
12. Enclose a new proposed office in **Room 1**. Refer to Sheet 119.
    - Approximately 13' 6" x 10' 6" office.
    - Frame wall up to ceiling, drywall, tape, mud and texture medium orange peel.
13. New wall in **Room 2**. Refer to Sheet 119.
    - Frame and build new pony wall to be 48" H. Refer to Sheet 120.
    - **ADA countertop** section to be 30" H x 48" W. Refer to Sheet 120.
    - Drywall, tape, mud and texture medium orange peel.
    - Wall to have 18" depth countertop.
    - Wall to be built to support countertop.
    - Prefab quartz to be installed.
14. New wall for **Restroom 1**. Refer to Sheet 119.
    - Frame and build new wall to extend **Restroom 1**.
    - Wall to be floor to ceiling.
    - Frame opening for 36" door.
    - Drywall, tape, mud and texture medium orange peel.
15. Installation of two new 36" doors (**Doors A & D**). Refer to Sheet 119.
    - Contractor to install a new Schlage privacy handle.
16. Installation of one new 30" door (**Door C**). Refer to Sheet 119.
    - Contractor to install a new Schlage privacy handle.
17. Installation of one new 36" W x 48" H door (**Door E**). Refer to Sheet 119.
    - Door to open inward.
    - Door to have solid core and cut to height.
18. Floor to ceiling FRP to be installed throughout both **Restrooms 1 & 3**. Approximately 60 LF.
19. **Three** new receptacles are to be installed. Refer to Sheet 122.
20. New lighting fixtures throughout. Refer to Sheet 124.
    - **All light electrical to be ran inside ceiling**.
    - New 1x4 flat panel LED lights. Refer to specs.
21. Paint throughout. Approximately 340 LF x 10' H.
    - Tape and float walls and texture medium orange peel.
    - Swiss coffee color and eggshell finish.
22. New custom wood kitchen cabinets are to be installed in **Room 1**. Refer to Sheet 119 for placement.
    - Refer to Sheet 121 for dimensions and number of cabinets.
    - Contractor to install prefab quartz counter tops with 6" back splash and install contractor provided top mount stainless steel single basin sink. Refer to specs.
    - Install a new contractor provided faucet, supply lines and drain fittings. Refer to specs.
    - Color to be chosen by owner. Preferably Navy Blue for cabinets and white for countertops.
    - New soap and napkin dispenser.
    - **Cabinets, Soap and napkin dispenser to be ADA compliant**.
23. New LVT Flooring throughout with 6inch cove base. Approximately 1,845 SF.
    - Flooring to be chosen by the owner.
    - $5 sf material allowance: the owner will select the color.
24. The final walk job walk will be performed with CAPK Management prior to job sign off.

PROPOSAL SUBMISSION INFORMATION

1. **Closing date:** Proposals must be submitted no later than **November 06, 2024, at 3pm.**
2. **Inquiries:** Inquiries concerning this RFQ should be directed to Mariana Rios at mariana.rios@capk.org.
3. **Cost of Proposal Preparation:** all costs incurred in the participation of a proposal responding to this RFQ will be the sole responsibility of the vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFQ shall become the property of CAPK.

PROPOSAL SUBMISSION INSTRUCTION TO VENDORS:

Your proposal should be directed to:

Name: Mariana Rios
Office: 661.578.6452
Cell: 661.889.2273
Email: mariana.rios@capk.org

This proposal may also be addressed as follows:

Community Action Partnership of Kern (CAPK)
ATTN: Mariana Rios
1300 18th Street
Bakersfield, CA 93301

NOTICES:

1. You are hereby notified that as a bidder, your company will need to comply with Executive Order No. 11246 and with all other applicable Equal Opportunity wage and employment regulations. Minority business enterprises will be afforded the full opportunity to submit bids in response to this invitation. The partnership is an equal opportunity employer and prohibits discrimination based on the ground of race, color, religious creed, ancestry, disability, medical condition, age, marital status, sex or national origin in consideration for this award.
2. No responder may withdraw his bid for at least 30 days after the scheduled time for receipt of quotes.
3. The agency reserves the right to reject any or all bids and to wave any and all irregularities or informalities and the right to determine what constitutes any and all irregularities or informalities. The Agency will base award of this project to the vendor who meets or exceeds the requested specifications.
4. Small women and/or Minority-Owned Business: Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.
   A vendor qualifies as a small business firm if it meets the definition of “small business” es established by The Small Business Administration (13CFR 121.201).
5. Confidentiality: The vendor agrees to keep the information related to the negotiations in strict confidence. Other than the reports submitted to CAPK, the vendor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form or authorized or permit others to do so, taking in such reasonable measures as are necessary to restrict access to the information, while in the vendors possession, to those employees on the vendor’s staff who must have the information on a “need-to-know” basis. The vendor agrees to immediately notify in writing, CAPK’s authorized representative in the event the vendor determines or has reason to suspect a breach of this requirement.
6. The award will be given to the most reasonable vendor whose service, experience and approach to the project are most compatible with CAPK’s needs. CAPK will be the sole judge in making this determination.
7. ***Please turn in an itemized pricing sheet by trades***.
8. Notification of Award: CAPK anticipates but does not guarantee that the contract will be awarded by **November 08, 2024.**

PROPOSAL CONTENT REQUIREMNTS:

A. Description of services to be provided, including information sheets on services.
B. Detailed plan of action for all phases of the service requested.

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified. **Late proposals will NOT be considered.**

Expected Timelines

	Date	Event
1.	October 23, 2024	RFQ Release to public.
2.	October 28, 2024	First facility walkthrough **at 2pm.**
3.	October 30, 2024	Second facility walkthrough **at 9am.**
4.	**November 06, 2024, by 3pm**	**DUE DATE FOR PROPOSALS FROM VENDORS.**
5.	November 08, 2024	Notification of Award.
6.	**November 22, 2024**	**DUE DATE for project from Awarded Contractor.**

TIMELINE:

- Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.
- Please provide a timeline of work and availability to start the project once the contract is signed.

(Prevailing Wage) The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000. Bidder must pay the higher of the Davis Bacon or California Prevailing Wage. Community Action Partnership of Kern accepts this signed, dated, emailed document as your acceptance and knowledge of the Davis Bacon Act requirements.

➢ Please sign acknowledging Prevailing Wage and return.

Signature: Eric J. Moser Date: 11/7/24

Decline to Quote at this time.

Reason: _____

Signature: _____ Date: _____

Community Action Partnership of Kern accepts this sign and dated emailed document as a declination of quote.

Community Action Partnership of Kern
1300 18th St, Bakersfield, CA 93301
661.336.5236

REQUEST FOR QUOTE

Date: 10/23/2024
To: Estimator
Company:

The Partnership desires to purchase and invites your company to submit a written QUOTE for the following:

Kitchen & Break Room (Phase 2 & 3) – 315 Stine Rd. Bakersfield Ca

PURPOSE: Community Action Partnership of Kern (CAPK) is soliciting proposals from qualified, licensed and bonded entities with demonstrated professional competence and experience to provide quotes for this tenant improvement project.

DESCRIPTION:

Phase 2

1. Demo existing flooring. Approximately, 600 SF.
2. Demo three existing walls and **Door B** attached to the wall being removed. Refer to Sheet 125.
    - If load baring walls, install necessary support per California Standards Code.
3. Remove 36" door (**Door C**). Refer to Sheet 125.
    - Infill wall.
    - Drywall, tape, mud and texture medium orange peel.
4. Reduce wall opening for a new 36" door (**Door A**) to be installed. Refer to Sheet 125.
    - Frame for installation of a new 36" pre-hung door.
    - Install New Schlege passage door lever.
    - Install door trim.
    - Drywall, tape, mud and texture medium orange peel.
5. New 36" opening to be installed between the new kitchen and the pantry room. Refer to Sheet 126.
    - Drywall, tape, mud and texture medium orange peel.
6. Ceiling to be painted white throughout.
    - Approximately 600 SF.
    - Tape and texture as needed.
    - One coat primer and eggshell white with a minimum of **TWO** coats paint.
7. New FRP throughout the new kitchen including window frames and sills.
    - Drywall and tape, prep for FRP Installation.
    - Approximately 130 LF x 8' H.
8. New custom wood kitchen cabinets are to be installed. Refer to Sheet 126 for placement.
    - Refer to Sheet 127 for dimensions and number of cabinets.
    - Base and wall cabinets to be installed.
    - Install two new contractor provided mounted microwaves. Refer to Sheet 127.
    - Prefab quartz countertop with 6" backsplash to be installed.
    - Color to be chosen by owner. Preferably Navy Blue for cabinets and whites for countertops.
    - **Cabinets to be ADA Compliant.**
9. New three compartment sink and dishwasher to be installed. Refer to Sheet 126.
    - New floor drain to be installed and connected to main

- 3 compartment sink and dishwasher to drain to floor sink.
- New water fittings and plumbing.
- Connection of cold and hot water.
- Installation of the sink faucet.
- Sink, faucet and dishwasher will be provided by the owner.

10. New contractor provided hand washing sink to be installed. Refer to Sheet 126. Refer to specs.
    - New drain and connect it to the main.
    - New water fittings and plumbing.
    - Connection of cold and hot water.
    - Install faucet.
11. VLC commercial sheet vinyl to be installed. Approximately 670 SF.
    - Armstrong connection Corlon standard tier choice roll.
    - Roll up sheet vinyl 6" cove base with an aluminum trim.
12. **Nine** new dedicated receptacles **PLUS** one new receptacle. Refer to Sheet 128.
    - Microwave receptacles are to be recessed into wall to accommodate microwave plug.
13. **Two** existing receptacles to be raised 42" to be countertop. Refer Sheet 128.
14. New lighting fixtures throughout. Refer to Sheet 130.
    - All light electrical to be ran inside ceiling.
    - New 1x4 flat panel LED lights. Refer to specs.
15. Install all of owner provided appliances and equipment.
    - Refrigerators
    - Food Warmers

Phase 3

1. Demo all the walls that are dotted red lines. Refer to Sheet 131.
    - If load baring walls, install necessary support per California Standards Code.
2. An opening of 15' to be left on the center wall. Refer to Sheet 131.
3. Demo three existing doors. Refer to Sheet 131.
4. Demo hand washing sink. Refer to Sheet 131.
5. Demo existing flooring. Approximately 800 SF.
16. Enclose a new **Janitorial Room**. Refer to Sheet 132.
    - Install a new 36" door. Refer to Sheet 132.
    - Contractor to install a new Schlage privacy handle.
    - Frame wall up to ceiling, drywall, tape, mud and texture medium orange peel.
6. Infill two sections of the wall. Refer to Sheet 132.
    - Drywall, tape, mud and texture medium orange peel.
7. Ceiling to be painted white throughout.
    - Approximately 800 SF.
    - Tape and texture to match drywall.
    - One coat primer.
    - Egg shell white with a minimum of **TWO** coats paint.
8. Paint throughout Breakroom.
    - Tape and float walls and texture medium orange peel.
    - Swiss Coffee color with a semi-gloss finish.
    - Approximately 140 LF x 8' H.
17. New FRP throughout the Janitorial Room & Restroom.
    - Drywall and tape, prep for FRP Installation.
    - Approximately 65 LF x 8' H.
9. New custom wood kitchen cabinets are to be installed. Refer to Sheet 132 for placement of cabinets.
    - Refer to Sheet 133 for dimensions and number of cabinets.
    - Base and wall cabinets to be installed.

- Two slots on top cabinets for microwaves, and install contractor provided microwaves. Refer to Sheet 133.
- Contractor to install prefab quartz countertops with 6" backsplash and install contractor provided top mount stainless steel single basin sink. Refer to specs.
- Color to be chosen by owner. Preferably Navy Blue for cabinets and whites for countertops.
- Install a new contractor-provided faucet. Refer to specs.
- Install new water fittings and plumbing.
- Install cold and hot water supply.
- **Cabinets to be ADA Compliant.**

10. Janitorial Room. Refer to Sheet 132.
    - Install of a new contractor provided mop sink. Refer to specs.
    - Install new Contractor provided mop sink and faucet.
    - Add (4 dedicated) 120 amp 4-prong receptacles for the dryer and washer. Refer to Sheet 134.
    - Install a dryer vent for each dryer, vents to be routed in wall and penetrate through roof.
    - The washers and dryers will be provided by the owner.
    - Add a new drain line for both mop sink and washing machines and connect to the main. Each to have their own drain and connect directly to the main.
    - New plumbing supply for both mop sink and washers.
    - Run an additional gas line to serve 2nd dryer.
    - **Contractor to verify if the existing gas line is enough to run both machines at once.**
11. VLC commercial sheet vinyl to be installed throughout. Approximately 670 SF.
    - Armstrong connection Corlon standard tier choice roll.
    - Roll up sheet vinyl 6" cove base with an aluminum trim.
12. **Three** new dedicated receptacles in the break room **PLUS** three new receptacles. Refer to Sheet 134.
    - Microwave receptacles are to be recessed into wall to accommodate microwave plug.
13. New lighting fixtures throughout. Refer to Sheet 136.
    - All light electrical to be ran inside ceiling.
    - New 1x4 flat panel LED lights. Refer to specs.
14. Install all of owner provided appliances and equipment.
    - Refrigerator
15. The final walk job walk will be performed with CAPK Management prior to job sign off.

PROPOSAL SUBMISSION INFORMATION

1. **Closing date:** Proposals must be submitted no later than **November 06, 2024, at 3pm.**
2. **Inquiries:** Inquiries concerning this RFQ should be directed to Mariana Rios at mariana.rios@capk.org.

Cost of Proposal Preparation: all costs incurred in the participation of a proposal responding to this RFQ will be the sole responsibility of the vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFQ shall become the property of CAPK.

PROPOSAL SUBMISSION INSTRUCTION TO VENDORS:

Your proposal should be directed to:

Name: Mariana Rios

Office: 661.578.6452

Cell: 661.889.2273

Email: mariana.rios@capk.org

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ATTN: Mariana Rios
1300 18th Street
Bakersfield, CA 93301

NOTICES:

1. You are hereby notified that as a bidder, your company will need to comply with Executive Order No. 11246 and with all other applicable Equal Opportunity wage and employment regulations. Minority business enterprises will be afforded the full opportunity to submit bids in response to this invitation. The partnership is an equal opportunity employer and prohibits discrimination based on the ground of race, color, religious creed, ancestry, disability, medical condition, age, marital status, sex or national origin in consideration for this award.
2. No responder may withdraw his bid for at least 30 days after the scheduled time for receipt of quotes.
3. The agency reserves the right to reject any or all bids and to wave any and all irregularities or informalities and the right to determine what constitutes any and all irregularities or informalities. The Agency will base the award of this project to the vendor who meets or exceeds the requested specifications.
4. Small women and/or Minority-Owned Business: Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.
5. A vendor qualifies as a small business firm if it meets the definition of "small business" es established by The Small Business Administration (13CFR 121.201).
6. Confidentiality: The vendor agrees to keep the information related to the negotiations in strict confidence. Other than the reports submitted to CAPK, the vendor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form or authorized or permit others to do so, taking in such reasonable measures as are necessary to restrict access to the information, while in the vendors possession, to those employees on the vendor's staff who must have the information on a "need-to-know" basis. The vendor agrees to immediately notify in writing, CAPK's authorized representative in the event the vendor determines or has reason to suspect a breach of this requirement.
7. The award will be given to the most reasonable vendor whose service, experience and approach to the project are most compatible with CAPK's needs. CAPK will be the sole judge in making this determination
8. ***Please turn in an itemized pricing sheet by trades.***
9. Notification of Award: CAPK anticipates but does not guarantee that the contract will be awarded by **November 08, 2024.**

PROPOSAL CONTENT REQUIREMNTS:

A. Description of services to be provided, including information sheets on services.
B. Detailed plan of action for all phases of the service requested.

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified above. **Late proposals will NOT be considered.**

Expected Timelines

	Date	Event
1.	October 23, 2024	RFQ Release to public.
2.	October 28, 2024	First facility walkthrough **at 2pm.**
3.	October 30, 2024	Second facility walkthrough **at 9am.**
4.	**November 06, 2024, by 3pm**	**DUE DATE FOR PROPOSALS FROM VENDORS.**
5.	November 08, 2024	Notification of Award.
6.	**December 23, 2024**	**DUE DATE for project from Awarded Contractor.**

TIMELINE:

- Start time to begin fulfilling the requirements of the proposal shall be after the Contract is signed.
- Please provide a timeline of work and availability to start the project once the contract is signed.

(Prevailing Wage) The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000. Bidder must pay the higher of the Davis Bacon or California Prevailing Wage. Community Action Partnership of Kern accepts this signed, dated, emailed document as your acceptance and knowledge of the Davis Bacon Act requirements.

- Please sign acknowledging Prevailing Wage and return.

Signature: Eric J. Moser Date: 11/7/24

Decline to Quote at this time.

Reason: _____

Signature: _____ Date: _____

Community Action Partnership of Kern accepts this sign and dated emailed document as a declination of quote.

Community Action Partnership of Kern (CAPK) is soliciting proposals to provide Design Build Services

• Project Description: This project includes but not limited to demolition, carpentry, plumbing, electrical, mechanical, and finishes that will provide a fully functional office space, kitchen and brake room.

• Schedule: The specific timeline for implementation will be determined upon contract award. Please note that this Tenant Improvement (TI) project will directly impact on the center's daily operations. Accordingly, we aim to complete this project at the earliest possible date to minimize disruption.

• Contract Form: Design-Build contract between CAPK and Design Builder.

Project Summary:

A. perrmits and Fees: Apply for, obtain, and pay for permits and fees required to perform the work. Submit copies to owner.
B. The provided plans are not a complete set of construction documents. Architectural or engineering: Contractor will be responsible for any necessary engineered and architectural drawings required for the submittal of plans to the local building department.
C. Codes: Comply with applicable codes and regulations of authorities having jurisdiction. Submit copies of inspection reports, notices and similar communications to owner.
D. Dimensions: Note that the dimensions herein are to provide bidders with an approximate scope of work for the project and it is the bidder's sole responsibility to accurately and completely determine the amount of material and labor necessary to complete the work; no additional costs or time delays will be considered by the owner for bidder's inaccurate determinations.
E. Existing Conditions: Notify owner of existing conditions differing from those indicated on the drawings. Do not remove or alter structural components without prior approval.
F. Contractor will be responsible for any asbestos testing of any suspect materials. If any materials are found cost for abatement will be supplied to CAPK as a change order.
G. All existing items not to be removed shall be protected from damage and if damaged contractor will be required to return the items to its original condition.
H. Contractor is responsible for the design of all components mentioned in this scope and must meet local code requirements.
I. Awarding contractor shall provide any applicable color samples.

Warranties

A. Provide everything necessary including without limitation: labor, material and equipment to replace or repair any defective installation and or manufacturer's defect for a period of one year from completion at no additional cost to the Owner.
B. OEM manufacturer's warranty on all products used.

Note All work to be quoted for Davis Bacon Prevailing wage rates

PAYMENT FOR SERVICES

INVOICES. Services shall be billed according to Attachment A. Vendor will submit a monthly invoice detailing i) the Services provided ii) the identity of each employee or independent contractor of Vendor providing the Services iii) the hours spent by each such person in providing the Services, and any additional

costs incurred in providing the services. CAPK will provide vendor progress payments when invoice is submitted and work has been approved. Final payment will be released once all Davis Bacon has been reviewed and found to be accurate.

Harvey Hall Remodel

Phases 1, 2, & 3

Bid Proposal

Prepared by Piuser Construction
Eric J. Moser
712 E. Los Angeles Ave.
Shafter, CA 93308
661-477-5858
eric@piuserconstruction.com

Date: November 7th, 2024

Prepared for: CAPK

We are thrilled that you are considering Piuser Construction to manage the construction of your project. We have reviewed the drawings and project specifications and are excited about the prospect of working with you.

Attached please find a completed bid proposal for Harvey Hall Remodel Phases 1, 2, & 3. After carefully reviewing the project's specifications, we have broken down the scope, process, cost, and all other expectations to help you make the best decision possible for your project.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact David Piuser or Eric Moser at david@piuserconstruction.com / eric@piuserconstruction.com or 661-679-6403 with any questions you may have.

We look forward to hearing from you!

Best,

Eric J Moser

Eric J. Moser
Piuser Construction

Project Scope

Project Summary:
Project to include all necessary structural elements, electrical, plumbing, and finish work per drawings dated 10/23/2024.

Procedural Expectations:
Upon acceptance of this bid proposal, Piuser Construction will be responsible for securing and maintaining the job site and all materials and subcontractors hired. Piuser Construction will be responsible for all construction related clean-up and waste management.

Project Owner Expectations:
Piuser Construction will ensure all visitors to the job site will be approved by on-site management and always wear all necessary personal protective equipment. Job site access will be limited to Architect, Inspectors, Contractors, Owner And Owners representatives.

Materials And Services Not Included:
This Proposal covers only the labor, services, materials, and goods outlined herein. Piuser Construction is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfounded existing conditions, Piuser Construction will work with owners to determine the scope of extra work, costs involved with remedying the conditions, and a date for payment through a written Change Order.

Exclusions:

- Special inspections
- Structural improvements
- Furniture / Equipment / Appliances
- Permit fees / Title 24 reports
- Fire Sprinklers / Alarm
- Landscaping
- Washer / Dryer Install @ Phase 3
- HVAC

PROJECT COSTS

Scope Of Work

-	Demolition	Piuser Construction
-	Framing / Drywall	Piuser Construction
-	Electrical	Marrs Electric
-	Plumbing	GRC Plumbing
-	Appliance Install	Piuser Construction
-	Paint	Pro Results Finishing
-	Doors	Piuser Construction
-	Cabinets / Countertops	Munoz Cabinetry
-	FRP	Piuser Construction
-	Flooring / Cove	All American Carpet

Subcontractor Total:

Phase 1: $335,300.00

Phase 2: $194,500.00

Phase 3: $158,575.00

PROJECT COSTS

Miscellaneous: **TOTAL:** $8,500.00
-Waste Management &
Site Services

PROJECT TOTALS:

Phase 1

Subcontractor Total	**$335,300.00**
Overhead & Profit	**$73,770.00**
Total:	**$409,070.00**

Phase 2

Subcontractor Total	**$194,500.00**
Overhead & Profit	**$42,790.00**
Total:	**$237,290.00**

Phase 3

Subcontractor Total	**$158,575.00**
Overhead & Profit	**$34,890.00**
Miscellaneous	**$8,500.00**
Total:	**$201,965.00**

Total Phase 1, 2, & 3: $848,325.00

Design Fees: $70,000.00

Project Total: $918,325.00

TAXES, PERMITS, BONDS, AND FEES: Bid estimate includes all applicable state taxes, bonds, and fees, as required by all legal authorities at the location of the project.

UNFORSEEN CONDITIONS: Owner agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, Piuser Construction will work with the owner to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written change order.

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it is important to know who the point of authority is for any given process on the job site. Below is a list of necessary processes involved in the completion of your project, as well as the person in charge of each team.

POINT OF AUTHORITY		CONTACT
Project Manager	Eric Moser	eric@piuserconstruction.com 661-477-5858
Site Superintendent	David Piuser	david@piuserconstruction.com 661-201-1908
Project Administrator	Kristen Moser	kristen@piuserconstruction.com 661-679-6403

LIMITED LIABILITY: Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractors control.

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project, and became fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the sum of **$918,325.00**

Total: Nine Hundred and Eighteen Thousand Three Hundred and Twenty-Five Dollars

Eric J Moser
Piuser Construction

11/07/2024
[Date]

CUSTOM L&A CONSTRUCTION

Business Number 661-246-9174

531 Sumner St #A

Bakersfield

93305

LIC#1068792

CUSTOML.ACONSTRUCTION@GMAIL.COM

OFFICES (PHASE 1) - 315 STINE RD

EST0169

DATE

Nov 6, 2024

TOTAL

USD $95,200.00

TO

CAPK

315 Stine Rd

Bakersfield

mariana.rios@capk.org

DESCRIPTION	RATE	QTY	AMOUNT
Demo all walls & doors (Doors B,C& D) that are dotted with red lines	$0.00	1	$0.00
Demo tack board in both Rooms 1 & 2 1) approximately 265 LF x 9' H 2) Float walls, tape, mud and texture medium orange peel	$0.00	1	$0.00
Demo all children sinks (S2 & S6 and cabinets in Room 1 & 2 1) sink S2 - Cap off drain and water supplies in wall with lockable metal access panel - Drywall, tape, mud and texture medium orange 2) sink S6 - Cap off water supply - Plug off the drain and prep for flooring	$0.00	1	$0.00
Demo storage inside Room 1 1) Drywall, tape, mud and texture medium orange peel	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
Demo all cabinets and sink S1 in Room 1	$0.00	1	$0.00
Demo window between both classrooms 1) Frame and drywall 2) Tape, mud and texture of medium orange	$0.00	1	$0.00
Remove the door between both classrooms (Door B) 1) Remove jams 2) Opening to stay 3) Drywall, tape, mud and texture medium orange	$0.00	1	$0.00
Remove all fixtures in Restroom 1 1) Remove both toilet and sink 2) Install new contractor provided ADA adult toilet, grab bar & sink 3) 30" prefabricated laminated vanity cabinet with porcelain sink to be installed 4) Install new drain fitting 5) Install new contractor provided faucet. Refer to specs. 6) Cold and hot water supply to be connected	$0.00	1	$0.00
Remove the fixtures in Restroom 2 1) Remove both toilets, plug off drain and prep for flooring 2) Remove both sinks S4 & S5 3) Cap off water supplies in wall with lockable metal access panels 4) Drywall, tape, mud and texture medium orange 5)Convert it into a storage room	$0.00	1	$0.00
Remove and reinstall toilet in Restroom 3 to install flooring	$0.00	1	$0.00
Demo of all flooring throughout. Appox. 1,845 Sf	$0.00	1	$0.00
Enclose a new propsoed office in Room 1 1) Approximately 13' 6" x 10' 6" office 2) Frame wall up to ceiling, drywall, tape, mud, and texture medium orange	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
New wall in Room 2 1) Frame and build new pony wall to be 48" H 2) ADA countertop section to be 30" h x 48" W 3) Drywall, tape, mud, and texture medium orange 4)Wall to have 18" depth countertop 5) Wall to be built to support countertop 6) Prefab quartz to be installed	$0.00	1	$0.00
New wall for Restroom 1 1) Frame and built new wall to extend Restroojm 1 2)Wall to be floor to ceiling 3) Frame opening for 36" door 4) Drywall, tape , mud, and texture medium orange peel	$0.00	1	$0.00
Installation of two new 36" doors (Doors A & D) 1) Contractor to install a new Schlage privacy handle	$0.00	1	$0.00
Installation of one new 30" door (Door C) 1) Contractor to install a new Schlage privacy handle	$0.00	1	$0.00
Installation of one new 36"W x 48" H (Door E) 1)Door to open inward 2) Door to have a solid core and cut to height	$0.00	1	$0.00
Floor to ceiling FRP to be installed throughout both Restrooms 1 & 3, Appox. 60FL	$0.00	1	$0.00
Three new receptacles are to be installed	$0.00	1	$0.00
New lighting fixtures throughout 1) All light electrical to be ran inside ceiling 2)New 1x4 flat panel LED lights. Refer to specs	$0.00	1	$0.00
Paint throughout. Approximately 340 LF x 10' H 1) Tape and float walls and texture medium orange peel 2) swiss coffee color and eggshell finish	$0.00	1	$0.00
New custom wood kitchen cabinets are to be installed in Room 1 1)Refer to sheet 121 for dimensions and number of cabinets 2) Contractor to install prefab quartz counter tops	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
with 6" back splash and install contractor provided top mount stainless steel single basin sink 3)Install a new contractor provided faucet, supply lines and drain fittings. Refer to specs 4)Color to be chosen by owner. Perferably Navy Blue for cabinets and white for countertops 5) New soap and napkin dispenser 6) Cabinets, soap and napkin dispencer to be ADA compliant			
New LVT Flooring throughout with 6 inch cove base, Appox 1,845 SF 1) Flooring to be chosen by owner 2) $5 sf material allowance: the owner will select the color	$0.00	1	$0.00
The final walk job walk will be performed with CAPK Mangement prior to job sign off	$95,200.00	1	$95,200.00
	TOTAL		USD $95,200.00

This is a prevailing wage job and will be paid in accordance.



CUSTOM L&A CONSTRUCTION

Business Number 661-246-9174

531 Sumner St #A

Bakersfield

93305

LIC#1068792

CUSTOML.ACONSTRUCTION@GMAIL.COM

KITCHEN & BREAKROOM (PHASE 2 & 3) - 315 STINE

EST0170

DATE

Nov 6, 2024

TOTAL

USD $176,100.00

TO

CAPK

315 Stine Rd

Bakersfield

mariana.rios@capk.org

DESCRIPTION	RATE	QTY	AMOUNT
Phase 2 - Demo existing flooring . Appox. 600 SF	$0.00	1	$0.00
Demo three existing walls and Door B attached to the wall being removed 1) If load baring wall, install necessary support , per California Standard Code	$0.00	1	$0.00
Reduce wall opening for new 36" door (Doo rA) to be installed 1) Frame for installation pf new 36" pre-hung door 2) Install New Schlege passage door lever 3) Install door trim 4) Drywall, tape, mud and texture medium orange peel	$0.00	1	$0.00
New 36" opening to be installed between the new kitchen and the pantry room 1) Drywall and tape, mud and texture medium orange peel	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
Ceiling to be painted white throughout 1) Approximately 600 Sf. 2) Tape and texture as needed 3) One coat primer and eggshell white with minimum of two coats	$0.00	1	$0.00
New FRP throughout the new kitchen including windows frames and sills 1) Drywall and tape, prep for FRP installation 2) Approximately 130 LF x 8' H	$0.00	1	$0.00
(3) Remove 36" Door (Door C) 1) Infill wall 2) Drywall, tape, mud and texture medium orange peel	$0.00	1	$0.00
New custom wood kitchen cabinets are to be installed Refer to Sheet 126 for placement 1)Refer to sheet 127 for dimensions and number of cabinets 2)Base and wall cabinets to be installed 3)Install two new contactors provided mounted microwaves. Refer to Sheet 127 4) Prefab quartz countertops with 6" backslash to be installed 5)Color to be chosen by owner. Perfably Navy Blue for cabinets and white for countertops 6) Cabinets to be ADA Compliant	$0.00	1	$0.00
New three compartment sink and dishwasher to be installed 1) New floor drain to be installed and connected to main. 2) 3 compartment sink and dishwasher to drain to floor sink 3) New water fittings and plumbing 4) Connection of cold and hot water 5) installation of the sink faucet 6) Sink, Faucet and dishwasher will be provided by owner	$0.00	1	$0.00

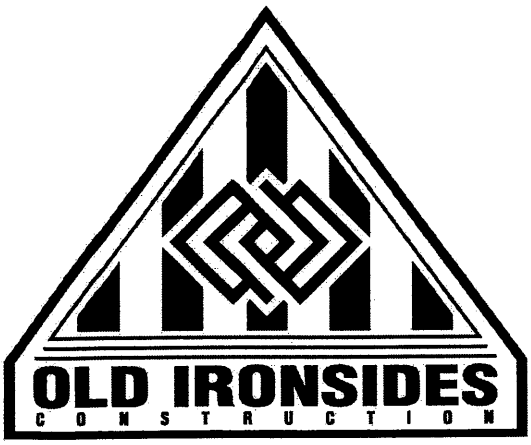
DESCRIPTION	RATE	QTY	AMOUNT
New contractor provided hand washing sink to be installed. Refer to sheet 126, Refer to specs 1)New drain and connect it to main 2) New water fitting and plumbing 3) Connection of cold water and hot water 4)Installation of the sink faucet	$0.00	1	$0.00
VLC Commerical sheet vinyl to be installed . Appox. 670 SF 1) Armstrong connection Corlon standard tier choice roll 2) Roll up sheet vinyl 6" cove base with an aluminum trim	$0.00	1	$0.00
Nine new dedicated receptacles Plus one new receptacle. Refer sheet 128 1) Microwave receptacles are to be recessed into wall to accommodate microwave plug	$0.00	1	$0.00
Two existing receptacles to be raised 42" to be countertop Refer Sheet 128	$0.00	1	$0.00
New lighting fixtures throughout Refer to Sheet 130 1) All light electrical to be ran inside ceiling 2) New 1x4 flat panel LED lights. Refer to specs	$0.00	1	$0.00
Install all of the owner provided appliances and equipment 1) Refrigerators 2) Food Warmers	$0.00	1	$0.00
Phase 3- Demo all the walls that are dotted red line Refer to sheet 131 1) If load baring wall, install necessary support per California Standards Code.	$0.00	1	$0.00
An opening of 15' to be left on the center wall. Refer to sheet 131	$0.00	1	$0.00
Demo three existing doors Refer to sheet 131	$0.00	1	$0.00
Demo hand washing sink. Refer to sheet 131	$0.00	1	$0.00
Demo existing flooring Appox. 800 Sf	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
Enclose a new Janitorial Room Refer to sheet 132 1) install a new 36" door. Refer to sheet 132 2) Contractor to install a new Schlage privacy handle 3) Frame wall up to ceiling, drywall, tape, mud and texture medium orange peel	$0.00	1	$0.00
Infill two sections of wall, Refer to sheet 132 1) Drywall, tape, mud and texture medium orange peel	$0.00	1	$0.00
Ceiling to be painted white throughout 1) approximately 800 Sf 2) Tape and texture to match drywall 3)One coat primer 4) Egg shell white a minimum of Two coats	$0.00	1	$0.00
Paint throughout Breakroom 1) Tape and float walls and texture medium orange peel 2)Swiss Coffee color with a semi-gloss finish 3) Approximately 65LF x 8" H	$0.00	1	$0.00
New custom wood kitchen cabinets are to be installed.Refer to Sheet 132 for placement of cabinets 1) Refer to Sheet 133 for dimensions and number of cabinets 2) Base and wall cabinets to be installed 3)Two slots on top cabinets for microwave, and install contractor provided microwaves. Refer to sheet 133 4) Contractor to install prefab quartz countertops with 6" backsplash and install contractor provided top mount stainless steel single basin sink Refer to specs 5)Color to be chosen by owner, Preferably Navy Blue for cabinets and white for countertops 6) Install a new contractors provided faucet Refer to specs 7)Install new water fittings and plumbing 8)Install cold and hot water supply 9) Cabinets to be ADA Compliant	$0.00	1	$0.00
Janitorial room Refer to Sheet 132 1) Install of a new conractor provided mop sink. Refer to specs 2) Install new Contractor provided mop sink and	$0.00	1	$0.00

DESCRIPTION	RATE	QTY	AMOUNT
faucet 3) Add (4 dedicated) 120 amp 4- prong receptacles for the dryer and washer. Refer to sheet 134 4) Install a dryer vent for each dryer, vents to be routed in wall and penetrate through roof. 5)The washers and dryers will be provided by the owner 6)Add a new drain line for both mop sink and washing machines and connect to the main. Each to have their own drain and connect directly to the main. 7)New plumbing supply for both mop sink and washers 8)Run an additional gas line to serve 2nd dryer 9)Contractor to verify if the existing gas line is enough to run both machines at once.			
VLC cpmmericial sheet vinyl to be installed throughout. Appox. 670 SF 1) Armstrong connection Corlon Standard tier choice roll 2) Roll up sheet vinyl 6" cove base with an aluminum trim	$0.00	1	$0.00
Three new dedicated receptacles in the break room Plus three new receptacles. Refer to sheet 134 1) Microwave receptacles are to be recessed into the wall to accommodate microwave plug.	$0.00	1	$0.00
New lighting fixture throughout Refer to sheet 136 1) All light electrical to be ran inside ceiling 2) New 1 x 4 flat panel LED lights. Refer to specs	$0.00	1	$0.00
Install all of owner provided appliances and equipments 1) Refrigerator	$0.00	1	$0.00
(17) New FRP throughout the Janitoral room & Restroom 1) Drywall and tape . prep for FRP installation 2) Approximately 65 LF x 8' H	$0.00	1	$0.00
Engineering, plans & permits	$8,300.00	1	$8,300.00
The finial walk job walk will be performed with CAPK managment prior to job sign off	$167,800.00	1	$167,800.00

TOTAL	USD $176,100.00

This a prevailing wage job and will be paid in accordance.



Community Action Partnership of Kern
RFQ: Offices (Phase1) -315 Stine Rd. Bakersfield CA
Kitchen & Break Room (Phase 2 & 3)-315 Stine Rd. Bakersfield CA
ATTN: Mariana Rios
1300 18th Street
Bakersfield, CA 93301

Old Ironsides Construction Inc.

Contents

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Section 02	Firm Identification
Section 03	Resumes of Key Personnel
Section 04	Description of Services & Proposed Plan of Action
Section 05	DVBE Certification & DIR Registration
Section 06	General Contractor License

1 Cover Letter

November 6, 2024

Community Action Partnership of Kern
ATTN: Mariana Rios
1300 18th Street
Bakersfield, CA 93301
RE: Offices (Phase1) -315 Stine Rd. Bakersfield CA
Kitchen & Break Room (Phase 2 & 3)-315 Stine Rd. Bakersfield CA

Dear Kristin,
The Old Ironsides team is pleased to submit a bid for the Offices, Kitchen and Break Room located at 315 Stine Rd., Bakersfield, California. Our team can begin work on the Renovations. We have read and understand the requirements of the RFQ. OIC is pleased to submit our bid in the amount of $392,106.00.

Our firm's legal name and information are as follows:
Old Ironsides Construction Inc.
400 30th Street
Bakersfield CA 93301
(661) 237-7200
Federal ID 84-2043078

Our firm's designated representative is as follows:
Lee'o Whisenant II, President CEO
Office: (661) 237-7200
Cell: (661) 394-0234

The Old Ironsides team are eager to partner with Community Action Partnership of Kern in constructing the offices, Kitchen and Break Room to help provide a great working environment for the staff. Please feel free to contact us with any questions as you review our proposal.

Sincere Regards,

Lee'o Whisenant II
President CEO

2 Firm Identification

Old Ironsides Construction (OIC) is a construction Company located in Bakersfield, California. OIC is certified as a Disabled Veteran Business Enterprise. OIC has been serving our community since 2019. OIC is a General Contractor who provides Residential and Commercial needs. OIC has partnered with local companies such as Bolthouse, County of Kern, Kern County Superintendent of Schools, among others to provide them with the support to make their construction dreams a reality.

3 Resumes of Key Personnel

Organization Chart
Old Ironsides Construction

Community Action Partnership of Kern

Project team

Executive Team

Lee'o Whisenant II
Project Executive

Construction Team

Joshua Porter
Senior Superintendent

Jim Torino
Senior Foreman

Personnel Experience & Responsibilities
Old Ironsides Construction

Lee'o Whisenant II President CEO
Mr. Lee'o Whisenant is a lifelong resident of Kern County with a distinguished career and decades of experience in HSE and Risk Management professional in the Construction and Oil & Gas industry. Lee'o served honorably in our military. As President CEO Lee'o will manage the project team to ensure proper delivery to the client of the services committed to by OIC. He will serve as OIC' primary representative to the Client. Lee'o will be responsible for fully understanding the Client's objectives and program; plan and review the Construction Program with the Project Superintendent; preparation of detailed area and trade schedules; examine all drawing, specifications and other contract documents for completeness and accuracy; ensure accuracy of subcontractor pay requests; coordinate, direct and monitor activities of subcontractors, suppliers and labor; coordinate inspection agencies; establish and maintain safety and security practices; and ensure quality control is established and maintained.

Education:	Columbia Southern University **Master of Environmental, Health, Safety & Risk Management, Occupational Safety & Risk Management** **Bachelor's degree, Business Administration and Management**
Certificates/Licenses:	BCSP® Certified Safety Professional Board of Certified Safety Professionals Issued June 2015 Credential ID CSP-30045 Incident Investigation and Root Cause Analysis Course TapRooT® | System Improvements, Inc. Issued Mar 2012
Years with Firm:	5 Years
Construction Experience:	29 Years

Joshua Porter Senior Superintendent
Mr. Joshua Porter was born and raised in Shafter California. Joshua has decades of experience in the Construction field and is a dedicated father.
As Senior Superintendent, Joshua is responsible for the management of all field operations. This includes the oversight of all field personnel. Joshua manages the organization, planning, coordination and scheduling of all field activities, as well as safety and quality control, to ensure proper delivery to the client. He will work with the President CEO for project execution regarding information flow, approvals, reporting, recording, and filing applications for payment. Joshua will implement record keeping procedures such as daily reports, safety checklists, collaborate with OIC management and personnel to prevent project problems, monitor subcontractor schedules, assist in the preparation of project schedule, and establish good relations and communications with all organizations and individuals involved on the project.

Years with Firm:	4 Years
Construction Experience:	22 Years

Jim Torino Senior Foreman

Mr. Jim Torino is a Proud Garces Memorial High School graduate. Jim has decades of experience in the Construction field with managing multimillion dollar projects.

As Senior Foreman, Jim is responsible for the oversight of day-to-day field operations. This includes aiding the superintendent and overseeing all field personnel. Jim ensures the crew is implementing safety and quality control at all times.

Years with Firm: 4 Years

Construction Experience: 22 Years

4 Description of Services & Proposed Plan of Action

Description of Services & Proposed Plan of Action
Old Ironsides Construction

Harvey L. Hall Child Development Center – CAP-K Project Overview

1. Project Initiation
- The project will begin upon contract award and signing, which includes the exchange of necessary documents (certificates of insurance and W9) and a payment schedule.
- All personnel from Old Ironsides Construction, Inc. (OIC) scheduled to work on-site will undergo Department of Justice required background checks to comply with school access protocols.

2. Performance Bond
- OIC will secure a performance bond necessary for project completion.

3. Environmental Testing
- OIC will conduct lead and asbestos testing for the two buildings included in the scope of work. Results will be shared with CAP-K promptly upon receipt.

4. Engineering and Permitting
- OIC will collaborate with Cantelmi Engineering to convert existing architectural drawings into engineered drawings compliant with Title 24.
- Cantelmi Engineering will work alongside the Bakersfield City Building Department to complete the required permitting process.

Project Phases

Phase 1
1. **Site Preparation**
   - OIC, in partnership with CAP-K, will identify and establish a roll-off location for waste collection; a roll-off will be delivered to the site.
   - Waste will primarily be removed daily using an OIC dump trailer.
   - The work site will be secured, restricting access to unauthorized personnel and safeguarding exposed items.
2. **Demolition Operations**
   - Demolition will commence as per the list of items designated for removal in Phase 1.
3. **Plumbing and Concrete Work**
   - Concrete will be cut to expose underground plumbing for the capping of excess toilets.
   - An inspection of underground plumbing will be conducted.
   - Trenches will be backfilled using sand and lined with plastic and wire mesh prior to inspection.
   - Concrete will be repoured over excavation sites.
4. **Framing and Flooring Preparation**
   - Framing for all new walls will be executed.
   - Floor preparations will be conducted to ensure proper leveling for the upcoming LVT flooring installation.
5. **Installations and Inspections**
   - Top-out plumbing will be installed, along with necessary roof penetrations.
   - Rough electrical work indicated on the plans will be completed.

- Mechanical, plumbing, and electrical inspections will occur, followed by Title 24 insulation installation.
- Title 24 inspection will precede the drywall application and subsequent inspection.

6. **Drywall and Finish Work**
   - All drywall will be taped, mudded, textured, and painted.
   - Locally built cabinets will be installed, followed by countertops and backsplashes.
   - Finish carpentry will include door and trim installation.
   - LVT flooring will be installed throughout the building.
7. **Final Touches**
   - Plumbing and electrical finishes will be completed.
   - Final painting will occur in conjunction with the final city inspection.
   - A final walk-through of this phase will be conducted with CAP-K.

Phase 2

1. **Site Preparation**
   - Similar site preparation procedures as Phase 1 will be followed, ensuring security and protection of exposed items.
2. **Demolition Operations**
   - Demolition will proceed with items listed for removal in Phase 2.
3. **Plumbing Location and Modifications**
   - Plumbing locations will be identified using a line-locating camera; lines will be marked for depth and location.
   - Concrete will be cut to accommodate plumbing adjustments as per design requirements, followed by necessary inspections.
4. **Repetitive Procedures**
   - Subsequent steps, including backfilling, concrete repouring, wall framing, floor preparation, top-out plumbing, rough electrical installations, inspections, drywall work, cabinet installations, and finishing, will mirror those from Phase 1.
5. **Final Steps**
   - Installation of electrical finishes and appliances will occur.
   - The final painting will be completed prior to a final walk-through with CAP-K.

Phase 3

1. **Site Preparation**
   - Preparation will commence similarly to previous phases.
2. **Structural Modifications**
   - Installation of shoring and roof support will be necessary before creating a 15-foot opening in the wall.
   - Concrete work for new footings and plumbing alterations will follow pre-pour inspections.
3. **Rebar and Concrete Work**
   - Rebar will be installed for footings, followed by independent testing.
   - After inspections, trenches will be backfilled and repoured with concrete.
4. **Framing and Preparations**
   - After completing wall framing, floor preparations will continue as in previous phases.
5. **Subsequent Installations**
   - Plumbing and electrical installations, inspections, drywall processes, cabinetry, finishes, and flooring will follow the established procedures from earlier phases.
6. **Completion**

5 DVBE Certification & DIR Registration

X

All businesses are encouraged to provide voluntary diversity data information in their CaleProcure profiles. The data will help us shape policies and develop strategies to improve opportunities for all businesses to contract with the state.

Click HERE (https://fiscal.cdn.prismic.io/fiscal/394445b2-9d0e-40a3-b940-9315c3783793_Diversity+Data+Procedures+%28Registered%29+%281%29.pdf)for instructions. More information is available on the Statewide Supplier Diversity Program (https://www.dgs.ca.gov/PD/About/Page-Content/PD-Branch-Intro-Accordion-List/Statewide-Supplier-Diversity-Program/Statewide-Supplier-Diversity-Program) page.

The Cal eProcure application will be unavailable on Friday, November 8, 2024 from 5:00 AM - 7:00 AM for system maintenance. We apologize for any inconvenience. Thank you for your patience.

Certification Profile

State of California Certification

Certification ID: 2023229

Legal Business Name

Old Ironsides Construction, Inc

Doing Business As (DBA) Name1

Doing Business As (DBA) Name2

Office Phone Number

661/237-7200

Address

15304 Anita Catrina Ct

CA

BAKERSFIELD

CA 93314

Email:

leeo@old-ironsides.com (mailto:leeo@old-ironsides.com)

Business Fax Number

Total Number of Employees

10

Business Web Address

Business Types

Construction , Service

Service Areas

Kern

View Keywords

View Classifications

View Supplier Diversity Information

Active Certifications

?

Certification Type	Status	From	To
DVBE	Approved	02/07/2024	02/28/2026
SB(Micro)	Approved	02/07/2024	02/28/2026

Certification History

?

Certification Type	Application Date	Status	Status Date/Time	From	To
DVBE	05/06/2021	Expired	06/01/23 12:45AM	05/06/2021	05/31/2023

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CA

DIR State of California Department of Industrial Relations EST. 1927

eCPR Public Search Log in

Public Works Support

Contractors

Projects

Register

Home > Contractor > Old Ironsides Construction, Inc.

Old Ironsides Construction, Inc.

Contractor

Contractor business email

leeo@old-ironsides.com

Contractor c ation eff date

2024-07-01

Contractor first name

Leeo

Contractor mailing city

Bakersfield

Contractor mailing state

CA

Contractor mailing zip

93301

Contractor physical city

Bakersfield

Contractor physical state

CA

Contractor physical zip

93301

Contractor certify date

2024-06-03

Contractor company type

Corporation

Contractor craft legacy

General Building; Laborer; Drywall Insta

Contractor craft snow

Contractor c ation exp date

2027-06-30

Contractor date deactivated

Contractor dba name

Contractor entity number

842043078

Contractor ID

PW-LR-1001019748

Contractor last name

Whisenant

Contractor mailing address2

Contractor physical address1

400 30th St

Contractor physical address2

Contractor source

PWCR

Contractor wc cert date

2024-02-09

Contractor wc exp date

2025-02-09

Contractor wc policy number

7.60002E+12

Contractor wc selection

Insured by carrier

Contractor legal entity name

Old Ironsides Construction, Inc.

Contractor mailing address1

400 30th St

Contractor wc carrier

Old Ironsides Construction

☐ Checked

Terms & Conditions

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6 General Contractor License

CONTRACTORS STATE LICENSE BOARD

Contractor's License Detail for License # 1073740

DISCLAIMER: A license status check provides information taken from the CSLB license database. Before relying on this information, you should be aware of the following limitations.

- CSLB complaint disclosure is restricted by law (B&P 7124.6) If this entity is subject to public complaint disclosure click on link that will appear below for more information. Click here for a definition of disclosable actions.
- Only construction related civil judgments reported to CSLB are disclosed (B&P 7071.17).
- Arbitrations are not listed unless the contractor fails to comply with the terms.
- Due to workload, there may be relevant information that has not yet been entered into the board's license database.

Data current as of 11/6/2024 9:39:57 AM

Business Information

OLD IRONSIDES CONSTRUCTION INC
400 30TH ST
BAKERSFIELD, CA 93301
Business Phone Number:(661) 237-7200

Entity Corporation
Issue Date 03/03/2021
Expire Date **03/31/2025**

License Status

This license is current and active.

All information below should be reviewed.

Classifications

B - GENERAL BUILDING

Bonding Information

Contractor's Bond

This license filed a Contractor's Bond with AMERICAN CONTRACTORS INDEMNITY COMPANY.
Bond Number: 100542272
Bond Amount: $25,000
Effective Date: 01/01/2023
Contractor's Bond History

Bond of Qualifying Individual

The qualifying individual LEE'O ALAN WHISENANT II certified that he/she owns 10 percent or more of the voting stock/membership interest of this company; therefore, the Bond of Qualifying Individual is not required.
Effective Date: 03/03/2021

Workers' Compensation

This license has workers compensation insurance with the EVEREST PREMIER INSURANCE COMPANY
Policy Number:7600023040241
Effective Date: 02/09/2024
Expire Date: 02/09/2025
Workers' Compensation History

Liberty Mutual Surety
Attention: LMS Claims
P.O. Box 34526
Seattle, WA 98124
Phone: 206-473-6210
Fax: 866-548-6837
Email: HOSCL@libertymutual.com
www.LibertyMutualSuretyClaims.com

The Ohio Casualty Insurance Company

BID OR PROPOSAL BOND

KNOW ALL MEN BY THESE PRESENTS, That we, Old Ironsides Construction Inc.

of

(hereinafter called the Principal) as Principal, and The Ohio Casualty Insurance Company, with its principal office in the City of Boston, Massachusetts (hereinafter called the Surety), as Surety, are held and firmly bound unto Cap-K

of

(hereinafter called the Obligee) in the penal sum of

Dollars lawful money of the United States, for the payment of which sum well and truly to be made, we bind ourselves, our heirs, executors, administrators, successors and assigns.

THE CONDITION OF THIS OBLIGATION IS SUCH, that whereas, the Principal has submitted the accompanying bid dated November 6, 2024 for Commercial property remodel to include kitchen

NOW, THEREFORE, if the Obligee shall make any award according to the terms of said bid and the Principal shall enter into a contract with said Obligee in accordance with the terms of said bid and provide a bond for the faithful performance thereof within the time specified; or if no time is specified within thirty days after the date of said award; or if the Principal shall, in the case of failure so to do, indemnify the Obligee against any loss the Obligee may suffer directly arising by reason of such failure, not exceeding the penalty of this bond, then this obligation shall be null and void; otherwise to remain in full force and virtue.

Signed, sealed and dated: October 31, 2024

Old Ironsides Construction Inc.
Principal

By:
Lee O Whisenant - President

The Ohio Casualty Insurance Company

By:
Julie Sanders (Attorney-in-fact)

THE OHIO CASUALTY INSURANCE COMPANY ★ INCORPORATED 1919 NEW HAMPSHIRE

LMS-20865e 11/17

This Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

Liberty Mutual. SURETY

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

Certificate No: 8211816-979863

POWER OF ATTORNEY

KNOWN ALL PERSONS BY THESE PRESENTS: That The Ohio Casualty Insurance Company is a corporation duly organized under the laws of the State of New Hampshire, that Liberty Mutual Insurance Company is a corporation duly organized under the laws of the State of Massachusetts, and West American Insurance Company is a corporation duly organized under the laws of the State of Indiana (herein collectively called the "Companies"), pursuant to and by authority herein set forth, does hereby name, constitute and appoint, Julie Sanders; Kristin Clabaugh; Lori McQuilliams; Lorinda Hoffmann

all of the city of Bakersfield state of CA each individually if there be more than one named, its true and lawful attorney-in-fact to make, execute, seal, acknowledge and deliver, for and on its behalf as surety and as its act and deed, any and all undertakings, bonds, recognizances and other surety obligations, in pursuance of these presents and shall be as binding upon the Companies as if they have been duly signed by the president and attested by the secretary of the Companies in their own proper persons.

IN WITNESS WHEREOF, this Power of Attorney has been subscribed by an authorized officer or official of the Companies and the corporate seals of the Companies have been affixed thereto this 9th day of May, 2024.

Liberty Mutual Insurance Company
The Ohio Casualty Insurance Company
West American Insurance Company

By: _____
David M. Carey, Assistant Secretary

State of PENNSYLVANIA
County of MONTGOMERY ss

On this 9th day of May, 2024 before me personally appeared David M. Carey, who acknowledged himself to be the Assistant Secretary of Liberty Mutual Insurance Company, The Ohio Casualty Company, and West American Insurance Company, and that he, as such, being authorized so to do, execute the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

IN WITNESS WHEREOF, I have hereunto subscribed my name and affixed my notarial seal at Plymouth Meeting, Pennsylvania, on the day and year first above written.

Commonwealth of Pennsylvania - Notary Seal
Teresa Pastella, Notary Public
Montgomery County
My commission expires March 28, 2025
Commission number 1126044
Member, Pennsylvania Association of Notaries

By: _____
Teresa Pastella, Notary Public

This Power of Attorney is made and executed pursuant to and by authority of the following By-laws and Authorizations of The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company which resolutions are now in full force and effect reading as follows:

ARTICLE IV – OFFICERS: Section 12. Power of Attorney.
Any officer or other official of the Corporation authorized for that purpose in writing by the Chairman or the President, and subject to such limitation as the Chairman or the President may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Corporation to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact, subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Corporation by their signature and execution of any such instruments and to attach thereto the seal of the Corporation. When so executed, such instruments shall be as binding as if signed by the President and attested to by the Secretary. Any power or authority granted to any representative or attorney-in-fact under the provisions of this article may be revoked at any time by the Board, the Chairman, the President or by the officer or officers granting such power or authority.

ARTICLE XIII – Execution of Contracts: Section 5. Surety Bonds and Undertakings.
Any officer of the Company authorized for that purpose in writing by the chairman or the president, and subject to such limitations as the chairman or the president may prescribe, shall appoint such attorneys-in-fact, as may be necessary to act in behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations. Such attorneys-in-fact subject to the limitations set forth in their respective powers of attorney, shall have full power to bind the Company by their signature and execution of any such instruments and to attach thereto the seal of the Company. When so executed such instruments shall be as binding as if signed by the president and attested by the secretary.

Certificate of Designation – The President of the Company, acting pursuant to the Bylaws of the Company, authorizes David M. Carey, Assistant Secretary to appoint such attorneys-in-fact as may be necessary to act on behalf of the Company to make, execute, seal, acknowledge and deliver as surety any and all undertakings, bonds, recognizances and other surety obligations.

Authorization – By unanimous consent of the Company's Board of Directors, the Company consents that facsimile or mechanically reproduced signature of any assistant secretary of the Company, wherever appearing upon a certified copy of any power of attorney issued by the Company in connection with surety bonds, shall be valid and binding upon the Company with the same force and effect as though manually affixed.

I, Renee C. Llewellyn, the undersigned, Assistant Secretary, The Ohio Casualty Insurance Company, Liberty Mutual Insurance Company, and West American Insurance Company do hereby certify that the original power of attorney of which the foregoing is a full, true and correct copy of the Power of Attorney executed by said Companies, is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 31st day of OCTOBER, 2024.

By: _____
Renee C. Llewellyn, Assistant Secretary

LMS-12873 LMIC OCIC WAIC Multi Co 02/21

Not valid for mortgage, note, loan, letter of credit, currency rate, interest rate or residual value guarantees.

For bond and/or Power of Attorney (POA) verification inquiries, please call 610-832-8240 or email HOSUR@libertymutual.com.

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

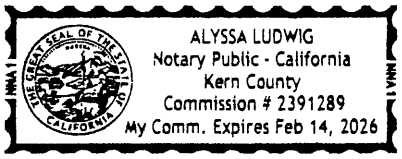
A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Kern

On 10/31/2024 (Date) before me, Alyssa Ludwig, Notary Public (Name and Title of Officer (e.g., "Jane Doe, Notary Public"))

personally appeared Julie Sanders (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.



Place Notary Seal Above

I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature of Notary

OPTIONAL

Though the data below is not required by law, it may prove valuable to persons relying on the document and could prevent fraudulent reattachment of this form.

Description of Attached Document

Title or Type of Document: _____

Document Date: _____ Number of Pages: _____

Signer(s) Other Than Named Above: _____

Capacity(ies) Claimed by Signer

Signer's Name: _____

☐ Corporate Officer – Titles(s) _____
☐ Partner(s) ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee(s) ☐ Guardian/Conservator
☐ Other: _____

Signer is Representing: _____

Name of Person(s) or Entity(ies) _____

RIGHT THUMBPRINT OF SIGNER

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California
County of Kern

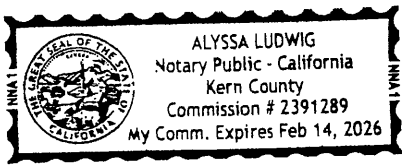
On 11/1/24 (Date) before me, Alyssa Ludwig, Notary Public (Name and Title of Officer (e.g., "Jane Doe, Notary Public"))

personally appeared LEE'O WHISENANT (Name(s) of Signer(s))

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under the PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.



Place Notary Seal Above

Signature of Notary

OPTIONAL

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Signer's Name: _____

☐ Corporate Officer – Titles(s) _____
☐ Partner(s) ☐ Limited ☐ General
☐ Individual ☐ Attorney in Fact
☐ Trustee(s) ☐ Guardian/Conservator
☐ Other: _____

Signer is Representing: _____

Name of Person(s) or Entity(ies) _____

RIGHT THUMBPRINT

OF SIGNER

Internet # 316701793 Model # 84467 Store SKU # 1006523278

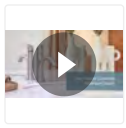
Exclusive Bath Event Ends on Thu Oct 31

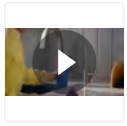
MOEN

Korek 4 in. Centerset 2-Handle Bathroom Faucet in Chrome

(82) Questions & Answers (10)










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- 4 in. centerset design allows for easy installation
- Chrome finish is classic and works with any decorating style
- WaterSense - reduce water usage without sacrificing performance
- View More Details

Color/Finish: **Chrome**

Faucet Type: **4 in. Centerset**

4 in. Centerset | 8 in. Widespread | Single Hole With Handle | Tub & Shower Combo

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Ship to Store
Oct 24 - Oct 25
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Delivery
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FREE

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MOEN
Korek 4 in. Centerset 2-Handle Bathroom Fauce…
(81)
SPECIAL BUY $112.87
Was $129.00
Save $16.13 (13%)

+

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MOEN
Korek Single-Handle 1-Spray 1.75 GPM Tub an…
(27)
$172.32 Was $196.94
Save $24.62 (13%)

+

Select



MOEN
Korek 8 in. Widespread Double Handle High-Arc…
(104)
$174.12 Was $199.00
Save $24.88 (13%)

+

Select



KOHLER
Highline Arc 12 in. Rough In 2-Piece 1.28 GFP…
(9550)
$199.00

+

Select



Delta
Arvo 4 in. Centerset
Handle Bathroom Fa
(35)
$74.22

1/1

Subtotal:$792.51

Add 6 Items to Cart

Product Details

Specifications



Number of Faucet Handles

Double Handle

See Similar Items

Spout Type

High Arc

See Similar Items

Drain Kit Included

Drain Kit Included

See Similar Items

Faucet Hole Fit

3

See Similar Items

Handle Type

Lever Handle

See Similar Items

Commercial / Residential

Residential

Feedback

See Similar Items

Deckplate Included

Deckplate Included

See Similar Items

Flow rate (gallons per minute)

1.2

See Similar Items

Dimensions

Connection size (in.)	1/2 In.
Spout Height (in.)	7.56
Spout Reach (in.)	5.81 in

Details

Cartridge Valve Type	Cartridge Faucets
Color Family	Chrome
Color/Finish	Chrome
Commercial / Residential	Residential
Deckplate Included	Deckplate Included
Drain Kit Included	Drain Kit Included
Faucet Height (in.)	7.56 in
Faucet Hole Fit	3
Features	No Additional Features
Finish Family	Polished Chrome
Flow rate (gallons per minute)	1.2
Handle Type	Lever Handle
Included Components	Handles
Installation Type	4 in. Centerset
Material	Metal
Maximum Deck Thickness (in.)	1.19
Number of Faucet Handles	Double Handle
Returnable	90-Day
Spout Type	High Arc
Style	Transitional
Valve Included	Valve Included

Feedback

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Prices, Promotions, styles, and availability may vary. Our local stores do not honor online pricing. Prices and availability of products and services are subject to change without notice. Errors will be corrected where discovered, and Lowe's reserves the right to revoke any stated offer and to correct any errors, inaccuracies or omissions including after an order has been submitted.

Lithonia Lighting 4-ft x 1-ft Adjustable-Lumen Switchable White LED Panel Light

Item #5226590 | Model #CPANL1X4ALO1SWW7M4

Shop Lithonia Lighting ★★★★★ 59



+8

100+ views last week

$111.38

$105.81 When you choose 5% savings on eligible purchases every day. Learn How

Buy Now, Pay Later
$37.13 with 3 monthly payments. Learn How

TECHNOLOGY: Features adjustable lumen output (ALO) and switchable color technology (SWW) allowing for more flexibility and customization for your space
ENERGY SAVINGS: Long-life LEDs, coupled with a high-efficiency driver, provide superior illumination for extended service life
DIMMING: 0-10 volts driver for dimming down to 10 percent

Pickup
Ready by Thu, Aug 8

Delivery
As soon as Thu, Aug 8

FREE Pickup at N.E. Bakersfield Lowe's

1 Add to Cart

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Lithonia Lighting 2-ft x 4-ft Daylight LED Panel Light
★★★★★ 176
$89.98
~~$99.98~~ Save 10%
+ Add to Cart



Lithonia Lighting 1-ft x 4-ft Switchable White LED Pan...
★★★★★ 176
$89.98
+ Add to Cart

Lithonia Lighting 4-ft x 2-ft Adjustable Switchable...
★★★★☆ 55
$62.12
+ Add to Cart



Lithonia Lighting 2-Pack 4-ft x 2-ft Cool White LED Pane...
★★★★½ 94
$129.98
+ Add to Cart



EarthTronics 4-Pack 4-ft x 2-ft Adjustable-Lumen...
$251.98
+ Add to Cart

Lithonia Lighti Adjustable-Lun
★★★★★ 5
$87.76
+ Add to Cart

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Lithonia Lighting 4-ft x 1-ft Adjustable-Lumen Switchable White LED Panel Light $111.38

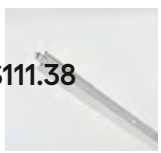
Shop Lithonia Lighting ★★★★★ 59

Selected



Lithonia Lighting 4-ft x 1-ft Adjustable-Lumen Switchable White

Selected



RELIABILI 1200-in Hanger Wire

+

Selected



Armstrong Ceilings Prelude 48-in Galvanized Steel White Cross Tee

Armstrong Ceilings 24-in x 24-in Fine Fissured Adobe Mineral Fiber Drop

Feedback

Better Together

Subtotal: $251.55

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Overview

The CPANL LED Fully Switchable Flat Panel features an integrated driver that allows CPANL to be suspended, direct surfaced mounted or integrated into a t-grid ceiling. The adjustable lumen output (ALO) feature adds flexibility by allowing you to choose between three-lumen options with a simple switch. And now, CPANL also features switchable color temperature (SWW) which allows you to select either warm, medium or cool temperatures. Direct ceiling surface mount kit (DCMK 14) sold separately.

- TECHNOLOGY: Features adjustable lumen output (ALO) and switchable color technology (SWW) allowing for more flexibility and customization for your space
- ENERGY SAVINGS: Long-life LEDs, coupled with a high-efficiency driver, provide superior illumination for extended service life
- DIMMING: 0-10 volts driver for dimming down to 10 percent
- RATINGS: Certified for damp locations, CSA certified, IC certified, DLC certified
- VOLTAGE: Standard MVOLT for 120-277 volts
- HOURS OF LIFE: Greater than 70 percent LED lumen maintenance at 60,000 hours (L7060,000
- INSTALLATION: Can be installed directly to the ceiling; If a mounting kit is needed, Direct ceiling surface mount kit (DCMK 14) is sold separately
- BATTERY: Field-installable LED emergency driver sold separately
- WARRANTY: 5-year limited warranty

Installation Manual
PDF

Warranty Guide
PDF

Specifications

General

Collection Name	CPANL LED Series	**Color/Finish Family**	White
Color Rendering Index (CRI)	80	**Light Color**	Switchable white
Color Temperature (Kelvins)	5000		

Lithonia Lighting 4-ft x 1-ft Adjustable-Lumen Switchable White LED Panel Light **$111.38**

Shop Lithonia Lighting ★★★★★ 59

Dimensions			
Height (Inches)	1.26	**Weight (lbs.)**	10.45
Length (Inches)	11.9	**Width (Inches)**	47.72
Length Measurement	4-ft	**Width Measurement**	1-ft

Features			
Adjustable Lumen Output (ALO)	2400-4400	**Mounting Type**	Recessed mount
Adjustable Lumens	Yes	**Package Type**	Individual pack
For Use in Garages	No	**Power Source**	Hardwired
Lumens	4400	**Total Package Quantity**	1
Maximum Bulb Wattage	41	**Voltage Type**	120-277V
Maximum Fixture Wattage	41	**Warranty**	5-year limited

Certifications			
CA Residents: Prop 65 Warning(s)	No	**Safety Listing**	CSA safety listing

Miscellaneous			
UNSPSC	39111500		

Check out the Best Selling LED Panel Lights on Lowes.com

Product Features

Compare

Reviews ★★★★★ 59

Community Q & A

FEATURED PRODUCTS

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$30.56

★★★★½ 21

WiZ 9-ft 1-Light Color Changing LED Strip Light



$83.15

~~$97.86~~ Save 15%

★★★★★ 1

LED One 11.02-in x 11.02-in 12000-Lumen 5000 K Daylight LED High Bay Light



$230.88

★★★★★ 1

LED One 4-Pack 4-ft 5815-Lumen LED Wraparound Light



$193.67

★★★★★ 1

LED One 15.04-in x 15.04- Daylight LED High Bay Li

Lithonia Lighting 4-ft x 1-ft Adjustable-Lumen Switchable White LED Panel Light $111.38

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Customers Also Viewed



Delta
Foundations 2-Handle Standard Kitchen Faucet in Chrome
4.5 (1536)
$79.00

Exclusive



Delta
Everly 2-Handle Standard Kitchen Faucet with Spray in Stainless
4.5 (661)
$129.00



1/6

Feedback

86

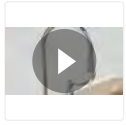
Delta

Commercial 2-Handle Kitchen Faucet in Chrome with Lever Blade Handles

4.0 (30) Questions & Answers (16)















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- 3-hole kitchen sink faucet installation
- High-arc kitchen faucet spout swivels 360 degrees
- Commercial 5-year Limited Warranty
- View More Details

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Oct 7 - Oct 10
6 available
FREE

Delivery
Tomorrow
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Need This Installed?

Available only with Delivery

Add In-Home Installation / **+$179.00**

What to Expect

- 1 + Add to Cart

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Return this item within **90 days** of purchase.

Read Return Policy

Frequently Bought Together

CURRENT ITEM

Select



Delta
Commercial 2-Handle Kitchen Faucet in Chro…
(30)
$200.91

+

Select



Glacier Bay
Fixed Post Kitchen Sink Strainer - Stainless steel…
(1968)
$10.77

+

Select



BrassCraft
3/8 in. Compression x 1/2 in. FIP x 30 in. Braided…
(6139)
$9.94
Buy **25** or more **$4.97**

+

Select



S STRICTLY KITCHEN + BATH
Strictly Kitchen and Bat…
(6)
$125.68 /box

+

Select



KOHLER
Capilano 4 in. Center Handle Bathroom Fa
(189)
$139.00

Faucet Hole Fit

3

See Similar Items

Mount Location

Deck Mount

See Similar Items

Dimensions

Connection size (in.)	1/2 In.
Spout Height (in.)	6
Spout Reach (in.)	5.98 in

Details

Cartridge Valve Type	Ceramic Disc Faucets
Color Family	Chrome
Color/Finish	Chrome
Commercial / Residential	Commercial
Deckplate Included	Deckplate Included
Faucet Height (in.)	10.70 in
Faucet Hole Fit	3
Faucet Hole Spacing (in.)	8 in. Widespread
Faucet Type	Standard
Features	No Additional Features
Finish Family	Polished Chrome
Flow rate (gallons per minute)	1.5
Included Components	No Additional Items
Material	Metal
Mount Location	Deck Mount
Number of Faucet Handles	Double Handle
Returnable	90-Day
Sensor Activation	No Sensor
Spout Swivel Type	360 Degree Spout Swivel
Style	Modern
Valve material	Metal

Warranty / Certifications

Certifications and Listings	ADA Compliant, CSA Certified

Feedback

Elkay

Celebrity 25 in. Drop-in Single Bowl 20-Gauge Stainless Steel Kitchen Sink Only

(25) Questions & Answers (10)











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$261 89

Pay **$236.89** after **$25 OFF** your total qualifying purchase upon opening a new card.
Apply for a Home Depot Consumer Card

- 25in. x 21.25in. x 6.875in. Minimum cabinet size 30in.
- 20-Gauge stainless steel
- Single basin design for easy functionality
- View More Details

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83 available
FREE

Delivery
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Return this item within **90 days** of purchase. Read Return Policy

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CURRENT ITEM

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Elkay
Celebrity 25 in. Drop-in Single Bowl 20-Gaug…
(25)
$261.89

+

Select



Hampton Bay
6 ft. Straight Laminate Countertop All-…
(1148)
$212.76

+

Select



Elkay
3.5 in. Kitchen Sink Drain with Removabl…
(120)
$20.75

+

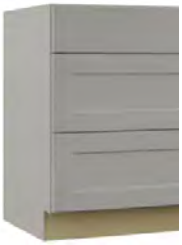
Select



Hampton Bay
Shaker 30 in. W x 24 in. D x 34.5 in. H…
(590)
$229.00

+

Select



Hampton Bay
Shaker 30 in. W x in. D x 34.5 in. H..
(318)
$405.00

1/1

Subtotal:$1272.40

Add 6 Items to Cart

Product Details

Specifications

Dimensions

Bowl 1 Front to Back Width (in.)	15.75 in
Bowl 1 Left to Right Length (in.)	21 in
Bowl 1 Top to Bottom Depth (in.)	6.75 in
Bowl 2 Front to Back Width (in.)	0 in

Bowl 2 Left to Right Length (in.)	0 in
Bowl 2 Top to Bottom Depth (in.)	0 in
Sink Front to Back Width (in.)	21.25 in
Sink Left to Right Length (in.)	25 in
Sink Top to Bottom Depth (in.)	6.75 in

Details

Bowl Split	No Split
Bundle Type	Sink Only
Color Family	Gray
Color/Finish	Stainless Steel
Drain Location	Center
Faucet Included	Without Faucet
Features	Insulated, Sound Dampening
Included	Sink Only
Kitchen Product Type	Kitchen Sink
Minimum Cabinet Size (in.)	30
Mount Type	Drop-in
Number of Bowls	Single Bowl
Number of Faucet Holes	3
Product Weight (lb.)	10.64 lb
Returnable	90-Day
Sink Finish Type	Satin
Sink Gauge	20 Gauge
Sink Material	Stainless Steel
Sink Shape	Rectangular

Warranty / Certifications

Certifications and Listings	ASME Certified, CSA Certified
Manufacturer Warranty	1 Year Limited

How can we improve our product information? Provide feedback.

Questions & Answers
10 Questions

Customer Reviews
4 out of 5 (25)

More from Elkay

All Items | Drop-in Kitchen Sinks | Bar Sinks

ADVANCE TABCO®
SMART FABRICATION™

STAINLESS STEEL

HAND SINKS NSF
STANDARD

Item #: _____ *Qty #:* _____

Model #: _____

Project #: _____

SPLASH MOUNTED FAUCETS



7-PS-60



7-PS-50

DECK MOUNTED FAUCET



7-PS-20

SINGLE HOLE PUNCH
Faucet omitted



7-PS-71

DOUBLE HOLE PUNCH
Faucet omitted



7-PS-70

LARGE SIZE SINK BOWL



7-PS-45

Features
Large Size
Sink Bowl
16"x20"x8"

Keyhole Bracket for easier installation and greater stability.



FEATURES:

One piece **Deep Drawn** sink bowl design.

Sink bowl is 10" x 14" x 5"*.

(***7-PS-45** sink bowl size is 16" x 20" x 8")

All sink bowls have a large liberal radii with a minimum dimension of 2" and are rectangular in design for increased capacity.

Keyhole wall mount bracket.

Stainless steel basket drain 1-1/2" IPS.

Specific Features:

7-PS-50 features lever operated drain and built-in overflow with plastic overflow tube and spring clamps. P-Trap is 1 1/2".

7-PS-20 4" O.C. centerset faucet furnished with aerator.

7-PS-45, 7-PS-50 & 7-PS-60 4" O.C. gooseneck faucet chrome plated & furnished with aerator.

CONSTRUCTION:

All TIG welded.

Welded areas blended to match adjacent surfaces and to a satin finish.

Die formed Countertop Edge with a No-Drip offset.

One sheet of stainless steel is used to minimize seams.

MATERIAL:

Heavy gauge type 304 series stainless steel.

Wall mounting bracket is Galvanized and of offset design.

All fittings are brass / chrome plated unless otherwise indicated.

MECHANICAL:

Faucet supply is 1/2" IPS male thread hot and cold.

FOR REPLACEMENT FAUCET, DRAINS AND ACCESSORIES SEE PAGE A-12

ADVANCE TABCO®
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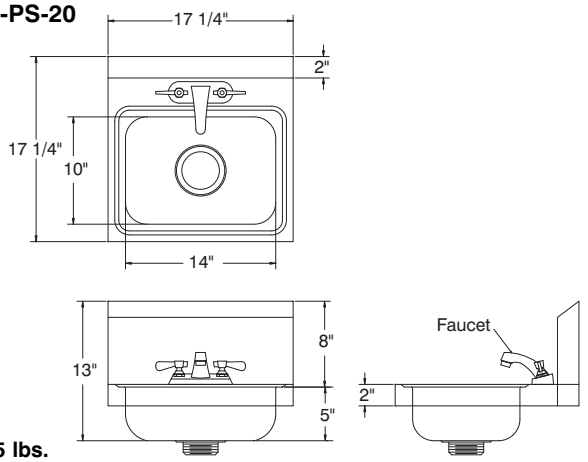
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SMART ENGINEERING RESPONSE TEAM
1-800-498-6634 Fax: 631-586-2933 sert@advancetabco.com

DIMENSIONS and SPECIFICATIONS

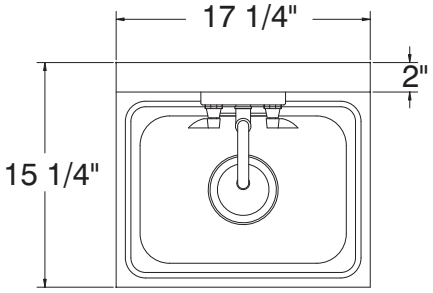
TOL Overall: ± .500" Interior: ± .250" **FITTINGS SUPPLIED AS SHOWN** ALL DIMENSIONS ARE TYPICAL

7-PS-20



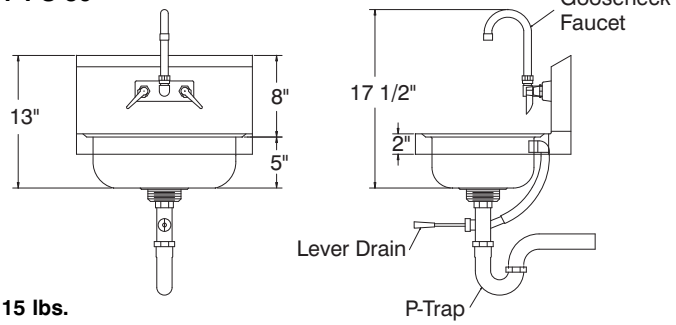
15 lbs.

TOP VIEW FOR:
7-PS-50, 7-PS-60 & 7-PS-70



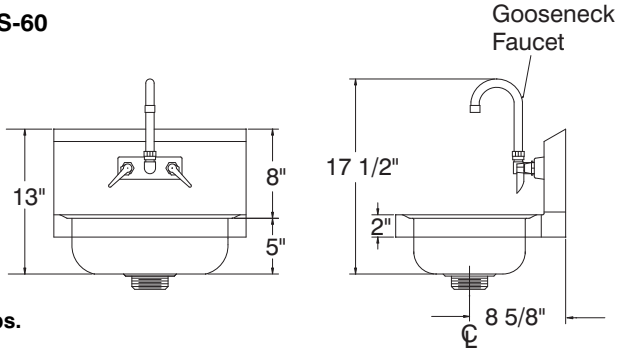
Sink Bowl 10" x 14" x 5"

7-PS-50



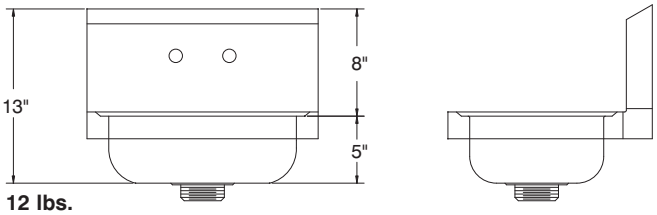
15 lbs.

7-PS-60



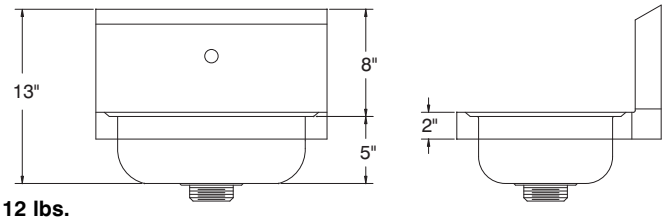
13 lbs.

7-PS-70



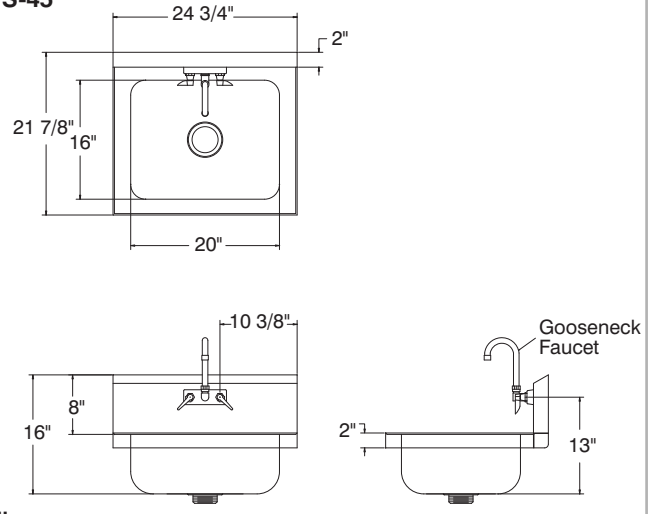
12 lbs.

7-PS-71



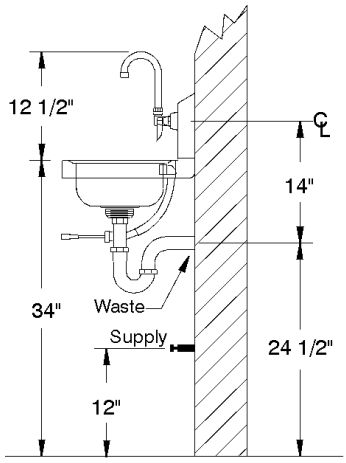
12 lbs.

7-PS-45



31 lbs.

SUGGESTED PLUMBING



ADVANCE TABCO
SMART FABRICATION™

ADVANCE TABCO is constantly engaged in a program of improving our products. Therefore, we reserve the right to change specifications without prior notice.

© ADVANCE TABCO, January 2004

Cooler Depot

25 in. Commercial NSF Stainless Steel Floor Mop Sink

Questions & Answers










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$366^{22}

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Apply for a Home Depot Consumer Card

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Return this item within **90 days** of purchase. Read Return Policy

Frequently Bought Together

CURRENT ITEM

Select



Cooler Depot

25 in. Commercial NSF Stainless Steel Floor…

$366.22

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Select



VEVOR

Commercial Hand Sink 17 x 15 in. NSF…

(3)

$136.99 /box

+

Select



BWE

Commercial Restaurant Pull Down 2-Handle…

(17)

$177.75 /box

+

Select



Central Brass

Single-Handle Wall Mounted Lawn Utility…

$37.29

+

Select



Koolmore

60 in. Freestanding Stainless Steel 3…

(18)

$858.25 /piece Was Save (20%

1/1

Subtotal:$1688.50

Add 6 Items to Cart

Feedback

Product Details

Specifications

Dimensions

Bowl 1 Front to Back Width (in.)	16 in
Bowl 1 Left to Right Length (in.)	20 in
Bowl 1 Top to Bottom Depth (in.)	6 in
Sink Front to Back Width (in.)	16 in
Sink Left to Right Length (in.)	25 in
Sink Top to Bottom Depth (in.)	6 in

Details

Color Family	Silver
Color/Finish	Stainless Steel
Drain Location	Center
Faucet Finish	No Faucet Included
Features	Corrosion Resistant
Included	Strainer Basket
Kitchen Product Type	Commercial Sink
Mount Type	Wall Mount
Number of Compartments	1 Compartment
Number of Drainboards	No Drainboard
Number of Faucet Holes	0
Product Weight (lb.)	33.50 lb
Returnable	90-Day
Sink Finish Type	Satin
Sink Gauge	No Gauge Applicable
Sink Material	Stainless Steel
Sink Shape	Rectangular

Warranty / Certifications

Certifications and Listings	NSF Certified
Manufacturer Warranty	1 year parts warranty

How can we improve our product information? Provide feedback.

Questions & Answers

Customer Reviews

More from Cooler Depot



Cooler Depot
29 in. Commercial NSF Stainless Steel Floor Mop Sink
$810.81

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Cooler Depot
36 in. Stainless Steel Commercial Utility Sink
$1058.55

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Cooler Depot
15 in. Commercial NSF SS hand Sink with 2-splashes and faucet
$231.08

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Cooler Depot
24 in. Stainless Steel Commercial Utility Sink
$604.79

Add to Cart



Cooler Depot
18 in. Stainless Ste Commercial Kitche Utility Sink
$389.00

Add to C

Internet # 202857396 Model # 8230 Store SKU # 1000939840

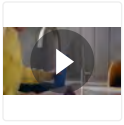
93

MOEN

Commercial 2-Handle Wall Mount Service Faucet in Chrome

4.5 (21) Questions & Answers (10)










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$112.00

Pay **$87.00** after **$25 OFF** your total qualifying purchase upon opening a new card.
Apply for a Home Depot Consumer Card

- Commercial applications
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- Requires 2 faucet holes for installation
- View More Details

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Ship to Store
Oct 29 - Nov 1
28 available
FREE

Delivery
Friday, Oct 25
28 available
FREE

- 1 +

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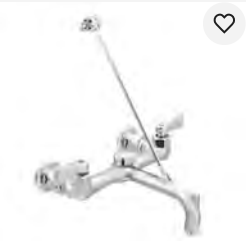
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Return this item within **90 days** of purchase.
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Feedback

Frequently Bought Together

CURRENT ITEM

Select



MOEN
Commercial 2-Handle Wall Mount Service Faucet in…
(21)
$112.00

+

Select



MUSTEE
24 in. x 24 in. x 10 in. Service Mop Basin for 3…
(30)
$210.81

+

Select



BrassCraft
3/8 in. Compression x 7/8 in. Ballcock Nut x 12 in.…
(5251)
BULK PRICE ELIGIBLE $5.30
Buy **25** or more **$2.65**

+

Select



BWE
Commercial Restaurant Pull Down 2-Handle Wal…
(17)
$171.05 /box

+

Select



Delta
Foundations 4 in. Centerset Single-Ha
(245)
$49.49

1/1

Subtotal:$719.24

Add 6 Items to Cart

Product Details

Specifications

Dimensions: H 9.5 in, W 13 in, D 9.38 in

Dimensions

Product Depth (in.)	9.38 in
Product Height (in.)	9.5 in

Product Width (in.)	13 in

Details

Color Family	Chrome
Color/Finish	Chrome
Commercial / Residential	Commercial
Faucet Type	Utility Faucet
Features	No Additional Features
Flow rate (gallons per minute)	2.2
Pack Size	1
Returnable	90-Day
Style	Art Deco, Glam, Modern, Transitional

Warranty / Certifications

Certifications and Listings	ADA Compliant
Manufacturer Warranty	limited warranty

How can we improve our product information? Provide feedback.

Feedback

Questions & Answers

10 Questions

Customer Reviews

4.6 out of 5 ★★★★½ (21)

Customers Also Viewed



Speakman
Commander Wall Mount 2-Handle Bathroom Faucet in Rough Chrome Plated with…
★★★★★ (9)
$103.74
Add to Cart



American Standard
Exposed Yoke Wall-Mount 2-Handle Utility Faucet in Rough Chrome
★★★★½ (21)
$117.74
Add to Cart



Glacier Bay
2-Handle Laundry Faucet in Rough Brass
★★★★½ (381)
$49.98
Add to Cart



American Standard
Exposed Yoke 2-Handle Wall-Mount Utility Faucet with Top Brace in Polished Chrome
$163.80
Add to Cart



EZ-FLO
6 in. 2-Handle Wall Adjustable Comme Faucet in Chrome
★★★★½ (9)
$47.44
Add to C

1/3

More Like This

Roxanne Quiroz

From: Mariana Rios
Sent: Tuesday, November 19, 2024 10:47 AM
To: Roxanne Quiroz
Cc: Gia Daoutis
Subject: FW: Harvey Hall - Remodel

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Dispatch Dept <dispatch@spartanservices.us>
Sent: Wednesday, November 6, 2024 10:36 AM
To: Mariana Rios <mariana.rios@capk.org>
Subject: Re: Harvey Hall - Remodel

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Dena Southerd
Spartan General Construction & Handyman Services

661-444-0183

spartangeneralconstruction.com

From: Mariana Rios <mariana.rios@capk.org>
Date: Wednesday, November 6, 2024 at 7:47 AM
To: Dispatch Dept <dispatch@spartanservices.us>
Subject: RE: Harvey Hall - Remodel

Good morning Dena,

We completely understand, and we appreciate your time and attention to this matter. We truly value your assistance.

Thank you again!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Dispatch Dept <dispatch@spartanservices.us>
Sent: Tuesday, November 5, 2024 9:33 AM
To: Mariana Rios <mariana.rios@capk.org>
Subject: Re: Harvey Hall - Remodel

Warning: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

Good Morning Mariana!
We will not be participating on this project. Please keep us in mind for future projects.

Thank you and good luck!

Dena Southerd
Spartan General Construction & Handyman Services

661-444-0183

spartangeneralconstruction.com

From: Mariana Rios <mariana.rios@capk.org>
Date: Tuesday, November 5, 2024 at 8:08 AM
To: Ray Southerd <ray@spartanservices.us>
Cc: Dispatch Dept <dispatch@spartanservices.us>
Subject: RE: Harvey Hall - Remodel

Good morning,

This is just a friendly reminder that the proposal for our facility located at 315 Stine Rd. is due **tomorrow**, November 6, 2024, at 3:00 PM.

Please ensure that you submit your proposals before the deadline. Any proposals received after 3:00 PM tomorrow will be considered late and **will not** be taken into consideration.

If you have any questions or need clarification, feel free to reply to this email.

Thank you.
Have a great day!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 30, 2024 1:43 PM

To: Ray Southerd <ray@spartanservices.us>
Cc: Dispatch Dept <dispatch@spartanservices.us>
Subject: RE: Harvey Hall - Remodel

Good morning,

Thank you to everyone who took time out of their day to attend the walkthrough for our upcoming project at 315 Stine Rd.

Attached, you'll find a summary addressing all questions raised so far, along with additional inquiries that came up.

Are all normal work hours available to us? I.e. 7am-5pm
Yes.
Is there a designated location for the trash bin?
We can identify a location or street.
Is there a designated smoking area?
No, it is an Early Childhood Center. Smoking must be at least 25 feet away from the property.
Do all our crew members need to be DOJ background checked?
Yes.
Confirming, GC is to install all appliances?
Yes.
Is a bid bond required?
Yes.
Is a performance bond needed?
Yes.
Is there a 5% or 10% retention?
10% final walk retention.
If there is, when is this to be paid out? At final inspection sign off? At six months? At one year?
Final pay will be granted once the sign-off and punch list are completed.
Can you please provide the exact make and model of all appliances which are being installed?
Concerning the power receptacles needed for the appliances, any variations from the standard 20-amp receptacles will be specified in the RFQ. For instance, Phase 3 will specifically require four dedicated 120-amp, 4-prong receptacles. Additionally, we will need other dedicated receptacles for the project. Please refer to the RFQ for details on the locations of the other dedicated receptacles.

Please review this summary, and if you have further questions, feel free to reach out via email. I'll respond directly and share the Q&A with all contractors to keep everyone aligned.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor

Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Tuesday, October 29, 2024 3:54 PM
To: 'Ray Southerd' <ray@spartanservices.us>
Cc: 'Dispatch Dept' <dispatch@spartanservices.us>
Subject: RE: Harvey Hall - Remodel

Good Afternoon,

Just a friendly reminder that **Tomorrow October 30th at 9am** will be our **second and final** walkthrough of our next project located at 315 Stine Rd. Bakersfield Ca.
If you are able to and are interested in bidding, please join us.
If you have any questions, please let me know. Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Wednesday, October 23, 2024 2:21 PM
To: Ray Southerd <ray@spartanservices.us>

Cc: Dispatch Dept <dispatch@spartanservices.us>
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK).
We currently have a few projects in the works, and we would be delighted if your company can bid for this project we are currently working on.

Attached is a Request for Quote for our Facility Remodel located in 315 Stine Rd. Bakersfield, Ca.
We went ahead and scheduled two different dates and times for a walkthrough of the facility. If possible, please join us.
If you have any questions please contact me, preferably via email.

Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

Roxanne Quiroz

From: Mariana Rios
Sent: Tuesday, November 19, 2024 10:48 AM
To: Roxanne Quiroz
Cc: Gia Daoutis
Subject: FW: Harvey Hall - Remodel

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Sam Bosman <Sam@ssc.builders>
Sent: Wednesday, October 30, 2024 2:03 PM
To: Mariana Rios <mariana.rios@capk.org>
Subject: RE: Harvey Hall - Remodel

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Good afternoon, Mariana. We're sorry we weren't able to make the walkthroughs. I'm not sure if anyone has informed you, but shane's father passed away recently and were just getting back into the swing of things. Please include us on the next RFQ. Hope you have a great day!

From: Mariana Rios <mariana.rios@capk.org>
Sent: Wednesday, October 30, 2024 1:42 PM
To: Sam Bosman <Sam@ssc.builders>
Subject: RE: Harvey Hall - Remodel

Good morning,

Thank you to everyone who took time out of their day to attend the walkthrough for our upcoming project at 315 Stine Rd.

Attached, you'll find a summary addressing all questions raised so far, along with additional inquiries that came up.

1. Are all normal work hours available to us? I.e. 7am-5pm
   - Yes.
2. Is there a designated location for the trash bin?
   - We can identify a location or street.
3. Is there a designated smoking area?
   - No, it is an Early Childhood Center. Smoking must be at least 25 feet away from the property.
4. Do all our crew members need to be DOJ background checked?
   - Yes.
5. Confirming, GC is to install all appliances?
   - Yes.
6. Is a bid bond required?
   - Yes.
7. Is a performance bond needed?
   - Yes.
8. Is there a 5% or 10% retention?
   - 10% final walk retention.
9. If there is, when is this to be paid out? At final inspection sign off? At six months? At one year?
   - Final pay will be granted once the sign-off and punch list are completed.
10. Can you please provide the exact make and model of all appliances which are being installed?
    - Concerning the power receptacles needed for the appliances, any variations from the standard 20-amp receptacles will be specified in the RFQ. For instance, Phase 3 will specifically require four dedicated 120-amp, 4-prong receptacles. Additionally, we will need other dedicated receptacles for the project. Please refer to the RFQ for details on the locations of the other dedicated receptacles.

Please review this summary, and if you have further questions, feel free to reach out via email. I'll respond directly and share the Q&A with all contractors to keep everyone aligned.

Sincerely,

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Tuesday, October 29, 2024 3:49 PM
To: 'Sam Bosman' <Sam@ssc.builders>
Subject: RE: Harvey Hall - Remodel

Good Afternoon,

Just a friendly reminder that **Tomorrow October 30th at 9am** will be our **second and final** walkthrough of our next project located at 315 Stine Rd. Bakersfield Ca.
If you are able to and are interested in bidding, please join us.
If you have any questions, please let me know. Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Wednesday, October 23, 2024 2:12 PM
To: Sam Bosman <Sam@ssc.builders>
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK).
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If you have any questions please contact me, preferably via email.

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Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Tuesday, October 29, 2024 3:55 PM
To: antonette@coastdb.com
Subject: RE: Harvey Hall - Remodel

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Just a friendly reminder that **Tomorrow October 30th at 9am** will be our **second and final** walkthrough of our next project located at 315 Stine Rd. Bakersfield Ca.
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If you have any questions, please let me know. Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



From: Mariana Rios
Sent: Wednesday, October 23, 2024 2:54 PM
To: antonette@coastdb.com
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK).
We currently have a few projects in the works, and we would be delighted if your company can bid for this project we are currently working on.

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We went ahead and scheduled two different dates and times for a walkthrough of the facility. If possible, please join us.
If you have any questions please contact me, preferably via email.

Thank you!

Roxanne Quiroz

From: Mariana Rios
Sent: Tuesday, November 19, 2024 10:49 AM
To: Roxanne Quiroz
Cc: Gia Daoutis
Subject: FW: Harvey Hall - Remodel
Attachments: RFQ Submission Answers.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 30, 2024 1:48 PM
To: 'dennis vortex-usa.com' <dennis@vortex-usa.com>
Subject: RE: Harvey Hall - Remodel

Good morning,

Thank you to everyone who took time out of their day to attend the walkthrough for our upcoming project at 315 Stine Rd.

Attached, you'll find a summary addressing all questions raised so far, along with additional inquiries that came up.

1. Are all normal work hours available to us? I.e. 7am-5pm

- Yes.

2. Is there a designated location for the trash bin?
   - We can identify a location or street.
3. Is there a designated smoking area?
   - No, it is an Early Childhood Center. Smoking must be at least 25 feet away from the property.
4. Do all our crew members need to be DOJ background checked?
   - Yes.
5. Confirming, GC is to install all appliances?
   - Yes.
6. Is a bid bond required?
   - Yes.
7. Is a performance bond needed?
   - Yes.
8. Is there a 5% or 10% retention?
   - 10% final walk retention.
9. If there is, when is this to be paid out? At final inspection sign off? At six months? At one year?
   - Final pay will be granted once the sign-off and punch list are completed.
10. Can you please provide the exact make and model of all appliances which are being installed?
    - Concerning the power receptacles needed for the appliances, any variations from the standard 20-amp receptacles will be specified in the RFQ. For instance, Phase 3 will specifically require four dedicated 120-amp, 4-prong receptacles. Additionally, we will need other dedicated receptacles for the project. Please refer to the RFQ for details on the locations of the other dedicated receptacles.

Please review this summary, and if you have further questions, feel free to reach out via email. I'll respond directly and share the Q&A with all contractors to keep everyone aligned.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, October 24, 2024 7:49 AM
To: dennis vortex-usa.com <dennis@vortex-usa.com>
Subject: RE: Harvey Hall - Remodel

Great! See you then!
Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: dennis vortex-usa.com <dennis@vortex-usa.com>
Sent: Thursday, October 24, 2024 3:54 AM
To: Mariana Rios <mariana.rios@capk.org>
Subject: RE: Harvey Hall - Remodel

Warning: This email originated from outside of the organization.
Do not click links or open attachments unless you recognize the sender and know the content is safe.

We will be there

From: Mariana Rios <mariana.rios@capk.org>
Sent: Wednesday, October 23, 2024 2:15 PM
To: dennis vortex-usa.com <dennis@vortex-usa.com>
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK). We currently have a few projects in the works, and we would be delighted if your company can bid for this project we are currently working on.

Attached is a Request for Quote for our Facility Remodel located in 315 Stine Rd. Bakersfield, Ca.

We went ahead and scheduled two different dates and times for a walkthrough of the facility. If possible, please join us.
If you have any questions please contact me, preferably via email.

Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



Roxanne Quiroz

From: Mariana Rios
Sent: Tuesday, November 19, 2024 10:49 AM
To: Roxanne Quiroz
Cc: Gia Daoutis
Subject: FW: Harvey Hall - Remodel
Attachments: RFQ Submission Answers.pdf

Follow Up Flag: Follow up
Flag Status: Completed

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 30, 2024 1:45 PM
To: gerardogeneralconstruction@gmail.com
Subject: RE: Harvey Hall - Remodel

Good morning,

Thank you to everyone who took time out of their day to attend the walkthrough for our upcoming project at 315 Stine Rd.

Attached, you'll find a summary addressing all questions raised so far, along with additional inquiries that came up.

1. Are all normal work hours available to us? I.e. 7am-5pm

- Yes.

2. Is there a designated location for the trash bin?
   - We can identify a location or street.
3. Is there a designated smoking area?
   - No, it is an Early Childhood Center. Smoking must be at least 25 feet away from the property.
4. Do all our crew members need to be DOJ background checked?
   - Yes.
5. Confirming, GC is to install all appliances?
   - Yes.
6. Is a bid bond required?
   - Yes.
7. Is a performance bond needed?
   - Yes.
8. Is there a 5% or 10% retention?
   - 10% final walk retention.
9. If there is, when is this to be paid out? At final inspection sign off? At six months? At one year?
   - Final pay will be granted once the sign-off and punch list are completed.
10. Can you please provide the exact make and model of all appliances which are being installed?
    - Concerning the power receptacles needed for the appliances, any variations from the standard 20-amp receptacles will be specified in the RFQ. For instance, Phase 3 will specifically require four dedicated 120-amp, 4-prong receptacles. Additionally, we will need other dedicated receptacles for the project. Please refer to the RFQ for details on the locations of the other dedicated receptacles.

Please review this summary, and if you have further questions, feel free to reach out via email. I'll respond directly and share the Q&A with all contractors to keep everyone aligned.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, October 29, 2024 3:54 PM
To: gerardogeneralconstruction@gmail.com
Subject: RE: Harvey Hall - Remodel

Good Afternoon,

Just a friendly reminder that **Tomorrow October 30th at 9am** will be our **second and final** walkthrough of our next project located at 315 Stine Rd. Bakersfield Ca.
If you are able to and are interested in bidding, please join us.
If you have any questions, please let me know. Thank you!

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 23, 2024 2:56 PM
To: gerardogeneralconstruction@gmail.com
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK).
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Thank you!

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273



Roxanne Quiroz

From: Mariana Rios
Sent: Tuesday, November 19, 2024 10:50 AM
To: Roxanne Quiroz
Cc: Gia Daoutis
Subject: FW: Harvey Hall - Remodel
Attachments: RFQ Submission Answers.pdf

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 30, 2024 1:41 PM
To: 'Alex Morales' <moralex@moralesconstructionmanagement.com>
Subject: RE: Harvey Hall - Remodel

Good morning,

Thank you to everyone who took time out of their day to attend the walkthrough for our upcoming project at 315 Stine Rd.

Attached, you'll find a summary addressing all questions raised so far, along with additional inquiries that came up.

1. Are all normal work hours available to us? I.e. 7am-5pm
   - Yes.
2. Is there a designated location for the trash bin?
   - We can identify a location or street.

3. Is there a designated smoking area?
   - No, it is an Early Childhood Center. Smoking must be at least 25 feet away from the property.
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Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, October 29, 2024 3:48 PM

To: Alex Morales <moralex@moralesconstructionmanagement.com>
Subject: RE: Harvey Hall - Remodel

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
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Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Wednesday, October 23, 2024 2:06 PM
To: Alex Morales <moralex@moralesconstructionmanagement.com>
Subject: Harvey Hall - Remodel

Good afternoon,

My name is Mariana Rios, and I am reaching out from Community Action Partnership of Kern (CAPK).
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If you have any questions please contact me, preferably via email.

Thank you!

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MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
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Cell 661.889.2273



MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief of Business Development

Date: December 11, 2024

Subject: *Agenda Item IV(d)*: 2025 Community Service Block Grant (CSBG) Contract Number 25F-6015, with Resolution, from the Department of Community Services and Development - **Action Item**

Under our annual agreement with the California Department of Community Services and Development (CSD), the agency anticipates receiving the 2025 Community Services Block Grant (CSBG) contract for the contract year beginning January 1, 2025. We anticipate the contract amount will provide flat funding in the same amount as the current year base contact of $1,791,327 for the period of January 1, 2025, to December 31, 2025. However, as of the date of this memo, the agency has not yet received the official contract document from CSD. CSD has indicated that the contract is forthcoming. With the new contract year just days away, staff anticipate that once we receive the contract from CSD, we will be given a very short time period to sign and return the contract.

The CSBG allocation serves as the agency's core flexible funding source, enabling us to sustain vital low-income programs and administrative functions. Funds from the 2025 CSBG will be allocated strategically to address areas of greatest need, particularly where gaps in program or administrative funding exist, as outlined below.

	2025 PROGRAM								
Line Items	Food Bank	Volunteer Tax Assistance (VITA)	Friendship House Community Center (FHCC)	Shafter Youth Center (SYC)	Family Resource Centers	211 Call Center	Housing	Program Administration	TOTAL
Salaries	$ 296,365	$ 87,421	$ 85,485	$ 149,512	$ 11,070	$ 204,537	$ 79,702	$ 24,607	$ 938,699
Benefits	$ 88,910	$ 27,975	$ 21,371	$ 37,378	$ 2,214	$ 51,134	$ 25,505	$ 5,414	$ 259,901
Operating Expenses									
- Travel	$ -	$ 11,000	$ 2,750	$ 3,040	$ 4,000	$ -	$ 10,605	$ 13,000	$ 44,395
- Space Costs	$ -	$ 24,400	$ 123,867	$ 100,483	$ 7,500	$ -	$ 30,079	$ 2,000	$ 288,329
- Supplies	$ -	$ 9,220	$ 5,695	$ 4,000	$ 200	$ -	$ 4,500	$ 7,216	$ 30,831
- Equipment	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -
- Consultant	$ -	$ 5,000	$ 375	$ 375	$ -	$ -	$ -	$ -	$ 5,750
- Other	$ -	$ 16,575	$ 13,900	$ 11,155	$ -	$ -	$ 5,750	$ 4,000	$ 51,380
- Direct	$ -	$ 3,000	$ -	$ -	$ -	$ -	$ -	$ -	$ 3,000
Subtotal	$ -	$ 69,195	$ 146,587	$ 119,053	$ 11,700	$ -	$ 50,934	$ 26,216	$ 423,685
Indirect	$ 38,530	$ 17,439	$ 24,704	$ 30,074	$ 14,498	$ 25,567	$ 12,606	$ 5,624	$ 169,042
TOTAL	**$ 423,805**	**$ 202,030**	**$ 278,147**	**$ 336,017**	**$ 39,482**	**$ 281,238**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
% to Total Budget	**23.66%**	**11.28%**	**15.53%**	**18.76%**	**2.20%**	**15.70%**	**9.42%**	**3.45%**	

Additionally, staff will continue to identify opportunities to leverage CSBG funds in alignment with the agency's strategic goals by pursuing grants and reallocating resources to support complementary programs and initiatives.

CSD has indicated we should anticipate a contract with flat funding, and we should prepare to quickly turn the contract around. We do not anticipate any material changes to the existing contract language. We are recommending approval from the Board to authorize staff to execute a contract, and we will bring the contract back to the Board for an informational review.

Recommendation:

Staff recommend that the Board of Directors authorize the Chief Executive Officer to sign the 2025 CSBG contract 25F-6015 on behalf of the agency and to execute any amendments during the contract term.

Attachments:

Resolution Number 2024-22
Department of Community Services and Development (CSD) Community Services Block Grant (CSBG) Contract #25F-6015 (pending)

RESOLUTION # 2024-22

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Submission of the 2025 CSBG Contract

The Executive Committee of the Board of Directors of Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on December 11, 2024, in Bakersfield, California at a scheduled meeting and resolved as follows:

WHEREAS, Community Action Partnership of Kern (CAPK) is a private, non-profit 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, CAPK Board of Directors has determined that there is a need for anti-poverty programs to meet the needs of the low-income residents in the County of Kern; and

WHEREAS, the State of California Department of Community Services and Development has offered a 2025 Community Services Block Grant (CSBG) 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 2025 CSBG Contract and the Executive Committee of the CAPK Board of Directors has designated Jeremy T. Tobias, Chief Executive Officer, as the official representative and signatory of CAPK; and

NOW, THEREFORE, be it resolved that the Executive Committee of the CAPK Board of Directors hereby authorizes the Chief Executive Officer to execute Contract #25F-6015 and any subsequent amendments throughout the term of the contract.

APPROVED by a majority vote of the Executive Committee of the Board of Directors of Community Action Partnership of Kern, this 11th day of December 2024.

Fred Plane, Chair
CAPK Board of Directors

Date

MEMORANDUM

To: Executive Committee

From: Pritika Ram, Chief of Business Development Officer

Date: December 11, 2024

Subject: *Agenda Item IV(e)*: CAPK Foundation Temporary Operational Funding and Use of Excess Carryover - **Action Item**

Background

Community Action Partnership of Kern Foundation's fiscal year operates from January 1 to December 31. The 2024 Foundation budget was submitted for review and approval in December 2023. However, in order to properly align with the parent agency fiscal year, the Foundation will be presenting their operational budget to the Governing board and Foundation Board in January and February 2025. With that said, there will be two months of funding that must be accounted for. Presently, the Foundation is projecting a carryover in the amount of $95,578. This amount is sufficient to cover current operating costs during the period of January 1 through February 28, 2025.

The Foundation is seeking authority to utilize the carryover funds to carry forward existing operational structure for the months of January and February 2025. This will allow the Foundation to adhere to the governance meeting schedule for the Foundation and Governing Boards. It will also allow the budget to be presented as part of the overall agency budget workshops and approvals in January and February.

Recommendation:

Staff recommends the Executive Committee approve the Foundation to utilize the carryover amount of $95,578 to continue current operations through January and February 2025.

MEMORANDUM

To: Executive Committee

From: Tracy Webster, Chief Financial Officer

Date: December 11, 2024

Subject: *Agenda Item IV(f):* Banking Institution Line of Credit Authorization with Resolution – ***Action Item***

During the October 2024 Board Meeting, the Board approved the selection of Citizen's Business Bank as the bank of choice for Community Action Partnership of Kern. In addition to the establishment of existing bank accounts, management intends to establish the agency line of credit in the requested amount of $3,000,000.

The line of credit threshold of $3,000,000 matches the same amount guaranteed previously by Wells Fargo. The line of credit allows the agency to handle normal cyclical challenges in cash flow stemming from reimbursements from grants and contracts. The Finance team regularly monitors and guides contract/grant invoices and the subsequent receivables. Finance staff who are authorized to request advances from the line of credit are as follows: Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance, and Naomi Ibarra, Accounting Administrator.

Based on the regular inflow of funds, it is recommended that the line of credit is established with Citizens Business Bank in the amount of $3,000,000.

Recommendation:

Staff recommend the Executive Committee delegate authority to the Chief Executive Officer (CEO) to proceed with signing loan documents associated with establishing a line of credit. Furthermore, staff recommend that Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance, and Naomi Ibarra, Accounting Administrator, are authorized to request advances against the line of credit as required periodically to sustain healthy cash flow.

Attachment:
Resolution No. 2024-21

RESOLUTION # 2024-21

A Resolution of the Board of Directors of the Community Action Partnership of Kern Approving the Establishment of a Line of Credit with Citizens Business Bank, Loan Document Signing Authority, and Individuals Authorized to Initiate Advances on the Line of Credit

The Executive Committee of the Board of Directors for Community Action Partnership of Kern located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on December 11, 2024, 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 CAPK Board of Directors approved the change of banking institutions from Wells Fargo to Citizens Business Bank in October 2024; and

NOW, THEREFORE, be it resolved that the CAPK Board of Directors hereby authorizes Jeremy T. Tobias, Chief Executive Officer, to sign loan documents associated with a line of credit with Citizens Business Bank in the amount of $3,000,000.

RESOLVED FURTHER that the following individuals are authorized to initiate advances on the line of credit: Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance, and Naomi Ibarra, Accounting Administrator.

APPROVED by a majority vote of the Executive Committee of the Board of Directors for Community Action Partnership of Kern, this 11th day of December 2024.

The undersigned hereby certifies that he/she is an Authorized Representative of CAPK and that the foregoing is a true record of a resolution duly adopted at a meeting of the Board of Directors, and that said meeting was held in accordance with state law and the Bylaws of the organization

WITNESS WHEREOF, I have executed my name below as an Authorized Representative of CAPK.

Fred Plane, Chair
CAPK Board of Directors

Date

Helping People. . . Changing Lives.

COMMUNITY ACTION PARTNERSHIP OF KERN

EXECUTIVE COMMITTEE

DECEMBER 11, 2024

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

A1

COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAP - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C/	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	146,294	10.568/.569	15 - MOU - 00118	10/01/23 - 09/30/24	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	105-106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218			138	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824	21.027		7/1/2023 - 6/30/2024	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/23 - 06/30/24	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528		N/A	07/01/24 - 06/30/25	259	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CDSS CHILD CARE FACILITIES	249,637	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAP - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	256,506		MOU-22-00118	07/01/23 - 04/30/24	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216-104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799		2020.2.06	07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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PREPARED 10/15/2024
SCHPRGM

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				
06/30/24	n/a				
07/31/24	n/a				
08/31/24	n/a				
09/30/24	n/a				
10/31/24	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for $1.5 million during January , February, July, August 2023 and will decrease to $350,000 durin March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculate quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/23 - 3/31/24	90 days	$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days	$ 1,895.83	9.18%
07/01/24 - 9/30/24	90 days	$ 1,916.67	9.18%
10/01/24 - 12/31/24	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operatin bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF OCTOBER 31, 2024

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(247,243.47)
HEAD START/EARLY HEAD START	2,324,312.42
SUBTOTAL	**2,077,068.95**
GENERAL CHILD CARE	165,365.52
MIGRANT A/P	9,720,958.99
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	164,901.32
MIGRANT SPECIALIZED SERVICES	17,499.38
SAN JOAQUIN COE GENERAL CHILD CARE	(394,408.90)
STATE PRESCHOOL	4,305,697.44
SUBTOTAL	**14,402,007.86**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(142,160.89)
EF&S	31,672.00
EFAP	(232,255.45)
HUD CPF Food Bank Expansion	13,820.81
FEEDING AMERICA SERVICE INSIGHTS	(6,431.76)
FOOD BANK	(272,519.43)
FOOD BANK EXPANSION	146,869.24
FOOD BANK CAPACITY PROGRAM	13,552.37
FOOD BANK - STATE	(1,086,730.79)
SOUTHERN CA GAS COMPANY	0.00
WONDERFUL FOOD BANK EXPANSION	356,034.23
WONDERFUL FOUNDATION	81,712.28
CDFA Healthy Refrigeration Grant Program (HRGP)	(54,213.64)
SUBTOTAL	**(1,150,651.03)**
ENERGY	(205,534.37)
LIHEAP	(631,249.77)
DOE	(33,131.17)
LIWHAP	(694.50)
PG&E	(15,720.99)
PG&E Arrears Case Management Program	535,932.33
TRANSFER NEGATIVE BALANCE	886,330.80
SUBTOTAL	**535,932.33**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	(936.15)
ARG III - Warm Handoff	(103,400.32)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(77,916.55)
KCCD CERF REGIONAL CONVENOR	(4,812.80)
KCCD CWDB High Road Training Partnership	(2,369.96)
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(92,540.97)
BKRHC-Encampment Resolution	(11,058.43)
CALAIM HOMELESS PREVENTION SERVICES	423,675.84
CalAIM East Kern Family Resource Center	176,052.12
CAL FRESH	(23,705.23)
CALEITC	(10,837.47)
CAPK FOUNDATION	(16,036.82)
Child Care Facilities	114,084.67
COST POOLS	(22,284.54)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(89,077.34)
County of Kern - PPSA COVID-19	(2,044.24)
CSBG	(52,901.01)
CSBG - DISCRETIONARY	0.00
DIFFERENTIAL RESPONSE	0.00
DIGNITY HEALTH	0.00
DISCRETIONARY FUND	2,689,319.72
EAST KERN FAMILY RESOURCE CENTER	34,295.58
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(115,698.58)
Day 1 Families Housing Support	(18,637.45)
ASTHO VACCINE EQUITY	0.00
CITY OF BAKERSFIELD CAL VIP	(42,095.40)
FIRST 5 KERN 211	(27,561.77)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(60,319.91)
FIRST 5 HELP ME GROW	(20,420.74)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(62,574.00)
FRIENDSHIP HOUSE	26,635.73
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(41,037.84)
FUNDRAISING	0.00
GENERAL FUND	(229,433.17)
GOODWILL IND-CA State 211 COVID-19 Call Cntr Response	0.00
HOME VISIT INITIATIVE (CO OF KERN)	(316,435.47)
HUD-COORDINATED ENTRY SYSTEM	(11,768.15)
Kaiser	0.00
Kaiser 211 Kern	200,000.00
INDIRECT FUND	715,263.23
IRS - VITA	(64,745.82)
TAX ASSISTANCE	15,277.74
M ST NAVIGATION CENTER	20,735.93
NEOPB CAL FRESH HEALTHY LIVING	(568,249.62)
POSITIVE YOUTH DEV SVC	(2,313.91)
POSITIVE YOUTH M	(1,319.65)
SHAFTER YOUTH CENTER	62,733.46
OASIS FAMILY RESOURCE CENTER	22,362.81
CalCAPA-Diaper Distribution Pilot	(14,890.71)
SIERRA FOUNDATION - ASTHMA MITIGATION	0.00
UNITED WAY 211	981.55
County of Kern - 211	(974.36)
WELLS FARGO FOUNDATION	46,933.12
WIC	(620,608.06)
LESS: ENERGY NEGATIVE BALANCE	(886,330.80)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**913,326.26**
TOTAL OPERATING CASH	16,777,684.37

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest-bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest-bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low-Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest-bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Childcare (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest-bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR THE MONTH ENDED
August 31, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 08/31/24		15,845,852.77
LESS: OUTSTANDING CHECKS	602,657.25	
ADJUSTED BANK BALANCE AT 08/31/24		15,243,195.52
GENERAL LEDGER BALANCE AT 07/31/24		9,591,619.56
ADD: DEPOSITS	4,162,438.60	
US TREAS DRAWDOWNS	11,674,554.72	
FUNDS FROM OTHER GRANTS	646,974.72	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	1,811.47	
LESS: CHECKS	2,736,053.80	
ADP PAYROLL 8/9/24	1,718,896.03	
ADP PAYROLL 8/23/24	2,037,002.82	
EFTS FOR HRA/HSA/ STD/403B	231,621.84	
REC LOAN PRINCIPAL/INT EXPENSES	-	
TRANSFERS TO RESTRICTED ACCOUNTS	-	
CREDIT CARD	44,325.37	
BANK FEES	436.75	
ACH VOUCHERS	4,065,866.94	
GENERAL LEDGER BALANCE AT 08/31/24		15,243,195.52
	DIFFERENCE:	-

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 09/19/2024

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 09/20/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**09/30/24**		**1,029,786.92**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**09/30/24**		**1,029,786.92**

BALANCE PER G/L	**08/31/24**		**1,028,943.19**
ADD: DEPOSITS		0.00	
INTEREST		843.73	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**09/30/24**		**1,029,786.92**

DIFFERENCE: 0.00

** This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**09/30/24**		**293.59**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**09/30/24**		**293.59**

BALANCE PER G/L	**08/31/24**		**293.35**
ADD: DEPOSITS		0.00	
INTEREST		0.24	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**09/30/24**		**293.59**

** December 2009 name changed from Food Bank to DOE ARRA.*
DIFFERENCE: 0.00
*** January 2018 name changed from DOE ARRA to CSD Advances.*

PREPARED BY: Naomi Ibarra TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
DAY 1 FAMILIES ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**09/30/24**		**2,521,042.82**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**09/30/24**		**2,521,042.82**
BALANCE PER GENERAL LEDGER	**08/31/24**		**2,519,029.72**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
WIRE TRANSFER		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		2,065.55	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		52.45	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**09/30/24**		**2,521,042.82**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*
***** January 2024 name changed from Online Donations to Day 1 Families*

Difference: **0.00**

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 10/08/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/08/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**09/30/24**		**7,640.73**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**09/30/24**		**7,640.73**

BALANCE PER G/L	**08/31/24**		**7,634.47**
ADD: DEPOSITS		0.00	
INTEREST		6.26	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**09/30/24**		**7,640.73**

DIFFERENCE: 0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
1300 18TH STREET, SUITE 200
BAKERSFIELD, CA 93301

BANK RECONCILIATION FOR MONTH ENDING
September 30, 2024

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**09/30/24**	**2,936,271.36**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**09/30/24**	**2,936,271.36**
BALANCE PER G/L		**08/31/24**	**2,933,865.60**
ADD:	DEPOSITS	0.00	
	INTEREST	2,405.76	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	0.00	
BALANCE PER G/L		**09/30/24**	**2,936,271.36**
		DIFFERENCE:	0.00

PREPARED BY: NAOMI IBARRA TITLE: Accountant DATE: 10/03/24

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: 10/03/2024

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED October 1, 2024 - October 31, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,255.32
Gloria Barbero	Administrator - EHS San Joaquin	3,676.97
Yolanda Gonzales	Director of Head Start/State Child Development Programs	9,702.95
Freddy Hernandez	Director of Youth and Community Services	6,450.53
Louis Gill	Chief Program Officer	2,254.76
Lisa McGranahan	Director of Human Resources	1,857.14
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	4,830.23
Pritika Ram	Chief Business Development Officer	3,559.18
Jeremy Tobias	Chief Executive Officer	710.06
Emilio Wagner	Chief Facilities and Technology Officer	1,952.24
Tracy Webster	Chief Financial Officer	1,596.59
Rebecca Moreno	Director of Housing Support Services	5,750.65
Susana Magana	Director of Nutrition Services	3,818.89
	Total	$ 47,415.51

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Capk Ap	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7017	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Catherine Anspach	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-1647	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2024	10/7/2024	Tst*chefs Choice Noodle Bakersfield, CA				60.34
	Catherine Anspach and Foundation board chair Kevin Burton lunch meeting.						
2	10/6/2024	10/7/2024	Wm Supercenter #5134 Bakersfield, CA				12.80
	Last minute extra raffle tickets needed for an event						
3	10/11/2024	10/14/2024	Cheddarup* Bak Dar Www.Cheddarup, CO				56.62
	Luncheon Event for Vanessa Mendoza and Annelisa Perez.						
4	10/11/2024	10/14/2024	Walmart.Com 800-925-6278, AR				117.85
	Gift bags for Food Bank lunch and learn series						
5	10/12/2024	10/14/2024	World Market #171 Bakersfield, CA				21.64
	Supplies for raffle basket. Friendship House Casino Night						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/17/2024	10/18/2024	Sq *nor Chamber Of Commer Bakersfield, CA				75.00
	Fee for NOR chamber event for Catherine Anspach to attend.						
7	10/21/2024	10/22/2024	Smart And Final 326 Bakersfield, CA				4.32
	Sample sauce cups for KGET drive						
8	10/21/2024	10/23/2024	Office Depot #952 Bakersfield, CA				48.69
	Labels for Food Bank's Lunch and Learn event						
9	10/22/2024	10/24/2024	Moo Creamery Bakersfield, CA				773.73
	Food For Lunch and Learn Event. Agenda and Attendance Sheet attached.						
10	10/23/2024	10/24/2024	Smart And Final 326 Bakersfield, CA				67.99
	Sauce cups for KGET drive.						
11	10/24/2024	10/25/2024	Dollartree Bakersfield, CA				16.34
	Candle holders for Friendship House Casino Event						

Transaction Count: 11

Total: 1,255.32

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Gloria Barbero	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7058	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/14/2024	10/16/2024	Hampton Inns 619-8812710, CA				897.08
	Hotel stay for Denise Cooper attending the Parents As Teachers (PAT) Conference in San Diego CA. Date: Oct 13, 2024 -Oct 17, 2024.						
2	10/14/2024	10/16/2024	Hampton Inns 619-8812710, CA				897.08
	Hotel stay for Rashi Strother attending the Parents As Teachers (PAT) Conference in San Diego CA. Date: Oct 13, 2024 -Oct 17, 2024						
3	10/18/2024	10/21/2024	Hampton Inns 619-8812710, CA				1,121.35
	Hotel stay for Rosita Curry attending the Parents as Teachers (PAT) Conference in San Diego CA. Date: Oct 13, 2024 -Oct 18, 2024.						
4	10/23/2024	10/24/2024	Central Gas Stockton Stockton, CA				60.00
	Car wash for CAPK company vehicle's 2021 GMC and 2016 Ford VAN.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/29/2024	10/30/2024	American Air Fort Worth, TX				698.46
	Flight for Jerry Meade to attend the 2025 NHSA Winter Leadership Conference in Washington, DC. Jan 26, - Jan 31, 2025.						

Transaction Count: 5

Total: 3,673.97

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Yolanda Gonzales	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7009	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/1/2024	10/3/2024	Prince Hotels 808-9561111, HI				1,586.60
	Travel-Lodging for R9HSA Family Engagement and Cultural Effectiveness Conference in Honolulu, HI 10/20-10/26/24-Louis Gill 108@31%= $491.85/109@56%=$888.50/117@13%=$206.25						
2	10/1/2024	10/3/2024	Prince Hotels 808-9561111, HI				1,586.60
	Travel-Lodging for R9HSA Family Engagement and Cultural Effectiveness Conference in Honolulu, HI 10/20-10/26/24-Elsa N. 108@36%= $571.18/109@64%=$1,015.42						
3	10/1/2024	10/3/2024	Prince Hotels 808-9561111, HI				1,586.60
	Travel-Lodging for R9HSA Family Engagement and Cultural Effectiveness Conference in Honolulu, HI 10/20-10/26/24- Juanita Jackson. 108@36%= $571.18/109@64%=$1,015.42						
4	10/3/2024	10/4/2024	Canva* 04293-67253723 737-2853388, DE				216.90
	Canva Membership Renewal- Education and Support Services 108@36%= $78.08/109@64%=$138.82						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/11/2024	10/14/2024	J & E Restaurant Supply Bakersfield, CA				3,891.59
	Equipment Purchase of a commercial refrigerator for Martha J. Morgan CDC. 108@32%=$1,245.31/109@68%=$2,646.28						
6	10/15/2024	10/16/2024	Cps Hr Consulting 916-2633600, CA				4.85
	Registration for CDSS Community Care Licensing CCC Operations and Record Keeping- Yolanda G. 108@31%=$1.50/109@56%=$2.72/117@13%=$.63						
7	10/15/2024	10/16/2024	Cps Hr Consulting 916-2633600, CA				54.85
	Registration for CDSS Community Care Licensing CCC Application Orientation- Yolanda G. 108@31%=$17.00/@109@56%=$30.72/117@13%=$7.13						
8	10/25/2024	10/28/2024	Residence Inn Downtown Sacramento, CA				774.96
	Travel- Lodging for the 2024 Fall Technical Assistance Training in Sacramento, CA 10/23-10/25/24- Yolanda Lopez 108@36%=$278.99/109@64%=$495.97						

Transaction Count: 8

Total: 9,702.95

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Freddy Hernandez	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8850	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/2/2024	10/4/2024	Sheraton Gateway Los Ange 617-9130461, CA				592.74
	Hotel for A. Chavez to attend the Vision y Compromiso 2024 Conference in Los Angeles						
2	10/2/2024	10/4/2024	Sheraton Gateway Los Ange 617-9130461, CA				592.74
	Hotel for J. Guerra to attend the Vision y Compromiso 2024 Conference in Los Angeles						
3	10/5/2024	10/8/2024	Sheraton Gateway Los Ange Los Angeles, CA				-150.50
	Credit received from Sheraton Gateway for A. Chavez for stay during Vision y Compremiso in Los Angeles, CA. Accidental charge by Sheraton						
4	10/5/2024	10/8/2024	Sheraton Gateway Los Ange Los Angeles, CA				-101.00
	Credit received from Sheraton Gateway for J. Guerra for stay during Vision y Compremiso in Los Angeles, CA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/10/2024	10/11/2024	Shutterfly, Inc. 650-610-5200, CA				714.39
	Pictures purchased for FHCC Casino Nigh Fundraiser						
6	10/10/2024	10/14/2024	Paypal 4029357733, IN				256.25
	Vendor fee to participate in the Philippine Weekend Inc. outreach event. Vendor fee was discounted given CAPK is a nonprofit.						
7	10/14/2024	10/15/2024	Efoodhandlers 503-7261076, IL				9.95
	Food Handler Certificate purchased as required by CAPK Food Bank to obtain candy to distribute at events.						
8	10/14/2024	10/15/2024	Smart And Final 326 Bakersfield, CA				128.16
	Candy purchased to distribute at multiple outreach events by both Youth and Community Services and Energy Program.						
9	10/15/2024	10/16/2024	Tm 800-653-8000, CA				1,785.00
	Tickets purchased for CalVIP program to practice positive social skills in small groups						
10	10/18/2024	10/21/2024	Thericebowl Bakersfield, CA				240.24
	Friendship House Advisory Board Meeting for Casino Night Planning session. Agenda and sign-in sheet attached.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	10/23/2024	10/24/2024	Jin Sushi Bakersfield, CA				133.66
	Business lunch between CAPK VITA leadership staff and UWCEC Partnership. Agenda and sign in sheet of attendance attached.						
12	10/26/2024	10/28/2024	Monterey Plaza Hotel Monterey, CA				1,020.60
	Hotel accommodation for J. Guerra to attend CalCAPA						
13	10/26/2024	10/29/2024	Homes To Suites By Hilton 661-3682529, CA				1,078.30
	Hotel accommodations for A. Harpster for Car Seat Concierge conference for Oasis						
14	10/28/2024	10/29/2024	In *kern County Family Ma 661-8614939, CA				150.00
	Advertisement ran by Kern County Family Magazine Instagram for Casino Night.						

Transaction Count: 14

Total: 6,450.53

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Louis Gill	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6829	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2024	10/7/2024	Sequoia Sand Downtown Bakersfield, CA				76.50
	Lunch provided during strategic planning committee meeting for the Food Bank.						
2	10/5/2024	10/7/2024	Travelodge 661-3250772, CA				302.40
	Hotel purchase for M Street Client R. Campbell for COVID. Purchase total was $362.40 and was separated into two separate charges by Travelodge ($302.40 and $60 for the total of $362.40)						
3	10/8/2024	10/9/2024	Travelodge 661-3250772, CA				60.00
	Hotel purchase for M Street Client R. Campbell for COVID. Purchase total was $362.40 and was separated into two separate charges by Travelodge ($302.40 and $60 for the total of $362.40)						
4	10/14/2024	10/16/2024	Monterey Plaza Hotel Monterey, CA				-340.20
	Credit from hotel for L. Gill for cancelled reservation for CalCAPA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/15/2024	10/17/2024	Rancho Grande Panama Bakersfield, CA				114.86
	Lunch Meeting with Directors and CPO to provide updates on all program development. Agenda and Sign in sheet attached.						
6	10/26/2024	10/28/2024	Monterey Plaza Hotel Monterey, CA				-340.20
	Credit to Monterey Plaza Hotel for CalCAPA Annual Conference. David Guterriez is no longer available to attend. Email showing cancellation and refund attached.						
7	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				-340.20
	Refund for deposit for A. Gonzalez						
8	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				1,020.60
	Hotel Accommodation for A. Gonzalez to attend CalCAPPA						
9	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				-340.20
	Refund for J. Aguilar for Hotel Accommodation deposit for Cal CAPPA						
10	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				1,020.60
	Hotel accommodation for J. Asuncion to attend Cal CAPA						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				1,020.60

Advance Deposit Receipt for W. Cruz to attend Cal CAPPA

Transaction Count: 11

Total: 2,254.76

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Lisa McGranahan	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-4474	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/10/2024	10/11/2024	Urbane Cafe Bakersfiel Bakersfield, CA				227.43
	Lunch for Personnel Committee meeting						
2	10/10/2024	10/14/2024	Biometrics4all Inc 714-568-9888, CA				16.50
	September Back ground check for new employees						
3	10/15/2024	10/16/2024	Safety Holdings 888-9472622, NM				1,148.11
	Driving Monitoring Services						
4	10/31/2024	10/31/2024	Cke*coconut Joes Bakersf Bakersfield, CA				465.10
	Lunch for Board of Directors Meeting on 103024						

Transaction Count: 4

Total: 1,857.14

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Jerry Meade	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8086	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/2/2024	10/3/2024	Cps Hr Consulting 916-2633600, CA				4.85
	Certification Fee Child Care Center Record Keeping Orientation Eva Rodriguez						
2	10/2/2024	10/3/2024	Cps Hr Consulting 916-2633600, CA				54.85
	Community Care Licensing Child Care Application Orientation Certification Eva Rodriguez						
3	10/2/2024	10/3/2024	Cps Hr Consulting 916-2633600, CA				54.85
	Community Care Licensing Child Care Application Orientation certification Anna Nunez						
4	10/2/2024	10/3/2024	Cps Hr Consulting 916-2633600, CA				4.85
	Certification Fee Child Care Center Record Keeping Orientation Anna Nunez						
5	10/3/2024	10/7/2024	Golden Empire Transit Dis Bakersfield, CA				57.00
	Bus Pass to support displaced family enrolled in the CAPK EHS Home Base Program						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/4/2024	10/7/2024	Sq *h.E.A.R.T.S. Connecti Lamont, CA				40.00
	Vendor fee to secure table for Hero Walk recruitment event scheduled for October 5th, 2024, at Yokuts Park						
7	10/7/2024	10/9/2024	Prince Hotels 808-9561111, HI				951.96
	Hotel Accommodations for Scholarship recipient R. Hulbrt attending the Region 9 Family Engagement and Cultural Effectiveness Conference October 2024						
8	10/8/2024	10/9/2024	Goody Technologies Inc Httpswww.Ongo, OR				1,138.50
	Policy Council End of Term Recognition Gift						
9	10/10/2024	10/14/2024	The Marker Hotel San Francisco, CA				211.04
	Hotel Accommodation for Quality Assurance Administrator attending the OHS Updated HSPPS Implementation Roundtable 10/10/24						
10	10/10/2024	10/14/2024	The Marker Hotel San Francisco, CA				307.94
	Hotel Accommodation for Assistant Director attending the OHS Updated HSPPS Implementation Roundtable 10/10/24						
11	10/12/2024	10/14/2024	Panera Bread #601790 O 661-395-9300, CA				532.11
	Breakfast Provided at Child Development Centers Staff Development Day for Full Enrollment Celebration.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
12	10/18/2024	10/21/2024	Fsp*nv Catering Inc 661-679-3540, CA				873.98
	Catering fee for dinner provided at the Policy Council End of Term Recognition Meeting held 10/29/24						
13	10/26/2024	10/28/2024	Hilton Capital 202-3931000, DC				299.15
	Hotel Accommodations for Assistant Director Attending NHSA Winter Leadership Institute January 27th - 30th 2025 Washington DC.						
14	10/26/2024	10/28/2024	Hilton Capital 202-3931000, DC				299.15
	Hotel Accommodations for Assistant Director Attending NHSA Winter Leadership Institute January 27th - 30th 2025 Washington DC.						

Transaction Count: 14

Total: 4,830.23

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Pritika Ram	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7074	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/1/2024	10/2/2024	American Air Fort Worth, TX				419.45
	Savannah's flight to Nashville to attend the NCAP Board Meeting in November.						
2	10/1/2024	10/2/2024	Frescomexi* Fresco Mex Frescomexican, CA				454.27
	Lunch for the Kern Health Equity Partnership meeting in Lost Hills on 10/2/2024						
3	10/2/2024	10/3/2024	El Toro Loco Market Lost Hills, CA				6.78
	Water bottles for the Kern Health Equity Partnership meeting in Lost Hills on 10/2/2024						
4	10/3/2024	10/3/2024	Facebk *c6yfbcgem2 650-5434800, CA				400.00
	Social media boost for Feed the Need (63.60), Friendship House Casino Night (60.81), Kern Health Equity Partnership Meeting in Lost Hills (149.98) and KCCD grant (125.61)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/9/2024	10/10/2024	Eb *social Impact Sect 801-413-7200, CA				750.00
	Registration for the Social Impact Sector Summit in Los Angeles for Pritika Ram, Annelisa Perez and Vanessa Mendoza on 11/15/2024.						
6	10/9/2024	10/10/2024	Walgreens #6756 800-289-2273, CA				221.63
	Photo printing for building hallway						
7	10/9/2024	10/11/2024	Hilton Advpurch8002367113 Memphis, TN				398.60
	Hotel Reservation for Pritika Ram and Annelisa Perez for the Social Impact Sector Summit in Los Angeles.						
8	10/15/2024	10/16/2024	Sequoia Sand Downtown Bakersfield, CA				114.75
	Lunch for the PRE-Committee Meeting on 10/16/2024						
9	10/20/2024	10/21/2024	Facebk *kwylde8fm2 650-5434800, CA				272.33
	Social Media Boost for Friendship House Casino Night (78.78), Kern Health Equity Meeting (.02), KCCD Grant (120.44), M St. Holiday (52.50), Needs Assessment (15.91), Friendship Fall Carnival (4.68)						
10	10/20/2024	10/21/2024	Facebk *r3382e4fm2 650-5434800, CA				25.37
	Social Media Boosts for M St Holiday Event (11.59), Friendship House Casino Night (4.70), Community Needs Assessment Campaign (6.12), Friendship House Fall Carnival (2.96)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	10/21/2024	10/22/2024	Chevron 0358476 Bakersfield, CA				21.00
	Gas for outreach event on 10/18/2024 for the energy vehicle.						
12	10/23/2024	10/24/2024	Community Action Partner 202-265-7546, DC				475.00
	Savannah Oates registration to attend the 2024 National Emerging Leader's Institute for Training & Excellence Cohort.						

Transaction Count: 12

Total: 3,559.18

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Jeremy Tobias	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7066	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/30/2024	10/2/2024	National Community Action 202-8422092, DC				225.00
	National Community Action Foundation 2024 Election Series Zoom Meetings						
2	10/2/2024	10/4/2024	Jim Burke Ford Bakersfield, CA				98.47
	Routine Maintenance (Oil Change) for CEO's Agency Vehicle						
3	10/5/2024	10/7/2024	Thingsremembered.Com 866-516-8474, IL				178.61
	Retirement gift for 42-Year Head Start Employee Mary Lopez -						
4	10/8/2024	10/10/2024	East View Map Link 952-252-4542, MN				141.00
	Purchase of California Map for Office.						
5	10/10/2024	10/14/2024	Chevron 0203576 Bakersfield, CA				74.97
	Gasoline for CEO's Agency Vehicle.						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/14/2024	10/16/2024	Monterey Plaza Hotel Monterey, CA				-340.20
	Credit issued for hotel deposit fee paid for former Board Member, Mia Cifuentes, to attend the CalCAPA Annual Conference in Monterey, CA						
7	10/23/2024	10/24/2024	Mister Car Wash #1006 866-2543229, CA				32.99
	Monthly Car Wash Fee for CEO's Agency Vehicle.						
8	10/28/2024	10/30/2024	National Community Action 202-8422092, DC				225.00
	Registration Fee for Jeremy Tobias to participate in NCAF Election Series Zoom Meetings.						
9	10/29/2024	10/31/2024	Shell Oil12822045014 Bakersfield, CA				74.22
	Gasoline for CEO's Agency Vehicle.						

Transaction Count: 9

Total: 710.06

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Emilio Wagner	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-7041	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/9/2024	10/9/2024	Microsoft#g062383876 Msbill.Info, WA			✓	1,260.89
	Microsoft Azure Standard charges						
2	10/13/2024	10/14/2024	Twilio Inc Twilio.Com, CA			✓	201.50
	Twilio Integration Services						
3	10/19/2024	10/21/2024	Msft * E0200ts2lg Msbill.Info, WA			✓	11.20
	Teams Phone with Calling Plan recurring fees						
4	10/19/2024	10/21/2024	Mindbody, Inc. Www.Mindbodyo, CA			✓	478.65
	Recurring expenses						

Transaction Count: 4

Total: 1,952.24

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6993	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2024	10/7/2024	Dave & Busters, Inc. 214-904-2265, TX				957.23
	Staff Development Team Building deposit for December event						
2	10/15/2024	10/16/2024	Avenu Hrs Pro 603-6737155, NH				419.00
	HR Program Renewal requested by Sylvia Salazar						
3	10/23/2024	10/24/2024	Uber *eats Help.Uber.Com, CA				203.36
	Budget & Finance Committee Mtg Lunch						
4	10/23/2024	10/24/2024	Uber *eats Help.Uber.Com, CA				17.00
	Tip and Delivery Fee for B&F Lunch						

Transaction Count: 4

Total: 1,596.59

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Tracy Webster	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-8258	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount

Transaction Count: 0

Total: 0.00

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Rebecca Moreno	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-3618	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	10/4/2024	10/7/2024	Naeh 2026381526, DC				885.00
	Conference registration for Angelica Daniels to attend NAEH in Los Angeles.						
2	10/5/2024	10/7/2024	Naeh 2026381526, DC				885.00
	Conference registration for Laurie Hughey to attend NAEH in Los Angeles.						
3	10/8/2024	10/10/2024	Foodmaxx #413 Baker Bakersfield, CA				68.03
	Pumpkins purchased for Cal AIM Oct 9th Pumkin Painting and Decorating event.						
4	10/9/2024	10/10/2024	Wm Supercenter #1624 Bakersfield, CA				311.07
	Items purchased for pumpkin painting decorating and painting for clients for October 9th. Flyer attached.						
5	10/11/2024	10/14/2024	New Generations Graphics 661-3289736, CA				448.15
	Hat and T-Shirts ordered for M Street Staff. 6615-541-000-000-000-00-4-1						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
6	10/17/2024	10/21/2024	Securcare Self Storage 661-3227834, CA				104.50
	Autopayment of storage facility for storage of housing services materials.						
7	10/19/2024	10/21/2024	Olive Garden Zk 0021068 Bakersfield, CA				327.30
	Food provided during meeting with Cal-AIM staff. Meeting Agenda and signature sheet of attendance attached.						
8	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				1,360.80
	Hotel accommodation to attend Cal CAPA						
9	10/27/2024	10/29/2024	Monterey Plaza Hotel Monterey, CA				1,360.80
	Hotel Accommodation for K. Jackson to attend CalCAPPA conference						

Transaction Count: 9

Total: 5,750.65

Employee Signature **Date**

Authorized Approver Signature **Date**

WELLS FARGO

Reporting Period : 10/1/2024 - 10/31/2024

Statement Summary

Name	Susana Magana	**Company**	Community Action Partnership O
Account #	XXXX-XXXX-XXXX-6693	**Currency**	US Dollar
Reporting Period	10/1/2024 - 10/31/2024		

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
1	9/30/2024	10/1/2024	Ezcater*mountain Mikes 800-488-1803, MA			✓	518.18
	MCAP Parent Meeting with updates. Purchased dinner for attendees. PowerPoint and attendee list attached.						
2	10/2/2024	10/3/2024	Lassens Natural Foods-Bk Bakersfield, CA				99.46
	Special food purchase by Central Kitchen 7145-112-000-120-000-00-2-1						
3	10/2/2024	10/4/2024	Crowne Plaza Chicago Oh 8479829750, IL				345.42
	Hotel for Feeding America Fall Forum attended by K. Lowery in Chicago.						
4	10/9/2024	10/10/2024	Wm Supercenter #1624 Bakersfield, CA				13.84
	Hotel purchase for M Street Client R. Campbell for COVID. Purchase total was $362.40 and was separated into two separate charges by Travelodge ($302.40 and $60 for the total of $362.40)						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
5	10/14/2024	10/15/2024	Textedly Httpstextedly, CA				10.00
	Additional user added to Textedly account. The additional fee will be added monthly to the Textedly invoice.						
6	10/14/2024	10/16/2024	Restaurant Depot Bakersfield, CA				73.25
	Foam cups and stenos purchased for Central Kitchen.						
7	10/17/2024	10/18/2024	Wm Supercenter #1624 Bakersfield, CA				143.28
	Specialty formula purchased for Central Kitchen						
8	10/17/2024	10/18/2024	Target 00006148 Bakersfield, CA				369.26
	Specialty formula purchased for Central Kitchen						
9	10/18/2024	10/21/2024	Walmart.Com 800-925-6278, AR				36.95
	Central Kitchen purchase of formula.						
10	10/18/2024	10/21/2024	Discountsch 8006272829 800-482-5846, CA				149.71
	Child size spoons for new opening centers						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
11	10/23/2024	10/24/2024	Target 00006148 Bakersfield, CA				317.91
	Purchase of Formula by Central Kitchen for dietary restriction children at the centers.						
12	10/23/2024	10/24/2024	Walmart.Com 800-925-6278, AR				43.02
	Raffle items purchased for vendor event.						
13	10/23/2024	10/24/2024	Lassens Natural Foods-Bk Bakersfield, CA				93.40
	Special dietary food purchased by central kitchen for centers. 7145-112-000-120-00-2-1						
14	10/25/2024	10/28/2024	Vendormate 404-949-1300, GA				290.00
	WIC purchase for RBL credentialing for Kern Medical in order for RBL to be authorized as a vendor to provide HCP trainings at Kern Medical Clinic sites.						
15	10/25/2024	10/28/2024	Doubletree Bakersfield Bakersfield, CA				480.28
	Hotel accommodation for Bertoldo Zaragoza during MCAP training for new employee. Hotel Folio attached.						
16	10/26/2024	10/28/2024	Pkg Online Bakersfield 661-396-9010, CA				567.93
	Food provided during meeting for MCAP						

	Trans Date	Post Date	Merchant Name	Charge Codes	Approved	Receipt	Amount
17	10/26/2024	10/28/2024	Textedly Httpstextedly, CA				267.00

Texting service for Food Bank

Transaction Count: 17

Total: 3,818.89

Employee Signature **Date**

Authorized Approver Signature **Date**

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (8 OF 12 MONTHS OR 66.67%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,423,043	775,019	54.5%	648,024
Head Start Subsidy	1,117,585	1,001,512	89.6%	116,073
Total Revenue	2,540,628	1,776,530	69.9%	764,098
Expenditures (Note B)				
Salaries	784,253	492,288	62.8%	291,965
Benefits	271,274	178,520	65.8%	92,754
Vehicle Gasoline, Repair/Maintenance	41,000	31,390	76.6%	9,610
Space Costs	121,700	161,530	132.7%	(39,830)
Supplies - Office & Food Service	156,000	126,817	81.3%	29,183
Equipment Repair/Maintenance & Lease	11,000	7,700	70.0%	3,300
Communication	13,000	5,103	39.3%	7,897
Risk Insurance	12,700	16,355	128.8%	(3,655)
Printing	1,000	1	0.1%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	897,135	600,392	66.9%	296,743
Sub Total	2,309,662	1,620,095	70.1%	689,567
Adult Meals Prepared	128,794	91,272	70.9%	37,522
Indirect	230,966	65,164	28.2%	165,802
Total Expenditures	2,669,422	1,776,530	66.6%	892,892

	Prior Period	OCTOBER 2024	Cumulative
Total Meals Prepared and Vended (Note C)	343,816	66,565	410,381
Total Meals Claimed	217,920	47,208	265,128
Difference	125,896	19,357	145,253

Percentage Claimed to Prepared/Vended		70.9%	64.6%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.
Note B: Expenditures are for meals prepared, including vended meals.
Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/24 - 6/30/25 (4 OF 12 MONTHS = 33.3%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	$ 1,989,206	$ 2,130,101	$ 2,006,660	$ 2,149,020	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,274,987		
Add: Family Fees	55	55	55	55	-	-	-	-	-	-	-	-	$ 219		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,275,205	81.91%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**28.15%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 8,275,205		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 528,791	$ 566,244	$ 533,431	$ 571,273	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,199,740		
Program Administration/Support Services Costs	192,712	232,382	322,673	167,964	-	-	-	-	-	-	-	-	915,732	9.06%	
Indirect (10% x MTDC) Costs	216,593	234,682	231,370	228,746	-	-	-	-	-	-	-	-	911,392	9.02%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,305	$ 467,064	$ 554,044	$ 396,711	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	1,827,124	18.09%	
Revenue Earned Over/(Under) Costs	$ 119,486	$ 99,180	$ (20,613)	$ 174,563	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	372,616		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,565	$ 2,597,220	$ 2,560,759	$ 2,545,785	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	10,102,329	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	8,275,205
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	2,199,740

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%
Administration	6,642,643	17.85%
Support Services	1,172,231	3.15%
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%

Note 3: Increase to contract was received November 2024 in the amount of $7,704,000.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (4 OF 12 MONTHS = 33.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,056	6,805	7,411	9,590									29,863	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 312,197	$ 350,807	$ 382,035	$ 494,373	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,539,412	**38.52%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%	99.43%	99.36%										**99.42%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,254	7,326	9,348	13,389									35,318	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 290,402	$ 404,932	$ 516,682	$ 739,985	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,952,001	**26.44%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%	99.11%	98.47%										**98.92%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	24	22	25									95	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 1,191	$ 1,248	$ 1,134	$ 1,304	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 4,877	**1.66%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%										**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2024/25 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/24 - 6/30/25 (4 OF 12 MONTHS = 33.3%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4305)														
Adjusted Days of Enrollment - Certified	4,489	4,908	4,571	5,333									19,302	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 219,258	$ 239,726	$ 223,225	$ 260,481	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 942,690	**33.80%**
Maximum Reimburseable Amount (MRA)													**$2,788,764**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%	99.92%	99.86%										**99.84%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%										100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4500)														
Adjusted Days of Enrollment - Certified	-	-	-										0	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$255,528**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)														**99.78%**
Five Percent Flexibility, Maximum = 100 Percent														100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2024/25 Cooperative Agreement with the San Joaquin County Office of Educatio

Division/CFO: Tracy Webster, CFO
Month/Year: October-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	October 2024		Year to Date 03/1/23 - 10/31/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	30	4,215,686	152	25,784,066
Wire Deposits	28	7,277,130	172	50,435,318
Head Start/IRS Drawdowns	6	5,261,803	26	23,140,306
Vendor Checks Issued	3,290	7,527,480	18,943	55,805,232
Payroll Disbursed		4,211,067		33,148,938
Grant Reports Prepared	40		325	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield CDBG Food Bank Expansion				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
EFAP Build Back Better				
ESLIHEAP				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	247	0	247	1,704
Contracts	17	5	10	95
Leases	4	2	2	15
Requests for Proposals	4	6	0	10

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 positions

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	Accounting Clerk (1)	Business Technician (2)
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (2)	Payroll Supervisor (1)	
Accountant II (2)	Administrative Coordinator	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2024

ASSETS	
Cash in Bank	20,507,591
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,580,849
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,523,281
Net Fixed Assets - Restricted	36,242,195
Total Assets	77,459,136
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,118
Accrued Expenses	3,503,190
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	9,118,155
Total Liabilites	31,342,125
Total Net Assets	46,117,011
Total Liabilities and Net Assets	77,459,136

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	124,102,463
Donations	39,122,523
Other Revenue	5,926,717
In-Kind	67,937
Total Revenue	169,219,640
EXPENDITURES	
Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	8,868,698
Supplies	3,428,964
Consultant/Contract Services	5,767,271
Other Costs	4,273,783
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	67,937
Total Expenditures	159,509,874
Net Change in Assets	9,709,766
Net Assets, beginning	36,407,245
Net Assets, ending	46,117,011

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF OCTOBER 31, 2024

ASSETS	
Cash in Bank	24,875,761
Cash - Vacation Reserve	1,030,555
Petty Cash	-
Accounts Receivable	0
Travel Advance	28,837
Prepaid Expense	596,345
Inventory	4,036,183
Net Fixed Assets - Unrestricted	9,189,948
Net Fixed Assets - Restricted	35,612,715
Total Assets	75,370,345
LIABILITES AND NET ASSETS	
Accounts Payable	2,926,351
Accrued Expenses	12,871
Accrued Vacation	1,209,956
Line of Credit	-
Note Payable	7,730,155
Advance Payable	6,149,638
Deferred Revenue	9,906,823
Total Liabilites	27,935,794
Total Net Assets	47,434,552
Total Liabilities and Net Assets	75,370,345

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO OCTOBER 31, 2024

REVENUE	
Grant Revenue	83,882,575
Donations	196,618
Other Revenue	7,525,722
In-Kind	8,748,609
Total Revenue	100,353,523
EXPENDITURES	
Salaries	30,265,783
Benefits	10,129,171
Travel	578,829
Space Costs	8,283,994
Supplies	3,769,707
Consultant/Contract Services	4,061,140
Other Costs	3,056,052
Program Costs	23,153,902
Capital Expenditures	(52,458)
Indirect	7,041,253
In-Kind	8,748,609
Total Expenditures	99,035,983
Net Change in Assets	1,317,540
Net Assets, beginning	46,117,011
Net Assets, ending	47,434,552

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	48,831,350	27,657,267	21,174,083	57%
BENEFITS	14,838,291	9,240,213	5,598,078	62%
TRAVEL	995,827	486,358	509,469	49%
SPACE COST	14,836,797	6,731,724	8,105,073	45%
SUPPLIES	3,564,251	3,263,235	301,016	92%
EQUIPMENT	1,155,525	596,408	559,117	52%
CONSULTANT/CONTRACT SERVICES	4,510,657	3,248,266	1,262,391	72%
OTHER COSTS	3,174,100	2,428,226	745,874	77%
PROGRAM COSTS	26,380,328	23,568,905	2,811,423	89%
INDIRECT	10,830,485	7,360,732	3,469,753	68%
TOTAL	129,117,611	84,581,333	44,536,278	66%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	36,382,500	20,421,492	15,961,008	56%
BENEFITS	11,089,467	6,903,807	4,185,660	62%
TRAVEL	685,926	276,957	408,969	40%
SPACE COST	10,988,783	3,608,247	7,380,536	33%
SUPPLIES	2,161,872	2,047,680	114,192	95%
EQUIPMENT	974,100	634,409	339,691	65%
CONSULTANT/CONTRACT SERVICES	1,378,236	622,803	755,433	45%
OTHER COSTS	1,719,322	1,118,691	600,631	65%
PROGRAM COSTS	22,363,004	20,374,662	1,988,342	91%
INDIRECT	7,996,211	5,450,692	2,545,519	68%
TOTAL	95,739,421	61,459,439	34,279,982	64%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,000,223	2,651,116	2,349,107	53%
BENEFITS	1,540,820	890,392	650,428	58%
TRAVEL	118,007	95,983	22,024	81%
SPACE COST	932,795	886,889	45,906	95%
SUPPLIES	997,218	843,270	153,948	85%
EQUIPMENT	-	(52,458)	52,458	Not budgeted
CONSULTANT/CONTRACT SERVICES	648,910	545,955	102,955	84%
OTHER COSTS	451,389	366,331	85,058	81%
PROGRAM COSTS	3,057,241	2,601,357	455,884	85%
INDIRECT	1,252,564	752,411	500,153	60%
TOTAL	13,999,167	9,581,246	4,417,921	68%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	1,432,222	909,170	61%
BENEFITS	702,424	461,958	240,466	66%
TRAVEL	75,000	26,441	48,559	35%
SPACE COST	238,000	168,941	69,059	71%
SUPPLIES	125,000	75,124	49,876	60%
EQUIPMENT	174,425	-	174,425	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	1,513,274	302,583	83%
OTHER COSTS	505,338	424,541	80,797	84%
PROGRAM COSTS	227,662	298,836	(71,174)	131%
INDIRECT	603,071	431,540	171,531	72%
TOTAL	6,808,169	4,832,877	1,975,292	71%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	2,547,906	1,393,963	65%
BENEFITS	1,185,464	795,825	389,639	67%
TRAVEL	66,604	50,702	15,902	76%
SPACE COST	1,401,039	1,132,619	268,420	81%
SUPPLIES	234,696	255,225	(20,529)	109%
EQUIPMENT	7,000	14,458	(7,458)	207%
CONSULTANT/CONTRACT SERVICES	650,904	528,429	122,475	81%
OTHER COSTS	344,696	296,672	48,024	86%
PROGRAM COSTS	729,421	287,863	441,558	39%
INDIRECT	769,074	567,945	201,129	74%
TOTAL	9,330,767	6,477,644	2,853,123	69%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	478,582	487,219	50%
BENEFITS	255,251	152,393	102,858	60%
TRAVEL	40,290	32,350	7,940	80%
SPACE COST	276,199	139,769	136,430	51%
SUPPLIES	26,615	25,951	664	98%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	386	10,364	4%
OTHER COSTS	44,380	39,350	5,030	89%
PROGRAM COSTS	3,000	1,557	1,443	52%
INDIRECT	169,041	84,854	84,187	50%
TOTAL	1,791,327	955,191	836,136	53%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 10-31-24 (66.7%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	125,949	73,616	63%
BENEFITS	64,865	35,838	29,027	55%
TRAVEL	10,000	3,925	6,075	39%
SPACE COST	999,981	795,258	204,723	80%
SUPPLIES	18,850	15,985	2,865	85%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	37,419	(31,419)	624%
OTHER COSTS	108,975	182,642	(73,667)	168%
PROGRAM COSTS	-	4,630	(4,630)	Not budgeted
INDIRECT	40,524	73,290	(32,766)	181%
TOTAL	1,448,760	1,274,935	173,825	88%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 10/31/24 (8 OF 12 MONTHS = 66.67%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,830,485**	**$ 7,360,762**	**68.0%**	**$ 3,469,723**
Expenditures				
Salaries	5,312,379	3,043,900	57.3%	2,268,479
Benefits @ 23.6% actual	1,498,103	902,576	60.2%	595,527
Total Personnel Costs	6,810,482	3,946,476	57.9%	2,864,006
Operating Costs				
Travel	115,250	88,736	77.0%	26,514
Space Costs	544,612	305,110	56.0%	239,502
Supplies	358,772	356,420	99.3%	2,352
Equipment	232,205	220,846	95.1%	11,359
Consultant/Contract	1,064,000	843,222	79.3%	220,778
Other Operating Costs	920,480	639,008	69.4%	281,472
Total Operating Costs	3,235,319	2,453,342	75.8%	781,977
Total Expenditures	**$ 10,045,801**	**$ 6,399,817**	**63.7%**	**$ 3,645,984**
Excess (Deficit) Indirect Revenue	**$ 784,684**	**$ 960,945**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,558,810	$ 869,145	55.8%	$ 689,665
Operations	3,569,921	2,429,118	68.0%	1,140,803
Executive	719,429	636,906	88.5%	82,523
Finance	3,035,916	1,857,321	61.2%	1,178,595
Community Development	1,161,725	607,224	52.3%	554,501
	$ 10,045,801	$ 6,399,817	63.7%	$ 3,645,984

Prepared Date: 12/04/24

Community Action Partnership of Kern
Check/Voucher Register
From 10/1/2024 Through 10/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/1/2024	224414	CARLOS YOVANI HERNANDEZ BONILLA	(423.98)	Child Care Reimbursement
10/1/2024	224414	CARLOS YOVANI HERNANDEZ BONILLA	(98.00)	Cost of Care Plus Rate
10/1/2024	225081	CARLOS YOVANI HERNANDEZ BONILLA	(465.60)	Child Care Reimbursement
10/1/2024	225081	CARLOS YOVANI HERNANDEZ BONILLA	(98.00)	Cost of Care Plus Rate
10/1/2024	226427	MARLENE ALESIA DIAZ	2,358.35	REG/OVERTIME/V-VACATION/ED-EDU... LV/S-SICK HRS 80.03
10/1/2024	226428	MARLENE ALESIA DIAZ	199.51	HP-VACATION PO 11.73 X 18.64
10/2/2024	226429	Accrue Solutions Holding Co, LLC	290.00	COBRA Administration Services for September 2024
10/2/2024	226430	ALPHA WHOLESALE PRODUCE INC	818.30	PO-2024-1138
10/2/2024	226430	ALPHA WHOLESALE PRODUCE INC	168.32	PO-2024-1138/GALA APPLES/ORANGES
10/2/2024	226431	ANGEL TEJEDA	26.80	August 2024 Mileage Reimbursement
10/2/2024	226432	AT&T	32.39	9391058697
10/2/2024	226432	AT&T	204.28	9391058839
10/2/2024	226432	AT&T	28.86	9391058846
10/2/2024	226432	AT&T	30.42	9391058876
10/2/2024	226432	AT&T	30.42	9391058940
10/2/2024	226432	AT&T	145.89	9391058945
10/2/2024	226432	AT&T	77.70	9391059161
10/2/2024	226432	AT&T	195.36	9391059166
10/2/2024	226432	AT&T	57.73	9391059419
10/2/2024	226432	AT&T	216.54	9391059574
10/2/2024	226433	AURA SILVA	79.00	Aura Silva- SDA Reimbursement-Bilingual Cert-05/30/2024
10/2/2024	226434	BERKSHIRE HATHAWAY HOMESTATE CO	99,695.56	2024-25 Workers Compensation Policy September Monthly Premiu
10/2/2024	226435	BRIANDA MARTINEZ MENDOZA	59.00	Bilingual Exam Reimbursement
10/2/2024	226436	BRYAN LOPEZ	94.47	AUGUST MILEAGE REIMBURSEMENT
10/2/2024	226437	CALIFORNIA WATER SERVICE COMPANY	398.65	1410 11TH ST/6278220249
10/2/2024	226437	CALIFORNIA WATER SERVICE COMPANY	188.20	2800 S D ST/6603184386
10/2/2024	226438	CATHERINE TREJO	59.00	Bilingual Exam Reimb 09/17/2024 BC Ref# 14485
10/2/2024	226439	CATHY DOUMA	217.95	PO-2024-2724
10/2/2024	226440	CHARLIE'S DAY & NITE, INC.	490.50	2 door locks purchased for Marci Massei
10/2/2024	226440	CHARLIE'S DAY & NITE, INC.	57.45	Lockset combo changed for California St.
10/2/2024	226441	CHARTER COMMUNICATIONS	210.25	1001 MAIN ST/8301 10 007 0176885
10/2/2024	226442	CHARTER COMMUNICATIONS	346.22	4032 JEWETT AVE BLDG OFC/8301 10 015 0963087
10/2/2024	226443	CHARTER COMMUNICATIONS	201.23	1631 30TH ST/8301 10 015 1128573
10/2/2024	226444	CHARTER COMMUNICATIONS	160.25	525 ROBERTS LN STE B/8301 10 001 1355580
10/2/2024	226445	CHARTER COMMUNICATIONS	254.00	500 E CALIFORNIA AVE/167766201
10/2/2024	226446	CHRISTOPHER PERCIVAL	109.64	DELANO
10/2/2024	226446	CHRISTOPHER PERCIVAL	460.16	HARVEY HALL
10/2/2024	226447	CINTAS CORPORATION #668	326.42	300 19TH ST

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/2/2024	226448	CLAUDIA VALENCIA PRECIADO	47.57	SEPTEMBER MILEAGE REIMBURSEMENT
10/2/2024	226449	COUNTY OF KERN PUBLIC WORKS	62.00	18TH ST
10/2/2024	226449	COUNTY OF KERN PUBLIC WORKS	65.15	OPS
10/2/2024	226450	COUNTY OF SAN JOAQUIN	36.75	REF# 51-02081562 09/05/2024 VID# 70486N2-V DISCARD TREE BRAN
10/2/2024	226451	DEPARTMENT OF MOTOR VEHICLES	0.00	DMV Driver's License Test Fee for Marrianna Lewis
10/2/2024	226451	DEPARTMENT OF MOTOR VEHICLES	0.00	Driver's License Fees for Turrell Collins
10/2/2024	226452	ERIKA MALDONADO	116.58	SEPTEMBER MILEAGE REIMBURSEMENT
10/2/2024	226453	FLYERS ENERGY LLC	4,346.79	ACCT#78379
10/2/2024	226454	GREAT WESTERN INSTALLATIONS, INC.	156,955.21	PO-2023-3235
10/2/2024	226454	GREAT WESTERN INSTALLATIONS, INC.	79,132.79	PO-2023-3490
10/2/2024	226455	HOME DEPOT COMMERCIAL CREDIT	2,024.11	18TH ST
10/2/2024	226455	HOME DEPOT COMMERCIAL CREDIT	191.08	18TH ST - ERESA
10/2/2024	226455	HOME DEPOT COMMERCIAL CREDIT	30.67	18TH ST - VEHICLES
10/2/2024	226455	HOME DEPOT COMMERCIAL CREDIT	310.96	5055 CAL AVE 101
10/2/2024	226455	HOME DEPOT COMMERCIAL CREDIT	141.19	FHCC
10/2/2024	226456	IMPERIAL BAG & PAPER CO, LLC	72.38	PO-2024-2545
10/2/2024	226457	IMPERIAL BAG & PAPER CO, LLC	112.24	PO-2024-2545
10/2/2024	226458	IMPERIAL BAG & PAPER CO, LLC	274.97	PO-2024-2545
10/2/2024	226459	IMPERIAL BAG & PAPER CO, LLC	260.76	PO-2024-2545
10/2/2024	226460	IMPERIAL BAG & PAPER CO, LLC	554.32	PO-2024-2545
10/2/2024	226461	IMPERIAL BAG & PAPER CO, LLC	252.71	PO-2024-2545
10/2/2024	226462	IMPERIAL BAG & PAPER CO, LLC	425.13	PO-2024-2545
10/2/2024	226463	IMPERIAL BAG & PAPER CO, LLC	389.91	PO-2024-2545
10/2/2024	226464	IMPERIAL BAG & PAPER CO, LLC	44.59	PO-2024-2545
10/2/2024	226465	IMPERIAL BAG & PAPER CO, LLC	129.85	PO-2024-2545
10/2/2024	226466	IMPERIAL BAG & PAPER CO, LLC	49.10	PO-2024-2545
10/2/2024	226467	INDEPENDENT LIVING CENTER OF KERN COUNTY	170.00	PO-2024-2259
10/2/2024	226468	JEREMY MARRS	1,600.00	PO-2024-2849 1300 18TH ST

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10/2/2024	226469	KERN COUNTY SUPERINTENDENT OF SCHOOLS	61,892.63	PO-2024-2506
10/2/2024	226470	KERN ISLAND INVESTORS, GP	759.49	PO-2023-3365 1631 30TH ST AUG 2024 UTILITIES
10/2/2024	226471	KHADIJA FOX	4,300.00	Divine Maternal Services - Professional Development San Joaq
10/2/2024	226472	LAKESHORE EQUIPMENT COMPANY	1,606.64	PO-2024-2346
10/2/2024	226472	LAKESHORE EQUIPMENT COMPANY	2,675.09	PO-2024-2584
10/2/2024	226473	LAMONT ELEMENTARY SCHOOL DISTRICT	25,561.75	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
10/2/2024	226474	LISETTE VAZQUEZ	100.00	Lisette Vazquez SDA Reimbursement CPR 06/21/24 - 06/2026
10/2/2024	226475	LODI HEALTH WEST OCCUPATIONAL MEDICINE	253.00	Pre-Employment for Stockton Location
10/2/2024	226476	LOWES COMPANIES INC	749.79	5 REAL RD
10/2/2024	226476	LOWES COMPANIES INC	895.68	5055 CAL AVE 101
10/2/2024	226476	LOWES COMPANIES INC	23.62	HARVEY HALL
10/2/2024	226476	LOWES COMPANIES INC	38.65	HERITAGE
10/2/2024	226476	LOWES COMPANIES INC	249.54	OPS
10/2/2024	226476	LOWES COMPANIES INC	41.11	VINELAND
10/2/2024	226477	MADERA SECURE STORAGE, LLC	75.00	UNIT PK03 FOR MADERA MCAP VEHICLE 10/01-10/31 PO-2024-2447
10/2/2024	226478	MARIA G PIZANO	171.00	SDA Reimb. PSYC Bakersfield College
10/2/2024	226479	MARITZA LARA MARTINEZ	56.95	AUGUST MILEAGE REIMBURSEMENT
10/2/2024	226480	MASIMO AMERICAS INC	678.18	PO-2024-2487
10/2/2024	226481	MCWILLIAMS & WALDEN INC	2,315.69	LIC# 00310H2
10/2/2024	226481	MCWILLIAMS & WALDEN INC	56.29	LIC# 6UJU316
10/2/2024	226481	MCWILLIAMS & WALDEN INC	322.25	LIC# 7SOX968
10/2/2024	226481	MCWILLIAMS & WALDEN INC	120.27	LIC# 8JGM713
10/2/2024	226481	MCWILLIAMS & WALDEN INC	70.65	LIC# 8K64726
10/2/2024	226481	MCWILLIAMS & WALDEN INC	382.69	LIC# 8W71304 PO-2024-2180
10/2/2024	226482	MICHAEL K BROWN LANDSCAPE INC	837.91	CAL CITY
10/2/2024	226482	MICHAEL K BROWN LANDSCAPE INC	301.08	HARVEY HALL
10/2/2024	226482	MICHAEL K BROWN LANDSCAPE INC	1,090.28	PETE PARRA
10/2/2024	226482	MICHAEL K BROWN LANDSCAPE INC	876.35	STERLING
10/2/2024	226483	NTM PRODUCTIONS	50,107.57	PO-2024-2062 ROOM DESIGN - 18TH ST BOARDROOM
10/2/2024	226483	NTM PRODUCTIONS	13,755.72	PO-2024-2557 AUDIO VISUAL - 18TH ST BOARDROOM
10/2/2024	226484	OASIS AIR AND SOLAR	4,150.01	L24-295E; CIMA RICHARDSON, 1217 M ST; PO-2024-2386
10/2/2024	226485	OASIS AIR CONDITIONING	22,319.50	L24-015E; VICTOR VILLAREAL, 4208 OLD CASTLE; PO-2024-1937
10/2/2024	226485	OASIS AIR CONDITIONING	14,733.63	L24-057E; ALFREDO FLORES, 104 DONNA AVE; PO-2024-2064
10/2/2024	226485	OASIS AIR CONDITIONING	14,150.00	L24-076E; DIANNE GRISEDALE, 9003 GRANITE RD; PO-2024-1876

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10/2/2024	226485	OASIS AIR CONDITIONING	5,462.01	L24-200; JUANA TAVERA, 1324 2ND ST; PO-2024-1938
10/2/2024	226485	OASIS AIR CONDITIONING	11,700.00	L24-203; ARACELI QUINTERO, 1320 IVAN AVE; PO-2024-1735
10/2/2024	226485	OASIS AIR CONDITIONING	12,100.00	L24-223E; CAROLINA CHAVEZ, 4916 PANDORA PL; PO-2024-1843
10/2/2024	226485	OASIS AIR CONDITIONING	12,200.00	L24-229E; KIM ESPINOZA, 1901 GLENDON CT; PO-2024-1893
10/2/2024	226485	OASIS AIR CONDITIONING	16,100.00	L24-270E; VIRONIA ODISHO, 5816 ROYALSTON FALLS; PO-2024-1817
10/2/2024	226486	ODP BUSINESS SOLUTIONS LLC	52.96	PO-2024-2599
10/2/2024	226487	OFFICE1 LEASING	2,309.49	450-0144270-000; 1300 18TH ST ERSEA; PO-2024-2558
10/2/2024	226487	OFFICE1 LEASING	958.66	450-7986161-037; 5351 OLIVE DR; PO-2024-1024
10/2/2024	226487	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
10/2/2024	226488	PACIFICA STOCKTON SUITES LLC	568.83	ELIZABETH WILLIAMS - New Hire Mentorship-Stockton Sept 17th
10/2/2024	226489	PG&E	732.83	1509 N GOLDEN GATE AVE
10/2/2024	226489	PG&E	900.01	2320 MOUNT VERNON AVE
10/2/2024	226489	PG&E	9,075.18	3000 STERLING RD
10/2/2024	226489	PG&E	5,977.58	3101 MALL VIEW RD
10/2/2024	226489	PG&E	17.37	3811 RIVER BLVD
10/2/2024	226490	PROACTIVE WORK HEALTH SERVICES	35.00	Memorial Occupational - Physical Exam 03/06/2024
10/2/2024	226490	PROACTIVE WORK HEALTH SERVICES	35.00	Memorial Occupational - Physical Exam 08/12/2024
10/2/2024	226491	PRODUCERS DAIRY FOODS INC	3,249.44	PO-2024-1137
10/2/2024	226492	PROTECTION 1/ADT	56.78	ADT September 2024/15662 K ST
10/2/2024	226493	REBECCA ROCHA	58.96	August 2024 Mileage Reimbursement
10/2/2024	226494	RONALD SHELAN	290.51	REIMB 236 4TH ST BLDG 2&3 STOCKTON 08/19/24 - 09/18/24
10/2/2024	226494	RONALD SHELAN	61.67	Reimb for AT&T 236 W 4th St Stockton 7/19/24 - 8/18/24
10/2/2024	226495	SAFEWAY INC VONS DIVISION	20.28	Ref# 584306815820 09/24/2024 Food Demo Purchase for CFHL
10/2/2024	226495	SAFEWAY INC VONS DIVISION	15.17	Ref# 624831815820 09/18/2024 Food Demo Purchase for CFHL
10/2/2024	226496	SAVE MART SUPERMARKETS	30.00	REF# 026892 09/11/2024 EMERG BABY FOOD MARCI MASSEI & CALIF
10/2/2024	226496	SAVE MART SUPERMARKETS	108.18	REF# 029279 09/19/2024 OCT 2024 FOOD EXPERIENCE ALL CENTERS
10/2/2024	226496	SAVE MART SUPERMARKETS	39.68	REF# 056155 09/11/2024 CK GROCERY & PRODUCE
10/2/2024	226496	SAVE MART SUPERMARKETS	189.15	REF# 061236 09/23/2024 SPECIAL DIET DAIRY/GROCERY
10/2/2024	226496	SAVE MART SUPERMARKETS	785.79	REF# 062825 09/16/2024 FORMULA, BABY FOOD, SPECIAL DIET DAIR
10/2/2024	226496	SAVE MART SUPERMARKETS	317.78	REF# 069491 09/12/2024 FORMULA, SPECIAL DIET DAIRY
10/2/2024	226496	SAVE MART SUPERMARKETS	5.16	REF# 070208 09/18/2024 CK PRODUCE-GARDEN

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10/2/2024	226496	SAVE MART SUPERMARKETS	62.97	REF# 607954 09/11/2024 FORMULA FOR CHILD AT MARCI MASSEI
10/2/2024	226497	SEQUOIA SANDWICH COMPANY	477.07	Lunch Provided for Alicante CDC, Virginia CDC and Heritage P
10/2/2024	226498	SNIDERS	4.87	REF# 307169 WO# 17369 09/04/2024 OPS VEHICLES
10/2/2024	226498	SNIDERS	5.41	REF# 307840 WO# 17478 09/12/2024 HARVEY HALL
10/2/2024	226499	SOCALGAS	88.75	10300 1/2 SAN DIEGO ST LAMONT 08/26/2024 - 09/26/2024
10/2/2024	226499	SOCALGAS	67.33	315 STINE RD BAKERSFIELD 08/21/2024 - 09/23/2024
10/2/2024	226500	SOUTHERN CALIFORNIA EDISON	368.96	11336 BARTLETT AVE STE 13&14 ADELANTO 08/26/24 - 09/24/24
10/2/2024	226500	SOUTHERN CALIFORNIA EDISON	3,095.20	1835 CECIL AVE DELANO 08/22/2024 - 09/22/2024
10/2/2024	226501	STANDARD PLUMBING SUPPLY COMPANY, INC	9.64	BROADWAY
10/2/2024	226501	STANDARD PLUMBING SUPPLY COMPANY, INC	11.90	OPS
10/2/2024	226501	STANDARD PLUMBING SUPPLY COMPANY, INC	111.69	SHAFTER EHS
10/2/2024	226501	STANDARD PLUMBING SUPPLY COMPANY, INC	10.71	SUNRISE VILLA
10/2/2024	226502	TOKAY PRESS INC	669.10	HSADPro PO-2024-2726 OCT 2024 PARENT MEETING PCKTS SJC
10/2/2024	226503	TUFF SHED INC	3,070.02	5 REAL RD PO-2204-2603 WO# 2505653 S/N# P696356
10/2/2024	226504	ULINE	245.33	CENTRAL KITCHEN PO-2024-1320 ORD# 24749163
10/2/2024	226505	UNITED RENTALS INC	375.30	2900 M ST 09/17/2024 - 10/15/2024 SN# 2490440 CUST# 6144312
10/2/2024	226506	VALLEY PROPANE SERVICE	376.28	FOOD BANK PO-2024-1649
10/2/2024	226507	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
10/2/2024	226508	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	214.89	450-7986161-017 FB PO-2024-1175 09/22/2024 - 10/21/2024
10/2/2024	226508	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	272.06	450-7986161-020 09/22/2024 - 10/21/2024 CK PO-2024-1174
10/2/2024	226509	WIPFLI LLP	153.00	Power BI Pro - August 2024
10/2/2024	226509	WIPFLI LLP	15,931.58	Technology Ongoing Services Agreement September 2024
10/2/2024	226510	YVONNE SALDANA	317.56	Yvonne Saldana- SDA Reimbursement Tuition & Books - 09/13/24
10/2/2024	226511	LOWES COMPANIES INC	750.09	5 REAL RD
10/2/2024	226511	LOWES COMPANIES INC	95.55	HERITAGE
10/2/2024	226511	LOWES COMPANIES INC	18.47	OPS
10/2/2024	226511	LOWES COMPANIES INC	210.12	PETE PARRA
10/2/2024	226511	LOWES COMPANIES INC	12.84	PRIMEROS PASOS
10/2/2024	226511	LOWES COMPANIES INC	693.12	SHAFTER HS
10/2/2024	226511	LOWES COMPANIES INC	35.97	WILLOW
10/2/2024	226512	LOWES COMPANIES INC	51.96	5 REAL RD
10/2/2024	226512	LOWES COMPANIES INC	14.57	ANGELA MARTINEZ
10/2/2024	226512	LOWES COMPANIES INC	88.43	OPS
10/2/2024	226512	LOWES COMPANIES INC	71.94	PETE PARRA > CLASS 3

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10/2/2024	226512	LOWES COMPANIES INC	26.72	PETE PARRA > CLASSROOM 4
10/2/2024	226512	LOWES COMPANIES INC	3.67	STERLING > CLASS 5/6
10/2/2024	226512	LOWES COMPANIES INC	23.15	VINELAND
10/2/2024	226512	LOWES COMPANIES INC	26.68	WILLOW
10/2/2024	226513	LOWES COMPANIES INC	(91.81)	Inv. 990467 - INVENTORY CREDIT
10/2/2024	226513	LOWES COMPANIES INC	(108.60)	Inv. 993213 - INVENTORY CREDIT
10/2/2024	226513	LOWES COMPANIES INC	3,890.53	Inv. 995201 - INVENTORY
10/2/2024	226513	LOWES COMPANIES INC	21,968.79	Inv. 995257 - INVENTORY
10/2/2024	226513	LOWES COMPANIES INC	(99.49)	Inv. 997065 - INVENTORY CREDIT
10/2/2024	226514	Andrea Chavez	51.50	TRAVEL ADVANCE - VISION Y COMPROMISO CONFERENCE, LOS ANGELE
10/2/2024	226515	ANDREW CHAVEZ	197.50	Travel Advance - CACFP Conference Universal City, CA 10/06-
10/2/2024	226516	CHASE RANGEL	195.50	Travel Advance to Attend CP Scramble in Las Vegas, NV Oct7-1
10/2/2024	226517	CLEMMER AND COMPANY	925.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
10/2/2024	226518	ERICA SANDOVAL	1,250.00	CALAIM HOUSING DEPOSIT
10/2/2024	226519	MAGALI SOSA	195.50	Travel Advance to Attend CP Scramble in Las Vegas, NV Oct7-1
10/2/2024	226520	CARLOS YOVANI HERNANDEZ BONILLA	889.58	Child Care Reimbursement
10/2/2024	226520	CARLOS YOVANI HERNANDEZ BONILLA	196.00	Cost of Care Plus Rate
10/2/2024	226521	DEPARTMENT OF MOTOR VEHICLES	45.00	DMV Driver's License Test Fee for Marrianna Lewis
10/2/2024	226522	CINTIA C BELTRAN FRANCO	1,665.53	REG/S-SICK HOURS 79.98 X 24.59
10/2/2024	226523	CINTIA C BELTRAN FRANCO	1,253.56	REG/HP-VACATION PO/S-SICK HRS 55.87 X 2259
10/2/2024	226524	PG&E	6,500.00	Project P000319477 - Application 129461334 Customer: 4695029
10/2/2024	226525	RANCHO DE STINE LLC	14,175.00	1300 STINE RD - MCAP OCTOBER 2024 RENT
10/2/2024	226525	RANCHO DE STINE LLC	14,175.00	SECURITY DEPOSIT - 1300 STINE ROAD - MCAP OCTOBER 2024
10/2/2024	31478	ABATE CONSTRUCTION, INCORPORATED	600.00	EHS & HS
10/2/2024	31479	ADP, LLC.	21,798.18	PO-2024-1158 CLIENT NUMBER 450671
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	956.16	PO-2024-2451
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	326.87	PO-2024-2510
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	197.82	PO-2024-2534
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	188.31	PO-2024-2537
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	2,019.90	PO-2024-2606
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	1,046.97	PO-2024-2609
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	95.94	PO-2024-2646
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	422.85	PO-2024-2648

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10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	393.75	PO-2024-2657
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	216.84	PO-2024-2684
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	541.23	PO-2024-2705
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	1,015.83	PO-2024-2718
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	143.92	PO-2024-2733
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	1,007.27	PO-2024-2743
10/2/2024	31481	AMAZON CAPITAL SERVICES, INC	295.51	PO-2024-2744
10/2/2024	31482	AN ICON COMPANY, LLC	7,794.00	PO-2024-2326
10/2/2024	31483	BRADY INDUSTRIES	1,371.01	PO-2023-1366/2900 M ST
10/2/2024	31483	BRADY INDUSTRIES	126.12	PO-2024-1267/3101 MALL VIEW RD
10/2/2024	31483	BRADY INDUSTRIES	1,572.97	PO-2024-1267/3101 MALL VIEW RD EFF DATE 06/26/24
10/2/2024	31483	BRADY INDUSTRIES	1,381.79	PO-2024-1269/3101 MALL VIEW RD EFF DATE 06/26/24
10/2/2024	31484	BS& E INC	947.15	OPS
10/2/2024	31485	BS& E INC	285.75	OPS
10/2/2024	31486	CAZADOR CONSULTING GROUP INC	1,948.47	ANA MOSQUEDA RAYA/ISABEL BARBA
10/2/2024	31487	CDW GOVERNMENT LLC	1,035.79	PO-2024-2759
10/2/2024	31487	CDW GOVERNMENT LLC	1,035.79	PO-2024-2763
10/2/2024	31487	CDW GOVERNMENT LLC	586.49	PO-2024-2764
10/2/2024	31488	CHEVRON AND TEXACO BUSINESS CARD SERVICES	2,200.05	0496-00-566694-6
10/2/2024	31489	CMA FIRE PROTECTION	412.00	18TH ST PROJECT# R2451755 (07/18/24 & 08/02/24)
10/2/2024	31490	CMA FIRE PROTECTION	606.00	FHCC PROJECT # R2451812 - BACKFLOW
10/2/2024	31491	CMA FIRE PROTECTION	1,544.00	FHCC PROJECT # R2451813 - BACKFLOW
10/2/2024	31492	CMA FIRE PROTECTION	131.00	SYC JOB# 36230890 (09/10/2024) QTRLY WET FIRE SPNRKL SYST IN
10/2/2024	31493	CMA FIRE PROTECTION	131.00	FHCC JOB# 36230768 (09/16/2024) QTRLY WET FIRE SPNRKL SYST I
10/2/2024	31494	CONNIE RAMIREZ	83.08	September 2024 Mileage Reimbursement
10/2/2024	31495	CROWN EQUIPMENT CORPORATION	490.00	PO-2024-1650/V-004
10/2/2024	31495	CROWN EQUIPMENT CORPORATION	415.00	PO-2024-1650/V-022
10/2/2024	31496	CUSTOM L & A CONSTRUCTION INC	1,880.00	PO-2024-2824
10/2/2024	31497	DELL TECHNOLOGIES, INC.	1,111.74	PO-2024-2437
10/2/2024	31498	DISCOUNT SCHOOL SUPPLY	2,191.37	PO-2024-2345
10/2/2024	31498	DISCOUNT SCHOOL SUPPLY	2,559.34	PO-2024-2576
10/2/2024	31499	FRESHPOINT CENTRAL CALIFORNIA, INC	570.06	PO-2024-1118
10/2/2024	31499	FRESHPOINT CENTRAL CALIFORNIA, INC	1,906.31	PO-2024-2383

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10/2/2024	31500	GARCIA INDUSTRIES INC	9,875.00	L24-073/BARBARA MENDOZA/524 WALLACE ST/PO-2024-2107 OVERAGE
10/2/2024	31501	INDOFF INCORPORATED	5,005.00	PO-2024-2453
10/2/2024	31502	INDOFF INCORPORATED	17,374.76	PO-2024-2478
10/2/2024	31503	JEREMY T TOBIAS	75.00	EMPLOYEE REIMBURSEMENT J. TOBIAS AT&T SEP 2024
10/2/2024	31504	JESSICA RIVERA	102.65	Jessica Rivera- SDA Reimb- Teachers Cert 10/01/24 - 09/10/29
10/2/2024	31505	JULIA ROMERO	415.40	SEPTEMBER 2024 MILEAGE REIMBURSEMENT
10/2/2024	31506	KAPLAN EARLY LEARNING CO	1,270.92	PO-2024-2351
10/2/2024	31507	KERNVILLE UNION SCHOOL DISTRICT	15,301.74	PO-2024-1347
10/2/2024	31508	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00	KDG AUGUST 2024 INVOICE - 062 EMPLOYMENT LAW
10/2/2024	31509	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,541.70	KDG AUGUST 2024 INVOICE - 063 EMPLOYMENT LAW COMPLIANCE & CO
10/2/2024	31510	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	2,177.10	KDG AUGUST 2024 INVOICE - 073 COLLECTIVE BARGAINING AGREEMEN
10/2/2024	31511	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	895.05	KDG AUGUST 2024 INVOICE - 076 REGINA BLACKWELL
10/2/2024	31512	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	46.35	KDG AUGUST 2024 INVOICE - 082 JENNIFER JAMES
10/2/2024	31513	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	2,949.75	KDG AUGUST 2024 INVOICE - 090 PIONEER DRIVE APARTMENTS PROJE
10/2/2024	31514	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	475.00	PO-2024-2754 INV 270653
10/2/2024	31515	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	330.00	PO-2024-1207
10/2/2024	31516	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	255.00	PO-2024-1552
10/2/2024	31517	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	75.00	PO-2024-1552
10/2/2024	31518	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	350.00	PO-2024-2754 INV 311832
10/2/2024	31519	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	440.00	PO-2024-2754 INV 311850
10/2/2024	31520	Magaly Witz	8.04	Mileage Reimbursement MW August 2024
10/2/2024	31521	MICHELLE RUIZ	20.77	Mileage Reimbursement MR August 2024
10/2/2024	31522	NARAMA INC	691.18	OPS PO-2024-2702 IT UNIFORM ORDER
10/2/2024	31523	NARAMA INC	433.81	ENERGY PO-2024-2728 WX APPAREL
10/2/2024	31524	NARAMA INC	820.86	OPS PO-2024-2799 ANALYST UNIFORM
10/2/2024	31525	NARAMA INC	30.31	HSPRTNR PO-2024-1995 HVP VISITOR SCRUBS
10/2/2024	31526	NATALIE RODRIGUEZ	148.74	Mileage Reimbursement NR August 2024
10/2/2024	31527	OFFICE IMAGING, INC	130.98	TKC-2984; 1300 18TH ST EXECUTIVE

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10/2/2024	31527	OFFICE IMAGING, INC	346.56	TKC-2984; 1300 18TH ST FINANCE BY PAYROLL; PO-2024-1410
10/2/2024	31527	OFFICE IMAGING, INC	116.10	TKC-2984; 1300 18TH ST GLYNS AREA; PO-2024-1337
10/2/2024	31527	OFFICE IMAGING, INC	41.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
10/2/2024	31527	OFFICE IMAGING, INC	119.80	TKC-2984; 1631 30TH ST; PO-2024-1246
10/2/2024	31527	OFFICE IMAGING, INC	175.66	TKC-2984; 2800 S D ST; PO-2024-1291
10/2/2024	31527	OFFICE IMAGING, INC	122.56	TKC-2984; 2900 M ST
10/2/2024	31528	PAPER CONNECTION INC	275.59	PO-2024-2312
10/2/2024	31529	PAPER CONNECTION INC	1,058.56	PO-2024-2590
10/2/2024	31530	PAPER CONNECTION INC	642.49	PO-2024-2659
10/2/2024	31531	PAPER CONNECTION INC	1,945.60	PO-2024-2725
10/2/2024	31532	PAPER CONNECTION INC	2,039.16	PO-2024-2740
10/2/2024	31533	PAULIN INDUSTRIES, INC.	9,686.30	18TH ST - JANITORIAL SERVICES AUGUST 2024
10/2/2024	31533	PAULIN INDUSTRIES, INC.	132.65	18TH ST 09/03/2024 MIC HIGH DENSITY CANLINER
10/2/2024	31533	PAULIN INDUSTRIES, INC.	800.66	18TH ST 09/11/2024 SEAT COVER & MF PAPER TOWELS
10/2/2024	31533	PAULIN INDUSTRIES, INC.	100.09	18TH ST 09/20/2024 MICRON LINER
10/2/2024	31533	PAULIN INDUSTRIES, INC.	1,144.07	18TH ST 09/23/2024 TOWEL MFOLD & TOILET PAPER
10/2/2024	31533	PAULIN INDUSTRIES, INC.	7,734.11	JANITORIAL SERVICES VARIOUS SITES - AUGUST 2024
10/2/2024	31534	PERFECT GIFT LLC	695.40	AMC GIFT CARDS - SYC
10/2/2024	31535	PLC SYSTEM SERVICES	11,227.00	L24-197E; ROBERTO Z PAZ, 650 9TH ST; PO-2024-2101
10/2/2024	31536	RAQUEL SILVA	54.94	Mileage Reimbursement RS August 2024
10/2/2024	31537	RELIABLE ENERGY MANAGEMENT INC	6,098.35	L24-089 ECIP; LEONOR RUBIO, 9224 S LOOP BLVD PO-2024-1349
10/2/2024	31538	SEQUOIA PAINT ENTERPRISE	425.41	5055 CAL AVE #101 WO# 17364 - PAINT BLDG FOR MOVE OUT
10/2/2024	31539	SMART & FINAL	116.55	REF# 347955 09/11/2024 Act# 326821 Fam Meet MCAP Madera Cty
10/2/2024	31540	SMART & FINAL	105.28	REF# 218300 09/25/2024 SUPPLIES
10/2/2024	31541	SMART & FINAL	47.56	REF# 046111 09/25/2024 ACT# 326821 Mandatory Informational M
10/2/2024	31542	SSD ALARM, INC	204.39	2739 DIAMOND ST - WIC 10/01/2024 - 12/31/2024 ALARM SVCS
10/2/2024	31543	STAPLES ADVANTAGE	(20.83)	CREDIT PO-2024-2711 ITEM# 476883 HSADM ORD# 7640833512
10/2/2024	31543	STAPLES ADVANTAGE	117.10	HS ADMIN PO-2024-2756 OFFICE SUPPLIES EDUC DEPT
10/2/2024	31543	STAPLES ADVANTAGE	406.26	HSADM PO-2024-2711 SCHOOL READINESS LESSON PLAN BINDERS
10/2/2024	31543	STAPLES ADVANTAGE	223.47	HSPDM PO-2024-2710 ENROLLMENT & ATTENDANCE SUPPLIES
10/2/2024	31544	STINSON STATIONERS	289.16	3101 MALL VIEW RD PO-2024-2820 (AOP)
10/2/2024	31545	SYSCO FOOD SERVICES OF VENTURA INC	2,109.35	2900 M ST PO-2024-2141 ORD# 1660930
10/2/2024	31546	SYSCO FOOD SERVICES OF VENTURA INC	1,313.82	2900 M ST PO-2024-2141 ORD# 1663419

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10/2/2024	31547	SYSCO FOOD SERVICES OF VENTURA INC	1,520.75	2900 M ST PO-2024-2141 ORD# 1664574
10/2/2024	31548	TEACHSTONE, INC	90.00	SJEHS PO-2024-2574 CLASS OBSERV CALIBRATION
10/2/2024	31549	TEL TEC SECURITY SYSTEMS INC	8,126.66	VARIOUS LOCATIONS - SEPT 2024 ALARM MONITORING
10/2/2024	31550	THE MARCOM GROUP, INC.	95.00	Web Hosting - Capkfoundation
10/2/2024	31551	TRAFFIC MANAGEMENT, INC.	96.91	FHCC REF# 06-1922600 09/03/2024 WO# 15721
10/2/2024	31552	TRANS-WEST SECURITY SERVICES, INC.	3,105.00	BAKERSFIELD AREA - AUGUST 2024
10/2/2024	31553	AMAZON CAPITAL SERVICES, INC	1,570.45	PO-2024-2629
10/2/2024	31554	DISCOUNT SCHOOL SUPPLY	4,341.52	PO-2024-2554
10/2/2024	31555	AMAZON CAPITAL SERVICES, INC	1,523.96	PO-2024-2660
10/2/2024	31555	AMAZON CAPITAL SERVICES, INC	64.94	PO-2024-2686
10/2/2024	31556	AMAZON CAPITAL SERVICES, INC	6,228.26	PO-2024-2417
10/2/2024	31557	AMAZON CAPITAL SERVICES, INC	670.83	PO-2024-2511
10/2/2024	31558	AMAZON CAPITAL SERVICES, INC	746.34	PO-2024-2560
10/2/2024	31559	ANTHONY CONRAD CHAVEZ	197.50	Travel Advance - CACFP Conference Universal City, CA - 10/
10/2/2024	31560	JAQUELINE GUERRA	51.50	TRAVEL ADVANCE -VISION Y COMPROMISO CONFERENCE, LOS ANGELES,
10/2/2024	31561	KEVIN GOUDGE	197.50	Travel Advance - CACFP Conference UNIVERSAL CITY, CA - 10/0
10/3/2024	226526	CHINEMEREM CHINELO OYINATUMBA	211.20	HP VACATION PO HRS 16.85 X $19.20
10/4/2024	225844	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(10,132.36)	PO-2024-2363 APRIL 2024
10/4/2024	225844	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(8,684.88)	PO-2024-2363 JUNE 2024
10/4/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(36.77)	500219 WO91565 CKV81
10/4/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(121.52)	INVOICE #500173
10/4/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(265.50)	Service on CK vehicle 12-78 90946 WORK DONE ON 62624
10/4/2024	226205	KERN COUNTY SUPERINTENDENT OF SCHOOLS	(129.55)	service on CK vehicle 12-79 WORKORDER#91193
10/4/2024	226527	CLAUDIO MENDOZA	1,260.36	REG/HP-VACATION PO/MEA - MEAL PREMIUM HRS 62.67 X 22.21
10/4/2024	226528	KAYLEIGH HOPKINSON	837.30	REF/OVERTIME/HP-VACATION PO/S-SICK HRS 53.07 X 18.64

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10/4/2024	226529	MARIA G VERDUZCO	6,034.31	HP-VACATION PO HOURS 241.73 X 40.83
10/4/2024	226530	KERN COUNTY SUPERINTENDENT OF SCHOOLS	36.77	500219 WO91565 CKV81
10/4/2024	226530	KERN COUNTY SUPERINTENDENT OF SCHOOLS	121.52	INVOICE #500173
10/4/2024	226530	KERN COUNTY SUPERINTENDENT OF SCHOOLS	8,684.88	PO-2024-2363 JUNE 2024
10/4/2024	226530	KERN COUNTY SUPERINTENDENT OF SCHOOLS	265.50	Service on CK vehicle 12-78 90946 WORK DONE ON 62624
10/7/2024	32925	WELLS FARGO	2,956.23	J. Meade Wells Fargo Statement September 2024
10/7/2024	32925	WELLS FARGO	3,720.71	Wells Fargo CC September 2024-Yolanda Gonzales
10/7/2024	32925	WELLS FARGO	1,368.25	Wells Fargo September 2024
10/7/2024	32925	WELLS FARGO	2,641.09	Wells Fargo September 2024 Credit Card Expenses Emilio Wagne
10/7/2024	32925	WELLS FARGO	2,305.84	Wells Fargo Tracy Webster September Payment
10/7/2024	32925	WELLS FARGO	2,190.73	Wells Fargo Visa Statement for (08/31/2024 - 9/30/2024)Septe
10/7/2024	32925	WELLS FARGO	2,983.25	WELLS FARGO VISA STATEMENT FOR SEPT 2024- C. Anspach
10/7/2024	32925	WELLS FARGO	2,660.83	WELLS FARGO VISA STATEMENT FOR SEPTEMBER 2024 - J. TOBIAS
10/7/2024	32925	WELLS FARGO	6,187.74	Wells Fargo Visa Statement for September 2024 for F. Hernand
10/7/2024	32925	WELLS FARGO	425.21	Wells Fargo Visa Statement for September 2024 for Louis Gill
10/7/2024	32925	WELLS FARGO	2,215.05	Wells Fargo Visa Statement for September 2024 for R. Moreno
10/7/2024	32925	WELLS FARGO	3,316.35	WELLSFARGO SEPT 2024 STATEMENT P.RAM
10/7/2024	32925	WELLS FARGO	1,092.81	WF Statement Period 8.31.24 - 9.30.24
10/9/2024	226531	15TH & L INVESTORS, LLC	711.39	Hotel Reservation- for Lorena Juarez-2024 Fall TA Conferne
10/9/2024	226532	ADRIANA ARREDONDO	28.00	Travel Liquidation Payroll Conf. Sacramento, CA 091024-0913
10/9/2024	226533	AKAL DRIVING SCHOOL INC	15.00	Driver's Ed for CalVIP Participant Marrianna
10/9/2024	226534	AKAL DRIVING SCHOOL INC	15.00	Driver's Ed for CalVIP Participant Turrell
10/9/2024	226535	ALPHA OMEGA SHUTTERS INSTALLATIONS	15,003.86	PO-2024-2017/1300 18TH ST 2ND & 3RD FLOOR
10/9/2024	226535	ALPHA OMEGA SHUTTERS INSTALLATIONS	14,578.70	PO-2024-2017/1300 18TH ST 2ND FLOOR
10/9/2024	226535	ALPHA OMEGA SHUTTERS INSTALLATIONS	346.40	PO-2024-2017/1300 18TH ST 3RD FLOOR
10/9/2024	226536	ALPHA WHOLESALE PRODUCE INC	109.00	PO-2024-1138
10/9/2024	226537	ANDRE-BOUDIN BAKERIES, INC	442.99	PO-2024-2640

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10/9/2024	226537	ANDRE-BOUDIN BAKERIES, INC	42.87	PO-2024-2670
10/9/2024	226537	ANDRE-BOUDIN BAKERIES, INC	643.05	PO-2024-2671
10/9/2024	226537	ANDRE-BOUDIN BAKERIES, INC	128.61	PO-2024-2730
10/9/2024	226538	ANDREA PATRICIA CHAVEZ	88.50	TRAVEL LIQUIDATION - PROSPERITY SUMMIT, NATIONAL HARBOR, MD
10/9/2024	226539	APPLE CORE PROJECT INC	1,200.00	SPONSORSHIP - APPLE CORE PROJECT NOURISH & FLOURISH DINNER/D
10/9/2024	226540	ARVIN COMMUNITY SERVICE DISTRICT	307.37	1111 BUSH ST
10/9/2024	226541	AT&T	30.42	9391058734
10/9/2024	226541	AT&T	34.46	9391058738
10/9/2024	226541	AT&T	30.42	9391058787
10/9/2024	226541	AT&T	30.42	9391059041
10/9/2024	226541	AT&T	59.82	9391059073
10/9/2024	226541	AT&T	76.71	9391059174
10/9/2024	226542	AT&T	88.41	661 396 1094
10/9/2024	226543	BLUEPRINT SERVICE CO	211.84	PO-2024-2838
10/9/2024	226544	CAL FOODS LOGISTICS	155,196.00	PO-2024-1234
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	287.50	1509 N GOLDEN GATE AVE/2222688384
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	4,151.40	2424 S DR MARTIN LUTHER KING JR/2883604446
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	1,204.92	305 STINE RD/8945588888
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	122.82	3101 MALL VIEW RD/0541111888
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	268.68	315 STINE RD A/9945588888
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	274.94	315 STINE RD/7945588888
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	84.97	317 MOUNT VERNON/7785611113
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	252.29	347 E POPLAR ST/8918085984
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	351.49	520 S WASHINGTON DR DOM/3533741257
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	905.67	520 S WASHINGTON ST DOM/9549807644
10/9/2024	226545	CALIFORNIA WATER SERVICE COMPANY	639.29	520 S WASHINGTON ST/4423688888
10/9/2024	226546	CHARLIE'S DAY & NITE, INC.	45.00	Lock Set combo for California St
10/9/2024	226547	CHARTER COMMUNICATIONS	746.13	5055 CALIFORNIA AVE STE 101/9/20/24-10/03/24 DISCONNECTED
10/9/2024	226548	CHASE RANGEL	375.20	Travel Liquidation - Microsoft Power Platform in Las Vegas
10/9/2024	226549	CHRISTINA BUSTAMANTE	46.90	Mileage Reimbursement
10/9/2024	226550	CINTAS CORPORATION #668	253.68	300 19TH ST
10/9/2024	226551	CITY OF SHAFTER	129.03	452 W LOS ANGELES AVE 08/20/24 - 09/20/24 ACT# 114946
10/9/2024	226551	CITY OF SHAFTER	95.85	455 E EUCLID AVE 08/20/2024 - 09/20/2024 ACT# 101447

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10/9/2024	226551	CITY OF SHAFTER	337.29	459 E EUCLID AVE 08/20/2024 - 09/20/2024 ACT# 106126
10/9/2024	226551	CITY OF SHAFTER	62.72	650 JAMES ST 08/20/2024 - 09/20/2024 ACT# 110839
10/9/2024	226552	CITY OF WASCO	447.80	523 BROADWAY ST HS 08/15/24 - 09/15/24 ACT# 0130005230
10/9/2024	226552	CITY OF WASCO	76.60	523 BROADWAY ST HS 10/01/24 - 10/31/24 ACT# 0130005231
10/9/2024	226553	COMCAST CORPORATION	154.78	525 E YOSEMITE AVE/8155 50 032 0834760
10/9/2024	226553	COMCAST CORPORATION	1,727.02	VARIOUS LOCATIONS
10/9/2024	226554	COUNTY OF KERN PUBLIC WORKS	233.19	OPS
10/9/2024	226554	COUNTY OF KERN PUBLIC WORKS	31.27	PO-2024-1203/ENERGY
10/9/2024	226555	EFRAIN DELGADO	1,945.00	Labor/material to install three gate frames with key less le
10/9/2024	226556	ERIC KELLEY	411.24	Travel Liquidation Payroll Conference Sacramento, CA 091024-
10/9/2024	226557	FEDEX	31.80	D.JUAEREZ/N.ARAMBULA/818471355...
10/9/2024	226557	FEDEX	75.60	E.GUZMAN/TRUTECH TOOLS/808526700830
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	186.66	HARVEY HALL
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	(1,040.28)	Inv. CM499526 - INVENTORY CREDIT
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	811.88	OPS
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	175.15	ROSAMOND
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	179.05	TEHACHAPI
10/9/2024	226558	FERGUSON ENTERPRISES INC #1350	160.41	VIRGINIA
10/9/2024	226559	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,302.45	5 REAL ROAD, JULY - SEPT 2024, UTILITIES PO-2024-1026
10/9/2024	226560	FRED PLANE	520.07	TRAVEL LIQUIDATION - NCAP ANNUAL CONVENTION IN SEATTLE, WA 0
10/9/2024	226561	GLOBAL COMPLIANCE, INC.	2,929.13	PO-2024-1715/EFF DATE 02/25/24
10/9/2024	226562	GLORIA NEVEL	158.12	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	226563	GRIMMWAY ENTERPRISES, INC.	17,624.00	PO-2024-1329
10/9/2024	226564	GRINGTEAM INC.	289.52	Nelly Mendoza - Hotel Reservation Room 222 - 09/12/24 - 09/1
10/9/2024	226564	GRINGTEAM INC.	3,651.06	PO-2024-2430 NEW HIRE MEMBERSHIP ON 091324
10/9/2024	226565	GUADALUPE ARELLANO	6.03	Mileage Reimbursement
10/9/2024	226566	HANNIA I ACEVEDO	54.27	MILEAGE REIMBURSEMENT
10/9/2024	226567	HEIDY ESPINOZA	95.14	MILEAGE REIMBURSEMENT
10/9/2024	226568	HOME DEPOT COMMERCIAL CREDIT	13.93	BROADWAY
10/9/2024	226568	HOME DEPOT COMMERCIAL CREDIT	9.18	FAIRFAX
10/9/2024	226568	HOME DEPOT COMMERCIAL CREDIT	324.43	HERITAGE

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10/9/2024	226568	HOME DEPOT COMMERCIAL CREDIT	878.23	SHAFTER EHS
10/9/2024	226569	JANEY FELSOCI	130.65	MILEAGE REIMBURSEMENT
10/9/2024	226570	JAZMIN DE LA CRUZ DUARTE	95.14	Mileage Reimbursement
10/9/2024	226571	JEREMIN EASTER	187.60	MILEAGE REIMBURSEMENT
10/9/2024	226572	JEREMY MARRS	385.00	FOOD BANK
10/9/2024	226573	JESSICA HERNANDEZ	113.90	MILEAGE REIMBURSEMENT
10/9/2024	226574	JIMMIE ALVIDREZ	26.80	MILEAGE REIMBURSEMENT
10/9/2024	226575	KARADANIS SURVIVORS TRUST	259.00	UNIT:L005 PO-2024-2404
10/9/2024	226576	KATERINA GONZALEZ	56.28	MILEAGE REIMBURSEMENT
10/9/2024	226577	KEITH C PFEFFER	37.89	FOUNDATION PO-2024-2442 FB DONOR MAGNETS
10/9/2024	226578	KERN COMMUNITY COLLEGE DISTRICT	18,081.00	PO-2024-1516 AUGUST 2024
10/9/2024	226578	KERN COMMUNITY COLLEGE DISTRICT	16,634.52	PO-2024-1516 JULY 2024
10/9/2024	226579	KERN COUNTY SUPERINTENDENT OF SCHOOLS	9,408.62	PO-2024-2363 AUGUST 2024
10/9/2024	226580	KIMBERLY D FREIBERG	164.82	MILEAGE REIMBURSEMENT
10/9/2024	226581	LAMONT SANITATION INC	246.03	1500 S FAIRFAX RD / 18000545
10/9/2024	226581	LAMONT SANITATION INC	388.14	7998 ALICANTE AVE / 18000260
10/9/2024	226582	Liliana Altamirano	40.20	Mileage Reimbursement
10/9/2024	226583	LINKS FOR LIFE, INC	1,400.00	SPONSORSHIP - LINKS FOR LIFE HOT PINK CELEBRATION ON 10/25/
10/9/2024	226584	LOWES COMPANIES INC	409.20	18TH ST
10/9/2024	226584	LOWES COMPANIES INC	44.16	5 REAL RD
10/9/2024	226584	LOWES COMPANIES INC	924.51	FOODBANK PO-2024-2494
10/9/2024	226584	LOWES COMPANIES INC	34.92	HERITAGE
10/9/2024	226584	LOWES COMPANIES INC	41.11	MJ MORGAN
10/9/2024	226584	LOWES COMPANIES INC	821.67	PO-2024-2155; CALAIM ALYSSA MADRIGAL
10/9/2024	226584	LOWES COMPANIES INC	114.13	TAFT
10/9/2024	226584	LOWES COMPANIES INC	44.90	TEHACHAPI
10/9/2024	226585	MANUELA CASTILLO	194.30	MILEAGE REIMBURSEMENT
10/9/2024	226586	MARIA ALICIA HUIZAR	195.64	MILEAGE REIMBURSEMENT
10/9/2024	226587	MARIA BARRIENTOS	9.38	MILEAGE REIMBURSEMENT
10/9/2024	226588	MARIA CERVANTES	48.24	Mileage Reimbursement
10/9/2024	226589	MARIA CONTRERAS	98.25	Travel Liquidation San Joaquin Site Visit Stockton, CA 09/1
10/9/2024	226590	MARIA MORENO GOMEZ	43.55	MILEAGE REIMBURSEMENT
10/9/2024	226591	MARITZA JIMENEZ	150.00	TRAVEL LIQUIDATION - NCAP ANNUAL CONVENTION IN SEATTLE, WA
10/9/2024	226592	MAYRA GARCIA	18.76	MILEAGE REIMBURSEMENT
10/9/2024	226593	MCWILLIAMS & WALDEN INC	2,151.17	LIC# 8JGM751
10/9/2024	226594	MELISSA DEWITT	41.54	MILEAGE REIMBURSEMENT
10/9/2024	226595	MICHAEL K BROWN LANDSCAPE INC	18,750.00	VARIOUS SITES - SEPTEMBER MONTHLY SERVICE
10/9/2024	226596	MIRELLA RUBIO	227.80	September 2024 Mileage Reimbursement for Mirella Rubio
10/9/2024	226597	NICOLE CALLAHAN	100.50	Mileage Reimbursement
10/9/2024	226598	OASIS AIR AND SOLAR	4,850.00	L24-219; ESTHER ESTRADA, 145 CLEMSON ST; PO-2024-2311

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10/9/2024	226598	OASIS AIR AND SOLAR	8,150.00	L24-233; MICHELLE HAVENS, 2701 TRUXTUN AVE; PO-2024-2548
10/9/2024	226598	OASIS AIR AND SOLAR	17,250.00	L24-293E; SHARON MACKAI, 157 LOVE LN; PO-2024-2488
10/9/2024	226599	OASIS AIR CONDITIONING	10,677.75	L24-014E; DOMINGO HERRERA, 5213 YELLOW CT; PO-2024-2039
10/9/2024	226600	OFFICE1 LEASING	491.96	450-7986161-029; 1300 18TH ST 3RD FL CD; PO-2024-1455
10/9/2024	226600	OFFICE1 LEASING	2,540.55	450-7986161-034; 300 19TH ST ENERGY
10/9/2024	226601	PATRICIA LOPEZ DE BAUTISTA	72.00	SDA CPR REIMB 2024 - SHORT PAID CHECK 224367 ON 061224
10/9/2024	226602	PATRIOTS INC	5.40	OPS
10/9/2024	226603	PG&E	1,988.38	1135 N HUNTER ST / 1145 N HUNTER ST
10/9/2024	226603	PG&E	808.85	1410 11TH ST
10/9/2024	226603	PG&E	1,001.13	1900 E CALIFORNIA AVE
10/9/2024	226603	PG&E	4,750.92	300 19TH ST
10/9/2024	226603	PG&E	369.81	319 20TH ST
10/9/2024	226603	PG&E	112.53	347 E POPLAR ST #A & #B
10/9/2024	226603	PG&E	1,075.31	401 WILLOW DR
10/9/2024	226603	PG&E	4,508.17	4032 JEWETT AVE
10/9/2024	226603	PG&E	2,168.76	425 N CALIFORNIA ST
10/9/2024	226603	PG&E	2,291.42	455 E EUCLID AVE / 459 E EUCLID AVE
10/9/2024	226603	PG&E	890.79	460 W LOS ANGELES AVE
10/9/2024	226604	PRODUCERS DAIRY FOODS INC	166.47	PO-2024-1137
10/9/2024	226605	RAMIRO SANTIVANES	120.00	ALBERTA DILLARD
10/9/2024	226606	REBECCA ROCHA	58.96	SEPTEMBER 2024 MILEAGE REIMBURSEMENT
10/9/2024	226607	RITA FREGOSO	115.91	MILEAGE REIMBURSEMENT
10/9/2024	226608	ROSA JOHNSON	36.18	MILEAGE REIMBURSEMENT
10/9/2024	226609	ROSLYN CRUZ	14.74	Mileage Reimbursement
10/9/2024	226610	Ruben Rivera	48.91	Mileage reimbursement (Ruben Rivera) September 2024
10/9/2024	226611	SAFEWAY INC VONS DIVISION	19.17	Food Demo Purchase for CFHL - Ref # 574107815820 09/24/2024
10/9/2024	226611	SAFEWAY INC VONS DIVISION	125.58	REF# 861048815820 09/05/24 COFF SUPP EXEC DIV - Albertson's
10/9/2024	226611	SAFEWAY INC VONS DIVISION	5.47	Reference # 201209815820 CFHL Food Demo Purchase 10/03/2024
10/9/2024	226611	SAFEWAY INC VONS DIVISION	31.33	Reference # 211322815820 CFHL Food Demo Purchase 10/03/2024
10/9/2024	226612	SANDRA MEJIA ESPARZA	103.18	Mileage Reimbursement
10/9/2024	226613	SAVANNAH FLORES	159.46	MILEAGE REIMBURSEMENT
10/9/2024	226614	SAVE MART SUPERMARKETS	86.58	REF# 034420 09/26/2024 EMERG FOOD CALIF & MARCI MASSEI
10/9/2024	226614	SAVE MART SUPERMARKETS	290.65	REF# 051986 09/24/2024 BABY FOOD & SPECIAL DIET PURCHASE
10/9/2024	226614	SAVE MART SUPERMARKETS	212.83	REF# 054439 09/30/2024 BABY FOOD & SPECIAL DIET MILK
10/9/2024	226614	SAVE MART SUPERMARKETS	156.08	REF# 062342 10/02/2024 SPECIAL DIET GROCERY & DAIRY
10/9/2024	226615	SEQUOIA SANDWICH COMPANY	380.83	DRDP Training 09/13/2024 TICKET# 910002

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10/9/2024	226615	SEQUOIA SANDWICH COMPANY	777.00	SITE SUPERVISOR MEETING 09/27/2024 TICKET# 930001
10/9/2024	226616	SIERRA SANDS UNIFIED SCHOOL DIST	1,147.50	PO-2023-3113 AUGUST 2024 MEAL CHARGES
10/9/2024	226617	SILVIA HULSEY	9.38	MILEAGE REIMBURSEMENT
10/9/2024	226618	SOUTH TULARE RICHGROVE REFUSE INC	433.32	1835 CECIL AVE DELANO OCT 2024 SVCS ACT# 02-103698 5
10/9/2024	226619	SOUTHERN CALIFORNIA EDISON	378.49	1120 S CURRY ST TEHACHAPI 09/05/2024 - 10/03/2024
10/9/2024	226619	SOUTHERN CALIFORNIA EDISON	507.46	2739 DIAMOND ST B ROSAMOND 09/04/2024 - 10/02/2024
10/9/2024	226619	SOUTHERN CALIFORNIA EDISON	35.20	410 E PERKINS AVE MCFARLAND 08/29/2024 - 09/29/2024
10/9/2024	226619	SOUTHERN CALIFORNIA EDISON	380.84	8401 CALIF CITY BLVD STE 8 08/30/2024 - 09/30/2024
10/9/2024	226620	SOUTHWEST GAS CORPORATION	11.00	11336 BARTLETT AVE STE 14 ADELANTO 08/21/2024 - 09/19/2024
10/9/2024	226621	STAGLER CORPORATION	850.00	FB PO-2024-1039 520 PM SVC SN# T13A13765 M# LDV2201L6E
10/9/2024	226622	STEPHANIE CORONEL	115.24	Mileage Reimbursement SC
10/9/2024	226623	SUPERIOR SANITATION SERVICE INC	767.92	3000 STERLING 10/01/24 - 10/31/24 BIN/GATE FEES
10/9/2024	226624	T-MOBILE USA INC	5,588.91	CORP ID SOURCEWELL 98616228 T-MOBILE 08/21/2024 - 09/20/2024
10/9/2024	226625	T.D. PRODUCE SALES	4,500.00	PO-2024-1454 POTATOES
10/9/2024	226626	TAFT CITY SCHOOL DISTRICT	2,150.25	PO-2024-2173 AUG 2024 HEAD START STUDENT LUNCHES
10/9/2024	226627	TEACHING STRATEGIES INC	2,998.00	HSEDU PO-2024-2849 COAH MEMBERSHIP 8/31/24 - 8/30/25
10/9/2024	226628	TEHACHAPI UNIFIED SCHOOL DISTRICT	585.00	PO-2023-3250 AUG 2024 HEAD START LUNCH PROGRAM
10/9/2024	226629	TERESA LARA	53.55	EMPLOYEE REIMBURSEMENT - DRDP Training Supplies
10/9/2024	226630	TOMMIE SUE CORDOVA	12.06	MILEAGE REIMBURSEMENT
10/9/2024	226631	TRUTECHTOOLS LTD	2,377.18	19TH ST - ENERGY PO-2024-2645 CALIBRATE WX EQUIP ORD# 588137
10/9/2024	226632	ULINE	3,068.75	18TH ST/OPS PO-2024-2831 FLOOR MATS
10/9/2024	226633	VALERIE CAMACHO	184.25	Mileage Reimbursement
10/9/2024	226634	VARNER & SON INC	956.61	305 STINE RD TRASH, GATE/BIN FEE OCT 2024
10/9/2024	226635	VICTORIA FLORES	56.95	MILEAGE REIMBURSEMENT
10/9/2024	226636	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 10/01/2024 - 10/31/2024
10/9/2024	226636	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	285.71	9124 CATALPA AVE CALCITY 09/01/2024 - 09/30/2024
10/9/2024	226637	WEST KERN COMMUNITY COLLEGE DISTRICT	6,559.60	PO-2023-3094 AUGUST 2024 ENROLLMENT FEES
10/9/2024	226638	AT&T	59.29	9391058627
10/9/2024	226638	AT&T	175.01	9391058743
10/9/2024	226638	AT&T	31.63	9391058818
10/9/2024	226638	AT&T	59.29	93910588566
10/9/2024	226638	AT&T	30.42	9391058865
10/9/2024	226638	AT&T	31.63	9391058944
10/9/2024	226638	AT&T	59.29	9391059009

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10/9/2024	226638	AT&T	86.97	9391059027
10/9/2024	226638	AT&T	30.42	9391059042
10/9/2024	226638	AT&T	215.41	9391059565
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	504.52	PETE PARRA
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	353.98	PETE PARRA >CLASS C/D
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	926.87	PRIMEROS PASOS
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	211.92	ROSAMOND
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	112.07	SUNRISE VILLA
10/9/2024	226639	HOME DEPOT COMMERCIAL CREDIT	50.33	TEHACHAPI
10/9/2024	226640	AT&T	53.66	9391058583
10/9/2024	226640	AT&T	31.55	9391058626
10/9/2024	226640	AT&T	89.19	9391058702
10/9/2024	226640	AT&T	30.42	9391058731
10/9/2024	226640	AT&T	30.42	9391058783
10/9/2024	226640	AT&T	144.83	9391058788
10/9/2024	226640	AT&T	215.41	9391059567
10/9/2024	226640	AT&T	59.29	9391059573
10/9/2024	226640	AT&T	31.63	9391065525
10/9/2024	226640	AT&T	480.83	93910839955
10/9/2024	226641	HOME DEPOT COMMERCIAL CREDIT	822.44	INV. 2676186 - SUPPLIES
10/9/2024	226641	HOME DEPOT COMMERCIAL CREDIT	(822.44)	INV. 8904084 - SUPPLY CREDIT
10/9/2024	226641	HOME DEPOT COMMERCIAL CREDIT	170.46	PO-2024-1135
10/9/2024	226642	HOME DEPOT COMMERCIAL CREDIT	1,255.50	5 REAL RD
10/9/2024	226642	HOME DEPOT COMMERCIAL CREDIT	307.79	HERITAGE
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	21.51	BROADWAY
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	19.91	CAL CITY
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	29.86	HERITAGE
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	(27.06)	Inv. 8210895 - INVENTORY CREDIT
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	27.06	Inv. 9545039 - INVENTORY
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	198.62	PETE PARRA & PRIMEROS PASOS
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	21.63	STERLING
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	55.71	STERLING > CLASS 1
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	179.65	STERLING > CLASS 5/6
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	81.00	STERLING > EHS

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10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	16.16	STERLING > HS
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	242.39	STERLING CLASS A
10/9/2024	226643	HOME DEPOT COMMERCIAL CREDIT	44.35	WILLOW
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	51.14	18TH ST
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	47.54	ANGELA MARTINEZ
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	86.47	BROADWAY
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	25.03	CLEO FORAN
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	21.62	DELANO
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	178.86	HARVEY HALL
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	24.32	HARVEY HALL > CLASS 1
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	54.59	OASIS
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	37.86	OPS
10/9/2024	226644	HOME DEPOT COMMERCIAL CREDIT	64.93	WIC
10/9/2024	226645	CALIFORNIA HEAD START ASSOCIATION	1,750.00	Health Institute Registration - Rayjean Stone & Paulino Cru
10/9/2024	226646	CLEMMER AND COMPANY	925.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
10/9/2024	226647	STARLITE MGMT IX LP	995.00	CALAIM HOUSING DEPOSIT
10/9/2024	226648	MARIA DUARTE	2,981.77	HP-VACATION PO HOURS 163.27 X 24.99
10/9/2024	226648	MARIA DUARTE	1,403.49	REGULAR HOURS 80.00 X 24.99
10/9/2024	226649	ELIZABETH DIANA GARCIA	2,758.11	REG/HP-VACATION PO 125.18 X 28.66
10/9/2024	31562	ALMA SANCHEZ	2.68	SEPTEMBER 2024 MILEAGE REIMBURSEMENT - ALMA SANCHEZ
10/9/2024	31563	ALTEC	653.06	Custom Printed Checks
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	319.02	PO-2024-2607
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	108.22	PO-2024-2612
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	323.42	PO-2024-2613
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	199.37	PO-2024-2626
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	47.71	PO-2024-2627
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	586.30	PO-2024-2651
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	672.72	PO-2024-2661
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	324.72	PO-2024-2664

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10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	879.99	PO-2024-2665
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	5,567.79	PO-2024-2667
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	2,191.32	PO-2024-2685
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	689.31	PO-2024-2687
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	193.96	PO-2024-2688
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	14.86	PO-2024-2692
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	240.56	PO-2024-2693
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	153.48	PO-2024-2735
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	897.37	PO-2024-2749
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	36.78	PO-2024-2774
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	84.03	PO-2024-2809
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	172.40	PO-2024-2812
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	172.40	PO-2024-2818
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	424.04	PO-2024-2847
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	139.32	PO-2024-2865
10/9/2024	31565	AMAZON CAPITAL SERVICES, INC	71.40	PO-2024-2869
10/9/2024	31566	AMERICAN REFUSE, INC.	206.27	650 JAMES ST/889300
10/9/2024	31567	ANNELISA PEREZ	106.53	SEPTEMBER MILEAGE REIMBURSTEMENT
10/9/2024	31568	BLUETRITON BRANDS INC	258.02	236 W 4TH ST 09/01/2024 - 09/30/2024 ACT# 0035391028
10/9/2024	31569	BLUETRITON BRANDS INC	264.15	CAPK-KENEDDY ACT# 0035391069 08/27/2024 - 09/26/2024
10/9/2024	31570	BLUETRITON BRANDS INC	54.11	CAPK-LBNC ACT# 6701364035 08/27/2024 - 09/26/2024
10/9/2024	31571	BLUETRITON BRANDS INC	107.44	CAPK-STOCKTON ACT# 6702031254 08/27/2024 - 09/26/2024
10/9/2024	31572	BLUETRITON BRANDS INC	5,735.72	CAPK-FISCAL 08/23/24 - 09/22/24 ACT# 0008446619
10/9/2024	31573	BRADY INDUSTRIES	224.24	PO-2023-1366
10/9/2024	31573	BRADY INDUSTRIES	145.09	PO-2024-1267
10/9/2024	31573	BRADY INDUSTRIES	5,294.42	PO-2024-1267/3101 MALL VIEW RD
10/9/2024	31573	BRADY INDUSTRIES	7,305.40	PO-2024-1269/3101 MALL VIEW RD
10/9/2024	31574	CAZADOR CONSULTING GROUP INC	3,257.21	ANA MOSQUEDA RAYA/ISABEL BARBA
10/9/2024	31574	CAZADOR CONSULTING GROUP INC	2,496.92	OPS - GABRIEL NAHE
10/9/2024	31575	CHILD AND FAMILY PSYCHOLOGY CLINIC, INC	700.00	Consulting Service - September 2024

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10/9/2024	31576	CMA FIRE PROTECTION	435.00	BROADWAY FIRE/INTRUSSION ALARM MONITORING OCT 2024 - DEC 202
10/9/2024	31577	CMA FIRE PROTECTION	552.00	FOOD BANK JOB# 36836741 10/02/24 ANNUAL BACKFLOW TEST
10/9/2024	31578	CREATIVE FINANCIAL STAFFING LLC	1,564.00	BRIANNA ORTIZ
10/9/2024	31578	CREATIVE FINANCIAL STAFFING LLC	1,564.00	PO-2024-2098/BRIANNA ORTIZ
10/9/2024	31579	CUSTOM L & A CONSTRUCTION INC	54,905.00	PO-2024-2513
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/1145 N HUNTER ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/1509 N GOLDEN GATE AVE
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/215 W 5TH ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/2800 S D ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/347 E POPLAR ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/425 N CALIFORNIA AVE
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/5445 W SONORA ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/701 S HUTCHINS ST
10/9/2024	31580	DELK PEST CONTROL	90.00	PO-2023-3427/850 J ST
10/9/2024	31581	DELL FINANCIAL SERVICES LLC	1,094.36	EQUIPMENT LEASE
10/9/2024	31582	DENISE COOPER	56.28	MILEAGE REIMBURSEMENT
10/9/2024	31583	DISCOUNT SCHOOL SUPPLY	2,435.63	PO-2024-2347
10/9/2024	31583	DISCOUNT SCHOOL SUPPLY	4,131.83	PO-2024-2583
10/9/2024	31584	DONAHUE TRUCK CENTERS	629.42	PO-2024-2752/04-35
10/9/2024	31585	ECONO WEST INC	10,505.00	L24-013E 4219 GOAT RANCH RD 93240 PO-2024-1892
10/9/2024	31585	ECONO WEST INC	11,520.00	L24-040E 8349 EUCALYTUS AVE 93505 PO-2024-1994
10/9/2024	31586	ELIZABETH CISNEROS	18.76	MILEAGE REIMBURSEMENT
10/9/2024	31587	ESCUELITA HERNANDEZ LITTLE SCHOOL	10,495.36	PO-2024-1514 AUGUST 2024
10/9/2024	31588	ESTEFANY HERNANDEZ	103.18	MILEAGE REIMBURSEMENT
10/9/2024	31589	ESTEFANY HERNANDEZ	63.65	MILEAGE REIMBURSEMENT
10/9/2024	31590	EXACT STAFF, INC	806.40	Inv. 258892 Temp Employee Ignacio Ramirez W/E 9.8.24
10/9/2024	31591	EXACT STAFF, INC	1,008.00	Inv. 259039 WX Temp Ignacio Ramirez W/E 9/15/24
10/9/2024	31592	FLOWERS BAKERIES SALES OF SOCAL, LLC	270.48	PO-2024-1431
10/9/2024	31593	FLOWERS BAKERIES SALES OF SOCAL, LLC	270.48	PO-2024-1431
10/9/2024	31594	FRESHPOINT CENTRAL CALIFORNIA, INC	878.02	PO-2024-2383
10/9/2024	31595	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
10/9/2024	31596	GARCIA INDUSTRIES INC	12,100.00	L24-012/EDUARDO CAMACHO/2042 GIRARD ST SPC#7/PO-2024-1814
10/9/2024	31597	GARCIA INDUSTRIES INC	725.00	L24-087/ALIDA S LOMELI/2035 OXFORD ST/PO-2024-1935
10/9/2024	31598	GARDEN PATHWAYS INC	8,547.67	PO-2024-1515 AUGUST 2024
10/9/2024	31599	GIOVANNI ARAGON	75.04	MILEAGE REIMBURSEMENT
10/9/2024	31600	GLORIA BARBERO	46.23	Mileage Reimbursement

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10/9/2024	31601	HALONDA NAFF	125.29	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	31602	HD Supply Facilites Maintenance LTD	14,628.91	PO-2024-2748
10/9/2024	31603	HD Supply Facilites Maintenance LTD	1,989.91	PO-2024-2748
10/9/2024	31604	IMPERIAL BAG & PAPER CO, LLC	387.79	PO-2024-2545
10/9/2024	31605	IMPERIAL BAG & PAPER CO, LLC	195.97	PO-2024-2545
10/9/2024	31606	IMPERIAL BAG & PAPER CO, LLC	299.68	PO-2024-2545
10/9/2024	31607	IMPERIAL BAG & PAPER CO, LLC	193.05	PO-2024-2545
10/9/2024	31608	IMPERIAL BAG & PAPER CO, LLC	195.62	PO-2024-2545
10/9/2024	31609	IMPERIAL BAG & PAPER CO, LLC	218.54	PO-2024-2545
10/9/2024	31610	IMPERIAL BAG & PAPER CO, LLC	35.97	PO-2024-2545
10/9/2024	31611	IMPERIAL BAG & PAPER CO, LLC	75.43	PO-2024-2545
10/9/2024	31612	IMPERIAL BAG & PAPER CO, LLC	42.08	PO-2024-2545
10/9/2024	31613	IMPERIAL BAG & PAPER CO, LLC	203.55	PO-2024-2545
10/9/2024	31614	IMPERIAL BAG & PAPER CO, LLC	42.57	PO-2024-2545
10/9/2024	31615	IMPERIAL BAG & PAPER CO, LLC	84.15	PO-2024-2545
10/9/2024	31616	IMPERIAL BAG & PAPER CO, LLC	69.77	PO-2024-2545
10/9/2024	31617	IMPERIAL BAG & PAPER CO, LLC	75.70	PO-2024-2545
10/9/2024	31618	JA'NELL GORE	11.39	MILEAGE REIMBURSEMENT
10/9/2024	31619	JAB COMMUNICATION INC.	37,500.00	PO-2024-2475
10/9/2024	31620	JAB COMMUNICATION INC.	5,250.00	PO-2024-2468
10/9/2024	31621	JANELLE ANDRES	32.16	MILEAGE REIMBURSEMENT
10/9/2024	31622	JAQUELINE GUERRA	189.82	TRAVEL LIQUIDATION - PROSPERITY SUMMIT, NATIONAL HARBOR, MD
10/9/2024	31623	JAUBRAE DIXON	73.03	Mileage for Jaubrae
10/9/2024	31624	JAYSHREE MADEKA	83.50	TRAVEL LIQUIDATION - PROSPERITY SUMMIT, NATIONAL HARBOR, MD
10/9/2024	31625	JEREMY T TOBIAS	38.00	TRAVEL LIQUIDATION- CalCAPA BOARD RETREAT IN SANTA CRUZ, CA
10/9/2024	31626	JERRY MEADE	450.27	Travel Liquidation Stockton for SJCOE Collaboration Meeting
10/9/2024	31627	JESSICA RIVERA	102.65	Jessica Rivera - SDA Reimbursement - CPR - 10/02/24
10/9/2024	31628	JOHN REY	204.89	PO-2024-1542 15662 K ST MOJAVE, AUG-SEPT 2024 UTILITIES
10/9/2024	31629	JOSEPH AGUILAR	380.56	TRAVEL LIQUIDATION CLARITY CONNECT CONFERENCE, SEATTLE WA -
10/9/2024	31630	KAPLAN EARLY LEARNING CO	1,999.58	PO-2024-2054
10/9/2024	31631	KAPLAN EARLY LEARNING CO	160.93	PO-2024-2054
10/9/2024	31632	KAPLAN EARLY LEARNING CO	1,642.42	PO-2024-2352

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10/9/2024	31633	KAPLAN EARLY LEARNING CO	878.93	PO-2024-2348
10/9/2024	31634	KAPLAN EARLY LEARNING CO	1,305.19	PO-2024-2580
10/9/2024	31635	KAPLAN EARLY LEARNING CO	4,266.13	PO-2024-2582
10/9/2024	31636	KAPLAN EARLY LEARNING CO	2,321.44	PO-2024-2555
10/9/2024	31637	KEVIN GOUDGE	51.59	MILEAGE REIMBURSEMENT
10/9/2024	31638	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
10/9/2024	31639	KNIGHT'S SITE SERVICES INC	4,229.29	CUSTOMER NO 019832 2900 M ST
10/9/2024	31640	LETISHA BROOKS	45.56	Mileage Reimbursement
10/9/2024	31641	LIZETTE BRAVO	160.80	Mileage Reimbursement
10/9/2024	31642	LUCERO GONZALEZ	20.10	MILEAGE REIMBURSEMENT
10/9/2024	31643	LUZVIMINDA ADAMS	103.18	Mileage Reimbursement
10/9/2024	31644	LUZVIMINDA ADAMS	200.00	Cellular telephone reimbursement
10/9/2024	31645	MARIA DIAZ CORNEJO	75.04	Mileage Reimbursement
10/9/2024	31646	MARIA DUARTE	154.10	MILEAGE REIMBURSEMENT
10/9/2024	31647	MARIANA RIOS	417.17	Travel Liquidation - Stockton Site Visit 9/18/24 - 9/19/24
10/9/2024	31648	MARISELA GONZALEZ	211.05	MILEAGE REIMBURSEMENT
10/9/2024	31649	MARTHA RIOS TORRES	102.65	Martha Rios Torres - SDA Reimbursement - Permit - 10/02/24
10/9/2024	31650	MICROSOFT CORPORATION	96.00	Project Plan 3 (Nonprofit Staff Pricing)
10/9/2024	31651	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
10/9/2024	31652	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
10/9/2024	31653	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
10/9/2024	31654	MICROSOFT CORPORATION	225.60	Dynamics 365 Customer Service Digital Messaging Add-On (Nonp
10/9/2024	31655	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
10/9/2024	31656	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
10/9/2024	31657	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
10/9/2024	31658	MICROSOFT CORPORATION	132.00	Visio Plan 2 (Nonprofit Staff Pricing)
10/9/2024	31659	MISSION LINEN SUPPLY	1,311.71	ACC 301151 PO-2024-1699
10/9/2024	31659	MISSION LINEN SUPPLY	622.26	ACC 316102 PO-2024-1699
10/9/2024	31660	NELLY MENDOZA	73.50	Travel Liquidation -DROP Employee Training @ 1300 18th st B
10/9/2024	31661	NICOLE NINO	118.59	MILEAGE REIMBURSEMENT
10/9/2024	31662	OFFICE IMAGING, INC	135.14	TKC-2984; 1300 18TH ST 2ND FL CALFRESH; PO-2024-1415
10/9/2024	31662	OFFICE IMAGING, INC	59.42	TKC-2984; 3101 MALLVIEW RD
10/9/2024	31662	OFFICE IMAGING, INC	67.28	TKC-2984; 520 WASHINGTON ST; PO-2024-2551
10/9/2024	31663	ORKIN PEST CONTROL	4,597.62	VARIOUS SITES- AUGUST MONTHLY SERVICE
10/9/2024	31664	PAULIN INDUSTRIES, INC.	1,586.84	18TH ST JANITORIAL SUPPLIES 10/01/2024
10/9/2024	31664	PAULIN INDUSTRIES, INC.	11,429.52	18TH ST STE 200 & 300 JANITORIAL SERVICES - SEPT 2024
10/9/2024	31665	POWER MACHINERY CENTER	1,456.25	SERIAL 1548 PO-2024-1020
10/9/2024	31666	QUE'MESHA BANNER	20.77	Mileage Reimbursement 8-2024
10/9/2024	31667	RASHI STROTHER	10.50	Travel Liquidation for attention CAPK Preservice 8/7/24 - 8/

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10/9/2024	31668	REBECCA MORENO	105.00	TRAVEL LIQUIDATION - NCAP CONFERENCE, SEATTLE, WA - AUGUST 2
10/9/2024	31669	RELIABLE ENERGY MANAGEMENT INC	11,199.67	L24-140 ECIP; REGINA S LORA, 1009 FAIRFAX RD PO-2024-1393
10/9/2024	31669	RELIABLE ENERGY MANAGEMENT INC	4,697.48	L24-229 ECIP; KIM ESPINOZA, 1901 GLEDON CT PO-2024-1204
10/9/2024	31670	ROONECIA MORADO	66.33	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	31671	ROXANNE QUIROZ	16.75	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	31672	SAFIYA PRICE	62.31	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	31673	SAVANNAH MALDONADO	128.99	TRAVEL LIQUIDATION - NCAP CONFERENCE, SEATTLE - AUGUST 27-30
10/9/2024	31674	SHARON BRIGGS	33.50	MILEAGE REIMBURSEMENT
10/9/2024	31675	SMART & FINAL	61.23	REF# 716188 09/26/24 ACT# 326821 ENROLLMENT & ATTENDANCE SUP
10/9/2024	31676	ST. MARY'S DINING ROOM	1,744.50	PO-2024-1243 545 W SONORA ST JULY 2024 UTILITIES
10/9/2024	31677	ST. MARY'S DINING ROOM	1,586.10	PO-2024-1243 545 W SONORA ST AUGUST 2024 UTILITIES
10/9/2024	31678	STACY MERRIFIELD	2.01	SEPTEMBER MILEAGE REIMBURSEMENT
10/9/2024	31679	STAPLES ADVANTAGE	48.20	HSPRTNR PO-2024-2615 FCC SUPPLIES
10/9/2024	31680	STINSON STATIONERS	887.43	18TH ST HS PO-2024-2822 OFFICE SUPPLIES
10/9/2024	31680	STINSON STATIONERS	80.72	CPO PO-2024-2746 OFFICE SUPPLIES FOR ADMINISTRATION
10/9/2024	31680	STINSON STATIONERS	1,756.52	HARVEY L HALL PO-2024-2821 OFFICE SUPPLIES
10/9/2024	31680	STINSON STATIONERS	698.07	HR PO-2024-2823 TONER & PAPER
10/9/2024	31680	STINSON STATIONERS	908.62	HSPDM PO-2024-2916 ENROLLMENT & ATTENDANCE SUPPLIES
10/9/2024	31680	STINSON STATIONERS	319.89	OASIS HS PO-2024-2872 OFFICE SUPPLIES
10/9/2024	31680	STINSON STATIONERS	249.78	SUNRISE VILLA HS PO-2024-2873 OFFICE SUPPLIES
10/9/2024	31681	SULEMA GARCIA	88.50	TRAVEL LIQUIDATION -- PROSPERITY SUMMIT, NATIONAL HARBOR, MD
10/9/2024	31682	SYLVIA ORTEGA	375.20	Travel Liquidation -Microsoft Power Platform Conference 09/
10/9/2024	31683	SYSCO FOOD SERVICES OF VENTURA INC	1,323.81	2900 M ST PO-2024-2141 ORD# 1667080
10/9/2024	31684	SYSCO FOOD SERVICES OF VENTURA INC	1,292.81	2900 M ST PO-2024-2141 ORD# 1670005
10/9/2024	31685	SYSCO FOOD SERVICES OF VENTURA INC	911.87	3101 MALL VIEW RD PO-2024-1266 ORD# 1672801
10/9/2024	31686	SYSCO FOOD SERVICES OF VENTURA INC	18,097.69	3101 MALL VIEW RD PO-2024-1255 ORD# 1672853
10/9/2024	31687	SYSCO FOOD SERVICES OF VENTURA INC	464.20	3101 MALL VIEW RD PO-2024-1266 ORD# 1672874
10/9/2024	31688	SYSCO FOOD SERVICES OF VENTURA INC	738.18	3101 MALL VIEW RD PO-2024-1255 ORD# 1673275
10/9/2024	31689	SYSCO FOOD SERVICES OF VENTURA INC	6,195.24	18TH ST-3RD FL REF PO-2024-2503 INVOICE REMAINING BALANCE
10/9/2024	31690	TINA MOUA	26.80	SEPTEMBER MILEAGE REIMBURSEMENT

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10/9/2024	31691	TRAFFIC MANAGEMENT, INC.	119.08	OPS WO# 17698 REF# 06-1922579 09/03/2024
10/9/2024	31692	TRAFFIC MANAGEMENT, INC.	248.98	OPS WO# 17698 REF# 06-1922691 09/05/2024
10/9/2024	31693	TRAFFIC MANAGEMENT, INC.	193.82	5 REAL RD WO# 17727 REF# 06-1923254 09/26/2024
10/9/2024	31694	TRAFFIC MANAGEMENT, INC.	48.71	OASIS WO# 17341 REF# 06-1923288 09/27/2024
10/9/2024	31695	TRAFFIC MANAGEMENT, INC.	227.33	5 REAL RD WO# 17492 REF# 06-1923290 09/27/2024
10/9/2024	31696	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC - SEPT 2024 PATROL CHECKS
10/9/2024	31697	TRANS-WEST SECURITY SERVICES, INC.	328.72	WIC 500 E CAL AVE - END SERVICES PATROL PRORATED 8/1 - 8/7,
10/9/2024	31698	TRANS-WEST SECURITY SERVICES, INC.	1,935.00	BAKERSFIELD AREA - SEPT 2024 ALARM RESPONSES
10/9/2024	31699	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN - SEPT 2024 PATROL CHECKS
10/9/2024	31700	VERLINDA DENWITTY	64.99	Mileage Reimbursement
10/9/2024	31701	VERNON SORENSON MD INC	554.00	Pre-Employment Physical Diaz & Rodriguez DOS: 08/20/2024
10/9/2024	31702	VERNON SORENSON MD INC	25.00	DOT RAPID - DELIA SANCHEZ - DOS:08/21/2024
10/9/2024	31703	VERNON SORENSON MD INC	25.00	WC Drug Test - DOT RAPID - L. A. HANNIBLE DOS: 08/12/2024
10/9/2024	31704	VERNON SORENSON MD INC	75.00	FFD/RTW D. TAMPLIN DOS: 08/27/2024
10/9/2024	31705	VERNON SORENSON MD INC	25.00	WC DOT RAPID BLANCA SALAS DOS: 08/06/2024
10/9/2024	31706	VERONICA PEREZ RAMOS	13.40	September 2024 Mileage Reimbursement
10/9/2024	31707	AMAZON CAPITAL SERVICES, INC	1,448.39	PO-2024-2683
10/9/2024	31707	AMAZON CAPITAL SERVICES, INC	(304.31)	PO-2024-2683/CREDIT MEMO
10/9/2024	31708	IMPERIAL BAG & PAPER CO, LLC	51.59	PO-2024-2448
10/9/2024	31709	IMPERIAL BAG & PAPER CO, LLC	104.38	PO-2024-2553
10/9/2024	31710	IMPERIAL BAG & PAPER CO, LLC	52.19	PO-2024-2553
10/9/2024	31711	IMPERIAL BAG & PAPER CO, LLC	52.07	PO-2024-2553
10/9/2024	31712	IMPERIAL BAG & PAPER CO, LLC	138.68	PO-2024-2448
10/9/2024	31713	IMPERIAL BAG & PAPER CO, LLC	43.99	PO-2024-2448
10/9/2024	31714	IMPERIAL BAG & PAPER CO, LLC	43.98	PO-2024-2448
10/9/2024	31715	IMPERIAL BAG & PAPER CO, LLC	89.40	PO-2024-2448
10/9/2024	31716	IMPERIAL BAG & PAPER CO, LLC	61.05	PO-2024-2553
10/9/2024	31717	IMPERIAL BAG & PAPER CO, LLC	20.65	PO-2024-2448

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10/9/2024	31718	IMPERIAL BAG & PAPER CO, LLC	61.05	PO-2024-2553
10/9/2024	31719	IMPERIAL BAG & PAPER CO, LLC	120.87	PO-2024-2448
10/9/2024	31720	IMPERIAL BAG & PAPER CO, LLC	88.78	PO-2024-2448
10/9/2024	31721	AMAZON CAPITAL SERVICES, INC	2,922.66	PO-2024-2509
10/9/2024	31721	AMAZON CAPITAL SERVICES, INC	(1,190.74)	PO-2024-2509/CREDIT MEMO
10/9/2024	31722	IMPERIAL BAG & PAPER CO, LLC	48.77	PO-2024-2545
10/9/2024	31723	IMPERIAL BAG & PAPER CO, LLC	173.74	PO-2024-2545
10/9/2024	31724	IMPERIAL BAG & PAPER CO, LLC	49.10	PO-2024-2545
10/9/2024	31725	IMPERIAL BAG & PAPER CO, LLC	45.11	PO-2024-2545
10/9/2024	31726	IMPERIAL BAG & PAPER CO, LLC	48.54	PO-2024-2545
10/9/2024	31727	IMPERIAL BAG & PAPER CO, LLC	127.49	PO-2024-2545
10/9/2024	31728	IMPERIAL BAG & PAPER CO, LLC	84.93	PO-2024-2545
10/9/2024	31729	IMPERIAL BAG & PAPER CO, LLC	52.28	PO-2024-2545
10/9/2024	31730	IMPERIAL BAG & PAPER CO, LLC	85.13	PO-2024-2545
10/9/2024	31731	IMPERIAL BAG & PAPER CO, LLC	51.92	PO-2024-2545
10/9/2024	31732	IMPERIAL BAG & PAPER CO, LLC	43.22	PO-2024-2545
10/9/2024	31733	IMPERIAL BAG & PAPER CO, LLC	51.68	PO-2024-2545
10/9/2024	31734	IMPERIAL BAG & PAPER CO, LLC	83.77	PO-2024-2545
10/9/2024	31735	AMAZON CAPITAL SERVICES, INC	959.23	PO-2024-2565
10/9/2024	31735	AMAZON CAPITAL SERVICES, INC	(76.39)	PO-2024-2565/CREDIT MEMO
10/9/2024	31736	IMPERIAL BAG & PAPER CO, LLC	32.14	PO-2024-2552
10/9/2024	31737	IMPERIAL BAG & PAPER CO, LLC	556.28	PO-2024-2552
10/9/2024	31738	IMPERIAL BAG & PAPER CO, LLC	270.30	PO-2024-2552
10/9/2024	31739	IMPERIAL BAG & PAPER CO, LLC	248.38	PO-2024-2552
10/9/2024	31740	IMPERIAL BAG & PAPER CO, LLC	468.24	PO-2024-2552
10/9/2024	31741	IMPERIAL BAG & PAPER CO, LLC	186.25	PO-2024-2552
10/9/2024	31742	IMPERIAL BAG & PAPER CO, LLC	521.49	PO-2024-2552

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10/9/2024	31743	IMPERIAL BAG & PAPER CO, LLC	61.30	PO-2024-2552
10/9/2024	31744	IMPERIAL BAG & PAPER CO, LLC	121.47	PO-2024-2552
10/9/2024	31745	AMAZON CAPITAL SERVICES, INC	670.71	PO-2024-2808
10/9/2024	31745	AMAZON CAPITAL SERVICES, INC	(29.11)	PO-2024-2808/CREDIT MEMO
10/9/2024	31746	IMPERIAL BAG & PAPER CO, LLC	619.34	PO-2024-2552
10/9/2024	31747	IMPERIAL BAG & PAPER CO, LLC	277.87	PO-2024-2552
10/9/2024	31748	IMPERIAL BAG & PAPER CO, LLC	451.57	PO-2024-2552
10/9/2024	31749	IMPERIAL BAG & PAPER CO, LLC	520.40	PO-2024-2552
10/9/2024	31750	IMPERIAL BAG & PAPER CO, LLC	642.66	PO-2024-2552
10/9/2024	31751	IMPERIAL BAG & PAPER CO, LLC	235.38	PO-2024-2552
10/9/2024	31752	IMPERIAL BAG & PAPER CO, LLC	342.53	PO-2024-2552
10/9/2024	31753	IMPERIAL BAG & PAPER CO, LLC	38.47	PO-2024-2552
10/9/2024	31754	IMPERIAL BAG & PAPER CO, LLC	102.84	PO-2024-2552
10/9/2024	31755	IMPERIAL BAG & PAPER CO, LLC	207.87	PO-2024-2552
10/9/2024	31756	IMPERIAL BAG & PAPER CO, LLC	69.45	PO-2024-2552
10/9/2024	31757	IMPERIAL BAG & PAPER CO, LLC	753.26	PO-2024-2552
10/9/2024	31758	IMPERIAL BAG & PAPER CO, LLC	64.42	PO-2024-2552
10/9/2024	31759	AMAZON CAPITAL SERVICES, INC	1,103.50	PO-2024-2561
10/9/2024	31759	AMAZON CAPITAL SERVICES, INC	354.91	PO-2024-2689
10/9/2024	31760	DENISE COOPER	283.00	Travel Advance for PAT Conference 10/14/24 -10/17/24
10/9/2024	31761	GLORIA BARBERO	312.89	Travel Liquidation staff meetings and Head Start Performance
10/9/2024	31762	PUBLIC AGENCY COALITION ENTERPRISE	761,795.64	October 2024 MEDICAL
10/9/2024	31763	RASHI STROTHER	283.00	Travel Advance for PAT Conference San Diego, CA 10/14/24 -10
10/9/2024	31764	ROSITA C CURRY	340.50	Travel Advance for PAT Conference San Diego, CA 10/14/24 -10
10/14/2024	226650	MARIA DUARTE	307.53	MILEAGE REIMBURSEMENT
10/16/2024	226651	ADRIANA VENTURA	23.45	September 2024 Mileage Reimbursement
10/16/2024	226652	ALEJANDRA SALVADOR	48.24	September 2024 Mileage Reimbursement
10/16/2024	226653	ALPHA WHOLESALE PRODUCE INC	1,503.20	PO-2024-1138

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10/16/2024	226653	ALPHA WHOLESALE PRODUCE INC	(27.30)	PO-2024-1138/CREDIT MEMO
10/16/2024	226653	ALPHA WHOLESALE PRODUCE INC	697.60	PO-2024-1138/MISC PRODUCE
10/16/2024	226654	AMBER PUMPHREY	17.42	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226655	ANDREW CHAVEZ	197.65	Mileage Reimbursement
10/16/2024	226656	ANGEL TEJEDA	34.84	September 2024 Mileage Reimbursement
10/16/2024	226657	ANGELA GONZALES	102.65	Employee Reimbursement SDA- Permit 09/17/24
10/16/2024	226658	ARACELI STACEY	136.68	September 2024 Mileage Reimbursement
10/16/2024	226659	ARLEEN N ORNELAS	37.52	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226660	AT&T	59.29	9391058625
10/16/2024	226660	AT&T	31.84	9391058691
10/16/2024	226660	AT&T	30.43	9391058822
10/16/2024	226660	AT&T	88.15	9391058914
10/16/2024	226660	AT&T	30.42	9391058915
10/16/2024	226660	AT&T	145.89	9391059065
10/16/2024	226660	AT&T	75.98	9391059211
10/16/2024	226660	AT&T	95.74	9391060520
10/16/2024	226661	AT&T	15.64	2323 16TH ST STE 305/059 211-9260 741 6
10/16/2024	226661	AT&T	26.58	248 134-0090 016 1/OUTREACH FOR WIC AND 211
10/16/2024	226662	AT&T	4,565.41	831-000-7563 312 Billing ADI Security & Internet Connection
10/16/2024	226663	AT&T	4,565.41	831-000-7563 312 Billing ADI Security & Internet Connection
10/16/2024	226664	BARBARA CISNEROS	4.02	Mileage Reimbursement 9-2024
10/16/2024	226665	BAYLEE MCDONALD	27.47	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226666	BURRTEC KERN, LLC	380.83	1111 BUSH ST / 60040448
10/16/2024	226667	CAL FOODS LOGISTICS	12,041.75	PO-2024-1234/SPAGHETTI RINGS/FLB SPAGHETTI TOMATO SAUCE
10/16/2024	226668	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	1,331.00	LICENSING FEES/FACILITY 393620682
10/16/2024	226669	CALIFORNIA WATER SERVICE COMPANY	81.88	315 STINE RD/8217092740
10/16/2024	226669	CALIFORNIA WATER SERVICE COMPANY	61.41	520 S WASHINGTON ST/59284335562
10/16/2024	226669	CALIFORNIA WATER SERVICE COMPANY	81.88	520 S WASHINGTON ST/9851111888
10/16/2024	226670	CALYPSO WEST INC. / BAKERSFIELD ICE	665.43	2900 M ST/PO-2024-2041
10/16/2024	226671	CENTRO DE UNIDAD POPULAR BENITO JUAREZ	750.00	OUTREACH EVENT FEE/2024 GUELAGUETZA BOOTH
10/16/2024	226672	CHANTAL QUINO	58.29	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226673	CHARLIE'S DAY & NITE, INC.	23.00	Lockset combo changed for Lathrop Center
10/16/2024	226674	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE/167673501
10/16/2024	226675	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
10/16/2024	226676	CHARTER COMMUNICATIONS	204.00	819 6TH ST/167694301
10/16/2024	226677	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE/167696901
10/16/2024	226678	CHARTER COMMUNICATIONS	204.00	650 JAMES ST/167738701

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10/16/2024	226679	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	165.18	41820 GARSTIN DR/8413 13 153 0102521
10/16/2024	226680	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	165.18	41820 GARSTIN DR/8413 13 153 0102521
10/16/2024	226681	CINTAS CORPORATION #668	792.56	300 19TH ST
10/16/2024	226681	CINTAS CORPORATION #668	4,904.65	Cintas Service Angela Martinez
10/16/2024	226681	CINTAS CORPORATION #668	627.50	Cintas Service Angela Martinez EFF DATE 07/25/24
10/16/2024	226682	CITY OF BAKERSFIELD	835.61	1410 11TH ST
10/16/2024	226682	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
10/16/2024	226682	CITY OF BAKERSFIELD	1,128.16	1825 FELIZ DR
10/16/2024	226682	CITY OF BAKERSFIELD	1,375.26	1825 FELIZ DR 500
10/16/2024	226682	CITY OF BAKERSFIELD	544.88	2424 COTTONWOOD RD
10/16/2024	226682	CITY OF BAKERSFIELD	4,632.91	2735 O ST
10/16/2024	226682	CITY OF BAKERSFIELD	1,149.42	300 19TH ST
10/16/2024	226682	CITY OF BAKERSFIELD	1,233.74	3101 MALL VIEW RD
10/16/2024	226682	CITY OF BAKERSFIELD	604.60	3811 RIVER BLVD
10/16/2024	226682	CITY OF BAKERSFIELD	857.48	4032 JEWETT AVE
10/16/2024	226683	CITY OF DELANO	63.56	1835 CECIL AVE
10/16/2024	226683	CITY OF DELANO	384.00	1835-L CECIL AVE
10/16/2024	226684	CITY OF RIDGECREST	1,000.00	PO-2024-2074 BUS PASSES (100*10) TRANSPORTATION
10/16/2024	226685	COUNTY OF KERN PUBLIC WORKS	57.98	OPS
10/16/2024	226686	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N HUNTER ST
10/16/2024	226687	DELANO UNION SCHOOL DISTRICT	2,400.00	PO-2023-1670 AUGUST MEAL REIMBURSEMENT
10/16/2024	226688	ELIZABETH MARTINEZ MEDINA	306.29	SDA Reimbursement - Tuition
10/16/2024	226688	ELIZABETH MARTINEZ MEDINA	68.34	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226689	FEDEX	19.87	A.PEREZ/M.DEJONG.CCRANALYTICS/8...
10/16/2024	226689	FEDEX	35.49	D.JUAREZ/M.RODRIGUEZ/818471355...
10/16/2024	226689	FEDEX	35.49	D.JUAREZ/R.JOHNSON/818471355870
10/16/2024	226689	FEDEX	38.71	F.ARELLANO/G.SLMIQ/818471355892
10/16/2024	226689	FEDEX	21.20	J.JACKSON/DOSSCCLFRESNO/818469...
10/16/2024	226689	FEDEX	14.45	S.MULL/SHARATONUNIVERSAL/81846...
10/16/2024	226690	FRANCIS VEGA	203.01	September 2024 Mileage Reimbursement
10/16/2024	226691	GIRLHENE SORIANO	45.56	September 2024 Mileage Reimbursement
10/16/2024	226692	GLORIA LLANES	8.04	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226693	GUADALUPE CANCHOLA CASTELLANO	33.50	Mileage Reimbursement
10/16/2024	226694	HEATHER WEST	2.68	September 2024 Mileage Reimbursement
10/16/2024	226695	HEIDY ESPINOZA	46.90	MILEAGE REIMBURSEMENT
10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	128.82	DELANO
10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	108.03	OASIS

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10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	129.26	OPS
10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	347.65	PETE PARRA
10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	10.75	SHAFTER HS
10/16/2024	226696	HOME DEPOT COMMERCIAL CREDIT	43.27	WILLOW
10/16/2024	226697	HOWARD'S GARBAGE SERVICE	87.17	3101 MALL VIEW RD
10/16/2024	226698	INDEPENDENT LIVING CENTER OF KERN COUNTY	280.00	ASL Services 7-31/24
10/16/2024	226699	IRIS LOPEZ	130.65	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226700	JACINTA ZEDPEDA	155.44	August 2024 Mileage Reimbursement
10/16/2024	226700	JACINTA ZEDPEDA	144.72	September 2024 Mileage Reimbursement
10/16/2024	226701	JENNIFER TUCKER	58.96	September 2024 Mileage Reimbursement
10/16/2024	226702	JOSEPH AGUILAR	173.53	Mileage Reimbursement - August 2024
10/16/2024	226703	KARAYA GAGE	42.88	MILEAGE REIMBURSEMENT
10/16/2024	226703	KARAYA GAGE	26.80	September 2024 Mileage Reimbursement - Gage
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	521.57	DUPLICATE ORDER FOR PO-2024-2638
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	2,463.94	PO-2024-2349
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	525.59	PO-2024-2638
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	248.50	PO-2024-2678
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	1,135.31	PO-2024-2681
10/16/2024	226704	LAKESHORE EQUIPMENT COMPANY	1,426.62	PO-2024-2781
10/16/2024	226705	LAMONT PUBLIC UTILITY DISTRICT	489.00	10300 1/2 SAN DIEGO ST
10/16/2024	226705	LAMONT PUBLIC UTILITY DISTRICT	252.20	7998 ALICANTE ST
10/16/2024	226706	LAMONT SANITATION INC	1,060.52	10300 SAN DIEGO ST / 18000514
10/16/2024	226707	LANEISHA HAMMOND	60.30	MILEAGE REIMBURSEMENT
10/16/2024	226708	LANGUAGE LINE SERVICES INC	42.75	ACC: 9020401513
10/16/2024	226708	LANGUAGE LINE SERVICES INC	100.46	ACC: 9022003529
10/16/2024	226709	LASTAND, INC	20.00	Invoice# 2805-125549
10/16/2024	226710	LAURA L MUNOZ	24.79	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226711	LEVEL 3 FINANCING INC	1,490.71	311475
10/16/2024	226712	LIGIA JOHNSON	130.65	MILEAGE REIMBURSEMENT
10/16/2024	226713	LORENA IBARRA	31.49	MILEAGE REIMBURSEMENT
10/16/2024	226714	LORENA PALOMO	5.36	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226715	LOWES COMPANIES INC	793.58	Inv. 977133 - INVENTORY
10/16/2024	226715	LOWES COMPANIES INC	(835.34)	Inv. 977189 - INVENTORY CREDIT
10/16/2024	226715	LOWES COMPANIES INC	51.15	LODI PO-2024-1136
10/16/2024	226715	LOWES COMPANIES INC	657.11	PO-2024-2155; CALAIM STEPHANIE THOMAS

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10/16/2024	226716	LUCIA ALVARADO	40.20	Mileage Reimbursement
10/16/2024	226717	MANUEL G BARRIOS	75.00	Lawn Service for September 2024
10/16/2024	226718	MANUELA CASTILLO	97.82	Mileage Reimbursement
10/16/2024	226719	MARIA ALICIA HUIZAR	144.72	MILEAGE REIMBURSEMENT
10/16/2024	226720	MARIA BARRIENTOS	28.14	Mileage Reimbursement
10/16/2024	226721	MARIBEL LUBEN	48.00	SDA Reimbursement - Tuition - 10/02/24
10/16/2024	226722	MARICELA PEREZ	6.70	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226723	MARISELA GONZALEZ	47.57	MILEAGE REIMBURSEMENT
10/16/2024	226724	MARTIN GONI	202.86	Travel Liquidation HUD MEETING WHITTIER, CA 091824
10/16/2024	226725	MASIMO AMERICAS INC	18,961.17	PO-2024-2487
10/16/2024	226726	MAYRA GARCIA	44.22	MILEAGE REIMBURSEMENT
10/16/2024	226727	MCWILLIAMS & WALDEN INC	113.51	LIC# 57259R1 PO-2024-1351
10/16/2024	226727	MCWILLIAMS & WALDEN INC	1,332.19	LIC# 8VNN084
10/16/2024	226728	MELISSA DEWITT	62.98	MILEAGE REIMBURSEMENT
10/16/2024	226729	MELISSA STOWELL	136.68	September 2024 Mileage Reimbursement
10/16/2024	226730	MOJAVE UNIFIED SCHOOL DISTRICT	1,113.75	PO-2023-3169
10/16/2024	226731	MONETTE BARAJAS	43.55	Mileage Reimbursement
10/16/2024	226732	MONIQUE ANTOINETTE TREVINO	144.72	Monique Trevino Sept 2024 Mileage Reimbursement
10/16/2024	226733	NATIVIDAD VALDOVINOS GUTIERREZ	1,300.00	Employee Reimbursement App.2 Course: Intro to Archaeology &
10/16/2024	226733	NATIVIDAD VALDOVINOS GUTIERREZ	450.00	Employee Reimbursement SDA Study of Race & Ethnicity Course
10/16/2024	226734	NEEDLES PUBLIC UTILITY AUTHORITY	84.22	244 G ST #A, NEEDLES. ACCT# 21207-4252 09/04/24 - 10/02/24
10/16/2024	226735	NSA OP, LP	104.50	PO-2024-2654; UNIT L023H LEASE: 240809183849269
10/16/2024	226736	OASIS AIR AND SOLAR	8,300.01	L24-264; DOMINIQUE GARCIA, 605 PALOMA ST
10/16/2024	226737	OBDULIA Z AGUILAR	17.42	Mileage Reimbursement
10/16/2024	226738	ODP BUSINESS SOLUTIONS LLC	762.59	PO-2024-2712
10/16/2024	226739	OFFICE1 LEASING	238.38	450-7986161-036; 15662 K ST
10/16/2024	226740	OLIVIA OTANEZ	33.50	AUGUST MILEAGE REIMBURSEMENT
10/16/2024	226741	OSCAR W MARTINEZ	552.08	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226742	PAULINO CRUZ	138.69	Mileage Reimbursement
10/16/2024	226743	PG&E	1,033.04	221 W 5TH ST / 239 W 5TH ST
10/16/2024	226743	PG&E	344.22	2800 AGATE ST
10/16/2024	226743	PG&E	5,594.59	315 STINE RD
10/16/2024	226743	PG&E	253.56	650 JAMES ST
10/16/2024	226743	PG&E	34.82	814 N NORMA ST
10/16/2024	226744	PRODUCERS DAIRY FOODS INC	4,177.10	PO-2024-1137
10/16/2024	226745	PROLIFIC PKG, LLC	22,123.59	PO-2024-1013
10/16/2024	226746	RACHEL CHARLESTON	4.02	Mileage Reimbursement
10/16/2024	226747	RAUL JIMENEZ	83.08	MILEAGE REIMBURSEMENT
10/16/2024	226748	RIGOBERTO REYES	185.59	September 2024 Mileage Reimbursement
10/16/2024	226749	RINGCENTRAL, INC	21,749.81	21331
10/16/2024	226750	ROBIN JENNINGS	70.00	Employee Reimbursement SDA - CPR Cert-09/20/24

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10/16/2024	226751	SAMIA BASALI	2.68	Mileage Reimbursement
10/16/2024	226752	SAVE MART SUPERMARKETS	131.64	REF# 058469 10/09/2024 SPECIAL DIET DAIRY
10/16/2024	226752	SAVE MART SUPERMARKETS	163.04	REF# 059530 10/04/2024 SPECIAL DIET DAIRY/GROCERY/GEN MERCH/
10/16/2024	226752	SAVE MART SUPERMARKETS	770.65	REF# 097672 10/07/2024 SPECIAL DIET FORMULA & BABY FOOD
10/16/2024	226753	SEQUOIA SANDWICH COMPANY	283.16	ACCT# 100 REPRINT# 920001 09/20/2024 SHAFTER CDC/SUNRISE VIL
10/16/2024	226754	SHEVADA DOVE-WILLIAMS	400.66	September 2024 Mileage Reimbursement
10/16/2024	226755	SILVIA HULSEY	53.60	MILEAGE REIMBURSEMENT
10/16/2024	226756	SOUTHERN CALIFORNIA EDISON	3,759.89	814 N NORMA ST RIDGECREST 09/09/2024 - 10/07/2024
10/16/2024	226757	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	1,494.50	AUGUST 2024 MEALS (REF EXP PO-2023-3193)
10/16/2024	226758	STANDARD PLUMBING SUPPLY COMPANY, INC	107.04	OPS
10/16/2024	226759	SUPERIOR TECHNICAL SERVICES INC	500.00	WIC SCALES OCT 2024 CALIBRATION INV# 21369 10/10/2024
10/16/2024	226759	SUPERIOR TECHNICAL SERVICES INC	1,640.73	WIC SCALES SEP 2024 CALIBRATION 09/30/2024 INV# 21363
10/16/2024	226760	TAFT CITY SCHOOL DISTRICT	2,882.25	PO-2024-2173 HEAD START SEP 2024 STUDENT LUNCHES
10/16/2024	226761	TOMASA JARA	282.07	MILEAGE REIMBURSEMENT
10/16/2024	226762	TOMMIE SUE CORDOVA	26.80	MILEAGE REIMBURSEMENT
10/16/2024	226763	ULINE	283.91	3101 MALL VIEW RD PO-2024-1312 ORD# 21865107
10/16/2024	226763	ULINE	290.56	3101 MALL VIEW RD PO-2024-1320 ORD# 27663535
10/16/2024	226764	UNITED RENTALS INC	186.10	2900 M ST SN# 2401982A 10/02/2024 - 10/30/2024 CUST# 6144312
10/16/2024	226765	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	282.46	PO-2023-2828 SEP 2024 UWKC IRS-CAPK VITA HOURS
10/16/2024	226766	VALLEY PROPANE SERVICE	147.29	PO-2024-1046 FOOD BANK
10/16/2024	226766	VALLEY PROPANE SERVICE	183.80	PO-2024-1649 FOOD BANK
10/16/2024	226767	VESTIS GROUP, INC	136.30	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
10/16/2024	226768	WY CONSULTING GROUP	6,300.00	HSPDM PO-2024-1638 SDI VIRTUAL WORKSHOP 40 CREDITS PURCHASED
10/16/2024	226768	WY CONSULTING GROUP	1,687.50	HSPDM PO-2024-1638 SDI VIRTUAL WORKSHOP QTRLY INST
10/16/2024	226769	YESENIA RUBIRA	24.12	September 2024 Mileage Reimbursement
10/16/2024	226770	YOLANDA HINOJOSA	15.41	MILEAGE REIMBURSEMENT
10/16/2024	226771	YVETTE PEREZ	43.55	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	226772	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
10/16/2024	226772	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
10/16/2024	226773	ALICIA GARCIA DE LEYVA	4,542.68	Child Care Reimbursement
10/16/2024	226773	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
10/16/2024	226774	ALICIA MUNOZ DE SANCHEZ	721.40	Child Care Reimbursement
10/16/2024	226774	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
10/16/2024	226775	ANA BERTHA BALLESTEROS JAIME	2,253.94	Child Care Reimbursement

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10/16/2024	226775	ANA BERTHA BALLESTEROS JAIME	420.00	Cost of Care Plus Rate
10/16/2024	226776	ANA MARIA ACOSTA DE ARIZAGA	698.38	Child Care Reimbursement
10/16/2024	226776	ANA MARIA ACOSTA DE ARIZAGA	140.00	Cost of Care Plus Rate
10/16/2024	226777	BELEN IZAZAGA MERCADO	1,554.42	Child Care Reimbursement
10/16/2024	226777	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
10/16/2024	226778	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
10/16/2024	226778	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
10/16/2024	226779	CECILIA GAYTAN DE ZARATE	4,004.61	Child Care Reimbursement
10/16/2024	226779	CECILIA GAYTAN DE ZARATE	1,120.00	Cost of Care Plus Rate
10/16/2024	226779	CECILIA GAYTAN DE ZARATE	(85.09)	Union Dues
10/16/2024	226780	CONSUELO RAMIREZ DE MAGDALENO	7,307.30	Child Care Reimbursement
10/16/2024	226780	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
10/16/2024	226780	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
10/16/2024	226781	DIEGO FERREIRA	2,089.13	Child Care Reimbursement
10/16/2024	226781	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
10/16/2024	226782	DOMINGO I BASURTO	721.40	Child Care Reimbursement
10/16/2024	226782	DOMINGO I BASURTO	294.00	Cost of Care Plus Rate
10/16/2024	226783	ERLINDA MARTHA MADUENO	538.99	Child Care Reimbursement
10/16/2024	226783	ERLINDA MARTHA MADUENO	98.00	Cost of Care Plus Rate
10/16/2024	226784	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
10/16/2024	226784	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate
10/16/2024	226784	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
10/16/2024	226785	IRMA JIMENEZ CASTANEDA	859.31	Child Care Reimbursement
10/16/2024	226785	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
10/16/2024	226786	MANUELA P MEDINA	6,319.88	Child Care Reimbursement
10/16/2024	226786	MANUELA P MEDINA	1,120.00	Cost of Care Plus Rate
10/16/2024	226787	MARCELA CHAVEZ OSEGUERA	1,468.32	Child Care Reimbursement
10/16/2024	226787	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
10/16/2024	226788	MARIA CRUZ MACIAS	1,019.71	Child Care Reimbursement
10/16/2024	226788	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
10/16/2024	226789	MARIA EUGENIA GARCIA DE VEGA	978.91	Child Care Reimbursement
10/16/2024	226789	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
10/16/2024	226790	MARIA PICOS DE GARCIA	2,231.98	Child Care Reimbursement
10/16/2024	226790	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
10/16/2024	226791	MARIA SALAZAR	4,141.53	Child Care Reimbursement
10/16/2024	226791	MARIA SALAZAR	700.00	Cost of Care Plus Rate
10/16/2024	226792	MARIA SOFIA MENDOZA DE ORTIZ	977.76	Child Care Reimbursement
10/16/2024	226792	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
10/16/2024	226793	MARIA V SOSA	572.60	Child Care Reimbursement
10/16/2024	226793	MARIA V SOSA	98.00	Cost of Care Plus Rate

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10/16/2024	226794	MAYRA PONCE GARIBAY	774.82	Child Care Reimbursement
10/16/2024	226794	MAYRA PONCE GARIBAY	280.00	Cost of Care Plus Rate
10/16/2024	226795	MIRIAM GOMEZ MORALES	1,989.71	Child Care Reimbursement
10/16/2024	226795	MIRIAM GOMEZ MORALES	392.00	Cost of Care Plus Rate
10/16/2024	226796	NORMA E RODAS DE GONZALEZ	1,091.97	Child Care Reimbursement
10/16/2024	226796	NORMA E RODAS DE GONZALEZ	392.00	Cost of Care Plus Rate
10/16/2024	226797	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
10/16/2024	226797	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
10/16/2024	226798	ORELLANA RODIGUEZ TOMASA MARISOL	3,579.71	Child Care Reimbursement
10/16/2024	226798	ORELLANA RODIGUEZ TOMASA MARISOL	588.00	Cost of Care Plus Rate
10/16/2024	226799	PATRICIA H MARTINEZ	2,101.56	Child Care Reimbursement
10/16/2024	226799	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
10/16/2024	226800	ROCIA GARDUNO MAGO	648.01	Child Care Reimbursement
10/16/2024	226800	ROCIA GARDUNO MAGO	140.00	Cost of Care Plus Rate
10/16/2024	226801	ROSA ISELA SIERRA	280.00	Cost of Care Plus Rate
10/16/2024	226802	ROSA ISELA SIERRA	708.46	Child Care Reimbursement
10/16/2024	226803	RUFINITA PRISCILLA MARIE SAUCEDA	2,039.42	Child Care Reimbursement
10/16/2024	226803	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
10/16/2024	226804	SONIA MARTINEZ MARTINEZ	941.95	Child Care Reimbursement
10/16/2024	226805	TERESA CERVANTES	524.38	Child Care Reimbursement
10/16/2024	226805	TERESA CERVANTES	98.00	Cost of Care Plus Rate
10/16/2024	226805	TERESA CERVANTES	(10.49)	Union Dues
10/16/2024	226806	VERONICA HERNANDEZ	785.68	Child Care Reimbursement
10/16/2024	226806	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
10/16/2024	226807	YOLANDA SALDANA MORENO	2,234.60	Child Care Reimbursement
10/16/2024	226807	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
10/16/2024	226808	Yoseling Carolina Mendez Lopez	1,077.93	Child Care Reimbursement
10/16/2024	226808	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
10/16/2024	226809	ANA HERMELINDA SANTOS PACHECO	5,888.09	Child Care Reimbursement
10/16/2024	226809	ANA HERMELINDA SANTOS PACHECO	1,120.00	Cost of Care Plus Rate
10/16/2024	226810	MARIA P COSIO	8,300.20	Child Care Reimbursement
10/16/2024	226810	MARIA P COSIO	1,400.00	Cost of Care Plus Rate
10/16/2024	226811	YECENIA GARCIA RAMIREZ	1,449.63	Child Care Reimbursement
10/16/2024	226811	YECENIA GARCIA RAMIREZ	280.00	Cost of Care Plus Rate
10/16/2024	226812	JUANA H PIMENTEL	8,576.33	Child Care Reimbursement
10/16/2024	226812	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
10/16/2024	226812	JUANA H PIMENTEL	(100.00)	Union Dues
10/16/2024	226813	LILIA ESQUIVEL MONROY	3,294.06	Child Care Reimbursement
10/16/2024	226813	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
10/16/2024	226814	LORI MACIAS CERNA	4,400.47	Child Care Reimbursement
10/16/2024	226814	LORI MACIAS CERNA	980.00	Cost of Care Plus Rate
10/16/2024	226815	ESTELA LOPEZ	752.56	Child Care Reimbursement
10/16/2024	226815	ESTELA LOPEZ	140.00	Cost of Care Plus Rate

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10/16/2024	226816	GLORIA GARCIA DE MADERA	8,734.53	Child Care Reimbursement
10/16/2024	226816	GLORIA GARCIA DE MADERA	1,540.00	Cost of Care Plus Rate
10/16/2024	226817	LETICIA MARIA BOTELLO	3,533.00	Child Care Reimbursement
10/16/2024	226817	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
10/16/2024	226818	LUZ E VENEGAS	6,566.95	Child Care Reimbursement
10/16/2024	226818	LUZ E VENEGAS	1,260.00	Cost of Care Plus Rate
10/16/2024	226819	ROCIO JOSEFINA HERNANDEZ	11,426.48	Child Care Reimbursement
10/16/2024	226819	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
10/16/2024	226820	HERLINDA NOLASCO DE GONZALEZ	1,617.76	Child Care Reimbursement
10/16/2024	226820	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
10/16/2024	226821	MARIA M ANGULO	4,188.20	Child Care Reimbursement
10/16/2024	226821	MARIA M ANGULO	800.00	Cost of Care Plus Rate
10/16/2024	226822	BRENDA SUJEY MARTINEZ	2,488.39	Child Care Reimbursement
10/16/2024	226822	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
10/16/2024	226823	CRISTINA SOTO DE MARTINEZ	1,569.14	Child Care Reimbursement
10/16/2024	226823	CRISTINA SOTO DE MARTINEZ	280.00	Cost of Care Plus Rate
10/16/2024	226824	ESMERALDA YOSELI SALCIDO CURIEL	1,405.50	Child Care Reimbursement
10/16/2024	226824	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate
10/16/2024	226825	GLORIA LEMUS DE LEMUS	1,569.14	Child Care Reimbursement
10/16/2024	226825	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
10/16/2024	226826	KASANDRA LOPEZ-CORDERO	976.34	Child Care Reimbursement
10/16/2024	226826	KASANDRA LOPEZ-CORDERO	196.00	Cost of Care Plus Rate
10/16/2024	226827	MARIA ELENA CORONA DE IBARRA	7,268.95	Child Care Reimbursement
10/16/2024	226827	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
10/16/2024	226828	MARIA R LEMUS OROZCO	1,504.22	Child Care Reimbursement
10/16/2024	226828	MARIA R LEMUS OROZCO	280.00	Cost of Care Plus Rate
10/16/2024	226829	ROSAURA QUINTERO DE LOPEZ	3,128.10	Child Care Reimbursement
10/16/2024	226829	ROSAURA QUINTERO DE LOPEZ	560.00	Cost of Care Plus Rate
10/16/2024	226830	VERONICA L ESCOBAR	5,995.50	Child Care Reimbursement
10/16/2024	226830	VERONICA L ESCOBAR	1,120.00	Cost of Care Plus Rate
10/16/2024	226831	CITY OF BAKERSFIELD	3,125.07	1807/1825 FELIZ DR/CUSTOMER #14330
10/16/2024	226831	CITY OF BAKERSFIELD	1,876.19	1807/1825 FELIZ DR/EFF DATE 07/31/24
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	323.67	18TH ST > COMMUNITY DEVELOPMENT
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	51.84	CAL CITY
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	240.56	HARVEY HALL
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	14.03	HERITAGE

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10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	85.15	OASIS
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	65.52	OASIS > CLASS C
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	1,263.28	OPS
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	160.21	PRIMEROS PASOS
10/16/2024	226832	HOME DEPOT COMMERCIAL CREDIT	183.97	STERLING
10/16/2024	226833	LAKESHORE EQUIPMENT COMPANY	4,499.21	PO-2024-2581
10/16/2024	226834	AT&T	30.42	9391058628
10/16/2024	226834	AT&T	30.42	9391058699
10/16/2024	226834	AT&T	7.82	9391058718
10/16/2024	226834	AT&T	30.42	9391058772
10/16/2024	226834	AT&T	30.42	9391058803
10/16/2024	226834	AT&T	31.55	9391058922
10/16/2024	226834	AT&T	28.86	9391059093
10/16/2024	226834	AT&T	115.38	9391060518
10/16/2024	226834	AT&T	38.36	9391060521
10/16/2024	226835	LAKESHORE EQUIPMENT COMPANY	3,750.17	PO-2024-2423
10/16/2024	226835	LAKESHORE EQUIPMENT COMPANY	840.67	PO-2024-2778
10/16/2024	226835	LAKESHORE EQUIPMENT COMPANY	569.57	PO-2024-2795
10/16/2024	226836	AT&T	64.28	9391058375
10/16/2024	226836	AT&T	30.42	9391058623
10/16/2024	226836	AT&T	117.01	9391058688
10/16/2024	226836	AT&T	30.42	9391058736
10/16/2024	226836	AT&T	30.42	9391059036
10/16/2024	226836	AT&T	119.28	9391059043
10/16/2024	226836	AT&T	115.38	9391059164
10/16/2024	226836	AT&T	92.16	9391060519
10/16/2024	226836	AT&T	86.59	939108913
10/16/2024	226837	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CALAIM HOUSING DEPOSIT
10/16/2024	226838	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CALAIM HOUSING DEPOSIT
10/16/2024	226839	JANET MCTEER FAMILY TRUST	850.00	CALAIM HOUSING DEPOSIT
10/16/2024	226840	JUANITA JACKSON	723.00	Travel Advance - Region 9 HSA Conference Honolulu, HI Oct.
10/16/2024	226841	LORENA JUAREZ	126.50	Travel Advance - Fall TA 2024 Every Child CA - Sacramento, C
10/16/2024	226842	NICOLE CALLAHAN	708.75	Travel Advance - Region 9 HSA Conference Honolulu, HI Oct.
10/16/2024	226843	RENEE HULBRT	480.00	Travel Advance - Region 9 HSA Conference Honolulu, HI Oct. 2
10/16/2024	226844	RAQUEL SILVA	2,398.23	REG/HP-VACATON PO HRS 116.72 X 27.29
10/16/2024	226845	YERALDIN S HERNANDEZ	1,001.40	REG/HP-VACATION PO/S-SICK HRS 49.80 X 24.32

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10/16/2024	31766	4IMPRINT INC AKA NELSON MARKETING	2,934.40	PO-2024-2601
10/16/2024	31766	4IMPRINT INC AKA NELSON MARKETING	390.64	PO-2024-2672
10/16/2024	31766	4IMPRINT INC AKA NELSON MARKETING	481.60	PO-2024-2767
10/16/2024	31767	ABATE CONSTRUCTION, INCORPORATED	59,222.00	PO-2024-2292
10/16/2024	31768	ALEYA THOMPSON	50.92	September 2024 Mileage Reimbursement
10/16/2024	31769	ALICIA N TAMAYAC HERRERA	17.42	MILEAGE REIMBURSEMENT
10/16/2024	31770	ALLIED UNIVERSAL SECURITY SERVICES	78,398.74	PO-2024-1425/2900 M STREET
10/16/2024	31771	AMAROK, LLC	3,750.00	PO-2024-2631/OCT 2024 ELECTRICAL FENCE
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	779.34	PO-2024-2663
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	224.28	PO-2024-2691
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	612.29	PO-2024-2760
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	414.99	PO-2024-2773
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	279.85	PO-2024-2786
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	686.62	PO-2024-2806
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	330.37	PO-2024-2810
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	105.22	PO-2024-2814
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	74.68	PO-2024-2816
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	134.48	PO-2024-2817
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	3,694.00	PO-2024-2819
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	51.12	PO-2024-2848
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	382.19	PO-2024-2881
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	1,064.82	PO-2024-2882
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	79.94	PO-2024-2907
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	53.40	PO-2024-2908
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	106.92	PO-2024-2909
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	260.75	PO-2024-2911
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	221.89	PO-2024-2912
10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	191.51	PO-2024-2937

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10/16/2024	31773	AMAZON CAPITAL SERVICES, INC	334.77	PO-2024-2940
10/16/2024	31774	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES
10/16/2024	31774	AMERICAN REFUSE, INC.	456.78	455/459 E EUCLID AVE
10/16/2024	31775	AN ICON COMPANY, LLC	314.90	Enrollment & Attendance Business Flyers
10/16/2024	31775	AN ICON COMPANY, LLC	348.26	PO-2024-2210
10/16/2024	31775	AN ICON COMPANY, LLC	1,448.32	PO-2024-2325
10/16/2024	31775	AN ICON COMPANY, LLC	711.20	PO-2024-2393
10/16/2024	31775	AN ICON COMPANY, LLC	974.25	PO-2024-2405
10/16/2024	31775	AN ICON COMPANY, LLC	839.50	PO-2024-2440
10/16/2024	31775	AN ICON COMPANY, LLC	579.34	PO-2024-2441
10/16/2024	31775	AN ICON COMPANY, LLC	7,371.83	PO-2024-2507
10/16/2024	31775	AN ICON COMPANY, LLC	25.50	PO-2024-2563
10/16/2024	31775	AN ICON COMPANY, LLC	517.12	PO-2024-2564
10/16/2024	31775	AN ICON COMPANY, LLC	314.90	PO-2024-2950
10/16/2024	31776	AYLEEN CERNAS	2.68	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31777	AZUGA INC	495.00	PO-2024-1651
10/16/2024	31778	BLUETRITON BRANDS INC	740.09	850 J ST LATHROP 09/11/2024 - 10/10/2024 ACCT# 0034407445
10/16/2024	31779	BLUETRITON BRANDS INC	3.13	2900 M ST - LBNC ACCT# 6701364039 09/11/2024 - 10/10/2024
10/16/2024	31780	BLUETRITON BRANDS INC	101.87	SUNRISE VILLA ACT# 6702977123 09/05/024 - 10/04/2024
10/16/2024	31781	BLUETRITON BRANDS INC	143.84	HS BROADWAY ACT# 6703192013 09/07/2024 - 10/06/2024
10/16/2024	31782	BRADLEY RYAN FERGON	1,335.41	TRAVEL LIQUIDATION- CAL VET LEADERSHIP SUMMIT 2024 IN SAN DI
10/16/2024	31783	BRADY INDUSTRIES	2,866.51	PO-2024-1267
10/16/2024	31783	BRADY INDUSTRIES	4,413.12	PO-2024-1269
10/16/2024	31784	BRENDA HERNANDEZ	30.82	MILEAGE REIMBURSEMENT
10/16/2024	31785	CA ASSOCIATION OF FOOD BANKS	857.50	PO-2024-1235/PEACHES
10/16/2024	31785	CA ASSOCIATION OF FOOD BANKS	4,780.89	PO-2024-1235/STONE FRUIT
10/16/2024	31785	CA ASSOCIATION OF FOOD BANKS	2,091.50	PO-2024-1235/STRAWBERRIES
10/16/2024	31785	CA ASSOCIATION OF FOOD BANKS	3,641.88	PO-2024-1235/ZUCCHINI
10/16/2024	31786	CARLEEN BENCOMA	135.34	Mileage Reimbursement
10/16/2024	31787	CAZADOR CONSULTING GROUP INC	1,044.72	ANA MOSQUEDA RAYA/ISABEL BARBA
10/16/2024	31788	CDW GOVERNMENT LLC	604.64	PO-2024-2519
10/16/2024	31788	CDW GOVERNMENT LLC	2,352.26	PO-2024-2696
10/16/2024	31788	CDW GOVERNMENT LLC	7,028.08	PO-2024-2768
10/16/2024	31789	CHEVRON AND TEXACO BUSINESS CARD SERVICES	8,974.12	0496-00-519779-3
10/16/2024	31790	CHEVRON AND TEXACO BUSINESS CARD SERVICES	767.85	0496-00-516518-8
10/16/2024	31791	CHRISTOPHER SANCHEZ	40.20	September 2024 Mileage Reimbursement
10/16/2024	31792	CREATIVE FINANCIAL STAFFING LLC	1,520.00	TYANNA PRINCE
10/16/2024	31793	CROWN EQUIPMENT CORPORATION	130.00	PO-2024-1650/V-004

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10/16/2024	31793	CROWN EQUIPMENT CORPORATION	130.00	PO-2024-1650/V-022
10/16/2024	31794	CYNTHIA MAGDALENO	11.39	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31795	DELORES PATRICIO	21.44	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31796	DENA WALKER	78.39	September 2024 Mileage Reimbursement
10/16/2024	31797	ELIZABETH CISNEROS	54.94	Mileage Reimbursement
10/16/2024	31798	ELIZABETH WILLIAMS	316.24	Travel Liquidation - New Hire Mentorship Stockton, CA - 10/
10/16/2024	31799	EXACT STAFF, INC	1,073.80	Invoice 257869
10/16/2024	31800	EXACT STAFF, INC	1,445.81	Invoice 258003
10/16/2024	31801	EXACT STAFF, INC	1,456.00	Invoice 258151
10/16/2024	31802	EXACT STAFF, INC	1,374.10	Invoice 258301
10/16/2024	31803	EXACT STAFF, INC	1,328.60	Invoice 258452
10/16/2024	31804	EXACT STAFF, INC	1,274.00	Invoice 258600
10/16/2024	31805	EXACT STAFF, INC	1,134.59	Invoice 258760
10/16/2024	31806	EXACT STAFF, INC	1,008.00	Inv. 259185 Temp Employee WX Ignacio Ramirez W/E 9.22.24
10/16/2024	31807	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
10/16/2024	31808	FRONTIER COMMUNICATIONS HOLDINGS LLC	72.29	661-763-9280-072009-5
10/16/2024	31809	GARRETT MADDEN	187.89	PHP
10/16/2024	31810	GARRETT MADDEN	150.00	MJM
10/16/2024	31811	GIOVANNI ARAGON	60.97	Mileage Reimbursement
10/16/2024	31812	GRACE COMMUNITY CHURCH	2,664.41	PO-2024-1330 850 J ST LATHROP SEP 2024 UTILITIES
10/16/2024	31813	GREGORIA BENAVIDES	39.53	Sept 2024 Mileage
10/16/2024	31814	HD Supply Facilites Maintenance LTD	526.10	OPS
10/16/2024	31815	HEWLETT-PACKARD COMPANY	2,068.20	Equipment Rent/Lease Inv 0499668
10/16/2024	31816	IDEAL SPECIALTIES INC	53,519.40	PO-2024-2495
10/16/2024	31817	INDEPENDENT FIRE & SAFETY	531.86	5 REAL RD
10/16/2024	31818	INDEPENDENT FIRE & SAFETY	184.50	SAN DIEGO
10/16/2024	31819	INDEPENDENT FIRE & SAFETY	223.89	MJ MORGAN
10/16/2024	31820	INDEPENDENT FIRE & SAFETY	52.79	VINELAND
10/16/2024	31821	INDOFF INCORPORATED	15,112.80	PO-2024-2431
10/16/2024	31822	INDOFF INCORPORATED	21,415.68	PO-2024-2235
10/16/2024	31823	INDOFF INCORPORATED	1,994.94	PO-2024-2591
10/16/2024	31824	INDOFF INCORPORATED	55,609.22	18TH ST - 2ND & 3RD FLOOR
10/16/2024	31825	JANELLE ANDRES	30.15	MILEAGE REIMBURSEMENT
10/16/2024	31826	JAUBRAE DIXON	36.18	Sept Mileage
10/16/2024	31827	JERRY MEADE	159.46	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31828	JESSICA REYES GONZALEZ	150.75	MILEAGE REIMBURSEMENT
10/16/2024	31829	KAPLAN EARLY LEARNING CO	32.16	PO-2024-3434
10/16/2024	31830	KAPLAN EARLY LEARNING CO	771.10	PO-2024-1706
10/16/2024	31831	KAPLAN EARLY LEARNING CO	338.50	PO-2024-1815
10/16/2024	31832	KAPLAN EARLY LEARNING CO	2,454.08	PO-2024-2422

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10/16/2024	31833	KAPLAN EARLY LEARNING CO	3,228.28	PO-2024-2635
10/16/2024	31834	KAPLAN EARLY LEARNING CO	206.82	PO-2024-2677
10/16/2024	31835	KAPLAN EARLY LEARNING CO	5,916.73	PO-2024-2624
10/16/2024	31836	KAPLAN EARLY LEARNING CO	1,031.36	PO-2024-2680
10/16/2024	31837	KAPLAN EARLY LEARNING CO	226.00	PO-2024-2555
10/16/2024	31838	KAPLAN EARLY LEARNING CO	1,658.27	PO-2024-2727
10/16/2024	31839	KAPLAN EARLY LEARNING CO	486.67	PO-2024-2791
10/16/2024	31840	KAPLAN EARLY LEARNING CO	157.52	PO-2024-2788
10/16/2024	31841	KAPLAN EARLY LEARNING CO	284.25	PO-2024-2784
10/16/2024	31842	KAPLAN EARLY LEARNING CO	211.37	PO-2024-2782
10/16/2024	31843	KAPLAN EARLY LEARNING CO	728.18	PO-2024-2780
10/16/2024	31844	KAPLAN EARLY LEARNING CO	950.26	PO-2024-2840
10/16/2024	31845	KAREN RIOS	72.36	September 2024 Mileage Reimbursement
10/16/2024	31846	KEVIN GOUDGE	2.68	MILEAGE REIMBURSEMENT
10/16/2024	31847	LAURA SERNA	153.43	September 2024 Mileage Reimbursement
10/16/2024	31848	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	405.00	PO-2024-2754 / PO-2024-2944 INV 270662
10/16/2024	31849	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	500.00	PO-2024-2754 / PO-2024-2944 INV 384001
10/16/2024	31850	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	90.00	PO-2024-1552
10/16/2024	31851	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	310.00	PO-2024-1207
10/16/2024	31852	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
10/16/2024	31853	LILLIAN URREA	31.49	September 2024 Mileage Reimbursement
10/16/2024	31854	LIZETTE BRAVO	102.51	Mileage Reimbursement
10/16/2024	31855	LUZVIMINDA ADAMS	206.36	Mileage Reimbursement
10/16/2024	31856	MARIA D FLORES TORRES	408.70	September 2024 Mileage Reimbursement
10/16/2024	31857	MARIA DEL CARMEN VILLANUEVA	17.42	September 2024 Mileage Reimbursement
10/16/2024	31858	MARIA PINANO	38.86	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31859	MARIA RAMOS	131.32	September 2024 Mileage Reimbursement
10/16/2024	31860	MELISSA DELA GARZA	80.40	MILEAGE REIMBURSEMENT
10/16/2024	31861	MISSION LINEN SUPPLY	1,020.54	ACC 301151 PO-2024-1699
10/16/2024	31861	MISSION LINEN SUPPLY	674.51	ACC 316102 PO-2024-1699
10/16/2024	31862	MONICA ZAMUDIO	49.58	September 2024 Mileage Reimbursement
10/16/2024	31863	OFFICE IMAGING, INC	543.00	TKC-2984: Relocation of Toshiba printer from St. Marys
10/16/2024	31863	OFFICE IMAGING, INC	43.21	TKC-2984; 11336 BARLETT AVE STE 14
10/16/2024	31863	OFFICE IMAGING, INC	299.73	TKC-2984; 1300 18TH ST OPS / FINANCE
10/16/2024	31863	OFFICE IMAGING, INC	692.39	TKC-2984; 15662 K ST
10/16/2024	31863	OFFICE IMAGING, INC	21.26	TKC-2984; 2800 S D ST; PO-2024-1291
10/16/2024	31863	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
10/16/2024	31863	OFFICE IMAGING, INC	89.92	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
10/16/2024	31864	PATRICIA MEXICANO	75.71	SEPTEMBER MILEAGE REIMBURSEMENT

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10/16/2024	31865	PATRICIA ROBLES WESLEY	89.78	September 2024 Mileage Reimbursement
10/16/2024	31866	PAUL H BROOKES PUBLISHING CO., INC.	1,200.00	PO-2024-2794
10/16/2024	31867	RACHEL LECKKIRK	85.76	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31868	ROSA RABAGO	108.54	September 2024 Mileage Reimbursement
10/16/2024	31869	SANDATA TECHNOLOGIES LLC	125.70	PO-2024-1134 eTIME PHONE SVC 09/01/2024 - 09/30/2024
10/16/2024	31870	SAVANNAH MALDONADO	34.84	AUGUST MILEAGE REIMBURSEMENT
10/16/2024	31871	SAVANNAH MALDONADO	36.18	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31872	SHARON BRIGGS	58.29	Mileage Reimbursement
10/16/2024	31873	SHAWNA R MARKS	30.15	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31874	SMART & FINAL	494.66	ACCT# 326821 REF# 579399 10/02/24 SNACKS FOR OUTREACH TABLE
10/16/2024	31875	SMART & FINAL	205.00	REF# 879200 10/10/2024 ACCT# 326821 HVP Fall Socialization
10/16/2024	31876	SMART & FINAL	234.14	ACCT# 326821 REF# 573477 10/07/24 Regional MCAP Office Suppl
10/16/2024	31877	SMART & FINAL	131.43	ACCT# 326821 REF# 932499 10/7/2024 Family Meeting MCAP Tular
10/16/2024	31878	SMART & FINAL	13.96	REF# 607255 10/10/2024 ACCT# 326821 HVP Fall Socialization
10/16/2024	31879	STAPLES ADVANTAGE	98.83	WIC PO-2024-2539 ORD# 7639782117 ITEM# 111133
10/16/2024	31879	STAPLES ADVANTAGE	467.21	WIC PO-2024-2628 ORD# 7907612240 ACT# LA 1823757
10/16/2024	31879	STAPLES ADVANTAGE	2,041.18	WIC PO-2024-2737 ORD# 7640827969 ACT# LA 1823757
10/16/2024	31879	STAPLES ADVANTAGE	811.09	WIC PO-2024-2757 ORD# 7641257623 ACT# LA 1823757
10/16/2024	31880	STINSON STATIONERS	11.50	PO-2024-2621 FB SUPPLIES - ITEM# 3930158
10/16/2024	31880	STINSON STATIONERS	123.93	PO-2024-2820 CENTRAL KITCHEN ITEM# 4643
10/16/2024	31881	STOCKTON COMMUNITY KITCHEN	4,473.36	425 N CALIFORNIA ST STOCKTON PO-2024-1054 SEP 2024 MEALS
10/16/2024	31882	STOCKTON COMMUNITY KITCHEN	4,473.36	215 W 5TH ST STOCKTON PO-2024-1054 SEP 2024 MEALS
10/16/2024	31883	STOCKTON COMMUNITY KITCHEN	255.06	545 W SONORA ST PO-2024-1054 SEP 2024 MEALS
10/16/2024	31884	STOCKTON COMMUNITY KITCHEN	4,473.36	850 J ST LATHROP PO-2024-1054 SEP 2024 MEALS
10/16/2024	31885	STOCKTON COMMUNITY KITCHEN	2,982.24	2800 S D ST STOCKTON PO-2024-1054 SEP 2024 MEALS
10/16/2024	31886	STOCKTON COMMUNITY KITCHEN	2,982.24	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1054 SEP 2024 MEALS
10/16/2024	31887	STOCKTON COMMUNITY KITCHEN	5,650.56	701 S HUTCHINS ST LODI PO-2024-1054 SEP 2024 MEALS
10/16/2024	31888	SUSIE E MARTINEZ	30.82	SEPTEMBER MILEAGE REIMBURSEMENT
10/16/2024	31889	SYSCO FOOD SERVICES OF VENTURA INC	3,309.15	2900 M ST PO-2024-2877 ORD# 1672075
10/16/2024	31890	SYSCO FOOD SERVICES OF VENTURA INC	2,389.73	2900 M ST PO-2024-2877 ORD# 1676048

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10/16/2024	31891	SYSCO FOOD SERVICES OF VENTURA INC	2,138.58	2900 M ST PO-2024-2877 ORD# 1679459
10/16/2024	31892	SYSCO FOOD SERVICES OF VENTURA INC	662.27	3101 MALL VIEW RD PO-2024-1268 ORD# 1680241
10/16/2024	31893	SYSCO FOOD SERVICES OF VENTURA INC	21,401.10	3101 MALL VIEW RD PO-2024-1255 ORD# 1680259
10/16/2024	31894	SYSCO FOOD SERVICES OF VENTURA INC	326.81	3101 MALL VIEW RD PO-2024-1266 ORD# 1680309
10/16/2024	31895	SYSCO FOOD SERVICES OF VENTURA INC	446.10	3101 MALL VIEW RD PO-2024-1255 ORD# 1680337
10/16/2024	31896	SYSCO FOOD SERVICES OF VENTURA INC	54.95	3101 MALL VIEW RD PO-2024-1255 ORD# 1680367
10/16/2024	31897	SYSCO FOOD SERVICES OF VENTURA INC	83.80	3101 MALL VIEW RD PO-2024-1255 ORD# 1680385
10/16/2024	31898	SYSCO FOOD SERVICES OF VENTURA INC	402.69	3101 MALL VIEW RD PO-2024-1255 ORD# 1680764
10/16/2024	31899	SYSCO FOOD SERVICES OF VENTURA INC	1,932.80	3101 MALL VIEW RD PO-2024-1268 ORD# SOFT-9369104
10/16/2024	31900	SYSCO FOOD SERVICES OF VENTURA INC	1,494.96	2900 M ST PO-2024-2877 ORD# 1681992
10/16/2024	31901	SYSCO FOOD SERVICES OF VENTURA INC	1,264.34	3101 MALL VIEW RD PO-2024-1268 ORD# 1686264
10/16/2024	31902	SYSCO FOOD SERVICES OF VENTURA INC	1,561.64	2900 M ST PO-2024-2877 ORD# 1686920
10/16/2024	31903	TEACHSTONE, INC	1,350.00	SJEHS PO-2024-2669 STAFF CLASS OBSERV RECERT
10/16/2024	31904	TEL TEC SECURITY SYSTEMS INC	450.00	PRMIEROS PASOS JOB# 240700704 09/23/2024
10/16/2024	31905	TEL TEC SECURITY SYSTEMS INC	728.14	FOOD BANK JOB# 240900171 09/23/2024
10/16/2024	31906	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST - SEPT 2024 PATROL CHECK
10/16/2024	31907	TRANS-WEST SECURITY SERVICES, INC.	240.00	NORTH KERN - SEPT 2024 ALARM RESPONSE
10/16/2024	31908	VALERIE CAFFESE	37.52	Mileage Reimbursement
10/16/2024	31909	VALLEY GARBAGE SERVICE	480.62	5704 PIONEER DR OCT 2024 BLUE RECYCLE/ORGANIC CART SVCS
10/16/2024	31910	VILLATORO POWER WASHING	325.00	300 19TH ST COMMERCIAL POWER WASHING DOS: 09/28/2024
10/16/2024	31911	W W GRAINGER INC	583.85	5 REAL RD
10/16/2024	31912	W W GRAINGER INC	49.71	5 REAL RD
10/16/2024	31913	W W GRAINGER INC	4,106.55	18TH ST > FHCC & SYC
10/16/2024	31914	W W GRAINGER INC	52.56	PETE PARRA > CLASS A & B
10/16/2024	31915	W W GRAINGER INC	226.03	PETE PARRA
10/16/2024	31916	W W GRAINGER INC	297.45	PETE PARRA > CLASS 1
10/16/2024	31917	W W GRAINGER INC	128.76	SHAFTER EHS
10/16/2024	31918	W W GRAINGER INC	56.50	SHAFTER EHS
10/16/2024	31919	W W GRAINGER INC	582.00	TAFT
10/16/2024	31920	W W GRAINGER INC	107.91	5 REAL RD
10/16/2024	31921	W W GRAINGER INC	647.42	5 REAL RD
10/16/2024	31922	W W GRAINGER INC	625.03	SUNRISE VILLA
10/16/2024	31923	W W GRAINGER INC	365.80	PETE PARRA
10/16/2024	31924	W W GRAINGER INC	832.18	TAFT
10/16/2024	31925	W W GRAINGER INC	20.18	TAFT
10/16/2024	31926	W W GRAINGER INC	64.17	OASIS

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10/16/2024	31927	W W GRAINGER INC	25.45	OPS
10/16/2024	31928	WESTED	247.00	HSADM PO-2024-2572 CA TEACHER PYRAMID FOR PRE-K BINDER
10/16/2024	31929	WESTED	131.00	HSADM PO-2024-2573 CA TEACHER PYRAMID/PRE-K BINDERS
10/16/2024	31930	YOLANDA LOPEZ	313.56	Travel Liquidation- QA Training Stockton, CA 9/9/24 - 9/13
10/16/2024	31931	ADELA JAIMES	7,934.80	Child Care Reimbursement
10/16/2024	31931	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
10/16/2024	31932	ADRIANA AGUIRRE GAONA	3,884.34	Child Care Reimbursement
10/16/2024	31932	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
10/16/2024	31933	ADRIANA CEJA GONZALEZ	2,784.26	Child Care Reimbursement
10/16/2024	31933	ADRIANA CEJA GONZALEZ	560.00	Cost of Care Plus Rate
10/16/2024	31934	ADRIANA GOMEZ	10,523.95	Child Care Reimbursement
10/16/2024	31934	ADRIANA GOMEZ	1,820.00	Cost of Care Plus Rate
10/16/2024	31934	ADRIANA GOMEZ	(100.00)	Union Dues
10/16/2024	31935	ALEXIS SAVEDRA	2,264.34	Child Care Reimbursement
10/16/2024	31935	ALEXIS SAVEDRA	560.00	Cost of Care Plus Rate
10/16/2024	31936	ALICIA MONTEJANO PENA	2,149.33	Child Care Reimbursement
10/16/2024	31936	ALICIA MONTEJANO PENA	700.00	Cost of Care Plus Rate
10/16/2024	31937	ALICIA SANCHEZ	2,388.79	Child Care Reimbursement
10/16/2024	31937	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
10/16/2024	31937	ALICIA SANCHEZ	(47.78)	Union Dues
10/16/2024	31938	ANA MARTINEZ	842.75	Child Care Reimbursement
10/16/2024	31938	ANA MARTINEZ	140.00	Cost of Care Plus Rate
10/16/2024	31938	ANA MARTINEZ	(21.86)	Union Dues
10/16/2024	31939	ANA PATRICIA CAMARGO	7,312.42	Child Care Reimbursement
10/16/2024	31939	ANA PATRICIA CAMARGO	1,400.00	Cost of Care Plus Rate
10/16/2024	31940	ANA ROSA M SANCHEZ	7,809.70	Child Care Reimbursement
10/16/2024	31940	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
10/16/2024	31940	ANA ROSA M SANCHEZ	(95.00)	Union Dues
10/16/2024	31941	ANDREA PIMENTEL DE DOMINGUEZ	8,165.78	Child Care Reimbursement
10/16/2024	31941	ANDREA PIMENTEL DE DOMINGUEZ	1,540.00	Cost of Care Plus Rate
10/16/2024	31942	ANGELICA M MARES	4,690.01	Child Care Reimbursement
10/16/2024	31942	ANGELICA M MARES	980.00	Cost of Care Plus Rate
10/16/2024	31943	ANTONIA PANIAGUA ROSALES	9,860.45	Child Care Reimbursement
10/16/2024	31943	ANTONIA PANIAGUA ROSALES	1,680.00	Cost of Care Plus Rate
10/16/2024	31944	ARACELI JIMENEZ AVILA	1,866.57	Child Care Reimbursement
10/16/2024	31944	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate
10/16/2024	31945	ARACELI MORALES DE MARTINEZ	4,056.91	Child Care Reimbursement
10/16/2024	31945	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
10/16/2024	31945	ARACELI MORALES DE MARTINEZ	(81.14)	Union Dues
10/16/2024	31946	ARACELY CRUZ DE MONTERROSA	11,998.90	Child Care Reimbursement
10/16/2024	31946	ARACELY CRUZ DE MONTERROSA	1,960.00	Cost of Care Plus Rate
10/16/2024	31947	ARELI JOSEFINA RIVERA MIRELES	1,636.12	Child Care Reimbursement

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10/16/2024	31947	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
10/16/2024	31947	ARELI JOSEFINA RIVERA MIRELES	(42.72)	Union Dues
10/16/2024	31948	AYDE JAIME	8,026.36	Child Care Reimbursement
10/16/2024	31948	AYDE JAIME	1,400.00	Cost of Care Plus Rate
10/16/2024	31949	BEATRIZ BUENO	1,685.50	Child Care Reimbursement
10/16/2024	31949	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
10/16/2024	31950	BEATRIZ GONZALEZ DUENAS	1,088.18	Child Care Reimbursement
10/16/2024	31950	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
10/16/2024	31951	BERTHA ALICIA QUIROA	485.00	Child Care Reimbursement
10/16/2024	31951	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
10/16/2024	31952	BLANCA EVELIA RUIZ DE SOLORIO	6,953.16	Child Care Reimbursement
10/16/2024	31952	BLANCA EVELIA RUIZ DE SOLORIO	1,260.00	Cost of Care Plus Rate
10/16/2024	31952	BLANCA EVELIA RUIZ DE SOLORIO	(95.00)	Union Dues
10/16/2024	31953	BRENDA BENAVIDEZ	816.36	Child Care Reimbursement
10/16/2024	31953	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
10/16/2024	31954	CARLOS YOVANI HERNANDEZ BONILLA	387.11	Child Care Reimbursement
10/16/2024	31954	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
10/16/2024	31955	CAROLINA GIL	5,908.18	Child Care Reimbursement
10/16/2024	31955	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
10/16/2024	31956	CATALINA RIVERA DE ESPINOZA	2,095.14	Child Care Reimbursement
10/16/2024	31956	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
10/16/2024	31957	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
10/16/2024	31957	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
10/16/2024	31958	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
10/16/2024	31958	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
10/16/2024	31959	CLAUDIA BARAJAS ROGEL	1,053.10	Child Care Reimbursement
10/16/2024	31959	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
10/16/2024	31960	CLAUDIA ZAVALA CISNEROS	1,526.11	Child Care Reimbursement
10/16/2024	31960	CLAUDIA ZAVALA CISNEROS	294.00	Cost of Care Plus Rate
10/16/2024	31961	CONSUELO PUGA	3,183.72	Child Care Reimbursement
10/16/2024	31961	CONSUELO PUGA	560.00	Cost of Care Plus Rate
10/16/2024	31962	DAISY ALMIDA GONZALEZ	7,206.95	Child Care Reimbursement
10/16/2024	31962	DAISY ALMIDA GONZALEZ	1,260.00	Cost of Care Plus Rate
10/16/2024	31963	DANIELA ALVAREZ	2,619.35	Child Care Reimbursement
10/16/2024	31963	DANIELA ALVAREZ	1,120.00	Cost of Care Plus Rate
10/16/2024	31964	DANIELA GUADALUPE ESPINOZA	5,011.21	Child Care Reimbursement
10/16/2024	31964	DANIELA GUADALUPE ESPINOZA	1,260.00	Cost of Care Plus Rate
10/16/2024	31965	DAVID PANTOJA	6,390.59	Child Care Reimbursement
10/16/2024	31965	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
10/16/2024	31966	DEYSI ISELA ESQUIVEL	9,929.87	Child Care Reimbursement
10/16/2024	31966	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
10/16/2024	31967	DOLORES M PLATERO	5,056.50	Child Care Reimbursement
10/16/2024	31967	DOLORES M PLATERO	840.00	Cost of Care Plus Rate
10/16/2024	31968	DORA LUZ RIVERA	8,161.55	Child Care Reimbursement

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10/16/2024	31968	DORA LUZ RIVERA	1,540.00	Cost of Care Plus Rate
10/16/2024	31969	DULCE IRASEMA MUNOZ LOPEZ	1,945.26	Child Care Reimbursement
10/16/2024	31969	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
10/16/2024	31970	EDELMIRA L VIVEROS	2,108.68	Child Care Reimbursement
10/16/2024	31970	EDELMIRA L VIVEROS	420.00	Cost of Care Plus Rate
10/16/2024	31971	ELENA OCHOA CONTRERAS	1,019.71	Child Care Reimbursement
10/16/2024	31971	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
10/16/2024	31972	ELIDA CRUZ	6,098.56	Child Care Reimbursement
10/16/2024	31972	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate
10/16/2024	31973	ELIM RODRIGUEZ	3,120.18	Child Care Reimbursement
10/16/2024	31973	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
10/16/2024	31974	ELIZABETH CHAVEZ	1,638.74	Child Care Reimbursement
10/16/2024	31974	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
10/16/2024	31975	ELIZABETH DIAZ	4,914.09	Child Care Reimbursement
10/16/2024	31975	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
10/16/2024	31976	ELIZABETH GONZALEZ	4,140.53	Child Care Reimbursement
10/16/2024	31976	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
10/16/2024	31976	ELIZABETH GONZALEZ	(92.81)	Union Dues
10/16/2024	31977	ELOISA QUINTINO DE MARTINEZ	534.71	Child Care Reimbursement
10/16/2024	31977	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
10/16/2024	31978	ELSA YANETH QUEVEDO ORTIZ	8,761.16	Child Care Reimbursement
10/16/2024	31978	ELSA YANETH QUEVEDO ORTIZ	1,820.00	Cost of Care Plus Rate
10/16/2024	31979	ESPERANZA B TOBAR	749.11	Child Care Reimbursement
10/16/2024	31979	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
10/16/2024	31980	FABIOLA GARCIA AVILES	970.00	Child Care Reimbursement
10/16/2024	31980	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
10/16/2024	31981	FELISITA GOMEZ DE GOMEZ	4,941.21	Child Care Reimbursement
10/16/2024	31981	FELISITA GOMEZ DE GOMEZ	840.00	Cost of Care Plus Rate
10/16/2024	31982	FLOR JAZMIN ZACARIAS	3,374.85	Child Care Reimbursement
10/16/2024	31982	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
10/16/2024	31983	GABRIELA ARREGUIN	2,859.58	Child Care Reimbursement
10/16/2024	31983	GABRIELA ARREGUIN	560.00	Cost of Care Plus Rate
10/16/2024	31984	GEORGINA CONCEPCION WARREN COSTALES	3,809.62	Child Care Reimbursement
10/16/2024	31984	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
10/16/2024	31985	GLADYS ITZEL GALVAN	1,565.25	Child Care Reimbursement
10/16/2024	31985	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
10/16/2024	31986	GLORIA ISITA MEJIA	1,313.21	Child Care Reimbursement
10/16/2024	31986	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
10/16/2024	31986	GLORIA ISITA MEJIA	(46.26)	Union Dues
10/16/2024	31987	GLORIA PARRA	538.99	Child Care Reimbursement
10/16/2024	31987	GLORIA PARRA	98.00	Cost of Care Plus Rate
10/16/2024	31988	GREGORIA GALLEGOS	8,780.54	Child Care Reimbursement
10/16/2024	31988	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
10/16/2024	31989	GUADALUPE AVILES LEYVA	2,418.17	Child Care Reimbursement
10/16/2024	31989	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
10/16/2024	31990	GUADALUPE CECILIA JAIME	769.94	Child Care Reimbursement
10/16/2024	31990	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate

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10/16/2024	31990	GUADALUPE CECILIA JAIME	(15.40)	Union Dues
10/16/2024	31991	GUADALUPE DURAN	1,571.36	Child Care Reimbursement
10/16/2024	31991	GUADALUPE DURAN	280.00	Cost of Care Plus Rate
10/16/2024	31991	GUADALUPE DURAN	(41.43)	Union Dues
10/16/2024	31992	GUADALUPE OLAZABAL	842.34	Child Care Reimbursement
10/16/2024	31992	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate
10/16/2024	31992	GUADALUPE OLAZABAL	(16.85)	Union Dues
10/16/2024	31993	GUILLERMINA HERNANDEZ GOMEZ	4,587.77	Child Care Reimbursement
10/16/2024	31993	GUILLERMINA HERNANDEZ GOMEZ	840.00	Cost of Care Plus Rate
10/16/2024	31993	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
10/16/2024	31994	HILDA ARACELI ARAMBULA MORENO	733.28	Child Care Reimbursement
10/16/2024	31994	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
10/16/2024	31994	HILDA ARACELI ARAMBULA MORENO	(24.67)	Union Dues
10/16/2024	31995	IMELDA MARIN DE JUAREZ	8,918.62	Child Care Reimbursement
10/16/2024	31995	IMELDA MARIN DE JUAREZ	1,540.00	Cost of Care Plus Rate
10/16/2024	31995	IMELDA MARIN DE JUAREZ	(95.00)	Union Dues
10/16/2024	31996	INES MARISCAL MACIAS	531.65	Child Care Reimbursement
10/16/2024	31996	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
10/16/2024	31997	IRENE R SIXTOS	5,086.00	Child Care Reimbursement
10/16/2024	31997	IRENE R SIXTOS	1,120.00	Cost of Care Plus Rate
10/16/2024	31998	IRMA AYALA CONTRERAS	3,167.00	Child Care Reimbursement
10/16/2024	31998	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
10/16/2024	31999	IRMA FLORES	2,373.02	Child Care Reimbursement
10/16/2024	31999	IRMA FLORES	490.00	Cost of Care Plus Rate
10/16/2024	32000	IRMA VERONICA OSEGUERA	4,074.00	Child Care Reimbursement
10/16/2024	32000	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
10/16/2024	32001	ISABEL GARCIA	5,219.35	Child Care Reimbursement
10/16/2024	32001	ISABEL GARCIA	980.00	Cost of Care Plus Rate
10/16/2024	32001	ISABEL GARCIA	(100.00)	Union Dues
10/16/2024	32002	JACLYN PRADO	10,019.92	Child Care Reimbursement
10/16/2024	32002	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
10/16/2024	32003	JASMIN ALEJANDRA ARANDA	2,306.48	Child Care Reimbursement
10/16/2024	32003	JASMIN ALEJANDRA ARANDA	420.00	Cost of Care Plus Rate
10/16/2024	32004	JASMINE CANCHOLA	816.36	Child Care Reimbursement
10/16/2024	32004	JASMINE CANCHOLA	140.00	Cost of Care Plus Rate
10/16/2024	32004	JASMINE CANCHOLA	(26.33)	Union Dues
10/16/2024	32005	JESSISAY HERNANDEZ PARRAL	1,135.32	Child Care Reimbursement
10/16/2024	32005	JESSISAY HERNANDEZ PARRAL	294.00	Cost of Care Plus Rate
10/16/2024	32006	JOANNA ROBLES	769.94	Child Care Reimbursement
10/16/2024	32006	JOANNA ROBLES	140.00	Cost of Care Plus Rate
10/16/2024	32007	JOSELINE ARREDONDO	1,572.06	Child Care Reimbursement
10/16/2024	32007	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
10/16/2024	32008	JUANA INEZ SALGADO RENTERIA	2,164.98	Child Care Reimbursement
10/16/2024	32008	JUANA INEZ SALGADO RENTERIA	420.00	Cost of Care Plus Rate
10/16/2024	32009	JUANITA FAY GALVAN	1,526.24	Child Care Reimbursement

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10/16/2024	32009	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
10/16/2024	32010	JULISSIA LIZBETH RODRIGUEZ	2,351.82	Child Care Reimbursement
10/16/2024	32010	JULISSIA LIZBETH RODRIGUEZ	560.00	Cost of Care Plus Rate
10/16/2024	32011	KASANDRA FIGUEROA BASURTO	89.15	Child Care Reimbursement
10/16/2024	32011	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
10/16/2024	32012	LAURA A RODRIGUEZ	4,644.08	Child Care Reimbursement
10/16/2024	32012	LAURA A RODRIGUEZ	980.00	Cost of Care Plus Rate
10/16/2024	32013	LESLIE KARINA TOSCANO CRUZ	859.31	Child Care Reimbursement
10/16/2024	32013	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
10/16/2024	32013	LESLIE KARINA TOSCANO CRUZ	(27.19)	Union Dues
10/16/2024	32014	LETICIA G HERNANDEZ	4,840.80	Child Care Reimbursement
10/16/2024	32014	LETICIA G HERNANDEZ	840.00	Cost of Care Plus Rate
10/16/2024	32015	LETICIA GARIBAY CEJA	1,979.18	Child Care Reimbursement
10/16/2024	32015	LETICIA GARIBAY CEJA	420.00	Cost of Care Plus Rate
10/16/2024	32016	LETICIA HERNANDEZ PEREZ	1,431.23	Child Care Reimbursement
10/16/2024	32016	LETICIA HERNANDEZ PEREZ	280.00	Cost of Care Plus Rate
10/16/2024	32017	LETICIA MORALES	7,570.42	Child Care Reimbursement
10/16/2024	32017	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
10/16/2024	32018	LILIA HORTENCIA OSEGUERA	5,919.70	Child Care Reimbursement
10/16/2024	32018	LILIA HORTENCIA OSEGUERA	1,120.00	Cost of Care Plus Rate
10/16/2024	32018	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
10/16/2024	32019	LILIA YAZMIN JUAREZ	5,958.20	Child Care Reimbursement
10/16/2024	32019	LILIA YAZMIN JUAREZ	1,120.00	Cost of Care Plus Rate
10/16/2024	32020	LILIANA REYES GONZALEZ	769.94	Child Care Reimbursement
10/16/2024	32020	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
10/16/2024	32021	LILIANA SOLORIO	4,200.54	Child Care Reimbursement
10/16/2024	32021	LILIANA SOLORIO	840.00	Cost of Care Plus Rate
10/16/2024	32022	LORENA TRUJILLO ESCOBEDO	2,481.20	Child Care Reimbursement
10/16/2024	32022	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
10/16/2024	32023	LOURDES PEREZ DE GARCIA	6,304.04	Child Care Reimbursement
10/16/2024	32023	LOURDES PEREZ DE GARCIA	1,260.00	Cost of Care Plus Rate
10/16/2024	32024	MA BELEN RODRIGUEZ BRAVO	1,504.71	Child Care Reimbursement
10/16/2024	32024	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
10/16/2024	32025	MA DE LOURDES GONZALEZ MENDEZ	2,324.46	Child Care Reimbursement
10/16/2024	32025	MA DE LOURDES GONZALEZ MENDEZ	280.00	Cost of Care Plus Rate
10/16/2024	32026	MACARMEN LUCATERO	814.70	Child Care Reimbursement
10/16/2024	32026	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
10/16/2024	32027	MARGARITA BUSTAMANTE DE FELIX	4,573.08	Child Care Reimbursement
10/16/2024	32027	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32028	MARGARITA CORTES DE BARAJAS	11,361.04	Child Care Reimbursement
10/16/2024	32028	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
10/16/2024	32029	MARGARITA PADILLA BARAJAS	5,217.86	Child Care Reimbursement
10/16/2024	32029	MARGARITA PADILLA BARAJAS	980.00	Cost of Care Plus Rate
10/16/2024	32030	MARIA A LOPEZ	8,382.32	Child Care Reimbursement
10/16/2024	32030	MARIA A LOPEZ	1,400.00	Cost of Care Plus Rate
10/16/2024	32031	MARIA ARACELI CRUZ	749.11	Child Care Reimbursement
10/16/2024	32031	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate
10/16/2024	32032	MARIA ASUSENA GONZALEZ-GUTIERREZ	1,791.55	Child Care Reimbursement
10/16/2024	32032	MARIA ASUSENA GONZALEZ-GUTIERREZ	420.00	Cost of Care Plus Rate
10/16/2024	32033	MARIA C ARELLANO DE CONTRERAS	3,008.20	Child Care Reimbursement
10/16/2024	32033	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
10/16/2024	32033	MARIA C ARELLANO DE CONTRERAS	(70.16)	Union Dues
10/16/2024	32034	MARIA C CUEVAS DE GARCIA	2,055.74	Child Care Reimbursement
10/16/2024	32034	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
10/16/2024	32035	MARIA CONCEPCION CEJA	5,447.09	Child Care Reimbursement
10/16/2024	32035	MARIA CONCEPCION CEJA	980.00	Cost of Care Plus Rate
10/16/2024	32035	MARIA CONCEPCION CEJA	(93.00)	Union Dues
10/16/2024	32036	MARIA DEL SOCORRO CARMONA	1,880.44	Child Care Reimbursement
10/16/2024	32036	MARIA DEL SOCORRO CARMONA	420.00	Cost of Care Plus Rate
10/16/2024	32036	MARIA DEL SOCORRO CARMONA	(42.61)	Union Dues
10/16/2024	32037	MARIA E CORONA HEREDIA	785.68	Child Care Reimbursement
10/16/2024	32037	MARIA E CORONA HEREDIA	140.00	Cost of Care Plus Rate
10/16/2024	32037	MARIA E CORONA HEREDIA	(25.71)	Union Dues
10/16/2024	32038	MARIA E CUARA	1,019.71	Child Care Reimbursement
10/16/2024	32038	MARIA E CUARA	196.00	Cost of Care Plus Rate
10/16/2024	32039	MARIA ELENA CEJA	2,162.07	Child Care Reimbursement
10/16/2024	32039	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
10/16/2024	32040	MARIA ELENA RODRIGUEZ	1,335.48	Child Care Reimbursement
10/16/2024	32040	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
10/16/2024	32041	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
10/16/2024	32041	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
10/16/2024	32042	MARIA ESTHER GONZALEZ AVALOS	4,173.12	Child Care Reimbursement
10/16/2024	32042	MARIA ESTHER GONZALEZ AVALOS	700.00	Cost of Care Plus Rate
10/16/2024	32043	MARIA FERNANDA GARIBAY	126.66	Child Care Reimbursement
10/16/2024	32043	MARIA FERNANDA GARIBAY	140.00	Cost of Care Plus Rate
10/16/2024	32044	MARIA G RAMIREZ DE MARTINEZ	8,112.73	Child Care Reimbursement
10/16/2024	32044	MARIA G RAMIREZ DE MARTINEZ	1,400.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32044	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
10/16/2024	32045	MARIA GUADALUPE ALVAREZ	4,720.28	Child Care Reimbursement
10/16/2024	32045	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
10/16/2024	32046	MARIA GUADALUPE CONTRERAS VARGAS	2,989.01	Child Care Reimbursement
10/16/2024	32046	MARIA GUADALUPE CONTRERAS VARGAS	560.00	Cost of Care Plus Rate
10/16/2024	32046	MARIA GUADALUPE CONTRERAS VARGAS	(64.78)	Union Dues
10/16/2024	32047	MARIA GUADALUPE DIAZ DE RUIZ	1,603.06	Child Care Reimbursement
10/16/2024	32047	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
10/16/2024	32048	MARIA GUADALUPE GONZALEZ	6,987.52	Child Care Reimbursement
10/16/2024	32048	MARIA GUADALUPE GONZALEZ	1,400.00	Cost of Care Plus Rate
10/16/2024	32048	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
10/16/2024	32049	MARIA GUADALUPE LEYVA	1,814.10	Child Care Reimbursement
10/16/2024	32049	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
10/16/2024	32049	MARIA GUADALUPE LEYVA	(41.28)	Union Dues
10/16/2024	32050	MARIA GUADALUPE LOPEZ CORZA	6,955.58	Child Care Reimbursement
10/16/2024	32050	MARIA GUADALUPE LOPEZ CORZA	1,260.00	Cost of Care Plus Rate
10/16/2024	32051	MARIA LOURDES NIEVAS DE SALAZAR	4,071.19	Child Care Reimbursement
10/16/2024	32051	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
10/16/2024	32052	MARIA NANCY CRUZ	2,092.94	Child Care Reimbursement
10/16/2024	32052	MARIA NANCY CRUZ	420.00	Cost of Care Plus Rate
10/16/2024	32053	MARIA PAZ	4,961.17	Child Care Reimbursement
10/16/2024	32053	MARIA PAZ	980.00	Cost of Care Plus Rate
10/16/2024	32054	MARIA R GARCIA DE ARAMBULA	5,357.10	Child Care Reimbursement
10/16/2024	32054	MARIA R GARCIA DE ARAMBULA	1,260.00	Cost of Care Plus Rate
10/16/2024	32055	MARIA RAFAELA JAIMES HERNANDEZ	769.94	Child Care Reimbursement
10/16/2024	32055	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
10/16/2024	32056	MARIA SANDRA L DE ESTRADA	6,329.57	Child Care Reimbursement
10/16/2024	32056	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
10/16/2024	32057	MARIA T HERNANDEZ	1,627.12	Child Care Reimbursement
10/16/2024	32057	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
10/16/2024	32058	MARIANA NAVA	1,966.26	Child Care Reimbursement
10/16/2024	32058	MARIANA NAVA	700.00	Cost of Care Plus Rate
10/16/2024	32059	MARIANELA G ORTIZ	5,412.40	Child Care Reimbursement
10/16/2024	32059	MARIANELA G ORTIZ	980.00	Cost of Care Plus Rate
10/16/2024	32060	MARILU GARZA	8,489.31	Child Care Reimbursement
10/16/2024	32060	MARILU GARZA	1,680.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32060	MARILU GARZA	(90.00)	Union Dues
10/16/2024	32061	MARISOL PEREZ	1,027.87	Child Care Reimbursement
10/16/2024	32061	MARISOL PEREZ	196.00	Cost of Care Plus Rate
10/16/2024	32062	MARTHA ANGELICA SOLORIO DE ARCEO	2,198.62	Child Care Reimbursement
10/16/2024	32062	MARTHA ANGELICA SOLORIO DE ARCEO	420.00	Cost of Care Plus Rate
10/16/2024	32063	MARTHA SALGADO	9,696.58	Child Care Reimbursement
10/16/2024	32063	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
10/16/2024	32064	MAYRA HERNANDEZ	3,167.00	Child Care Reimbursement
10/16/2024	32064	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
10/16/2024	32065	MIGUEL ANGEL GARCIA JIMENEZ	2,984.71	Child Care Reimbursement
10/16/2024	32065	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
10/16/2024	32066	MIRIAM LOPEZ GUTIERREZ	9,922.87	Child Care Reimbursement
10/16/2024	32066	MIRIAM LOPEZ GUTIERREZ	1,820.00	Cost of Care Plus Rate
10/16/2024	32066	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
10/16/2024	32067	NANCY GARIBAY HERNANDEZ	1,600.32	Child Care Reimbursement
10/16/2024	32067	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
10/16/2024	32068	NANCY NATHALY TOSCANO CRUZ	769.94	Child Care Reimbursement
10/16/2024	32068	NANCY NATHALY TOSCANO CRUZ	140.00	Cost of Care Plus Rate
10/16/2024	32069	Natalie Sevilla	1,396.76	Child Care Reimbursement
10/16/2024	32069	Natalie Sevilla	280.00	Cost of Care Plus Rate
10/16/2024	32069	Natalie Sevilla	(27.94)	Union Dues
10/16/2024	32070	NORMA LISA GUZMAN	3,979.29	Child Care Reimbursement
10/16/2024	32070	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
10/16/2024	32071	NORMA M ZARAZUA	5,774.39	Child Care Reimbursement
10/16/2024	32071	NORMA M ZARAZUA	980.00	Cost of Care Plus Rate
10/16/2024	32072	NUBIA IVETTE ACEVES RODRIGUEZ	749.11	Child Care Reimbursement
10/16/2024	32072	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
10/16/2024	32073	OLGA LIDIA ALVAREZ	1,016.47	Child Care Reimbursement
10/16/2024	32073	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
10/16/2024	32074	OLGA ZAMAGO	1,498.22	Child Care Reimbursement
10/16/2024	32074	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
10/16/2024	32075	ORGARIDT ALCANZAR MAGANA	5,190.76	Child Care Reimbursement
10/16/2024	32075	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
10/16/2024	32075	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
10/16/2024	32076	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
10/16/2024	32076	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate
10/16/2024	32077	RAQUEL G DE IZARRARAS	2,984.71	Child Care Reimbursement
10/16/2024	32077	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
10/16/2024	32078	Rebecca Mendoza Vazquez Family Child Care	1,392.13	Child Care Reimbursement
10/16/2024	32078	Rebecca Mendoza Vazquez Family Child Care	280.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32079	REMEDIOS MORENO ZAVALA	749.11	Child Care Reimbursement
10/16/2024	32079	REMEDIOS MORENO ZAVALA	140.00	Cost of Care Plus Rate
10/16/2024	32079	REMEDIOS MORENO ZAVALA	(24.98)	Union Dues
10/16/2024	32080	REYNALDA C MALDONADO	1,375.13	Child Care Reimbursement
10/16/2024	32080	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
10/16/2024	32081	RITA GARCIA	10,492.67	Child Care Reimbursement
10/16/2024	32081	RITA GARCIA	1,820.00	Cost of Care Plus Rate
10/16/2024	32082	ROCIO OROZCO IBARRA	9,133.90	Child Care Reimbursement
10/16/2024	32082	ROCIO OROZCO IBARRA	1,540.00	Cost of Care Plus Rate
10/16/2024	32083	Rosa Elena Arellano	1,559.06	Child Care Reimbursement
10/16/2024	32083	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
10/16/2024	32083	Rosa Elena Arellano	(31.18)	Union Dues
10/16/2024	32084	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
10/16/2024	32084	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
10/16/2024	32084	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
10/16/2024	32085	RUBICEL RUIZ SOLORIO	5,063.74	Child Care Reimbursement
10/16/2024	32085	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
10/16/2024	32085	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
10/16/2024	32086	RUTH CARINA PAREDES	7,334.31	Child Care Reimbursement
10/16/2024	32086	RUTH CARINA PAREDES	1,400.00	Cost of Care Plus Rate
10/16/2024	32087	SAIDY LORENA MAYEN	7,589.49	Child Care Reimbursement
10/16/2024	32087	SAIDY LORENA MAYEN	1,540.00	Cost of Care Plus Rate
10/16/2024	32088	SANDRA RODRIGUEZ	760.00	Child Care Reimbursement
10/16/2024	32088	SANDRA RODRIGUEZ	140.00	Cost of Care Plus Rate
10/16/2024	32089	SENDY N HERNANDEZ SOSA	1,027.87	Child Care Reimbursement
10/16/2024	32089	SENDY N HERNANDEZ SOSA	196.00	Cost of Care Plus Rate
10/16/2024	32089	SENDY N HERNANDEZ SOSA	(30.56)	Union Dues
10/16/2024	32090	SILVIA DAVALOS DE ANGUIANO	2,900.34	Child Care Reimbursement
10/16/2024	32090	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
10/16/2024	32091	SILVIA E ZUNIGA	11,079.08	Child Care Reimbursement
10/16/2024	32091	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
10/16/2024	32092	SONIA PANTOJA	6,642.84	Child Care Reimbursement
10/16/2024	32092	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
10/16/2024	32093	STEPHANIE VERDUGO	7,521.52	Child Care Reimbursement
10/16/2024	32093	STEPHANIE VERDUGO	1,260.00	Cost of Care Plus Rate
10/16/2024	32093	STEPHANIE VERDUGO	(90.00)	Union Dues
10/16/2024	32094	SUNSHINE CENTER	1,772.91	Child Care Reimbursement
10/16/2024	32094	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
10/16/2024	32095	SUSY I SANTACRUZ DE SAHAGUN	5,339.98	Child Care Reimbursement
10/16/2024	32095	SUSY I SANTACRUZ DE SAHAGUN	1,120.00	Cost of Care Plus Rate
10/16/2024	32095	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
10/16/2024	32096	SYDNEY GONZALEZ	1,526.24	Child Care Reimbursement
10/16/2024	32096	SYDNEY GONZALEZ	294.00	Cost of Care Plus Rate
10/16/2024	32097	SYLVIA MORA	978.92	Child Care Reimbursement
10/16/2024	32097	SYLVIA MORA	196.00	Cost of Care Plus Rate
10/16/2024	32098	TERESA CAROLINA OROPEZA	5,519.13	Child Care Reimbursement
10/16/2024	32098	TERESA CAROLINA OROPEZA	1,260.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32099	TINA MARIE ANTE	10,381.36	Child Care Reimbursement
10/16/2024	32099	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
10/16/2024	32100	TRINIDAD TINOCO	8,607.89	Child Care Reimbursement
10/16/2024	32100	TRINIDAD TINOCO	1,680.00	Cost of Care Plus Rate
10/16/2024	32100	TRINIDAD TINOCO	(100.00)	Union Dues
10/16/2024	32101	Yanely Garcia	1,526.24	Child Care Reimbursement
10/16/2024	32101	Yanely Garcia	294.00	Cost of Care Plus Rate
10/16/2024	32102	YESENIA CAYETANO HERNANDEZ	587.66	Child Care Reimbursement
10/16/2024	32102	YESENIA CAYETANO HERNANDEZ	140.00	Cost of Care Plus Rate
10/16/2024	32103	YESENIA GUADALUPE QUINTERO TAPIA	994.71	Child Care Reimbursement
10/16/2024	32103	YESENIA GUADALUPE QUINTERO TAPIA	420.00	Cost of Care Plus Rate
10/16/2024	32104	YESENIA SALAZAR-PENA	3,357.51	Child Care Reimbursement
10/16/2024	32104	YESENIA SALAZAR-PENA	700.00	Cost of Care Plus Rate
10/16/2024	32105	YOLANDA JUAREZ	5,125.56	Child Care Reimbursement
10/16/2024	32105	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
10/16/2024	32106	ZEFERINO GONZALEZ	977.72	Child Care Reimbursement
10/16/2024	32106	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
10/16/2024	32107	ANDREA FRANCISCA SANTOS MENDOZA	10,018.06	Child Care Reimbursement
10/16/2024	32107	ANDREA FRANCISCA SANTOS MENDOZA	1,960.00	Cost of Care Plus Rate
10/16/2024	32107	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
10/16/2024	32108	ARACELI EMMA GUERRERO DE MENDEZ	4,309.39	Child Care Reimbursement
10/16/2024	32108	ARACELI EMMA GUERRERO DE MENDEZ	840.00	Cost of Care Plus Rate
10/16/2024	32108	ARACELI EMMA GUERRERO DE MENDEZ	(96.19)	Union Dues
10/16/2024	32109	BIVIANA MANRIQUEZ	9,820.79	Child Care Reimbursement
10/16/2024	32109	BIVIANA MANRIQUEZ	1,680.00	Cost of Care Plus Rate
10/16/2024	32110	CARMEN BELTRAN	7,104.72	Child Care Reimbursement
10/16/2024	32110	CARMEN BELTRAN	1,260.00	Cost of Care Plus Rate
10/16/2024	32111	CELFIDA SANTOS DE RUIZ	9,507.40	Child Care Reimbursement
10/16/2024	32111	CELFIDA SANTOS DE RUIZ	1,680.00	Cost of Care Plus Rate
10/16/2024	32111	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
10/16/2024	32112	CLAUDIA ANDREA MUNOZ	2,533.74	Child Care Reimbursement
10/16/2024	32112	CLAUDIA ANDREA MUNOZ	700.00	Cost of Care Plus Rate
10/16/2024	32113	DOLORES PALACIOS DE GUZMAN	10,443.38	Child Care Reimbursement
10/16/2024	32113	DOLORES PALACIOS DE GUZMAN	1,820.00	Cost of Care Plus Rate
10/16/2024	32113	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
10/16/2024	32114	LIDIA ALONDRA BRAVO DE MENDOZA	3,676.02	Child Care Reimbursement
10/16/2024	32114	LIDIA ALONDRA BRAVO DE MENDOZA	700.00	Cost of Care Plus Rate
10/16/2024	32115	LORENA PEREZ MELGOZA	6,696.02	Child Care Reimbursement
10/16/2024	32115	LORENA PEREZ MELGOZA	1,120.00	Cost of Care Plus Rate
10/16/2024	32116	LUZ MARIA VILLAGOMEZ	9,794.22	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32116	LUZ MARIA VILLAGOMEZ	1,680.00	Cost of Care Plus Rate
10/16/2024	32117	MARIA A VARGAS	746.29	Child Care Reimbursement
10/16/2024	32117	MARIA A VARGAS	140.00	Cost of Care Plus Rate
10/16/2024	32118	MARIA CARRILLO DE GUTIERREZ	8,681.64	Child Care Reimbursement
10/16/2024	32118	MARIA CARRILLO DE GUTIERREZ	1,540.00	Cost of Care Plus Rate
10/16/2024	32119	MARIA DEL CARMEN GUTIERREZ BRITO	2,993.34	Child Care Reimbursement
10/16/2024	32119	MARIA DEL CARMEN GUTIERREZ BRITO	560.00	Cost of Care Plus Rate
10/16/2024	32120	MARIA DOLORES ARIAS	2,977.68	Child Care Reimbursement
10/16/2024	32120	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
10/16/2024	32121	MARIA ELENA ESCOBAR	2,555.77	Child Care Reimbursement
10/16/2024	32121	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
10/16/2024	32121	MARIA ELENA ESCOBAR	(71.12)	Union Dues
10/16/2024	32122	MARIA GUADALUPE JAYME	3,938.89	Child Care Reimbursement
10/16/2024	32122	MARIA GUADALUPE JAYME	700.00	Cost of Care Plus Rate
10/16/2024	32122	MARIA GUADALUPE JAYME	(78.78)	Union Dues
10/16/2024	32123	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	9,756.95	Child Care Reimbursement
10/16/2024	32123	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,680.00	Cost of Care Plus Rate
10/16/2024	32123	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
10/16/2024	32124	MATILDE VILLAFAN DE MARAVILLA	3,521.49	Child Care Reimbursement
10/16/2024	32124	MATILDE VILLAFAN DE MARAVILLA	1,120.00	Cost of Care Plus Rate
10/16/2024	32125	MELANEA FLERROS HIDALGO	2,396.20	Child Care Reimbursement
10/16/2024	32125	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
10/16/2024	32126	MIREYA GUZMAN CRISTOBAL	2,793.48	Child Care Reimbursement
10/16/2024	32126	MIREYA GUZMAN CRISTOBAL	560.00	Cost of Care Plus Rate
10/16/2024	32126	MIREYA GUZMAN CRISTOBAL	(65.87)	Union Dues
10/16/2024	32127	NORMA MENDOZA	3,947.60	Child Care Reimbursement
10/16/2024	32127	NORMA MENDOZA	840.00	Cost of Care Plus Rate
10/16/2024	32128	ODAIVA GUADALUPE CENTENO	7,511.50	Child Care Reimbursement
10/16/2024	32128	ODAIVA GUADALUPE CENTENO	1,400.00	Cost of Care Plus Rate
10/16/2024	32128	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
10/16/2024	32129	OLGA NOVELA DE HUERTA	6,038.86	Child Care Reimbursement
10/16/2024	32129	OLGA NOVELA DE HUERTA	980.00	Cost of Care Plus Rate
10/16/2024	32129	OLGA NOVELA DE HUERTA	(110.00)	Union Dues
10/16/2024	32130	PATRICIA MUNOZ VASQUEZ	11,052.20	Child Care Reimbursement
10/16/2024	32130	PATRICIA MUNOZ VASQUEZ	1,960.00	Cost of Care Plus Rate
10/16/2024	32131	RAQUEL POSADAS DE GIRON	3,641.90	Child Care Reimbursement
10/16/2024	32131	RAQUEL POSADAS DE GIRON	1,120.00	Cost of Care Plus Rate
10/16/2024	32132	SUNSHINE BILINGUAL DAYCARE	6,528.38	Child Care Reimbursement
10/16/2024	32132	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
10/16/2024	32133	TERESA LUZ RUIZ	4,730.92	Child Care Reimbursement
10/16/2024	32133	TERESA LUZ RUIZ	840.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32133	TERESA LUZ RUIZ	(95.00)	Union Dues
10/16/2024	32134	VICTORIA GOMEZ CRUZ	4,429.99	Child Care Reimbursement
10/16/2024	32134	VICTORIA GOMEZ CRUZ	980.00	Cost of Care Plus Rate
10/16/2024	32135	YOLANDA MUNOZ	11,487.34	Child Care Reimbursement
10/16/2024	32135	YOLANDA MUNOZ	1,960.00	Cost of Care Plus Rate
10/16/2024	32136	DINA BEATRIZ GONZALEZ	3,847.44	Child Care Reimbursement
10/16/2024	32137	AGUSTINA MORENO	1,613.64	Child Care Reimbursement
10/16/2024	32137	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
10/16/2024	32138	AIDEE SANDOVAL	4,093.00	Child Care Reimbursement
10/16/2024	32138	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
10/16/2024	32139	ALIDA MERCADO DE GARNICA	802.55	Child Care Reimbursement
10/16/2024	32139	ALIDA MERCADO DE GARNICA	140.00	Cost of Care Plus Rate
10/16/2024	32140	ANA C LUCERO	806.82	Child Care Reimbursement
10/16/2024	32140	ANA C LUCERO	140.00	Cost of Care Plus Rate
10/16/2024	32141	ANA M HERNANDEZ DE RIOS	3,633.26	Child Care Reimbursement
10/16/2024	32141	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
10/16/2024	32142	ANA MARIA RAMIREZ MEJIA	4,324.77	Child Care Reimbursement
10/16/2024	32142	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
10/16/2024	32142	ANA MARIA RAMIREZ MEJIA	(96.50)	Union Dues
10/16/2024	32143	ANGELINA VASQUEZ	1,658.95	Child Care Reimbursement
10/16/2024	32143	ANGELINA VASQUEZ	280.00	Cost of Care Plus Rate
10/16/2024	32143	ANGELINA VASQUEZ	(33.18)	Union Dues
10/16/2024	32144	ARACELI CASTRO BARRAZA	1,513.43	Child Care Reimbursement
10/16/2024	32144	ARACELI CASTRO BARRAZA	280.00	Cost of Care Plus Rate
10/16/2024	32145	AUDELIA RIOS	6,295.35	Child Care Reimbursement
10/16/2024	32145	AUDELIA RIOS	1,120.00	Cost of Care Plus Rate
10/16/2024	32146	CATALINA CASTRO AYALA	4,473.54	Child Care Reimbursement
10/16/2024	32146	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
10/16/2024	32146	CATALINA CASTRO AYALA	(89.47)	Union Dues
10/16/2024	32147	CECILIA ALONSO DE RODRIGUEZ	4,010.34	Child Care Reimbursement
10/16/2024	32147	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
10/16/2024	32147	CECILIA ALONSO DE RODRIGUEZ	(90.21)	Union Dues
10/16/2024	32148	CECILIA ATAI PEREZ	3,928.85	Child Care Reimbursement
10/16/2024	32148	CECILIA ATAI PEREZ	700.00	Cost of Care Plus Rate
10/16/2024	32149	CYNTHIA E CASTILLO	2,220.04	Child Care Reimbursement
10/16/2024	32149	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
10/16/2024	32150	DALILA J CAVAZOS	7,993.54	Child Care Reimbursement
10/16/2024	32150	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
10/16/2024	32151	DARYLMIKA DAVAJANA BROWN	280.00	Cost of Care Plus Rate
10/16/2024	32152	DARYLMIKA DAVAJANA BROWN	895.82	Child Care Reimbursement
10/16/2024	32153	DIANE LOMELI	2,287.49	Child Care Reimbursement
10/16/2024	32153	DIANE LOMELI	420.00	Cost of Care Plus Rate
10/16/2024	32153	DIANE LOMELI	(45.75)	Union Dues
10/16/2024	32154	ELVIRA OCHOA GOMEZ	4,222.21	Child Care Reimbursement
10/16/2024	32154	ELVIRA OCHOA GOMEZ	700.00	Cost of Care Plus Rate
10/16/2024	32155	ESTHER NAVARRO	4,440.22	Child Care Reimbursement
10/16/2024	32155	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
10/16/2024	32156	EVA DILMA VARGAS	6,697.71	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32156	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
10/16/2024	32156	EVA DILMA VARGAS	(100.00)	Union Dues
10/16/2024	32157	GLAFIRA E CAMACHO DE TRUJILLO	6,704.43	Child Care Reimbursement
10/16/2024	32157	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
10/16/2024	32158	HERMELINDA VILLEDA	3,393.81	Child Care Reimbursement
10/16/2024	32158	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
10/16/2024	32159	IRMA L IBARRA	5,724.48	Child Care Reimbursement
10/16/2024	32159	IRMA L IBARRA	980.00	Cost of Care Plus Rate
10/16/2024	32160	JACINTA GLORIA CRUZ	3,014.98	Child Care Reimbursement
10/16/2024	32160	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
10/16/2024	32160	JACINTA GLORIA CRUZ	(60.30)	Union Dues
10/16/2024	32161	JACOBA C DE ANDRACA	8,636.61	Child Care Reimbursement
10/16/2024	32161	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
10/16/2024	32161	JACOBA C DE ANDRACA	(100.00)	Union Dues
10/16/2024	32162	JANETH G SARABIA	5,190.25	Child Care Reimbursement
10/16/2024	32162	JANETH G SARABIA	980.00	Cost of Care Plus Rate
10/16/2024	32163	JUDITH ADRIANA PAREDES DE QUEZADA	1,364.29	Child Care Reimbursement
10/16/2024	32163	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
10/16/2024	32164	LIZET M PRECIADO MILLAN	3,115.19	Child Care Reimbursement
10/16/2024	32164	LIZET M PRECIADO MILLAN	560.00	Cost of Care Plus Rate
10/16/2024	32165	LUCERO L IBARRA	2,753.03	Child Care Reimbursement
10/16/2024	32165	LUCERO L IBARRA	420.00	Cost of Care Plus Rate
10/16/2024	32166	LUCERO MILLAN GARCIA	794.94	Child Care Reimbursement
10/16/2024	32166	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
10/16/2024	32167	MA DEL CARMEN GOMEZ GRANADOS	6,100.51	Child Care Reimbursement
10/16/2024	32167	MA DEL CARMEN GOMEZ GRANADOS	1,260.00	Cost of Care Plus Rate
10/16/2024	32168	MA L MONROY DE SEVILLA	1,592.34	Child Care Reimbursement
10/16/2024	32168	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
10/16/2024	32169	MA TERESA NAVA DE FRANCO	2,293.88	Child Care Reimbursement
10/16/2024	32169	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
10/16/2024	32170	MARGARITA VALENCIA AVILA	6,161.79	Child Care Reimbursement
10/16/2024	32170	MARGARITA VALENCIA AVILA	980.00	Cost of Care Plus Rate
10/16/2024	32171	MARIA ANGELA DIAZ	2,499.13	Child Care Reimbursement
10/16/2024	32171	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
10/16/2024	32171	MARIA ANGELA DIAZ	(49.98)	Union Dues
10/16/2024	32172	MARIA C PEREZ	1,261.80	Child Care Reimbursement
10/16/2024	32172	MARIA C PEREZ	280.00	Cost of Care Plus Rate
10/16/2024	32173	MARIA C ZEPEDA DE NUNEZ	2,802.47	Child Care Reimbursement
10/16/2024	32173	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
10/16/2024	32174	MARIA F AGUILAR DE SANDOVAL	2,130.37	Child Care Reimbursement
10/16/2024	32174	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
10/16/2024	32175	MARIA GARCIA	11,478.92	Child Care Reimbursement
10/16/2024	32175	MARIA GARCIA	1,960.00	Cost of Care Plus Rate
10/16/2024	32176	MARIA GUADALUPE BELTRAN SALCIDO	2,396.70	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32176	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
10/16/2024	32177	MARIA SANTOS DE LOPEZ	6,711.62	Child Care Reimbursement
10/16/2024	32177	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
10/16/2024	32178	MARIA Z RODRIGUEZ DE OCHOA	2,396.70	Child Care Reimbursement
10/16/2024	32178	MARIA Z RODRIGUEZ DE OCHOA	420.00	Cost of Care Plus Rate
10/16/2024	32179	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
10/16/2024	32179	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
10/16/2024	32179	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
10/16/2024	32180	MARICELA CORTEZ	6,325.46	Child Care Reimbursement
10/16/2024	32180	MARICELA CORTEZ	980.00	Cost of Care Plus Rate
10/16/2024	32181	MARICELA SANDOVAL RODRIGUEZ	3,122.14	Child Care Reimbursement
10/16/2024	32181	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
10/16/2024	32182	MARISOL GONZALEZ	3,561.98	Child Care Reimbursement
10/16/2024	32182	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
10/16/2024	32183	MARISOL PEREZ	2,357.19	Child Care Reimbursement
10/16/2024	32183	MARISOL PEREZ	420.00	Cost of Care Plus Rate
10/16/2024	32184	MARTHA ESTHELA SANCHEZ	5,556.07	Child Care Reimbursement
10/16/2024	32184	MARTHA ESTHELA SANCHEZ	1,260.00	Cost of Care Plus Rate
10/16/2024	32184	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
10/16/2024	32185	MAYRA ELENA GONZALEZ MORALES	3,884.66	Child Care Reimbursement
10/16/2024	32185	MAYRA ELENA GONZALEZ MORALES	700.00	Cost of Care Plus Rate
10/16/2024	32186	PAULA LARA VALDOVINOS	8,128.58	Child Care Reimbursement
10/16/2024	32186	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate
10/16/2024	32186	PAULA LARA VALDOVINOS	(90.00)	Union Dues
10/16/2024	32187	REYNA TORRES DE CASTRO	2,509.43	Child Care Reimbursement
10/16/2024	32187	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
10/16/2024	32187	REYNA TORRES DE CASTRO	(60.19)	Union Dues
10/16/2024	32188	ROSALINDA VARGAS MATA	2,490.35	Child Care Reimbursement
10/16/2024	32188	ROSALINDA VARGAS MATA	420.00	Cost of Care Plus Rate
10/16/2024	32189	ROSEMARY ZAVALA	8,279.72	Child Care Reimbursement
10/16/2024	32189	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
10/16/2024	32190	SANDRA MARTINEZ VARELA	9,449.76	Child Care Reimbursement
10/16/2024	32190	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
10/16/2024	32191	SANDRA PEREZ	6,161.31	Child Care Reimbursement
10/16/2024	32191	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
10/16/2024	32192	SARA ESTELA POSADA	8,328.41	Child Care Reimbursement
10/16/2024	32192	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
10/16/2024	32193	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
10/16/2024	32193	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
10/16/2024	32194	SIDRONIA G VALDEZ	788.63	Child Care Reimbursement
10/16/2024	32194	SIDRONIA G VALDEZ	140.00	Cost of Care Plus Rate
10/16/2024	32195	SILVIA MEJIA	9,324.03	Child Care Reimbursement
10/16/2024	32195	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
10/16/2024	32196	SOFIA ALVAREZ DE GONZALEZ	10,480.52	Child Care Reimbursement
10/16/2024	32196	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
10/16/2024	32197	SUSIE MARIA REYNA	8,287.19	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32197	SUSIE MARIA REYNA	1,680.00	Cost of Care Plus Rate
10/16/2024	32198	VANESSA NICOLE MEJIA	4,829.68	Child Care Reimbursement
10/16/2024	32198	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
10/16/2024	32198	VANESSA NICOLE MEJIA	(90.00)	Union Dues
10/16/2024	32199	VIDALIA MARTINEZ GONZALEZ	4,628.62	Child Care Reimbursement
10/16/2024	32199	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
10/16/2024	32199	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
10/16/2024	32200	VIRGINIA PEREZ	806.82	Child Care Reimbursement
10/16/2024	32200	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
10/16/2024	32201	XOCHITL QUIROZ DE ALCALA	2,544.79	Child Care Reimbursement
10/16/2024	32201	XOCHITL QUIROZ DE ALCALA	420.00	Cost of Care Plus Rate
10/16/2024	32202	YAJAIRA GUZMAN	595.89	Child Care Reimbursement
10/16/2024	32202	YAJAIRA GUZMAN	140.00	Cost of Care Plus Rate
10/16/2024	32203	YOANA PEREZ	2,305.20	Child Care Reimbursement
10/16/2024	32203	YOANA PEREZ	420.00	Cost of Care Plus Rate
10/16/2024	32204	ALMA DELIA WENCES	3,062.18	Child Care Reimbursement
10/16/2024	32204	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
10/16/2024	32205	ANDREA GUADALUPE DIAZ	1,544.72	Child Care Reimbursement
10/16/2024	32205	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
10/16/2024	32206	CLAUDIA ZARAGOZA DE RODRIGUEZ	11,030.22	Child Care Reimbursement
10/16/2024	32206	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
10/16/2024	32207	ESMERALDA Y GONZALES	1,463.20	Child Care Reimbursement
10/16/2024	32207	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
10/16/2024	32208	HILDA BARAJAS JUAREZ	2,893.38	Child Care Reimbursement
10/16/2024	32208	HILDA BARAJAS JUAREZ	560.00	Cost of Care Plus Rate
10/16/2024	32209	JUANA MORILLON GUILLEN	3,737.98	Child Care Reimbursement
10/16/2024	32209	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
10/16/2024	32209	JUANA MORILLON GUILLEN	(74.76)	Union Dues
10/16/2024	32210	MARIA F MARTINEZ	2,309.62	Child Care Reimbursement
10/16/2024	32210	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
10/16/2024	32211	MARIA GUADALUPE BARAJAS DE GARCIA	1,433.44	Child Care Reimbursement
10/16/2024	32211	MARIA GUADALUPE BARAJAS DE GARCIA	280.00	Cost of Care Plus Rate
10/16/2024	32212	Maria Ledesma De Garcia	7,518.91	Child Care Reimbursement
10/16/2024	32212	Maria Ledesma De Garcia	1,260.00	Cost of Care Plus Rate
10/16/2024	32213	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
10/16/2024	32213	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
10/16/2024	32214	MARIA TERESA HEREDIA	2,965.88	Child Care Reimbursement
10/16/2024	32214	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
10/16/2024	32215	MONICA VEGA	4,567.30	Child Care Reimbursement
10/16/2024	32215	MONICA VEGA	840.00	Cost of Care Plus Rate
10/16/2024	32216	NORMA PULIDO CRUZ	2,241.73	Child Care Reimbursement
10/16/2024	32216	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
10/16/2024	32217	TERESA DE LA LUZ SALAZAR MARTINEZ	8,101.47	Child Care Reimbursement
10/16/2024	32217	TERESA DE LA LUZ SALAZAR MARTINEZ	1,400.00	Cost of Care Plus Rate
10/16/2024	32218	YNEZ ATHENA CHAVEZ-ANDRADE	4,983.00	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32218	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
10/16/2024	32219	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	5,822.89	Child Care Reimbursement
10/16/2024	32219	ALAPIZCO FCC AKA EDU-CARE FAMILY CHILD CARE INC	960.00	Cost of Care Plus Rate
10/16/2024	32220	AMALIA BUENROSTRO	6,346.06	Child Care Reimbursement
10/16/2024	32220	AMALIA BUENROSTRO	1,120.00	Cost of Care Plus Rate
10/16/2024	32221	ANA MARIA NAVARRO DE GUTIERREZ	5,186.38	Child Care Reimbursement
10/16/2024	32221	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
10/16/2024	32222	CECILIA ZAMORA	3,977.99	Child Care Reimbursement
10/16/2024	32222	CECILIA ZAMORA	960.00	Cost of Care Plus Rate
10/16/2024	32223	JANET GARCIA-ALAPIZCO	7,047.68	Child Care Reimbursement
10/16/2024	32223	JANET GARCIA-ALAPIZCO	1,120.00	Cost of Care Plus Rate
10/16/2024	32224	JENNIFER KRISTINE GARCIA CONTRERAS	141.00	Cost of Care Plus Rate
10/16/2024	32225	JENNIFER KRISTINE GARCIA CONTRERAS	291.71	Child Care Reimbursement
10/16/2024	32226	MARIA G TAMAYO DE ZAMORA	2,630.28	Child Care Reimbursement
10/16/2024	32226	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
10/16/2024	32226	MARIA G TAMAYO DE ZAMORA	(52.61)	Union Dues
10/16/2024	32227	MARIA GUADALUPE ZAMORA RODRIGUEZ	3,415.26	Child Care Reimbursement
10/16/2024	32227	MARIA GUADALUPE ZAMORA RODRIGUEZ	640.00	Cost of Care Plus Rate
10/16/2024	32228	ONOFRE ZAMORA	9,755.75	Child Care Reimbursement
10/16/2024	32228	ONOFRE ZAMORA	1,920.00	Cost of Care Plus Rate
10/16/2024	32229	ADELA GARCIA DE SOSA	8,838.09	Child Care Reimbursement
10/16/2024	32229	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
10/16/2024	32229	ADELA GARCIA DE SOSA	(100.00)	Union Dues
10/16/2024	32230	ALICIA DE LA GARZA	1,225.85	Child Care Reimbursement
10/16/2024	32230	ALICIA DE LA GARZA	840.00	Cost of Care Plus Rate
10/16/2024	32231	ALMA R RANGEL	4,697.72	Child Care Reimbursement
10/16/2024	32231	ALMA R RANGEL	840.00	Cost of Care Plus Rate
10/16/2024	32232	ANNA V MENDEZ	571.50	Child Care Reimbursement
10/16/2024	32232	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
10/16/2024	32233	BEATRIZ TELLEZ DE TORRES	3,850.13	Child Care Reimbursement
10/16/2024	32233	BEATRIZ TELLEZ DE TORRES	700.00	Cost of Care Plus Rate
10/16/2024	32234	BERENICE IBARRA	2,258.82	Child Care Reimbursement
10/16/2024	32234	BERENICE IBARRA	420.00	Cost of Care Plus Rate
10/16/2024	32235	BERTHA ALICIA GOMEZ	8,034.08	Child Care Reimbursement
10/16/2024	32235	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
10/16/2024	32236	CARMEN MORALES DIAZ	5,026.19	Child Care Reimbursement
10/16/2024	32236	CARMEN MORALES DIAZ	840.00	Cost of Care Plus Rate
10/16/2024	32236	CARMEN MORALES DIAZ	(100.00)	Union Dues
10/16/2024	32237	CASA DE ADORACION TULARE	10,932.62	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32237	CASA DE ADORACION TULARE	1,960.00	Cost of Care Plus Rate
10/16/2024	32238	CELIA IBARRA	1,634.06	Child Care Reimbursement
10/16/2024	32238	CELIA IBARRA	280.00	Cost of Care Plus Rate
10/16/2024	32239	CONSUELO MEJIA	817.03	Child Care Reimbursement
10/16/2024	32239	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
10/16/2024	32240	DEANNA RAMIREZ	1,569.14	Child Care Reimbursement
10/16/2024	32240	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
10/16/2024	32241	DOLORES SANCHEZ LOPEZ	1,411.03	Child Care Reimbursement
10/16/2024	32241	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
10/16/2024	32242	EDITH ELIZABETH SANCHEZ	2,355.35	Child Care Reimbursement
10/16/2024	32242	EDITH ELIZABETH SANCHEZ	420.00	Cost of Care Plus Rate
10/16/2024	32242	EDITH ELIZABETH SANCHEZ	(47.11)	Union Dues
10/16/2024	32243	ELISA GONZALES	5,178.85	Child Care Reimbursement
10/16/2024	32243	ELISA GONZALES	980.00	Cost of Care Plus Rate
10/16/2024	32244	ELVA BORUNDA FLORES	7,900.92	Child Care Reimbursement
10/16/2024	32244	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
10/16/2024	32245	ELVIRA GAMBOA	817.03	Child Care Reimbursement
10/16/2024	32245	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
10/16/2024	32246	Gladys Isela Rodriguez	1,569.97	Child Care Reimbursement
10/16/2024	32246	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
10/16/2024	32247	GLORIA PADILLA MONTES DE OCA	2,412.68	Child Care Reimbursement
10/16/2024	32247	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
10/16/2024	32248	GUADALUPE LEMUS LEMUS	2,472.13	Child Care Reimbursement
10/16/2024	32248	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
10/16/2024	32249	GUADALUPE PEREZ DOMINGUEZ	3,073.36	Child Care Reimbursement
10/16/2024	32249	GUADALUPE PEREZ DOMINGUEZ	560.00	Cost of Care Plus Rate
10/16/2024	32250	HAYDEE ESTEBAN	1,213.46	Child Care Reimbursement
10/16/2024	32250	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
10/16/2024	32251	IRMA YOLANDA MAGALLON	3,073.36	Child Care Reimbursement
10/16/2024	32251	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
10/16/2024	32252	ISABEL MARTINEZ-LOMELI	817.03	Child Care Reimbursement
10/16/2024	32252	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
10/16/2024	32253	ISABEL TORRES	4,901.84	Child Care Reimbursement
10/16/2024	32253	ISABEL TORRES	980.00	Cost of Care Plus Rate
10/16/2024	32254	JANET IBARRA	1,490.19	Child Care Reimbursement
10/16/2024	32254	JANET IBARRA	280.00	Cost of Care Plus Rate
10/16/2024	32255	JANET RODRIGUEZ	4,874.56	Child Care Reimbursement
10/16/2024	32255	JANET RODRIGUEZ	840.00	Cost of Care Plus Rate
10/16/2024	32256	JUANA CORTEZ DE PEREZ	6,146.72	Child Care Reimbursement
10/16/2024	32256	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
10/16/2024	32257	KENDAHL ROSE ROWE	6,685.23	Child Care Reimbursement
10/16/2024	32257	KENDAHL ROSE ROWE	1,260.00	Cost of Care Plus Rate
10/16/2024	32258	LORENA IBARRA	817.03	Child Care Reimbursement
10/16/2024	32258	LORENA IBARRA	140.00	Cost of Care Plus Rate
10/16/2024	32259	LOURDES DE MOYA DE CAMILO	3,043.20	Child Care Reimbursement
10/16/2024	32259	LOURDES DE MOYA DE CAMILO	840.00	Cost of Care Plus Rate
10/16/2024	32260	LUCIA MENDOZA OCHOA	1,405.95	Child Care Reimbursement
10/16/2024	32260	LUCIA MENDOZA OCHOA	280.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32261	MAGANA IRIS FCC LLC	8,681.64	Child Care Reimbursement
10/16/2024	32261	MAGANA IRIS FCC LLC	1,680.00	Cost of Care Plus Rate
10/16/2024	32262	MAGDA SALDIVAR	1,856.84	Child Care Reimbursement
10/16/2024	32262	MAGDA SALDIVAR	560.00	Cost of Care Plus Rate
10/16/2024	32263	MAGDALENA GUERRERO DE PARRA	1,569.14	Child Care Reimbursement
10/16/2024	32263	MAGDALENA GUERRERO DE PARRA	280.00	Cost of Care Plus Rate
10/16/2024	32264	MARIA A MAGALLON OROZCO	2,166.09	Child Care Reimbursement
10/16/2024	32264	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
10/16/2024	32265	MARIA DOLORES GOMEZ	3,502.54	Child Care Reimbursement
10/16/2024	32265	MARIA DOLORES GOMEZ	700.00	Cost of Care Plus Rate
10/16/2024	32265	MARIA DOLORES GOMEZ	(70.05)	Union Dues
10/16/2024	32266	MARIA E SANCHEZ DE GOMEZ	4,992.21	Child Care Reimbursement
10/16/2024	32266	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
10/16/2024	32267	MARIA G AYALA	2,321.25	Child Care Reimbursement
10/16/2024	32267	MARIA G AYALA	420.00	Cost of Care Plus Rate
10/16/2024	32268	MARIA G SANCHEZ ESCALERA	2,813.63	Child Care Reimbursement
10/16/2024	32268	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
10/16/2024	32269	MARIA GUADALUPE CHAVEZ	2,809.72	Child Care Reimbursement
10/16/2024	32269	MARIA GUADALUPE CHAVEZ	700.00	Cost of Care Plus Rate
10/16/2024	32270	MARIA LAURA RAYA GOMEZ	3,258.42	Child Care Reimbursement
10/16/2024	32270	MARIA LAURA RAYA GOMEZ	560.00	Cost of Care Plus Rate
10/16/2024	32270	MARIA LAURA RAYA GOMEZ	(85.17)	Union Dues
10/16/2024	32271	MARIA LUISA CASAS	6,331.78	Child Care Reimbursement
10/16/2024	32271	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
10/16/2024	32272	MARIA PAZ RUIZ	3,850.13	Child Care Reimbursement
10/16/2024	32272	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
10/16/2024	32273	MARIA PERLA GARCIA DE ARCIGA	4,085.15	Child Care Reimbursement
10/16/2024	32273	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
10/16/2024	32274	MARIA REINA OROZCO MORA	3,955.31	Child Care Reimbursement
10/16/2024	32274	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
10/16/2024	32275	Maricela Munoz Sanchez	3,128.10	Child Care Reimbursement
10/16/2024	32275	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
10/16/2024	32276	MARISOL MEDINA	5,963.20	Child Care Reimbursement
10/16/2024	32276	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate
10/16/2024	32277	MARTHA A ANGUIANO REYES	1,647.14	Child Care Reimbursement
10/16/2024	32277	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
10/16/2024	32278	MONICA MARTINEZ	1,569.14	Child Care Reimbursement
10/16/2024	32278	MONICA MARTINEZ	280.00	Cost of Care Plus Rate
10/16/2024	32279	NORA E LEMUS	2,441.39	Child Care Reimbursement
10/16/2024	32279	NORA E LEMUS	420.00	Cost of Care Plus Rate
10/16/2024	32280	NORMA PATRICIA AVILA MOLINA	1,333.65	Child Care Reimbursement
10/16/2024	32280	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
10/16/2024	32281	OLGA LIRA DE GALLARDO	2,448.89	Child Care Reimbursement
10/16/2024	32281	OLGA LIRA DE GALLARDO	420.00	Cost of Care Plus Rate
10/16/2024	32282	Oralia Quiroz	4,562.08	Child Care Reimbursement
10/16/2024	32282	Oralia Quiroz	840.00	Cost of Care Plus Rate
10/16/2024	32283	PATRICIA HERNANDEZ	10,331.60	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/16/2024	32283	PATRICIA HERNANDEZ	1,820.00	Cost of Care Plus Rate
10/16/2024	32283	PATRICIA HERNANDEZ	(100.00)	Union Dues
10/16/2024	32284	PAULA GARCIA	8,160.60	Child Care Reimbursement
10/16/2024	32284	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
10/16/2024	32285	ROCELIA OROZCO LEMUS	4,588.59	Child Care Reimbursement
10/16/2024	32285	ROCELIA OROZCO LEMUS	840.00	Cost of Care Plus Rate
10/16/2024	32286	ROSA ELENA SANCHEZ	1,621.72	Child Care Reimbursement
10/16/2024	32286	ROSA ELENA SANCHEZ	280.00	Cost of Care Plus Rate
10/16/2024	32286	ROSA ELENA SANCHEZ	(42.43)	Union Dues
10/16/2024	32287	ROSA HILDA NAVARRO	3,323.34	Child Care Reimbursement
10/16/2024	32287	ROSA HILDA NAVARRO	560.00	Cost of Care Plus Rate
10/16/2024	32288	ROSALBA GONZALEZ	9,241.95	Child Care Reimbursement
10/16/2024	32288	ROSALBA GONZALEZ	1,680.00	Cost of Care Plus Rate
10/16/2024	32289	ROSALINDA G OCHOA	11,104.12	Child Care Reimbursement
10/16/2024	32289	ROSALINDA G OCHOA	1,960.00	Cost of Care Plus Rate
10/16/2024	32289	ROSALINDA G OCHOA	(90.00)	Union Dues
10/16/2024	32290	ROSAURA IBARRA OROZCO	2,900.81	Child Care Reimbursement
10/16/2024	32290	ROSAURA IBARRA OROZCO	700.00	Cost of Care Plus Rate
10/16/2024	32290	ROSAURA IBARRA OROZCO	(68.02)	Union Dues
10/16/2024	32291	SARAELIA POMPA	1,412.13	Child Care Reimbursement
10/16/2024	32291	SARAELIA POMPA	420.00	Cost of Care Plus Rate
10/16/2024	32292	SILVIA LETICIA SANCHEZ DE GARCIA	1,565.33	Child Care Reimbursement
10/16/2024	32292	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
10/16/2024	32293	SILVIA MAGALLON DE REYES	817.03	Child Care Reimbursement
10/16/2024	32293	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate
10/16/2024	32294	TERESA MENDOZA	817.03	Child Care Reimbursement
10/16/2024	32294	TERESA MENDOZA	140.00	Cost of Care Plus Rate
10/16/2024	32295	VIRGINIA RANGEL	5,161.77	Child Care Reimbursement
10/16/2024	32295	VIRGINIA RANGEL	1,120.00	Cost of Care Plus Rate
10/16/2024	32296	YESICA SANCHEZ ARRIAGA	8,640.38	Child Care Reimbursement
10/16/2024	32296	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
10/16/2024	32297	YOLANDA LIRA LEMUS	5,829.65	Child Care Reimbursement
10/16/2024	32297	YOLANDA LIRA LEMUS	980.00	Cost of Care Plus Rate
10/16/2024	32298	AMAZON CAPITAL SERVICES, INC	293.14	PO-2024-2571
10/16/2024	32299	TEACHSTONE, INC	1,700.00	CLASS Pre-K 2.0 HS Training 10/21/2024 Double Tree Hotel
10/16/2024	32300	W W GRAINGER INC	238.36	SUNRISE VILLA
10/16/2024	32300	W W GRAINGER INC	(238.36)	SUNRISE VILLA CREDIT
10/16/2024	32301	WESTED	4,950.00	WestEd PITC Infant/Toddler Course HS 09/16/24 - 02/02/25
10/16/2024	32302	AMAZON CAPITAL SERVICES, INC	1,121.71	PO-2024-2825
10/16/2024	32303	W W GRAINGER INC	726.61	5 REAL RD
10/16/2024	32303	W W GRAINGER INC	(95.94)	5 REAL RD CREDIT
10/16/2024	32304	AMAZON CAPITAL SERVICES, INC	685.07	PO-2024-2662
10/16/2024	32305	THE HARTFORD PRIORITY ACCOUNTS	2,322.96	ACCIDENT INSURANCE
10/16/2024	32306	THE HARTFORD PRIORITY ACCOUNTS	5,755.43	BASIC LIFE
10/16/2024	32307	THE HARTFORD PRIORITY ACCOUNTS	4,244.00	CRITICAL ILLNESS

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10/16/2024	32308	THE HARTFORD PRIORITY ACCOUNTS	1,056.16	EAP
10/16/2024	32309	THE HARTFORD PRIORITY ACCOUNTS	2,859.92	HOSPITAL INSURANCE
10/16/2024	32310	THE HARTFORD PRIORITY ACCOUNTS	6,118.32	LEAVE MANAGEMENT
10/16/2024	32311	THE HARTFORD PRIORITY ACCOUNTS	7,478.09	SUPPLEMENTAL LIFE
10/16/2024	32312	THE HARTFORD PRIORITY ACCOUNTS	2,697.53	0GL698417
10/16/2024	32313	THE HARTFORD PRIORITY ACCOUNTS	2,307.30	ACCIDENT INSURANCE
10/16/2024	32314	THE HARTFORD PRIORITY ACCOUNTS	5,657.64	BASIC LIFE
10/16/2024	32315	THE HARTFORD PRIORITY ACCOUNTS	4,223.35	CRITICAL ILLNESS
10/16/2024	32316	THE HARTFORD PRIORITY ACCOUNTS	116.48	EAP
10/16/2024	32317	THE HARTFORD PRIORITY ACCOUNTS	2,729.93	HOSPITAL INSURANCE
10/16/2024	32318	THE HARTFORD PRIORITY ACCOUNTS	7,405.65	SUPPLEMENTAL LIFE
10/16/2024	32319	THE HARTFORD PRIORITY ACCOUNTS	5,800.47	LEAVE MANAGEMENT
10/16/2024	32320	THE HARTFORD PRIORITY ACCOUNTS	2,554.10	0GL698417
10/16/2024	32321	ADA HARPSTER	355.25	TRAVEL ADVANCE -CAR SEAT CONCIERGE, BAKERSFIELD, CA - OCTOBE
10/16/2024	32322	ELSA NAVARRETE	723.00	Travel Advance R9HSA 2024 Family Engagement & Cultural Effec
10/16/2024	32323	JERRY MEADE	708.75	Travel Advance - Region 9 HSA Conference Honolulu, HI Oct. 2
10/16/2024	32324	LOUIS GILL	723.00	Travel Advance R9HSA 2024 Family Engagement & Cultural Effec
10/16/2024	32325	LOUIS GILL	411.41	EMPLOYEE REIM Roundtrip flights from Los Angeles to Hawaii t
10/17/2024	226846	ESTELA ALVARADO	289.57	HP VACATION PO HRS 20.00 X $16.75
10/18/2024	226274	ELOISA MONTES DE ROMERO	(846.93)	Child Care Reimbursement
10/18/2024	226274	ELOISA MONTES DE ROMERO	(480.00)	Cost of Care Plus Rate
10/18/2024	226847	MARIA LUISA CASAS	6,331.78	Child Care Reimbursement
10/18/2024	226847	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
10/18/2024	226848	ELOISA MONTES DE ROMERO	846.93	Child Care Reimbursement
10/18/2024	226848	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
10/18/2024	226849	ROSEMARY ALBITRE	2,562.74	REPLACEMENT CHECK BANK RETURNED ACH
10/18/2024	226850	YERALDIN S HERNANDEZ	97.82	Mileage Reimbursement
10/18/2024	226851	YERALDIN S HERNANDEZ	44.22	Mileage Reimbursement
10/18/2024	32271	MARIA LUISA CASAS	(6,331.78)	Child Care Reimbursement
10/18/2024	32271	MARIA LUISA CASAS	(1,120.00)	Cost of Care Plus Rate
10/22/2024	223767	Jonathan Ross-Tohill	(54.94)	April 2024 Mileage Reimbursement
10/22/2024	225591	Jonathan Ross-Tohill	(183.58)	May 2024 Mileage Reimbursement
10/22/2024	226916		0.00	
10/23/2024	226408	KERN ISLAND INVESTORS, GP	(6,780.20)	1631 30TH STREET OCT 2024 RENT - REF: PO-2023-2752

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10/23/2024	226852	1020 CECIL LLC	930.00	PO-2023-1405 650 JAMES ST - WIC NOV 2024
10/23/2024	226853	Accrue Solutions Holding Co, LLC	200.00	COBRA Administration Services for September 2024
10/23/2024	226854	ADILENE NAVA	72.36	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226855	AGEE VII LLC	16.32	PRORATED UTILITIES 5055 CALIF AVE STE 101 AUG 2024 (08/24/24
10/23/2024	226856	ALONDRA MURILLO	35.51	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226857	ALPHA WHOLESALE PRODUCE INC	608.40	PO-2024-2803/PUMPKIN PAM
10/23/2024	226858	ALYSSA HERRERA	2.68	Mileage Reimbursement
10/23/2024	226859	AMERICAN BUSINESS MACHINES	90.83	2323 16TH ST SUITE 305
10/23/2024	226860	AMERICAN INCORPORATED	115.00	300 19TH ST - DOS 8/13/24
10/23/2024	226861	ANA HENRIQUEZ ARTIGA	119.26	Mileage Claim September 2024
10/23/2024	226862	ANA MARTINEZ	60.30	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226863	ANGELA FLORATOS	96.48	Mileage Reimbursement
10/23/2024	226864	AT&T	4,294.74	Switched Ethernet September 2024 Acct 831-000-9464 127
10/23/2024	226865	BAKERSFIELD CHRISTMAS PARADE COMMITTEE	100.00	Bakersfield Christmas Parade 2024
10/23/2024	226866	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DIEGO ST LAMONT NOV 2024
10/23/2024	226867	BRYAN LOPEZ	82.41	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	192.87	300 19TH ST/3966488888
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	1,017.98	3101 MALL VIEW RD/4313488888
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	87.94	317 MOUNT VERNON AVE/7785611113
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	253.96	3811 RIVER BLVD/8884488888
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	1,046.32	4032 JEWETT AVE/2883851298
10/23/2024	226868	CALIFORNIA WATER SERVICE COMPANY	33.82	500 E CALIFORNIA AVE A/1174688888
10/23/2024	226869	CATHY DOUMA	385.98	PO-2024-2713
10/23/2024	226869	CATHY DOUMA	28.94	PO-2024-2880
10/23/2024	226870	CERTIFIX INC	96.00	Fingerprints for Stockton Location
10/23/2024	226871	CHARTER COMMUNICATIONS	156.23	2739 DIAMOND ST / 84131040029578
10/23/2024	226872	CHARTER COMMUNICATIONS	126.23	8448200070166094/90 FARRELL DR BLDG 5620
10/23/2024	226873	CHARTER COMMUNICATIONS	179.98	455 E EUCLID AVE / 167696701
10/23/2024	226874	CHARTER COMMUNICATIONS	219.98	15662 K ST/228401801
10/23/2024	226875	CHARTER COMMUNICATIONS	499.00	5 REAL RD/ 230086801
10/23/2024	226876	CHARTER COMMUNICATIONS	267.11	1300 18TH STREET/231948701
10/23/2024	226877	CHARTER COMMUNICATIONS	194.98	1300 18TH STREET/232326901
10/23/2024	226878	CHARTER COMMUNICATIONS	199.98	317 MOUNT VERNON AVE/ 241528301
10/23/2024	226879	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	156.23	24028 LAKE DR/8413 13 160 0058157
10/23/2024	226880	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	236.21	11336 BARTLET AVE STE 13/8413 13 167 0059549

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10/23/2024	226881	CHARTER COMMUNICATIONS HOLDING COMPANY LLC	201.23	6019 NILES ST STE 3/ 8301100011358352
10/23/2024	226882	CHRISTOPHER PERCIVAL	197.84	19TH ST
10/23/2024	226882	CHRISTOPHER PERCIVAL	880.12	5 REAL RD
10/23/2024	226882	CHRISTOPHER PERCIVAL	468.88	ANGELA MARTINEZ
10/23/2024	226882	CHRISTOPHER PERCIVAL	195.00	HARVEY HALL
10/23/2024	226882	CHRISTOPHER PERCIVAL	348.77	OPS
10/23/2024	226883	CINDY RUIZ	95.14	September 2024 Mileage Reimbursement
10/23/2024	226884	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN NOV 2024
10/23/2024	226885	CITY OF STOCKTON	62.82	1145 N HUNTER ST STOCKTON COM SEWER/CONS UNIT
10/23/2024	226885	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON OWNER STORM DRAIN
10/23/2024	226885	CITY OF STOCKTON	55.68	2800 S D ST STOCKTON COMMERCIAL SEWER
10/23/2024	226885	CITY OF STOCKTON	58.34	347 E POPLAR ST STOCKTON COM SEWER/CONS UNIT
10/23/2024	226885	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON OWNER STORM DRAIN
10/23/2024	226886	CITY OF STOCKTON FIRE PREVENTION DIVISION	178.00	425 N CALIF ST STOCKTON CUST# 88783/108170 FIRE PERMIT
10/23/2024	226887	COMCAST CORPORATION	320.64	850 J ST
10/23/2024	226888	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE NOV 2024
10/23/2024	226889	COUNTRY CLUB SERVICE	170.00	check engine light diagnostic/ evaporated emission system le
10/23/2024	226890	COUNTY OF KERN	10,086.89	Kern County Utilities LBNC August 2024 Cust ID# 413
10/23/2024	226890	COUNTY OF KERN	10,471.37	Kern County Utilities LBNC September 2024 Cust ID# 413
10/23/2024	226890	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE NOV 2024 OP/TRASH FEE
10/23/2024	226891	COUNTY OF KERN	9,361.82	June 2024 OVERPAYMENTS ON LBNC AND SAFE KEEPING EFF 07/0/123
10/23/2024	226892	COUNTY OF KERN PUBLIC WORKS	31.92	HEADSTART MISC ITEMS DISPOSAL
10/23/2024	226892	COUNTY OF KERN PUBLIC WORKS	112.06	OPS
10/23/2024	226892	COUNTY OF KERN PUBLIC WORKS	9.12	PETE PARRA
10/23/2024	226892	COUNTY OF KERN PUBLIC WORKS	5.86	PRIMEROS PASOS
10/23/2024	226893	COUNTY OF SAN JOAQUIN	36.75	REF# 74232L2 10/11/2024 TICKET# 51-02103458 DISC OLD FURN VA
10/23/2024	226893	COUNTY OF SAN JOAQUIN	36.75	TICKET# 51-02094993 09/27/2024 Discard Garbage for St. Mary'
10/23/2024	226894	DEPARTMENT OF JUSTICE	1,286.00	New Hire Background Check - September 2024
10/23/2024	226895	EAST NILES COMMUNITY SERVICES DIST	1,241.70	3000 STERLING RD
10/23/2024	226895	EAST NILES COMMUNITY SERVICES DIST	103.70	5704 PIONEER DR

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10/23/2024	226896	ERIKA SALAZAR	161.47	SEPTEMBER 2024 MILEAGE REIMBURSEMENT
10/23/2024	226897	EVERYCHILD CALFORNIA	549.00	Fall TA 2024 Registration - Lorena Juarez - Oct 23 - Oct 25
10/23/2024	226898	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE NOV 2024 UTILITIES
10/23/2024	226898	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD NOV 2024
10/23/2024	226899	FEDEX	59.45	D.MILLS/O.ABELLO/818469989007
10/23/2024	226899	FEDEX	15.95	DJUAREZ/M.DIAZ/818471365963
10/23/2024	226899	FEDEX	89.25	E.WAGNER/CFM.PPC.PGandEBILLING/...
10/23/2024	226899	FEDEX	15.95	HR/A.RVILLEGAS/818471366021
10/23/2024	226899	FEDEX	9.20	HR/A.SOSEBEE/818471366032
10/23/2024	226899	FEDEX	9.20	HR/A.VILLAGES/818471365985
10/23/2024	226899	FEDEX	40.55	HR/C.OYINCLMLOA/818471365974
10/23/2024	226899	FEDEX	42.30	HR/G.BARBERO/818471366010
10/23/2024	226899	FEDEX	24.68	HR/G.BARBERO/818471366054
10/23/2024	226899	FEDEX	31.80	HR/M.VERDUZCO/818471366043
10/23/2024	226899	FEDEX	15.95	HR/V.SANTILLAN/818471366000
10/23/2024	226899	FEDEX	21.22	V.ARREGUIN/B.BIRING.BUSINESS LICENSE/818235981388
10/23/2024	226899	FEDEX	32.73	V.ROCHA/KHADIJAFOX/818469988982
10/23/2024	226900	FERGUSON ENTERPRISES INC #1350	298.25	PETE PARRA > CLASS A & B
10/23/2024	226901	FIRST 5 MADERA COUNTY	265.98	525 E. Yosemite Ave Printing/Postage 07/01/2024 - 09/30/2024
10/23/2024	226901	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE NOV 2024
10/23/2024	226902	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD NOV 2024
10/23/2024	226903	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G ST NEEDLES NOV 2024
10/23/2024	226904	GOLDEN EMPIRE GLEANERS	1,200.00	SPONSORSHIP - GOLDEN EMPIRE GLEANERS RHYTHM & ROOTS MUSIC &
10/23/2024	226905	GREATER BAKERSFIELD CHAMBER OF COMMERCE	500.00	RIBBON CUTTING 2024
10/23/2024	226906	GRIMMWAY ENTERPRISES, INC.	6,048.00	PO-2024-1329
10/23/2024	226907	HCC SURETY GROUP	278.00	Bond Number:9034922 908 CLB Contractor License for 300 19th
10/23/2024	226908	HEARTS & LIVES	550.00	PO-2024-2826 24028 LAKE DR CRESTLINE NOV 2024
10/23/2024	226909	HOME DEPOT COMMERCIAL CREDIT	378.42	5 REAL RD
10/23/2024	226909	HOME DEPOT COMMERCIAL CREDIT	(280.37)	5 REAL RD RETURN
10/23/2024	226909	HOME DEPOT COMMERCIAL CREDIT	147.83	TEHACHAPI
10/23/2024	226909	HOME DEPOT COMMERCIAL CREDIT	57.32	VIRGINIA
10/23/2024	226910	HYATT CORP WRC NEWPORT LLC, A DELAWARE COPR	790.73	Reservation - Paulino Cruz - HS CA Health Institute Nov 13t
10/23/2024	226910	HYATT CORP WRC NEWPORT LLC, A DELAWARE COPR	790.73	Reservation - Rayjean Stone - HS CA Health Institute Nov 13

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10/23/2024	226911	INDIAN WELLS VALLEY WATER DISTRICT	1,660.37	814 N NORMA
10/23/2024	226912	IVETTE GONZALEZ MEZA	6.70	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226913	JANEY FELSOCI	141.37	Mileage Reimbursement
10/23/2024	226914	JIMMIE ALVIDREZ	28.14	Mileage Reimbursement
10/23/2024	226915	KERN COUNTY HOMELESS COLLABORATIVE	500.00	MEMBERSHIPS DUES (FY2024-2025)
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	204.17	500343 WO#91744 CKV81
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	120.04	500363 WO#91889 CKV83
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	231.00	500490 WO#92178 CKV83
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	115.56	500599 WO#92305 CKV81
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	1,171.07	500722 WO#92531 CKV83
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	206.50	INV 500719 WO#92468 WIC1521
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	149.68	INV 500720 WO#92492 WIC1520
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	319.04	INV 500721 WO#92493 WIC15
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	166.90	Invoice 500718 WO#92466 WIC1519
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	76.77	Invoice# 500423
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	336.73	Invoice# 500593 WO# 92349 WIC1511
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	170.50	Invoice# 500594 WO#92350 WIC1519
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	170.50	Invoice# 500595 WO#92351 WIC1520
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	170.50	Invoice# 500596 WO#92354 WIC1525
10/23/2024	226917	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO NOV 2024
10/23/2024	226918	KERN HEALTH SYSTEMS	1,288.41	KHS Refund Due to Overpayment
10/23/2024	226918	KERN HEALTH SYSTEMS	85.00	KHS Refund Request MEM1041324
10/23/2024	226919	KERN ISLAND INVESTORS, GP	6,780.20	PO-2024-2793 1631 30TH ST NOV 2024

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10/23/2024	226920	KIMBERLITE CORPORATION	295.02	401 WILLOW DR INTRUSSION MONITORING BB8207 11/01/2024 - 01/3
10/23/2024	226921	KIMBERLY D FREIBERG	56.28	Mileage Reimbursement
10/23/2024	226922	KIMIKA PORTER	38.86	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	2,227.80	PO-2024-2636
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	4,602.50	PO-2024-2642
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	688.60	PO-2024-2789
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	1,075.75	PO-2024-2841
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	1,475.71	PO-2024-2894
10/23/2024	226923	LAKESHORE EQUIPMENT COMPANY	582.88	PO-2024-2901
10/23/2024	226924	LAMONT ELEMENTARY SCHOOL DISTRICT	29,715.89	PO-2023-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
10/23/2024	226925	LESLIE LOPEZ	33.50	AUGUST MILEAGE REIMBURSEMENT
10/23/2024	226926	LIGIA JOHNSON	136.01	September Mileage Reimbursement
10/23/2024	226927	LISA MORENO	81.07	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226928	LODI HEALTH WEST OCCUPATIONAL MEDICINE	511.00	Pre-Employment for Stockton Location
10/23/2024	226929	LODI MUSLIM MOSQUE	5,099.00	701 S HUTCHINS ST LODI NOV 2024 RENT & OCT 2024 INCREASE OWE
10/23/2024	226930	LOIS HANNIBLE	44.00	Employee Reimbursement Coffee for Governor's Office Visit
10/23/2024	226930	LOIS HANNIBLE	27.98	Employee Reimbursement Snacks for Governor's Office Meeting
10/23/2024	226931	LORENA IBARRA	37.52	Mileage Reimbursement
10/23/2024	226932	LORENA JUAREZ	96.48	Mileage Reimbursement
10/23/2024	226933	LOWES COMPANIES INC	162.02	5 REAL RD
10/23/2024	226933	LOWES COMPANIES INC	10,354.92	Inv. 978216 - INVENTORY
10/23/2024	226933	LOWES COMPANIES INC	1,650.20	MJ MORGAN
10/23/2024	226933	LOWES COMPANIES INC	735.27	PETE PARRA
10/23/2024	226933	LOWES COMPANIES INC	78.07	PETE PARRA > CLASS 1
10/23/2024	226933	LOWES COMPANIES INC	246.68	PETE PARRA > HS
10/23/2024	226934	MANUEL G BARRIOS	75.00	Lawn Services for OCT 2024
10/23/2024	226935	MARIA MARTINEZ	97.82	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226936	MARIA MORENO GOMEZ	65.66	Mileage Reimbursement
10/23/2024	226937	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 OCT 2024 JANITORIAL SERVICES
10/23/2024	226938	MARISELA GONZALEZ	71.02	September Mileage Reimbursement
10/23/2024	226939	MARK AND HELENE MCELYEA	4,000.00	PO-2024-2176 425 N CALIF ST NOV 2024
10/23/2024	226940	MARTHA ORDUNA	120.60	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	226941	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS AVE MCFARLAND NOV 2024
10/23/2024	226942	MCWILLIAMS & WALDEN INC	1,353.76	LIC# 50005R3
10/23/2024	226942	MCWILLIAMS & WALDEN INC	1,028.20	LIC# 6UJU316
10/23/2024	226942	MCWILLIAMS & WALDEN INC	210.38	LIC# 6UJU317
10/23/2024	226942	MCWILLIAMS & WALDEN INC	56.29	LIC# 7SVT618

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10/23/2024	226942	MCWILLIAMS & WALDEN INC	81.96	LIC# 8JGM713
10/23/2024	226943	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED NOV 2024
10/23/2024	226944	MICHAEL K BROWN LANDSCAPE INC	410.58	LBNC
10/23/2024	226945	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA AVE NOV 2024
10/23/2024	226946	MORE THAN ONE DIMENSION, INC.	1,800.00	PO-2024-2302 2550 E BELLE TERRACE STE 200 NOV 2024
10/23/2024	226947	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR NOV 2024
10/23/2024	226948	OASIS AIR AND SOLAR	20,050.01	L24-201E; AMADA ARREOLA, 423 TESS WAY; PO-2024-2223
10/23/2024	226948	OASIS AIR AND SOLAR	16,100.00	L24-234E; ROMELIA ZETINO, 9617 BLOOMSBURY; PO-2024-2241
10/23/2024	226948	OASIS AIR AND SOLAR	17,450.00	L24-265; MARGARITA VALLEJO, 4700 MONTEREY ST; PO-2024-2867
10/23/2024	226948	OASIS AIR AND SOLAR	4,550.02	L24-287; MCKAYLA HOLMES, 2513 PINON SPRINGS; PO-2024-2871
10/23/2024	226949	OASIS AIR CONDITIONING	8,100.00	L24-050; CONSUELO BECERRA, 2205 17TH AVE; PO-2024-1805
10/23/2024	226949	OASIS AIR CONDITIONING	18,047.63	L24-167; VICENTE MARTINEZ, 2025 6TH AVE; PO-2024-2040
10/23/2024	226949	OASIS AIR CONDITIONING	6,420.91	L24-282E; JESSICA BOWHAN, 2424 TERRACE WAY; PO-2024-2022
10/23/2024	226950	ODP BUSINESS SOLUTIONS LLC	539.40	PO-2024-2360
10/23/2024	226950	ODP BUSINESS SOLUTIONS LLC	431.85	PO-2024-2658
10/23/2024	226951	OFFICE1 LEASING	546.29	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
10/23/2024	226951	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
10/23/2024	226952	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B NOV 2024
10/23/2024	226952	OMNI FAMILY HEALTH	2,275.00	PO-2024-2340 1001 MAIN ST DELANO NOV 2024
10/23/2024	226952	OMNI FAMILY HEALTH	1,622.00	PO-2024-2889 4600 PANAMA LN NOV 2024
10/23/2024	226952	OMNI FAMILY HEALTH	1,297.00	PO-2024-2890 741 PALM AVE BLDG E WASCO NOV 2024
10/23/2024	226953	PACIFICA STOCKTON HOTEL LLC	401.66	Mariana Rios & Maria Contreras Courtyard by Marriott stay fo
10/23/2024	226953	PACIFICA STOCKTON HOTEL LLC	733.07	Y Lopez for QA Training 4 nights 9/9/24 - 9/12/24
10/23/2024	226954	PG&E	1,691.66	10300 1/2 SAN DIEGO ST
10/23/2024	226954	PG&E	1,886.32	1111 BUSH ST
10/23/2024	226954	PG&E	1,978.74	3811 RIVER BLVD
10/23/2024	226954	PG&E	402.07	E/S SAN DIEGO ST 400'
10/23/2024	226955	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHACHAPI NOV 2024
10/23/2024	226956	PRODUCERS DAIRY FOODS INC	3,409.89	PO-2024-1137
10/23/2024	226957	QUALITY SECURITY SYSTEMS	135.00	Monitoring Services for Oct, Nov, and Dec 2024

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10/23/2024	226958	RANCHO DE STINE LLC	14,175.00	PO-2024-2887 1300 STINE RD - MCAP NOV 2024
10/23/2024	226959	RAYMOND'S TROPHY AWARDS	40.86	CEO PO-2024-2900 PLAQUE FOR KCFB - 2024 FEED THE NEED
10/23/2024	226960	RITA FREGOSO	80.40	MILEAGE REIMBURSEMENT
10/23/2024	226961	ROLANDO HERNANDEZ	59.00	Employee Reimbursement BC Bilingual Test receipt
10/23/2024	226962	ROSA CALLEJAS	265.99	MILEAGE REIMBURSEMENT
10/23/2024	226963	ROSA JOHNSON	36.18	Mileage Reimbursement
10/23/2024	226964	ROSLYN CRUZ	18.76	September Mileage Reimbursement
10/23/2024	226965	SANDRA MEJIA ESPARZA	146.73	September Mileage Reimbursement
10/23/2024	226966	SARAH HODGES	28.14	S Hodges SEPT 2024 Mileage
10/23/2024	226967	SAVANNAH FLORES	255.94	MILEAGE REIMBURSEMENT
10/23/2024	226968	SNIDERS	20.41	VINELAND REF# 307029 09/03/2024 WO#17619
10/23/2024	226968	SNIDERS	70.36	VINELAND REF# 308780 09/23/2024 WO# 17619
10/23/2024	226969	SOCALGAS	15.78	15662 K ST APT A MOJAVE 09/13/2024 - 10/15/2024
10/23/2024	226969	SOCALGAS	28.55	15662 K ST APT B MOJAVE 09/13/2024 - 10/15/2024
10/23/2024	226969	SOCALGAS	15.78	2739 DIAMOND ST STE B ROSAMOND 09/13/2024 -10/15/2024
10/23/2024	226969	SOCALGAS	32.00	452 W LOS ANGELES AVE SHAFTER 09/13/2024 - 10/15/2024
10/23/2024	226969	SOCALGAS	19.20	455 E EUCLID AVE SHAFTER 09/16/2024 - 10/16/2024
10/23/2024	226969	SOCALGAS	14.79	650 JAMES ST SHAFTER 09/16/2024 -10/16/2024
10/23/2024	226970	SOUTHERN CALIFORNIA EDISON	889.90	15662 K ST MOJAVE 09/16/2024 - 10/14/2024
10/23/2024	226971	STANDARD APPLIANCE PARTS CO OF STOCKTON, INC	43.58	SJEHS PO-2024-1061 GIANONE CUST# C0920
10/23/2024	226972	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE 13&14 NOV 2024
10/23/2024	226973	SUKHMANI SHERGILL	490.00	CPR and First aid childcare provider for 7 employees
10/23/2024	226974	SUNRISE GARDENING SERVICE, LLC	1,800.00	OASIS - CLEANUP HAUL TRASH & GREEN WASTE 10/09/2024
10/23/2024	226974	SUNRISE GARDENING SERVICE, LLC	15,600.00	PO-2024-2859 NEW IRRIGATION INST & SOD AT 5 REAL RD
10/23/2024	226975	SUNRISE VILLA PARTNERS	700.00	PO-2024-2797 1600 POPLAR AVE WASCO NOV 2024
10/23/2024	226976	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT NOV 2024
10/23/2024	226977	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES NOV 2024
10/23/2024	226978	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE NOV 2024
10/23/2024	226979	UNITED RENTALS INC	375.30	2900 M ST 10/15/2024 - 11/12/2024 CONTAINER SN# 2490440
10/23/2024	226980	VALERIE CAMACHO	56.28	September Mileage Reimbursement
10/23/2024	226981	VALLEY PROPANE SERVICE	486.58	PO-2024-1649 FOOD BANK
10/23/2024	226982	VERONICA FUENTES	11.39	Mileage Reimbursement

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10/23/2024	226983	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
10/23/2024	226984	VICTORIA FLORES	99.83	MILEAGE REIMBURSEMENT
10/23/2024	226985	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD NOV 2024
10/23/2024	226986	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND NOV 2024
10/23/2024	226987	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	193.04	450-7986161-022 10/04/2024 - 11/03/2024 CUST# 3691624163
10/23/2024	226988	YABITO CORPORATION	1,548.00	PO-2024-3080 2739 DIAMOND ST UNIT B ROSAMOND NOV 2024
10/23/2024	226989	HOME DEPOT COMMERCIAL CREDIT	417.33	BROADWAY
10/23/2024	226989	HOME DEPOT COMMERCIAL CREDIT	17.21	OASIS
10/23/2024	226989	HOME DEPOT COMMERCIAL CREDIT	732.52	OPS
10/23/2024	226989	HOME DEPOT COMMERCIAL CREDIT	48.69	VINELAND
10/23/2024	226990	LAKESHORE EQUIPMENT COMPANY	3,313.89	PO-2024-2556
10/23/2024	226991	LOWES COMPANIES INC	42.04	5 REAL RD
10/23/2024	226991	LOWES COMPANIES INC	284.36	MJ MORGAN
10/23/2024	226991	LOWES COMPANIES INC	41.11	OPS
10/23/2024	226991	LOWES COMPANIES INC	92.25	PETE PARRA
10/23/2024	226991	LOWES COMPANIES INC	3.58	PETE PARRA > CLASS 3
10/23/2024	226991	LOWES COMPANIES INC	43.51	VINELAND
10/23/2024	226992	ROSELIA MADERA CALDERA	1,707.55	Child Care Reimbursement
10/23/2024	226992	ROSELIA MADERA CALDERA	420.00	Cost of Care Plus Rate
10/23/2024	226992	ROSELIA MADERA CALDERA	(44.15)	Union Dues
10/23/2024	226993	BLANCA ESTELA JIMENEZ	846.63	Child Care Reimbursement
10/23/2024	226993	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
10/23/2024	226994	JOSEFA HERNANDEZ DE RODRIGUEZ	2,079.15	Child Care Reimbursement
10/23/2024	226994	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
10/23/2024	226994	JOSEFA HERNANDEZ DE RODRIGUEZ	(41.58)	Union Dues
10/23/2024	226995	MARIA B CRUZ DE PULIDO	6,386.03	Child Care Reimbursement
10/23/2024	226995	MARIA B CRUZ DE PULIDO	1,120.00	Cost of Care Plus Rate
10/23/2024	226996	ROCIO VERONICA MUNIZ CERECEDA	2,069.74	Child Care Reimbursement
10/23/2024	226996	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
10/23/2024	226997	ROSALBA CABRAL	804.06	Child Care Reimbursement
10/23/2024	226997	ROSALBA CABRAL	280.00	Cost of Care Plus Rate
10/23/2024	226998	ELOISA MONTES DE ROMERO	677.50	Child Care Reimbursement
10/23/2024	226998	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
10/23/2024	226999	ESPERANZA CORREA TELLO	3,865.07	Child Care Reimbursement
10/23/2024	226999	ESPERANZA CORREA TELLO	800.00	Cost of Care Plus Rate
10/23/2024	227000	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
10/23/2024	227000	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
10/23/2024	227001	AMPARO MAGANA	1,504.22	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/23/2024	227001	AMPARO MAGANA	280.00	Cost of Care Plus Rate
10/23/2024	227002	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,405.27	Child Care Reimbursement
10/23/2024	227002	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
10/23/2024	227003	ANDREA R RIVERA	2,421.41	Child Care Reimbursement
10/23/2024	227003	ANDREA R RIVERA	420.00	Cost of Care Plus Rate
10/23/2024	227004	ANNA DELFINA REYES	6,851.12	Child Care Reimbursement
10/23/2024	227004	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
10/23/2024	227005	BERTHA NERTO	6,689.51	Child Care Reimbursement
10/23/2024	227005	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
10/23/2024	227006	DANIEL MORENO	366.03	Child Care Reimbursement
10/23/2024	227006	DANIEL MORENO	98.00	Cost of Care Plus Rate
10/23/2024	227007	GUADALUPE CABRERA	10,472.15	Child Care Reimbursement
10/23/2024	227007	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
10/23/2024	227007	GUADALUPE CABRERA	(90.00)	Union Dues
10/23/2024	227008	GUADALUPE ELIZABETH PENUELAS	2,321.25	Child Care Reimbursement
10/23/2024	227008	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
10/23/2024	227009	MARIA J MARTINEZ DE GARCIA	4,646.59	Child Care Reimbursement
10/23/2024	227009	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
10/23/2024	227010	SOCORRO LARA DE GOVEA	937.17	Child Care Reimbursement
10/23/2024	227010	SOCORRO LARA DE GOVEA	140.00	Cost of Care Plus Rate
10/23/2024	227011	CARMEN SANTOS PACHECO	3,286.39	Child Care Reimbursement
10/23/2024	227011	CARMEN SANTOS PACHECO	1,400.00	Cost of Care Plus Rate
10/23/2024	227012	MARCELINA ZARATE ZARATE	1,564.57	Child Care Reimbursement
10/23/2024	227012	MARCELINA ZARATE ZARATE	294.00	Cost of Care Plus Rate
10/23/2024	227013	ODILIA ELIZABETH VALENCIA	604.48	Child Care Reimbursement
10/23/2024	227013	ODILIA ELIZABETH VALENCIA	280.00	Cost of Care Plus Rate
10/23/2024	227014	TEODORA GIRON MORALES	1,102.28	Child Care Reimbursement
10/23/2024	227014	TEODORA GIRON MORALES	560.00	Cost of Care Plus Rate
10/23/2024	227015	ALL ABOARD PRESCHOOL	4,030.98	Child Care Reimbursement
10/23/2024	227015	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
10/23/2024	227016	BLANCA NELLY VERA	1,407.87	Child Care Reimbursement
10/23/2024	227016	BLANCA NELLY VERA	280.00	Cost of Care Plus Rate
10/23/2024	227017	CARMELITA JACINTA MORALES MEJIA	572.60	Child Care Reimbursement
10/23/2024	227017	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
10/23/2024	227018	JAQUILINA GARCIA OSORIO	499.41	Child Care Reimbursement
10/23/2024	227018	JAQUILINA GARCIA OSORIO	98.00	Cost of Care Plus Rate
10/23/2024	227019	JOLDRIN JOSUE ZUNIGA HONDOY	1,001.86	Child Care Reimbursement
10/23/2024	227019	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
10/23/2024	227020	JUANA B PAREDES LOPEZ	1,189.78	Child Care Reimbursement
10/23/2024	227020	JUANA B PAREDES LOPEZ	280.00	Cost of Care Plus Rate
10/23/2024	227021	LUZ A ESQUIVEL MORENO	1,019.71	Child Care Reimbursement
10/23/2024	227021	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
10/23/2024	227022	MA DEL CARMEN FLORES VALLECILLO	485.00	Child Care Reimbursement

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10/23/2024	227022	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
10/23/2024	227022	MA DEL CARMEN FLORES VALLECILLO	(19.70)	Union Dues
10/23/2024	227023	MARCELA G NUNEZ DE GUTIERREZ	10,209.17	Child Care Reimbursement
10/23/2024	227023	MARCELA G NUNEZ DE GUTIERREZ	1,960.00	Cost of Care Plus Rate
10/23/2024	227023	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
10/23/2024	227024	MARCELINA PERALTA	1,313.21	Child Care Reimbursement
10/23/2024	227024	MARCELINA PERALTA	294.00	Cost of Care Plus Rate
10/23/2024	227025	MARGARITA GARIBAY CORTES	5,038.36	Child Care Reimbursement
10/23/2024	227025	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
10/23/2024	227025	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
10/23/2024	227026	MARIA LOURDES MORENO ESQUIVEL	1,614.96	Child Care Reimbursement
10/23/2024	227026	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
10/23/2024	227027	MERIELA SANCHEZ	857.18	Child Care Reimbursement
10/23/2024	227027	MERIELA SANCHEZ	140.00	Cost of Care Plus Rate
10/23/2024	227028	SONIA C LOPEZ DE JUAREZ	1,554.42	Child Care Reimbursement
10/23/2024	227028	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
10/23/2024	227028	SONIA C LOPEZ DE JUAREZ	(31.09)	Union Dues
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	359.98	5 REAL RD
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	120.57	HERITAGE
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	163.07	MJ MORGAN
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	280.51	PETE PARRA
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	183.45	ROSAMOND
10/23/2024	227029	HOME DEPOT COMMERCIAL CREDIT	252.92	SHAFTER EHS
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	(539.61)	INV. 1204146 - INVENTORY CREDIT
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	1,259.64	INV. 442961 - INVENTORY
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	6.96	INV. 5204356 - SUPPLY
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	319.32	INV. 5581267 - SUPPLIES
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	71.32	INV. 6411979 - SUPPLIES
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	1,451.28	INV. 6486171 - SUPPLIES
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	23.73	INV. 6575557 - SUPPLIES
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	28.11	INV. 6866168 - SUPPLIES

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10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	375.01	INV. 6904934 - SUPPLIES
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	1,049.79	INV. 841070 - INVENTORY
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	513.41	INV. 900645 - INVENTORY
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	315.48	INV. 900689 - INVENTORY
10/23/2024	227030	HOME DEPOT COMMERCIAL CREDIT	2,273.09	INV. 9335490 - INVENTORY
10/23/2024	227031	BRENDA QUINTERO FLETES	102.00	Travel Advance for CAPPA Conference Sacramennto, CA 102824-
10/23/2024	227032	CLEMMER AND COMPANY	1,250.00	CALAIM HOUSING DEPOSIT
10/23/2024	227033	EVELYN RAMIREZ	102.00	Travel Advance CAPPA Conference Sacramento, CA 102824-103024
10/23/2024	227034	GROUP I EL MONTE PROPERTIES LTD	1,050.00	CALAIM HOUSING DEPOSIT
10/23/2024	227035	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
10/23/2024	227036	LAURA PORTA	102.00	CAPPA Conference Triving Families California, Sacramento, CA
10/23/2024	227037	SUSANA BAILON	102.00	CAPPA Conference Triving Familioes Califonria, Sacramento, C
10/23/2024	227038	ZAIRA SEVILLA QUINTERO	102.00	CAPPA Conference Triving Families Sacramento, CA 102824-1030
10/23/2024	227039	ADRIANA VALENCIA ZENDEJAS	970.21	REG/V-VACATION/HP-VACATION PO/S-SICK HRS 64.20 X 17.40
10/23/2024	227040	AMPARO RAMIREZ	1,917.49	REG/HP-VACATION PO HRS 131.48 X 18.64
10/23/2024	227041	ROLANDO HERNANDEZ	0.00	REG/OVERTIME/MEA - MEAL PREMIUM/V-VACATION/HP-VACATION PO HR
10/23/2024	227042	KERN ISLAND INVESTORS, GP	6,780.20	1631 30TH STREET OCT 2024 RENT - REF: PO-2023-2752
10/23/2024	32328	4IMPRINT INC AKA NELSON MARKETING	1,544.06	PO-2024-2720
10/23/2024	32328	4IMPRINT INC AKA NELSON MARKETING	1,202.38	PO-2024-2832
10/23/2024	32329	5905 NILES ST LLC	4,708.00	PO-2024-2586 6019 NILES ST 3 & 4 NOV 2024
10/23/2024	32330	ADOBE INC	151.14	1 Acrobat Pro Subscription 9/25/24 to 3/24/25
10/23/2024	32331	ADOBE INC	604.56	Adobe INV# 2882267953 4 Acrobat Pro Subscription 9/25/24 t
10/23/2024	32332	ADRIANA LOPEZ	255.94	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32333	ADVANCED DATA STORAGE	17.60	1807 FELIZ DR
10/23/2024	32333	ADVANCED DATA STORAGE	17.60	2900 M ST
10/23/2024	32333	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW RD/PO-2024-2035
10/23/2024	32333	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR
10/23/2024	32333	ADVANCED DATA STORAGE	176.00	PO-2024-1183/300 19TH ST
10/23/2024	32333	ADVANCED DATA STORAGE	202.40	PO-2024-1841/DATA AND RECORD STORAGE - 1300 18TH STREET
10/23/2024	32334	ALAN RODRIGUEZ	49.58	September 2024 Mileage Reimbursement

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10/23/2024	32335	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.75	5 REAL RD
10/23/2024	32335	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	48.46	5 REAL RD/EFF DATE 05/01
10/23/2024	32335	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	46.44	5 REAL RD/EFF DATE 07/01/24
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	483.68	PO-2024-2425
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	135.34	PO-2024-2732
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	415.60	PO-2024-2738
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	1,719.10	PO-2024-2745
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	193.27	PO-2024-2813
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	186.80	PO-2024-2857
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	1,469.21	PO-2024-2858
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	504.24	PO-2024-2886
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	127.26	PO-2024-2910
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	300.85	PO-2024-2915
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	216.95	PO-2024-2942
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	76.40	PO-2024-2956
10/23/2024	32337	AMAZON CAPITAL SERVICES, INC	43.28	PO-2024-2959
10/23/2024	32338	AN ICON COMPANY, LLC	77.94	WIC - 2024 FMNP BROCHURE
10/23/2024	32338	AN ICON COMPANY, LLC	494.70	WIC - OUTREACH FLYERS
10/23/2024	32339	ANABEL JIMENEZ	32.16	Mileage Reimbursement
10/23/2024	32340	ANDREA MARQUEZ	122.61	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32341	ANGELICA NELSON	160.80	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32342	ANGELICA PALMA	83.75	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32343	ANTHONY CONRAD CHAVEZ	116.58	Mileage Reimbursement
10/23/2024	32344	ASHLEY MCALLISTER	67.00	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32345	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	370.89	Monitoring fire fee 10/01/2024-12/31/2024 for 425 California
10/23/2024	32346	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON NOV 2024
10/23/2024	32347	BRADY INDUSTRIES	925.12	PO-2023-1366
10/23/2024	32347	BRADY INDUSTRIES	5,127.93	PO-2024-1267
10/23/2024	32347	BRADY INDUSTRIES	5,671.03	PO-2024-1269
10/23/2024	32348	BS& E INC	56.64	OPS
10/23/2024	32349	CA ASSOCIATION OF FOOD BANKS	3,678.42	PO-2024-1235/BELL PEPPERS
10/23/2024	32349	CA ASSOCIATION OF FOOD BANKS	500.00	PO-2024-1235/CARROTS
10/23/2024	32349	CA ASSOCIATION OF FOOD BANKS	1,200.00	PO-2024-1235/LEMONS

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10/23/2024	32349	CA ASSOCIATION OF FOOD BANKS	750.00	PO-2024-1235/MINI WATERMELONS
10/23/2024	32349	CA ASSOCIATION OF FOOD BANKS	5,039.20	PO-2024-1235/WATERMELONS
10/23/2024	32350	CAZADOR CONSULTING GROUP INC	1,821.90	ANA MOSQUEDA RAYA/ISABEL BARBA
10/23/2024	32350	CAZADOR CONSULTING GROUP INC	4,552.29	OPS - GABRIEL NAHE
10/23/2024	32351	CDW GOVERNMENT LLC	95.43	PO-2024-2699/Monitor Stand-Foundation Donor Relations Posit
10/23/2024	32351	CDW GOVERNMENT LLC	2,403.11	PO-2024-2769
10/23/2024	32352	CHEVRON AND TEXACO BUSINESS CARD SERVICES	3,148.78	0496-00-566694-6
10/23/2024	32353	CLARK PEST CONTROL OF STOCKTON, INC	887.00	PO-2024-2181
10/23/2024	32354	CLASSIC CHARTER INC	828.25	Transportation for CalVIP Fieldtrip #1
10/23/2024	32355	CLASSIC CHARTER INC	828.25	Transportation for CalVIP Fieldtrip #2
10/23/2024	32356	CLASSIC CHARTER INC	828.25	Transportation for CalVIP Fieldtrip #3
10/23/2024	32357	CLASSIC CHARTER INC	776.25	Transportation for CalVIP Fieldtrip #4
10/23/2024	32358	COMMUNITY PRODUCTS LLC	2,392.06	PO-2024-2829
10/23/2024	32358	COMMUNITY PRODUCTS LLC	991.91	PO-2024-2830
10/23/2024	32359	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST NOV 2024 MORTGAGE PMT
10/23/2024	32360	CREATIVE FINANCIAL STAFFING LLC	2,004.50	TYANNA PRINCE
10/23/2024	32361	CSG-NAM, LLC	740.46	CONSOLIDATED AUGUST 2024 INVOICE
10/23/2024	32361	CSG-NAM, LLC	620.72	CONSOLIDATED SEPTEMBER 2024 INVOICE
10/23/2024	32362	DELL FINANCIAL SERVICES LLC	247.55	Equipment lease Invoice 3639900
10/23/2024	32362	DELL FINANCIAL SERVICES LLC	846.81	Equipment Lease Invoice 3662746
10/23/2024	32363	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BROADWAY WASCO NOV 2024
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	1,475.04	PO-2024-2350
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	1,317.76	PO-2024-2679
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	995.44	PO-2024-2776
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	1,139.23	PO-2024-2779
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	396.31	PO-2024-2787
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	406.15	PO-2024-2790
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	984.73	PO-2024-2839
10/23/2024	32365	DISCOUNT SCHOOL SUPPLY	905.07	PO-2024-2850
10/23/2024	32366	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR NOV 2024
10/23/2024	32367	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD NOV 2024 CAM PARCEL 130-161-68
10/23/2024	32368	ECOLAB FOOD SAFETY SPECIALTIES	169.38	HLH
10/23/2024	32369	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PRIMEROS PASOS
10/23/2024	32370	ECOLAB FOOD SAFETY SPECIALTIES	240.28	MJM
10/23/2024	32371	ELENA GARCIA	93.13	Mileage Reimbursement
10/23/2024	32372	ESTEFANIE VIDAURY	105.19	SEPTEMBER 2024 MILEAGE REIMBURSEMENT

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10/23/2024	32373	ESTEFANY HERNANDEZ	50.92	Mileage Reimbursement
10/23/2024	32374	EXACT STAFF, INC	1,008.00	Inv. 259320 Temp Employee WX Ignacio Ramirez W/E 9.29.24
10/23/2024	32375	EXACT STAFF, INC	1,008.00	Inv. 259469 Temp Employee WX Ignacio Ramirez W/E 10.06.24
10/23/2024	32376	FIVE9 INC	3,637.26	Long Distance Five9 Invoice
10/23/2024	32377	FIVE9 INC	5,451.51	Recurring Five9 Invoice
10/23/2024	32378	FRESHPOINT CENTRAL CALIFORNIA, INC	1,997.71	PO-2024-2383
10/23/2024	32379	FRONTIER COMMUNICATIONS HOLDINGS LLC	58.08	661-797-1062-112195-5
10/23/2024	32380	FRONTIER COMMUNICATIONS HOLDINGS LLC	671.78	760-246-4182-011911-5
10/23/2024	32381	FRONTIER COMMUNICATIONS HOLDINGS LLC	82.61	760-375-1435-080295-5
10/23/2024	32382	GABRIELA PADILLA	270.01	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32383	GLORIANA TEIXEIRA	188.94	SEPTEMBER 2024 MILEAGE REIMBURSEMENT
10/23/2024	32384	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP NOV 2024
10/23/2024	32385	HEY SALTY, INC	1,350.00	PO-2024-2706
10/23/2024	32386	HUFFMAN & DOWNS MAINTENANCE	859.95	SEPTEMBER 2024
10/23/2024	32387	IDEAL SPECIALTIES INC	70,536.48	PO-2024-1238
10/23/2024	32388	JANET Y YU	700.00	PO-2024-2490 8401 CAL CITY BLVD STE 8 NOV 2024
10/23/2024	32389	JOHN REY	1,875.00	PO-2024-1729 15662 K ST MOJAVE NOV 2024
10/23/2024	32390	JORGE GALINDO RAMIREZ	70.00	OPS
10/23/2024	32391	KATHYA CORRALES VARGAS	34.17	September 2024 Mileage Reimbursement
10/23/2024	32392	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00	KDG SEPTEMBER 2024 INVOICE - 062 EMPLOYMENT LAW
10/23/2024	32393	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	147.15	KDG SEPTEMBER 2024 INVOICE - 063 EMPLOYMENT LAW COMPLIANCE &
10/23/2024	32394	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	265.50	KDG SEPTEMBER 2024 INVOICE - 073 COLLECTIVE BARGAINING AGREE
10/23/2024	32395	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	448.65	KDG SEPTEMBER 2024 INVOICE - 076 REGINA BLACKWELL
10/23/2024	32396	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,242.00	KDG SEPTEMBER 2024 INVOICE - 090 PIONEER DRIVE APARTMENTS PR
10/23/2024	32397	LETISHA BROOKS	32.16	Mileage Reimbursement
10/23/2024	32398	LISA GONZALES	107.72	Employee Reimbursement
10/23/2024	32399	LOANA PATRICIA LUGO	168.17	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32400	LUCERO GONZALEZ	32.16	September Mileage Reimbursement
10/23/2024	32401	M AND S SECURITY SERVICES INC	240.00	ANGELA MARTINEZ

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10/23/2024	32402	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST NOV 2024
10/23/2024	32403	Magaly Witz	18.09	September 2024 Mileage Reimbursement
10/23/2024	32404	MARIA C VARELA	152.09	MILEAGE REIMBURSEMENT
10/23/2024	32405	MARIA DIAZ CORNEJO	73.70	September Mileage Reimbursement
10/23/2024	32406	MARIA FELIX LIEVANOS	196.98	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32407	MARIA GUADIAN	107.20	Mileage Reimbursement
10/23/2024	32408	MARIA OJEDA	3.35	SEPTEMBER MILEAGE REIMBURSEMENT
10/23/2024	32409	MARISELA GONZALEZ	227.13	MILEAGE REIMBURSEMENT
10/23/2024	32410	MELISSA DELA GARZA	85.09	September Mileage Reimbursement
10/23/2024	32411	MH 3101 MALL VIEW ROAD, LLC	9,673.72	3101 Mall View Rd - Property Tax Reimb Ref# 2024-1088233-00-
10/23/2024	32412	MICHELLE RUIZ	58.29	September 2024 Mileage Reimbursement
10/23/2024	32413	MISSION LINEN SUPPLY	3,665.47	ACC 301151 PO-2024-1699
10/23/2024	32413	MISSION LINEN SUPPLY	680.00	ACC 316102 PO-2024-1699
10/23/2024	32414	NATALIE RODRIGUEZ	61.64	September 2024 Mileage Reimbursement
10/23/2024	32415	OFFICE IMAGING, INC	20.50	TKC-2984; 1631 30TH ST; PO-2024-1246
10/23/2024	32415	OFFICE IMAGING, INC	131.19	TKC-2984; 5 REAL RD; PO-2024-1423
10/23/2024	32416	OLLIE SHANKLE TRUSTEE (LESSOR)	10,225.00	PO-2024-2290 300 19TH ST NOV 2024
10/23/2024	32417	PALOMA SANDOVAL	93.13	MILEAGE REIMBURSEMENT
10/23/2024	32418	PAULIN INDUSTRIES, INC.	7,516.00	JANITORIAL SERVICES - SEPT 2024 VARIOUS LOCATIONS
10/23/2024	32419	PLC SYSTEM SERVICES	945.00	19TH ST
10/23/2024	32419	PLC SYSTEM SERVICES	630.00	HARVEY HALL
10/23/2024	32419	PLC SYSTEM SERVICES	7,395.00	L24-086E; MARIA S ORTIZ, 908 DOVER ST; PO-2024-1213
10/23/2024	32419	PLC SYSTEM SERVICES	285.00	LBNC
10/23/2024	32419	PLC SYSTEM SERVICES	2,877.49	OPS
10/23/2024	32419	PLC SYSTEM SERVICES	345.00	SHAFTER HS
10/23/2024	32419	PLC SYSTEM SERVICES	237.50	VIRGINIA
10/23/2024	32420	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANDFORD NOV 2024
10/23/2024	32421	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST 10/03/2024 - 11/03/2024 SERVICES
10/23/2024	32422	RAQUEL SILVA	122.61	September 2024 Mileage Reimbursement
10/23/2024	32423	REBECCA MORENO	380.56	TRAVEL LIQUIDATION - CLARITY CONNECT, LAS VEGAS, NV - SEPTEM
10/23/2024	32424	SMART & FINAL	139.30	HVP-SOCIALIZATION REF# 555666 10/15/2024 ACCT# 326821
10/23/2024	32425	STAPLES ADVANTAGE	344.84	CPO PO-2024-2949 TONER FOR ASSISTANT PRINTER
10/23/2024	32425	STAPLES ADVANTAGE	(99.72)	CREDIT INV#6002316214 ORD# 7631490054 PO-2024-1624
10/23/2024	32425	STAPLES ADVANTAGE	99.72	HSEDU PO-2024-1624 ORD# 7631490054 05/21/2024
10/23/2024	32426	STEPHEN WILLIFORD	130.00	FOOD BANK
10/23/2024	32427	STEPHEN WILLIFORD	785.00	LBNC
10/23/2024	32428	STINSON STATIONERS	705.55	CK PO-2024-2988 OFFICE SUPPLIES

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/23/2024	32429	TEACHSTONE, INC	540.00	HSADM PO-2024-2641 CLASS CALIBRATION
10/23/2024	32430	TEL TEC SECURITY SYSTEMS INC	2,269.80	ACCESS CARDS JOB# 240700633 09/30/2024
10/23/2024	32431	TRAFFIC MANAGEMENT, INC.	151.13	OPS - REF# 06-1923358 10/01/2024 HANDICAP STENCIL
10/23/2024	32432	VERLINDA DENWITTY	89.78	September Mileage Reimbursement
10/23/2024	32433	YOLANDA OCHOA	781.22	MILEAGE REIMBURSEMENT BOARD MEMBER YOLANDA OCHOA - JUNE 1 TO
10/23/2024	32434	ZREP LLC	4,042.93	PO-2023-2831 500 E CALIF AVE NOV 2024
10/23/2024	32436	AMAZON CAPITAL SERVICES, INC	3,473.32	PO-2024-2493
10/23/2024	32436	AMAZON CAPITAL SERVICES, INC	(2,590.87)	PO-2024-2493/CREDIT MEMO
10/23/2024	32437	DISCOUNT SCHOOL SUPPLY	3,158.76	PO-2024-2421
10/23/2024	32437	DISCOUNT SCHOOL SUPPLY	2,331.20	PO-2024-2421/Coding Accidentally Switched
10/23/2024	32438	ANDREA ESTRADA	859.87	Child Care Reimbursement
10/23/2024	32438	ANDREA ESTRADA	140.00	Cost of Care Plus Rate
10/23/2024	32438	ANDREA ESTRADA	(27.20)	Union Dues
10/23/2024	32439	AZUCENA C ESCAMILLA-MARTINEZ	2,592.71	Child Care Reimbursement
10/23/2024	32439	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate
10/23/2024	32440	EMILY RAMIREZ - KIDS N US DAYCARE	806.82	Child Care Reimbursement
10/23/2024	32440	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate
10/23/2024	32440	EMILY RAMIREZ - KIDS N US DAYCARE	(19.14)	Union Dues
10/23/2024	32441	ERIKA L CENTENO	4,666.90	Child Care Reimbursement
10/23/2024	32441	ERIKA L CENTENO	980.00	Cost of Care Plus Rate
10/23/2024	32442	Guadalupe Carrizoza De Castillo	10,409.94	Child Care Reimbursement
10/23/2024	32442	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
10/23/2024	32442	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
10/23/2024	32443	JANETH REYNOSA CASILLAS	1,384.32	Child Care Reimbursement
10/23/2024	32443	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
10/23/2024	32444	LETICIA HERNANDEZ	1,472.80	Child Care Reimbursement
10/23/2024	32444	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
10/23/2024	32445	Luz Maria Ramirez	1,805.74	Child Care Reimbursement
10/23/2024	32445	Luz Maria Ramirez	420.00	Cost of Care Plus Rate
10/23/2024	32445	Luz Maria Ramirez	(36.11)	Union Dues
10/23/2024	32446	MARIA GUADALUPE NAVARRO DE ORTIZ	2,519.35	Child Care Reimbursement
10/23/2024	32446	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
10/23/2024	32447	MARIA HAYDEE CRUZ DE SEGOVIA	3,227.92	Child Care Reimbursement
10/23/2024	32447	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
10/23/2024	32448	MARTINA RANGEL	4,314.47	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/23/2024	32448	MARTINA RANGEL	700.00	Cost of Care Plus Rate
10/23/2024	32449	MARYPAZ MAGANA	3,987.67	Child Care Reimbursement
10/23/2024	32449	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
10/23/2024	32450	MILCA REBEKAH PEREZ	5,535.51	Child Care Reimbursement
10/23/2024	32450	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
10/23/2024	32451	SILVIA BAHENA OCAMPO	632.45	Child Care Reimbursement
10/23/2024	32451	SILVIA BAHENA OCAMPO	420.00	Cost of Care Plus Rate
10/23/2024	32452	CAROLINA HERNANDEZ DE SOLORIO	2,197.15	Child Care Reimbursement
10/23/2024	32452	CAROLINA HERNANDEZ DE SOLORIO	420.00	Cost of Care Plus Rate
10/23/2024	32452	CAROLINA HERNANDEZ DE SOLORIO	(63.94)	Union Dues
10/23/2024	32453	EDUVIJES SUAREZ	3,201.76	Child Care Reimbursement
10/23/2024	32453	EDUVIJES SUAREZ	560.00	Cost of Care Plus Rate
10/23/2024	32453	EDUVIJES SUAREZ	(64.04)	Union Dues
10/23/2024	32454	ESPERANZA RESENDEZ	1,629.47	Child Care Reimbursement
10/23/2024	32454	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
10/23/2024	32455	ISABEL C MEDINA DE GARCIA	1,214.04	Child Care Reimbursement
10/23/2024	32455	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
10/23/2024	32456	JAQUELINE MATURINO MONARREZ	1,832.64	Child Care Reimbursement
10/23/2024	32456	JAQUELINE MATURINO MONARREZ	420.00	Cost of Care Plus Rate
10/23/2024	32457	Karla Elizabeth Huling	3,305.52	Child Care Reimbursement
10/23/2024	32457	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
10/23/2024	32458	NANCY MADERA GARCIA	954.36	Child Care Reimbursement
10/23/2024	32458	NANCY MADERA GARCIA	140.00	Cost of Care Plus Rate
10/23/2024	32459	YADIRA REBOLLEDO	3,034.54	Child Care Reimbursement
10/23/2024	32459	YADIRA REBOLLEDO	560.00	Cost of Care Plus Rate
10/23/2024	32460	YAZMIN ARACELI NAVARRO HERRERA	2,751.29	Child Care Reimbursement
10/23/2024	32460	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
10/23/2024	32461	ADELA RUIZ	2,754.79	Child Care Reimbursement
10/23/2024	32461	ADELA RUIZ	640.00	Cost of Care Plus Rate
10/23/2024	32462	ANDREA BUENROSTRO	10,421.96	Child Care Reimbursement
10/23/2024	32462	ANDREA BUENROSTRO	1,920.00	Cost of Care Plus Rate
10/23/2024	32463	DOLORES VERDUZCO GALINDO	4,686.32	Child Care Reimbursement
10/23/2024	32463	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
10/23/2024	32464	LINDA'S CHILD CARE PROVIDER, INC	7,240.99	Child Care Reimbursement
10/23/2024	32464	LINDA'S CHILD CARE PROVIDER, INC	1,280.00	Cost of Care Plus Rate
10/23/2024	32465	MARYPAZ ALVARADO PEREZ	2,991.48	Child Care Reimbursement
10/23/2024	32465	MARYPAZ ALVARADO PEREZ	480.00	Cost of Care Plus Rate
10/23/2024	32466	VIRGINIA FERREIRA	7,278.32	Child Care Reimbursement
10/23/2024	32466	VIRGINIA FERREIRA	1,280.00	Cost of Care Plus Rate
10/23/2024	32467	ALMA AYDE GOMEZ ALVAREZ	3,825.47	Child Care Reimbursement
10/23/2024	32467	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
10/23/2024	32468	ANA M. DAVILA	2,228.41	Child Care Reimbursement
10/23/2024	32468	ANA M. DAVILA	420.00	Cost of Care Plus Rate
10/23/2024	32469	ANABEL A MARTINEZ	1,156.24	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/23/2024	32469	ANABEL A MARTINEZ	280.00	Cost of Care Plus Rate
10/23/2024	32470	BEATRIZ ADRIANA CARRILLO HERNANDEZ	5,354.51	Child Care Reimbursement
10/23/2024	32470	BEATRIZ ADRIANA CARRILLO HERNANDEZ	980.00	Cost of Care Plus Rate
10/23/2024	32471	CELESTINA ANDREAH CONTRERAS	468.50	Child Care Reimbursement
10/23/2024	32471	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
10/23/2024	32472	Delia Irene Araujo Dominguez	6,887.36	Child Care Reimbursement
10/23/2024	32472	Delia Irene Araujo Dominguez	1,260.00	Cost of Care Plus Rate
10/23/2024	32473	DIANA LIZBETH AMBRIZ MADRIZ	1,618.71	Child Care Reimbursement
10/23/2024	32473	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate
10/23/2024	32474	ELIDIA O RANGEL	817.03	Child Care Reimbursement
10/23/2024	32474	ELIDIA O RANGEL	140.00	Cost of Care Plus Rate
10/23/2024	32474	ELIDIA O RANGEL	(16.34)	Union Dues
10/23/2024	32475	ELIZABETH MARTINEZ	752.11	Child Care Reimbursement
10/23/2024	32475	ELIZABETH MARTINEZ	140.00	Cost of Care Plus Rate
10/23/2024	32476	ELOISA LEMUS	4,707.42	Child Care Reimbursement
10/23/2024	32476	ELOISA LEMUS	840.00	Cost of Care Plus Rate
10/23/2024	32477	GLORIA MORENO DE HERNANDEZ	1,469.60	Child Care Reimbursement
10/23/2024	32477	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
10/23/2024	32478	IRMA GUTIERREZ	4,285.93	Child Care Reimbursement
10/23/2024	32478	IRMA GUTIERREZ	840.00	Cost of Care Plus Rate
10/23/2024	32479	JESSICA MICHELLE ANDRADE	2,472.13	Child Care Reimbursement
10/23/2024	32479	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
10/23/2024	32479	JESSICA MICHELLE ANDRADE	(49.44)	Union Dues
10/23/2024	32480	MARIA SALOME IBARRA	835.68	Child Care Reimbursement
10/23/2024	32480	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
10/23/2024	32480	MARIA SALOME IBARRA	(16.71)	Union Dues
10/23/2024	32481	MIRIAM GOMEZ ZARATE	2,321.25	Child Care Reimbursement
10/23/2024	32481	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
10/23/2024	32482	NEREYDA LIRA LOPEZ	817.03	Child Care Reimbursement
10/23/2024	32482	NEREYDA LIRA LOPEZ	140.00	Cost of Care Plus Rate
10/23/2024	32483	RAQUEL SANCHEZ	7,006.09	Child Care Reimbursement
10/23/2024	32483	RAQUEL SANCHEZ	1,120.00	Cost of Care Plus Rate
10/23/2024	32483	RAQUEL SANCHEZ	(100.00)	Union Dues
10/23/2024	32484	ROMELIA MORENO DE ESPINOZA	2,321.25	Child Care Reimbursement
10/23/2024	32484	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
10/23/2024	32485	SILVIA LEMUS DE OROSCO	477.24	Child Care Reimbursement
10/23/2024	32485	SILVIA LEMUS DE OROSCO	420.00	Cost of Care Plus Rate
10/23/2024	32486	SILVIA PRECIADO	1,405.95	Child Care Reimbursement
10/23/2024	32486	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
10/23/2024	32487	VERONICA ALVAREZ	4,586.19	Child Care Reimbursement
10/23/2024	32487	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
10/23/2024	32488	YOLANDA CORTES DE MENDOZA	786.10	Child Care Reimbursement
10/23/2024	32488	YOLANDA CORTES DE MENDOZA	280.00	Cost of Care Plus Rate

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10/23/2024	32489	ANGELICA VALIENTE DE BARRAGAN	4,689.06	Child Care Reimbursement
10/23/2024	32489	ANGELICA VALIENTE DE BARRAGAN	840.00	Cost of Care Plus Rate
10/23/2024	32490	BAUDELINA SANTOS PACHECO	3,835.54	Child Care Reimbursement
10/23/2024	32490	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
10/23/2024	32491	BERTHA MORENO	7,659.42	Child Care Reimbursement
10/23/2024	32491	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
10/23/2024	32492	EDILIA GUTIERREZ DE GARCIA	2,477.12	Child Care Reimbursement
10/23/2024	32492	EDILIA GUTIERREZ DE GARCIA	420.00	Cost of Care Plus Rate
10/23/2024	32493	ELDA KARINA IBARRA	5,017.91	Child Care Reimbursement
10/23/2024	32493	ELDA KARINA IBARRA	980.00	Cost of Care Plus Rate
10/23/2024	32493	ELDA KARINA IBARRA	(90.00)	Union Dues
10/23/2024	32494	INOCENCIA SALAS ROJAS	4,523.34	Child Care Reimbursement
10/23/2024	32494	INOCENCIA SALAS ROJAS	980.00	Cost of Care Plus Rate
10/23/2024	32495	LAURA A GUTIERREZ	7,244.50	Child Care Reimbursement
10/23/2024	32495	LAURA A GUTIERREZ	1,260.00	Cost of Care Plus Rate
10/23/2024	32496	LETICIA FLORES	2,380.56	Child Care Reimbursement
10/23/2024	32496	LETICIA FLORES	420.00	Cost of Care Plus Rate
10/23/2024	32497	LORRAINE DIAZ	2,380.56	Child Care Reimbursement
10/23/2024	32497	LORRAINE DIAZ	420.00	Cost of Care Plus Rate
10/23/2024	32497	LORRAINE DIAZ	(47.61)	Union Dues
10/23/2024	32498	MARIA MORENO	3,721.01	Child Care Reimbursement
10/23/2024	32498	MARIA MORENO	1,260.00	Cost of Care Plus Rate
10/23/2024	32499	MARIBEL MEDINA VARGAS	636.40	Child Care Reimbursement
10/23/2024	32499	MARIBEL MEDINA VARGAS	280.00	Cost of Care Plus Rate
10/23/2024	32500	MITZI G CHAVEZ MAGALLON	1,789.79	Child Care Reimbursement
10/23/2024	32500	MITZI G CHAVEZ MAGALLON	420.00	Cost of Care Plus Rate
10/23/2024	32500	MITZI G CHAVEZ MAGALLON	(45.80)	Union Dues
10/23/2024	32501	NINFA E. RODRIGUEZ	3,040.75	Child Care Reimbursement
10/23/2024	32501	NINFA E. RODRIGUEZ	560.00	Cost of Care Plus Rate
10/23/2024	32502	ROSA ANGELA ORTIZ	5,466.93	Child Care Reimbursement
10/23/2024	32502	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
10/23/2024	32502	ROSA ANGELA ORTIZ	(90.00)	Union Dues
10/23/2024	32503	YADIRA CARDONA FAMILY CHILD CARE	599.42	Child Care Reimbursement
10/23/2024	32503	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
10/23/2024	32504	ANTONIO PERALTA DUQUE	499.41	Child Care Reimbursement
10/23/2024	32504	ANTONIO PERALTA DUQUE	98.00	Cost of Care Plus Rate
10/23/2024	32505	BERTHA CONTRERAS	6,991.62	Child Care Reimbursement
10/23/2024	32505	BERTHA CONTRERAS	1,400.00	Cost of Care Plus Rate
10/23/2024	32506	BERTHA GOMEZ NUNEZ	11,976.81	Child Care Reimbursement
10/23/2024	32506	BERTHA GOMEZ NUNEZ	1,960.00	Cost of Care Plus Rate
10/23/2024	32506	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
10/23/2024	32507	CELENY SANCHEZ	2,288.24	Child Care Reimbursement
10/23/2024	32507	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
10/23/2024	32508	CLAUDIA GARCIA	2,721.80	Child Care Reimbursement
10/23/2024	32508	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
10/23/2024	32509	ERICKA DELGADILLO RODRIGUEZ	1,435.87	Child Care Reimbursement

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10/23/2024	32509	ERICKA DELGADILLO RODRIGUEZ	420.00	Cost of Care Plus Rate
10/23/2024	32509	ERICKA DELGADILLO RODRIGUEZ	(28.72)	Union Dues
10/23/2024	32510	ESTHER MELENDREZ	1,106.12	Child Care Reimbursement
10/23/2024	32510	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
10/23/2024	32511	EVANY MURILLO	2,609.32	Child Care Reimbursement
10/23/2024	32511	EVANY MURILLO	420.00	Cost of Care Plus Rate
10/23/2024	32512	HERMELINDA BRICENO NOH	1,313.21	Child Care Reimbursement
10/23/2024	32512	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
10/23/2024	32513	IRMA SANDOVAL ROBLES	7,155.76	Child Care Reimbursement
10/23/2024	32513	IRMA SANDOVAL ROBLES	1,400.00	Cost of Care Plus Rate
10/23/2024	32513	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
10/23/2024	32514	JOANNA GONZALEZ	3,098.74	Child Care Reimbursement
10/23/2024	32514	JOANNA GONZALEZ	560.00	Cost of Care Plus Rate
10/23/2024	32515	JUANA RAMOS MUNOZ	1,571.36	Child Care Reimbursement
10/23/2024	32515	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
10/23/2024	32516	JULISSA MARIE ARAGON	4,235.36	Child Care Reimbursement
10/23/2024	32516	JULISSA MARIE ARAGON	840.00	Cost of Care Plus Rate
10/23/2024	32517	LORENA SILVA DE MALDONADO	3,621.80	Child Care Reimbursement
10/23/2024	32517	LORENA SILVA DE MALDONADO	840.00	Cost of Care Plus Rate
10/23/2024	32517	LORENA SILVA DE MALDONADO	(77.44)	Union Dues
10/23/2024	32518	MARIA A LOPEZ	96.24	Child Care Reimbursement
10/23/2024	32519	MARIA FRANCISCA MENA	6,532.80	Child Care Reimbursement
10/23/2024	32519	MARIA FRANCISCA MENA	1,400.00	Cost of Care Plus Rate
10/23/2024	32519	MARIA FRANCISCA MENA	(95.00)	Union Dues
10/23/2024	32520	MARIA NANCY CRUZ	69.13	Child Care Reimbursement
10/23/2024	32521	MARISSA LOPEZ LOPEZ	3,135.92	Child Care Reimbursement
10/23/2024	32521	MARISSA LOPEZ LOPEZ	560.00	Cost of Care Plus Rate
10/23/2024	32522	ROSA M SALAZAR	600.01	Child Care Reimbursement
10/23/2024	32522	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
10/23/2024	32523	VIRGINIA RUELAS DE LEYVA	2,733.99	Child Care Reimbursement
10/23/2024	32523	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
10/23/2024	32524	YESENIA ESCOTO MURILLO	445.95	Child Care Reimbursement
10/23/2024	32524	YESENIA ESCOTO MURILLO	294.00	Cost of Care Plus Rate
10/23/2024	32525	AMAZON CAPITAL SERVICES, INC	2,620.77	PO-2024-2521
10/23/2024	32526	AMAZON CAPITAL SERVICES, INC	1,197.75	PO-2024-2811
10/23/2024	32527	AMAZON CAPITAL SERVICES, INC	1,142.51	PO-2024-2566
10/23/2024	32527	AMERITAS LIFE INSURANCE CORP.	31,913.67	October 2024 DENTAL
10/23/2024	32528	AMERITAS LIFE INSURANCE CORP.	4,375.73	October 2024 VISION
10/23/2024	32529	SUSANA R MAGANA	102.00	CAPPA Conference Triving Families California, Sacramento, CA
10/23/2024	32530	Jonathan Ross-Tohill	54.94	April 2024 Mileage Reimbursement
10/23/2024	32531	Jonathan Ross-Tohill	183.58	May 2024 Mileage Reimbursement
10/24/2024	227043	MARIANA ESTRADA	1,701.87	REG/V-VACATON/HP-VACATION PO HRS 104.35 X 18.91

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/24/2024	227044	ROLANDO HERNANDEZ	1,614.81	REG/OVERTIME/MEA-MEAL PREMIUM/V-VACATION/HP-VAC PO S-SICK HR
10/24/2024	227045	CA EMERGENCY MEDICAL SERVICES AUTHORITY	1,800.00	Health CPR Supplies - 300 First Aid Stickers/300 CPR Sticker
10/28/2024	226610	Ruben Rivera	(48.91)	Mileage reimbursement (Ruben Rivera) September 2024
10/30/2024	227046	2-1-1 CALIFORNIA	1,715.46	211 California Annual Dues 07/01/23-06/30/24
10/30/2024	227047	ALAMO ALARM CO INC	203.50	Commercial Monitoring for Barnett, California and Kennedy 11
10/30/2024	227048	ALPHA WHOLESALE PRODUCE INC	238.40	PO-2024-1138/APPLE
10/30/2024	227048	ALPHA WHOLESALE PRODUCE INC	2,343.64	PO-2024-1138/MISC PRODUCE
10/30/2024	227048	ALPHA WHOLESALE PRODUCE INC	52.54	PO-2024-1138/SHREDDED LETTUCE AND TOMATO
10/30/2024	227048	ALPHA WHOLESALE PRODUCE INC	45.60	PO-2024-1138/SQUASH ZUCCHINI
10/30/2024	227048	ALPHA WHOLESALE PRODUCE INC	456.30	PO-2024-2878/PUMPKIN PAM 18CT
10/30/2024	227049	AMERICAN BUSINESS MACHINES	193.68	Contract base rate for September 2024
10/30/2024	227050	AMERICAN BUSINESS MACHINES	193.68	Contract Base October 2024 for Harvey Hall
10/30/2024	227051	AMY A JIMENEZ	75.04	MILEAGE REIMBURSEMENT
10/30/2024	227052	BERKSHIRE HATHAWAY HOMESTATE CO	102,782.39	2024-25 Workers Compensation Policy October Monthly Premium
10/30/2024	227053	BRONCO ELECTRIC INC	1,675.00	PO-2024-1886 EFF DATE 07/08/24
10/30/2024	227054	CALIFORNIA WATER SERVICE COMPANY	366.44	1410 11TH ST/6278220249
10/30/2024	227054	CALIFORNIA WATER SERVICE COMPANY	166.72	2800 S D ST/6603184386
10/30/2024	227055	CHARTER COMMUNICATIONS	210.25	2101 7TH ST-8301100130109405
10/30/2024	227056	CHARTER COMMUNICATIONS	201.23	1631 30TH ST-8301100151128573
10/30/2024	227057	CHARTER COMMUNICATIONS	204.00	108 S ROBINSON ST -167674901
10/30/2024	227058	CHARTER COMMUNICATIONS	219.98	2424 COTTONWOOD RD-167693701
10/30/2024	227059	CHARTER COMMUNICATIONS	945.00	2731 O ST-169105201
10/30/2024	227060	CHILDRIEN FIRST CAMPAIGN	1,500.00	SPONSORSHIP - 2024 CF LITERACY GALA TABLE
10/30/2024	227061	CINTAS CORPORATION #668	510.45	PO-2024-1757
10/30/2024	227061	CINTAS CORPORATION #668	191.06	PO-2024-2994
10/30/2024	227062	COMMUNITY ACTION PARTNERSHIP	3,455.00	2025 NCAP ANNUAL MEMBERSHIP FEE
10/30/2024	227063	COUNTY OF KERN PUBLIC WORKS	18.24	PO-2024-1203
10/30/2024	227064	DANIELLS PHILLIPS VAUGHAN & BOCK	2,000.00	PO-2024-2365/FINAL BILLING FY ENDED 02/29/24
10/30/2024	227064	DANIELLS PHILLIPS VAUGHAN & BOCK	500.00	PO-2024-2365/FINAL BILLING FY ENDED 12/31/23
10/30/2024	227064	DANIELLS PHILLIPS VAUGHAN & BOCK	6,000.00	PO-2024-2365/PROGRESS BILLING FOR FY END 02/24/24 & 06/30/24
10/30/2024	227065	DE VINCI'S CORPORATION	167.70	LUNCH FOR KENNEDY STAFF MEETING
10/30/2024	227066	DEPARTMENT OF HUMAN RESOURCES	7,386.22	CCPU Automatic Deductions - SEPT 2024

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10/30/2024	227067	DEPARTMENT OF MOTOR VEHICLES	876.00	VIN# 1HTMMMMM8HH151792 - VEH# 04-18 - FOOD BANK
10/30/2024	227068	DEPARTMENT OF MOTOR VEHICLES	409.00	VIN# 1FTYE1Y80LKB43172 - VEH# 04-42 - FOOD BANK
10/30/2024	227069	DEPARTMENT OF MOTOR VEHICLES	742.00	VIN# 1GD08LE74NF313679 - VEH# 09-109 - HEAD START KERN
10/30/2024	227070	DEPARTMENT OF MOTOR VEHICLES	181.00	VIN# 1FAHP2DW2CG121994 - VEH# 09-90 - HEAD START KERN
10/30/2024	227071	DEPARTMENT OF MOTOR VEHICLES	181.00	VIN# 1FAHP2DW4CG121995 - VEH# 09-91 - HEAD START KERN
10/30/2024	227072	DEPARTMENT OF MOTOR VEHICLES	301.00	VIN# 1GNERFKWOLJ105742 - VEHICLE# 24-33 - ENERGY
10/30/2024	227073	DEPARTMENT OF MOTOR VEHICLES	301.00	VIN# 1GNERFKW4LJ104738 - VEHICLE# 24-34 - ENERGY
10/30/2024	227074	DEPARTMENT OF MOTOR VEHICLES	315.00	VIN# 5YFEPMAE2NP292122 - VEHICLE# 81-03 - EKFRC
10/30/2024	227075	DINGO ENTERPRISES INC	353.84	PO-2024-2716
10/30/2024	227076	F.W. WASSERMAN AND ASSOCIATES	177.00	PO-2024-2224/NOV 2024 RENT FOR WIC - UNIT B023
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	377.49	18TH ST
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	894.75	MJ MORGAN
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	175.15	OASIS
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	5.77	OPS
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	219.43	PO-2024-1913
10/30/2024	227077	FERGUSON ENTERPRISES INC #1350	149.13	WILLOW
10/30/2024	227078	FLYERS ENERGY LLC	3,621.70	ACCT#78379
10/30/2024	227079	GRIMMWAY ENTERPRISES, INC.	10,078.00	PO-2024-1329
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	387.83	5 REAL RD
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	36.53	CAL CITY
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	22.01	DELANO
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	4,952.44	EKFRC
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	94.11	FAIRFAX
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	108.22	OPS
10/30/2024	227080	HOME DEPOT COMMERCIAL CREDIT	61.72	SUNRISE VILLA
10/30/2024	227081	JUANA CAMACHO	2.68	MILEAGE REIMBURSEMENT
10/30/2024	227082	JUANITA JACKSON	3,000.00	Employee SDA Tuition Reimbursement 2024-2025
10/30/2024	227083	KARADANIS SURVIVORS TRUST	316.00	UNIT:L004 PO-2024-1109
10/30/2024	227084	KATERINA GONZALEZ	117.25	MILEAGE REIMBURSEMENT

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10/30/2024	227085	KEITH C PFEFFER	987.24	Ref Inv# 41748 10/10/2024 Name Plaques for office doors
10/30/2024	227085	KEITH C PFEFFER	51.96	Ref Inv# 41841 10/10/2024 Name Plaque for office door
10/30/2024	227086	KENDRA N COBB	38.63	Reimbursement -Walmart HVP Supplies 10-15-24
10/30/2024	227087	KERN COMMUNITY COLLEGE DISTRICT	17,357.76	PO-2024-1516 SEPTEMBER 2024
10/30/2024	227088	KERN COUNTY SUPERINTENDENT OF SCHOOLS	7,961.14	PO-2024-2363 SEPTEMBER 2024
10/30/2024	227088	KERN COUNTY SUPERINTENDENT OF SCHOOLS	16,737.29	PO-2024-2506
10/30/2024	227089	KERN ISLAND INVESTORS, GP	602.14	PO-2023-3365 1631 30TH ST SEP 2024 UTILITIES
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	330.06	PO-2024-2783
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	1,022.38	PO-2024-2852
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	278.34	PO-2024-2853
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	448.24	PO-2024-2856
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	425.25	PO-2024-2926
10/30/2024	227090	LAKESHORE EQUIPMENT COMPANY	532.48	PO-2024-2927
10/30/2024	227091	LASTAND, INC	20.00	INV# 126277
10/30/2024	227092	LOWES COMPANIES INC	41.03	5 REAL RD
10/30/2024	227092	LOWES COMPANIES INC	26.88	KENNEDY PO-2024-1136
10/30/2024	227092	LOWES COMPANIES INC	41.11	MJ MORGAN
10/30/2024	227092	LOWES COMPANIES INC	15.10	OPS
10/30/2024	227092	LOWES COMPANIES INC	215.44	SJ FACILITIES PO-2024-1136
10/30/2024	227092	LOWES COMPANIES INC	22.31	ST MARYS PO-2024-1136
10/30/2024	227093	MAGDALENA MORALES CARDENAS	36.85	September Mileage Reimbursement
10/30/2024	227094	MARIA MARINERO	16.75	Mileage Reimbursement
10/30/2024	227095	MCWILLIAMS & WALDEN INC	484.23	LIC# 9EHP521 PO-2024-2180
10/30/2024	227096	NATASHA COONROD	139.36	Mileage Reimbursement
10/30/2024	227097	OASIS AIR AND SOLAR	7,450.00	L24-050; CONSUELO T BECERRA, 2205 17TH AVE
10/30/2024	227097	OASIS AIR AND SOLAR	1,075.00	L24-222; CHERRY D HOLLINS, 6506 BUROUGHS WAY
10/30/2024	227098	OFFICE1 LEASING	219.67	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
10/30/2024	227098	OFFICE1 LEASING	171.00	450-0135444-000; 347 E POPLAR ST ; PO-2024-2004
10/30/2024	227098	OFFICE1 LEASING	171.00	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
10/30/2024	227098	OFFICE1 LEASING	170.61	450-0135464-000; 850 J ST; PO-2024-2007
10/30/2024	227098	OFFICE1 LEASING	125.39	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006

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10/30/2024	227098	OFFICE1 LEASING	171.00	450-0135546-000; 215 W 5TH ST; PO-2024-2009
10/30/2024	227098	OFFICE1 LEASING	570.35	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
10/30/2024	227098	OFFICE1 LEASING	126.84	450-0135667-000; 545 W SONORA ST; PO-2024-2008
10/30/2024	227098	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
10/30/2024	227098	OFFICE1 LEASING	237.92	450-7120460-000; 1300 18TH ST FINANCE; PO-2024-1548
10/30/2024	227098	OFFICE1 LEASING	179.90	450-7986161-024; 317 MOUNT VERNON AVE; PO-2024-1322
10/30/2024	227098	OFFICE1 LEASING	176.22	450-7986161-025; 2900 M ST; PO-2024-1247
10/30/2024	227098	OFFICE1 LEASING	278.08	450-7986161-038; 2424 S MLK JR BLVD MCAP; PO-2024-1023
10/30/2024	227098	OFFICE1 LEASING	1,849.52	450-7986161-041; 1300 18TH ST 2ND FL HS/EHS; PO-2024-2771
10/30/2024	227099	PG&E	1,313.09	1825 FELIZ DR BLDG 500
10/30/2024	227099	PG&E	750.75	2320 MOUNT VERNON AVE
10/30/2024	227099	PG&E	2,060.81	2424 COTTONWOOD RD
10/30/2024	227099	PG&E	425.83	2800 S D ST
10/30/2024	227099	PG&E	226.34	3000 STERLING RD
10/30/2024	227099	PG&E	5,452.04	3101 MALL VIEW RD
10/30/2024	227099	PG&E	213.86	3101 MALLVIEW RD
10/30/2024	227099	PG&E	1,421.70	500 E CALIFORNIA AVE
10/30/2024	227099	PG&E	400.95	5704 PIONEER DR
10/30/2024	227099	PG&E	673.09	6019 NILES ST #B4
10/30/2024	227100	PHONXAY KEOKHAM, CPA, SAN JOAQUIN COUNTY TAX COLLECTOR	80.44	FEE PARCEL NO. 139-180-570-0000 347 E POPLAR ST 1ST & 2ND IN
10/30/2024	227101	PRODUCERS DAIRY FOODS INC	404.28	PO-2024-1137
10/30/2024	227102	PROTECTION 1/ADT	56.78	ADT October Invoice
10/30/2024	227103	QUADIENT LEASING USA, INC	220.03	POSTAGE MACHINE - PROPERTY TAX
10/30/2024	227103	QUADIENT LEASING USA, INC	1,652.47	QUARTERLY FEE FOR POSTAGE MACHINE LEASE
10/30/2024	227104	ROUTE 66 BROADBAND LLC	218.13	244 G ST # A NEEDLES CAPK-WIC NOV 2024 SVCS
10/30/2024	227105	RUBEN RIVERA ALVAREZ	48.91	Mileage reimbursement (Ruben Rivera) September 2024
10/30/2024	227106	SAFEWAY INC VONS DIVISION	15.67	Ref# 131928815820 08/21/24 Food Demo Purchase for CFHL
10/30/2024	227106	SAFEWAY INC VONS DIVISION	18.18	Ref# 230121815820 08/13/24 CFHL Food Demo Purchase
10/30/2024	227106	SAFEWAY INC VONS DIVISION	16.94	Ref# 304528815820 10/17/24 Food Demo Purchase for CFHL
10/30/2024	227106	SAFEWAY INC VONS DIVISION	35.49	Ref# 772822815820 10/09/24 Food Demo Purchase for CFHL
10/30/2024	227106	SAFEWAY INC VONS DIVISION	15.79	Reference # 294422815820 10/17/24 Food Demo Purchase for CFH
10/30/2024	227107	SANTIAGO HERRERA	4,934.00	OPS
10/30/2024	227108	SAVE MART SUPERMARKETS	139.52	REF# 018228 10/14/2024 SPECIAL DIET/DAIRY/PRODUCE

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10/30/2024	227109	SAVE MART SUPERMARKETS	332.78	REF# 053311 10/14/2024 SPECIAL DIET DAIRY/GROCERY
10/30/2024	227110	SAVE MART SUPERMARKETS	153.15	REF# 056365 10/23/2024 SPECIAL DIET DAIRY
10/30/2024	227111	SAVE MART SUPERMARKETS	245.68	REF# 098533 10/18/2024 SPECIAL DIET GROCERU & DAIRY
10/30/2024	227112	SEQUOIA SANDWICH COMPANY	92.50	REF# 40001 10/11/2024 Full enrollment Lunch
10/30/2024	227112	SEQUOIA SANDWICH COMPANY	436.33	REF# 910001 10/18/2024 DRDP Training
10/30/2024	227112	SEQUOIA SANDWICH COMPANY	510.33	REF# 920001 10/11/2024 STAFF DEV DAY FULL ENROLLMENT LUNCH
10/30/2024	227113	SOCALGAS	82.21	315 STINE RD 09/23/2024 - 10/23/2024
10/30/2024	227114	SOUTHERN CALIFORNIA EDISON	65.51	108 S ROBINSON ST TEHACHAPI 09/20/2024 - 10/20/2024
10/30/2024	227114	SOUTHERN CALIFORNIA EDISON	2,290.80	1835 CECIL AVE DELANO 09/23/2024 - 10/21/2024
10/30/2024	227115	STANDARD PLUMBING SUPPLY COMPANY, INC	8.14	SHAFTER > HS
10/30/2024	227115	STANDARD PLUMBING SUPPLY COMPANY, INC	544.69	SHAFTER EHS
10/30/2024	227116	STATE BOARD OF EQUALIZATION	306.00	ACCT# 100-470053 CONF# 0-044-875-550 07/01/24 - 09/30/24 SAL
10/30/2024	227117	THE TENNIS CHANNEL	1,260.00	HSADPro PO-2024-2156 RECRUIT CAMPAING 07/17/24 - 08/25/24
10/30/2024	227117	THE TENNIS CHANNEL	750.01	HSADPro PO-2024-2156 RECRUIT CAMPAING 07/18/24 - 08/31/24
10/30/2024	227118	UNITED RENTALS INC	2,725.79	OPS PO-2024-2675 STORAGE UNIT FOR OASIS SN# CA-48-4899-194
10/30/2024	227118	UNITED RENTALS INC	2,273.25	OPS PO-2024-2682 M ST STORAGE CONTAINER SN# CA-48-4899-121
10/30/2024	227119	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	276.03	1145 N HUNTER ST STOCKTON 10/01/2024 - 10/31/2024
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	277.32	1509 N GOLDEN GATE AVE STOCKTON 10/01/2024 - 10/31/2024
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 10/01/2024 - 10/31/2024
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 10/01/2024 - 10/31/2024
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	641.75	814 N NORMA ST RIDGECREST 11/01/2024 - 11/30/2024
10/30/2024	227120	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	285.71	9124 CATALPA AVE CALIF CITY 10/01/2024 - 10/31/2024
10/30/2024	227121	WIPFLI LLP	153.00	Power BI Pro - September 2024
10/30/2024	227122	ALEYA MICHELLE THOMPSON	1,891.09	REG/V-VACATION/S-SICK HRS 80.00 X 30.64
10/30/2024	227123	ALEYA MICHELLE THOMPSON	1,607.32	REG/HP-VACATION PO HRS 66.70 X 30.64
10/30/2024	227124	KERRY LEE MACDONALD	1,789.94	REG/OVERTIME HRS 79.87 X 30.19
10/30/2024	227125	MARY JANE LOPEZ	2,325.33	REG/OVERTIME/MEA - MEAL PREMIUM/S-SICK HRS 81.02 X 33.71
10/30/2024	227126	MARY JANE LOPEZ	3,443.70	REG/HP-VACATION PO HRS 105.70 X 34.38

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10/30/2024	227127	HOME DEPOT COMMERCIAL CREDIT	172.12	18TH ST
10/30/2024	227127	HOME DEPOT COMMERCIAL CREDIT	4.30	18TH ST > VEHICLES
10/30/2024	227127	HOME DEPOT COMMERCIAL CREDIT	349.62	HARVEY HALL
10/30/2024	227127	HOME DEPOT COMMERCIAL CREDIT	365.33	MJ MORGAN
10/30/2024	227127	HOME DEPOT COMMERCIAL CREDIT	637.68	STERLING
10/30/2024	227128	OFFICE1 LEASING	296.27	450-0137749-000; 1300 18TH ST HR
10/30/2024	227128	OFFICE1 LEASING	460.29	450-7986161-027; 4032 JEWETT AVE
10/30/2024	227129	CATHARYN LAURIE SPROULE	222.25	Travel Advance Stockton Site Visit 110524-110824
10/30/2024	227130	CHASE RANGEL	206.75	TRAVEL ADVANCE - SHRM INLCUSION, AURORA, CO - NOVEMBER 4-7,
10/30/2024	227131	CLEMMER AND COMPANY	1,006.00	CALAIM HOUSING DEPOSIT
10/30/2024	227132	CLEMMER AND COMPANY	883.00	CAL AIM SECURITY DEPOSIT ASSISTANCE
10/30/2024	227133	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CALAIM SECURITY DEPOSIT ASSISTANCE
10/30/2024	227134	KERRY LEE MACDONALD	601.35	REG/HP-VACATION PO HRS 25.65 X 30.19
10/30/2024	32532	ABILA INC	3,950.27	Abila Monthly Service Fee 11/1/24 through 11/30/24
10/30/2024	32533	ADP, LLC.	19,916.55	PO-2024-1158/CLIENT NUMBER 450671
10/30/2024	32534	ADVANCED DATA STORAGE	70.40	4032 JEWETT AVE
10/30/2024	32535	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.00	5 REAL RD
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	1,350.77	PO-2024-2731
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	16.42	PO-2024-2745
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	1,036.46	PO-2024-2750
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	238.00	PO-2024-2807
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	237.60	PO-2024-2906
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	647.11	PO-2024-2913
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	128.81	PO-2024-2918
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	843.18	PO-2024-2919
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	654.27	PO-2024-2920
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	82.21	PO-2024-2939
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	70.35	PO-2024-2964
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	35.61	PO-2024-2971

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10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	207.21	PO-2024-2983
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	104.39	PO-2024-3039
10/30/2024	32537	AMAZON CAPITAL SERVICES, INC	320.45	PO-2024-3041
10/30/2024	32538	ANNETTE JOHNSON-ALLEN	418.75	MILEAGE REIMBURSEMENT
10/30/2024	32539	ASANA, INC	2,196.16	PO-2024-1883/June 7, 2024 to May 6, 2025 Enterprise
10/30/2024	32540	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	429.00	Monitoring fire fee 11/01/2024-1/31/2025 for Gianone
10/30/2024	32541	BRADY INDUSTRIES	907.83	PO-2023-1366
10/30/2024	32541	BRADY INDUSTRIES	4,289.72	PO-2024-1267
10/30/2024	32541	BRADY INDUSTRIES	3,939.23	PO-2024-1269
10/30/2024	32542	Brigitte Melvin	38.86	B Melvin SEPT 2024 Mileage
10/30/2024	32543	CA ASSOCIATION OF FOOD BANKS	4,017.94	PO-2024-1235
10/30/2024	32544	CAZADOR CONSULTING GROUP INC	1,681.65	ANA MOSQUEDA RAYA/ISABEL BARBA
10/30/2024	32545	CDW GOVERNMENT LLC	10,747.70	PO-2024-2833
10/30/2024	32546	COLOMBO CONSTRUCTION COMPANY INC.	448,437.52	PO-2023-2945/PO-2024-2860/CENTRAL KITCHEN EXPANSION
10/30/2024	32547	CREATIVE FINANCIAL STAFFING LLC	4,579.39	PO-2024-2917
10/30/2024	32547	CREATIVE FINANCIAL STAFFING LLC	912.00	TYANNA PRINCE
10/30/2024	32548	CSG-NAM, LLC	1,081.64	CONSOLIDATED JULY 2024 INVOICE - EFF DATE 07/15/24
10/30/2024	32549	DENISE COOPER	105.86	MILEAGE REIMBURSEMENT
10/30/2024	32550	DISCOUNT SCHOOL SUPPLY	2,215.71	PO-2024-2634
10/30/2024	32550	DISCOUNT SCHOOL SUPPLY	365.79	PO-2024-2785
10/30/2024	32550	DISCOUNT SCHOOL SUPPLY	141.45	PO-2024-2792
10/30/2024	32550	DISCOUNT SCHOOL SUPPLY	1,369.80	PO-2024-2835
10/30/2024	32550	DISCOUNT SCHOOL SUPPLY	238.13	PO-2024-2854
10/30/2024	32551	ECOLAB FOOD SAFETY SPECIALTIES	140.67	PRIMEROS PASOS
10/30/2024	32552	ECOLAB FOOD SAFETY SPECIALTIES	169.38	HARVEY L HALL
10/30/2024	32553	ECONO WEST INC	3,525.00	L24-141 1625 CHAIN AVE PO-2024-2238
10/30/2024	32554	ERIE CUSTOM COMPUTER APPLICATIONS	2,711.20	PO-2024-1228
10/30/2024	32555	FLOWERS BAKERIES SALES OF SOCAL, LLC	119.14	PO-2024-1431
10/30/2024	32556	FLOWERS BAKERIES SALES OF SOCAL, LLC	144.90	PO-2024-1431
10/30/2024	32557	FRONTIER COMMUNICATIONS HOLDINGS LLC	688.95	760-371-1084-081104-5
10/30/2024	32558	FRONTIER COMMUNICATIONS HOLDINGS LLC	103.45	760-373-7605-102494-5
10/30/2024	32559	HD Supply Facilites Maintenance LTD	663.30	PO-2024-2748

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/30/2024	32560	HD Supply Facilites Maintenance LTD	7,758.28	PO-2024-2801
10/30/2024	32561	HD Supply Facilites Maintenance LTD	638.95	PO-2024-2801
10/30/2024	32562	HD Supply Facilites Maintenance LTD	85.19	PO-2024-2801
10/30/2024	32563	HD Supply Facilites Maintenance LTD	1,600.10	PO-2024-2801
10/30/2024	32564	HEWLETT-PACKARD COMPANY	233.40	Equipment Repair/Maintenance Invoice 0498328
10/30/2024	32565	HEWLETT-PACKARD COMPANY	2,088.60	Equipment Repair/Maintenance Invoice 0500519
10/30/2024	32566	IDEAL SPECIALTIES INC	62,979.00	PO-2024-2495
10/30/2024	32567	IDEAL SPECIALTIES INC	62,854.17	PO-2024-2495
10/30/2024	32568	IMPERIAL BAG & PAPER CO, LLC	84.55	PO-2024-2545
10/30/2024	32568	IMPERIAL BAG & PAPER CO, LLC	(69.46)	PO-2024-2552
10/30/2024	32569	IMPERIAL BAG & PAPER CO, LLC	222.49	PO-2024-2552
10/30/2024	32570	IMPERIAL BAG & PAPER CO, LLC	60.17	PO-2024-2552
10/30/2024	32571	IMPERIAL BAG & PAPER CO, LLC	105.16	PO-2024-2552
10/30/2024	32572	IMPERIAL BAG & PAPER CO, LLC	104.67	PO-2024-2552
10/30/2024	32573	IMPERIAL BAG & PAPER CO, LLC	105.88	PO-2024-2552
10/30/2024	32574	IMPERIAL BAG & PAPER CO, LLC	105.88	PO-2024-2552
10/30/2024	32575	IMPERIAL BAG & PAPER CO, LLC	103.53	PO-2024-2552
10/30/2024	32576	IMPERIAL BAG & PAPER CO, LLC	105.64	PO-2024-2552
10/30/2024	32577	IMPERIAL BAG & PAPER CO, LLC	52.33	PO-2024-2552
10/30/2024	32578	IMPERIAL BAG & PAPER CO, LLC	100.13	PO-2024-2552
10/30/2024	32579	IMPERIAL BAG & PAPER CO, LLC	389.79	PO-2024-2545
10/30/2024	32580	IMPERIAL BAG & PAPER CO, LLC	757.37	PO-2024-2552
10/30/2024	32581	IMPERIAL BAG & PAPER CO, LLC	60.63	PO-2024-2553
10/30/2024	32582	IMPERIAL BAG & PAPER CO, LLC	103.49	PO-2024-2552
10/30/2024	32583	IMPERIAL BAG & PAPER CO, LLC	494.18	PO-2024-2545
10/30/2024	32584	IMPERIAL BAG & PAPER CO, LLC	976.76	PO-2024-2552
10/30/2024	32585	IMPERIAL BAG & PAPER CO, LLC	386.42	PO-2024-2545
10/30/2024	32586	IMPERIAL BAG & PAPER CO, LLC	67.82	PO-2024-2545

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/30/2024	32587	IMPERIAL BAG & PAPER CO, LLC	214.99	PO-2024-2552
10/30/2024	32588	IMPERIAL BAG & PAPER CO, LLC	32.88	PO-2024-2448
10/30/2024	32589	IMPERIAL BAG & PAPER CO, LLC	127.30	PO-2024-2545
10/30/2024	32590	IMPERIAL BAG & PAPER CO, LLC	389.07	PO-2024-2552
10/30/2024	32591	IMPERIAL BAG & PAPER CO, LLC	60.35	PO-2024-2553
10/30/2024	32592	IMPERIAL BAG & PAPER CO, LLC	126.00	PO-2024-2545
10/30/2024	32593	IMPERIAL BAG & PAPER CO, LLC	193.65	PO-2024-2552
10/30/2024	32594	IMPERIAL BAG & PAPER CO, LLC	30.02	PO-2024-2545
10/30/2024	32595	IMPERIAL BAG & PAPER CO, LLC	69.50	PO-2024-2553
10/30/2024	32596	IMPERIAL BAG & PAPER CO, LLC	42.08	PO-2024-2545
10/30/2024	32597	IMPERIAL BAG & PAPER CO, LLC	84.15	PO-2024-2545
10/30/2024	32598	IMPERIAL BAG & PAPER CO, LLC	127.01	PO-2024-2545
10/30/2024	32599	INDEPENDENT FIRE & SAFETY	77.79	MJ MORGAN
10/30/2024	32600	INDEPENDENT FIRE & SAFETY	111.00	ALBERTA DILLARD
10/30/2024	32601	INDEPENDENT FIRE & SAFETY	63.00	PETE PARRA
10/30/2024	32602	INDEPENDENT FIRE & SAFETY	75.00	PETE PARRA
10/30/2024	32603	INDOFF INCORPORATED	4,373.45	PO-2024-2600
10/30/2024	32604	INDOFF INCORPORATED	2,811.43	PO-2024-2504
10/30/2024	32605	JA'NELL GORE	72.36	Mileage Reimbursement
10/30/2024	32606	JEREMY T TOBIAS	75.00	EMPLOYEE REIMB - MONTHLY CELL PHONE STIPEND FOR J. TOBIAS OC
10/30/2024	32607	JULIA ROMERO	93.50	TRAVEL LIQUIDATION - PROSPERITY SUMMIT, NATIONAL HARBOR, MD
10/30/2024	32608	KAPLAN EARLY LEARNING CO	705.07	PO-2024-2836
10/30/2024	32609	KAPLAN EARLY LEARNING CO	171.80	PO-2024-2846
10/30/2024	32610	KAPLAN EARLY LEARNING CO	1,734.35	PO-2024-2777
10/30/2024	32611	KAPLAN EARLY LEARNING CO	323.90	PO-2024-2929
10/30/2024	32612	KAPLAN EARLY LEARNING CO	2,301.92	PO-2024-2893
10/30/2024	32613	KERNVILLE UNION SCHOOL DISTRICT	28,514.39	PO-2024-1347
10/30/2024	32614	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	405.00	INV 644016 PO-2024-2754 & PO-2024-2944
10/30/2024	32615	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	105.00	PO-2024-1552
10/30/2024	32616	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	30.00	PO-2024-1552
10/30/2024	32617	MARIANA RIOS	103.18	Mariana Rios Mileage Reimbursement September 2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/30/2024	32618	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2024-3104 3101 MALL VIEW RD NOV 2024
10/30/2024	32619	MISSION LINEN SUPPLY	995.40	ACC 301151 PO-2024-1699
10/30/2024	32619	MISSION LINEN SUPPLY	625.00	ACC 316102 PO-2024-1699
10/30/2024	32620	NARAMA INC	458.71	EKFRC PO-2024-2962 OUTREACH APPAREL
10/30/2024	32621	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH GLYNS AREA; PO-2024-1337
10/30/2024	32621	OFFICE IMAGING, INC	20.50	TKC-2984; 1300 18TH ST LOUIS AREA; PO-2024-1408
10/30/2024	32621	OFFICE IMAGING, INC	20.90	TKC-2984; 4032 JEWETT AVE
10/30/2024	32621	OFFICE IMAGING, INC	25.41	TKC-2984; 455 E EUCLID AVE; PO-2024-1345
10/30/2024	32621	OFFICE IMAGING, INC	372.31	TKC-2984; 520 WASHINGTON ST; PO-2024-2551
10/30/2024	32621	OFFICE IMAGING, INC	872.63	TKC-2984; VARIOUS HS LOCATIONS
10/30/2024	32622	PAPER CONNECTION INC	831.78	PO-2024-2897
10/30/2024	32623	PLC SYSTEM SERVICES	350.00	DELANO
10/30/2024	32623	PLC SYSTEM SERVICES	380.00	PRIMEROS PASOS > CLASS A
10/30/2024	32624	RAQUEL SILVA	75.71	Mileage Reimbursement
10/30/2024	32625	RELIABLE ENERGY MANAGEMENT INC	10,432.65	L24-029; GILBERT OCHOA, 1620 E. 11TH ST PO-2024-1884
10/30/2024	32625	RELIABLE ENERGY MANAGEMENT INC	12,950.00	L24-029; GILBERT OCHOA, 1620 E. 11TH ST PO-2024-2073
10/30/2024	32626	SANDRA GARCIA	20.10	MILEAGE REIMBURSEMENT
10/30/2024	32627	SEIU LOCAL 521	18,140.97	October 2024 Union Dues
10/30/2024	32628	SMART & FINAL	64.87	REF# 067799 10/24/24 ACCT# 326821 HS/EHS SITE SUPERV MEETING
10/30/2024	32629	STAPLES ADVANTAGE	303.09	HSPDM PO-2024-2996 ORD# 7642444624 NEW HIRE SUPPLIES
10/30/2024	32630	STEPHANIE CORONEL	20.77	Mileage Reimbursement
10/30/2024	32631	STINSON STATIONERS	9,086.05	CSBG PO-2024-2424 FURNITURE UPDATE
10/30/2024	32631	STINSON STATIONERS	8,282.23	EKFRC PO-2024-2722 FURNITURE FOR EK CAL-AIMS PROG
10/30/2024	32631	STINSON STATIONERS	466.14	FINANCE PO-2024-2987 COPY PAPER & TONER
10/30/2024	32632	SYSCO FOOD SERVICES OF VENTURA INC	2,080.06	2900 M ST PO-2024-2877 ORD# 1684823 & 1684788
10/30/2024	32633	SYSCO FOOD SERVICES OF VENTURA INC	1,627.40	2900 M ST PO-2024-2877 ORD# 1689598
10/30/2024	32634	SYSCO FOOD SERVICES OF VENTURA INC	17,281.77	3101 MALL VIEW RD PO-2024-1255 ORD# 1695238 & 1695679
10/30/2024	32635	SYSCO FOOD SERVICES OF VENTURA INC	1,234.84	3101 MALL VIEW RD PO-2024-1268 ORD# 1695312
10/30/2024	32636	SYSCO FOOD SERVICES OF VENTURA INC	281.17	3101 MALL VIEW RD PO-2024-1268 ORD# 1699282
10/30/2024	32637	SYSCO FOOD SERVICES OF VENTURA INC	205.11	3101 MALL VIEW RD PO-2024-1266 ORD# 1699283
10/30/2024	32638	SYSCO FOOD SERVICES OF VENTURA INC	1,375.28	3101 MALL VIEW RD PO-2024-1255 ORD# 1699783 & 1699770
10/30/2024	32639	SYSCO FOOD SERVICES OF VENTURA INC	920.59	HS SPECIAL DAY GROUNDBREAKING EVENT SYSCO ORD# 1672939 10/01
10/30/2024	32640	SYSCO FOOD SERVICES OF VENTURA INC	100.90	HS SPECIAL DAY GROUNDBREAKING EVENT SYSCO ORD# 1673207 10/01

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/30/2024	32641	VERIZON WIRELESS	8,188.20	ACT# 352043520-00001 09/09/2024 - 10/08/2024
10/30/2024	32642	W W GRAINGER INC	164.75	PO-2024-1348
10/30/2024	32643	W W GRAINGER INC	34.68	PO-2024-1348
10/30/2024	32644	W W GRAINGER INC	17.78	DELANO
10/30/2024	32645	W W GRAINGER INC	74.11	PETE PARRA > CLASS 4
10/30/2024	32646	W W GRAINGER INC	148.72	PETE PARRA > CLASS 1
10/30/2024	32647	W W GRAINGER INC	24.71	PETE PARRA > CLASS 4
10/30/2024	32648	W W GRAINGER INC	71.10	SUNRISE VILLA
10/30/2024	32649	W W GRAINGER INC	107.04	MJ MORGAN
10/30/2024	32650	W W GRAINGER INC	7.39	HERITAGE
10/30/2024	32651	W W GRAINGER INC	276.22	OPS
10/30/2024	32652	W W GRAINGER INC	216.20	MJ MORGAN
10/30/2024	32653	W W GRAINGER INC	761.28	5 REAL RD
10/30/2024	32654	W W GRAINGER INC	56.50	PETE PARRA > CLASS 4
10/30/2024	32655	W W GRAINGER INC	56.50	PETE PARRA > CLASS 3
10/30/2024	32656	W W GRAINGER INC	181.61	PETE PARRA
10/30/2024	32657	W W GRAINGER INC	825.61	PETE PARRA
10/30/2024	32658	W W GRAINGER INC	56.50	PETE PARRA > CLASS 1
10/30/2024	32659	W W GRAINGER INC	56.50	PETE PARRA > CLASS A/B
10/30/2024	32660	W W GRAINGER INC	113.36	5 REAL RD
10/30/2024	32661	W W GRAINGER INC	185.62	PETE PARRA
10/30/2024	32662	W W GRAINGER INC	291.00	STERLING
10/30/2024	32663	W W GRAINGER INC	18.57	PETE PARRA
10/30/2024	32664	W W GRAINGER INC	127.77	MJ MORGAN
10/30/2024	32665	W W GRAINGER INC	24.73	OPS
10/30/2024	32666	W W GRAINGER INC	291.00	TEHACHAPI
10/30/2024	32667	AMAZON CAPITAL SERVICES, INC	2,222.75	PO-2024-2508
10/30/2024	32667	AMAZON CAPITAL SERVICES, INC	980.93	PO-2024-2655
10/30/2024	32668	AMAZON CAPITAL SERVICES, INC	618.54	PO-2024-2703
10/30/2024	32668	AMAZON CAPITAL SERVICES, INC	(108.24)	PO-2024-2703/CREDIT MEMO
10/30/2024	32669	ANGELICA NELSON	144.25	TRAVEL ADVANCE -- SHRM INCLUSION CONFERENCE, AURORA, CO - NO
10/30/2024	32670	AMAZON CAPITAL SERVICES, INC	4,446.68	PO-2024-2704
10/30/2024	32670	AMAZON CAPITAL SERVICES, INC	389.61	PO-2024-2736
10/30/2024	32671	AMAZON CAPITAL SERVICES, INC	973.95	PO-2024-2914
10/30/2024	32671	AMAZON CAPITAL SERVICES, INC	2,080.86	PO-2024-2979
10/30/2024	32672	AMAZON CAPITAL SERVICES, INC	853.23	PO-2024-2815
10/30/2024	32673	AMAZON CAPITAL SERVICES, INC	59.85	PO-2024-2960
10/30/2024	32673	AMAZON CAPITAL SERVICES, INC	209.32	PO-2024-2961
10/30/2024	32674	AMAZON CAPITAL SERVICES, INC	167.11	PO-2024-2967
10/30/2024	32674	AMAZON CAPITAL SERVICES, INC	997.05	PO-2024-2978

Community Action Partnership of Kern
Check/Voucher Register
From 10/1/2024 Through 10/31/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
10/30/2024	32674	AMAZON CAPITAL SERVICES, INC	218.07	PO-2024-2984
10/31/2024	226649	ELIZABETH DIANA GARCIA	(2,758.11)	REG/HP-VACATION PO 125.18 X 28.66
Report Total			7,527,522.40	

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MEMORANDUM

To: Executive Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: December 11, 2024

Subject: *Head Start*
Budget to Actual Report for the period ended October 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through October 31, 2024. Eight months (66.7%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 64% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 79% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is at 85% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - October 31, 2024
Month 8 of 12 (66.7%)

Prepared 11/05/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	7,789,945	4,805,642	2,984,303	62%	38%
FRINGE BENEFITS	2,534,192	1,738,023	796,169	69%	31%
TRAVEL	55,000	-	55,000		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	682,202	(147,185)	128%	-28%
CONTRACTUAL	186,280	158,180	28,100	85%	15%
CONSTRUCTION	-	-	-		
OTHER	4,417,992	2,593,659	1,824,333	59%	41%
INDIRECT	1,533,410	947,043	586,367	62%	38%
TOTAL BASE FUNDING	**17,051,836**	**10,924,749**	**6,127,087**	**64%**	**36%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	37,723	23,181	62%	38%
SUPPLIES	23,986	21,094	2,892	88%	12%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	63,752	-	100%	0%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**140,063**	**37,523**	**79%**	**21%**

GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**11,064,812**	**6,164,610**	**64%**	**36%**

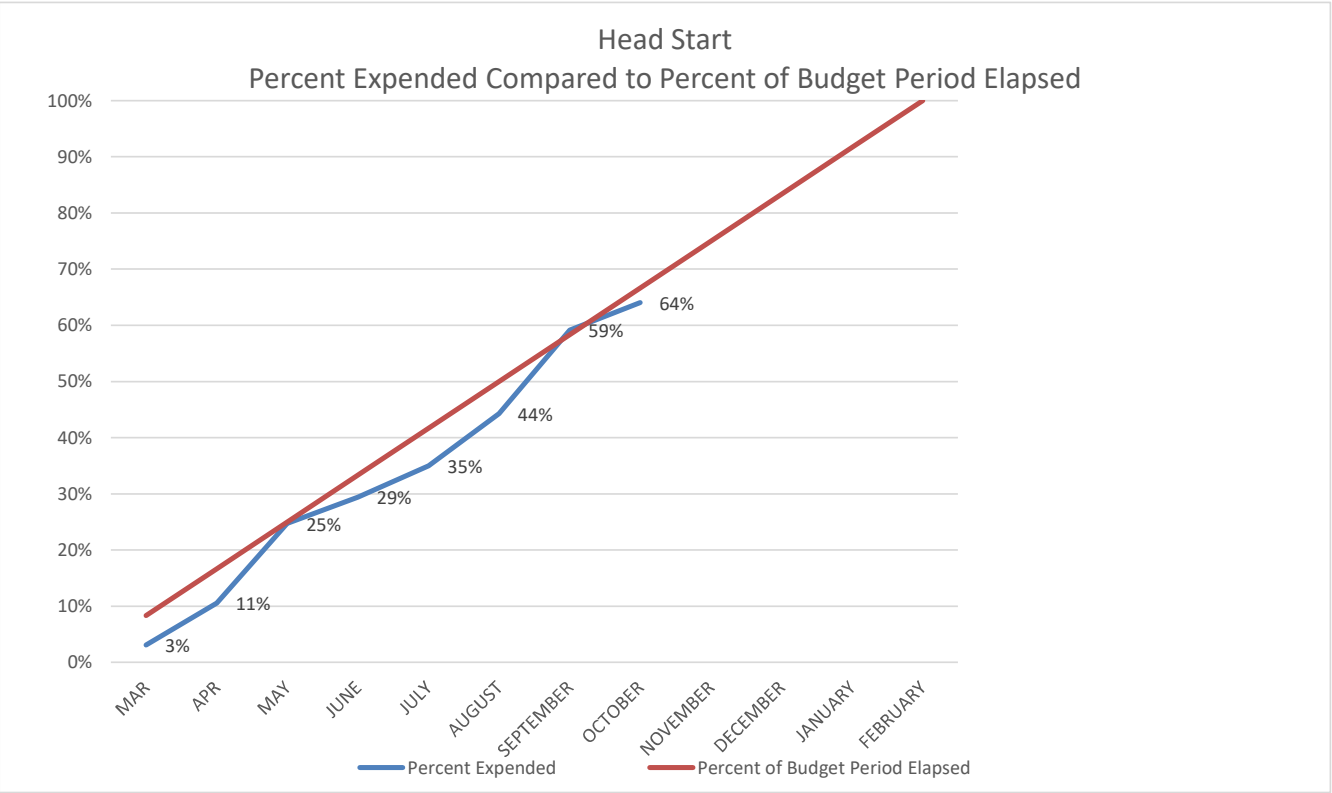
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	2,527,646	(275,570)	112%	-12%
CALIF DEPT OF ED	10,925,665	8,678,952	2,246,713	79%	21%
TOTAL NON-FEDERAL	**13,177,741**	**11,206,598**	**1,971,143**	**85%**	**15%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2024
Administrative Cost for HS and EHS Combined **4.8%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	47,413	-	-	-	**47,413**	11/1/2024
Lowe's	38,374	490	-	-	**38,863**	11/2/2024
Smart & Final	771	-	-		**771**	11/2/2024
Save Mart	2,508	-	-	-	**2,508**	11/4/2024
Chevron & Texaco Business Card	8,974	-	-	-	**8,974**	11/6/2024
Home Depot	28,462	7,979	76	-	**36,517**	11/5/2024
	126,501	**8,469**	**76**	**-**	**135,046**	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
35%
44%
59%
64%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Executive Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: December 11, 2024

Subject: *Early Head Start*
Budget to Actual Report for the period ended October 31, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through October 31, 2024. Eight months (66.7%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 50% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 63% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - October 31, 2024
Month 8 of 12 (66.7%)

Prepared 11/05/2024

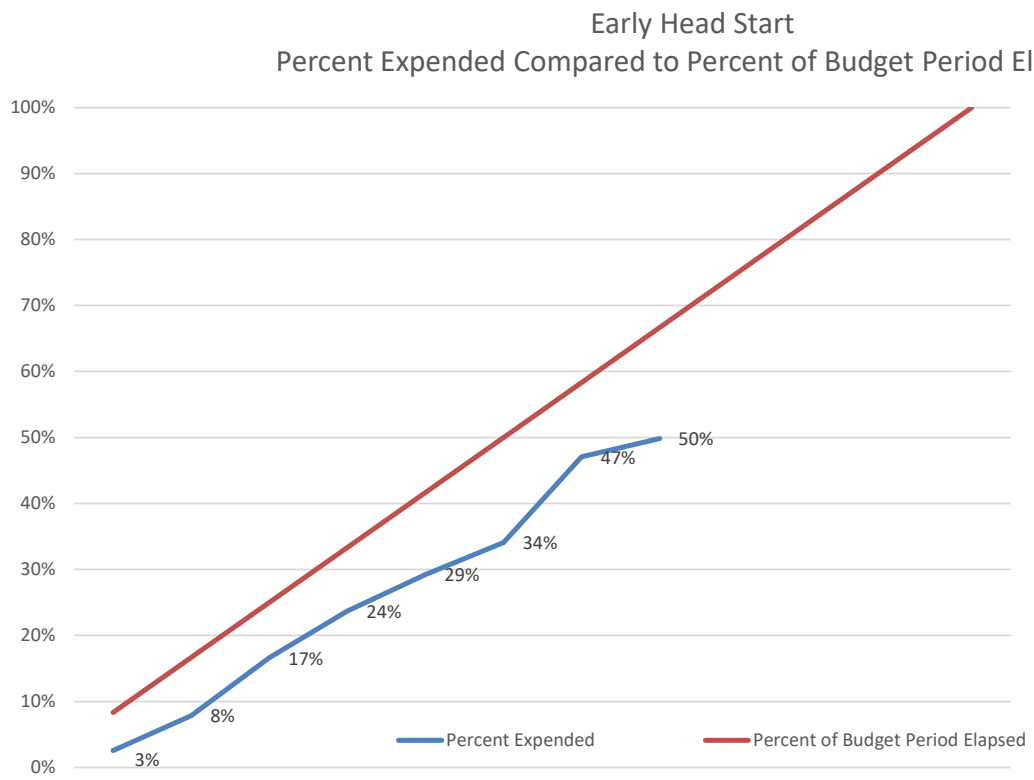
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,396,888	5,799,714	6,597,174	47%	53%
FRINGE BENEFITS	3,803,667	1,878,786	1,924,881	49%	51%
TRAVEL	45,000	-	45,000		
EQUIPMENT	-	-	-		
SUPPLIES	751,602	553,076	198,526	74%	26%
CONTRACTUAL	1,001,244	440,343	560,901	44%	56%
CONSTRUCTION	-	-	-		
OTHER	2,518,573	1,563,755	954,818	62%	38%
INDIRECT	2,001,083	986,163	1,014,920	49%	51%
TOTAL BASE FUNDING	**22,518,057**	**11,221,836**	**11,296,221**	**50%**	**50%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	72,785	45,847	61%	39%
SUPPLIES	30,013	8,549	21,464	28%	72%
CONTRACTUAL	26,080	11,671	14,409	45%	55%
OTHER	137,953	105,301	32,652	76%	24%
INDIRECT	31,268	18,542	12,726	59%	41%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**216,847**	**127,099**	**63%**	**37%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**11,438,683**	**11,423,320**	**50%**	**50%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
34%
47%
50%
Percent Expended
Percent of Budget Period Elapsed

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending October **31, 2024** (Month 8 of 12)

Percent of budget period elapsed: 66.7%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	6,859	12,214	8,143	65,145	Kern	43,028	151%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	10,978	9,097	72,773	Kern	21,514	338%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	22,355	22,085	176,683	Kern	94,916	186%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,609	5,370	42,958	Kern	46,825	92%
California City	17	8,464	12,184	3,116	0	0	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	6,860	239	7,838	62,703	Kern	29,107	215%
Delano	60	24,094	25,425	15,771	0	0	8,875	19,687	13,407	107,259	Kern	75,933	141%
East California	52	10,239	9,308	4,334	656	0	0	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	6,234	4,321	34,571	Kern	43,028	80%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	20,499	21,304	16,851	134,810	Kern	184,769	73%
Heritage	17	3,577	2,886	799	0	0	965	2,036	1,466	11,730	Kern	21,514	55%
Home Base	160	7,595	3,498	3,201	1,466	4,599	7,667	2,155	4,312	34,493	Kern	202,487	17%
Lamont	20	6,429	9,371	3,940	0	0	0	0	2,820	22,560	Kern	25,311	89%
Martha J. Morgan	50	239	256	6,620	251	0	0	365	0	7,731	Kern	63,277	12%
McFarland	20	215	0	0	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	5,721	3,446	27,570	Kern	53,153	52%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	10,520	17,847	27,935	223,478	Kern	146,803	152%
Planz	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	44,375	39,236	313,886	Kern	84,791	370%
Rosamond	34	1,474	3,599	734	0	0	3,972	14,470	3,464	27,713	Kern	43,028	64%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,043	7,053	56,420	Kern	40,497	139%
Seibert	20	2,223	1,036	0	0	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	1,702	1,863	413	2,038	16,302	Kern	21,514	76%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,081	3,509	28,069	Kern	30,373	92%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	26,027	24,480	195,843	Kern	169,583	115%
Stockdale Head Start	45	0							0				
Sunrise Villa	17	905	1,552	745	0	0	0	119	123	3,444	Kern	21,514	16%
Taft	51	4,118	6,079	3,535	0	0	4,012	4,695	3,205	25,644	Kern	64,543	40%
Tehachapi	15	567	744	0	0	0	3,463	3,772	1,221	9,766	Kern	18,983	51%
Vineland	17	1,788	1,609	562	0	0	1,822	4,825	1,515	12,121	Kern	21,514	56%
Virginia	17	10,041	0	4,607	0	0	6,140	9,184	4,282	34,255	Kern	21,514	159%
Wesley	60	15,716	597	7,850	0	0	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	7,767	4,059	32,475	Kern	50,622	64%
Administrative Services		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	0	98	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	14,722	5,325	9,099	9,928	79,424	Kern/SJC	74,265	107%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,936	10,471	12,432	90,676	SJC	30,373	299%
Gianone	16	0	0	0	0	0	614	972	1,674	3,261	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,894	2,251	2,948	17,908	SJC	20,249	88%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	77,046	13,476	7,961	158,967	SJC	25,311	628%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	8,528	5,543	53,104	SJC	30,373	175%
Lathrop Home Base	20	0	0	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,438	4,432	8,133	8,638	39,915	SJC	30,373	131%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	0	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	21,437	20,312	19,634	18,995	14,774	132,950	SJC	50,622	263%
Lathrop	24	9,405	9,356	9,651	8,520	8,155	11,164	7,212	6,057	69,521	SJC	30,373	229%
SUBTOTAL IN-KIND	**1,754**	**403,267**	**366,338**	**331,315**	**237,202**	**227,969**	**335,671**	**334,653**	**291,230**	**2,527,646**	**0**	**2,258,258**	**112%**
											x		
State General Child Care*		261,877	257,404	266,689	221,757	251,797	270,012	294,776	381,455	2,205,767	Kern	3,481,300	63%
State Preschool*		620,606	674,911	576,199	314,235	290,402	404,932	516,681	739,985	4,137,951	Kern	6,219,213	67%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,191	1,077	1,304	21,481	Kern	50,000	43%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**543,390**	**676,135**	**812,534**	**1,122,745**	**6,365,199**		**9,750,513**	**65%**
											x		
State General Child Care*		209,012	215,878	238,485	189,226	219,258	239,726	223,225	260,481	1,795,290	SJC	1,175,152	**153%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**219,258**	**239,726**	**223,225**	**260,481**	**1,795,290**		**1,175,152**	**153%**
GRAND TOTAL		**1,499,195**	**1,518,964**	**1,417,343**	**965,616**	**990,617**	**1,251,532**	**1,370,412**	**1,674,456**	**10,688,135**		**13,183,923**	**81%**
									CCP In-Kind	**518,463**			
										11,206,598			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending October 31, 2024 (Month 08 of 12)

Percent of year elapsed: 66.7%

LOCATION	FUNDED ENROLL-MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,772	17,871	159	0	223,339	137,864	162%
KCSOS - Blanton	16	20,743	11,234	9,755	43,530	23,355	20,018	37	0	128,670	68,932	187%
Garden Pathways	11	0	0	0	0	0	0	111	0	111	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	0	0	166,319	180,947	92%
Escuelita Hernandez	16	0	0	0	0	0	0	24	0	24	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**128**	**60,829**	**154,457**	**71,285**	**90,338**	**75,230**	**65,992**	**331**	**0**	**518,463**	**551,456**	**94%**

Budget reflects Notice of Award #09CH012489-01-03

MEMORANDUM

To: Executive Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: December 11, 2024

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended October 31, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty months (83.3%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 94% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Carryover Funds

Overall expenditures are 110% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - October 31, 2024
Month 20 of 24 (83.3%)

Prepared 12/04/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,442,036	8,726,703	715,333	92%	8%
FRINGE BENEFITS	3,650,298	2,351,638	1,298,660	64%	36%
TRAVEL	70,000	-	70,000	0%	100%
EQUIPMENT	-	(7,406)	7,406		
SUPPLIES	744,041	1,127,675	(383,634)	152%	-52%
CONTRACTUAL	171,839	273,712	(101,873)	159%	-59%
CONSTRUCTION	-	187,498	(187,498)		
OTHER	4,036,858	4,452,752	(415,894)	110%	-10%
INDIRECT	1,752,938	1,593,446	139,963	91%	9%
TOTAL BASE FUNDING	**19,868,010**	**18,706,019**	**1,142,462**	**94%**	**6%**

TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**99%**	**1%**

CARRYOVER					
PERSONNEL	216,462	216,462	-	100%	0%
FRINGE BENEFITS	8,000	8,000	-	100%	0%
TRAVEL	25,133	25,123	10	100%	0%
SUPPLIES	53,386	479,979	(426,593)	899%	-799%
EQUIPMENT	314,100	338,502	(24,402)	108%	-8%
CONSTRUCTION	1,000,000	406,406	593,594	41%	59%
CONTRACTUAL	4,505	5,951	(1,446)	132%	-32%
OTHER	165,483	417,702	(252,219)	252%	-152%
INDIRECT	49,259	112,697	(43,909)	229%	-129%
TOTAL CARRYOVER	**1,836,328**	**2,010,823**	**(154,966)**	**110%**	**-10%**

GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**20,891,850**	**990,074**	**95%**	**5%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**15,254,889**	**(2,165,093)**	**117%**	**-17%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2024
Administrative Cost for HS and EHS Combined **11.0%**

MEMORANDUM

To: Executive Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: December 11, 2024

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended October 31, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty months (83.3%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 89% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Carryover Funds

Overall expenditures are 57% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - October 31, 2024
Month 20 of 24 (83.3%)

Prepared 12/04/2024

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,889,652	8,798,223	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	50,000	-	50,000	0%	100%
EQUIPMENT	-	(47,014)	47,014		
SUPPLIES	1,205,123	834,041	371,082	69%	31%
CONTRACTUAL	1,091,221	947,313	143,908	87%	13%
CONSTRUCTION	-	(9,715)	9,715		
OTHER	3,374,545	2,282,891	1,091,654	68%	32%
INDIRECT	1,665,883	1,477,669	188,214	89%	11%
TOTAL BASE FUNDING	**18,793,341**	**16,739,014**	**2,054,327**	**89%**	**11%**

TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**344,074**	**(128)**	**100%**	**0%**

CARRYOVER					
PERSONNEL	92,769	92,769	-	100%	0%
FRINGE BENEFITS	-	-	-		
TRAVEL	37,198	37,190	8	100%	0%
SUPPLIES	13,347	179,942	(166,595)	1348%	-1248%
EQUIPMENT	100,000	245,041	(145,041)	245%	-145%
CONSTRUCTION	1,345,378	28,076	1,317,302	2%	98%
CONTRACTUAL	1,320	2,134	(814)	162%	-62%
OTHER	74,009	308,473	(234,464)	417%	-317%
INDIRECT	23,470	61,517	(38,047)	262%	-162%
TOTAL CARRYOVER	**1,687,491**	**955,142**	**732,349**	**57%**	**43%**

GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**18,038,230**	**2,786,548**	**87%**	**13%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 10/31/2024

MEMORANDUM

To: Executive Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: December 11, 2024

Subject: *Head Start*
Building Proceeds for Central Kitchen as of October 31, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended October 31, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - October 31, 2024

Prepared 11/05/2024

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	25,945	3,355,737	484,708	2,871,029	85.6%
				% Spent		14.4%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	25,945
	3,355,737
Less Expenses	484,708
Remaining Balance	2,871,029

MEMORANDUM

To: Executive Committee

From: Tracy Webster, Chief Financial Officer

Date: December 11, 2024

Subject: *Agenda Item IV(i)*: IRS Penalty Notice 972CG for 2021 - **Info Item**

Background

CAPK received form 972CG from the IRS in November 2023 identifying a proposed penalty for the filing of 1099-NEC's and 1099-MISC's in the amount of $27,720 ($280 per electronic filing). The Finance department promptly researched each tax filing, and the taxpayer documentation associated with each vendor.

The research identified 79 SSN/TIN exceptions associated with the Housing for the Harvest grant which paid stipends to farmworker in the amount of $1,000 if they had contracted COVID-19. The stipend was intended to allow the farmworker to shelter in place in a hotel away from their homes to protect the lives of their family members. We obtained signed W-9s from each participant in this program. We believe the difficulty in matching the social security numbers is associated with the cultural family names the individuals used on the W-9s.

Additionally, CAPK administered a COVID-19 related rental assistance program in 2021. Ten of the exceptions were associated with this program. Individuals who were negatively affected by the shutdowns and/or COVID outbreaks received rental assistance to prevent pending homelessness. Each of the vendors paid required the verification of rental agreements, tenancy and completed W-9s.

The final ten errors appear to have name mismatches to the recipients SSN/TINS. These appear to be clerical errors.

A letter was sent to the IRS in April 2024 identifying the outcomes of the research and we requested a waiver of the penalty as 98.8% of the TIN/SSN errors were associated with one-time pandemic relief for impoverished individuals and families. Most of these errors were associated with cultural family names reported on W-9's. We believe that we hold reasonable cause as described in Treasury Reg. 26 CFR 301.6724 (b), (c), and (f) (attached).

Subsequent Events

In August, we were informed by the IRS VITA representative that they were having difficulties issuing the annual VITA contract to CAPK because of the outstanding 2021 972CG Notice. At the time, we identified that we were in communication with the IRS to dispute the penalty and seek a waiver of the penalty. We provided a copy of the correspondence to substantiate the ongoing communication.

In December, we were assigned a new program specialist in VITA and we were instructed that the VITA grant would not be issued to CAPK unless the penalty was paid or the IRS acknowledged the receipt of the communication sent in April.

Next Steps

The CAPK Finance Department issued payment for the outstanding penalties on December 6th. However, we still maintain that we should be afforded a waiver to the penalty assessment. The Finance Department will continue to communicate that this waiver should be considered.

Furthermore, the agency is seeking assistance from David Valadao's office. We have been unable to reach the IRS to rectify the issue in a timely manner. We believe that intervention from an elected official will allow for the matter to be appropriately reviewed and our request for a waiver to be granted.

MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resources Officer

Date: December 11, 2024

Subject: *Agenda Item IV(j):* REVISED 2025 Agency Holiday Schedule - **Action Item**

To align our holiday schedule with Head Start and public schools, we are amending the 2025 holiday calendar. The holiday previously scheduled for Wednesday, February 12, 2025, will be moved to Monday, February 10, 2025. Below is the Agency Holiday Schedule for 2025 for approval.

2025 Revised Holiday Schedule

Date	Holiday
Wednesday, January 1, 2025	New Year's Day
Monday, January 20, 2025	Martin Luther King Jr. Day
Monday, February 10, 2025	Lincoln's Birthday
Monday, February 17, 2025	Presidents' Day
Monday, May 26, 2025	Memorial Day
Thursday, June 19, 2025	Juneteenth
Friday, July 4, 2025	Independence Day
Monday, September 1, 2025	Labor Day
Tuesday, November 11, 2025	Veteran's Day
Thursday, November 27, 2025	Thanksgiving Day
Friday, November 28, 2025	Day After Thanksgiving
Wednesday, December 24, 2025	Christmas Eve
Thursday, December 25, 2025	Christmas Day
Wednesday, December 31, 2025	New Year's Eve

Date	Holiday
Thursday, January 1, 2026	New Year's Day

Recommendation:
Staff recommends the Personnel Committee approve the revised 2025 agency holiday schedule.

DATE:	January 8, 2025
TIME:	12:00 PM
LOCATION:	CAPK Administrative Office Board Room 1300 18th Street, 3rd Floor Bakersfield, CA 93301

Personnel Committee Minutes

1. **Call to Order**

   Committee Chair Maritza Jimenez called the meeting to order at 12:04 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Maritza Jimenez (Chair) and Jonathan Mullings.

   Absent: Guadalupe Perez and Lily Pimentel-Stratton.

   Others present: Jeremy Tobias, Chief Executive Officer; Louis Gill, Chief Program Officer; Tracy Webster, Chief Financial Officer; Pritika Ram, Chief Business Development Officer; Lisa McGranahan, Chief Human Resources Officer; Susana Magana, Director of Health & Nutrition; Gabrielle Alexander, Director of Finance; Yolanda Gonzales, Director of Head Start; and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Position Analysis and Equity Review for Housing & Supportive Services Division – Rebecca Moreno, Director of Housing & Supportive Services – ***Action Item***

      Louis Gill presented the above action item for approval on behalf of Rebecca Moreno.

      Maritza Jimenez observed that a Program Supervisor position is listed on page 71 but noted that it was not mentioned in the memo. Louis clarified that the Program Supervisor role was previously designated as a manager position and will be formally presented in February.

      Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Jimenez).

   b. Position Analysis and Equity Review for Community Development Division – Pritika Ram, Chief Business Development Officer - ***Action Item***

      Pritika Ram presented the above action item for approval.

      Maritza Jimenez noted that she had reviewed the document and found it satisfactory.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Jimenez).

c. Position Analysis and Equity Review for MCAP Program – Susana Magana, Director of Health & Nutrition - ***Action Item***

Susana Magana presented the above action item for approval.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Pimental).

d. Reclassification of Finance Positions – Tracy Webster, Chief Financial Officer - ***Action Item***

Tracy Webster presented the above action item for approval.

Maritza Jimenez observed that the proposal appears different from previous submissions and noted that the memo was not formatted in the CompEase style. Tracy confirmed that this proposal represents an addition and acknowledged that although a CompEase analysis was conducted for this reclassification, it wasn't in the CompEase style.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Mullings/Jimenez).

e. 2025 New California Minimum Wage Increase – Lisa McGranahan, Chief Human Resources Officer - ***Info Item***

Lisa McGranahan presented the above action item for approval.

Maritza inquired whether there is a proposal to increase the minimum wage for these four positions. Lisa confirmed that there is.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Pimental/Mullings).

f. Head Start Personnel Update – Robert Espinosa, Program Design and Management Administrator – ***Info Item***

Robert Espinosa presented the above info item and noted the highlights of the report.

5. <u>Committee Member Comments</u>

Jonathan Mullings – I want to commend everyone involved in the equity reviews for their hard work and dedication. It's great to see this process nearing its conclusion, along with the progress on Head Start enrollment.

Jeremy Tobias – I echo the sentiments regarding the equity reviews and position analysis and would like to commend the committee for their efforts. Jeremy also added that we'll have new committee assignments which will take effect in February.

Maritza Jimenez shared updates on immigration news, noting that she distributed a flyer to certain individuals and shared it with immigrant families, and noted that this development might impact Head Start children. Maritza also mentioned that she will share information with Paula to distribute regarding the Kern Chamber's "Know Your Rights" event for businesses. This event might be worth attending as it covers new measures and bills and their potential impact.

6. Next Scheduled Meeting

Personnel Committee
12:00 pm
Wednesday, February 12, 2025
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:32 PM.

MEMORANDUM

To: Personnel Committee

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: January 8, 2025

Subject: *Agenda Item 4(a)*: Position Analysis and Equity Review for Housing & Supportive Services Division – **Action Item**

Over the past few months, the Housing & Supportive Services (HSS) leadership has diligently reviewed processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the Housing & Supportive Services programs is essential to optimize performance and ensure compliance with contractual obligations. The restructuring process included going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our Housing programs are equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, the restructuring process emphasizes the importance of fair and equitable compensation for all staff members. The leadership team, in collaboration with the Human Resources team, conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the restructuring aims to strengthen our commitment to high quality (HSS) and support our community in a timely and safe manner.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Cal-AIM Claims Analyst	Changes to requirements.	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Cal-AIM Housing Case Manager	New position.	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30

Cal-AIM Program Coordinator	Grade change, duties and responsibilities, and requirements.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
CES Housing Navigator	Grade change, duties and responsibilities, and requirements.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 7 Min. $20.61 Mid. $25.77 Max. $30.92
CES Program Manager	Grade change, supervision exercised, duties and responsibilities, and requirements.	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
CES Program Specialist	Grade change, supervision received, duties and responsibilities, and requirements.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
CES Supervisor	Grade change and requirements.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Housing Services Custodian	Grade change and requirements.	Grade 1 Min. $16.00 Mid. $16.00 Max. $17.45	Grade 2 Min. $16.00 Mid. $16.00 Max. $19.22
Housing Services Food Prep Specialist	Formerly Homeless Services Food Prep Coordinator. Grade change, duties and responsibilities, and requirements.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Housing Services Food Prep Technician	Formerly Homeless Services Food Prep Lead. Grade change and requirements.	Grade 4 Min. $16.38 Mid. $18.89 Max. $21.72	Grade 5 Min. $16.89 Mid. $21.11 Max. $25.34
Housing Services Lead Shelter Worker	New position.	Grade 5 Min. $17.24 Mid. $20.29 Max. $23.32	Grade 5 Min. $17.24 Mid. $20.29 Max. $23.32
Housing Services Lead Transport Driver	Grade change, duties and responsibilities, and requirements.	Grade 3 Min. $16.00 Mid. $18.11 Max. $20.20	Grade 4 Min. $16.00 Mid. $19.20 Max. $23.04
Housing Services Operations Manager	Grade change, supervision received, supervision exercised, duties and responsibilities, education and requirements.	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
Housing Services Program Administrator	Grade change and duties and responsibilities.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 14 Min. $45.63 Mid. $57.04 Max. $68.44
Housing Services Program Coordinator	Grade change, duties and responsibilities, education and requirements.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
Housing Services Program Manager	Formerly Program Services Supervisor. Grade change, supervision received, supervision exercised, duties and responsibilities, education, and requirements.	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
Shelter Housing Navigator	Formerly Housing Navigator. Grade change, duties and responsibilities, education, and requirements.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 7 Min. $20.61 Mid. $25.77 Max. $30.92

Housing Services Shelter Program Specialist	Formerly Housing Services Program Specialist. Grade change, duties and responsibilities, and requirements.	Grade 7 Min. $19.92 Mid. $23.43 Max. $26.96	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Housing Services Shelter Worker	Grade change, duties and responsibilities, and requirements.	Grade 3 Min. $16.00 Mid. $18.11 Max. $20.20	Grade 4 Min. $16.00 Mid. $19.20 Max. $23.04
Housing Services Volunteer Coordinator	Grade change and requirements.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
Reentry Justice Involved Navigator	New position.	Grade 7 Min. $19.92 Mid. $23.43 Max. $26.96	Grade 7 Min. $19.92 Mid. $23.43 Max. $26.96
Reentry Program Manager	New position.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57

Fiscal Impact and Timeframe

The title and grade changes allow our Housing & Support Services programs to come up to market level, and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $21,143 for the proposed changes is supported by each individual HSS program budget.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of the following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:

Staff recommend the Personnel Committee approve the revised Housing & Supportive Services Division's job description and grade changes.

Attachments:

Housing & Supportive Services Organizational Chart
Cal-AIM Claims Analyst Job Description
Cal-AIM Housing Case Manager Job Description
Cal-AIM Program Coordinator Job Description
CES Housing Navigator Job Description
CES Program Manager Job Description
CES Program Specialist Job Description
CES Supervisor Job Description
Housing Services Custodian Job Description
Housing Services Food Prep Specialist Job Description

Housing Services Food Prep Technician Job Description
Housing Services Lead Shelter Worker Job Description
Housing Services Lead Transport Driver Job Description
Housing Services Operations Manager Job Description
Housing Services Program Administrator Job Description
Housing Services Program Coordinator Job Description
Housing Services Program Manager Job Description
Housing Services Shelter Housing Navigator Job Description
Housing Services Shelter Program Specialist Job Description
Housing Services Shelter Worker Job Description
Housing Services Volunteer Coordinator Job Description
Reentry Justice Involved Navigator Job Description
Reentry Program Manager Job Description

Cal-AIM Claims Analyst

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Director of Housing and Supportive Services, the Cal-AIM Claims Analyst will oversee program data collection functions, data management processes and systems, prepare routine and comprehensive assessment reports for all Cal-AIM programs. Responsible for complex programmatic reporting to include preparing and recording claims, monitoring revenues and accounts.

SUPERVISION RECEIVED:
Director of Housing and Supportive Services

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Analyzes and makes recommendations for program information systems, data processing, and computer-based office services, plans, designs, and implements new and/or modified systems that promote increased efficiency.
- Provides technical direction and assistance to staff engaged in the resolution of complex and technical problems, system modification, or upgrades.
- Oversee the planning, development, and implementation of automated systems, technologies, and solutions and communicate the status of projects to users and project participants.
- Acts as a liaison with vendors, departments, and public and private agencies.
- Identifies the need for staff development and training and conducts user and department system training as required.
- Acts as a major resource in the preparation and analysis of advances, planning activities, advising in areas of technology, and projecting current data.
- Research, evaluate, recommend, and provide guidance with technology implementation to both program and leadership staff.
- Collects, analyzes, interprets, and summarizes data in preparation to produce qualitative and quantitative routine progress reports.
- Troubleshoot problems with the data collection systems, including concerns related to relevant database applications.
- Prepare financial reports for grants/contracts in accordance with funding source requirements.

- Analyze program claim reconciliations daily.
- Prepare periodic and special reports for financial, statistical, and other purposes for use by management staff.
- Provide technical support to program staff in resolving budget and reporting issues.
- Keep program leadership informed on all accounting and issues affecting grants/programs and recommend solutions for improvement.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Departmental and agency policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of socially and economically diverse families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Proper grammar in written communication.
- Applicable federal, state, and local laws, codes, and regulations.
- Data collection and record keeping.

Ability to:

- Create professional, comprehensive, and informative charts and/or graphs.
- Prepare clear and concise program reports.
- Prepare budget reports.
- Analyze financial data.
- Maintain client dignity and ensure confidentiality.
- Plan, organize, allocate, organizational resources.
- Work collaboratively as part of a team.
- Communicate effectively verbally and in writing.
- Maintain record-keeping and reporting systems.
- Exercise sound, independent judgment within general policy guidelines.
- Analyze problems and identify alternative solutions.
- Effectively organize and prioritize assigned work.
- Research and resolve claim issues.
- Coordinate work requiring constant alertness and attention to detail.
- Work under frequent time pressures and deadlines.
- Use good organizational methods and procedures.
- Establish and maintain effective working relationships, internally and externally.

- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university in computer science, business administration or related field desired.
- Medical billing experience in a non-profit organization or governmental entity is desirable, including familiarity with fund accounting and governmental accounting standards and regulations.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.
- Minimum three (3) years of experience working with computers and data analysis.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desired.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during working hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE: Cal-AIM Claims Analyst			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X

Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Cal-AIM Housing Case Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the supervision of the Program Supervisor the Cal-AIM Housing Case Manager works with community service providers to build relationships with the community, provide advocacy, and link to benefits and housing. The primary goal is to identify unsheltered homeless and other individuals through community referrals from homeless service providers and social service agencies. In identifying highly vulnerable homeless, unsheltered, and other individuals, the Cal-AIM Housing Case Manager will support Medi-Cal members experiencing homelessness or those at risk of homelessness, helping them navigate housing resources through Community Supports services provided by Medi-Cal Managed Care Plans (MCPs). The role is vital in addressing health-related social needs to promote healthier living and prevent more costly healthcare interventions.

SUPERVISION RECEIVED:
CES Program Manager.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Always maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Conducts appropriate assessments (QRT and VI-SPDAT) and enters client's information in HMIS, and processes appropriate referrals for shelter placement, street outreach, and other community resources. Monitor and document members' progress in maintaining stable housing to support their overall health and well-being.
- Inputs data entry and exit information into HMIS system and works closely to minimize errors and duplicate entries. This also applies when working directly with designated service providers. Ensures data and application quality and, when appropriate, works with providers to improve submission processes. Document all contacts, observations, and case notes in HMIS.
- Assist eligible members with Housing Transition Navigation Services, including identifying, applying for, and securing safe housing.
- Coordinate Housing Deposits services, ensuring access to security deposits, rent, utility setup fees, and necessary medical accommodation for safe home environments.
- Provide Housing Tenancy and Sustaining Services, such as landlord coordination, addressing housing-related issues, and guiding members through the annual housing recertification process.

- Maintain close relationships with MCPs and community organizations to ensure members access appropriate and cost-effective housing solutions. Develops effective working relationships and cooperate with private landlords, MCP's, homeless services providers, public housing entities, and other related partners throughout the entire case management process.
- Receives referrals from Coordinated Entry System (CES), managed care providers, and support walk-in clients that qualify for Cal-AIM services.
- Management of a large caseload, review case progress, and determine case closure. Monitor and document members' progress in maintaining stable housing to support their overall health and well-being.
- Reach out to clients, conduct housing inspections, shelter visits, home visits and coordinate the development of services by establishing a housing plan. Ensuring that follow up is completed every 30, 60, 90 days and recertifying if needed.
- Proactively engages with clients to have active participation in Day Habilitation Services.
- Educates clients by re-framing problems/barriers and focusing on solutions, discussing and supporting progress towards goals. Actively monitors progress toward plan goals by continuously evaluating the housing plan and making recommendations for adjustments to services provided.
- Works directly with homeless service providers and designated community service providers. Assists with and participates in weekly conference calls with homeless service providers/others.
- Maintains case files, documentation, and forms. If applicable, ensure that all regulations and standards of care are followed by policy and procedures. Ensures program follow-up is completed in a timely manner.
- Comply with the policies and procedures under the Bakersfield Kern Regional Homeless Collaborative (BKRHC)/CoC, HUD, MCP's, and related guidelines for the Cal-AIM program.
- Provide support to all Cal-AIM staff as needed.

Other Job Specific Duties:

- Assists and participates in CAPK and BKRHC meetings and community events as assigned.
- Must be available to travel for work as necessary.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at engagements on issues related to homelessness.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma required.
- Associate degree in social services or related field preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Experience working with individuals or families facing housing instability.
- Strong understanding of housing programs and health-related social services.
- Excellent communication, organizational, and problem-solving skills to effectively collaborate with MCPs, landlords, and community partners.
- Up to one (1) year case management.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) desired.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Cal-AIM Housing Case Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Cal-AIM Program Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the general direction of the CES Program Manager, the Cal-AIM Program Coordinator provides a wide variety of administrative and clerical duties. Assists with budgets, preparing reports, conducting inventory, and organization and implementation of special projects. Assist the CES Program Manager with a wide variety of administrative tasks. Will interact with external and internal contacts requiring specialized knowledge of services and expertise in business administration, information systems, and personnel management. This includes the application and interpretation of federal, state, and local laws related to these subject areas.

SUPERVISION RECEIVED:

Director of Housing and Supportive Services and CES Program Manager.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain program records and files.
- Interacts with and supports the Cal-AIM staff, CES staff, partners, volunteers, and clients.
- Develop and provide specialized training to support staff.
- Acquire and apply knowledge of program guidelines and policies.
- Provide the public with general information.
- Provide clerical and administrative assistance to the CES Program Manager.
- Communicate information, advice, and instructions as an agent for assigned administrator.
- Prioritize workflow, including handling routine matters such as business mail, faxing, and photocopying.
- Perform internal tracking of various budget line items and expenditures.
- Order, monitor, and maintain department stock, including office supplies and other materials.
- Efficient planning, organizing, and scheduling of work priorities.
- Support the CES and the Housing leadership team with program implementation.
- Ensures ongoing communication with Cal-AIM leadership and the CAPK Communications Team.
- Work in collaboration with Cal-AIM staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.
- Aid and support internal and external stakeholders.
- Maintain the program's social media sites.

- Work collaboratively with the marketing and foundation team for marketing and fundraising needs.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Must be available to travel for work as necessary.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- The contributions of clients and volunteers who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Language translation and interpretation strategies and techniques.

Ability to:

- Address conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present Homeless Shelter program information to the public.
- Establish professional working relationships with staff, agencies, and parents.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Associate degree in social services or related field preferred.
- Three (3) years of clerical experience preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environmental characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Cal-AIM Program Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	

Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Housing Navigator - Coordinated Entry System (CES)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the supervision of the Program Supervisor, the CES Housing Navigator works with community service providers to build relationships with the community, provide advocacy, and link to benefits and housing. The primary goal is to identify unsheltered homeless and other individuals through community referrals from homeless service providers and social service agencies. In identifying highly vulnerable unsheltered and other individuals, the Housing Navigator will administer assessment tools, facilitate referrals and resources, and connect to social services and permanent housing. The Housing Navigator will also assist individuals in obtaining housing readiness documentation and enter data into the homeless management information system (HMIS) and/or CRM software. The Housing Navigator will work as part of a larger team within the Bakersfield-Kern Regional Homeless Collaborative (BKRHC).

SUPERVISION RECEIVED:

Program Supervisor.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Always maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Receives a large volume of inbound and outbound referrals from 211 staff for callers that qualify for entry into the CES program for homeless services and/or rental assistance
- Conducts appropriate assessments (QRT and VI-SPDAT) and enters clients in the Coordinated Entry System.
- Completes coordinated entry assessments and maintains communication with CES staff, homeless service providers, and related resources about the status and progress of Agency and client progress.
- Enters data into the HMIS system and processes appropriate referrals for shelter placement, street outreach, and other community resources.
- Inputs data entry and exit information into HMIS system. Works closely to minimize errors and duplicate entries. This also applies when working directly with designated service providers.

- Assists in data collection and reporting of data entered into the Coordinated Entry System. Works directly with homeless service providers and designated community service providers.
- Assists with and participates in weekly conference calls with homeless service providers and others.
- Complies with the policies and procedures under the BKRHC/CoC, HUD, and related guidelines for a CES program.
- Ensures program follow-up is completed in a timely manner.
- Ensures data and application quality and, when appropriate, works with providers to improve submission processes.
- Provides support to the I&R Specialist, Program Specialist, and Program Supervisor.

Other Job Specific Duties:

- Assists and participates in BKRHC meetings and community events as assigned.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to caller's needs and call center's volume.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.

- Speak at engagements on issues related to homelessness.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma required.
- Associate's degree in social services or related field preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Knowledge of Kern County health and social services is preferred.
- Call center experience preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license, current automobile insurance and acceptable driving record, substantiated by a DMV printout.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Housing Navigator - CES			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking		X	
Standing		X	
Bending (neck)			X
Bending (waist)			X
Squatting		X	

Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Program Manager – Coordinated Entry System (CES)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Program Director, the Coordinated Entry System (CES) Program Manager is responsible for supervising the day-to-day operations of the CES/Housing program, staff, HMIS, case management, including CRM specific programs and provider support. Will establish and develop partnerships, secure/maintain funding, and oversee eligibility and operations for CES/housing programs. Develop and maintain program policies and procedures, facilitate the progress of the CES program and partner support. Ensure compliance with all funding source regulations, provide on-going assessment of data reporting and collection and case management relating to housing projects. Responsible for maintaining compliance with all regulations, policies, procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:
Director of Housing and Supportive Services.

SUPERVISION EXERCISED:
CES Supervisor, Cal-AIM Program Coordinator, and Housing Navigators

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for supervising the day-to-day operations of the CES/Housing program, staff, HMIS, case management, including CRM specific programs and provider support.
- Responsible for developing and managing program budgets.
- Develop and implement comprehensive CES/Housing Services program policies, best practices, and procedure guidelines.
- Advocate on behalf of key homeless issues in all suitable forums local, regional, state, and federal.
- In coordination with the Director and CAPK Community Development staff, oversees community outreach.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program as needed.
- Negotiate, monitor, and evaluate the CES/Housing contracts to ensure contract compliance.
- Ensures ongoing communication with staff and leadership in a timely manner.
- Addresses all staff, volunteers, vendor, provider, and client concerns under the direction of the Director.
- Prepares and submits accurate and timely financial documents and budgets, reports, assessments, and correspondence as required.

- Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
- Prepares and submits accurate and timely reports, assessments, and correspondence as required.
- Ensures maintenance of required program files.
- Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
- Responsible for providing document planning and program implementation.
- Provides technical assistance and guidance to staff, providers, and community/volunteers.
- Responsible for requesting appropriate supplies and materials for the department.
- Conducts performance evaluations based on measurable and objective criteria.
- Ensures that personal and professional development plans are implemented for supervised staff.
- Completes disciplinary plan of actions, as identified, to maintain program compliance.

Other Job Specific Duties:

- Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers as appropriate.
- Ensures client records, individual case files, daily logs, and service statistics are maintained in an accurate and timely manner.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Deal with conceptual matters.
- Work as a positive team member.
- Work with conceptual matters.
- Plan, organize, allocate, and control substantial resources.

- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulation, and Agency and departmental policies and procedures.
- Effectively present the CES/Housing program to the public.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from any accredited college or university with major in one of the social services, psychology, or related field.
- At least two (2) years' supervisory experience.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must be able to obtain applicable certifications/licensing relating to housing programming as appropriate.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

POSITION TITLE: Program Manager - CES				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Program Specialist - Coordinated Entry System (CES)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the supervision of the CES Program Supervisor and in coordination with the Housing Navigators, the Program Specialist will develop and maintain relationships with agencies and community groups who provide community, health, and housing services in Kern County. Assists in the maintenance and training of the Housing Navigators in HMIS, CRM, and other online databases. Support the Housing Navigator in providing advocacy, assisting with connection to benefits, and housing. The primary goal is to work with individuals experiencing homelessness to obtain housing readiness documentation and enter data into the homeless management information system. Administer assessment tools, facilitate referrals and resources, and connect clients to social service resources. The Program Specialist will work as part of a larger team within the Bakersfield Kern Regional Homeless Collaborative (BKRHC).

SUPERVISION RECEIVED:

CES Program Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Handle a large volume of inbound and outbound calls referrals from 211 staff for callers that qualify for entry into the CES program for homeless services and/or rental assistance.
- Always maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience
- Conduct appropriate assessments (QRT and VI-SPDAT), enter clients in the Coordinated Entry System (CES) and input client's data into the Homeless Management Information System (HMIS) database for all clients receiving homeless services.
- Maintain effective communication with Housing and Supportive Services staff, homeless service providers, and related resources about status and client progress.
- Inputs data entry and exit information into HMIS system and CRM. Works closely with Housing and Supportive Services staff to minimize errors and duplicate entries. This also applies when working directly with designated service providers.
- Assist in data collection and reporting.
- Assist with and participate in weekly conference calls with homeless services providers.

- Participate in the monthly By Name List (BNL) case conference calls, working groups, and other assigned committee meetings.
- Coordinates and provides training to Housing and Supportive Services staff, homeless service providers, CoC partners, and community members.
- Maintain program documentation and forms, including complying with the policies and procedures under the BKRHC/CoC, HUD, and all other related guidelines for the CES program.
- Assists with preparation of reports, and participation in the design of improvements to the homeless response system
- Provides necessary information, problem assessment, referral, and follow up appropriate to client's and provider's needs.
- Represents the Homeless Services Division through public presentations in the community and committee participation, which may include evenings and weekends.
- Ensure program follow-up is completed in a timely manner, including delivery of match lists to CoC members.

Other Job Specific Duties:

- Assist and participate in BKRHC meetings, trainings, and community events as assigned.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Assists the Chair/Co-chair of the BKRHC CES Committee.
- Must be able to work alternative schedules such as evenings, weekends, and holidays.
- Available to travel for work as necessary.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office equipment, including multi-line phone systems.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment with prompt attention to caller's need and call center volume.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.

- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental illness, drug addiction, health issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Maintain a safe and functional work environment.
- Speak at engagements on issues related to homelessness.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma required.
- Associate's degree in health and human services, social services, or related field.
- Knowledge of Kern County health and social services preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- HMIS experience desired.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIRMENTS:

- Possession of a valid California's driver's license and state approved insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Specialist - CES			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Supervisor - Coordinated Entry System (CES)

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Coordinated Entry System (CES) Program Manager, supervise the day-to-day operations of the CES program/staff, specifically related to CES and HMIS, case management, including CRM specific programs, and provider and client support. Will provide a successful and supervised setting for staff, providers, volunteers and clients, on-going follow-up services and assessment on data reporting and collection and case management. Will also facilitate the progress of the CES program and partner support. Responsible for maintaining compliance with all applicable regulations, policies and procedures, and program related contracts and reporting.

SUPERVISION RECEIVED:
CES Program Manager.

SUPERVISION EXERCISED:
CES Program Specialist and CES Housing Navigator

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for monitoring day-to-day operations and staff specifically related to CES and HMIS, case management, including CRM programs, provider and client support to ensure compliance with federal, state, and local regulations, including indoor and outdoor environments.
- Ensures ongoing communication with staff and leadership in a timely manner.
- Addresses all staff, volunteer, provider, and client concerns under the direction of the CES Program Manager.
- Monitors related and/or assigned electronic reports to ensure all mandatory requirements are met.
- Prepares and submits accurate and timely reports, assessments, and correspondence, as required.
- Ensures maintenance of required program files.
- Adheres to the American with Disabilities Act (ADA 1992), which prohibits discriminatory actions toward children and/or adults with disabilities.
- Works in collaboration with staff and providers to mentor staff and volunteers in implementing strategies, techniques, and/or recommendations.
- Responsible for providing document planning, training, and program implementation.
- Provides technical assistance and guidance to staff, providers, and community/volunteers.

- Responsible for requisitioning appropriate supplies and materials for the department.
- Conducts performance evaluations based on measurable and objective criteria.
- Ensures that personal and professional development plans are implemented for supervised staff.
- Completes disciplinary plans of action, as identified, to maintain program compliance.

Other Job Specific Duties:

- Assists in interviewing, hiring, training, evaluating, and mentoring staff, volunteers, and providers, as appropriate.
- Ensure client records, individual case files, daily log, and service statistics are maintained in an accurate and timely manner.
- Able to work a flexible schedule that may involve evenings, weekends, and overnight travel to attend trainings or conferences
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive, in cooperation with other staff, partners, volunteers, and clients, in achieving CES program goals.
- Performs other tasks as may be required for the efficient operation of the comprehensive, integrated CES program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present CES/Housing Program services to the public.
- Establish professional working relationships with staff, vendors, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree from any accredited college or university with major in one of the social services, psychology, or other related field.
- At least two (2) years' supervisory experience.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered

OTHER REQUIREMENTS:

- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout. Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Supervisor - CES			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	

Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Custodian - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 02 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
In collaboration with shelter staff, maintains a safe and healthy environment for homeless and disadvantaged adults, staff, providers, volunteers, and other community members.

SUPERVISION RECEIVED:
Housing Services Operations Manager

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Performs necessary work to maintain a clean and safe environment managing general clean-up of all areas as directed.
- Manage routine upkeep of exterior areas, remove garbage daily, both indoors and outdoors, as needed for the safety of all clients and staff.
- Requisitions, receives, and stores materials and supplies in a safe place which is always kept locked and away from clients.
- Ensure standards of sanitation are met and maintained by adhering to health and safety and sanitation policies and procedures.
- Ensures general maintenance and cleaning of kitchen, staff areas, grounds, showers, and restrooms using a cleaning schedule which defines the tasks on a daily, weekly, and monthly basis.
- Assists the staff to ensure that the physical environment is clean, safe, and inviting, respectful of the clients' cultures and ethnic diversity, reflects the needs of the clients served and that areas are well organized into easily recognizable functional areas.
- Works with shelter volunteers and clients and assists when donations are delivered.
- Must be able to work alternative schedules such as nights, weekends, and holidays.

Other Job Specific Duties:
- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Familiarity with problems of homeless, socially, and economically challenged families.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Custodial experience preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Custodian – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Food Prep Specialist - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Housing Services Operations Manager, the Food Prep Specialist is responsible for planning, coordinating, evaluating, and supervising the food services at the M Street Navigation Center and Safe Camping/Parking in accordance with all state, federal, and local regulations.

SUPERVISION RECEIVED:
Housing Services Operations Manager

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide leadership in the kitchen by establishing and maintaining quality work standards.
- Assists in the training of new food service employees and volunteers.
- Responsible for food budget and invoice tracking and monitoring.
- Evaluate food service appliances and operating supplies used for food service.
- Monitor the preparation of food, ensuring compliance with policies, procedures, food safety, and sanitation requirements.
- Responsible for ensuring the overall maintenance of the kitchen and equipment is kept up to standards.
- Oversee the storage of delivered meals and snacks according to accepted procedures to maintain temperature, sanitation, and quality control.
- Ensures ongoing communication with food prep staff and leadership in a timely manner and conducts weekly meetings to plan and implement new food service strategies.
- Responsible for developing the monthly menus in accordance with the Child and Adult Care Food Program (CACFP).
- Coordinate donations from food vendors and incorporate them into monthly menus.
- Prepares and submits accurate and timely reports, incident reports and all correspondence as required.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for ordering and monitoring of food inventory relating to meal preparation and delivery.
- Aid and support to food prep staff, custodial staff, shelter staff, shelter providers, and

volunteers as needed.
- Responsible for ensuring that Health and Safety protocols are followed.

Other Job Specific Duties:
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Prepares and coordinates kitchen staff schedules.
- Work alternative hours as required, including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Works with Volunteer Coordinator to promote volunteers and donations.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Principles of good nutrition and quantity food preparation and service.
- Basic cost accounting techniques.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current challenges of homeless and socially and economically challenged families.
- Food meal preparation, safety, and sanitation.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present shelter program services information to the public.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with vendors, staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations and Agency and departmental policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma

- Associate degree in nutrition and dietetics, food service management, or related field.
- Additional experience may be substituted for education requirements on a year for year basis.
- At least two (2) years' experience in food services administration.
- Food Handler certification within 30 days of employment.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

POSITION TITLE: Food Prep Specialist – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	

Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs		x			x	
76-100 lbs	x			x		
100+ lbs	x			x		

Food Prep Technician - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 05 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under direction of the Housing Services Operations Manager, the Food Prep Technician is responsible for overseeing and maintaining quality meal services that are provided to the residents of the M Street Navigation Center and Safe Camping/Parking.

SUPERVISION RECEIVED:
Housing Services Operations Manager

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Prepare meal items to be distributed to M Street Navigation Center and Safe Camping/Parking clients.
- Follows all food safety and sanitation policies, procedures, regulations, and requirements.
- Assist the Food Prep Coordinator to develop holiday and special event menus and meals.
- Prepares and submits accurate and timely reports, incidents reports and all correspondence as required.
- Prepares food from approved menus and/or from food donations.
- Ensures food is prepared and ready for distribution on time.
- Follows daily cleaning schedule to perform janitorial duties.
- Receives, inspect, and records the quantity and quality of food and food supplies delivered.
- Ensure all items are properly labeled, dated, and packaged correctly using the center count sheets.
- Maintains all food at appropriate temperatures.
- Inspect kitchen equipment to ensure it is in good working condition prior to use and reports any concerns.
- Assist in maintaining the kitchen inventory.
- Assists in the training of new kitchen staff and volunteers.

Other Job Specific Duties:
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Ability to work independently and as a team.

- Maintains a safe and functional work environment.
- Must be able to work alternative schedules including nights, weekends, and holidays.
- Performs other tasks as may be required for the efficient operation of a comprehensive, integrated program.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Food meal preparation, safety, and sanitation.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Interpret and implement a variety of regulatory standards and guidelines.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations, and Agency.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma.
- At least two (2) years' experience in food services administration.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Narcan Training certification within 90 days of employment.
- Fully fluent in English and Spanish desirable.

- Successful completion of live scan clearance, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

POSITION TITLE Food Prep Technician – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		X	
Walking		X	
Standing		X	
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	

51-75 lbs		x			x	
76-100 lbs	x			x		
100+ lbs	x			x		

Lead Shelter Worker - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 5 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the direction of the Housing Services Program Operations Manager, trains new Shelter Workers on the day-to-day responsibilities, during their shift, identifies and provides social services to homeless individuals at the M Street Shelter and Safe Parking/Encampment. Works collaboratively with operations staff, providers, and volunteers. Identifies training needs when necessary.

SUPERVISION RECEIVED:

Housing Services Operations Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Facilitates the orientation and training of new shelter staff while collaborating effectively with team members, service providers, volunteers, and community stakeholders.
- Identifies and provides direct services to homeless individuals at the M Street Navigation Center and Safe Camping/Parking around the clock. Services may include intake, assessment, information and referral, distribution of needed basic supplies, as well as on-site client supervision, identifying training needs for new shelter workers.
- Works with security, emergency services personnel (law enforcement and paramedics, etc.) as well as shelter providers, e.g., medical, and mental health personnel.
- Performs client sign-in and data collection process and maintains appropriate program attendance records and other records as required.
- Works with shelter staff, volunteers, and multiple service providers to enhance, augment, and coordinate service delivery to program clients.
- May be required to assist security with screening clients for entry to homeless programs, including identifying inappropriate behavior, checking for possession of weapons, and evidence of alcohol or controlled substances.
- Maintains a safe environment by continually monitoring the immediate site and premises, ensures bed, parking and tent checks are conducted properly.
- Enforces Homeless Services and site-specific policies and procedures.
- Performs and/or assists with HMIS intake and client assessment. Acts as a client resource by providing referrals for services available in the community.
- Manage clients by utilizing conflict resolution skills and crises management techniques.

- Manages Homeless Services documentation, including client messages, daily log, client warnings, incident reports, CWS reports, filing, and other clerical duties as required.
- Coordinates and oversees ongoing client housekeeping activities to ensure programs are always clean and safe, especially prior to clients vacating program premises.
- Addresses maintenance and housekeeping issues as they occur. May be required to operate day center laundry equipment.
- Distribute personal hygiene items to clients.
- Supports CAPK mission by providing care and assistance to clients and encouraging and facilitating self-sufficiency.
- Assists with food services.
- Maintains facility operations and opening and closing of the site.

Other Job Specific Duties:

- Assist with training and providing directions to other new shelter workers, various line staff, providers, and volunteers, as needed.
- Attend staff meetings and training sessions as required.
- Ability to work alternative schedules such as morning, PM, overnight, with a rotating schedule every three months, to include weekends, and holidays.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work collaboratively in a teamwork environment.
- Communicate effectively, verbally and in writing.
- Problem-solve and make informed decisions.
- Work with conceptual matters.
- Administer Narcan to clients if required.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- Must be 18 years of age or older.
- Requires one (1) to three (3) years of experience providing direct human or health services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at-risk youth.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Lead Shelter Worker – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x

Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)			x
Pushing & Pulling (left hand)			x
Reaching (above shoulder level)			x
Reaching (below shoulder level)			x

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x				x
26-50 lbs		x			x	
51-75 lbs		x		x		
76-100 lbs	x			x		
100+ lbs	x			x		

Lead Transport Driver - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 04 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Housing Services Program Administrator, safely operates shelter vehicle to transport shelter clients to various appointments during established transport hours. Develops and covers established routes, follows schedules, maintains orderliness, ensures passenger safety, and helps passengers in and out of the vehicle. Responsible for keeping records of vehicle mileage, maintenance and passenger drop-off and pick-up times and established routes. Keeps the vehicle in clean and good working condition and follows established transport procedures and policies.

SUPERVISION RECEIVED:
Housing Services Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Responsible for establishing transport routes and schedules.
- Performs primary vehicle operational maintenance and inspections before and after transporting clients.
- Maintains orderliness and ensures passenger safety at pick-up and drop-off.
- Schedules regular operating maintenance, safety, and inspections.
- Data collection and reporting of transport activities in a timely manner.
- Monitors related and/or assigned reports to ensure all mandatory requirements are met.
- Works in collaboration with staff, providers, volunteers, and clients to implement transport strategies, techniques, and/or recommendations.
- Responsible for requisitioning appropriate supplies and materials for the vehicle transport program.
- Ensure records, files, daily logs, mileage, trip plans and gas receipts are maintained and submitted in an accurate and timely manner.
- Ensures ongoing and consistent communication with the M Street leadership team.
- Work collaboratively with food prep staff, custodial staff, shelter staff, internal and external stakeholders.

Other Job Specific Duties:
- Works alternative hours as required, including nights, weekends, and holidays.

- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive, in cooperation with other divisions and Agency staff, partners, vendors, volunteers, and clients in achieving the transport program goals.
- Performs other tasks as assigned to ensure efficient operation of the comprehensive, integrated transport program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Essential driver safety techniques.
- Navigation applications and proficiency in navigation skills.

Ability to:

- Demonstrate good interpersonal skills.
- Work independently.
- Demonstrate time management and organizational skills.
- Verbally deescalate clients who are at risk for aggression.
- Work collaboratively as a productive team member.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present housing program services to the public.
- Establish professional working relationships with staff, vendors, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Reasonably obtain knowledge of Agency and departmental policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma.
- At least two (2) years of passenger driver experience.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Lead Transport Driver – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	

Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Operations Manager - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Program Administrator, the Operations Manager is responsible for the supervision of maintenance, renovation, and/or alteration of all homeless shelter program sites including but not limited to, the low barrier navigation center, safe parking, and encampment. The Operations Manager will also oversee the day-to-day operations of the homeless shelter program and staff, specifically related to meal delivery and preparation, shelter beds, laundry, contracted kennels, bathrooms/showers, partner support, client support, and contracted security, ensuring compliance with all regulations. Provides a successful and supervised setting for staff, providers, volunteers, and clients. Provides on-going assessment on data reporting and collection as required, facilitates the progress of the shelter program and partner support. Responsible for maintaining compliance with all applicable regulations, policies, and procedures.

SUPERVISION RECEIVED:
Homeless Services Program Administrator

SUPERVISION EXERCISED:
Housing Services Food Prep Specialist, Housing Services Food Prep Technician, Housing Services Custodian, Housing Services Shelter Workers.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- In coordination with the Business Services and/or Operations Division, plans relocations, alterations, modifications, or major repairs.
- In coordination with the Risk Management Supervisor, develop and implement quality assurance activities such as training, on-site visitation, program review, and follow-up for maintenance.
- Work with the Risk Management Supervisor regarding all OSHA requirements.
- Coordinate and/or oversee maintenance of shelter vehicle.
- Assist Program Administrator with project status reports for all renovation projects.
- Produce and monitor annual budgets for the Operations Department.
- Monitor all aspects of facilities to include record keeping of all appropriate facility-related documents and ensure that check requests are completed in a timely manner.
- Ensure timely follow-up of maintenance and repairs where safety standards are an issue.
- Ensure ongoing communication with center staff in a timely manner and conducts weekly meetings.
- Conducts monthly meetings with county, law enforcement, contracted security leadership to discuss concerns, renovations, security practices and implementations at

the shelter.

- Supervises shelter staff and ensures overnight client numbers are accurately reported daily.
- Monitors kennel to ensure it is operating safely.
- Prepares and submits accurate and timely reports, assessments, incident reports and all correspondence as required.
- Responsible for all site purchases and invoices. Monitors invoices and submits Account Payables.
- Updates Public Health on any health and safety issues.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement and county officials to implement strategies, techniques, and/or recommendations.
- Responsible for the operation and safety of client encampment.
- Responsible for minor repairs and ensures that all sitework orders are submitted in a timely manner.
- Responsible for overseeing the ordering and monitoring of food inventory relating to meal preparation and delivery.
- Provide support and guidance to food preparation teams, custodial personnel, shelter staff, service providers, and volunteers.
- Responsible for requisitioning and/or monitoring appropriate janitorial supplies, materials for the department, including, but not limited to, linens, blankets, pillows, towels, soap, shampoo, bathroom supplies, food supplies, and animal care supplies.
- Responsible for making sure health and safety protocols are followed.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Schedule staff and work alternative hours as required, including nights, weekends, and holidays.
- Collaborates with Orkin for bed bug monitoring, supports the Safe Camp program by managing hazardous material and human waste removal, coordinates with county maintenance during construction projects, and assists security personnel in conducting searches for drugs and hazardous materials.
- Works with Volunteer Coordinator to promote volunteers and donations.
- Perform other tasks as may be required for the efficient operation of a comprehensive, integrated program, and transports clients.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families.
- Food meal preparation, overnight shelter services, client personal care services and kennel operation.

- The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Vehicle maintenance/repair.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present shelter program services information to the public.
- Motivate subordinate employees.
- Interpret and implement a variety of regulatory standards and guidelines.
- Repair and maintain equipment.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate or bachelor's degree in sociology, social services, psychology business administration, public administration, or related field preferred.
- At least two (2) years' supervisory experience.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

POSITION TITLE: Operations Manager – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Program Administrator - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
The Housing Services Program Administrator is responsible for overseeing the development, implementation, and management of programs designed to assist individuals experiencing homelessness. This role involves coordinating services, resources, and community partnerships to create a supportive environment that promotes access to housing, healthcare, and social services. The Program Administrator will lead a team of case managers and support staff, ensuring the delivery of high-quality, low-barrier services that respect the dignity and needs of clients.

SUPERVISION RECEIVED:
Director of Housing & Supportive Services

SUPERVISION EXERCISED:
Housing Services Program Supervisor, Housing Services Operations Manager, Housing Services Volunteer Coordinator, Housing Services Program Coordinator, and Housing Services Transport Driver.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Design and implement programs and services tailored to the needs of individuals experiencing homelessness.
- Establish program goals, objectives, and performance metrics to measure success.
- Recruit, train, and supervise program staff, including case managers and support personnel.
- Conduct regular staff meetings and performance evaluations to ensure high-quality service delivery.
- Oversee case management processes, ensuring clients receive appropriate support and resources.
- Advocate for clients' needs within the community and with external service providers.
- Build and maintain relationships with local agencies, organizations, and stakeholders to enhance service delivery.
- Facilitate partnerships that provide comprehensive support, such as housing, healthcare, and employment services.
- Manage program resources effectively, including budgeting, funding applications, and financial reporting.
- Ensure compliance with relevant regulations, policies, and funding requirements.

- Collect, analyze, and report on program data to evaluate effectiveness and inform future planning.
- Prepare reports for funders, stakeholders, and community partners, highlighting program outcomes and impact.
- Engage with the community to raise awareness of homelessness issues and the services offered by the navigation center.
- Organize and participate in outreach events to connect with potential clients and partners.
- Provide support during crisis situations, ensuring that clients receive immediate assistance and resources.
- Develop and implement crisis intervention strategies to address urgent client needs.
- Contribute to the development and revision of policies and procedures to improve service delivery and program effectiveness.
- Stay informed about the best practices and emerging trends in homeless services and advocacy.
- Develop and deliver training programs for staff on relevant topics, including trauma-informed care, conflict resolution, and cultural competency.

Other Job Specific Duties:

- Develop, implement, and evaluate programs aimed at reducing homelessness and supporting individuals in crisis.
- Supervise and support program staff, providing training and guidance to enhance service delivery.
- Collaborate with community organizations, government agencies, and stakeholders to ensure comprehensive service provision.
- Advocate for clients' needs and rights, ensuring they have access to necessary resources and services.
- Monitor program outcomes, maintain accurate records, and prepare reports for funding agencies and stakeholders.
- Assist in the development and management of program budgets, ensuring financial sustainability and compliance with regulations.
- Possess strong leadership skills, a deep understanding of homelessness and social services, and a commitment to providing compassionate and effective support to vulnerable populations.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsivities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of the homeless and socially and economically challenged individuals and families.

Ability to:

- Deal with conceptual matters.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and community members.
- Analyze and interpret statistical reports and legislation for program design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Work alternative hours as required, including nights, weekends, and holidays.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in sociology, business administration, public administration, or related field.
- Four (4) years' experience in administration/management, including program design, management, budgeting, program evaluation, community organization, public relations, or related experience.
- Two years of supervisory experience.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- NARCAN certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) highly desirable.
- Successful completion of live scan clearance, physical, TB, and substance abuse screening upon offer of employment.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.

- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		X	
Walking		X	
Standing		X	
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X			X		

Program Coordinator - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the direction of the Housing Services Program Administrator, the Program Coordinator provides a wide variety of administrative and clerical duties. Assists with budgets, prepares reports, conducts inventories, and assists with organization and implementation of special projects. The Program Coordinator will support the Program Administrator with conducting a wide variety of high-level external and internal business requiring specialized expertise in business administration, information systems, and personnel management. This includes the application and interpretation of relative federal, state, and local laws. Interact with and support the shelter staff, partners, volunteers, and clients.

SUPERVISION RECEIVED:

Housing Services Program Administrator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain program records and files.
- Acquire and apply knowledge of program guidelines and policies.
- Furnish general information to the public.
- Provide clerical and secretarial assistance to the Housing Services Program Administrator.
- Communicate information, advice, and instructions as an agent for assigned administrator.
- Prioritize workflow, including handling routine matters such as business mail, faxing, and photocopying.
- Order, monitor, and maintain department stock, including office supplies and other materials.
- Efficient planning, organizing, and scheduling of client medical and dental appointments as well as follow- ups.
- Support and assist shelter partners with various shelter needs (i.e. supplies etc.).
- Work in collaboration with the Housing Services Volunteer Coordinator.
- Ensures ongoing communication with M Street leadership and the CAPK Communications Team.

- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.
- Manage social media pages for M Street Navigation Center.

Other Job Specific Duties:

- Work with the Housing Services team to identify programming needs.
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours, including nights and weekends.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.
- Language translation and interpretation strategies and techniques.

Ability to:

- Address conceptual issues.
- Multi-task in a fast paced, high energy work environment.
- Demonstrate strong leadership skills and good work ethic.
- Verbally deescalate clients who are at risk for aggression.
- Plan, organize, and allocate resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Attend evening and weekend meetings as necessary.
- Effectively present Shelter program information to the public.
- Establish professional working relationships with staff, agencies, and partners.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent required.
- Associate degree in social service or related field preferred.
- Three (3) years of clerical experience preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Program Coordinator - Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		X	
Walking		X	
Standing		X	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	

Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Program Manager - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a jobclass. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade12 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
The Program Manager for Housing Services provides leadership, oversight, and strategic direction for the housing program, ensuring alignment with Housing First principles and Trauma-Informed Care. The Program Manager oversees the day-to-day operations of the program, manages staff, and cultivates partnerships with community organizations and stakeholders. The Program Manager is responsible for program development, implementation, evaluation, and compliance with all applicable regulations. They work closely with a diverse client population, including individuals experiencing homelessness, mental health challenges, substance abuse issues, and justice involvement.

SUPERVISION RECEIVED:
Housing Services Program Administrator

SUPERVISION EXERCISED:
Shelter Program Specialist and Housing Navigators-Shelter

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enableindividuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develop and implement short-term and long-term strategic plans for the housing program, aligned with the organization's mission and Housing First principles.
- Lead the program team in setting and achieving program goals, objectives, and performance targets.
- Stay abreast of best practices and emerging trends in homeless services, Housing First, Trauma-Informed Care, and related fields.
- Advocate for policies and system-level changes that promote housing access and support for individuals experiencing homelessness.
- Supervise, mentor, and evaluate program staff, including Shelter Program Specialists, Housing Navigators, Case Managers, and other direct service providers.
- Foster a positive, supportive, and trauma-informed work environment for staff.
- Conduct regular staff meetings, provide professional development opportunities, and promote teamwork and collaboration.
- Oversee the day-to-day operations of the housing program, ensuring efficient and effective service delivery.
- Develop and implement program policies and procedures, ensuring compliance with federal, state, and local regulations, and align with Housing First and Trauma-Informed Care principles.
- Monitor program data, track outcomes, and prepare reports to evaluate program effectiveness and inform continuous improvement efforts.

- Cultivate a client-centered program culture that prioritizes client choice, self-determination, and empowerment.
- Ensure that clients have access to a comprehensive range of services, including housing navigation, case management, mental health support, substance abuse treatment, and linkages to community resources.
- Work collaboratively with clients to develop individualized housing plans and support their successful transition to permanent housing.
- Establish and maintain strong partnerships with community organizations, service providers, landlords, funders, and other stakeholders.
- Participate in community coalitions, task forces, and advocacy efforts related to homelessness and housing.
- Represent the organization at community events and meetings.

Other Job Specific Duties:

- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned.
- Maintain a staff schedule.
- Work alternative hours as required, including nights, weekends, holidays and rotating on-call duties.
- Maintain a safe and functional work environment.
- Work collaboratively with staff, partners, volunteers, and clients in achieving the monthly shelter and program goals.
- Performs other tasks as required for the efficient operation of the comprehensive, integrated shelter program.
- Maintain confidentiality of client information and records.
- Performs other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Housing First principles and Trauma-Informed Care.
- Best practices in homeless services, case management, and supportive housing.
- Local continuum of care and partner agencies.
- Proficiency in Microsoft Office Suite and data management systems.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member and demonstrate strong leadership, management, and supervisory skills.
- Communicate effectively, verbally and in writing.
- Work with conceptual matters.
- Plan, organize, and allocate resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.

- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Demonstrate excellent communication, interpersonal, and conflict resolution skills.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in social work, psychology, public administration, or a related field required.
- At least three (3) years of progressively responsible experience in homeless/housing services or a related field, with at least one (1) year in a supervisory or management role.
- Demonstrated experience in program development, implementation, and evaluation.
- Experience working with individuals experiencing homelessness, mental health challenges, substance abuse issues, and justice involvement and/or any duration of lived experience.
- Any equivalent combination of education, training and experience that will demonstrate the capabilities to perform the described duties considered.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Bilingual language fluency (Spanish/English) desirable.
- Successful completion of live scan, physical, TB, substance abuse screening and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters inperforming the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enableemployees with disabilities to perform the essential duties.

POSITION TITLE: Program Manager - Housing Services			
Activity Hours Per Day	NEVER 0 HOURS	OCCASIONALLYUP TO 4 HOURS	FREQUENTLY4-8 HOURS
Sitting		X	
Walking		X	

Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

Housing Navigator - Shelter

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the supervision of the Program Supervisor, the Shelter Housing Navigator works with community service providers to build relationships with the community, provide advocacy, and link to benefits and housing. The primary goal is to receive referrals from service providers and social services agencies for unsheltered individuals through community referrals. The Housing Navigator will administer assessment tools, facilitate referrals and resources, and connect to social services and permanent housing. The Housing Navigator will also assist individuals in obtaining housing readiness documentation and enter data into the homeless management information system (HMIS) and/or customer relations management (CRM) software. The Housing Navigator will work as part of a larger team within the Bakersfield-Kern Regional Homeless Collaborative (BKRHC) and other community partners.

SUPERVISION RECEIVED:
Housing Services Program Supervisor

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Receives referrals from Coordinated Entry System (CES) law enforcement, mental health services and hospitals for individuals needing emergency shelter.
- Conducts intakes, Housing Needs Assessments, and works with the client to develop a housing stability plan to identify barriers to housing such as medical needs, budget needs by completing a monthly budget plan, and vital documents needed for housing.
- Conducts appropriate assessments (QRT and VI-SPDAT), enters clients in the Coordinated Entry System, HMIS homeless database and CRM, as appropriate, for all clients receiving housing services.
- Accurately input information into the database to minimize errors and duplicate entries.
- Works directly with homeless service providers and designated community service providers.
- Assists with and participates in weekly conference calls with homeless service providers/others.
- Complies with the policies and procedures under the BKRHC/CoC, HUD, and related guidelines for a CES program.

- Maintains case management, documentation, and forms. If applicable, ensure that all regulations and standards of care are followed per policy and procedures.
- Ensures program follow-ups are completed in a timely manner including needs assessments, follow-up appointments, and housing applications.
- Ensures data and application quality and, when appropriate, works with providers to improve submission processes.
- Conduct orientation for new residents by providing facility tours, explaining shelter rules and expectations, and reviewing pet policies.

Other Job Specific Duties:

- Assists and participate in BKRHC meetings as assigned.
- Prepares, conducts, and attends all CAPK meetings, trainings, and conferences assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- Must be able to work alternative schedules such as nights, weekends, and holidays.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.
- Community outreach services.

Ability to:

- Multitask in a fast-paced environment with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.

- Deliver presentations and speak at events on topics related to homelessness.
- Demonstrate excellent communication, organizational, and problem-solving skills to effectively collaborate with MCPs, landlords, and community partners.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma required.
- Associate's degree in social services or related field preferred.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Knowledge of Kern health and social services preferred.
- Up to one (1) year case management.
- Experience working with individuals or families facing housing instability.
- Strong understanding of housing programs and health-related social services.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's license, current automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must be able to complete and pass all department training requirements.
- Bilingual language fluency (English/Spanish) desired.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Shelter Housing Navigator				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X	
Walking			X	

Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Program Specialist - Shelter

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the supervision of the Program Supervisor and in coordination with the Housing Navigators, the Shelter Program Specialist will develop and maintain relationships with agencies and community groups who provide community, health, and housing services in Kern County. Assists in the maintenance and training of the Housing Navigators in HMIS, CRM, and other online databases. Support the Housing Navigator in providing advocacy, assisting with connection to benefits, and housing. The primary goal is to work with individuals experiencing homelessness to obtain housing readiness documentation and enter data into the homeless management information system. Administer assessment tools, facilitate referrals and resources, and connect clients to social service resources. The Shelter Program Specialist will work as part of a larger team within the Bakersfield Kern Regional Homeless Collaborative (BKRHC).

SUPERVISION RECEIVED:
Housing Services Program Supervisor

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conduct appropriate assessments (QRT and VI-SPDAT), enter clients in the Coordinated Entry System (CES) and input client's data into the Homeless Management Information System (HMIS) database for all clients receiving homeless services.
- Maintain communication with Housing and Supportive Services staff, homeless service providers, and related resources about status and client progress.
- Enter data into the HMIS system for shelter and housing placement, including case management and follow-up to complete client profile.
- Work closely with Housing Navigator to minimize errors and duplicate entries.
- Assist in data collection and reporting.
- Work directly with homeless service providers and designated community service providers.
- Assist with and participate in weekly conference calls with homeless services providers and the CES.
- Participate in the monthly By Name List (BNL) case conferencing calls for the Built for Zero working group.
- Complete intake and exit with clients.

- Maintain case management documentation and forms, including to ensure that all standards, regulations, and best practices are followed per policy and procedures.
- Coordinates and provides training for new and existing Housing Navigators.
- Assists with preparation of reports, and participation in the design of new systems.
- Provides necessary information, problem assessment, referral, and follow up appropriate to client's and provider's needs.
- Utilizes professionalism in working with community resources, providers, and others.
- Represents the Homeless Services Division through public presentations in the community and committee participation, which may include evenings and weekends.
- Comply with the policies and procedures under the BKRHC/CoC, HUD, and all other related guidelines for the CES program.
- Ensure program follow-up is completed in a timely manner.
- Responsible for creating digital files in SharePoint for clients that have been discharged from the program.
- Responsible for creating sign-up sheets for shelter services (i.e. shower, meal and laundry) and generate program roster reports.
- Conducts intakes, Housing Needs Assessments, and works with the client to develop a Housing Stability plan to identify barriers to housing such as medical needs, budget needs by completing a monthly budget plan, and vital documents needed for housing.

Other Job Specific Duties:

- Assist and participate in BKRHC meetings and trainings.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Must be able to work alternative schedules such as nights, weekends, and holidays.
- Travel for work as necessary.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations,
- Windows based computer applications, including Excel, PowerPoint, Word, and Outlook.
- Identify barriers of the unsheltered population and economically challenged individuals and connect them to mainstream resources.

Ability to:

- Multitask in a high stress environment, with focused attention to the client's needs.
- Analyze problems and identify alternative solutions.
- Utilize correct grammar and spelling.
- Plan and implement developmentally appropriate routines and activities.
- Plan, organize, and allocate resources.
- Work independently.
- Work with accuracy and attention to detail.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.

- Provide guidance, interpret, and explain policies and procedures.
- Speak at public engagements on issues related to homelessness.
- Maintain professional relationships with diverse groups and community representatives.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including a multi-line phone system.
- Effectively organize and prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Communicate effectively, verbally and in writing.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in health and human services, social services, database programing, or related field.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.
- Knowledge of Kern County health and social services preferred.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California's driver's license and state approved insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Fully fluent in English and Spanish desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

POSITION TITLE: Shelter Program Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		X	
Walking		X	

Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
		OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Shelter Worker - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 04 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:

Under the direction of the Housing Services Operations Manager, identifies and provides social services to homeless individuals at the M Street Navigation Center and Safe Parking and Encampment. Works collaboratively with operations staff, providers, and volunteers.

SUPERVISION RECEIVED:

Housing Services Operations Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Identifies and provides direct services to homeless individuals at the M Street Navigation Center and Safe Camping/Parking around the clock. Services may include intake, information and referral, distribution of basic supplies needed, as well as on-site client supervision.
- Works with security, emergency services personnel (law enforcement and paramedics, etc.) as well as shelter providers (e.g., medical, and mental health personnel).
- Performs client sign-in and data collection process and maintains appropriate program attendance records and other records as required.
- Works with shelter staff, volunteers, and multiple service providers to enhance, augment, and coordinate service delivery to program clients.
- May be required to assist security with screening clients for entry to homeless programs, including identifying inappropriate behavior, checking for possession of weapons, and evidence of alcohol or controlled substances.
- Maintains a safe environment by continually monitoring the immediate site and premises.
- Enforces Homeless Services and site-specific policies and procedures.
- Acts as a client resource by providing referrals for services available in the community.
- Manage clients by utilizing conflict resolution skills and crises management techniques.
- Manages Homeless Services documentation, including client mail, daily log, client warnings, incident reports, filing, and other clerical duties as required.
- Coordinates and oversees ongoing client housekeeping activities to ensure programs are always clean and safe, especially prior to clients vacating program premises (e.g., cleaning dorms, removing bedding, encampment clean up, etc.).

- Addresses housekeeping and maintenance issues as they occur and will be responsible for day center laundry equipment.
- Distribute personal hygiene items to clients.
- Supports CAPK mission by providing care and assistance to clients and encouraging and facilitating self-sufficiency.
- Assists with food preparation, serving, and maintaining the cleanliness of the kitchen to comply with the department of public health standards.

Other Job Specific Duties:

- Assists with training and providing directions to other staff, providers, and volunteers, as needed.
- Attends staff meetings and training sessions as required.
- Ability to work alternative schedules such as morning, evening, overnight, with a rotating schedule every three months, to include weekends, and holidays.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Correspondence and report writing practices and procedures.
- Current problems of homelessness and socially and economically challenged families.
- Modern office practices, methods, procedures, and equipment, including computers.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work collaboratively in a teamwork environment.
- Communicate effectively, verbally and in writing.
- Problem solve and make informed decisions
- Work with conceptual matters.
- Administer Narcan to clients as required.
- Assist with allocation of onsite resources.
- Effectively present shelter program services information to the public.
- Establish professional working relationships with staff, partners, and volunteers.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.

- Must be 18 years of age or older.
- Requires one (1) year of experience providing direct human or health services to the economically disadvantaged, physically/mentally disabled, substance abuse/dual diagnosed individuals, the elderly, and/or at-risk youth.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Must be able to obtain the CPR certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Shelter Worker – Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		x	
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	

Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)			x
Pushing & Pulling (left hand)			x
Reaching (above shoulder level)			x
Reaching (below shoulder level)			x

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x				x
26-50 lbs		x			x	
51-75 lbs		x		x		
76-100 lbs	x			x		
100+ lbs	x			x		

Volunteer Coordinator - Housing Services

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Housing Services Program Administrator, the Volunteer Coordinator is responsible for sourcing and recruiting volunteers, internal and external clients, and community members. The Volunteer Coordinator will oversee the Housing Services Volunteer Program, data collection of availabilities and skills, and record volunteer hours served. This position also solicits food and clothing donations from the community at large.

SUPERVISION RECEIVED:
Housing Services Program Administrator

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develops and implements the Housings Services Volunteer Program.
- Allocate responsibilities, supervise performance, and manage retention of volunteers.
- Disseminates information for upcoming needs and events.
- Keeps detailed records of volunteer information and assignments.
- Keeps detailed records of food, hygiene supplies, and clothing donations.
- Motivates and inspires community members to participate in the Housing Services Volunteer Program and donate to the M Street Navigation Center.
- Oversight of volunteer teams for holidays and special events, as necessary.
- Provides leadership in the M Street Café by establishing and maintaining safety standards.
- Responsible for training and mentoring all volunteers.
- Ensures ongoing communication with M Street leadership and the CAPK Communications Team.
- Work in collaboration with shelter staff, providers, volunteers, law enforcement, code enforcement, and county officials to implement strategies, techniques, and/or recommendations.
- Aid and support kitchen staff, custodial staff, shelter staff, and internal and external stakeholders.

Other Job Specific Duties:

- Works with Housing Services kitchen staff to identify food needs.

- Works with the Housing Services Operations and Program Services supervisors to identify client clothing and hygiene needs.
- Works with Housing Services kitchen staff to receive, inspect, and confirm the quantity and quality of food donations delivered.
- Attends and participates in in-service training programs, staff meetings, and safety meetings.
- Must be able to work alternative schedules such as nights, weekends, and holidays.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsivities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Organizational practices.
- Data collection and reporting.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Organizational skills and working knowledge of databases.

Ability To:

- Multi-task in a fast paced, high-energy work environment.
- Attend all CAPK meetings, trainings, and conferences assigned.
- Demonstrate strong leadership skills and good work ethic.
- Verbally deescalate clients who are at risk for aggression.
- Work with a diverse population.
- Work independently and in a team environment.
- Analyze problems and identify alternative solutions.
- Plan, organize, and allocate resources.
- Develop and arrange appropriate volunteer orientation and training.
- Prepare daily volunteer schedules for activities and follow up with volunteers and groups.
- Prepare clear and concise reports.
- Exercise sound, independent judgement within general policy guidelines.
- Operate and use modern office equipment, including a multi-line phone system.
- Effectively prioritize assigned work.
- Establish and maintain effective working relationships with other people.
- Communicate the mission of the Shelter, the need for food/clothing donations, and the need for volunteer assistance to a variety of local organizations and high schools.
- Coordinate and lead a team.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent required.
- Associate degree in social services or related field preferred.
- One (1) year of supervision in a volunteer or operations program.
- Experience volunteering locally.
- Experience recruiting through various channels.
- Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Food Handler certification within 30 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employees' encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Volunteer Coordinator - Housing Services			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting		X	
Walking		X	
Standing		X	
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing		X	
Kneeling		X	

Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Justice Involved Navigator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the supervision of the Reentry Program Manager, the Justice Involved Navigator will provide support and guidance to individuals experiencing homelessness who are justice involved. The Justice Involved Navigator will implement appropriate interventions and support systems that address the underlying factors contributing to homelessness and criminal behavior. In this role, the Justice Involved Navigator will play a crucial part in aiding individuals to navigate the complex intersection of homelessness and the criminal legal system.

SUPERVISION RECEIVED:
Reentry Program Manager

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Always maintain a courteous and professional demeanor, using program's best practices and trauma informed care, ensuring a positive client experience.
- Maintains case files, documentation, and forms. If applicable, ensure that all regulations and standards of care are followed by policy and procedures, ensure that program follow-up is completed in a timely manner, and ensures quality of work and data accuracy.
- Ability to participate in outreach inside California Department of Corrections and Rehabilitation (CDCR) facilities and conduct outreach and in-reach at key intersecting points of the criminal justice system to identify and engage with justice involved persons experiencing homelessness.
- Safely operate in various outdoor environments and engage with diverse populations.
- Build rapport and establish trusting relationships with participants and community partners, highlighting the importance of empathy, active listening, and adaptability working with homeless communities.
- Assist with care coordination, which can include obtaining a government issued ID, health insurance, and other benefits, and connecting with a primary care provider or recovery treatment.
- Conduct comprehensive assessments of justice involved persons and develop personalized plans to reduce reoffending and recidivism, address legal concerns, housing instability, and overall well-being.

- Collaborate with relevant agencies, multidisciplinary teams, service providers, emergency shelters, outreach programs, and community services to secure safe and stable housing options.
- Partner with justice system agencies to reduce encounters and involvement by deflecting and diverting individuals away from traditional criminal justice processes and towards community based supportive service alternatives.
- Forster positive relationships with local law enforcement, Department of Corrections and Rehabilitation, Adult Probations, and other agencies as needed.
- Work with individuals with severe and persistent mental illness, substance abuse disorders and other medical conditions.
- Establish and maintain liaison with various outside agencies and groups.
- Coordinate services with case managers from other agencies in accordance with individual service/recovery plans.
- Maintain client files with documentation including personal information, correspondence, financial statements, receipts, budget and agreement forms, reports, and progress notes.
- Assist clients with continuing disability reviews for SSA and other social service agencies as needed and when needed, utilize available resources for crisis intervention and emotional support for challenges related to their justice and homeless involvement.

Other Job Specific Duties:

- Assists and participates in BKRHC meetings and community events as assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- Conduct monthly home visits as needed.
- Public speaking and presentations to internal and external stakeholders.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.

- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma required or equivalent.
- Associate degree in the social sciences, criminal justice, or human services field preferred.
- Up to one (1) year experience working with the unsheltered or justice involved population and/or any duration of lived experience.
- Strong understanding of housing programs and health-related social services.
- Two (2) years of work experience in the human services field with justice involved preferred.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate.
- Bilingual language fluency (English/Spanish) desired.
- Must be able to pass background check administered by CDCR.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Justice Involved Navigator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Reentry Program Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** 01/27/2025

SUMMARY:
Under the direction of the Director of Housing and Supportive Services, the Reentry Program Manager for Justice-Involved Services is responsible for designing, implementing, and overseeing comprehensive programs that support individuals involved with the criminal justice system. This role focuses on facilitating successful reentry, rehabilitation, and reintegration of clients into the community by providing services such as case management, workforce development, housing assistance, and mental health support. The Program Manager will lead a team of dedicated staff, collaborate with local community partners, and ensure compliance with relevant laws and regulations.

SUPERVISION RECEIVED:
Director of Housing & Supportive Services

SUPERVISION EXERCISED:
Justice Involved Navigator.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Design, implement, and oversee programs aimed at supporting justice-involved individuals in reentry, rehabilitation, and reintegration into society.
- Establish goals, objectives, and measurable outcomes for programs serving justice-involved populations.
- Develop program policies, procedures, and best practices to ensure compliance with legal requirements and organizational standards.
- Oversee the intake, assessment, and case management processes for justice-involved clients, ensuring individualized service plans.
- Provide guidance and support to program staff in delivering case management, counseling, and advocacy services.
- Monitor client progress and ensure the delivery of tailored services, such as mental health support, substance abuse treatment, housing assistance, and job placement.
- Build and maintain relationships with local law enforcement, probation officers, courts, and community organizations to ensure smooth program coordination and referral pathways.
- Develop partnerships with workforce development agencies, housing providers, healthcare services, and other stakeholders to support clients' reintegration needs.
- Attend community meetings and participate in local coalitions focused on justice-involved populations.

- Recruit, train, and supervise program staff, ensuring they have the necessary skills and resources to support clients.
- Provide ongoing professional development and mentorship to staff, encouraging a trauma-informed and client-centered approach.
- Lead regular staff meetings and ensure effective communication among team members.
- Track program performance metrics, client outcomes, and other relevant data to evaluate program success and areas for improvement.
- Prepare and submit reports for internal stakeholders, funders, and government agencies, ensuring timely and accurate reporting.
- Utilize data to make informed decisions about program adjustments and enhancements.
- Identify funding opportunities through grants, government contracts, and partnerships with community organizations.
- Prepare grant proposals, program budgets, and funding reports in alignment with the organization's mission and goals.
- Collaborate with development and finance teams to ensure sustainability and growth of programs.
- Stay informed about changes in criminal justice policies, laws, and regulations that impact the justice-involved population.
- Advocate for systemic changes that improve services for justice-involved individuals, such as criminal justice reform or reentry initiatives.
- Ensure program operations comply with all relevant legal requirements, contracts, and organizational policies.
- Provide crisis intervention and support to clients during challenging situations, such as legal issues, housing crises, or mental health emergencies.
- Work collaboratively with staff and external partners to resolve challenges and ensure continuity of care for clients.

Other Job Specific Duties:

- Assists in interviewing, hiring, training, evaluating, and mentoring staff and volunteers, providers, and vendors, as appropriate.
- Ensures project, vendor, partner, and client records, files, daily logs, plans, and service delivery statistics are maintained in an accurate and timely manner.
- Schedules staff, vendors, and volunteers
- Work alternative hours as required, including nights, weekends, and holidays.
- Travel for work as necessary.
- Prepares, conducts, and attends all meetings, trainings, and conferences, as assigned.
- Maintains a safe and functional work environment.
- Is proactive in building and maintaining professional relationships with other division and agency staff, partners, vendors, volunteers, and clients in achieving the housing program goals.
- Performs other tasks for the efficient operation of the comprehensive, integrated housing program.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Professional correspondence and report writing practices and procedures.
- Current problems of the homeless and socially and economically challenged families. The contributions of volunteers and clients who may be non-professional.
- Modern office practices, methods, procedures, and computer equipment. Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrate good interpersonal skills.
- Work as a positive team member
- Communicate effectively, verbally and in writing.
- Plan, organize, and allocate resources.
- Effectively present housing program services to the public.
- Reasonably obtain knowledge of applicable federal, state, and local laws, codes, and regulations.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university with major in human services,social work, social services, or related field.
- At least two (2) years of supervisory experience.
- Up to one (1) year experience working with the unsheltered or justice involved population and/or any duration of lived experience.
- Any equivalent combination of education and/or experience may be acceptable on a year-to-year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to housing programming, asappropriate.
- Must be able to obtain the CPR certification within 90 days of employment.
- Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those employee encounters inperforming the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is moderate to high.

- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Reentry Program Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY4-8 HOURS**
0-10 lbs.			X			X
11-25 lbs.		X			X	
26-50 lbs.		X			X	
51-75 lbs.	X			X		
76-100 lbs.	X			X		
100+ lbs.	X					

MEMORANDUM

To: Personnel Committee

From: Pritika Ram, Chief Business Development Officer

Date: January 8, 2025

Subject: *Agenda Item 4(b)*: Position Analysis and Equity Review for Community Development Division – **Action Item**

Over the past few months, the Community Development Division leadership has been diligently reviewing processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the programmatic and administrative services within the Division is necessary to optimize our performance and ensure compliance with contractual obligations. This restructuring involved going through the CompEase process of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our program is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, we recognize the importance of fair and equitable compensation for all staff members. As part of the restructuring, the leadership team, in conjunction with the Human Resources team, conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the goal of this restructuring is to enhance our ability to meet the needs of our community. By optimizing our operations, we can deliver higher-quality services in a timely and safe manner to our partners and clients.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
2-1-1 Program Administrator	Grade change, supervision exercised, duties and responsibilities, qualifications, and education.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 14 Min. $45.63 Mid. $57.04 Max. $68.44
2-1-1 Program Manager	Grade change, supervision exercised, supervision received, duties and responsibilities, qualifications, and education.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37

Information & Referral Coordinator	Grade change, supervision received, duties and responsibilities, qualifications, and education.	Grade 7 Min. $19.92 Mid. $23.43 Max. $26.96	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
2-1-1 Program Specialist	Grade change, supervision received, duties and responsibilities, qualifications, and education.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Information & Referral Specialist I	Grade change, supervision received, duties and responsibilities, qualifications, and education.	Grade 4 Min. $16.38 Mid. $18.89 Max. $21.72	Grade 6 Min. $18.89 Mid. $23.62 Max. $28.34
Information & Referral Specialist II	Grade change, supervision received, duties and responsibilities, qualifications, and education.	Grade 5 Min. $17.24 Mid. $20.29 Max. $23.32	Grade 7 Min. $20.61 Mid. $25.77 Max. $30.92
First 5 Help Me Grow Care Coordinator	Grade change, duties and responsibilities, qualifications, and education.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
First 5 Help Me Grow Development Specialist	Grade change, duties and responsibilities, qualifications, and education.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Community School Partnership Program Supervisor	Grade change, duties and responsibilities, qualifications, and education.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Community School Partnership Program Case Manager	Grade change, duties and responsibilities, and qualifications.	Grade 6 Min. $18.53 Mid. $21.81 Max. $25.08	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Grant Administrator	Grade change and duties and responsibilities.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 14 Min. $45.63 Mid. $57.04 Max. $68.44
Senior Grants Analyst	Formerly Senior Community Development Specialist II. Changes to duties and responsibilities.	Grade 11 Min. $32.80 Mid. $41.00 Max. $49.20	Grade 11 Min. $32.80 Mid. $41.00 Max. $49.20
Grants Analyst	Formerly Senior Community Development Specialist I. Change to duties and responsibilities.	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78
Community Development Supervisor	Title change, formerly Outreach & Communications Supervisor, to support a broader scope and grant-funded projects.	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78
Advocacy & Public Relations Manager	Grade change, duties and responsibilities, qualifications, and education.	Grade 11 Min. $32.80 Mid. $41.00 Max. $49.20	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
Outreach & Communications Supervisor	Duties and responsibilities, qualifications, and education.	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.78	Grade 10 Min. $28.54 Mid. $35.65 Max. $42.78
Outreach Specialist	Duties and responsibilities, qualifications, and education.	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30

Multimedia Specialist	Duties and responsibilities, qualifications, and education.	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
CAPK Foundation Director of Development	Grade change, supervision received and exercised, duties and responsibilities, and qualifications.	Grade 14 Min. $49.86 Mid. $62.34 Max. $74.82	Grade 16 Min. $57.44 Mid. $71.80 Max. $86.16
CAPK Foundation Donor Relations Administrator	Grade change.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 13 Min. $39.97 Mid. $49.96 Max. $59.95
CAPK Foundation Administrative Coordinator	Duties and responsibilities, qualifications, and education.	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18

Fiscal Impact and Timeframe

The title and grade changes allow the Division to come up to market level and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $48,981 for the proposed changes can be supported by the Community Development Division and grant-funded program (i.e., 2-1-1 and Community Schools Partnership Program) budgets.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, and as part of the following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) Complete development and consolidation of revised job descriptions.

Recommendation:

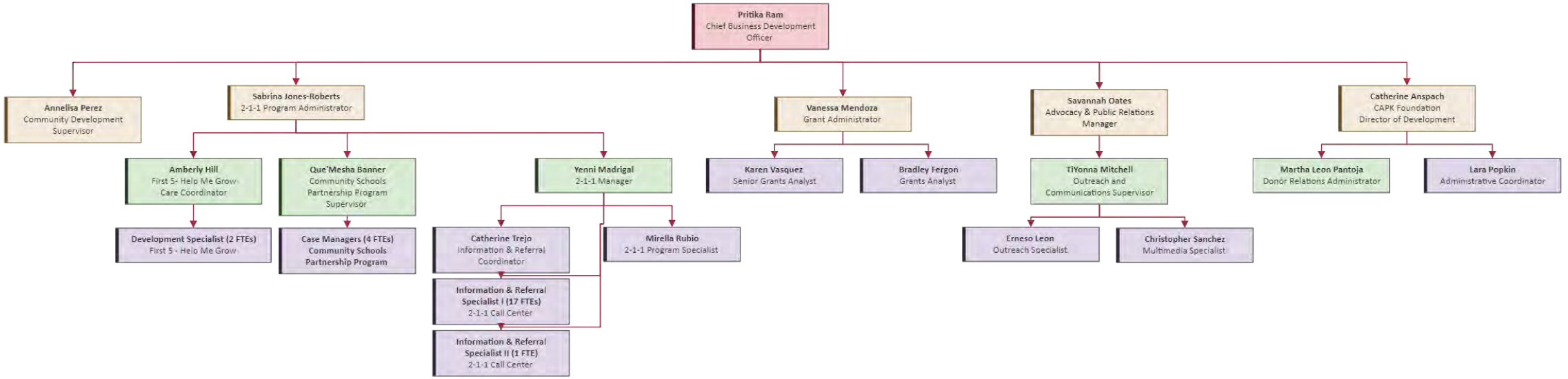
Staff recommend the Personnel Committee approve the revised Community Development Division job descriptions and grade changes.

Attachments:

Community Development Division Organizational Chart
Help Me Grow Care Coordinator Job Description
211 Help Me Grow Development Specialist Job Description
211 Information & Referral Coordinator Job Description
211 Information & Referral Specialist I Job Description
211 Information & Referral Specialist II Job Description
211 Program Administrator Job Description
211 Program Manager Job Description
211 Program Specialist Job Description
Community Development Supervisor Job Description
Community School Partnership Case Manager Job Description
Community School Partnership Program Supervisor Job Description
Foundation Administrative Coordinator Job Description
Foundation Director of Development Job Description

Foundation Donor Relations Administrator Job Description
Grant Administrator Job Description
Grants Analyst Job Description
Senior Grants Analyst Job Description
Advocacy & Public Relations Manager Job Description
Multimedia Specialist Job Description
Outreach & Communications Supervisor Job Description
Outreach Specialist Job Description

COMMUNITY DEVELOPMENT DIVISION



Care Coordinator - Help Me Grow Kern County

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Responsible for supervising and monitoring the overall effectiveness of the Help Me Grow Kern County (HMGKC) process, providing feedback to key professionals/organizations, parents, and medical providers working with children and delivering reports to responsible parties in the community. The HMGKC Care Coordinator will work with the Coordinating Body and the HMGKC community partners to address system improvement and secure resources needed to implement long standing goals.

SUPERVISION RECEIVED:
2-1-1 Program Administrator with dotted line performance reporting to the HMGKC Coordinating Body.

SUPERVISION EXERCISED:
Development Specialists

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Monitor the Help Me Grow Kern County (HMGKC) program and ensure the appropriate delegation of tasks amongst the Development Specialists.
- Complete and submit timely reports using the HMGKC Customer Relationship Management (CRM) system.
- Coordinate and participate in HMGKC and/or community events.
- Design and implement an outcome evaluation process to identify the programs' impact on the well-being of children and their families, and the effectiveness and efficiency of screenings, assessments, referrals, and treatment.
- Identify gaps in screening, assessment, and treatment resources and, in collaboration with local schools and professionals; develop a plan to increase the availability of needed treatment
- Collaborate with the HMGKC Coordinating Body to ensure the effective execution of initiatives. Partner with the team to develop and implement improvement plans, facilitate the translation of evaluation data into actionable quarterly feedback, and oversee ongoing progress monitoring.
- Work with the designated local call center (2-1-1) and community screeners (Human Services, Kern Regional Center, Kern County Behavioral Health and Recovery Services, Public Health, Public Schools, Pediatricians, Head Start, Early Head Start, Child Care Providers, Managed Care Providers, and others as deemed relevant) to develop and implement a training program, annual plan for the expansion of screening, and schedule of

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events.
- Periodically conduct an audit of the existing treatment resources and compile a resource list while ensuring continuous updates.
- Provide referral and case review updates during Help Me Grow Committee Meetings.
- Thoroughly understand and occasionally perform duties of Development Specialist when temporary coverage is necessary.
- Maintain a strong network with community stakeholders, keystaff/board members at funding institutions, government entities, and local non-profits.
- Represents CAPK through the implementation of public presentations.
- Participate in the process of establishing timelines and meeting objectives identified in the Strategic Plan related to the program.
- Ensure quality and consistency of promotional materials, press releases, quarterly newsletters, annual reports, as well as website and social media content

Other Job Specific Duties:
- Prepare, conduct, and attend all meetings, trainings, and conferences as assigned, including out of town travel.
- Maintain a safe and functional work environment.
- Oversee budget management, track expenditures and revenue, and coordinate the preparation and submission of program financial reports.
- Work alternative hours as required, including evenings or weekends.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency and departmental policies and procedures.
- Applicable federal state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment, including computers, word processing, spreadsheet, and related software.
- Supervision, evaluation, and training of staff.
- Developmental delays and risks that may result in high-risk conditions and relevant treatment service providers.
- Written and verbal communication strategies.

Ability to:
- Plan, organize, and allocate resources.
- Lead a team of staff.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance, interpret, and explain policies and procedures.
- Work with accuracy and attention to detail.
- Establish and maintain effective working relationships with the HMGKC community and people having diverse skills and backgrounds.

- Communicate respectfully and effectively verbally and in writing.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in child development or related field required.
- Must have completed a minimum of twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three (3) semester units in each of the following core areas:
    - Child/human growth and development
    - Child, family, community, or child and family relations
    - Early Childhood Education programs/curriculum
- One (1) year of experience working in the Child Development field.
- Three (3) years of progressive and related experience in a coordinator or supervisory position, overseeing projects, research, and/or program delivery.
- Experience in a non-profit or government agency is desirable, including familiarity with grant-funded programs, project management, and stakeholder reporting/communication.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (English/Spanish) required.
- Completion of developmental screening training within 60 days of employment.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the program and scope of work.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

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POSITION TITLE Care Coordinator - Help Me Grow Kern County			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Development Specialist - Help Me Grow Kern County

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Development Specialist will conduct assessments for children from birth to five (5) years old to identify potential developmental delays using evidence-based screening tools. For children identified as moderate or high risk, the Development Specialist will provide tailored intervention resources, referrals, and brief counseling services as appropriate. Additionally, the role involves offering advocacy support, coordinating follow-ups to ensure ongoing developmental monitoring, and addressing the child's unique health care needs.

SUPERVISION RECEIVED:

Help Me Grow Care Coordinator

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Conduct developmental screenings via phone or in-person using the online database or screening tool to detect potential delays in children from birth to five (5) years of age.
- Provide assistance to families and parents/caregivers with concerns for the development of their child.
- Establish a rapport necessary to conduct the developmental screening for subsequent care.
- Work closely with the Care Coordinator on action plans with families to obtain the identified assessment and necessary intervention services.
- Act as an advocate to support families to ensure access and receipt of intervention and other needed health services in the community.
- Assist the family with navigating the early intervention service delivery system, providing parent-friendly information, support, counseling when appropriate, and referrals to external agencies for services.
- Utilizes the Ages and Stages Questionnaire (ASQ) database to maintain accurate records of phone calls, contacts, documentation, and referrals.
- Report suspected child abuse to the county child welfare agency when incidents of alleged child abuse, neglect, and/or exploitation are disclosed or suspected during a call.

Other Job Specific Duties:

- Attend meetings and trainings as assigned. Including out of town travel.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including evenings and weekends.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures
- Developmental delays, disability risk conditions, and relevant treatment service providers.
- Modern office practices, methods, procedures, and computer equipment, including word processing, spreadsheet, database, and related software applications.
- Written and verbal communication strategies.

Ability to:

- Communicate effectively verbally and in writing.
- Demonstrate good interpersonal and listening skills.
- Present program information to the public in a professional manner.
- Maintain concise case management records.
- Develop a clear line of communication with people of diverse cultural and economic backgrounds.
- Provide prompt attention to calls and follow-up assignments.
- Plan and implement developmentally appropriate routines and activities. Work effectively independently and in a team environment.
- Work diligently with accuracy and attention to detail.
- Exercise sound judgment within general policy guidelines and apply regulations.
- Effectively organize and prioritize assigned work.
- Establish and maintain strong working relationships with staff and other agencies.
- Display proficiency in data entry and documentation within a shared database.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Must have completed a minimum of twelve (12) semester units of course work in early childhood education or child development (excluding field work), including at least one course of at least three (3) semester units in each of the following core areas:
    - Child/human growth and development
    - Child, family, community, or child and family relations
    - Early Childhood Education programs/curriculum
- One (1) year of experience working in the Child Development field.
- Child Development Associate Teacher Permit desired.

OTHER REQUIRMENTS:

- Completion of developmental screening training within 60 days of employment.
- Possession of a valid California driver's license, and state automobile insurance, with an acceptable driving record, substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.

- Bilingual language fluency (English/Spanish) required.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the program and scope of work.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Development Specialist – Help Me Grow			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking		x	
Standing		x	
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lbs	X			X		
100+ lbs	X			X		

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Information & Referral Coordinator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved**: TBD

SUMMARY:

The Information and Referral Coordinator provides direct training, technical assistance, and support to the Information and Referral Specialist Tier I and II position. This position ensures ongoing maintenance of the 2-1-1 Kern database by communicating with referring agencies to ensure resource information is updated annually and when changes are implemented. The position is expected to be skilled and knowledgeable of all platforms and systems utilized to connect with the public and provide information via telephone, bi-directional texting, and live chat. The Information and Referral Coordinator is required to have experience in meeting reporting deadlines, navigating a call handling database for information and referral entries, and assisting with observing call handling procedures of staff to ensure customer services are implemented across all campaigns and contracted counties.

2-1-1 Kern operates 24/7, 365 days a year, offering a variety of shift options. Work schedules may include evenings, overnights, weekends, and holidays. Employees may be called upon to assist and support after-hours staff as needed. ***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Manager.***

SUPERVISION RECEIVED:

2-1-1 Program Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides training, coaching, guidance and support to employees.
- Assists with providing technical assistance to employees.
- Monitors calls and conducts call observations to ensure appropriate call handling procedures are implemented by employees.
- Assists with performance evaluations by providing feedback on staff training, call handling progress, and call observations.
- Assist with staff scheduling, identify where coverage is appropriate, and prepares reports as needed.
- Utilizes Inform USA and Agency standards to positively enhance caller's experience.
- Displays professionalism when working in the community or directly with community resource agencies.

- Utilizes an online database system to maintain accurate records of services requested and provided.
- Responsible for the ongoing maintenance of resource information.
- Follows call center policies, practices, and procedures.
- Assists with the development and implementation of special projects and programs and participates in the design of new systems.
- Assists with reducing high call volumes and recording call transactions in the 2-1-1 Kern database.
- Represents 2-1-1 Kern through public presentations in the community and meeting engagement with partners and funders.
- Provides information and referral training to the community on the utilization of web-based resources.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned. Including out of town travel.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including evenings, overnights, weekends, and holidays. Is proactive in the effort to identify individuals and families that qualify for CAPK programs and initiate follow-up accordingly.
- Coordinates and participates in outreach events with the intent to educate the community on services available.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including telephony system, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.
- Written and verbal communication strategies.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to the call center's call volume.
- Analyze problems and identify alternative solutions.
- Work effectively independently and in a team setting.
- Prepare clear and concise reports and work with accuracy and attention to detail.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing.
- Operate and use moder office equipment.

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- Prioritize, stay organized, and manage deadlines.
- Establish and maintain effective working relationships with people of diverse cultural and economic backgrounds.
- Prepare staff for Inform USA certification and monitor for recertifications.
- Obtain Inform USA Community Resource Specialist (CRS) and Database Curator (CRS-DC) Certification with two years of employment.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in health and human services, social services, or related field.
- Two (2) years of Information and Referral experience required.
- Knowledge of and/or work experience in the health and social services field.
- Supervisory experience preferred.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the duties described may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and state automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform essential duties.

POSITION TITLE Information & Referral Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x

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Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Information & Referral Specialist I

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Informational and Referral (I&R) Specialist I is responsible for providing confidential, appropriate, unbiased health and social service information, referrals, and advocacy to the public by telephone, bi-directional texting, and live chat. The I&R Specialist I will track gaps in services, assist callers with questions, appointment needs, and be responsible for assisting in the maintenance of the 2-1-1 Kern resource database. This position is expected to be knowledgeable in call handling procedures and ensure customer service is provided across all campaigns and contracted counties.

2-1-1 Kern operates 24/7, 365 days a year, offering a variety of shift options. Work schedules may include evenings, overnights, weekends, and holidays. Employees may be called upon to assist and support after-hours staff as needed. ***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Manager.***

SUPERVISION RECEIVED:

2-1-1 Program Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Answers calls and provides necessary information, problem assessment, referrals, and follow up appropriate to callers' needs in a tactful and professional manner.
- Identify when a caller is in crisis and utilize active listening, calming and de-escalation skills.
- Assist callers in selecting appropriate resources and appointments, when necessary, and contact resource agencies to facilitate service delivery.
- Utilize Inform USA and Agency standards to positively enhance caller's experience.
- Display professionalism when working with community resource agencies.
- Utilizes an online database system to maintain accurate records of call transactions and services requested and provided.
- Assists with the ongoing maintenance of database resource information.
- Assists with providing call handling guidance and training to employees.
- Utilize a telephony system to take calls, initiate conference calls, and conduct call transfers.
- Utilize an online texting platform for bi-directional texting and the Customer Relation Management System for live chats with callers.
- Provide quality customer service.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including evenings, overnights, weekends, and holidays.
- Is proactive in the effort to identify individuals and families that qualify for CAPK programs and initiate follow-up accordingly.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including telephony system, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.
- Written and verbal communication strategies.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to caller's needs.
- Deal with conceptual matters.
- Communicate effectively verbally and in writing.
- Demonstrate good interpersonal and listening skills.
- Present program information to the public in a professional manner.
- Establish professional working relationships with staff agencies, and partners.
- Interact effectively with people experiencing a problem or crisis.
- Communicate clearly with people of diverse cultural and economic backgrounds.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High School diploma or equivalent. Relevant degree or a combination of directly related college course work is highly desirable.
- One (1) year of Information and Referral experience preferred, but not required.
- Knowledge of and/or work experience in the health and social services field preferred.

OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

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WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Information & Referral Specialist I			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Information and Referral Specialist II

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 07 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Informational and Referral (I&R) Specialist II is responsible for providing confidential, appropriate, unbiased health and social service information, referrals, and advocacy to the public by telephone, bi-directional texting, and live chat. The I&R Specialist II will track gaps in services, assist callers with questions, appointment needs, and be responsible for assisting in the maintenance of the 2-1-1 Kern resource database. This position is expected to be knowledgeable in call handling procedures and ensure customer service is provided across all campaigns and contracted counties.

2-1-1 Kern operates 24/7, 365 days a year, offering a variety of shift options. Work schedules may include evenings, overnights, weekends, and holidays. Employees may be called upon to assist and support after-hours staff as needed. ***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Manager.***

SUPERVISION RECEIVED:

2-1-1 Program Manager

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Answers calls and provides necessary information, problem assessment, referrals, and follow up appropriate to callers' needs in a tactful and professional manner.
- Identify when a caller is in crisis and utilize active listening, calming and de-escalation skills.
- Assist callers in selecting appropriate resources and appointments, when necessary, and contact resource agencies to facilitate service delivery.
- Utilize Inform USA and Agency standards to positively enhance caller's experience. Display professionalism when working with community resource agencies.
- Utilizes online database system to maintain accurate records of call transactions and services requested and provided.
- Assists with the ongoing maintenance of database resource information.
- Provide call handling guidance and training to employees.
- Utilize a telephony system to receive calls, place outgoing calls, initiate conference calls, and conduct call transfers.

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- Utilize an online texting platform for bi-directional texting and the Customer Relation Management System for live chats with callers.
- Provide quality customer service.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including evenings, overnights, weekends, and holidays.
- Is proactive in the effort to identify individuals and families that qualify for CAPK programs and initiate follow-up accordingly.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including telephony system, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies.
- Written and verbal communication strategies.

Ability to:

- Multitask in a fast-paced environment, with prompt attention to caller's needs.
- Deal with conceptual matters.
- Communicate effectively verbally and in writing.
- Demonstrate good interpersonal skills.
- Present program information to the public in a professional manner.
- Establish professional working relationships with staff, agencies, and partners.
- Interact effectively with people experiencing a problem or crisis.
- Communicate clearly with people of diverse cultural and economic backgrounds.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High School diploma or equivalent. Relevant degree or a combination of directly related college course work is highly desirable.
- One (1) year of Information and Referral experience.
- Knowledge of and/or work experience in the health and social services field preferred.
- Obtain Inform USA Community Resource Specialist (CRS) Certification within three years of employment.

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OTHER REQUIREMENTS:

- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan fingerprinting, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE	Information & Referral Specialist II		
Activity	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

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0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Program Administrator - 2-1-1

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

The 2-1-1 Program Administrator is responsible for high-level oversight of the 2-1-1 Kern call center, assuring quality service, accreditation standards are implemented, planning and developing program policies and procedures for the future direction of 2-1-1, and, as part of the leadership team, aiming for continuous improvement of 2-1-1 and its focus on assisting the community by ensuring customer service is implemented across all campaigns and contracted counties.

2-1-1 Kern serves as the community's central, around-the-clock information and referral service, connecting individuals to health, human, and disaster-related resources. The program operates 24 hours a day, 7 days a week, 365 days a year, with a variety of shifts available to support its continuous service. ***Required to be available during declared emergencies to perform duties as directed by the Chief Business Development Officer.***

SUPERVISION RECEIVED:

Chief Business Development Officer

SUPERVISION EXERCISED:

2-1-1 Program Manager, Community School Partnership Program Supervisor, and Help Me Grow Kern County Care Coordinator.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide operational administration of the 2-1-1 Call Center and its projects including maintaining most efficient staffing and professional development.
- Review program policies and procedures to ensure appropriate measures are taken to remain within expected guidelines.
- Provide oversight of the program to maintain accreditation.
- Recruit, develop, supervise, and provide leadership to 2-1-1 program staff.
- Evaluate program services for efficiency and effectiveness.
- Revise and modify the program, training material, and processes as necessary.
- Negotiate, monitor, and evaluate 2-1-1 contracts, which include multiple counties, to ensure contractual compliance.
- Work closely with contracted 2-1-1 counties and provide reports, invoicing, and technical support.

- Manage direct service contracts, including back-office support for multiple agencies for call center administration and other designated services.
- Work collaboratively with funders to meet contractors' requirements.
- Coordinate with internal teams to ensure service delivery meets contractual obligations and client expectations.
- Maintain consistent and clear communication with funders, provide updates on program progress, and address concerns or inquiries.
- Ensure all reporting, metrics, and documentation are completed in a timely manner, meeting all accountability and compliance standards set by the funder.
- Strategically plan and monitor contract expenditures to ensure expenses are within budget guidelines.
- Collaborate closely with Finance to monitor budgets, ensure compliance, and track expenditures to avoid overages or shortfalls.
- Oversee the full life cycle of grants and contacts including program design and implementation,
- Ensure appropriate communication with the telephony system company for the adequate operation of the program's phone system.
- Ensure adequate training procedures are developed for 2-1-1 program staff.
- Required to participate and represent 2-1-1 program at the federal, state, and local levels.
- Develop marketing for all aspects of the 2-1-1 program service.
- Provide oversight for all programs under 2-1-1 to ensure program performance requirements are being met.
- Develop strategies in researching and obtaining new initiatives and/or expansion of existing programs and services.
- Maintain professionalism when working with the community.
- As part of continuous improvement, develop and implement strategies to improve service delivery and program outcomes, identifying areas for innovation and improvement.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences.
- Out-of-town travel required as assigned.
- Maintain a safe and functional work environment.
- Prepare for programmatic, financial, or procedural changes to present to committees, the Board of Directors, and partner agencies.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Existing human service agencies.

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- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and other related software applications.
- Correspondence and report writing practices and procedures.

Ability to:

- Provide leadership to a program with multiple supervisory staff, various contracts, subcontracts, and projects.
- Encourage a team to remain on task and goal focused.
- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Travel out of town for work-related meetings, conferences, and events.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff and other agencies.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration or related field. Courses in psychology and/or social work are highly desirable.
- Five (5) years of management experience supervising staff and volunteers. Experience in managing a call center highly desirable.
- Possession of an advanced degree may be substituted for one (1) year of experience.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the described duties may be acceptable.
- Must complete Inform USA Certification testing within the first year of employment (provided testing sites are available).

OTHER REQUIREMENTS:

- Bilingual language fluency (Spanish/English) desirable.
- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the program and scope of work.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

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- Work is primarily performed indoors.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator - 211			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Program Manager - 2-1-1

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

The 2-1-1 Program Manager is responsible for day-to-day management of the 2-1-1 Kern call center to assure quality service, including hiring, scheduling and training of staff, supervising staff on all shifts, planning and developing program policies and procedures for the future direction of 2-1-1, and, as part of the management team, aiming for continuous improvement of 2-1-1 and its focus on assisting the community by ensuring customer service is implemented across all campaigns and contracted counties.

2-1-1 Kern is the community's central, 24/7, comprehensive information and referral service for health, human, and disaster services. The program operates continuously 24 hours a day, 7 days a week, 365 days a year, offering a variety of shift options. The work schedule may include evening, overnight, weekend, and holiday shifts. Staff are required to be on call 24/7 to provide support to after-hours personnel as needed. ***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Administrator.***

SUPERVISION RECEIVED:

2-1-1 Program Administrator

SUPERVISION EXERCISED:

2-1-1 Supervisor, Information and Referral Specialist I, Information and Referral Specialist II, and Program Specialist across all campaigns and contracted counties.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for providing day-to-day operational management of the 2-1-1 Call Center and its projects including maintaining the most efficient staffing of the call center, oversight of policy and procedures, and maintaining program accreditation.
- Recruit, develop, supervise, and provide leadership to 2-1-1 program staff.
- Evaluate the program services for efficiency and effectiveness and revise and modify the program, as necessary.
- Assist with monitoring and evaluating program contracts, which include multiple counties, to ensure contract compliance.
- Strategically plan and monitor contract expenditures to ensure expenses are within budget guidelines.
- Work collaboratively with contracted 2-1-1 counties and grantors to discuss requirements and provide technical support.

- Responsible for program reporting, documents relating to internal fiscal, procurement, and human resource requirements of programs/projects.
- Manage the 2-1-1 program phone systems and be able to work with multiple databases, including running and developing various program reports.
- Utilize the iCarol software system to manage and update the call center's resource directory, ensuring accurate and up-to-date information is available for call agents and clients.
- Ensure sufficient operation of the telephony system (Five9), including system configurations, call routing, and troubleshooting, while optimizing its use to enhance call flow and customer experience.
- Ensure 2-1-1 program staff are appropriately trained and review training material as needed to make necessary changes.
- Required to participate and represent 2-1-1 program at local and state activities.
- Assist in marketing all aspects of the 2-1-1 program service.
- Lead the process for regularly updating the resource directory within iCarol, ensuring all entries are current, comprehensive, and accessible to the call center team. This includes coordinating with external service providers and community partners to verify and refresh directly content, maintaining a reliable network of resources.
- Assist in developing strategies in researching and obtaining new initiatives and/or expansion of existing programs and services.
- As part of process improvement and innovation, continually assess call center processes and technologies to identify areas of improvement and innovation, aiming to enhance service delivery and customer satisfaction.

Other Job Specific Duties:

- Prepare conduct and attend all meetings, trainings, and conferences as assigned. Including out of town travel.
- Maintain a safe and functional work environment.
- Readily available 24/7 to offer support to employees.
- Provide back-up for handling 2-1-1 calls for adequate coverage.
- Prepare material to present updates, requests, or changes to committees or Board of Directors.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Correspondence and report writing practices and procedures.
- Current problems of socially and economically challenged families.
- Knowledge of modern office practices, methods, procedures, and computer equipment, including, telephony system, word processing, spreadsheet, database, and other related software.
- Existing human service agencies
- Management of a team, evaluating and training staff.

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- Written and verbal communication strategies.

Ability to:

- Deal with conceptual matters.
- Plan, organize, allocate, and control substantial resources.
- Communicate respectfully and effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Travel for work related meetings, conferences, and events. Includes out-of-town travel.
- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff and other agencies

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration or related field. Courses in psychology and/or social work are highly desirable.
- Three (3) years of management experience supervising staff. Experience in managing a Call Center highly desirable.
- Possession of an advanced degree may be substituted for one (1) year of experience.
- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the described duties may be acceptable.
- Must complete Inform USA Certification testing within the first year of employment (provided testing sites are available).

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (Spanish/English) desirable.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the program and scope of work.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level moderate.
- Hazards are minimal.

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ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Manager – 2-1-1			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Program Specialist - 2-1-1

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The 2-1-1 Program Specialist develops and maintains relationships with agencies and community groups that provide health and disaster resources in Kern County. Collects information about services, assists in the maintenance of the 2-1-1 Kern database. Offers a unique opportunity for the community to gain comprehensive knowledge of health and human service programs throughout the county of Kern. This position is expected to be knowledgeable and skilled in seeking outreach and presentation opportunities and ensure customer service is provided when making contact with the callers, the community, and partners.

2-1-1 Kern operates 24 hours a day, 7 days a week, 365 days a year. The work schedule may include evening and weekend shifts. ***Required to be available during declared emergencies to perform duties as directed by the 2-1-1 Program Manager.***

SUPERVISION RECEIVED:
2-1-1 Program Manager

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Coordinates and participates in outreach events with the intent to educate the community on services offered by the program
- Represents 2-1-1 Kern through the implementation of public presentations in the community.
- Responsible for and assists with the development and implementation of special projects and programs carried out by the call center.
- Assists with training and coordination of schedules for employees that are assigned to special projects or community outreach activities.
- Assists with the ongoing maintenance of database resource information.
- Prepare reports for special projects and programs and submits to internal programs or external partners as needed.
- Assists with the implementation of new systems.
- Provides necessary information, referrals, and follow up appropriate for service needs in a tactful manner.
- Displays professionalism when working in the community or directly with community resource agencies.

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- Utilizes an online database system to maintain accurate records of services requested and provided.
- Follows call center policies, practices, and procedures.
- Provides training to the community on the utilization of web-based resources.

Other Job Specific Duties:

- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned, including out of town travel.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including evenings or weekends.
- Is proactive in the effort to identify individuals and families that qualify for CAPK programs and initiate follow-up accordingly.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including telephony system, word processing, spreadsheet, database, and related software applications.
- Current problems of socially and economically challenged families.
- Existing human service agencies
- Written and verbal communication strategies.

Ability to:

- Multitask in a fast-paced environment.
- Work effectively independently and in a team setting.
- Prepare clear and concise reports and work with accuracy and attention to detail.
- Exercise sound, independent judgment within general policy guidelines.
- Operate and use modern office equipment.
- Prioritize, stay organized, and manage deadlines.
- Establish and maintain effective working relationships with people of diverse cultural and economic backgrounds.
- Communicate effectively, verbally and in writing.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate's degree in health and human services, social services, or related field.
- One (1) year of Information and Referral experience preferred.
- Knowledge of and/or work experience in the health and social services field preferred.
- Two (2) years' experience working with volunteers is preferred.

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- Any equivalent combination of education and/or experience that will demonstrate the capabilities to perform the described duties may be acceptable.

OTHER REQUIRMENTS:

- Possession of a valid California Driver's License and state automobile insurance, and acceptable driving record substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: 211 Program Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**
Sitting			x
Walking			X
Standing			X
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	

Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**REQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Community Development Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Chief Business Development Officer, this role is responsible for supporting various projects and initiatives under the Community Development division. Key responsibilities include coordinating meetings, facilitating communications, and collaborating with a range of stakeholders. The position also involves building relationships with external partners, managing community engagement efforts, and representing the organization at various community events. Additionally, this role provides general administrative support and assists with project planning and execution ensuring established goals, timelines, and budget requirements are met.

SUPERVISION RECEIVED:
Receives supervision from the Chief Business Development Officer.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Support leading community development projects, ensuring they meet goals, timelines, and budget requirements.
- Organize community gatherings, and other events to promote community engagement and development programs.
- Facilitate and coordinate external meetings with community residents, partners, and stakeholders.
- Coordinate internal meetings, including agenda preparation, logistics, and taking minutes.
- Work with government agencies, non-profits, and businesses to develop and implement community programs.
- Draft and prepare official documents, including policies and procedures. Request for Proposals (RFPs), staff memos, etc.
- Develop informational materials and toolkits to raise awareness and engage targeted communities about special projects related to community development and available resources.
- Build and maintain relationships with local organizations, businesses, and community leaders to enhance project reach and impact.

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- Organize and lead focus groups to gather feedback and insights on community needs and program effectiveness.
- Attend community events and collaboratives to represent the organization, share project information, build partnerships, and gather input for aligning initiatives with community needs
- Track project metrics, outcomes, and community feedback.
- Work with other departments within the organization to coordinate efforts and share resources for community initiatives.
- Research and support grants, sponsorships, and other funding opportunities to support community development initiatives.
- Represents the organization through media interviews and press opportunities.

Other Job Specific Duties:

- Manages projects and strategic efforts in support of the Chief Business Development Officer.
- Provide administrative support for training, implementing, and ensuring quality control of the agency's referral Customer Relations Management (CRM) system.
- Work alternative hours as required, including nights, holidays, and weekends.
- Network-wide travel as needed. Includes out-of-town travel.
- Serve as a liaison between governing boards and councils.
- Assist with invoicing, purchase orders, and credit card reconciliation.
- Performs other administrative duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Leadership principles and best practices.
- Fundamentals of good grammar, spelling, and punctuation.
- Media relations practices.
- Principles and practices of public speaking
- High-quality work and inspired, creative design.
- Effective verbal communication skills, and the ability to coordinate the activities of other staff.
- Strong organizational skills, project management, and attention to detail.

Ability to:

- Write creatively and clearly for general and specialized audiences.
- Work independently with little direction.
- Meet schedules and timelines.
- Establish professional working relationships with staff and agencies.
- Compile, organize, and present data clearly in written and oral format.
- Ability to prioritize and handle multiple tasks and projects.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Resolve conflicts during community engagements or projects with sensitivity.
- Make presentations before large audiences.

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- Assist with budget preparation.
- Participate in grant management and budget monitoring to ensure compliance with procurement measures.
- Review contract proposals and conduct interviews with professional services firms to assess their suitability for projects.
- Lead or co-lead meetings with consultants, including grant writers, research firms, and strategic planners, etc.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in marketing, communications, journalism, business, or related field. Master's degree in communications, Business Administration or Public Administration desired.
- A minimum of three (3) years' experience in project management, outreach, communications, and/or marketing required.
- One (1) to three (3) years in a supervisory role required.
- An equivalent combination of training and experience that provides the capabilities to perform the duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) preferred but not required.
- Successful completion of a live scan, physical, substance abuse screening and TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE: Community Development Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting)			x
Walking			x

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Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)			x
Pushing & Pulling (left hand)			x
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs			x			x
51-75 lbs		x			x	
76-100 lbs		x		x		
100+ lbs	x			x		

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Case Manager - Community School Partnership

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

The Community School Partnership Program (CSPP) aligns community resources to improve student and family outcomes through the integration of academics, health and social services, youth and community development, and community engagement. The community schools model includes evidence-informed programmatic strategies as an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and organize school and community resources to address barriers to learning.

This Case Manager serves students and their family, primarily by direct intervention with the parent and/or legal guardian and school through professional assessment, goal-oriented service planning, evaluation, and case management. The individual will be initiative-taking, stay up to date on current community resources, and work closely with the school-based team to assure case plan needs are identified and met. Provides direct service to assigned families that may include advocacy, role modeling, skill building, referrals, and home visits.

SUPERVISION RECEIVED:

Community School Partnership Program Supervisor

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Coordinate and provide services that are safe, timely, effective, efficient, and equitable using the whole family approach and ensure quality of services by implementing rules, regulations, and compliance requirements.
- Manage multiple cases, including case assignments, family goal plans, case progress reviews, and determine case closures, and document all contacts and observations.
- Establish effective working relationships and collaborate with school-based teams and relevant partners throughout the entire case management process.
- Reaches out to parents/families, conducts home visits, and coordinates the development of services by establishing a family goal plan using S.M.A.R.T Goals and action step model.
- Participates in meetings with internal staff and representatives from the school and community with direct interest in service outcomes. Attends parent engagement activities at the schools participating in the program.

- Educates families by reframing challenges, focusing on solutions, and discussing progress while providing support towards achieving their goals.
- Follow up with program parents using 30-60-90-day model.
- Measures and summarizes progress at specified intervals, including data collection and client record keeping; collaborates with external agencies and internal departments for referral progress.
- Actively monitors progress toward family goals by continuous evaluation of activities and makes recommendations for adjustment to services provided.
- Represent CAPK at key events and conferences, during tabling, and provide program presentations when required.
- Utilize Bakersfield City School District (BCSD) and CAPK systems to cross-reference data and/or input new client information.

Other Job Specific Duties:

- Perform work at all community school sites. Provide coverage to a school site in the absence of a case manager. Works on a weekly rotation at each school site as needed.
- Demonstrates comprehensive knowledge of Case Managers' daily functions and general operations of the program.
- Collaborates with the Program Supervisor, school site lead, and case managers to streamline record keeping processes.
- Monitors the case management system for new cases, ongoing maintenance, documentation, and case closures.
- Conducts bi-weekly case reviews for each school site.
- Coordinates with the Supervisor to set deadlines for case managers to complete and upload missing documentation into the case management system.
- Provides support to the case managers by partnering with them for home visits and tabling at outreach events as needed.
- Attend school-based meetings monthly or as scheduled.
- Attends all trainings, and conferences as assigned. Including out of town travel.
- Maintains a safe and functional work environment.
- Work alternative hours as required including evenings and weekends to accommodate parent work schedules or attend events.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and equipment.
- Written and verbal communication strategies

Ability to:

- Work effectively independently and in a team-setting with other professional staff.
- Maintain client dignity and confidentiality.

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- Demonstrate strong interpersonal skills and ability to motivate others.
- Effectively organize and prioritize assigned tasks.
- Work directly with families and a partner base of diverse cultural and economic backgrounds.
- Establish and maintain strong working relationships with school-based partners, staff, and other agencies.
- Communicate respectfully and effectively with families, external stakeholders, and the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree in social science, human services, or related field.
- Experience creating service plans and progress monitoring for underserved or at-risk populations including youth and/or adults.
- One (1) year of case management experience.
- Two (2) years of experience working with underserved families of diverse cultures in school, home, or social service setting.
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and state automobile insurance, acceptable driving record substantiated by a DMV printout.
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (English/Spanish) desirable.
- Must pass pre-employment background check including any school-based clearance required to work on-site with children and families.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

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POSITION TITLE : Case Manager - Community School Partnership			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			**CARRYING**		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lba	X			X		
100+ lbs	X			X		

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Program Supervisor - Community School Partnership

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

The Community School Partnership Program (CSPP) aligns community resources to improve student and family outcomes through the integration of academics, health and social services, youth and community development, and community engagement. The community school model includes evidence-informed programmatic strategies as an effective approach to mitigate the academic and social impacts of emergencies that affect local communities, improve school responsiveness to student and family needs, and organize school and community resources to address barriers to learning.

The Program Supervisor is responsible for the overall operation of the Community School Partnership program, providing direct supervision of staff by monitoring case management, service coordination, and goal plans for student families. The CSPP Program Supervisor works as a member of the interdisciplinary team, which delivers the components of the program, and will also support the Case Managers and provide coverage to the school sites and conduct home visits.

SUPERVISION RECEIVED:

2-1-1 Program Administrator.

SUPERVISION EXERCISED:

Community School Partnership Case Managers.

DUTIES AND RESPONSIBILITIES:

Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides oversight and support for full compliance of the required regulations of the program.
- Conducts regular supervision with case managers to review caseloads.
- Monitors case management and provides guidance on intake, assessments, family goal plans, and routine follow-up.
- Reviews and audits the case management system for case manager access, documentation, accuracy of notes, referral submissions and progress.
- Complete and review monthly reports to identify service needs and gaps to ensure the program is working towards positive outcomes to meeting requirements.
- Ensures collaborative planning and evaluation systems exist with the funding source to foster continuous program improvement.
- Conducts routine staff meetings with the team.

- Participate in program budget planning and regular meetings.
- Responsible for program reporting, documents relating to internal fiscal, procurement, and human resource requirements of programs/projects.
- Attends local, regional, and state meetings required by the funding sources.
- Implements onboarding and training of new employees.
- Evaluate staff performance, provide coaching, and assist with developing annual goals.
- Ensure staff follows all policies, procedures, and legal mandates including HIPAA (Health Insurance Portability and Accountability), confidentiality, and release of information.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned. Including out of town travel.
- Maintains a safe and functional work environment.
- Work alternative hours as required, including evenings and weekends.
- Thoroughly understand and perform duties of Case Manager at school sites including conducting home visits when coverage is necessary.
- Is proactive in the program effort to recruit and enroll families that qualify for CAPK programs.
- Assume related responsibilities as appropriate or assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including word processing, spreadsheet, and related software.
- Knowledge of community resources is desirable.
- Written and verbal communication strategies.
- Supervision, evaluation, and training of staff.

Ability to:

- Analyze problems and identify alternative solutions.
- Plan, organize, and allocate resources.
- Work independently.
- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with accuracy and attention to detail.
- Establish and maintain effective working relationships with people having diverse skills and backgrounds including school-based partners.
- Communicate respectfully and effectively verbally and in writing.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability

necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university with a major in health, social sciences, or related field.
- A minimum of three (3) years relevant work experience in a related field.
- A minimum of two (2) years of supervisory experience.
- Any equivalent combination of education and/or experience may be substituted on an annual basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance, and acceptable driving record substantiated by a DMV printout
- Must have access to reliable transportation during work hours to perform job duties.
- Bilingual language fluency (English/Spanish) desirable.
- Must pass pre-employment background check including any school-based clearance required to work on-site with children and families.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Program Supervisor - Community School Partnership			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X

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Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lba	X			X		
100+ lbs	X			X		

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Administrative Coordinator - CAPK Foundation

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Division Director, performs sensitive and confidential administrative assistant/secretarial functions for the Director of Development, with special assistance to the Division's team. Responsible for database management and maintenance, gift processing and acknowledgement, and overall fundraising assistance to the Foundation and Division.

SUPERVISION RECEIVED:
Receives supervision from Director of Development.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Performs a wide variety of duties for the Director that are complex, detailed, and highly confidential.
- Manages the donor database to maintain data integrity and quality, including performing routine audits of constituency records and donor groups; documenting cultivation activity, insights, and solicitations; and identifying action steps.
- Develops queries, reports and mailing lists for fundraising campaigns, direct appeals, email campaigns, publications, fundraising events, and other projects.
- Oversees and facilitates all gift processing, including database entry, coding, and allocations; preparing, sending, and collecting completed pledge forms; documenting pledge restrictions and/or preferences; communicating pledge details to necessary staff; and invoicing, tracking and reconciling all payments.
- Drafts, prepares, and distributes donor acknowledgment letters within a timely turnaround.
- Facilitates fundraising and community giving campaigns with local schools, service groups and businesses.
- Responsible for updating the Foundation website with current campaigns and events.
- Manages current fundraising events within the Foundation's current fundraising platform.
- Coordinates, plans, and serves as the primary point of contact for Director's management team meetings.
- Acts as the primary liaison for communication within the Agency's departments and responds to queries for general information.
- Provides general information to the public as required.

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- Monitors budget for department managed by the Director.
- Prepare a variety of internal and external correspondence and completes forms and memos for distribution as needed.
- Reviews and assembles information and documents for the Foundation Board of Director's and committee agendas in accordance with the Ralph M. Brown Act and Robert's Rule of Order.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned. Includes out-of-town travel.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Schedules and organizes activities such as meetings, training, and travel for the Director and staff.
- Performs any other like duties as assigned or as needed.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Customer Relation Management (CRM) systems.
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Modern office practice, procedures, and computer equipment.
- Record-keeping and report writing techniques.
- Current problems of socially and economically challenged families.
- The contributions of parents and volunteers who may be non-professional.
- Word processing, spreadsheet, database, and other related software applications.
- Organizational and procedure principles and research techniques.
- Basic budgetary principles.
- Language translation and interpretation strategies and techniques.

Ability to:

- Deal with conceptual matters.
- Demonstrate excellent problem-solving skills.
- Communicate effectively, verbally and in writing.
- Communicate orally in public.
- Prepare official agendas, meeting minutes, and public and other legal notices.
- Compose professional letters, memos, reports, and a variety of internal and external correspondence.
- Organize and maintain office files, records, and logs.
- Work with minimal supervision.
- Maintain confidentiality of sensitive documents and information.
- Plan, organize, allocate, and control substantial resources.
- Exercise independent discretionary judgment in a professional manner.
- Demonstrate good interpersonal skills.

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- Attend evening and weekend meetings.
- Effectively present program information to the public.
- Establish professional working relationships with staff, agencies, and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Completion of two (2) years of college or equivalent level course work in business or public administration, record management, or a related field
- Minimum of four (4) years of responsible administrative assistant work, including document and records management.
- Any combination of education and/or experience that demonstrates a high degree of competency.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Administrative Coordinator – CAPK Foundation			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		

Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Director of Development - CAPK Foundation

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Director of Development will report to the Chief Business Development Officer and maintain responsibility for the development and implementation of a comprehensive fundraising program to provide the financial resources necessary to support the Agency's mission through the Community Action Partnership of Kern Foundation. This position will serve as a member of the Agency's senior management team under the Executive Division, and will lead the development and implementation plan, and establish policies to take the fundraising program and Foundation to the next level of success. The Director of Development will oversee the Agency's efforts in major gifts, annual funds, events, and development operations. The Director of Development will develop and implement strategies that promote long-term sustainable growth and deepen the organization's relationships with existing and new donors.

SUPERVISION RECEIVED:
Receives supervision from the Chief Business Development Officer.

SUPERVISION EXERCISED:
Donor Relations Administrator and Administrative Coordinator.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- The Director of Development will work to lead the fundraising efforts for the Agency performing a wide range of duties including some or all, of the following.
- Develop and implement a comprehensive development plan for the organization, including plans for annual giving, foundation and corporate support, and individual major and planned gifts.
- Establish and drive performance metrics.
- Oversee the comprehensive calendar of activities in support of development.
- Ensure success in events management, including cultivation activities and a signature fundraising event.
- Work with the Chief Business Development Officer, leadership team, Board members and others within the organization to identify linkage, ability, and interest of major gift prospects for their solicitation in alignment with the organization's priorities.
- Support the Chief Executive Officer, Board, and other staff in major gift work.
- Work directly with the Board and staff in providing guidance and direction to their efforts.
- Work closely with other organization's supporters to identify prospects and existing donors with capacity and attachment.

- Create appropriate gift club activities and recognition for donors of all sizes.
- Ensure proper stewardship practices for the timely and accurate recording and acknowledgement of all gifts.
- Maintain ongoing and active networking with internal and external constituencies.
- Represent the organization in the community as appropriate.

Other Job Specific Duties:

- Demonstrated working knowledge of all areas of fundraising, with a particular emphasis on major gift acquisition.
- Proven track record in planning and achieving short- and long-term goals and creating a plan outlining activity.
- Responsible fundraising experience and a proven record of successful cultivation and solicitation of gifts.
- Exceptional interpersonal and influencing skills, tact, and diplomacy with the ability to develop and maintain cooperative and successful working relationships with volunteers, staff, and all donors; ability to serve as a team player and leader.
- Demonstrated ability to think strategically and creatively about engaging donors, and to develop plans of action and follow through.
- Ability to inspire and motivate volunteers and staff.
- Excellent verbal and written communication skills.
- Political, analytical and negotiation skills. Sound judgment and superior problem-solving ability.
- Integrity and fiscal accountability.
- Experience working with volunteers.
- Must be willing and available to work evenings and weekends according to event-related scheduling.
- Network-wide travel as needed. Including out-of-town travel.
- Experience working with donor management and data management systems preferred.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Correspondence and report writing practices and procedures.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Demonstrates exceptional proficiency in oral and written communication, organizational abilities, and interpersonal skills.
- Ability to work effectively in a team environment.
- Ability to set priorities and coordinate multiple projects.
- Demonstrated attention to detail.
- Ability to articulate agency and program mission and to produce clear, grammatically correct, and persuasive correspondence, program information, publicity material, and funding proposals.

- Highly energetic, goal-oriented self-starter with outstanding organizational and interpersonal skills.
- Strong time management and organizational skills; highly motivated with attention to detail and the ability to meet goals and deadlines.
- Strong administrative skills with the ability to work with volunteers, board members, and CAPK leaders.
- Proficiency with Microsoft Outlook, Word, Excel, and PowerPoint.
- Some evening and weekend work is required.
- Work with conceptual matters.
- Effectively present program services information to the public, partners, and stakeholders.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from a four-year college or university. Experience may be considered on a year per year basis for education.
- Eight (8) to ten (10) years of professional experience in nonprofit fundraising, or an equivalent combination of education and experience with a strong emphasis on writing and interpersonal skills.
- Demonstrated track record of solid fundraising results and demonstrated success soliciting major gifts, including the ability to plan, organize, and execute fundraising activities effectively, as well as the ability to participate in high-level corporate and foundation solicitations.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) desirable.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the scope of work.
- Successful completion of live scan, physical, substance abuse screening, TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoor/outdoor.
- Noise level is quiet to moderate.
- Hazards are minimal.

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ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform' the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Development – CAPK Foundation			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x	x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs		x			x	
51-75 lbs		x		x	x	
76-100 lbs		x		x		
100+ lbs	x			x		

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Donor Relations Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 13 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the Director of Development, the Donor Relations Administrator will play a pivotal role in spearheading campaigns and building relationships to secure funding to support the organization's mission. The position will assist the development team in stewarding existing donors and cultivating new relationships through effective communication and engagement strategies. The position will be responsible for the lifecycle of fundraising initiatives, from planning and execution of campaigns (including employee giving and virtual drives) to cultivating donor relationships. This includes securing sponsorships, grant writing, and managing donor data. You'll also play a key role in crafting communication materials and collaborating with the marketing team to ensure consistent messaging reaches donors and potential supporters.

The CAPK Foundation was founded in 2020 and serves as the philanthropic arm of Community Action Partnership of Kern (CAPK). The Foundation seeks to provide the necessary funding to empower low-income individuals and families with resources in times of uncertainty. By forging strategic partnerships, we form a powerful force to improve our community.

SUPERVISION RECEIVED:

Director of Development – CAPK Foundation

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Responsible for planning, coordinating, and executing fundraising campaigns, including employee giving, virtual food drives and other specific fundraising activities for the CAPK Foundation.
- Meet with partners, community members, stakeholders, and prospective donors to establish relationships, and fundraise around giving and campaigns.
- Assist in the planning and execution of all fundraising events with expertise in securing sponsorships, auction items and in-kind donations.
- Assist with the preparation and submission of grant proposals, budgets, and reports to funders.
- Assists the Director of Development in regular reporting and analysis of gifts, campaigns, and annual fund performance.
- Maintain donor records, acknowledgement letters, and all activity within the Customer

Relationship Management database following organizational best practices.
- Assists the Director of Development with recruiting, managing, and developing major to mid-sized gift and corporate donors.
- Works closely with the Administrative Coordinator to establish and maintain individual points of contact related to fundraising events.
- Work closely with the Outreach and Grants team to develop and manage consistent communications to donors and prospects that align with individual giving strategies. Supports other development activities as needed.

Other Job Specific Duties:
- Takes the lead or co-lead on new projects and initiatives, develops a documented plan of action and corresponding timelines to ensure successful completion.
- Must be a highly energetic, goal-oriented self-starter with outstanding organizational and interpersonal skills.
- Assist with strategic planning process and related projects and initiatives.
- Attend all meetings, trainings, and conferences as assigned.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed. Including out-of-town travel.
- Work both independently and in a team environment.
- Perform other duties as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency and departmental policies and procedures.
- Modern office practices, methods, procedures and computer equipment.
- Graphic design and producing marketing materials and collateral including proficiency with Canva and Acrobat, for example.
- Microsoft Outlook, Word, Excel, and PowerPoint.
- Word processing and basic office organizational and communications software.

Ability to:
- Demonstrate excellent oral, written, organizational, and interpersonal skills.
- Set priorities and coordinate multiple projects.
- Articulate CAPK and the Foundation's mission and to produce clear, grammatically correct, and persuasive correspondence, program information, publicity material, and funding proposals.
- Demonstrate time management and organizational skills; highly motivated with attention to detail and the ability to meet goals and deadlines.
- Exhibit strong administrative skills with the ability to work with volunteers, board members, and CAPK leaders.
- Effectively present program services information to the public, partners, and stakeholders.

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EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from a four-year college or university is desirable with a strong emphasis on professional writing skills.
- Three (3) to five (5) years of professional experience in non-profit fundraising with a demonstrated success soliciting major gifts, including the ability to plan, organize, and execute fundraising activities effectively, as well as the ability to participate in high-level corporate and foundation solicitations required.
- Any equivalent combination of related education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Must be fingerprinted if required by funding source or state licensing and have such records filed with the Department of Justice and Federal Bureau of Investigations, and other agencies as it relates to the scope of work.
- Successful completion of a live scan, physical, substance abuse screening and TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoor/outdoor.
- Noise level is moderate.
- Hazards are relevant to the work environment.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Donor Relations Administrator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	

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Twisting (neck)				x
Twisting (waist)				x
Is repetitive use of hand required?				x
Simple Grasping (right hand)				x
Simple Grasping (left hand)				x
Power Grasping (right hand)			x	
Power Grasping (left hand)			x	
Fine Manipulation (right hand)				x
Fine Manipulation (left hand)				x
Pushing & Pulling (right hand)			x	
Pushing & Pulling (left hand)			x	
Reaching (above shoulder level)			x	
Reaching (below shoulder level)			x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs.			x			x
11-25 lbs.		x			x	
26-50 lbs.		x			x	
51-75 lbs.	x			x		
76-100 lbs.	x			x		
100+ lbs.	x			x		

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Grant Administrator

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
The Grant Administrator provides robust and comprehensive grants facilitation services including support for all aspects of development of large-scale, multi-disciplinary projects. Responsible for managing proposal preparation and/or post award activities on grants, contracts, and program projects. Coordinate research to support program expansion and development, lead community needs assessments and agency surveys, and agency level initiatives.

SUPERVISION RECEIVED:
Receives supervision from the Chief Business Development Officer.

SUPERVISION EXERCISED:
Grants Analyst and Senior Grants Analyst.

DUTIES AND RESPONSIBILITIES:
Disclaimer – This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Identify quality funding prospects, including corporate, foundation, and government grants.
- Project management skills; management of multiple grant applications and staff members concurrently.
- Allocate funds to support unrestricted operating revenue.
- Work with Directors and Managers to identify and prioritize program needs and match appropriate funding opportunities.
- Assign staff to complete funding proposals, project reports and evaluations.
- Coordinate and manage the submission of collaborative grant applications, working closely with multiple partner organizations to align goals, gather required documents, and ensure timely completion.
- Manage grant funds and oversee the full project timeline, ensuring compliance with funder requirements, coordinating with funders, and submitting all necessary reportable documents in accordance with assigned deadlines.
- Act as a primary representative for the agency in the establishment and administration of the Kern County Food Policy Council alongside the Food Bank, coordinating diverse stakeholders, designing strategic goals and objectives, and driving grassroots efforts to influence local food policy.
- Assign staff to assist in applications for renewed funding for existing contracts and programs. Coordinate research to support program expansion and development, and lead community needs assessments and agency surveys.

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- Draft proposals to expand CAPK's mission through special projects, such as an incubator, job training, asset accumulation, and housing initiatives.
- Oversee administration of the Community Services Block Grant contract, including Organizational Standards, Results Oriented Management Accountability (ROMA) Framework, and the Community Action Plan.
- Work with key CAPK staff to establish a timeline and meet objectives identified in the CAPK Strategic Plan
- Provide staff with one-on-one support to utilize and update the Grants Management System.
- Identify training opportunities for direct reports.
- Develop a strong network by fostering good relationships with community members, and key staff/board members at funding institutions, government entities, and local non-profits.
- Draft, negotiate, and execute contracts and subaward agreements.
- Support program staff with non-competing continuations, progress reports, supplements, no-cost extensions and all other award and agreement modifications as needed.
- Reviews staff's narrative and budgets to determine accuracy and compliance.
- Represent CAPK at key events and conferences, making speeches or presentations when required.
- Collaborate with the Finance Department to ensure that proposed costs are deemed reasonable, allowable, and allocable in accordance with applicable regulations.
- Propose programs that utilize a cost allocation methodology to ensure that programs receive a fair and equitable share of costs per expense type.
- Develop and communicate reports supporting project status that includes effective forecasting on funding opportunities.
- Assists leadership team in developing and implementing plans for the operational infrastructure of systems, process improvements, and personnel to achieve strategic goals and administrative objectives of the agency.

Other Job Specific Duties:

- Attend all meetings, trainings, events, and conferences/trainings as assigned. Includes out-of-town travel.
- Work alternative hours as required, including evenings and weekends.
- Maintain a safe and functional work environment.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Fundraising and grant writing.
- Research methods, program design, and evaluation tools.
- Effective communication strategies.
- Project management and working across stakeholders.
- Supervision, evaluation, and training of staff.
- Excellent written and verbal communication skills, including public speaking.

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Ability to:

- Prioritize, stay organized, and manage deadlines in a fast-paced environment.
- Lead a team of staff with diverse skills and backgrounds.
- Establish strong working relationships with other CAPK staff.
- Communicate respectfully and effectively with CAPK clients, external stakeholders, media, and the public.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Master's degree from an accredited college or university in public administration or public health is preferred.
- Five (5) years of progressive and related experience in a management position, overseeing fundraising, research, and program development.
- Experience in a non-profit or government agency is desirable, including familiarity with grant writing and community development.

OTHER REQUIREMENTS:

- Possession of a valid California Driver's License and State automobile insurance, and acceptable driving record substantiated by a DMV printout
- Reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Remote work options are available as approved by direct supervisor.
- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Grant Administrator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X

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Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lba	x			x		
100+ lbs	x					

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Senior Grants Analyst

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 11 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Grant Administrator, the Senior Grants Analyst is responsible for supporting CAPK programs and initiatives through proposal writing and research projects. Works in coordination with the grants team.

SUPERVISION RECEIVED:
Receives supervision from the Grant Administrator.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Identify and pursue appropriate sources of mid to elevated level funding in support of CAPK goals, objectives, and programs.
- Work with individual programs in fund development proposals, budget, and program monitoring.
- Conducts research on evidence-based practices to support staff in the development of a new program design or intervention.
- Creates evaluation-based templates, pre and post surveys, to support data and quality driven programs.
- Conduct survey implementation and assist with agency and community needs assessments and analyses, including annual surveys, Community Services Block Grant (CSBG) Community Action Plan, and program-specific needs assessments. This will include gathering data on the needs of Kern County residents through large-scale survey development and conducting field visits to ensure comprehensive community input.
- Conduct research and prepare reports, Geographic Information Systems maps, PowerPoint presentations, slides and other resources as needed.
- Participate in the development, monitoring, or updating of the CAPK Strategic Plan.
- Assist in resource and outreach efforts as directed as well as program fundraising initiatives and capital campaigns.
- Conduct presentations on behalf of the Agency to the Board of Directors, collaborative partners, and the public.
- Develop and maintain a strong network by fostering good relationships with community members and local non-profits.
- Oversee contract development and co-manage projects alongside program staff as assigned

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- Manage recruitment, training, and scheduling for volunteers

Other Job Specific Duties:

- Attend all meetings, trainings, events, and conferences/trainings as assigned. Includes out-of-town travel.
- Work alternative hours as required, including evenings and weekends.
- Maintain a safe and functional work environment.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and practices of program development, project management, budgeting, research methods, and strategic planning.
- Computer and basic software applications, including Microsoft Outlook, Word, Excel, and PowerPoint.
- Standard written English, including word choice, word order, punctuation, and spelling.
- Standard office procedures.
- Basic accounting principles.

Ability to:

- Organize and prioritize workload to meet deadlines.
- Communicate respectfully and effectively with all levels of staff.
- Write compelling and effective grant proposals, reports, and correspondence.
- Develop effective programs, incorporating thorough research and program input.
- Establish and maintain professional working relationships with CAPK clients, local elected officials, and funding sources.
- Speak clearly and effectively in public to a variety of audiences.
- Read and comprehend complex documents, including legislative analyses and government regulations.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree required. Master's degree preferred.
- Three (3) to five (5) years of progressively responsible administrative/program management experience.
- Demonstrated two (2) to three (3) years of experience in proposal/report writing and research projects.
- Any equivalent combination of related education and/or experience may be acceptable.

OTHER REQUIREMENTS:

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- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Senior Grants Analyst			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING	CARRYING

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	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lba	X			X		
100+ lbs	X					

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Grants Analyst

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Grant Administrator, the Grants Analyst is responsible for supporting CAPK programs and initiatives through proposal writing and research projects. Works in coordination with the grants team.

SUPERVISION RECEIVED:
Receives supervision from the Grant Administrator.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Identify and pursue appropriate sources of small to mid-level funding in support of CAPK goals, objectives, and programs.
- Work with individual programs in fund development proposals, budget, and program monitoring.
- Conduct survey implementation and assist with agency and community needs assessments and analyses, including annual surveys, Community Services Block Grant (CSBG) Community Action Plan, and program-specific needs assessments. This will include gathering data on the needs of Kern County residents through large-scale survey development and conducting field visits to ensure comprehensive community input.
- Conduct research and prepare reports, Geographic Information Systems maps, PowerPoint presentations, slides and other resources as needed.
- Participate in the development, monitoring, or updating of the CAPK Strategic Plan.
- Assist in resource and outreach efforts as directed as well as program fundraising initiatives and capital campaigns.
- Provide support to program Directors and staff in grant contract execution.
- Assist in making presentations on behalf of the Agency to the Board of Directors, collaborative partners, and the public.

Other Job Specific Duties:
- Attend all meetings, trainings, events, and conferences/trainings as assigned. Includes out-of-town travel.
- Work alternative hours as required, including evenings and weekends.
- Maintain a safe and functional work environment.
- Other duties and special projects as assigned.

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MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Principles and practices of program development, project management, budgeting, research methods, and strategic planning.
- Computer and basic software applications, including Microsoft Outlook, Word, Excel, and PowerPoint.
- Standard written English, including word choice, word order, punctuation, and spelling.
- Standard office procedures.
- Basic accounting principles.

Ability to:

- Organize and prioritize workload to meet deadlines.
- Communicate respectfully and effectively with all levels of staff.
- Write compelling and effective grant proposals, reports, and correspondence.
- Develop effective programs, incorporating thorough research and program input.
- Establish and maintain professional working relationships with CAPK clients, local elected officials, and funding sources.
- Speak clearly and effectively in public to a variety of audiences.
- Read and comprehend complex documents, including legislative analyses and government regulations.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree is desirable.
- One (1) to three (3) years of progressively responsible administrative and design experience.
- Demonstrated one (1) to two (2) years of experience in proposal/report writing and research projects.
- Any equivalent combination of related education and/or experience may be acceptable.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

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- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Grants Analyst			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Advocacy & Public Relations Manager

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Chief Business Development Officer provides leadership, organizes and implements a comprehensive communication and marketing plan for the organization; provides highly complex professional assistance to the agency, other management staff, and other outreach staff. The Advocacy and Public Relations (PR) Manager is responsible for overseeing and handling the areas of internal and external communications, media relations, outreach, and public relations efforts including advertising, digital, and print storytelling, advocacy, and strategic communications. The Advocacy and PR Manager develops marketing strategies and composes internal and external communications in partnership with agency leadership. Provides training and leadership for all CAPK outreach staff and supports CAPK leadership in planning and executing programs and agency level promotional efforts.

SUPERVISION RECEIVED:
Receive supervision from Chief Business Development Officer.

SUPERVISION EXERCISED:
Supervises the efforts of the Communications and Outreach Supervisor.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- In alignment with the organization's strategic directions, plans, manages, and implements strategy for strengthening relations with community, business, media, and government stakeholders for the purpose of maintaining and promoting a comprehensive brand for the agency by overseeing the Communications team.
- Leads efforts to disseminate information to CAPK programs, staff, clients, partners, supporters, and the public through a variety of communication strategies, including newsletters, videos, publications, meetings, websites, social media, advertising, and community events.
- Provide counsel to the leadership team regarding current and potential public relations, legislative and communication issues; monitor issues, trends, and events in the community, predicts consequences and advises the agency on planned course of action.
- Maintains a strong relationship with all elected officials and their staff.
- Research and reports to CAPK leadership on all legislative efforts at the local, state, and federal level that could impact agency operations.
- Develops content strategies for large scale marketing efforts and organizational implementation.

- Represents CAPK through public presentations in the community and committee participation, which may include evenings and weekends.
- Serve as key point of contact and spokesperson for media, businesses, institutions, residents, and others in the community.
- Coordinates agency messaging with CAPK leadership.
- Provides leadership and editorial oversight of all written, photographic, and video communications conducted in support of agency operations.
- Manage the creation and distribution of news releases to all appropriate media, act as the liaison between faculty, staff, and media, arrange news conferences, television and radio appearances, and news interviews.
- Responsible for evaluating performance, providing training, mentoring, coaching, and necessary disciplinary action as needed to support operation of the Communications team.
- Provides a centralized system of networking and professional development for CAPK outreach staff across all programs.
- Handles all contracts and relationships with marketing and communications subcontractors.
- Supervise, organize, and evaluate assigned personnel, operations, budgets, and related services to ensure 5Supervise, organize, and evaluate assigned personnel, operations, budgets, and related services to ensure high level of professionalism.
- Serve as liaison to the CAPK Foundation, working jointly to promote community relationships in all the locations served.

Other Job Specific Duties:

- Leads special projects as needed to enhance agency impact on the community.
- Works with the CAPK Foundation Director to coordinate all fundraising materials, events and plans in support of the CAPK Foundation.
- Development of a diverse team that is reflective of, and can communicate with, clients in their languages.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed. Includes out-of-town travel.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Principles, practices and techniques used to conduct an effective public affairs program, including public relations, strategic communications, and community/government relations.
- Practices of researching program issues, evaluating alternatives, making sound recommendations, and preparing, writing, and presenting effective staff reports.
- Recent and ongoing developments, current literature, and sources of information related to public affairs and community relations.
- Editorial skills, including writing articles, editing, and selection of articles for publications.
- Word processing and related software applications.

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- Fundamentals of good grammar, spelling, and punctuation.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Local, State, and Federal political and governmental structures and practices.
- Legislative process and principles of advocacy.
- Requirements of the California Public Records Act and the Brown Act.
- Principles and practices of public speaking.
- Professional media relations practices, including crisis communications.
- Strong organizational skills and attention to detail.
- Ability to prioritize and handle multiple tasks and projects.

Ability to:

- Effectively manage people and processes, work collaboratively as a team member within diverse groups and demonstrate flexibility while maintaining firm support.
- Engage with large community groups, lead volunteers, and communicate clearly in both oral and written forms.
- Develop, implement, and conduct media relations, strategic communications, marketing, and awareness activities to enhance community understanding of agency objectives, services and activities.
- Lead and demonstrate techniques associated with developing collaborative and effective partnerships.
- Demonstrate strong planning, problem solving, and organization skills.
- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Compose clear and concise reports and recommendations.
- Exercise sound, independent judgment within general policy guidelines.
- Effectively organize and prioritize assigned work.
- Plan, organize, and allocate resources.
- Display proficiency with Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Initiate, maintain, and enhance professional relationships with media organizations.
- Develop and deliver messaging for print, television, and radio media organizations.
- Understand and provide editorial direction in the use of computer and graphic design software for creating outreach materials, e.g., Adobe Photoshop, Illustrator, InDesign.
- Assess team member skills and abilities and build training and growth plans to enhance performance.
- Identify and address staffing problems to mitigate potential team conflicts.
- Work independently with little direction.
- Meet schedules and timelines.
- Adapt to changes to work environment, software, policies and procedures and support team compliance with organizational priorities.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

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- Bachelor's degree in marketing, communications, journalism, business, or related field. Master's degree in communications, Business Administration or Public Administration desired.
- Five (5) to eight (8) years management experience in outreach, communications, and/or marketing with a large-scale organization.
- Demonstrated sensitivity to and understanding of the diverse academic, socioeconomic, cultural, ethnic, and disability backgrounds of agency clients and employees.
- An equivalent combination of training and experience that provides the capabilities to perform the job duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) preferred, but not required.
- Successful completion of a live scan, physical, substance abuse screening and TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is quiet to moderate.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Advocacy & Public Relations Manager			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling	x	x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs		x			x	
51-75 lbs		x		x	x	
76-100 lbs		x		x		
100+ lbs	x			x		

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Multimedia Specialist

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Outreach and Communications Supervisor, the Multimedia Specialist leads in the development of multimedia projects. This includes large-scale organizational videos, social media shorts, and photography projects. In this role, the specialist will be responsible for maintaining, updating, and enhancing CAPK and CAPK Foundation's websites.

SUPERVISION RECEIVED:
Receives supervision from Outreach and Communications Supervisor.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Under the direction of Outreach and Communications Supervisor, coordinates and develops all high-level multimedia projects for the organization.
- Designs, builds, updates, and maintains CAPK and CAPK Foundation websites.
- Serves as primary agency photographer and videographer for CAPK and the Foundation.
- Major focus on storytelling and visual communications through various platforms.
- Plans, storyboards, edits, and finalizes all agency video projects.
- Coordinates and schedules photo and video productions as directed by the Outreach and Communications Supervisor.
- Supplies digital and video content for all agency social media postings.
- Supplements the social media and graphics production work of the Outreach Specialist.
- Supports the provision of training to program-level outreach staff to enhance brand acceptance, professional social media promotions, and the use of high-quality still and video imagery.
- Provides training in their subject matter expertise to inter-agency stakeholders.
- Assume project management work as assigned by the Outreach and Communications Supervisor.
- Assists in set-up and execution of all press events, outreach events, resource fairs, and agency celebration events.
- Develop multimedia elements (e.g., presentations, videos) for event presentations.

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- Maintains an up-to-date understanding of industry's best practices in photography and videography and suggests improvements to the equipment and practices of the team.

Other Job Specific Duties:

- Assists with the development of communications-related SharePoint and CRM projects as needed.
- Advises all agency programs and stakeholders in the production of photo and video projects and materials.
- Manage projects and strategic efforts in support of the Outreach team.
- Work alternative hours as required, including nights and weekends.
- Network-wide travel as needed.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Proven experience in video production, editing, and storytelling.
- Proficiency in video editing software (e.g., Adobe Premiere Pro, Final Cut Pro, Canva, and others).
- Strong understanding of web design principles and content management systems (CMS).
- Excellent communication and interpersonal skills.

Ability to:

- Create, edit, and publish digital promotional materials.
- Maintain an up-to-date understanding of industry standard photography and videography practices.
- Create and execute strategic plans for video and photo communications campaigns.
- Support staff and supervisors in the completion of team priority projects.
- Communicate effectively and professionally in both written and verbal environments.
- Work independently with little direction.
- Meet schedules and timelines.
- Work with accuracy and attention to detail.
- Plan, develop, and present mixed media presentations.
- Establish and maintain effective working relationships with other people.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in multimedia, film, communications, or a related field (includes marketing, communications, journalism).
- Experience with communications strategies for large organizations.
- Advanced experience with video editing and website management software required.

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- A minimum of two (2) years' experience in outreach, communications, and/or marketing.
- An equivalent combination of training and experience that provides the capabilities to perform the duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) preferred, but not required.
- Successful completion of live scan, physical, substance abuse screening and TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Multimedia Specialist			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	

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Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x	x			x	
76-100 lbs	x	x			x	
100+ lbs	x			x		

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Outreach and Communications Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Advocacy and Public Relations Manager, the Outreach and Communications Supervisor leads in the development, maintenance, and coordination of some CAPK communication efforts. Provides leadership of the agency outreach team and supports efforts to build strong communications linkages and practices between all CAPK programs. Provides training and leadership for all CAPK outreach staff. The Supervisor will also develop and maintain relationships with internal and external partners as well as volunteers and interns to expand network resources.

SUPERVISION RECEIVED:
Receives supervision from the Advocacy and Public Relations Manager.

SUPERVISION EXERCISED:
Outreach and Multimedia Specialists, interns, and volunteers.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Leads agency efforts to disseminate information to CAPK programs, staff, clients, partners, supporters, and the public through various communication strategies, including newsletters, videos, publications, meetings, websites, social media, advertising, and community events.
- Coordinates and provides quality control and training of the internal volunteer management portal for all interns and volunteers throughout the organization.
- Manage team attendance at resource fairs and other community events to ensure representation of the organization, as well as coordinating other internal CAPK program representation at countywide events.
- Coordinates large-scale outreach/marketing projects with internal programs and outside partners.
- Directs the Outreach and Multimedia Specialist in the development of collateral, digital assets, and presentations that are used internally and externally.
- Manages production of the CAPK in Action newsletter, Voice of Safety, annual report, and other internal and external communications products.
- Ensures the Community Development team is developing and maintaining CAPK social media calendar in collaboration with all other CAPK programs.
- Represents the organization through media interviews and press opportunities when needed.

- Assists the Advocacy and Public Relations Manager with advocacy efforts and maintain relationships with officials and their staff.
- Assists with planning of media and public events hosted by the organization.
- Manage, assign work, support training, assess performance and provide discipline as needed to the Communications and Outreach team.
- Develop and oversee the strategic plan for maintenance, update, and upgrade for all CAPK web products.
- Manage fulfillment of all communications and outreach requirements for CAPK grants and programs.
- Oversee the maintenance and upgrades to all CAPK websites.
- Development of a diverse team that is reflective of and can communicate with clients in their languages.

Other Job Specific Duties:

- Works alongside the Advocacy and Public Relations Manager to coordinate with the CAPK Foundation staff in the creation of materials, event planning, and digital assets to support the CAPK Foundation.
- Leads in the design and execution of training and community building efforts for outreach professionals in all CAPK programs.
- Manages projects and strategic efforts in support of the Chief Business Development Officer.
- Work alternative hours as required, including nights, holidays, and weekends.
- Network-wide travel as needed. Includes out-of-town travel.
- Performs other duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Leadership principles and best practices.
- Fundamentals of good grammar, spelling, and punctuation.
- Prepares, conducts, and attends all meetings, trainings, and conferences as assigned.
- Media relations practices.
- Principles and practices of public speaking
- Marketing, sales and public relations principles, photography, advertising, target clients, community assets and events, graphic design, production, and printing techniques.
- High-quality work and inspired, creative design.
- Photography and videography.
- Social media best policies and practices.
- Effective verbal communication skills, and the ability to coordinate the activities of other staff.
- Strong organizational skills, project management, and attention to detail.
- Ability to prioritize and handle multiple tasks and projects.

Ability to:

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- Use computer and graphic design software for creating outreach materials (e.g., Adobe Photoshop, Illustrator, InDesign, Canva, Premier).
- Write creatively and clearly for general and specialized audiences.
- Work independently with little direction.
- Meet schedules and timelines.
- Establish professional and positive working relationships with staff and agencies.
- Present and prepare press releases, new articles, presentations, reports, and other written materials in a timely and appropriate manner.
- Compile, organize, and present data clearly in written and oral format.
- Develop short, medium, and long-term plans for events, publications, social media, and other communications products.
- Make presentations before large audiences.
- Assess team member skills and abilities and build training and growth plans to enhance performance.
- Assist with budget preparation.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in marketing, communications, journalism, business, or related field. Master's degree in communications, Business Administration or Public Administration desired.
- A minimum of three (3) years' experience in project management, outreach, communications, and/or marketing required.
- One (1) to three (3) years in a supervisory role required.
- An equivalent combination of training and experience that provides the capabilities to perform the duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) preferred, but not required.
- Successful completion of a live scan, physical, substance abuse screening and TB and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors, but also includes outdoor activities such as resource fairs and community events.
- Noise level is quiet to moderate.
- Hazards are minimal.

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ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform their essential duties.

POSITION TITLE Outreach and Communications Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting)			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)			x
Pushing & Pulling (left hand)			x
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs			x			x
26-50 lbs			x			x
51-75 lbs		x			x	
76-100 lbs	x			x		
100+ lbs	x			x		

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Outreach Specialist – Community Development

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Outreach and Communications Supervisor, designs and assists with the creation of all CAPK physical and digital promotional materials including CAPK in Action newsletter, the monthly Voice of Safety newsletter, social media postings, flyers, mailings, announcements, and other materials as needed. The Outreach Specialist is also in charge of planning and executing all social media communications for CAPK and working with CAPK programs to enhance and strengthen their individual social media presences. This role also includes performing professional and administrative work in support of organizational needs.

SUPERVISION RECEIVED:
Receives supervision from Outreach and Communications Supervisor.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Under the direction of the Outreach and Communications Supervisor, assists with the dissemination of information to agency staff, clients, and the public through a variety of communication strategies, including, but not limited to, newsletters, websites, social media, advertising, and community events.
- Produces the CAPK in Action newsletter, Voice of Safety, Annual Report, and other internal and external communications products.
- Coordinates and executes small-scale outreach projects.
- Organize and participate in community events, conferences, and workshops to promote the agency.
- Create regular, engaging posts and activity for the organization's social media accounts.
- Develops and maintains the CAPK social media calendar and submits content for editorial review.
- Serves as CAPK's social media expert and offers support and training to program-level outreach staff.
- Maintains an up-to-date understanding of industry's best practices in graphic design and social media marketing.
- Speaks and assists the media and public on behalf of the organization in Spanish and English if needed to support team leadership.

- Assists with planning of media and public events hosted by the organization.
- Works collaboratively with the Multimedia Specialist on various video projects, photo projects, and website maintenance as needed.
- Assists the CAPK Foundation with any collateral or digital needs.
- Assists in the quality control of volunteers and interns throughout the organization.
- Track and analyze outreach campaigns' performance and optimize them for better results.
- Captures and edits photos and videos of community events, employee gatherings, and marketing opportunities for use across social media platforms, websites, newsletters, brochures, and other promotional materials.
- Prepare reports and presentations to share findings with staff and stakeholders.
- Assists the team with collateral and marketing items for the CAPK Foundations initiatives.
- Take on project management work as assigned by the Outreach and Communications Supervisor.

Other Job Specific Duties:

- Assists with the development of communications-related SharePoint and CRM projects as needed.
- Assists with the development and execution of CAPK program outreach staff training schedules and acts as logistical coordinator for those events.
- Manage projects and strategic efforts in support of the Outreach team.
- Works alternative hours as required, including nights and weekends.
- Network-wide travel as needed. Includes out-of-town travel.
- Performs related duties as required.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Professional level graphic design.
- Fundamentals of good grammar, spelling, and punctuation.
- Social Media platforms and marketing (Facebook, Twitter, Instagram, LinkedIn, etc.).
- Social media best policies and practices.
- Written, digital and photo editing.
- Creative design, print publication, advertising, and commercial print processing.
- Digital content creation software including Adobe Creative Suite, Canva, Final Cut Pro, Photoshop and others.
- Photography and videography.
- Digital and communication trends.
- Microsoft Office programs, including PowerPoint, Excel, Word, and Publisher.

Ability to:

- Plan, develop, and present mixed media presentations.
- Write creatively and clearly for general and specialized audiences.
- Meet schedules and timelines.

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- Communicate effectively, verbally and in writing.
- Establish professional working relationships with staff and agencies.
- Create and execute strategic plans for communications campaigns.
- Develop short, medium, and long-term plans for events, publications, social media and other communications products.
- Conduct media interviews and maintain professional standards of media relations.
- Work independently with little direction.
- Work with accuracy and attention to detail.
- Plan, organize, and allocate resources.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in marketing, communications, journalism, or related field preferred.
- A minimum of two (2) years' experience in outreach, communications, and/or marketing.
- Expertise in graphic design and social media management required.
- Fluency in written and spoken Spanish very highly preferred (bilingual examination offered).
- An equivalent combination of training and experience that provides the capabilities to perform the duties as described.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Reliable transportation during work hours.
- Bilingual language fluency (English/Spanish) strongly desired
- Successful completion of live scan, physical, substance abuse screening and TB and all required vaccinations.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Outreach Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing		x	
Kneeling		x	
Crawling		x	

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Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs		x			x	
76-100 lbs		x			x	
100+ lbs	x			x		

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MEMORANDUM

To: Personnel Committee

From: Susana Magana, Director of Health & Nutrition

Date: January 8, 2025

Subject: *Agenda Item 4(c)*: Position Analysis and Equity Review for MCAP Program – **Action Item**

Over the past few months, Migrant Childcare Alternative Payment (MCAP) Program leadership has diligently reviewed processes and operations to identify areas for improvement. Through this evaluation, it has become evident that restructuring the MCAP program is essential to optimize performance and ensuring compliance with contractual obligations. This restructuring process included going through the CompEase analysis of updating job descriptions to streamline operations and better align with our organizational goals.

By updating the job descriptions, we aim to simplify roles, clarify responsibilities, and eliminate redundancies. This will allow us to operate more efficiently and effectively utilize our resources. In addition, CAPK is committed to upholding our contractual obligations. The restructuring will ensure that our MCAP program is equipped to fulfill these requirements promptly and effectively by adhering to contractual requirements.

Lastly, the restructuring process emphasizes the importance of fair and equitable compensation for all staff members. The leadership team, in collaboration with the Human Resources team, conducted a comprehensive review of salary structures to ensure pay equity across all roles. Ultimately, the restructuring aims to strengthen our commitment to providing high-quality childcare services and support our community in a timely and safe manner.

Summary of Proposed Changes

Below is a description of the proposed position changes and fiscal sustainability:

Position Title	Proposed Changes	Current Grade	Proposed Grade
Administrative Technician	Formerly Administrative Clerk. Grade change, duties and responsibilities, and education and experience.	Grade 3 Min. $16.00 Mid. $18.11 Max. $20.20	Grade 6 Min. $18.89 Mid. $23.62 Max. $28.34
Enrollment Technician	Grade change, supervision received, duties and responsibilities, and education and experience.	Grade 5 Min. $17.24 Mid. $20.29 Max. $23.32	Grade 6 Min. $18.89 Mid. $23.62 Max. $28.34

Family Service Coordinator	Grade change, duties and responsibilities, and education and experience.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Family Service Specialist I	Formerly Family Service Specialist. Duties and responsibilities changes.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Family Service Specialist II	Grade change, supervision received, and duties and responsibilities.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 9 Min. $25.45 Mid. $31.81 Max. $38.18
Family Service Manager	Grade change, supervision exercised, duties and responsibilities, and education and experience.	Grade 11 Min. $32.80 Mid. $41.00 Max. $49.20	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
Outreach Coordinator	Grade change, duties and responsibilities, and education and experience.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Outreach Specialist	Duties and responsibilities changes.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Program Administrator	Grade change, supervision exercised, duties and responsibilities, and education and experience.	Grade 12 Min. $37.72 Mid. $47.13 Max. $56.57	Grade 14 Min. $45.63 Mid. $57.04 Max. $68.44
Quality Assurance Coordinator	Grade change, supervision exercised, and education and experience.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Quality Assurance Specialist	Duties and responsibilities changes.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30
Subsidized Reimbursement Coordinator	Grade change, duties and responsibilities, and education and experience.	Grade 9 Min. $24.78 Mid. $31.01 Max. $37.21	Grade 10 Min. $28.39 Mid. $35.49 Max. $42.59
Subsidized Reimbursement Manager	Grade change, supervision exercised, and duties and responsibilities.	Grade 11 Min. $32.80 Mid. $41.00 Max. $49.20	Grade 12 Min. $35.58 Mid. $44.47 Max. $53.37
Subsidized Reimbursement Specialist	Supervision received and duties and responsibilities.	Grade 8 Min. $21.59 Mid. $26.96 Max. $32.35	Grade 8 Min. $22.86 Mid. $28.59 Max. $34.30

Fiscal Impact and Timeframe

The title and grade changes allow our MCAP program to come up to market level, and be competitive within our community, as well as improve ongoing employee retention. Staff reviewed the grade changes with our Chief Financial Officer, and it was determined that the fiscal impact of $19,835 for the proposed changes is supported by the MCAP budget.

Strategic Plan Impact

As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the*

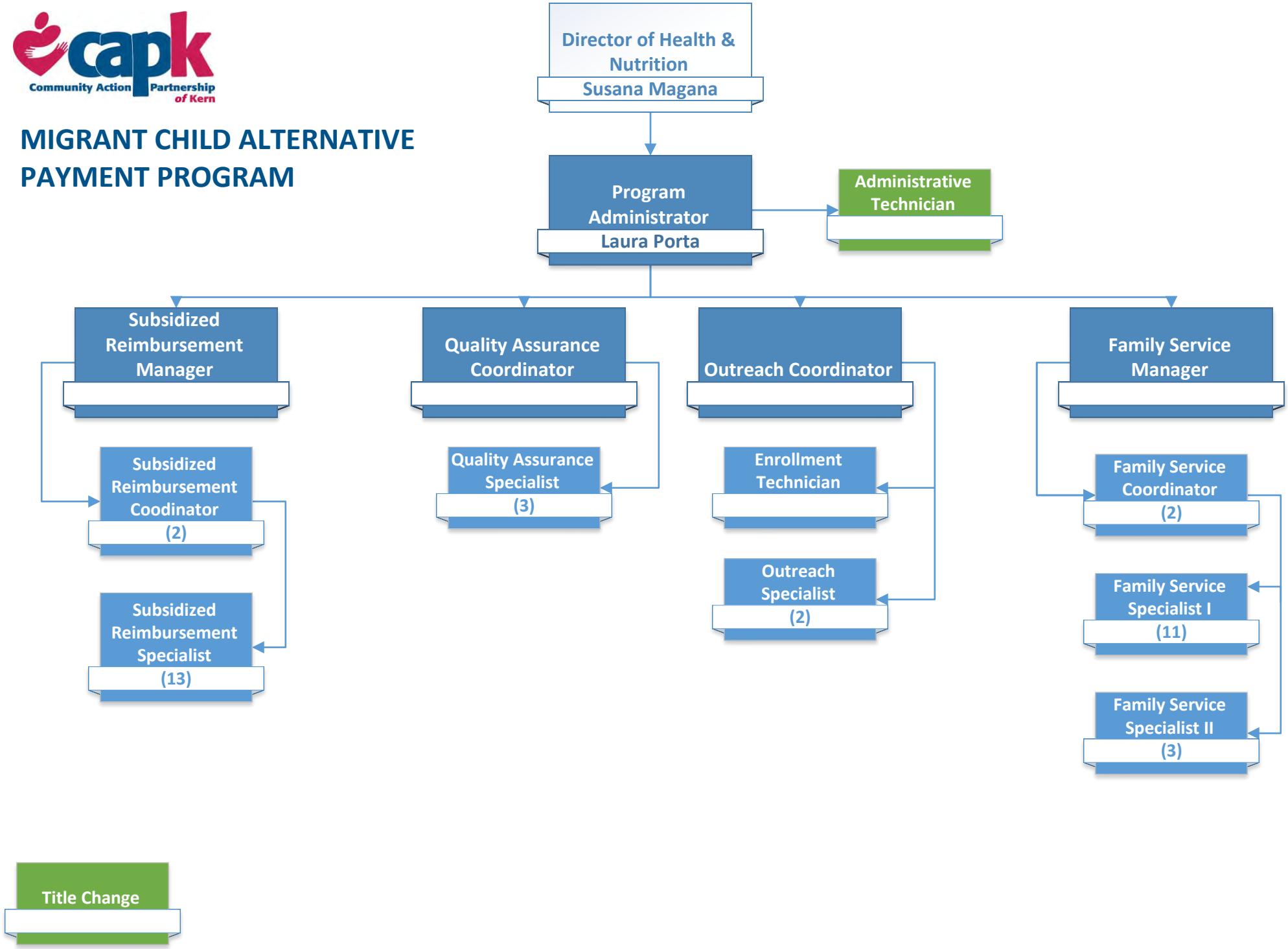
organization's desired results, and as part of the following objectives, the proposal supports staff development, growth, and retention:

- Objective 4.2: Increase employee engagement, morale, and retention.
    - 4.2.1 Conduct an internal and external equity analysis to evaluate the labor market and fiscal impacts; (b) b) Complete development and consolidation of revised job descriptions.

Recommendation:
Staff recommend the Personnel Committee approve the revised Migrant Childcare AP Program job description and grade changes.

Attachments:
Migrant Childcare AP Program (MCAP) Organizational Chart
Administrative Technician Job Description
Enrollment Technician Job Description
Family Service Coordinator Job Description
Family Service Specialist Job Description
Family Service Manager Job Description
Outreach Coordinator Job Description
Outreach Specialist Job Description
Program Administrator Job Description
Quality Assurance Coordinator Job Description
Quality Assurance Specialist Job Description
Subsidized Reimbursement Coordinator Job Description
Subsidized Reimbursement Manager Job Description
Subsidized Reimbursement Specialist Job Description

MIGRANT CHILD ALTERNATIVE PAYMENT PROGRAM



Revised 1/2025

Administrative Technician - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the Program Administrator, the Administrative Technician completes a variety of clerical functions of average to above average difficulty, including data entry, reception, preparation of mailers and general program support activities for the Migrant Childcare Program (MCAP).

SUPERVISION RECEIVED:
Program Administrator.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:
- Answers multi-line telephone, routes calls, and takes messages.
- Efficient in the efforts to identify, reach, and enroll eligible families for services.
- Assist the public in person and over the phone by answering routine inquiries, providing information, and directing calls and client inquiries to the appropriate department or staff members.
- Supports inventory control efforts, deliveries, order placement, tracking and distribution of necessary office supplies and tools to program personnel.
- Types correspondence, documents, and reports of a general/routine nature.
- Completes data entry of The Centralized Eligibility List and servicing, monitoring, and maintenance of associated files.
- Assists with the safety program and other administrative office duties.
- Compiles accurate and detailed monthly reports for copy machines, vehicles, and other office materials or equipment as assigned.
- Prepares bulk electronic correspondence, mail notifications, and conducts routine informational calls to program participants and vendors.
- Provide quality customer service at all times.

Other Job Specific Duties:
- Works on special projects as assigned.
- Conducts and attends meetings, training and professional growth activities, as required
- Ensures strict confidentiality of all program records and information.

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- Ability to work under different weather conditions and work alternative hours as required, including nights and weekends, as assigned.
- Maintains a safe and functional work environment.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office procedures and equipment, including computers.
- Word processing and related software applications.
- Problems of socially and economically challenged families.

Ability to:

- Type 35 WPM.
- Prepare clear, concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing fluently in both English and Spanish.
- Work independently within the scope of authority with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Provide excellent customer service and establish professional working relationships with staff, agencies, childcare providers and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent required.
- One (1) year of clerical/receptionist experience in a professional work environment.
- One (1) year of customer service experience.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

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- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Administrative Technician - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Enrollment Technician - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 06 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the supervision of the Outreach Coordinator, the Enrollment Technician performs duties related to eligibility, screening, and enrollment for the Migrant Childcare Alternative Payment program (MCAP) for both families and childcare providers. The Enrollment Technician is also responsible for reception and clerical support services for the program. Works closely with other agencies and organizations in the community as part of the collaborative efforts to boost recruitment and enrollment. Provides training, when necessary, in a large group, small group or one-on-one setting. Provide excellent customer service by communicating with the public and staff in a tactful, courteous, and professional manner.

SUPERVISION RECEIVED:

Receives direct supervision from the Outreach Coordinator.

SUPERVISION EXERCISED:

None

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Maintain computerized database management system for federal and state programs, including but not limited to completing, entering, updating, and auditing applications.
- Complete the first phase of the family eligibility applications by interviewing applicants, and gathering documentation on income, family size, employment and other factors.
- Accepts, reviews eligibility information and enrolls families into the waiting list following federal and state program guidelines.
- Provides support to the Subsidized Reimbursement department by screening, clearing, and enrolling childcare providers for program participation.
- Generate, monitor, and maintain an organized filing system for the reports needed to track eligibility, recruitment, selection, and enrollment.
- Data entry of centralized eligibility list and the servicing, monitoring, and maintenance of associated files.
- Furnishes general information to the public, program entry information to applicants and assists in completing the service applications for MCAP.
- Provides general clerical support such as faxing, photocopying, binding, filing, mail pick up and distribution, as needed by the program and maintains the front office in a professional manner.
- Conducts family and provider home visits, when assigned.

Other Job Specific Duties:

- Works on special projects as assigned.
- Conducts and attends meetings, training and professional growth activities, as required.
- Ability to work under different weather conditions and work alternative hours as required, including nights and weekends, as assigned.
- Maintains a safe and functional work environment.
- Is effective in the efforts to recruit and enroll families that qualify for MCAP.
- Ensures safety and policy compliance while driving company vehicles.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Understanding of socially and economically challenged families.
- Modern office procedures and computer equipment.
- Word processing and related software applications.
- Knowledge of proper grammar in written communication.

Ability to:

- Prepare clear, concise reports.
- Plan, organize, and allocate resources.
- Exercise sound, independent judgment within general policy guidelines.
- Communicate effectively, verbally and in writing in both English and Spanish.
- Provide guidance and explain policies and procedures.
- Analyze problems and identify alternative solutions.
- Work with accuracy and attention to detail.
- Effectively organize and prioritize assigned work.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- High school diploma or equivalent.
- One (1) year of experience in social services or related field.
- Two (2) years of clerical/receptionist experience.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.

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- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Enrollment Technician - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x

11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Family Service Coordinator - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Family Service Manager, the Family Service Coordinator is responsible for developing and implementing outreach activities, as well as overseeing a comprehensive maintenance and case management plan for family/child files. This includes ensuring compliance with state regulations, program policies, procedures, and fraud prevention protocols.

SUPERVISION RECEIVED:
Family Service Manager.

SUPERVISION EXERCISED:
Family Service Specialist I and II.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provide direct supervision, support, and ongoing technical assistance to the Family Service Specialists in the ongoing practice of their functions.
- Onboarding process of new staff members.
- Supervision of data collection, data input, and the systematic case management of family/child files by current regulatory mandates.
- Develop and implement a comprehensive case management process to verify ongoing eligibility of active clients.
- Provide staff training, and development, including coaching, mentoring, and evaluation of staff's assigned workload for quality and compliance verification.
- Comple timely performance evaluations and guidance to assigned staff.
- Assist the Program Administrator in the completion of state reporting requirements, as assigned.
- Oversee the completion of self-review functions, results, and corrective actions implementation for direct report personnel.
- Timely and successful completion of special projects as assigned to ensure the ongoing compliance of our program.
- Actively participates in the creation, implementation and evaluation of outreach materials, written policies, procedures, and best practices.
- Actively contributes to the development, monitoring, implementation, and evaluation of program policies and procedures and assists with developing short-range and long-range goals and program objectives.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Participates in and conducts meetings, training, and professional growth activities.
- Is proactive in ensuring a safe and functional work environment for all employees.
- Ability to work under different weather conditions
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment.
- Computer applications, including but not limited to, Windows, Word, and Excel.
- Problems of socially and economically challenged families.

Ability to:

- Supervise, plan, prioritize, and organize workload.
- Demonstrate good interpersonal skills.
- Work with accuracy and attention to detail.
- Gather and analyze data.
- Establish and maintain effective working relationships, internally and externally.
- Strong problem-solving skills.
- Communicate effectively, verbally and in writing.
- Effectively present program information to the public.
- Strong attention to detail and organizational skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university.
- Two (2) years of progressive administrative/management experience with emphasis in social services, public administration, child development, or related fields.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development /federal and state programs desirable.
- Two (2) years of staff supervisory experience.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

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- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Family Service Coordinator - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Family Service Specialist I - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Family Service Specialist I (FSS I) is responsible for determining family eligibility and enrollment and maintaining family/child files in compliance with state regulations, program policies, and procedures, including fraud prevention protocols. The FSS I develops and conducts outreach activities to ensure the assigned caseload and child count are maintained. The FSS I actively participates in community events, facilitates family meetings, and delivers program presentations to both small and large groups. Manage cases and provides technical assistance and supportive services, which may include home visitations, referrals to community agencies, follow-ups, and tracking demographic data.

SUPERVISION RECEIVED:
Family Service Coordinator.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Pre-screening of new applicants to obtain, examine, and verify documentation needed to complete the required subsidy application for the federal and/or state program.
- Assessing and authorizing the family's maximum benefit level for state subsidized services.
- Verify and determine program eligibility, prioritizing children for enrollment, monitor continued eligibility and recertifications.
- Calculate family income documentation to determine income eligibility and assess family fees.
- Accurate input, update, and maintenance of the electronic data files in the program database for all assigned children and families.
- Maintain accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Gather and record family information data and maintain orderly physical files and strict confidentiality of child/family records.
- Self-auditing reviews of family files to ensure compliance with federal and/or state regulations and program policies and procedures.
- Conduct program orientations to inform applicants of their rights and responsibilities associated with their participation in a federal and/or state program.

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- Effective case management of the family file and providing information, referrals, and information on resources available within the Agency and in the community.
- Manage an assigned caseload and complete daily/weekly/monthly statistical enrollment reports.
- Retrieve call logs and complete Notices of Action or provide referrals as appropriate.
- Work closely with other agencies and organizations in the community as part of a collaborate effort to boost recruitment, meet and maintain full program enrollment.
- Actively participate in the Program's outreach efforts and activities, to be able to reach the target population and maintain full caseload enrollment at all times.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Supports the program's daily operation including front desk coverage, mail process, office organization and cleaning as assigned.
- Actively contributes to a positive work environment.
- Ability to work under different weather conditions and work
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Perform like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including 10-key calculator.
- Computer applications, including but not limited to Windows, Word, and Excel.
- Problems of socially and economically challenged families.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority.
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise caseload reports.
- Exercise sound, independent judgment within the programs policies & procedures and State mandates/regulations.
- Communicate effectively, verbally and in writing fluently in both English and Spanish.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Operate and use modern office equipment including computers, copiers, scanners etc.

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- Proficiently work with word processing, spreadsheets, database and related software applications.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- AA degree in business, social work, child development, psychology or closely related field.
- Two (2) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years of working in an administrative field with emphasis on case management/administrative functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Family Service Specialist I - MCAP			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	

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Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Family Service Specialist II - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 09 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Family Service Specialist II (FSS II) is responsible for determining family eligibility and enrollment while maintaining family/child files in compliance with state regulations, program policies, and procedures, including fraud prevention protocols. The FSS II also develops and implements outreach activities to sustain the assigned caseload and child count. This role includes participation in community events, facilitating family meetings, and delivering program presentations to both small and large groups. The FSS II is responsible for managing additional caseload responsibilities beyond their primary assigned caseload. Provides technical assistance and supportive services, which may include home visits, referrals to community agencies, follow-ups, and demographic data tracking

SUPERVISION RECEIVED:
Family Service Coordinator and Family Services Manager.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Pre-screening of new applicants to obtain, examine, and verify documentation needed to complete the required subsidy application for the federal and/or state program.
- Assessing and authorizing the family's maximum benefit level for state subsidized services.
- Verify and determine program eligibility, prioritizing children for enrollment, monitor continued eligibility and recertifications.
- Calculate family income documentation to determine income eligibility and assess family fees.
- Accurate input, update, and maintenance of the electronic data files in the program database for all assigned children and families.
- Maintain accurate, up-to-date records and other appropriate documentation and forms as specified by program requirements.
- Gather and record family information data and maintain orderly physical files and strict confidentiality of child/family records.
- Self-auditing reviews of family files to ensure compliance with federal and/or state regulations and program policies and procedures.

- Conduct program orientations to inform applicants of their rights and responsibilities associated with their participation in a federal and/or state program.
- Effective case management of the family file and providing information, referrals, and information on resources available within the Agency and in the community.
- Manage an assigned caseload and complete daily/weekly/monthly statistical enrollment reports.
- Retrieve call logs and complete Notices of Action or provide referrals as appropriate.
- Work closely with other agencies and organizations in the community as part of a collaborate effort to boost recruitment, meet and maintain full program enrollment.
- Actively participate in the Program's outreach efforts and activities, to be able to reach the target population and maintain full caseload enrollment at all times.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Ability to work under different weather conditions
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, procedures, and computer equipment, including 10-key calculator.
- Computer applications, including but not limited to Windows, Word, and Excel.
- Problems of socially and economically challenged families.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority.
- Recommend changes to offices procedures, as appropriate.
- Prepare clear and concise caseload reports.
- Exercise sound, independent judgment within the programs policies and procedures and State mandates/regulations.
- Communicate effectively, verbally and in writing fluently in both English and Spanish.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Operate and use modern office equipment including computers, copiers, scanners etc.
- Proficiently work with word processing, spreadsheets, database and related software applications.

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- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- AA degree in business, social work, child development, psychology, or closely related field.
- Two (2) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years of working in an administrative field with emphasis on case management/administrative functions.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Family Service Specialist II - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	

Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100 lbs	x					

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Family Services Manager - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Program Administrator, the Family Services Manager provides leadership and supervision to the Family Services Department including staff supervision, verifying work quality, and implementing a comprehensive community outreach plan across six (6) counties in the Central Valley. The Family Services Manager will develop and implement policies and procedures, providing strategic leadership to achieve program enrollment goals, managing employee performance, and overseeing staff onboarding, training, and development. The Family Services Manager also ensures accurate record-keeping, data collection, and compliance with program reporting requirements and fraud prevention protocols, in alignment with state regulations and program policies

SUPERVISION RECEIVED
Program Administrator

SUPERVISION EXERCISED:
Family Services Specialist I and II, Family Services Coordinator, and Enrollment Technician.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Development and implementation of a comprehensive community outreach plan in the counties of Merced, Madera, Fresno, Tulare, Kings, and Kern to reach and enroll eligible migrant, agriculturally working families for childcare services.
- Ensure the Family Services Department reaches and sustains full family/child enrollment as directed by the Program Administrator.
- Develop, implement, and oversee the program's waiting list process, and it's compliance, in six counties, ensuring strict adherence to mandated enrollment priorities and documentation in accordance with State regulations and program policies and procedures.
- Prepare accurate, concise, and timely reports of program monthly reimbursement totals, activities, and budget expenditures as required.
- Efficient in the efforts to promote MCAP program services by participating in public program presentations, print media, television, and radio appearances, representing the program with integrity and professionalism.
- Provides cross-training, clarification, and guidance on implementation of new program requirements, updates, and training as needed.
- Effectively resolves conflict through clear communication, dialog, and mediation. This includes personnel, and all program participants.

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- Actively supports and represents program interests on Child Care Provider Union (CCPU) issues, negotiations, meetings and informational sessions.
- Coordinate work and adherence to set deadlines for the submission of provider reimbursements for payment within 21 days, as required, by ensuring that family data is systematically collected, and accurately documented in the program's database.
- Works collaboratively with the Program Administrator and management team in providing timely responses, reporting accurate data and supporting all program compliance efforts.
- Actively participates in the personnel selection, training supervision, and support process.
- Provide orientation, training, technical assistance, support, audits, evaluations and supervision of the Family Services Specialist, Family Service Coordinator, and Enrollment Technician.
- Act as a liaison between the Migrant Childcare Alternative Payment Program, partner agencies, community representatives, participating families, and childcare providers.
- Effectively implements policies, procedures, and protocols to supervise and support program personnel working from remote satellite office locations.
- Provides key insight on the allocation of program resources, budgeting, and reporting.
- Prepare accurate, concise, and timely reports of program activities, enrollments, and budget expenditures as required.
- Coordinates, prepares, and assists the Program Administrator to meet MCAP's reporting requirements, data collection, record keeping, program development, writing, and monitoring of compliance requirements, issues, and grant applications.
- Actively contributes to the development, planning and implementation of MCAP's quality assurance process, policy review, and program reporting.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Works alternative hours, under different weather conditions, including nights and weekends as required.
- Is proactive in the effort to recruit and enroll families that qualify for Partnership programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Local public and private agency resources that provide services to children and families.
- Experience in alternative payment childcare programs and case management procedures and practices.

Ability to:

- Ability to plan, organize, allocate, and control substantial resources.

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- Ability to communicate effectively
- Good interpersonal skills
- Effectively presents program information to the public.
- Strong attention to detail and organizational skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Ability to act as a leader and mentor to provide direction and support to staff.
- Plan, develop, implement, and perform targeted outreach activities.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university in public administration, business management, social sciences, education administration, or related field.
- Five (5) years of progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Five (5) years of staff supervisory experience.
- Four (4) years' experience working in an administrative field with emphasis on case management.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development /federal and state programs are highly desirable.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Family Services Manager - MCAP				
Activity	**Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**

Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lba	x			x		
100+ lbs	x					

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Outreach Coordinator - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the MCAP Program Administrator, the Outreach Coordinator is responsible for developing and implementing a strategic outreach plan to identify, reach and enroll eligible families into the Migrant Childcare Program. This includes participating in community outreach events, managing social media, creating informational materials, and working in collaboration with contractors, farmers, and large agricultural industry employers to increase recruitment of eligible families and establishing a robust applicant pool for MCAP services.

SUPERVISION RECEIVED:
Receives supervision from the Program Administrator.

SUPERVISION EXERCISED:
Outreach Specialist and Outreach Technician.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develop, implement, and maintain a comprehensive outreach and community education plan in all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County), including identifying, educating, and collaborating with key agricultural employers and establishing protocols to inform about available services.
- Actively participates in the advertising, candidate selection, hiring, training, supervision and performance evaluation of program personnel.
- Attend meetings, training, and conferences, locally and at the state level, to ensure the program's implementation of state requirements is consistent and timely.
- Oversee MCAP's food pantry, including reporting requirements, distribution, and restocking of items in a timely, safe, and organized manner.
- Supports the development of content for marketing materials, including flyers, brochures, and appropriate social media content to ensure eligible families and target populations are reached.
- Effectively collaborate with other program departments to ensure a seamless process from initial family contact to enrollment.
- Maintain accurate records of all outreach activities and actively participate in the completion state reporting program requirements.
- Plans, implements and coordinate daily activities and workload assignments within the assigned programmatic areas of responsibility.

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- Prepares monthly reports and correspondence as required, including mileage claims and travel approval requests, for MCAP staff, as applicable.
- Ensure a safe and functional work environment including the use of company vehicles according to company policies and requirements.
- Responds to inquiries and requests from the general public, internal departments, external agencies, and/or other interested parties; maintains public relations with community and professional organizations regarding available program services.

Other Job Specific Duties:

- Prepares and conducts meetings, trainings, and professional development activities.
- Ability to work under different weather conditions
- Work alternative hours as required, including nights and weekends, as assigned
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the Migrant Childcare Program.

Ability to:

- Demonstrate good interpersonal skills.
- Possess strong organizational skills and close attention to detail.
- Work under pressure.
- Work with accuracy and attention to detail.
- Deal with conceptual matters.
- Plan, organize and document outreach activities.
- Communicate effectively, verbally and in writing.
- Work independently while managing competing demands.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university.
- Two (2) years progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.

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- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development/federal and state programs desirable.
- Two (2) years of staff supervisory experience.
- An equivalent combination of education and/or experience that provides the capabilities to perform the job's duties may be accepted.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform' the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

Position: Outreach Coordinator - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x

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Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Outreach Specialist - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the Outreach Coordinator, the Outreach Specialist is responsible for assisting in the development and implementation of a comprehensive outreach plan to reach and enroll eligible agriculture-working families for childcare services. The Outreach Specialist participates in outreach activities, community events and presentations to reach the program's target population and increase the service applicant pool for the MCAP program. n.

SUPERVISION RECEIVED:
Receives supervision from the Outreach Coordinator.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist in the development and implementation of a comprehensive and effective outreach plan to reach eligible families for the Migrant Childcare Program.
- Effecient in the efforts to identify, reach and enroll eligible families for services.
- Collects pre-applications for services and maintain a robust waiting list of program-eligible families, prioritizing children for enrollment based on current priority regulations and program policies.
- Performs appropriate education and outreach activities to ensure eligible families and target population is reached.
- Participates in the coordination of outreach efforts of all MCAP service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County).
- Participates in key agricultural employers' site visits to inform workers on the availability of services and program requirements.
- Effectively collaborate with program departments to ensure a seamless process from initial family contact to enrollment.
- Attend collaborative meetings, trainings and workshops as required.
- Maintain accurate records of all outreach activities.
- Support the front desk coverage activities, mail run process, client food pantry stocking and organizing.
- Assists in completing office and outreach supply inventory tracking, purchasing, distribution and office organization as assigned.

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- Provide education, support and follow-up to support license-exempt providers efforts to obtain licensure.
- Support family and provider home visiting efforts to provide technical assistance, support and compliance review as assigned.
- Acts as a liaison between the community and MCAP by collecting resource information and educating the Family Services Specialists on the availability of services and goods in the community.

Other Job Specific Duties:

- Participates in and conducts outreach activities and attends meetings and trainings as assigned.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK Programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment..
- Word processing, spreadsheet, database, and related software applications.

Ability to:

- Plan, prioritize, and organize workload.
- Work independently within scope of authority.
- Recommend changes to office procedures, as appropriate.
- Prepare clear and concise workload reports.
- Exercise sound, independent judgment within the programs policies and procedures and State mandates/regulations.
- Communicate effectively, verbally and in writing fluently in both English and Spanish.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Proficiently work with word processing, spreadsheets, database, and related software applications.
- Work with accuracy and attention to detail.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

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- AA degree in business, social work, child development or psychology or closely related field from an accredited college or university
- Two (2) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform' the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

Position: Outreach Specialist - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	~~x~~	x	
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x

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Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Program Administrator - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the Director of Health & Nutrition, the MCAP Program Administrator is responsible for managing the comprehensive migrant childcare program/s in compliance with all state and federal regulations, contract, or funding requirements and CAPK policies. The Program Administrator monitors the overall contract compliance, reporting and budgetary functions for the program. The Program Administrator is responsible for coordinating with program staff and other CAPK support divisions in preparation for program audits and self-assessments. The Program Administrator is the liaison between Community Action Partnership of Kern and the different state, county and local agencies, community stakeholders, community-based organizations, elected or appointed officials, legislative entities, and media representatives. The Program Administrator also provides leadership and technical expertise for program staff on state regulations, funding source requirements, program guidance, and policies and practices.

SUPERVISION RECEIVED

Director of Health & Nutrition

SUPERVISION EXERCISED:

Subsidized Reimbursement Manager, Family Services Manager, Quality Assurance Coordinator, Outreach Coordinator, and Administrative Technician.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides oversight of the program's overall day-to-day management.
- Represents program interests on Child Care Provider Union (CCPU) issues, negotiations, meetings and informational sessions.
- Responsible for leadership to the Program's administration team.
- Provide training, development, supervision, and evaluation of assigned staff.
- Develops and implements strategies to maximize childcare enrollment in the six entry county areas, including but not limited to, arranging program informational meetings with local entities, attending community meetings, coordinating with local partners in the Central California Valley area, and participating in community outreach events.
- Develop and manage program budgets for the statewide program.
- Manage the program projections to ensure earning the full contract.
- Stay abreast of all regulation changes and program contract requirements.
- Develope, update and implement all program policies and procedures in accordance with state and federal regulations.

- Collaborates with program coordinators to plan and implement ongoing trainings for professional development and implements cross-training, as part of the program's succession plan.
- Engages in program advocacy activities, making recommendations to policymakers, consultants , and state contract representatives.
- Provides technical assistance and consultation services to program staff, providers, and local entities for effective implementation of MCAP.
- Assists with duties, as needed, to ensure appropriate, effective, efficient, and equitable services are provided to the migrant community and completes activities associated with the program.
- Acts as the designated hearing officer during appeals, facilitates the resolution of problems or concerns involving families, local partners, childcare providers, and collaborators.
- Ensure access to services in the six entry counties, including securing office space, transportation, and equipment in accordance with grant and agency requirements.
- Provides timely response to concerns and issues for the satellite offices and reports directly to the Director of Health & Nutrition.
- Recruitment, selection, and hiring process of qualified program personnel.
- Plan, organize, and conduct orientation sessions, workshops, training, and related activities for program staff, including identifying training facilities, recruitment areas, labor camps, packing sheds, agriculture-related industries, and high migrant impact communities.
- Prepare the MCAP portion of the annual continued funding grant application in collaboration with other grant writers.
- Oversight of strict inventory control including tracking program equipment, supplies and substantial resources.
- Oversees program monitoring activities and supports agency's fiscal and state annual audits.
- Oversees the implementation of sound data tracking and reporting protocols to CDSS, executive leadership and the CAPK Board of Directors.

Other Job Specific Duties:

- Represents program's interests in meetings, trainings, and conferences as necessary.
- Maintains a safe and functional work environment.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for Capk programs.
- Performs any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.exe
- Modern office practices, methods, procedures, and computer equipment.

- Word processing, spreadsheet, database, and related software applications.
- Employment, political, and health services systems.
- Problems of socially and economically challenged families.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Analyze statistical reports and legislation and interpret for policy design and implementation.
- Monitor, analyze, and evaluate programs, including the development of system design and procedural guidelines.

EDUCATION AND EXPERIENCE:
The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in sociology, business, public administration, or related field.
- Five (5) years experience in administration/management, including program design, management, budgeting, program evaluation, community organization and public relations, or related experience.
- Minimum five (5)years experience working in a childcare Alternative Payment (AP) program.

11. Minimum five (5) years of supervisory experience.

- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.**Bilingual language fluency (English/Spanish) required.**

WORK ENVIRONMENT:
The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:
The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

Quality Assurance Coordinator - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:

Under the general direction of the MCAP Program Administrator, the Quality Assurance Coordinator is responsible for the general development and implementation of MCAP's quality assurance and monitoring compliance activities. This includes monthly program compliance reviews, annual auditing, staff training, and ongoing program self-assessments. The ongoing quality and compliance monitoring process must maintain compliance with applicable contract requirements, Title V state regulations, DSS directive, the State Contract Monitoring Review process, Community Care Licensing, federal and state regulations, and program policies, procedures, and best practices.

SUPERVISION RECEIVED

MCAP Program Administrator

SUPERVISION EXERCISED:

Quality Assurance Specialist

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Develop, implement, and maintain and effective monitoring system, including appropriate monitoring processes, reports, checklists, and monitoring schedules.
- Maintain a comprehensive system for ongoing monitoring, audit, data analysis, and evaluation of all program service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County) in consultation with key staff.
- Review of family files, provider files, and provider reimbursements processed to verify quality delivery of services, and program compliance with all regulatory requirements and MCAP's program policies and procedures.
- Staff training, and development, including coaching, mentoring, and evaluation of staff's assigned workload for quality and compliance verification.
- Communicate review findings to Program Administrator and work directly with supervisors and staff to implement corrective actions of audit findings.
- Monthly state reporting of total served children and subsidized providers.
- Compiling yearly reporting data for CSBG and agency annual reports.
- Coordinate and participate in the programs annual Self-Assessment process, ensuring compliance, completeness, and timely submission of MCAP's review.
- Conduct and coordinate annual audits, funding source regulatory audits, and monitoring visits to childcare providers and families as necessary.

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- Contribute to the development, monitoring, implementation, and evaluation of program policies and procedures and assists with developing short-range and long-range goals and program objectives.

Other Job Specific Duties:

- Participates and conducts meetings, training, and professional growth activities.
- Maintains a safe and functional work environment.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Principles and practices of administration, budgeting, fiscal oversight, and project management.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.

Ability to:

- Demonstrate good interpersonal skills.
- Work with accuracy and attention to detail.
- Gather and analyze data.
- Strong attention to detail and organizational skills.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Strong problem-solving skills.
- Communicate effectively, verbally and in writing.
- Effectively present findings and implement correction plans accordingly.
- Work independently and collaboratively as a team to manage competing demands.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university.
- One (1) year of progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development /federal and state programs desirable.
- One (1) year of staff supervisory experience.

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- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Quality Assurance Coordinator - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	

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Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			CARRYING		
	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS	NEVER 0 HOURS	OCCASIONALLY UP TO 4 HOURS	FREQUENTLY 4-8 HOURS
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lba	X			X		
100+ lbs	X					

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Quality Assurance Specialist - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status: Non**-Exempt **Date Approved:** TBD

SUMMARY:
Under the supervision of the Quality Assurance Coordinator, the Quality Assurance Specialist is responsible for conducting monthly program compliance reviews and data collection activities. This includes ongoing reviews of family and provider files, general file audits, data collection, and reporting. The Quality Assurance Specialist also assists with the preparation and submission of the annual report and ensures compliance with applicable contract requirements, Title V state regulations, Department of Social Services (DSS) directives, the State Contract Monitoring Review process, Community Care Licensing standards, federal and state regulations, and program policies, procedures, and best practices

SUPERVISION RECEIVED:
Receives supervision from the Quality Assurance Coordinator.

SUPERVISION EXERCISED:
None.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist in the development and implementation of a comprehensive and effective compliance monitoring process, reports, checklists, and monitoring schedules.
- Monthly compliance reviews and work quality verification and evaluation of all program service areas (Merced, Madera, Kings, Fresno, Tulare, and Kern County) as directed.
- Participates in the collection of program review data and provides insight on ongoing program training needs.
- Submits monthly case load reports and maintains accurate records of all quality assurance and monitoring activities.
- Assist in the development of customer satisfaction surveys, compiles, and reports on survey findings.
- Assists in compiling monthly and yearly reporting data for CSBG, MCAP's Program Self Evaluation and agency annual reports.
- Work collaboratively to communicate and maintain quality work standards.
- Collaborates with community partners, other programs and organizations to strengthen partnerships, enhance recruitment efforts, and maintain optimal program enrollment.
- Participates in outreach and collaborative activities in the community as assigned.
- Proactively ensures to remain current on all regulatory requirements to support all program compliance efforts and high-quality work.

- Demonstrate a thorough understanding of community standards and needs within the population served.
- Provides training, when necessary, in a large group, small group or one-on-one setting.

Other Job Specific Duties:

- Participates in outreach activities, meetings, and training as assigned.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current needs of socially and economically challenged families.

Ability to:

- Plan, prioritize, and demonstrate strong organizational skills and attention to detail.
- Work independently within the scope of authority.
- Recommend changes to office procedures, as appropriate.
- Prepare clear and concise workload reports.
- Communicate effectively, verbally, and in writing in both English and Spanish.
- Demonstrate good interpersonal skills.
- Provide excellent customer service by communicating with the public and staff in a tactful, courteous, and professional manner.
- Operate and use modern office equipment including computers, copiers, scanners etc.
- Proficient in word processing, spreadsheets, databases, and related software applications.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- AA degree in business, social work, child development, psychology, or closely related field from an accredited college or university.
- Two (2) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years' experience in any area with emphasis on promoting services, outreaching, marketing, or educating the public on available services and resources.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform' the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION: Quality Assurance Specialist - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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Subsidized Reimbursement Coordinator – MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FLSA Status**: Non-Exempt **Date Approved**: TBD

SUMMARY:

Under the general direction of the Subsidized Reimbursement Manager, the Subsidized Reimbursement Coordinator facilitates training and support to the Subsidized Reimbursement Specialists. The Reimbursement Coordinator will develop and implement departmental protocols and program documents in accordance with state regulations and program policies and procedures. This includes fraud prevention protocol, reports, training materials, and program policies and procedures, as required.

SUPERVISION RECEIVED:

Receives supervision from the Subsidized Reimbursement Manager.

SUPERVISION EXERCISED:

As assigned Subsidized Reimbursement Specialists.

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Provides orientation, training, technical assistance, audit, and support supervision of the Subsidized Reimbursement Specialist.
- Acts as a liaison between the MCAP staff, partner agencies, and fiscal division personnel on provider payment issues and tasks.
- Assists with the design, development, and maintenance of computerized management and information systems for reporting and record-keeping of provider payments.
- Assists in the development and implementation of procedures involving the payment of providers and processing of provider payments.
- Reviews provider payment determinations to ensure compliance with appropriate regulations and eligibility certification procedures.
- Trains and assists providers in the completion of required forms and documents when necessary.
- Prepare accurate, concise, and timely reports of program activities and budget expenditures as required.
- Assists in the Contract Monitoring Review process and in the completion of necessary local, federal and state reporting requirements.
- Compiles and tabulates data for statistical analysis, projection of costs, and prepares other financial reports as required.
- Actively participates in meetings and informational sessions with union representatives

to facilitate information sharing, compliance, and adherence to collective bargaining agreements.
- Actively support the efforts to oversee the administration and accuracy of union dues requirements, deductions, and program reporting responsibilities.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Participates in outreach activities and ability to work under different weather conditions and work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in recruiting and enrolling families that qualify for CAPK programs.
- Perform any other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Modern office practices, methods, and computer equipment.
- Word processing, spreadsheet, database, and other related software applications.
- Problems of socially and economically challenged families.

Ability to:
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Act as a leader and mentor to provide direction and support to staff, partner organizations, and community members

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business management, science, accounting, social sciences, or a related field.
- One (1) year of staff supervisory experience.
- One (1) year of experience working in an administrative field with an emphasis on fiscal issues.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

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OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE: Subsidized Reimbursement Coordinator			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Subsidized Reimbursement Manager - MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 12 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the general direction of the Program Administrator, the Subsidized Reimbursement Manager provides leadership and supervision to the Subsidized Reimbursement Department. This role includes managing and supervising staff, overseeing workloads, and ensuring the effective and timely processing of provider reimbursements. The Manager is also responsible for overseeing the active enrollment and clearance process for eligible childcare providers, primarily in the counties of Merced, Madera, Fresno, Kings, Tulare, and Kern, while extending support to all counties within the State of California

SUPERVISION RECEIVED
MCAP Program Administrator.

SUPERVISION EXERCISED:
Subsidized Reimbursement Specialist and Subsidized Reimbursement Coordinator

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Development and implementation of an efficient and compliant reimbursement process.
- Staff supervision, evaluation, support and work allocation of the Subsidized Reimbursement Department personnel.
- Develop and implement an effective childcare provider clearance process to approve provider's participation quickly and accurately, in all counties in the State of California in accordance program requirements.
- Actively participates in the development of comprehensive written policies, procedures and reimbursement protocols.
- Conduct orientation, training, technical assistance, support, audit, evaluation, and supervision to the Subsidized Reimbursement Department and other program personnel.
- Effectively and promptly answers and resolves provider reimbursement issues, questions and inquiries as required.
- Actively supports and represents program interests on Child Care Provider Union (CCPU) issues, negotiations, meetings and informational sessions.
- Ensure department adherence to set deadlines for the submission of timely provider reimbursements for payment within 21 days, as required.
- Acts as a liaison between the MCAP program, the R&R agencies across the state, the childcare provider union, other partner agencies, and the fiscal division personnel on provider payment issues and tasks.

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- Works collaboratively with the program administrator, and management team in providing timely responses, reporting accurate data and supporting all program compliance efforts.
- Assists with the design, development, and maintenance of computerized management and information systems for reporting and record-keeping of provider payments.
- Ensure adherence to strict policies of confidentiality to safeguard high volume of confidential data and information.
- Review provider payment determinations to ensure compliance with appropriate regulations and eligibility certification procedures.
- Maintain thorough-program records for compliance with reporting and auditing requirements.
- Oversee the training process of childcare providers across the state, in the completion of required forms and documents as required by applicable regulations.
- Prepare accurate, concise, and timely reports of program monthly reimbursement totals, activities, and budget expenditures as required.
- Provides key insight on the allocation of program resources, budgeting, and reporting.
- Actively participates in the Contract Monitoring Review process and in the completion of necessary state reporting requirements.
- Compiles and tabulates data for statistical analysis, projection of costs, and prepares other financial reports as required.
- Actively contributes to the development, planning and implementation of MCAP's quality assurance process, policy review, and program reporting.
- Coordinates, prepares, and assists the Program Administrator to meet MCAP's reporting requirements, data collection, record keeping, program development, writing, and monitoring of compliance requirements, issues, and grant applications.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Current problems of socially and economically challenged families.
- Modern office practices, methods, procedures, and computer equipment.
- Word processing, spreadsheet, database, and related software applications.
- Principles and practices of administration, budgeting, fiscal oversight, and project management.
- Federal, state, and local programs, laws, and regulations pertaining to the operation of the program.

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Ability to:

- Strong attention to detail and organizational skills.
- Plan, organize, allocate, and control substantial resources.
- Communicate effectively, verbally and in writing.
- Demonstrate good interpersonal skills.
- Effectively present program information to the public.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.
- Act as a leader and mentor to provide direction and support to staff, partner organizations, and community members.
- Analyze statistical reports and legislation and interpret for policy design and implementation.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree from an accredited college or university in public administration, business management, social sciences, education administration, or related field.
- Five (5) years of progressive administrative/management experience with emphasis in social services, public administration, child development, or related field.
- Five (5) years of experience supervising staff.
- Four (4) years' experience working in an administrative field with emphasis on case management.
- Comprehensive knowledge of regulations governing the administration of an alternative payment program or related child development /federal and state programs are highly desirable.
- Any equivalent combination of education, training, and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

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POSITION TITLE: Subsidized Reimbursement Manager - MCAP			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			X
Walking			X
Standing			X
Bending (neck)			X
Bending (waist)			X
Squatting		X	
Climbing	X		
Kneeling		X	
Crawling	X		
Twisting (neck)			X
Twisting (waist)			X
Is repetitive use of hand required?			X
Simple Grasping (right hand)			X
Simple Grasping (left hand)			X
Power Grasping (right hand)		X	
Power Grasping (left hand)		X	
Fine Manipulation (right hand)			X
Fine Manipulation (left hand)			X
Pushing & Pulling (right hand)		X	
Pushing & Pulling (left hand)		X	
Reaching (above shoulder level)		X	
Reaching (below shoulder level)		X	

	LIFTING			**CARRYING**		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			X			X
11-25 lbs		X			X	
26-50 lbs		X			X	
51-75 lbs	X			X		
76-100 lba	X			X		
100+ lbs	X					

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Subsidized Reimbursement Specialist – MCAP

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 08 **FLSA Status:** Non-Exempt **Date Approved:** TBD

SUMMARY:
The Subsidized Reimbursement Specialist (SRS) is responsible for determining childcare provider eligibility and admission into the program. The SRS ensures the maintenance of provider files and family/child reimbursement records in compliance with state regulations, program policies, and procedures, including fraud prevention protocols. The SRS manages cases and provides technical assistance and supportive services, including but not limited to provider home visits, referrals to community agencies, follow-ups, and demographic data tracking. Also processes childcare subsidy invoices to determine maximum subsidy reimbursements based on the applicable Regional Market Rate and state regulations

SUPERVISION RECEIVED:
The Subsidized Reimbursement Coordinator or Subsidized Reimbursement Manager.

SUPERVISION EXERCISED:
None

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Determine the maximum subsidy amount to be reimbursed based on the appropriate Regional Market Rate and the family's stablished maximum benefit level.
- Calculate, process, and track reimbursements and payments for childcare care provider subsidy invoices in accordance with federal and/or state regulations.
- Conduct interviews of new childcare providers to obtain, examine, and verify documentation needed to complete the required clearing process for provider participation in the federal and/or state program.
- Gather and record childcare provider information data, maintain orderly physical files and strict confidentiality of child/family reimbursement records.
- Self-audit reviews of provider files to ensure compliance with federal and/or state regulations and program policies and procedures.
- Conduct scheduled and unscheduled childcare provider site visits to verify attendance records for authorized children, to provide technical assistance and to provide information on resources available within the agency and in the community.
- Ensures that program records and files are maintained in compliance with reporting and auditing requirements.
- Assists providers with the proper completion of forms required by MCAP and in response to their inquiries.

- Demonstrates effective communication skills and upholds professional communication standards at all times.
- Prepare and present program information to small and large groups.
- Submits monthly reports and spreadsheets including the calculation, deduction and accurate reporting of Union dues totals.

Other Job Specific Duties:

- Attends all meetings, trainings, and conferences as assigned.
- Maintains a safe and functional work environment.
- Ability to work under different weather conditions.
- Work alternative hours as required, including nights and weekends, as assigned.
- Is proactive in the effort to recruit and enroll families that qualify for CAPK programs.
- Performs other duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Computer applications, including but not limited to, Windows, Word, Excel and Access.
- Current needs of socially and economically challenged families.

Ability to:

- Plan, organize, and allocate substantial resources.
- Work independently within scope of authority.
- Recommend changes to office procedures, as appropriate.
- Prepare clear and concise case load reports.
- Exercise sound, independent judgment within the programs policies and procedures, and State mandates/regulations.
- Communicate effectively, verbally and in writing fluently in both English and Spanish.
- Effectively present program information to the public in small and large group settings.
- Demonstrate good interpersonal skills.
- Operate and use modern office equipment including computer, copier, scanners etc.
- Proficiently work with word processing, spreadsheets, database, and related software applications.
- Work with accuracy and attention to detail.
- Provide excellent customer services and establish professional working relationships with staff, agencies, childcare providers and parents.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- AA degree in business administration, bookkeeping, accounting or closely related field.

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- Two (2) years of working with various socio-economic populations, farm working population migrant farm working population, social services, family education, or related field.
- Two (2) years of working in an administrative field with emphasis on fiscal functions.
- Proficient in MS Office Suite, specifically Excel.
- Knowledge of regulations governing state programs, desirable.
- Any equivalent combination of education, training and/or experience that will provide the capabilities to perform the described duties.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by DMV printout.
- Bilingual language fluency (English/Spanish) required.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is performed indoors and outdoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Subsidized Reimbursement Specialist			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x

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Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x					

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MEMORANDUM

To: Personnel Committee

From: Tracy Webster, Chief Financial Officer

Date: January 8, 2025

Subject: *Agenda Item 4(c)*: Changes / Reclassifying Finance Job Descriptions – **Action Item**

Executive Summary

Community Action Partnership of Kern (CAPK) continues to grow in the number of contracts managed and the level of revenue. In the current fiscal year, the finance team has been responsible for managing 95 grants and contracts. The revenue has grown 126.2% in a seven-year period. At the same time, the level of complexity has also increased.

The Finance Division has implemented SageIntacct which will allow for improved automation and efficiency. The agency now has an accounting system which will allow the Finance Division to continue to meet the demands of contract growth and diversification.

Proposal

In response to the increasing workload and contract requirements, we are proposing the following changes to the Finance Division:

Changes to existing positions:

- Reclassify Procurement Manager to Procurement Supervisor
- Reclassify Contracts Specialist to Accounting Technician
- Amend job description of Director of Finance to remove direct supervision over Accounts Payable, Accounts Receivable, Payroll and Procurement. The Director of Finance will have direct supervision over grants management, agency wide finance reporting, and external reporting.

New Position

- Add Controller with responsibility over Accounts Payable, Accounts Receivable, Payroll and Procurement

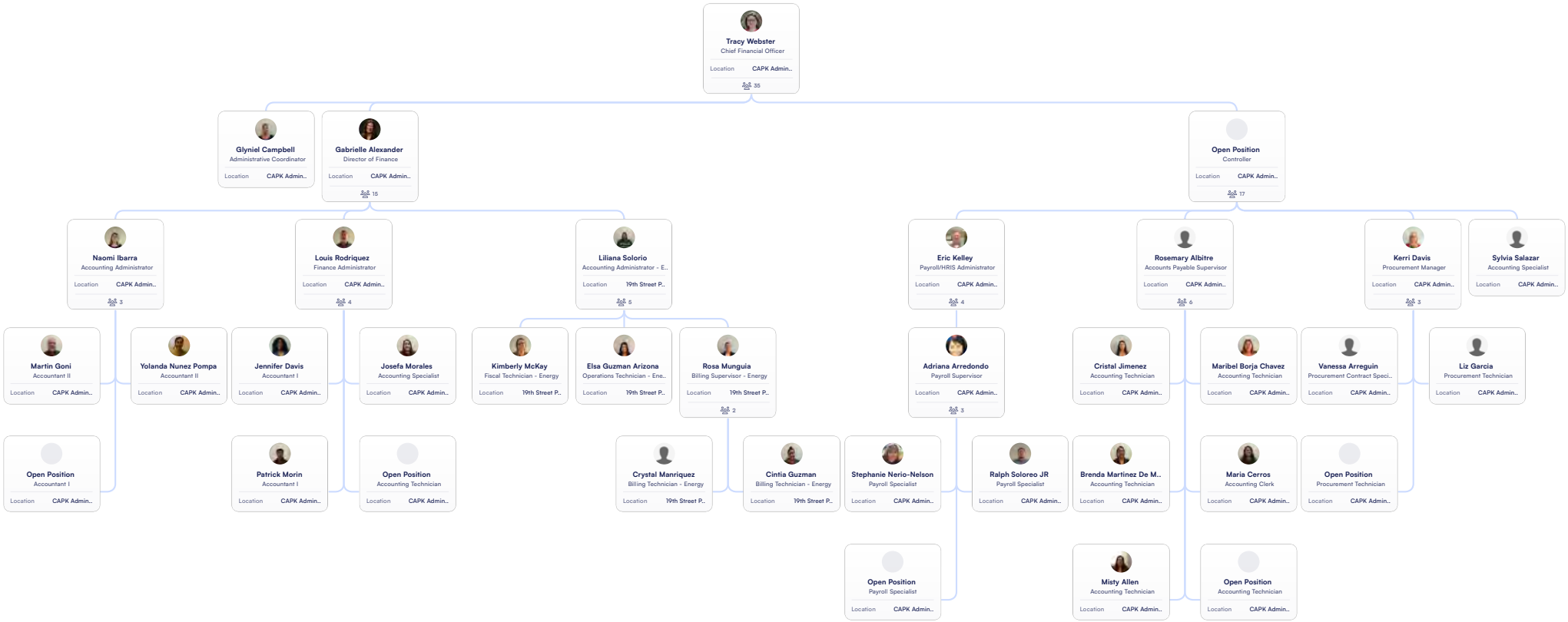
Fiscal Impact and Timeframe

The position modifications will allow the Finance Division to operate more efficiently for the benefit of the agency. The fiscal impact has been recognized in the 2025-26 budget

which will be presented for first review to the Budget and Finance Committee on January 22, 2025, with final Board approval scheduled on February 26, 2025. If approved by this Committee the new position of Controller would only be effective beginning March 1, 2025, after budget approval and could not be posted as an open position until after that date. These changes will also enhance the succession planning within the Finance Division and allow for improved continuity and agency stability.

Recommendation:
Staff recommend the Personnel Committee approve proposed changes to the Procurement Supervisor and the Director of Finance. Staff also recommend the change from Contracts Specialist to Accounting Technician. Furthermore, staff recommends the addition of a Controller.

Attachments:
Finance Division Organizational Chart
Controller Job Description
Director of Finance Job Description
Procurement Supervisor Job Description


Tracy Webster
Chief Financial Officer
Location CAPK Admin..
35
Glyniel Campbell
Administrative Coordinator
Location CAPK Admin..
Gabrielle Alexander
Director of Finance
Location CAPK Admin..
15
Open Position
Controller
Location CAPK Admin..
17
Naomi Ibarra
Accounting Administrator
Location CAPK Admin..
3
Louis Rodriquez
Finance Administrator
Location CAPK Admin..
4
Liliana Solorio
Accounting Administrator - E..
Location 19th Street P..
5
Eric Kelley
Payroll/HRIS Administrator
Location CAPK Admin..
4
Rosemary Albitre
Accounts Payable Supervisor
Location CAPK Admin..
6
Kerri Davis
Procurement Manager
Location CAPK Admin..
3
Sylvia Salazar
Accounting Specialist
Location CAPK Admin..
Martin Goni
Accountant II
Location CAPK Admin..
Yolanda Nunez Pompa
Accountant II
Location CAPK Admin..
Jennifer Davis
Accountant I
Location CAPK Admin..
Josefa Morales
Accounting Specialist
Location CAPK Admin..
Kimberly McKay
Fiscal Technician - Energy
Location 19th Street P..
Elsa Guzman Arizona
Operations Technician - Ene..
Location 19th Street P..
Rosa Munguia
Billing Supervisor - Energy
Location 19th Street P..
2
Adriana Arredondo
Payroll Supervisor
Location CAPK Admin..
3
Cristal Jimenez
Accounting Technician
Location CAPK Admin..
Maribel Borja Chavez
Accounting Technician
Location CAPK Admin..
Vanessa Arreguin
Procurement Contract Speci..
Location CAPK Admin..
Liz Garcia
Procurement Technician
Location CAPK Admin..
Open Position
Accountant I
Location CAPK Admin..
Patrick Morin
Accountant I
Location CAPK Admin..
Open Position
Accounting Technician
Location CAPK Admin..
Crystal Manriquez
Billing Technician - Energy
Location 19th Street P..
Cintia Guzman
Billing Technician - Energy
Location 19th Street P..
Stephanie Nerio-Nelson
Payroll Specialist
Location CAPK Admin..
Ralph Soloreo JR
Payroll Specialist
Location CAPK Admin..
Brenda Martinez De M..
Accounting Technician
Location CAPK Admin..
Maria Cerros
Accounting Clerk
Location CAPK Admin..
Open Position
Procurement Technician
Location CAPK Admin..
Open Position
Payroll Specialist
Location CAPK Admin..
Misty Allen
Accounting Technician
Location CAPK Admin..
Open Position
Accounting Technician
Location CAPK Admin..

Director of Finance

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Responsible for assisting the Chief Financial Officer (CFO) in overseeing and directing the coordination and implementation of financial management systems that ensure efficiencies and compliance on an organization-wide basis, including planning, organizing, guiding, and monitoring the overall financial and accounting functions of the organization. Has direct oversight over grant financial management and agency financial reporting. Responsible for reviewing budgets for grant proposals. Additionally, responsible for the overall monitoring for each grant and contract performance and fiduciary compliance.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer.

SUPERVISION EXERCISED:
Direct supervision of the Accounting Administrators and Finance Administrator-Head Start. Indirect supervision of all subordinate Finance staff.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist with the financial management and accounting functions of the Finance division.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, governmental regulations, and guidelines.
- Act as a liaison with funding sources in resolving budget, financial, and reporting issues.
- Assist the CFO in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
- Assist the CFO in designing and implementing financial reporting systems.
- Assist in the preparation of monthly financial reports that accurately reflect the financial status of the organization for presentation to the Board of Directors.
- Design and recommend the use of financial dashboards for management decisions.
- Assist in developing and establishing budgeting standards to evaluate expenditures for all grants/contracts and programs.
- Identify and present financial issues and recommend appropriate action to strengthen and enhance the financial environment.
- Assist in the approval of expenditures within grant/program budget limits.
- Assist in the development and preparation of budgets, budget modifications, amendments, and other supporting financial analyses and schedules required for ongoing grants/contracts and proposals for additional funding.

- Assist in establishing and maintaining all banking relationships.
- Provide general business and financial advice to the CFO on the overall operations and financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
- Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
- Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives, banks, and auditors.
- Train staff on effective use of the accounting software applications/modules.
- Responsible for the coordination and preparation audited financial statements, Form 990, and all external contract reporting.
- Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:

- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Maintain and organize a variety of files, records, and logs.
- Work under frequent time pressures or deadlines.
- Supervise and motivate a diverse group of individuals.
- Research and resolve financial issues and problems.
- Analyze financial data with successful results.
- Prepare accurate and concise financial statements, reports, and budgets.
- Exercise good and independent judgment.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

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- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) preferred.
- Eight (8) years of progressive financial accounting experience, including four (4) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.
- Experience in grant budget management.
- Experience with financial project management.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Credit check with acceptable history.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Director of Finance			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x

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Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Controller

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 16 **FLSA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Responsible for assisting the Chief Financial Officer (CFO) in overseeing and directing the coordination and implementation of financial management systems that ensure efficiencies and compliance on an organization-wide basis, including planning, organizing, guiding, and monitoring the overall financial and accounting functions of the organization. Has direct oversight over accounts payable, accounts receivable, payroll, and procurement. Responsible for directing business functions to support the flow of transactions to maintain positive relationships with vendors, customers, internal and external clients, and employees.

SUPERVISION RECEIVED:
Receives supervision from the Chief Financial Officer.

SUPERVISION EXERCISED:
Direct supervision of the Payroll/HRIS Administrator, Procurement Manager, Accounts Payable Supervisor, and the Accounting Specialist. Indirect supervision of all subordinate Finance staff.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Assist with the financial management and accounting functions of the Finance division.
- Ensure that accounting policies, procedures, and controls comply with generally accepted accounting principles, governmental regulations, and guidelines.
- Act as a liaison with vendors and customers in resolving budget, financial, and reporting issues.
- Assist the CFO in developing and implementing policies and procedures to ensure corporate assets are safeguarded, including confidential data.
- Assist the CFO in designing and implementing financial reporting systems.
- Assist in the preparation of monthly financial reports pertaining to accounts payable, accounts receivable, payroll, and procurement that accurately reflect the financial status of the organization for presentation to the leadership.
- Design and recommend the use of financial dashboards for management decisions.
- Assist in developing and establishing operational performance standards to evaluate productivity, accounts payable aging, accounts receivable aging, and payroll efficiency to maximize the accuracy of reporting for all grants/contracts and programs.
- Identify and present financial issues and recommend appropriate action to strengthen and enhance the financial environment.
- Assist in the approval of expenditures within grant/program budget limits.
- Assist in the oversight of the daily accounting operations including payroll, accounts

payable, procurement and accounts receivable by maintaining internal safeguards for revenue receipts, expenditure recording and classification.
- Develop and enforce internal controls to maximize protection of company assets, policies, procedures and workflows.
- Provide general business and financial advice to the CFO on the overall operations and financial condition of the organization.
- Provide technical support and direction to senior management staff to ensure compliance with government rules and regulations and grant/contract requirements.
- Analyze and interpret legislation and other financial directives issued by the Controller General of the United States and the Office of Management and Budget (OMB).
- Establish and maintain effective relationships with senior management, the Board of Directors, funding source representatives, banks, and auditors.
- Train staff on effective use of the accounting software applications/modules.
- Responsible for overseeing the preparation of all payroll-related tax documentation, 1099's, U.S. Census information, and other required mandatory reporting.
- Oversee and support accounting team with dynamic leadership that creates an environment of trust and productivity.
- Perform other financial and accounting duties as assigned.

Other Job Specific Duties:
- Attend all meetings, trainings, and conferences as assigned.
- Maintain a safe and functional work environment.
- Work alternative hours as required, including nights and weekends.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Generally accepted accounting principles.
- Applicable federal, state, and local laws, codes, and regulations.
- Organization and Finance Division policies and procedures.
- Modern office practices, methods, procedures, and equipment.
- Word processing, spreadsheet, general ledger database, and related software applications.

Ability to:
- Plan, organize, allocate, and control confidential data and organizational resources.
- Communicate effectively, verbally and in writing.
- Maintain and organize a variety of files, records, and logs.
- Work under frequent time pressures or deadlines.
- Supervise and motivate a diverse group of individuals.
- Research and resolve financial issues and problems.
- Analyze financial data with successful results.
- Prepare accurate and concise financial statements, reports, and budgets.
- Exercise good and independent judgment.

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EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in accounting, business administration, or related field.
- CPA (Certified Public Accountant) preferred.
- Eight (8) years of progressive financial accounting experience, including four (4) years of supervisory experience.
- Financial accounting experience in a non-profit organization or governmental entity is desirable, including familiarity with governmental accounting standards and regulations.
- Experience in managing accounting operations, with a focus of streamlining accounting processes.
- Experience with financial project management.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must be fingerprinted and have such records filed with the State Department of Social Services.
- Credit check with acceptable history.
- Successful completion of physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Controller			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	

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Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

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Procurement Supervisor

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 10 **FSLA Status:** Exempt **Date Approved:** TBD

SUMMARY:
Under the direction of the Director of Finance, the Procurement Supervisor coordinates all aspects of procurement, contracts, leases, inventory and assets, memorandum of understandings (MOUs), and risk management in accordance with funding source regulations and internal policies and procedures. This position is responsible for the continuity of service to support CAPK programs and to ensure the purchase of goods and services are at the lowest cost consistent with quality needed. The Procurement Supervisor ensures compliance with Code of Federal Regulations 2 CFR 200 – Uniform Administrative requirements, Cost Principles and Audit Requirement for federal awards.

SUPERVISION RECEIVED:
Receives supervision from the Director of Finance.

SUPERVISION EXERCISED:
Directly supervise the Procurement Technicians.

DUTIES AND RESPONSIBILITIES:
Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodation may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Identify, control, and develop purchasing processes and practices to ensure the best value for expenditure on goods and services. Procurement procedures must reflect the applicable state and local laws and regulations, as well as conform to applicable federal law.
- Communicate effectively with coworkers, suppliers, salespersons, and the public to establish and maintain effective working relationships.
- Participate in or lead cross-functional teams assigned to develop or evaluate contracts and proposals.
- Assist in developing a variety of purchasing-related documents including contract terms, conditions, specifications, and contractual agreements.
- Manage and coordinate preparation of bid proposals and construction and service contracts. Preside over public bid openings and analyzes and recommends award of contracts.
- Analyze requisitions for new service contracts and evaluate the efficiency of existing service contracts. Perform research to assist in determining the best method for procuring a wide variety of services. Evaluate proposals and assist other employees with proposal evaluation.
- Coordinate, monitor, track, and process all activities related to liability insurance policies for general liability, fire, automobile, and other insurance coverage. Process any required

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policy changes. Communicate with insurance carriers regarding insurance coverage and ensuring that proper insurance requirements are met.

- Coordinate and handle all activities related to Agency leases for all buildings and/or land space agreements. Ensure leases comply with federal, state, and local regulations. Assist Directors and/or Program Managers in negotiation or re-negotiation of leases, space agreements, contracts, or MOUs. Serve as liaison between tenants and landlords concerning complaints or problems. Track, update, and coordinate renewal of leases, space agreements, contracts, or MOUs.
- Gather, update, and maintain Agency inventory database and reports. Train staff on inventory policies and procedures. Assist program management staff with the disposition of state and federal assets.
- Process DMV transactions, including renewals, stolen or lost tag replacement, and smog notification.
- Mentor and supervise Procurement Technicians.

Other Job Specific Duties:

- Attend all meetings, trainings, and conferences as assigned, including evenings and weekends.
- Maintain a safe and functional work environment.
- Perform any other like duties as assigned.

MINIMUM QUALIFICATIONS:

The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:

- Agency and departmental policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Word processing, spreadsheet, database, and related software applications.
- OMB Uniform Guidance.

Ability to:

- Communicate effectively, verbally and in writing, to employees at all levels of the organization.
- Plan, organize, allocate, and control substantial resources.
- Demonstrate good interpersonal skills.
- Establish professional working relationships with staff, agencies, and vendors
- Use computer software programs, such as Microsoft Office.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Associate degree with a major in business administration, public administration, planning, finance, or a closely related field preferred.
- Two (2) years' procurement experience in purchasing, contracts, and budgets, administering and managing employees, preferably in a non-profit organization, public agency, government funded agency, or similar program.

- Experience may be substituted for the education requirement on a year for year basis.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors.
- Noise level is quiet to moderately quiet.
- Hazards are minimal.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodation may be provided to enable employees with disabilities to perform the essential duties.

POSITION TITLE Procurement Supervisor			
Activity **Hours Per Day**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing & Pulling (left hand)		x	
Reaching (above shoulder level)		x	
Reaching (below shoulder level)		x	

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	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs		x			x	
76-100 lbs	x			x		
100+ lbs	x					

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MEMORANDUM

To: Personnel Committee

From: Lisa McGranahan, Chief Human Resources Officer

Date: January 8, 2025

Subject: *Agenda Item 4(e)*: 2025 New California Minimum Wage Increase – **Info Item**

Due to the enactment of Senate Bill (SB) 3, beginning January 1, 2025, employers will be required to increase their minimum wage from $16.00 to $16.50 an hour. This increase to the minimum wage affects not only non-exempt employees, but also the minimum annual salary requirement for exempt employees to $68,640/year.

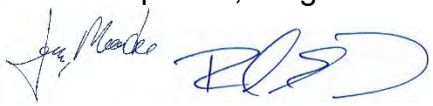
California law also provides that exempt employees must receive a salary that is not less than two times the state minimum wage. Effective January 1, 2025, the minimum annual salary for exempt employees will also increase to $68,640 annually.

This increase will impact four (4) hourly staff members. The increase of wages for these four employees was projected during the development of the 2025 budget and fiscal impact is approximately $5,450.

MEMORANDUM

To: Personnel Committee

From: Jerry Meade, Assistant Director of Program
Robert Espinosa, Program Design and Management Administrator



Date: January 8, 2025

Subject: *Agenda Item 4(f):* Head Start Personnel Update – **Info Item**

The Head Start and State Child Development Division is committed to continue providing an ongoing update regarding personnel challenges affecting the Head Start program.

For the month of December 2024, the following information is provided to the Personnel Committee:

- 639 staff employed.
- 28 vacant positions.
- Onboard 24 new staff members.
- Ten (10) resignations.
- Eleven (11) days of interviews were conducted for ten (10) direct service requisitions.

Job opportunities are continuously posted on the Head Start California website, accompanied by dedicated recruitment efforts for our direct service positions. Additionally, the extension of the recruitment incentive is set to end on December 31, 2024.

Attached is a document that details the closed classrooms and staff vacancies for the closed and open classrooms as of December 26, 2024.

Attachment:
Enrollment Staffing Data Sheet

Enrollment Staffing Data Sheet

Site	Funded	Projected Reportable Enrollment	% Enrolled	Budgeted Staffed	Currently Staffed	Staff Vacancies	% Staffed
Alberta Dillard (PY)	34	33	97%	6	6	0	100%
Alicante	20	20	100%	2	2	0	100%
Angela Martinez EHS	24	27	113%	9	7	2	78%
Angela Martinez HS	51	45	88%	9	8	1	89%
Bakersfield College	32	29	91%				
Blanton	16	12	75%				
Broadway (PY)	37	41	111%	6	6	0	100%
California City (PY)	17	20	118%	2	2	0	100%
California Street	24	24	100%	9	9	0	100%
Cleo Foran EHS	8	7	88%	3	3	0	100%
Cleo Foran HS	15	15	100%	3	3	0	100%
Delano (PY)	60	60	100%	12	12	0	100%
Escuelita Hernandez	16	16	100%				
Fairfax (PY)	34	35	103%	5	4	1	80%
Family Childcare EHS	20	16	80%				
Family Childcare HS	10	19	190%				
Garden Pathways	11	14	127%				
Gianone	16	16	100%	3	3	0	100%
Harvey L. Hall EHS	68	60	88%	24	24	0	100%
Harvey L. Hall	74	80	108%	9	9	0	100%
Heritage (PY)	17	20	118%	2	2	0	100%
Kennedy	16	16	100%	6	5	1	83%
Lathrop	24	24	100%	9	9	0	100%
Lodi	32	35	109%	9	9	0	100%
M. Massei	24	26	108%	9	9	0	100%
MJM EHS	16	14	88%	6	6	0	100%
MJM HS	34	29	85%	6	6	0	100%
Oasis EHS (PY)	4	4	100%	2	2	0	100%
Oasis (PY)	34	24	71%	6	5	1	83%
Pete Parra EHS	48	49	102%	14	14	0	100%
Pete Parra HS	68	63	93%	8	8	0	100%
Primeros Pasos EHS	16	17	106%	6	6	0	100%
Primeros Pasos HS	51	40	78%	9	9	0	100%
Rosamond (PY)	51	60	118%	9	9	0	100%
San Diego EHS	32	32	100%	12	12	0	100%
Shafter EHS	24	24	100%	9	9	0	100%
Shafter	17	20	118%	3	3	0	100%
TBD	8	0	0%	3	0	3	0%
Stockdale HS	45	25	56%	12	8	4	67%
Sterling EHS	72	57	79%	26	21	5	81%
Sterling HS	53	59	111%	9	8	1	89%
Sunrise Villa (PY)	17	18	106%	3	3	0	100%
Taft (PY)	51	60	118%	15	15	0	100%
Taft College	22	18	82%				
Tehachapi (PY)	15	17	113%	2	2	0	100%
Vineland (PY)	17	17	100%	2	2	0	100%
Virginia (PY)	17	20	118%	2	2	0	100%
Willow (PY)	37	37	100%	9	9	0	100%
Home Base Kern 160	160	165	103%	16	16	0	100%
SJC EHS HB 80	80	91	114%	8	8	0	100%
Total	**1689**	**1670**	**99%**	**334**	**315**	**19**	**94%**

Closed Classrooms	Funded Enrollment	Staff Vacancies
Stockdale HS ~ 45		
Class A	8	1
Class D	9	3
Sterling EHS ~ 80		
Class 8	8	1
Class 9	9	2
TBD~ 8		
Class 1	8	0
Classrooms Fully	**Total Slots**	**Staff Vac.**
5	**42**	**7**

* TBD- St. Mary's- slots pending

	Slots	Staff Vac.
Closed Enrollment	**2%**	**36.84%**
Open Enrollment	**98%**	**63.16%**

Funded Enrollment	1689	1670 99%

Active Enrollment	1647	1670 101%

Enrollment Data Run Date 12/26/2024 Staffing Data Run Date

DATE January 15, 2025
TIME 12:00 pm
LOCATION CAPK Administrative Office
Executive Conference Room
1300 18th Street, 3rd Floor.
Bakersfield, CA 93301

Program Review & Evaluation Committee Minutes

1. **Call to Order**

Committee member, Yolanda Ochoa, called the meeting to order at 12:06 pm at the Community Action Partnership of Kern Administrative Building, located at 1300 18th Street, 3rd Floor, Bakersfield, CA.

2. **Roll Call**

Roll call was taken with a quorum present.

Present: Yolanda Ochoa, Gina Martinez, Ana Vigil (arrived at 12:16 pm)

Absent: Fatima Echeveria,

Others Present: Jeremy Tobias, CEO (departed meeting at 12:25) Pritika Ram, Chief Business Development Office, Vanessa Mendoza, Grant Administrator, Carol Hendricks, Enrollment and Attendance Manager, Rosa Gurrero, Administrative Analyst, Sabrina Jones-Roberts, Program Administrator, Karen Vasquez

Public Comments

No one addressed the Committee.

3. **Program Presentation**

a. 211 Call Center presented by Sabrina Jones-Roberts, Program Administrator

Sabrina provided an overview of the 211 program, highlighting its online directory for accessing resources in addition to dialing 211. The website has been revamped to improve user-friendliness and functionality. Sabrina clarified that 211 is not a service provider but rather a connector to resources. The 211 program handles calls for Kern, Kings, Merced, Fresno, and Stanislaus counties, covering services such as utility assistance, food services, and more. The database includes over 400 entities offering more than 2,500 unique resources. Services are available 24/7. Additionally, during emergencies, 211 serves as a hotline for disaster information and resources.

The committee inquired about the program's capacity with the upcoming tax season. Sabrina confirmed that the current staff can handle the call volume, noting that the transition of Coordinated Entry Systems to managing their own calls has reduced the overall call load. The committee also asked about the impact of the Los Angeles fires. Sabrina stated that while 211 prioritizes serving its designated counties, the team may assist other regions if demand exceeds their capacity to respond.

4. New Business

a. November and December 2024 Program Reports presented by Pritika Ram, Chief Business Development Officer – ***Action Item***

Pritika Ram reported on data from November & December 2024 and noted that the CSD report is due on February 3, 2025, and will include total validated and unduplicated data once the IS team and program staff submit the necessary information. A report summarizing total numbers will be presented to the PRE Committee.

Laurie Hughey shared the M Street Navigation Center served fewer clients in 2024 compared to 2023 due to limited bed availability. Clients are staying longer (averaging over 400 days) as they prepare for permanent housing. Also, lack of available housing units has made placement challenging. Extended stays are also attributed to efforts to motivate clients and ensure necessary documentation is in place. Out-of-county clients face additional barriers in accessing personal documents. The center has hired a new program specialist to support homeless clients with services like transportation and medical clinic access.

The committee asked if the shelter staff will help clients obtain the required California Real ID. Laurie recognized that this will be a challenge but something they will work on offering. They also inquired about cases of on-site violations, such as physical aggression toward staff or clients, drug use, or other aggressive behaviors. Laurie confirmed individuals are dismissed for 30 days but referred to another shelter. Perpetrators and victims are separated in such incidents. A question was also asked regarding pets. The shelter allows service dogs and assists with ESA (emotional support animal) certifications, though there is a cost for obtaining these certificates to keep pets with their owners.

The Food Bank reported increases in distributed pounds, senior services, and engagement numbers compared to 2023. The IS and Food Bank teams are working on a CRM platform to track unduplicated individuals served. As of November 2024, the Food Bank has accounted for 1.96 million duplicated engagements and 20.4 million pounds of food distributed. Volunteer participation has also increased, with 2,700 volunteers reported for the calendar year.

The committee asked if the program is on track to meet its goals despite being slightly under target. Kelly Lowery explained that the goals, determined at the start of the year, are based on the state-requested caseload and the number of monthly pounds received. The free farmers' market's goal is currently at 89%, with the remaining gap attributable to being 11 months into a 12-month program cycle.

The MCAP program reported increases in child enrollment by 674 and 336 for childcare providers. Laura shared over the past few years, performance has exceeded expectations due to additional funding, including an additional $7.7 million recently granted in November 2024 to support services for the migrant community.

The Ridgecrest Oasis Family Resource Center has seen a significant increase in family support services outside of its First 5 contract, serving 170 new engagements and walk-in services rising by 1,900 engagements.

The VITA program will begin its tax season in January 2025. In 2024, the VITA team prepared approximately 11,000 tax returns (federal and state combined), in collaboration with its partners, representing an increase of 1,120 Federal tax returns and 2,519 State tax returns compared to 2023.

The 211 program has been performing with an average wait time of 38 seconds and an average handling time of 5 minutes and 33 seconds.

Motion was made and seconded to approve the November and December 2024 Program Reports. Carried by unanimous vote (Ochoa/Martinez).

b. November and December 2024 - Application Status Report & Funding Profiles presented by Vanessa Mendoza, Grant Administrator and Karen Vasquez, Senior Community Development Specialist II – ***Action Item***

Vanessa Mendoza presented the Application Status Report, noting a grand total of approximately $900,000 awarded so far. She mentioned that the California Coastal Commission application is still pending. This funding is intended to cover a youth field trip focused on marine life education. Regarding funding profiles, a $550,000 one-year term for Friendship House Community Center is being submitted next week. This funding is designated for victim assistance, including cash aid for bills. The City of Bakersfield has an additional opportunity for rental and financial assistance, which CES will oversee. Karen Vazquez spoke about the Maximus Foundation grant for the Oasis program. This would benefit CAPK's Family Resource Centers in Mojave and Ridgecrest by enhancing the Food Bank's ability to address food insecurity through emergency food assistance. This is a three-year grant term for a total is $150,000 ($50,000/year).

Committee members inquired about the storage process for the Oasis grant. Ryan Fergon clarified that this East Kern grant will support local food pantries. Freddy Hernandez added that the goal of the grant is to provide food for both sites.

Motion was made and seconded to approve the November and December 2024 Application Status Reports & Funding Profiles. Carried by unanimous vote (Ochoa/vigil).

c. California Board of State and Community Corrections, Adult Re-entry Grant (ARG) Program presented by Vanessa Mendoza - ***Action Item***

Karen Vazquez presented the above action item and reported this funding opportunity will enable CAPK to sustain and expand services for individuals transitioning from incarceration, helping to reduce barriers to stability and foster self-sufficiency. CAPK has achieved significant success with the ARG program and aims to continue this progress through reapplication. The proposal includes warm handoff reentry services and rental assistance. The estimated funding request for this proposal is approximately $800,000.

The committee asked whether the geographic span is limited to Bakersfield, but it was clarified that the service area covers all of Kern County. Committee members inquired if Garden Pathways is involved in similar work and it was confirmed that the ARG team collaborates with them Garden Pathways, CSUB and BC.

Motion was made and seconded to approve the California Board of State and Community Corrections, Adult Re-entry Grant (ARG) Program Memo. Carried by unanimous vote (Ochoa/Vigil).

d. November and December 2024 Head Start/State Child Development Division/Program Monthly Activity Report presented by Robert Espinosa - ***Action Item***

Robert Espinosa presented the enrollment totals for December and said by the end of the year, Early Head Start achieved 99.9% enrollment, with three fully closed classrooms and Head Start reached 100%, despite two classrooms being closed. Across all sites, a total of five classrooms remains closed. The programs will now focus on maintaining a 97% enrollment rate for the upcoming year.

Motion was made and seconded to approve the November and December 2024 Head Start/State Child Development Program Activity Report. Carried by unanimous vote (Ochoa/Vigil).

e. 2025-26 Head Start Program Planning Calendar presented by Rosa Guerrero, Administrative Analyst- ***Action Item***

Rosa Guerrero presented the 2025 program planning calendar for the Head Start Child Development Division, outlining the activities scheduled to begin and continue throughout the year. A new component introduced is Head Start program eligibility. This training has been provided to the Policy Council and will be shared with the Board of Directors in February.

Motion was made and seconded to approve the 2025-26 Head Start Program Planning Calendar. Carried by unanimous vote (Ochoa/Vigil).

5. Committee Member Comments

Ana Vigil praised staff involved with the development and implementation of the recent Fatherhood Conference, noting one of the highlights was the keynote speaker. Ana suggested that the speaker presentations be recorded for future conferences so they can be shared. Yolanda Gonzales added that their plan is to expand the conference to other counties and welcomed any additional feedback.

6. Next Scheduled Meeting

Program Review & Evaluation Committee
12:00 pm
February 11, 2025
CAPK Administrative Office, Board Room
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 1:11 pm


capk
Community Action Partnership of Kern
CAPK Food Ban
DONATE
HERE!
Thank you
For
capk
Community Action Partnership of Kern
Community Action Partnership of Kern

2-1-1 Kern

What is 2-1-1 Kern?

A free, accessible, number linking Kern County residents to community health and human service agencies.

The program operates 24 hours a day, 7 days a week, 365 days a year including nights, holidays, and weekends.

Accessing 2-1-1 Kern is Easy!

Residents pick up their phone and dial an easy to remember 3-digit number to gain access to a variety of community resources.

Accessible by dialing:
Within Kern County: 2-1-1
Toll free: 1-800-273-2275
Local: (661)336-5200

2-1-1 Kern can be accessed through an online resource database.

Online Access to 2-1-1 Kern

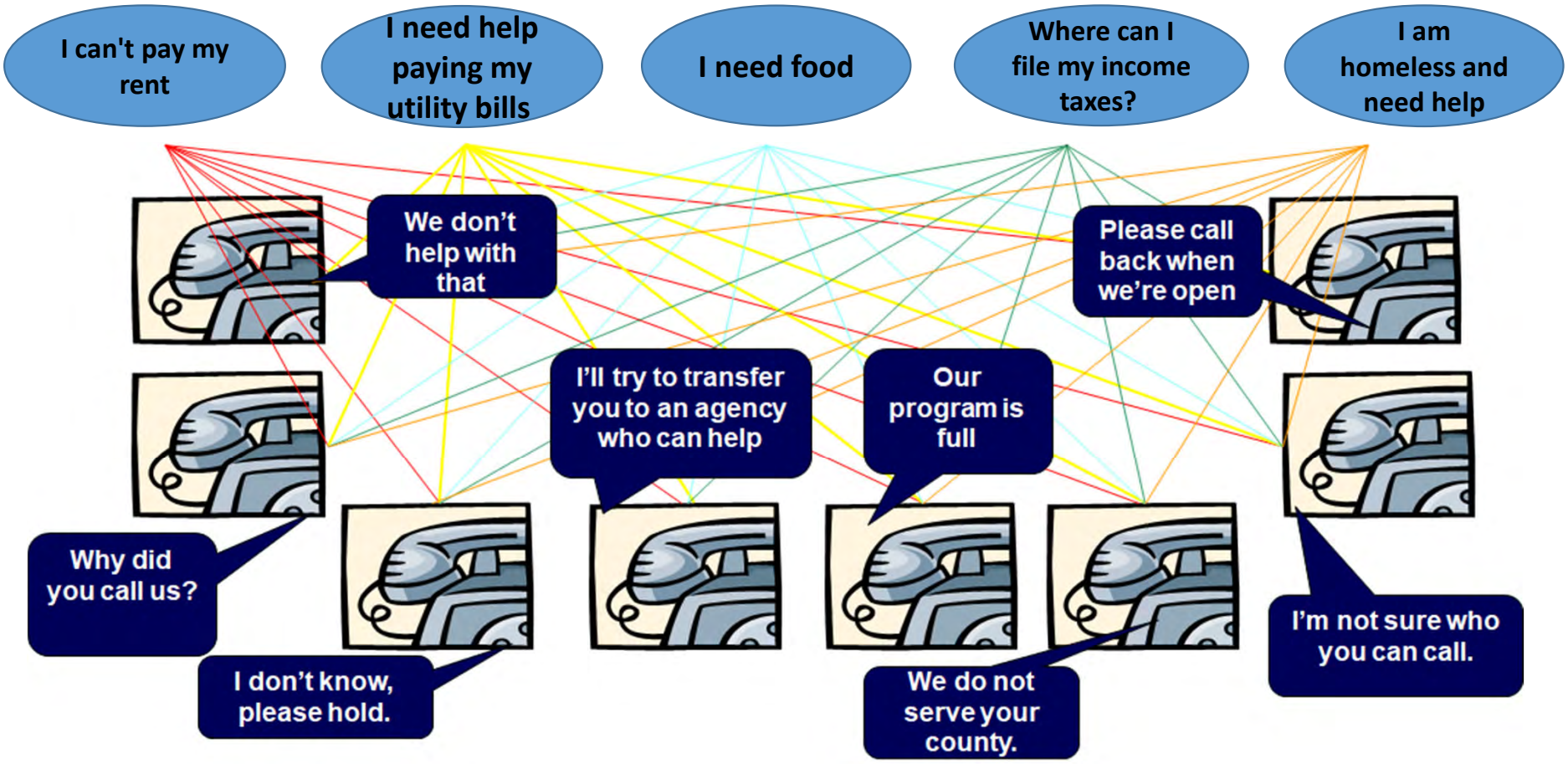
Resources can be accessed through our online directory

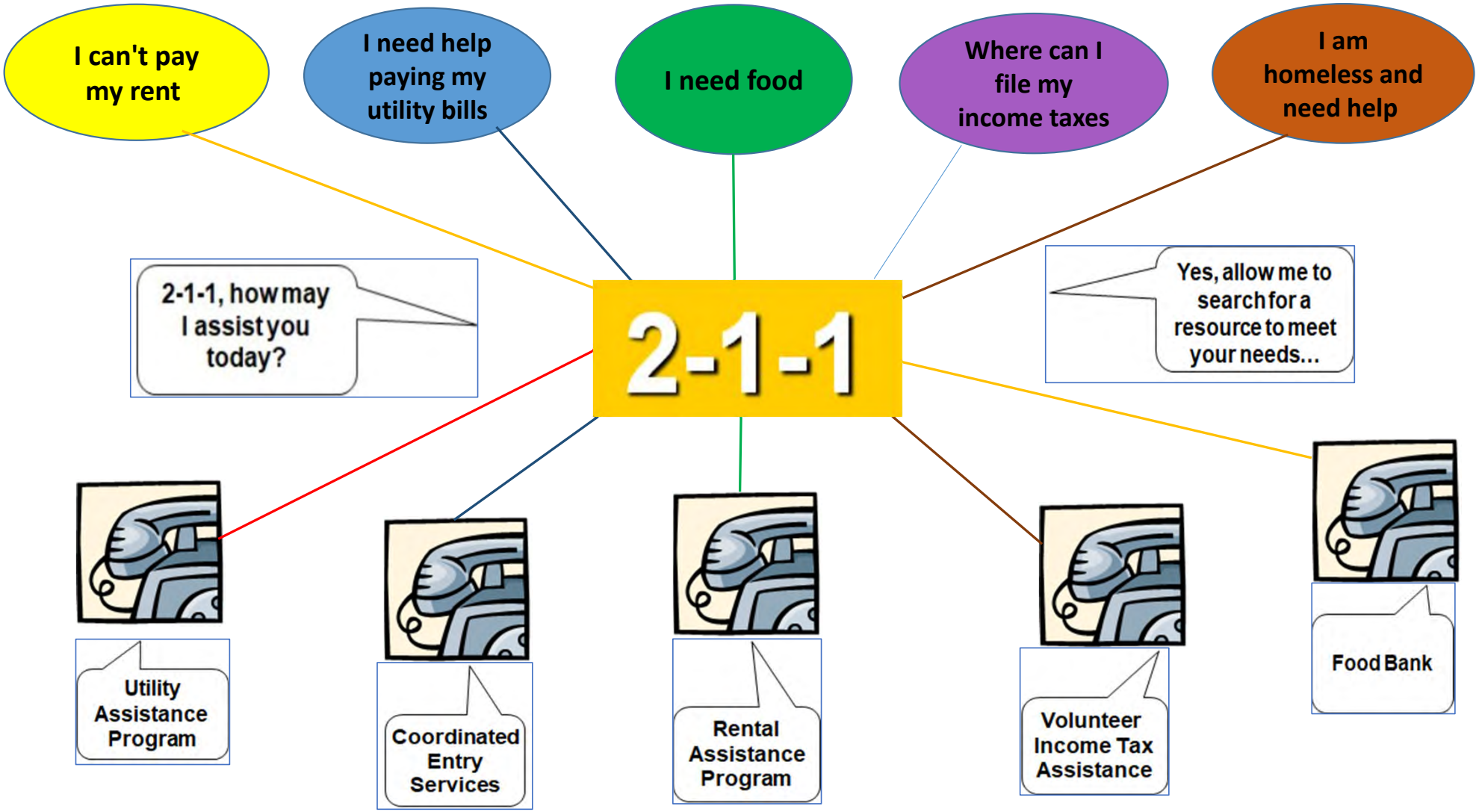
- Launched in February 2013
- Website address: www.211kerncounty.org
- Accessible through CAPK website: www.capk.org

Advantages of Online Access

- Allows the user to search for resources at their convenience
- Users have unlimited access at no cost
- Web visitors have access to the same resource database as 2-1-1 Call Specialists

Before 2-1-1


I can't pay my rent
I need help paying my utility bills
I need food
Where can I file my income taxes?
I am homeless and need help
We don't help with that
Please call back when we're open
I'll try to transfer you to an agency who can help
Our program is full
Why did you call us?
I don't know, please hold.
We do not serve your county.
I'm not sure who you can call.


I can't pay my rent
I need help paying my utility bills
I need food
Where can I file my income taxes
I am homeless and need help
2-1-1, how may I assist you today?
2-1-1
Yes, allow me to search for a resource to meet your needs...
Utility Assistance Program
Coordinated Entry Services
Rental Assistance Program
Volunteer Income Tax Assistance
Food Bank

2-1-1 is the gateway to services!



2-1-1 Kern County

- Call handling services provided for Kern as well as Kings, Merced, Stanislaus, and Tulare counties.
- Handled 251,746 calls in 2024
  - Food
  - Mental Health
  - Utility Assistance
  - Housing/Homelessness
  - Health and Human Services
- 319,756 Unique Website Visitors

Service accessibility via 2-1-1



The 2-1-1 database contains information on a range of services

Resources provided by 2-1-1

Database of more than 2,500 resources

Search based on caller's needs
Narrowed down to the caller's zip code

- **Phone number, address, and nearest cross street**
- **Days and hours of operation**
- **Documentation required to obtain services**

Agency & Caller Benefits

Simplifies access to needed services

- One phone call can offer information and referrals for a variety of needs
- Live help is available 24 hours a day
- Callers can receive information over the phone or via text

All resources in the 2-1-1 database provide services at:

- No cost
- Low Cost
- Use sliding Fee Scale
- Accept insurances such as Medi-Cal or Medicare

2-1-1 Kern Benefits

Through a brief assessment, Call Specialists determine additional services callers may be eligible for and offer referrals and linkage to vital services.

Additional services include:

- Cal-Fresh Application Assistance
- Medi-Cal Application Assistance
- Coordinated Entry Services
- Ages and Stages Questionnaire
- Onsite appointments for the CAPK Home Energy Assistance Program
- Assistance with CAPK Weatherization Program
- Onsite appointments for the CAPK Volunteer Income Tax Assistance Program
- Appointments for the Volunteer Income Tax Assistance Program in Fresno County

How does 2-1-1 Kern work in an Emergency Situation?

READY KERN

- Kern County Office of Emergency Services (OES) will contact a 2-1-1 Kern Representative and send a summary of disaster information.
- 2-1-1 Call Specialists are alerted on disaster details.
- A public service announcement is made via Ready Kern notifications advising the public to call 2-1-1 for information regarding the disaster.
- 2-1-1 Call Specialists provide callers with evacuation orders, road closure updates, emergency resources, and shelter information.



Helping People…
Changing Lives.

Questions

Contact Information

Yenni Madrigal, 2-1-1 Supervisor
(661)336-5236 ext. 4254
ymadrigal@capk.org

Sabrina Jones-Roberts, 2-1-1 Program Administrator
(661)336-5236 ext. 4300
sjonesroberts@capk.org

Visit our website at:
www.211kerncounty.org

Community Action Partnership of Kern


2·1·1
Kern County


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Community Action Partnership
of Kern

January 2025 PRE Committee

November & December 2024 Program Monthly Reports

Housing and Supportive Services

Coordinated Entry Services
M Street Homeless Navigator Center
CalAIM - Homeless Services
Adult Re-entry Program

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

CAPK operates the 147-bed homeless Low Barrier Navigation Center in partnership with the County of Kern. This 24-hour shelter offers housing, meals, showers, laundry and an array of mental health, medical care, dental and economic resources to un- sheltered individuals with pets and partners.

Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	127	1,199	1,500	8%	80%
Total Clients Served	190	1,905	2,400	8%	79%
Pets (i.e., kennel, emotional support assistance and service pet)	10	111	75	13%	148%
Residents Under 90 days length of stay	72	655	800	9%	82%
Exits to Permanent Housing (FNPI 4b)	8	70	114	7%	61%
Exits-Self	12	211	150	8%	141%
Exits-Involuntary	51	476	700	7%	68%
Case Management Services (SRV 7a)	1,026	7,624	8,000	13%	95%
Critical Incidents	60	400	250	24%	160%
Shelter Residents Meals (SRV 5ii)	7,934	76,178	70,000	11%	109%
Number of Volunteers *(duplicated)*	315	1,639	100	315%	1639%
Volunteers Hours *(duplicated)*	131	1,815	3,000	4%	60%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	61	707	500	12%	141%
Current client census	45	469	300	15%	156%
Meals (SRV 5ii)	2,517	23,877	20,000	13%	119%
Pets	9	114	75	12%	152%
Clients moved to Shelter (SRV 4m)	2	10	15	13%	67%
Exits to Permanent Housing (FNPI 4b)	1	14	20	5%	70%
Exits-Self	2	50	50	4%	100%
Exits-Involuntary	5	71	75	7%	95%
Critical Incidents	3	39			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	6	100	30	20%	333%
Current client census	6	91	25	24%	364%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	29 clients working in the community.

2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions are currently being reviewed, this is an on-going process.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	Eight (8) individuals moved into permanent supportive housing, which YTD is 70.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	11
25 - 34	42
35 - 44	43
45 - 54	40
55 - 61	32
62+	22
Total:	**190**

Race Demographic	Month
American Indian or Alaska Native	1
Asian	2
Black or African American	38
Hispanic/Latina/e/o	31
White	72
Multiple races	46
Client Don't know / Refused	
No Answer	
Total:	**190**

Gender	Month
Female	88
Male	100
Trans Female and Male (Male to Female, Female to Male)	1
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**190**

Zip Code	Month	Zip Code	Month
93301	33	93561	1
93302	1	93280	2
93303	1	34667	2
93304	16	34470	1
93305	19	50014	1
93306	11	38109	1
93307	18	24521	1
93308	15		
93309	7		
93311	1		
93313	2		
92225	1		
90221	1		
93720	1		
90013	1		
93501	2		
93255	1		
93257	1		
94964	1		
93263	1		
93268	1		
Not specified	46		
Total			**190**

Community Action Partnership of Kern

Monthly Report 2024

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	5
25 - 34	11
35 - 44	7
45 - 54	21
55 - 61	9
62+	8
Total:	**61**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	14
Hispanic/Latina/e/o	2
White	30
Multiple races	15
Client Don't know / Refused	
No Answer	
Total:	**61**

Gender	Month
Female	20
Male	41
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**61**

Zip Code	Month	Zip Code	Month
93301	9		
93304	13		
93305	4		
93306	5		
93307	4		
93308	4		
93309	6		
93312	3		
93230	1		
93501	1		
93458	1		
93277	1		
97201	1		
Not specified	8		
Total			**61**

Program Highlights

One individual was placed into housing and 2 moved to M Street.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	M Street Navigation Center
Division/Director	Rebecca Moreno	**Program Manager**	Laurie Hughey
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Shelter Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Overnight Residents (Assigned Beds) (FNPI 4a & SRV 7b, SRV 4m)	111	1,310	1,500	7%	87%
Total Clients Served	185	2,090	2,400	8%	87%
Pets (i.e., kennel, emotional support assistance and service pet)	11	122	75	15%	163%
Residents Under 90 days length of stay	65	720	800	8%	90%
Exits to Permanent Housing (FNPI 4b)	3	73	114	3%	64%
Exits-Self	8	219	150	5%	146%
Exits-Involuntary	62	538	700	9%	77%
Case Management Services (SRV 7a)	1,025	8,649	8,000	13%	108%
Critical Incidents	49	449	250	20%	180%
Shelter Residents Meals (SRV 5ii)	8,558	84,736	70,000	12%	121%
Number of Volunteers *(duplicated)*	135	1,774	100	135%	1774%
Volunteers Hours *(duplicated)*	278	2,093	3,000	9%	70%

Safe Camping	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served (SRV 7b)	47	754	500	9%	151%
Current client census	60	529	300	20%	176%
Meals (SRV 5ii)	2,596	26,473	20,000	13%	132%
Pets	11	125	75	15%	167%
Clients moved to Shelter (SRV 4m)	0	10	15	0%	67%
Exits to Permanent Housing (FNPI 4b)	1	15	20	5%	75%
Exits-Self	1	51	50	2%	102%
Exits-Involuntary	4	75	75	5%	100%
Critical Incidents	4	43			

Safe Parking	Month	YTD	YTD Goal	Month Progress	Annual Progress
Total clients served	8	108	30	27%	360%
Current client census	8	99	25	32%	396%
Clients moved to Shelter (SRV 4m)	0	1	10	0%	10%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal

1. Number of clients participating in job training program, (i.e., Project Hire-Up, financial Literacy, Recycling Lives, Open Door Network).	
2. Increase job retention/recruitment at M street by (1) developing job descriptions that accurately reflect job performance and (2) regrading/classification of job descriptions.	Job descriptions are currently being reviewed, this is an on-going process.
3. Increase the number of clients who transition to permanent housing by 10% from the prior year (2023 - 114 clients) to 120 clients.	Three clients transitioned into permanent housing bring the YTD total to 73. With lack of housing units available, clients not adhering to program agreement and clients posing more difficulties with qualifying for units has led to this decrease.

M Street Navigation Center - Client Demographic Information

Race Demographic	Month
18 - 24	12
25 - 34	39
35 - 44	40
45 - 54	37
55 - 61	37
62+	20
Total:	**185**

Race Demographic	Month
American Indian or Alaska Native	2
Asian	2
Black or African American	31
Hispanic/Latina/e/o	30
White	70
Multiple races	48
Client Don't know / Refused	2
No Answer	
Total:	**185**

Gender	Month
Female	80
Male	104
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	1
Client doesn't know	
Client refused	
No Answer	
Total:	**185**

Zip Code	Month	Zip Code	Month
93301	32	93280	2
93303	1	34667	2
93304	16	50014	1
93305	18	97420	1
93306	11	97211	1
93307	17	38109	1
93308	14	24521	1
93309	7	86326	1
93311	1	93203	1
93312	1	93561	1
93313	2		
93314	1		
92225	1		
93720	1		
90013	2		
95901	1		
92584	1		
93501	2		
93255	1		
93257	1		
94964	1		
Not specified	41		
Total			**185**

Community Action Partnership of Kern
Monthly Report 2024

Safe Camping - Client Demographic Information

Race Demographic	Month
18 - 24	4
25 - 34	9
35 - 44	10
45 - 54	20
55 - 61	10
62+	7
Total:	**60**

Race Demographic	Month
American Indian or Alaska Native	0
Asian	0
Black or African American	13
Hispanic/Latina/e/o	1
White	32
Multiple races	14
Client Don't know / Refused	
No Answer	
Total:	**60**

Gender	Month
Female	22
Male	38
Trans Female and Male (Male to Female, Female to Male)	
Gender Non-Conforming (i.e. not exclusively male or female)	
Client doesn't know	
Client refused	
No Answer	
Total:	**60**

Zip Code	Month	Zip Code	Month
93301	7		
93304	11		
93305	1		
93306	5		
93307	4		
93308	6		
93309	7		
93312	3		
93313	1		
93230	1		
93501	1		
93458	1		
93277	1		
97201	1		
Not specified	10		
Total			**60**

Program Highlights

One client moved in to permanent housing from Safe Camp.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.
The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,533	29,129	20,000	8%	146%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,652	24,227	16,000	10%	151%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	16	185	240	7%	77%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	7				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	72	528	81	14%	652%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	11	61	70	18%	87%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members.
2. Increase staff recruitment and retention.	One FTE was hired and will be starting on 12/9/2024. Interviews in progress to hire additional staff members.

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	In the process of hiring more staff.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	Coordinated Entry Services (CES)
Division/Director	Rebecca Moreno	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Coordinated Entry Services (CES) is the system to assist communities in ending homelessness by providing a clear and systematic pattern for helping individuals to quickly access the most appropriate services available through standardized access, a standardized assessment process, and a coordinated referral (match) process for individuals to preventions, housing, and/or other related services. The following counties are currently being served by CAPK CES, Kern County.
The Coordinated Entry System (CES) process will support the encampment proposal. The strategy will expedite the housing process by creating an Encampment by Name List and an encampment match call with collaborating partners to review status, barriers, and match encampment residents to permanent housing units and/or housing resources identified.

Homeless Referrals/Assessments (SRV 7c)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Kern County	1,667	30,796	20,000	8%	154%
Number of applicants who received a response within 24 Hours	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Kern County	1,598	25,825	16,000	10%	161%
Pending Assessments	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients without initial contact by the end of the month.	29	214	240	12%	89%
Among clients from the preceding month, the average duration (days) to reach those who are still pending.	8				
Encampment Resolution	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of Clients Served	78	606	81	13%	748%
Matched to Housing Subsidy (i.e., voucher, rapid rehousing or physical location) (SRV 4m, 4o)	10	71	70	14%	101%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Optimize the use of existing access points in rural areas of Kern County.	CES continues to work on improving system through CoC Strategic Plan. CES continues to offer trainings to new staff from partner agencies and community members.
2. Increase staff recruitment and retention.	Interviews in progress to hire additional staff members.

3. Among clients from the prior month, the average time taken to reach pending clients is currently 15 days, attributed to high call volume and limited staff. The objective is to achieve client contact within 5 days of the initial request.	Received additional funding to hire 2 FTE. Will schedule interviews in Jan 2025.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 to December 31, 2024		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	444	4,932	9%		
Number of Referrals Received (SRV 7c)	52				
Number of Enrollments	32				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	1,002	9,555	8,100	12%	118%
Housing & Furnishing Deposits (SRV4d)	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	14	173	40	35%	433%
Housing Tenancy and Sustaining Services	**Month**	**YTD**	**YTD Goal**	**Month Progress**	**Annual Progress**
Number of clients secured placement (SRV 4o)	6	94	110	5%	85%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024	completed
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024	completed
3.) Increase staff recruitment and retention	Hiring in process for 1 FTE. New hire to start in December.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	California Advancing and Innovating Medi-Cal (CalAIM)
Division/Director	Rebecca Moreno Director of Community Services	**Program Manager**	Joseph Aguilar
Reporting Period	January 1, 2024 to December 31, 2024		

Program Description

CalAIM is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. A key feature of CalAIM is the introduction of a new menu of "in lieu of services" (ILOS), or Community Supports, which, at the option of a MediCal managed care health plan (MCP) and a Member, can substitute for covered Medi-Cal services as cost-effective alternatives. MCPs will be responsible for administering Community Supports. For this partnership, CAPK would serve as a Community Support providing rental assistance.

Housing Transition Navigation Services	Month	YTD Goal	Annual Progress		
Number of Clients Currently Served	408	5,340	8%		
Number of Referrals Received (SRV 7c)	18				
Number of Enrollments	17				
Number of services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents) (SRV 7a)	879	10,434	8,100	11%	129%

Housing & Furnishing Deposits (SRV4d)	Month	YTD	YTD Goal	Month Progress	Annual Progress
One-time use up-to $5000 per client (includes housing deposits, furnishing, appliances)	43	216	40	108%	540%

Housing Tenancy and Sustaining Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Number of clients secured placement (SRV 4o)	20	114	110	18%	104%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) 3 FTE HN to establish caseload (1:35) by 2/1/2024	completed
2.) 3 FTE HN to establish caseload (1:75) by 3/1/2024	completed
3.) Increase staff recruitment and retention	Offered position to 1 FTE. FTE accepted.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	November 1, 2024 to November 30, 2024		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	21	209	100	21%	209%
Number of Client Contacts	35	517	720	5%	72%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	7	44
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	6	34

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	21	184
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	21	181
Transitional Housing Placements (SRV 4n)	2	27

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	7	133
Job Referrals (SRV 1l)	7	160
Incentives (e.g., food vouchers, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	52
Parenting Classes SRV 5mm	0	8
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives and bolster staff retention strategies.	
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	

Program Highlights
RFP For Community Vitality Unit-Homeless Services and Prevention Initiative-Intensive Case Management through City of Bakersfield has been submitted 12/4/24.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	Adult Re-entry Program
Division/Director	Rebecca Moreno Director of Housing & Supportive Services	**Program Manager**	Rosario Miranda
Reporting Period	December 1, 2024 to December 31, 2024		

Program Description

Community Action Partnership of Kern's (CAPK) Adult Reentry Grant Warm Handoff and Reentry Services Program (ARG WHO) is designed to reduce rates of homelessness and recidivism in the reentering AB 128 population, CAPK proposes a multi-modal intervention strategy with complementary reentry service line targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit. Case Management activities may include Housing Search Services, Housing Plan Development, Landlord Engagement, Financial Capability Skill Training, Financial Coaching/Counseling, Tenant Rights Education, and Rental Counseling. CAPK will use interagency referral to determine eligibility to any of its 16 unique anti-poverty programs. Community partners such as Kern Behavioral Health and Recovery Services and Employers' Training Resource will provide intensive specialized services around Mental Health/Substance Use and Employment Training, respectively.

Client Services	Month	YTD	YTD Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	16	225	100	16%	225%
Number of Client Contacts	24	541	720	3%	75%

Client Outcomes	Month	YTD
Number of individuals who obtained safe and affordable housing (FNPI 4b), such as Housing Subsidy or Permanent Supportive Housing (PSH)	4	48
Number of unemployed clients who obtained employment (up to a living wage) FNPI 1b, such as Workforce Development, Education, or Employment Services	2	36

Referrals	Month	YTD
Number of Clients referred to Mental Health Services or Substance Abuse Services (SRV 5v)	15	199
Financial Management Programs (including budgeting, credit management, credit repair, credit counseling) SRV 3c	15	196
Transitional Housing Placements (SRV 4n)	5	32

Permanent Housing Placements (SRV 4o)	0	41
Job Readiness Training (SRV 1f)+	7	140
Job Referrals (SRV 1l)	7	167
Incentives (e.g., food vouchers, gift cards) SRV 5hh	0	0
Food Distribution (food bags/boxes, food share program, bags of groceries) SRV 5jj	0	52
Parenting Classes SRV 5mm	0	8
Kits/boxes (i.e., toiletries, hygiene kits) SRV 5nn	0	0

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1.) Enhance recruitment initiatives and bolster staff retention strategies.	
2.) Create a comprehensive program policy and procedure manual, including documents such as referral forms and intake/assessment forms.	
3.) Building robust relationships by engaging in outreach activities to connect with the Parole and Probation Departments.	

Program Highlights



Health and Nutrition Services

Cal-Fresh Health Living Program
Food Bank
Migrant Childcare Alternative Payment
Women, Infant, and Children

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	Program/Work Unit	CalFresh Healthy Living
Division/Director	Susana Magana	Program Manager	Alan Rodriguez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	63	1,124	1,100	6%	102%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	904	8,576	7,500	12%	114%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	484	3,732	3,500	14%	107%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	1122	6,552	7,500	15%	87%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	1427	22,890	20,000	7%	114%

Policy Systems and Environmental Changes (PSE's)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	0	9	6	0%	150%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

As the year end approaches, most goals are progressing as anticipated. The Clinic setting is especially difficult to establish however, we set a goal of establishing in 3 for the year. We have established in 1 as a pilot but have been working to increase this number. We have 6 leads (4 @PVMG and 2 @ Adventist Health). This project will likely move into the next Fiscal year where we expect to breakthrough in additional locations.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	CFHL hired 1 Health Educator and has 1 vacancy. Recruitment was started, completed and interviews will be held in December 2024 with the goal of hiring 1 more Health Educator by the beginning of the calendar year.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	In the month of November 2024, CFHL partnered with Bakersfield Recovery Services (now under Apple Core Projects Management) to provide Direct Education classes and was able to offer a $50 Food Voucher incentive for those who complete the curriculum. The program was able to issue 21 vouchers which amounts to $1,050. The CFHL program also attended community events at BC's and F St's Farmers Market.
Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. CFHL is continuing its efforts and collaboration with PVMG and Local Pantries and Farmers Markets to increase access to Healthy, affordable food throughout the county of Kern. In specific, the CFHL program had a meeting with Adventist Health's ECM to expand the Food Insecurity Referral screening process. Adventist Health's ECM will be speaking with their leadership team to promote this collaboration.

Program Highlights

Throughout the month of November 2024 CFHL Staff implemented Direct Education curriculum and were able to distribute $1,050 worth of food vouchers to adults in the 93305 zip code of Bakersfield.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	CalFresh Healthy Living
Division/Director	Susana Magana	**Program Manager**	Alan Rodriguez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The CalFresh Healthy Living (CFHL) program, Funded by the USDA and administered by CDSS, improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership within community collaboratives that focus on health and nutrition. The program does this by providing Direct Education classes, Indirect Education materials and resources, and Policy Systems and Environmental Changes (PSE's). The CFHL program has three (3) subcontractors that assist in carrying out the goal of educating the student population.

Supplemental Nutrition Assistance Program-Education(SNAP-Ed) eligible participants, receiving Nutrition Education 10/1/2022-9/30/2023 (SRV 5ff)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Community Action Partnership of Kern (CAPK) Direct Education provided.	0	1,124	1,100	0%	102%
Kern County Superintendent of Schools (KCSOS) Subcontractor Direct Education provided.	882	9,458	7,500	12%	126%
Kernville Unified School District (KUSD) Subcontractor Direct Education provided.	407	4,139	3,500	12%	118%
Lamont Elementary School District (LESD) Subcontractor Direct Education provided.	790	7,342	7,500	11%	98%
Cumulative Indirect Education: Indirect education, for SNAP-Ed purposes, is defined as the distribution or display of information and resources which involve no participant interaction with an instructor or multimedia.	675	23,565	20,000	3%	118%

Policy Systems and Environmental Changes (PSE's)	Month	YTD	YTD Goal	Month Progress	Annual Progress
Partner with 6 agencies/program to evaluate/implement the Nutrition Pantry Program (NPP) to implement Trauma Informed Care practices with-in the food pantry.	0	9	6	0%	150%
Partner with 3 Clinics to implement Food Insecurity screening practices.	0	1	3	0%	33%

Explanation (Over/Under Goal Progress)

Community Action Partnership of Kern

Monthly Report 2024

As the year end approaches, most goals are progressing as anticipated. The Clinic setting is especially difficult to establish however, we set a goal of establishing in 3 for the year. We have established in 1 as a pilot but have been working to increase this number. We have 6 leads (4 @PVMG and 2 @ Adventist Health). This project will likely move into the next Fiscal year where we expect to breakthrough in additional locations. CAPK did not conduct Nutrition classes in December 2024 due to holiday and partner availability.

Program Strategic Goals	Progress
Minimize staff turn-over and become fully staffed.	Interviews were held in December 2024. 1 offer was made and it was accepted. Onboarding process began and staff is expected to begin in Mid-January.
Partner with community agencies and collaboratives that are SNAP-Ed approved, including other CAPK Programs, to increase the amount of Direct and indirect Education to improve the opportunities for the SNAP-Ed eligible population to choose healthier food choices, physical activity, and review nutrition information.	In the month of December 2024, CFHL did not provide Direct Education classes but did attend community events at Premier Valley Medical Groups Clinic, and New Life's Church Toy Giveaway.
Progress with Policy Systems and Environmental Changes (PSE) Initiatives.	Policy Systems and Environmental Changes (PSE) are longer-term projects that are aimed at implementing and sustaining long-term changes. CFHL is continuing its efforts and collaboration with PVMG and Local Pantries and Farmers Markets to increase access to Healthy, affordable food throughout the county of Kern. In specific, the CFHL program had a meeting with Adventist Health's ECM to expand the Food Insecurity Referral screening process. Adventist Health's ECM will be speaking with their leadership team to promote this collaboration.

Program Highlights

CFHL met newly established State Data submission deadlines for the current Fiscal year.

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	Program/Work Unit	Food Bank
Division/Director	Health & Nutrition, Susana Magana	Program Manager	Kelly Lowery
Reporting Period	January 1, 2024 - December 31, 2024 *(Note: The data represents information from two months earlier.)*		

Program Description

The Food Bank provides food assistance to low-income families and individuals through a network of more than 200 agency partner distribution sites across Kern County. The CAPK Food Bank is the primary organization responsible for distributing State and Federal emergency food assistance for Kern County neighbors in need. Additionally, the Food Bank is the Feeding America affiliate food bank for Kern, facilitating grocery rescue [Fresh Rescue Program] to support the network of more than 150 Pantries across the county. Every month, the food bank distributes between more than 1.5 million pounds of food which reaches tens of thousands of Kern County food insecure neighbors.

The Emergency Food Assistance Program (TEFAP)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Neighbor Engagements - TEFAP	66,926	643,831	600,000	134%	107%
Pounds Distributed	919,039	9,498,470	10,000,000	110%	95%
Pantry Program	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Pantry Program	135,566	1,074,116	1,000,000	163%	107%
Pounds Distributed	308,031	3,703,990	5,000,000	74%	74%
Fresh Rescue	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements *(Not included in Pantry Prgm)*	1,818	31,390	150,000	15%	21%
Pounds Distributed *(total)*	138,169	1,543,887	1,250,000	133%	124%
Commodity Supplemental Food Program (CSFP)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - CSFP	5,916	53,245	60,000	118%	89%
Pounds Distributed	216,251	1,989,778	2,000,000	130%	99%
Free Farmers Markets	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Free Farmers Markets *(includes some connected to TEFAP*	16,500	155,596	175,000	113%	89%
Pounds Distributed	49,020	856,393	1,200,000	49%	71%
Brighter Bites	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Brighter Bites	4,512	31,253	30,000	180%	104%
Pounds Distributed	22,864	202,257	450,000	61%	45%
Snack Attack	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Snack Attack	922	13,977	15,000	74%	93%
Pounds Distributed	850	8,615	12,500	82%	69%
Community Events & Other	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Neighbor Engagements - Community Events	1,509	16,509	15,000	121%	110%
Pounds Distributed	144,853	1,312,656	1,200,000	145%	109%

Community Action Partnership of Kern
Monthly Report 2024

Totals	Month	YTD	Annual Goal	Month Progress	Annual Progress
Total Neighbor Engagements	233,669	1,963,817	2,045,000	137%	96%
Total Pounds Distributed (SRV 5jj)	1,799,077	20,430,714	21,112,500	102%	97%
Volunteers (SRV 6f)	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Volunteers who received job skill training (e.g., paid partnership though service providers, duplicated)	53	474	350	182%	135%
Other Volunteers (i.e., general public, duplicated)	453	2,250	1,750	311%	129%

Explanation (Over/Under Goal Progress)

Total neighbor engagements continue to rise, reaching a new high of 233,669 in November 2024. This was even though a few distributions were canceled or otherwise impacted by the Thanksgiving holiday. Volunteer hours continue to considerably outpace goals. CSFP (Senior Box Program) served a record 5,916 neighbors in November. This is an increase of almost 70% over the previous 24 months.

Program Strategic Goals	Progress Towards Strategic Goals
In light of a potential change in funding, Food Bank staff are reconsidering the program's strategic goals.	

Program Highlights

On November 13th staff held the Holiday Food Drive at Compassion Corner in partnership with KGET and Alpha Media. The CAPK Foundation coordinated a very successful lunchtime fundraiser. The Central Kitchen leadership team were instrumental in securing donations to make the event even more profitable. On November 14th, the Wasco Mayor, members of the City Council and City staff were on hand at the Food Bank for a tour and discussion about food insecurity in Wasco. On November 20th, Director of Health & Nutrition Susana Magana was part of a panel discussion at CSUB on the topic of Food Insecurity in Kern County. During the Thanksgiving week, the Food Bank partnered with Assemblywoman Dr. Jasmeet Bains to serve 300 families in Delano and Arvin with Thanksgiving specific food boxes including a turkey. Finally, at the CalCapa Annual Conference in Monterey, Food Bank Administrator Kelly Lowery was awarded CAPK Staff Member of the Year.

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2024 to December 31, 2024		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,520,576	$25,032,336	$23,000,000	109%

Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,520,576	12,180,353	23,000,000	53%

Services	**Current Month**
Active Child Enrollment	2,711
Active Childcare Providers (SRV 7f)	544

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

The Migrant Childcare Program continues to be fully enrolled and expected to meet 100% of the contract amount for the new FY 2024-2025. Program management continues the revision of MCAP program policies, procedures and best practices to ensure program remains compliant with all regulatory requirements, while also meeting the needs of the migrant agricultural working families in our communities.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	MCAP currently has four vacant positions and management is actively recruiting for three of these positions. Interviews will be scheduled and conducted ASAP.
2. Staff Retention and Professional Development (Training).	Management is currently undergoing the CompEase Process for MCAP. Job descriptions are being reviewed and updated to complete this process as scheduled. Management also continues with the implemented monthly trainings to ensure departmental cross training, staff support and to incentivize personal and professional growth of all program personnel.
3. Contingency Staffing Plan & Solidify Program Growth.	The management team is happy to finally have our satellite offices fully staffed. We are currently actively seeking suitable office space in the Fresno County Area.

Program Highlights

Due to the exceptional performance of the MCAP program, in mid-November MCAP's contract was amended to receive a substantial growth increase from $29.5 to $37.2 million. This is a program growth of $7.7 million. The MCAP Team is currently working on implementing a child enrollment plan to ensure the new contract is fully earned, based on the new contract amount.

Community Action Partnership of Kern
Monthly Report 2024

Month	December-24	**Program/Work Unit**	Migrant Childcare Alternative Payment (MCAP)
Division/Director	Susana Magana	**Program Administrator**	Laura Porta
Reporting Period	January 01, 2024 to December 31, 2024		

Program Description

The Migrant Childcare Alternative Payment (MCAP) program provides childcare subsidies to migrant, agriculturally working families. Once families are authorized, their services are certified based on their verified need for childcare services. MCAP maximizes parental choice for services and utilizes the approved childcare providers in our communities to satisfy the family's need for services. Families can apply for childcare services in six entry counties: Kern, Kings, Madera, Merced, Tulare, and Fresno. Once a family is enrolled in the program, they can migrate anywhere in California to follow agricultural work, and their childcare services can continue.

Program Reimbursements (CY Jan - Dec 2024) Note: duplicated below for program fiscal year.	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,341,249.00	$27,373,585	$23,000,000	119%
Program FY Reimbursements Progress (FY Jul 2023- Jun 24)	**Current Month**	**YTD**	**Goal**	**Annual Progress**
Provider Payments-Subsidies Expended (SRV7e)	$2,341,249.00	14,521,602	23,000,000	63%

Services	**Current Month**
Active Child Enrollment	2,483
Active Childcare Providers (SRV 7f)	544

	Prev- Month	**Add (+)**	**Drop (-)**	**Current Month**
Waiting List Totals (children)				0

Explanation (Over/Under Goal Progress)

The Migrant Childcare Program continues to be fully enrolled and expected to meet 100% of the contract amount for the new FY 2024-2025. Program management continues the revision of MCAP program policies, procedures and best practices to ensure program remains compliant with all regulatory requirements, while also meeting the needs of the migrant agricultural working families in our communities.

Program Strategic Goals	**Progress Towards Strategic Goal**
1. Fill Staff Vacancies.	MCAP currently has four vacant positions and management is actively recruiting for three of these positions. Interviews will be scheduled and conducted ASAP.
2. Staff Retention and Professional Development (Training).	Management is currently undergoing the CompEase Process for MCAP. Job descriptions have been reviewed, updated and the ComEase process completed with HR's assistance. Information is scheduled to be presented to the BOD on 01/08/2025. Management also continues with the implemented monthly trainings to ensure departmental cross training, staff support and to incentivize personal and professional growth of all program personnel.
3. Contingency Staffing Plan & Solidify Program Growth.	The management team is happy to finally have our satellite offices fully staffed. We are currently actively seeking suitable office space in the Fresno County Area and focused on ensuring that essential positions in Kern County are filled to ensure a smooth program operation based on current contract demands.

Program Highlights

Due to the exceptional performance of the MCAP program, the MCAP's contract was amended to receive a substantial growth increase from $29.5 to $37.2 million. This is a program growth of $7.7 million to the current contract year. The MCAP Team has implemented a child enrollment plan to effectively increase child enrollments and meet the new contract MRA for FY 2024-2025.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,341		14,710		97%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,038		900		115%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	30	165	268	11%	62%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	78	1,614	1,200	7%	135%
WIC Presentations and Outreach Events	4	66	100	4%	66%
Publication in newspaper, television, and/or social media postings (English and Spanish)	10	246	350	3%	70%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	15	35	120	13%	29%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	192	2,457	1000	19%	246%

Explanation (Over/Under Goal Progress)

WIC program had 97% participation caseload, CDPH WIC has mentioned historically all programs within CA have a lower participation rate in Nov due to the holidays.
-Participants usually answer less phone calls for their WIC appointments during the holiday season or reschedule
-Staff are usually out on vacation which minimizes how many WIC appointments occur during the month. Local Vendor Liaison (LVL) -Contact Store visit deadline was extended through Jan 31, 2025. We will completing LVL visits/ contacts this month

Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff.	Staff have reported being content with the wage increases along with our modifications to WIC offices. The WIC Program has signed a lease for a new CAPK WIC main office. Our expectation date of relocation is in March. This move will improve participant and staff safety. We believe improving office accessibility and safety for participants will increase enrollment and participation at the WIC main office.

Program Highlights

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	Women Infants & Children (WIC) Nutrition
Division/Director	Susana Magana	**Program Manager**	Marissa Ortiz-Cortez
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Women, Infants, & Children (WIC) program is a supplemental nutrition initiative that offers nutrition education, breastfeeding support, and nutritious foods to enhance diets. It serves pregnant, postpartum, and breastfeeding women, as well as infants and children under the age of 5. Additionally, fathers, grandparents, migrant families, military families, and caretakers can receive food benefits for eligible infants and children. CAPK WIC operates across 16 sites in Kern County and has 3 locations in San Bernardino County.

Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Caseload (SRV 5g)	14,288		14,710		97%
Breast Feeding 30% of infants are breastfed (i.e., some, mostly or fully breastfeeding compared to formula)	1,043		900		116%
Local Vendor Liaison-Contact Stores (contact 67 vendors 1 contact required per quarter totaling 268 contacts per year)	40	205	268	15%	76%
Outreach	**Month**	**YTD**	**Goal**	**Month**	**Annual**
Online Enrollment	74	1,688	1,200	6%	141%
WIC Presentations and Outreach Events	2	68	100	2%	68%
Publication in newspaper, television, and/or social media postings (English and Spanish)	10	256	350	3%	73%
Regional Breast Liaison (RBL)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Meet with key community stakeholders (i.e., medical managed care, hospital staff, lactation support, health care providers, other WIC agencies) in Region 24 to increase breastfeeding awareness and referrals to the WIC program, as well as share WIC digital materials and utilization.	10	45	120	8%	38%
Peer Counseling Program (PCP)	**Month**	**YTD**	**Goal**	**Month Progress**	**Annual Progress**
Provide basic breastfeeding education and encouragement to WIC PCP participants.	220	2,677	1000	22%	268%

Explanation (Over/Under Goal Progress)

WIC program had 97% participation caseload, CDPH WIC has mentioned historically all programs within CA have a lower participation rate in Dec due to the holidays.
-Participants usually answer less phone calls for their WIC appointments during the holiday season or reschedule
-Staff are usually out on vacation which minimizes how many WIC appointments occur during the month. Local Vendor Liaison (LVL) -Contact Store visit deadline was extended through Jan 31, 2025. We will completing LVL visits/ contacts this month.

Program Strategic Goals	Progress
Restructure WIC Program staffing model to improve recruitment and retention of staff.	Staff have reported being content with the wage increases along with our modifications to WIC offices. The WIC Program has signed a lease for a new CAPK WIC main office. Our expectation date of relocation is in March. This move will improve participant and staff safety. We believe improving office accessibility and safety for participants will increase enrollment and participation at the WIC main office.

Program Highlights

WIC diaper event - Participants have mentioned they enjoy the WIC events that are occurring in person. These events have resulted in increased resources for the community and re-engagement with the WIC program.

Youth and Community Services

East Kern Family Resource Center
Oasis Family Resource Center
Energy, Weatherization, and Utility Assistance
Friendship House Community Center
Shafter Youth Center
Volunteer Income Tax Assistance

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	24	136	60	40%	227%
Street Outreach and Education	75	526	75	100%	701%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	6	32
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	5	56
Mental Services (SRV 7c)	5	41
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	4	16
Educational and Career Development (SRV 7c)	2	11

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	72	492
House Hold Items	1	131
Hygiene Kits (SRV 5oo)	17	219
Emergency Clothing (SRV 7n)	79	590
Administrative Services & Copies	27	114
Transportation Services (SRV 7d)	10	31
Educational Supplies (SRV 2k)	0	2
Covid - 19 Supplies (SRV 5oo)	0	54

Community Action Partnership of Kern

Monthly Report 2024

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	1	30	30	3%	100%
Children Receiving Case Management Services (SRV 7a)	1	38	30	3%	127%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	0	18	10	0%	180%
Children Educational Center Base Activities (FNPI 2b)	2	31	30	7%	103%
Children Educational Home Base Activities (FNPI 2b)	1	43	30	3%	143%
Children Summer Bridge Activities (FNPI 2b)	0	14	15	0%	93%
Collaborative Meetings Participated	1	10	12	8%	83%
Family Support Services for non-clients with children 5 and under	60	425			
First 5 Total	**66**	**609**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	118	681			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	8	162	150	5%	108%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	84	833	1800	5%	46%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	233	1531
Baby Supplies (SRV 2w)	75	771
Covid - 19 Supplies (SRV 5oo)	13	174
Court Mandated Parenting Correspondence (SRV 2w)	15	84
Educational Supplies (SRV 2k)	16	199
Emergency Clothing (SRV 7n)	274	2616
Food Assistance (SRV 7c)	356	2029
Household Items (SRV 7c)	11	545

Hygiene Kits (SRV 7c)	66	425	
Referrals (SRV 7c)	32	324	
Transportation Services (SRV 7d)	28	89	

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	We continue to look for funding for our Center and were recently awarded $8200 from the First 5/DHS grant. This will assist with the continued purchase of emergency food, cleaning supplies, and emergency items for our homeless population such as blankets, sleeping bags, adult wipes and more.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	In the month of November we had the opportunity of connecting with new companies from the East Kern communities. Those companies were Cal Portland Cement, and a new Chapter of Mortenson Construction. Both companies reached out to make us aware that they were committed with other events during the holiday season, however they are planning on making donations in the next year to our center.
3. Improve on-site services to more effectively connect with the East Kern target population.	We are in the planning of deciding on material to begin our group classes. We plan on providing anger management, economic empowerment, resume building and continue our parenting classes in the new conference room.

Program Highlights

EKFRC hosted a turkey giveaway on November 27, 2024, AES was our grand donor by donating $4500 . We purchased 180 food vouchers @ $25 a piece, clients would be able to purchase a ham, turkey, and or a fish protein with the voucher. We provided cans of vegetables, rolls, mashed potatoes, gravy, pie and more items as extras in their food box. We pre registered families 180 prior to our event, our final count for this event including children was 693. Families who registered came from all of East Kern. We had other organizations who came out to support our event, Kern Health Systems, CLARAVIDA, Home Visiting Program, and our Kern County Sheriff department came out and assisted by handing out the boxes and carrying the boxes for those clients with disabilities.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	East Kern Family Resource Center (EKFRC)
Division/Director	Fred Hernandez Youth & Community Services	**Program Manager**	Anna Saavedra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

East Kern Family Resource Center (EKFRC) is a regional resource center based in Mojave, Ca. The EKFRC provides assistance to low-income individuals and families from the desert and Tehachapi Mountain communities. The primary focus is to assist individuals and families who are facing housing insecurities and to prepare children 0-5 years of age to enter kindergarten successfully. The EKFRC also provides individuals and families with basic need services, clothing, diapers, food, household items, hygiene kits, blankets, business services, VITA, and assistance with HEAP applications.

Homeless Housing Assistance and Prevention (HHAP) Rural Drop-in Center	Month	YTD	Annual Goal	Month Progress	Annual Progress
Case Management Services (SRV 7a)	16	152	60	27%	253%
Street Outreach and Education	25	551	75	33%	735%

HHAP Linkages to Services (Referrals)	Month	YTD
California Driver's License (SRV 7j)	5	37
Social Security Insurance (SSI) (SRV 7i)	0	0
Medical Services (SRV 7c)	0	56
Mental Services (SRV 7c)	0	41
Housing Placement (e.g., transitional, temporary, permanent) (SRV 4m, 4n, 4o)	2	18
Educational and Career Development (SRV 7c)	2	13

HHAP Distribution of Supplies	Month	YTD
Food Assistance (SRV 5jj)	63	555
House Hold Items	8	139
Hygiene Kits (SRV 5oo)	25	244
Emergency Clothing (SRV 7n)	73	663
Administrative Services & Copies	18	132
Transportation Services (SRV 7d)	2	33
Educational Supplies (SRV 2k)	0	2
Covid - 19 Supplies (SRV 5oo)	0	54

Community Action Partnership of Kern

Monthly Report 2024

First 5 Kern	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	30	30	0%	100%
Children Receiving Case Management Services (SRV 7a)	0	38	30	0%	127%
Parents Participating in Court Mandated Classes (FNPI 5d & SRV 5mm)	7	25	10	70%	250%
Children Educational Center Base Activities (FNPI 2b)	0	31	30	0%	103%
Children Educational Home Base Activities (FNPI 2b)	2	45	30	7%	150%
Children Summer Bridge Activities (FNPI 2b)	0	14	15	0%	93%
Collaborative Meetings Participated	0	10	12	0%	83%
Family Support Services for non-clients with children 5 and under	65	490			
First 5 Total	**74**	**683**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	139	820			

CalCapa Diaper Supply Bank	Month	YTD	Annual Goal	Month Progress	Annual Progress
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	21	183	150	14%	122%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	117	950	1800	7%	53%

Walk-In Community Services (Duplicated Clients & Case Managed Clients)	Month	YTD
Administrative Services & Copies	251	1782
Baby Supplies (SRV 2w)	103	874
Covid - 19 Supplies (SRV 5oo)	11	185
Court Mandated Parenting Correspondence (SRV 2w)	37	121
Educational Supplies (SRV 2k)	6	205
Emergency Clothing (SRV 7n)	282	2898
Food Assistance (SRV 7c)	447	2476
Household Items (SRV 7c)	15	560

Hygiene Kits (SRV 7c)	69	494
Referrals (SRV 7c)	5	329
Transportation Services (SRV 7d)	11	100

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Secure additional funding to cover operational costs and improve the delivery of services.	EKFRC received a donation for the amount of $4,000 from AES, these funds were used to purchase Christmas Hams and food boxes for low-income families. The Central Kitchen staff was kind enough to assist us with the food. In the boxes we provided a ham, corn, fresh potatoes, beans, lentils, a pie and rolls.
2. Partner with private enterprises to boost program visibility and foster meaningful relationships.	We had the opportunity of reaching out to Company's in our Community who donated food, toys, and clothes for our Ham giveaway event. These companies included, Virgin Galactic, Cal-Portland Cement, Primoris, and Mortenson Construction.
3. Improve on-site services to more effectively connect with the East Kern target population.	HEAP services will be offered through our Center. We are currently training in the new point system and getting familiar with the new application.

Program Highlights
In the Month of December, we held a Ham Giveaway (food box) Event. In total, we provided food for a total of 436 community members, 217 adults and 219 children. We were supported by local organizations such as KHS and Salvation Army. We received 35 toys for our Case-Managed families and our littles in our Play and Learn Class from Warm-Up Athletics/ a boxer named Joel Irarte from Bakersfield. Primoris donated a box of toys for any child in need. We collaborated with the Chamber of Commerce's Christmas Lighting Ceremony at the Veterans Hall. The Community was invited to a sit down dinner, entertainment and a visit from Santa. EKFRC donated 6 bikes to the event and 6 children walked out with a big smile on their face. The children were able to write a letter to Santa and mail it off to the North Pole. Our Center was in charge of distribution of vouchers, check in table, the crafts and letter writing table. December was very busy for East Kern,

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	**Program Manager**	Eric Le Barbé
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	31	30	0%	103%
Children Receiving Case Management Services (SRV 7a)	0	35	30	0%	117%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	14	10	0%	140%
Children Educational Home Base Activities (FNPI 2b)	1	33	15	7%	220%
Children Summer Bridge Activities (FNPI 2b)	0	24	10	0%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)	48	417			
First 5 Total	**49**	**554**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	0	198			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	10	10	0%	100%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	14	10	0%	140%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)	0	83	75	0%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	7	316	150	5%	211%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	126	1683	1800	7%	94%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	38	672
Baby Supplies (SRV 2w)	112	1188
Copies	13	255
Court Mandated Parenting Correspondence (SRV 2w)	2	42
Educational Supplies (SRV 2k)	22	411
Emergency Clothing (SRV 7n)	12	173

Food (SRV 7c)	104	1557
Household Items (SRV 7c)	89	1465
Referrals(SRV 7c)	78	459
Transportation Assistance (SRV 7d)	22	324
Total Community Services	**492**	**6546**

Explanation (Over/Under Goal Progress)

Note that the DHS grant reporting ended June 30th 2024 hence N/A in results. A new application with DHS was approved for the same grant starting December 2024.

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis FRC applied for a $5,000 grant with Albertson's to provide food to families with children and was awarded $10,000. The Oasis FRC also received $810 from the WACOM annual fall distribution.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC Received $3,050 in private donations in November. The Oasis FRC also received 68 bicycles (8 from Avantus and 60 from the Wonderful Company). Diaper Supply Bank also shipped 15 pallets of diapers in a addition to the schedule monthly diaper shipment.

Program Highlights

The Oasis FRC is planning Christmas Toy Distribution and received many in kind donations of toys to distribute in December to all the children enrolled in the FRC programs.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	Program/Work Unit	Oasis Family Resource Center
Division/Director	Youth & Community Services Freddy Hernandez	Program Manager	Eric Le Barbé
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Oasis Family Resource Center provides resources, education, and crisis assistance to individuals, families, and children in Ridgecrest and surrounding communities. They focus on providing case management and educational support to families to build resilience.

First 5	Month	YTD	Annual Goal	Month Progress	Annual Progress
Parents Receiving Case Management Services (SRV 7a)	0	31	30	0%	103%
Children Receiving Case Management Services (SRV 7a)	0	35	30	0%	117%
Parents Participating in Court Mandated Classes (FNPI 5d, and SRV 5mm)	0	14	10	0%	140%
Children Educational Home Base Activities (FNPI 2b)	0	33	15	0%	220%
Children Summer Bridge Activities (FNPI 2b)	0	24	10	0%	240%
Family Support Services for non-clients with children 5 and under (SRV 2w)	17	434			
First 5 Total	**17**	**571**			

First 5 Kern/ Department Health Services	Month	YTD	Annual Goal	Month Progress	Annual Progress
Family Support Services for non-clients with children 6-18 (SRV 2e K-12)	103	301			

Planned Parenthood	Month	YTD	Annual Goal	Month Progress	Annual Progress
LiFT Delivery Seminar to 10 Parents/Guardians (SRV 5l, and SRV 5mm)	0	10	10	0%	100%
LiFT Delivery Seminar to 10 Youth 13-19 (SRV 5l)	0	14	10	0%	140%
Plan A Sex Education Kits for qualifying youth 16-19 (SRV 5m)	0	83	75	0%	111%

CalCAPA Diaper Supply Bank	Month	YTD	Annual Goal (12 Mo)	Month Progress	Annual Progress (12 Mo)
Diaper Supply Management Enrollment **Unduplicated** (NPI5.2)	9	325	150	6%	217%
Monthly Diaper Kit Supply Delivery **Duplicated** (SRV5.nn)	166	1849	1800	9%	103%

Walk-In Community Services (Duplicated & Non First 5 Clients)	Month	YTD
Administrative Support (SRV 7c)	50	722
Baby Supplies (SRV 2w)	141	1329
Copies	13	268

Community Action Partnership of Kern

Monthly Report 2024

Court Mandated Parenting Correspondence (SRV 2w)	0	42
Educational Supplies (SRV 2k)	26	437
Emergency Clothing (SRV 7n)	17	190
Food (SRV 7c)	158	1715
Household Items (SRV 7c)	154	1619
Referrals(SRV 7c)	37	496
Transportation Assistance (SRV 7d)	20	344
Total Community Services	**616**	**7162**

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress Towards Goal
1. Apply for three funding opportunities that would help extend range of services outside First 5 clients for under served families (Parenting, Children 6-18, seniors, and homeless individuals).	The Oasis Family Resource Center was awarded $1,425 from Kern Family Health Care to buy children bike helmets. The Oasis FRC also received $2,500 from Tri Counties Bank to help purchase holiday gifts to all the children in the programs. The Oasis FRC was awarded a$8,450 grant from DHS to provide additional services to families with children 0-18.
2. Participate in community outreach activities to promote CAPK & Oasis FRC services and seek donations from local business partners (in-kind and monetary).	The Oasis FRC had a display of all their services created by a volunteer at the Ridgecrest Library for the month of December. The LDS church featured the Oasis FRC on their giving machine during the holidays were local residents purchased items from the Oasis Amazon Wish list. The Oasis FRC participated in the Winter in Wonderland event at NAWS promoting services to military families.

Program Highlights

The Oasis Family Resource Center provided Christmas gifts to a total 183 children who participated in the F5K programs and their siblings in 2024, as well as all the children in the Head Start preschool and Home Visiting Programs. Sixty-eight children received a bicycle, bike helmet and bike lock. All the gifts were donated by the Wonderful Company, Avantus, Kern Family Health Care, Tri Counties Bank, Project Linus, the Hi Desert Quild Guild, and many local Ridgecrest donors.

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends March 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		1,551	700	0%	222%
Utility Payments		$ 502,583.01	$302,457	0%	166%

Low-income Home Energy Program (LIHEAP) 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	3	5,953	3,200	0%	186%
Utility Payments	$ 2,485	5,940,340	$ 4,947,219	0%	120%
Households Served - Weatherization	11	156	200	6%	78%

Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	16	372	324	5%	115%
Utility Payments	$ 10,718	219,492	$ 325,164	3%	68%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	0	454	450	0%	101%
Utility Payments	$ -	$ 676,189.49	$ 744,877	0%	91%

Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization	0	1	54	0%	2%

Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**19**	**8,330**	**4,350**	0%	191%
Total Utility Payments	**$ 2,485**	**7,289,706**	**$ 5,994,553**	0%	122%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**11**	**157**	**166**	7%	95%

Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Weatherized	**6**	**134**	**166**	4%	81%
Total Weatherized Homes Payments	**102,896**	**$ 1,847,748.08**	**$ 2,677,067**	4%	69%

Explanation (Over/Under Goal Progress)

N/A

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	The system is live, but has been put on hold pending UA funding.

2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start the program November-December 2024.□
3) Meet at least 22% of production goal for DOE BIL WAP contract	Guidelines and benchmark goals for program are currently being review by state. Will update this goal in the near future.

Program Highlights

Community Action Partnership of Kern
Monthly Report 2024

Month	December-24	Program/Work Unit	Energy & Utility Assistance
Division/Director	Fred Hernandez	Program Administrator	Wilfredo Cruz Jr.
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Energy Program assists income-eligible Kern County residents with utility bill payment, free weatherization, and energy education at no cost to the participant. Weatherization services include weather stripping; repair or replacement of windows and doors, heating/ cooling appliances, stoves, refrigerators, and more.

Low-Income Household Water Assistance Program (LIHWAP) 2021 Ends March 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance		1,551	700	0%	222%
Utility Payments		$ 502,583.01	$302,457	0%	166%

Low-income Home Energy Program (LIHEAP) 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	29	5,982	3,200	1%	187%
Utility Payments	$ 24,985	5,965,325	$ 4,947,219	1%	121%
Households Served - Weatherization		156	200	0%	78%

Supplemental Low-Income Energy Assistance Program (SLIHEAP) 2024 Ends Dec 2024	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	90	462	324	28%	143%
Utility Payments	$ 104,651	324,142	$ 325,164	32%	100%

Emergency Supplemental Low-Income Energy Assistance Program (ESLIHEAP) 2023 Ends May 2025	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Utilities Assistance	23	395	450	5%	88%
Utility Payments	$ 2,435	$ 678,624.87	$ 744,877	0%	91%

Department of Energy (DOE) Bi-partisan Infrastructure Law (BIL) - Weatherization Assistance Program (WAP)	Month	YTD	Goal	Month Progress	Annual Progress
Households Served - Weatherization	0	1	20	0%	5%

Totals	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Served - Utility Assistance (FNPI 4z, SRV 4i, SRV 7b)	**142**	**8,472**	**4,350**	3%	195%
Total Utility Payments	**$ 27,421**	**7,317,127**	**$ 5,994,553**	0%	122%
Total Households Weatherized (FNPI4h, FNPI 4z, SRV 4q, SRV 7b, & SRV 4t)	**10**	**167**	**166**	6%	101%

Weatherized Homes (Note: The data represents work submitted to CSD for reimbursement - delayed by 2 months)	Month	YTD	Goal	Month Progress	Annual Progress
Total Households Weatherized	**10**	**144**	**166**	6%	87%
Total Weatherized Homes Payments	**$ 163,385.63**	**$ 2,011,133.71**	**$ 2,677,067**	6%	75%

Explanation (Over/Under Goal Progress)

1) DOE BIL WAP contract is currently underway - anticipate jobs to start closing within next couple of months - state is changing program goals for all LSP's (Local Service Providers)

Program Strategic Goals	Progress Towards Goal
1) Successfully implement online client self-application tool for Utility Assistance (UA) services.	The system is live, but has been put on hold pending UA funding.

2) Effectively initiate and manage the City of Bakersfield - Transformative Climate Communities (TCC) grant, focusing on providing weatherization and solar services to residents in Southeast Bakersfield. This endeavor involves a collaborative partnership with GRID Alternatives and Kern Community College District (KCCD).	Currently in the process of developing program and receiving contract. Anticipated to start the program during the first quarter of 2025.
3) Meet at least 22% of production goal for DOE BIL WAP contract	Guidelines and benchmark goals for program are currently being review by state. Will update this goal in the near future. Still pend

Program Highlights

1) Completed all 2024 contracts within contractual timelines.
2) Have successfully started to implement new PG&E Arrearage contract as of November.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Administrator**	Lois Hannible
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	3	73	100	4%	73%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	0	35	-	-
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	4	75	50	5%	150%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	N/A		15,000,000	-	-
Canvasing phone calls and flyers	N/A		12,000	-	-

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	1	2
Outcome/Case Managed Families (SRV 7a)	1	14
Provided Food Assistance (SRV 7c)	1	70
Assisted with Energy/HEAP Services (SRV 7c)	0	3
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	0	69
Assisted with relocation services	0	-
Deposit Payments (SRV 4d)	0	2
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The Summer Program and Medi-Cal program ended in June of 2024 so there is nothing to report for those two programs.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	Completed. The FHCC Casino Night Fundraiser was held on 10/24/24.
Recruit and secure staffing for the Friendship House.	The FHCC is fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	The FHCC Program Administrator and CAPK Executive Team are currently working on grant application, which is expected to include two community partners.

Program Highlights

United Way hosted their annual Teddy Bear Toss event on Nov. 30th, where they collected teddy bears, and distributed them to different organizations to be provided to children. CAPK Friendship House received 100 teddy bears, which will serve as incentives and gifts for community youth throughout the year.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24		Friendship House Community Center (FHCC)
Division/Director	Fred Hernandez	**Program Manager**	Lois Hannible
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

Located in Southeast Bakersfield, the program serves children, adults, and families through after-school, summer and mentor programs, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD	YTD Goal	Month Progress	Annual Progress
Youth Mentoring (FNPI 2c.2., FNPI 2c.3, SRV 2p) Reporting ends June 30, 2023	0	73	100	0%	73%
Summer Program (Max Capacity due to COVID) (SRV 2m)	N/A	-	35	-	-
After School/Learning Pods Enroll (FNPI 2c.2., FNPI 2c.3, SRV 2p)	0	75	50	0%	150%

Medi-Cal Outreach	Month	YTD	YTD Goal	Month Progress	Annual Progress
Social media emails and impressions	N/A	N/A	15,000,000	-	-
Canvasing phone calls and flyers	N/A	N/A	12,000	-	-

California Violence Intervention Program (CalVIP)	Month	YTD
Incident Response (SRV 5w)	0	2
Outcome/Case Managed Families (SRV 7a)	0	14
Provided Food Assistance (SRV 7c)	1	71
Assisted with Energy/HEAP Services (SRV 7c)	0	3
Provided Assistance with Medi-Cal (SRV 7c)	0	-
Provided Mentoring Services (SRV 2p, 7c)	2	71
Assisted with relocation services	0	-
Deposit Payments (SRV 4d)	0	2
Temporary Housing Placements (SRV 4m)	0	-

Explanation (Over/Under Goal Progress)

The summer program and Medi-Cal program ended in June, so there is nothing to report for those two programs.

Program Strategic Goals	Progress Towards Strategic Goals
Plan and facilitate Friendship House (FHCC) Advisory Board fundraising event to benefit the Friendship House.	Completed. The FHCC Casino Night Fundraiser was held 10/24/24.
Recruit and secure staffing for the Friendship House.	The FHCC is fully staffed.
Work with the CAPK Executive Team to increase the number of grants researched/submitted for the CAPK Friendship House.	TBD

Program Highlights

CAPK Friendship House was invited to have seven program youth participate in the Kiwanis Club of Westchester Christmas Shopping Spree on December 7th. Each of the program youth were allowed to spend $150 at Walmart, where they were excited to pick out clothes, shoes, toys and sports equipment. Westchester Kiwanis certainly made the holidays brighter for these program youth and their families.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program (SRV 2m) June/July	0	46	60	0%	77%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	18	47	35	51%	134%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	18	248
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	1	
On Site Collaboration: Energy, VITA, Food Bank	1	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	1	6	6	17%	100%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Students are making and maintaining progress with their academics. An overall incentive has been offered for students to succeed at end of year.
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	SYC continues to seek new funding with the help of the CAPK Foundation
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Students have expressed various interests within the program. Staff is researching the possibility of bring those activities to SYC.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	Program/Work Unit	Shafter Youth Center (SYC)
Division/Director	Fred Hernandez	Program Manager	Angelica Nelson
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Shafter Youth Center (SYC) serves children, adults, and families through youth after-school, summer and pre-employment programs, parenting classes, nutrition education, sports, access to social services, and more.

Youth Programs	Month	YTD (unduplicated)	Goal	Month Progress	Annual Progress
Summer Program (SRV 2m) June/July		46	60	0%	77%
After School Program Enroll (FNPI 2c &SRV 2l) (hours of operation: 2-5pm; 1230p - 5pm for minimum day)	17	48	35	49%	137%

Community Programs	Month (New)	YTD (unduplicated)
Fitness Boot Camp, Zumba and Adult Basketball (individual counts)	8	256
Girls Scouts, Community Meeting Space, Dignity Mental Health Support, etc. (group count)	0	
On Site Collaboration: Energy, VITA, Food Bank	1	

Outreach Activities	Month	YTD	Goal	Month Progress	Annual Progress
Outreach Events (presentations/informational updates, distributions (e.g., food, diapers)	1	7	6	17%	117%

Explanation (Over/Under Goal Progress)

Program Strategic Goals	Progress
1. Monitor and assess students' academic advancement through regular school progress and grade reports. Utilize the gathered data to refine and modify individual student learning plans.	Students are making and maintaining progress with their academics. An overall incentive has been offered for students to succeed at end of year.
2. Improve the attainment of program funding to broaden the scope of program offerings. This involves working in partnership with the CAPK Foundation to integrate funding that facilitates the introduction of new services.	SYC continues to seek new funding with the help of the CAPK Foundation
3. Support the Exploration of Interests and the Development of Skills and Creativity for Youth	Students have expressed various interests within the program. Staff is researching the possibility of bring those activities to SYC.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.

e-Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	28	7,594	7,400	0%	103%
Social Security Number (SSN)	26				
Individual Taxpayer Identification Number (ITIN)	2				
State	32	7,545	7,400	0%	102%
Social Security Number (SSN)	26				
Individual Taxpayer Identification Number (ITIN)	6				

Paper Filed Tax Return (SRV 3o) *(total YTD added to Federal YTD)*	Month	YTD
Paper-files Tax Returns		329

Sub-contactor: United Way Central Eastern California	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	3	2,718	2,600	0%	105%
State	1	2,716	2,600	0%	104%

CAPK Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$18,006	$2,293,136
State Refunds	$10,839	$735,228
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$3,987	$1,486,877
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$2,776	$313,216
Total Refunds and Credits	**$122,011**	**$4,828,457**

Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$13,075	$2,158,255

State Refunds	$1,610	$655,919			
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$4,801	$1,405,699			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$58	$281,196			
Total Refunds and Credits	**$19,544**	**$4,501,069**			

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications ***(Note: duplicate of Federal Tax Returns Completed)***	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Applications (New/Renewal)	10	232	150	7%	155%

The e-filing season is coming to an end on Nov 30. The software will be undergoing updates for the new season.

Program Strategic Goals	**Progress Towards Goal**
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	Currently working with collaborative partners to recruit volunteers for our upcoming season

Program Highlights

The VITA program is in the process of hiring staff to prepare for the 2025 season and establishing over 22 locations across the county. The VITA program is hosting orientations for those interested in volunteering in the VITA program. 50 Individuals were in attendance and committed to attend our upcoming trainings in December and January.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	Volunteer Income Tax Assistance (VITA)
Division/Director	Fred Hernandez	**Program Manager**	Jacqueline Guerra
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Volunteer Income Tax Assistance (VITA) program provides free tax preparation and electronic filing services for individuals and families with low to moderate incomes. VITA also aids eligible clients in maximizing benefits from the Earned Income Tax Credit (EITC), thereby enhancing their tax returns and contributing to the local economy. All VITA services are delivered by IRS-certified staff and volunteers.

e-Completed Tax Returns (SRV 3o)	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	0	7,594	7,400	0%	103%
Social Security Number (SSN)	0				
Individual Taxpayer Identification Number (ITIN)	0				
State	0	7,545	7,400	0%	102%
Social Security Number (SSN)	0				
Individual Taxpayer Identification Number (ITIN)	0				

Paper Filed Tax Return (SRV 3o) *(total YTD added to Federal YTD)*	Month	YTD
Paper-files Tax Returns		329

Sub-contactor: United Way Central Eastern California	Month	YTD	Goal Adjusted	Month Progress	Annual Progress
Federal	0	2,718	2,600	0%	105%
State	0	2,716	2,600	0%	104%

CAPK Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$0	$2,293,136
State Refunds	$0	$735,228
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$0	$1,486,877
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$0	$313,216
Total Refunds and Credits	**$122,011**	**$4,828,457**

Sub-contactor: United Way Central Eastern California Refunds and Credits (SRV 3o)	Month	YTD
Federal Refunds	$0	$2,158,255

State Refunds	$0	$655,919			
Federal Earned Income Tax Credit (EITC) *(income limit $63,398 household)*	$0	$1,405,699			
California Earned Income Tax Credit (CalEITC) *(income limit $30,950/household)*	$0	$281,196			
Total Refunds and Credits	**$0**	**$4,501,069**			

Individual Taxpayer Identification Number (ITIN) (SRV 3o) Applications ***(Note: duplicate of Federal Tax Returns Completed)***	**Month**	**YTD**	**Goal Adjusted**	**Month Progress**	**Annual Progress**
Applications (New/Renewal)	3	235	150	2%	157%

Explanation (Over/Under Goal Progress)

E-filing has been shut down for the season.

Program Strategic Goals	**Progress Towards Goal**
Persist in fostering connections within rural communities to extend outreach and engage with a larger number of clients.	Currently providing outreach to our new site locations and ITIN information to rural areas

Program Highlights

The VITA program held two tax law trainings in December, a virtual and in-person training. A total of 39 individuals were in attendance for the virtual and 32 in attendance for the in person.



Operations

Data Services
Facilities & Maintenance
Information Technology
Information Systems
Risk Management

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence
Reporting Period	January 1, 2024 - December 31, 2024		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	27	7	28	283
Dynamic 365 Enhancements	1	0	1	11

Projects	*Description of Status*	*Current % Status*
Universal Intake	Blocked- Evaluating Changing CSBG Indicators	18%
CalFresh HL	Developing Additional Program Requirements	75%
M Street Application	Processing Program Updates	69%
Feeding America Service Insights Project	Configuring Testing Environment	75%
CSBG-CDP	Phase 2 of enhancements completed.	100%
SMS Dynamics Integration	Incorporating new Programs	83%
Adult Reentry Program	Application development in progress	50%
Case Management - Energy	Completed	100%
FRC Enhancement Cycle	Completed	100%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	294	682	352	353

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen	Rough framing, mechanical, electrical and plumbing installed	40%
McFarland & Tehachapi Modulars	1303 resubmitted for approval to the Office of Head Start	2%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Development TI nearing completion.	80%
Stockdale HS		South Side of building under TI Playard permit obtained. Added a new CO for Door and IT Rm light	60%
EKFRC		East Kern new office space TI began laundry room	30%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	8%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed	8%
Alberta Dillard		Survey Complete Working of Property Line Discrepancy's	5%
Food Bank Pole Sign		Obtain Permit	15%

Community Action Partnership of Kern

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	502	67	435	6338

Information & Technology Projects	***Description of Status***	***Current % Status***
Mitel VOIP issue	investigating dropped calls	*100%*
Ring Central Migration	transition from Mitel to Ring Central	*40%*
MFA keys	acquire MFA keys for users	20%

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	8	97
First Aid	2	22
Medical	0	4
Modified Duty	0	4
Lost Time	2	4
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	0	13
Property	0	24
Vehicle Incident / Grand Theft Auto	1	11
Motor Vehicle Accident	1	6
Work Place Violence / Over Doses / Death		3
Total	**14**	188

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance program.		
Develop and implement a Data Governance strategy.		
Improve the customer experience by assessing it through factors such as response time and customer sentiment.		

Program Highlights

Community Action Partnership of Kern
Monthly Report 2024

Month	December-24	**Program/Work Unit**	Operations Division
Division/Chief, Director	Emilio Wagner CFTO, Maria Contreras Director of Facilities	**Program Managers**	Ryan Dozier, Laurie Sproule, Luisa Rosa Silva, Kenneth Lawrence
Reporting Period	January 1, 2024 - December 31, 2024		

Division Description

The Operations Division is a dynamic and multifaceted division that plays a pivotal role in ensuring the seamless functioning of our organization. This division is responsible for spearheading new construction projects, overseeing fleet management, maintaining our physical facilities, mitigating risks, and managing all aspects of Information Technology (IT) and Information Systems (IS).

Data Services

Activity	Requested	In-Progress	Processed	Processed YTD
IS Tickets	31	15	20	303
Dynamic 365 Enhancements	0	0	0	11

Projects	*Description of Status*	*Current % Status*
Universal Intake	Blocked- Evaluating Changing CSBG Indicators	18%
CalFresh HL	Developing Additional Program Requirements	80%
M Street Application	Processing Program Updates	75%
Feeding America Service Insights Project	Configuring Testing Environment	80%
CSBG Report	Processing December Data	50%
SMS Dynamics Integration	Incorporating new Programs	83%
Head Start In Kind	Training for six centers completed	100%
Adult Reentry Program	Application development in progress. Deploying to UAT January 2025	60%

Facilities

Activity	Requested	In-Progress	Processed	Processed YTD
Facility Work Orders	281	545	298	

Construction Projects	*Description of Status*	*Current % Status*
Central Kitchen	Gypsum board plaster, exterior trash enclosure started. Cold box materials delivered.	50%
McFarland & Tehachapi Modulars	1303 resubmitted for approval to the Office of Head Start - Pending Approval	2%

Major Maintenance Projects		*Description of Status*	*Current % Status*
Angela Martinez		Staff Development TI nearing completion.	85%
Stockdale HS		South Side of building under TI Play yard permit obtained. Added a new CO for Door and IT Rm light	80%
EKFRC		East Kern new office space TI began laundry room	90%
Sterling		Temp Kitchen Kitchen Remodel Plans finalized	65%
Harvey Hall		Phase 2 Phase 3 of 2nd Phase plans completed	10%
Alberta Dillard		Survey Complete Working of Property Line Discrepancies	5%
Food Bank Pole Sign		Obtain Permit	100%

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Information & Technology				
Activity	**Requested**	**In-Progress**	**Processed**	**Processed YTD**
Help Desk Work Orders	465	23	444	6782

Information & Technology Projects	*Description of Status*	*Current % Status*
Ring Central Migration	transition from Mitel to Ring Central	*40%*
MFA keys	acquire MFA keys for users	*75%*
MCAP network setup	relocation	80%

Risk Management		
Workers Compensation Claims	**Reported**	**Reported YTD**
For Report Only	6	103
First Aid	1	23
Medical	0	4
Modified Duty	1	5
Lost Time	0	4
Under Investigation / Non-Industrial / Students / Parents / Volunteers / Clients	0	13
Property	3	27
Vehicle Incident / Grand Theft Auto	0	11
Motor Vehicle Accident	4	10
Work Place Violence / Over Doses / Death	0	3
Total	**15**	203

Program Strategic Goals	Progress Towards Goal	
Description	**Description of Status**	**Current % Status**
Develop a facility deferred maintenance program.		
Develop and implement a Data Governance strategy.		
Improve the customer experience by assessing it through factors such as response time and customer sentiment.		

Program Highlights

Community Development

Grant Development
CAPK Foundation
Outreach & Marketing
2-1-1 Call Center
Community Schools Partnership Program (CSPP)

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Month	November-24	Program	Community Development
Division/Director	Pritika Ram	Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	23,179	290,612	250,000	111%	116%
Facebook Impressions (i.e., number of times users see content)	339,226	3,907,865	4,500,000	90%	87%
Other Social Media Impressions	26,740	252,580	250,000	128%	101%

Highest Performing Post



Outreach Special Projects

Attended NOR Love your Park event
Assisted with the planning, coordination, and marketing of KGET Holiday Drive
Provided media support for the 2 Head Start coat distribution events
Provided media support for M street thanksgiving luncheon
Assisted with marketing of the huggy heart campaign with maya cinemas
Lead social media/email marketing campaign for M street thanksgiving luncheon
provide media support for EKFRC thanksgiving dinner box drive
Lead the food purchases/logistics for Assemblywoman Dr. Bains thanksgiving boxes for Delano and Lamont events
Assisted in marketing development of CAPK foundation annual appeal
Assisted with the marketing/media of the annual GET stuff the bus event
Assisted with media coverage of JJO Charities toy and food drive
Lead marketing of M street coat drive campaign
Continued assistance in planning of Head Start Fatherhood Conference

Set up Wasco city council tour at the food bank
Met with spectrum and que Buena radio to discuss marketing options with them
Held Admin building ribbon cutting at the new facility
Went on the ralph bailey show to explain the admin building move and what it means for its clients
Presented a community presentation to Bristol hospice staff
Began coordinating volunteers with CAPK programs in partnership with Give Big Kern Day
Planned and coordinated Health Conversations event in Taft for KHEP subcommittee: CAPK coordinated the food for attendants, food vouchers, PA system, event signage, Spanish translations, and group facilitation
Outreach Advocacy
Lead the food purchases/logistics for Assemblywoman Dr. Bains thanksgiving boxes for Delano and Lamont
Organizational Representation at City Councilmen Andrae Gonzales Children's First Gala
Advocacy Watch-list
Calfoods
Farm Bill
AB 518
Projects
In November, the Kern Coalition finalized contracts for the Catalyst phase of the project, including budgets and scopes of work for all five conveners. The Coalition also issued an RFP to identify industry sector coordinators who would lead subregional collaborative meetings and assist communities in identifying eligible projects for submission to the governance council. Unfortunately, the RFP process was unsuccessful. As a result, the Kern Coalition conveners will incorporate these responsibilities into their scopes of work based on their respective industry expertise. Additionally, the state has introduced a new deliverable for all regions to align with California's statewide plan. Each region must develop at least one activation plan for a priority tradeable sector, detailing strategies for execution. This activation plan is due by January 31, 2025. The coalition has started drafting this document, with plans to submit three in total—one for each tradeable industry identified in Regional Plan Part 2: Advanced Manufacturing, Clean Economy, and Agriculture. The governance council has been working on developing the first draft of the scoring matrix for project proposals. This matrix will also guide the development of the first draft of the RFP for project proposals to ensure both documents are aligned.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Annual Report preparation for a submission date for 2/3/2025.	

Foundation
Met with Jackie at VITA to discuss 2025 Funding Goals. Strategized and discussed partnership opportunities and campaign ideas.
Completed the Held Head Start Winter Coat Drive Campaign by holding a distribution event at (2) HS Centers. Sponsors were in attendance. Fundraised $20,000 in sponsorship to cover the cost of distributing 1,350 new coats to our HS kids.

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Introductory meeting with Sherod Waite of Moneywise to explore partnership opportunities.
Meeting with Spectrum Rep to explore advertising options for the Annual Appeal Campaign.
Developed the logistics for the upcoming KGET Holiday Food Drive Lunch.
Participated in the collaboration meeting with Food Bank Pantry Partner Salvation Army Tehachapi and Ridgecrest to the Cal Foods loss of funding for 2025.
Attended Bakersfield West Rotary Luncheon to be recognized as a grantee of their Fall funding. Funds were allocated to the HeadStart coats.
Zoom meeting with Volunteer Coordinator, Amanda Allen with Chevron to discuss Easter Visit Campaign for Head Start.
Site visit to the event site, Nirvana Estate with Coordinator, Elaine Solan to develop layout of event.
Kicked off the Maya Cinemas Huggy Heart fundraising campaign to benefit the Food Bank.
Held monthly meeting with Food Bank staff to debrief Holiday Food Drive and discuss fundraising for 2025
Participated at the Baines Thanksgiving Dinner Box Distribution.
Participated at the EKFRC Thanksgiving Dinner Box Distribution.
Completed and executed Annual Appeal mailing sending 14,000 mailers in Kern County.
External event, the Turkey Day Run held by California Classics raised $2,000 for the Food Bank.
Fundraising total for November: $52,767 for Programs.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Virtual Food Drives, Hygiene Drives and Toy Drives for the Holidays to kick-off in the fall.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Foundation support for Anti-Hunger Month Campaign.
Strategically plan targeted campaigns to increase funding to CAPK funding.	Schedule monthly check-in meetings with internal partners to access program needs and develop funding strategies for each.

Community Action Partnership of Kern
Monthly Report 2024

Month	December-24	Program	Community Development
Division/Director	Pritika Ram	Program Manager	Catherine Anspach, Vanessa Mendoza, Savannah Maldonado-Oates
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development. This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan and CAA-related plans, and special projects.

Outreach Social Media	Month	YTD	Annual Goal	Month Progress	Annual Progress
Website User Sessions	20,086	310,698	250,000	96%	124%
Facebook Impressions (i.e., number of times users see content)	257,913	4,165,778	4,500,000	69%	93%
Other Social Media Impressions	36,869	289,449	250,000	177%	116%

Highest Performing Post



https://www.facebook.com/capkern/posts/pfbid0Ypb9TF5HgujPRBKmMPCcu1ozhewpBXyTSKks9aASPRt7qKRx8jkZgTYRAt4bEcgjl

3,961 impressions How many times the post came across screens)
1,808 reach (how many individuals saw the post)
57 interactions (how many liked, commented, or shared)

Outreach Special Projects

Filmed/edited/posted Jeremy's holiday message
Participated in the Bakersfield Christmas Parade
Provide media support for M street Christmas luncheon
Provided media support for East Kern FRC Christmas dinner box drive
Provided media coverage for MCAP family basket deliveries
Provided media coverage for WIC family diaper distribution
Provided media coverage at BCHS serve day
Managed vendor fair for HVP winter social
Attended New Life's Christmas resource fair
Continued support on head start fatherhood conference
Organized/shopped/marketed Assemblymember Dr. Jasmeet Bains Buttonwillow holiday Luncheon
Continued planning for VITA tax season marketing
presented communication plan for special program absorption
Met with program directors to plan for next quarter activities

Organizational representation at Hispanic Chamber of Commerce Holiday Reception
Assisted 211 program with Telemundo Interview on CHCP
Coordinated book donations to East Bakersfield Chamber of Commerce for their holiday resource fair
Developing VITA website
Production of KGET Holiday, M St Luncheons, and Coat Distributions for Head Start videos
Outreach Advocacy
Organized/shopped/marketed Assemblymember Dr. Jasmeet Bains Buttonwillow holiday Luncheon
Signed on with partners at End Child Poverty California who are spearheading a sign-on letter to Congressman
Attend Senator Shannon Grove's Holiday Open House and Legislative update
Attended Senator Melissa Hurtado's Holiday open house
Signed onto CalFood state budget request sign-on letter
Advocacy Watch-list
Calfoods
Farm Bill
AB 518
Projects
In December, the Kern Coalition continued working toward the January 31, 2025, activation plan deadline. The first draft of the plan was shared with the group for input and feedback to ensure the language aligns with the regional plan and includes achievable strategies for execution. Work also progressed on the first draft of the RFP for Catalyst projects, which will require approval from the Conveners and the Governance Council in early January 2025. Additionally, the Governance Council finalized the scoring matrix for projects, with minor edits still needed to incorporate feedback from the Conveners and ensure alignment with state requirements. A webinar was held on December 17 to update the community on the Catalyst phase. It covered the initiative's purpose, details of the submission process, and potential timelines for submissions and reviews. The webinar also encouraged subregions to begin brainstorming and developing proposals during at their respective subregional collaboratives to be prepared for submission once the RFP is released in late January of 2025.

Community Services Block Grant (CSBG)	Results Oriented Management & Accountability (ROMA)
Annual Report preparation for a submission date for 2/3/2025.	

Foundation
Participated in Community Development Quarterly meetings with Program staff from Head Start, Health & Nutrition and Youth & Community Services.
Met with WIC Program Staff to facilitate partnership with Baby2Baby to provide newborn kits for clients.
Reached out to Louie Iturria with Kern Family Health Care to set up partnership opportunity to collaborate for a future Baby Shower event.
Sent email invitation to selected prospects for January Food Bank Lunch & Learn.

Exploratory meeting with Blackbaud rep for possible CRM vendor.
Held meeting with Finance and Payroll Staff to finalize development of an internal employee giving campaign.
Attended informational meeting at Bakersfield Chamber for Pacific Steel Group for future project in Mojave.
Sent follow-up email to Consultant Russell Johnson, to set up partnership meeting for Mojave developments and projects.
Continued to solicit for Gourmet For Good major sponsors contacting Adventist, Dignity and Tri-Counties Bank.
Introductory meeting with KCSOS AmeriCorps Program Manager to discuss partnership opportunities.
Attended networking event, Hispanic Chamber of Commerce Holiday party.
Meeting with Insurica staff to discuss future partnership opportunities.
Developed framework for Employee Giving roll-out including PP Presentation, Board memos and Email Template.
Sent thank you end of year gifts to all Foundation Board members and selected CAPK clients.
Submitted last minute donation letter to Kern Family Health Care for funding to cover the cost of bike helmets. ($2,775)
Attended Holiday Meal at M Street Navigation Center.
Participated at the EKFRC Holiday Meal Box Distribution.
Raised $65,238 for December for CAPK Programs.

Program Strategic Goals	Progress Towards Goal
Proactively identify and pursue new funding opportunities to support and enhance our organization's mission and projects.	Revisit needs for FRC's, Food Bank & M Street - setting up a calendar of Virtual Food Drives, Hygiene Drives and Toy Drives for the Holidays to kick-off in the fall.
Develop a long term plan to raise awareness and funds to support the Food Bank.	Participating twice monthly meetings with key Food Bank staff to identify prospective supporters and discuss fundraising strategies. Foundation support for Anti-Hunger Month Campaign.
Strategically plan targeted campaigns to increase funding to CAPK funding.	Schedule monthly check-in meetings with internal partners to access program needs and develop funding strategies for each.

Community Action Partnership of Kern

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Month	November-24	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Food Pantries	Holiday Programs	Utility Service Payment
Top 3 Unmet Needs	Food Stamps	Specialty Food Programs	Homeless Diversion Programs

Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County	4142	67,142	90,000	5%	75%
Kings County	243	2,765	4,000	6%	69%
Tulare County	823	9,336	10,000	8%	93%
Stanislaus County	910	9,574	10,000	9%	96%
Fresno & Madera	2515	33,267	20,000	13%	166%
Merced & Mariposa	92	881	900	10%	98%
Total I&R Calls Handled	**8,725**	**122,965**	**134,900**	**78%**	**91%**
Average Wait Time	**0:24**				
Average Handle Time	**5:28**				

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	18	14.4	**3.60**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	49	16	241	300	7%	80%
Medi-Cal Application (MNP) (SRV 3h)	29	13	165	100	8%	165%
Medi-Cal Redetermination- KP (SRV 3h)	1	0	2	70	0%	3%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	70	26	343	300	8%	114%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	25,392	292,550	225,000	11%	130%

Other Calls	Month	YTD
LIHEAP (SRV 7b)	2396	40,859
Mental Health (SRV 7c)	308	4,566
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	397	8,035
Food-related Calls (SRV 7c)	1477	15,101
Housing and Homelessness Calls (SRV 7c)	490	21,918
Health and Human Service Referrals (SRV 7c)	2044	23,601
Total Other Services	7,112	114,080

Explanation (Over/Under Goal Progress)
2-1-1 lends its call handling service to several counties amongst the Central Valley in addition to the local county of Kern. Internally, the program also answers calls associated with homelessness assistance and completes a Quick Reference Tool to transfer callers to Coordinated Entry System. 2-1-1 makes every effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. The program is nearly staffed to capacity having an sufficient number of employees in roles to perform its associated work. Call volumes have been consistent in recent months and the program continues offering assistance for Medi-Cal renewal applications. Medi-Cal renewals requires a variation of direct contact with individuals, phone conversations, and follow-up measures. In many cases, community members expressing interest in Re-determination may not follow through with expectations to submit an application. The Medi-Cal Health Navigator Program (Medi-Cal) came to an end on 6/30/24 as a result of State budget changes; as of 7/1/2024, there is no longer an active contract to lead those efforts.

Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 is staffed with 22 Full Time Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance related as wells as standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. The program has been able to renew contracts with existing Funders.

Program Highlights
The programs' average calls handled is 95% and abandoned is 5% abandoned amongst seven (7) campaigns for November 1 - 30, 2024. The Program has renewed a contract that supports assisting the community with CalFresh applications, developed a new contract to aide in offering community assistance with the initial Medi-Cal application, renewals, and enrollment into Kaiser's Community Health Care Program for the lower-middle class. 2-1-1 is in the process a renewing a contract for back-office call handling and executing a contract to provide resources and care coordination to community members who are electricity dependent and at risk of a power outage. The program has integrated a campaign in its Telephony System for Coordinated Entry Systems to allow homeless and housing related calls funneled directly to their program. This offload of calls is expected to reduce the call volume for 2-1-1 in aim to be more efficient with abandonment rates and call times.

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Month	December-24	Program/Division	2-1-1 Call Center Program
Division/Director	Pritika Ram	Program Manager	Sabrina Jones-Roberts
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The 2-1-1 Kern is a 24/7 information and referral service that provides local residents with comprehensive information and links to community health and human services at no cost. The 2-1-1 Kern has a database of 1,300 social service agencies that are available to the public through the 2-1-1 Kern Online Resource Directory at www.211KernCounty.org. The program has over 17 years of experience in providing and linking community members to vital services, and currently serves multiple communities in the Central Valley including Kings, Tulare, Stanislaus, Fresno, and Madera through the United Way partnerships.

Most Requested Services	Food Pantries	Utility Service Payment	Holiday Programs
Top 3 Unmet Needs	Food Stamps	Specialty Food Providers	Homeless Diversion Programs

Information and Referral Services Calls Handled (SRV 7c)	Month	YTD	Annual Goal	Month Progress	Annual Progress
Kern County	3215	70,357	90,000	4%	78%
Kings County	197	2,962	4,000	5%	74%
Tulare County	737	10,073	10,000	7%	101%
Stanislaus County	871	10,445	10,000	9%	104%
Fresno & Madera	2441	35,708	20,000	12%	179%
Merced & Mariposa	139	1,020	900	15%	113%
Total I&R Calls Handled	**7,600**	**130,565**	**134,900**	**68%**	**97%**
Average Wait Time	**0:38**				
Average Handle Time	**5:33**				

Staffing vs. Call Volume	Current Staff	Staff Needed Per Call	Staff Over/ Short
2-1-1 staff designated for calls handled across all counties contracts with the expectation of 42 calls per staff for an 8-hour shift.	17	13.4	**3.64**

Grant Funded Services	Activity	Month	YTD	Annual Goal	Month Progress	Annual Progress
CalFresh Application (SRV 3l)	68	22	263	300	8%	88%
Medi-Cal Application (MNP) (SRV 3h)	58	14	179	100	8%	179%
Medi-Cal Redetermination- KP (SRV 3h)	2	0	2	70	0%	3%
First 5 Help Me Grow (HMG) Ages & Stages New Children Screened (SRV 5c)	53	22	365	300	6%	122%

2-1-1 Website Visitors	Month	YTD	Annual Goal	Month Progress	Annual Progress
Duplicated Visitors *(i.e., accessing 2-1-1 e-services and database resources)*	27,206	319,756	225,000	12%	142%

Other Calls	Month	YTD
LIHEAP (SRV 7b)	3415	44,274
Mental Health (SRV 7c)	298	4,864
Utility Assistance Calls- Discount Internet or Utility (SRV 7c)	445	8,480
Food-related Calls (SRV 7c)	1149	16,250
Housing and Homelessness Calls (SRV 7c)	424	22,342
Health and Human Service Referrals (SRV 7c)	1370	24,971
Total Other Services	7,101	121,181

Explanation (Over/Under Goal Progress)
2-1-1 performs call handling services for several counties throughout the Central Valley in addition to the local county of Kern. Internally, the program answers calls associated with homelessness assistance and completes a Quick Reference Tool to assign follow-up to Coordinated Entry System. 2-1-1 makes an effort to meet standard goals and deliverables for all contracts and projects. Through its various scopes of work, the program supports providing application assistance, assessments, and outreach to bring awareness of services within the community. Calls, applications, and assessments are monitored and reviewed to determine appropriate methods and material needed for outreach events. The program is staffed to capacity having an sufficient number of employees to perform its crucial work. In recent months, the program committed to a service to provide application assistance for Kaiser's Community Health Care Program along with continued efforts in assisting community members with Medi-Cal and Medi-Cal Re-determination. □

Program Strategic Goals	Progress Towards Goal
1. Enhance recruitment initiatives to attract and hire well-qualified candidates.	The program seeks to captivate skilled candidates by streamlining the recruitment process of internal Human Resources and external Staffing Agency efforts. The program is in a position currently to offer competitive wages, language fluency and competency incentives, and opportunities for growth.
2. Enhance employee retention and foster opportunities for professional growth.	2-1-1 is staffed with 22 Full Time Information and Referral (IR) Specialists to handle Low-Income Home Energy Assistance related as wells as standard calls. The program enriches employees through strategic schedule planning, honoring traditions, and celebrating achievements or milestones. The program offers opportunities for professional development and an incentive for IR's who obtain certification as a Community Resource Specialist.
3. Focus on retaining current contracts, such as those with United Ways, and explore growth opportunities to enhance the impact on clients.	2-1-1 aims to achieve strengthened partnerships by effectively communicating, and meeting with partners and contract grantors to share performance data and discuss progress relative to its objectives, deliverables, and goals. The program is consistently working on meeting the reporting expectations of all funding sources and maintaining a trusting relationship to increase the opportunity for existing contracts to be retained. The program has been able to renew contracts with existing Funders.

Program Highlights
The programs' average calls handled is 94% and abandoned is 6% amongst seven (7) campaigns for December 1 - 31, 2024. The Program has recently renewed a contract that supports back-office call handling procedures for one of counties within the Central Valley. The program is in the new statges of seeking to identifiy individuals that qualify for Kaiser's Community Health Care Program. The successfully launched a campaign in its Telephony System for Coordinated Entry Systems (CES) to allow homeless and housing related calls to be funneled directly to their program with an option for callers to contact 2-1-1 after business hours.

Community Action Partnership of Kern

Monthly Report 2024

Month	November-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Community School Partnership Program (CSPP) provides comprehensive case management services to student-families enrolled in Bakersfield City School District's (BCSD) Community Schools. CSPP receives referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program connects student-families with community-based services to address food insecurities, housing stability, and other essential needs. It is modeled after the Four Pillars of a successful Community School, aimed at mitigating the academic and social impacts of emergencies on local communities and enhancing school responsiveness to student and family needs.

Additional Requested Services	Family Justice Center	Diapers and Wipes	Transportation
BCSD Referral Type	M.T.S.S (2)	F.A.C.E (58)	OTHER (15)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	78	707	650	12%	109%
Families Receiving Case Management Services (SRV 7a)	9	166	488	2%	34%
Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**			
Families that completed Pre-assessment	9	162			
Families that completed Post-assessment	0	10			
Internal Referral Services (SRV 7c)	**Month**	**YTD**			
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	18	120			
Total Families referred internally for Housing (CES)	2	46			
Total families referred for Employment Resources (2-1-1 or external)	4	46			
Total Families referred internally for Childcare (Head Start)	1	23			
Total Families referred internally for Utility Assistance (Energy)	19	109			
Total Families referred to Friendship House afterschool/ mentorship program	0	33			
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	87	497			
Home Visits (SRV 2cc)	6	80			

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)
The Community School Partnership Program is now in its fourth month of the 2024-2025 academic year. With a Case Manager vacancy effective on 10/24/24, the program supervisor and administrator provided daily coverage to ensure continuity and support until the successful onboarding of a new Case Manager. Maintained collaboration with school liaisons and leadership. Supported Case Managers with delivering essential services, distributing food and other resources, and aligning efforts to increase participant engagement. There is a need to improve parent center accessibility and a creating welcoming environment at McKinley Elementary. Addressing operational limitations, like locked gates or limited hours, and providing additional training support for the new FACE Liaison could increase family participation and use of resources.

Program Strategic Goals	Progress Towards Goal
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Reviewed and refined internal processes, including the CSPP Referral Process Flow Chart, to streamline case management and referral procedures. Continued 1:1 and team meetings with case managers to address challenges, offer feedback, and support professional growth. Discussed ways to improve communication and interpersonal relationships, with an emphasis on collaboration and proactive problem-solving.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	There is a need to ensure that case managers maintain consistent engagement with families and complete timely follow-ups. Regular check-ins and adherence to the Case Management Process and Timeline will help improve service delivery.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	For the 2024-2025 academic year, CSPP will continue its partnership with Chase Bank to provide financial literacy education to families. Additionally, CSPP will actively seek out and explore other housing resources.

Program Highlights
Community School Partnership Program is in its fourth month of the 2024-2024 academic year. On site support was provided to the Elementary School with a case manager vacancy. Collectively, each of the four school sites hosted several holiday activities and various events that the program participated in to include a Parent Cafe, Love and Solution with parents, Booster Club Meeting, Muffins and Momma, Donuts and Dad, Coffee Drive Thru, Family Night, Coffee with the Principal, and a Family Picnic. All events support the participation of children and parents expanding the opportunity for case managers to connect with families and obtain additional referrals.

Community Action Partnership of Kern

Monthly Report 2024

Month	December-24	**Program/Work Unit**	Community School Partnership Program
Division/Director	Pritika Ram	**Program Manager**	Que'Mesha Banner
Reporting Period	January 1, 2024 - December 31, 2024		

Program Description

The Community School Partnership Program (CSPP) provides direct wrap around case management to student-families enrolled within Bakersfield City School District's (BCSD) Community Schools. CSPP is designed to receive referrals from the community schools' Multi-Tiered System of Support and Family and Community Engagement (FACE) Liaisons. The program links student-families to community-based services addressing food insecurities, housing stability, or other related basic services. The program is modeled after the Four Pillars of a successful Community School designed to mitigate academic and social impacts of emergencies affecting its local communities and improve school responsiveness to student and family needs.

Additional Requested Services	Diapers	Employment Leads	Resume Building
BCSD Referral Type	M.T.S.S (1)	F.A.C.E (20)	OTHER (43)

Direct Services	**Month**	**YTD**	**Annual Goal**	**Month Progress**	**Annual Progress**
Families referred to Program (SRV 7c) One-time services	64	771	650	10%	119%
Families Receiving Case Management Services (SRV 7a)	78	244	488	16%	50%

Results-Oriented Management and Accountability (ROMA) Assessment	**Month**	**YTD**
Families that completed Pre-assessment	14	176
Families that completed Post-assessment	2	12

Internal Referral Services (SRV 7c)	**Month**	**YTD**
Total Families referred internally for Food and Nutrition (2-1-1 or CalFresh)	10	130
Total Families referred internally for Housing (CES)	4	50
Total families referred for Employment Resources (2-1-1 or external)	7	53
Total Families referred internally for Childcare (Head Start)	0	23
Total Families referred internally for Utility Assistance (Energy)	6	115
Total Families referred to Friendship House afterschool/ mentorship program	0	33
Families Receiving Emergency Food Boxes through CAPK Food Bank Pantry Partnership (SRV 5jj)	114	611
Home Visits (SRV 2cc)	9	89

Community Action Partnership of Kern

Monthly Report 2024

Explanation (Over/Under Goal Progress)	
The Community School Partnership Program is now in its fourth month of the 2024-2025 academic year. The Case Manager vacancy was filled requiring the new employee to be provided a tour and introduced to the school site personnel. Case Managers maintained collaboration with school liaisons and the Community School Partnership Program Leadership remained connected with BCSD Leadership.	
Program Strategic Goals	**Progress Towards Goal**
1. Elevate program standards and effectiveness by providing a minimum of 3-months and up to one year of case management services to families referred to program and ensure the case management flow chart is being followed and conducted promptly.	Daily school site check in process and emergency food box criteria was reviewed for efficiency and refined for standardization. The programs' Leadership met with the funding sources' Leadership to discuss current case management goals and processes. Team meetings were held with case managers in effort to identify barriers to procedures, discuss strategies in pro-active case management, and offer support in achieving routine tasks.
2. Implement Specific, Measurable, Achievable, Relevant, and Time-Bound (SMART) goals with participating families based on their needs outlined in ROMA assessment to reduce barriers and increase successful outcomes.	Collaboration efforts were implemented with the team to ensure case managers recognize and utilize the tools that are available to conquer the necessary steps in building goals, remaining connected with families, and determining when it is appropriate to proceed with closing a case.
3. Increase access to housing support and financial educational opportunities for families experiencing or at-risk of homelessness.	The program shall aim to continue its partnership with Chase Bank to offer financial literacy education to parents and their families. Additionally, the program will seek out and explore options for housing resources.
Program Highlights	
Community School Partnership Program is in its fifth month of the 2024-2024 academic year. A case manager was onboarded at the beginning of December and filled the one (1) pre-existing vacancy. With the onset of winter break, each school site offered one or more events prior to school closure. All events support the participation of children and parents expanding the opportunity for case managers to connect with families and obtain additional referrals. During winter break, the case managers spent the vast majority of their time at the main office and scheduled a visit to volunteer at CAPK Food Bank early January 2025.	

Application Status Report
November and December 2024

Name	Description	Funder	Amount Requested	Amount Awarded	Decision Date	Status
Economic Opportunity Area	Abandoned due to not having site control of a building in the Downtown EOA that needs refurbishments. Plans are in place to acquire a facility, but under time constraints we will not be able to take advantage of this funding at this time. Funds can be used for any project that brings new businesses/services/revilization to downtown. The application requested funds for supplies and equipment that are needed for the new administrative building.	City of Bakersfield	$ 66,976.36	$ -		Abandoned
Equitable Access to Healthy Fooc	This funding opportunity will allow the Food Bank to pilot a 24/7 Food Locker for community members to obtain emergency food at anytime.	Kaiser Permanente	$ 60,000.00	$ 60,000.00	11/25/2024	Awarded
Wonderful Community Grant	Free farmers markets in the underserved communities of Shafter, Wasco, Lost Hills and Delano.	Wonderful Communi	$ 200,000.00	$ 100,000.00	11/18/2024	Awarded
Kern River Community Fund	Funds will be used to purchase a commercial refrigerator and freezer for the Kern River Valley Bridge distribution site.	Kern Community Fou	$ 6,000.00	$ 3,000.00	11/26/2024	Awarded
Home Repair and Weatherization	This RFP will provide $25,000 grants to residents with homes needing essential health and safety improvements.	City of Bakersfield	$ 650,000.00	$ 700,000.00	11/7/2024	Awarded
Nourishing Neighbors	Programs eligible for funding can include (but are not limited to): - Programs that support school backpack programs - Programs that support students in need through gift cards or food distribution at schools - Programs that support school pantries OASIS FRC is applying for $5000 to supplement its food pantry with food and/or food vouchers.	Albertsons	$ 5,000.00	$ -	11/26/2024	Awarded
HeadStart Winter Coat Drive Spo	To support new winter coats for HS kids in Kern County Head Start	Chevron Community	$ 10,000.00	$ 10,000.00	11/22/2024	Awarded
Whale Tail Grants Program	Project funds will be utilized to give FHCC and SYC at-risk children from FHCC and SYC residing in the economically challenged areas of southeast Bakersfield and Shafter California new knowledge, curiosity, appreciation and respect for marine life and ecosystems	California Coastal Co	$ 49,000.00	$ -		Pending

Application Status Report
November and December 2024

Community Vitality Unit-Intensive	Provide intensive case management to people experiencing chronic homelessness.	City of Bakersfield	$ -	$ -		Pending
Diversion Financial Assistance Pr	This grant from the City of Bakersfield is designed to fund comprehensive homelessness prevention, diversion, and rapid rehousing services for individuals and families facing housing instability. CAPK will apply under the Coordinated Entry System (CES) to enhance outreach, case management, and stabilization services, providing targeted support to move clients toward secure and stable housing. $1,000,000 from the City of Bakersfield's General Fund is being allocated to support this project.	City of Bakersfield	$ 1,000,000.00	$ -		Pending
Stater Bros. Charity	Food Bank-General Operating Support	Stater Bros. Charities	$ 21,000.00	$ -		Pending
Maximus Foundation Community	Maximus Foundation 2025 Grant Cycle - Applying for the three-year Impact Grant ($150,000 total; $50,000/year) to support CAPK's Food Bank operations and food security initiatives across Kern County. This unrestricted funding opportunity aligns with our mission and proven track record of addressing food insecurity through our extensive distribution network. Due January 3, 2025; awards announced May 1, 2025.	Maximus Foundation	$ 50,000.00	$ -		Pending
Donation Request	Funds for desktops and laptops	Citizens Business Ba	$ 10,000.00			Pending

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	State	**CAPK Program**	Friendship House
Funding Agency	California Governor's Office of Emergency Services	**Project Name**	Flexible Assistance for Survivors Pilot Grant Program
CFDA	N/A	**Target Population**	Victims/survivors of crime
Reapplication (Y/N)	N	**Number to be served**	300-500
Estimated Request	$ $550,000	**Division Director**	Freddy Hernandez
Award Period	May 1, 2025 -April 30, 2026	**Program Manager**	Lois Hannible

Project Goal (One sentence goal statement)

Through direct cash assistance, we will enhance safety, healing, and financial stability for victims/survivors of crime and the loved ones of those who have been violently injured or killed.

Project Description (Brief one paragraph description)

The Program aims to enhance the safety, healing, and financial stability of victims/survivors of crime and their family members through direct cash assistance. Both the Family Justice Center and the Open Door Network will partner with CAPK in these efforts, primarily by referring clients to CAPK for financial support. CAPK will distribute the assistance using a trauma-informed, victim-centered approach, tailored to meet the unique needs of each victim/survivor. The assistance can cover a wide range of needs, such as automobile repairs, rental assistance, medical care, education, and safety enhancements, ensuring victims/survivors have the resources to rebuild their lives.

Estimated Budget Summary

The requested funds will primarily be allocated to direct cash assistance for clients, which is expected to comprise approximately 70% of our overall budget. On average, each client will receive between $800 and $1,000 in financial support to address their specific needs. We will utilize a portion of the time from existing staff at Friendship House to identify families, guide them through the intake process, and collaborate with finance to disburse funds. The budget also includes a subaward to the Open Door Network for a 1.0 Referral Specialist, who will work closely with staff to streamline client referrals. Additionally, the Family Justice Center will provide referrals as an in-kind contribution to support the program's success.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 01/07/2025
Freddy Hernandez (Jan 7, 2025 14:42 PST)
1. Division Director — Date

Pritika Ram — 01/07/2025
2. Chief Business Development Officer — Date

01/08/2025
3. Chief Program Officer — Date

Stacy Webster — 01/07/2025
4. Chief Financial Officer — Date

01/07/2025
5. Chief Facilities and Technology Officer — Date

01/07/2025
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Public	**CAPK Program**	Housing and Supportive Services
Funding Agency	City of Bakersfield	**Project Name**	Diversion Financial Assitance Program
CFDA	NA	**Target Population**	Housing Insecure
Reapplication (Y/N)	N	**Number to be served**	200
Estimated Request	$ 1,000,000	**Division Director**	Rebecca Moreno
Award Period	3/2025 - 3/2027	**Program Manager**	Joseph Aguilar / Rosario Miranda

Project Goal (One sentence goal statement)

The goal of this project is to provide targeted homelessness prevention, diversion, and rapid rehousing services through direct rental and financial assistance, stabilizing housing for vulnerable individuals and families in Kern County, reducing inflow into homelessness, and promoting long-term self-sufficiency.

Project Description (Brief one paragraph description)

This project will expand homelessness prevention, diversion, and rapid rehousing services through CAPK's established Coordinated Entry System (CES) and Adult Re-Entry (ARG) programs, stabilizing housing for approximately 200 individuals and families in Kern County. By utilizing direct rental and financial assistance—including rental deposits, arrears payments, and utility support—the project will address critical gaps in CAPK's existing service offerings. CES will provide intake and coordinated assessment to prioritize clients based on vulnerability, while ARG staff will deliver trauma-informed case management and administer financial assistance. This initiative will operate under a Housing First approach, ensuring compliance with program requirements through robust rental assistance agreements and data collection protocols. With this funding, CAPK will enhance its ability to meet the growing demand for housing stabilization services, effectively reducing inflow into homelessness and promoting long-term self-sufficiency.

Estimated Budget Summary

The estimated budget for this project is $1,000,000, with $909,091 allocated to direct client services and financial assistance, and $90,909 for indirect costs. Direct client services include $250,000 for rental deposits, $609,091 for rental arrears and short- to medium-term rental assistance, $30,000 for utility payments, and $20,000 for client incentives such as transportation and essential work supplies. All staffing and space costs, totaling $436,276, will be provided as in-kind contributions, ensuring the grant funding is dedicated entirely to supporting approximately 200 households in achieving housing stability.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

1. Division Director	Date	Stacy Webster	07/01/2
Pritika Ram	07/01/2	4. Chief Financial Officer	Date
2. Chief Business Development Officer	Date		07/01/2
	07/01/2	5. Chief Facilities and Technology Officer	Date
3. Chief Program Officer	Date		07/01/2
		6. Chief Executive Officer	Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Funding Profile

Funding Information			
Funding Type	Private	**CAPK Program**	EKFRC, OFRC
Funding Agency	Maximus Foundation	**Project Name**	Maximus Foundation Impact Grant
CFDA	NA	**Target Population**	Food Insecure
Reapplication (Y/N)	N	**Number to be served**	2200
Estimated Request	$ 150,000	**Division Director**	Freddy Hernandez
Award Period	May 2025 - May 2028	**Program Manager**	Eric LeBarbe, Anna Saavedra

Project Goal (One sentence goal statement)

CAPK will strengthen East Kern's emergency food assistance network by empowering our Family Resource Centers with resources to address acute food insecurity in rural communities through culturally appropriate and low-barrier food options.

Project Description (Brief one paragraph description)

Through a three-year $150,000 Maximus Foundation Impact Grant ($50,000 annually), CAPK will enhance our Food Bank's ability to address acute food insecurity in East Kern County by providing emergency food assistance through our Family Resource Centers in Ridgecrest and Mojave. This project bridges a critical gap in rural food assistance by establishing reliable, weekly food deliveries tailored to meet immediate community needs. Our FRCs will serve as strategic distribution hubs, ensuring vulnerable residents, including homeless individuals and families in crisis, have access to appropriate food assistance. By strengthening the connection between our Food Bank and FRCs, we create lasting infrastructure for rapid response to food crises across East Kern's expansive rural territory.

Estimated Budget Summary

The $150,000 Maximus Foundation Impact Grant will be distributed as $50,000 annually over three years. Each year, $45,455 will be dedicated to food procurement, providing 2,273 emergency food boxes that include culturally appropriate and low-barrier options. The remaining $4,545 annually will cover essential administrative costs.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Approvals:

Freddy Hernandez — 06/01/2
Freddy Hernandez (Jan 6, 2025 08:37 PST)
1. Division Director — Date

Pritika Ram — 01/06/2(
2. Chief Business Development Officer — Date

06/01/2(
3. Chief Program Officer — Date

Stacy Ulebster — 06/0
4. Chief Financial Officer — Date

08/0
5. Chief Facilities and Technology Officer — Date

06/01
6. Chief Executive Officer — Date

Date Presented / Approved:

PRE Approval: _____ B&F Approval: _____ Executive Approval: _____ Board Approval: _____

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November and December 2024

Funding Type	Private	**CAPK Program**	Oasis FRC
Funding Agency	Albertsons Companies Foundation	**Project Name**	Albertsons Nourishing Neighbors Grant
CFDA	NA	**Target Population**	Food Insecure
Request	$5,000	**Division Director**	Freddy Hernandez
Award Period	11/2024 -11/2025	**Program Manager**	Eric Le Barbe
Description	CAPK applied for a $5,000 grant from the Albertsons Nourishing Neighbors program but was awarded $10,000 in unrestricted funds. These funds will directly support clients in the Ridgecrest community facing acute food insecurity by providing the Oasis Family Resource Center (FRC) with a supply of low-barrier food to stock its pantry.		

Funding Type	Private	**CAPK Program**	VITA
Funding Agency	Citizens Business Bank	**Project Name**	Donation Request
CFDA	NA	**Target Population**	VITA Staff
Request	$10,000	**Division Director**	Freddy Hernandez
Award Period	2025	**Program Manager**	Jacquelyn Guerra
Description	The requested donation will be used to purchase new laptops and computers. As most filings are done electronically, having access to updated and reliable equipment will improve the client experience by reducing processing times and ensuring smoother, more accurate submissions. Additionally, the laptops are necessary for the VITA team, who proactively meet with community members at various resource centers and events..		

Recommendation	Staff recommends approval to submit the small funding application(s) up to $50,000 per year and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Community Action Partnership of Kern
Small Funding Request ($50,000 or less per year)
November and December 2024

Date Presented/Approved

Policy Council:	_____	PRE Presentation:	_____	B&F Approval:	_____	Board Approval:	_____

MEMORANDUM

To: Program Review and Evaluation Committee
Vanessa Mendoza
From: Vanessa Mendoza, Grant Administrator

Date: Wednesday, January 15, 2025

Subject: *Agenda Item 5c.:* California Board of State and Community Corrections, Adult Reentry Grant (ARG) Program – **Action Item**

Community Action Partnership of Kern (CAPK) is seeking Board approval to reapply for funding through the Adult Reentry Grant (ARG) Program, administered by the California Board of State and Community Corrections (BSCC). This funding opportunity will enable CAPK to sustain and expand its services for individuals transitioning from incarceration, reducing barriers to stability and fostering self-sufficiency.

The success of CAPK's current ARG Warm Handoff and Reentry Services Program (ARG WHO) highlights the critical need for continued funding. Since its implementation, the program has provided case management services to 188 individuals year-to-date, exceeding its annual goal. These services include housing search assistance, landlord engagement, financial capability training, and tenant rights education. Additionally, CAPK has secured 37 permanent housing placements and facilitated 28 employment outcomes for clients, addressing core barriers to stability. These achievements demonstrate the program's effectiveness in reducing recidivism and homelessness in Kern County.

There are two categories of funding in the ARG Program in which CAPK intends to apply:

1. **Warm Handoff/Reentry Services:** This category supports case management, barrier removal, and system navigation services that help individuals transition successfully from incarceration to stable living situations. These services emphasize immediate engagement and connection to critical resources, including healthcare, employment, and housing support.

2. **Rental Assistance**: This category funds direct housing support, including rental subsidies, security deposits, and utility assistance. These resources are critical for ensuring housing stability for reentry populations, helping to reduce homelessness and promote long-term success.

CAPK plans to request approximately $800,000 to continue delivering Warm Handoff and Reentry Services, including case management, barrier removal, and system navigation. Additionally, CAPK will apply for the full funding amount of $2,250,000 available for the Rental Assistance category. These funds will allow CAPK to provide critical housing support, including rental subsidies, deposits, and utility assistance, ensuring increased housing stability for individuals reentering the community.

This reapplication aligns directly with **Strategic Goal #3: Advancing economic empowerment and financial stability for low-income individuals** by addressing homelessness prevention and increasing access to stable housing.

Recommendation

Staff recommends approval to submit the funding application and authorize the Chief Executive Officer to execute the contract if awarded, and any subsequent amendments throughout the duration of the contract term.

Attachment:
Resolution # 2025-_

RESOLUTION # 2025-__

A Resolution of the Board of Directors of Community Action Partnership of Kern Approving the Application for Funds from the California Board of State and Community Corrections (BSCC)

The Board of Directors of Community Action Partnership of Kern, located at 1300 18th Street, Suite 200, Bakersfield, CA 93301, met on January 27, 2025, 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 addressing the causes and conditions of poverty in Kern County by developing and implementing innovative programs and has adopted the philosophical position of “Helping People, Changing Lives” in its mission to empower individuals and families with minimal or no resources; and

WHEREAS, the California Board of State and Community Corrections (BSCC) provides funding through the Adult Reentry Grant (ARG) Program to support Warm Handoff, Reentry Services, and Rental Assistance for formerly incarcerated individuals transitioning back into the community; and

WHEREAS, the BSCC requires the governing body of the applicant to certify through a resolution that it approves the application for grant funding and authorizes a representative of the applicant to execute the grant agreement and any amendments under the terms required by the BSCC;

NOW, THEREFORE, be it resolved that the grantee hereby approves the submission of the funding application for up to $4,500,000 under the BSCC Adult Reentry Grant Program—Cohort 4, including $2,250,000 for Warm Handoff/Reentry Services and $2,250,000 for Rental Assistance. The Board authorizes the Chief Executive Officer as the authorized representative with the authority to execute a contract with the BSCC and any subsequent amendments, if awarded.

APPROVED by a majority vote of the Directors of the Community Action Partnership of Kern, this January 27, 2025.

_____ _____

Fred Plane, Chair Date
Board of Directors

Community Action Partnership of Kern
Monthly Report 2024

Month	November-24	**Program/Work Unit**	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	**Enrollment and Attendance Manager**	Carol Hendricks
Reporting Period	November 1, 2024 - November 30, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (5 fully closed classroom rooms)	702	753	753	93%	40
Disabilities	186 (YTD)	10%	10%	28%	n/a
Over Income 101%-130% (up to 35%)	19	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	53	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (4 fully closed classrooms)	889	936	936	95%	51
Disabilities	81 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	21	n/a	n/a	2%	n/a
Over Income 131% and up (up to 10%)	82	n/a	n/a	9%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 350)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	260	283	300	92%	94%

Central Kitchen		Breakfast	Lunch	Snack
Meals and Snacks	51,726	19,197	15,727	16,802

Child and Adult Care Food Program (CACFP) (Note: The data represents information from October 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	75,541	53,951/21,590	60,003	79%

Household Services	Month	YTD
Eligbility Determination (SRV 7b)	143	1135
Total Community Services	**143**	**1135**

Explanation (Over/Under Goal Progress)

The current challenges we are facing regarding enrollment is due to staffing shortages and the licensing of the Martha J. Morgan center. We have addressed our staffing shortages by hiring several direct service staff members. The Stockdale Child Development Center has been licensed, and efforts are underway to fill enrollment at that location. We are awaiting clearance from licensing for the yard at the Martha J. Morgan Center. Until this issue is resolved, the Martha J. Morgan Center remains unable to provide services.

	Progress Towards Goal
Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundationh for their children's academic journey.	Objective: Develop and implement program options that tailor to the commnunity's unique needs and characteristics. Progress: Family Child Care program option became available and reached full enrollment for Head Start. Additional slots are still available for Early Head Start.

Program Description

1. Intake clinics held at various center to increase enrollment and waitlist numbers.
2. Family Child Care first rounds of contracts completed in October 2024, and enrollment for the program option commenced.
3. An enrollment recruitment advertisement was featured in the holiday edition of the Kern Family Magazine, accompanied by a message from Yolanda Gonzales, Director of Head Start/State Child Development Division.
4. CAPK's Head Start Leadership Summit in Stockton, Ca.
5. On November 21, 2024, staff participated in an enrollment recruitment even held for Farmworker's Appreciation Day at the America's Job Fest.

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Community Action Partnership of Kern
Monthly Report 2024

Month	December-24	Program/Work Unit	Head Start & Early Head Start
Division/Director	Head Start/State Child Development Division/ Yolanda Gonzales	Enrollment and Attendance Manager	Carol Hendricks
Reporting Period	December 1, 2024 - December 31, 2024		

Program Description

Head Start provides high-quality, early childhood education to children ages zero to five years old through part-day, full-day, and home-based options. The program has a holistic approach, not only addressing the needs of the child but teaching parents to become advocates and skilled providers for their children through its Parent Policy Council and Family Engagement programs. CAPK offers Head Start and Early Head Start services throughout Kern and San Joaquin counties.

Early Head Start (ages 0-3) (FNPI 2a, 2b, 2c, 2c.1,2d, SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (3 fully closed classroom rooms)	752	753	753	99.9%	25
Disabilities	197 (YTD)	10%	10%	28%	n/a
Over Income 101%-130% (up to 35%)	20	n/a	n/a	3%	n/a
Over Income 131% and up (up to 10%)	60	n/a	n/a	8%	n/a

Head Start (ages 3-5) (FNPI 2a, 2b, 2c, 2c.1,2d,SRV 2b, 7a)	Month	Target	Annual Goal	Annual Progress	Closed Classrooms Slots
Reportable/Funded Enrollment (2 fully closed classrooms)	936	936	936	100%	17
Disabilities	81 (YTD)	10%	10%	9%	n/a
Over Income 101%-130% (up to 35%)	23	n/a	n/a	2%	n/a
Over Income 131% and up (up to 10%)	84	n/a	n/a	9%	n/a

Home Visiting Program (SRV 2cc, 7a)	Monthly	Year-To- Date	Annual Goal (Contract Limit 350)	Annual Progress (Calendar)	Annual Progress (Program Year)
Enrollment	268	298	300	89%	99%

Central Kitchen		Breakfast	Lunch	Snack
Meals and Snacks	55,340	20,655	16,962	17,723

Child and Adult Care Food Program (CACFP) (Note: The data represents information from November 2024)	Total Meals Delivered	Meals Allocated (CACFP/HS)	# of Meals Served	% of Meals Served
Meals and Snacks (SRV 5ii)	62,016	41,376/20,640	46,245	75%

Household Services	Month	YTD
Eligibility Determination (SRV 7b)	101	1236
Total Community Services	**101**	**1236**

Explanation (Over/Under Goal Progress)
The current enrollment challenges are attributable to staffing shortages; however, additional staff have been onboarded, leading to a reduction in vacancies for direct service positions. In December 2024, the Martha J. Morgan Center obtained its license and became operational, contributing to an increase in enrollment numbers.

	Progress Towards Goal
Full Enrollment Initiative	Objective: To achieve 97% enrollment for both Early Head Start and Head Start programs. Progress: In December 2024, the reportable enrollment to the Office of Head Start was 99.9% for the Early Head Start program and 100% for the Head Start program; therefore, meeting the required enrollment standards.

Program Description
1. Intake clinics held at various center to increase enrollment and waitlist numbers. 2. Family Child Care contracted with 7 partners. 3. The Head Start Division of CAPK successfully fulfilled the requirements of the Full Enrollment Initiative initiated by the Office of Head Start; therefore, avoiding the need for an additional under-enrollment action plan. 4. Staff from the Head Start program participated in the Bakersfield and California City Christmas Parades.

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MEMORANDUM

To: Program Review & Evaluation Committee

From: Rosa Guerrero, Administrative Analyst

Date: January 15, 2025

Subject: *Agenda Item 5e.*: 2025-26 Head Start Program Planning Calendar – **Action Item**

The Head Start/State Child Development Division requests approval of the annual Program Planning Calendar, aligned with the grant funding cycle beginning March 1, 2025. The program intends to continue providing a comprehensive service delivery plan that supports school readiness for children ages 0-5 with funding from the California Department of Education (CDE), California Department of Social Services (CDSS), the Office of Head Start (OHS), and the United States Department of Agriculture (USDA). This calendar will guide CAPK's initiatives in managing the development, implementation, and evaluation of early learning theories. The calendar also includes activities and people responsible, timelines, and governing bodies involved in the decision-making process. The program supports state and county efforts to improve communities by promoting educational opportunities that enrich the lives of children and their families. Upon approval, the Head Start/State Child Development Division will begin priority-based initiatives noted for January and February.

Recommendation

Staff recommends the PRE-Committee approve the 2025-2026 Program Planning Calendar.

Attachment:

2025-2026 Program Planning Calendar

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Written Planning Procedure • Identify the planning team • Review & update planning calendar	Administrative Analyst, Program Design and Management Administrator, and Assistant Director Program	January – February	Policy Council Board of Directors	March	Approval Approval
Self-Assessment • Identify strengths & areas needing improvement • Develop Corrective Action Plans	Quality Assurance Administrator, Education Manager, Support Service Manager	January – May	Policy Council Board of Directors	May	Approval Approval
Comprehensive Data Analysis • Community Assessment • Child outcomes • Child assessments • CLASS assessments • ITERS & ECERS • Family Services data • CCR • Health data • Evaluate Staffing Data • Budget vs. actual expenditures • Non-Federal share • Parent surveys • ERSEA Data • Disabilities Data • Training evaluations • Program Information Report (PIR) • Ongoing monitoring results	Administrative Analyst, Program Design and Management Administrator, Education Manager, Support Service Manager, Quality Assurance Administrator, Professional Development Manager, and Assistant Directors	March – June			

DRAFT

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
• Self assessment results May include other data sets relevant for determining community and program needs and strengths					
Program Design & Program Options • Review site locations • Basis for program options • Include in Refunding Application	Administrative Analyst, Program Design and Management Administrator	April – May	Policy Council Board of Directors	June	Approval Approval
Goals and Objectives • Identify priorities • Review/revise Head Start and State Child Development division mission statement • Identify long & short-term program goals	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	April – May	Policy Council Board of Directors	June	Approval Approval
Program Improvement Plans • Based on data including those from the Self-Assessment, PIR, federal review report, etc…	Administrative Team and HS Director	June – July	Policy Council Board of Directors	August	Approval Approval
Program Information Report (PIR) • Summarize data • Verify data • Input data into online Head Start Enterprise System	Quality Assurance Administrator, and Administrative Staff	June – August	Policy Council Board of Directors	February	Informational Informational
Begin Budget Draft • Include funds to support program goals/ objectives • Involve all divisions that support the requirements of the Head Start program	Finance Team and the Administrative Staff	June – August			

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Program Objectives & Need for Assistance • Draft program narrative	Administrative Analyst, Program Design and Management Administrator, and the Administrative Team	June – August			
Training and Technical Assistance Plan • Identify training needs based on the results of data analysis • Indicate outcomes and evaluation of achievement	Administrative Analyst, Program Design and Management Administrator, and the Professional Development Manager	June - October	Policy Council Board of Directors	October	Approval Approval
Completed Budget • Final management review & approval	Head Start Director, Chief Program Office and Chief Financial Officer	August			
Recruitment Plan and Selection Criteria • Based on Community Assessment • Develop selection criteria (requires PC approval) • Develop Recruitment Plan • PC/BOD Annual Training	Enrollment and Attendance Manager, Program Design and Management Administrator, Community Partners and Program Parents	September – November	Policy Council Board of Directors	January	Approval Approval
Completed grant application including: • Program options and design • Program priorities, goals & objectives • Training & Technical Assistance (T/TA) Plan • Line-item budget & budget narrative	Administrative Analyst, Head Start Assistant Director Program, Head Start Director and Chief Financial Officer	October	Policy Council Board of Directors	October	Approval Approval

Community Action Partnership *of* Kern
Head Start and State Child Development Division
2025 Program Planning Calendar
Funding Cycle: 3/1/2025 – 2/28/2026

Planning Activity	Persons Responsible/ Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Approved Grant Application Submitted for funding	Administrative Analyst, Program Design and Management Administrator, and the Head Start Assistant Director Program	October/ November			
Head Start Eligibility Training • Head Start program eligibility training to Policy Council and Board of Director members	Enrollment Supervisor, Enrollment and Attendance Manager, and Program Design and Management Administrator	November - February	Policy Council Board of Directors	February	Informational Informational
Head Start Annual Report	Quality Assurance Administrator and the Administrative Team	February			

Begin planning cycle for March 2026 – February 2027 Program Year

Planning Activity	Persons Responsible/Team Leader	Timelines	Governing Bodies Involved	Governance Timelines	Governance Action Type
Community Assessment • Collect data • Compile information into written Community Assessment	Administrative Analyst, Program Design and Management Administrator, and Administrative Staff	November – January	Policy Council Board of Directors	March	Informational Informational

DRAFT

DATE January 16, 2025

TIME 12:00 pm

LOCATION CAPK Administrative Office
1300 18th Street, 3rd Floor
Bakersfield, CA 93301

Audit & Pension Committee Minutes

1. **Call to Order**
   Committee member Jonathan Mullings called the meeting to order at 12:05 pm from the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street Bakersfield, CA.

2. **Roll Call**

   Roll call was taken with quorum present.

   Present: Curits Floyd, Jonathan Mullings and Guadalupe Perez, Gina Martinez

   Others present: Jeremy Tobias, Chief Executive Officer, Tracy Webster, Chief Financial Officer, Gabrielle Alexander, Director of Finance, Susana Magana, Director of Health & Nutrition, Tom Ming, Pensionmark; and other CAPK staff.

3. **Public Forum**

   No one addressed the Committee.

4. **New Business**

   a. CAPK Audit & Pension Plan Update for Q2 2024 – Tracy Webster, Chief Financial Officer and Tom Ming from Pensionmark - ***Info Item***

      Tracy Webster introduced Tom Ming from Pensionmark, who provided an update on Year End of 2024.

      Jeremy Tobias commented we appear to be far ahead in the peer group in asset allocation in target day funds. Tom Ming affirmed that it is Pensionmark's goal to get target date funds up to about 90%. It helps that the target day fund is your default fund.

      Jonathan Mullings asked about the enrollment ratio between females and males and wanted to know if the ratio is consistent with the employment demographic. Tracy Webster confirmed that to be true.

      Curtis Floyd asked about the inactive and unknown listed on the report. Tracy Webster responded when the plan was transferred over from the Standard it may not have transferred over to Nationwide and also noted that some of the inactive individuals may be termed employees that still have active accounts because their balance is above the threshold to stay in the plan if they desire. Curtis requested a comparison of enrollment from this time last year to current year data, as one of the goals was to increase enrollment and it would be good to see if we have been successful. Tom Ming confirmed he can provide the data requested at the next meeting.

Tom Ming discussed Loan Balances and explained that this is a new option available to employees, to have the ability to borrow money from themselves in the 403(b) instead of opting for other options like high-interest rate loans.

Gina Martinez mentioned there are more educational options to work with credit agencies with options to pay creditors late and wanted to know if CAPK is providing this level of education to the staff. Tracy Webster said the HR staff is researching other financial options for staff, such as "pay on demand" to help employees with urgent issues.

Jonathan Mullings inquired if CAPK offers matching funds for contributions. Jeremy Tobias responded and said that CAPK offers a flat 5% contribution to all employees in the 401a plan, with no employee match requirement. The 403b plan is available if they decide to put their own money into the plan above the agency funded 5% contribution.

b. CAPK CSD Audit Review Findings - Tracy Webster, Chief Financial Officer - ***Info Item***

Tracy Webster presented the above agenda item and highlighted most of the contracts were related to COVID and the fiscal year close out was when we were able to close out the CARES related contracts. She also noted State Agencies are recognizing we have a Qualified Opinion in our audit. This is referencing the right of use of leased assets and real estate. CAPK has elected to not adopt the new ASU because of the amount of expense for the audited financials to be produced.

Curtis Floyed inquired what the cost would be for the audit. Tracy Webster said it would be about $750 per lease that would equate to approximately $54,000 in addition to our current audit expenses.

Jeremy Tobias added we need to do a cost benefit analysis, and he noted that we can explain the non-qualified opinion to the Board, and to CPA's, but is not a short nor easy explanation when it comes to other lay people. We are starting to receive more inquiries and not everyone understands it. Staff plan to come back to the next committee meeting with the cost analysis for review. Curtis Floyd added that it makes sense that the first year would be costly but expects that subsequent years the cost would go down.

Tracy Webster agreed but mentioned we change leases yearly. The audit cost is by contract, and it does have a diminished cost the 2nd year if the contract has not changed. Tracy added we have to explain this to auditors at the state level and they don't fully understand beyond the fact you have a qualified opinion.

Curtis Floyd asked if there are any agencies that offer to do just the assessment, and Tracy replied that she was not aware of any such agencies, but we can check into it.

c. WIC Biennial Program Monitoring by CDPH – Marissa Ortiz-Cortez, WIC Program Administrator - ***Info Item***

Marissa Ortiz-Cortez presented the above info item and provided a summary of the report and findings.

Curtis Floyd asked about the only repeat finding was regard to not reading some of the documents to clients and not giving the participants a copy. They only provided a summary, but there were a few steps that were missed. Marrissa replied that WIC provides the summary to review with the clients and it must be read verbatim. There was some confusion as to correct steps to take to complete the task. Marissa stated they now run a report and are able to see if any of these steps have been missed and they can now rectify any errors on the same day, and it has proven to be incredibly successful.

Curtis Floyd asked if it was possible to do a recording and play the recording that for the client in order to know it was done correctly each time. Marissa said that was a great idea and she would check with the state to be sure a recording would be allowed.

Jeremy Tobias acknowledged the incredible work by Marissa and her WIC team, and said that CAPK has never had this kind of participation rate in the WIC program and credits Marrissa who has been instrumental in restructuring the program to achieve this level of capacity.

d. Update Regarding Operating & Real Estate Leases in Audited Financial Statements – Tracy Webster, Chief Financial Officer - ***Info Item***

This agenda item was discussed earlier in the meeting while discussing agenda item 4b.

5. Committee Member Comments

Gina Martinez thanked the committee and wished everyone a Happy New Year.

Jeremy Tobias thanked the committee for their service this past year, and added that at the January 27th Board meeting, elections will take place to seat the Officers for 2025. It is expected that there will be some changes in the committee assignments, which will be issued shortly after the new Board Chair is elected.

6. Next Scheduled Meeting

Audit & Pension Committee
April 10, 2025
1300 18th Street, Suite 200
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:54 pm

Pensionmark
A WORLD COMPANY

capk
Community Action Partnership of Kern



Audit & Pension Committee Meeting

Year End Market Update

January 16, 2025

Pensionmark Financial Group, LLC ("Pensionmark") is an investment adviser registered under the Investment Advisers Act of 1940. Pensionmark is affiliated through common ownership with Pensionmark Securities, LLC (member SIPC).

Presented by: Thomas D Ming, AiF

planadviser 2023 TOP RETIREMENT PLAN ADVISERS

WORLD
INVESTMENT ADVISORS

MARKET & ECONOMIC REVIEW

The bottom line

A brilliant start, a saggy middle and then a flat thud — that was the trajectory of the S&P 500 last year.

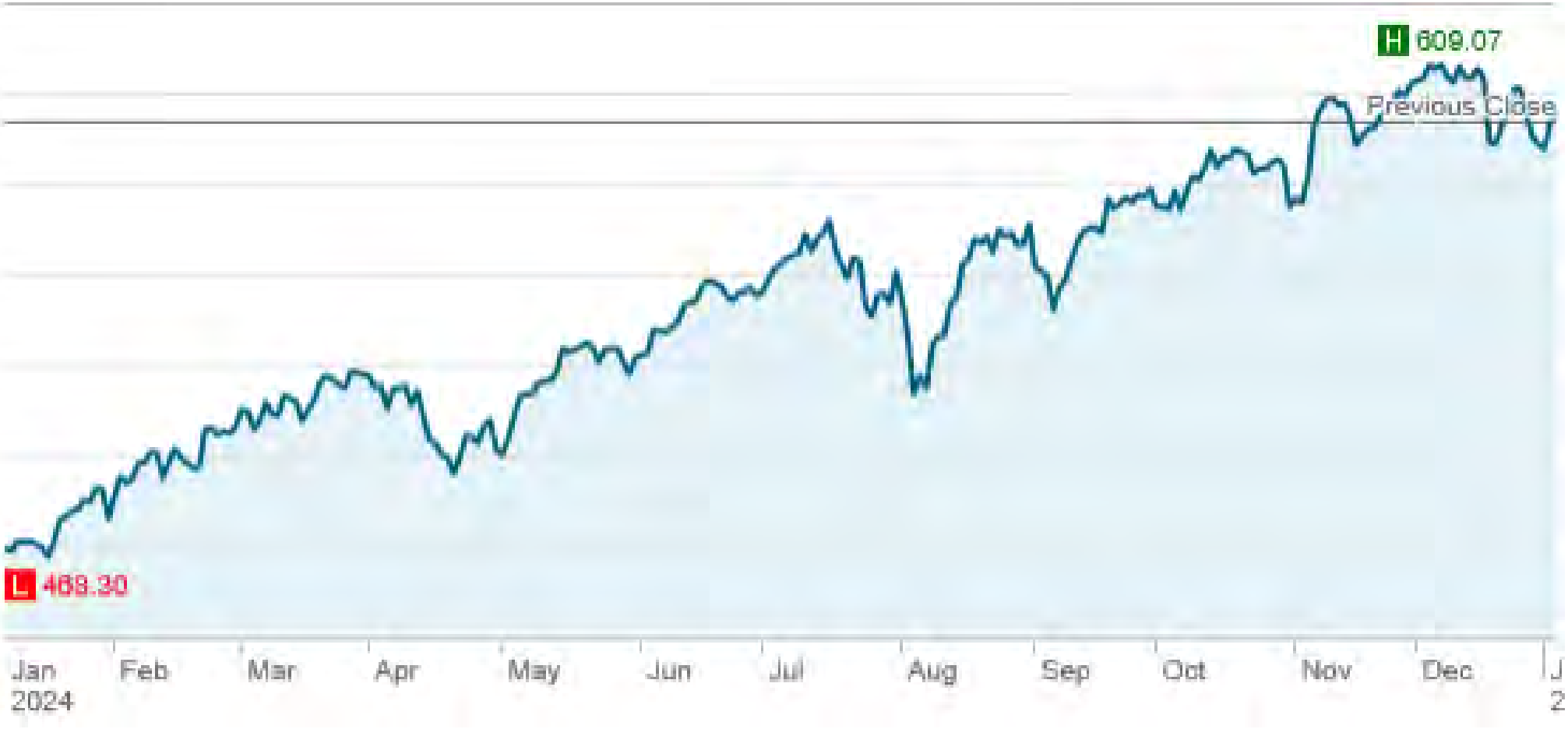
The broad-based index blazed through the gates right from the start of 2024. In the first quarter of the year, it jumped up 10.2%. That's more than 10 times its average gain since 2000.

That momentum couldn't be sustained. The S&P added 3.9% and 5.5% in the second and third quarter, respectively, of 2024. In any other year, investors might not have been disappointed with those figures. But the index's first-quarter performance set the bar so high that subsequent quarters seemed to pale in comparison.

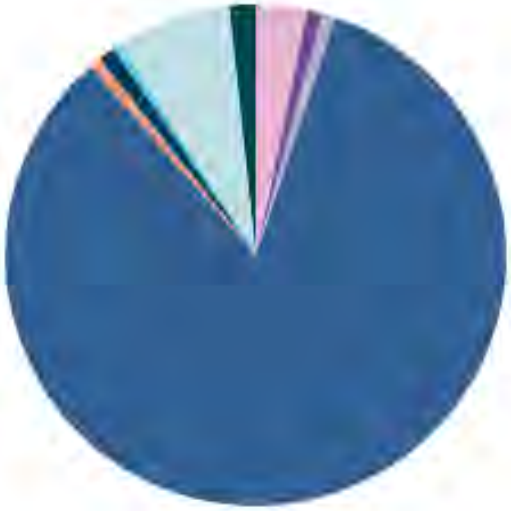
In the final quarter of 2024, the S&P limped forward just 1.9%. Making things worse, someone out there was naughty, preventing Santa from conducting his typical year-end rally in the stock market.

Year End Market Review

2024 S&P 500 Market Returns
25.02%



403(b) Asset Allocation



ASSET CLASS	YOUR PLAN	PEER GROUP
Mid cap	1.7%	4.9%
Large cap	7.4%	22.0%
Balanced	0.5%	3.1%
Bonds	1.1%	5.9%
Short term	0.0%	0.0%
SDO	0.0%	0.2%
Specialty	0.1%	1.2%
Loan	0.7%	0.2%
Asset allocation	83.4%	41.4%
International	0.8%	6.6%
Small cap	1.0%	3.2%
Fixed assets and cash	3.3%	11.3%

403(b) Participant Demographics

ENROLLED PARTICIPANTS
(as of 01/03/2025)

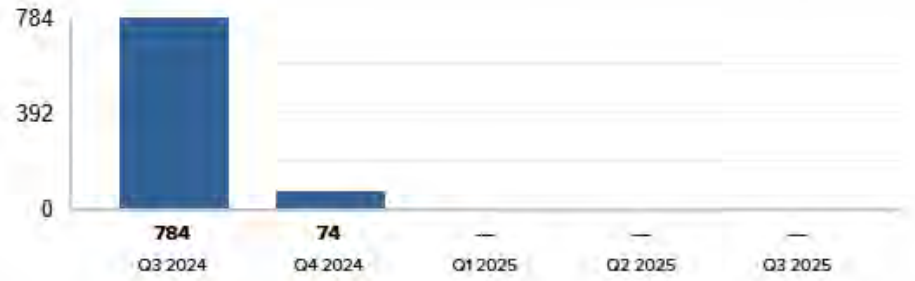
846

NEW ENROLLMENTS
(Calendar year to date)

0

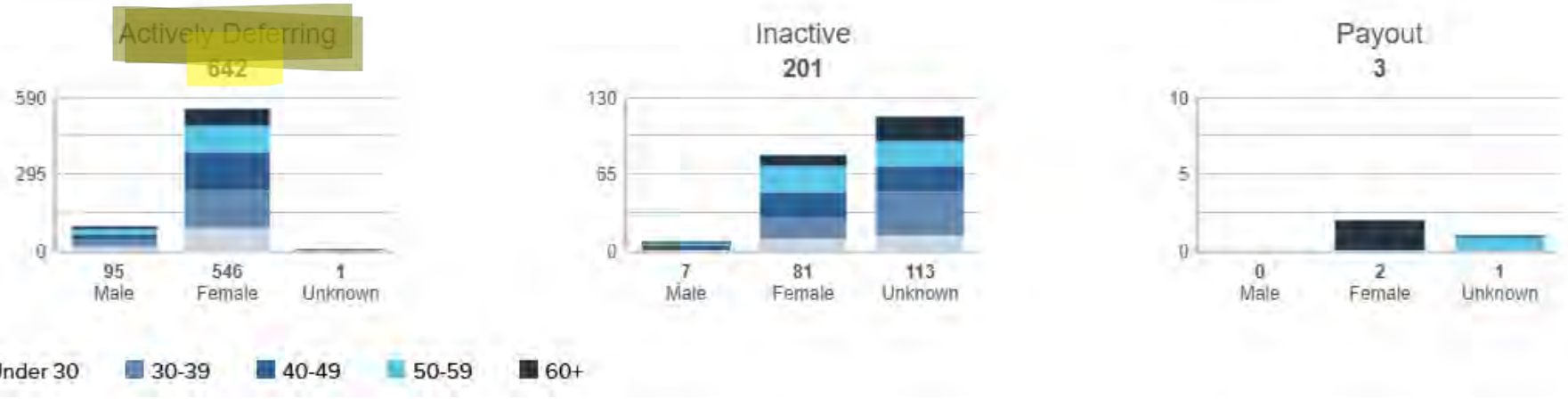
ENROLLMENT Trends

By quarter
By year



Enrolled participant data
(as of 01/03/2025)

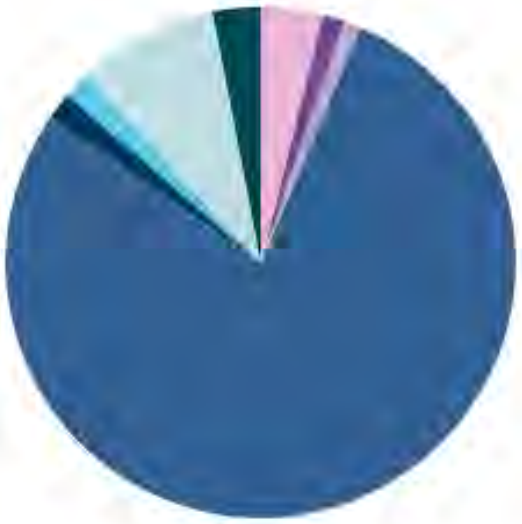
Graph view
List view



403(b) Total Account Balance

Money type	Current value
Participant assets	**$11,393,276.96**
Salary Reduction	$8,528,421.91
Rollover (Pre-Tax)	$1,552,734.60
Rollover 457	$64,569.59
Roth Contribution	$1,109,634.01
Roth Rollover	$57,695.23
QNEC Qualified Non-Elect Contribution	$1,114.17
Loan balance	$79,107.45
Unallocated assets	**$2,571.22**
Employer reimbursement	$2,571.22
Plan forfeiture assets	**$0.46**
Salary Reduction	$0.46
Total plan assets	**$11,385,554.66**

401(a) Asset Allocation



ASSET CLASS	YOUR PLAN	PEER GROUP
Mid cap	3.0%	4.0%
Large cap	9.0%	19.4%
Balanced	1.6%	0.8%
Bonds	1.8%	3.5%
Short term	0.0%	7.2%
SDO	0.0%	0.8%
Specialty	0.0%	1.3%
Loan	0.0%	0.1%
Asset allocation	78.1%	41.1%
International	1.1%	4.0%
Small cap	1.4%	2.4%
Fixed assets and cash	3.9%	15.5%
Fixed Indexed Annuity	0.0%	0.0%

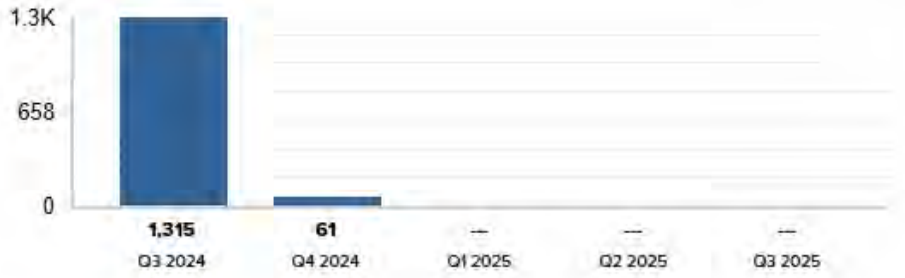
401(a) Participant Demographics

ENROLLED PARTICIPANTS
(as of 01/03/2025)
1,380

NEW ENROLLMENTS
(Calendar year to date)
13

ENROLLMENT Trends

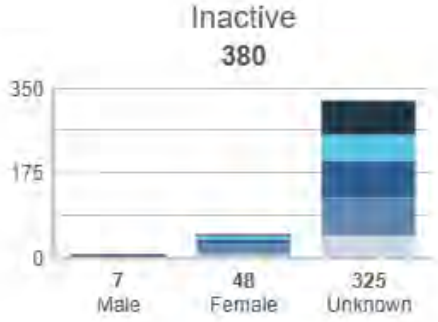
By quarter
By year



Enrolled participant data
(as of 01/03/2025)

Graph view
List view







401(a) Total Account Balance

Money type	Current value
Participant assets	**$28,567,975.81**
Rollover (Pre-Tax)	$460,788.95
Employer Money Purchase	$27,958,475.78
QNEC Qualified Non-Elect Contribution	$148,711.08
Unallocated assets	**$6,695.16**
Employer reimbursement	$6,695.16
Plan forfeiture assets	**$87,955.61**
Employer Money Purchase	$87,857.52
QNEC Qualified Non-Elect Contribution	$98.09
Total plan assets	**$28,662,626.58**

State of California-Health and Human Services Agency
DEPARTMENT OF COMMUNITY SERVICES AND DEVELOPMENT
2389 Gateway Oaks Drive, Suite 100, Sacramento, CA 95833
Telephone: (916) 576-7109 | Fax: (916) 263-1406
www.csd.ca.gov

JASON WIMBLEY
DIRECTOR

GAVIN NEWSOM
GOVERNOR

November 27, 2024

Jeremy Tobias, Executive Director
Community Action Partnership of Kern
5005 Business Park North
Bakersfield, CA 93309

Dear Mr. Tobias:

Audit Transmittal Report (TR) 24-001 (FYE 2/28/24)
The Department of Community Services and Development (CSD) has performed a desk review of an audit report submitted to this office by the Community Action Partnership of Kern (Agency), or the auditor identified below. This review is conducted in accordance with the provisions of Office of Management and Budget (OMB) Title 2, Code of Federal Regulations (CFR), Part 200, "Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards," Subpart F, Section §200.500 et seq.

Auditor: Daniells, Phillips, Vaughan & Bock CPAs

Audit Period: March 1, 2023 – February 28, 2024

Contract Numbers: 21T-1015, 21V-5561, 21Z-9556, 22B-4012, 22F-5015, 22P-7010, 22Q-4561, 23B-5012, 23F-4015, 23J-5716, 24B-2012, and 24F-3015

Report Date: 10/21/2024 **Date Received:** 10/31/2024 **FAC Date:** 10/25/2024

This review is solely based on the Single Audit desk review for the fiscal year ended February 28, 2024, and is not part of any other audit or investigation. The TR letter prepared by this department covers the statements as they pertain to CSD contracts. Based on our review, we have the following comments or actions required.

CONTRACT NUMBERS: 21V-5561, 21Z-9556, 22B-4012, 22F-5015, and 22Q-4561,

The terms of these contracts were covered in the audited period. Since there were no audit findings requiring corrective action, CSD's Audit Services Unit considers these contracts closed.

QUALIFIED OPINION (REPEAT)

The independent auditor issued a qualified opinion on the Agency's financial statements. The basis for a qualified opinion states the following:

> *"Accounting principles generally accepted in the United States of America require that lessees recognize right-of-use assets and lease liabilities for long-term leases. Management has informed us that they have not recognized leased assets and related liabilities in the accompanying financial statements, and that the effects of this departure from accounting principles generally accepted in the United States of America on financial position, changes in its net assets and cash flows have not been determined."*

Recommendation:

1. Please ensure the Agency updates its policies and procedures to meet the generally accepted accounting principles.

NOTE 15: CONCENTRATION OF REVENUE (REPEAT)

It states:

"For the years ended February 29, 2024 and February 28, 2023 approximately 51% and 48%, respectively, of the Organization's total revenue was received from two grant sources. Management believes these grants will be renewed on an ongoing basis."

Recommendation:

2. Please ensure the Agency develops and implements an appropriate risk mitigation plan to reduce the negative effects of the revenue concentrations.

RELATED CONCERNS:

The single audit report identified the following:

Internal control over financial reporting:

- One instance of significant deficiency (Inventory, Financial Statement Finding 2024-001).

Although this instance does not appear to be directly related to CSD's pass-through funding; concerns exist that CSD's programs may have similar issues. CSD considers this issue closed since the agency provided planned corrective actions. However, CSD will review next year's single audit report to ensure the agency implemented the corrective actions.

Jeremy Tobias
November 27, 2024

CONTRACT NUMBERS: 21T-1015, 22P-7010, 23B-5012, 23F-4015, 23J-5716, 24B-2012, and 24F-3015

The terms of these contracts extend beyond the audit reporting period. Please ensure these contracts are included in the next single audit and that expenditures are identified by CSD contract number, program components (i.e., WX and EHA; CSBG and CSBG Discretionary), and Catalog of Federal Domestic Assistance number. Supplemental Statements of Revenues and Expenses that reconcile to the SEFA are required for all contracts passed through CSD. These supplemental statements should also be broken down by program component, fiscal year, and CSD budget line item.

Our review did not disclose any findings requiring a response therefore, the audit has been closed. If the Agency has any questions or requires additional information, please reference the TR number in your correspondence. I may be contacted by phone at (916) 570-7930 or by email at Jeffry.Takili@csd.ca.gov.

Thank you for your dedication and commitment to serve low-income individuals and families throughout the state. CSD looks forward to working in partnership with you to develop innovative and effective programs as well as strengthen our capacity to, not only improve the lives of those living in poverty, but to reduce poverty in California.

Sincerely,

Jeffry Takili

JEFFRY TAKILI
CSD Management Auditor

c: Fred Plane, Chairman of the Board

December 20, 2024

Ms. Marissa Ortiz-Cortez, MPH
WIC Program Administrator
Community Action Partnership of Kern
5005 Business Park N.
Bakersfield, CA 93309

Dear Ms. Ortiz-Cortez:

Thank you for your participation and cooperation with your local agency's biennial Program Monitoring Visit (PMV) conducted by the California Department of Public Health/Women, Infants and Children Division (CDPH/WIC) on December 3-6, 2024.

This letter provides the results of the review completed by Pui Tong, your agency's Nutrition Consultant, Brook Shennen, Sonya McPhaul and Jo-Ann Gallagher.

Areas for Required Action

The program monitoring review resulted in the following requirements that were not met and require corrective action:

Contract Requirement / WPPM	PMV Finding
1. WPPM 210-02, WPPM 210-06, WPPM 270-20	Our review of a sample of 20 WIC WISE participant certification records found one (1) record in which Medi-Cal Eligibility Data System (MEDS) Interface was selected as proof of residence and one (1) record was selected as proof of identity, but there was no indication that the required MEDS interface had occurred. In order to use MEDS Interface as proof of residency or identity, an interface with Medi-Cal Eligibility Data System (MEDS) must occur, and the user must verify that a member of the family is currently

	participating in Medi-Cal, CalFresh, or CalWORKS.
2. WPPM 210-02, WPPM 210-03	Our review of participant records and observations of onsite sessions found additional policy violations related to adjunctive eligibility and income determination. • Our review of a sample of 20 WIC WISE participant certification records found four (4) records in which the Medi-Cal number used in the MEDS Interface was that of a different family member, which resulted in adjunctive eligibility not being documented correctly in WIC WISE. • Our review of onsite appointments found one (1) instance where the MC number used in the MEDS interface was that of a different family member. Staff must use deemed eligible infant to document infant adjunctive eligibility. • Our team noted one (1) instance onsite where staff overrides the MEDS interface data. Staff ran MEDS interface, information came back not eligible for participant but staff changed the adjunctive eligibility chart for Medi-Cal to 'yes'. • Our team noted one (1) instance onsite where staff used net income instead of gross income. WIC Policy requires gross income. • Our team noted one (1) instance onsite where staff used zero income without further probing of household's current income. WIC Policy requires the full household income.
3. WPPM 260-40	Our review of participant records and observations of onsite sessions found policy violations related to the administering of the Rights and Responsibilities document.

	• Our review of a sample of 20 WIC WISE participant certification records found one (1) record where the *Know Your Rights and Responsibilities* (R&R) form was not signed and present in WIC WISE. • Our review of onsite appointments found multiple staff did not read all the information in the signature box to the participant before the document was signed and did not offer a copy of the R&R form to the family representative/caretaker. *This is a repeat finding*
4. WPPM 210-03, WPPM 210-06, WPPM 270-20, WPPM 1000-140	Our review of onsite appointments found one (1) instance where an in-person signature was not obtained for the Self Declaration Statement (SDS). An SDS must be created whenever any of the following choices are selected for verification of residency, income, and/or identity during certification or recertification: • Cash payment • Disaster Victim • Pregnant teen turned out of home • Homeless • Migrant • No Proof Provided • Remote/rural area with no mail delivery
5. WPPM 270-40	Our review of onsite appointments found that the required program orientation topic and assessment was inadequate in four (4) observations and in one (1) case incorrect. LA staff must assess the participant's understanding of WIC authorized food and use of the WIC card. More specifically, staff should cover all required topics to ensure the participant

	understands how to use WIC benefits and purchase WIC food.
6. WPPM 400-12	Our review of participant records and observations of onsite sessions found policy violations related to the documentation of a Care Plan. • Our review of 20 WIC WISE participant certification records found one (1) record where staff documented the care plan one day late. The Care Plan must be completed by the end of day. • Our review of onsite appointments found one (1) instance in which the Care Plan did not meet required minimum standard. The assessment was missing.
7. WPPM 200-01, 210-10, 210-11, 210-12, 210-13	Our review of onsite appointments found four (4) staff assigning inappropriate manual risk codes. An accurate indicator of nutritional risk is necessary for certification.

Corrective Action Plan

Your corrective action plan (CAP) addressing the areas for required action is **due within 60 days** of the date on this letter. In order to comply with federal regulations, we are unable to grant extensions to the CAP deadline.

Please organize your CAP as follows:

- Title the correspondence “Program Monitoring Corrective Action Plan”.
- Address the CAP to your Nutrition Consultant.
- Format the CAP on agency letterhead and include the submission date.
- List the finding and then provide your response with:
    - A plan of action that identifies the actions and time frames necessary to resolve the Areas for Required Action.

- Quality improvement efforts you have planned for monitoring your staff and/or procedures to ensure that the findings are resolved and will not repeat moving forward.

For additional details on completing your CAP, you may access the document, *Guidance for Writing Your Corrective Action Plan*, at the CDPH WIC SharePoint site on the Program Monitoring page.

If you need technical assistance or have any questions about the program monitoring visit process, please contact your Nutrition Consultant, Pui Tong at pui.tong@cdph.ca.gov.

Sincerely,

Jared Garbutt

Jared Garbutt, MPH, RD, Chief
Bay and Central Section, Local Services Branch
Women, Infants and Children (WIC) Division
California Department of Public Health

Attached: Program Monitoring Review Summary Table

cc: Mr. Jeremy T. Tobias, CEO
Community Action Partnership of Kern
jtobias@capk.org

Program Monitoring Review Summary Table	
Number of Required Actions	Seven (7)
Repeat Required Actions	One (1)
Site(s) Reviewed	3-sites: • Bakersfield #004 • Wasco Medical Center #010 • Panama #046
Program Monitoring Visit Reviewers	Pui Tong, Sonya McPhaul, Jo-Ann Gallagher, Brook Shennen
LA Staff at Exit Meeting	Marissa Ortiz-Cortez, Alahe Yazdanipour
CAP Due Date	February 28, 2025
Areas of Program Review	Our program monitoring visit included review of health and nutrition services; breastfeeding and customer services; civil rights; staff training and support; referrals, health linkages, integration and outreach; program integrity practices; WIC Card security; participant certification; program administration; and the Farmers' Market Nutrition Program (if applicable). Fiscal management review items such as travel and per diem reimbursement rates and employee time studies, are completed by the Office of the State Controller and addressed under a separate letter.

DATE	January 22, 2025
TIME	12:00 am
LOCATION	CAPK Administrative Office 1300 18th St., 3rd Floor Bakersfield, CA 93301

Budget & Finance Committee Minutes

1. **Call to Order**

   Committee Chair Michelle Jara-Rangel called the meeting to order at 12:03 PM at the Community Action Partnership of Kern Administrative Office, located at 1300 18th Street, 3rd Floor, Bakersfield, CA

2. **Roll Call**

   Roll Call was taken with a quorum present.

   Present: Michelle Jara-Rangel, Denise Boshers & Gema Perez

   Absent: Fatima Echeverria

   Others present: Jeremy Tobias, Chief Executive Officer; Tracy Webster, Chief Financial Officer; Louis Gill, Chief Program Officer; Pritika Ram, Chief Business Development Officer, Gabrielle Alexander, Director of Finance; Susana Magana, Director of Health & Nutrition, Maria Contreras, Director of Facilities; s and other CAPK staff.

3. **Public Comments**

   No one addressed the Committee.

4. **New Business**

   a. Head Start / Early Head Start Budget to Actual Reports for November 30, 2024 – Tracy Webster, Chief Financial Officer – ***Info Item***

      Tracy Webster presented the above info item and provided a summary of the reports included in the agenda packet.

      Michelle Jara-Rangel asked if funds for the no-cost extension must be expended by February 28, 2025. Tracy Webster replied that while the funds are being spent down, many of those expenditures are related to construction and there are delays in receiving invoices. Tracy said that Region IX has been made aware of the situation and has allowed extra time for the funds to be spent down. The final closing date is May 31, 2025. Michelle also asked about the status of interest income for the accounts that hold the proceeds from the sale of the two properties (Mall View Rd. and Business Park North). Tracy confirmed that those proceeds will continue to cover construction expenses and any excess funding must stay with the Head Start Program.

   b. Agency Wide Budget Revision #4 – Tracy Webster, Chief Financial Officer – ***Action Item***

      Tracy Webster presented the above action item and reported that the annual operating budget has been increased from $129,117,611 to $141,027,143. The increase is attributed to the increase in funding for the Migrant Alternative Payment Program, the Home Visiting Program, completion of the Food Bank Expansion,

and Housing Services expansion in Mojave. The annual indirect budget has also been increased from $10,045,801 to $10,278,801 and is attributed to the realignment of anticipated expenses.

Denise Boshers asked why staff are submitting budget revisions just shy of the year-end close date. Tracy Webster provided an explanation and said the budget is continuously revised throughout the year due to the timing of grant funds that are received at different times of the year, which requires a budget realignment. Most of the contracts received do not run synchronous to CAPK's fiscal year. A large number of contracts run on the State year, July 1 – June 30 and Federal contracts from October 1 – September 30. Jeremy Tobias added that we routinely get additional contract awards or new funding streams and it is necessary to provide a home for the new funding and expenditures, all of which must be approved by the Board.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Perez/Boshers).

c. FY 2025-26 Blanket Purchase Order for Central Kitchen – Susana Magana, Director of Health & Nutrition – ***Action Item***

Susana Magana presented the above action item and reported that staff are preparing the Blanket PO's for the next fiscal year and explained the process for the Sole Source justification.

Michelle Jara-Rangel asked how often we look at vendors for bidding. Susana said we follow the procurement process; we do have to also look at Sole Source vendors where we have a high volume of orders. Michelle asked how staff would know if there were new vendors if the same vendors continue to be used. Tracy Webster explained the process and how the procurement team investigates if there are other suitable vendors that can provide the same product and level of service. Susana confirmed that the process of looking at all potential vendors begins in December and helps to identify if Sole Source vendors are necessary.

Michelle commented on the 2 different forms used and Susana said the forms are being revised.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Boshers/Perez).

d. FY 2025-26 Blanket Purchase Order for the Food Bank – Susana Magana, Director of Health & Nutrition – ***Action Item***

Kelly Lowery presented the above action item and reported the Food Bank purchases food monthly in the 6-figure amount. There are 3 Sole Source vendors aligned with funding sources for the year and the Blanket Purchase Order process is used so staff do not have to come back later in the year for approval.

Michelle again commented on the form used and pointed out that the form for the Food Bank is not consistent with the form used for Central Kitchen. Kelly said the older forms were used when they first began working on them, the new version will be used going forward. Kelly said the main thing to focus on is that the form has the correct signatures.

Motion was made and seconded to approve the staff's recommendation. Carried by unanimous vote (Boshers/Perez).

e. Annual Budget for Fiscal Year 2025-2026 – Tracy Webster, Chief Financial Officer – ***Info Item***

Tracy Webster presented the above info item and said the annual budget is being presented as an info item today to allow the committee members an opportunity to review the budget and ask questions prior to it being submitted in February for approval. Tracy noted that since the budget packet was published, the budget has already been revised and noted that the revisions will be included in the presentation for approval in February. The annual operating budget is $132,735,339 and represents a 2.8% increase over the prior year. The Indirect budget, which supports the five support divisions (Executive, Finance, Operations, Human Resources, and Community Development) has an operating budget of $10,733,291 which represents a 6.8% increase from the prior year.

Denise Boshers provided three observations regarding the proposed budget:

1. The formatting is not the same for each of the presentations from programs/divisions and she requested to see a standardized model used in the future.
2. The SWOT Analysis focuses on security issues, something worthy of discussion
3. The Shafter Youth Center budget is not clearly defined.

Michelle Jara-Rangel said that she does not see a lot of equipment listed and Tracy clarified that the OMB guidelines changed in October 2024 and included a change in the threshold for expenses. None of the departments are projecting a lot of equipment expenses at this time, however, any expense over $10,000 will be listed as equipment.

Michelle Jara-Rangel noticed an increased cost for consultants listed under CSBG and wondered if that expense is for the consultants working with staff for the new Strategic Plan. Tracy confirmed that the expense is for the software used by CSBG.

Tracy reported that the estimated surplus for the 2025/26 Indirect budget is $903,749.

Michelle Jara-Rangel asked about the private revenue (donations). Tracy said that in addition to individual and corporate donations received, the PG&E revenue associated with a contract is listed as private due to the fact it is not coming from a government entity. CAPK also receives United Way revenue for 211, and funds for East Kern which are classified as private revenue. Michelle also asked about the increase under the Education & Nutrition Division and wondered if the increase is attributed to the increased cost of food. Tracy said that while the cost of food has increased, other notable increases are attributed to staff costs, after having completed the Comp Ease assessment allowing for higher wages for staff.

f. 2023 Information Returns & Attorney General Report – ***Info Item***

Tracy Webster presented the above info item and reported that CAPK has submitted the IRS form 990 for 2023. Because CAPK's fiscal year ends on February 28th, the returns are due by January 15, 2025. Form 199 and the annual registration renewal has been submitted to the Attorney General of the State of California.

g. November 2024 Financial Reports – Tracy Webster, Chief Financial Officer - ***Action Item.***

Tracy Webster presented the above action, noting the agency did not draw from the line of credit during the month of November as the cash balance is adequate to accommodate the delay in payment for some of the programs. Tracy provided other notable highlights from the programs.

The Indirect Fund budget to actual report for November month end showed that revenue is in excess of expenditures by $1,027,489 which is 117.8% of the budgeted indirect surplus. Overall expenditure aligns with the target of 75% in month 9 of 12. The check register for the month of November is also included in the budget agenda packet.

Tracy provided an update on the Finance Division's staffing level and reported that CAPK went live with the new accounting software, Sage Intact, on January 1, 2025. The transition has not been without a few bumps in the road, but all items and concerns are being addressed and managed.

Denise Boshers asked if the programs list their staff vacancies like Finance does in Budget & Finance meetings. Tracy replied that those vacancies are noted in the program reports that are presented to the PRE Committee.

Motion was made and seconded to approve the November 2024 Financial Statements. Carried by unanimous vote (Boshers/Perez).

5. Committee Member Comments

Denise Boshers thanked the staff for their great work, especially during the transition period of the new accounting software.

Jeremy Tobias thanked the committee for their time commitment to serve on the Budget & Finance Committee over the last year and noted that the new committee assignments are forthcoming following the election of Board Officers at the January 27, 2025 meeting.

6. Next Scheduled Meeting

Budget & Finance Committee
February 19, 2025
1300 18th St., 3rd Floor Board Room
Bakersfield, CA 93301

7. Adjournment

The meeting was adjourned at 12:52 pm

o

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: January 22, 2025

Subject: *Head Start*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2024, through November 30, 2024. Nine months (75%) of the 12-month budget period have elapsed.

Base Funds

Overall expenditures are at 78% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 69% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is at 101% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - November 30, 2024
Month 9 of 12 (75%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	7,789,945	6,168,042	1,621,903	79%	21%
FRINGE BENEFITS	2,534,192	2,069,910	464,282	82%	18%
TRAVEL	55,000	-	55,000		
EQUIPMENT	-	-	-		
SUPPLIES	535,017	795,337	(260,320)	149%	-49%
CONTRACTUAL	186,280	170,490	15,790	92%	8%
CONSTRUCTION	-	-	-		
OTHER	4,417,992	2,989,219	1,428,773	68%	32%
INDIRECT	1,533,410	1,173,646	359,764	77%	23%
TOTAL BASE FUNDING	**17,051,836**	**13,366,644**	**3,685,192**	**78%**	**22%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	60,904	21,144	39,760	35%	65%
SUPPLIES	23,986	20,795	3,191	87%	13%
CONTRACTUAL	12,800	1,350	11,450	11%	89%
OTHER	63,752	63,752	-	100%	0%
INDIRECT	16,144	16,144	-	100%	0%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**123,185**	**54,401**	**69%**	**31%**
GRAND TOTAL HS FEDERAL FUNDS	**17,229,422**	**13,489,829**	**3,739,593**	**78%**	**22%**

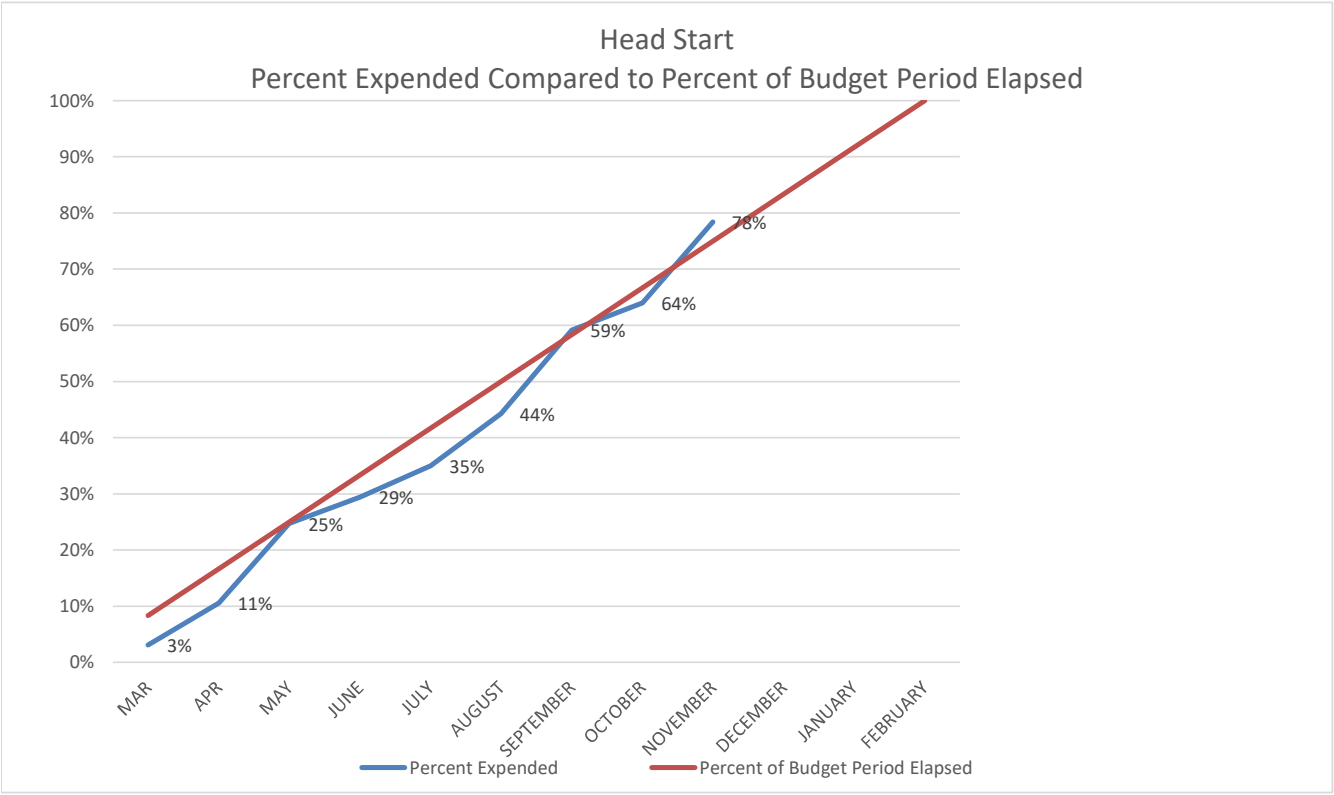
HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	2,252,076	3,068,210	(816,134)	136%	-36%
CALIF DEPT OF ED	10,925,665	10,286,858	638,807	94%	6%
TOTAL NON-FEDERAL	**13,177,741**	**13,355,068**	**(177,327)**	**101%**	**-1%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024
Administrative Cost for HS and EHS Combined **5.6%**

Agency-Wide Credit Card Report

	CURRENT	1 TO 30	31 TO 60	61 TO 90	TOTAL	STATEMENT DATE
Wells Fargo	45,219	-	-	-	**45,219**	12/1/2024
Lowe's	2,028	325	-	-	**2,353**	12/2/2024
Smart & Final	942	279	-		**1,221**	12/2/2024
Save Mart	467	-	-	-	**467**	12/4/2024
Chevron & Texaco Business Card	7,537	-	-	-	**7,537**	12/6/2024
Home Depot	13,940	-	-	-	**13,940**	12/5/2024
	70,133	**604**	**-**	**-**	70,737	


Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
11%
25%
29%
35%
44%
59%
64%
78%
MAR
APR
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER
JANUARY
FEBRUARY
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: January 22, 2025

Subject: *Early Head Start*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The Office of Head Start has awarded CAPK the full amount of its Head Start and Early Head Start grant for a five-year budget period, the first-year budget period is March 1, 2024, through February 28, 2025.

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2024, through November 30, 2024. Nine months (75%) of the 12-month budget period has elapsed.

Base Funds

Overall expenditures are at 61% of the budget.

Training & Technical Assistance Funds

Overall expenditures are at 67% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2024 - February 28, 2025
Report Period: March 1, 2024 - November 30, 2024
Month 9 of 12 (75%)

Prepared 01/05/2025

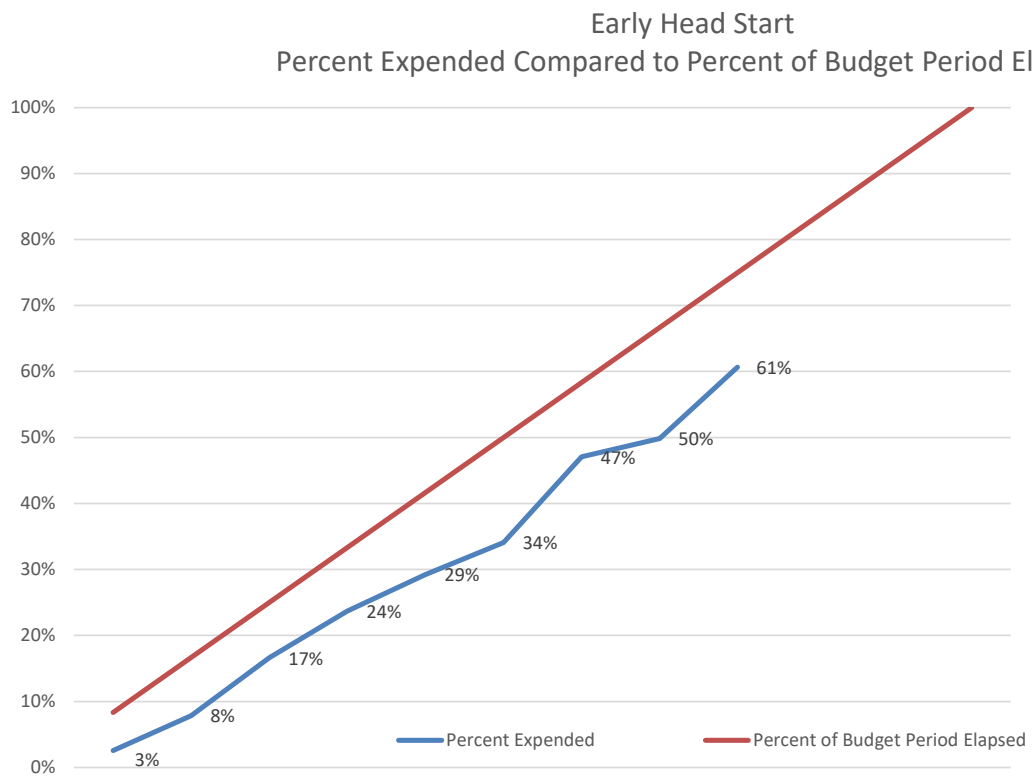
BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	12,396,888	7,196,395	5,200,493	58%	42%
FRINGE BENEFITS	3,803,667	2,272,581	1,531,086	60%	40%
TRAVEL	45,000	-	45,000		
EQUIPMENT	-	-	-		
SUPPLIES	751,602	631,941	119,661	84%	16%
CONTRACTUAL	1,001,244	563,667	437,577	56%	44%
CONSTRUCTION	-	-	-		
OTHER	2,518,573	1,787,582	730,991	71%	29%
INDIRECT	2,001,083	1,204,279	796,804	60%	40%
TOTAL BASE FUNDING	**22,518,057**	**13,656,445**	**8,861,612**	**61%**	**39%**

TRAINING & TECHNICAL ASSISTANCE

PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	118,632	55,829	62,803	47%	53%
SUPPLIES	30,013	8,607	21,406	29%	71%
CONTRACTUAL	26,080	12,338	13,742	47%	53%
OTHER	137,953	133,552	4,401	97%	3%
INDIRECT	31,268	20,816	10,452	67%	33%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**231,141**	**112,805**	**67%**	**33%**

GRAND TOTAL EHS FEDERAL FUNDS	**22,862,003**	**13,887,586**	**8,974,417**	**61%**	**39%**

Budget reflects Notice of Award #09CH012489-01-03
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024


Early Head Start
Percent Expended Compared to Percent of Budget Period Elapsed
100%
90%
80%
70%
60%
50%
40%
30%
20%
10%
0%
3%
8%
17%
24%
29%
34%
47%
50%
61%
Percent Expended
Percent of Budget Period Elapsed

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: January 22, 2025

Subject: *Head Start (No Cost Extension)*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The following are highlights of the Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty-One months (87.5%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 96% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 99% of the budget.

Non-Federal Share (Head Start and Early Head Start combined)

The non-Federal share is 117% of the budget.

Community Action Partnership of Kern
Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - November 30, 2024
Month 21 of 24 (87.5%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	9,658,498	8,943,165	715,333	93%	7%
FRINGE BENEFITS	3,658,298	2,359,638	1,298,660	65%	35%
TRAVEL	95,133	95,111	22	100%	0%
EQUIPMENT	314,100	602,881	(288,781)		
SUPPLIES	797,427	1,535,677	(738,250)	193%	-93%
CONTRACTUAL	176,344	284,164	(107,820)	161%	-61%
CONSTRUCTION	1,000,000.00	653,176	346,824		
OTHER	4,202,341	4,600,718	(398,377)	109%	-9%
INDIRECT	1,802,197	1,707,908	74,760	95%	5%
TOTAL BASE FUNDING	**21,704,338**	**20,782,436**	**902,373**	**96%**	**4%**
TRAINING & TECHNICAL ASSISTANCE					
TRAVEL	41,904	41,904	-	100%	0%
SUPPLIES	23,986	23,986	-	100%	0%
CONTRACTUAL	22,800	22,800	-	100%	0%
OTHER	72,752	72,752	-	100%	0%
INDIRECT	16,144	13,566	2,578	84%	16%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**177,586**	**175,008**	**2,578**	**99%**	**1%**
GRAND TOTAL HS FEDERAL FUNDS	**21,881,924**	**20,957,444**	**904,951**	**96%**	**4%**

HEAD START and EARLY HEAD START COMBINED NON-FEDERAL SHARE

SOURCE	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
IN-KIND	1,958,398	3,993,841	(2,035,443)	204%	-104%
CALIF DEPT OF ED	11,131,398	11,261,048	(129,650)	101%	-1%
TOTAL NON-FEDERAL	**13,089,796**	**15,254,889**	**(2,165,093)**	**117%**	**-17%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024
Administrative Cost for HS and EHS Combined **11.0%**

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO / Louis Rodriguez, Finance Administrator

Date: January 22, 2025

Subject: *Early Head Start (No Cost Extension)*
Budget to Actual Report for the period ended November 30, 2024 – **Info Item**

The following are highlights of the Early Head Start Budget to Actual Report for the period of March 1, 2023, through March 31, 2024. Twenty-One months (87.5%) of the 24-month budget period have elapsed. The office of Head Start processed a no cost extension to the prior year contract through February 28, 2025. This will allow CAPK to complete ongoing capital projects to benefit the Head Start program.

Base Funds

Overall expenditures are 87% of the budget.

Training & Technical Assistance Funds

Overall expenditures are 100% of the budget.

Community Action Partnership of Kern
Early Head Start
Budget to Actual Report
Budget Period: March 1, 2023 - February 28, 2025 *(No Cost Extension)*
Report Period: March 1, 2023 - November 30, 2024
Month 21 of 24 (87.5%)

Prepared 01/05/2025

BASE FUNDS	BUDGET	ACTUAL	REMAINING	% SPENT	% REMAINING
PERSONNEL	8,982,421	8,890,992	91,429	99%	1%
FRINGE BENEFITS	2,516,917	2,455,606	61,311	98%	2%
TRAVEL	87,198	37,190	50,008	43%	57%
EQUIPMENT	100,000	201,144	(101,144)		
SUPPLIES	1,218,470	1,047,148	171,322	86%	14%
CONTRACTUAL	1,092,541	949,446	143,095	87%	13%
CONSTRUCTION	1,345,378	57,201	1,288,177		
OTHER	3,448,554	2,555,083	893,471	74%	26%
INDIRECT	1,689,353	1,540,703	148,650	91%	9%
TOTAL BASE FUNDING	**20,480,832**	**17,734,513**	**2,746,319**	**87%**	**13%**
TRAINING & TECHNICAL ASSISTANCE					
PERSONNEL	-	-	-		
FRINGE BENEFITS	-	-	-		
TRAVEL	44,192	44,496	(304)	101%	-1%
SUPPLIES	30,013	30,013	-	100%	0%
CONTRACTUAL	26,080	26,080	-	100%	0%
OTHER	212,393	212,393	-	100%	0%
INDIRECT	31,268	31,092	176	99%	1%
TOTAL TRAINING & TECHNICAL ASSISTANCE	**343,946**	**344,074**	**(128)**	**100%**	**0%**
GRAND TOTAL EHS FEDERAL FUNDS	**20,824,778**	**18,078,587**	**2,746,191**	**87%**	**13%**

Budget reflects Notice of Award #09CH011132-05-02
Actual expenditures include posted expenditures and estimated adjustments through 11/30/2024

Community Action Partnership of Kern
Head Start and Early Head Start Kern
Year-to-Date Non-Federal Share and In-Kind Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending November **30, 2024** (Month 9 of 12)

Percent of budget period elapsed: 75.0%

LOCATION	Enroll-ment	March	April	May	June	July	Aug	Sep	Oct	Nov	YTD Totals	Kern/SJC	IN-KIND GOAL	% OF GOAL MET
Alberta Dillard	34	15,847	15,179	6,902	0	0	7,153	13,690	16,899	17,770	102,805	Kern	43,028	239%
Alicante	17	10,869	11,808	10,120	8,079	6,979	4,844	10,954	334	239	64,225	Kern	21,514	299%
Angela Martinez	75	27,839	26,752	14,794	17,194	20,914	24,750	24,268	30,797	30,439	217,746	Kern	94,916	229%
Broadway	37	11,643	7,909	5,992	0	0	3,435	8,520	3,489	0	40,988	Kern	46,825	88%
California City	17	8,464	12,184	3,116	0	0	0	0	0	0	23,763	Kern	21,514	110%
Cleo Foran	23	9,095	11,613	12,788	8,230	6,041	7,599	1,424	7,885	2,820	67,495	Kern	29,107	232%
Delano	60	24,094	25,425	15,771	0	0	8,875	19,701	25,006	18,431	145,031	Kern	75,933	191%
East California	52	10,239	9,308	4,334	656	0	0	0	0	0	24,536	Kern	65,808	37%
Fairfax	34	8,091	8,219	4,907	0	338	2,460	6,258	7,259	7,253	50,510	Kern	43,028	117%
Harvey L. Hall	146	21,066		17,703	17,322	20,065	21,124	22,660	19,334	15,849	155,121	Kern	184,769	84%
Heritage	17	3,577	2,886	799	0	0	965	2,100	1,901	2,546	14,775	Kern	21,514	69%
Home Base	160	8,211	4,033	3,319	1,526	5,210	9,639	5,093	7,682	5,368	50,080	Kern	202,487	25%
Lamont	20	6,429	9,371	3,940	0	0	0	0	0	0	19,740	Kern	25,311	78%
Martha J. Morgan	50	239	256	6,620	251	0	0	365	258	248	8,238	Kern	63,277	13%
McFarland	20	215	0	0	0	0	0	0	0	0	215	Kern	25,311	1%
Mojave	20	3,490	2,750	1,019	0	0	0	0	0	0	7,259	Kern	25,311	29%
Oasis	42	5,930	5,344	4,563	0	0	2,565	6,962	9,017	9,147	43,528	Kern	53,153	82%
Pete H. Parra	116	38,467	35,032	29,677	33,175	30,826	29,778	40,804	47,069	18,376	303,204	Kern	146,803	207%
Planz	0	0	0	0	0	0	0	0	0	0	0	Kern	0	0%
Primeros Pasos	67	42,257	43,003	50,204	37,829	26,271	30,711	45,624	51,773	51,667	379,338	Kern	84,791	447%
Rosamond	34	1,474	3,599	1,219	0	0	6,364	15,021	12,995	9,663	50,335	Kern	43,028	117%
San Diego	32	6,452	8,156	7,606	6,795	8,498	5,817	6,214	9,158	5,472	64,169	Kern	40,497	158%
Seibert	20	2,223	1,036	0	0	0	0	0	0	0	3,258	Kern	25,311	13%
Shafter	17	2,058	3,790	799	3,640	2,016	1,922	1,541	1,386	119	17,271	Kern	21,514	80%
Shafter HS/EHS	24	4,087	4,024	3,424	2,683	2,485	3,776	4,146	3,613	5,351	33,589	Kern	30,373	111%
Sterling	134	27,996	23,444	21,937	21,826	23,196	26,938	26,753	34,768	21,429	228,285	Kern	169,583	135%
Stockdale Head Start	45	0												
Sunrise Villa	17	905	1,552	745	0	0	0	2,259	1,658	2,213	9,331	Kern	21,514	43%
Taft	51	4,118	6,079	3,535	0	0	4,012	6,381	6,826	5,501	36,451	Kern	64,543	56%
Tehachapi	15	567	744	0	0	0	3,463	4,134	1,533	310	10,750	Kern	18,983	57%
Vineland	17	1,788	1,609	562	0	0	1,822	6,318	8,413	5,845	26,358	Kern	21,514	123%
Virginia	17	10,041	0	4,607	0	0	6,140	11,136	13,033	11,249	56,207	Kern	21,514	261%
Wesley	60	15,716	597	7,850	0	0	0	0	0	0	24,163	Kern	75,933	32%
Willow	40	9,709	119	5,731	0	0	5,089	9,364	12,440	10,044	52,496	Kern	50,622	104%
Administrative Services		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC Planning		0	0	0	0	0	0	0	0	0	0	Kern/SJC	0	0%
PC By Laws		0	0	0	0	0	0	0	0	0	0			
Governance		24	0	50	24	0	0	0	95	0	193	Kern	15,000	1%
Program Services		12,651	15,519	196	11,985	15,247	8,665	13,172	21,163	11,451	110,049	Kern/SJC	74,265	148%
California Street	24	12,526	12,655	11,074	9,643	7,939	13,936	10,614	13,048	3,295	94,730	SJC	30,373	312%
Gianone	16	0	0	0	0	0	614	972	1,674	2,250	5,511	SJC	26,431	0%
Kennedy	16	2,025	2,271	2,024	1,488	2,007	2,894	2,251	2,948	2,982	20,890	SJC	20,249	103%
Lodi Home Base	20	8,517	15,287	11,465	13,115	12,101	77,046	14,163	10,687	10,497	172,878	SJC	25,311	683%
Lodi UCC	24	8,845	465	11,289	7,808	4,305	6,321	9,335	7,406	5,938	61,712	SJC	30,373	203%
Lathrop Home Base	20	0	0	0	0	0	0	0	0	0	0	SJC	25,311	0%
Marci Massei	24	3,181	3,607	3,815	2,671	5,318	4,432	8,133	9,718	8,865	49,740	SJC	30,373	164%
St. Mary's	16	3,438	4,376	7,566	1,366	1,078	404	0	0	0	18,227	SJC	20,249	90%
Stockton Home Base	40	76	17,519	20,203	21,437	20,312	19,634	18,995	16,941	12,753	147,870	SJC	50,622	292%
Lathrop	24	9,405	9,356	9,651	8,520	8,155	11,164	8,040	10,964	6,189	81,445	SJC	30,373	268%
SUBTOTAL IN-KIND	**1,754**	**403,884**	**366,873**	**331,918**	**237,262**	**229,299**	**364,351**	**387,364**	**429,170**	**321,787**	**3,094,726**	**0**	**2,258,258**	**137%**
												x		
State General Child Care*		261,877	257,404	266,689	221,757	240,220	274,223	306,158	394,178	329,674	2,552,179	Kern	3,481,300	73%
State Preschool*		620,606	674,911	576,199	314,235	289,388	416,040	541,428	767,995	668,909	4,869,710	Kern	6,219,213	78%
State Migrant Child Care*		4,433	4,433	4,655	3,196	1,191	1,248	1,134	1,304	1,021	22,615	Kern	50,000	45%
SUBTOTAL CA DEPT of ED		**886,916**	**936,748**	**847,543**	**539,188**	**530,799**	**691,511**	**848,720**	**1,163,477**	**999,603**	**7,444,504**		**9,750,513**	**76%**
												x		
State General Child Care*		209,012	215,878	238,485	189,226	219,258	251,367	234,924	272,020	217,663	2,047,832	SJC	1,175,152	**174%**
SUBTOTAL CA DEPT of ED		**209,012**	**215,878**	**238,485**	**189,226**	**219,258**	**251,367**	**234,924**	**272,020**	**217,663**	**2,047,832**		**1,175,152**	**174%**
GRAND TOTAL		**1,499,812**	**1,519,499**	**1,417,946**	**965,676**	**979,356**	**1,307,229**	**1,471,008**	**1,864,667**	**1,539,053**	**12,587,062**		**13,183,923**	**95%**
											794,522			
											13,381,584			

Community Action Partnership of Kern
Early Head Start Child Care Partnerships
Non-Federal Share and In-Kind Year-to-Date Report
Budget Period: March 1, 2024 through February 28, 2025
Report for period ending November 30, 2024 (Month 09 of 12)

Percent of year elapsed: 75.0%

LOCATION	FUNDED ENROLL-MENT	Mar 2024	Apr 2024	May 2024	June 2024	July 2024	Aug 2024	Sept 2024	Oct 2024	Nov 2024	YTD Totals	IN-KIND GOAL	% OF GOAL MET
Kern Community College District - BC	32	19,159	112,423	27,266	22,688	23,772	17,871	23,511	24,452	22,392	293,535	137,864	213%
KCSOS - Blanton	16	20,737	11,222	9,755	43,530	23,355	20,018	30,666	37,307	43,340	239,928	68,932	348%
Garden Pathways	11	0	0	0	0	0	0	111	0	0	111	47,391	0%
Taft College	42	20,928	30,799	34,264	24,121	28,103	28,103	30,402	37,562	26,603	260,887	180,947	144%
Escuelita Hernandez	16	0	0	0	0	0	0	24	37	0	61	68,932	0%
TBD	11	0	0	0	0	0	0	0	0	0	0	47,391	0%
Program Services		0	0	0	0	0	0	0	0	0	0		
Admin Services		0	0	0	0	0	0	0	0	0	0		
GRAND TOTAL	**128**	**60,824**	**154,445**	**71,285**	**90,338**	**75,230**	**65,992**	**84,714**	**99,359**	**92,335**	**794,522**	**551,456**	**144%**

Budget reflects Notice of Award #09CH012489-01-03

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, CFO/ Louis Rodriguez, Finance Administrator

Date: January 22, 2025

Subject: *Head Start*
Building Proceeds for Central Kitchen as of November 30, 2024 – **Info Item**

CAPK received authorization from the Office of Head Start (OHS) to sell the properties located at 3100 Mall View Road and 5005 Business Park North. Accordingly, OHS requested that the proceeds from the sale of these buildings be held in an interest-bearing account for the purpose of funding the construction of a new central kitchen.

The remodel of the new central kitchen will be largely funded from the funds in this account and by the funds from the no cost extension grant 09CH011132-05. CAPK submits regular reporting to OHS each time funds are expended for this construction project.

The following are highlights of the funds held from the proceeds of sale of buildings designated for the New Central Kitchen remodel for the period ended November 30, 2024.

Overall expenditures are 14.4% of the Building Proceeds.

Community Action Partnership of Kern

Building Proceeds

Report Period: March 1, 2023 - November 30, 2024

Prepared 01/05/2025

BUILDING PROCEDES (For Central Kitchen Remodel)	BUILDING PROCEEDS	EARNINGS (INTEREST)	TOTAL	EXPENSES	REMAINING	% REMAINING
	3,329,792	28,946	3,358,738	484,708	2,874,030	85.6%

% Spent 14.4%

Sale Central Kitchen - 10/31/2023	1,105,128
Sale BPN - 02/14/2024	2,224,664
Total Proceeds	**3,329,792**
Plus Interest	28,946
	3,358,738
Less Expenses	484,708
Remaining Balance	2,874,030

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 22, 2025

Subject: *Agenda Item 4b*: Agency-Wide Budget Revision #4 – **Action Item**

The proposed revised annual budget for the 2024/25 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

The annual operating budget (program services and support services) has been revised from $129,117,611 to $141,027,143. The increase is attributed to the following: increase to Migrant Alternative Payment, increase to Home Visit Program, completion of the food bank expansion, and housing services expansion in Mojave. Attached is the 2024/25 annual budget with category support schedules.

The Indirect budget has been revised from $10,045,801 to $10,278,801 for the five support divisions: Executive, Human Resources, Finance, Operations and Community Development. A projected cost of $233,000 has been added to realign the budget with anticipated expenses.

Recommendation

Staff recommend that the Budget & Finance Committee approve the revised annual budget for FY 2024/25.

Attachments:
Revised Annual Budget for FY 2024/25 (11 pages)
Detail of Budget Revision Changes for FY 2024/25 (1 page)

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 106,527,980	$ 14,125,085	$ 6,808,169	$ 9,779,640	$ 1,791,327	$ -	$ 139,032,201	$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	11,561,575
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 105,209,415**	**$ 15,989,832**	**$ 6,808,169**	**$ 9,779,640**	**$ 1,791,327**	**$ 101,551**	**$ 139,679,934**	**$ 11,561,575**
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,299,429
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,498,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	158,250
Space Cost	10,968,481	1,768,460	238,000	1,529,699	276,199	1,004,981	15,785,820	469,612
Supplies	2,562,725	1,147,218	125,000	470,363	26,615	18,850	4,350,771	468,772
Equipment	674,100	-	174,425	67,979	-	-	916,504	325,155
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	1,064,000
Other Operating Costs	2,692,281	451,389	505,338	344,696	44,380	108,975	4,147,059	920,480
Program Costs	29,789,791	4,057,241	227,662	729,421	3,000	-	34,807,115	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	8,703,734	1,252,564	603,071	792,641	169,041	40,524	11,561,575	-
Total Expenditures	**$ 105,209,415**	**$ 15,989,832**	**$ 6,808,169**	**$ 9,779,640**	**$ 1,791,327**	**$ 1,448,760**	**$ 141,027,143**	**$ 10,278,801**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,347,209)**	**$ (1,347,209)**	**$ 1,282,774**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2024/25
BUDGET REVISION #1 (PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 9,469,994	$ 1,990,665	$ -	$ 448,873	$ -	$ -	$ 11,909,532	$ -
Head Start Subsidy for CACFP	-	-	-	-	-	-	-	-
Private Revenue	-	-	-	-	-	-	-	-
Other Revenue	-	-	-	-	-	-	-	731,090
Donations	-	-	-	-	-	-	-	-
Total Revenue	**$ 9,469,994**	**$ 1,990,665**	**$ -**	**$ 448,873**	**$ -**	**$ -**	**$ 11,909,532**	**$ 731,090**
Expenditures								
Salaries	-	-	-	-	-	-	-	(12,950)
Benefits	-	-	-	-	-	-	-	-
Travel	-	-	-	-	-	-	-	43,000
Space Cost	(388,128)	990,665	-	128,660	-	-	731,197	-
Supplies	1,050,853	1,000,000	-	235,667	-	-	2,286,520	110,000
Equipment	(300,000)	-	-	60,979	-	-	(239,021)	92,950
Consultant/Contract	-	-	-	-	-	-	-	-
Other Operating Costs	972,959	-	-	-	-	-	972,959	-
Program Costs	7,426,787	-	-	-	-	-	7,426,787	-
Depreciation	-	-	-	-	-	-	-	-
Indirect	707,523	-	-	23,567	-	-	731,090	-
Total Expenditures	**$ 9,469,994**	**$ 1,990,665**	**$ -**	**$ 448,873**	**$ -**	**$ -**	**$ 11,909,532**	**$ 233,000**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 498,090**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 97,057,986	$ 12,134,420	$ 6,808,169	$ 9,330,767	$ 1,791,327	$ -	$ 127,122,669	$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,830,485
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 101,551**	**$ 127,770,402**	**$ 10,830,485**
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,312,379
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,498,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	115,250
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	1,004,981	15,054,623	469,612
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	358,772
Equipment	974,100	-	174,425	7,000	-	-	1,155,525	232,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	1,064,000
Other Operating Costs	1,719,322	451,389	505,338	344,696	44,380	108,975	3,174,100	920,480
Program Costs	22,363,004	4,057,241	227,662	729,421	3,000	-	27,380,328	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,996,211	1,252,564	603,071	769,074	169,041	40,524	10,830,485	-
Total Expenditures	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 1,448,760**	**$ 129,117,611**	**$ 10,045,801**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,347,209)**	**$ (1,347,209)**	**$ 784,684**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
EDUCATION

	Head Start	State Dept. of Education	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	49,531,518	12,833,311	2,006,425	4,943,041	37,213,685	**106,527,980**
Head Start Subsidy for CACFP	(1,338,565)	-	-	-	-	**(1,338,565)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	20,000	-	-	-	-	**20,000**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 48,212,953**	**$ 12,833,311**	**$ 2,006,425**	**$ 4,943,041**	**$ 37,213,685**	**$ 105,209,415**
Expenditures						
Salaries	20,927,527	8,997,743	1,402,190	2,785,694	2,269,346	**36,382,500**
Benefits	6,462,108	2,648,036	443,732	894,331	641,260	**11,089,467**
Travel	437,326	-	-	232,000	16,600	**685,926**
Space Cost	10,706,481	-	-	96,000	166,000	**10,968,481**
Supplies	2,020,852	-	-	172,873	369,000	**2,562,725**
Equipment	674,100	-	-	-	-	**674,100**
Consultant/Contract	1,307,154	20,982	3,600	25,000	21,500	**1,378,236**
Other Operating Costs	1,496,738	-	-	78,284	1,117,259	**2,692,281**
Program Costs	194,980	-	-	196,000	29,398,811	**29,789,791**
Depreciation	267,774	-	-	14,400	-	**282,174**
Indirect	3,717,913	1,166,550	156,903	448,459	3,213,909	**8,703,734**
Total Expenditures	**$ 48,212,953**	**$ 12,833,311**	**$ 2,006,425**	**$ 4,943,041**	**$ 37,213,685**	**$ 105,209,415**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.9%	29.4%	31.6%	32.1%	28.3%	30.5%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 401,831	**$ 401,831**
Other Government Revenue	4,409,835	1,824,793	1,423,043	203,206	1,626,249	6,264,208	**14,125,085**
Head Start Subsidy for CACFP	-	-	1,117,585	220,980	1,338,565	-	**1,338,565**
Private Revenue	-	-	-	-	-	50,000	**50,000**
Other Revenue	-	-	-	-	-	253,247	**253,247**
Donations	-	-	-	-	-	222,935	**222,935**
Total Revenue	**$ 4,409,835**	**$ 1,824,793**	**$ 2,540,628**	**$ 424,186**	**$ 2,964,814**	**$ 7,192,221**	**$ 16,391,663**
Expenditures							
Salaries	2,553,500	655,319	923,953	-	923,953	1,148,452	**5,281,224**
Benefits	791,585	206,245	271,274	-	271,274	356,016	**1,625,120**
Travel	10,000	33,307	27,000	-	27,000	47,700	**118,007**
Space Cost	420,368	49,627	121,700	-	121,700	1,176,765	**1,768,460**
Supplies	43,500	16,887	6,000	-	6,000	1,080,831	**1,147,218**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	648,910	-	-	-	-	**648,910**
Other Operating Costs	177,489	48,608	62,600	-	62,600	162,692	**451,389**
Program Costs	7,500	-	897,135	36,247	933,382	2,746,894	**3,687,776**
- Vended Meals	-	-	-	369,465	369,465	-	**369,465**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	400,893	165,890	230,966	18,474	249,440	472,871	**1,289,094**
Total Expenditures	**$ 4,409,835**	**$ 1,824,793**	**$ 2,540,628**	**$ 424,186**	**$ 2,964,814**	**$ 7,192,221**	**$ 16,391,663**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	31.5%	29.4%		29.4%	31.0%	30.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**6,808,169**
Private Revenue	**-**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 6,808,169**
Expenditures	
Salaries	**2,341,392**
Benefits	**702,424**
Travel	**75,000**
Space Cost	**238,000**
Supplies	**125,000**
Equipment	**174,425**
Consultant/Contract	**1,815,857**
Other Operating Costs	**505,338**
Program Costs	**227,662**
Depreciation	**-**
Indirect	**603,071**
Total Expenditures	**$ 6,808,169**
Gain/(Loss)	**$ -**
Benefit Rate	**30.0%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	Vaccine Equity Project	School Community Partnership	Diaper Distribution Pilot	KCCD CERF	Youth Centers	TOTAL
Revenue											
Community Services Block Grant (CSBG)	$ 267,826	$ 225,054	$ 47,732	$ -	$ 192,413	$ -	$ -	$ -	$ -	$ 594,963	**$ 1,327,988**
Other Government Revenue	1,299,790	5,917,350	297,799	176,248	1,163,056	48,333	500,000	83,333	65,090	228,641	**9,779,640**
Private Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,567,616**	**$ 6,142,404**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 11,107,628**
Expenditures											
Salaries	953,639	2,237,596	187,034	121,503	405,470	8,003	276,069	52,252	41,336	314,328	**4,597,230**
Benefits	288,127	689,990	56,762	30,376	80,194	3,430	85,581	16,198	12,778	86,502	**1,349,938**
Travel	2,370	27,347	10,000	2,000	17,655	-	16,176	500	1,733	14,113	**91,894**
Space Cost	78,000	1,386,867	39,917	9,000	40,625	-	1,325	4,800	1,173	244,191	**1,805,898**
Supplies	45,339	383,167	200	1,500	20,645	-	8,650	-	2,151	32,326	**493,978**
Equipment	-	60,979	-	-	7,000	-	-	-	-	-	**67,979**
Consultant/Contract	-	7,500	-	-	554,153	32,506	66,745	-	-	750	**661,654**
Other Operating Costs	75,985	135,650	15,125	5,090	99,944	-	-	2,007	-	53,275	**387,076**
Program Costs	-	674,884	-	-	53,237	-	-	-	-	4,300	**732,421**
Depreciation	-	-	-	-	-	-	-	-	-	-	**-**
Indirect	124,156	538,424	36,493	6,779	76,546	4,394	45,454	7,576	5,919	73,819	**919,560**
Total Expenditures	**$ 1,567,616**	**$ 6,142,404**	**$ 345,531**	**$ 176,248**	**$ 1,355,469**	**$ 48,333**	**$ 500,000**	**$ 83,333**	**$ 65,090**	**$ 823,604**	**$ 11,107,628**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.2%	30.8%	30.3%	25.0%	19.8%	42.9%	31.0%	31.0%	30.9%	27.5%	**29.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 401,831	$ 267,826	$ 47,732	$ 192,413	$ 594,963	$ 225,054	$ 61,508	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Expenditures								
Salaries	281,001	194,782	11,070	87,421	235,135	126,953	29,439	**965,801**
Benefits	84,300	48,696	2,214	19,233	58,784	35,547	6,477	**255,251**
Travel	-	-	4,000	11,000	5,790	4,500	15,000	**40,290**
Space Cost	-	-	15,000	24,400	206,720	30,079	-	**276,199**
Supplies	-	-	200	9,220	9,695	4,500	3,000	**26,615**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	5,000	-	**10,750**
Other Operating Costs	-	-	-	16,575	25,055	750	2,000	**44,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	36,530	24,348	15,248	16,564	53,034	17,725	5,592	**169,041**
Total Expenditures	**$ 401,831**	**$ 267,826**	**$ 47,732**	**$ 192,413**	**$ 594,963**	**$ 225,054**	**$ 61,508**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**22.0%**	**25.0%**	**28.0%**	**22.0%**	**26.4%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	66,065	**66,065**
Donations	2,486	-	**2,486**
Transfer Released From Restriction	(347,209)	347,209	**-**
Total Revenue	**$ (344,723)**	**$ 413,274**	**$ 68,551**
Expenditures			
Salaries	-	199,565	**199,565**
Benefits	-	64,865	**64,865**
Travel	-	10,000	**10,000**
Space Cost	1,002,000	2,981	**1,004,981**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	6,000	**6,000**
Other Operating Costs	5,260	103,715	**108,975**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	40,298	**40,524**
Total Expenditures	**$ 1,002,486**	**$ 446,274**	**$ 1,448,760**
Fund Balance	-	33,000	**33,000**
Gain/(Loss)	**$ (1,347,209)**	**$ -**	**$ (1,347,209)**
Benefit Rate	0.0%	32.5%	**32.5%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND

	Human Resources	Operations	Executive	Finance	Community Development	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -		**$ -**
Other Government Revenue	-	-	-	-		**-**
Private Revenue	-	-	-	-		**-**
Other Revenue	-	-	-	-		**11,561,575**
Donations	-	-	-	-		**-**
Total Revenue	**$ -**	**$ -**	**$ -**	**$ -**		**$ 11,561,575**
Expenditures						
Salaries	953,342	1,334,634	429,259	1,913,413	668,781	**5,299,429**
Benefits	294,388	378,220	133,070	485,103	207,322	**1,498,103**
Travel	9,000	37,000	47,200	26,500	38,550	**158,250**
Space Cost	-	469,612	-	-	-	**469,612**
Supplies	142,000	189,000	42,500	50,000	45,272	**468,772**
Equipment	12,950	305,205	-	-	7,000	**325,155**
Consultant/Contract	103,500	348,000	16,500	523,000	73,000	**1,064,000**
Other Operating Costs	83,630	548,250	95,900	55,900	136,800	**920,480**
Program Costs	-	-	-	-		**-**
Depreciation	-	75,000	-	-		**75,000**
Indirect	-	-	-	-		**-**
Total Expenditures	**$ 1,598,810**	**$ 3,684,921**	**$ 764,429**	**$ 3,053,916**	**$ 1,176,725**	**$ 10,278,801**
Gain/(Loss)						**$ 1,282,774**
Benefit Rate	30.9%	28.3%	31.0%	25.4%	31.0%	**28.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Revenue	$ 5,799,844	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 11,561,575	14.4%
Expenditures							
Personnel Costs							
Salaries	3,070,550	3,601,982	3,983,144	4,342,212	4,684,733	5,299,429	13.1%
Benefits	756,241	875,486	931,312	982,302	1,216,557	1,498,103	23.1%
Benefit Rate	*24.6%*	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*28.3%*	
Total Personnel Costs	$ 3,826,791	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,797,532	15.2%
	72.5%	*71.2%*	*71.9%*	*70.0%*	*57.4%*	*66.1%*	
Operating Costs							
Travel	93,650	56,750	62,350	71,150	88,000	158,250	79.8%
Space Costs	186,800	193,300	206,370	215,700	386,450	544,612	40.9%
Supplies	166,500	119,400	150,200	195,000	264,650	468,772	77.1%
Equipment	-	-	196,000	-	200,000	325,155	62.6%
Consultant/Contract	659,100	1,144,066	956,000	1,288,000	1,049,000	1,064,000	1.4%
Other Operating Costs	345,050	298,600	352,750	511,107	780,300	920,480	18.0%
Total Operating Costs	$ 1,451,100	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,481,269	25.8%
	27.5%	*28.8%*	*28.1%*	*30.0%*	*31.9%*	*33.9%*	
Total Expenditures	$ 5,277,891	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,278,801	18.6%
Excess Indirect Revenue	$ 521,953	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 1,282,774	-10.8%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Operations	$ 1,355,800	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,684,921	24.8%
Human Resources	1,034,632	917,844	1,262,307	1,288,307	1,302,127	1,598,810	22.8%
Finance	1,563,775	1,757,619	1,786,550	2,256,840	2,550,906	3,053,916	19.7%
Community Development	705,930	-	-	-	1,329,568	1,176,725	-11.5%
Executive	612,204	1,145,335	1,133,815	1,337,079	534,524	764,429	43.0%
TOTAL	$ 5,272,341	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,278,801	18.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Education	$ 54,886,617	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 105,209,415	19.4%
Nutrition	8,687,954	9,221,197	9,378,845	24,852,123	19,219,609	15,989,832	-16.8%
Energy Conservation	5,746,308	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	25.6%
Community Services	1,549,312	4,715,591	4,764,987	6,414,298	9,562,696	9,779,640	2.3%
CSBG	1,489,531	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	41,233	203,689	284,270	311,758	3,423,525	1,448,760	-57.7%
COVID Response	-	-	4,259,035	3,602,032	-	-	0.0%
Total Annual Budget	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 141,027,143	10.6%

RECAP - EXPENDITURES BY CATEGORY	FY 2019/20 Budget	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	PROPOSED FY 2024/25 Budget	% Change 2024/25 Budget to 2023/24 Budget
Salaries	$ 30,816,989	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	4.5%
Benefits	9,792,653	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	5.6%
Travel	604,666	814,611	723,003	721,930	943,184	995,827	5.6%
Space Cost	7,496,553	10,436,885	8,378,137	23,204,587	16,448,026	15,785,820	-4.0%
Supplies	2,343,556	2,061,180	2,639,488	3,253,861	3,090,339	4,350,771	40.8%
Equipment	99,000	92,760	291,353	831,379	1,806,455	916,504	-49.3%
Consultant/Contract	2,765,704	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	19.7%
Other Operating Cost	2,805,782	2,720,184	2,571,193	3,452,283	2,800,371	4,147,059	48.1%
Program Costs	9,513,508	11,039,753	11,336,024	11,277,182	27,462,618	34,807,115	26.7%
Depreciation	362,700	311,004	301,440	301,440	317,240	282,174	-11.1%
Indirect	5,799,844	6,862,349	7,471,110	7,597,038	10,107,416	11,561,575	14.4%
TOTAL	$ 72,400,955	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 141,027,143	10.6%

MEMORANDUM

To: Budget and Finance Committee

From: Susana Magana, Director of Health and Nutrition

Date: January 22, 2025

Subject: *Agenda Item 4c:* FY 2025-26 Blanket Purchase Orders for Central Kitchen - **Action Item**

Background
CAPK staff has determined that Sysco and Central Sanitary Supply/Brady IFS are two vendors that meet the sole source justification for the type and volume of food and supplies for the Central Kitchen. The Central Kitchen needs specific types of food, janitorial and paper products to provide the volume of meals to the Head Start program daily. Both Sysco and Central Sanitary Supply/Brady IFS have a deep understanding of the food and beverage industry and the specific needs of CAPK. There are specific items carried by one vendor and not the other. They also have a team of experts who can provide customized solutions to meet our unique requirements.

Sysco and Central Sanitary Supply/Brady IFS have a proven record of providing high-quality products and services to CAPK. They have a long history of on-time deliveries, and they have a reputation for excellent customer service. The blanket purchase order amounts requested below are based on the total expended during the fiscal year 2023-2024, plus a 10% cushion to accommodate for market changes we may experience during the upcoming fiscal year.

Current Events
To streamline the high volume of food, janitorial and paper products that will be purchased by Central Kitchen staff for the upcoming fiscal year, the program needs to have blanket purchase orders in place for Sysco and for Central Sanitary Supply/Brady IFS to cover the period of March 1, 2025, through February 28, 2026.

Recommendation:
Staff recommend that the Budget and Finance Committee approve the blanket purchase order for Sysco in the amount of $815,000.00 and the blanket purchase order for Central Sanitary Supply/Brady IFS in the amount of $280,000.00.

Attachments:
Sole Source Justification form for Sysco
Sole Source Justification form for Central Sanitary Supply/Brady IFS.

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $160,000 Account Code(s): 6305-108000/109000-1001-120-240-115
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: Central Sanitary Supply/Brady IFS 4730 Armstrong Rd. Bakerfield, CA 93313 Contact: Bruce.herrin@bradyindustial.com
3. Description of requested items or services and their purpose(s): PO's for FS supplies/ janitorial & CTR consumables
4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ☒ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ☐ Sole provider of factory-authorized warranty service.
- ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Justification: Central Sanitary Supply/Brady IFS is the only vendor that can provide the amount of product needed for the Central Kitchen operational needs in a timely manner.

REQUESTED BY:

Tom Adame	Food Service Manager	1/10/2025
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana Date: 1/13/2025

Additional Approvals

Chief Program Officer: _____ Date: 1/14/25
$30,000-$100,000

Chief Financial Officer: Tracy Webster Date: 1/14/2025
$100,000-$149,999

Chief Executive Officer: _____ Date: 1/14/2025
$150,000+

Authorization: ☑ APPROVED ☐ NOT APPROVED

Business Manager: _____ Date: 1-15-2025

REVISED 3/2024

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $120,000 Account Code(s): 6305-112000-2000-120-240-115
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: Central Sanitary Supply/Brady IFS 4730 Armstrong Rd. Bakerfield, CA 93313 Contact: Bruce.herrin@bradyindustial.com
3. Description of requested items or services and their purpose(s): PO's for Central Kitchen supplies/ janitorial & consumables
4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ☒ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ☐ Sole provider of factory-authorized warranty service.
- ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Justification: Central Sanitary Supply/Brady IFS is the only vendor that can provide the amount of product needed for the Central Kitchen operational needs in a timely manner.

REQUESTED BY:

Tom Adame	Food Service Manager	1/10/2025
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana Date: 1/13/2025

Additional Approvals

Chief Program Officer: _____ Date: 1/14/25
$30,000-$100,000

Chief Financial Officer: _____ Date: 1/14/2025
$100,000-$149,999

Chief Executive Officer: _____ Date: _____
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: _____ Date: 1-15-2025

/2024

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $700,000 Account Code(s): 7145-112000-2000-120-240-115
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: Sysco, PO Box 432 Oxnard, CA 93030 661-333-0968, contact Warren McDaniel
3. Description of requested items or services and their purpose(s): PO's for Central Kitchen food service supplies
4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ☒ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ☐ Sole provider of factory-authorized warranty service.
- ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Justification: Sysco is the only vendor that can provide the amount of product needed for the Central Kitchen operational needs in a timely manner.

REQUESTED BY:

Tom Adame	Food Service Manager	1/10/2025
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana Date: 1/13/2025

Additional Approvals

Chief Program Officer: Date: 1/14/25
$30,000-$100,000

Chief Financial Officer: Tracy Webster Date: 1/14/2025
$100,000-$149,999

Chief Executive Officer: Date: 1/14/2025
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Date: 1-15-2025

REVISED 3/2024

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $65,000 Account Code(s): 6305-108000/109000-1001-120-240-115
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: Sysco, PO Box 432 Oxnard, CA 93030 661-333-0968, contact Warren McDaniel
3. Description of requested items or services and their purpose(s): PO's for Central Kitchen CTR FS Supplies/Janitorial Supplies, CTR consumables
4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ☒ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ☐ Sole provider of factory-authorized warranty service.
- ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Justification: Sysco is the only vendor that can provide the amount of product needed for the Central Kitchen operational needs in a timely manner.

REQUESTED BY:

Tom Adame	Food Service Manager	1/10/2025
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana Date: 1/13/2025

Additional Approvals

Chief Program Officer: Date: 1/14/25
$30,000-$100,000

Chief Financial Officer: Date:
$100,000-$149,999

Chief Executive Officer: Date:
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: Date: 1-15-2025

/2024

Community Action Partnership of Kern
Finance - Business Services Department
1300 18th Street · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $50,000 Account Code(s): 6305-112000-2000-120-240-115
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title: Sysco, PO Box 432 Oxnard, CA 93030 661-333-0968, contact Warren McDaniel
3. Description of requested items or services and their purpose(s): PO's for Central Kitchen FS Supplies/Janitorial Supplies, consumables
4. Reason(s) for requesting a sole source purchase:

- ☐ Original manufacturer or provider; no other local distributors exist.
- ☐ Only local distributor for the original manufacturer or provider.
- ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
- ☒ Only known item or service matching the requested needs or performing the intended task.
- ☐ Sole provider of a licensed or patented good or service.
- ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
- ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
- ☐ Sole provider of factory-authorized warranty service.
- ☐ None of the above applies. Please attach a detailed explanation and justification for this sole source request.

5. Justification: Sysco is the only vendor that can provide the amount of product needed for the Central Kitchen operational needs in a timely manner.

REQUESTED BY:

Tom Adame	Food Service Manager	1/10/2025
PRINTED NAME	TITLE	DATE

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana Date: 1/13/2025

Additional Approvals

Chief Program Officer: _____ Date: 1/14/25
$30,000-$100,000

Chief Financial Officer: _____ Date: _____
$100,000-$149,999

Chief Executive Officer: _____ Date: _____
$150,000+

Authorization: ☑ **APPROVED** ☐ **NOT APPROVED**

Business Manager: _____ Date: 1-15-2025

/2024

SSJF Forms 1.14-.25

Final Audit Report 2025-01-15

Created:	2025-01-15
By:	Sara Elias (selias@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAcD7CcOjcr2Nua6TtwJcD-a8f7OILhO4e

"SSJF Forms 1.14-.25" History

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2025-01-15 - 0:45:16 AM GMT- IP address: 12.76.40.22

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2025-01-15 - 0:47:37 AM GMT

Document e-signed by Gabrielle Alexander (g.alexander@capk.org)
Signature Date: 2025-01-15 - 4:18:04 PM GMT - Time Source: server- IP address: 75.113.90.14

Agreement completed.
2025-01-15 - 4:18:04 PM GMT

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MEMORANDUM

To: Budget & Finance Committee

From: Kelly Lowery, Food Bank Program Administrator

Date: January 22, 2025

Subject: *Agenda Item 4d:* FY 2025-2026 Blanket Purchase Orders for Food Bank – **Action Item**

Background
In 2024 the CAPK Food Bank distributed approximately 22 million pounds of food through various programs. Of that amount, more than 4 million pounds were distributed through the pantry and farmers' market programs throughout our network of agency partners. In January 2023, The CAPK Food Bank network was averaging approximately 100,000 engagements each month. By the end of 2024, that number has more than doubled with an all-time high of more than a quarter of a million engagements each month. Federal & State resources are pre-determined, fixed, and unable to swell with demand. The Food Bank's ability to purchase food is one of the primary ways we were able to address the growing demand.

Current Events
The following are the established vendors that meet the criteria for our funding sources. Attached are the CAPK procurement process-approved Sole Source Justification Forms (SSJF), provided as documentation for each vendor.

CalFoods Logistics	$650,000
California Association of Food Banks	$360,000
I Deal Specialties	$650,000
Grimmway Farms	$360,000

Recommendation:
Staff recommends that the Budget & Finance Committee approve the requested blanket purchase orders listed which will allow staff to fully spend down the associated grant allocations.

Attachments:
SSJF for CalFood Logistics
SSJF for CA Association of Food Banks
SSJF for I Deal Specialties
SSJF for Grimmway Farms

Community Action Partnership of Kern
Business Services Department
1300 18th ST. Suite #200 Bakersfield.Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: $650,000.00 Account Code(s): **See attachment.**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title

   Cal Foods Logistics 3478 Buskirk Ave Ste 346 Pleasant Hill CA 94523 Info@calfoods.org

   Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**

3. Reason(s) for requesting a sole source purchase:

   - ☐ Original manufacturer or provider; no other local distributors exist.
   - ☐ Only local distributor for the original manufacturer or provider.
   - ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   - ☐ Only known item or service matching the requested needs or performing the intended task.
   - ☐ Sole provider of a licensed or patented good or service.
   - ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   - ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   - ☐ Sole provider of factory-authorized warranty service.
   - X None of the above applies. Please attach a detailed explanation and justification for this sole source request.

4. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 1/08/2025 (DATE)

CEDS Fiscal: _____ (Assistant Director of Finance/Fiscal Analyst) Date: 01/10/2025

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Jan 10, 2025 14:18 PST) _____ Date: 01/10/2025

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: _____ Date: 01/10/2025 01/10/2025

Account Codes(s):

7145-216-102-120-000-00-2-1 $275K

7145-216-104-120-000-00-2-1 $250K

7145-216-087-120-000-00-2-1 $30K

7145-114-000-120-000- 00-2-1 $65K

7145-494-000-120--000-00-2-1 $30K

Total: $ 650,000

#5

Cal- Foods Logistics is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Cal- Foods Logistics is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

Cal Foods SSJF 650,000.00 1.8.2025 MC

Final Audit Report 2025-01-10

Created:	2025-01-08
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgj208AAuB2rZ0F4IZ5FrnI9eLuFMx493

"Cal Foods SSJF 650,000.00 1.8.2025 MC" History

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2025-01-08 - 11:35:12 PM GMT

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2025-01-10 - 10:18:03 PM GMT

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2025-01-10 - 10:23:49 PM GMT

Email viewed by Tracy Webster (twebster@capk.org)
2025-01-10 - 10:51:17 PM GMT- IP address: 104.47.58.254

Document e-signed by Tracy Webster (twebster@capk.org)
Signature Date: 2025-01-10 - 10:51:29 PM GMT - Time Source: server- IP address: 12.76.40.22

Document emailed to Jeremy Tobias (jtobias@capk.org) for signature
2025-01-10 - 10:51:31 PM GMT

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Email viewed by Jeremy Tobias (jtobias@capk.org)

2025-01-10 - 11:08:33 PM GMT- IP address: 12.76.40.22

Document e-signed by Jeremy Tobias (jtobias@capk.org)

Signature Date: 2025-01-10 - 11:09:22 PM GMT - Time Source: server- IP address: 12.76.40.22

Agreement completed.

2025-01-10 - 11:09:22 PM GMT

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Community Action Partnership of Kern
Business Services Department
1300 18th St. Suite #200. Bakersfield, CA 93309
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$360.000.00** Account Code(s): **See attachment.**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   California Association of Food Banks 1624 Franklin St. Ste 722 Oakland CA 94612 (510) 272-4435
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**
4. Reason(s) for requesting a sole source purchase:

   ☐ Original manufacturer or provider; no other local distributors exist.
   ☐ Only local distributor for the original manufacturer or provider.
   ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   ☐ Only known item or service matching the requested needs or performing the intended task.
   ☐ Sole provider of a licensed or patented good or service.
   ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   ☐ Sole provider of factory-authorized warranty service.
   X None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 01/08/25 (DATE)

CEDS Fiscal: Louis Gill — Louis Gill (Jan 10, 2025 16:38 PST) — Assistant Director of Finance/Fiscal Analyst Date: 01/10/2025

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Jan 10, 2025 14:17 PST) Stacy Webster Date: 01/10/2025 01/10/2025

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: Date: 01/10/2025

Account Codes(s):

7145-216-102-120-000-00-2-1	$100K
7145-216-104-120-000-00-2-1	$100K
7145-216-087-120-000-00-2-1	$30K
7145-467-190-120-000-00-2-1	$25K
7145-467-192-120-000-00-2-1	$25K
7145-467-193-120-000-00-2-1	$50K
7145-494-000-120-000-00-2-1	$30K

Total: $360.000.00

#5

CAOFB: is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

California Association Of Food Banks is an active vendor. This is a **New BPO for the new Fiscal Year 3/1/2025-2/28/26**.

SSJF $360.000.00 1.8.25 MC

Final Audit Report 2025-01-11

Created:	2025-01-08
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAnR4FIfeUV46215h_RGB85-gzoITSfiQR

"SSJF $360.000.00 1.8.25 MC" History

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2025-01-08 - 10:51:16 PM GMT- IP address: 12.76.40.22

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2025-01-08 - 10:56:31 PM GMT

Email viewed by Susana Magana (smagana@capk.org)
2025-01-10 - 10:17:03 PM GMT- IP address: 104.47.58.254

Document e-signed by Susana Magana (smagana@capk.org)
Signature Date: 2025-01-10 - 10:17:23 PM GMT - Time Source: server- IP address: 12.76.40.22

Document emailed to Gabrielle Alexander (g.alexander@capk.org) for signature
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Document e-signed by Gabrielle Alexander (g.alexander@capk.org)
Signature Date: 2025-01-10 - 10:24:14 PM GMT - Time Source: server- IP address: 12.76.40.22

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2025-01-10 - 10:24:16 PM GMT

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2025-01-10 - 10:51:36 PM GMT- IP address: 104.47.58.254

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Signature Date: 2025-01-10 - 10:51:45 PM GMT - Time Source: server- IP address: 12.76.40.22

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2025-01-10 - 10:51:48 PM GMT

Email viewed by lgill@capk.org
2025-01-11 - 0:38:02 AM GMT- IP address: 104.47.57.254

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Signer lgill@capk.org entered name at signing as Louis Gill

2025-01-11 - 0:38:31 AM GMT- IP address: 174.134.228.49

Document e-signed by Louis Gill (lgill@capk.org)

Signature Date: 2025-01-11 - 0:38:33 AM GMT - Time Source: server- IP address: 174.134.228.49

Agreement completed.

2025-01-11 - 0:38:33 AM GMT

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Community Action Partnership of Kern
Business Services Department
1300 18th St. Suite #200. Bakersfield, CA 93309
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: ***$650,000.00*** Account Code(s): ***See attachment.***
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   I deal Specialties 2492 Cedarwood Rd Pepper Pike, OH 44124
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal-Food Grant**
4. Reason(s) for requesting a sole source purchase:

   ☐ Original manufacturer or provider; no other local distributors exist.
   ☐ Only local distributor for the original manufacturer or provider.
   ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   ☐ Only known item or service matching the requested needs or performing the intended task.
   ☐ Sole provider of a licensed or patented good or service.
   ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   ☐ Sole provider of factory-authorized warranty service.
   X None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde	Admin Supervisor	01/08/2025
PRINTED NAME	TITLE	DATE

CEDS Fiscal: _____ Date: 01/10/2025
Assistant Director of Finance/Fiscal Analyst

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Jan 10, 2025 14:16 PST) Date: 01/10/2025 01/10/2025

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: _____ Date: 01/10/2025

REVISED 7/1/17

Account Codes(s):

7145-216-102-120-000-00-2-1 $275K

7145-216-104-120-000-00-2-1 $250K

7145-216-087-120-000-00-2-1 $30K

7145-494-000-120-000--00-2-1 $30K

7145-114-000-120-000-00-2-1 65K

Total: $ 650,000.00

#5

I Deal Specialties is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

I Deal Specialties is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

I Deal Specialties 650,000.00 SSJF 1.8.25. MC

Final Audit Report 2025-01-10

Created:	2025-01-08
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAoj3BCNgZex4t57vRLW2qemIDkts5Cg7B

"I Deal Specialties 650,000.00 SSJF 1.8.25. MC" History

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2025-01-08 - 11:55:41 PM GMT

Email viewed by Susana Magana (smagana@capk.org)
2025-01-10 - 10:16:06 PM GMT- IP address: 104.47.58.254

Document e-signed by Susana Magana (smagana@capk.org)
Signature Date: 2025-01-10 - 10:16:15 PM GMT - Time Source: server- IP address: 12.76.40.22

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2025-01-10 - 10:16:17 PM GMT

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2025-01-10 - 10:21:32 PM GMT- IP address: 12.76.40.22

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Signature Date: 2025-01-10 - 10:22:42 PM GMT - Time Source: server- IP address: 12.76.40.22

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2025-01-10 - 10:22:44 PM GMT

Email viewed by Tracy Webster (twebster@capk.org)
2025-01-10 - 10:50:31 PM GMT- IP address: 104.47.58.254

Document e-signed by Tracy Webster (twebster@capk.org)
Signature Date: 2025-01-10 - 10:50:49 PM GMT - Time Source: server- IP address: 12.76.40.22

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2025-01-10 - 10:50:51 PM GMT

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Email viewed by Jeremy Tobias (jtobias@capk.org)

2025-01-10 - 11:06:49 PM GMT- IP address: 12.76.40.22

Document e-signed by Jeremy Tobias (jtobias@capk.org)

Signature Date: 2025-01-10 - 11:08:27 PM GMT - Time Source: server- IP address: 12.76.40.22

Agreement completed.

2025-01-10 - 11:08:27 PM GMT

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Community Action Partnership of Kern
Business Services Department
1300 18th St Suite #200 · Bakersfield, CA 93301
(661) 336-5236 procurement@capk.org

SOLE SOURCE JUSTIFICATION FORM

Sole source purchases are not permitted except when clearly and thoroughly justified.

1. Estimated contract amount: **$ 360,000.00** Account Code(s): **See attachment.**
2. Recommended supplier name, address, phone, fax, e-mail, and contact name and title:

   Grimmway Farms PO Box 81498 Bakersfield CA 93380 661 393-3320 Fax 661845-6627
3. Description of requested items or services and their purpose(s) **Purchased Fresh Produce for Cal- Food Grant.**
4. Reason(s) for requesting a sole source purchase:

   ☐ Original manufacturer or provider; no other local distributors exist.
   ☐ Only local distributor for the original manufacturer or provider.
   ☐ Parts or equipment not interchangeable with similar parts of another manufacturer.
   ☐ Only known item or service matching the requested needs or performing the intended task.
   ☐ Sole provider of a licensed or patented good or service.
   ☐ Sole provider of items compatible with existing equipment, inventory, systems, programs or services.
   ☐ Sole provider of goods or service established as standard (please provide evidence of such a standard).
   ☐ Sole provider of factory-authorized warranty service.
   X None of the above applies. Please attach a detailed explanation and justification for this sole source request.
5. Explain why the product or service requested is the only one that can satisfy your requirements, as well as why alternatives are unacceptable. Be specific with regard to specifications. Attach additional pages if necessary.

REQUESTED BY:

Maricela Conde (PRINTED NAME) Admin Supervisor (TITLE) 1/8/2025 (DATE)

CEDS Fiscal: Louis Gill — Louis Gill (Jan 10, 2025 16:37 PST) — Assistant Director of Finance/Fiscal Analyst Date: 01/10/2025

I hereby certify that, to the best of my knowledge, the above justification is accurate and request that a sole source be approved for the procurement of the above requested items or services.

Division Director: Susana Magana (Jan 10, 2025 14:16 PST) Date: 01/10/2025 01/10/2025

Authorization: ☐ APPROVED ☐ NOT APPROVED

Business Manager: Date: 01/10/2025

Account Codes(s):

7145-216-102-120-000-00-2-1 $100K

7145-216-104-120-000-00-2-1 $100K

7145-216-087-120-000-00-2-1 $30K

7145-467-190-120-000-00-2-1 $25K

7145-467-192-120-000-00-2-1 $25K

7145-467-193-120-000-00-2-1 $50K

7145-494-000-120-000--00-2-1 $30K

Total: $ 360.000.00

#5

Grimmway is a food broker that offers truckloads of produce and protein on a first-come, first-serve basis. Offers are received and can be unavailable within the day due to being accepted by other food banks etc. The Capk Food Bank needs to procure large amounts of produce and protein to support the free farmer's markets and pantry programs. Responding in real-time with this vendor will expand our purchasing strengths by allowing resources to go further. Additionally, this vendor understands and works with the food bank industry and can assist in identifying loads that will be eligible for certain grant funding.

Advanced ordering for discounted produce and protein is challenged by several factors including but not limited to season of the year weather, retail market fluctuation, etc. Responding in real-time will save CAPK Food Bank time, money, and staff resources.

Note:

Grimmway is an active vendor. This is a new BPO for the new fiscal year 3/1/2025-2/28/2026

SSJF 360,000.00 1.8.25 (MC)

Final Audit Report 2025-01-11

Created:	2025-01-08
By:	Maricela Conde (mconde@capk.org)
Status:	Signed
Transaction ID:	CBJCHBCAABAAgaYeefcaRGkvXKx6di_EDIaosfVyvuIK

"SSJF 360,000.00 1.8.25 (MC)" History

Document created by Maricela Conde (mconde@capk.org)
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Signer lgill@capk.org entered name at signing as Louis Gill

2025-01-11 - 0:37:35 AM GMT- IP address: 174.134.228.49

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Agreement completed.

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MEMORANDUM

To: Budget & Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 22, 2025

Subject: *Agenda Item 4e:* Annual Budget for Fiscal Year 2025/2026 - **Info Item**

The annual budget for the 2025/2026 fiscal year is presented using the following functional categories:

1. Program Services
    - Education
    - Nutrition
    - Energy Conservation
    - Community Services
    - CSBG
2. Support Services
    - Discretionary & Fund Raising
3. Indirect

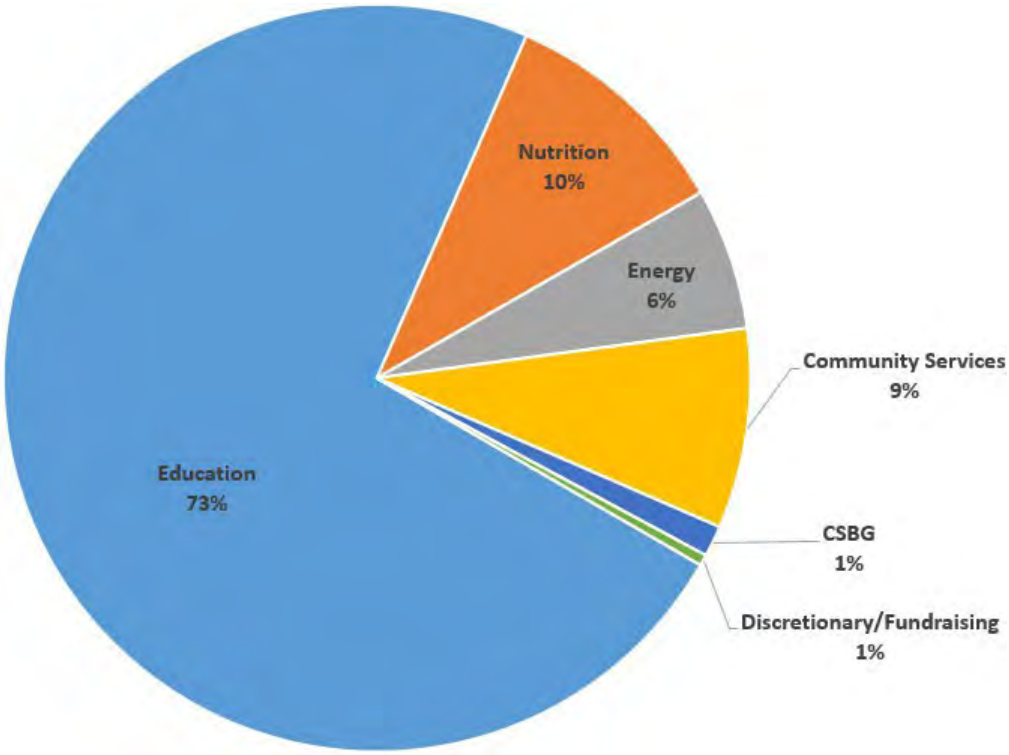
The annual operating budget (program services and support services) of $132,735,339 was developed using individual grant or program budgets prepared by program staff that were combined into the above functional categories. The annual budget for FY 2025/2026 is 2.8% greater than the prior year. Attached is the FY 2025/2026 annual budget with category support schedules.

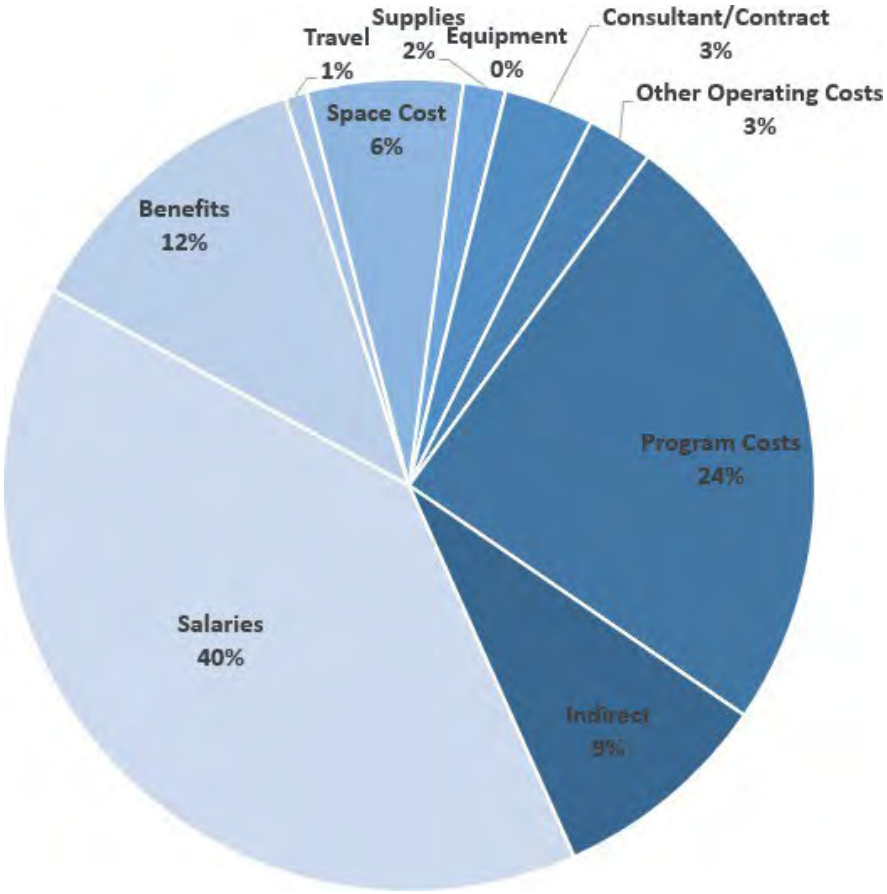
The Indirect budget of $10,733,791 for the five support divisions: Executive, Human Resources, Finance, Operations, and Community Development Administration is 6.8% greater than the prior year. The Indirect Budget reflects projected costs for additional staff in each component of the five support divisions to improve the level of services provided to agency-wide programs. Fiscal Year 2025/2026 will be the tenth year using the 10% indirect cost rate. 76.1% of the Indirect budget is for personnel costs and 23.9% is for operating costs. Attached is a comparison of the Indirect budget for five years.

The 2025/2026 budget presented will be brought to the Budget and Finance Committee in February for review and approval. The current presentation is for review and discussion.

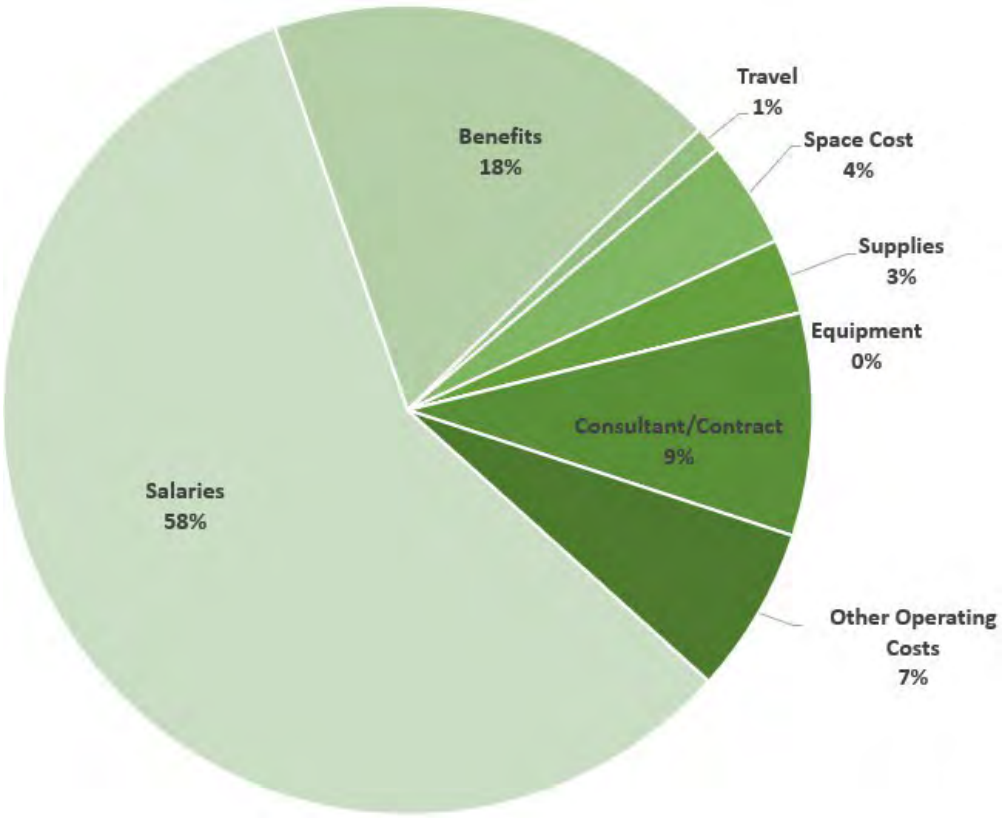
Attachments:
Annual Budget for FY 2025/26
Indirect Budget Comparison for Five Years

AGENCY BUDGET





INDIRECT BUDGET BREAKDOWN



COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 98,825,113	$ 11,204,927	$ 7,737,612	$ 11,197,635	$ 1,791,327	$ -	$ 130,756,614	$ -
Head Start Subsidy for CACFP	(1,633,225)	1,633,225	-	-	-	-	-	-
Private Revenue	-	-	410,445	292,720	-	-	703,165	-
Other Revenue	-	284,247	-	-	-	95,578	379,825	11,637,040
Donations	-	376,008	-	-	-	-	376,008	-
Total Revenue	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 95,578**	**$ 132,215,612**	**$ 11,637,040**
Expenditures								
Salaries	38,999,924	5,086,849	3,026,630	4,282,110	938,699	303,161	52,637,373	6,228,138
Benefits	11,690,857	1,666,602	966,559	1,347,365	259,901	103,943	16,035,227	1,943,952
Travel	836,996	115,667	80,650	66,742	44,395	25,300	1,169,750	113,200
Space Cost	3,469,364	728,727	253,000	3,195,293	288,329	2,000	7,936,713	258,000
Supplies	1,649,146	199,399	136,000	208,638	30,831	18,850	2,242,864	321,486
Equipment	-	-	-	-	-	-	-	-
Consultant/Contract	1,407,736	952,904	2,078,131	277,476	5,750	-	4,721,997	954,500
Other Operating Costs	1,688,881	614,558	563,693	447,277	51,380	115,660	3,481,449	713,015
Program Costs	28,405,475	3,061,030	302,662	812,985	3,000	-	32,585,152	-
Depreciation	287,774	5,000	-	-	-	(5,000)	287,774	201,000
Indirect	8,755,735	1,067,671	740,732	852,469	169,042	51,391	11,637,040	-
Total Expenditures	**$ 97,191,888**	**$ 13,498,407**	**$ 8,148,057**	**$ 11,490,355**	**$ 1,791,327**	**$ 615,305**	**$ 132,735,339**	**$ 10,733,291**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (519,727)**	**$ (519,727)**	**$ 903,749**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
(PROPOSED CHANGES)

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 1,767,127	$ (929,493)	$ 929,443	$ 1,866,868	$ -	$ -	$ 3,633,945	$ -
Head Start Subsidy for CACFP	(294,660)	294,660	-	-	-	-	-	-
Private Revenue	-	(50,000)	410,445	292,720	-	-	653,165	-
Other Revenue	(20,000)	31,000	-	-	-	(3,487)	7,513	806,555
Donations	-	153,073	-	-	-	(2,486)	150,587	-
Total Revenue	**$ 1,452,467**	**$ (500,760)**	**$ 1,339,888**	**$ 2,159,588**	**$ -**	**$ (5,973)**	**$ 4,445,210**	**$ 806,555**
Expenditures								
Salaries	2,617,424	86,626	685,238	340,241	(27,102)	103,596	3,806,023	915,759
Benefits	601,390	125,782	264,135	161,901	4,650	39,078	1,196,936	445,849
Travel	151,070	(2,340)	5,650	138	4,105	15,300	173,923	(2,050)
Space Cost	(7,887,245)	(49,068)	15,000	1,794,254	12,130	(1,002,981)	(7,117,910)	(211,612)
Supplies	137,274	52,181	11,000	(26,058)	4,216	-	178,613	(37,286)
Equipment	(974,100)	-	(174,425)	(7,000)	-	-	(1,155,525)	(232,205)
Consultant/Contract	29,500	303,994	262,274	(373,428)	(5,000)	(6,000)	211,340	(109,500)
Other Operating Costs	(30,441)	163,169	58,355	102,581	7,000	6,685	307,349	(207,465)
Program Costs	6,042,471	(996,211)	75,000	83,564	-	-	5,204,824	-
Depreciation	5,600	-	-	-	-	-	5,600	126,000
Indirect	759,524	(184,893)	137,661	83,395	1	10,867	806,555	-
Total Expenditures	**$ 1,452,467**	**$ (500,760)**	**$ 1,339,888**	**$ 2,159,588**	**$ -**	**$ (833,455)**	**$ 3,617,728**	**$ 687,490**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ 827,482**	**$ 827,482**	**$ 119,065**

COMMUNITY ACTION PARTNERSHIP OF KERN
APPROVED ANNUAL BUDGET 2024/25

	Program Services					Support Services		Indirect
	Education	**Nutrition**	**Energy Conservation**	**Community Services**	**CSBG**	**Discretionary & Fund Raising**	**TOTAL**	
Revenue								
Government Revenue	$ 97,057,986	$ 12,134,420	$ 6,808,169	$ 9,330,767	$ 1,791,327	$ -	$ 127,122,669	$ -
Head Start Subsidy for CACFP	(1,338,565)	1,338,565	-	-	-	-	-	-
Private Revenue	-	50,000	-	-	-	-	50,000	-
Other Revenue	20,000	253,247	-	-	-	99,065	372,312	10,830,485
Donations	-	222,935	-	-	-	2,486	225,421	-
Total Revenue	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 101,551**	**$ 127,770,402**	**$ 10,830,485**
Expenditures								
Salaries	36,382,500	5,000,223	2,341,392	3,941,869	965,801	199,565	48,831,350	5,312,379
Benefits	11,089,467	1,540,820	702,424	1,185,464	255,251	64,865	14,838,291	1,498,103
Travel	685,926	118,007	75,000	66,604	40,290	10,000	995,827	115,250
Space Cost	11,356,609	777,795	238,000	1,401,039	276,199	1,004,981	15,054,623	469,612
Supplies	1,511,872	147,218	125,000	234,696	26,615	18,850	2,064,251	358,772
Equipment	974,100	-	174,425	7,000	-	-	1,155,525	232,205
Consultant/Contract	1,378,236	648,910	1,815,857	650,904	10,750	6,000	4,510,657	1,064,000
Other Operating Costs	1,719,322	451,389	505,338	344,696	44,380	108,975	3,174,100	920,480
Program Costs	22,363,004	4,057,241	227,662	729,421	3,000	-	27,380,328	-
Depreciation	282,174	5,000	-	-	-	(5,000)	282,174	75,000
Indirect	7,996,211	1,252,564	603,071	769,074	169,041	40,524	10,830,485	-
Total Expenditures	**$ 95,739,421**	**$ 13,999,167**	**$ 6,808,169**	**$ 9,330,767**	**$ 1,791,327**	**$ 1,448,760**	**$ 129,117,611**	**$ 10,045,801**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ (1,347,209)**	**$ (1,347,209)**	**$ 784,684**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
EDUCATION

	Head Start	State Funded Child Care	San Joaquin COE	County of Kern Home Visit Initiative	Migrant Alternative Payment	TOTAL
Revenue						
Community Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	**$ -**
Other Government Revenue	40,091,426	11,709,758	6,796,885	4,874,043	35,353,001	**98,825,113**
Head Start Subsidy for CACFP	(1,633,225)	-	-	-	-	**(1,633,225)**
Private Revenue	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	**-**
Donations	-	-	-	-	-	**-**
Total Revenue	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 35,353,001**	**$ 97,191,888**
Expenditures						
Salaries	21,004,151	8,192,902	4,154,866	2,785,694	2,862,311	**38,999,924**
Benefits	6,415,233	2,431,351	1,263,950	894,331	685,992	**11,690,857**
Travel	537,326	-	22,670	232,000	45,000	**836,996**
Space Cost	2,683,364	-	450,000	96,000	240,000	**3,469,364**
Supplies	1,304,801	-	144,197	110,148	90,000	**1,649,146**
Equipment	-	-	-	-	-	**-**
Consultant/Contract	1,307,154	20,982	23,600	25,000	31,000	**1,407,736**
Other Operating Costs	1,190,820	-	151,733	78,284	268,044	**1,688,881**
Program Costs	189,032	-	91,572	196,000	27,928,871	**28,405,475**
Depreciation	267,774	-	-	14,400	5,600	**287,774**
Indirect	3,558,546	1,064,523	494,297	442,186	3,196,183	**8,755,735**
Total Expenditures	**$ 38,458,201**	**$ 11,709,758**	**$ 6,796,885**	**$ 4,874,043**	**$ 35,353,001**	**$ 97,191,888**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	30.5%	29.7%	30.4%	32.1%	24.0%	30.0%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
NUTRITION

	WIC	Snap-ED	Child and Adult Care Food Program (CACFP)			Food Bank	TOTAL
			Kern Central Kitchen	San Joaquin Vended Meals	Subtotal CACFP		
Revenue							
Commuity Services Block Grant (CSBG)	$ -	$ -	$ -	$ -	$ -	$ 423,805	**$ 423,805**
Other Government Revenue	4,632,704	2,189,752	1,630,185	226,074	1,856,259	2,526,212	**11,204,927**
Head Start Subsidy for CACFP	-	-	1,405,385	227,840	1,633,225	-	**1,633,225**
Private Revenue	-	-	-	-	-	-	**-**
Other Revenue	-	-	-	-	-	284,247	**284,247**
Donations	-	-	-	-	-	376,008	**376,008**
Total Revenue	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,610,272**	**$ 13,922,212**
Expenditures							
Salaries	2,593,476	701,985	923,953	-	923,953	1,163,800	**5,383,214**
Benefits	803,977	224,635	319,677	-	319,677	407,223	**1,755,512**
Travel	12,000	21,467	27,000	-	27,000	55,200	**115,667**
Space Cost	393,996	46,931	121,700	-	121,700	166,100	**728,727**
Supplies	63,500	14,101	6,000	-	6,000	115,798	**199,399**
Equipment	-	-	-	-	-	-	**-**
Consultant/Contract	-	952,904	-	-	-	-	**952,904**
Other Operating Costs	332,101	39,639	62,600	-	62,600	180,218	**614,558**
Program Costs	7,500	-	1,426,441	433,362	1,859,803	1,193,727	**3,061,030**
- Vended Meals	-	-	-	-	-	-	**-**
Depreciation	5,000	-	-	-	-	-	**5,000**
Indirect	421,154	188,090	148,199	20,552	168,751	328,206	**1,106,201**
Total Expenditures	**$ 4,632,704**	**$ 2,189,752**	**$ 3,035,570**	**$ 453,914**	**$ 3,489,484**	**$ 3,610,272**	**$ 13,922,212**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.0%	32.0%	34.6%		34.6%	35.0%	32.6%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
ENERGY CONSERVATION

	Energy Conservation
Revenue	
Community Services Block Grant (CSBG)	$ -
Other Government Revenue	**7,737,612**
Private Revenue	**410,445**
Other Revenue	**-**
Donations	**-**
Total Revenue	**$ 8,148,057**
Expenditures	
Salaries	**3,026,630**
Benefits	**966,559**
Travel	**80,650**
Space Cost	**253,000**
Supplies	**136,000**
Equipment	**-**
Consultant/Contract	**2,078,131**
Other Operating Costs	**563,693**
Program Costs	**302,662**
Depreciation	**-**
Indirect	**740,732**
Total Expenditures	**$ 8,148,057**
Gain/(Loss)	**$ -**
Benefit Rate	**31.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES

	211	Housing Services	E Kern Family Resource Center	Ridgecrest Resource Center	VITA	School Community Partnership	Diaper Distribution Pilot	Community Development Contracts	Youth Centers	TOTAL
Revenue										
Community Services Block Grant (CSBG)	$ 281,238	$ 168,747	$ 39,482	$ -	$ 202,030	$ -	$ -	$ -	$ 614,164	**$ 1,305,661**
Other Government Revenue	1,337,738	7,951,049	219,571	177,788	637,778	500,000	23,825	111,349	238,537	**11,197,635**
Private Revenue	192,720	-	100,000	-	-	-	-	-	-	**292,720**
Other Revenue	-	-	-	-	-	-	-	-	-	**-**
Donations	-	-	-	-	-	-	-	-	-	**-**
Total Revenue	**$ 1,811,696**	**$ 8,119,796**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 500,000**	**$ 23,825**	**$ 111,349**	**$ 852,701**	**$ 12,796,016**
Expenditures										
Salaries	1,025,791	2,546,859	154,673	122,688	312,873	276,069	16,285	72,912	371,687	**4,899,837**
Benefits	319,709	813,365	48,137	30,672	93,121	85,581	5,374	24,061	92,922	**1,512,942**
Travel	4,995	35,964	5,000	2,250	13,000	16,176	-	3,250	17,502	**98,137**
Space Cost	80,448	3,017,469	117,920	8,500	24,400	1,325	-	-	231,560	**3,481,622**
Supplies	50,881	131,680	200	2,435	21,109	8,650	-	-	17,298	**232,253**
Equipment	-	-	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	2,500	-	-	213,231	66,745	-	-	750	**283,226**
Other Operating Costs	172,810	192,327	10,180	4,405	83,155	-	-	1,000	30,780	**494,657**
Program Costs	-	798,746	-	-	3,500	-	-	-	13,739	**815,985**
Depreciation	-	-	-	-	-	-	-	-	-	**-**
Indirect	157,062	580,886	22,943	6,838	75,419	45,454	2,166	10,126	76,463	**977,357**
Total Expenditures	**$ 1,811,696**	**$ 8,119,796**	**$ 359,053**	**$ 177,788**	**$ 839,808**	**$ 500,000**	**$ 23,825**	**$ 111,349**	**$ 852,701**	**$ 12,796,016**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	31.2%	31.9%	31.1%	25.0%	29.8%	31.0%	33.0%	33.0%	25.0%	**30.9%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
COMMUNITY SERVICES BLOCK GRANT (CSBG)

	Food Bank	211	E Kern	VITA	Youth Ctrs	Housing Services	Program Admin	TOTAL
Revenue								
Community Services Block Grant (CSBG)	$ 423,805	$ 281,238	$ 39,482	$ 202,030	$ 614,164	$ 168,747	$ 61,861	**$ 1,791,327**
Other Government Revenue	-	-	-	-	-			-
Private Revenue	-	-	-	-	-			-
Other Revenue	-	-	-	-	-			-
Donations	-	-	-	-	-			-
Total Revenue	**$ 423,805**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 614,164**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Expenditures								
Salaries	296,365	204,537	11,070	87,421	234,997	79,702	24,607	**938,699**
Benefits	88,910	51,134	2,214	27,975	58,749	25,505	5,414	**259,901**
Travel	-	-	4,000	11,000	5,790	10,605	13,000	**44,395**
Space Cost	-	-	7,500	24,400	224,350	30,079	2,000	**288,329**
Supplies	-	-	200	9,220	9,695	4,500	7,216	**30,831**
Equipment	-	-	-	-	-	-	-	**-**
Consultant/Contract	-	-	-	5,000	750	-	-	**5,750**
Other Operating Costs	-	-	-	16,575	25,055	5,750	4,000	**51,380**
Program Costs	-	-	-	3,000	-	-	-	**3,000**
Depreciation	-	-	-	-	-	-	-	**-**
Indirect	38,530	25,567	14,498	17,439	54,778	12,606	5,624	**169,042**
Total Expenditures	**$ 423,805**	**$ 281,238**	**$ 39,482**	**$ 202,030**	**$ 614,164**	**$ 168,747**	**$ 61,861**	**$ 1,791,327**
Gain/(Loss)	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**	**$ -**
Benefit Rate	**30.0%**	**25.0%**	**20.0%**	**32.0%**	**25.0%**	**32.0%**	**22.0%**	**27.7%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
DISCRETIONARY FUND & FUND RAISING FUND

	Discretionary	CAPK Foundation	Total
Revenue			
Community Services Block Grant (CSBG)	$ -	$ -	**$ -**
Other Government Revenue	-	-	**-**
Private Revenue	-	-	**-**
Other Revenue	-	-	**-**
Donations	-	-	**-**
Transfer Released From Restriction	(467,241)	467,241	**-**
Total Revenue	**$ (467,241)**	**$ 467,241**	**$ -**
Expenditures			
Salaries	-	303,161	**303,161**
Benefits	-	103,943	**103,943**
Travel	-	25,300	**25,300**
Space Cost	2,000	-	**2,000**
Supplies	-	18,850	**18,850**
Equipment	-	-	**-**
Consultant/Contract	-	-	**-**
Other Operating Costs	55,260	60,400	**115,660**
Program Costs	-	-	**-**
Depreciation	(5,000)	-	**(5,000)**
Indirect	226	51,165	**51,391**
Total Expenditures	**$ 52,486**	**$ 562,819**	**$ 615,305**
Fund Balance	-	95,578	**95,578**
Gain/(Loss)	**$ (519,727)**	**$ -**	**$ (519,727)**
Benefit Rate	0.0%	34.3%	**34.3%**

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
INDIRECT FUND - FIVE YEAR HISTORY

Line Items	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Revenue	$ 6,862,349	$ 7,471,110	$ 7,917,489	$ 10,107,416	$ 10,830,485	$ 11,637,040	7.4%
Expenditures							
Personnel Costs							
Salaries	3,601,982	3,983,144	4,342,212	4,684,733	5,312,379	6,228,138	17.2%
Benefits	875,486	931,312	982,302	1,216,557	1,498,103	1,943,952	29.8%
Benefit Rate	*24.3%*	*23.4%*	*22.6%*	*26.0%*	*28.2%*	*31.2%*	
Total Personnel Costs	$ 4,477,468	$ 4,914,456	$ 5,324,514	$ 5,901,290	$ 6,810,482	$ 8,172,090	20.0%
	71.2%	*71.9%*	*70.0%*	*68.1%*	*67.8%*	*76.1%*	
Operating Costs							
Travel	56,750	62,350	71,150	88,000	115,250	113,200	-1.8%
Space Costs	193,300	206,370	215,700	386,450	544,612	459,000	-15.7%
Supplies	119,400	150,200	195,000	264,650	358,772	321,486	-10.4%
Equipment	-	196,000	-	200,000	232,205	-	-100.0%
Consultant/Contract	1,144,066	956,000	1,288,000	1,049,000	1,064,000	954,500	-10.3%
Other Operating Costs	298,600	352,750	511,107	780,300	920,480	713,015	-22.5%
Total Operating Costs	$ 1,812,116	$ 1,923,670	$ 2,280,957	$ 2,768,400	$ 3,235,319	$ 2,561,201	-20.8%
	28.8%	*28.1%*	*30.0%*	*31.9%*	*32.2%*	*23.9%*	
Total Expenditures	$ 6,289,584	$ 6,838,126	$ 7,605,471	$ 8,669,690	$ 10,045,801	$ 10,733,291	6.8%
Excess Indirect Revenue	$ 572,765	$ 632,984	$ 312,018	$ 1,437,726	$ 784,684	$ 903,749	15.2%

RECAP - EXPENDITURES BY SUPPORT DIVISION	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Operations	$ 2,113,869	$ 2,324,790	$ 2,272,794	$ 2,952,565	$ 3,569,921	$ 3,869,713	8.4%
Human Resources	917,844	1,262,307	1,288,307	1,302,127	1,558,810	1,535,738	-1.5%
Finance	1,757,619	1,786,550	2,256,840	2,550,906	3,035,916	3,300,458	8.7%
Community Development	-	-	-	1,329,568	1,161,725	1,277,898	10.0%
Executive	1,145,335	1,133,815	1,337,079	534,524	719,429	749,484	4.2%
TOTAL	$ 5,934,667	$ 6,507,462	$ 7,155,020	$ 8,669,690	$ 10,045,801	$ 10,733,291	6.8%

COMMUNITY ACTION PARTNERSHIP OF KERN
PROPOSED ANNUAL BUDGET 2025/26
AGENCY-WIDE - FIVE YEAR HISTORY

EXPENDITURES BY PROGRAM SERVICE	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Education	$ 60,024,566	$ 61,574,517	$ 61,141,000	$ 88,094,416	$ 95,739,421	$ 97,191,888	1.5%
Nutrition	9,221,197	9,378,845	24,852,123	19,219,609	13,999,167	13,498,407	-3.6%
Energy Conservation	6,867,228	6,424,164	6,322,316	5,421,814	6,808,169	8,148,057	19.7%
Community Services	4,715,591	4,764,987	6,414,298	9,562,696	9,330,767	11,490,355	23.1%
CSBG	1,489,531	1,535,543	1,530,496	1,791,327	1,791,327	1,791,327	0.0%
Discretionary & Fund Raising	203,689	284,270	311,758	3,423,525	1,448,760	615,305	-57.5%
COVID Response	-	4,259,035	3,602,032	-	-	-	0.0%
Total Annual Budget	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	2.8%

RECAP - EXPENDITURES BY CATEGORY	FY 2020/21 Budget	FY 2021/22 Budget	FY 2022/23 Budget	FY 2023/24 Budget	FY 2024/25 Budget	PROPOSED FY 2025/26 Budget	% Change 2025/26 Budget to 2024/25 Budget
Salaries	$ 33,631,062	$ 38,932,538	$ 38,578,242	$ 46,717,452	$ 48,831,350	$ 52,637,373	7.8%
Benefits	10,374,228	11,352,568	11,160,531	14,052,314	14,838,291	16,035,227	8.1%
Travel	814,611	723,003	721,930	943,184	995,827	1,169,750	17.5%
Space Cost	10,436,885	8,378,137	23,204,587	16,448,026	15,054,623	7,936,713	-47.3%
Supplies	2,061,180	2,639,488	3,253,861	3,090,339	2,064,251	2,242,864	8.7%
Equipment	92,760	291,353	831,379	1,806,455	1,155,525	-	-100.0%
Consultant/Contract	4,177,786	4,224,507	3,795,550	3,767,972	4,510,657	4,721,997	4.7%
Other Operating Cost	2,720,184	2,571,193	3,452,283	2,800,371	3,174,100	3,481,449	9.7%
Program Costs	11,039,753	11,336,024	11,277,182	27,462,618	27,380,328	32,585,152	19.0%
Depreciation	311,004	301,440	301,440	317,240	282,174	287,774	2.0%
Indirect	6,862,349	7,471,110	7,597,038	10,107,416	10,830,485	11,637,040	7.4%
TOTAL	$ 82,521,802	$ 88,221,361	$ 104,174,023	$ 127,513,387	$ 129,117,611	$ 132,735,339	2.8%



2025-26 Budget Presentations



Education Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Head Start: 2025-26 Budget Development

PRESENTED BY:

YOLANDA GONZALES

DIRECTOR OF HEAD START AND STATE CHILD DEV.

1

Program Overview

2

Program Summary

Head Start Preschool	30 Centers, HomeBase & Family ChildCare (FCC)
Early Head Start	8 Centers (Kern), 6 Centers (SJC), HomeBase, 5 CCP & 3 FCC
CDE ~ State Preschool (CSPP)	18 Centers blended with Head Start Preschool
CDSS ~ Migrant Child Care (CMIG)	Migrant Preschool blended with Head Start Preschool
CDSS ~ General Child Care (CCTR)	8 Centers blended with Early Head Start
SJCOE ~ General Child Care (CCTR)	6 Centers blended with Early Head Start
SJCOE ~ HS/State Preschool (CSPP & HS)	1 Center blended with SJCOE Head Start Preschool & CSPP
Kern County DHS ~ Home Visiting Program	240 CalWORKs Clients Served Monthly up to 310 Annually

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Clients Served

4

Clients Served / Funded Enrollment

Head Start Preschool Kern	
Center Based	866
Home Based	60
Family Childcare	10
Early Head Start Kern	
Center Based	309
Home Based	100
CCP Center	97
Family Childcare	23
DHS ~ HVP	310

Early Head Start SJC	
Center Based	144
Home Based	80
Head Start Preschool SJC	
Center Based	153

Total Clients Funded:

2,152

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Goals for 2025-26

6

HS&SCD Program Goals

Goal I ~ Workforce: To enhance onboarding, recruitment, and retention of staff by implementing programs that embraces pathways for learning, professional development, succession planning, and a positive culture to obtain and retain staff.

Goal II ~ Program Options: To develop and implement program options that coincide with the needs of the community and ensure eligible families receive services that provide a strong foundation for their children's academic journey.

Goal III ~ Health and Safety: Strengthen standards of practice for mitigating risk through expanding our culture of child health and safety.

Goal IV ~ School Readiness: Increase families and staff capacity to support children's school readiness and to implement a quality program by enhancing an inclusive environment to strengthen teacher and child interactions.

7

2025-26 Budget

8

Current Year Budget

Head Start and State Child Development Funding Contracts	Contract Amounts
Head Start and Early Head Start	$40,091,425
CDE ~ State Preschool ~ CSPP	$7,381,970
CDSS ~ General Childcare ~ CCTR	$3,996,470
CDSS ~ Migrant Childcare ~ CMIG & CMSS	$343,006
SJCOE ~ General Childcare ~ CCTR	$2,788,764
SJCOE ~ Head Start Preschool Partnership	$280,767
SJCOE ~ State Preschool ~ CSPP	$149,058
Total HSSCD Contracts	**$54,750,693**

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Opportunities and Challenges

10

S.W.O.T.

Strengths/Opportunities

- Wages and Benefits
- Community Relations (Local, State, National)
- Owned Facilities
- Quality Staff
- New funding opportunities
  - SJCOE Expansion
    - 136 Preschool Slots / **$4.3 Million**
  - CDFA ~ CAPK's Garden Box
    - 2 Centers / **$199,243**

Weaknesses/Threats

- Challenging Behaviors
- Health and Safety
- CACFP & HS Subsidy
- Earning CMIG/CMSS
- Leased Facilities
- Project 2025
- Block Granting Head Start

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Questions?

12

Migrant Childcare Program

2025-26 Budget Development

PRESENTED BY: LAURA PORTA

DIRECTOR: SUSANA MAGAÑA

1



Program Overview

2

The Migrant Childcare Program is funded by the California Department of Social Services (CDSS).

Our Mission is to help provide the children of migrant agriculturally working families with a safe, nurturing, and educationally growing environment.

CAPK holds the only contract of its type!



3

Program Entry Points

Tulare County **Tulare Office of Education**	**Regional Office** 5351 Olive Dr., Suite 200. Bakersfield, CA. 93308 1800-259-8866	Kings **Proteus, Inc.**
Tulare County **CSET Location**		Fresno **Currently Searching for Suitable Office Space**
Madera County **First 5 of California**		Merced County **Merced Office of Education**

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Community Action Partnership of Kern

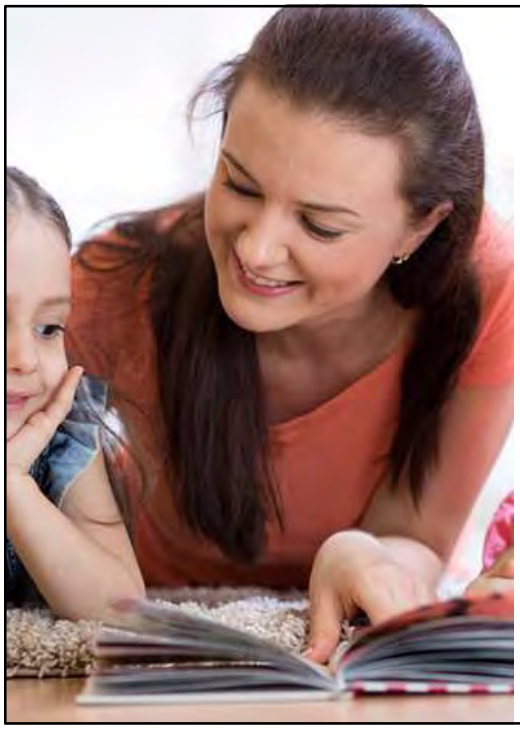
Migrant Childcare

Childcare that migrates with you.

Migrant Childcare Program Requirements

- Migrant Families
- Low Income & 50% wages from Agriculture
- Need Verification
- Children 0-12 yrs. old

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Migrant Childcare Program Childcare Options

Families can select from the following types of childcare settings available.

- Licensed Childcare Provider
- Licensed Childcare Center
- License Exempt Trust line Provider
- License Exempt Relative Provider
- In-home Provider

6

Client Outcomes 2024-2025

7

- MCAP is currently actively serving 2711 children.
- MCAP reached full enrollment and is expected to earn 100% of our contract.
- We increased our provider participation and are currently working with over 548 childcare providers across the State.
- MCAP received a large shipment of school supplies, diapers, toiletries, and household cleaning supplies from the Supply Bank.



8

Program Goals

9

1. MCAP's Regional office is moving-
2. Locate suitable office space for our Fresno County satellite office.
3. Fully absorb program growth effectively and seek additional growth opportunities.
4. Maintain MCAP's high compliance rating and excellent quality of services
5. Facilitate advancement, professional growth, and training opportunities for all MCAP team members.



1300 Stine Rd. Bakersfield, CA. 93309

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2024-25 Budget

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Program Budget

Childcare Payments	79%	$ 23, 312, 651.00
Admin & Support	21%	$ 6, 197, 033.85
MRA	100%	$ **29,509,685. 00 Million**

Additional Funding Received

- MRA +$ 233, 171
- SB 140 Funds – 10% for issuing CCRP Payments
- SB 140 – Work with CCPU Funds $1.2 million.

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Opportunities and Challenges

13

Challenges

Continue Serving Families in Fresno County without an office.

- This is a significant challenge for families & staff.

Waiting list

- Enrollments have not been possible for over 12 months.

Childcare Provider Union -

- Constrains in meeting with childcare providers
- Information Requests/timeframes
- Constraints in sharing information.

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Opportunities

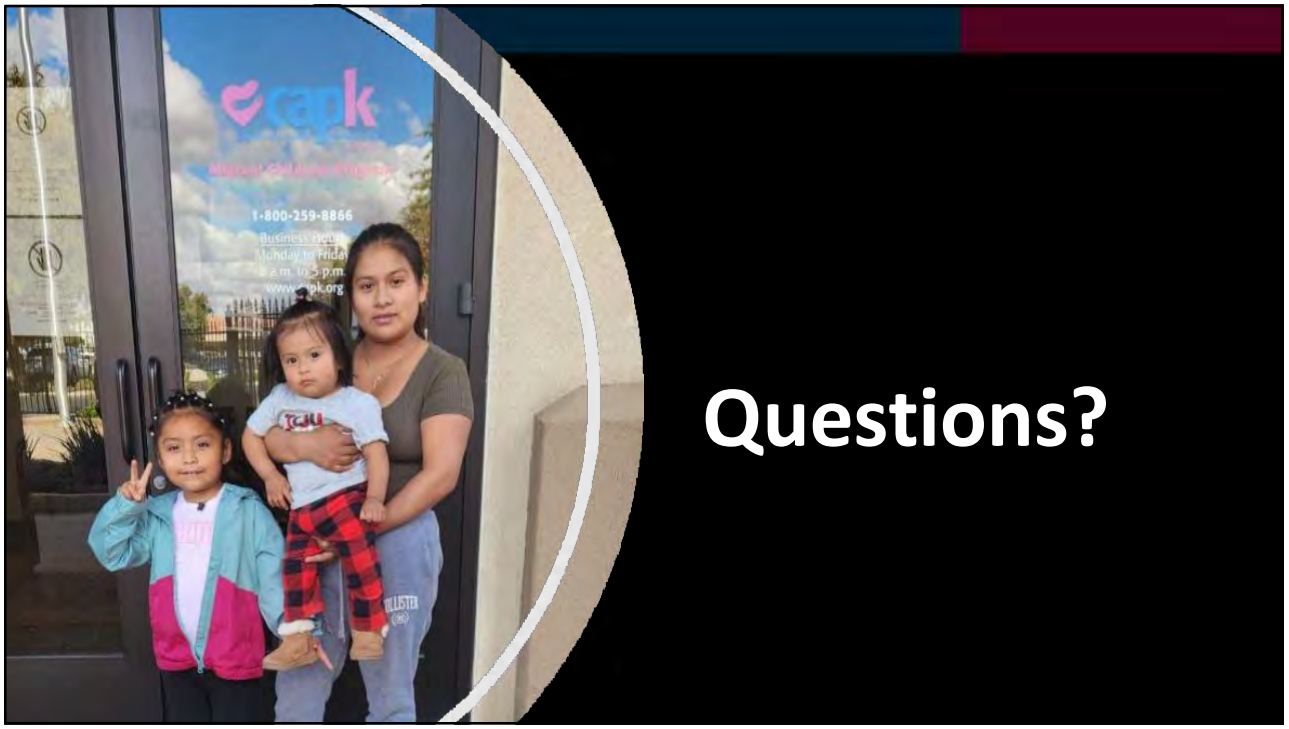
Voluntary transfer - additional funding opportunities due to being fully enrolled.

- This shows that our services are needed.

Building Connections and New Partnerships

- CDSS, sister organizations, and area representatives to continue advocating for the needs of our families.

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Nutrition Services

Food Bank: 2025-26 Budget Development

PRESENTED BY:
KELLY LOWERY
FOOD BANK ADMINISTRATOR

1

Program Overview

2

capk FOOD BANK

TEFAP & CSFP
Direct Federal & State Resources

Grants
Various Government and Non-Government Organizations

Food Drives
Community Partners




Pantry Program


Free Farmers Markets



Commodity Distribution


Brighter Bites



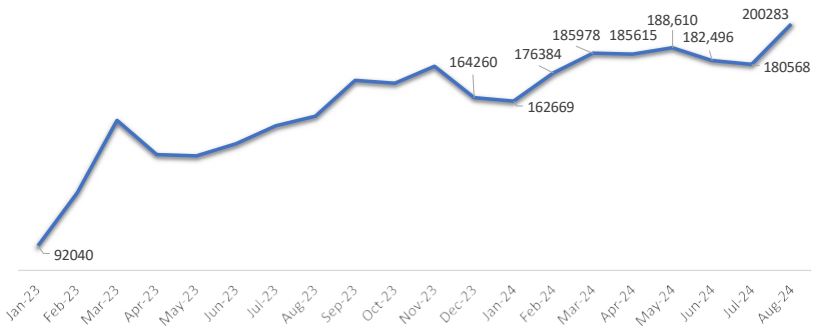
Community Events

3

Client Outcomes Previous 12 Months

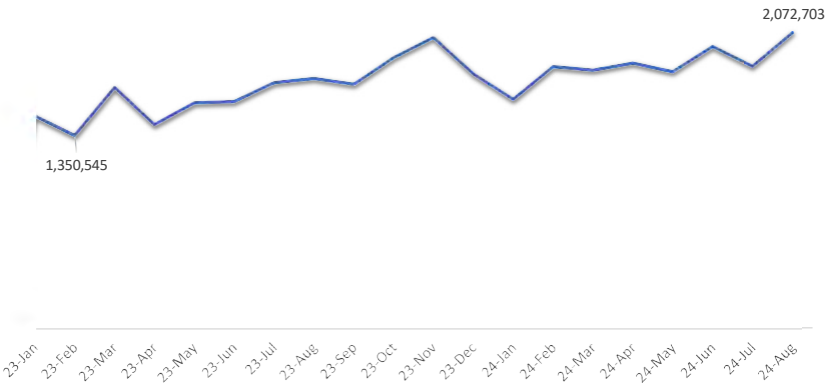
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Total Neighbor Engagements
January 2023 Through August 2024



5

Total Pounds Distributed
January 2023 Through August 2024



6

Agency Partner Capacity Building Project

CDSS Reach & Resiliency Grant

55 units purchased and delivered to 27 partners.

CDFA Healthy Refrigeration Grant

9 units purchased and delivered to 6 partners.



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Goals for 2025-26

8

We can be the first County in America to end food insecurity.
It's about: **RESOURCES | ACCESS | INFORMATION**

Goal 1 (***Resources***): The CAPK Food Bank will ensure each community in Kern County has emergency food available to provide 25 lbs. per month to every neighbor experiencing food insecurity.

Goal 2 (***Access***): The CAPK Food Bank will ensure each food-insecure neighbor has access to emergency food within 24 hours.

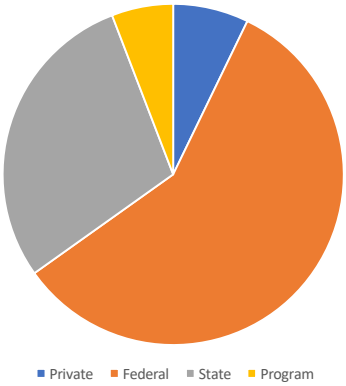
Goal 3 (***Information***): The CAPK Food Bank will utilize at least 3 levels of proactive communication in each community in Kern County to ensure every person experiencing food insecurity knows where to access emergency food resources.

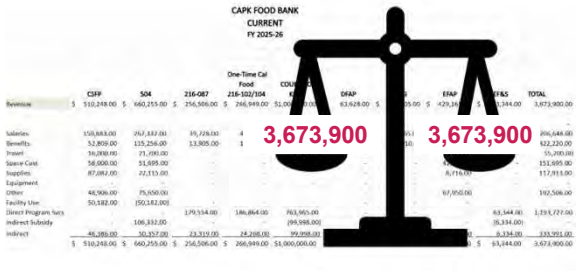
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2025-26 Budget

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CAPK Food Bank Operating Revenue 2023 By Category





To meet the growing demand and continue to operate at a high level, the Food Bank must transition to not being restricted to the limits of grant/contract funding. ***The only area for measurable growth is in private funding.***

If private funding doesn't keep pace with the growing demand, the only alternative will be a significant reduction in service.

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Opportunities and Challenges

12

Opportunities:

Food Policy Council (CAPK as the Backbone Agency)
Potential Food Locker System Program
Volunteer Drivers

Challenges:

Cold Storage Capacity
Critical Staffing Shortage
End of CalFood One-Time Funding

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Questions?

14

WIC Program: 2025-26 Budget Development

PRESENTED BY: MARISSA ORTIZ-CORTEZ

WIC BUDGET

1

Program Overview

2

Program Summary

Mission of the Program:

The mission of the nutrition program for women, infants, and children is to improve the health of participants who are at nutritional risk. The program provides nutrition education, breastfeeding support, and food to supplement diets at no cost to participants.

CDPH Assigned Caseload
- Serve 14,710 participants monthly
- Band 5

Clients served includes:
- Pregnant Women
- Infants and children up to 5 years of age
- Breastfeeding women up to 1 year postpartum
- Non-breastfeeding women up to 6 months postpartum
- All foster children under 5 years of age
- Fathers, grandparents, and caretakers may receive WIC food benefits for eligible infants and children
- Women who had a pregnancy loss in the past 6 months
- Migrants and military families

3

Program Summary

CAPK WIC Sites

- 12 total sites in Kern County
- 3 sites in San Bernardino County
- WIC olive office (new site)

Special Project Funding

- Farmers Market Nutrition Program (Possible future plan to cut funding from CDPH)
- Books for Kids (not available to any program in FF3)
- Breastfeeding Peer Counseling Program

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Client Outcomes 2024-2025

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Client outcomes include

- Increased access to healthy free foods, nutrition education, and breastfeeding support
- Improved nutrition
- Improved hemoglobin values
- Improved birth outcomes
- Lower rates of obesity
- Development of healthy eating habits
- Increased referrals to other capk programs and health providers
- Reduce risk of chronic disease
- Proper nutrition is correlated with better cognitive functions and school readiness

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FFY2 CAPK WIC Caseload Performance

Local Agency: 206 - Comm Action Partnership Kern

MONTH YEAR	CASELOAD	Participation Total	Participation to Caseload	Participation to Caseload Percent Change from Previous Month	Caseload Less Participation	Certified Total	Unissued Food benefits	Unissued Rate
OCT 2023	14,610	14,019	95.95%	0.73%	591	14,528	509	3.50%
NOV 2023	14,610	14,038	96.08%	0.13%	572	14,568	530	3.64%
DEC 2023	14,610	13,746	94.09%	(2.00)%	864	14,356	610	4.25%
JAN 2024	14,610	14,009	95.89%	1.80%	601	14,527	518	3.57%
FEB 2024	14,610	14,367	98.34%	2.45%	243	14,554	187	1.28%
MAR 2024	14,610	14,464	99.00%	0.66%	146	14,594	130	0.89%
APR 2024	14,610	14,529	99.45%	0.44%	81	14,652	123	0.84%
MAY 2024	14,610	14,501	99.25%	(0.19)%	109	14,740	239	1.62%
JUN 2024	14,610	14,369	98.35%	(0.90)%	241	14,722	353	2.40%
JUL 2024	14,610	14,457	98.95%	0.60%	153	14,854	397	2.67%
AUG 2024	14,610	14,493	99.20%	0.25%	117	14,925	432	2.89%
SEP 2024	14,610	14,427	98.75%	(0.45)%	183	14,880	453	3.04%

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FFY1 CAPK WIC Caseload Performance (Previous Year)

Local Agency: 206 - Comm Action Partnership Kern

MONTH YEAR	CASELOAD	Participation Total	Participation to Caseload	Participation to Caseload Percent Change from Previous Month	Caseload Less Participation	Certified Total	Unissued Food benefits	Unissued Rate
OCT 2022	14,610	13,758	94.17%	9.72%	852	14,182	424	2.99%
NOV 2022	14,610	13,742	94.06%	(0.11)%	868	14,209	467	3.29%
DEC 2022	14,610	13,561	92.82%	(1.24)%	1,049	14,094	533	3.78%
JAN 2023	14,610	13,744	94.07%	1.25%	866	14,247	503	3.53%
FEB 2023	14,610	13,734	94.00%	(0.07)%	876	14,249	515	3.61%
MAR 2023	14,610	14,112	96.59%	2.59%	498	14,558	446	3.06%
APR 2023	14,610	13,968	95.61%	(0.99)%	642	14,395	427	2.97%
MAY 2023	14,610	14,001	95.83%	0.23%	609	14,573	572	3.93%
JUN 2023	14,610	14,087	96.42%	0.59%	523	14,643	556	3.80%
JUL 2023	14,610	13,999	95.82%	(0.60)%	611	14,554	555	3.81%
AUG 2023	14,610	13,987	95.74%	(0.08)%	623	14,478	491	3.39%
SEP 2023	14,610	13,913	95.23%	(0.51)%	697	14,405	492	3.42%

8

Goals for 2025-26

9

Overall Goal : Increase agency to band 6 with a caseload of 15,690

- Increase new enrollments monthly (250 participants)
- Increase outreach events to 60 events annually
- Increase social media posts to 240 posts annually
- Increase breastfeeding rates among clients (Increased health benefits for mothers/infants) (Funding opportunity for increased rates)
- USDA granted award of 1 million to programs with highest rates of breastfeeding among WIC clients
- Improve maternal health

FFY3 Breastfeeding goals

Exclusively Breastfeeding	Mostly Breastfeeding	Some Breastfeeding	Infant Formula Fed Only
Increase to 20% Current Average 18.31%	Increase to 8% Current Average 6.2%	Increase to 18% Current Average 15.6%	Decrease to 54% Current Average 61%

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2025-26 Budget

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Community Action Partnership of Kern

WIC Grant $4,632,704

Expenses

- Salaries and benefits
  $3,397,453
- Operating costs
  $814,096
- Indirect
  $421,154

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Opportunities and Challenges

13

capk Community Action Partnership of Kern

Opportunities:

- Collaborate with community partners to increase WIC participation
- Utilize data provided by CDPH WIC to target zip codes of WIC eligible individuals that are not currently enrolled in the program
- Increase our CAPK WIC community events to building connection with our participants

Challenges:

The current mitel phone system is a huge barrier for the WIC program. We are currently unable to handle the high volume of calls from WIC clients which impacts our customer service and re-engagement. We have been contacted by CDPH several times regarding our inability to handle our call volume. We have attempted to work with our agency IT department to resolve the issue, but we were unable to find a solution using mitel. This barrier also impacts our ability to increase funding for the WIC program and enroll more participants.

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Questions?

15

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CalFresh

CalFresh FOOD | CalFresh HEALTHY LIVING | CalFresh EMPLOYMENT & TRAINING | CalFresh DISASTER RESPONSE

CalFresh Healthy Living: Program FFY 2025-2026 Budget Development

PRESENTED BY:

ADMINISTRATOR- ALAN RODRIGUEZ

DIRECTOR- SUSANA MAGAÑA

1

Program Overview

2

CalFresh Healthy Living

CAPK CalFresh Healthy Living improves the nutritional health of low-income Kern County residents by providing access to nutrition education, physical activity education, and leadership toward healthy community initiatives.

LIVE Domain: Healthcare Clinics and Hospitals
- Nutrition standards
- Water access and appeal
- Nutrition standards: Community

SHOP Domain: Food assistance sites, food banks, and food pantries
- Access to farmers markets
- Improving existing markets

LEARN Domain: Before and After-School Programs & Schools (K-12, Elementary, Middle, High)
- Portion Size Limits
- Nutrition Standards
- Daily Quality Physical Activity

3

Client Outcomes 2025-2026

4

Program Goals for **Program**
Federal Fiscal Years 2024-2026

- By September 30, 2026, 80% of sites have made changes to support healthy eating.
- By September 30, 2026, 80% of sites that have made changes to increase physical activity will have a sustainability plan.
- By September 30, 2026, at least 50% of participants who complete Direct Education classes will improve at least one food resource management skill such as grocery shopping with a list, comparing prices, or using the nutrition facts label.

*Joint Effort with UCCE, KCAASD, and track on PEARS

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Goals for FFY 2025-2026

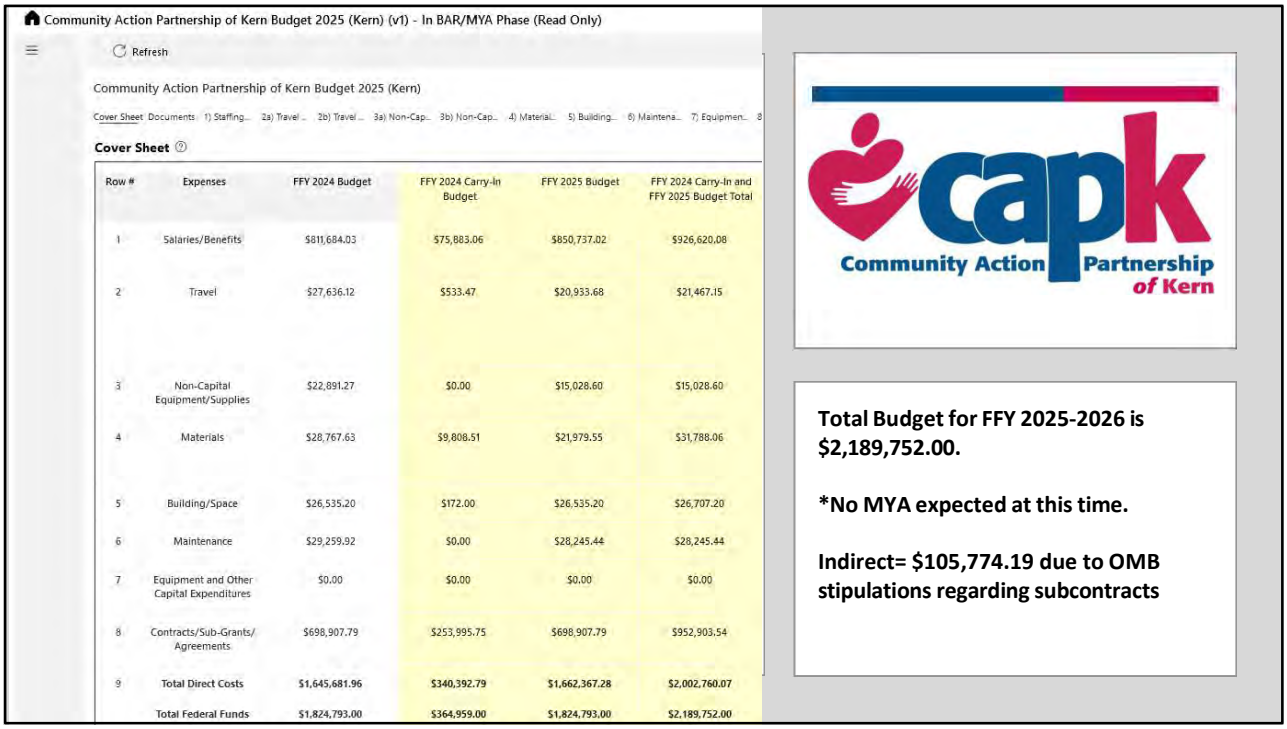
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- Create more partnerships with organizations to increase pantries participation in the Nutrition Pantry Program (NPP)
- Support the California City FM in implementing the Food Navigator Program.
  - Support new program implementation and evaluation.
- Expand Access to the F-St FM by promoting WIC and KCAAS Food Vouchers
- Expand the Food Insecurity Screening process PSE to 2 additional Sites.
- Partner with Blue Zones of Bakersfield to promote changes in the processes and environments in schools.
- Provide Nutrition education to the other CAPK Programs.
- Use the CAPK needs Assessment and Strategic Plan to support and/or Guide our CFHL work.
- Create County Ordinances for
  - Food Insecurity Screeners
  - Universally accept EBT in Farmers Markets in Kern County or Bakersfield City
  - Facilitate a process for schools opening of Food Pantries
- Rebrand CFHL and have the Community (including CAPK) stop referring to the program as CalFresh

7

2025-26 Budget

8



Row #	Expenses	FFY 2024 Budget	FFY 2024 Carry-In Budget	FFY 2025 Budget	FFY 2024 Carry-In and FFY 2025 Budget Total
1	Salaries/Benefits	$811,684.03	$75,883.06	$850,737.02	$926,620.08
2	Travel	$27,636.12	$533.47	$20,933.68	$21,467.15
3	Non-Capital Equipment/Supplies	$22,891.27	$0.00	$15,028.60	$15,028.60
4	Materials	$28,767.63	$9,808.51	$21,979.55	$31,788.06
5	Building/Space	$26,535.20	$172.00	$26,535.20	$26,707.20
6	Maintenance	$29,259.92	$0.00	$28,245.44	$28,245.44
7	Equipment and Other Capital Expenditures	$0.00	$0.00	$0.00	$0.00
8	Contracts/Sub-Grants/ Agreements	$698,907.79	$253,995.75	$698,907.79	$952,903.54
9	**Total Direct Costs**	**$1,645,681.96**	**$340,392.79**	**$1,662,367.28**	**$2,002,760.07**
	Total Federal Funds	**$1,824,793.00**	**$364,959.00**	**$1,824,793.00**	**$2,189,752.00**

Total Budget for FFY 2025-2026 is $2,189,752.00.

***No MYA expected at this time.**

Indirect= $105,774.19 due to OMB stipulations regarding subcontracts

9

Opportunities and Challenges

10

Opportunities

- State Focus has shifted from Nutrition Classes to PSE efforts
- Promote Market Match at other farmers markets (California City and Hens Roost)
- Increase PSE opportunities for the county
- Meeting with CDPH Representative to outline planned PSE efforts.
- Collaborating with other Community Agencies
- Rebranding the CFHL Name
- CDPH Recently executed a contract for County Consultants
- **Food Bank**
- Lack of State structure allows for Program creativity.
- State Representative is focused on TTA.

Challenges

- Staff turnover (has minimized over the last year)
- Grant Restrictions and Access to Abila
- Branding- mistaken for CalFresh Food
- Lack of program incentives makes PSE difficult to implement. In addition, PSE is slow-moving
- The State Representative is not very clear at times.
- Clinic and Healthcare settings are difficult to influence
- Lack of support from CAPK Indirect funds and CAPK Foundation.
- KCSOS underspending the subcontract award

** The program has had high regard by the State consultant in terms of Quality of work and speed of projects. As a result, CAPK CFHL has been promoted as a leader with its last success story, Staff have been assigned into Committee groups that lead the creation of resources for programs, and work has been used as a model (NPP at BC).**

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Questions?

12



Energy

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Energy Program: 2025-2026 Budget Development

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

CAPK's Energy Program assists income-eligible residents with utility bill payments, free weatherization, and energy education, at no cost to the participants.

HOME ENERGY ASSISTANCE PROGRAM (HEAP)	WEATHERIZATION
Energy Bill Assistance Case Management	Energy Conservation in Homes

3

Contracts for the 2025-2026 Fiscal Year

The Energy Program will have four open contracts for the '25-'26 fiscal year:

- 2022 DOE BIL WAP
- 2023 ESLIHEAP
- 2024 PG&E Arrearage Case Management
- 2025 LIHEAP (will close by before the end of this fiscal year)

We are expecting four new contracts within the upcoming fiscal year:

- 2024 Transformative Climate Community (TCC)
- 2025 Sustain our Future Foundation (SOFF)
- 2025 SLIHEAP
- 2026 LIHEAP

We are also applying for the following contract:

- City of Bakersfield Weatherization Program

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2022 DOE BIL WAP

- The contract deadline is currently being changed by CSD, 6/30/29
  (Pends CSD to provide the updated contract)
- This contract is for Weatherization only
- The total contract amount is $5,500,768, we currently have $3,000,000
- Additional contract amounts are distributed once the state meets certain milestones.
- The budgeted contract amount for the upcoming fiscal year is $600,000
- 49% ($295,328) of this contract is tied to salaries & benefits expenses
- 51% ($304,672) of this contract is tied to operational funds

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2022 DOE BIL WAP – Operational Funds

Subcontractor Labor - $150,941

- As we will be taking on additional work, we will need to rely on our subcontractors to assist us with measures
- Because of funding, we will need to complete work on additional homes to spend out contract as indicated by CSD

Outreach - $25,616

- As needed, we will complete a marketing campaign for homes that could qualify for DOE-specific work
- We will work along side community partners to find homes that qualify for work under this contract
- We will search for multiunit homes that qualify for DOE

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2023 ESLIHEAP

- The contract deadline is 5/31/25
- This contract is for Utility Assistance (UA) and Weatherization (WX) services. However, at this point, we have exhausted UA benefits. Will only be used for WX services.
- The total contract amount is $5,432,583
- The budgeted contract amount for this fiscal year is $300,000
- 49% ($147,663) of this contract is tied to salaries & benefits expenses
- 51% ($152,337) of this contract is tied to operational funds

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2023 ESLIHEAP – Operational Funds

Subcontractor Labor - $70,470

- The remaining amount on this contract is only for weatherization services
- We will use the majority of the operational funds to pay our subcontractors for weatherization work completed under this contract.

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2024 PG&E Arrearage Case Management

- The contract deadline is 3/31/26
- This contract is for Case Management (Utility Assistance) services only
- The total contract amount is $1,790,077
- The budgeted contract amount for this fiscal year is $410,445
- 87% ($356,882) of this contract is tied to salaries & benefits expenses
- 13% ($53,563) of this contract is tied to operational funds

9

2024 PG&E Arrearage Case Management - Operations

- This contract operates differently than our current contracts or any prior contracts the Energy Program has ever had
- The goal will be to assist PG&E clients with their past due bills by providing:
  - Case management Services
  - Additional CAPK services
  - Financial education
  - Utility Assistance
  - Weatherization services
- We are earning our funds on an accrual basis

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2025 LIHEAP

- The contract deadline is 6/30/26
  - Category A 1/31/26 (currently on track to hit this goal)
- The total contract amount is expected be around $11,582,141
- The budgeted contract amount for the upcoming fiscal year is $6,137,612
- 49% ($3,021,002) of this contract is tied to salaries & benefits expenses
- 51% ($3,116,610) of this contract is tied to operational funds

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2025 LIHEAP – Operational Funds - Estimated

Major line items

Subcontractor Labor - $1,483,613

- Continue to focus on improving processes to reduce the amount of days client files are staying open
- We will focus on adding more subcontractors to our program – determine if we need to obtain an electrician and/or plumber for future projects
- Increasing number of projects closed out and/or benefits being given to clients monthly

Outreach - $263,881

- Determine need for marketing – working with internal team, no longer Hey Salty
  - Includes utilizing television, radio, interviews, outreach events, geo-fencing
- If we take on new grants/programs, we could supplement outreach efforts with this funding as needed

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Goals for 2025-26

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- Expend all contracts by continuing to develop and implementing new strategies and workflows – this will enable us to serve the maximum number of clients in Kern County
- Continue to monitor and develop the newly created project management software application – determine what the next phases of development look like, along with the IT Team, in terms of program and agency needs
- Continue to monitor and develop the newly created online client self-application tool – determine appropriate workflows and staff needs to monitor new access point for our clients
- Continue to collaborate with community partners who have a vested interest in our community
- Obtain additional subcontractors for WX services
- Continue working with Hancock to eventually develop a paperless system
- Create goals for UA and WX to make sure we are expending contracts diligently but also making sure we are not exceeding our budgets (collaboration with Liliana Solorio)
- Complete all Energy contracts by CSD or granters milestone dates
- Continue to look for new funding opportunities and contracts that fit the Energy Program

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2025-26 Budget

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		PG&E 2024	LIHEAP 2025	DOE BIL 2022	ESLIHEAP	TOTAL
REVENUE						
4110	Federal Grant Revenue	$ -	$ 6,137,612.00	$ 600,000.00	$ 300,000.00	$ 7,037,612.00
4210	Private Revenue	$ 410,445.00	$ -	$ -	$ -	$ 410,445.00
		$ 410,445.00	$ 6,137,612.00	$ 600,000.00	$ 300,000.00	**$ 7,448,057.00**
SALARIES		$ -	$ -	$ -	$ -	
5105	Salaries	$ 270,365.00	$ 2,288,638.00	$ 223,733.00	$ 111,866.00	**$ 2,894,602.00**
BENEFITS						
5205	FICA/FICA-MED Expense	$ 22,495.00	$ 190,414.00	$ 18,614.00	$ 9,306.00	$ 240,829.00
5210	SUI Expense	$ 3,461.00	$ 29,295.00	$ 2,864.00	$ 1,432.00	$ 37,052.00
5215	Workman's Compensation	$ 6,921.00	$ 58,589.00	$ 5,728.00	$ 2,864.00	$ 74,102.00
5220	Health Insurance	$ 36,337.00	$ 307,593.00	$ 30,070.00	$ 15,035.00	$ 389,035.00
5225	Dental Insurance	$ 1,730.00	$ 14,647.00	$ 1,432.00	$ 716.00	$ 18,525.00
5230	Life Insurance	$ 865.00	$ 7,324.00	$ 716.00	$ 358.00	$ 9,263.00
5235	Long Term Disability Insurance	$ 865.00	$ 7,324.00	$ 716.00	$ 358.00	$ 9,263.00
5240	Retirement (Pension)	$ 13,843.00	$ 117,178.00	$ 11,455.00	$ 5,728.00	$ 148,204.00
		$ 86,517.00	$ 732,364.00	$ 71,595.00	$ 35,797.00	**$ 926,273.00**
TRAVEL						
6105	Local Travel - Staff	$ -	$ 1,308.00	$ 128.00	$ 64.00	$ 1,500.00
6120	Out of Town Travel - Staff	$ -	$ 19,623.00	$ 1,918.00	$ 959.00	$ 22,500.00
6135	Per Diem - Staff	$ -	$ 3,270.00	$ 320.00	$ 160.00	$ 3,750.00
6150	Vehicle Gasoline	$ 1,650.00	$ 41,208.00	$ 4,028.00	$ 2,014.00	$ 48,900.00
		$ 1,650.00	$ 65,409.00	$ 6,394.00	$ 3,197.00	**$ 76,650.00**
SPACE COSTS						
6205	Rent/Lease	$ 3,150.00	$ 91,598.00	$ 8,954.00	$ 4,477.00	$ 108,179.00
6210	Repair/Maintenance/Incidental Alterations	$ -	$ 40,710.00	$ 3,980.00	$ 1,990.00	$ 46,680.00
6230	Security/Alarm	$ 450.00	$ 14,249.00	$ 1,393.00	$ 696.00	$ 16,788.00
6235	Utilities	$ 1,000.00	$ 56,995.00	$ 5,572.00	$ 2,786.00	$ 66,353.00
		$ 4,600.00	$ 203,552.00	$ 19,899.00	$ 9,949.00	**$ 238,000.00**
SUPPLIES						
6305	Supplies	$ 921.03	$ 106,834.00	$ 10,444.00	$ 5,222.00	$ 123,421.03
6310	Computer & Peripheral Supplies	$ 6,078.97	$ 2,180.00	$ 213.00	$ 107.00	$ 8,578.97
		$ 7,000.00	$ 109,014.00	$ 10,657.00	$ 5,329.00	**$ 132,000.00**
CONSULTANT/CONTRACT SERVICES						
6525	Software Support/Maintenance	$ -	$ 60,412.00	$ -	$ 5,000.00	$ 65,412.00
6530	Subcontract Labor	$ -	$ 1,483,613.00	$ 150,941.00	$ 70,470.00	$ 1,705,024.00
6535	Subaward	$ -	$ -	$ -	$ -	$ -
			$ 1,544,025.00	$ 150,941.00	$ 75,470.00	**$ 1,770,436.00**

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OTHER OPERATING COSTS						
6605	Communication Services	$ 300.00	$ 56,953.00	$ 5,568.00	$ 2,784.00	$ 65,605.00
6610	Postage	$ 649.00	$ 8,762.00	$ 857.00	$ 428.00	$ 10,696.00
6615	Printing	$ 575.00	$ 17,524.00	$ 1,713.00	$ 857.00	$ 20,669.00
6620	Risk Insurance	$ 400.00	$ 17,524.00	$ 1,713.00	$ 1,200.00	$ 20,837.00
6625	Hiring Costs	$ 376.00	$ 500.00	$ 428.00	$ 214.00	$ 1,518.00
6640	First Aid	$ -	$ 1,500.00	$ 80.00	$ 535.00	$ 2,115.00
6645	Tuition and Registration Fees - Staff	$ -	$ 8,000.00	$ 428.00	$ 5,000.00	$ 13,428.00
6660	Equipment Rent/Lease	$ -	$ 17,524.00	$ 1,713.00	$ 857.00	$ 20,094.00
6665	Equipment Repair/Maintenance	$ -	$ 8,762.00	$ 857.00	$ 2,627.00	$ 12,246.00
6667	Vehicle Repair/Maintenance	$ 700.00	$ 21,905.00	$ 2,141.00	$ 3,270.00	$ 28,016.00
6675	Outreach	$ -	$ 263,881.00	$ 25,616.00	$ -	$ 289,497.00
6680	Training Expenses	$ -	$ 2,500.00	$ 428.00	$ 214.00	$ 3,142.00
6690	Membership Dues	$ -	$ 4,000.00	$ 428.00	$ 3,000.00	$ 7,428.00
6710	Vehicle License Fees	$ -	$ 8,762.00	$ 857.00	$ 428.00	$ 10,047.00
		$ 3,000.00	$ 438,097.00	$ 42,827.00	$ 21,414.00	**$ 505,338.00**
DIRECT PROGRAM COSTS					$ -	
7105	Weatherization Materials	$ -	$ 137,048.00	$ 19,409.00	$ 9,000.00	$ 165,457.00
7107	Waste Breakage Weatherization Materials	$ -	$ 1,500.00	$ -	$ -	$ 1,500.00
7120	Client Utility Payments	$ -	$ 60,000.00	$ -	$ 705.00	$ 60,705.00
			$ 198,548.00	$ 19,409.00	$ 9,705.00	**$ 227,662.00**
INDIRECT						
9999	Indirect Expense	$ 37,313.00	$ 557,965.00	$ 54,545.00	$ 27,273.00	**$ 677,096.00**

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Challenges and Opportunities

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Challenges

Utility Assistance

- Operating with a tighter budget than in previous years (elimination of ARPA funds)
- Continue to monitor increased need of community - incoming applications
- Operating a new program that Energy has never had (PG&E Arrearage Case Management)
- Implementation of the client-self intake tool - Hancock
- Competitive salaries
- Reduced UA client funding potential – not as many contracts as in previous year
- Need to continuously monitor priority points

Weatherization

- Continued training of WX staff for new contracts, programs, and program services
- Finding and hiring qualified staff for each position – specifically Inspectors
- Finding homes that qualify for the DOE BIL WAP contract
- Constant review to make sure are properly staffed for various contracts we are operating
- Obtaining new subcontractors
- Monitoring production as to now spend out contracts too quickly
- Operating out of a dilapidated building
- Lack of Wearhouse storage for equipment and supplies
- Constantly dealing with crime, damage to our equipment, and vandalism.

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Opportunities

Utility Assistance

- Potential for new programs – CalAIM, Asthma Remediation, Environmental Accessibility Adaptions (EAA)
- Reducing open applications – continuing to review and update workflow processes of needed
- Monthly UA meetings with UA team to discuss challenges and issues
- Successful operation of case management program could lead to new line of service for our program
- Continuing to look for new funding services that could be completed by our UA and Outreach Teams

Weatherization

- The start of the new TCC grant
- Continuing to review workflow processes to reduce days taken to close jobs
- Monthly WX meetings with WX team to discuss challenges and issues
- Potential to work with the city (Weatherization contract)
- Continuing to work with Grants Team for new contracts and work that can be completed by our team

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Outcomes

Since CSD reinitiated category rankings for contract completion, we have remained in Category A

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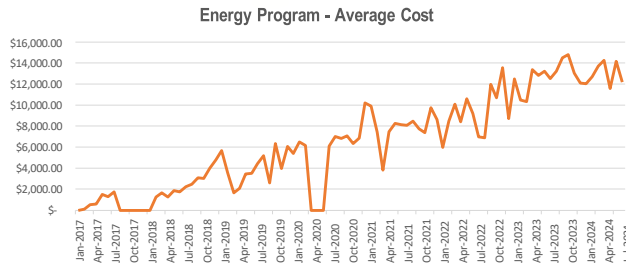
Utility Assistance

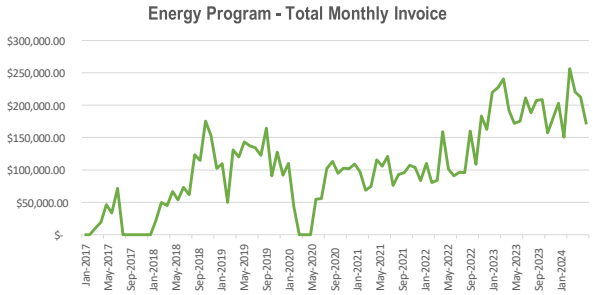
- By the end of year, we will have fully spent LIHEAP 2024 and SLIHEAP 2024 (Category A in both contracts)
- Fully spent LIHWAP 2021! Even took an additional $250,000.
- Utility Assistance fully staffed
- Established relationship with our in-house marketing team to collaborate on marketing efforts
- Increased wages for all UA positions
- Successfully partnered with various CAPK programs to complete Outreach efforts
- Will have paid out approx. $7.4 million in UA benefits by end of year.

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Weatherization

- Will have fully spent LIHEAP 2024 by EOY(Category A in contract)
- Weatherization Fully Staffed – with exception of Inspectors
- Energy Program Assistant developed a project management tool that was later developed into an application with IT's assistance
- Continued to work and improve the current Weatherization process
- Jobs are being closed at a much faster pace
- Client homes are provided with a multitude of services when compared to the prior years
- Created relationships with vested organizations to partner with





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Questions?

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Community Development Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Program 211: 2025-2026 Budget Development

PRESENTED BY:

ADMINISTRATOR: SABRINA JONES-ROBERTS

1

Program Overview

2

- The 2-1-1 Call Center Program is a free, 3-digit telephone number that links residents to community health and human service resources 24 hours a day, 7 days a week.
- 2-1-1 Kern serves the following counties
  - Fresno/Madera
  - Kern
  - Kings
  - Merced/Mariposa
  - Stanislaus
  - Tulare

3

Goals for 2025-2026

4

- Contracts near end:
  - Fresno/Madera (12/31/24)
  - Merced/Mariposa, First 5 Kern 211 Helpline, Help Me Grow (6/30/25)
- Renew county contracts for an additional 3 years:
  - Fresno/Madera
  - Merced/Mariposa
- Aim for approval of contract:
  - Public Safety Power Shutoff Southern California Edison 10/1/24 - 12/31/26 ($167,177)
- Plan to submit RFP for:
  - First 5 Kern – Help Me Grow

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- Seek opportunities to learn about CRM's
  - User friendly
  - Modern, easy navigation
- Explore Artificial Intelligence
  - Integrate AI into 2-1-1
  - Analyze data
  - Telephony system enhancement
  - Use automation to improve customer service
  - Alleviate the requirement for callers to speak to a Specialist for non-urgent/non-severe needs

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2025-26 Budget

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Rapid Telecommunication System I&R Referral Government Services (389)- County of Kern

- Total amount:
  - $45,000
- Length of the contract:
  - 1 year (7/1/2024 - 6/30/2025)
- Scope of work
  - Utilized to support the 2-1-1 Call Center operations
  - No deliverables
- Salaries:
  - N/A

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Cal-Fresh
2-1-1 San Diego (164)- State

- Total amount: $199,945
  - Year 1: $64,693
  - Year 2: $66,634
  - Year 3: $68,618
- Length of contract:
  - 3 years (10/1/2024 - 9/30/2027)
- Scope of Work:
  - CalFresh is offered to clients who are interested in receiving benefits and are not currently enrolled. The 2-1-1 Program Specialist will complete the application via phone using the BenefitsCal Website.
- Salaries:
  - Administrator, 3 Information and Referral Specialist I

9

United Way of Kings County (536-231) - United Way

- Total amount:
  - Year 1: $26,413
  - Year 2: $27,205
  - Year 3: $28,021
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027)
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, live chat, and disaster call handling.
- Salaries
  - Varies

10

United Way of Tulare County (536-232)- United Way

- Total amount:
  - Year 1: $84,104
  - Year 2: $86,627
  - Year 3: $89,226
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027)
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
- Salaries
  - Varies

11

United Way of Merced County (536-233) - United Way

- Total amount:
  - Year 1: $25,155
  - Year 2: $25,909.65
  - Year 3: $25,909.65
- Length of Contract:
  - 3 years (3/1/2022 - 6/30/2025)
- Scope of work:
  - Information and Referral services via the 2-1-1 Kern call center afterhours and weekends and disaster call handling.
- Salaries
  - Varies

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United Way of Stanislaus County (536-234) - United Way

- Total amount
  - Year 1: $80,872
  - Year 2: $83,298
  - Year 3: $85,797
- Length of Contract:
  - 3 years (7/1/2024 - 6/30/2027)
- Scope of Work
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center and disaster call handling.
- Salaries
  - Varies

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United Way of Fresno County (536-235) - United Way

- Total amount:
  - Year 1: $121,281.60
  - Year 2: $125,139.77
  - Year 3: $127,992.88
- Length of contract:
  - 2 years (1/1/23 - 12/31/24)
  - Option to renew for an additional year
- Scope of Work:
  - 24/7 Information and Referral Services via the 2-1-1 Kern Call Center, bi-directional texting, and disaster call handling.
  - Special projects: VITA call handling and scheduling, Tobacco Cessation, Relief for Energy Assistance through Community Help (REACH).
- Salaries:
  - Varies

14

LIHEAP Energy Calls (536-000)- State

- Current Cost per call:
  - $7.28
- Methodology
  - Developed and presented to CSD to analyze call data and determine an annual cost per call.
- Scope of Work
  - 2-1-1 Kern County is the call center for CAPK Low Income Home Energy Assistance Program (LIHEAP). Call Specialists initiate the application process, link clients to Energy services, schedule appointments, and provide status updates on pending applications for the utility assistance program. Calls for Weatherization Program are initiated through 2-1-1 Kern and routed to directly to Weatherization Specialists.
- Salaries
  - Various

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First 5 Kern- 2-1-1 Kern Call Center Services (288)- State

- Total amount: $450,000
  - Year 1: $82,149
  - Year 2: $87,948
  - Year 3: $90,558
  - Year 4: $93,282
  - Year 5: $96,064
- Length of Contract:
  - 5 years (7/1/2020-6/30/2025)
- Scope of Work:
  - 2-1-1 Kern Information and Referral Specialists will identify callers with children ages 0-5 years that are interested in a developmental screening and refer them to an Help Me Grow Development Specialist. Quarterly Reports are generated through Persimmony to document progress.
- Salaries
  - Administrator, 2 IR Specialists

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First 5 Kern- 2-1-1 Help Me Grow (284)- State

- Total amount: 1,149,132.00
  - Year 1: $156,092.00
  - Year2: $222,555.00
  - Year 3: $249,281.00
  - Year 4: $256,718.00
  - Year 5: $264,386.00
- Length of Contract:
  - 5 years (7/1/2020 - 6/30/2025)
- Scope of Work:
  - Help Me Grow is a collaborative system with a critical mission; to identify children ages 0-5 at risk for delays and link them to necessary services. Along with a parent, 2-1-1 Development Specialist and/or Care Coordinator can complete an online screening tool known as ASQ, that provides a quick snapshot of a child's development. An ASQ evaluates gross motor, fine motor, problem solving, personal social, and communication skills as well as social and emotional skills
- Salaries:
  - Administrator, 2 Development Specialists, 1 Care Coordinator, and 2 IR Specialists

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Kaiser 211 Kern (420) - Kaiser Permanente

- Total amount:
  - $200,000
- Length of the contract:
  - 1 year (October 1, 2024 - September 30, 2025)
- Scope of Work
  - Ensure low to middle income individuals and families in California can be reached and complete health coverage enrollment applications into programs such as Medi-Cal or the Kaiser Permanente Community Health Care Program.
    - Identify 2-1-1 help seekers that are insured and due for renewal or uninsured
    - Assist in accessing online profile and submitting renewal in-person
    - Provide data on a monthly basis, regarding the total number of individuals assisted
- Salaries
  - 1 Program Specialist who guides the applicant through the renewal process
  - 1 Information and Referral Specialist to identify community members needing assistance
  - Program Supervisor

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Southern California Edison Public Safey Power Shutoff (###) - California 211 Providers Network

- Total amount:
  - $223,084.10
    - $192,720.95 (Core Operations)
    - $12,000.00 (PSPS Activation)
    - $18,363.15 (All Hazard Events)
- Length of the contract:
  - 1 year (October 1, 2024 – December 31, 2026)
- Scope of Work
  - Ensure community members have access to functional needs (AFN) by offering resources, referrals, and Care Coordination to those who are electricity dependent.
    - Fresno, Kern, Kings, Tulare
    - Identify 2-1-1 help seekers that are electricity dependent
    - Offer Care Coordination
    - During activation offer transportation services, hotel vouchers, battery programs
- Salaries
  - 1 IR Coordinator to offer Care Coordination
  - 1 Information and Referral Specialist to identify community members needing AFN
  - 0.25 Administrator

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Opportunities and Challenges

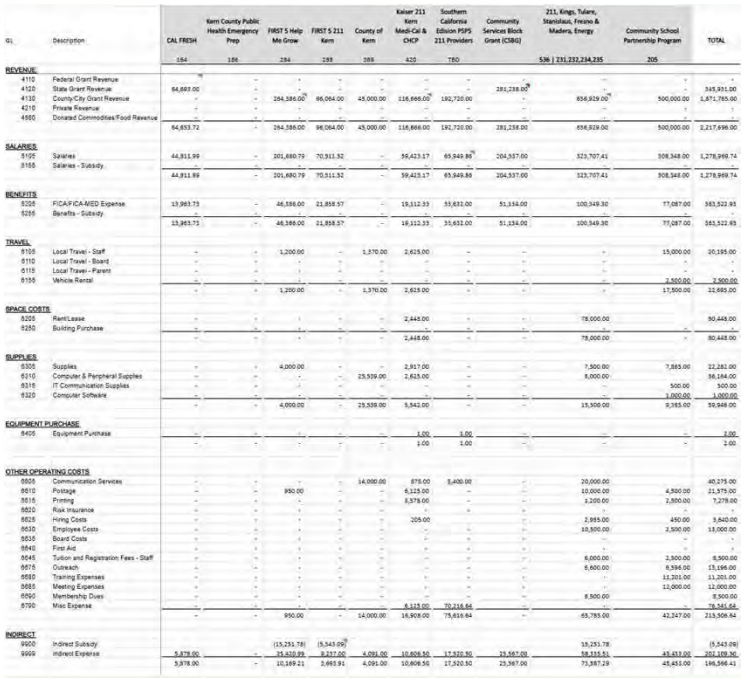
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Opportunities/Challenges

- 2-1-1 outreach efforts are highly beneficial to the program. The team attends various events to educate the community on the many benefits of contacting 2-1-1. We have attracted parents for the Help Me Grow Program, and Individuals or families for Medi-Cal, Medi-Cal Redetermination, and CalFresh.
- The Medi-Cal Health Enrollment Navigator Project came to an abrupt sunset in June 30, 2024 which impacted the programs efforts in assisting the community with Medi-Cal enrollment and also fiduciary support for a Program Specialist and IR.
- Continuous efforts to identify funding sources to optimize the impact of utilizing the existing team to service the community.
- Offload calls to CES by building a separate campaign from 2-1-1, reducing calls received, improving call handled and abandoned rates.
- Identify a measurement for filling vacancies and avoid the use of staffing agencies to back fill positions.
- Request for Proposal to First 5 Kern was not recommended

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FY 2025_26 Budget Tool 2-1-1 Program.xlsx



GL	Description	CAL FRESH	Kern County Public Health Emergency Prep	FIRST 5 Help Me Grow	FIRST 5 211 Kern	County of Kern	Kaiser 211 Kern Medi-Cal & CHCP	Southern California Edison PSPS 211 Providers	Community Services Block Grant (CSBG)	211, Kings, Tulare, Stanislaus, Fresno & Madera, Energy	Community School Partnership Program	TOTAL
		184	186	284	288	389	420	780		536 | 231,232,234,235	205	
REVENUE:												
4110	Federal Grant Revenue											
4120	State Grant Revenue	64,893.00							281,238.00			346,131.00
4130	County/City Grant Revenue			264,386.00	96,064.00	45,000.00	116,666.00	192,720.00		856,929.00	500,000.00	1,871,765.00
4210	Private Revenue											
4660	Donated Commodities/Food Revenue											
		64,893.72		264,386.00	96,064.00	45,000.00	116,666.00	192,720.00	281,238.00	856,929.00	500,000.00	2,217,896.00
SALARIES:												
5105	Salaries	44,811.99		201,680.79	70,511.52		59,423.17	69,949.88	204,537.00	323,707.41	308,348.00	1,278,969.74
5155	Salaries - Subsidy											
		44,811.99		201,680.79	70,511.52		59,423.17	69,949.88	204,537.00	323,707.41	308,348.00	1,278,969.74
BENEFITS												
5205	FICA/FICA-MED Expense	13,963.73		46,386.00	21,858.57		19,112.33	33,631.00	51,134.00	100,349.30	77,087.00	383,522.93
5255	Benefits - Subsidy											
		13,963.73		46,386.00	21,858.57		19,112.33	33,631.00	51,134.00	100,349.30	77,087.00	383,522.93
TRAVEL:												
5105	Local Travel - Staff			1,200.00		1,370.00	2,625.00				15,000.00	20,195.00
5110	Local Travel - Board											
5115	Local Travel - Parent											
5155	Vehicle Rental										2,500.00	2,500.00
				1,200.00		1,370.00	2,625.00				17,500.00	22,695.00
SPACE COSTS												
5205	Rent/Lease						2,448.00			78,000.00		80,448.00
5250	Building Purchase											
							2,448.00			78,000.00		80,448.00
SUPPLIES:												
5305	Supplies			4,000.00			2,917.00			7,500.00	7,865.00	22,282.00
5310	Computer & Peripheral Supplies					25,539.00	2,625.00			8,000.00		36,164.00
5315	IT Communication Supplies										500.00	500.00
5320	Computer Software										1,000.00	1,000.00
				4,000.00		25,539.00	5,542.00			15,500.00	9,365.00	59,946.00
EQUIPMENT PURCHASE:												
5405	Equipment Purchase						1.00	1.00				2.00
							1.00	1.00				2.00
OTHER OPERATING COSTS												
5505	Communication Services					14,000.00	875.00	1,400.00		20,000.00		40,275.00
5510	Postage			950.00			5,125.00			10,000.00	4,500.00	21,575.00
5515	Printing						1,575.00			1,200.00	2,500.00	7,275.00
5520	Risk Insurance											
5525	Hiring Costs						205.00			2,985.00	450.00	3,640.00
5530	Employee Costs									10,500.00	2,500.00	13,000.00
5535	Board Costs											
5540	First Aid											
5545	Tuition and Registration Fees - Staff									6,000.00	2,500.00	8,500.00
5575	Outreach									6,600.00	6,596.00	13,196.00
5580	Training Expenses										11,201.00	11,201.00
5585	Meeting Expenses										12,000.00	12,000.00
5590	Membership Dues									8,500.00		8,500.00
5790	Misc Expense						8,125.00	70,218.84				78,343.84
				950.00		14,000.00	16,908.00	75,618.84		65,785.00	42,247.00	213,508.84
INDIRECT												
9900	Indirect Subsidy			(15,251.78)	(5,543.09)					15,251.78		(5,543.09)
9999	Indirect Expense	5,878.00		35,420.99	8,237.00	4,091.00	10,606.50	17,320.50	25,567.00	58,155.51	45,453.00	202,109.50
		5,878.00		10,169.21	2,693.91	4,091.00	10,606.50	17,320.50	25,567.00	73,387.29	45,453.00	196,566.41

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Questions?

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Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community School Partnership Program: 2025-2026 Budget Development

PRESENTED BY:

SABRINA JONES-ROBERTS

1

Community School Partnership Program is partnered with Bakersfield City School District (BCSD) to serve students and their families. The program has been developed to provide wrap around case management services and linkage for school families and students to key community-based services addressing food insecurity, housing stability, and other related basic services. The program is designed to maximize its potential by having one Case Manager co-located at BCSD's Community Schools including Dr. Martin Luther King Jr Elementary, Stella Hills Elementary, McKinley Elementary, and Emerson Middle School. Overall, the program will support the needs of students ranging from Kindergarten to 8th grade by implementing the whole family approach.

2

Scope of work

Case Managers receive referrals for student families from BCSD Multi-Tiered System of Support, Family and Community Engagement (FACE) Liaisons, outreach, and self-referred parents. Case Managers are to initiate contact to the parent or guardian. Case Managers will schedule a meeting with the family to complete an intake form, pre-assessment of needs, and create a family goal plan using SMART goals. The assessment will be utilized to benchmark the family's level of needs, provide a minimum of three months of case management congruent with their goals, and submit internal referrals using IRM and/or external referrals via 2-1-1.

3

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Contract and Award Details

- Grant funds are awarded by California Department of Education to Bakersfield City School District (BCSD)
- Community School Partnership Program is the Contractor of BCSD
- The District will pay $2,500,000 total for the duration of the contract
- The District will pay $500,000 total yearly compensation

4

Community School Partnership Program (205) – State

August 3, 2022 – June 30, 2027

Salaries

- 1 FTE Program Supervisor
- 4 FTE Case Managers

Deliverables

- Community School Partnership Program is expected to serve up to 230 families per Case Manager per academic year

5

Goals

- Compliment the work that is done at school level by continuing with the implementation of the whole family approach.
- Provide valuable input during school site meetings to build trust in aim to increase the number of student-family referrals.
- Increase visibility and participation to build rapport and trust in the program
- Offer 3 months case management and support to all student-families referred to the program to address identified needs and improve parent involvement and interest in the program.
- Remain fully staffed throughout the 2024-2025 academic year to promote continuity of support.

6

Budget	Year 1	Year 2	Year 3	Year 4	Year 5
Total Revenue	**$500,000**	**$500,000**	**$500,000**	**$500,000**	**$500,000**
Salaries	$290,648	$299,367	$308,348	$317,597	$327,124
Benefits	$72,662	$74,842	$77,087	$79,400	$81,782
Travel	$17,500	$17,500	$17,500	$17,500	$17,500
Supplies	$34,342	$8,650	$9,365	$15,153	$11,018
Other Operating Costs	$39,395	$54,185	$42,247	$24,897	$17,123
Administrative Indirect	$45,453	$45,456	$45,453	$45,453	$45,453
Total Expenditures	$500,000	$500,000	$500,000	$500,000	$500,000

7

Questions?

8

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Friendship House: 2025-26 Budget Development

PRESENTED BY:

LOIS HANNIBLE

PROGRAM ADMINISTRATOR

1

Program Overview 2025-2026

2

Friendship House Programs

- **Positive Youth Development Mentor Program** – Individual Mentoring Services, Group Mentoring, Enrichment Activities, Aggression Replacement Training (ART), Afterschool & Summer Program. Contract is until June 30, 2025.
- **CalVIP Program** – Subcontract of the City of Bakersfield to facilitate the California Violence Intervention and Prevention Program (CalVIP) to stop gun violence. A mentor program for those that have either been a victim of a crime or have committed a crime. Contract is until December 31, 2025.
- **CalVIP Outreach Worker** – Subcontract of the City of Bakersfield to facilitate the California Outreach Worker Program. Contract is until December 31, 2025.

3

Client Outcomes 2024-2025

4

Program Outcomes

- **Mentor Program:** to provide mentor services to 100 youth (91 served YTD), which includes participants of the afterschool, summer program & ART classes.
- **CalVIP Program:** Case management (27 served YTD), mentor services (69 served YTD), Emergency relocation services (3).
- **CalVIP Outreach Worker:** Works to prevent gang related retaliations and gun violence incidents (4).



5

Goals for 2025-26

6

Program Goals

- **Mentor Program:** provided to 100 youth mentor services, and/or afterschool or summer program services and Aggression Replacement Training (ART); three community outreach events; program information at schools and outreach events.
- **CalVIP Program:** Provide referred participants and their families with case management and family social services.
- **CalVIP Outreach Worker:** Provide effective collaborative responses to incidents of gun violence by connecting victims and their families to support services in an effort to decrease gun violence & homicides.



7

Future Goals

Programs:

- Tai Chi Classes for Seniors
- Competitive Cheerleading Program for Youth

Funding Opportunities:

- Capitol Improvement Grant
- Solar Funding
- Flexible Assistance for Survivors Pilot Grant

8

2025-26 Budget

9

Program Budgets

- **Mentor Program:** Salaries & Benefits: Provides for 1FTE Program Educator & .25 FTE Program Administrator, space costs, supplies, incentives and travel ($102,384).
- **CalVIP Program:** Salaries & Benefits: 2 FTE Program Educators, and a .15 FTE Program Administrator, space costs, supplies, incentives and travel ($400,442).
- **CalVIP Outreach Worker**: Salaries & Benefits: 1 FTE Outreach Worker, space costs, supplies, incentives and travel ($225,000).



10

Opportunities and Challenges

11

Opportunities

Mentor Program: Received an increase in funding and ART classes are now being offered at CLC Tech, as a part of the Mentor Program.

CalVIP Program: Provides additional services for SE Bakersfield and additional funding for Friendship House. Allows for case management and wraparound services for high-risk individuals.

CalVIP Outreach Worker: A new incident response system/position for the City of Bakersfield and additional funding for Friendship House . Assists in preventing retaliation and reducing crime.



12

Opportunities (continued)

- FHCC Advisory Board- fundraising activities generate discretionary funds for enrichment activities & field trips for program participants.
- CAPK Foundation-assists with connecting the FHCC with community partners for philanthropic support.

13

Challenges

Mentor Program: The contract agreement is for the duration of one year and there is the possibility of the program being cut each year, based on State funding.

CalVIP Program: Providing services for extremely high-risk individuals, not being able to recruit participants, fully expending the grant before the contract expires in December of 2025.

CalVIP Outreach Worker: Working with extremely high-risk participants, not being able to recruit participants, fully expending the grant before the contract expires in December of 2025.



14

Challenges (continued)

- Limited funds for upkeep/upgrades of the FHCC facility, such as exterior paint job, improved lighting, parking lot resurfacing.
- Security enhancements are needed, such as lighting & onsite security.
- Crosswalk in front of the center needs new paint, stop light and/or sign, and lighting.

15

capk Community Action Partnership of Kern

Questions?



16

Shafter Youth Center: 2025-26 Budget Development

PRESENTED BY:
DIRECTOR, FREDDY HERNANDEZ
PROGRAM MANAGER, ANGIE NELSON

1

Program Overview

2

Program Overview

- Provide After School programming to children ages 6 yrs through 18 yrs old during the academic year.
- Provide Summer programming to children ages 6 yrs through 18 yrs old during summer months.
- Provide Community access to the center for fitness and exercise programming, space for meetings, use of computers for research and resume building.
- Offer opportunities for field trips and new class experiences with the assistance of grant funding.
- Collaboration with community partners to provide additional services to the Shafter Community.
- Provide a location for VITA and Energy services.

3

Budgets 2025-2026

4

Current Contracts 2025-26 Fiscal Year

SYC currently has one contract:

$336,017 – Community Services Block Grant (CSBG)

We are expecting the following contract:

$988,752 - Community Resilience Centers Program, from the California Strategic Growth Council

5

Community Service Block Grant Budget

Total budget: $336,017

Salaries & Benefits 56%

Operating Expenses: 44%

Budget	
Salaries	$149,512
Benefits	$37,378
Operating Expenses	
- Travel	$3,040
- Space Costs	$100,483
- Supplies	$4,000
- Contract Services	$375
- Other	$11,155
- Direct Program	
Indirect	$30,074
Total	$336,017

6

Community Resilience Centers Program, from the California Strategic Growth Council Budget

Total budget: $988,752

- CAPK Personnel 16%
- CAPK Operating Costs 44%
- Subcontractors
  - Consultant 10%
  - Community Partners 27%
- Indirect 3%

Partners/Subcontractors			
	Listen to Shafter		$ 4,500.00
	Personnel	$ 2,500.00	
	Operating Costs	$ 2,000.00	
	Building Healthy Communities		$ 213,633.60
	Personnel	$ 179,512.60	
	Operating Costs	$ 34,121.00	
	Shafter Family Resource Center		$ 45,449.40
	Personnel	$ 33,669.40	
	Operating Costs	$ 11,780.00	
	Kern Community College District	$ -	$ -
	Consultant	$ 100,000.00	$ 100,000.00
Grantee			
	CAPK		$ 594,982.00
	Personnel	$ 159,347.00	
	Operating Costs	$ 435,635.00	
Indirect			$ 30,186.34
	Indirect	$ 30,186.34	
			$ 988,751.34

7

Client Outcomes 2024 - 2025

8

Client Outcomes

- Students reading scores have increased – 9 of 19 students show an increased reading level from start of academic year.
- Student grades improved – Student report cards are collected quarterly.
- Student enrollment is increasing steadily.
- Accomplished new experiences for kids by visiting Hearst Castle, Coastal Clean Up, Science Museum, Kern County Fair, Mom & Me Mother's Day Activities.
- Community Programs are provided during evening hours. These programs include fitness, and educational programs. The programs have been operating since January 1, 2024 – September 30, 2024. We have served a total of 212 unduplicated clients during the community evening programs.
- Building Healthy Communities has been providing computer classes for farmworkers. Giving a free Chromebook with the completion of 5 sessions.

9

Client Outcomes








10

Goals for 2025-2026

11

Goals for 2025-26

- Increase the number of services that we currently provide to the community.
- Provide Adult programming during the day and evening hours.
- Make the Shafter Youth Center more available for the community to rent.
- Attract and strengthen partnerships to extend services provided, such as:
  - Modifying facility logistics to house WIC and other CAPK services.
- Providing incentives for our students.
  - Field Trips
  - Prizes, including gift cards



12

Goals for 2025-26

- Locate additional funding for facility upgrades and staff, working with CAPK Foundation
  - Paint the exterior of the building
  - Install parking lot fence and gates for added security
- Upgrade the gym for basketball tournaments.
  - Digital scoreboard
  - Flooring
  - Additional seating



13

Opportunities and Challenges

14

Opportunities and Successes

- In the process of installing a shade structure over the playground.
- Replaced the manual basketball pulley system with electrical hoist.
- Utilized SYC garden to conduct lessons and cooking demonstrations with students, throughout the year.
- Offered students additional educational experiences:
  - STEM activities such as dissecting insects.
  - Experience visiting locations outside the county to expand the lessons taught.
  - Expanded our library corner.





15

Challenges

- Lack of funding for the facility, maintenance and upgrades.
- The submission of grant opportunities have been increasing although being awarded has been challenging.
- Additional funds are needed to hire more staff and to leverage operation expenses:
  - After School Program – Would like to add 1 FTE
- Finding additional CAPK and Community partners to offer additional services.
- Improve security measures:
  - Need a perimeter fence and gates built to secure parking lot.
  - Parking lot traffic is becoming a hazard, there have been accidents from cars passing through.
  - Increase of homeless individuals sleeping on the property.
  - Illegal dumping has also increased in our parking lot.





16

Questions?

17

East Kern Family Resource Center

2025-26 Budget Development

PRESENTED BY:

ANNA SAAVEDRA, PROGRAM MANAGER

FREDDY HERNANDEZ
DIRECTOR OF YOUTH AND COMMUNITY SERVICES

1

Program Overview

2

East Kern Family Resource Center

The **East Kern Family Resource Center**, located in Mojave, California, provides various support services to families and individuals who reside in East Kern County. The service areas include the rural and secluded communities of **Mojave, Tehachapi, Boron, North Edwards, California City, Keene, and Rosamond, CA.** *Services include, and are not limited to, the following:*

- Walk-In Services:
  - **Emergency Assistance**
    - Food
    - Household Supplies
    - COVID Supplies
    - Emergency Clothing
    - Male and Female Hygiene Kits
    - Baby Supplies (Diapers, Car seats)
- ***Additionally,***
  - **Office Support Services**
  - **Homeless Assistance Services**
  - **Holiday Food Baskets**
  - **Referral Services**
    - HEAP Utility Assistance
    - VITA Volunteer Income Tax Assistance
    - WIC

FIRST 5 KERN

CalCAPA

Coordinated Entry System
Homeless Navigation Services

CalAIM

capk is East Kern Family Resource Center

3

Program Budget

4

Current Contracts for the 2025 – 2026 Fiscal Year

The East Kern FRC currently has three open contracts:

- First 5 Kern
- Homeless Housing, Assistance & Prevention (HHAP 3)
- California Advancing & Innovating Medi-Cal (CalAIM)

We are expecting to renew the following contracts:

- First 5 Kern
- Homeless Housing, Assistance & Prevention (HHAP 4)

5

First 5 Kern Budget

Major Line Items:

Salaries - $143,603

- Program Manager – 0.5 FTE
- Case Manager – 1.5 FTE
- Office Assistant – 0.5 FTE

Benefits - $45,923

Space Cost - $10,420

Communications - $3,511

6

Homeless Housing, Assistance & Prevention (HHAP 3) - Budget

Major Line Items:

Salaries - $55,000

- Program Manager – 0.5 FTE
- Case Manager – 1.0 FTE
- Office Assistant – 0.5 FTE

Benefits - $17,600

Space Cost - $9,803

Communications - $8,881



7

California Advancing & Innovating Medi-Cal (CalAIM)

Major Line Items:

Salaries - $130,000

- Program Manager – 0.2 FTE
- Case Manager – 1.0 FTE
- Claims Analyst – 0.5 FTE

Benefits - $25,000

Space Cost - $8,000

Communications - $2,000

8

Goals for 2025-2026

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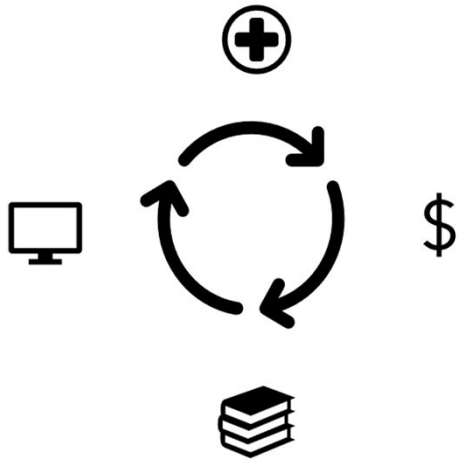
East Kern FRC Goals – 2025-2026

Expand Services:

- Educational Courses
- Budget & Finance
- Anger Management
- Health Education
- Introduction to Technology
- Medi-Cal Enrollment Services
- Workforce Development

Fiscal Goals:

- Apply for additional grant opportunities
- Reduce our operational cost by adding additional CAPK partners into the FRC.
- Add additional community partners into the FRC.



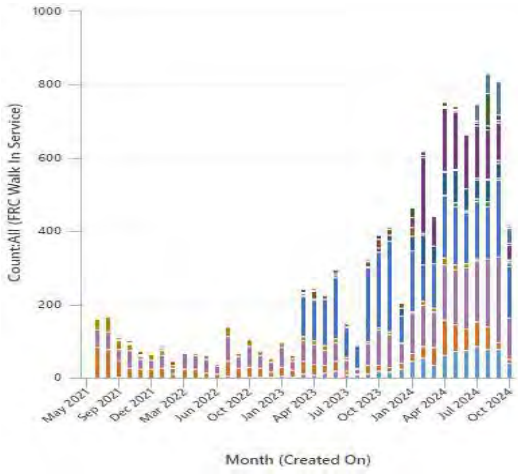
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Client Outcomes 2024-25

11

Client Outcome – 2024-2025 Fiscal Year

- **First 5 Outcome:**
  - Case Managed Adults: 40
  - Case Managed Children: 59
  - Parenting Classes: 15
- **Community Support Services:**
  - Food Assistance
    - Provided for 1,986 families
  - Administrative Services
    - Provided 1,463 services
  - We provided 350 referrals
  - Household Items
    - Assisted 670 families
  - Clothing Assistance
    - Assisted 2,069 clients
- **Homeless Services:**
  - Food Assistance: 541
  - Hygiene: 357
  - Household: 238



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Community Partners

- AES Clean Energy
- CalFresh Healthy Living
- CAPK Energy Program
- CAPK Food Bank
- CAPK Head Start
- CAPK VITA Program
- City Church
- ClaraVida
- Clinica Sierra Vista
- Department of Health and Human Services
- Flood Ministries
- Kern County Child Support
- Kern County Health Department
- Kern County Child Protective Services
- Kern County Sheriff's Department
- Kern Health Family Systems
- Mojave Adult School
- Mojave Chamber of Commerce
- Mojave Unified School District
- Mortenson Construction
- Rio/Tinto Borax
- Salvation Army
- Union Pacific
- Virgin Galactic
- Wayside Church

13

Opportunities and Challenges

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Opportunities and Challenges

- Opportunities:
  - Collaborating with other community partners.
  - Including additional social services.
  - Becoming a hub for CAPK services throughout East Kern.
  - Purchase low-income housing units.
- Challenges:
  - Lack of funding for services.
  - Funding for operational and staff expenses.
  - Transportation services for clients.
  - Lack of housing services for clients.
  - Finding staff.
  - Lack of medical and behavioral health services for clients and staff members.
  - Facility Space – outgrowing our current facility.

15

Questions?

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Oasis Family Resource Center: 2025-26 Budget Development

PRESENTED BY: ERIC LE BARBE
DIRECTOR: FREDDY HERNANDEZ
PROGRAM MANAGER: ERIC LE BARBE

1

Program Overview

2

Oasis Family Resource Center

The Oasis Family Resource Center assists individuals and families in N. Eastern Kern County. This FRC is the central location for services in Ridgecrest and neighborhood communities.



Program provides families with children 0-5:

- Case Management Services: direct family support services, educational programs
- Summer Bridge Program
- Baby and children's items: diapers, formula, car seats, baby wipes, books, educational toys, etc.

Program provides parental education classes to families with children 0-18:

- Court Mandated Nurturing Parenting Classes

Program provides all families and individuals needing help (upon meeting requirements):

- Referrals to community partners
- Utility Assistance
- Volunteer Income Tax Assistance
- Emergency Assistance: Food, household items, bus passes, COVID supplies, DMV vouchers, etc.
- Special tailored programs: Baby shower for low-income pregnant moms, Christmas toy give away for children

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Oasis Family Resource Center

Oasis FRC Contracts for the 2024-2025 Fiscal Year

Contract	Funding Amount per Year	Scope of Work	Contract Cycle
First 5 Kern	$177,788*	Case Management, Summer Bridge, and Parenting classes	2025-2028 cycle
Planned Parenthood	$35,000	Communication teenagers/parents' workshops, sex education	5-year pilot program 2023-2028 with yearly contract update
CalCAPA	$44,000	Diaper Distribution	Pilot program funded through December 2025

*First 5 Kern Funding reduced by 15% for 2025-2028 Cycle.
Loss of income of $22,788 per fiscal year

4

2025-2026 Budget

5

Oasis FRC Budget 2025-2026*

Fund 286

*15% decrease for new F5K 2025-2028

		Budget	%
Site Supervisor	Le Barbe, Eric Jean Marie	63,000.00	40.65%
Case Manager	Harpster, Ada	40,000.00	25.81%
Total Salaries		$103,000.00	66.45%
Benefits		$31,000.00	20.00%
Total Personnel		$134,000.00	86.45%
			0.00%
	Office and Program Supplies	$749.00	0.48%
	Rent/Occupancy Costs	$8,000.00	5.16%
	Communications/IT Support	$1,000.00	0.65%
	Travel/Mileage	$2,000.00	1.29%
	Postage	$50.00	0.03%
	Printing and Duplication	$50.00	0.03%
	Recruitment	$250.00	0.16%
	Insurance	$1,600.00	1.03%
	Equipment Repair/Maintenance	$740.00	0.48%
	Emergency Needs	$-	0.00%
	Memberships	$600.00	0.39%
	Program Specific Audit	$-	0.00%
Total Services/Supplies		$15,039.00	9.70%
Subtotal		$149,039.00	96.15%
Indirect @ 4%		$5,961.56	3.85%
		$14,903.90	9.62%
GRAND TOTAL		$155,000.56	100.00%

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Oasis FRC 2023-2024 Supplemental Funds

Fund 534

Grant/Source of Funding	Focus	Amount Awarded	Amount Spent	Remaining Balance	Deadline	Indirect Costs
Planned Parenthood	Sex Education	$35,000	$19,242.00	$15,758.00	N/A Unrestricted	10%
Kern Family Health Care	Baby Shower	$4,500	$4,5000	$0.00	7/31/2024	10%
Kern Family Health Care	Emergency Supplies & Laptop	$5,000.00	$5,000.00	$0.00	12/31/2024	10%
First 5 Kern Baby Shower	Baby Shower	$5,000.00	$5,000.00	$0.00	6/30/2024	Not Allowed
CAPK Foundation	Program & Emergency Supplies	$5,840.00	$5,840.00	$0.00	12/31/2024	10%
First 5 Kern DHS	Emergency Supplies	$10,000.00	$10,000.00	$0.00	6/30/2024	Not Allowed
Cal Capa: Diaper Supply Bank	Diapers & Staffing	$37,440.00	$15,440.00	$22,000.00	4/30/2025	10%
Unrestricted Donations	Unrestricted	$8,242.00	$0.00	$8242.00	N/A	10%
		$111,022.00	**$65,022.00**	**$46,000.00**	YTD Spending as of 10/18/2024	

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Client Outcomes 2023-2024

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Client Outcomes 2023-2024





Exceeded all First 5 Kern Goals: See next slide results

- Case Management Services including home activities
- Summer Bridge Program: Doubled goal with June and July Sessions
- Court Mandated Nurturing Parenting Classes: Offer 12-week classes every other quarter.
- Provide walk-in services for babies and children's 0-5 (F5K Aggregate Data). Partner with Head Start & WIC for referrals
  - 311 Unduplicated parents with children 0-5 received walk in services in 2023-2024 (70% higher than previous fiscal year)
  - 179 unduplicated parents with children 0-5 received walk in services YTD Q1 2024-2025
  - Provided services to 37 pregnant moms YTD (Jan-Oct 2024)
  - Provided services to 594 families (unduplicated) in last 12 months for 1269 inquiries providing baby items (Duplicated).

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First 5 Kern Services

Focus Area	Service Category	Client Type	2023-2024 Results	Annual Target	YTD Results 2024-2025	% YTD (July-Oct 2024)
Parent Education & Support Services	General Case Management	Parents/Guardians	33	30	27	90%
Parent Education & Support Services	General Case Management	Children	40	30	29	97%
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	12	10	7	70%
Early Childcare & Education	Home-Based Activities (Children)	Children	30	15	29	193%
Early Childcare & Education	Summer Bridge	Children	21	10	13	130%

All goals are on track or already exceeded for current fiscal year.
4 month-period 33% expired

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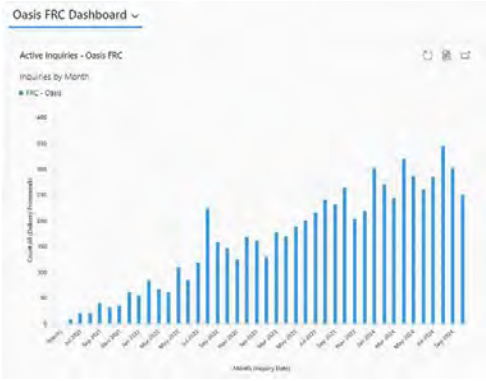
Client Outcomes 2023-2024

Provide CAPK & Non-First 5 Kern Services

3,114 Inquiries in last 12 Months (Duplicated Services) serving 601 households (Unduplicated)

- Utility Assistance: Intake in Ridgecrest
- Volunteer Income Tax Assistance
- Referrals to CES, Flood Ministries: Homeless assistance
- Emergency Assistance: Food, household items, bus passes, DMV vouchers, etc.
- Planned Parenthood Sex Education launched in January 2024
- CalCAPA Diaper Supply program started in December 2023
  - 289 children enrolled YTD (Goal 150 children)

Forecast 10% increase in next 12 months to provide services for 3425 inquiries (Duplicated Services)



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Goals for 2025-2026

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First 5 Kern Services 2025-2026 Goals*

Focus Area	Service Category	Client Type	Annual Target
Parent Education & Support Services	General Case Management	Parents/Guardians	30
Parent Education & Support Services	General Case Management	Children	30
Parent Education & Support Services	Parent Education (Court-Mandated)	Parents/Guardians	10
Early Childcare & Education	Home-Based Activities (Children)	Children	15
Early Childcare & Education	Summer Bridge	Children	10

All F5K goals remain the same for next fiscal year 2024-2025

*Goals based on current contract. F5K 2025-2028 contract pending

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Oasis FRC Goals



- PPMM
  - 2 lift workshops for 20 teenagers and 20 parents/guardians
- Implement Rental Assistance $75,000 earmarked for Ridgecrest
- Seek additional sources of funding to
  - Hire additional staff
  - Find additional office space
- Continue to network with the community
- Continue to meet the needs of the community
- Increase of volunteers/interns participation: LDS Church, Pathpoint, Kern County, Boeing, and individual volunteers

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Opportunities and Challenges

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Oasis FRC Opportunities



- Continue to extend CAPK Services to the rural area of Ridgecrest.
  - Seek additional resources within the agency for the Ridgecrest Community
    - Continue to collaborate within agency for expansion of services in Ridgecrest Community: VITA, HEAP, Food Bank, EKFRC HMIS Housing Navigators
- Seek additional training and resources for staff
  - Allows to apply for other source of funding: i.e. Car seat technician
  - Partner with community organizations to expand services: i.e. car seat event
- Continue to apply for additional funding through the foundation and grant administrator to extend range of services outside First 5 clients for under-served families (Children 6-18, seniors, and unhoused individuals)
- Add housing navigator to OFRC through HMIS program

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Implemented Improvements from 2023-2024



Storage & Office Space
- Gain Additional Storage at Ridgecrest United Methodist Church for diaper storage at low cost $600 per year (In addition to St Michael's Episcopal Church Storage) and C-Train

Staffing
- Fully staff FRC since May 2024 with 3.5 FTE
  - 1 FTE Program Manager & 1 FTE Case Manager First 5 Kern
  - 1 FTE Office Assistant: CalCAPA
  - ½ FTE HEAP Technician

Volunteers
- 1090 volunteering hours YTD (more than doubled previous year). Help alleviate workload of busy FRC.
- Regular volunteers through Pathpoint & Kern County

Emergency Needs
- Secured small grants to alleviate basic needs: car seats, baby items, hygiene kits, feminine products, household supplies, bus passes
- Received several large in-kind donations of children clothing and baby items
- Additional funding through CAPK Foundation

HEAP
- Provided HEAP benefits to 138 households for a total of $139,491 (More than double previous year $67,032 for 57 households)

Transportation
- Secured more funding to purchase gas cards and bus passes for clients

IT
- Major improvement in data collection with Power BI reports and implementation of dashboards
- Mitel Text Capability implemented for clients (currently individual, group text capability pending)

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Oasis FRC Challenges Program & Community



- Reduced funding from F5K by 15%
  No funding for office assistant and limited funding for all budget line items
- Lack of space
  - No space for additional employees if increasing head count
- Staff
  - Staff with limited bandwidth to keep up with increasing demand of walk-ins services
  - Limited time to help families with children 6-18 navigate resources
- Rental assistance is highly needed in Ridgecrest (Pending grant)
- HEAP Funding Limitations (Ran out of funds in October)
- Increase in homelessness
  - Limited resources for unhoused clients in Ridgecrest unless victim of domestic violence
- Need for After-School Programs
- Transportation
  - Clients lack of transportation still challenging due to limited hours of public transport operations
  - Costly and time consuming to access Bakersfield services

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Oasis FRC Challenges Program & Agency



- Staffing
  - Costs of benefits reminds high in spite of small subsidy (Kaiser not available in Ridgecrest)
    - HMO not accepted in Ridgecrest
    - PPO is very expensive
- Food Bank
  - Loss of emergency food boxes
  - Challenges getting deliveries to Ridgecrest to provide full month supplies of non-perishable
- Additional Funding
  - Limited success with large grants (100K+) but great success with small grants
- Procurement
  - Limited choice of suppliers (not most cost effective)
    - Amazon is costly, seeking Walmart to purchase food
- Maintenance
  - Slow execution of work requests small and large projects
  - Deferred maintenance at Oasis Building

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Questions?











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Eric Le Barbé
Supervisor Youth & Community Services

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Ridgecrest, CA. 93555

Oasis Family Resource Center – CAPK
Oasis Family Resource Center | Facebook

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VITA 2025-2026 Budget Development

PRESENTED BY: JACQUELYN GUERRA

DIRECTOR: FREDDY HERNANDEZ

1

Program Overview

2

Program Services



- **Free Tax Preparation**
  Assistance for low- to moderate-income individuals and families.
- **Amendments & Prior Year Filings**
  Help with correcting prior returns or filing taxes for previous 5 years.
- **ITIN Application Assistance**
  Certified Acceptance Agent (CAA) services for Individual Taxpayer Identification Number (ITIN) applications.
- **W-4 Form Assistance**
  Guidance on completing or updating W-4 forms.
- **Assistance with IRS & FTB Letters and Audits**
  Support in responding to tax notices and audits.
- **Tax Credit Education**
  Information on CA and federal Earned Income Tax Credit (EITC) and Child Tax Credit (CTC).
- **Multilingual Services**
  Support in multiple languages to better serve the community.
- **Free Tax Law Training**
  Free training for volunteers on tax law and IRS certification.
- **22 Seasonal Sites Across the County**
  Wide availability with convenient locations during tax season.
- **Year-Round Site**
  Access to tax services outside the regular tax season.

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Current contracts for the 2024 – 2025 Fiscal Year

- The VITA Program currently has two contracts:
  - Volunteer Income Tax Assistance (VITA)
  - The California Earned Income Tax Credit (CalEITC)
- We are not expecting any additional contracts.

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Volunteer Income Tax Assistance (VITA)

- The contract deadline – September 30, 2025
- The contract amount for the new season is - $375,000
- 62% of this contract is tied to salaries and benefit expenses.
- 29% of this contract is tied to subcontractors.
- 9% of this contract is tied to subcontractors and operational expenses.

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The California Earned Income Tax Credit (CalEITC)

- The contract deadline – June 30, 2025
- The contract amount for the new season is - $419,028
- 46% of this contract is tied to salaries and benefit expenses.
- 28% of this contract is tied to subcontractors.
- 16% of the contract pays for outreach efforts.
- 10% of this contract is tied to operational expenses.

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Outcomes 2024-25

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VITA 2023-2024 Outcomes



VITA Program:

- Funding awarded by IRS for 2023-24: $325,000 (100% spent)
- Number of tax returns filed: 10,301
- Total refunds generated: $13,481,816
- Federal EITC claimed: $5,607,967
- Cost savings for taxpayers: $3,090,300
- IRS certified volunteers: 68
- 100% pass 5/5 of our site review audits
- 2nd in our territory for tax return count (Alaska is 1st)

CalEITC Program:

- 2023-24: $838,056 (100% spent)
- Outreach education done throughout Kern and Tulare Counties on CalEITC credits.
- In collaboration with CSET and UWKC, 48+ tax prep service sites.
- 905 ITIN clients

capk Community Action Partnership of Kern

8

VITA Success Stories

During an outreach event hosted by The Wendale Davis Foundation, a volunteer visited our VITA booth and shared her inspiring story. She expressed her deep gratitude for our free tax services, explaining that her refund played a crucial role in helping her transition from homelessness into stable housing. She took a photo with our VITA team, highlighting the positive impact the program and our dedicated staff had on her journey to recovery.





Damarys Trevino, a sophomore in high school and first-time volunteer with VITA, shared her reflections: "This has been the most rewarding experience I've had working within the community. I've learned a lot, particularly about tax credits I didn't know existed, such as CalEITC, YCTC, FYTC, EITC, and more. I thoroughly enjoyed every day I volunteered and found myself becoming more interested each day. After volunteering with VITA, I feel equipped to share my knowledge with other students at my school and even with my teachers. Moreover, I feel more prepared for the future when I will have to file my own tax return. This is definitely something I look forward to continuing next year."

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2025 - 2026 Goals

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VITA Program Goals



- Partnerships
  - Arvin High School
  - South High School
  - Mountain Communities FRC (Frazier Park)
  - Bakersfield Senior Center
  - Buttonwillow FRC
  - California Farm Workers (Delano)
- Financial Education Asset Building Services (FEAB)
  - Online banking education
  - Credit building/repair
  - Savings
- Tax return count
  - 2024-25: 11,500 goal
- Site expansion
  - 2024-25: 25 sites
- ITIN Assistance
  - 2024-25: 1,500 ITIN tax returns

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Opportunities and Challenges

12

Opportunities

- Expand partnerships internally and externally for the purpose of subcontracting
- Additional unrestricted funding
- Paid internship collaborations (BYJP, ETR, DHS etc.)
- Increase staff education opportunities
- Increase financial education for clients throughout Kern County

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Challenges

- Volunteer dedication
- Financial training and education
- IT and Operational support
- Additional VITA facility space for growth
  - Year-round outreach staff
  - Year-round financial educator
  - Volunteer space/client lobby a rea



14

Questions?

15

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Adult Re-Entry: 2025-26 Budget Development

PRESENTED BY:
ROSARIO MIRANDA
PROGRAM MANAGER

1

Program Overview

2

Program Summary

- Community Action Partnership of Kern's (CAPK) Warm Handoff and Reentry Services Program is designed to reduce rates of homelessness and recidivism in the reentering justice involved population within Kern County. CAPK proposes a multi-modal intervention strategy with complementary reentry service lines targeting known dynamic risk factors for homelessness and recidivism including housing stability, employment, and mental health. Case Management services will be provided using a Strengths-Based approach model that addresses immediate needs upon release and facilitates individual change to ensure self-sufficiency upon program exit.
- Adult ReEntry is financed by the Board of State and Community Corrections (BSCC) through December 2025.

3

Client Outcomes 2024-2025

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- 564 Justice Involved Contacts
- 45 Clients Housed
- 55 Clients Gained Employment
- 167 Current Caseload with 2 Housing Navigators

Adult Re-Entry Grant

5

Goals for 2025-26

6

GOALS
Increase staff
Increase client contacts
Increase housed clients
Obtain Prop 47 Grant
Obtain BSCC ARG Cohort 4 2026/2029

7

2025-26 Budget

8

Adult Re-Entry	276
Salaries	$140,417.00
Benefits	$44,933.00
Space Cost	$16,000.00
Communication	$2,500.00
Printing	$1,500.00
Hiring Costs	$500.00
Misc. Expense	$756.00
Travel	$4,000.00
Tuition	$5,000.00
Outreach	$9,500.00
Subaward	$2,500.00
Client Incentives	$23,136.00
Client Education	$10,000.00
Indirect	$24,476.00
Total	$285,218.00

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Opportunities and Challenges

10

Opportunities	Challenges
ARG Cohort 4 2026/2029 BSCC	Buy-in from Partners
Prop 47 Grant City of Bakersfield	Affordable housing
Cal-Aim Justice Involved	Funding

11

Questions?

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12

Community Action Partnership of Kern

Helping People. . . Changing Lives.

CES/Cal-Aim: 2025-26 Budget Development

PRESENTED BY:
JOSEPH AGUILAR
CES PROGRAM MANAGER

1

Program Overview

2

Program Summary

CES is Kern County's homeless response system designed to assist all Kern County communities in ending homelessness by providing a clear and systematic pattern for individuals to quickly access the most appropriate services.

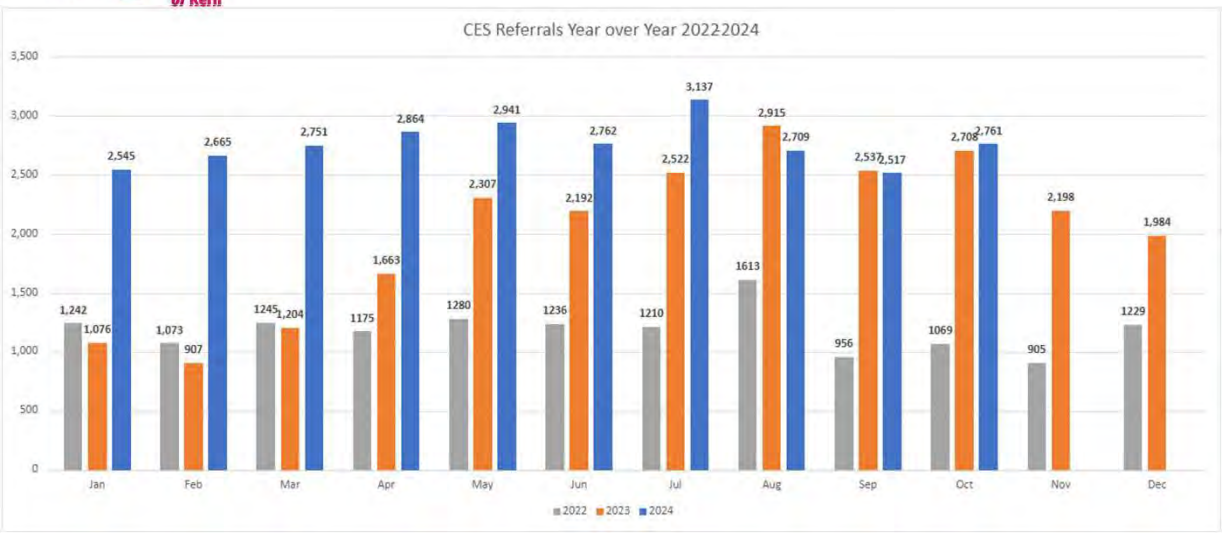
Cal-Aim is a new initiative by the Department of Health Care Services (DHCS) to improve the quality of life and health outcomes of Medi-Cal beneficiaries by implementing broad delivery of system, programmatic, and payment system reforms. CAPK is a CBO of KHS Cal-Aim Services and approved to provide Housing Navigation, Housing Deposit, Housing Sustainability, and Day Habilitation Services.

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Client Outcomes 2024-2025

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CES Entry Overview



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Cal-Aim Overview

Housing Transition Navigation Services	YTD 2023 / Oct 2024
Total number of clients enrolled into Calaim Services	75 clients per Navigator
Number of billable services per client per month (i.e., one-on-one case management, landlord engagement, obtaining vital documents)	4,072 / 8,553
Housing & Furnishing Deposits (SRV4d)	**YTD**
One-time Deposit use, up-to $5000 per client (includes housing deposits, furnishing, appliances)	64 /159
Housing Tenancy and Sustaining Services	**YTD**
Housing Placements	83 / 88

As of September 2024, Cal-Aim has $326,897.52 in private revenue

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Goals for 2025-26

7

Coordinated Entry In the Works

CES continues to develop new ways to streamline its proc ess and ensure it is improving the homeless response system in an equitable and trauma-in formed manner that aligns with CAPK's mission and CoC strategic plan.

Some of the steps in work to achieve these goals:

- Development of CES "Roadmap to Housing" creating a visual for resources within our homeless response system
- Continue to streamline services between Cal-Aim and CES to leverage services
- Implementation of CES campaign through 2-1-1 & expanding CES hours of operation: reducing wait times and engaging with more clients attempting to access the homeless response system
- Continue to engage with community partners to create additional access points
- Continue to seek funding opportunities to fund additional staff

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Cal-Aim Services in Action

CAPK Cal-Aim serves as a model for other for other agencies, setting the standard for innovation and process improvement across Community Based Originations (CBOs). It is continually focused on refining service delivery and leveraging Cal-Aim services to strengthen hour homeless response system.

Goals/Working Steps:

- Continue to streamline services between Cal-Aim and CES to leverage services
- Developing a robust Day Services program to provide clients with the necessary tools needed for housing
- Continue to foster KHS relationship to expand services to KHS ECM Services
- Expanding KHS Cal-Aim number of staff to offset KHS waiting list for Cal-Aim services
- Expanding Cal-Aim services to another managed care provider, Anthem

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2025-26 Budget

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Coordinated Entry System							
	CSBG	HUD	HHAP 4 (276-73)	HHAP 4 (276-75)	HHAP 5 TBD	ERG	HOME TBD
Salaries	$25,859	$163,111	$18,667	$18,632	$145,970	$34,434	$147,344
Benefits	$8,275	$52,196	$5,973	$5,963	$46,711	$11,019	$45,677
Supplies	$30,079		$15,000	$10,000			$13,300
Utilities	$4,500		$4,500				$8,582
Facility Repairs	$5,750		$5,269	$5,269			$10,417
Communication			$500	$500			
Travel	$4,500		$3,000	$3,000			
Risk Insurance			$3,000	$3,000			
Indirect	$17,725	$21,531	$4,091	$4,091	$19,269	$4,547	$22,532
Total	$96,688	$236,838	$60,000	$60,000	$211,950	$50,000	$247,852
Revenue	$96,688	$236,838	$60,000	$60,000	$211,950	$50,000	$247,852

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Cal-AIM	
Salaries	$598,134
Benefits	$191,404
Supplies	$6,000
Software	$6,000
Space Costs	$22,503
Communication	$3,000
Hiring Costs	$1,000
Misc. Expense	$1,000
Travel	$5,347
Membership Dues	$1,000
Tuition/ Registration	$7,500
Client Services	$108,000
Indirect	$92,839
Total	$1,043,727
Revenue	$1,043,727

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Opportunities and Challenges

13

Coordinated Entry System

- Access to services in rural areas
- Increase in response times
- Staff recruitment and retention

Cal-AIM

- Seed money for incubator projects
- Expanding services to other CSS or ECM
- Larger location
- Additional staff

14

Questions

Contacts

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Joseph Aguilar, CES Program Manager
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M Street: 2025-26 Budget Development

PRESENTED BY:
LAURIE HUGHEY
TITLE: PROGRAM ADMINISTRATOR

1

Program Overview

2

Program Summary

The M Street Navigation Center provides food, shelter, clothing, personal hygiene items, laundry services, personal possession storage, pet care, kennels, transportation, and 24/hr., security for guests. M Street partners with other agencies to provide Substance Abuse, Medical/Dental and Mental health services, housing and navigation assistance, case management as well as information and referral services.

Safe Camp provides food, tents, canopies, sleeping bags, personal storage, transportation, and pet food. Safe Camp will be provided with similar services as M Street, Mental Health/Substance Abuse, Medical/Dental, housing and navigation assistance, case management, Information and Referrals and 24/hr security for guests.

3

Client Outcomes 2024-2025

4

- 62 exits into permanent Housing/ M Street
- 1715 total clients served/ M Street
- 13 exits into permanent housing from Safe Camp
- 646 total clients served from Safe Camp
- 13 clients graduated from Project Hire Up (1 from Safe Camp)
- 62 participated in the first M Street/ Safe Camp Job Fair

5

Goals for 2025-26

6

- Expansion of Safe Camp
- Expansion of M Street laundry/shower services
- Add Employment Services for both M Street and Safe Camp
- Add Lead Shelter Worker Position (Responsible for training new
  shelter worker for shifts)
- Additional Navigators for safe camp
- Increase bed capacity for M street (specifically male beds)
- Increase housing sustainability through Income and Employment
- Increase client participation in Mental Health/Substance Abuse services
- Increase community Engagement to change the stigma on homelessness

7

2025-26 Budget

8

M Street Navigation Center and Safe Camping/Parking		
Salaries	$945,663	$291,549
Benefits	$294,336	$92,125
Supplies	$85,000	$30,000
Utilities	$116,700	$21,400
Maintenance	$80,000	$10,000
Security	$472,000	$494,200
Communication	$18,000	
Hiring Expense	$1,000	$1,000
Travel	$7,500	
Membership Dues	$375	
Vehicle Repair	$1,500	
Equipment Lease	$3,000	$45,6000
Tuition	$14,000	
Risk Insurance	$5,400	
Client Services	$200,000	$111,000
Contingency	$224,448	$62,966
Indirect	$246,893	$115,984
Total	$2,715,815	$1,275,824

9

Opportunities and Challenges

10

Opportunities

- Gain publics trust
- Change stigma on homelessness
- More community engagement i.e. Job Fairs, and employment workshops

Challenges

- Reluctant to receives mental health/ substance abuse services.
- Criminal Backgrounds
- Undocumented Population
- Lack of after care case management (To reduce recidivism)
- We are starting to see more aggressive population

11

Questions?

12



Administrative Services

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Operations: 2025-26 Budget Development

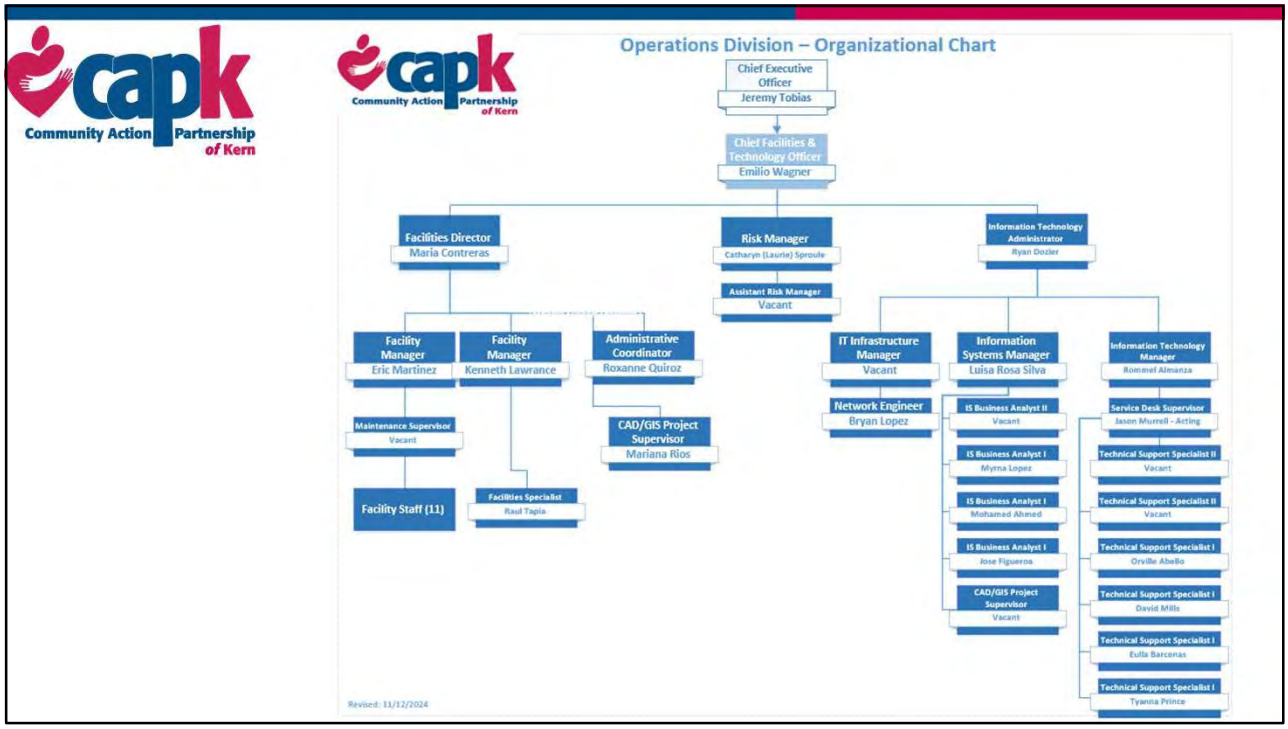
PRESENTED BY:

EMILIO WAGNER, CHIEF FACILITIES & TECHNOLOGY OFFICER

1

Division Overview

2



3

Service Outcomes 2024-2025

4

Facilities

Building Maintenance

- 3,760 Workorders processed
- Average 313 work orders per month
- Head Start Vehicle Maintenance
- Upgrade of building access system
- Installation of asset cameras:
  - Operations

Building Renovations

- Relocation of Admin Offices
- Food Bank: Food Pantry remodel
- M&O building relocation:
- Security fencing upgrades: Food Bank, M&O, Central Kitchen
- Sterling kitchen remodel
- Harvey Hall kitchen remodel
- LBNC: Safe camping improvements
- Relocation of MCAP & WIC

Construction

- Food Bank Expansion
- Central Kitchen Construction
- Tenant Improvements of 18th Street
- FHCC: Sports Field lighting & Fencing
- Barnett House Tenant Improvements
- Angela Martinez warehouse conversion to teacher resource room.
- 1303s submitted for McFarland & Tehachapi modular replacements.

5

Information Technology

Ticketing

- 7,083 Help desk tickets processed
- Average 590 tickets per month
- Common tickets:
  - Password reset
  - Printer Access
  - SharePoint access
  - Account creation
  - Network connectivity
  - Phone issues

Projects

- Restructured IT department to enhance service delivery
- Conversion to Ring Central Phone System
- Network upgrades
  - Decentralize network into segments
  - Firewalls/Routers various programs
  - ISP upgrades
- PC replacement hardware deployment
- E-rate renewal application

Infrastructure

- Network security Strengthening based on vulnerability assessment.
- ISP upgrades
- Server software patch schedule

6

Information Systems

Application Services Life Cycle

- Application planning
- Application Development
- Application User testing
- Application goes live
- Application enhancements
  - Follows same life cycle

Projects

- Universal Intake
- Volunteer Management
- Contract Management
- In-Kind Management
- Cheers for Peers
- Case Management Application
- CalAIMS – KHS – Data upload process
- Field Service – Customized Maintenance work order system
- Food Bank data capturing

7

Risk Management

Insurance

- Successful conversion to INSURICA for workers compensation and property casualty insurance broker services.
- Workplace violence program developed.
- Vehicle Incidents are down from 10 in 2023 to 5 for 2024
- Property vandalism & theft is down from 42 in 2023 to 22.

Projects

- Explore alternatives to Worker's Compensation policy, such as Captive.
- Risk Assessment conducted by INSURICA
- Implemented auto GPS tracking as required by the auto insurance carrier.

8

Goals for 2025-26

9

Strategic Goals

Facilities

- Pool to allocate maintenance staff based on time spent on work order
- Develop a deferred maintenance plan
- Transition to field service work order system
- Customer Service training
- Develop facility mapping & document management

Information Systems & Technology

- Develop Internet Service Provider RFP for E-rate.
- Completion of Client Data Platform
- Hire Help Desk Supervisor to enhance customer service
- Develop Data workflow for Food Bank using Feeding America funding
- Customer Service training
- Technology Training
- Develop GIS mapping standards

Risk Management

- Develop job description for Risk Administrator.
- Fill the vacant Assistant Risk Manager position
- Update safety policies/format and establish approval cycle
- Research and update the business continuity plan
- Enhance inspection/reporting process and frequency

10

2025-26 Budget

11

Proposed Budget		2024-2025 Budget		Difference	
SALARIES	2,026,037.00	SALARIES	1,734,146.00	291,891.00	24-25 budget included partial annual salaries for approved positions
BENEFITS	662,746.00	BENEFITS	468,220.00	194,526.00	Actual Fringe tracking at 29.3% used 32% for current budget
TRAVEL	25,500.00	TRAVEL	37,000.00	(11,500.00)	Reduced travel
SPACE COSTS	452,000.00	SPACE COSTS	255,500.00	196,500.00	Depreciation expense and utilities increased due to larger building
SUPPLIES	115,000.00	SUPPLIES	108,000.00	7,000.00	Includes software licenses along with computer and office Supplies
EQUIPMENT	0	EQUIPMENT	225,205.00	(225,205)	No planned expenses for equipment
CONSULTANT/CONTRACT SERVICES	225,000.00	CONSULTANT/CONTRACT SERVICES	248,000.00	(23,000)	Reduced consultant expense for IS department, includes software support
OTHER OPERATING COSTS	363,430.00	OTHER OPERATING COSTS	551,850.00	196,175.00	Reduced Risk Insurance cost, prior year overstated
Proposed Budget 2022-2023	3,869,713.00	Budget 2021-2022	3,627,921.00	241,792.00	

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SALARIES		
5105	Salaries	2,026,037.00
		2,026,037.00
BENEFITS		
5205	FICA/FICA-MED Expense	662,746.00
		662,746.00
TRAVEL		
6105	Local Travel - Staff	3,500.00
6120	Out of Town Travel - Staff	4,500.00
6135	Per Diem - Staff	2,500.00
6150	Vehicle Gasoline	15,000.00
		25,500.00
SPACE COSTS		
6205	Rent/Lease	00.00
6210	Repair/Maintenance/Incidental Alterations	65,000.00
6230	Security/Alarm	10,500.00
6235	Utilities	175,000.00
6240	Property Taxes	500.00
		251,000.00
SUPPLIES		
6305	Supplies	25,000.00
6310	Computer & Peripheral Supplies	30,000.00
6315	IT Communication Supplies	00.00
6320	Computer Software	60,000.00
		108,000.00

CONSULTANT/CONTRACT SERVICES		
6505	Legal Fees	00.00
6520	Consultant Services	70,000.00
6525	Software Support/Maintenance	150,000.00
6530	Subcontract Labor	5,000.00
		225,000.00
OTHER OPERATING COSTS		
6605	Communication Services	75,000.00
6610	Postage	150.00
6620	Risk Insurance	265,680.00
6625	Hiring Costs	500.00
6640	First Aid	00.00
6645	Tuition and Registration Fees - Staff	7,500.00
6660	Equipment Rent/Lease	12,000.00
6665	Equipment Repair/Maintenance	2,500.00
6667	Vehicle Repair/Maintenance	3,000.00
6680	Training Expenses	4,000.00
6715	Licensing/Misc Fees	1,500.00
		363,430.00
DEPRECIATION		
7905	Depreciation Expense	201,000.00
		201,000.00
	Proposed Budget	**3,869,713.00**

13

Opportunities and Challenges

14

Opportunities

- Enhance the customer experience
- Develop efficiencies to provide better service
- Evenly distribute the workload
- Develop pathways of growth

Challenges

- Budget limitations
- Availability of resources
- Availability and experience of potential candidates

15

Questions?

16

Human Resources: 2025-2026 Budget Development

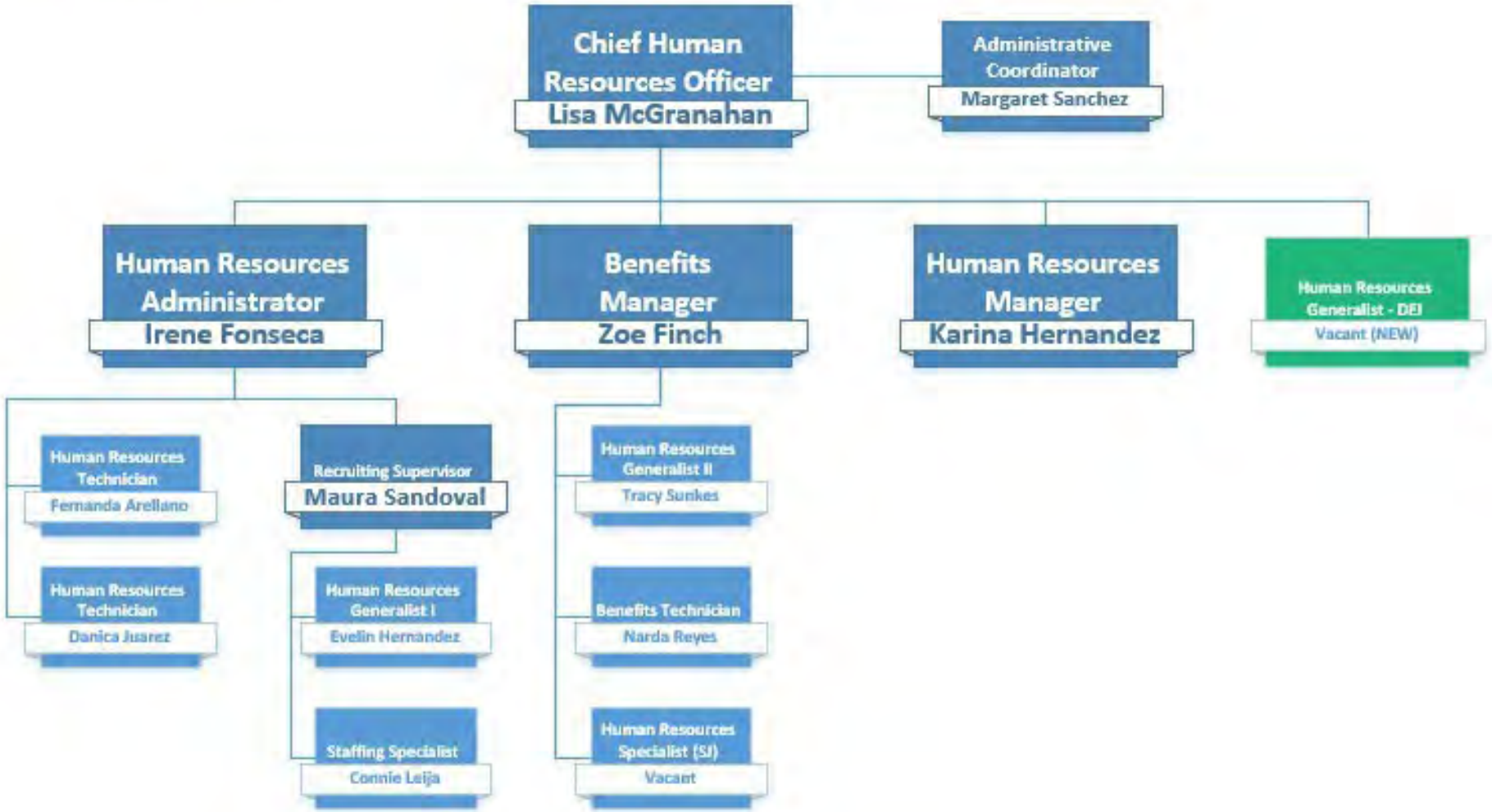
PRESENTED BY: LISA MCGRANAHAN

CHIEF HUMAN RESOURCES OFFICER



Department Overview

Human Resources



Functions of Human Resources



Who Do We Serve?

Research indicates that the rule-of-thumb staff ratio for an organization is 1.2 full-time HR staff per 100 employees.

- Current Count of CAPK Employees: 1,011
- 1,011 employees = 14 HR team members
- Current HR staff: 12 team members

Source: https://www.shrm.org/resourcesandtools/tools-and-samples/hr-forms/pages/hr-to-staff-ratio.aspx

Goals for 2025-2026

CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results.

- Fully transition retirement and group life benefits to Unum, aiming for full integration of all ancillary benefits, including a leave management system, by mid-2025.
- Recruit and onboard a DEI Generalist by January 2025.
- Help strengthen self-sufficiency in our community by launching a new initiative focusing on employment readiness, job placement & development, and job searching tools (late 2025).
- Introduce new wellness programs focused on mental health and physical well-being.

Budget for 2025-2026

COMMUNITY ACTION P'ARTNERSHIP OF KERN

INDIRECT FUND- HUMAN RESOURCES DIVISION

PROP 0SED BUDGET REVISION 2025/2:6

	Original Budget	Proposed Budget	Difference	Remarks
Salaries	$ 860,16,27	$ 927,858	$ 67,231	
Benefits	258,188	324,750	66,562	
TOTAL PERSONNEL COSTS	1,118,815	1,252,608	133,793	Increase is 12.0%
TOTAL OPERATING COSTS	283,130	283,130	-	Increase is 0.0%
TOTAL	$1,401,945	$1,535,738	$ 133,793	Increase is 9.5%

Date Prepared: 10/21/2024



Opportunities & Challenges

Challenges

- Continuous evolving company culture.
- Need for continuous improvement of competitive and/or modern benefits and retention.
- Frontline leadership are overwhelmed by the rapid growth of job responsibilities.

Opportunities

- Well-developed and DEI-savvy workforce.
- Provide comprehensive mental health benefits, especially to employees in trauma-based centers.
- New community initiative for self-sustaining employment (closing the gap of client life cycle).

New Initiative: Job Readiness Program (Client Life Cycle)

We want to expand CAPK's community support by identifying individuals and assisting them with acquiring the skills and confidence necessary to become self-sustaining and thrive in today's dynamic landscape. We want to help our community with long-term sustainable employment by offering:

- Employment Classes
  - Resume writing
  - Interview skills
- Job Placement and Development
- Job Searching Tools
- And more!



HR Emerging Trends

Emerging Trends for 2025

- AI and emerging technologies and proposed legislation.
- Whole-person wellness with a mental health focus.
- Strategic mobility as opposed to attrition and retention (are employees moving to where they need to be?).
- Competency-based decisions, fostering creativity for employee-centric solutions (continuous improvement).
- Cultivating leaders and leadership competencies (CompEase).

Questions?

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Finance Department: 2025-26 Budget Development

PRESENTED BY:

- GABRIELLE ALEXANDER, DIRECTOR OF FINANCE
- TRACY WEBSTER, CFO

1

Finance Overview

2

Mission Statement

The finance department at CAPK is committed to fostering economic equity and alleviating poverty by practicing prudent financial stewardship, implementing inclusive strategies, and cultivating meaningful community partnerships. We achieve this mission through transparent, accountable, and respectful relationships with our employees and stakeholders, ensuring that every decision contributes to a sustainable and equitable future for all.

3



4

PROPOSED STAFFING REALIGNMENT:

1. Add Controller and reallocate positions between transaction processing and grant management

2. Rethink procurement – Replace Manager with Supervisor and reduce a position

3. Continue to use systems to gain operational efficiency through automation:
   - ADP
   - SageInacct

5

Finance Functions



6

Goals for 2025-26

7

- Fully implement Sage Intact
  - Go Live: January 1, 2025
- Continue to provide real time financial information to program staff through monthly Budget to Actual meetings. Launch dashboarding for individual programs to improve spending and budgeting capabilities.
- To ensure adequate staffing levels through the next political administration, we will evaluate current job duties, identify critical roles, and align workforce needs with organizational priorities. This proactive approach will help maintain operational efficiency and adapt to potential changes in policies and resource availability.

8

2025-26 Budget

9

Description	2024/2025 Budget	2025/2026 Proposed Budget	Difference	% Change
Salaries	1,913,413	2,075,929	162,516	8.5%
Benefits	485,103	582,629	97,526	20.1%
Total Personnel Cost	**2,398,516**	**2,658,558**	**260,042**	**10.8%**
Operating Costs	639,900	641,900	2,000	0.3%
Total	**3,038,416**	**3,300,458**	**262,042**	**8.6%**

- Increase in Personnel is the result of adding a Controller and an additional Accounting Technician.

10

Opportunities and Challenges

11

Opportunities

- Staffing
  - Grow staff from within into specialties and promotions
- Training
  - Sage Implementation
    - Goal 6 of the Strategic Plan
    - Greater data reliability
- New Banking Relationship – CBB
  - Increased technology strengths will result in being nimbler and more precise

Challenges

- Economic Uncertainty
  - Changes in funding sources may reduce indirect funding
- Training
  - Sage Implementation continues to be disruptive
- New Banking Relationship – CBB
  - Change is disruptive

12

Finance Trends for 2025

13

1. Cash flow continues to be important in 2024/2025 as we grow programs and experience delayed reimbursement.
2. The implantation of new software will bring an opportunity for increased transparency and efficiency utilizing advanced analytics to provide actionable insights, aligning financial planning with strategic goals and program outcomes.
3. The uncertainty of the next administration will require us to be increasingly nimble and be able to continue a high level of customer service and accuracy.
4. We will work more closely with program and development teams to ensure budgets and financial strategies are aligned with organizational objectives.

14

Questions?

15

Community Action Partnership of Kern

Helping People. . . Changing Lives.

Community Development : 2025-26 Budget Development

PRESENTED BY: PRITIKA RAM

CHIEF BUSINESS DEVELOPMENT OFFICER

1

Program Overview

2

The services under the Community Development Division range from fund and grant development/research to outreach and media/public relations, as well as new business development.

This includes project management of agency level initiatives, such as the 2021-25 Strategic Plan, Community Services Block Grant (CSBG) items, Results Oriented Management and Accountability (ROMA) model, and CAA-related plans, Program, Review and Evaluation Committee (PRE), and special projects.

Further, the Division includes oversight of the CAPK Foundation and programs, such as the 2-1-1 Call Center and the Community Schools program in partnership with the Bakersfield City School District, and special projects like the California Jobs First initiative.

3

Goals for 2025-26

4

- Grant Administration
  - Continue to work closely with the programs to identify opportunities for growth and enhancement.
  - Create impact reports to measure success of funds acquired.
  - Results Oriented Management and Accountability (ROMA)
- Outreach and Promotion
  - Resource Fairs
  - Increased Marketing and Targeted Campaigns
  - Staff centric trainings and growth
  - Program specific services
- Strategic Plan Management and Use
  - Sunset current Strategic Plan
  - Complete Planning Phase and board approval (June – August 2025)
- Increased grant-based initiative and programs
  - California Jobs First (CJF) Catalyst Fund (ends 9/30/2026)
- New or Perspective Growth
  - Financial Education/Literacy Program
  - Affordable Housing Plan
  - New Business Lines (not budgeted)
- Data Tracking and Implementation
  - Program, Review, and Evaluation (PRE) Committee and program reports
  - Volunteer Management – *lead internally by outreach team*
  - *In partnership with the IS team:*
    - *Interagency Referrals – Assigned internal staff as project manager*
    - *Client Data Platform, in conjunction with Data Services and technology consultant*
      - *Use of dashboard*

5

2025-26 Budget

6

Major Highlights

Given limited funding, the Division will maintain current staffing levels and adjust operational support accordingly.

- Direct charge of staff, as applicable.
- Stabilized Staffing (Admin, Grants, Outreach) – no new positions.
- Stable agency-level initiates trainings/certifications (i.e., ROMA, CCAP, Pathways)
- Stable community engagement (e.g., grant-led initiatives)
- Special projects – funded
  - CalCAPA Diaper Distribution
  - KCCD CJF
  - KCCD HRTP marketing

7

Opportunities and Challenges

8

- Opportunities
  - Build capacity of staff among the grants and marketing service lines
  - Increase grant applications and submissions
  - Increase unrestricted funds through the CAPK Foundation
  - Increase visibility and positive engagement
- Challenges
  - Volume and pace of new opportunities
  - Identifying the right opportunities that align with the agency's goals
  - Meeting quality of service expectations during growth periods
  - Improve data collection among program staff
- Areas of Focus
  - Evaluation of program performance and incorporation of ROMA.
  - Staff capacity to meet program demand
  - New business lines (i.e., CVAF)

9

Questions?

10



CAPK Foundation

CAPK Foundation
FY 2025
Budget Development

PRESENTED BY: CATHERINE ANSPACH
DIRECTOR OF DEVELOPMENT

1

Program Overview

2

capk FOUNDATION

The CAPK Foundation was created to address the immediate funding needs of Community Action Partnership of Kern (CAPK) and to develop unrestricted funding sources to support programs that serve people who are facing poverty and economic disadvantage.

It is the philanthropic catalyst that provides the essential tools and resources CAPK needs to transform communities into places where poverty is rare, homelessness is brief, the hungry are nourished, and children and families have an equal chance to reach their full potential.

3

Goals for 2025

4

Grow established program-targeted campaigns to reach funding gap needs

Huggy Heart Campaign

Have raised over $30,000 since the campaign's inception in 2022

Friendship House Mixer



Raised $16,942 FY24

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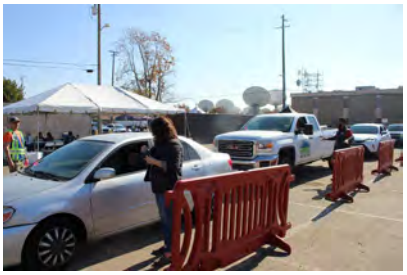
Grow established program-targeted campaigns to reach funding gap needs

M Street Thanksgiving Meal



Raised $4,785 FY24

KGET Holiday Food Drive



Raised $9,878 FY24

HeadStart Coat Drive



Fundraising $20,000 to distribute 1,350 new coats

6

Establish Workplace Giving Campaigns to increase funding to the programs

Recently added Donor Relations Administrator in 4th quarter 2024 to develop and execute:



Internal Employee Giving Program

The Employee Giving Program launching January 1, 2025, allows CAPK employees to make post-tax donations to support specific CAPK programs directly through payroll deductions.

This program offers employees a way to financially support CAPK's mission, with the flexibility to select initiatives they are passionate about. Participation is entirely voluntary. *Donations can be made anonymously for privacy.*

Corporate Employee Giving Program

Facilitates a steady stream of donations as it helps with growing CAPK's donor base, workplace giving enables additional support from generous donors to help make progress toward achieving our mission.

7

Increase Funding for Food Bank through Annual Appeal



Mailing Outreach to over 14,000 Homes



Spectrum TV Ads targeting End of Year Giving

NETWORKS	TOTAL SPOTS	Time Frames and Spot Placement Times
Freeform	13	M-Su, 4p-12m
Hallmark	13	M-Su, 4p-12m
Lifetime	13	M-Su, 4p-12m
Food Network	13	M-Su, 4p-12m
E!, Freeform, Hallmark, OWN, VH-1 and WE	30	Frequency Spots (M-Su, 10a-12m)
TOTALS	82	

8

Hold Signature Fundraiser to raise awareness and funds

GOURMET for GOOD
presented by THE CAPK FOUNDATION

capk FOUNDATION

2024
Attendance: 350 persons
Net Total Raised: $70,000

Saturday, June 7, 2025
The Nirvana Estate
Est. Attendance: 400 persons
Net Goal: $100,000



9

2025 Budget

10

FY 2025 Budget Overview

Revenue

- Total projected revenue: **$1,147,483**
  - **$497,500** from CAPK program fundraising
  - **$175,000** from the Gourmet for Good event
  - **$474,983** operational transfer from CAPK

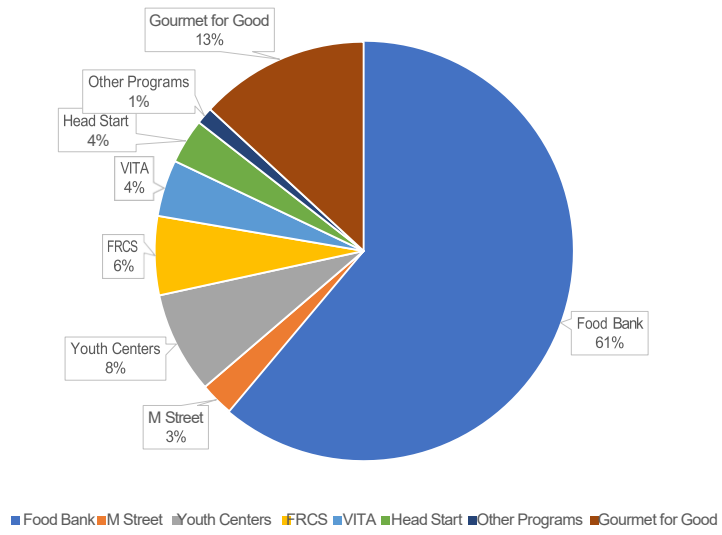
Expenses

- Total projected expenses: **$1,243,061**
  - **$570,561** for operating expenses (staffing, administrative, and indirect costs)
  - **$672,500** for program-related expenses (distributed to programs per donor intent)
- Operational expenses increased by **6%** ($28,409) compared to FY 2024

Carry-over

- FY 2024 carryover: **$95,578**
  - Offsets the projected deficit
  - Ensures a balanced budget to start FY 2025

11



Program-related fundraising campaigns

12

2025 Opportunities

13

capk FOUNDATION



Opportunities

Continued reach in the community to increase visibility of the CAPK Foundation as a connector to the parent organization.

Creating quality collateral that communicate with our donors.

Researching alternative forms of funding sources Including Endowment Planning and Grants.

Evaluating return on existing campaigns.

Researching current donor trends & giving behaviors thereby producing creative ways to bring in funds.

Bringing in a higher level of customer service to our programs that align with their goals.

14



15

MEMORANDUM

To: Budget and Finance Committee

From: Tracy Webster, Chief Financial Officer

Date: January 22, 2025

Subject: *Agenda Item 4f:* 2023 Information Returns & Attorney General Report - **Info Item**

Background

Community Action Partnership of Kern (CAPK) is required to file information returns annual with the Internal Revenue Service and the Franchise Tax Board. The 2023 returns were prepared by Daniells Phillips Vaughn and Bock (DPVB) Accountancy Corporation from data provided by CAPK for the year ended February 29, 2024. The following information returns were submitted electronically by DPVB by the filing deadline date of January 15, 2025:

- 2023 IRS Form 990 – Return of Organization Exempt from Income Tax
- 2023 Form 199 – California Exempt Organization Annual Information Return

Annually, CAPK is required to file the registration renewal fee report to the Attorney General's Registry of Charitable Trusts. The purpose of the report is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets. Organizations with total gross revenue or assets of $25,000 or more must also provide a copy of the IRS Form 990 with the renewal report. The report is required to be filed with the Attorney General no later than the date the IRS Form 990 is required to be filed with the IRS. CAPK met the filing deadline.

For your information, the information returns, and the Attorney General report are attached.

Attachments:

2023 IRS Form 990 – Return of Organization Exempt from Income Tax
2023 Form 199 California Exempt Organization Annual Information Return
Annual Registration Renewal Fee Report to Attorney General of California

022
Date Accepted _____

DO NOT MAIL THIS FORM TO THE FTB

TAXABLE YEAR **2023**

California e-file Return Authorization for Exempt Organizations

FORM **8453-EO**

Exempt Organization name	Identifying number
COMMUNITY ACTION PARTNERSHIP OF KERN	95-2402760

Part I Electronic Return Information (whole dollars only)

1	Total gross receipts or unrelated business taxable income (Form 199, line 4 or Form 109, line 5)	1	169,859,308
2	Total gross income or total tax (Form 199, line 8 or Form 109, line 14)	2	169,169,308
3	Total expenses and disbursements (Form 199, line 9)	3	157,800,759
4	Tax due (Form 109, line 23)	4	
5	Overpayment (Form 109, line 24)	5	

Part II Settle Your Account Electronically for Taxable Year 2023

6 ☐ Direct Deposit of refund (Form 109 only.)

7 ☐ Electronic funds withdrawal **7a** Amount **7b** Withdrawal date (mm/dd/yyyy)

Part III Schedule of Estimated Tax Payments for Taxable Year 2024 (These are NOT installment payments for the current amount the exempt organization owes.)

	First Payment	Second Payment	Third Payment	Fourth Payment
8 Amount				
9 Withdrawal Date				

Part IV Banking Information (Have you verified the exempt organization's banking information?)

10 Routing number _____

11 Account number **12** Type of account: ☐ Checking ☐ Savings

Part V Declaration of Officer

I authorize the exempt organization's account to be settled as designated in Part II. If I check Part II, box 6, I declare that the bank account specified in Part IV for the direct deposit refund agrees with the authorization stated on my return. If I check Part II, box 7, I authorize an electronic funds withdrawal for the amount listed on line 7a and any estimated payment amounts listed on Part III, line 8 from the bank account specified in Part IV.

Under penalties of perjury, I declare that I am an officer of the above exempt organization and that the information I provided to my electronic return originator (ERO), transmitter, or intermediate service provider and the amounts in Part I above agree with the amounts on the corresponding lines of the exempt organization's 2023 California electronic return. To the best of my knowledge and belief, the exempt organization's return is true, correct, and complete. If the exempt organization is filing a balance due return, I understand that if the Franchise Tax Board (FTB) does not receive full and timely payment of the exempt organization's tax liability, the exempt organization will remain liable for the tax liability and all applicable interest and penalties. I authorize the exempt organization return and accompanying schedules and statements be transmitted to the FTB by the ERO, transmitter, or intermediate service provider. **If the processing of the exempt organization's return or refund is delayed, I authorize the FTB to disclose to the ERO or intermediate service provider the reason(s) for the delay or the date when the refund was sent.**

Sign Here ▶ KEEP THIS COPY FOR YOUR FILES Signature of officer Date ▶ CEO Title

Part VI Declaration of Electronic Return Originator (ERO) and Paid Preparer.

I declare that I have reviewed the above exempt organization's return and that the entries on form FTB 8453-EO are complete and correct to the best of my knowledge. (If I am only an intermediate service provider, I understand that I am not responsible for reviewing the exempt organization's return. I declare, however, that form FTB 8453-EO accurately reflects the data on the return.) I have obtained the organization officer's signature on form FTB 8453-EO before transmitting this return to the FTB. I have provided the organization officer with a copy of all forms and information that I will file with the FTB, and I have followed all other requirements described in FTB Pub. 1345, 2023 Handbook for Authorized e-file Providers. I will keep form FTB 8453-EO on file for **four** years from the due date of the return or **four** years from the date the exempt organization return is filed, whichever is later, and I will make a copy available to the FTB upon request. If I am also the paid preparer, under penalties of perjury, I declare that I have examined the above exempt organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

ERO Must Sign

ERO's signature ▶ | Date | Check if also paid preparer ☒ X | Check if self-employed ☐ | ERO's PTIN P01803841

Firm's name (or yours if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA

Firm's FEIN 95-2972229

ZIP code 93309

Under penalties of perjury, I declare that I have examined the above organization's return and accompanying schedules and statements, and to the best of my knowledge and belief, they are true, correct, and complete. I make this declaration based on all information of which I have knowledge.

Paid Preparer Must Sign

Paid preparer's signature ▶ | Date | Check if self-employed ☐ | Paid preparer's PTIN

Firm's name (or yours if self-employed) and address ▶ | Firm's FEIN | ZIP code

TAXABLE YEAR **2023**

California Exempt Organization Annual Information Return

328941 12-26-23
FORM **199**

Calendar Year 2023 or fiscal year beginning (mm/dd/yyyy) 03/01/2023 , and ending (mm/dd/yyyy) 02/29/2024 .

Corporation/Organization name: COMMUNITY ACTION PARTNERSHIP OF KERN

California corporation number: 0490460

Additional information. See instructions.

FEIN: 95-2402760

Street address (suite or room): 1300 18TH STREET, SUITE 200

PMB no.:

City: BAKERSFIELD

State: CA

ZIP code: 93301

Foreign country name | Foreign province/state/county | Foreign postal code

A First return ..... ☐ Yes ☒ No

B Amended return ..... ☐ Yes ☒ No

C IRC Section 4947(a)(1) trust ..... ☐ Yes ☒ No

D Final information return?
● ☐ Dissolved ☐ Surrendered (Withdrawn) ☐ Merged/Reorganized
Enter date: (mm/dd/yyyy) ●

E Check accounting method: (1) ☐ Cash (2) ☒ Accrual (3) ☐ Other

F Federal return filed? (1) ● ☐ 990T (2) ● ☐ 990PF (3) ● ☐ Sch H (990) (4) ☒ Other 990 series

G Is this a group filing? See instructions ..... ● ☐ Yes ☒ No

H Is this organization in a group exemption ..... ☐ Yes ☒ No
If "Yes," what is the parent's name?

I Did the organization have any changes to its guidelines not reported to the FTB? See instructions ..... ● ☐ Yes ☒ No

J If exempt under R&TC Section 23701d, has the organization engaged in political activities? See instructions. ..... ● ☐ Yes ☒ No

K Is the organization exempt under R&TC Section 23701g? ● ☐ Yes ☒ No
If "Yes," enter the gross receipts from nonmember sources $

L Is the organization a limited liability company? ..... ● ☐ Yes ☒ No

M Did the organization file Form 100 or Form 109 to report taxable income? ..... ● ☐ Yes ☒ No

N Is the organization under audit by the IRS or has the IRS audited in a prior year? ..... ● ☐ Yes ☒ No

O Is federal Form 1023/1024 pending? ..... ☐ Yes ☒ No
Date filed with IRS

Part I Complete Part I unless not required to file this form. See General Information B and C.

Receipts and Revenues	1	Gross sales or receipts from other sources. From Side 2, Part II, line 8 ●		1	6,583,947 00
	2	Gross dues and assessments from members and affiliates ●		2	00
	3	Gross contributions, gifts, grants, and similar amounts received STMT 1 ●		3	163,275,361 00
	4	Total gross receipts for filing requirement test. Add line 1 through line 3. STMT 2 **This line must be completed.** If the result is less than $50,000, see General Information B ●		4	169,859,308 00
	5	Cost of goods sold ●	5 00		
	6	Cost or other basis, and sales expenses of assets sold ●	6 690,000 00		
	7	Total costs. Add line 5 and line 6		7	690,000 00
	8	Total gross income. Subtract line 7 from line 4 ●		8	169,169,308 00
Expenses	9	Total expenses and disbursements. From Side 2, Part II, line 18 ●		9	157,800,759 00
	10	Excess of receipts over expenses and disbursements. Subtract line 9 from line 8 ●		10	11,368,549 00
Payments	11	Total payments ●		11	00
	12	Use tax. See General Information K ●		12	00
	13	Payments balance. If line 11 is more than line 12, subtract line 12 from line 11 ●		13	00
	14	Use tax balance. If line 12 is more than line 11, subtract line 11 from line 12 ●		14	00
	15	Penalties and interest. See General Information J		15	00
	16	**Balance due.** Add line 12 and line 15. Then subtract line 11 from the result ◉		16	00

Sign Here

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

KEEP THIS COPY FOR YOUR FILES

Signature of officer ▶ | Title: CEO | Date | ● Telephone: 661-336-5236

Paid Preparer's Use Only

Preparer's signature ▶ | Date | Check if self-employed ▶ ☐ | ● PTIN: P01803841

Firm's name (or yours, if self-employed) and address ▶ DANIELLS PHILLIPS VAUGHAN & BOCK
300 NEW STINE ROAD
BAKERSFIELD, CA 93309

● Firm's FEIN: 95-2972229

● Telephone: 661-834-7411

May the FTB discuss this return with the preparer shown above? See instructions ..... ● ☒ Yes ☐ No

Part II Organizations with gross receipts of more than $50,000 and private foundations regardless of amount of gross receipts - complete Part II or furnish substitute information.

328951 12-26-23

	1	Gross sales or receipts from all business activities. See instructions	1		00
	2	Interest	2	26,866	00
	3	Dividends	3		00
Receipts from Other Sources	4	Gross rents	4	69,321	00
	5	Gross royalties	5		00
	6	Gross amount received from sale of assets (See instructions) STATEMENT 3	6	3,742,548	00
	7	Other income SEE STATEMENT 4	7	2,745,212	00
	8	**Total** gross sales or receipts from other sources. Add line 1 through line 7. Enter here and on Side 1, Part I, line 1	8	6,583,947	00
	9	Contributions, gifts, grants, and similar amounts paid	9		00
	10	Disbursements to or for members	10		00
	11	Compensation of officers, directors, and trustees SEE STATEMENT 5	11	394,243	00
	12	Other salaries and wages	12	39,407,790	00
Expenses and Disburse-ments	13	Interest	13		00
	14	Taxes	14		00
	15	Rents	15	6,665,082	00
	16	Depreciation and depletion (See instructions)	16	0	00
	17	Other expenses and disbursements SEE STATEMENT 6	17	111,333,644	00
	18	**Total** expenses and disbursements. Add line 9 through line 17. Enter here and on Side 1, Part I, line 9	18	157,800,759	00

Schedule L Balance Sheet

Assets	Beginning of taxable year (a)	Beginning of taxable year (b)	End of taxable year (c)	End of taxable year (d)
1 Cash		13,504,222		21,533,515
2 Net accounts receivable		11,364,285		13,126,684
3 Net notes receivable				
4 Inventories		1,090,744		3,994,657
5 Federal and state government obligations				
6 Investments in other bonds				
7 Investments in stock				
8 Mortgage loans				
9 Other investments				
10 a Depreciable assets	53,794,437		69,123,880	
b Less accumulated depreciation	24,343,876	29,450,561	23,995,238	45,128,642
11 Land		1,776,669		1,086,669
12 Other assets STMT 7		1,132,342		789,129
13 **Total assets**		58,318,823		85,659,296
Liabilities and net worth				
14 Accounts payable		12,887,117		11,648,828
15 Contributions, gifts, or grants payable				
16 Bonds and notes payable				
17 Mortgages payable		704,130		7,927,207
18 Other liabilities STMT 8		8,320,330		19,966,245
19 Capital stock or principal fund				
20 Paid-in or capital surplus. Attach reconciliation				
21 Retained earnings or income fund		36,407,246		46,117,016
22 **Total liabilities and net worth**		58,318,823		85,659,296

Schedule M-1 Reconciliation of income per books with income per return

Do not complete this schedule if the amount on Schedule L, line 13, column (d), is less than $50,000.

1 Net income per books	11,368,549	7 Income recorded on books this year not included in this return. Attach schedule	
2 Federal income tax		8 Deductions in this return not charged against book income this year. Attach schedule	
3 Excess of capital losses over capital gains		9 Total. Add line 7 and line 8	
4 Income not recorded on books this year. Attach schedule		10 Net income per return. Subtract line 9 from line 6	11,368,549
5 Expenses recorded on books this year not deducted in this return. Attach schedule			
6 Total. Add line 1 through line 5	11,368,549		

CA 199 CASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 1

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS	DATE OF GIFT	AMOUNT
U. S. DEPT OF HEALTH & HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		44,184,601.
STATE OF CALIFORNIA - DEPT OF EDUCATION	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		6,190,638.
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		7,310,550.
STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		32,795,437.
U. S. DEPT OF HOUSING & URBAN DEVELOPMENT	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		2,119,644.
STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		4,321,219.
TOTAL INCLUDED ON LINE 3			96,922,089.

CA 199 NONCASH CONTRIBUTIONS INCLUDED ON PART I, LINE 3 STATEMENT 2

CONTRIBUTOR'S NAME	CONTRIBUTOR'S ADDRESS		
U. S. DEPT OF AGRICULTURE	PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309		
PROPERTY DESCRIPTION	DATE OF GIFT	FMV OF GIFT	TOTAL AMOUNT
DONATED FOOD	08/28/23	8,364,099.	8,364,099.
TOTAL INCLUDED ON LINE 3		8,364,099.	8,364,099.

CA 199 GROSS AMOUNT FROM SALE OF ASSETS STATEMENT 3

DESCRIPTION	DATE ACQUIRED	DATE SOLD	METHOD ACQUIRED	COST OR OTHER BASIS	DEPREC.	EXPENSE OF SALE	GROSS SALES PRICE
SALE OF ASSETS	04/01/76	02/29/24	PURCHASED	3,238,155.	2,548,155.	0.	3,742,548.
TOTAL TO FORM 199, PAGE 2, LN 6				3,238,155.	2,548,155.	0.	3,742,548.

CA 199 OTHER INCOME STATEMENT 4

DESCRIPTION	AMOUNT
MISCELLANEOUS REVENUE	2,473,733.
FOOD BANK FEES	264,858.
PROGRAM AND PARENT FEES	6,621.
TOTAL TO FORM 199, PART II, LINE 7	2,745,212.

STATEMENT(S) 3, 4

CA 199 COMPENSATION OF OFFICERS, DIRECTORS AND TRUSTEES STATEMENT 5

NAME AND ADDRESS	TITLE AND AVERAGE HRS WORKED/WK	COMPENSATION
JEREMY TOBIAS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CEO 40.00	201,710.
TRACY WEBSTER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CFO 40.00	192,533.
PRITIKA RAM 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF BUSINESS DEVELOPMENT 40.00	0.
LISA MCGRANAHAN 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HUMAN RESOURCE 40.00	0.
YOLANDA GONZALES 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HEAD START/STA 40.00	0.
SUSANA MAGANA 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HEALTH & NUTRI 40.00	0.
EMILIO WAGNER 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF OPERATIONS 40.00	0.
FREDDY HERNANDEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF YOUTH & COMMUN 40.00	0.
LOUIS GILL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHIEF PROGRAM OFFICER 40.00	0.
CATHERINE ANSPACH 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF DEVELOPMENT 40.00	0.
REBECCA MORENO 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR OF HOUSING & SUPP 40.00	0.

JERRY MEADE 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 40.00	0.
FRED PLANE 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	CHAIR 4.00	0.
MARITZA JIMENEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	VICE-CHAIR 4.00	0.
ANA VIGIL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	SECRETARY 4.00	0.
CURTIS FLOYD 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
NILA HOGAN 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
MARIAN PANOS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
YOLANDA OCHOA 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
GUADALUPE PEREZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
JIMMIE CHILDRESS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
JONATHAN MULLINGS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.
MICHELLE JARA-RANGEL 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	TREASURER 4.00	0.
DENISE BOSHERS 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR 4.00	0.

LILY PIMENTAL-STRATTON 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR	4.00	0.
GINA MARTINEZ 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR	4.00	0.
JEFF FLORES 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR	4.00	0.
MIA CIFUENTES 1300 18TH STREET, SUITE 200 BAKERSFIELD, CA 93301	DIRECTOR	4.00	0.
TOTAL TO FORM 199, PART II, LINE 11			394,243.

CA 199 OTHER EXPENSES STATEMENT 6

DESCRIPTION	AMOUNT
DEPRECIATION	2,153,291.
PROGRAM COST	37,118,677.
DONATED COMMODITIES	35,890,020.
INDIRECT EXPENSE	10,626,125.
OTHER COSTS	4,273,800.
PENSION PLAN CONTRIBUTIONS	11,180,347.
LEGAL FEES	504,550.
OTHER PROFESSIONAL FEES	5,263,139.
TRAVEL	834,654.
ALL OTHER EXPENSES	3,489,041.
TOTAL TO FORM 199, PART II, LINE 17	111,333,644.

CA 199 OTHER ASSETS STATEMENT 7

DESCRIPTION	BEG. OF YEAR	END OF YEAR
PREPAID EXPENSES AND DEFERRED CHARGES	1,132,342.	789,129.
TOTAL TO FORM 199, SCHEDULE L, LINE 12	1,132,342.	789,129.

CA 199 OTHER LIABILITIES STATEMENT 8

DESCRIPTION	BEG. OF YEAR	END OF YEAR
ADVANCED PAYABLE	2,784,924.	2,923,249.
DEFERRED REVENUE	5,535,406.	17,042,996.
TOTAL TO FORM 199, SCHEDULE L, LINE 18	8,320,330.	19,966,245.

EXTENDED TO JANUARY 15, 2025

Form 990 Return of Organization Exempt From Income Tax

Under section 501(c), 527, or 4947(a)(1) of the Internal Revenue Code (except private foundations)
Do not enter social security numbers on this form as it may be made public.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047
2023
Open to Public Inspection

Department of the Treasury
Internal Revenue Service

A For the 2023 calendar year, or tax year beginning MAR 1, 2023 and ending FEB 29, 2024

B Check if applicable: ☐ Address change ☐ Name change ☐ Initial return ☐ Final return/ terminated ☐ Amended return ☐ Application pending

C Name of organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Doing business as

Number and street (or P.O. box if mail is not delivered to street address) 1300 18TH STREET, SUITE 200 Room/suite

City or town, state or province, country, and ZIP or foreign postal code
BAKERSFIELD, CA 93301

F Name and address of principal officer: JEREMY T. TOBIAS
SAME AS C ABOVE

D Employer identification number
95-2402760

E Telephone number
661-336-5236

G Gross receipts $ 169,859,308.

H(a) Is this a group return for subordinates? ☐ Yes ☒ No

H(b) Are all subordinates included? ☐ Yes ☐ No
If "No," attach a list. See instructions

H(c) Group exemption number

I Tax-exempt status: ☒ 501(c)(3) ☐ 501(c) ( ) (insert no.) ☐ 4947(a)(1) or ☐ 527

J Website: WWW.CAPK.ORG

K Form of organization: ☒ Corporation ☐ Trust ☐ Association ☐ Other

L Year of formation: 1965 M State of legal domicile: CA

Part I Summary

1 Briefly describe the organization's mission or most significant activities: COMMUNITY ACTION PARTNERSHIP OF KERN SHALL PROVIDE AND ADVOCATE FOR RESOURCES THAT WILL EMPOWER

2 Check this box ☐ if the organization discontinued its operations or disposed of more than 25% of its net assets.

3	Number of voting members of the governing body (Part VI, line 1a)	3	15
4	Number of independent voting members of the governing body (Part VI, line 1b)	4	15
5	Total number of individuals employed in calendar year 2023 (Part V, line 2a)	5	1155
6	Total number of volunteers (estimate if necessary)	6	1623
7a	Total unrelated business revenue from Part VIII, column (C), line 12	7a	0.
b	Net unrelated business taxable income from Form 990-T, Part I, line 11	7b	0.

		Prior Year	Current Year
8	Contributions and grants (Part VIII, line 1h)	153,871,332.	163,275,361.
9	Program service revenue (Part VIII, line 2g)	297,718.	271,479.
10	Investment income (Part VIII, column (A), lines 3, 4, and 7d)	6,200.	3,079,414.
11	Other revenue (Part VIII, column (A), lines 5, 6d, 8c, 9c, 10c, and 11e)	302,747.	2,543,054.
12	Total revenue - add lines 8 through 11 (must equal Part VIII, column (A), line 12)	154,477,997.	169,169,308.
13	Grants and similar amounts paid (Part IX, column (A), lines 1-3)	0.	0.
14	Benefits paid to or for members (Part IX, column (A), line 4)	0.	0.
15	Salaries, other compensation, employee benefits (Part IX, column (A), lines 5-10)	46,522,956.	52,641,159.
16a	Professional fundraising fees (Part IX, column (A), line 11e)	0.	0.
b	Total fundraising expenses (Part IX, column (D), line 25) 390,950.		
17	Other expenses (Part IX, column (A), lines 11a-11d, 11f-24e)	93,280,585.	106,818,379.
18	Total expenses. Add lines 13-17 (must equal Part IX, column (A), line 25)	139,803,541.	159,459,538.
19	Revenue less expenses. Subtract line 18 from line 12	14,674,456.	9,709,770.

		Beginning of Current Year	End of Year
20	Total assets (Part X, line 16)	58,318,823.	85,659,296.
21	Total liabilities (Part X, line 26)	21,911,577.	39,542,280.
22	Net assets or fund balances. Subtract line 21 from line 20	36,407,246.	46,117,016.

Part II Signature Block

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct, and complete. Declaration of preparer (other than officer) is based on all information of which preparer has any knowledge.

Sign Here
Signature of officer JEREMY T. TOBIAS, CEO Date
Type or print name and title

KEEP THIS COPY FOR YOUR FILES

Paid Preparer Use Only

Print/Type preparer's name REANN RICHARDI, CPA	Preparer's signature	Date	Check ☐ if self-employed	PTIN P01803841
Firm's name DANIELLS PHILLIPS VAUGHAN & BOCK				Firm's EIN 95-2972229
Firm's address 300 NEW STINE ROAD BAKERSFIELD, CA 93309				Phone no. 661-834-7411

May the IRS discuss this return with the preparer shown above? See instructions ☒ Yes ☐ No

SEE SCHEDULE O FOR ORGANIZATION MISSION STATEMENT CONTINUATION

Part III Statement of Program Service Accomplishments

Check if Schedule O contains a response or note to any line in this Part III X

1 Briefly describe the organization's mission: NONE

2 Did the organization undertake any significant program services during the year which were not listed on the prior Form 990 or 990-EZ? ..... Yes X No

If "Yes," describe these new services on Schedule O.

3 Did the organization cease conducting, or make significant changes in how it conducts, any program services? ..... Yes X No

If "Yes," describe these changes on Schedule O.

4 Describe the organization's program service accomplishments for each of its three largest program services, as measured by expenses. Section 501(c)(3) and 501(c)(4) organizations are required to report the amount of grants and allocations to others, the total expenses, and revenue, if any, for each program service reported.

4a (Code:) (Expenses $ 83,433,339. including grants of $) (Revenue $ 6,621.)

CHILD EDUCATION AND DEVELOPMENT SERVICES: TO PROVIDE COMPREHENSIVE CHILD EDUCATION AND DEVELOPMENT SERVICES FOR 2,043 INCOME ELIGIBLE CHILDREN SIX WEEKS TO FIVE YEARS OF AGE, AND THEIR FAMILIES. ALSO INCLUDES A STATEWIDE CHILD CARE PROGRAM TO PROVIDE CHILDREN OF MIGRANT FARM WORKERS WITH A SAFE, NURTURING AND EDUCATIONALLY GROWING ENVIRONMENT.

4b (Code:) (Expenses $ 47,164,614. including grants of $) (Revenue $ 264,858.)

NUTRITION SERVICES: INCLUDES THE (1) CHILD AND ADULT CARE FOOD PROGRAM WHICH PROVIDES NUTRITIONAL LUNCH MEALS AND SNACKS TO THE 1803 CHILDREN ENROLLED IN THE CHILD EDUCATION AND DEVELOPMENT SERVICES PROGRAM, (2) THE WOMEN, INFANTS AND CHILDREN PROGRAM WHICH PROVIDES TEMPORARY NUTRITIONAL ASSISTANCE AND COUNSELING FOR 14,367 PREGNANT AND NON-PREGNANT WOMEN, MEN AND GRANDPARENTS PER MONTH WHO ARE RAISING INFANTS AND CHILDREN WHO ARE NUTRITIONALLY AT RISK AND (3) THE FOOD BANK PROGRAM WHICH IS ONE OF THE LARGEST FOOD BANKS IN CALIFORNIA PROVIDING EMERGENCY FOOD ASSISTANCE AND DISTRIBUTING MORE THAN 21 MILLION POUNDS OF FOOD ANNUALLY.

4c (Code:) (Expenses $ 7,236,250. including grants of $) (Revenue $)

ENERGY SERVICES: THE AGENCY PROVIDES UTILITY ASSISTANCE TO MORE THAN 8,000 HOUSEHOLDS ON AN ANNUAL BASIS. AN APPLICANT CAN ONLY RECEIVE THIS BENEFIT ONCE IN A 12 MONTH PERIOD. THE APPLICANT MUST RESIDE IN KERN COUNTY, HAVE A TOTAL HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES AND HAVE A UTILITY BILL WITH AT LEAST 30 DAYS OF SERVICE.

WEATHERIZATION SERVICES: THE AGENCY PROVIDES ASSISTANCE TO MORE THAN 200 HOUSEHOLDS ON AN ANNUAL BASIS. A RESIDENT CAN RECEIVE WEATHERIZATION ASSISTANCE ONCE EVERY SEVEN YEARS. TO QUALIFY, THE APPLICANT MUST RESIDE IN KERN COUNTY AND HAVE A HOUSEHOLD INCOME AT OR BELOW 150 PERCENT OF THE FEDERAL POVERTY INCOME GUIDELINES.

4d Other program services (Describe on Schedule O.)
(Expenses $ 9,216,607. including grants of $) (Revenue $ 2,473,733.)

4e Total program service expenses 147,050,810.

Part IV Checklist of Required Schedules

			Yes	No
1	Is the organization described in section 501(c)(3) or 4947(a)(1) (other than a private foundation)? *If "Yes," complete Schedule A*	1	X	
2	Is the organization required to complete *Schedule B, Schedule of Contributors*? See instructions	2	X	
3	Did the organization engage in direct or indirect political campaign activities on behalf of or in opposition to candidates for public office? *If "Yes," complete Schedule C, Part I*	3		X
4	**Section 501(c)(3) organizations.** Did the organization engage in lobbying activities, or have a section 501(h) election in effect during the tax year? *If "Yes," complete Schedule C, Part II*	4		X
5	Is the organization a section 501(c)(4), 501(c)(5), or 501(c)(6) organization that receives membership dues, assessments, or similar amounts as defined in Rev. Proc. 98-19? *If "Yes," complete Schedule C, Part III*	5		X
6	Did the organization maintain any donor advised funds or any similar funds or accounts for which donors have the right to provide advice on the distribution or investment of amounts in such funds or accounts? *If "Yes," complete Schedule D, Part I*	6		X
7	Did the organization receive or hold a conservation easement, including easements to preserve open space, the environment, historic land areas, or historic structures? *If "Yes," complete Schedule D, Part II*	7		X
8	Did the organization maintain collections of works of art, historical treasures, or other similar assets? *If "Yes," complete Schedule D, Part III*	8		X
9	Did the organization report an amount in Part X, line 21, for escrow or custodial account liability; serve as a custodian for amounts not listed in Part X; or provide credit counseling, debt management, credit repair, or debt negotiation services? *If "Yes," complete Schedule D, Part IV*	9		X
10	Did the organization, directly or through a related organization, hold assets in donor-restricted endowments or in quasi-endowments? *If "Yes," complete Schedule D, Part V*	10		X
11	If the organization's answer to any of the following questions is "Yes," then complete Schedule D, Parts VI, VII, VIII, IX, or X, as applicable.			
a	Did the organization report an amount for land, buildings, and equipment in Part X, line 10? *If "Yes," complete Schedule D, Part VI*	11a	X	
b	Did the organization report an amount for investments - other securities in Part X, line 12, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VII*	11b		X
c	Did the organization report an amount for investments - program related in Part X, line 13, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part VIII*	11c		X
d	Did the organization report an amount for other assets in Part X, line 15, that is 5% or more of its total assets reported in Part X, line 16? *If "Yes," complete Schedule D, Part IX*	11d		X
e	Did the organization report an amount for other liabilities in Part X, line 25? *If "Yes," complete Schedule D, Part X*	11e	X	
f	Did the organization's separate or consolidated financial statements for the tax year include a footnote that addresses the organization's liability for uncertain tax positions under FIN 48 (ASC 740)? *If "Yes," complete Schedule D, Part X*	11f	X	
12a	Did the organization obtain separate, independent audited financial statements for the tax year? *If "Yes," complete Schedule D, Parts XI and XII*	12a	X	
b	Was the organization included in consolidated, independent audited financial statements for the tax year? *If "Yes," and if the organization answered "No" to line 12a, then completing Schedule D, Parts XI and XII is optional*	12b		X
13	Is the organization a school described in section 170(b)(1)(A)(ii)? *If "Yes," complete Schedule E*	13		X
14a	Did the organization maintain an office, employees, or agents outside of the United States?	14a		X
b	Did the organization have aggregate revenues or expenses of more than $10,000 from grantmaking, fundraising, business, investment, and program service activities outside the United States, or aggregate foreign investments valued at $100,000 or more? *If "Yes," complete Schedule F, Parts I and IV*	14b		X
15	Did the organization report on Part IX, column (A), line 3, more than $5,000 of grants or other assistance to or for any foreign organization? *If "Yes," complete Schedule F, Parts II and IV*	15		X
16	Did the organization report on Part IX, column (A), line 3, more than $5,000 of aggregate grants or other assistance to or for foreign individuals? *If "Yes," complete Schedule F, Parts III and IV*	16		X
17	Did the organization report a total of more than $15,000 of expenses for professional fundraising services on Part IX, column (A), lines 6 and 11e? *If "Yes," complete Schedule G, Part I.* See instructions	17		X
18	Did the organization report more than $15,000 total of fundraising event gross income and contributions on Part VIII, lines 1c and 8a? *If "Yes," complete Schedule G, Part II*	18		X
19	Did the organization report more than $15,000 of gross income from gaming activities on Part VIII, line 9a? *If "Yes," complete Schedule G, Part III*	19		X
20a	Did the organization operate one or more hospital facilities? *If "Yes," complete Schedule H*	20a		X
b	If "Yes" to line 20a, did the organization attach a copy of its audited financial statements to this return?	20b		
21	Did the organization report more than $5,000 of grants or other assistance to any domestic organization or domestic government on Part IX, column (A), line 1? *If "Yes," complete Schedule I, Parts I and II*	21		X

Part IV Checklist of Required Schedules *(continued)*

			Yes	No
22	Did the organization report more than $5,000 of grants or other assistance to or for domestic individuals on Part IX, column (A), line 2? *If "Yes," complete Schedule I, Parts I and III*	22		X
23	Did the organization answer "Yes" to Part VII, Section A, line 3, 4, or 5, about compensation of the organization's current and former officers, directors, trustees, key employees, and highest compensated employees? *If "Yes," complete Schedule J*	23	X	
24a	Did the organization have a tax-exempt bond issue with an outstanding principal amount of more than $100,000 as of the last day of the year, that was issued after December 31, 2002? *If "Yes," answer lines 24b through 24d and complete Schedule K. If "No," go to line 25a*	24a		X
b	Did the organization invest any proceeds of tax-exempt bonds beyond a temporary period exception?	24b		
c	Did the organization maintain an escrow account other than a refunding escrow at any time during the year to defease any tax-exempt bonds?	24c		
d	Did the organization act as an "on behalf of" issuer for bonds outstanding at any time during the year?	24d		
25a	**Section 501(c)(3), 501(c)(4), and 501(c)(29) organizations.** Did the organization engage in an excess benefit transaction with a disqualified person during the year? *If "Yes," complete Schedule L, Part I*	25a		X
b	Is the organization aware that it engaged in an excess benefit transaction with a disqualified person in a prior year, and that the transaction has not been reported on any of the organization's prior Forms 990 or 990-EZ? *If "Yes," complete Schedule L, Part I*	25b		X
26	Did the organization report any amount on Part X, line 5 or 22, for receivables from or payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons? *If "Yes," complete Schedule L, Part II*	26		X
27	Did the organization provide a grant or other assistance to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor or employee thereof, a grant selection committee member, or to a 35% controlled entity (including an employee thereof) or family member of any of these persons? *If "Yes," complete Schedule L, Part III*	27		X
28	Was the organization a party to a business transaction with one of the following parties? (See the Schedule L, Part IV, instructions for applicable filing thresholds, conditions, and exceptions):			
a	A current or former officer, director, trustee, key employee, creator or founder, or substantial contributor? *If "Yes," complete Schedule L, Part IV*	28a		X
b	A family member of any individual described in line 28a? *If "Yes," complete Schedule L, Part IV*	28b		X
c	A 35% controlled entity of one or more individuals and/or organizations described in line 28a or 28b? *If "Yes," complete Schedule L, Part IV*	28c		X
29	Did the organization receive more than $25,000 in noncash contributions? *If "Yes," complete Schedule M*	29	X	
30	Did the organization receive contributions of art, historical treasures, or other similar assets, or qualified conservation contributions? *If "Yes," complete Schedule M*	30		X
31	Did the organization liquidate, terminate, or dissolve and cease operations? *If "Yes," complete Schedule N, Part I*	31		X
32	Did the organization sell, exchange, dispose of, or transfer more than 25% of its net assets? *If "Yes," complete Schedule N, Part II*	32		X
33	Did the organization own 100% of an entity disregarded as separate from the organization under Regulations sections 301.7701-2 and 301.7701-3? *If "Yes," complete Schedule R, Part I*	33		X
34	Was the organization related to any tax-exempt or taxable entity? *If "Yes," complete Schedule R, Part II, III, or IV, and Part V, line 1*	34	X	
35a	Did the organization have a controlled entity within the meaning of section 512(b)(13)?	35a		X
b	If "Yes" to line 35a, did the organization receive any payment from or engage in any transaction with a controlled entity within the meaning of section 512(b)(13)? *If "Yes," complete Schedule R, Part V, line 2*	35b		
36	**Section 501(c)(3) organizations.** Did the organization make any transfers to an exempt non-charitable related organization? *If "Yes," complete Schedule R, Part V, line 2*	36		X
37	Did the organization conduct more than 5% of its activities through an entity that is not a related organization and that is treated as a partnership for federal income tax purposes? *If "Yes," complete Schedule R, Part VI*	37		X
38	Did the organization complete Schedule O and provide explanations on Schedule O for Part VI, lines 11b and 19? **Note:** All Form 990 filers are required to complete Schedule O	38	X	

Part V Statements Regarding Other IRS Filings and Tax Compliance

Check if Schedule O contains a response or note to any line in this Part V ☐

				Yes	No
1a	Enter the number reported in box 3 of Form 1096. Enter -0- if not applicable	1a	765		
b	Enter the number of Forms W-2G included on line 1a. Enter -0- if not applicable	1b	0		
c	Did the organization comply with backup withholding rules for reportable payments to vendors and reportable gaming (gambling) winnings to prize winners?	1c		X	

Part V Statements Regarding Other IRS Filings and Tax Compliance *(continued)*

			Yes	No
2a	Enter the number of employees reported on Form W-3, Transmittal of Wage and Tax Statements, filed for the calendar year ending with or within the year covered by this return 2a 1155			
b	If at least one is reported on line 2a, did the organization file all required federal employment tax returns?	2b	X	
3a	Did the organization have unrelated business gross income of $1,000 or more during the year?	3a		X
b	If "Yes," has it filed a Form 990-T for this year? *If "No" to line 3b, provide an explanation on Schedule O*	3b		
4a	At any time during the calendar year, did the organization have an interest in, or a signature or other authority over, a financial account in a foreign country (such as a bank account, securities account, or other financial account)?	4a		X
b	If "Yes," enter the name of the foreign country _____ See instructions for filing requirements for FinCEN Form 114, Report of Foreign Bank and Financial Accounts (FBAR).			
5a	Was the organization a party to a prohibited tax shelter transaction at any time during the tax year?	5a		X
b	Did any taxable party notify the organization that it was or is a party to a prohibited tax shelter transaction?	5b		X
c	If "Yes" to line 5a or 5b, did the organization file Form 8886-T?	5c		
6a	Does the organization have annual gross receipts that are normally greater than $100,000, and did the organization solicit any contributions that were not tax deductible as charitable contributions?	6a		X
b	If "Yes," did the organization include with every solicitation an express statement that such contributions or gifts were not tax deductible?	6b		
7	**Organizations that may receive deductible contributions under section 170(c).**			
a	Did the organization receive a payment in excess of $75 made partly as a contribution and partly for goods and services provided to the payor?	7a	X	
b	If "Yes," did the organization notify the donor of the value of the goods or services provided?	7b	X	
c	Did the organization sell, exchange, or otherwise dispose of tangible personal property for which it was required to file Form 8282?	7c		X
d	If "Yes," indicate the number of Forms 8282 filed during the year 7d			
e	Did the organization receive any funds, directly or indirectly, to pay premiums on a personal benefit contract?	7e		X
f	Did the organization, during the year, pay premiums, directly or indirectly, on a personal benefit contract?	7f		X
g	If the organization received a contribution of qualified intellectual property, did the organization file Form 8899 as required?	7g		
h	If the organization received a contribution of cars, boats, airplanes, or other vehicles, did the organization file a Form 1098-C?	7h		
8	**Sponsoring organizations maintaining donor advised funds.** Did a donor advised fund maintained by the sponsoring organization have excess business holdings at any time during the year?	8		
9	**Sponsoring organizations maintaining donor advised funds.**			
a	Did the sponsoring organization make any taxable distributions under section 4966?	9a		
b	Did the sponsoring organization make a distribution to a donor, donor advisor, or related person?	9b		
10	**Section 501(c)(7) organizations.** Enter:			
a	Initiation fees and capital contributions included on Part VIII, line 12 10a			
b	Gross receipts, included on Form 990, Part VIII, line 12, for public use of club facilities 10b			
11	**Section 501(c)(12) organizations.** Enter:			
a	Gross income from members or shareholders 11a			
b	Gross income from other sources. (Do not net amounts due or paid to other sources against amounts due or received from them.) 11b			
12a	**Section 4947(a)(1) non-exempt charitable trusts.** Is the organization filing Form 990 in lieu of Form 1041?	12a		
b	If "Yes," enter the amount of tax-exempt interest received or accrued during the year 12b			
13	**Section 501(c)(29) qualified nonprofit health insurance issuers.**			
a	Is the organization licensed to issue qualified health plans in more than one state? **Note:** See the instructions for additional information the organization must report on Schedule O.	13a		
b	Enter the amount of reserves the organization is required to maintain by the states in which the organization is licensed to issue qualified health plans 13b			
c	Enter the amount of reserves on hand 13c			
14a	Did the organization receive any payments for indoor tanning services during the tax year?	14a		X
b	If "Yes," has it filed a Form 720 to report these payments? *If "No," provide an explanation on Schedule O*	14b		
15	Is the organization subject to the section 4960 tax on payment(s) of more than $1,000,000 in remuneration or excess parachute payment(s) during the year? If "Yes," see the instructions and file Form 4720, Schedule N.	15		X
16	Is the organization an educational institution subject to the section 4968 excise tax on net investment income? If "Yes," complete Form 4720, Schedule O.	16		X
17	**Section 501(c)(21) organizations.** Did the trust, or any disqualified or other person engage in any activities that would result in the imposition of an excise tax under section 4951, 4952 or 4953? If "Yes," complete Form 6069.	17		

Part VI Governance, Management, and Disclosure. *For each "Yes" response to lines 2 through 7b below, and for a "No" response to line 8a, 8b, or 10b below, describe the circumstances, processes, or changes on Schedule O. See instructions.*

Check if Schedule O contains a response or note to any line in this Part VI ☒

Section A. Governing Body and Management

			Yes	No
1a	Enter the number of voting members of the governing body at the end of the tax year. If there are material differences in voting rights among members of the governing body, or if the governing body delegated broad authority to an executive committee or similar committee, explain on Schedule O.	1a 15		
b	Enter the number of voting members included on line 1a, above, who are independent	1b 15		
2	Did any officer, director, trustee, or key employee have a family relationship or a business relationship with any other officer, director, trustee, or key employee?	2		X
3	Did the organization delegate control over management duties customarily performed by or under the direct supervision of officers, directors, trustees, or key employees to a management company or other person?	3		X
4	Did the organization make any significant changes to its governing documents since the prior Form 990 was filed?	4		X
5	Did the organization become aware during the year of a significant diversion of the organization's assets?	5		X
6	Did the organization have members or stockholders?	6		X
7a	Did the organization have members, stockholders, or other persons who had the power to elect or appoint one or more members of the governing body?	7a		X
b	Are any governance decisions of the organization reserved to (or subject to approval by) members, stockholders, or persons other than the governing body?	7b		X
8	Did the organization contemporaneously document the meetings held or written actions undertaken during the year by the following:			
a	The governing body?	8a	X	
b	Each committee with authority to act on behalf of the governing body?	8b	X	
9	Is there any officer, director, trustee, or key employee listed in Part VII, Section A, who cannot be reached at the organization's mailing address? *If "Yes," provide the names and addresses on Schedule O*	9		X

Section B. Policies *(This Section B requests information about policies not required by the Internal Revenue Code.)*

			Yes	No
10a	Did the organization have local chapters, branches, or affiliates?	10a		X
b	If "Yes," did the organization have written policies and procedures governing the activities of such chapters, affiliates, and branches to ensure their operations are consistent with the organization's exempt purposes?	10b		
11a	Has the organization provided a complete copy of this Form 990 to all members of its governing body before filing the form?	11a	X	
b	Describe on Schedule O the process, if any, used by the organization to review this Form 990.			
12a	Did the organization have a written conflict of interest policy? *If "No," go to line 13*	12a	X	
b	Were officers, directors, or trustees, and key employees required to disclose annually interests that could give rise to conflicts?	12b	X	
c	Did the organization regularly and consistently monitor and enforce compliance with the policy? *If "Yes," describe on Schedule O how this was done*	12c		X
13	Did the organization have a written whistleblower policy?	13	X	
14	Did the organization have a written document retention and destruction policy?	14	X	
15	Did the process for determining compensation of the following persons include a review and approval by independent persons, comparability data, and contemporaneous substantiation of the deliberation and decision?			
a	The organization's CEO, Executive Director, or top management official	15a	X	
b	Other officers or key employees of the organization	15b	X	
	If "Yes" to line 15a or 15b, describe the process on Schedule O. See instructions.			
16a	Did the organization invest in, contribute assets to, or participate in a joint venture or similar arrangement with a taxable entity during the year?	16a		X
b	If "Yes," did the organization follow a written policy or procedure requiring the organization to evaluate its participation in joint venture arrangements under applicable federal tax law, and take steps to safeguard the organization's exempt status with respect to such arrangements?	16b		

Section C. Disclosure

17 List the states with which a copy of this Form 990 is required to be filed CA

18 Section 6104 requires an organization to make its Forms 1023 (1024 or 1024-A, if applicable), 990, and 990-T (section 501(c)(3)s only) available for public inspection. Indicate how you made these available. Check all that apply.

☒ Own website ☐ Another's website ☐ Upon request ☐ Other *(explain on Schedule O)*

19 Describe on Schedule O whether (and if so, how) the organization made its governing documents, conflict of interest policy, and financial statements available to the public during the tax year.

20 State the name, address, and telephone number of the person who possesses the organization's books and records

TRACY WEBSTER - 661-336-5236

5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309

Part VII Compensation of Officers, Directors, Trustees, Key Employees, Highest Compensated Employees, and Independent Contractors

Check if Schedule O contains a response or note to any line in this Part VII ☐

Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees

1a Complete this table for all persons required to be listed. Report compensation for the calendar year ending with or within the organization's tax year.

- List all of the organization's **current** officers, directors, trustees (whether individuals or organizations), regardless of amount of compensation. Enter -0- in columns (D), (E), and (F) if no compensation was paid.
- List all of the organization's **current** key employees, if any. See the instructions for definition of "key employee."
- List the organization's five **current** highest compensated employees (other than an officer, director, trustee, or key employee) who received reportable compensation (box 5 of Form W-2, box 6 of Form 1099-MISC, and/or box 1 of Form 1099-NEC) of more than $100,000 from the organization and any related organizations.
- List all of the organization's **former** officers, key employees, and highest compensated employees who received more than $100,000 of reportable compensation from the organization and any related organizations.
- List all of the organization's **former directors or trustees** that received, in the capacity as a former director or trustee of the organization, more than $10,000 of reportable compensation from the organization and any related organizations.

See the instructions for the order in which to list the persons above.

☐ Check this box if neither the organization nor any related organization compensated any current officer, director, or trustee.

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(1) JEREMY TOBIAS CEO	40.00			X				201,710.	0.	72,478.
(2) TRACY WEBSTER CFO	40.00			X				192,533.	0.	33,897.
(3) PRITIKA RAM CHIEF BUSINESS DEVELOPMENT	40.00				X			172,790.	0.	21,476.
(4) LISA MCGRANAHAN DIRECTOR OF HUMAN RESOURCES	40.00					X		144,795.	0.	38,178.
(5) YOLANDA GONZALES DIRECTOR OF HEAD START/STA	40.00				X			154,162.	0.	20,650.
(6) SUSANA MAGANA DIRECTOR OF HEALTH & NUTRITION SERVI	40.00				X			159,087.	0.	12,600.
(7) EMILIO WAGNER DIRECTOR OF OPERATIONS	40.00				X			152,866.	0.	12,617.
(8) FREDDY HERNANDEZ DIRECTOR OF YOUTH & COMMUNITY SERVIC	40.00					X		128,120.	0.	32,146.
(9) LOUIS GILL CHIEF PROGRAM OFFICER	40.00				X			151,720.	0.	1,136.
(10) CATHERINE ANSPACH DIRECTOR OF DEVELOPMENT	40.00					X		133,347.	0.	11,271.
(11) REBECCA MORENO DIRECTOR OF HOUSING & SUPPORTIVE SER	40.00					X		119,293.	0.	22,699.
(12) JERRY MEADE DIRECTOR	40.00					X		117,928.	0.	16,431.
(13) FRED PLANE CHAIR	4.00		X					0.	0.	0.
(14) MARITZA JIMENEZ VICE-CHAIR	4.00		X					0.	0.	0.
(15) ANA VIGIL SECRETARY	4.00		X					0.	0.	0.
(16) CURTIS FLOYD DIRECTOR	4.00		X					0.	0.	0.
(17) NILA HOGAN DIRECTOR	4.00		X					0.	0.	0.

Part VII Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (do not check more than one box, unless person is both an officer and a director/trustee)						(D) Reportable compensation from the organization (W-2/1099-MISC/ 1099-NEC)	(E) Reportable compensation from related organizations (W-2/1099-MISC/ 1099-NEC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(18) MARIAN PANOS DIRECTOR	4.00		X					0.	0.	0.
(19) YOLANDA OCHOA DIRECTOR	4.00		X					0.	0.	0.
(20) GUADALUPE PEREZ DIRECTOR	4.00		X					0.	0.	0.
(21) JIMMIE CHILDRESS DIRECTOR	4.00		X					0.	0.	0.
(22) JONATHAN MULLINGS DIRECTOR	4.00		X					0.	0.	0.
(23) MICHELLE JARA-RANGEL TREASURER	4.00		X					0.	0.	0.
(24) DENISE BOSHERS DIRECTOR	4.00		X					0.	0.	0.
(25) LILY PIMENTAL-STRATTON DIRECTOR	4.00		X					0.	0.	0.
(26) GINA MARTINEZ DIRECTOR	4.00		X					0.	0.	0.
1b Subtotal								1,828,351.	0.	295,579.
c Total from continuation sheets to Part VII, Section A								0.	0.	0.
d Total (add lines 1b and 1c)								1,828,351.	0.	295,579.

2 Total number of individuals (including but not limited to those listed above) who received more than $100,000 of reportable compensation from the organization 12

		Yes	No
3 Did the organization list any **former** officer, director, trustee, key employee, or highest compensated employee on line 1a? *If "Yes," complete Schedule J for such individual*	3		X
4 For any individual listed on line 1a, is the sum of reportable compensation and other compensation from the organization and related organizations greater than $150,000? *If "Yes," complete Schedule J for such individual*	4	X	
5 Did any person listed on line 1a receive or accrue compensation from any unrelated organization or individual for services rendered to the organization? *If "Yes," complete Schedule J for such person*	5		X

Section B. Independent Contractors

1 Complete this table for your five highest compensated independent contractors that received more than $100,000 of compensation from the organization. Report compensation for the calendar year ending with or within the organization's tax year.

(A) Name and business address	(B) Description of services	(C) Compensation
ALLIED UNIVERSAL SECURITY SERVICES, P.O. BOX 31001-2374, PASADENA, CA 91110-2374	SECURITY SERVICE	972,730.
GREAT WESTERN INSTALLATIONS, INC. 975 S. STATE HWY 89, LOGAN, UT 84321	CONTRACTING	517,332.
PLC SYSTEM SERVICES, 11509 ORCHARD PARK DR., BAKERSFIELD, CA 93311	AC & HEATING	408,819.
HEY SALTY, INC, 4550 CALIFORNIA AVE, #610, BAKERSFIELD, CA 93309	MARKETING & OUTREACH	383,639.
IDEAL SPECIALTIES INC 2493 CEADERWOOD DR, PEPPER PIKE, OH 44124	FOOD PROVIDER	350,829.

2 Total number of independent contractors (including but not limited to those listed above) who received more than $100,000 of compensation from the organization 5

SEE PART VII, SECTION A CONTINUATION SHEETS

Part VII **Section A. Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees** *(continued)*

(A) Name and title	(B) Average hours per week (list any hours for related organizations below line)	(C) Position (check all that apply)						(D) Reportable compensation from the organization (W-2/1099-MISC)	(E) Reportable compensation from related organizations (W-2/1099-MISC)	(F) Estimated amount of other compensation from the organization and related organizations
		Individual trustee or director	Institutional trustee	Officer	Key employee	Highest compensated employee	Former			
(27) JEFF FLORES	4.00									
DIRECTOR			X					0.	0.	0.
(28) MIA CIFUENTES	4.00									
DIRECTOR			X					0.	0.	0.

Part VIII Statement of Revenue

Check if Schedule O contains a response or note to any line in this Part VIII ☐

				(A) Total revenue	(B) Related or exempt function revenue	(C) Unrelated business revenue	(D) Revenue excluded from tax under sections 512 - 514
Contributions, Gifts, Grants and Other Similar Amounts	1a Federated campaigns	1a					
	b Membership dues	1b					
	c Fundraising events	1c					
	d Related organizations	1d					
	e Government grants (contributions)	1e	132,453,677.				
	f All other contributions, gifts, grants, and similar amounts not included above	1f	30,821,684.				
	g Noncash contributions included in lines 1a-1f	1g	$ 30,419,231.				
	h **Total.** Add lines 1a-1f			163,275,361.			
Program Service Revenue		**Business Code**					
	2a FOOD BANK FEES	624200		264,858.	264,858.		
	b PROGRAM AND PARENT FEES	624200		6,621.	6,621.		
	c						
	d						
	e						
	f All other program service revenue						
	g **Total.** Add lines 2a-2f			271,479.			
Other Revenue	3 Investment income (including dividends, interest, and other similar amounts)			26,866.			26,866.
	4 Income from investment of tax-exempt bond proceeds						
	5 Royalties						
			(i) Real	(ii) Personal			
	6a Gross rents	6a	69,321.				
	b Less: rental expenses	6b	0.				
	c Rental income or (loss)	6c	69,321.				
	d Net rental income or (loss)			69,321.			69,321.
			(i) Securities	(ii) Other			
	7a Gross amount from sales of assets other than inventory	7a		3,742,548.			
	b Less: cost or other basis and sales expenses	7b		690,000.			
	c Gain or (loss)	7c		3,052,548.			
	d Net gain or (loss)			3,052,548.			3,052,548.
	8a Gross income from fundraising events (not including $ _____ of contributions reported on line 1c). See Part IV, line 18	8a					
	b Less: direct expenses	8b					
	c Net income or (loss) from fundraising events						
	9a Gross income from gaming activities. See Part IV, line 19	9a					
	b Less: direct expenses	9b					
	c Net income or (loss) from gaming activities						
	10a Gross sales of inventory, less returns and allowances	10a					
	b Less: cost of goods sold	10b					
	c Net income or (loss) from sales of inventory						
Miscellaneous Revenue		**Business Code**					
	11a MISCELLANEOUS REVENUE	624200		2,473,733.	2,473,733.		
	b						
	c						
	d All other revenue						
	e **Total.** Add lines 11a-11d			2,473,733.			
	12 **Total revenue.** See instructions			169,169,308.	2,745,212.	0.	3,148,735.

Part IX Statement of Functional Expenses

Section 501(c)(3) and 501(c)(4) organizations must complete all columns. All other organizations must complete column (A).

Check if Schedule O contains a response or note to any line in this Part IX ☐

	Do not include amounts reported on lines 6b, 7b, 8b, 9b, and 10b of Part VIII.	(A) Total expenses	(B) Program service expenses	(C) Management and general expenses	(D) Fundraising expenses
1	Grants and other assistance to domestic organizations and domestic governments. See Part IV, line 21				
2	Grants and other assistance to domestic individuals. See Part IV, line 22				
3	Grants and other assistance to foreign organizations, foreign governments, and foreign individuals. See Part IV, lines 15 and 16				
4	Benefits paid to or for members				
5	Compensation of current officers, directors, trustees, and key employees	2,053,022.	1,828,351.	224,671.	
6	Compensation not included above to disqualified persons (as defined under section 4958(f)(1)) and persons described in section 4958(c)(3)(B)				
7	Other salaries and wages	39,407,790.	39,227,013.		180,777.
8	Pension plan accruals and contributions (include section 401(k) and 403(b) employer contributions)	11,180,347.	11,118,188.	24,488.	37,671.
9	Other employee benefits				
10	Payroll taxes				
11	Fees for services (nonemployees):				
a	Management				
b	Legal	504,550.		504,550.	
c	Accounting				
d	Lobbying				
e	Professional fundraising services. See Part IV, line 17				
f	Investment management fees				
g	Other. (If line 11g amount exceeds 10% of line 25, column (A), amount, list line 11g expenses on Sch O.)	5,263,139.	4,960,903.	214,455.	87,781.
12	Advertising and promotion				
13	Office expenses				
14	Information technology				
15	Royalties				
16	Occupancy	6,665,082.	6,659,537.	5,209.	336.
17	Travel	834,654.	815,601.	11,212.	7,841.
18	Payments of travel or entertainment expenses for any federal, state, or local public officials				
19	Conferences, conventions, and meetings				
20	Interest				
21	Payments to affiliates				
22	Depreciation, depletion, and amortization	2,153,291.	1,871,330.	281,961.	
23	Insurance				
24	Other expenses. Itemize expenses not covered above. (List miscellaneous expenses on line 24e. If line 24e amount exceeds 10% of line 25, column (A), amount, list line 24e expenses on Schedule O.)				
a	PROGRAM COST	37,118,677.	37,082,217.	10,057.	26,403.
b	DONATED COMMODITIES	35,890,020.	35,890,020.		
c	INDIRECT EXPENSE	10,626,125.		10,626,125.	
d	OTHER COSTS	4,273,800.	4,132,996.	109,119.	31,685.
e	All other expenses	3,489,041.	3,464,654.	5,931.	18,456.
25	**Total functional expenses.** Add lines 1 through 24e	159,459,538.	147,050,810.	12,017,778.	390,950.
26	**Joint costs.** Complete this line only if the organization reported in column (B) joint costs from a combined educational campaign and fundraising solicitation. Check here ☐ if following SOP 98-2 (ASC 958-720)				

Part X Balance Sheet

Check if Schedule O contains a response or note to any line in this Part X ☐

			(A) Beginning of year		(B) End of year
Assets	1	Cash - non-interest-bearing	13,504,222.	1	19,033,515.
	2	Savings and temporary cash investments		2	2,500,000.
	3	Pledges and grants receivable, net		3	
	4	Accounts receivable, net	11,364,285.	4	13,126,684.
	5	Loans and other receivables from any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		5	
	6	Loans and other receivables from other disqualified persons (as defined under section 4958(f)(1)), and persons described in section 4958(c)(3)(B)		6	
	7	Notes and loans receivable, net		7	
	8	Inventories for sale or use	1,090,744.	8	3,994,657.
	9	Prepaid expenses and deferred charges	1,132,342.	9	789,129.
	10a	Land, buildings, and equipment: cost or other basis. Complete Part VI of Schedule D — 10a: 70,210,549.			
	b	Less: accumulated depreciation — 10b: 23,995,238.	31,227,230.	10c	46,215,311.
	11	Investments - publicly traded securities		11	
	12	Investments - other securities. See Part IV, line 11		12	
	13	Investments - program-related. See Part IV, line 11		13	
	14	Intangible assets		14	
	15	Other assets. See Part IV, line 11		15	
	16	**Total assets.** Add lines 1 through 15 (must equal line 33)	58,318,823.	16	85,659,296.
Liabilities	17	Accounts payable and accrued expenses	12,887,117.	17	11,648,828.
	18	Grants payable		18	
	19	Deferred revenue	5,535,406.	19	17,042,996.
	20	Tax-exempt bond liabilities		20	
	21	Escrow or custodial account liability. Complete Part IV of Schedule D		21	
	22	Loans and other payables to any current or former officer, director, trustee, key employee, creator or founder, substantial contributor, or 35% controlled entity or family member of any of these persons		22	
	23	Secured mortgages and notes payable to unrelated third parties	704,130.	23	7,927,207.
	24	Unsecured notes and loans payable to unrelated third parties		24	
	25	Other liabilities (including federal income tax, payables to related third parties, and other liabilities not included on lines 17-24). Complete Part X of Schedule D	2,784,924.	25	2,923,249.
	26	**Total liabilities.** Add lines 17 through 25	21,911,577.	26	39,542,280.
Net Assets or Fund Balances		**Organizations that follow FASB ASC 958, check here** ☒ **and complete lines 27, 28, 32, and 33.**			
	27	Net assets without donor restrictions	36,168,588.	27	45,905,707.
	28	Net assets with donor restrictions	238,658.	28	211,309.
		Organizations that do not follow FASB ASC 958, check here ☐ **and complete lines 29 through 33.**			
	29	Capital stock or trust principal, or current funds		29	
	30	Paid-in or capital surplus, or land, building, or equipment fund		30	
	31	Retained earnings, endowment, accumulated income, or other funds		31	
	32	Total net assets or fund balances	36,407,246.	32	46,117,016.
	33	Total liabilities and net assets/fund balances	58,318,823.	33	85,659,296.

Part XI Reconciliation of Net Assets

Check if Schedule O contains a response or note to any line in this Part XI ☐

1	Total revenue (must equal Part VIII, column (A), line 12)	1	169,169,308.
2	Total expenses (must equal Part IX, column (A), line 25)	2	159,459,538.
3	Revenue less expenses. Subtract line 2 from line 1	3	9,709,770.
4	Net assets or fund balances at beginning of year (must equal Part X, line 32, column (A))	4	36,407,246.
5	Net unrealized gains (losses) on investments	5	
6	Donated services and use of facilities	6	
7	Investment expenses	7	
8	Prior period adjustments	8	
9	Other changes in net assets or fund balances (explain on Schedule O)	9	0.
10	Net assets or fund balances at end of year. Combine lines 3 through 9 (must equal Part X, line 32, column (B))	10	46,117,016.

Part XII Financial Statements and Reporting

Check if Schedule O contains a response or note to any line in this Part XII ☒

			Yes	No
1	Accounting method used to prepare the Form 990: ☐ Cash ☒ Accrual ☐ Other _____ If the organization changed its method of accounting from a prior year or checked "Other," explain on Schedule O.			
2a	Were the organization's financial statements compiled or reviewed by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were compiled or reviewed on a separate basis, consolidated basis, or both: ☐ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2a		X
b	Were the organization's financial statements audited by an independent accountant? If "Yes," check a box below to indicate whether the financial statements for the year were audited on a separate basis, consolidated basis, or both: ☒ Separate basis ☐ Consolidated basis ☐ Both consolidated and separate basis	2b	X	
c	If "Yes" to line 2a or 2b, does the organization have a committee that assumes responsibility for oversight of the audit, review, or compilation of its financial statements and selection of an independent accountant? If the organization changed either its oversight process or selection process during the tax year, explain on Schedule O.	2c	X	
3a	As a result of a federal award, was the organization required to undergo an audit or audits as set forth in the Uniform Guidance, 2 C.F.R. Part 200, Subpart F?	3a	X	
b	If "Yes," did the organization undergo the required audit or audits? If the organization did not undergo the required audit or audits, explain why on Schedule O and describe any steps taken to undergo such audits	3b	X	

SCHEDULE A
(Form 990)

Department of the Treasury
Internal Revenue Service

Public Charity Status and Public Support

Complete if the organization is a section 501(c)(3) organization or a section 4947(a)(1) nonexempt charitable trust.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Reason for Public Charity Status. (All organizations must complete this part.) See instructions.

The organization is not a private foundation because it is: (For lines 1 through 12, check only one box.)

1 ☐ A church, convention of churches, or association of churches described in **section 170(b)(1)(A)(i).**

2 ☐ A school described in **section 170(b)(1)(A)(ii).** (Attach Schedule E (Form 990).)

3 ☐ A hospital or a cooperative hospital service organization described in **section 170(b)(1)(A)(iii).**

4 ☐ A medical research organization operated in conjunction with a hospital described in **section 170(b)(1)(A)(iii).** Enter the hospital's name, city, and state: _____

5 ☐ An organization operated for the benefit of a college or university owned or operated by a governmental unit described in **section 170(b)(1)(A)(iv).** (Complete Part II.)

6 ☐ A federal, state, or local government or governmental unit described in **section 170(b)(1)(A)(v).**

7 ☒ An organization that normally receives a substantial part of its support from a governmental unit or from the general public described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

8 ☐ A community trust described in **section 170(b)(1)(A)(vi).** (Complete Part II.)

9 ☐ An agricultural research organization described in **section 170(b)(1)(A)(ix)** operated in conjunction with a land-grant college or university or a non-land-grant college of agriculture (see instructions). Enter the name, city, and state of the college or university: _____

10 ☐ An organization that normally receives (1) more than 33 1/3% of its support from contributions, membership fees, and gross receipts from activities related to its exempt functions, subject to certain exceptions; and (2) no more than 33 1/3% of its support from gross investment income and unrelated business taxable income (less section 511 tax) from businesses acquired by the organization after June 30, 1975. See **section 509(a)(2).** (Complete Part III.)

11 ☐ An organization organized and operated exclusively to test for public safety. See **section 509(a)(4).**

12 ☐ An organization organized and operated exclusively for the benefit of, to perform the functions of, or to carry out the purposes of one or more publicly supported organizations described in **section 509(a)(1)** or **section 509(a)(2).** See **section 509(a)(3).** Check the box on lines 12a through 12d that describes the type of supporting organization and complete lines 12e, 12f, and 12g.

a ☐ **Type I.** A supporting organization operated, supervised, or controlled by its supported organization(s), typically by giving the supported organization(s) the power to regularly appoint or elect a majority of the directors or trustees of the supporting organization. **You must complete Part IV, Sections A and B.**

b ☐ **Type II.** A supporting organization supervised or controlled in connection with its supported organization(s), by having control or management of the supporting organization vested in the same persons that control or manage the supported organization(s). **You must complete Part IV, Sections A and C.**

c ☐ **Type III functionally integrated.** A supporting organization operated in connection with, and functionally integrated with, its supported organization(s) (see instructions). **You must complete Part IV, Sections A, D, and E.**

d ☐ **Type III non-functionally integrated.** A supporting organization operated in connection with its supported organization(s) that is not functionally integrated. The organization generally must satisfy a distribution requirement and an attentiveness requirement (see instructions). **You must complete Part IV, Sections A and D, and Part V.**

e ☐ Check this box if the organization received a written determination from the IRS that it is a Type I, Type II, Type III functionally integrated, or Type III non-functionally integrated supporting organization.

f Enter the number of supported organizations .....

g Provide the following information about the supported organization(s).

(i) Name of supported organization	(ii) EIN	(iii) Type of organization (described on lines 1-10 above (see instructions))	(iv) Is the organization listed in your governing document? Yes	(iv) No	(v) Amount of monetary support (see instructions)	(vi) Amount of other support (see instructions)
Total						

Part II Support Schedule for Organizations Described in Sections 170(b)(1)(A)(iv) and 170(b)(1)(A)(vi)

(Complete only if you checked the box on line 5, 7, or 8 of Part I or if the organization failed to qualify under Part III. If the organization fails to qualify under the tests listed below, please complete Part III.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")	96,848,982.	116,127,411.	118,070,362.	153,708,057.	163,212,101.	647,966,913.
2 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
3 The value of services or facilities furnished by a governmental unit to the organization without charge						
4 **Total.** Add lines 1 through 3	96,848,982.	116,127,411.	118,070,362.	153,708,057.	163,212,101.	647,966,913.
5 The portion of total contributions by each person (other than a governmental unit or publicly supported organization) included on line 1 that exceeds 2% of the amount shown on line 11, column (f)						
6 **Public support.** Subtract line 5 from line 4.						647,966,913.

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
7 Amounts from line 4	96,848,982.	116,127,411.	118,070,362.	153,708,057.	163,212,101.	647,966,913.
8 Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources	74,059.	73,110.	71,475.	85,264.	96,187.	400,095.
9 Net income from unrelated business activities, whether or not the business is regularly carried on						
10 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)	7,160.	1,221.	1,592.	1,224.	2,481.	13,678.
11 **Total support.** Add lines 7 through 10						648,380,686.

12 Gross receipts from related activities, etc. (see instructions) 12

13 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

14 Public support percentage for 2023 (line 6, column (f), divided by line 11, column (f)) 14 99.94 %

15 Public support percentage from 2022 Schedule A, Part II, line 14 15 99.93 %

16a **33 1/3% support test - 2023.** If the organization did not check the box on line 13, and line 14 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☒

b **33 1/3% support test - 2022.** If the organization did not check a box on line 13 or 16a, and line 15 is 33 1/3% or more, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

17a **10% -facts-and-circumstances test - 2023.** If the organization did not check a box on line 13, 16a, or 16b, and line 14 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

b **10% -facts-and-circumstances test - 2022.** If the organization did not check a box on line 13, 16a, 16b, or 17a, and line 15 is 10% or more, and if the organization meets the facts-and-circumstances test, check this box and **stop here.** Explain in Part VI how the organization meets the facts-and-circumstances test. The organization qualifies as a publicly supported organization ☐

18 **Private foundation.** If the organization did not check a box on line 13, 16a, 16b, 17a, or 17b, check this box and see instructions ☐

Part III Support Schedule for Organizations Described in Section 509(a)(2)

(Complete only if you checked the box on line 10 of Part I or if the organization failed to qualify under Part II. If the organization fails to qualify under the tests listed below, please complete Part II.)

Section A. Public Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
1 Gifts, grants, contributions, and membership fees received. (Do not include any "unusual grants.")						
2 Gross receipts from admissions, merchandise sold or services performed, or facilities furnished in any activity that is related to the organization's tax-exempt purpose						
3 Gross receipts from activities that are not an unrelated trade or business under section 513						
4 Tax revenues levied for the organization's benefit and either paid to or expended on its behalf						
5 The value of services or facilities furnished by a governmental unit to the organization without charge						
6 **Total.** Add lines 1 through 5						
7a Amounts included on lines 1, 2, and 3 received from disqualified persons						
b Amounts included on lines 2 and 3 received from other than disqualified persons that exceed the greater of $5,000 or 1% of the amount on line 13 for the year						
c Add lines 7a and 7b						
8 **Public support.** (Subtract line 7c from line 6.)						

Section B. Total Support

Calendar year (or fiscal year beginning in)	(a) 2019	(b) 2020	(c) 2021	(d) 2022	(e) 2023	(f) Total
9 Amounts from line 6						
10a Gross income from interest, dividends, payments received on securities loans, rents, royalties, and income from similar sources						
b Unrelated business taxable income (less section 511 taxes) from businesses acquired after June 30, 1975						
c Add lines 10a and 10b						
11 Net income from unrelated business activities not included on line 10b, whether or not the business is regularly carried on						
12 Other income. Do not include gain or loss from the sale of capital assets (Explain in Part VI.)						
13 **Total support.** (Add lines 9, 10c, 11, and 12.)						

14 **First 5 years.** If the Form 990 is for the organization's first, second, third, fourth, or fifth tax year as a section 501(c)(3) organization, check this box and **stop here** ☐

Section C. Computation of Public Support Percentage

15 Public support percentage for 2023 (line 8, column (f), divided by line 13, column (f))	15	%
16 Public support percentage from 2022 Schedule A, Part III, line 15	16	%

Section D. Computation of Investment Income Percentage

17 Investment income percentage for **2023** (line 10c, column (f), divided by line 13, column (f))	17	%
18 Investment income percentage from **2022** Schedule A, Part III, line 17	18	%

19a **33 1/3% support tests - 2023.** If the organization did not check the box on line 14, and line 15 is more than 33 1/3%, and line 17 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

b **33 1/3% support tests - 2022.** If the organization did not check a box on line 14 or line 19a, and line 16 is more than 33 1/3%, and line 18 is not more than 33 1/3%, check this box and **stop here.** The organization qualifies as a publicly supported organization ☐

20 **Private foundation.** If the organization did not check a box on line 14, 19a, or 19b, check this box and see instructions ☐

Part IV Supporting Organizations

(Complete only if you checked a box on line 12 of Part I. If you checked box 12a, Part I, complete Sections A and B. If you checked box 12b, Part I, complete Sections A and C. If you checked box 12c, Part I, complete Sections A, D, and E. If you checked box 12d, Part I, complete Sections A and D, and complete Part V.)

Section A. All Supporting Organizations

			Yes	No
1	Are all of the organization's supported organizations listed by name in the organization's governing documents? *If "No," describe in* **Part VI** *how the supported organizations are designated. If designated by class or purpose, describe the designation. If historic and continuing relationship, explain.*	1		
2	Did the organization have any supported organization that does not have an IRS determination of status under section 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *how the organization determined that the supported organization was described in section 509(a)(1) or (2).*	2		
3a	Did the organization have a supported organization described in section 501(c)(4), (5), or (6)? *If "Yes," answer lines 3b and 3c below.*	3a		
b	Did the organization confirm that each supported organization qualified under section 501(c)(4), (5), or (6) and satisfied the public support tests under section 509(a)(2)? *If "Yes," describe in* **Part VI** *when and how the organization made the determination.*	3b		
c	Did the organization ensure that all support to such organizations was used exclusively for section 170(c)(2)(B) purposes? *If "Yes," explain in* **Part VI** *what controls the organization put in place to ensure such use.*	3c		
4a	Was any supported organization not organized in the United States ("foreign supported organization")? *If "Yes," and if you checked box 12a or 12b in Part I, answer lines 4b and 4c below.*	4a		
b	Did the organization have ultimate control and discretion in deciding whether to make grants to the foreign supported organization? *If "Yes," describe in* **Part VI** *how the organization had such control and discretion despite being controlled or supervised by or in connection with its supported organizations.*	4b		
c	Did the organization support any foreign supported organization that does not have an IRS determination under sections 501(c)(3) and 509(a)(1) or (2)? *If "Yes," explain in* **Part VI** *what controls the organization used to ensure that all support to the foreign supported organization was used exclusively for section 170(c)(2)(B) purposes.*	4c		
5a	Did the organization add, substitute, or remove any supported organizations during the tax year? *If "Yes," answer lines 5b and 5c below (if applicable). Also, provide detail in* **Part VI,** *including (i) the names and EIN numbers of the supported organizations added, substituted, or removed; (ii) the reasons for each such action; (iii) the authority under the organization's organizing document authorizing such action; and (iv) how the action was accomplished (such as by amendment to the organizing document).*	5a		
b	**Type I or Type II only.** Was any added or substituted supported organization part of a class already designated in the organization's organizing document?	5b		
c	**Substitutions only.** Was the substitution the result of an event beyond the organization's control?	5c		
6	Did the organization provide support (whether in the form of grants or the provision of services or facilities) to anyone other than (i) its supported organizations, (ii) individuals that are part of the charitable class benefited by one or more of its supported organizations, or (iii) other supporting organizations that also support or benefit one or more of the filing organization's supported organizations? *If "Yes," provide detail in* **Part VI.**	6		
7	Did the organization provide a grant, loan, compensation, or other similar payment to a substantial contributor (as defined in section 4958(c)(3)(C)), a family member of a substantial contributor, or a 35% controlled entity with regard to a substantial contributor? *If "Yes," complete Part I of Schedule L (Form 990).*	7		
8	Did the organization make a loan to a disqualified person (as defined in section 4958) not described on line 7? *If "Yes," complete Part I of Schedule L (Form 990).*	8		
9a	Was the organization controlled directly or indirectly at any time during the tax year by one or more disqualified persons, as defined in section 4946 (other than foundation managers and organizations described in section 509(a)(1) or (2))? *If "Yes," provide detail in* **Part VI.**	9a		
b	Did one or more disqualified persons (as defined on line 9a) hold a controlling interest in any entity in which the supporting organization had an interest? *If "Yes," provide detail in* **Part VI.**	9b		
c	Did a disqualified person (as defined on line 9a) have an ownership interest in, or derive any personal benefit from, assets in which the supporting organization also had an interest? *If "Yes," provide detail in* **Part VI.**	9c		
10a	Was the organization subject to the excess business holdings rules of section 4943 because of section 4943(f) (regarding certain Type II supporting organizations, and all Type III non-functionally integrated supporting organizations)? *If "Yes," answer line 10b below.*	10a		
b	Did the organization have any excess business holdings in the tax year? *(Use Schedule C, Form 4720, to determine whether the organization had excess business holdings.)*	10b		

Part IV **Supporting Organizations** *(continued)*

			Yes	No
11	Has the organization accepted a gift or contribution from any of the following persons?			
a	A person who directly or indirectly controls, either alone or together with persons described on lines 11b and 11c below, the governing body of a supported organization?	11a		
b	A family member of a person described on line 11a above?	11b		
c	A 35% controlled entity of a person described on line 11a or 11b above? *If "Yes" to line 11a, 11b, or 11c, provide detail in* **Part VI.**	11c		

Section B. Type I Supporting Organizations

			Yes	No
1	Did the governing body, members of the governing body, officers acting in their official capacity, or membership of one or more supported organizations have the power to regularly appoint or elect at least a majority of the organization's officers, directors, or trustees at all times during the tax year? *If "No," describe in* **Part VI** *how the supported organization(s) effectively operated, supervised, or controlled the organization's activities. If the organization had more than one supported organization, describe how the powers to appoint and/or remove officers, directors, or trustees were allocated among the supported organizations and what conditions or restrictions, if any, applied to such powers during the tax year.*	1		
2	Did the organization operate for the benefit of any supported organization other than the supported organization(s) that operated, supervised, or controlled the supporting organization? *If "Yes," explain in* **Part VI** *how providing such benefit carried out the purposes of the supported organization(s) that operated, supervised, or controlled the supporting organization.*	2		

Section C. Type II Supporting Organizations

			Yes	No
1	Were a majority of the organization's directors or trustees during the tax year also a majority of the directors or trustees of each of the organization's supported organization(s)? *If "No," describe in* **Part VI** *how control or management of the supporting organization was vested in the same persons that controlled or managed the supported organization(s).*	1		

Section D. All Type III Supporting Organizations

			Yes	No
1	Did the organization provide to each of its supported organizations, by the last day of the fifth month of the organization's tax year, (i) a written notice describing the type and amount of support provided during the prior tax year, (ii) a copy of the Form 990 that was most recently filed as of the date of notification, and (iii) copies of the organization's governing documents in effect on the date of notification, to the extent not previously provided?	1		
2	Were any of the organization's officers, directors, or trustees either (i) appointed or elected by the supported organization(s) or (ii) serving on the governing body of a supported organization? *If "No," explain in* **Part VI** *how the organization maintained a close and continuous working relationship with the supported organization(s).*	2		
3	By reason of the relationship described on line 2, above, did the organization's supported organizations have a significant voice in the organization's investment policies and in directing the use of the organization's income or assets at all times during the tax year? *If "Yes," describe in* **Part VI** *the role the organization's supported organizations played in this regard.*	3		

Section E. Type III Functionally Integrated Supporting Organizations

1 *Check the box next to the method that the organization used to satisfy the Integral Part Test during the yea* **(see instructions).**

a ☐ The organization satisfied the Activities Test. *Complete* **line 2** *below.*

b ☐ The organization is the parent of each of its supported organizations. *Complete* **line 3** *below.*

c ☐ The organization supported a governmental entity. *Describe in* **Part VI** *how you supported a governmental entity (see instructions).*

			Yes	No
2	Activities Test. **Answer lines 2a and 2b below.**			
a	Did substantially all of the organization's activities during the tax year directly further the exempt purposes of the supported organization(s) to which the organization was responsive? *If "Yes," then in* **Part VI identify those supported organizations and explain** *how these activities directly furthered their exempt purposes, how the organization was responsive to those supported organizations, and how the organization determined that these activities constituted substantially all of its activities.*	2a		
b	Did the activities described on line 2a, above, constitute activities that, but for the organization's involvement, one or more of the organization's supported organization(s) would have been engaged in? *If "Yes," explain in* **Part VI** *the reasons for the organization's position that its supported organization(s) would have engaged in these activities but for the organization's involvement.*	2b		
3	Parent of Supported Organizations. **Answer lines 3a and 3b below.**			
a	Did the organization have the power to regularly appoint or elect a majority of the officers, directors, or trustees of each of the supported organizations? *If "Yes" or "No" provide details in* **Part VI.**	3a		
b	Did the organization exercise a substantial degree of direction over the policies, programs, and activities of each of its supported organizations? *If "Yes," describe in* **Part VI** *the role played by the organization in this regard.*	3b		

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations

1 ☐ Check here if the organization satisfied the Integral Part Test as a qualifying trust on Nov. 20, 1970 (*explain in* **Part VI**). **See instructions.** All other Type III non-functionally integrated supporting organizations must complete Sections A through E.

Section A - Adjusted Net Income		(A) Prior Year	(B) Current Year (optional)
1 Net short-term capital gain	1		
2 Recoveries of prior-year distributions	2		
3 Other gross income (see instructions)	3		
4 Add lines 1 through 3.	4		
5 Depreciation and depletion	5		
6 Portion of operating expenses paid or incurred for production or collection of gross income or for management, conservation, or maintenance of property held for production of income (see instructions)	6		
7 Other expenses (see instructions)	7		
8 **Adjusted Net Income** (subtract lines 5, 6, and 7 from line 4)	8		

Section B - Minimum Asset Amount		(A) Prior Year	(B) Current Year (optional)
1 Aggregate fair market value of all non-exempt-use assets (see instructions for short tax year or assets held for part of year):			
a Average monthly value of securities	1a		
b Average monthly cash balances	1b		
c Fair market value of other non-exempt-use assets	1c		
d **Total** (add lines 1a, 1b, and 1c)	1d		
e **Discount** claimed for blockage or other factors (*explain in detail in* **Part VI**):			
2 Acquisition indebtedness applicable to non-exempt-use assets	2		
3 Subtract line 2 from line 1d.	3		
4 Cash deemed held for exempt use. Enter 0.015 of line 3 (for greater amount, see instructions).	4		
5 Net value of non-exempt-use assets (subtract line 4 from line 3)	5		
6 Multiply line 5 by 0.035.	6		
7 Recoveries of prior-year distributions	7		
8 **Minimum Asset Amount** (add line 7 to line 6)	8		

Section C - Distributable Amount		Current Year
1 Adjusted net income for prior year (from Section A, line 8, column A)	1	
2 Enter 0.85 of line 1.	2	
3 Minimum asset amount for prior year (from Section B, line 8, column A)	3	
4 Enter greater of line 2 or line 3.	4	
5 Income tax imposed in prior year	5	
6 **Distributable Amount.** Subtract line 5 from line 4, unless subject to emergency temporary reduction (see instructions).	6	

7 ☐ Check here if the current year is the organization's first as a non-functionally integrated Type III supporting organization (see instructions).

Part V Type III Non-Functionally Integrated 509(a)(3) Supporting Organizations *(continued)*

Section D - Distributions			Current Year
1	Amounts paid to supported organizations to accomplish exempt purposes	1	
2	Amounts paid to perform activity that directly furthers exempt purposes of supported organizations, in excess of income from activity	2	
3	Administrative expenses paid to accomplish exempt purposes of supported organizations	3	
4	Amounts paid to acquire exempt-use assets	4	
5	Qualified set-aside amounts (prior IRS approval required - *provide details in* **Part VI**)	5	
6	Other distributions (*describe in* **Part VI**). See instructions.	6	
7	**Total annual distributions.** Add lines 1 through 6.	7	
8	Distributions to attentive supported organizations to which the organization is responsive (*provide details in* **Part VI**). See instructions.	8	
9	Distributable amount for 2023 from Section C, line 6	9	
10	Line 8 amount divided by line 9 amount	10	

Section E - Distribution Allocations (see instructions)		(i) Excess Distributions	(ii) Underdistributions Pre-2023	(iii) Distributable Amount for 2023
1	Distributable amount for 2023 from Section C, line 6			
2	Underdistributions, if any, for years prior to 2023 (reasonable cause required - *explain in* **Part VI**). See instructions.			
3	Excess distributions carryover, if any, to 2023			
a	From 2018			
b	From 2019			
c	From 2020			
d	From 2021			
e	From 2022			
f	**Total** of lines 3a through 3e			
g	Applied to underdistributions of prior years			
h	Applied to 2023 distributable amount			
i	Carryover from 2018 not applied (see instructions)			
j	Remainder. Subtract lines 3g, 3h, and 3i from line 3f.			
4	Distributions for 2023 from Section D, line 7: $			
a	Applied to underdistributions of prior years			
b	Applied to 2023 distributable amount			
c	Remainder. Subtract lines 4a and 4b from line 4.			
5	Remaining underdistributions for years prior to 2023, if any. Subtract lines 3g and 4a from line 2. For result greater than zero, *explain in* **Part VI.** See instructions.			
6	Remaining underdistributions for 2023. Subtract lines 3h and 4b from line 1. For result greater than zero, *explain in* **Part VI**. See instructions.			
7	**Excess distributions carryover to 2024.** Add lines 3j and 4c.			
8	Breakdown of line 7:			
a	Excess from 2019			
b	Excess from 2020			
c	Excess from 2021			
d	Excess from 2022			
e	Excess from 2023			

Part VI **Supplemental Information.** Provide the explanations required by Part II, line 10; Part II, line 17a or 17b; Part III, line 12; Part IV, Section A, lines 1, 2, 3b, 3c, 4b, 4c, 5a, 6, 9a, 9b, 9c, 11a, 11b, and 11c; Part IV, Section B, lines 1 and 2; Part IV, Section C, line 1; Part IV, Section D, lines 2 and 3; Part IV, Section E, lines 1c, 2a, 2b, 3a, and 3b; Part V, line 1; Part V, Section B, line 1e; Part V, Section D, lines 5, 6, and 8; and Part V, Section E, lines 2, 5, and 6. Also complete this part for any additional information. (See instructions.)

Schedule B
(Form 990)

Department of the Treasury
Internal Revenue Service

Schedule of Contributors

Attach to Form 990, 990-EZ, or 990-PF.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Organization type (check one):

Filers of:	Section:
Form 990 or 990-EZ	[X] 501(c)(3) (enter number) organization
	[ ] 4947(a)(1) nonexempt charitable trust **not** treated as a private foundation
	[ ] 527 political organization
Form 990-PF	[ ] 501(c)(3) exempt private foundation
	[ ] 4947(a)(1) nonexempt charitable trust treated as a private foundation
	[ ] 501(c)(3) taxable private foundation

Check if your organization is covered by the **General Rule** or a **Special Rule.**
Note: Only a section 501(c)(7), (8), or (10) organization can check boxes for both the General Rule and a Special Rule. See instructions.

General Rule

[ ] For an organization filing Form 990, 990-EZ, or 990-PF that received, during the year, contributions totaling $5,000 or more (in money or property) from any one contributor. Complete Parts I and II. See instructions for determining a contributor's total contributions.

Special Rules

[X] For an organization described in section 501(c)(3) filing Form 990 or 990-EZ that met the 33 1/3% support test of the regulations under sections 509(a)(1) and 170(b)(1)(A)(vi), that checked Schedule A (Form 990), Part II, line 13, 16a, or 16b, and that received from any one contributor, during the year, total contributions of the greater of **(1)** $5,000; or **(2)** 2% of the amount on (i) Form 990, Part VIII, line 1h; or (ii) Form 990-EZ, line 1. Complete Parts I and II.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, total contributions of more than $1,000 *exclusively* for religious, charitable, scientific, literary, or educational purposes, or for the prevention of cruelty to children or animals. Complete Parts I (entering "N/A" in column (b) instead of the contributor name and address), II, and III.

[ ] For an organization described in section 501(c)(7), (8), or (10) filing Form 990 or 990-EZ that received from any one contributor, during the year, contributions *exclusively* for religious, charitable, etc., purposes, but no such contributions totaled more than $1,000. If this box is checked, enter here the total contributions that were received during the year for an *exclusively* religious, charitable, etc., purpose. Don't complete any of the parts unless the **General Rule** applies to this organization because it received *nonexclusively* religious, charitable, etc., contributions totaling $5,000 or more during the year ..... $ _____

Caution: An organization that isn't covered by the General Rule and/or the Special Rules doesn't file Schedule B (Form 990), but it **must** answer "No" on Part IV, line 2, of its Form 990; or check the box on line H of its Form 990-EZ or on its Form 990-PF, Part I, line 2, to certify that it doesn't meet the filing requirements of Schedule B (Form 990).

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part I **Contributors** (see instructions). Use duplicate copies of Part I if additional space is needed.

(a) No.	(b) Name, address, and ZIP + 4	(c) Total contributions	(d) Type of contribution
1	U. S. DEPT OF HEALTH & HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 44,184,601.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
2	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 8,364,099.	Person [X] Payroll [ ] Noncash [X] (Complete Part II for noncash contributions.)
3	STATE OF CALIFORNIA - DEPT OF EDUCATION PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 6,190,638.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
4	U. S. DEPT OF AGRICULTURE PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 7,310,550.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
5	STATE OF CALIFORNIA - DEPT OF SOCIAL SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 32,795,437.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)
6	STATE OF CALIFORNIA - DEPT OF HUMAN SERVICES PROGRAM DETAIL AVAILABLE BAKERSFIELD, CA 93309	$ 4,321,219.	Person [X] Payroll [ ] Noncash [ ] (Complete Part II for noncash contributions.)

Name of organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

Part II Noncash Property (see instructions). Use duplicate copies of Part II if additional space is needed.

(a) No. from Part I	(b) Description of noncash property given	(c) FMV (or estimate) (See instructions.)	(d) Date received
2	DONATED FOOD	$ 8,364,099.	08/28/23
		$	
		$	
		$	
		$	
		$	
		$	

Name of organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part III **Exclusively religious, charitable, etc., contributions to organizations described in section 501(c)(7), (8), or (10) that total more than $1,000 for the year from any one contributor.** Complete columns **(a)** through **(e) and** the following line entry. For organizations completing Part III, enter the total of exclusively religious, charitable, etc., contributions of **$1,000 or less** for the year. (Enter this info. once.) $_____

Use duplicate copies of Part III if additional space is needed.

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

(a) No. from Part I	(b) Purpose of gift	(c) Use of gift	(d) Description of how gift is held

(e) Transfer of gift

Transferee's name, address, and ZIP + 4	Relationship of transferor to transferee

SCHEDULE D (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Financial Statements

Complete if the organization answered "Yes" on Form 990, Part IV, line 6, 7, 8, 9, 10, 11a, 11b, 11c, 11d, 11e, 11f, 12a, or 12b.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Organizations Maintaining Donor Advised Funds or Other Similar Funds or Accounts. Complete if the organization answered "Yes" on Form 990, Part IV, line 6.

		(a) Donor advised funds	(b) Funds and other accounts
1	Total number at end of year		
2	Aggregate value of contributions to (during year)		
3	Aggregate value of grants from (during year)		
4	Aggregate value at end of year		

5 Did the organization inform all donors and donor advisors in writing that the assets held in donor advised funds are the organization's property, subject to the organization's exclusive legal control? ☐ Yes ☐ No

6 Did the organization inform all grantees, donors, and donor advisors in writing that grant funds can be used only for charitable purposes and not for the benefit of the donor or donor advisor, or for any other purpose conferring impermissible private benefit? ☐ Yes ☐ No

Part II Conservation Easements. Complete if the organization answered "Yes" on Form 990, Part IV, line 7.

1 Purpose(s) of conservation easements held by the organization (check all that apply).
- ☐ Preservation of land for public use (for example, recreation or education)
- ☐ Protection of natural habitat
- ☐ Preservation of open space
- ☐ Preservation of a historically important land area
- ☐ Preservation of a certified historic structure

2 Complete lines 2a through 2d if the organization held a qualified conservation contribution in the form of a conservation easement on the last day of the tax year.

		Held at the End of the Tax Year
a	Total number of conservation easements	2a
b	Total acreage restricted by conservation easements	2b
c	Number of conservation easements on a certified historic structure included on line 2a	2c
d	Number of conservation easements included on line 2c acquired after July 25, 2006, and not on a historic structure listed in the National Register	2d

3 Number of conservation easements modified, transferred, released, extinguished, or terminated by the organization during the tax year _____

4 Number of states where property subject to conservation easement is located _____

5 Does the organization have a written policy regarding the periodic monitoring, inspection, handling of violations, and enforcement of the conservation easements it holds? ☐ Yes ☐ No

6 Staff and volunteer hours devoted to monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

7 Amount of expenses incurred in monitoring, inspecting, handling of violations, and enforcing conservation easements during the year _____

8 Does each conservation easement reported on line 2d above satisfy the requirements of section 170(h)(4)(B)(i) and section 170(h)(4)(B)(ii)? ☐ Yes ☐ No

9 In Part XIII, describe how the organization reports conservation easements in its revenue and expense statement and balance sheet, and include, if applicable, the text of the footnote to the organization's financial statements that describes the organization's accounting for conservation easements.

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets.

Complete if the organization answered "Yes" on Form 990, Part IV, line 8.

1a If the organization elected, as permitted under FASB ASC 958, not to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide in Part XIII the text of the footnote to its financial statements that describes these items.

b If the organization elected, as permitted under FASB ASC 958, to report in its revenue statement and balance sheet works of art, historical treasures, or other similar assets held for public exhibition, education, or research in furtherance of public service, provide the following amounts relating to these items.

(i) Revenue included on Form 990, Part VIII, line 1 $ _____

(ii) Assets included in Form 990, Part X $ _____

2 If the organization received or held works of art, historical treasures, or other similar assets for financial gain, provide the following amounts required to be reported under FASB ASC 958 relating to these items:

a Revenue included on Form 990, Part VIII, line 1 $ _____

b Assets included in Form 990, Part X $ _____

Part III Organizations Maintaining Collections of Art, Historical Treasures, or Other Similar Assets *(continued)*

3 Using the organization's acquisition, accession, and other records, check any of the following that make significant use of its collection items (check all that apply).

a ☐ Public exhibition
b ☐ Scholarly research
c ☐ Preservation for future generations
d ☐ Loan or exchange program
e ☐ Other _____

4 Provide a description of the organization's collections and explain how they further the organization's exempt purpose in Part XIII.

5 During the year, did the organization solicit or receive donations of art, historical treasures, or other similar assets to be sold to raise funds rather than to be maintained as part of the organization's collection? ☐ Yes ☐ No

Part IV Escrow and Custodial Arrangements Complete if the organization answered "Yes" on Form 990, Part IV, line 9, or reported an amount on Form 990, Part X, line 21.

1a Is the organization an agent, trustee, custodian, or other intermediary for contributions or other assets not included on Form 990, Part X? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII and complete the following table:

		Amount
c Beginning balance	1c	
d Additions during the year	1d	
e Distributions during the year	1e	
f Ending balance	1f	

2a Did the organization include an amount on Form 990, Part X, line 21, for escrow or custodial account liability? ☐ Yes ☐ No

b If "Yes," explain the arrangement in Part XIII. Check here if the explanation has been provided in Part XIII ☐

Part V Endowment Funds Complete if the organization answered "Yes" on Form 990, Part IV, line 10.

	(a) Current year	(b) Prior year	(c) Two years back	(d) Three years back	(e) Four years back
1a Beginning of year balance					
b Contributions					
c Net investment earnings, gains, and losses					
d Grants or scholarships					
e Other expenditures for facilities and programs					
f Administrative expenses					
g End of year balance					

2 Provide the estimated percentage of the current year end balance (line 1g, column (a)) held as:

a Board designated or quasi-endowment _____ %
b Permanent endowment _____ %
c Term endowment _____ %

The percentages on lines 2a, 2b, and 2c should equal 100%.

3a Are there endowment funds not in the possession of the organization that are held and administered for the organization by:

		Yes	No
(i) Unrelated organizations?	3a(i)		
(ii) Related organizations?	3a(ii)		
b If "Yes" on line 3a(ii), are the related organizations listed as required on Schedule R?	3b		

4 Describe in Part XIII the intended uses of the organization's endowment funds.

Part VI Land, Buildings, and Equipment

Complete if the organization answered "Yes" on Form 990, Part IV, line 11a. See Form 990, Part X, line 10.

Description of property	(a) Cost or other basis (investment)	(b) Cost or other basis (other)	(c) Accumulated depreciation	(d) Book value
1a Land		1,086,669.		1,086,669.
b Buildings		38,806,869.	12,312,557.	26,494,312.
c Leasehold improvements		6,721,777.	4,885,112.	1,836,665.
d Equipment		8,921,424.	6,797,569.	2,123,855.
e Other		14,673,810.		14,673,810.
Total. Add lines 1a through 1e. *(Column (d) must equal Form 990, Part X, line 10c, column (B))*				46,215,311.

Schedule D (Form 990) 2023

Part VII Investments - Other Securities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11b. See Form 990, Part X, line 12.

(a) Description of security or category (including name of security)	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1) Financial derivatives		
(2) Closely held equity interests		
(3) Other		
(A)		
(B)		
(C)		
(D)		
(E)		
(F)		
(G)		
(H)		
Total. (Col. (b) must equal Form 990, Part X, line 12, col. (B))		

Part VIII Investments - Program Related.

Complete if the organization answered "Yes" on Form 990, Part IV, line 11c. See Form 990, Part X, line 13.

(a) Description of investment	(b) Book value	(c) Method of valuation: Cost or end-of-year market value
(1)		
(2)		
(3)		
(4)		
(5)		
(6)		
(7)		
(8)		
(9)		
Total. (Col. (b) must equal Form 990, Part X, line 13, col. (B))		

Part IX Other Assets

Complete if the organization answered "Yes" on Form 990, Part IV, line 11d. See Form 990, Part X, line 15.

(a) Description	(b) Book value
(1)	
(2)	
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 15, col. (B))*	

Part X Other Liabilities

Complete if the organization answered "Yes" on Form 990, Part IV, line 11e or 11f. See Form 990, Part X, line 25.

1. (a) Description of liability	(b) Book value
(1) Federal income taxes	
(2) ADVANCED PAYABLE	2,923,249.
(3)	
(4)	
(5)	
(6)	
(7)	
(8)	
(9)	
Total. *(Column (b) must equal Form 990, Part X, line 25, col. (B))*	2,923,249.

2. Liability for uncertain tax positions. In Part XIII, provide the text of the footnote to the organization's financial statements that reports the organization's liability for uncertain tax positions under FASB ASC 740. Check here if the text of the footnote has been provided in Part XIII ... X

Part XI Reconciliation of Revenue per Audited Financial Statements With Revenue per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total revenue, gains, and other support per audited financial statements			1	169,169,308.
2	Amounts included on line 1 but not on Form 990, Part VIII, line 12:				
a	Net unrealized gains (losses) on investments	2a			
b	Donated services and use of facilities	2b			
c	Recoveries of prior year grants	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	169,169,308.
4	Amounts included on Form 990, Part VIII, line 12, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total revenue. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 12.)*			5	169,169,308.

Part XII Reconciliation of Expenses per Audited Financial Statements With Expenses per Return

Complete if the organization answered "Yes" on Form 990, Part IV, line 12a.

1	Total expenses and losses per audited financial statements			1	159,459,538.
2	Amounts included on line 1 but not on Form 990, Part IX, line 25:				
a	Donated services and use of facilities	2a			
b	Prior year adjustments	2b			
c	Other losses	2c			
d	Other (Describe in Part XIII.)	2d			
e	Add lines **2a** through **2d**			2e	0.
3	Subtract line **2e** from line **1**			3	159,459,538.
4	Amounts included on Form 990, Part IX, line 25, but not on line 1:				
a	Investment expenses not included on Form 990, Part VIII, line 7b	4a			
b	Other (Describe in Part XIII.)	4b			
c	Add lines **4a** and **4b**			4c	0.
5	Total expenses. Add lines **3** and **4c.** *(This must equal Form 990, Part I, line 18.)*			5	159,459,538.

Part XIII Supplemental Information

Provide the descriptions required for Part II, lines 3, 5, and 9; Part III, lines 1a and 4; Part IV, lines 1b and 2b; Part V, line 4; Part X, line 2; Part XI, lines 2d and 4b; and Part XII, lines 2d and 4b. Also complete this part to provide any additional information.

PART X, LINE 2:

THE ORGANIZATION HAS ADOPTED THE ACCOUNTING STANDARD ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES, WHICH ADDRESSES THE DETERMINATION OF WHETHER TAX BENEFITS CLAIMED OR EXPECTED TO BE CLAIMED ON A TAX RETURN SHOULD BE RECORDED IN THE FINANCIAL STATEMENTS. UNDER THIS GUIDANCE, THE ORGANIZATION MAY RECOGNIZE THE TAX BENEFIT FROM AN UNCERTAIN TAX POSITION ONLY IF IT IS MORE-LIKELY-THAN-NOT THAT THE TAX POSITION WILL BE SUSTAINED ON EXAMINATION BY TAXING AUTHORITIES, BASED ON THE TECHNICAL MERITS OF THE POSITION. THE TAX BENEFITS RECOGNIZED IN THE FINANCIAL STATEMENTS FROM SUCH A POSITION ARE MEASURED BASED ON THE LARGEST BENEFIT THAT HAS A GREATER THAN 50% LIKELIHOOD OF BEING REALIZED UPON ULTIMATE SETTLEMENT. THE GUIDANCE ON ACCOUNTING FOR UNCERTAINTY IN INCOME TAXES ALSO ADDRESSES

Part XIII Supplemental Information *(continued)*

DE-RECOGNITION, CLASSIFICATION, INTEREST AND PENALTIES ON INCOME TAXES, AND ACCOUNTING IN INTERIM PERIODS.

SCHEDULE J (Form 990)

Department of the Treasury
Internal Revenue Service

Compensation Information

For certain Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees
Complete if the organization answered "Yes" on Form 990, Part IV, line 23.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I Questions Regarding Compensation

			Yes	No
1a	Check the appropriate box(es) if the organization provided any of the following to or for a person listed on Form 990, Part VII, Section A, line 1a. Complete Part III to provide any relevant information regarding these items.			
	☐ First-class or charter travel	☐ Housing allowance or residence for personal use		
	☐ Travel for companions	☐ Payments for business use of personal residence		
	☐ Tax indemnification and gross-up payments	☐ Health or social club dues or initiation fees		
	☐ Discretionary spending account	☐ Personal services (such as maid, chauffeur, chef)		
b	If any of the boxes on line 1a are checked, did the organization follow a written policy regarding payment or reimbursement or provision of all of the expenses described above? If "No," complete Part III to explain	1b		
2	Did the organization require substantiation prior to reimbursing or allowing expenses incurred by all directors, trustees, and officers, including the CEO/Executive Director, regarding the items checked on line 1a?	2		
3	Indicate which, if any, of the following the organization used to establish the compensation of the organization's CEO/Executive Director. Check all that apply. Do not check any boxes for methods used by a related organization to establish compensation of the CEO/Executive Director, but explain in Part III.			
	☐ Compensation committee	☐ Written employment contract		
	☒ Independent compensation consultant	☒ Compensation survey or study		
	☐ Form 990 of other organizations	☒ Approval by the board or compensation committee		
4	During the year, did any person listed on Form 990, Part VII, Section A, line 1a, with respect to the filing organization or a related organization:			
a	Receive a severance payment or change-of-control payment?	4a		X
b	Participate in or receive payment from a supplemental nonqualified retirement plan?	4b		X
c	Participate in or receive payment from an equity-based compensation arrangement?	4c		X
	If "Yes" to any of lines 4a-c, list the persons and provide the applicable amounts for each item in Part III.			
	Only section 501(c)(3), 501(c)(4), and 501(c)(29) organizations must complete lines 5-9.			
5	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the revenues of:			
a	The organization?	5a		X
b	Any related organization?	5b		X
	If "Yes" on line 5a or 5b, describe in Part III.			
6	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization pay or accrue any compensation contingent on the net earnings of:			
a	The organization?	6a		X
b	Any related organization?	6b		X
	If "Yes" on line 6a or 6b, describe in Part III.			
7	For persons listed on Form 990, Part VII, Section A, line 1a, did the organization provide any nonfixed payments not described on lines 5 and 6? If "Yes," describe in Part III	7		X
8	Were any amounts reported on Form 990, Part VII, paid or accrued pursuant to a contract that was subject to the initial contract exception described in Regulations section 53.4958-4(a)(3)? If "Yes," describe in Part III	8		X
9	If "Yes" on line 8, did the organization also follow the rebuttable presumption procedure described in Regulations section 53.4958-6(c)?	9		

Part II **Officers, Directors, Trustees, Key Employees, and Highest Compensated Employees.** Use duplicate copies if additional space is needed.

For each individual whose compensation must be reported on Schedule J, report compensation from the organization on row (i) and from related organizations, described in the instructions, on row (ii). Do not list any individuals that aren't listed on Form 990, Part VII.

Note: The sum of columns (B)(i)-(iii) for each listed individual must equal the total amount of Form 990, Part VII, Section A, line 1a, applicable column (D) and (E) amounts for that individual.

(A) Name and Title		(B) Breakdown of W-2 and/or 1099-MISC and/or 1099-NEC compensation			(C) Retirement and other deferred compensation	(D) Nontaxable benefits	(E) Total of columns (B)(i)-(D)	(F) Compensation in column (B) reported as deferred on prior Form 990
		(i) Base compensation	(ii) Bonus & incentive compensation	(iii) Other reportable compensation				
(1) JEREMY TOBIAS	(i)	201,710.	0.	0.	31,088.	41,390.	274,188.	0.
CEO	(ii)	0.	0.	0.	0.	0.	0.	0.
(2) TRACY WEBSTER	(i)	192,533.	0.	0.	20,635.	13,262.	226,430.	0.
CFO	(ii)	0.	0.	0.	0.	0.	0.	0.
(3) PRITIKA RAM	(i)	172,790.	0.	0.	13,086.	8,390.	194,266.	0.
CHIEF BUSINESS DEVELOPMENT	(ii)	0.	0.	0.	0.	0.	0.	0.
(4) LISA MCGRANAHAN	(i)	144,795.	0.	0.	16,323.	21,855.	182,973.	0.
DIRECTOR OF HUMAN RESOURCES	(ii)	0.	0.	0.	0.	0.	0.	0.
(5) YOLANDA GONZALES	(i)	154,162.	0.	0.	11,736.	8,914.	174,812.	0.
DIRECTOR OF HEAD START/STA	(ii)	0.	0.	0.	0.	0.	0.	0.
(6) SUSANA MAGANA	(i)	159,087.	0.	0.	11,918.	682.	171,687.	0.
DIRECTOR OF HEALTH & NUTRITION SERVI	(ii)	0.	0.	0.	0.	0.	0.	0.
(7) EMILIO WAGNER	(i)	152,866.	0.	0.	11,935.	682.	165,483.	0.
DIRECTOR OF OPERATIONS	(ii)	0.	0.	0.	0.	0.	0.	0.
(8) FREDDY HERNANDEZ	(i)	128,120.	0.	0.	10,293.	21,853.	160,266.	0.
DIRECTOR OF YOUTH & COMMUNITY SERVIC	(ii)	0.	0.	0.	0.	0.	0.	0.
(9) LOUIS GILL	(i)	151,720.	0.	0.	0.	1,136.	152,856.	0.
CHIEF PROGRAM OFFICER	(ii)	0.	0.	0.	0.	0.	0.	0.
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							
	(i)							
	(ii)							

Part III Supplemental Information

Provide the information, explanation, or descriptions required for Part I, lines 1a, 1b, 3, 4a, 4b, 4c, 5a, 5b, 6a, 6b, 7, and 8, and for Part II. Also complete this part for any additional information.

SCHEDULE M (Form 990)

Department of the Treasury
Internal Revenue Service

Noncash Contributions

Complete if the organizations answered "Yes" on Form 990, Part IV, lines 29 or 30.
Attach to Form 990.
Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization
COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number
95-2402760

Part I Types of Property

		(a) Check if applicable	(b) Number of contributions or items contributed	(c) Noncash contribution amounts reported on Form 990, Part VIII, line 1g	(d) Method of determining noncash contribution amounts
1	Art - Works of art				
2	Art - Historical treasures				
3	Art - Fractional interests				
4	Books and publications				
5	Clothing and household goods				
6	Cars and other vehicles				
7	Boats and planes				
8	Intellectual property				
9	Securities - Publicly traded				
10	Securities - Closely held stock				
11	Securities - Partnership, LLC, or trust interests				
12	Securities - Miscellaneous				
13	Qualified conservation contribution - Historic structures				
14	Qualified conservation contribution - Other				
15	Real estate - Residential				
16	Real estate - Commercial				
17	Real estate - Other				
18	Collectibles				
19	Food inventory	X		30,351,294.	FMV
20	Drugs and medical supplies				
21	Taxidermy				
22	Historical artifacts				
23	Scientific specimens				
24	Archeological artifacts				
25	Other (IN KIND)	X	0	67,937.	FMV
26	Other ( )				
27	Other ( )				
28	Other ( )				

29 Number of Forms 8283 received by the organization during the tax year for contributions for which the organization completed Form 8283, Part V, Donee Acknowledgement 29

			Yes	No
30a	During the year, did the organization receive by contribution any property reported in Part I, lines 1 through 28, that it must hold for at least 3 years from the date of the initial contribution, and which isn't required to be used for exempt purposes for the entire holding period?	30a		X
b	If "Yes," describe the arrangement in Part II.			
31	Does the organization have a gift acceptance policy that requires the review of any nonstandard contributions?	31		X
32a	Does the organization hire or use third parties or related organizations to solicit, process, or sell noncash contributions?	32a		X
b	If "Yes," describe in Part II.			
33	If the organization didn't report an amount in column (c) for a type of property for which column (a) is checked, describe in Part II.			

Part II **Supplemental Information.** Provide the information required by Part I, lines 30b, 32b, and 33, and whether the organization is reporting in Part I, column (b), the number of contributions, the number of items received, or a combination of both. Also complete this part for any additional information.

SCHEDULE O (Form 990)

Department of the Treasury
Internal Revenue Service

Supplemental Information to Form 990 or 990-EZ

Complete to provide information for responses to specific questions on Form 990 or 990-EZ or to provide any additional information.
Attach to Form 990 or Form 990-EZ.
Go to www.irs.gov/Form990 for the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

FORM 990, PART I, LINE 1, DESCRIPTION OF ORGANIZATION MISSION:

MEMBERS OF THE COMMUNITIES WE SERVE TO BE SELF-SUFFICIENT. COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK) IS THE FEDERALLY DESIGNATED ANTI-POVERTY AGENCY FOR KERN COUNTY AND HAS BEEN WORKING TO PROVIDE AN INTEGRATED NETWORK OF SERVICES SINCE 1965. THROUGH A VARIETY OF PROGRAMS AND IN COLLABORATION WITH OTHER COMMUNITY SERVICE AGENCIES, CAPK HELPS PARTICIPANTS PURSUE THEIR EDUCATIONAL GOALS, SECURE AND RETAIN EMPLOYMENT, MAINTAIN ADEQUATE HOUSING, RECEIVE MEDICAL SERVICES, OBTAIN ENERGY SUBSIDY AND WEATHERIZATION ASSISTANCE, ENCOURAGES PARENT PARTICIPATION, COUNTERACTS HUNGER AND MALNUTRITION, PROVIDES CHILD CARE AND PRESCHOOL EDUCATION, AND OTHE PERSONAL AND FAMILY DEVELOPMENT OPPORTUNITIES TO BUILD AND ACHIEVE INDIVIDUAL AND FAMILY SELF-SUFFICIENCY.

FORM 990, PART III, LINE 4C, PROGRAM SERVICE ACCOMPLISHMENTS:

FORM 990, PART III, LINE 4D, OTHER PROGRAM SERVICES:

OTHER PROGRAM SERVICES INCLUDE (1) COMPREHENSIVE INFORMATION AND REFERRAL SERVICES THAT LINK KERN COUNTY RESIDENTS TO COMMUNITY HEALTH AND HUMAN SERVICES AND SUPPORT. CAPK HAS BEEN DESIGNATED BY THE CALIFORNIA PUBLIC UTILITIES COMMISSION AS THE 2-1-1 PROVIDER FOR KERN COUNTY. SERVICES ARE AVAILABLE 24 HOURS A DAY, SEVEN DAYS A WEEK. (2) FREE TAX PREPARATION SERVICES TO LOW-TO-MODERATE INCOME INDIVIDUALS,

FAMILIES AND SENIORS. (3) YOUTH SERVICES TO PROVIDE PROGRAMS THAT FOCUS ON NUTRITION, EDUCATION, RECREATION, TEEN PREGNANCY PREVENTION AND ACTIVE HEALTH LIVING. (4) COMPREHENSIVE HOMELESS PREVENTION AND INTERVENTION SERVICES BY WAY OF COORDINATED ENTRY SERVICES AND THE M STREET NAVIGATION CENTER.

EXPENSES $ 9,216,607. INCLUDING GRANTS OF $ 0. REVENUE $ 2,473,733.

FORM 990, PART VI, SECTION B, LINE 11B:

THE CHIEF FINANCIAL OFFICER OF THE ORGANIZATION REVIEWS THE PREPARED FORM 990 BEFORE IT IS SIGNED BY THE CHIEF EXECUTIVE OFFICER OF THE ORGANIZATION AND BEFORE IT IS SUBMITTED TO THE IRS.

FORM 990, PART VI, SECTION B, LINE 15:

EVERY THREE YEARS AND PERIODICALLY DURING THIS TIME FRAME, AN INDEPENDENT SALARY SURVEY INCLUDING BENEFIT PACKAGE IS CONDUCTED. ALSO, THE RECENTLY ENACTED HEAD START ACT CONTAINS LANGUAGE REGARDING LIMITATIONS ON THE COMPENSATION OF HEAD START STAFF, INCLUDING THE CHIEF EXECUTIVE OFFICER, CHIEF FINANCIAL OFFICER AND OTHER KEY EMPLOYEES. SPECIFICALLY, IT PRECLUDES USING ANY FEDERAL FUNDS TO PAY ANY PART OF THE COMPENSATION OF AN INDIVIDUAL IF THAT INDIVIDUALS COMPENSATION EXCEEDS THE RATE PAYABLE FOR LEVEL II OF THE EXECUTIVE SCHEDULE ($221,900 EFFECTIVE CALENDAR YEAR 2023). ANY CHANGE IN THE SALARY GRADE OF A POSITION IS APPROVED BY THE BOARD OF DIRECTORS BEFORE THE CHANGE IS IMPLEMENTED.

FORM 990, PART VI, SECTION C, LINE 19:

COPIES OF THE ABOVE DOCUMENTS ARE MADE AVAILABLE TO THE PUBLIC ON THE ORGANIZATION'S WEBSITE, UPON REQUEST, AND ARE ALSO AVAILABLE FOR INSPECTION AT THE MAIN OFFICE OF THE ORGANIZATION.

Name of the organization: COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number: 95-2402760

FORM 990, PART XII, LINE 1:

SECTION 1.263(A)-1(F) DE MINIMIS SAFE HARBOR ELECTION

FOR THE YEAR ENDING FEBRUARY 28, 2024

COMMUNITY ACTION PARTNERSHIP OF KERN (EIN: 95-2402760) IS MAKING THE DE MINIMIS SAFE HARBOR ELECTION UNDER REG. SEC. 1.263(A)-1(F).

VOLUNTEER ESTIMATE

VOLUNTEERS PARTICIPATE FOR THE MOST PART IN THE FOOD BANK, YOUTH CENTERS IN SHAFTER AND BAKERSFIELD, HEAD START AND VOLUNTEER INCOME TAX ASSISTANCE PROGRAMS OF THE ORGANIZATION.

SCHEDULE R (Form 990)

Department of the Treasury
Internal Revenue Service

Related Organizations and Unrelated Partnerships

Complete if the organization answered "Yes" on Form 990, Part IV, line 33, 34, 35b, 36, or 37.

Attach to Form 990.

Go to www.irs.gov/Form990 for instructions and the latest information.

OMB No. 1545-0047

2023

Open to Public Inspection

Name of the organization

COMMUNITY ACTION PARTNERSHIP OF KERN

Employer identification number

95-2402760

Part I **Identification of Disregarded Entities.** Complete if the organization answered "Yes" on Form 990, Part IV, line 33.

(a) Name, address, and EIN (if applicable) of disregarded entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Total income	(e) End-of-year assets	(f) Direct controlling entity

Part II **Identification of Related Tax-Exempt Organizations.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related tax-exempt organizations during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Exempt Code section	(e) Public charity status (if section 501(c)(3))	(f) Direct controlling entity	(g) Section 512(b)(13) controlled entity? Yes	(g) Section 512(b)(13) controlled entity? No
FRIENDSHIP HOUSE COMMUNITY CENTER - 95-2419401, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	COMMUNITY CENTER	CALIFORNIA	501(C)(4)		CAPK		X
COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION - 86-1249865, 5005 BUSINESS PARK NORTH, BAKERSFIELD, CA 93309	SUPPORT CAPK	CALIFORNIA	501(C)(3)	LINE 12A, I	CAPK		X

Part III **Identification of Related Organizations Taxable as a Partnership.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a partnership during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) No	(k) Percentage ownership

Part IV **Identification of Related Organizations Taxable as a Corporation or Trust.** Complete if the organization answered "Yes" on Form 990, Part IV, line 34, because it had one or more related organizations treated as a corporation or trust during the tax year.

(a) Name, address, and EIN of related organization	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Direct controlling entity	(e) Type of entity (C corp, S corp, or trust)	(f) Share of total income	(g) Share of end-of-year assets	(h) Percentage ownership	(i) Section 512(b)(13) controlled entity? Yes	(i) No

1029

Part V Transactions With Related Organizations. Complete if the organization answered "Yes" on Form 990, Part IV, line 34, 35b, or 36.

Note: Complete line 1 if any entity is listed in Parts II, III, or IV of this schedule.		Yes	No
1 During the tax year, did the organization engage in any of the following transactions with one or more related organizations listed in Parts II-IV?			
a Receipt of **(i)** interest, **(ii)** annuities, **(iii)** royalties, or **(iv)** rent from a controlled entity	1a		X
b Gift, grant, or capital contribution to related organization(s)	1b	X	
c Gift, grant, or capital contribution from related organization(s)	1c		X
d Loans or loan guarantees to or for related organization(s)	1d		X
e Loans or loan guarantees by related organization(s)	1e		X
f Dividends from related organization(s)	1f		X
g Sale of assets to related organization(s)	1g		X
h Purchase of assets from related organization(s)	1h		X
i Exchange of assets with related organization(s)	1i		X
j Lease of facilities, equipment, or other assets to related organization(s)	1j		X
k Lease of facilities, equipment, or other assets from related organization(s)	1k		X
l Performance of services or membership or fundraising solicitations for related organization(s)	1l		X
m Performance of services or membership or fundraising solicitations by related organization(s)	1m		X
n Sharing of facilities, equipment, mailing lists, or other assets with related organization(s)	1n		X
o Sharing of paid employees with related organization(s)	1o		X
p Reimbursement paid to related organization(s) for expenses	1p		X
q Reimbursement paid by related organization(s) for expenses	1q		X
r Other transfer of cash or property to related organization(s)	1r		X
s Other transfer of cash or property from related organization(s)	1s		X

2 If the answer to any of the above is "Yes," see the instructions for information on who must complete this line, including covered relationships and transaction thresholds.

(a) Name of related organization	(b) Transaction type (a-s)	(c) Amount involved	(d) Method of determining amount involved
(1) COMMUNITY ACTION PARTNERSHIP OF KERN FOUNDATION	B	34,865.	FMV
(2)			
(3)			
(4)			
(5)			
(6)			

Part VI Unrelated Organizations Taxable as a Partnership. Complete if the organization answered "Yes" on Form 990, Part IV, line 37.

Provide the following information for each entity taxed as a partnership through which the organization conducted more than five percent of its activities (measured by total assets or gross revenue) that was not a related organization. See instructions regarding exclusion for certain investment partnerships.

(a) Name, address, and EIN of entity	(b) Primary activity	(c) Legal domicile (state or foreign country)	(d) Predominant income (related, unrelated, excluded from tax under sections 512-514)	(e) Are all partners sec. 501(c)(3) orgs.? Yes	(e) No	(f) Share of total income	(g) Share of end-of-year assets	(h) Disproportionate allocations? Yes	(h) No	(i) Code V-UBI amount in box 20 of Schedule K-1 (Form 1065)	(j) General or managing partner? Yes	(j) NO	(k) Percentage ownership

Part VII Supplemental Information

Provide additional information for responses to questions on Schedule R. See instructions.

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470

STREET ADDRESS:
1300 I Street
Sacramento, CA 95814

WEBSITE ADDRESS:
www.oag.ca.gov/charities

ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Sections 12586 and 12587, California Government Code
11 Cal. Code Regs. sections 301-307, and 310

Failure to submit this report annually no later than four months and fifteen days after the end of the organization's accounting period may result in the loss of tax exemption and the assessment of a minimum tax of $800, plus interest, and/or fines or filing penalties. Revenue & Taxation Code section 23703; Government Code section 12586.1. IRS extensions will be honored.

(For Registry Use Only)

Community Action Partnership of Kern
Name of Organization

List all DBAs and names the organization uses or has used

1300 18th Street, Suite 200
Address (Number and Street)

Bakersfield, CA 93301
City or Town, State, and ZIP Code

661-336-5236
Telephone Number

g.alexander@capk.org
Email Address

Check if:
- ☐ Change of address
- ☐ Amended report
- ☑ Organization requests email notifications

State Charity Registration Number 061855

Corporation or Organization No.

Federal Employer ID No. 95-2402760

ANNUAL REGISTRATION RENEWAL FEE SCHEDULE (11 Cal. Code Regs. sections 301-307, and 310)
Make Check Payable to Department of Justice

Total Revenue	Fee	Total Revenue	Fee	Total Revenue	Fee
Less than $50,000	$25	Between $250,001 and $1 million	$100	Between $20,000,001 and $100 million	$800
Between $50,000 and $100,000	$50	Between $1,000,001 and $5 million	$200	Between $100,000,001 and $500 million	$1,000
Between $100,001 and $250,000	$75	Between $5,000,001 and $20 million	$400	Greater than $500 million	$1,200

PART A - ACTIVITIES

For your most recent full accounting period (beginning 03 / 01 / 2023 **ending** 02 / 29 / 2024 **) list:**

Total Revenue $ (including noncash contributions) 169,169,308

Noncash Contributions $ 30,419,231

Total Assets $ 85,659,296

Program Expenses $ 147,050,810

Total Expenses $ 159,459,538

PART B - STATEMENTS REGARDING ORGANIZATION DURING THE PERIOD OF THIS REPORT

Note: All questions must be answered. If you answer "yes" to any of the questions below, you must attach a separate page providing an explanation and details for each "yes" response. Please review RRF-1 instructions for information required.

		Yes	No
1.	During this reporting period, were there any contracts, loans, leases or other financial transactions between the organization and any officer, director or trustee thereof, either directly or with an entity in which any such officer, director or trustee had any financial interest?		✓
2.	During this reporting period, was there any theft, embezzlement, diversion or misuse of the organization's charitable property or funds?		✓
3.	During this reporting period, were any organization funds used to pay any penalty, fine or judgment?		✓
4.	During this reporting period, were the services of a commercial fundraiser, fundraising counsel for charitable purposes, or commercial coventurer used?		✓
5.	During this reporting period, did the organization receive any governmental funding?	✓	
6.	During this reporting period, did the organization hold a raffle for charitable purposes?		✓
7.	Does the organization conduct a vehicle donation program?		✓
8.	Did the organization conduct an independent audit and prepare audited financial statements in accordance with generally accepted accounting principles for this reporting period?	✓	
9.	At the end of this reporting period, did the organization hold restricted net assets, while reporting negative unrestricted net assets?		✓

I declare under penalty of perjury that I have examined this report, including accompanying documents, and to the best of my knowledge and belief, the content is true, correct and complete, and I am authorized to sign.

Signature of Authorized Agent	Printed Name	Title	Date
Digitally signed by GABRIELLE ALEXANDER Date: 2024.12.18 14:07:55 -08'00'	Gabrielle Alexander	Director of Finance	12/18/2024

Office of the Attorney General

Registry of Charities and Fundraisers

Privacy Notice

As Required by Civil Code § 1798.17

Collection and Use of Personal Information. The Attorney General's Registry of Charities and Fundraisers (Registry), a part of the Public Rights Division, collects the information requested on this form as authorized by the Supervision of Trustees and Fundraisers for Charitable Purposes Act (Gov. Code, § 12580 et seq.) and regulations adopted pursuant to the Act (Cal. Code Regs., tit. 11, § 300 et seq.). The Registry uses the information in the administration and enforcement of the Act, including to register, renew, or update your organization's registration or to prepare reports pursuant to the Act. The Attorney General may also use the information for additional purposes, including in support of investigations and law enforcement actions, providing public access to information as required by the Act (Gov. Code, §§ 12587, 12587.1, 12590), and making referrals to other law enforcement agencies. Any personal information collected by state agencies is subject to the limitations in the Information Practices Act and state policy. The Department of Justice's general privacy policy is available at **www.oag.ca.gov/privacy-policy**.

Providing Personal Information. All the personal information requested in the form must be provided. An incomplete submission may result in the Registry not accepting the form, and cause your organization to be out of compliance with legal requirements to operate in California.

Access to Your Information. The completed form is a public filing that will be made available on the Attorney General's website at **www.oag.ca.gov/charities** pursuant to the public access requirements of the Act. You may review the records maintained by the Registry that contain your personal information, as permitted by the Information Practices Act. See below for contact information.

Possible Disclosure of Personal Information. In order to process the applicable registration, renewal, registration update, application, or report, we may need to share the information on this form with other government agencies. We may also share the information to further an investigation, including an investigation by other government or law enforcement agencies. In addition, the information is available and searchable on the Attorney General's website.

The information provided may also be disclosed in the following circumstances:

- With other persons or agencies where necessary to perform their legal duties, and their use of your information is compatible and complies with state law, such as for investigations or for licensing, certification, or regulatory purposes;

- To another government agency consistent with state or federal law.

Contact Information. For questions about this notice or access to your records, contact the Registrar of Charities and Fundraisers, 1300 I Street, Sacramento, CA 95814 at **rct@doj.ca.gov**.

MAIL TO:
Registry of Charities and Fundraisers
P.O. Box 903447
Sacramento, CA 94203-4470

WEBSITE ADDRESS:
www.oag.ca.gov/charities

INSTRUCTION FOR FILING ANNUAL REGISTRATION RENEWAL FEE REPORT TO ATTORNEY GENERAL OF CALIFORNIA

Section 12586 and 12587, California Government Code
11 Cal. Code Regs. section 301-307, and 310

(FORM RRF-1)

The purpose of the Annual Registration Renewal Fee Report (Form RRF-1) is to assist the Attorney General's Office with early detection of charity fiscal mismanagement and unlawful diversion of charitable assets.

WHO MUST FILE A FORM RRF-1?

Every charitable nonprofit corporation, unincorporated association or trustee holding assets for charitable purposes that is required to register with the Attorney General's Office is also required to annually file Form RRF-1, even if the corporation does not file Form 990s annually or is on extended reporting with the Internal Revenue Service. Only those charitable entities and trustees required by law to register with the Attorney General are required to file Form RRF-1. Entities exempt from the filing requirement include:

(1) a government agency,

(2) a religious corporation sole,

(3) a cemetery corporation regulated under Chapter 12 of Division 3 of the Business and Professions Code,

(4) a political committee defined in Section 82013 of the California Government Code which is required to and which does file with the Secretary of State any statement pursuant to the provisions of Article 2 (commencing with Section 84200) of Chapter 4 of Title 9,

(5) a charitable corporation organized and operated primarily as a religious organization, educational institution or hospital,

(6) a health care service plan that is licensed pursuant to Section 1349 of the Health and Safety Code and reports annually to the Department of Managed Health Care,

(7) corporate trustees which are subject to the jurisdiction of the Commissioner of Financial Institutions of the State of California or to the Comptroller of Currency of the United States. However, for testamentary trusts, such trustees should file a copy of a complete annual financial summary which is prepared in the ordinary course of business. See Probate Code sections 16060-16063.

WHAT TO FILE

ALL REGISTRANTS, regardless of the amount of total revenue, must file Form RRF-1 with the Attorney General's Registry of Charities and Fundraisers no later than four months and fifteen days after the organization's accounting period ends (May 15 for calendar year filers).

A copy of IRS Form 990, 990-PF, 990-EZ, or 1120 as filed with IRS, together with all attachments and schedules, must be filed with the Attorney General's Registry of Charities and Fundraisers, together with Form RRF-1. Schedule B is not required. Organizations whose revenue falls below the threshold for filing IRS Form 990-EZ shall file Form RRF-1 with the Registry, together with a treasurer's report (CT-TR-1) sufficient to identify and account for revenue, assets and disbursements. [See instructions for Form CT-TR-1.]

EXTENSIONS FOR FILING

Extensions of time for filing Form RRF-1 will be allowed if an organization has received an extension from the Internal Revenue Service for filing the IRS Form 990, 990-PF, 990-EZ, or 1120. An organization shall file both forms (RRF-1 and IRS Form 990, 990-PF, 990-EZ, or 1120) with the Registry of Charities and Fundraisers at the same time, together with (1) the applicable renewal fee; and (2) a copy of all requests to IRS for an extension and, where approval of the extension is not automatic, a copy of each approved extension request. IT IS NOT NECESSARY TO SEND A COPY OF THE EXTENSION REQUEST PRIOR TO FILING THE REPORT.

ANNUAL REGISTRATION RENEWAL FEE

All registrants must include with Form RRF-1 the appropriate registration renewal fee based on the registrant's total revenue (the reported total revenue on Form 990, 990-PF, 990-EZ, or CT-TR-1) for the preceding fiscal year, as follows:

Total Revenue	Fee
Less than $50,000	$25
Between $50,000 and $100,000	$50
Between $100,001 and $250,000	$75
Between $250,001 and $1 million	$100
Between $1,000,001 and $5 million	$200
Between $5,000,001 and $20 million	$400
Between $20,000,001 and $100 million	$800
Between $100,000,001 and $500 million	$1,000
Greater than $500 million	$1,200

NOTE: A REGISTRATION FEE IS NOT DUE WITH AN AMENDED REPORT FOR ANY REPORT PERIOD IN WHICH A FEE HAS ALREADY BEEN PAID UNLESS AN AMENDED REPORT CHANGES THE AMOUNT OF THE FEE DUE.

STATE CHARITY REGISTRATION NUMBER

The State Charity Registration Number is the Charitable Trust (CT) number assigned to an organization by the Registry of Charities and Fundraisers at the time of registration. If you do not know the organization's State Charity Registration Number, you may look it up using the Registry Search feature on the Attorney General's website at www.oag.ca.gov/charities. If you are unable to locate the State Charity Registration Number, leave that line blank and Registry staff will insert the number when it is received in the Registry of Charities and Fundraisers.

OTHER IDENTIFICATION NUMBERS

The corporation number is a seven-digit number assigned by the Office of the Secretary of State and is stamped on the organization's articles of incorporation.

The organization number is a seven-digit number assigned by the Franchise Tax Board for non-corporate entities.

The Federal Employer Identification Number is a nine-digit number assigned by the Internal Revenue Service.

The following will assist you in responding to the questions on Form RRF-1:

PART A

Provide the beginning and ending dates of the most recent full accounting period (Month/Day/Year). An accounting period may be by calendar year (ex: 01/01/2016-12/31/2016) or by fiscal year (ex: 07/01/2016-06/30/2017).

For each amount, report only whole dollars without rounding (e.g., $100.99 should be reported as $100).

Total Revenue - is the amount earned and received during the current year and it includes all contributions (including noncash contributions), gifts, grants, investment income, membership dues, program service revenues, special event revenue, and other revenue. For charities reporting to the IRS it is the amount reported as total revenue on IRS Form 990, Part 1, line 12; IRS Form 990-EZ, Part 1, line 9; IRS Form 990-PF, Part 1, line 12.

Noncash Contributions - Are noncash donations made to a charity. Common examples are donations of food, clothing, equipment, pharmaceutical and medical supplies. Noncash contributions exclude contributions made by cash, check, electronic funds transfer, debit card, credit card, or payroll deduction. For charities reporting to the IRS it is the amount reported to the IRS Form 990, Part VIII, line 1g.

Total Assets - Are resources owned by the charity which have current or future economic value that can be measured. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part X, line 16, column (B); IRS Form 990-EZ, Part II, line 25, column (B); and IRS Form 990-PF, Part II, line 16, column (B).

Program Expenses - Are expenses incurred by the organization to further its exempt purposes. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (B); IRS Form 990-EZ, Part III, line 32; and IRS Form 990-PF, Part 1, line 26, column (d). If you are not required to file Form 990, 990-EZ, nor 990-PF with the IRS because total annual revenue was under $50,000, and are instead filing the required Form CT-TR-1, leave Program Expense blank.

Total Expenses - Are all expenses paid or incurred by the organization including program expenses, fundraising expenses, employee salary & wages, accounting, depreciation, management and administrative expenses. For charities reporting to the IRS it is the amount reported in IRS Form 990, Part IX, line 25, column (A); IRS Form 990-EZ, Part 1, line 17; and IRS Form 990-PF, Part 1, line 26, column (a).

PART B

PART B, QUESTION #1

If “yes,” provide the following information on the attachment:

1) Full name of the director, trustee, or officer involved and position with the organization.

2) Nature of the transaction, e.g., loan to director, contract with officer's business, etc.

3) Attach a copy of the board of directors' meeting minutes authorizing the transaction.

4) Include, if applicable, the date of transaction; purpose of transaction; amount of the loan or contract; interest rates; repayment terms; balance due; type of collateral provided; copy of contract, loan or other agreement; amount paid to director, trustee, or officer for the period; evidence of other bids received related to the transaction.

PART B, QUESTION #2

If “yes,” provide the following information on the attachment:

1) Nature, date, amount of loss, and parties involved.

2) Description of the steps the organization took to recover the loss. Attach a copy of any police and/or insurance report.

3) Description of the procedures the organization implemented to prevent a recurrence of the situation.

PART B, QUESTION #3

If “yes,” provide the following information on the attachment:

1) Description of the fine, penalty, or judgment and the circumstances that resulted in the payment, together with the name and title of the person(s) responsible and why the payment was made with the organization's funds.

2) Name of the organization or government agency that issued the fine, penalty or judgment, the amount and date of payment.

3) Copies of all communications with any governmental agency regarding the fine, penalty, or judgment.

4) Description of procedures the organization implemented to prevent a reoccurrence of the fine, penalty, or judgment.

PART B, QUESTION #4

If “yes,” provide an attachment listing the name, mailing address, telephone number, and e-mail address of each commercial fundraiser, fundraising counsel, or commercial coventurer.

PART B. QUESTION #5

If “yes,” provide an attachment listing the name of each funding source, the name of the agency, mailing address, contact person, and telephone number. **Do not submit IRS Schedule B as a response to this question.** The required attachment must be made available for public viewing.

PART B, QUESTION #6

If “yes,” provide an attachment listing the date of each raffle.

PART B, QUESTION #7

If “yes,” provide an attachment describing whether the vehicle donation program is operated by the charity or a commercial fundraiser, together with the name, mailing address, telephone number and e-mail address for each commercial fundraiser.

PART B, QUESTION #8

If you received over $2 million in total revenue, as reported on IRS Form 990, 990-PF or 990-EZ, audited financial statements using generally accepted accounting principles are required. Audit must be conducted by independent certified public accountant in conformity with generally accepted auditing standards. You may deduct from total revenue grants and contracts for services with governmental entities for which the governmental entity requires an accounting of how grant funds were spent (to the issuing government entity).

PART B, QUESTION #9

"Restricted assets" are assets the charity holds that may be used only for a specific purpose. The restriction may come from the governing documents, a condition imposed by the donor, or the solicitation that led to the donation. Examples of restrictions are endowment funds, building funds, gifts for specific purposes, and fiscally-sponsored projects. For organizations filing the IRS Form 990, refer to the Balance Sheet. If the line reporting net assets without donor restrictions is a negative number, and the line reporting net assets with donor restrictions is a positive number, answer "yes."

If “yes,” provide the following information on the attachment:

1) A written statement confirming that all restricted funds were used consistent with their restricted purpose, and explaining why unrestricted net assets were negative at the end of the reporting period, and

2) Proof of directors' and officers' liability insurance coverage. Please include a cover note stating "confidential" when submitting the proof of insurance.

SIGNATURE

A signature of an authorized agent is required. An authorized agent may be the president or chief executive officer, treasurer or chief financial officer of a public benefit corporation; or a trustee if the organization is a trust; or other authorized agent of the organization. Signatures do not need to be original inked signature. Copies or electronic signatures are acceptable.

BOARD OF DIRECTORS ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Plane, Fred	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Flores, Jeff	✓	✓	✓	E	✓	E		✓	E	✓	✓	
Martinez, Gina	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Cifuentes, Mia	✓	✓	✓	✓	✓	E						
Perez, Gema								✓	✓	✓	✓	
Pimentel-Stratton	E	✓	E	✓	E	E		E	✓	✓	E	
Private Sector												
Boshers, Denise	✓	✓	✓	E	✓	✓		✓	✓	✓	✓	
Childress, Jimmie	✓	✓	✓	E	E	E		E	E	E	E	
Floyd, Curtis	✓	E	✓	✓	E	✓		✓	✓	✓	✓	
Jara-Rangel, Michelle	✓	✓	✓	✓	✓	✓		E	✓	✓	✓	
Mullings, Jonathan	✓	✓	✓	✓	✓	✓		✓	✓	✓	E	
Low-Income Sector												
Echeverria, Fatima	✓	✓	✓	✓	✓	✓		✓	E	E	✓	
Jimenez, Maritza	✓	✓	E	✓	E	E		✓	✓	✓	✓	
Ochoa, Yolanda	✓	✓	✓	✓	E	E		✓	✓	✓	E	
Perez, Guadalupe	✓	✓	E	E	✓	✓		✓	✓	✓	E	
Vigil, Ana	✓	✓	✓	E	✓	✓		✓	✓	✓	✓	
Meeting Duration	2.50	1.50	0.50	2.00	1.50	1.00		1.00	1.50	2.50	1.50	

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

*No Board Meetings are scheduled for the months of July or December

AUDIT & PENSION COMMITTEE ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Flores, Jeff	E			X				E			E	
Martinez, Gina				X				✓				
Private Sector												
Floyd, Curtis	E			X				✓			✓	
Childress, Jimmie	✓											
Mullings, Jonathan				X				✓			✓	
Perez, Guadalupe	E			X							✓	
Ochoa, Yolanda	✓											
Meeting Duration	1.0			0				1.0			1.0	

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

*No Board Meetings are scheduled for the months of July or December

BUDGET & FINANCE COMMITTEE ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Cifuentes, Mia	E	✓	✓		✓	✓						
Perez, Gema									E	✓	✓	
Private Sector												
Jara Rangel, Michelle	✓	✓	E		E	✓		✓	E	✓	✓	
Boshers, Denise	✓	✓	✓		✓	✓		✓	✓	✓	✓	
Low-Income Sector												
Echeverria, Fatima		✓	✓		E	E		✓	E	✓	E	
Meeting Duration	1.00	1.25	0.50		0.75	0.75		0.75	0.50	1.25	1.50	

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

*No Board Meetings are scheduled for the months of July or December

EXECUTIVE COMMITTEE ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Plane, Fred							✓					✓
Private Sector												
Boshers, Denise							✓					✓
Floyd, Curtis							✓					✓
Jara-Rangel, Michelle							✓					✓
Low-Income Sector												
Jimenez, Maritza							✓					✓
Vigil, Ana							✓					✓
Meeting Duration							1.25					2.50

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

PERSONNEL COMMITTEE ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Pimentel-Stratton, Lily		✓	✓	✓	E	✓		E	E	✓	E	
Private Sector												
Mullings, Jonathan	✓	E	✓	✓	✓	✓		✓	✓	✓	✓	
Low-Income Sector												
Jimenez, Maritza	✓	✓	✓	E	✓	✓		✓	✓	✓	✓	
Perez, Guadalupe	✓	✓	E	✓	E	✓		✓	✓	E	✓	
Meeting Duration	0.75	0.75	0.75	0.75	0.75	0.50		0.50	1.00	0.50	0.50	

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

*No Board Meetings are scheduled for the months of July or December

PRE COMMITTEE ~ 2024 ATTENDANCE ROSTER

	JAN	FEB	MAR	APR	MAY	JUN	JUL*	AUG	SEP	OCT	NOV	DEC*
Public Sector												
Martinez, Gina	✓	✓	E	✓	✓	✓		✓	E	✓	E	
Private Sector												
Childress, Jimmie	✓	✓	✓	E	E	E		E	E	E	E	
Low-Income Sector												
Vigil, Ana	✓	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Ochoa, Yolanda	E	✓	✓	✓	✓	✓		✓	✓	✓	✓	
Echeverria, Fatima		✓	✓	✓	E	E		✓	✓	E	✓	
Meeting Duration	1.50	1.25	1.25	1.25	1.25	1.25		1.00	1.00	1.00	1.25	

✓= In attendance
E = Excused absence
U = Unexcused absence
X = No quorum

*No Board Meetings are scheduled for the months of July or December

MEMORANDUM

To: Board of Directors

From: Jeremy T. Tobias, CEO

Date: January 27, 2025

Subject: *Agenda Item IV(a)*: Agreement for the Merger and Integration of California Veterans Assistance Foundation (CVAF) – **Info Item**

Executive Summary

Last year, Community Action Partnership of Kern (CAPK) entered into discussions with the California Veterans Assistance Foundation (CVAF) that would enable CVAF to be absorbed and integrated into CAPK. The discussions become more serious late last year leading eventually to an "Intent to Acquire" document signed by both agencies. The CAPK team, working in conjunction with our attorney, and an assigned ad hoc Board committee completed a full and comprehensive Due Diligence period and have concluded the acquisition will be mutually beneficial. After further assessment by our attorney, it is recommended that CAPK enter into a Merger Agreement with CVAF, with CAPK becoming the lone surviving entity of the merger.

CVAF is a locally based Veterans services nonprofit entity, serving Kern County since 1998. CVAF serves veterans and other individuals and their families who are homeless, at risk, and low income. To restore and build lives by alleviating homelessness through information, advocacy, and service. They also extend services to youth aged 18-24 with dependents and veterans nationwide willing to relocate. They employ 24 positions operating veterans and youth programs at multiple locations that will move over to CAPK to form a new Veteran and Support Services Division. Our intent is to move the staff and the programs over in a smooth transition that will not disrupt the services or change services to the clients currently being served. The effective date of the Agreement will be March 1, 2025, although the actual movement of staff and contracts may vary. Due to the requirements for grants from the Department of Veterans Affairs operated by CVAF, the CAPK Board of Directors will need to include one Board seat to represent Homeless Veterans.

This transaction will be accomplished through a Merger Agreement being drafted by our legal counsel and will also require other ancillary actions and approvals that tie back to the main agreement. The Merger Agreement effective date will be March 1, 2025 although the final merger date will likely be October 1, 2025. By that date CVAF will be fully dissolved and final paperwork filed at the Secretary of State. Through a series of assignments and other documents, CAPK will assume full operational control of CVAF effective March 1, 2025. But the CVAF paper entity and EIN will remain in affect due to various contracts and other agreements being wound down and let to run through their expiration dates.

Discussion of Legal documents to be Approved

Attorney Alex Dominguez with Klein DeNatale Goldner will review the documents and sequence of events that will take place to legally merge and transition CVAF into CAPK. The final documents will be presented to the Board for action at the February 26, 2025 Board meeting.

CVAF Programs and history

Deborah Johnson, CEO of CVAF, will provide a brief introduction and overview of CVAF history and programs.

The new Division of Veteran and Support Services

CVAF staff will transfer to CAPK, tasked with similar roles, with an effective date March 10, 2025. Following the same processes that we utilized in assessing all of the existing CAPK positions and related competencies over the last year, we utilized our compensation tool, CompEase, to complete the same exercise for each of the positions that exist under the CVAF program. In addition to this assessment, we identified existing CAPK role equivalents so as to ensure that both the assessments of duties and compensation were equitable across all of CAPK post-integration.

CAPK will recognize employee years of service at CVAF when they transfer over to CAPK. Full CAPK benefits will begin on April 1, 2025. They will remain on CVAF benefits through the end of March.

CAPK will form a new Division of Veteran and Support Services, with Deborah Johnson assigned as the Division Director reporting to Louis Gill, Chief Program Officer. The CVAF team will transition over to CAPK and become the new division, with the intent of ongoing program operations continuing in a relatively seamless fashion.

In conjunction with the creation of the Veteran and Support Services Division, the existing division of Youth and Community Services led by Freddy Hernandez will transition from Louis Gill over to Chief Business and Development Officer Pritika Ram. This Division includes Energy, VITA, Community Centers and Family Resource Centers.

Fiscal Assessment, Budget, and Audit Procedures
Tracy Webster will review the fiscal impacts of the merging of CVAF Services into CAPK. She will review the supplemental budget, transfer of grant portfolio, and auditing procedures.

Facilities and Assets
Emilio Wagner, Chief Facilities and Technology Officer will review CVAF properties, leases, fleet, fixed assets, and IT infrastructure.

Insurance Coverages
Under separate cover, (Agenda Item 4.b) CAPK insurance broker *Insurica*, will update the Board on adding CVAF program functions into our upcoming agency insurance renewal on March 1, 2025. We will recommend the addition of coverage for events prior to March 1, 2025 and Workers Comp will be reviewed as well.

Amendment of the CAPK Bylaws and Appointment of a new Board member
Due to specific requirements of grant contracts with the Department of Veterans Affairs, the CAPK Board of Directors will be required to seat at least one Board member that is a Homeless or Formerly Homeless Veteran. A draft amendment to the CAPK Bylaws is attached to this memo. There is currently one open Board seat, a Private Sector Seat that was formerly held by Jimmy Childress prior to him stepping down at the end of 2024. Staff will recommend the appointment into that seat of a current CVAF Board member that meets the new Board requirement. The CVAF Board member being recommended for appointment is Lee'o Whisenant.

Recommendation:

This is presented as an informational item, preparing for the actions to be taken at the February 26, 2025 Board meeting. Staff will answer any questions the Board has and work with the attorney to finalize all required documents for the next Board meeting.

Attachments:
PowerPoint Presentation
Amendment to CAPK Bylaws



Merger of California Veterans Assistance Foundation (CVAF)

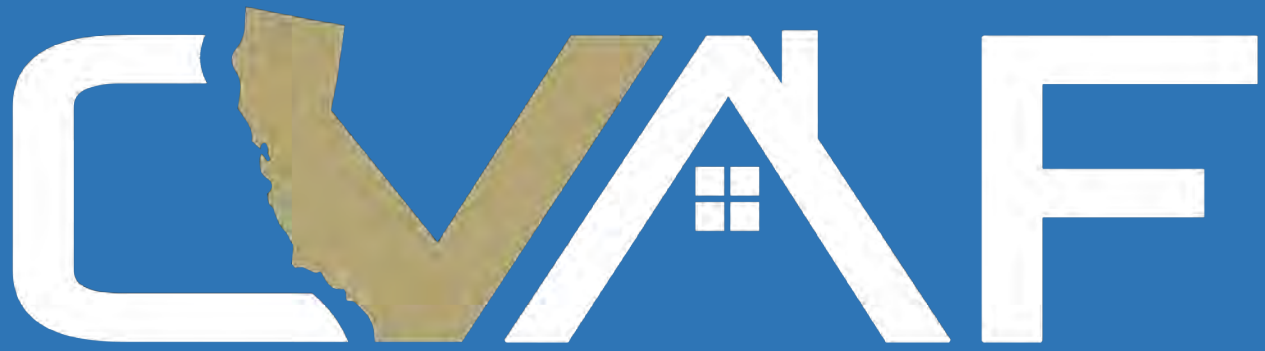
Legal Documents

Presented by attorney Alex Dominguez, KDG



Introduction & History of CVAF

Presented by Deborah Johnson, CEO of CVAF



CALIFORNIA VETERANS ASSISTANCE FOUNDATION

CVAF serves veterans and other individuals and their families who are homeless, at risk, and low income. To restore and improve lives by alleviating homelessness through information, advocacy, and service.

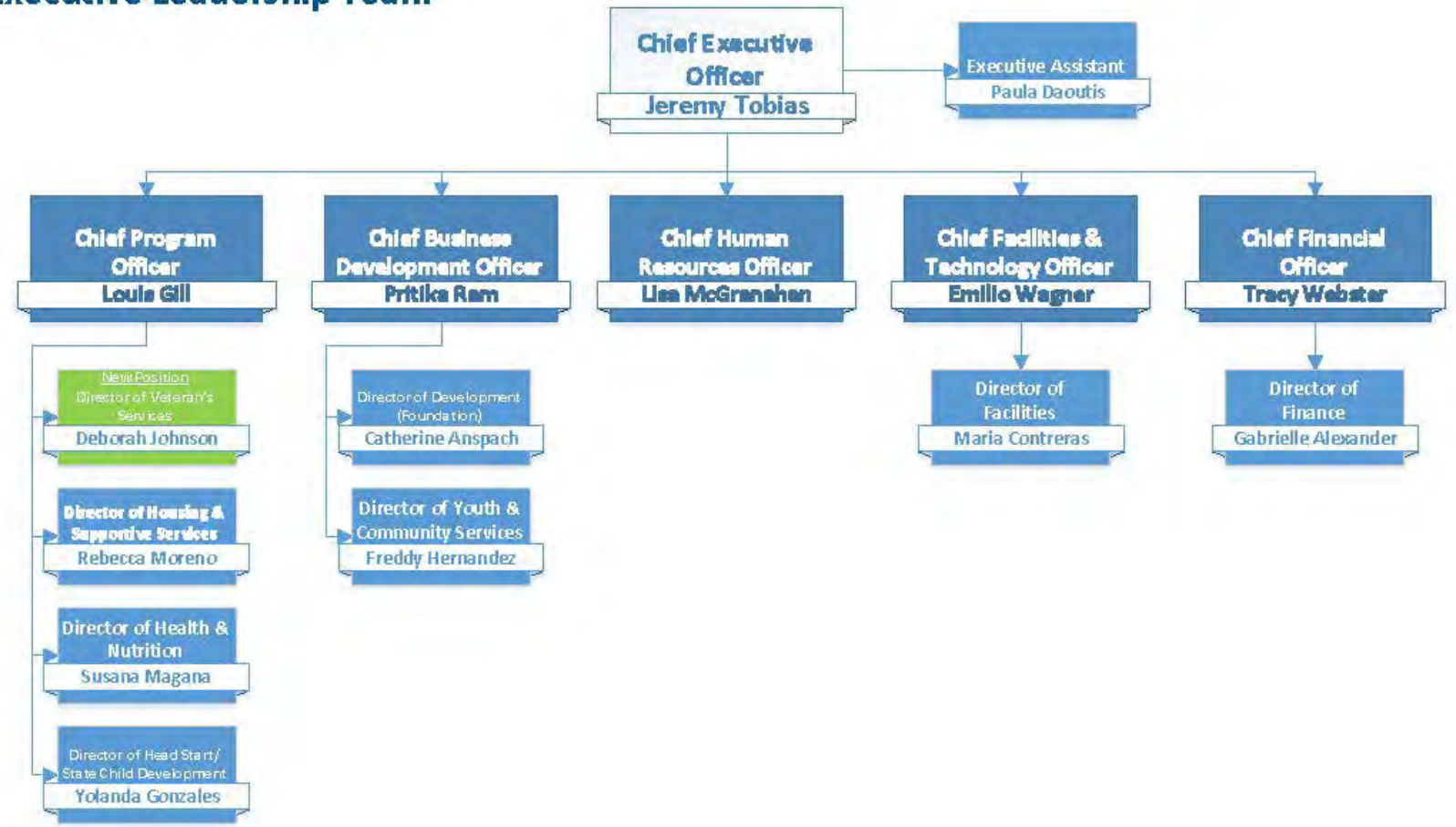


Division of Veteran & Support Services

Presented by Lisa McGranahan, Chief Human Resources Officer

CVAF Employee Pay Rates and Step Level								
			CVAF Current		Competency-Based Compensation Sschedule 2024-25 - 2.35% COLA			
EMPLOYEE	**CAPK Equivalent**	**FT/PT**	**CLASS**	**STEP**	**GRADE**	**Min**	**Mid**	**Max**
FTE	Case Manager Housing Navigator	FT	7	3	7	20.61	25.77	30.92
FTE	Accounting Specialist	FT	16	1	8	22.86	28.59	34.30
FTE	Case Manager Housing Navigator	FT	7	2	7	20.61	25.77	30.92
FTE	Case Manager Housing Navigator	FT	11	1	7	20.61	25.77	30.92
FTE	Shelter Workers	PT	17	0	4	16.00	19.20	23.04
FTE	Shelter Workers	FT	17	0	4	16.00	19.20	23.04
VACANT	Case Manager Housing Navigator	FT	7	0	7	20.61	25.77	30.92
FTE	Case Manager Housing Navigator	FT	7	3	7	20.61	25.77	30.92
FTE	Division Director	FT	3	6	16	45.63	57.04	68.44
VACANT	Case Manager Housing Navigator	FT	7	0	7	20.61	25.77	30.92
FTE	Administrative Assistant - Energy	FT	13	0	6	18.89	23.62	28.34
FTE	Accounting Specialist	FT	16	0	8	22.86	28.59	34.30
FTE	Enrollment Supervisor - HS	FT	4	2	10	28.39	35.49	42.59
FTE	Procurement Technician	FT	12	1	8	22.86	28.59	34.30
FTE	Case Manager Housing Navigator	FT	7	3	7	20.61	25.77	30.92
FTE	Case Manager Housing Navigator	FT	7	3	7	20.61	25.77	30.92
VACANT	NEW similar to a county MSW	FT	15	1	10	28.35	35.49	42.59
FTE	Case Manager Housing Navigator	FT	7	2	7	20.61	25.77	30.92
FTE	Program Manger - Housing Services	FT	4	2	12	35.58	44.47	53.37
FTE	Program Administrator	FT	2	6	13	39.97	49.96	59.95
FTE	CalAIM Program Coordinator	FT	8	1	9	25.45	31.18	38.18
FTE	211 I&R Specialist I	FT	7	1	4	16.00	19.20	23.04
Coverting to FTE	Enrollment Technician - HS	FT	14	2	6	18.89	23.62	28.34
VACANT	Case Manager Housing Navigator	FT	9	0	7	20.61	25.77	30.92

Executive Leadership Team



Revised 01-25

Fiscal Assessment, Budget, Audit Procedures

Presented by Tracy Webster, CFO

Agreed Upon Procedures (AUP) with DPVB

Confirm the following:

- Bank balances agree with reconciliations
- Fixed assets and real estate with accompanying depreciation agree with predecessor audit work papers and source documents such as invoice or sales documents
- Accounts receivable and accounts payable
- Right of use Assets and accumulated amortization
- Accrued payroll expenses at the end of 2/28/2025
- Retained earnings and unrestricted net assets to predecessor audited financial statements

Estimated Cost $18,000

REVENUE	SSVF	Grant Per Diem	HHAP CM City	HHAP County	HHAP YS	Residences at East Hills	Park 20th	TOTAL
Federal Revenue	1,415,768	939,904	-	-	-	-	-	2,355,672
State Revenue	-	-	115,000	50,000	100,000	-	-	265,000
City/County Revenue	-	-	-	-	-	-	-	-
Other	-	24,000	-	-	-	48,519	17,850	90,369
TOTAL REVENUE	1,415,768	963,904	115,000	50,000	100,000	48,519	17,850	2,711,041
EXPENDITURES								
Salaries	459,622	414,565	80,541	34,435	32,075	33,415	11,887	1,066,540
Fringe Benefits	147,079	132,661	24,005	11,019	10,264	10,693	3,804	339,525
Travel	1,356	923	-	-	-	-	-	2,279
Space Costs	259,647	176,777	-	-	-	-	-	436,424
Consumable Supplies	35,984	24,499	-	-	-	-	537	61,020
Equipment	22,218	15,126	-	-	-	-	-	37,344
Consultant/Contract Services	12,393	8,437	-	-	-	-	-	20,830
Other Costs	79,681	54,250	-	-	48,570	-	-	182,501
Program Costs	271,101	50,413	-	-	-	-	-	321,514
Depreciation	-	-	-	-	-	-	-	-
Indirect Cost	126,687	86,253	10,454	4,546	9,091	4,411	1,622	243,064
TOTAL EXPENDITURES	1,415,768	963,904	115,000	50,000	100,000	48,519	17,850	2,711,041
REVENUE LESS EXPENSE	-	-	-	-	-	-	-	-

Funding Sources

Federal

Supportive Services for Veteran's Families (SSVF)– US Department of Veterans Affairs

Veterans Grant and Per Diem Program– US Department of Veterans Affairs

State

Housing Assistance and Prevention – City of Bakersfield

Housing Assistance and Prevention – County of Kern

Housing Assistance and Prevention Youth– City of Bakersfield

Other

Residences at East Hills and Park 20th – Housing Authority of Kern



Facilities & Assets





727 Decatur St

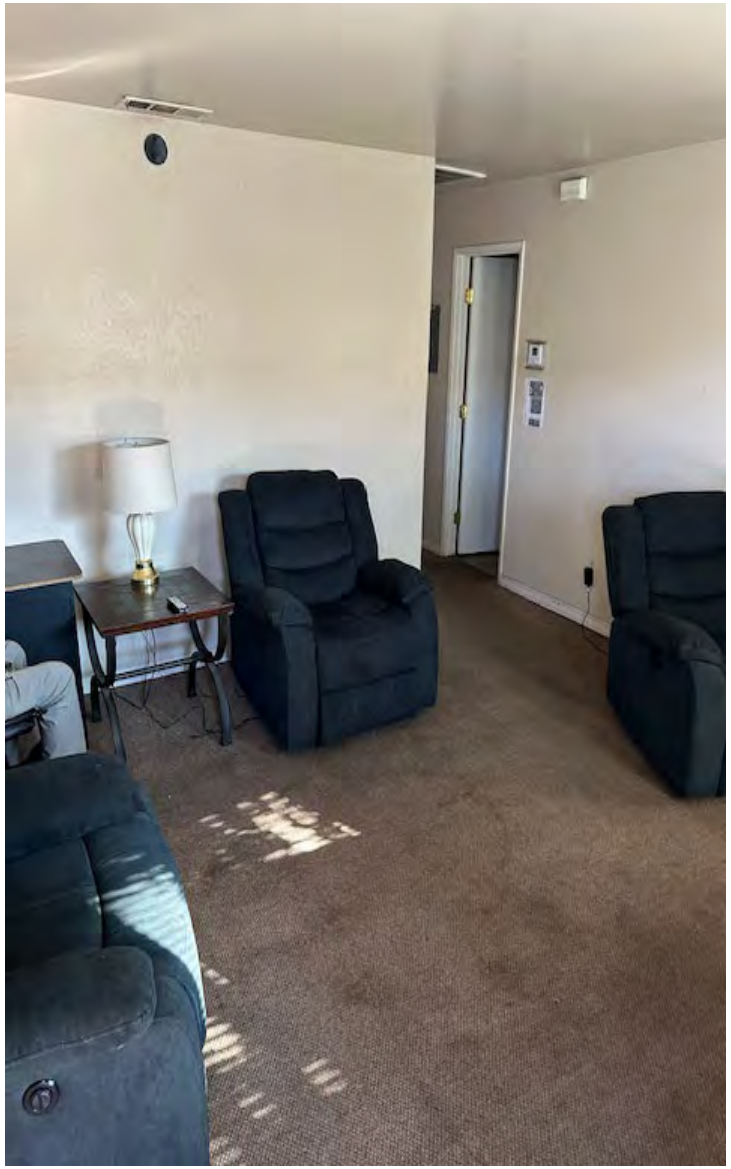
- **Ownership Status:** Owned
- **Property Type:** Single-Family Residence
- **Size:** 1,220 sq. ft.
- **Bedrooms/Bathrooms:** 2 beds, 1 bath
- **Lot Size:** 8,988 sq. ft.
- **Year Built:** 1942
- **Zoning:** R-1 (Single-Family Residential)
- **Last Sold:** $140,000 on March 27, 2007
- **Valuation:** As of January 2025, the approximate market value $197,139.

729/731 Decatur St

- **Ownership Status:** Owned
- **Federal Interest:** 65% with VA, 35% CVAF
- **Property Type:** Multi-Family Residence
- **Size:** 2,910 sq. ft.
- **Bedrooms/Bathrooms:** 8 beds, 4 baths
- **Lot Size:** 9,583 sq. ft.
- **Year Built:** 1986
- **Zoning:** Multi-Family Residential
- **Purchased:** $311,500 on October 1, 2002
- **Valuation:** As of January 2025, the approximate market value $485,600.

Decatur Unit (Exterior and Interior)







2215 Buena Vista St



- **Ownership Status:** Owned
- **Federal Interest:** 63% with the VA 35% CVAF
- **Property Type:** Multi-Family Residence
- **Size:** 560.60 sq. ft. per unit (approx.)
- **Bedrooms/Bathrooms:** 2 Beds / 1 Bath
- **Lot Size:** .56 AC
- **Year Built:** 1984
- **Zoning:** Multi-Family Residential
- **Purchased:** $365,000 on Dec. 31, 2002
- **Valuation:** As of January 2025, the approximate market value $638,315.

Buena Vista St. (Exterior and Interior)







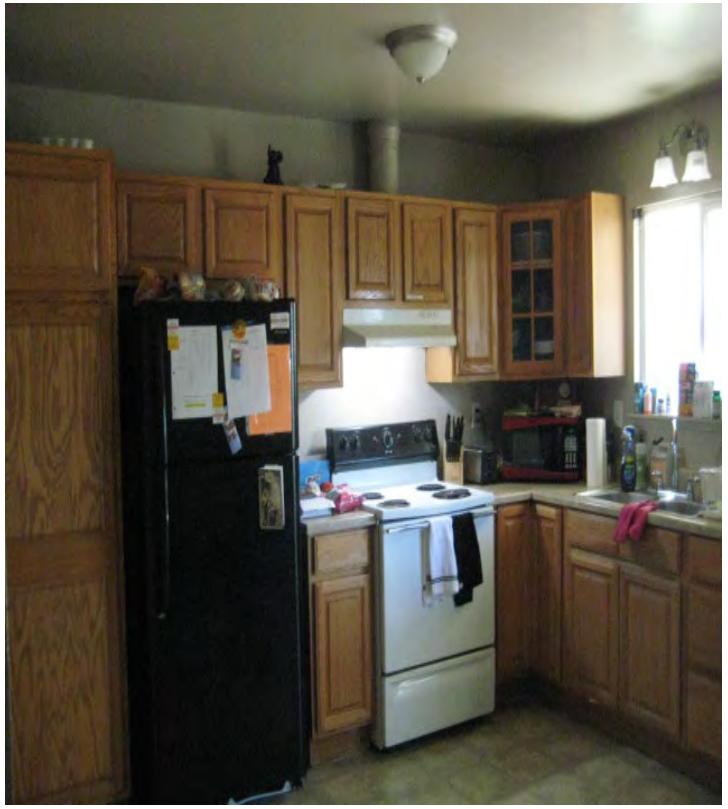
3609 Caldwell Drive



- **Ownership Status:** Owned
- **Property Type:** Single-Family Residence
- **Size:** 1,169 sq. ft.
- **Bedrooms/Bathrooms:** 3 Beds / 2 Bath
- **Lot Size: 5,201 sq. ft.**
- **Year Built:** 1972
- **Zoning:** R-1 (Single-Family Residential)
- **Last Sold:** $125,000 on February 20, 2004
- **Valuation:** As of January 2025, the approximate market value is $294,268.

Caldwell Drive (Interior and Exterior)







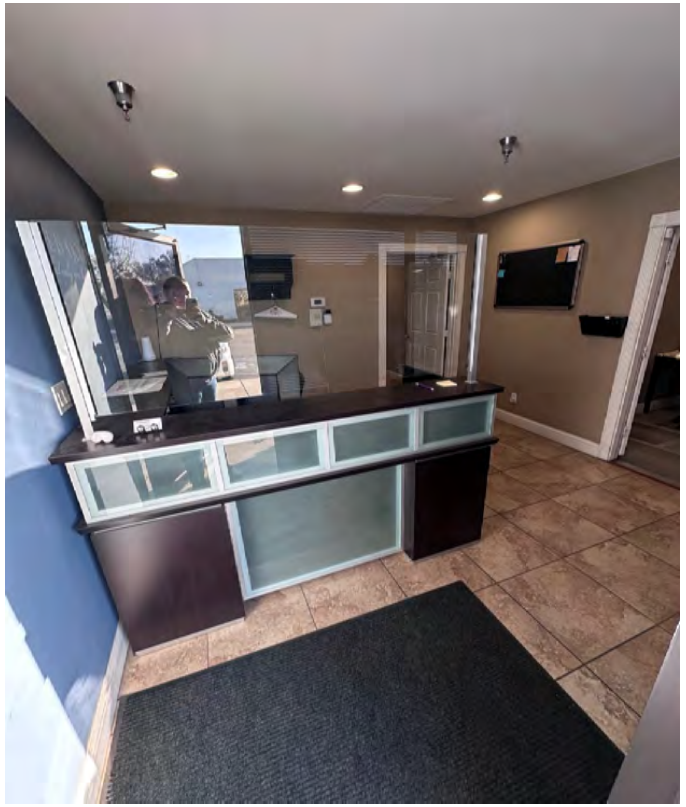
1400 Easton Dr, Suite 102

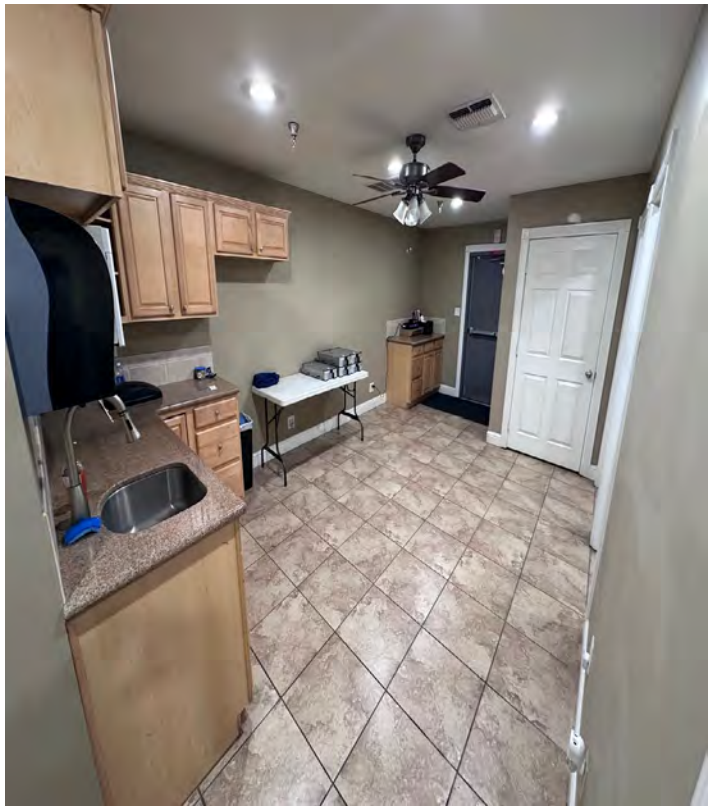


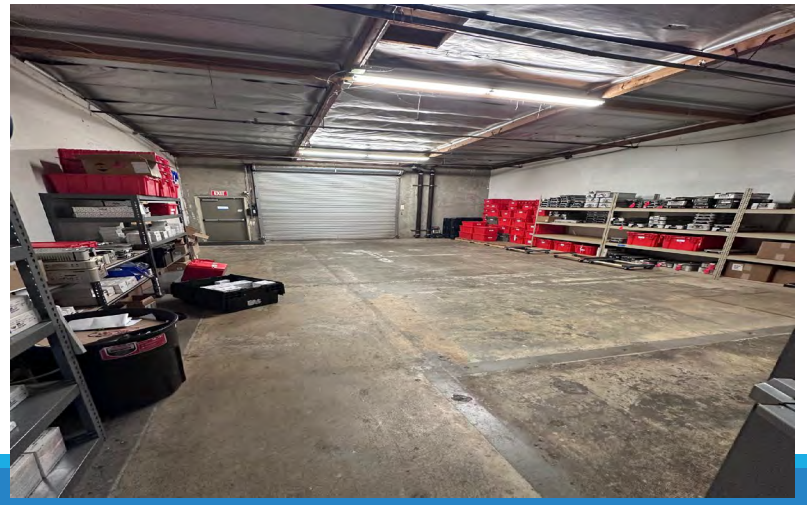
- **Ownership Status:** Owned (with Mortgage)
- **Remaining Debt:** $64,033.66
- **Property Type:** Commercial Office
- **Size:** 1,872
- **Offices:** 3 with warehouse
- **Year Built:** 1981
- **Zoning:** Commercial
- **Valuation:** As of January 2025, the approximate market value $217,296.

1400 Easton Dr. #102 (Exterior and Interior)









Covey Cottages - 604 Covey Ave - Veteran Homes



- **Ownership Status:** Owned
- Debt: $642,000 approx. (**County HOME ARP**)
- **Property Type:** Single-Family Residence -Tiny Homes
- **Size:** 400 sq. ft. per unit (12 units and Comm. Bldg.)
- **Bedrooms/Bathrooms:** 1 Bed/1 Bath
- **Lot Size:** .69 acre lot
- **Year Built:** Under Construction – Estimated April 2025
- **Zoning:** R-1 (Single-Family Residential)
- **Purchased: Lot was donated**
- **Valuation:** As of January 2025, the approximate market value is TBD. 114-181-10-0

Covey Cottages - Interior





Covey Cottages - Exterior





Equipment over $5,000

Asset ID	Description	Date in Service	Cost
175	Computer Server	3/6/2015	$ 5,772.47
177	2014 Ford Fusion Hybrid	9/18/2015	25,965.56
180	2015 Ford Transit Connect Wagon	4/22/2016	21,240.97
183	2014 Ford Escape	7/12/2016	17,990.00
196	2019 Ford Transit	10/30/2020	$20,830.18

Leased Facilities

Description	Lease Start	Lease Term (Mo)	Payment
400 30th Street, Bakersfield - Warehouse	4/10/2023	month to month	$150.00
1617 30th Street, Bakersfield - Offices	3/15/2022	60	$7,647.00

Leased Vehicles

Description	Lease Start	Lease Term (Mo)	Payment
23 Chrysler Pacifica Vehicle	8/23/2023	39	$998.89
23 Ford Escape Vehicle	1/1/2023	18	175.00
23 Ford Fusion Vehicle	12/31/2023	18	433.92
23 Ford Transit Vehicle	12/31/2023	18	580.16
23 Nissan Rogue Utility Sport	3/28/2023	18	333.79
23 Nissan Rogue Utility Sport	3/28/2023	18	332.87
23 Nissan Rogue Utility Sport	3/28/2023	18	$332.87



Insurance Coverages

Presented by Insurica Brokers

Bylaw Amendment & Board Appointment

Presented by Jeremy Tobias, CEO

(vi) Performance Improvement Plan (PIP): If VA determines that a recipient deviates more than five percent from established GPD performance goals for any two (2) consecutive quarters as defined in 38 CFR 61.80(c)(3)(A)(i) through (iv), the recipient will submit a PIP to the VA GPD Liaison sixty (60) calendar days after VA makes its determination.

(A) The PIP must identify the activity which falls below the measure. The PIP must describe the reason(s) why the recipient did not meet the performance measure(s) and provide specific proposed corrective action(s) and a timetable for accomplishment of the corrective action. The plan may include the recipient's intent to propose modifying the grant agreement. The recipient will submit the PIP to the VA GPD Liaison.

(B) The VA GPD Liaison will forward the PIP to the VA National GPD Program Office. The VA National GPD Program Office will review the PIP and notify the recipient in writing whether the PIP is approved or disapproved. If disapproved, the VA GPD Liaison will make suggestions for improving the proposed PIP, and the recipient may resubmit the PIP to the VA National GPD Program Office.

(vii) If the recipient is not compliant after the PIP, then VA may impose any combination of the following enforcement actions by award revision:

(A) Withhold placements;

(B) Withhold payment;

(C) Suspend payment; and

(D) Terminate the grant agreement, as outlined in this part or other applicable federal statutes and regulations.

(d) A homeless veteran may remain in supportive housing for which assistance is provided under this part for a period no longer than 24 months, except that a veteran may stay longer, if permanent housing for the veteran has not been located or if the veteran requires additional time to prepare for independent living. However, at any given time, no more than one-half of the veterans at such supportive housing facility may have resided at the facility for periods longer than 24 months.

(e) Each recipient of assistance under this part must provide for the consultation and participation of not less than one homeless veteran or formerly homeless veteran on the board of directors or an equivalent policymaking entity of the recipient, to the extent that such entity considers and makes policies and decisions regarding any project provided under this part. This requirement may be waived if an applicant, despite a good faith effort to comply, is unable to meet it and presents a plan, subject to VA approval, to otherwise consult with homeless or formerly homeless veterans in considering and making such policies and decisions.

(f) Each recipient of assistance under this part must, to the maximum extent practicable, involve homeless veterans and families, through employment, volunteer services, or otherwise, in constructing, rehabilitating, maintaining, and operating the project and in providing supportive services for the project.

(g) Each recipient of assistance under this part shall establish procedures for fiscal control and fund accounting to ensure proper disbursement and accounting of assistance received under this part.

(h) The recipient of assistance under this part that provides family violence prevention or treatment services must establish and implement procedures to ensure:

(1) The confidentiality of records pertaining to any individual provided services, and



Lee’o Whisenant

Lee’o Whisenant has been working in the Oil / Gas and Construction Industry as either a Supervisor or Safety Consultant for the two decades. He is a decorated US Army Combat Veteran having served four years in the 1st Armored Division. He holds a Bachelor of Business Management from the University of Phoenix as well as a Masters in Occupational Health and Safety Management from Columbia Southern University. The Board of Certified Safety Professionals has certified him as a Construction Health and Safety Technician CHST, an Occupational Health and Safety Technologist OHST and a Certified Safety Professional CSP. Lee’o is a former homeless veteran who now serves as the CVAF Secretary and Treasurer.



Recap & Next Steps

BYLAWS
OF THE
COMMUNITY ACTION PARTNERSHIP OF KERN

Adopted by
The Board of Directors on

May 12, 1965

Amended August 23, 2017, with Resolution #2017-05
Board Review August 17, 2019
Amended May 25, 2022, with Resolution #2022-19
Amended DATE, with Resolution #

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ARTICLE I

NAME AND LOCATION

This corporation shall be named the Community Action Partnership of Kern (CAPK). It is a California nonprofit public benefit corporation with its principal place of business located at 1300 18th Street, Suite 200, Bakersfield, California, 93301.

ARTICLE II

PURPOSE

CAPK shall act as the official Community Action Agency for Kern County, California, in conformity with the standards and regulations set forth by Public Law 88-452 (the Economic Opportunity Act), the Omnibus Reconciliation Act of 1981, Public Law 97-35, the Coates Human Services Reauthorization Act of 1998, Public Law 105-285, the Community Services Block Grant Act (CSBG), and State and Federal statutes regulating private nonprofit corporations. CAPK shall primarily serve Kern County but may also serve other areas needing assistance or programs as approved by the CAPK Board of Directors (Board).

For the purposes of being a Community Housing Development Organization (CHDO), CAPK considers its primary service area, Kern County, as a "community," as set forth under the federal HOME Program contained in Title 24 of the Code of Federal Regulations section 92.2(8)(i).

ARTICLE III

FUNCTIONS

The functions of CAPK shall include, but not be limited to, the following actions:

1. Identifying and diagnosing areas and causes of poverty in Kern County and/or other areas.

2. Developing a comprehensive plan to alleviate or eliminate poverty in Kern County and/or other areas.

3. Developing, conducting, and administering anti-poverty programs or overseeing the conduct and administration of anti-poverty programs, as established under provisions of the Economic Opportunity Act of 1964 (which was subsequently repealed and replaced with the Omnibus Reconciliation Act and Coates Human Services Reauthorization Act).

4. Encouraging, stimulating, and assisting in the development of anti-poverty projects by public and private nonprofit entities, voluntary organizations, and Indigenous low-income groups to meet the needs of the low-income population in and around Kern County.

5. Providing quality housing that is affordable to low-income and moderate-income individuals, pursuant to its charter, articles of incorporation, resolutions, or bylaws.

ARTICLE IV

MEMBERSHIP AND COMPOSITION OF BOARD OF DIRECTORS

Section 1. Number of Directors. The number of authorized Directors on the Board shall be fifteen (15) unless amended by a simple majority of a quorum of the Board.

Section 2. Tripartite Board. Board seats shall be allotted on a tripartite basis and shall include (i) at least one member who shall have a background and expertise in fiscal management or accounting; (ii) at least one member who shall have a background and expertise in early childhood education and development; (iii) at least one member who shall be a licensed attorney familiar with the issues that come before the Board; and (iv) at least one member who is a homeless or formerly homeless veteran, in accordance with the requirements outlined in applicable federal regulations (e.g., 38 CFR Part 61). If the Board is unable to recruit individuals to serve on the Board with these qualifications, then the Board shall use consultants or other individuals with the expertise to work with the Board in an advisory capacity. The Directors shall be drawn primarily from the following spheres of community activity in Kern County:

Category I: Public Official Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, one-third of the Board shall consist of elected public officials, currently holding office, or their appointed representatives, except that if the number of elected officials reasonably available and willing to serve is less than one-third of the memberships of the Board, membership on the Board of appointive public officials may be counted in satisfying the requirements set forth under this paragraph.

2. Pursuant to section 92.2.(5) of Title 24 of the Code of Federal Regulations "the governmental entity may not have the right to appoint more than one-third of the membership of the organization's governing body and no more than one-third of the board members may be public officials or employees of governmental entity. Board members appointed by a governmental entity may not appoint the remaining two-thirds of the board members. The officers or employees of a governmental entity may not be officers or employees of a community housing development organization."

3. As a CDHO under the HOME Program, no more than one-third of the Board shall be elected or appointed public officials or persons appointed by a public official.

Category II: Low-Income Representatives.

1. Pursuant to section 676B of Public Law 105-285 and the CSBG Act, at least one-third of the Board shall consist of individuals elected pursuant to democratic selection procedures adequate to assure that such individuals are representative of the low-income populations in the area elected to serve. A Low-income representative shall reside in the area he or she is elected to represent.

2. Pursuant to section 676B of Public Law 105-285 and section 92.2 of Title 24 of the Code of Federal Regulations, the Board shall maintain at least one-third of its membership for residents of low-income neighborhoods, other low-income community residents, or elected representatives of low-income neighborhood organizations (e.g., block groups, town watch organizations, civic associations, neighborhood church groups and NeighborhoodWorks® organizations).

3. Low-income residents shall be defined as: (i) those individuals living in the low-income community and whose incomes fall within the Federal Poverty Guidelines as being low-income; or (ii) are an elected representative of a low-income neighborhood organization Low-income representatives must not be elected or appointed public officials, or persons appointed by a public official.

Category III: Private Sector/Community Representatives.

1. Pursuant to section 676B(a)(2)(C) of Public Law 105-285, the remainder of the Board shall consist of members of business, industry, labor, religious, law enforcement, education, or other major groups and interests in the community.

2. To provide representation from various parts of the private sector and/or community, representation shall be selected from the following types of organizations, including but not limited to business, industry, labor, religious, civic, welfare/social service organizations, education, media or other major groups and interests in the community.

Section 3. Procedure. Members of the Board shall be selected pursuant to the following procedure:

Category I - (Five Seats).

1. The Board shall determine and appoint the public officials who shall serve on the Board. The five elected public officials are:
    i. One Kern County representative from a U.S. Congressional district covering Kern County;
    ii. One representative from the State of California Senate district covering Kern County;
    iii. One representative from the State of California Assembly district covering Kern County;
    iv. One representative from the Kern County Board of Supervisors; and
    v. One representative appointed by the Mayor of the City of Bakersfield.

2. Each public official selected may choose one (1) representative to serve on the Board in his or her place. A representative of a public official may not select an alternate to serve on the Board in her or her place.

3. There shall be no tenure restrictions of public officials so designated by the Board. However, the term of a public official or his or her representative shall be simultaneous with the public official's term of office. The U.S. Congressional, State Senate, and State Assembly representatives shall rotate as they leave office. The rotation of office shall alternate between the two districts that have the highest

number of Kern County residents in their district. The Chairman of the Kern County Board of Supervisors shall designate the representative to the Board. The Mayor of Bakersfield shall designate the representative to the Board.

Category II - (Five Seats).

1. Low-Income representatives shall be elected pursuant to the democratic process. CAPK shall hold elections in four (4) areas of Kern County as defined by the Kern County Superior Court Regional Divisions: Metropolitan Bakersfield, East Kern, North Kern, and South Kern. In addition, the Head Start Policy Council (PC) shall select one representative to serve as a member of the Board as the Kern County PC Representative for one (1) year.

   A Low-Income representative must reside in the area he or she is elected to represent. Voting shall be limited to residents of such area who are 18 years of age, or older. A Low-Income Representative elected need not themself be low-income but must be elected in a manner that will ensure that he or she truly represent the low-income populations in such area.

2. CAPK shall follow and conform to Federal and State regulations in conducting Category II elections. CAPK shall require each Category II candidate to sign a certificate that certifying that he or she meets all eligibility requirements and pledges to represent the low-income community. CAPK shall provide each Category II candidate with a copy of the CAPK Election Rules and Procedures, and an official petition form. CAPK shall hold elections on weekdays that do not occur on a Federal, State, or local holiday.

3. Low-income residents are those individuals identified by the Federal Poverty Guidelines as meeting low-income requirements. To confirm low-income status, a candidate shall sign a self-certification proclaiming themself to be low-income or pledging to represent the low-income community.

4. If fewer than two (2) candidates file nomination papers by the extended deadline date, the Board has the right to waive the election and appoint a representative for the area consistent with eligibility criteria.

5. If a duly elected representative under Category II fails to complete his or her term of office, the Board may appoint a successor to complete the term. The successor shall be from the same area as the Low-Income Representative being replaced and shall meet the requirements for a Low-Income Representative as set forth above.

6. A Low-Income Representative shall serve a consecutive five (5) year term. After serving five (5) consecutive years, the Low-Income Representative's seat shall be opened for election. If the Low-Income Representative wishes to remain on the Board, he or she must run for re-election and meet all requirements as set forth in the CAPK Election Rules and Procedures. There shall be no limit set on the number of terms a person may serve as a Low-Income Representative under Category II. The period of Board service for this category will begin at the regularly scheduled Board meeting following the election or appointment.

Category III - (Five Seats).

1. At the direction of the Board Chairperson, CAPK staff shall invite appropriate community organizations and private businesses to select one (1) representative from their respective entity to apply for membership to the Board to CAPK.

   Once all applications have been submitted to CAPK, such applications shall be reviewed and considered for appointment in a manner determined by the Board.

2. Upon appointment, a Category III representative shall serve a consecutive five (5) year term. After serving this consecutive five (5) year term, the Category III representative shall reapply and be considered for reappointment in a manner determined by the Board. There shall be no limit set on the number of terms a person may serve as a Category III representative. The period of Board service for this category will begin at the regularly scheduled Board meeting following appointment.

3. If an invited and appointed representative of a community organization or private business resigns from the Board or is otherwise unable to complete his or her term, then an entity of the same "type" may replace the resigning entity on the Board upon receipt of the entity's interest in serving on the Board, and after the entity is determined to be a duly representative organization by the Board. If there is no entity of the same "type" to replace the resigning entity, another "type" of entity may be appointed. When there are more entities willing to serve than there are seats available, then priority shall be given to those entities that can provide a balance to the community and best meet the criteria established by the Board for Category III membership. The Board shall make final determination as to the entity that shall serve.

No person may serve as a member of the Board who has been convicted within the past five (5) years of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals. The minimum age of a Director shall be eighteen (18) years of age.

Section 5. Vacancies.

1. Definition. A vacancy on the Board shall occur when:

   A. The Board removes a member of the Board for cause and notifies such member of his or her removal pursuant to Article IV, Section 6 below.
   B. A member of the Board notifies the Board of his or her resignation.
   C. A public official who serves as a member of the Board under Category I no longer holds elected office.
   D. A low-income representative who serves on the Board under Category II moves out of the area of which he or she was elected to represent.

2. Filling Vacant Seats of Category I Member of the Board. The Board shall select another public official to fill the vacancy or solicit the newly elected public official to make an appointment as soon as reasonably possible.

3. Filling Vacant Seats of Category II Member of the Board. The Board shall hold an election pursuant to CAPK Election Rules and Procedures.

4. Filling Vacant Seats of Category III Member of the Board. The Board may request the organization to name a new representative or refer to process in Article IV, Section 3 to fill the vacancy.

Section 6. Removal.

1. Grounds. The following shall constitute grounds for removal:

   A. Conviction of a crime involving moral turpitude. As used herein, the term "moral turpitude" shall include, but not be limited to, conduct contrary to justice, honesty, modesty, or good morals.

   B. Absences from three (3) consecutive regularly scheduled Board meetings.

   C. Absences from five (5) regularly scheduled Board meetings in any consecutive twelve (12) month period.

   D. Absences may be grounds for removal under Items B and C above; however, the Board will consider the nature of absences when deciding or consideration of removal.

   E. A low-income representative moves out of the area of which he or she was elected to represent.

   F. A member of the Board engages in conduct that is unlawful, unethical, or in any way brings CAPK into disrepute.

2. Procedure. A member of the Board may be removed by a two-thirds (2/3) majority of a quorum of the Board for any ground listed in Article IV, Section 6, Subsections A – F, above.

   Prior to removal, the member of the Board shall be notified in writing of the grounds for removal (including specific facts, dates, times, and places) and shall be given an opportunity to be heard by the Board. The representative organization or public official (if any) shall also be notified of the grounds for removal.

   Said member of the Board shall be entitled to a due process hearing before a simple majority of a quorum of the Board, which shall include the right to call witnesses and be represented by counsel. Upon a finding of good cause for removal under this section by a two-thirds (2/3) majority of a quorum of the Board, a member of the Board may be removed.

Private Sector/Community representatives and public official representatives may be replaced by the appointing organization, or the public official he or she represents, if the member of the Board no longer commands the support and/or confidence of the agency, organization, group, or individual represented.

Section 7. Petitions for Category III Representation. This provision is hereby made for a fair hearing for any community, private sector firm, or representative group that may feel inadequately represented on the Board to petition for such representation. To prevent frivolous petitions or those coming from small groups, it is hereby established that no less than twenty-five (25) signatures of persons who belong to or who serve the petitioning group will be required on each such petition. The Board shall make a written statement of reasons supporting the action taken on the petition and communicate its decision to the petitioners. In the event a petition is presented to the Board and deemed meritorious, the Board, by procedures set forth in Article IV, Section 3, shall provide a seat for such organization and shall adjust the size of the Board as necessary to maintain its tripartite structure. These Bylaws shall be amended to reflect such change.

ARTICLE V

CONFLICT OF INTEREST

Section 1. Conflict of Interest. No member of the Board shall be employed by CAPK, nor shall a member of the Board have a financial conflict of interest with CAPK. The responsibilities of the Board and its committees shall be independent of CAPK staff. An individual leaving the Board who wishes to apply for a CAPK staff position may do so after a waiting period of six (6) months from the time he or she leaves his or her position on the Board. No individual may sit on the Board who is an officer or an employee of or has a direct or indirect ownership or profit participation in an organization contracting to perform a component of any CAPK program. No employee of the Department of Community Services and Development (CSD) may serve on the Board.

No individual shall be employed with CAPK while a member of his or her family, or a roommate serves on the Board, Head Start Policy Council, or any non-staff committee or delegate division of CAPK.

For purposes of this section, a member of the immediate family shall include any of the following:

- Spouse
- Parents
- Stepparents
- Children
- Stepchildren
- Sister
- Stepsister
- Brother
- Stepbrother
- Father-in-law
- Mother-in-law
- Brother-in-law
- Sister-in-law
- Daughter-in-law
- Son-in-law
- Grandparents
- Common-law spouse (as defined by the State of California)

The Conflict of Interest Policy shall be reviewed and signed by the Board on an annual basis.

Section 2. Policy for Receiving Agency Services. Members of the Board who meet all eligibility requirements may access CAPK services. CAPK shall not under any circumstances give members of the Board preferential treatment. In addition, members of the Board must provide all required documentation and follow contract guidelines before CAPK may provide assistance or allow access to programs. If qualified for services, a member of the Board shall not participate in processing his or her own application for services or provide direction to staff on personal application processing.

ARTICLE VI

FUNCTIONS AND RESPONSIBILITIES OF THE DIRECTORS

Section 1. General. Members of the Board shall be concerned with all problems of poverty in Kern County, as well as in their respective areas, and shall be responsible for reporting back to their organization and areas where required. The Board is responsible for determining overall plans and priorities of CAPK, as well as for evaluating the progress against performance.

Section 2. Powers. The Board shall have the power to:

1. Enter into legally binding agreements with any Federal, State, or local agency, or with any private funding organization for the purpose of administering programs or providing services;

2. Approve personnel policies and procedures, including policies and procedures regarding the hiring, evaluation, compensation (at least every five years), and termination of the Chief Executive Officer, Head Start/State Child Development Services Director, Human Resources Director, Chief Finance Officer, and any other person in an equivalent position with CAPK;

3. Appoint, evaluate (each calendar year), discipline, and/or remove the Chief Executive Officer of CAPK;

4. Approve personnel, organization, fiscal and program policies, including job descriptions at least every five years;

5. Determine overall program plans and priorities for CAPK including evaluating progress against performance by reviewing and analyzing results each calendar year;

6. Approve all program proposals and budgets, including the creation of an annual agency wide budget. Ensure the annual audit is completed and presented by a CPA and formally accepted by the Board. Ensure any prior year findings are assessed and addressed by the agency;

7. Enforce compliance with all conditions of grants;

8. Oversee the extent and the quality of the participation of the low-income in programs of CAPK through a systematic approach for collecting, analyzing, and reporting customer satisfaction; and,

9. Elect the officers of the Board.

Section 3. Head Start Duties and Responsibilities. Pursuant to the Head Start Act, the Board shall have the following duties and responsibilities with regard to the Head Start programs operated by CAPK:

1. Assume legal and fiscal responsibility for administering and overseeing all Head Start programs, including the safeguarding of Federal funds;

2. Approve practices that assure active, independent, and informed governance of the Head Start program and full participation in the development, planning and evaluation of Head Start programs;

3. Ensure compliance with Federal and State laws and regulations that are in any way related to the operation of the Head Start program;

4. Approve procedures and criteria for recruitment, selection, and enrollment of children in the Head Start programs;

5. Review all applications for funding and amendments to application for funding for CAPK's Head Start programs;

6. Approve procedures guidelines for accessing and collecting information regarding programs planning, policies and Head Start program operations as defined in the Head Start Act;

7. Approve all major policies of the Agency, including an annual self-assessment, financial audit, progress in conducting the programmatic and fiscal provisions of CAPK's grant application(s), including implementation of any necessary or suggested corrective actions, and personnel policies regarding the hiring, evaluation, termination, and compensation of the agency employees;

8. Approve procedures for the selection of members of the policy councils and policy committees;

9. Approve all financial management, accounting, reporting policies, and legal and regulatory compliance regarding financial matters relating to Head Start operations, including approval of all major financial expenditures, annual approval of the operating budget, selection of independent auditors, and monitoring of CAPK's actions to correct any audit findings;

10. Review results from program monitoring, including appropriate follow-up activities;

11. Establish, adopt, and periodically update written standards of conduct and procedure for disclosing, addressing, and resolving: (a) any conflict of interest, and any appearance of a conflict of interest, by members of the Board, officers, and employees of the Head Start agency, and consultants and agents who provide services or furnish goods to the Head Start agency; and (b) complaints, including investigations, when appropriate;

12. As necessary and appropriate, establish advisory committees to oversee key responsibilities related to program governance and improvement of Head Start programs.

ARTICLE VII

MEETINGS

Section 1. The Brown Act. The Board and all Standing Committees shall act in accordance with the Brown Act.

Section 2. Regular Meetings. The Board shall schedule at least ten (10) monthly Board meetings in a calendar year period for the purpose of transacting CAPK business.

Section 3. Special Meetings. The Chairperson or a group of five (5) or more Directors may call a special meeting pursuant to the procedure and requirements set forth under the Brown Act.

Section 4. Minutes. The Board shall keep, or cause to be kept, minutes for each open session Board and Standing Committee meeting. CAPK staff shall distribute, or cause to be distributed, minutes of the previous Board and Standing Committee meetings to all members of the Board before the next regular meeting. Additionally, such minutes shall be made available to the public, upon request. CAPK shall provide written translations of the minutes upon request by a member of the public in areas where a significant portion of the poverty population does not speak English.

Section 6. Quorum. A quorum of the Board shall consist of at least fifty percent (50%) of the non-vacant seats on the Board.

ARTICLE VIII

OFFICERS

Section 1. Officers. The Board shall annually elect the following officers:

1. Chairperson.
2. Vice-Chairperson.
3. Secretary.
4. Treasurer.

Section 2. Term of Office. The term of office for each officer position shall be one (1) year.

Section 3. Election of Officers. The Board shall elect its Officers at the first Board meeting of each calendar year. Only members of the Board present at the meeting may vote in Officer elections. The Officer-nominee that receives a majority vote of a quorum of the Board shall be appointed to the nominated Officer position.

Section 5. Limitations. No member of the Board may hold two or more offices concurrently.

Section 6. Duties of the Chairperson. The Board Chairperson shall preside over the Board meetings as Chairperson, serve as the supervisor of the Chief Executive Officer, and perform those duties customarily performed by the Chairperson of the Board of a nonprofit corporation. The Chairperson shall have the power to make committee appointments as set forth in Article IX below.

Section 7. Limitations of the Chairperson. No Board Chairperson shall serve as Chairperson for more than three (3) consecutive one (1) year terms during his or her overall Board term.

Section 8. Duties of the Vice Chairperson. The Vice Chairperson shall fulfill the duties of the Board Chairperson in his or her absence, and other duties as required or otherwise determined by the Board.

Section 9. Duties of the Secretary. The Secretary shall keep, or cause to be kept, in the office of CAPK, the official records and minutes of the Board meetings.

Section 10. Duties of the Treasurer. The Treasurer shall keep, or cause to be kept, the records of the receipt, care, and disbursement of funds of CAPK. In conducting these functions, the Treasurer shall collaborate with the Chief Financial Officer and his or her assistants who shall perform the day-to-day accounting functions for CAPK.

Section 11. Chain of Command. In the absence of the Board Chairperson, the chain-of-command will be as follows: 1) Vice Chairperson; 2) Secretary; 3) Treasurer; 4) Senior Board Member by years served on the Board.

Section 12. Interim Officers. If an Officer position becomes vacant, the Board shall hold an interim Officer election at the next regular Board meeting following the notice of vacancy. Less than a six (6) month term of service shall not constitute a full term. A simple majority vote of a quorum of the Board shall be necessary to fill the vacant officer position.

ARTICLE IX

COMMITTEES

Section 1. Membership. All Standing Committees shall include at least one (1) member of the Board from each category and shall generally reflect the composition of the full Board. The quorum requirements for Standing Committees shall be a simple majority (3 of 5) of the total membership of the committee. All committee meetings shall be conducted pursuant to the open meeting requirements of the Brown Act. The number of Directors on any Committee may not constitute a quorum of the Board.

Section 2. Standing Committees. The Board shall establish and maintain the following Standing Committees:

1. **The Executive Committee.**

   A. The Executive Committee shall consist of the Officers, as listed in Article VIII, Section 1, and up to two (2) Directors appointed annually by the Board Chairperson.

B. The Executive Committee shall act on behalf of the Board between regular Board meetings. The Executive Committee shall report to the Board any actions it takes in the interim between regular Board meetings.

C. If the Executive Committee cannot convene within the timeframe required for action to be taken, the Board Chairperson may act on behalf of the Board. The Board Chairperson shall report any action taken pursuant to this paragraph to the full Board at the next regular Board meeting for consideration and ratification by the Board.

D. The Executive Committee shall determine its own meeting schedule.

2. **The Personnel Committee.**

A. The Personnel Committee shall consist of the Vice Chairperson, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Personnel Committee shall function as arbitrator in any labor or personnel disputes not resolved by the Chief Executive Officer.

C. The Personnel Committee shall review, monitor, and recommend for approval the CAPK Personnel Policies.

D. The Personnel Committee shall obtain information concerning employment practices including, but not limited to, overtime, vacations, wage and hour issues, and other relevant concerns and shall keep the Board apprised as to significant trends and make recommendations regarding future policy changes.

E. The Personnel Committee shall determine its own meeting schedule.

3. **The Budget and Finance Committee.**

A. The Budget and Finance Committee shall consist of the Treasurer, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Budget and Finance Committee shall cause to have made (in accordance with scheduled Board meetings) a review of the financial position of all component programs and report their findings to the Board. This committee will also review and comment upon each new budget before its submission to the respective funding sources.

C. The Budget and Finance Committee shall determine its own meeting schedule.

4. **The Program Review and Evaluation Committee.**

A. The Program Review and Evaluation Committee shall consist of the Secretary, who shall serve as the chairperson, and up to five (5) Directors appointed annually by the Board Chairperson.

B. The Program Review and Evaluation Committee shall review all program ideas, project proposals, and report their reactions and recommendations to the Board.

C. The Program Review and Evaluation Committee shall also be responsible for recommending overall plans and priorities for CAPK and for making periodic examinations of projects underway and reporting to the Board where, in its judgment, each project is achieving its stated goals.

D. The Program Review and Evaluation Committee shall determine its own meeting schedule.

5. **The Audit and Pension Committee.**

A. The Audit and Pension Committee shall consist of a chairperson, who shall be appointed by the Board Chairperson, and up to five (5) Directors appointed annually by the Board Chairperson. The chairperson of the Audit and Pension Committee shall not be a member of the Budget and Finance Committee, nor shall Budget and Finance Committee members constitute more than 49% of the total membership of the Audit and Pension Committee.

B. The Audit and Pension Committee shall recommend the retention and termination of the independent auditor, may negotiate the compensation of the auditor on behalf of the Board. Further, this committee shall confer with the auditor to satisfy the committee members that the financial affairs of CAPK are in order, shall review and determine whether to accept the audit and shall approve performance of any non-audit services to be provided by the auditing firm.

C. The Audit and Pension Committee shall oversee and monitor the administrative and fiduciary responsibilities of our retirement programs. It shall do so by meeting on a regular and ad-hoc basis and will receive regular presentations from the CAPK retirement plan provider(s).

D. The Audit and Pension Committee shall determine its own meeting schedule.

Section 3. Non-Director Committee Members. In establishing Standing Committees and appointing members thereof, the Board Chairperson may draw upon citizens who utilize the services of CAPK and/or who have demonstrated concern with poverty and have special training or experience that can be employed in effectuating the purpose for which CAPK is organized.

Section 4. Ad-Hoc Committees. The Board Chairperson may establish Special Ad-Hoc Committees to investigate, review, and/or make recommendations in areas, matters, or problems not covered by Standing Committees. Members of a Special Ad-Hoc Committee shall only consist of members of the Board.

ARTICLE XI

CHIEF EXECUTIVE OFFICER RESPONSIBILITIES

Section 1. Chief Executive Officer. The Board shall appoint the Chief Executive Officer who shall serve at the discretion of the Board as the Administrative Officer of CAPK.

Section 2. Responsibilities to CAPK. The Chief Executive Officer shall be responsible for the conduct and administration of approved programs and delegate programs within the authority of policies established by the Officers and Board of CAPK.

Section 3. Responsibilities to the Board. The Chief Executive Officer shall be responsible to the Board for:

1. Implementing and enforcing all employment policies and procedures and guidelines established by CSD and the CAPK Board.

2. Ensuring compliance with the open meeting requirements of the Brown Act.

ARTICLE XII

OPERATING PROCEDURES

Section 1. Proxy. Members of the Board shall not vote by proxy at any meeting of the Board or committee meeting.

Section 2. Compensation. Members of the Board shall not receive regular compensation.

Section 3. Reimbursement. CAPK shall reimburse expenses incurred by members of the Board as follows:

1. Mileage reimbursement for all members of the Board.
2. CAPK-related business expense reimbursement for all members of the Board.
3. Childcare reimbursement for all member of the Board.
4. Accommodation and meal costs for the East Kern low-income representative to attend meetings in person when teleconferencing is not available or personal attendance is required.

Such reimbursements shall be made pursuant to CAPK Policies and Procedures.

Section 4. Teleconferencing. The low-income representative elected to represent East Kern may use teleconferencing to attend Board meetings. The Board shall establish the location for the teleconference meeting. Such teleconference location shall be a CAPK owned physical location or a privately rented facility. Whether a CAPK owned physical location or privately rented facility, the teleconference location shall be fully accessible to the public to address the Board during times allotted for public comment. The Brown Act shall apply to such teleconference meetings. If teleconferencing is used in East Kern County, CAPK staff shall post, or cause to be posted, the meeting agenda and allow public comment pursuant to the Brown Act.

ARTICLE XIII

AMENDMENTS

These Bylaws may be amended by a majority vote of the total membership of the Board at any properly noticed meeting of the Board. CAPK staff shall provide written or electronic copies of the proposed amendments to all members of the Board or cause such copies to be provided to all members of the Board, at least ten (10) days prior to the consideration of the amendment(s).

CERTIFICATE BY SECRETARY

I DO HEREBY CERTIFY AS FOLLOWS:

That I am the duly elected, qualified and acting Secretary of Community Action Partnership of Kern and that the foregoing Bylaws were amended as the Bylaws of said corporation at a regularly scheduled meeting of the Board of Directors on DATE, in accordance with the Articles of Incorporation and Bylaws of said corporation.

IN WITNESS WHEREOF, I have hereunto set my hand this xxth day of Month.

_____

, Secretary

MEMORANDUM

To: Board of Directors

From: Emilio Wagner, Chief Facilities & Technology Officer

Date: January 27, 2025

Subject: *Agenda Item IV(b)*: Risk Insurance Renewal Update – **Info Item**

Background
CAPK's annual risk insurance renewal process is near completion. As part of our due diligence, our insurance broker, INSURICA, has reviewed our current policies and has gone to the market to secure the most comprehensive and cost-effective coverage for a March 1st renewal.

Current Events
Due to the timing of January 1st renewals, underwriters were primarily focused on these policies and typically deferred work on later renewals. Despite this, INSURICA has actively pushed to secure renewals, negotiating premiums and coverages. However, there was not sufficient time for staff to review the available options thoroughly and make a recommendation to the Board.

INSURICA will present the results of their efforts along with their recommendations during the January 27th meeting. For the February 26th meeting staff will present a recommendation for renewal. This delay allows staff the necessary time to review the options and provide their recommendation to the Board. Additionally, this period will enable INSURICA to work on merging the California Veterans Assistance Foundation (CVAF) exposures to the current CAPK Insurance Policies. The additional exposures associated with the merger between the two entities will impact the final annual premium.

Next Steps
This is an update and informational item. A final recommendation for the 2025 risk insurance renewal package will be prepared for consideration and approval at the February 26 Board of Directors meeting.

Attachments:
Presentation



Community Action Partnership of Kern
Insurance Renewal

March 1st, 2025 to March 1st, 2026

Presented: January 27th, 2025

INSURICA

Your Service Team

INSURICA Service Team		
National Not-For-Profit Group Leader	Josh Wall	661.316.5184 Josh.Wall@INSURICA.com
Agent / Producer	Aaron Uribe	661.316.5182 Aaron.Uribe@INSURICA.com
Account Executive	Alex Jackson	661.316.5156 Alex.Jackson@INSURICA.com
Account Manager	Tori Ramirez	661.316.5195 Tori.Ramirez@INSURICA.com
Risk Management / Loss Control	Jeremy Hearron	661.316.5155 Jeremy.Hearron@INSURICA.com
Safety Service Specialist	Tony Donez	661.316.5147 Tony.Donez@INSURICA.com
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Claim Specialist	Vickie Wright	661.316.5119 Vickie.Wright@INSURICA.com
WC Claim Specialist	Lisa Cantu	661.316.5169 Lisa.Cantu@INSURICA.com

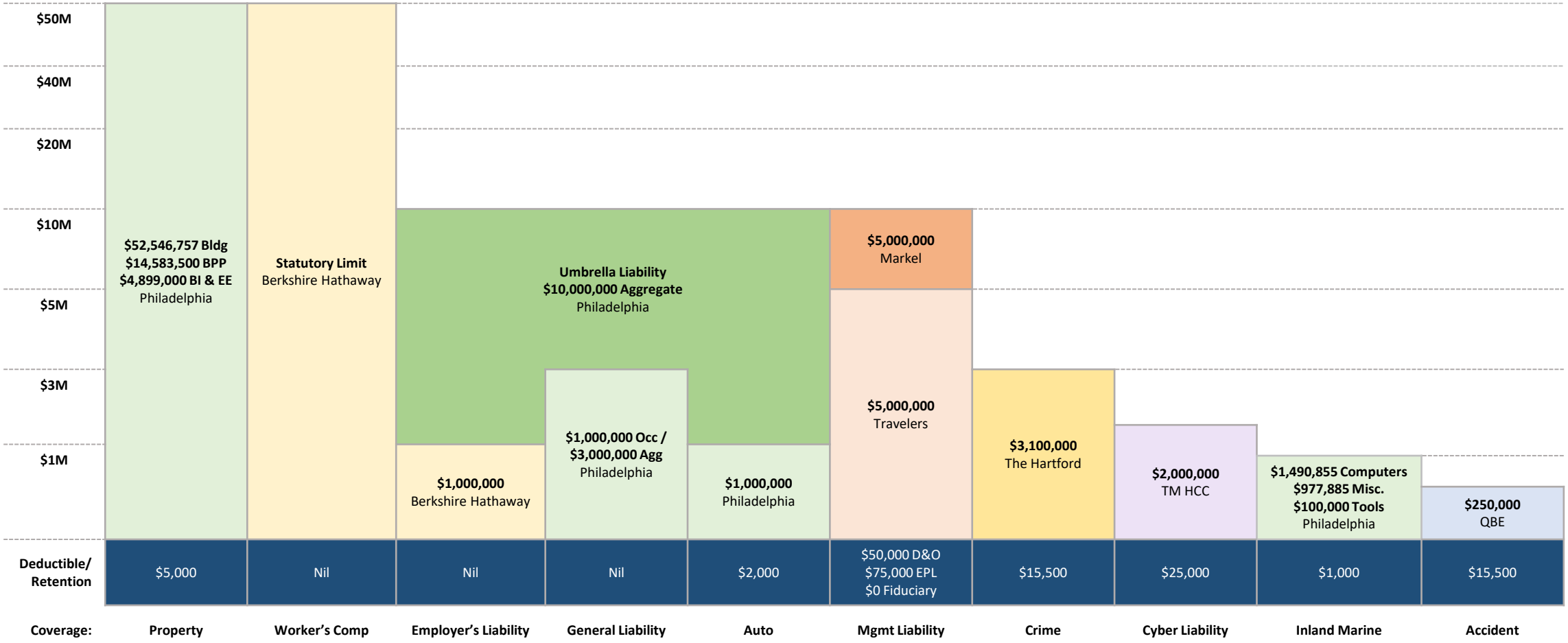
Expiring vs Renewal Results

Expiring Program: March 1st, 2024 to March 1st, 2025			Renewal Program: March 1st, 2025 to March 1st, 2026		
Coverage	**Carrier**	**Premium**	**Carrier**	**Premium**	**Difference**
Package – Property, GL, Auto, Inland Marine, Professional	Philadelphia	$321,999	Philadelphia	$432,048	+34.2%
Umbrella	Philadelphia	$60,975	Philadelphia	$81,469	+33.6%
Management Liability	Travelers	$227,451	Travelers	$227,766	+0.1%
Excess Management Liability	Markel	$90,981	Markel	$85,000	-6.6%
Crime	The Hartford	$14,503	The Hartford	$12,005	-17.2%
Cyber	Tokio Marine HCC	$17,165	Tokio Marine HCC	$15,469	-9.9%
Broker Fee		**$100,000**	**Broker Fee**	**$0**	**-100%**
	Total Expiring:	**$833,074**	**Total Renewal:**	**$848,821**	**+1.9%**

- **The 2025-2026 premiums now include broker commission.**
- The premiums shown above include any applicable surplus line taxes and/or fees.
- The Workers' Compensation and Accident policies renew on July 31st and August 1st, 2025.

INSURICA

2025-2026 Proposed Program



Package Renewal

Property, General Liability, Auto, Inland Marine, Professional Liability

2025-2026 Package Renewal

Coverage	Limit	Deductible	Premium
Property	$52.5M Building $14.6M BPP $4.9M BI & EE	$5,000	$101,029
Auto	$1,000,000	$2,000	$240,995
General Liability	$1M / $3M	$0	$56,600
Employee Benefits Liability	$1M / $3M	$0	$300
Professional Liability	$1M / $3M	$0	$17,686
Sexual/Physical Abuse or Molestation	$1M / $3M	$0	$7,068
Inland Marine	$1,490,855 Computers $977,885 Misc. $100,000 Tools	$1,000	$7,977
Cyber Security Liability	$100,000	$1,000	$493
Total Premium			**$432,048 (+34.2%)**

Exposures

Exposure	2024-25	2025-26	Difference
Buildings	$51.1M	$52.5M	+2.7%
BPP	$15.1M	$14.6M	-3.3%
BI & EE	$4.7M	$4.9M	+4.3%
Revenues	$154.5M	169.2M	+9.5%
Vehicles	114	112	-1.8%
Equipment	$1.6M	$1.6M	+0.0%
Employees	927	989	+6.7%
Teachers	250	375	+50.0%

- **The 2025-2026 premiums now include broker commission.**

Package Renewal (Continued)

Property, General Liability, Auto, Inland Marine, Professional Liability

- Current Market Trends in Property are showing year-on-year increases. The increases are primarily due to rising construction costs and increased prices for materials and labor.
- Fires and Natural Disasters are severely impacting property rates across the United States.
- Current Market Trends in Business Auto premium increases are due to increased repair costs, higher medical expenses, and more frequent and severe claims. Carriers are combating these issues by raising auto deductibles. PHLY has increased the auto deductible from $500 Comp and $1,000 Collision to $2,000 Comp/Collision.
- Current Market Trends in General Liability factoring into increased carrier rates are rising claims and litigation costs, higher medical expenses, legal fees, and larger jury awards.
- Professional Liability increase in premium was due to an increase in full-time teachers from 250 to 375 (+50%).
- Contributing factors in Sexual/Physical Abuse or Molestation premiums include organizational exposures like schools, daycare centers, and youth organizations.
- After a thorough marketing effort, PHLY remains the most competitive option for CAPK. Other markets approached include Nonprofits Insurance Alliance of California, Great American, GuideOne, Church Mutual, CareProviders Insurance, Hanover, and Berkley Human Services. Our full proposal will include a detailed marketing summary.

Umbrella Renewal

- The Umbrella and Excess Liability insurance market is experiencing challenges due to limited availability of underwriting capacity and heightened loss frequency.
- PHLY's increase is attributed to challenging market conditions and the inclusion of commission in this year's renewal.
- PHLY quoted its Umbrella renewal for $81,469. This represents an increase of $20,494, or 33.6%.
- Following our pre-renewal meeting, PHLY advised that it would reduce its Umbrella limit to $5 million. However, after further negotiation, INSURICA maintained the $10 million aggregate limit.
- Next renewal, CAPK can expect PHLY to reduce its aggregate limit from $10 million to $5 million. This, in turn, creates the need for an additional excess insurer to provide an excess $5 million liability limit.
- PHLY reduced the Umbrella sublimit for Professional Liability, and Abusive Conduct Liability from $6 million to $5 million.

2025-2026 Umbrella Renewal

Carrier	Limit	Retention	Premium
PHLY	$10,000,000	Follows Underlying	$81,469 (+33.6%)

Exposures

Exposure	2024-25	2025-26	Difference
Revenues	$154.5M	169.2M	+9.5%

- **The 2025-2026 premiums now include broker commission.**

Management Liability Renewal

Directors & Officers, Employment Practices, Fiduciary Liability

- Despite challenges with the EPL loss history, CAPK's class of business, and the California risk location, we are pleased to report we negotiated a -1.8% premium result.
- Travelers quoted its renewal for a $227,766 annual premium. It agreed to maintain its $75,000 EPL retention.
- No other insurer could offer a $75,000 EPL retention. Higher EPL retentions are available from Travelers and alternative carriers; however, we recommend maintaining the $75,000 EPL retention.
- Following negotiations, Markel quoted its renewal for $85,000 annual premium. This represents a premium decrease of $5,981, or -6.6%.
- Markel provided additional limits over several of Travelers' sublimits. The revised limits are as follows:
    - Additional D&O Side A Limit increased from $1 million to $2 million.
    - Immigration Sublimit increased from $100,000 to $200,000.
    - Workplace Violence Sublimit increased from $250,000 to $500,000.
    - Various Fiduciary Penalty Sublimits increased from $250,000 to $500,000.
- Additional limits are available upon request. We recommend considering a D&O Side A DIC excess of the current program for dedicated coverage for CAPK's directors and officers.

2025-2026 Management Liability Renewal

Carrier	Coverage	Limit	Retention	Premium
Travelers	**D&O**	$5M (Shared)	$0 / $50,000	$227,766 (+0.1%)
	EPL		$75,000	
	Fiduciary		$0	
Markel	**Excess MGLI**	$5M (Shared)	Follows Primary	$85,000 (-6.6%)
Total	**All MGLI**	**$10M (Shared)**		**$312,766 (-1.8%)**

Exposures

Exposure	2024-25	2025-26	Difference
Revenues	$154.5M	169.2M	+9.5%
Employees	927	989	+6.7%
Plan Assets	$35.2M	$39.8M	+13.4%

Cyber Renewal

- The Cyber insurance market continues to experience strong competition between insurers.
- Tokio Marine HCC agreed to a premium decrease of $1,696, or -9.8%.
- In addition, the following enhancements were made:
  - Reduced the retention from $50,000 to $25,000.
  - Added coverage for Non-I.T. Vendor Dependent Business Interruption.
  - Increased Cybercrime coverage sublimits from $100,000 to $250,000.
  - Increased the Biometric Claims sublimit from $100,000 to $250,000.
- Tokio Marine HCC also provided an option to reduce the retention further to $15,000:
  - TM HCC: $2,000,000 Limit; **$15,000 Retention**; $18,647 Premium (+8.6%).
- INSURICA received alternative options from At-Bay, Beazley, CFC, Coalition, Corvus, and Cowbell. However, Tokio Marine HCC remains our recommendation for renewal based on a combination of coverage and premium.
- We developed options to increase the Cyber limit of insurance with Tokio Marine HCC for CAPK's consideration:
  - TM HCC: **$3,000,000 Limit**; $25,000 Retention; $22,823 Premium.
  - TM HCC: **$5,000,000 Limit**; $25,000 Retention; $27,781 Premium.

2025-2026 Cyber Renewal

Carrier	Limit	Retention	Premium
TM HCC	$2,000,000	$25,000	$15,489 (-9.9%)

Exposures

Exposure	2024-25	2025-26	Difference
Revenues	$154.5M	169.2M	+9.5%
Employees	927	989	+6.7%

Crime Renewal

- INSURICA is pleased to deliver a significant premium reduction for CAPK's Crime renewal through competitive marketing. This decrease comes despite substantial increases in assets, revenues, and employees year-over-year.
- The incumbent insurer, The Hartford, quoted its renewal for $12,005 annual premium. This represents a premium decrease of $2,498, or -17.2%.
- INSURICA received a competitive Crime quote from Berkley with similar coverage and deductible, for $7,068 annual premium. This represents a $7,435 decrease, or -51.3% if elected.
- Berkley offers a Social Engineering Fraud sublimit of $250,000. Currently, The Hartford provides a $15,000 sublimit.
- Berkley's quote is subject-to the completion of a supplemental application regarding CAPK's Social Engineering Fraud controls prior to binding coverage.
- The following page contains a coverage comparison summary between The Hartford and Berkley.

2025-2026 Crime Renewal Options

Carrier	Limit	Deductible	Premium
Hartford*	$3,100,000	$15,000	$12,005 (-17.2%)
Berkley	$3,100,000	$15,000	$7,068 (-51.3%)

*Incumbent

Exposures

Exposure	2024-25	2025-26	Difference
Assets	$58.3M	$85.7M	+47.0%
Current Assets	$26.5M	$33.5M	+26.4%
Employees	927	989	+6.7%

Crime Renewal

Coverage	The Hartford – Incumbent		Berkley – Alternative	
	Limit	Deductible	Limit	Deductible
Employee Theft	$3,100,000	$15,500	$3,100,000	$15,000
Forgery or Alteration	$3,100,000	$15,500	$3,100,000	$15,000
Inside the Premises	$3,100,000	$15,500	$3,100,000	$15,000
Outside the Premises	$3,100,000	$15,500	$3,100,000	$15,000
Computer and Funds Transfer Fraud	$3,100,000	$15,500	$3,100,000	$15,000
Telephone Toll Fraud Coverage	**$3,100,000**	$15,500	**$100,000**	$15,000
Money Orders and Counterfeit Currency	**$50,000**	**$0**	**$3,100,000**	$15,000
Computer Systems Restoration Expenses	**$25,000**	$1,000	**N/A**	**N/A**
Identity Recovery Expenses	**$25,000**	$250	**N/A**	**N/A**
Deception Fraud / Social Engineering Fraud	**$15,000**	**$5,000**	**$250,000**	$25,000
Investigative Expense Sublimit	**$25,000**	$0	$10,000	$0
Total Premium	**$12,005**		**$7,068**	

INSURICA

Coverage Considerations

- **Cyber Liability:** Cyber-related threats continue to evolve and present risks for all organizations. We will obtain options to increase CAPK's Cyber limit and seek enhancements available from the market.
  - Peer benchmarking shows that non-profit organizations with annual revenues between $100 million and $200 million purchase a median Cyber Liability limit of $3 million (30 peers).
  - Note that defense costs erode the limit of liability.
  - ✓ **UPDATE: Options developed with Tokio Marine HCC for increased limits. See slide 9.**
- **Excess D&O Side A DIC:** Traditional Directors & Officers (D&O) Liability insurance offers financial protection to both individual directors and officers as well as the organization itself. Excess Side A Difference in Conditions (DIC) policies can be purchased in addition to a traditional D&O policy to provide supplementary protection specifically dedicated to individual directors and officers when no other indemnification options are available.
  - ➢ **UPDATE: Side A DIC options are available upon request.**
- **Deception / Social Engineering Fraud (Crime):** CAPK currently has a Deception Fraud sublimit of $15,000 on its Crime policy with The Hartford. This covers incidents where criminals trick an organization into sending them money by impersonating a vendor, customer, custodian, or another employee. We recommend increasing the sublimit to the highest available level due to the frequency of these incidents and the growing sophistication of these criminals.
  - ✓ **UPDATE: By switching to Berkley, the Deception / Social Engineering Fraud Sublimit has been increased from $15,000 to $250,000 for no additional premium. See slides 10 and 11.**
- **Active Assailant:** Sadly, every organization must consider the risk of an act of violence. Active Assailant insurance provides financial protection to organizations for the various costs that follow an incident.
  - ➢ **UPDATE: INSURICA received CAPK's application for Active Assailant coverage and will provide a proposal as soon as possible.**

MEMORANDUM

To: The Board of Directors

From: Maria Contreras, Director of Facilities

Date: January 27, 2025

Subject: *Agenda Item IV(c)*: Approval of Contract with Puiser Construction - **Action Item**

Background
The Sterling Head Start Child Development Center, located at 3000 Sterling Rd, Bakersfield, CA 93306, is classified as a mega site consisting of 12 classrooms. This facility has an urgent need for an adequately sized break room and resource room for staff, along with improved adult restrooms, a designated janitorial space, and replacement of its aging windows. To address these critical needs and to ensure a comfortable and efficient environment for staff productivity, a competitive procurement process was conducted to select a contractor for the remodel. This initiative, as part of a phase 3 facility improvement, aims to complete tenant enhancements that include the construction of functional adult restrooms, a designated janitorial area, new windows, and a break room.

The scope of work includes demolition, carpentry, plumbing, electrical work, and finish work required for the remodel, as detailed in the Request for Quote (RFQ).

Current Events
The RFQ was sent to eight contractors where two fully responsive proposals were received. After a thorough evaluation of all bids received, Puiser has been identified as the recommended contractor due to their competitive pricing. Additionally, they successfully completed Phase 1 and are currently in the process of finishing Phase 2 of the tenant improvement project for this facility totaling **$277,085** for phase 3 of this facility TI. The other bid received was from Custom L&A in the amount of $280,000.

Fiscal Impact
After collaborating with the program staff and finance team, it has been determined that the Head Start no-cost extension funding is an eligible resource to support this project.

The contractor's proposal includes the design and build of the remodel project, ensuring compliance with all necessary architectural and engineering requirements, obtaining required permits, and providing warranties on materials and workmanship.

Recommendation
Staff recommend that the Board of Directors approve the selection of Puiser Construction as the contractor for the Sterling Phase 3 Remodel project and authorize the Chief Executive Officer to execute the contract and any future amendments.

Attachments:
Procurement Results Summary Form & associated proposals

Community Action Partnership of Kern
Procurement Result Summary Form

Requestor Information

REQUESTED BY:	Maria Contreras	PROGRAM/DEPARTMENT:	Operations	DATE:	12/11/2024
CODING:	6215-109-004-120-110-14-2-1 @ 64% / 6215-108-004-120-110-14-2-1 @ 36%				

Brief Description of Procurement:

Sterling Kitchen Remodel-Phase 3

Procurement Results:

	Vendor	Amount
1	Piuser	$277,085.00
2	Custom L&A Construction	$280,000.00
3	Corner Stone Construction	Unresponsive
4	Morales Construction Managemen	Unresponsive

	Vendor	Amount
5	PCS Construction	Unresponsive
6	Spartan	Unresponsive
7	SSC Builders	Unresponsive
8	Top One Builders	Unresponsive

Selection:

Puiser	$277,085.00

Proposed Contract Term: _____ **Aggregate Expenditure Over Term:** 277,085.00

Selection Justification: (please use additional sheets as necessary)

We have decided to move forward with Piuser for the 3rd phase of the Sterling Kitchen Remodel project. This choice is rooted in using Piuser is they are the lowest bid, were used in the first two phases of the project and have proven to be reliable delivering high-quality work. Their experienced team, along with the presence of an on-site Supervisor, ensures real-time problem-solving—critical for addressing the complexities of this project. Given the scale of the mega center and kitchen services, potential setbacks tied to licensing requirements, compliance risks, and service interruptions, Piuser's proactive approach minimizes these challenges. We are confident they will meet our expectations.

Procurement Approval:

Business Manager	12/12/2024 Date
Manager / Administrator (Up to $10,000 / $15,000)	Date
Yolanda Gonzales (Dec 16, 2024 10:07 PST)	12/12/2024 12/16/2024
Assistant Director / Director (Up to $20,000/$30,000)	Date
	12/18/2024 12/18/2024
CPO / CFO (Over$100,000 / $150,000)	Date
	12/18/2024
Chief Executive Officer (Over$150,000)	Date

Business Services Use:
☐ Approved ☐ Not Approved

Board Approval Required:
Yes [x] No [ ]

_____
Date of Board Approval

Please attach this form to your Purchase Order Requisition

Revised: 7/1/2021

COMMUNITY ACTION PARTNERSHIP OF KERN

PROCUREMENT RESULTS SUMMARY FORM

Selection Justification: (please use additional sheets as necessary)

Revised: 7/2021

COMMUNITY ACTION PARTNERSHIP OF KERN

INSTRUCTIONS FOR PROCUREMENT RESULTS SUMMARY FORM (PRSF)

REQUESTOR:

1. Requested by
2. Program/Department
3. Date
4. Brief Description of the procurement effort (how quotes/bids were obtained, e.g., RFP/RFQ, informal quotes, written quotes), with a description of the item/services requested.

PROCUREMENT RESULTS:

1. List the Vendor names and bid or quote amounts
2. Vendor selected and amount of bid or quote
3. Proposed contract term (if applicable)
4. Aggregate (total) expenditure over the term.

SELECTION JUSTIFICATION:

Explain the reason for selection of the vendor. Continue on page 2 if more space is needed to explain the justification.

PROCUREMENT APPROVAL:

1. Business Services approval is required.
2. Business Services indicates whether Board Approval is required (for purchases $200,000 and up).
3. Program Manager/Administrator approval is required for purchases up to $15,000/$25,000 respectively.
4. Director/Chief Financial Officer approval is required for purchases up to $100,000/ $125,000, respectively.
5. Chief Executive Officer approval is required for purchases $125,000 or more.
6. Business Services enters the date of Board Approval, when such approval is required.

PIUSER CONSTRUCTION

3000 Sterling Rd. Phase 3

Bid Proposal

Prepared by Piuser Construction
Eric J. Moser
712 E. Los Angeles Ave.
Shafter, CA 93308
661-477-5858
eric@piuserconstruction.com

Date: December 6th, 2024

Prepared for: CAPK

We are thrilled that you are considering Piuser Construction to manage the construction of your project. We have reviewed the drawings and project specifications and are excited about the prospect of working with you.

Attached please find a completed bid proposal for 3000 Sterling Rd. Phase 3. After carefully reviewing the project's specifications, we have broken down the scope, process, cost, and all other expectations to help you make the best decision possible for your project.

The information below is designed to give you a comprehensive overview of Piuser Construction's proposed approach to the management of your project, but of course if you have any questions, you can feel free to contact David Piuser or Eric Moser at david@piuserconstruction.com / eric@piuserconstruction.com or 661-477-5858 with any questions you may have.

We look forward to hearing from you!

Best,

Eric J Moser

Eric J. Moser
Piuser Construction

Bid Proposal

Project Scope

Project Summary:

Project to include all necessary structural elements, electrical, plumbing, and finish work per RFQ & drawings dated 11/21/24.

Procedural Expectations:

Upon acceptance of this bid proposal, Piuser Construction will be responsible for securing and maintaining the job site and all materials and subcontractors hired. Piuser Construction will be responsible for all construction related clean-up and waste management.

Project Owner Expectations:

Piuser Construction will ensure all visitors to the job site will be approved by on-site management and always wear all necessary personal protective equipment. Job site access will be limited to Architect, Inspectors, Contractors, Owner And Owners representatives.

Materials And Services Not Included:

This Proposal covers only the labor, services, materials, and goods outlined herein. Piuser Construction is not responsible for the remediation of any existing conditions discovered after commencement of the project, nor for any delays that occur as a result. In the event of such a discovery of previously unfounded existing conditions, Piuser Construction will work with owners to determine the scope of extra work, costs involved with remedying the conditions, and a date for payment through a written Change Order.

Exclusions:

- Special inspections not listed in plans
- Furniture / Equipment / Appliances
- Permit fees / Title 24 reports
- Fire Sprinklers / Alarm
- Landscaping
- Full window replacement. Retrofit only

PROJECT COSTS

Scope Of Work

-	Demolition	Piuser Construction
-	Drywall	Piuser Construction
-	Electrical	Marrs Electric
-	Plumbing	GRC Plumbing
-	Windows	Atlas Mobile Glass
-	Paint	Pro Results Finishing
-	Cabinets / Countertops	California Custom Laminate
-	FRP	Piuser Construction
-	RR Accessories	CJM Jr. Ceilings
-	Flooring / Cove	All American Carpet

Subcontractor Total: $233,315.00

PROJECT COSTS

Miscellaneous:	**TOTAL:**
-Waste Management & Site Services	$1,500.00

PROJECT TOTALS:

Subcontractor Total	**$233,315.00**
Miscellaneous Total	**$1,500.00**
Overhead & Profit	**$42,270.00**
Total:	**$277,085.00**

Breakroom / Resource Room: $106,110.00
Cabinets: $44,605.00
Windows: $81,665.00
Restrooms: $44,705.00

TAXES, PERMITS, BONDS, AND FEES: Bid estimate includes all applicable state taxes, bonds, and fees, as required by all legal authorities at the location of the project.

UNFORSEEN CONDITIONS: Owner agrees to pay all costs arising from unforeseen issues such as unsafe or illegal conditions, poor weather conditions, rot or mold, inspector requirements, overlooked conditions, and identifying and removing hazardous materials (such as lead paint or asbestos) after the project has begun. If such circumstances arise, Piuser Construction will work with the owner to determine the scope of extra work, costs involved with remedying the unforeseeable conditions, and a date for payment through a written change order.

Construction projects are a big undertaking and include many different teams, processes, and moving parts. As such, it is important to know who the point of authority is for any given process on the job site. Below is a list of necessary processes involved in the completion of your project, as well as the person in charge of each team.

POINT OF AUTHORITY		CONTACT
Project Manager	Eric Moser	eric@piuserconstruction.com 661-477-5858
Site Superintendent	David Piuser	david@piuserconstruction.com 661-201-1908
Project Administrator	Kristen Moser	kristen@piuserconstruction.com 661-679-6403

LIMITED LIABILITY: Contractor will not be held liable for delays to work schedule caused by project owner, permit approvals, poor weather conditions, and/or any circumstances beyond the contractors control.

The undersigned, having carefully examined and thoroughly perused specifications for the above-named project, and became fully familiar with all conditions affecting the work required by those specifications, hereby proposes to provide all materials, labor, services, etc. required thereby for the sum of **$277,085.00**

Total: Two Hundred and Seventy-Seven Thousand and Eighty-Five Dollars

Eric J Moser
Piuser Construction

12/06/2024
[Date]

Project Scope

1. Breakroom:

A. Remove three compartment sink. Refer to Sheet 136.
B. Demo all flooring. Approximately 750 SF.
C. Demo all tack board.
- Approximately 105 LF x 8' H.
- Float walls, tape, mud and texture medium orange peel.

D. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.
E. All surface electrical to be inserted inside walls. (no surface mounted electrical).
F. Three dedicated receptacles. Refer to sheet 144.
G. Ceiling to be painted white throughout.
- Approximately 750 SF.
- Tape and texture as needed.
- One coat primer and eggshell white with a minimum of TWO coats paint.

H. Paint throughout the Breakroom.
- Approximately 105 LF x 8' H.
- Swiss coffee color with a semi-gloss finish.

I. New VLC commercial sheet vinyl to be installed. Approximately 750 SF.
- Armstrong connection Corlon standard tier choice roll.
- Roll up sheet vinyl to create 6" base with aluminum trim.

Cabinets:
- Install new custom cabinets as per the layout shown on Sheet 137.
- Mount base and wall cabinets per manufacture specs.
- For dimensions and number of cabinets refer to Sheet 143.
- Cabinets to be ADA Compliant, with a maximum height specification.
- Cabinet color to be selected by the owner, with Navy Blue preferred for cabinets and white for countertops.
- Install new prefab quartz countertops with 6" backsplash.
- Install new contractor-provided top mount stainless steel single basin sink. Refer to specs.
- Install new contractor-provided faucet. Refer to specs.

2. Resource Center:

A. Demo child sink and cabinet. Refer to Sheet 138.
B. Demo all flooring. Approximately 750 SF.
C. Demo all tack board.
- Approximately 105 LF x 8' H.
- Float walls, tape, mud and texture medium orange peel.

D. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.
E. All surface electrical to be inserted inside walls. (no surface mounted electrical).
F. Two receptacles to be above countertop.
G. Ceiling to be painted white throughout.
- Approximately 750 SF.
- Tape and texture as needed.
- One coat primer and eggshell white with a minimum of TWO coats paint.

H. Paint throughout the Resource Center.
- Approximately 105 LF x 8' H.
- Swiss coffee color with a semi-gloss finish.

I. Install new carpet.
• Approximately 750 SF.
• Mohawk 24" x 24" carpet tiles.
• The owner to choose color, preferably navy blue.
J. Cabinets:
• Install new custom cabinets as per the layout shown on Sheet 139.
• Mount base and wall cabinets per manufacture specs.
• For dimensions and number of cabinets refer to Sheet 143.
• Cabinets to be ADA Compliant, with a maximum height specification.
• Cabinet color to be selected by the owner, with Navy Blue preferred for cabinets and white for countertops.

4. Restrooms:

A. Demo all fixtures and interior walls in both Restrooms. Refer to sheet 140.
B. Demo all flooring in both restrooms. Approximately 130 SF.
C. Remove all toilets and sinks in both Restrooms.
• Plug off toilet drains (T1 & T3). Refer to Sheet 140.
• Chip out concrete around toilet drain & cap below floor level.
• Prep for flooring.
D. Replace T2 & T4 with new contractor provided ADA adult toilets.
E. Grab bars to be installed, must be ADA compliant.
F. Install new wall mounted ADA compliant sinks, where child sinks were previously. Refer to Specs.
G. Utility sink to be replaced with a new utility sink in Restroom 2. Refer to specs.
H. Install new drain fittings.
I. New cold and hot water supply to be connected.
J. Floor to ceiling FRP to be installed throughout. Approximately 55 LF.
K. New VLC commercial sheet vinyl to be installed. Approximately 130 SF.
• Armstrong connection Corlon standard tier choice roll.
• Roll up sheet vinyl to create 6" base with aluminum trim.
L. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.

5. Windows:

• Sixty-four new windows throughout facility. Refer to Sheet 142.
• The window sizes range from 2x1 to 8x4.
• All windows would need to be tempered glass.
• It is the contractor's responsibility to measure all windows being replaced to give an accurate bid.

CUSTOM L&A CONSTRUCTION

Business Number 661-246-9174

531 Sumner St #A

Bakersfield

93305

LIC#1068792

CUSTOML.ACONSTRUCTION@GMAIL.COM

3000 STERLING RD

INV003

DATE

Dec 3, 2024

TOTAL

USD $280,000.00

TO

CAPK

3000 Sterling Rd

Bakersfield

mariana.rios@capk.org

DESCRIPTION	RATE	QTY	AMOUNT
Description 1.Breakroom; A. Remove three compartment sink. Refer to sheet 136 B. Demo all flooring. Appox. 750 SF C. Demo all track board * appox. 105LF x 8'H * Float walls, tape,mud and texture medium orange peel D. Replace all existing lighting with new 1x4 LED flat panel lighting. Refer to specs. E. All surface electrical to be inserted inside walls. (no surface mounted electrical) F. Three dedicated receptacles. Refer to sheet 144 G. Ceiling to be painted with throughout * Appox. 750SF * Tape and texture as needed * One coat primer and eggshell white with a minimum of Two coats paint H. Paint throughout the Breakroom	$280,000.00	1	$280,000.00

DESCRIPTION	RATE	QTY	AMOUNT

* Appox. 105LF x 8' H
* Swiss coffee color with semi-gloss finish

I. New VLC commercial sheet vinyl to be installed. Appox. 750Sf
* Armstrong connection Corlon standard tier choice roll
* Roll up sheet vinyl to creat 6" base with aluminum trim

Cabinets:
* Install new custom cabinets as per the layout shown on sheet 137
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* Cabinets to be ADA compliant with a maximum height specification
* Cabinet color to be selected by the owner, with Navy Blue preferred for cabinets and white for countertops.
* Install new prefab quartz countertops with 6" backsplash
* Install new contractor provided top mount stainless steel single basin sink. Refer to specs
* Install new contractor provided faucet. Refer to specs

2. Resource Center

A. Demo child sink and cabinet. Refer to sheet 138

B. Demo all flooring . Appox. 750 SF

C. Demo all tack board
* Approx. 105 LF x 8' H
* Float wall, tape, mud and texture medium orange peel

D. Replace all existing lighting and new 1x4 LED flat panel lighting. Refer to specs

E. All surface electrical to be inserted inside walls.(no surface mounted electrical)

F. Two receptacles to be above countertop

G. Ceiling to be painted white throughout
* Appox. 750 Sf
* Tape and texture as needed
* One coat primer and eggshell white with a

DESCRIPTION	RATE	QTY	AMOUNT

minimum of Two coats paint

H. Paint throughout the Resource Center
* Appox.105 Lf x 8' H
* Swiss coffee color with semi-gloss finish

I. Install new carpet
* Appox. 750 Sf
* Mohawk 24" x 24" carpet tiles
* The owner to choose color, preferably navy blue

J. Cabinets
* Install new custom cabinets as per the layout shown on sheet 139
* Mount base and wall cabinets per manufacture specs
* For dimensions and number of cabinets refer to sheet 143
* Cabinets to ADA compliant with a maximum height specification
* Cabinet color to be selected by owner with Navy Blue preferred for cabinets and white for countertops

3. Cabinet Details
A. All exteriors to be plastic laminated and color to be Formica Fanix color: JO754 BLU FES
B. All interiors to be 3/4" white melamine
C. All shelves to be ADJ on 32MM drilled hole system
D. Doors and drawers to be flush overlay with 3 1/2" wire pills, 26D finish(interior of doors to be .020 White Cabinets liner)
E. Doors to have 120- degree Blum concealed hinges
F. Drawer boxes to be white Melamine with 100LB full extension side guides(Doweled Construction)
G. Tops to be solid surface 3/4" industrial particle board substrate. 1 1/2" SQ, front edge & 4" coved splash
H. All cabinets to be installed per manufacturers recommendations

Restrooms:
A. Demo all fixtures and interior walls in both restrooms , refer to sheet 140

DESCRIPTION	RATE	QTY	AMOUNT
B. Demo all flooring in both restrooms. Approx. 130 SF			
C. Remove all toilets and sinks in both restrooms			
* Plug off toilets drains (T1 & T3). Refer to sheet 140			
* Chip out concrete around toilet drain & cap below floor level			
* Prep for flooring			
D. Replace T2 & T4 with new contractors provided ADA adult toilets			
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G. Utility sink to be replaced with a new utility sink in Restroom 2. refer to specs.			
H. Install new drain fittings			
I. New cold and hot water supply to be connected			
J. Floor to ceiling FRP to be installed throughout. appox. 55LF			
K. New VLC commerical sheer vinyl to be installed. Appox. 130 SF			
* Armstrong connection Corlon standard tier choice roll			
* Roll up sheet vinyl to create 6" base with aluminum trim			
L. Replace all existing lighting with new 1x4 LED flat panel lighting . refer to specs.			
5. Windows			
* Sixty-four new windows throughout facility. Refer to sheet 142			
* The window size range from 2x1 to 8x4			
* All windows would need to be tempered glass			
* It is the contractors responsibility to measure all windows being replaced to give an accurate bid.			
	TOTAL		USD $280,000.00

This is a prevailing job and will be paid accordingly.

Mariana Rios

From: Eric Moser <eric@piuserconstruction.com>
Sent: Friday, December 6, 2024 2:07 PM
To: Mariana Rios
Cc: David Piuser
Subject: Sterling - Phase 3 Facility Upgrades Bid Proposal
Attachments: 3000 Sterling Rd Phase 3 Bid Proposal.pdf; Breakroom, Resource Center & Facility Upgrades - RFQ Signed.pdf

[redacted]

Good Afternoon Mariana
Attached is our bid for the work at Sterling Rd. Phase 3. Please let me know if you have any questions or concerns. Thank you.

Eric J. Moser
Piuser Construction
eric@piuserconstruction.com
Mobile- (661) 477-5858

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:57 AM
To: Eric Moser
Cc: David Piuser
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good morning,

This is a friendly reminder that the proposal for our facility at 3000 Sterling Rd Bakersfield, Ca. is due today, December 6, 2024, at 5:00 PM.

Please ensure that your proposal is submitted before the deadline. Any submissions received after 5:00 pm will be considered late and will not be reviewed.

If you have any questions or need further clarification, please don't hesitate to reach out.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:52 PM
To: Eric Moser <eric@piuserconstruction.com>
Cc: David Piuser <david@piuserconstruction.com>
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good afternoon,

This is a friendly reminder that tomorrow, November 27th at 9 AM, will be our **second and final walkthrough** of our upcoming project located at 3000 Sterling Rd, Bakersfield, CA.

If you're interested in bidding and are available to attend, we would love for you to join us.

Should you have any questions, please don't hesitate to reach out, preferably via email.

Sincerely,

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Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:23 PM
To: Eric Moser <eric@piuserconstruction.com>
Cc: David Piuser <david@piuserconstruction.com>
Subject: RE: Sterling - Phase 3 Facility Upgrades

I'm sorry, what I meant to say is that we have scheduled two different dates and times for a walkthrough of the facility, please refer to the RFQ for the available dates.
We would appreciate it if you could join us!

Sincerely,

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Operations Division
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Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:08 PM
To: Eric Moser <eric@piuserconstruction.com>
Cc: David Piuser <david@piuserconstruction.com>
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

Attached, you will find the Request for Quote (RFQ) for the remodel at our facility located at 3000 Sterling Rd, Bakersfield, CA. To provide you with a better understanding of the scope of the project. Please refer to the RFQ for the available dates. We would appreciate it if you could join us.

If you have any questions, please feel free to contact me, preferably via email.

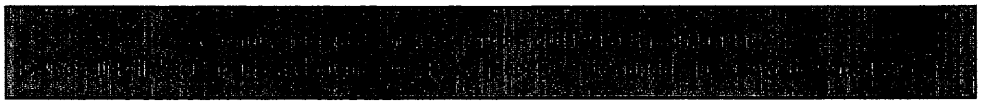
Thank you for your time and consideration. We look forward to hearing from you.

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Cell 661.889.2273

Mariana Rios

From: Custom L & A Construction <customl.aconstruction@gmail.com>
Sent: Friday, December 6, 2024 4:56 PM
To: Mariana Rios
Subject: 3000 Sterling
Attachments: RFQ 3000 Sterling.pdf; Estimate 3000 Sterling.pdf



Please see attached

--

Custom L & A Construction
(661) 246-9174

NOTICE: This message may contain information that is privileged and/or confidential and is intended for the sole use of the intended recipient. If you are not the intended recipient or a person responsible for delivering it thereto, you may not disclose, use, disseminate, distribute, copy or take any action in reliance upon this message or any attachments thereto in any way. If you receive this message in error, please return it by forwarding the message and any attachments to the sender. Custom L & A Construction Inc. is not responsible for any errors, omissions, corruption or virus in the contents of this message or any attachments thereto. This email is covered by Electronic Communications Privacy Act, 18 U.S.C. 2510-2521 and is legally privileged.

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:57 AM
To: Custom L & A Construction
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From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:51 PM
To: Custom L & A Construction <customl.aconstruction@gmail.com>
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Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:58 AM
To: dor@coastdb.com
Cc: antonette@coastdb.com
Subject: RE: Sterling - Phase 3 Facility Upgrades

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From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:53 PM
To: dor@coastdb.com
Cc: antonette@coastdb.com
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good afternoon,

This is a friendly reminder that tomorrow, November 27th at 9 AM, will be our **second and final walkthrough** of our upcoming project located at 3000 Sterling Rd, Bakersfield, CA.

If you're interested in bidding and are available to attend, we would love for you to join us.

Should you have any questions, please don't hesitate to reach out, preferably via email.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:18 PM
To: dor@coastdb.com
Cc: antonette@coastdb.com
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

Attached, you will find the Request for Quote (RFQ) for the remodel at our facility located at 3000 Sterling Rd, Bakersfield, CA. To provide you with a better understanding of the scope of the project.
We have scheduled two different dates and times for a walkthrough of the facility, please refer to the RFQ for the available dates. We would appreciate it if you could join us.

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Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:58 AM
To: Gerardo Covarrubias
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good morning,

This is a friendly reminder that the proposal for our facility at 3000 Sterling Rd Bakersfield, Ca. is due today, December 6, 2024, at 5:00 PM.

Please ensure that your proposal is submitted before the deadline. Any submissions received after 5:00 pm will be considered late and will not be reviewed.

If you have any questions or need further clarification, please don't hesitate to reach out.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:52 PM
To: 'Gerardo Covarrubias' <gerardogeneralconstruction@gmail.com>
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good afternoon,

This is a friendly reminder that tomorrow, November 27th at 9 AM, will be our **second and final walkthrough** of our upcoming project located at 3000 Sterling Rd, Bakersfield, CA.

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MARIANA RIOS
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Operations Division
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Main 661.336.5236 x1104
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From: Mariana Rios
Sent: Thursday, November 21, 2024 3:19 PM
To: Gerardo Covarrubias <gerardogeneralconstruction@gmail.com>
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

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Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:59 AM
To: Dispatch Dept
Cc: Ray Southerd
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good morning,

This is a friendly reminder that the proposal for our facility at 3000 Sterling Rd Bakersfield, Ca. is due today, December 6, 2024, at 5:00 PM.

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MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:53 PM
To: Dispatch Dept <dispatch@spartanservices.us>
Cc: Ray Southerd <ray@spartanservices.us>
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good afternoon,

This is a friendly reminder that tomorrow, November 27th at 9 AM, will be our **second and final walkthrough** of our upcoming project located at 3000 Sterling Rd, Bakersfield, CA.

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MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:17 PM
To: Dispatch Dept <dispatch@spartanservices.us>
Cc: Ray Southerd <ray@spartanservices.us>
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

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Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:59 AM
To: 'Sam Bosman'
Subject: RE: Sterling - Phase 3 Facility Upgrades

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:54 PM
To: 'Sam Bosman' <Sam@ssc.builders>
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good afternoon,

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:15 PM
To: Sam Bosman <Sam@ssc.builders>
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

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Thank you for your time and consideration. We look forward to hearing from you.

Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:59 AM
To: dennis vortex-usa.com
Subject: RE: Sterling - Phase 3 Facility Upgrades

Good morning,

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Drafter/GIS Project Supervisor
Operations Division
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Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:53 PM
To: dennis vortex-usa.com <dennis@vortex-usa.com>
Subject: RE: Sterling - Phase 3 Facility Upgrades

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:16 PM
To: dennis vortex-usa.com <dennis@vortex-usa.com>
Subject: Sterling - Phase 3 Facility Upgrades

Good afternoon,

My name is Mariana Rios, and I am reaching out on behalf of the Community Action Partnership of Kern (CAPK). We are currently working on several exciting projects and would be pleased if your company could submit a bid for our ongoing Facility Updates project.

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Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern

Mariana Rios

From: Lee'o Whisenant <leeo@old-ironsides.com>
Sent: Friday, December 6, 2024 9:09 AM
To: Mariana Rios
Subject: Re: Sterling - Phase 3 Facility Upgrades

[redacted]

Dear Mariana,

I hope this message finds you well. I wanted to follow up regarding the proposals we have submitted for CAP K. We genuinely appreciate the opportunity to collaborate on these projects.

However, we have not received any feedback on our previous submissions, and we are increasingly concerned about their status. We have dedicated over 100 hours to crafting these proposals, and without clear communication, it's becoming challenging for us to allocate our resources effectively.

We fully understand that these processes can be complex and time-consuming, and we are committed to delivering our best work. To continue our efforts, it would be immensely helpful for us to receive updates on our submissions and any feedback you might have.

Thank you for your understanding. We truly value our partnership and look forward to hearing from you soon.

Best regards,

On Fri, Dec 6, 2024 at 8:59 AM Mariana Rios <mariana.rios@capk.org> wrote:

> Good morning,
>
> This is a friendly reminder that the proposal for our facility at 3000 Sterling Rd Bakersfield, Ca. is due today, December 6, 2024, at 5:00 PM.
>
> Please ensure that your proposal is submitted before the deadline. Any submissions received after 5:00 pm will be considered late and will not be reviewed.
>
> If you have any questions or need further clarification, please don't hesitate to reach out.

Sincerely,

MARIANA RIOS

Drafter/GIS Project Supervisor

Operations Division

Community Action Partnership of Kern

Main 661.336.5236 x1104

Direct 661.578.6452

Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:54 PM
To: leeo@old-ironsides.com
Subject: RE: Sterling - Phase 3 Facility Upgrades

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Operations Division

Community Action Partnership of Kern

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Direct 661.578.6452

Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:14 PM
To: leeo@old-ironsides.com
Subject: Sterling - Phase 3 Facility Upgrades

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Operations Division

Community Action Partnership of Kern

Main 661.336.5236 x1104

Direct 661.578.6452

Cell 661.889.2273

Mariana Rios

From: Mariana Rios
Sent: Friday, December 6, 2024 8:58 AM
To: 'arkranch18@gmail.com'
Subject: RE: Sterling - Phase 3 Facility Upgrades

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Main 661.336.5236 x1104
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Cell 661.889.2273

From: Mariana Rios
Sent: Tuesday, November 26, 2024 3:52 PM
To: 'arkranch18@gmail.com' <arkranch18@gmail.com>
Subject: RE: Sterling - Phase 3 Facility Upgrades

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Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern
Main 661.336.5236 x1104
Direct 661.578.6452
Cell 661.889.2273

From: Mariana Rios
Sent: Thursday, November 21, 2024 3:21 PM
To: arkranch18@gmail.com
Subject: Sterling - Phase 3 Facility Upgrades

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Sincerely,

MARIANA RIOS
Drafter/GIS Project Supervisor
Operations Division
Community Action Partnership of Kern

Community Action Partnership of Kern
1300 18th St, Bakersfield, CA 93301
661.336.5236

REQUEST FOR QUOTE

Date: 11/21/2024
To: Estimator
Company:

The Partnership desires to purchase and invites your company to submit a written QUOTE for the following:

Breakroom, Resource Center & Facility Upgrades – 3000 Sterling Rd. Bakersfield Ca

DESCRIPTION:

1. **Breakroom:**
   - A. Remove three compartment sink. Refer to Sheet 136.
   - B. Demo all flooring. Approximately 750 SF.
   - C. Demo all tack board.
     - Approximately 105 LF x 8' H.
     - Float walls, tape, mud and texture medium orange peel.
   - D. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.
   - E. All surface electrical to be inserted inside walls. (**no surface mounted electrical**).
   - F. Three dedicated receptacles. Refer to sheet 144.
   - G. Ceiling to be painted white throughout.
     - Approximately 750 SF.
     - Tape and texture as needed.
     - One coat primer and eggshell white with a minimum of TWO coats paint.
   - H. Paint throughout the **Breakroom**.
     - Approximately 105 LF x 8' H.
     - Swiss coffee color with a semi-gloss finish.
   - I. New VLC commercial sheet vinyl to be installed. Approximately 750 SF.
     - Armstrong connection Corlon standard tier choice roll.
     - Roll up sheet vinyl to create 6" base with aluminum trim.

   Cabinets:
   - ➢ Install new custom cabinets as per the layout shown on Sheet 137.
   - ➢ Mount base and wall cabinets per manufacture specs.
   - ➢ For dimensions and number of cabinets refer to Sheet 143.
   - ➢ Cabinets to be **ADA Compliant**, with a maximum height specification.
   - ➢ Cabinet color to be selected by the owner, with Navy Blue preferred for cabinets and white for countertops.
   - ➢ Install new prefab quartz countertops with 6" backsplash.
   - ➢ Install new contractor-provided top mount stainless steel single basin sink. Refer to specs.
   - ➢ Install new contractor-provided faucet. Refer to specs.
2. **Resource Center:**
   - A. Demo child sink and cabinet. Refer to Sheet 138.
   - B. Demo all flooring. Approximately 750 SF.
   - C. Demo all tack board.

- Approximately 105 LF x 8' H.
- Float walls, tape, mud and texture medium orange peel.

D. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.
E. All surface electrical to be inserted inside walls. (**no surface mounted electrical**).
F. Two receptacles to be above countertop.
G. Ceiling to be painted white throughout.
   - Approximately 750 SF.
   - Tape and texture as needed.
   - One coat primer and eggshell white with a minimum of TWO coats paint.
H. Paint throughout the Resource Center.
   - Approximately 105 LF x 8' H.
   - Swiss coffee color with a semi-gloss finish.
I. Install new carpet.
   - Approximately 750 SF.
   - Mohawk 24" x 24" carpet tiles.
   - The owner to choose color, preferably navy blue.
J. Cabinets:
   - Install new custom cabinets as per the layout shown on Sheet 139.
   - Mount base and wall cabinets per manufacture specs.
   - For dimensions and number of cabinets refer to Sheet 143.
   - Cabinets to be **ADA Compliant,** with a maximum height specification.
   - Cabinet color to be selected by the owner, with Navy Blue preferred for cabinets and white for countertops.

3. **Cabinet Details:**
   A. All exteriors to be plastic laminate and color to be Formica Fenix color: JO754 BLU FES.
   B. All interiors to be 3/4" white melamine.
   C. All shelves to be ADJ on 32MM drilled hole system.
   D. Doors and Drawers to be flush overlay with 3 1/2" wire pulls, 26D finish. (interiors of doors to be .020 White Cabinet Liner).
   E. Doors to have 120-degree Blum concealed hinges.
   F. Drawer boxes to be white Melamine with 100 LB. full extension side guides. (Doweled Construction).
   G. Tops to be solid surface 3/4" Industrial Particle Board Substrate. 1 1/2" SQ. front edge & 4" coved splash.
   H. All cabinets to be installed per manufacturers' recommendations.
4. **Restrooms:**
   A. Demo all fixtures and interior walls in both Restrooms. Refer to sheet 140.
   B. Demo all flooring in both restrooms. Approximately 130 SF.
   C. Remove all toilets and sinks in both Restrooms.
      - Plug off toilet drains (T1 & T3). Refer to Sheet 140.
      - Chip out concrete around toilet drain & cap below floor level.
      - Prep for flooring.
   D. Replace T2 & T4 with new contractor provided **ADA adult toilets**.
   E. Grab bars to be installed, must be **ADA compliant.**
   F. Install new wall mounted **ADA compliant** sinks, where child sinks were previously. Refer to Specs.
   G. Utility sink to be replaced with a new utility sink in **Restroom 2**. Refer to specs.
   H. Install new drain fittings.
   I. New cold and hot water supply to be connected.
   J. Floor to ceiling FRP to be installed throughout. Approximately 55 LF.
   K. New VLC commercial sheet vinyl to be installed. Approximately 130 SF.
      - Armstrong connection Corlon standard tier choice roll.
      - Roll up sheet vinyl to create 6" base with aluminum trim.

L. Replace all existing lighting with new 1x4 LED Flat Panel lighting. Refer to Specs.

5. **Windows:**
   - Sixty-four new windows throughout facility. Refer to Sheet 142.
   - The window sizes range from 2x1 to 8x4.
   - All windows would need to be tempered glass.
   - ***It is the contractor's responsibility to measure all windows being replaced to give an accurate bid.***

PROPOSAL SUBMISSION INFORMATION

1. **Closing date:** Proposals must be submitted no later than **December 06, 2024, at 5pm.**
2. **Inquiries:** Inquiries concerning this RFQ should be directed to Mariana Rios at mariana.rios@capk.org.
3. **Cost of Proposal Preparation:** all costs incurred in the participation of a proposal responding to this RFQ will be the sole responsibility of the vendor and will not be reimbursed by CAPK. Unless otherwise stated, all materials submitted by Vendor in response to this RFQ shall become the property of CAPK.

PROPOSAL SUBMISSION INSTRUCTION TO VENDORS:

Your proposal should be directed to:

Name: Mariana Rios
Office: 661.578.6452
Cell: 661.889.2273
Email: mariana.rios@capk.org

This proposal may also be addressed as follows:

Community Action Partnership of Kern (CAPK)
ATTN: Mariana Rios
1300 18th Street
Bakersfield, CA 93301

NOTICES:

1. You are hereby notified that as a bidder, your company will need to comply with Executive Order No. 11246 and with all other applicable Equal Opportunity wage and employment regulations. Minority business enterprises will be afforded the full opportunity to submit bids in response to this invitation. The partnership is an equal opportunity employer and prohibits discrimination based on the ground of race, color, religious creed, ancestry, disability, medical condition, age, marital status, sex or national origin in consideration for this award.
2. No responder may withdraw his bid for at least 30 days after the scheduled time for receipt of quotes.
3. The agency reserves the right to reject any or all bids and to wave any and all irregularities or informalities and the right to determine what constitutes any and all irregularities or informalities. The Agency will base award of this project to the vendor who meets or exceeds the requested specifications.
4. Small women and/or Minority-Owned Business: Efforts will be made by CAPK to utilize small businesses, women and minority-owned businesses, with the consideration that the primary responsibility is the most favorable return to CAPK.
   A vendor qualifies as a small business firm if it meets the definition of "small business" es established by The Small Business Administration (13CFR 121.201).
5. Confidentiality: The vendor agrees to keep the information related to the negotiations in strict confidence. Other than the reports submitted to CAPK, the vendor agrees not to publish, reproduce, or otherwise divulge such information in whole or in part, in any manner or form or authorized or permit others to do so, taking in such reasonable measures as are necessary to restrict access to the information, while in the vendors possession, to those employees on the vendor's staff who must have the information on a "need-to-know" basis. The vendor agrees to immediately notify in

writing, CAPK's authorized representative in the event the vendor determines or has reason to suspect a breach of this requirement.

6. The award will be given to the most reasonable vendor whose service, experience and approach to the project are most compatible with CAPK's needs. CAPK will be the sole judge in making this determination.
7. ***Please turn in an itemized pricing sheet by trades***.
8. Notification of Award: CAPK anticipates but does not guarantee that the contract will be awarded by **December 07, 2024.**

PROPOSAL CONTENT REQUIREMNTS:

A. Description of services to be provided, including information sheets on services.
B. Detailed plan of action for all phases of the service requested.

It is the responsibility of the Vendor to ensure that CAPK receives the proposals by the date and time specified. **Late proposals will NOT be considered.**

Expected Timelines

	Date	Event
1.	November 21, 2024	RFQ Release to public.
2.	November 25, 2024	First facility walkthrough **at 2pm.**
3.	November 27, 2024	Second facility walkthrough **at 9am.**
4.	**December 06, 2024, by 5pm**	**DUE DATE FOR PROPOSALS FROM VENDORS.**
5.	December 07, 2024	Notification of Award.
6.	**January 31, 2025**	**DUE DATE for project from Awarded Contractor.**

TIMELINE:

- *Please provide a timeline of work and availability to start the project once the contract is signed.*

(Prevailing Wage) The Davis-Bacon Act, as detailed in the Code of Federal Regulations (CFR) 29. Part 5 of the CFR 29 applies to any construction, renovation or repair work that exceeds $2,000. Bidder must pay the higher of the Davis Bacon or California Prevailing Wage. Community Action Partnership of Kern accepts this signed, dated, emailed document as your acceptance and knowledge of the Davis Bacon Act requirements.

➢ Please sign acknowledging Prevailing Wage and return.

Signature: _____ Date: _____

Decline to Quote at this time.

Reason: _____

Signature: _____ Date: _____

Community Action Partnership of Kern accepts this sign and dated emailed document as a declination of quote.

Sign In Sheet

Sterling - November 25, 2024

Company Name	Phone #	Email
Vortex Const.	661-578-1940	dennisg vortex-usa.com

Sign In Sheet

Sterling - November 26, 2024

Company Name	Phone #	Email
OLD IRONSIDES CON	661 246 9307	JIM TRINO@GMAIL.COM
Pivser Con	661 444-8154	
Custom L&A	661 2047061	Custom.1Construction@gmail.com

Signature:

Email: ewagner@capk.org

Enhancing Community Health: Expanding Cal-AIM Services through Community Support Services and Enhanced Care Management

Helping People...Changing Lives.

Current CSS in Bakersfield & East Kern

- Housing Navigation
- Housing Deposits
- Housing Sustainability
- Day Habilitation Services

2024 Operating Budget

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Total
Revenue	$143,616	$117,122	$85,236	$98,662	$103,532	$80,954	$176,791	$63,588	$101,902	$164,606	$108,540	$2,033,315
Expense	$44,974	$76,368	$55,088	$94,786	$97,294	$111,422	$104,681	$77,845	$103,037	$72,808	$122,297	$1,626,035
Net	$98,641	$40,743	$30,147	$3,875	$6,237	($30,467)	$72,109	($14,256)	($1,134)	$94,797	($13,841	$407,195

	Jul	Aug	Sep	Oct	Nov	Total
Revenue	$0	$290,00	$6,119	$12,722	$8,571	$317,413
Expense	$40,611	$5,632	$71,871	$22896	$12,405	$153,418
Net	($40,611)	$284,367	($65,751)	($10,174)	($3,834)	$163,995

Expanding Community Supports

Helping People...Changing Lives.

Increase Housing Services

- Bring on additional 4 case managers in Bakersfield
- Expand to additional onsite locations: Ridgecrest, Shafter, Delano, Lake Isabelle, Taft, etc..
- Apply for PATH Cited funds in March 2025



New Service Lines

- Asthma Remediation
  - Need a Respiratory Therapist for orders
  - Includes Case Management
  - Will require a home visit or initial assessment
  - Create a Needs Assessment
  - $7,500 cap
  - Is paid on a reimbursement method
  - Landlord consent and inspection $75
  - Data Exchange-need to build out CRM
  - 90 days from referral to project completion
- Home Modifications
  - Landlord consent and inspection $75
  - Will require a home visit or initial assessment
  - Submit cost of supplies plus % of contractor fee and administrative cost of 10%
  - Medically needed (wheelchair ramp, shower handles, widen doorways, etc.)
  - Can’t be mixed with state funding (CSD)

Possible Revenue



Asthma-Evaluation

100 clients per month @ $75

- $7,500 monthly
- $90,000 yearly (estimate)



Home Modification

100 clients per month @ $75

- $7,500 monthly
- $90,000 yearly (estimate)

New Service Lines Cont..

- Groceries
  - Medically Tailored Groceries
  - Healthy Groceries
  - Individuals with chronic conditions
  - Meal plan developed and approved by a registered dietician
- Meals
  - Healthy Meals
  - Up to two (2) meals per day for up to 12 weeks (longer if medically necessary).
  - Meals are not covered to respond solely to food insecurities.

Possible Revenue



Groceries

Weekly box of groceries @ $66 per box per person

- $792.00 for 12-week program



Meals

Per delivered meal @ $9.50 per person

- $19.00 per day (2 meals)
- $798.00 per 12 weeks

Enhanced Care Management

Helping People...Changing Lives.

What is ECM? Understanding Enhanced Care Management (ECM)

Enhanced Care Management (ECM) is a **Medi-Cal managed care benefit** that gives eligible members extra services from a dedicated ECM provider.

ECM addresses the **clinical and non-clinical needs** of high-need individuals through the coordination of services and **comprehensive care management**.

ECM providers are entities that contract with **Medi-Cal managed care health plans**.

ECM is provided at **no cost** to members as part of their Medi-Cal benefits and **will not affect any of their current benefits**.



Head Start/State



Health & Nutrition



Community Services



Youth & Family Services

ECM and CAPK: A Natural Alignment Extending CAPK's Reach Through ECM

CAPK's existing programs, such as our housing assistance program, food bank, and community services, already lay a strong foundation for addressing the needs of high-need individuals. Becoming an ECM provider would allow us to expand these services and offer a more integrated approach to care.

Population of Focus

- Individuals Experiencing Homelessness
- Homeless Families or Unaccompanied Youth
- Adults at risk for Avoidable Hospital or Emergency Department
- Adults with Serious Mental Health or Substance Abuse
- Adults Transitioning from Incarceration
- Birth Equity Population



Possible Revenue for ECM @ 70 clients and 2 LCM's

Anthem

- Outreach $154.67 one-time payment
  - $10,826.90 monthly
  - $129,922.80 annual
- Enrollment $389.76 per client per month
  - $27,283.20 monthly
  - $327,398.40 annual

- **$457,321.20 total revenue**

Kern Health System

- Outreach $35 **or** $50 if done in home OTP
  - $2,450 monthly **or** $3,500 monthly
  - $29,400 annual **or** $42,000 annual
- Enrollment $350.00 per client per month
  - $24,500 monthly
  - $294,000 annual

- **$323,400 or $339,500 total revenue**

Addressing Potential Concerns: Ensuring a Smooth Transition

Capacity:

Electronic Medical Record/Data System

New facility

Start-up funds

Data Systems:

Automated Exchange of Outreach Data, Enrollment and Encounter Data, and Potential Referrals.

Billing Guidance – Specific G-Codes required for ECM Outreach and Encounter data.

Electronic Medical Records and billing system

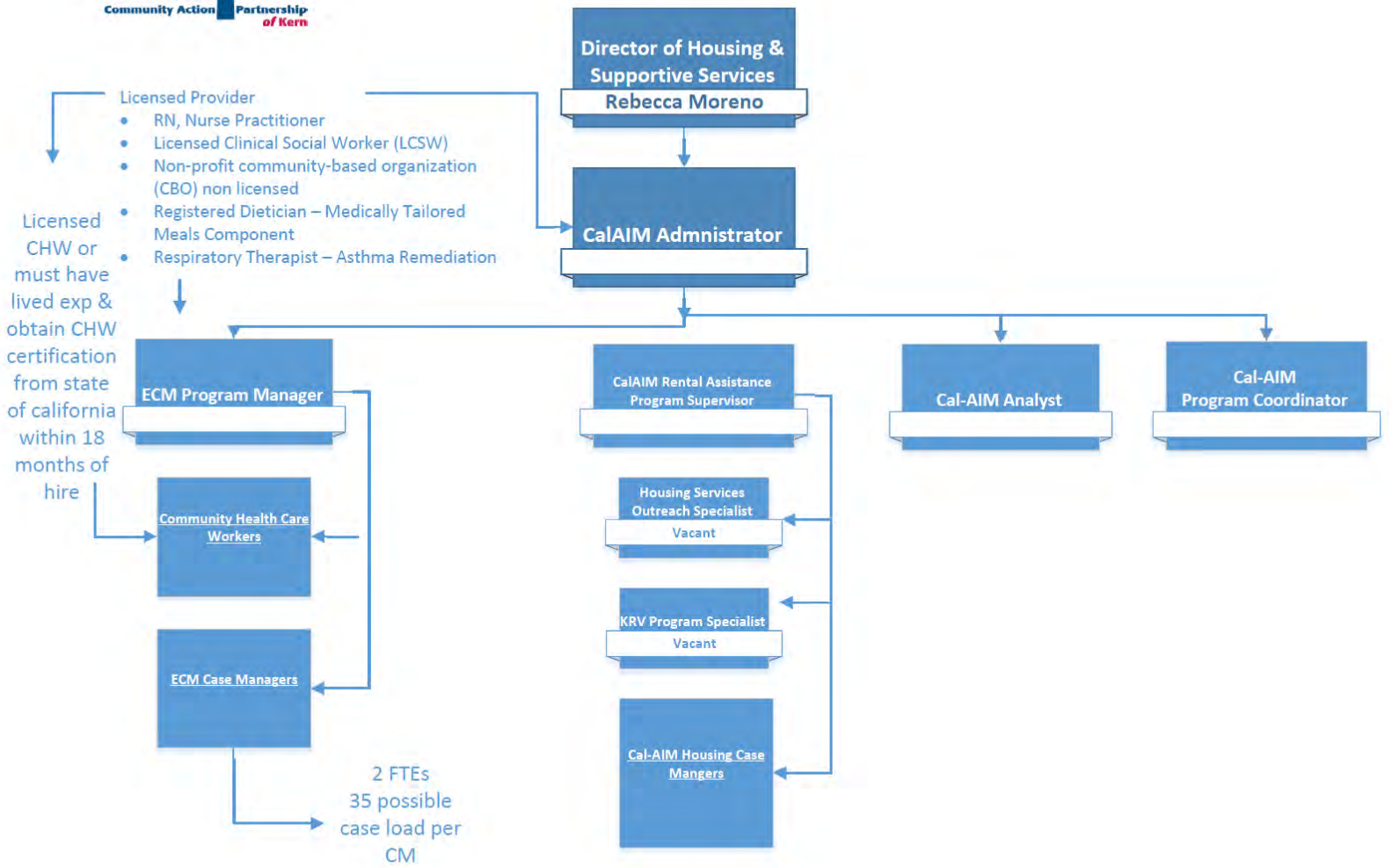
Staffing:

LCSW- for oversight and monitoring

Must hire at least 2 Lead Care Managers to start the program

10-15 additional FTE's

CalAIM Expansion



Revised 12-2024

MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: January 27, 2025

Subject: *Agenda Item IV(c)*: Kern Health Systems Cal-AIM Enhanced Care Management (ECM) Program Contract - **Action Item**

INTRODUCTION

Enhanced Care Management (ECM) is a statewide Medi-Cal benefit that provides intensive, person-centered care coordination to high-need members with complex health and social needs, including access to a dedicated “Lead Care Manager” who works with them to navigate their healthcare and connect them to necessary community services, often meeting them where they live, like a home or in a shelter; essentially offering a more comprehensive approach to managing complex health situations beyond just clinical care.

OVERVIEW OF ECM

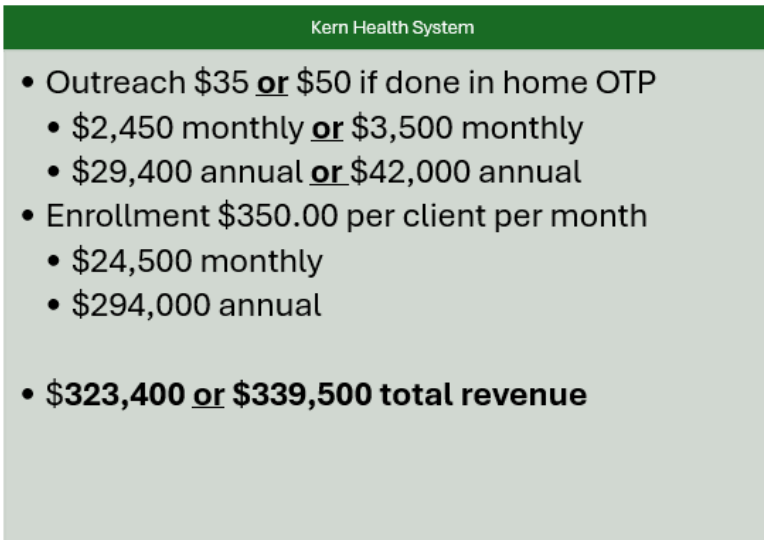
ECM is a Medi-Cal managed care that gives eligible members extra services from a dedicated ECM provider. ECM addresses the clinical and non-clinical needs of high-need individuals through coordination of services and comprehensive care management. ECM providers are entities that contract with Medi-Cal managed care health plans. ECM is provided at no cost to members as part of their Medi-Cal benefits and will not affect any of their current benefits.

CAPK’s PROGRAM GOALS

In partnership with Kern Health Systems, CAPK's existing programs, such as our housing and supportive services division, lay a strong foundation for addressing the needs of high-need individuals. Becoming an ECM provider would allow us to expand these services and offer a more integrated approach to care.

With the Boards approval, KHS will provide the technical assistance to CAPK lead staff to ensure that all requirements and qualifications are met. KHS will also provide guidance with program management and oversight.

The potential revenue for outreach services is up to $42,000 annually and $294,00 annually for member enrollment based off 70 enrollments for a total of $339,500 annually. Additionally, with the assistance of the grants team, we will be applying for the PATH CITED funds to cover the initial start and operation budget.



This agreement aligns with CAPK's enduring mission to address critical needs in the community and Strategic Goal #3, Objective 3.1 to increase housing stability for people experiencing or at risk of homelessness.

RECOMMENDATION

Staff recommend that the Board of Directors approve the contract for services with Kern Health Systems for Cal-AIM ECM and authorize the Chief Executive Officer to execute the contract and any additional documents or amendments as needed.

Attachment:
Kern Health System ECM Contract

KERN HEALTH SYSTEMS

ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT

COMMUNITY ACTION PARTNERSHIP OF KERN

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KERN HEALTH SYSTEMS

ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT

COMMUNITY ACTION PARTNERSHIP OF KERN

This Enhanced Care Management ("ECM") Provider Services Agreement (the "Agreement") is made and entered into by and between Kern Health Systems, a county health authority, located in Bakersfield, California (hereinafter "KHS"), and Community Action Partnership of Kern, the provider described in Exhibit A (hereinafter "ECM Provider"). KHS and ECM Provider are collectively referred to as the "Parties" and individually as a "Party."

RECITALS

WHEREAS, KHS is a county health authority established pursuant to California Welfare and Institutions Code Section 14087.38 and is licensed by the State of California to do business as Kern Family Health Care, a health care service plan under the Knox-Keene Health Care Service Plan Act of 1975, commencing with Section 1340 of the California Health and Safety Code (the "Knox-Keene Act"); and

WHEREAS, KHS has as its primary objective arranging for the delivery of health services to eligible Members in accordance with the terms of contracts issued by KHS to Members or their representatives; and

WHEREAS, KHS contracts with the California Department of Health Care Services ("DHCS") to provide services to Medi-Cal enrollees; and

WHEREAS, in 2024, KHS's contract with DHCS (the "Medi-Cal Contract") was amended to incorporate provisions addressing ECM ("ECM Provisions") and other provider requirements; and

WHEREAS, ECM Provider is a community-based entity with experience and expertise providing intensive, in-person care management services to individuals in one (1) or more of the Populations of Focus, as defined below, for ECM; and

WHEREAS, KHS and ECM Provider desire to enter into a contract whereby ECM Provider agrees to provide or arrange for the provision of ECM Services within ECM Provider's area of practice to Members of KHS.

NOW, THEREFORE, in consideration of the mutual covenants and promises contained herein, it is hereby agreed as follows:

1. This Agreement is effective April 1, 2025

AGREEMENT

ARTICLE I
DEFINITIONS

1.01 Administrative Manual. The KHS Provider Administrative Policy and Procedure Manual that contains KHS policies, procedures, and other information as may be distributed to ECM Provider by KHS from time to time. If provisions of the Administrative Manual or any amendments or supplements thereto are inconsistent with the terms of this Agreement, this Agreement shall prevail.

1.02 Applicable Requirements. To the extent applicable to this Agreement and the duties, right, and privileges hereunder, all federal, State, county, and local statutes, rules, regulations, and ordinances, including, but not limited to, the Knox-Keene Act and its implementing regulations, Welfare and Institutions Code and its implementing regulations, the Social Security Act and its implementing regulations, the Health Insurance Portability and Accountability Act ("HIPAA") and its implementing regulations, the Health Information Technology for Economic and Clinical Health ("HITECH") Act, the Deficit Reduction Act of 2005 and its implementing regulations, the Federal Patient Protection and Affordable Care Act (Public Law 111-148) as amended by the Federal Health Care and Education Reconciliation Act of 2010 (Public Law 111-152) (collectively, "Affordable Care Act"), the California Consumer Privacy Act of 2018 and its implementing regulations, the California Confidentiality of Medical Information Act; Health and Safety Code Section 1340 *et seq*. (unless excluded under the Medi-Cal Contract); 28 CCR Section 1300.43 *et seq*.; W&I Code Sections 14000 and 14200 *et seq*.; and 22 CCR Sections 53800 *et seq*., 22 CCR Sections 53900 *et seq*., DHCS Medi-Cal Provider Manual; the Medi-Cal Agreement, including the ECM Provisions; all Regulatory Agency guidance, sub-regulatory guidance, executive orders, instructions, All Plan Letters ("APL(s)"), the ECM Policy Guide, bulletins, and policies; and all standards, rules, and regulations of accreditation organizations.

1.03 Authorized or Authorization. Written, telephonic, and/or electronic approval by KHS for the rendering of certain Services, which shall be determined pursuant to the authorization procedures described in the KHS Administrative Manual.

1.04 Benefits Plan. The group of specified Services that KHS is obligated by contract to provide to Members covered under such contract.

1.05 Care Management Plan. The comprehensive, individualized, person-centered care plan created by ECM Provider that is developed with input from the Member, and/or their family member(s), parent, legal guardian, authorized representative, caregiver, and/or other authorized support person(s) as appropriate to assess Member's needs, strengths, risks, goals, and preferences, and includes strategies and recommendations to address those needs, including, but not limited to, physical and developmental health, mental health, dementia, substance use disorder ("SUD"), long-term services and support ("LTSS"), oral health, palliative care, necessary community-based and social services, and housing.

1.06 Community Supports Services. Substitute services or settings that KHS offers to Members in place of services or settings covered under the California Medicaid State Plan and are medically

appropriate, cost- effective alternatives to services or settings under the State Plan. Community Supports Services are optional for both KHS and the Member and must be approved by DHCS.

1.07 Community Supports Provider. A KHS-contracted provider of DHCS-approved Community Supports Services. Community Supports Providers are community-based entities with experience and/or training providing one (1) or more of the Community Supports Services approved by DHCS.

1.08 Coordination of Benefits. The determination of which two or more health benefits plans will apply, either as primary or secondary coverage, for the provision of hospital, surgical or medical services to a Member. Coordination is intended to prevent ECM Provider from receiving an aggregate of more than 100% of covered charges from all available coverage. Coordination of Benefits is referenced herein as "COB."

1.09 Covered Services. The Medically Necessary services to which a Member is entitled through KHS membership and which are set forth in the Evidence of Coverage applicable to the Member's Benefits Plan.

1.10 Enhanced Care Management ("ECM"). The whole-person, interdisciplinary approach to care that addresses the clinical and non-clinical needs of high-cost and/or high-need Members who meet ECM Populations of Focus eligibility criteria, through systematic coordination of services and comprehensive care management that is community-based, interdisciplinary, high-touch, and person-centered. ECM is a Medi-Cal benefit.

1.11 ECM Services. The services which include, but are not limited to: (i) Outreach and Engagement of Members into ECM; (ii) Comprehensive Assessment and Care Management Plan; (iii) Enhanced Coordination of Care; (iv) Health Promotion; (v) Comprehensive Transitional Care; (vi) Member and Family Supports; and (vii) Coordination of and Referral to Community and Social Support Services, as described in Paragraphs 2.06 and 2.08.

1.12 ECM Lead Care Manager. The Member's designated care manager for ECM, who works for the ECM Provider organization or as staff of KHS and is responsible for coordinating all aspects of ECM and any Community Supports Services as a part of the Member's multi-disciplinary care team, which may include other care managers.

1.13 ECM Populations of Focus or Populations of Focus. Members belonging to the following populations: (1) Adult Members over the age of 21 who are: (a) experiencing homelessness; (b) high utilizers; (c) experiencing Serious Mental Illness ("SMI") or Substance Use Disorder (SUD); (d) transitioning from incarceration; (e) individuals at risk for institutionalization who are eligible for Long-Term Care (LTC) services; or (f) nursing facility residents transitioning to the community; (2) Children/Youth Members (up to age 21) who are: (a) experiencing homelessness; (b) high utilizers; (c) experiencing Serious Emotional Disturbance (SED) or identified to be at Clinical High Risk (CHR) for psychosis or experiencing a first episode of psychosis; (d) enrolled in California Children's Services (CCS)/CCS Whole Child Model (WCM) with additional needs beyond the CCS qualifying condition; (e) involved in, or with a history of involvement in, child welfare (including individuals involved in foster care and ages 26 and under); or (f) transitioning from incarceration, or as otherwise defined by DHCS.

1.14 ECM Provider. A provider of ECM. ECM Providers are community-based entities with experience and expertise providing intensive, in-person care management services to individuals in one (1) or more of the ECM Populations of Focus. ECM Providers may include, but are not limited to, the following entities: (i) counties; (ii) county behavioral health providers; (iii) Primary Care Providers (PCP), Specialist, or physician groups; (iv) Federally Qualified Health Centers; (v) Community Health Centers; (vi) Community-based organizations; (vii) hospitals or hospital-based physician groups or clinics (including public hospitals and district and/or municipal public hospitals); (viii) Rural Health Clinics and/or Indian Health Services Programs; (ix) local health departments; (x) behavioral health entities; (xi) community mental health centers; (xii) substance use disorder treatment Providers; (xiii) organizations serving individuals experiencing homelessness; (xiv) organizations serving justice-involved individuals; (xv) California Children's Services ("CCS") Providers; and (xvi) other qualified Providers or entities not listed above, as approved by DHCS.

1.15 Encounter Data. The information that describes health care interactions between Members and Providers relating to the receipt of any item(s) or service(s) by a Member

1.16 Evidence of Coverage. The document issued by KHS that describes the benefits, limitations, and exclusions of the plan in which the Member is enrolled.

1.17 Fraud, Waste, and Abuse. The intentional deception or misrepresentation made by persons with the knowledge that such deception could result in some unauthorized benefit to themselves or some other person or entity. It also means provider practices that are inconsistent with sound fiscal, business or medical practices and which result in an unnecessary cost to the Medi-Cal program, or in reimbursement payment for services that are not Medically Necessary or that fail to meet professionally recognized standards for health care. It also includes the overutilization or inappropriate utilization of services and misuse of resources and Member practices that result in unnecessary cost to the Medi-Cal program. Fraud, Waste, and Abuse includes any act that constitutes fraud under applicable federal or State law as defined in Title 42 CFR § 455.2 or W&I Code section 14043.1(i).

1.18 Health Disparity. Differences in health, including mental health, and outcomes closely linked with social, economic, and environmental disadvantage, which are often driven by the social conditions in which individuals live, learn, work, and play. Characteristics such as race, ethnicity, age, disability, sexual orientation or gender identity, socio-economic status, geographic location, and other factors historically linked to exclusion or discrimination are known to influence the health of individuals, families, and communities.

1.19 Health Equity. The reduction or elimination of Health Disparities, Health Inequities, or other disparities in health that adversely affect vulnerable populations.

1.20 Health Inequity. A systematic difference in the health status of different population groups arising from the social conditions in which Members are born, grow, live, work, and/or age, resulting in significant social and economic costs both to individuals and societies.

1.21 Medical Director. The physician licensed to practice medicine in the State of California, designated by KHS to coordinate and monitor the quality assurance, utilization management and provider credentialing responsibilities of KHS.

1.22 Medically Necessary or Medical Necessity. Reasonable and necessary services to protect life, to prevent significant illness or significant disability, or alleviate severe pain through the diagnosis or treatment of disease, illness, or injury, as required under W&I Code section 14059.5(a) and 22 CCR section 51303(a). Medically Necessary services must include services necessary to achieve age-appropriate growth and development, and attain, maintain, or regain functional capacity.

For Members less than 21 years of age, a service is Medically Necessary if it meets the EPSDT standard of Medical Necessity set forth in 42 USC section 1396d(r)(5), as required by W&I Code sections 14059.5(b) and 14132(v). Without limitation, Medically Necessary services for Members less than 21 years of age include all services necessary to achieve or maintain age-appropriate growth and development, attain, regain or maintain functional capacity, or improve, support, or maintain the Member's current health condition. KHS must determine Medical Necessity on a case-by-case basis, taking into account the individual needs of the child.

1.23 Member. Any person entitled to receive Services through their membership in KHS.

1.24 Model of Care or MOC. KHS's framework for providing ECM, including its Policies and Procedures for partnering with ECM and Community Supports Providers, as approved by DHCS. KHS's MOC is incorporated by reference herein.

1.25 Participating Hospital. A duly licensed hospital that has entered into an agreement with KHS to provide health care services to Members.

1.26 Participating Physician. A physician who is duly licensed to practice medicine or osteopathy in accordance with California law and who has entered into an agreement with KHS to provide health care services to Members. This category includes organized groups (e.g. professional corporations, Community Health Centers, Federally Qualified Health Centers).

1.27 Participating Provider. A Participating Physician, Participating Hospital, or other licensed health facility or licensed health professional that has entered into an agreement to provide health care services to Members.

1.28 Program Data. Data that includes but is not limited to: grievance data, appeals data, medical exemption request denial reports and other continuity of care data, out-of-network request data, and PCP assignment data as of the last calendar day of the reporting month.

1.29 Provider Data. Information concerning Provider, including, but not limited to, information about the contractual relationship between Provider, Subcontractors, and Downstream Subcontractors; information regarding the facilities where Services are rendered; and information about the area(s) of specialization of Participating Providers, Subcontractors, and Downstream Subcontractors, as applicable.

1.30 Regulatory Agency(ies). The federal, State, county, and local government agencies and entities with regulatory or other authority over KHS, ECM Provider, Participating Provider, and/or this Agreement. Regulatory Agency includes, but is not limited to, the California Department of

Managed Health Care ("**DMHC**"), California Department of Insurance ("**CDI**"), DHCS, State Auditor, United States Department of Health and Human Services ("**DHHS**") and its agents (the "**Secretary**"), DHHS Inspector General, CMS, Department of Justice ("**DOJ**"), and Comptroller General of the United States.

1.31 Services. ECM Services and those Covered Services described in Exhibit B and Exhibit C.

1.32 Social Drivers of Health, ("SDOH"). The environments in which people are born, live, learn, work, play, worship, and age that affect a wide range of health functioning, and quality-of-life outcomes and risk.

1.33 Specialist Physician or Specialist. A Participating Physician who is professionally qualified to practice a designated specialty and whose agreement with KHS includes responsibility for providing health care services in that specialty.

1.34 State. The State of California.

1.35 Subcontract. An agreement between ECM Provider and a Subcontractor(s) for provision of Services to Members under this Agreement.

1.36 Subcontractor. A Participating Provider or any other entity that provides Services to Members pursuant to a direct or indirect contract, agreement, or other arrangement with ECM Provider.

1.37 Template Data. Provider data that includes, but is not limited to, data of Member populations, health care benefit categories, or program initiatives that Provider submits to KHS and KHS reports to DHCS.

1.38 Working Day(s). Monday through Friday, except for state holidays as identified at the Department of Human Resources State Holidays page.

ARTICLE II
SERVICES TO BE PERFORMED BY PROVIDER

2.01 ECM Provider Services. ECM Provider shall provide those contracted Services, as set forth in Exhibit B and Exhibit C, which are within ECM Provider's service specialty, to Members in accordance with the terms and conditions of this Agreement and in accordance with DHCS service definitions and requirements. The Parties acknowledge and agree that this Agreement specifies the Services to be ordered, referred, or rendered under this Agreement.

2.02 Performance. ECM Provider shall be responsible for determining the methods, details, and means of providing Services pursuant to this Agreement. ECM Provider, and Subcontractors, if any, shall render Services to Members in an economic and efficient manner, consistent with professionally recognized standards of health care or practice, as applicable. ECM Provider shall render Services to Members in the same manner and in accordance with the same standards, and within the same time availability, as offered to non-Members consistent with existing medical, ethical, or legal requirements for providing continuity of care to any patient. ECM Provider shall provide Services on a timely basis in compliance with KHS access standards and notify KHS in accordance with Paragraph 6.21 if ECM Provider is no longer able to do so or if there is a material change in the Services ECM Provider is able to competently provide.

2.03 Staffing. ECM Provider shall maintain staffing that allows for timely, high-quality service delivery of the ECM Services that it is contracted to provide. ECM Provider may, at ECM Provider's sole cost and expense, employ such allied health professional and nonprofessional assistants or employees as Subcontractors, as ECM Provider deems necessary to provide Services. Any such allied health professional who exercises independent judgment in providing Services to Members shall be subject to all KHS policies and procedures including, but not limited to, credentialing, as applicable. All of ECM Provider's staff, employees, Subcontractors, and agents shall hold and maintain in good standing, at all times during the term of this Agreement, all valid State licenses, registrations, and certifications (when applicable) required by Applicable Requirements for the scope of services they perform and shall be covered by ECM Provider's professional liability insurance policy or shall be covered by professional and general liability insurance policy acceptable to KHS. ECM Provider shall not employ or contract with individuals excluded from participation in any federal or state health care program under Section 1128 or 1128A of the Social Security Act, or who have opted out of the Medi-Cal program. ECM Provider shall notify KHS immediately in the event that ECM Provider, its staff, employee, or Subcontractor is excluded from participation in or opts out of any federal or state health care program or fails to maintain requisite insurance.

2.04 Location of Services. This Agreement is for the provision of Services at the location(s) listed in Exhibit A. KHS shall have no obligation to compensate ECM Provider for Services provided to Members at any other location unless it is approved by KHS in writing, prior to Services being rendered to KHS Members. KHS shall pay ECM Provider for the provision of Services appropriately delivered through telehealth modalities on the same basis and to the same extent that KHS is responsible for payment for the same Service if delivered in-person.

2.05 Identifying Members for ECM. ECM Provider is responsible for identifying Members who would benefit from ECM Services and sending requests to KHS, to determine if the Member is

eligible for ECM, consistent with KHS's process for such requests. In so identifying, ECM Provider must consider Members' health care utilization; needs across physical, behavioral, developmental, and oral health; health risks and needs due to Social Drivers of Health; and LTSS needs.

2.06 <u>ECM Provider Outreach and Member Engagement.</u>

(a) ECM Provider shall be responsible for conducting outreach to each assigned Member and engaging each assigned Member into ECM, in accordance with KHS's Policies and Procedures.

(b) ECM Provider shall prioritize outreach to those Members with the highest level of risk and need for ECM.

(c) ECM Provider shall conduct outreach primarily through in-person interaction where Members and/or their family member(s), guardian, caregiver, and/or authorized support person(s) live, seek care, or prefer to access services in their community. ECM Provider may supplement in-person visits with secure teleconferencing and telehealth, where appropriate and with consent of the Member.

i. ECM Provider shall use the following modalities, as appropriate and as authorized by the Member, if in-person modalities are unsuccessful or to reflect a Member's stated contact preferences:

a. Mail

b. Email

c. Texts

d. Telephone calls

e. Telehealth

(d) ECM Provider shall comply with nondiscrimination requirements set forth in Applicable Requirements and Paragraph 6.15 herein.

2.07 <u>Initiating Delivery of ECM.</u>

(a) ECM Provider shall obtain, document, and manage Member authorization for the sharing of Protected Health Information between KHS and ECM Provider, Community Supports Providers, and other Providers involved in the provision of Member care to the extent required by Applicable Requirements.

(b) Member authorization for ECM-related data sharing is not required for ECM Provider to initiate delivery of ECM unless such authorization is required by Applicable Requirements.

(c) When Applicable Requirements require Member authorization for data sharing, ECM Provider shall communicate that ECM Provider has obtained Member authorization for such data sharing back to KHS and provide KHS with copies of such authorizations.

2.08 <u>ECM Requirements and Core Service Components of ECM.</u>

(a) ECM Provider shall ensure ECM is a whole-person, interdisciplinary approach to care that addresses the clinical and non-clinical needs of high-cost and/or high-need Medi-Cal Members enrolled in managed care. ECM Provider shall ensure the approach is person-centered, goal oriented, and culturally appropriate.

i. If ECM Provider subcontracts with other entities to administer ECM functions, ECM Provider shall ensure agreements with such Subcontractors or Downstream Subcontractors for the provision of ECM bind the Subcontractors or Downstream Subcontractors to the terms and conditions that are enumerated in this Agreement, and that its Subcontractors comply with all requirements in this Agreement and the Medi-Cal Contract, including without limitation the provisions set forth in Exhibit F to this Agreement and the ECM Provisions. Such Subcontractor or Downstream Subcontractor Agreements are subject to the approval of KHS and Regulatory Agencies, if required by Applicable Requirements.

(b) ECM Provider shall:

i. Ensure each Member receiving ECM has a Lead Care Manager;

ii. Coordinate across all sources of care management in the event that a Member is receiving care management from multiple sources;

iii. Alert KHS to ensure non-duplication of services in the event that a Member is receiving care management or duplication of services from multiple sources; and

iv. Follow KHS instruction and participate in efforts to ensure ECM and other care management services are not duplicative.

(c) ECM Provider shall collaborate with area hospitals, PCPs (when not serving as the ECM Provider), behavioral health providers, Specialists, dental providers, providers of services for LTSS, and other associated entities, such as Community Supports Providers, as appropriate, to coordinate Member care.

(d) ECM Provider shall provide all core service components of ECM to each Member assigned to ECM Provider, in compliance with KHS's Policies and Procedures, as follows:

i. <u>Outreach and Engagement of KHS Members into ECM</u>.

ii. <u>Comprehensive Assessment and Care Management Plan</u>, which shall include, but is not limited to:

a. Engaging with each Member Authorized to receive ECM primarily through in-person contact;

1. When in-person communication is unavailable or does not meet the needs of the Member, ECM Provider shall use alternative methods (including innovative use of telehealth) to provide culturally appropriate and accessible communication in accordance with Member choice.

b. Identify necessary clinical and non-clinical resources that may be needed to appropriately assess Member health status and gaps in care, and may be needed to inform the development of an individualized Care Management Plan;

c. Developing a comprehensive, individualized, person-centered Care Management Plan by working with the Member and their family member(s), legal guardians, Authorized Representatives ("AR"), caregivers, and/or other authorized support person(s) as appropriate to assess strengths, risks, needs, goals and preferences and make recommendations for service needs;

d. Incorporating into the Member's Care Management Plan identified needs and strategies to address those needs, including, but not limited to, physical and developmental health, mental health, dementia, SUD, LTSS, oral health, palliative care, necessary community-based and social services, and housing;

e. Ensuring the Member is reassessed at a frequency appropriate for the Member's individual progress or changes in needs and as identified in the Care Management Plan; and

f. Ensuring the Care Management Plan is reviewed, maintained, and updated under appropriate clinical oversight.

iii. Enhanced Coordination of Care, which shall include, but is not limited to:

a. Organizing patient care activities, as laid out in the Care Management Plan; sharing information with those involved as a part of the Member's multi-disciplinary care team, and implementing activities identified in the Member's Care Management Plan;

b. Maintaining regular contact with all Providers that are identified as being a part of the Member's multi-disciplinary care team, whose input is necessary for successful implementation of the Member's goals and needs;

c. Ensuring care is continuous and integrated among all service Providers and referring to and following up with primary care, physical and developmental health, mental health, SUD treatment, LTSS, oral health, palliative care, necessary community-based and social services, including housing, as needed;

d. Providing support for Member engagement in treatment including coordination for medication review and reconciliation, scheduling appointments, providing appointment reminders, coordinating transportation, accompaniment to critical appointments, and identifying and helping to address other barriers to Member engagement in treatment;

e. Communicating the Member's needs and preferences timely to the Member's multi-disciplinary care team in a manner that ensures safe, appropriate, and effective person-centered care; and

f. Ensuring regular contact with the Member and their family member(s), AR, legal guardians, caregivers, and other authorized support person(s), when appropriate, consistent with the Care Management Plan.

iv. Health Promotion, which shall adhere to federal care coordination and continuity of care requirements (42 CFR 438.208(b)) and shall include, but is not limited to:

a. Working with Members to identify and build on successes and potential family and/or support networks;

b. Providing services to encourage and support Members to make lifestyle choices based on healthy behavior, with the goal of supporting the Member's ability to successfully monitor and manage their health; and

c. Supporting the Member in strengthening skills that enable them to identify and access resources to assist them in managing their conditions and preventing other chronic conditions.

v. Comprehensive Transitional Care, which shall include, but is not limited to:

a. Developing strategies to reduce avoidable Member admissions and readmissions across all Members receiving ECM;

b. For Members who are experiencing or are likely to experience a care transition:

1. Developing and regularly updating a transition plan for the Member;

2. Evaluating a Member's medical care needs and coordinating any support services to facilitate safe and appropriate transitions to, from

and among treatment facilities, including admissions and discharges;

3. Tracking each Member's admission and discharge to or from an emergency department, hospital inpatient facility, skilled nursing facility, residential or treatment facility, incarceration facility, or other treatment center, and communicating with the appropriate care team members;

4. Coordinating medication review/reconciliation; and

5. Providing adherence support and referral to appropriate services.

vi. Member and Family Supports, which shall include, but are not limited to:

a. Documenting the Member's authorized family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable;

b. Ensuring all required authorizations are in place to ensure effective communication between the ECM Provider, providers, KHS, and the Member and their family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable;

c. Activities to ensure the Member and their family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable, are knowledgeable about the Member's conditions with the overall goal of improving the Member's care planning and follow-up, adherence to treatment, and medication management, in accordance with all federal, state and local privacy and confidentiality laws and the Applicable Requirements;

d. Ensuring the Member's Lead Care Manager serves as the primary point of contact for the Member and their family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable;

e. Identifying supports needed for the Member and their family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable, to manage the Member's condition and assist them in accessing needed support services;

f. Providing for appropriate education of the Member and their family members, AR, legal guardians, caregivers, and other authorized support persons, as applicable, about care instructions for the Member; and

g. Ensuring that the Member and their family members, legal guardians, AR, caregivers, and other authorized support persons, as applicable, have a copy of the Member's Care Management Plan and information about how to request updates.

vii. Coordination of and Referral to Community and Social Support Services, which shall include, but is not limited to:

a. Determining appropriate services to meet the needs of the Member, including services that address SDOH needs, including housing, and services which may be offered by KHS as Community Supports Services; and

b. Coordinating and referring the Member to available community resources and following up with Members to ensure services were rendered (i.e., "closed loop referrals").

(e) ECM Provider shall ensure that each Member automatically Authorized for ECM as a prior enrollee in the Health Home Program, is assessed within six (6) months of Authorization for ECM, or other timeframes provided by DHCS in guidance for specific transitioning subpopulations, to determine the most appropriate level of services for the Member, to confirm whether ECM or a lower level of care coordination best meets the Member's needs.

(f) ECM Provider shall ensure that each Member automatically Authorized for ECM as a prior enrollee in a Whole Person Care ("WPC") pilot and identified by the WPC Lead Entity as belonging to an ECM Population of Focus, is assessed within six (6) months of Authorization for ECM, or other timeframes provided by DHCS in guidance for specific transitioning subpopulations, to determine the most appropriate level of services for the Member, to confirm whether ECM or a lower level of care coordination best meets the Member's needs.

2.09 Eligibility Verification. ECM Provider shall provide Services to a Member only after verifying the Member's eligibility in accordance with KHS' Eligibility Verification policies and procedures. If ECM Provider does not verify a Member's eligibility, KHS may refuse to pay ECM Provider for any Services provided.

2.10 Training. ECM Provider shall participate in all mandatory, ECM Provider-focused ECM training and technical assistance provided by KHS, including in-person sessions, webinars, and/or calls, as necessary, in addition to Network Provider training per requirements described in Exhibit A, Attachment III, Provision 3.2.5, (*Network Provider Training*), of the Medi-Cal Contract and other requirements set forth therein.

2.11 Prior Authorization. ECM Provider agrees to obtain Authorization from KHS for Services as set forth in the Administrative Manual and this Agreement.

2.12 EPSDT Benefits. ECM Provider and ECM Provider's Subcontractors agree to comply with all Applicable Requirements relating to the EPSDT Benefit, if applicable.

2.13 Accessibility of Services. ECM Provider shall provide Services promptly and in a manner that ensures availability, accessibility, and continuity of care, and is consistent with generally accepted standards of care, including reasonable hours of operation. ECM Provider shall provide Services in a

prompt and efficient manner without delays in wait times, prior Authorization, scheduling or rescheduling of appointments, or accessibility to interpreter services as required by Applicable Requirements. ECM Provider shall provide Services to Members in the non-metro geographic areas of Kern County and shall cooperate with KHS to consistently meet these accessibility needs.

2.14 Licensure, Certification, and Accreditation. ECM Provider currently warrants and represents that ECM Provider's employees, equipment and facilities are licensed, certified, registered and credentialed as required by law and, if applicable, that ECM Provider meets the standards of a provider of health care services under the Medicare and Medi-Cal programs. ECM Provider acknowledges that deficiencies in facilities, equipment, supplies, and/or medical records may result in the implementation of a corrective action plan or termination of this Agreement.

ARTICLE III
OBLIGATIONS OF KHS

3.01 ECM Program.

(a) KHS shall inform Members about ECM and how to access it.

(b) KHS shall ensure that authorization or a decision not to authorize ECM services is made as soon as possible in response to requests for ECM directly from Members and on behalf of Members by ECM Providers, other providers and community entities, and the Member's family, legal guardian, caregiver, AR, or other authorized support person, as applicable, in accordance with Exhibit A, Attachment II, Provision 2.3.2 (*Timeframes for Medical Authorization*) of the Medi-Cal Contract and APL 17-006. If KHS does not authorize ECM Services, KHS shall ensure the Member and requesting party, as applicable, are informed of the Member's right to appeal and the appeals process by way of the Notice of Action ("NOA"), process as described in Exhibit A, Attachment III, Provision 5.1.5. (*Notices of Action for Denial, Deferral or Modification of Prior Authorization Requests*), and Exhibit A, Attachment III, Section 4.6 (*Member Grievance and Appeal System*) of the Medi-Cal Contract and APL 17-006. KHS shall follow its standard grievances and appeals process.

(c) KHS shall be responsible for Authorizing ECM for each eligible Member, whether they are identified by KHS or if the Member or a family member, AR, guardian, caregiver, authorized support person or external entity requests that the Member receives ECM.

(d) KHS shall be responsible for assigning all Members Authorized to receive ECM to an appropriate ECM Provider.

(e) KHS shall permit Members to change ECM Providers at any time. KHS shall, to the extent practicable, implement any Member's request to change their ECM Provider within thirty (30) calendar days.

(f) KHS shall develop and disseminate Member-facing written materials about ECM for use by ECM Provider and Participating Providers. This material shall:

i. Explain ECM and how to request it.

ii. Explain that ECM participation is voluntary and can be discontinued at any time.

iii. Explain that the Member must authorize ECM-related data sharing.

iv. Describe the process by which the Member may choose a different Lead Care Manager or ECM Provider.

v. Meet the standards for culturally and linguistically appropriate communication outlined in Exhibit A, Attachment III, Provision 5.2.11.C, (*Cultural and Linguistic Programs and Committees*) and in Exhibit A, Attachment III, Provision 5.1.3, (*Member Information*), of the Medi-Cal Contract.

(g) KHS shall ensure accurate and up-to-date Member-level records are maintained for the Members Authorized for ECM.

(h) KHS shall notify ECM Provider when ECM has been discontinued.

(i) KHS shall notify the Member of the discontinuation of ECM and ensure the Member is informed of their right to appeal and the appeals process by way of the NOA process as described in Exhibit A, Attachment III, Provision 5.1.5 (*Notices of Action for Denial, Deferral, or Modification of Prior Authorization Requests*), and Exhibit A, Attachment III, Section 4.6 (*Member Grievance and Appeal System*) of the Medi-Cal Contract and APL 17-006.

3.02 Authorization of ECM. KHS shall ensure ECM Authorization or a decision not to Authorize occurs as soon as possible and in accordance with Applicable Requirements and the Administrative Manual.

3.03 Assignment to an ECM Provider. KHS shall ensure communication of the assignment of a Member to ECM Provider as soon as possible, but in any event no later than ten (10) Working Days after ECM Authorization. KHS shall follow Member's preferences for a specific ECM Provider, if known, to the extent practicable.

(a) If the Member's assigned Primary Care Physician ("PCP") is a contracted ECM Provider, KHS shall assign the Member to the PCP as the ECM Provider unless the Member has expressed a different preference or KHS identifies a more appropriate ECM Provider given the Member's individual needs and health conditions.

(b) If the Member receives services from a Mental Health Plan for Serious Emotional Disturbance ("SED"), Substance Use Disorder ("SUD"), and/or Serious Mental Illness ("SMI"), and the Member's behavioral health provider is a contracted ECM Provider, KHS shall assign the Member to that behavioral health provider as the ECM Provider unless the Member has expressed a different preference or KHS identifies a more appropriate ECM Provider given the Member's individual needs and health conditions.

(c) If a child Members is enrolled in CCS and the Member's CCS Case Manager is affiliated with KHS a contracted ECM Provider, KHS shall assign that Member to the CCS Case Manager as the ECM Provider, unless the Member or parent, legal guardian, or authorized representative has expressed a different preference or KHS identifies a more appropriate ECM Provider given the Member's individual needs and health conditions.

(d) KHS shall notify the Member's PCP if different from the ECM Provider, of the assignment to the ECM Provider within ten (10) Working Days of the date of the assignment.

(e) KHS shall document the Member's ECM Lead Care Manager in its system of record.

(f) KHS shall permit Members to change ECM Providers at any time and implement any requested ECM Provider change within thirty (30) days, to the extent practicable.

3.04 <u>Data Systems Requirements and Data Sharing to Support ECM.</u>

(a) KHS shall comply with all State and federal reporting requirements.

(b) KHS shall have an IT infrastructure and data analytic capabilities to support ECM, including the capabilities to:

i. Consume and use claims and Encounter Data, as well as other data types listed in Exhibit A, Attachment III, Section 4.4.6 (*Member Identification for ECM*) of the Medi-Cal Contract used to identify Populations of Focus;

ii. Assign Members to ECM Providers;

iii. Keep records of all Members receiving ECM and authorizations necessary for sharing Protected Health Information and personally identifiable information among ECM Providers and family member(s) and/or support person(s), whether obtained by ECM Provider or by KHS;

iv. Securely share data with ECM Providers and other providers in support of ECM;

v. Receive, process, and send claims, Encounter Data and invoices from ECM Providers to DHCS;

vi. Receive and process supplemental reports from ECM Providers;

vii. Send ECM supplemental reports to DHCS; and

viii. Open, track, and manage referrals to Community Supports Providers

(c) KHS shall provide to ECM Provider the following data at the time of assignment and

periodically thereafter, and following DHCS guidance for data sharing where applicable:

i. Member assignment files, defined as a list of Members Authorized for ECM and assigned to the ECM Provider;

ii. Encounter and/or claims data;

iii. Physical, behavioral, administrative, and SDOH data (e.g., Homeless Management Information System (HMIS data)) for all assigned Members; and

iv. Reports of performance on quality measures and/or metrics, as requested.

(d) KHS shall use defined federal and State standards, specifications, code sets, and terminologies when sharing physical, behavioral, social, and administrative data with ECM Provider and with DHCS.

ARTICLE IV
COMPENSATION

4.01 Compensation. KHS shall pay ECM Provider according to Exhibit C for the Services provided by ECM Provider to Members. ECM Provider is paid when ECM is initiated for any given Member. The Parties acknowledge and agree that this Agreement fully discloses the method and amount of compensation or other consideration to be received by ECM Provider.

(a) For Services compensated on a capitation basis ("Capitation Services"), KHS shall pay to ECM Provider, on or before the 15th day of the month, a capitation amount as set forth in Exhibit C for Members.

(b) For Services compensated on other than a capitation basis ("Noncapitated Services"), KHS shall pay ECM Provider the amounts set forth in Exhibit C within 45 Working Days following receipt by KHS of a properly completed claim form(s).

(c) If ECM Provider is an individual or group practice or practices in shared health facilities, KHS shall pay 90% of all clean claims within thirty (30) days of date of receipt and 99% of all clean claims within ninety (90) days. The date of receipt shall be the date KHS receives the claim, as indicated by its date stamp on the claim. The date of payment shall be the date on the check or other form of payment.

(d) ECM Provider shall submit claims for the provision of Services to KHS using the national standard specifications and code sets to be defined by DHCS.

(e) In the event ECM Provider is unable to submit claims to KHS for Services using the national standard specifications and DHCS-defined code sets, ECM Provider shall submit an invoice to KHS with the minimum set of data elements (to be defined by DHCS) necessary for KHS to convert the invoice to an encounter for submission to DHCS.

(f) Within 180 days following ECM Provider's provision of any Service to a Member, ECM Provider shall submit to KHS a complete written health insurance claim form (CMS 1500 (or its equivalent)) and for all Services, including Capitated Services, that ECM Provider provided to the Member. Any claim for Noncapitated Services that is not received by KHS within 120 days of the date services were rendered shall not be considered in the risk pool calculations. Any claim that is not received by KHS within 180 days of the date Services were rendered shall be denied, consistent with Section 1300.71(b)(4) of Title 28 of the California Code of Regulations.

(g) KHS shall notify ECM Provider in writing not later than 45 Working Days after receipt of a claim by KHS if KHS intends to contest or deny the claim. The notice shall identify the portion of the claim that is contested and the specific reasons KHS is contesting the claim. If the claim is contested because KHS has not received the information necessary to determine KHS's liability for the claim, ECM Provider shall have 45 Working Days from the date of the notice to provide the information requested. Thereafter, KHS shall complete its consideration of the claim within 45 Working Days after KHS receives the information requested by KHS.

4.02 Payment in Full. The compensation provided pursuant to Exhibit C shall constitute ECM Provider's sole compensation for Services rendered to Members. In the event KHS fails to pay for Services as stated in this Agreement, EMC Provider shall not bill a Member for Services and no Member shall be liable to ECM Provider, for any sums owed by KHS. ECM Provider shall not charge or attempt to charge KHS or its Members for Services, except for applicable co-payments and deductible. ECM Provider shall not attempt to recover for nonpayment caused by ECM Provider's failure to comply with KHS' policies and procedures. If ECM Provider attempts to do so, KHS may terminate this Agreement and take other appropriate action against ECM Provider.

(a) In the event that an overpayment is made to ECM Provider, KHS shall send a refund request letter to ECM Provider within 365 days of the date of payment of the overpaid claim. Within thirty (30) Working Days of receipt of the letter, ECM Provider shall submit to KHS either a complete refund of the overpayments or a dispute. If ECM Provider fails to refund the overpayment or submit a dispute within the timeframe above, KHS shall offset the overpayment against any payment owing to ECM Provider for pending claims, and applicable risk pools pursuant to Section 1300.71.38 of Title 28 of the California Code and Regulations.
(b) ECM Provider must report to KHS, or KHS's Subcontractor or Downstream Subcontractor, when it has received an Overpayment; return the Overpayment to KHS, or KHS's Subcontractor or Downstream Subcontractor, within sixty (60) calendar days of the date the Overpayment was identified; and notify KHS, or KHS's Subcontractor or Downstream Subcontractor, in writing of the reason for the Overpayment in accordance with Exhibit A, Attachment III, Provision 1.3.6 (*Treatment of Overpayment Recoveries*) and 42 CFR section 438.608(d)(2).

4.03 Patient Responsibility. ECM Provider may charge a Member for non-covered services provided to the Member so long as ECM Provider first notifies the Member that the services to be provided are not covered Services, that the Member will be responsible for paying for the services and informs the Member of the amount of the charges. ECM Provider shall obtain the Member's

signature on an acknowledgment that the notification required by this Paragraph was given prior to providing said services.

4.04 No Surcharges. Physician shall not collect any surcharges for Services and shall immediately provide written notice to KHS if any such surcharge has been collected, for appropriate action by KHS.

4.05 ECM Provider Disputes. KHS shall establish and maintain a timely, fair, and cost-effective dispute resolution mechanism to process and resolve disputes and work to resolve disputes in a timely manner. The policies and procedures that govern disputes shall be written and available for review by ECM Provider. ECM Provider has the right to all protections afforded them under the Health Care Provider's Bill of Rights, including, but not limited to ECM Provider's right to access KHS's dispute resolution mechanism and submit a grievance pursuant to Health and Safety Code Section 1367(h)(1).

ARTICLE V
COORDINATION OF BENEFITS
SUBROGATION AND LIABILITY LIMITATIONS

5.01 Coordination of Benefits Obligations. ECM Provider shall cooperate with KHS with respect to COB and the recovery of claims from third parties. To the extent allowed by law, each Party shall provide the other, or its designated representative, information about other health care coverage that may be applicable to Member Services. This shall include but shall not be limited to group indemnity or other health plans, plans mandated by federal, state or local law and plans against which KHS may be subrogated. If a Member is entitled to benefits for Services from other health care plan(s) or third-party payor(s) and if such other plan(s) or payor(s) are obligated to pay its benefits as primary payor, KHS' secondary payment for eligible Services shall be limited to the maximum that KHS would compensate ECM Provider under Article IV so that up to, but not more than, 100% of total eligible charges are paid with the total primary and secondary payment. If ECM Provider has collected a payment or coinsurance from KHS or Members, where duplicate coverage exists and if ECM Provider is subsequently reimbursed for Services by another health care plan or another health care provider, ECM Provider shall refund KHS, as appropriate, the portion of the payment or coinsurance which represents an overpayment to ECM Provider. Physician is required to bill all primary payor sources (including CCS for Services covered by CCS) and is required to balance bill KHS for covered co-pays or other covered expenses not covered by primary payor. Refusal to do so will be grounds for termination of ECM Provider's contract with KHS.

5.02 Subrogation. Any rights of subrogation which may exist with respect to the provision of any Services to a Member shall inure to the benefit of and belong to DHCS exclusively. KHS shall not attempt recovery in circumstances involving casualty insurance, tort liability or worker's compensation. KHS shall report to DHCS within ten (10) days after discovery of circumstances that may result in casualty insurance payment, tort liability payments or worker's compensation awards.

ARTICLE VI
OBLIGATIONS OF PROVIDER

6.01 Participation Requirements.

(a) ECM Provider shall be experienced in serving the ECM Populations of Focus ECM Provider will serve.

(b) ECM Provider shall have experience and expertise with the Services ECM Provider will provide.

(c) ECM Provider shall comply with all Applicable Requirements, and all ECM program requirements in the ECM Provisions and associated guidance.

(d) ECM Provider shall have the capacity to provide culturally appropriate and timely in-person care management activities in accordance with Exhibit A, Attachment III, Provision 5.2.11.C (*Cultural and Linguistic Programs and Committees*) of the Medi-Cal Contract.

(e) ECM Provider shall ensure that ensure that cultural competency, sensitivity, Health Equity, and diversity training is provided for employees and staff at key points of contact with Members in accordance with the Medi-Cal Contract, Exhibit A, Attachment III, Provision 5.2.11.C (*Cultural and Linguistic Programs and Committees*).

(f) ECM Provider must provide interpreter services for Members and comply with KHS language assistance program policies and procedures developed pursuant to Health and Safety Code Section 1367.04 and Section 1300.67.04 of Title 28 of the California Code of Regulations.

(g) ECM Provider shall have formal agreements and processes in place to engage and cooperate with area hospitals, primary care practices, behavioral health providers, Specialists, and other entities, such as Community Supports Providers, to coordinate care as appropriate to each Member.

(h) ECM Provider shall use a care management documentation system or process that supports the documentation and integration of physical, behavioral, social service and administrative data and information from other entities to support the management and maintenance of a Care Management Plan that can be shared with other Participating Providers and organizations involved in each Member's care. Care management documentation systems may include Certified Electronic Health Record Technology, or other documentation tools that can: document Member goals and goal attainment status; develop and assign care team tasks; define and support Member care coordination and care management needs; gather information from other sources to identify Member needs and support care team coordination and communication and support notifications regarding Member health status and transitions in care (e.g., discharges from a hospital, long-term care facility, housing status).

(i) If a State-level enrollment pathway exists, ECM Provider shall be enrolled in Medi-Cal, pursuant to relevant DHCS APLs including Provider Credentialing/Recredentialing and Screening/Enrollment APL 19-004 and any subsequent APLs. If APL 19-004 and other subsequent APLs do not apply to ECM Provider, ECM Provider must comply with the KHS's

process for vetting ECM Provider, which may extend to individuals employed by or delivering services on behalf of ECM Provider, to ensure that all ECM Providers can meet the capabilities and standards required to be an ECM Provider.

(j) ECM Provider must notify KHS, and KHS's Subcontractor or Downstream Subcontractor, within ten (10) Working Days of any suspected Fraud, Waste, or Abuse and a provision that allows KHS to share such information with DHCS in accordance with the Medi-Cal Contract, Exhibit A, Attachment III, Provisions 1.3.2.D (*KHS's Reporting Obligations*) and 1.3.2.D.6 (*Confidentiality*).

(k) ECM Provider shall comply with KHS's ECM Model of Care, incorporated by reference herein.

(l) ECM Provider shall comply with requirements on data exchange pursuant to Exhibit A, Attachment III, Provision 4.4.12 (*Data System Requirements and Data Sharing to Support ECM)* of the Medi-Cal Contract.

6.02 <u>Member Assignment to ECM Provider.</u>

(a) KHS shall communicate new Member assignments to ECM Provider as soon as possible, but in any event no later than ten (10) Working Days after ECM Authorization.

(b) ECM Provider shall immediately accept all Members assigned by KHS for ECM, with the exception that ECM Provider shall be permitted to decline a Member assignment if ECM Provider is at its pre-determined capacity, as agreed upon between the Parties. ECM Provider shall immediately notify KHS if it does not have the capacity to accept a Member assignment.

(c) Upon initiation of ECM, ECM Provider shall ensure each Member assigned has a Lead Care Manager who interacts directly with the Member and/or their family member(s), guardian, caregiver, and/or authorized support person(s), as appropriate. The Lead Care Manager is responsible for engaging with a multi-disciplinary care team to identify any gaps in the Member's care and, at a minimum, ensure effective coordination of all physical, behavioral, developmental, oral health care, long-term services and supports, Specialty Mental Health Services, Drug Medi-Cal/Drug Medi-Cal Organized Delivery System services, any Community Supports Services, and other services that address social drivers of health ("SDOH") needs, regardless of setting.

(d) ECM Provider acknowledges that Members may decline or end ECM upon initial outreach and engagement, or at any other time.

(e) ECM Provider shall advise the Member on the process for changing ECM Providers, which is permitted at any time.

i. ECM Provider shall advise the Member on the process for switching ECM Providers, if requested.

ii. ECM Provider shall notify KHS if the Member wishes to change ECM Providers.

iii. KHS must implement any requested ECM Provider change within thirty (30) days.

(f) ECM Provider acknowledges that KHS shall have the right to immediately withdraw Members from assignment to ECM Provider or any of its Subcontractors in the event the health or safety of Members is jeopardized by the actions of ECM Provider or such Subcontractor or by reason of ECM Provider's or such Subcontractor's failure to provide Services in accordance with KHS's utilization management program.

6.03 Nonexclusivity. KHS and ECM Provider agree that:

(a) ECM Provider may provide Services to patients who are not Members.

(b) In providing Services to patients who are not Members, ECM Provider shall neither represent nor imply that the Services are being provided by or on behalf of KHS.

(c) KHS may contract with other providers for the provision of the same kind of Services as ECM Provider and nothing in this Agreement shall require KHS or any of its Participating Providers to refer Members to ECM Provider.

6.04 Personnel, Equipment and Supplies. ECM Provider shall supply all personnel, equipment, and supplies necessary to perform this Agreement and provide Services to Members. ECM Provider shall supervise all personnel used to provide Services and shall maintain facilities and equipment in good order and repair, and in compliance with Applicable Requirements, including, but not limited to, the provisions of Title 22, CCR Sections 53230 and 53856.

6.05 Workers' Compensation and Unemployment Insurance. ECM Provider shall provide, at ECM Provider's sole cost and expense, workers' compensation insurance and unemployment insurance for all of ECM Provider's employees as required by law throughout the term of this Agreement. With the written approval of KHS, ECM Provider may participate in a self-insurance program that provides equivalent coverage.

6.06 Professional Liability Insurance. ECM Provider shall provide, at ECM Provider's sole cost and expense, throughout the term of this Agreement, a policy of professional liability insurance with a licensed insurance company admitted to do business in California in minimum amounts of One Million Dollars per incident and Three Million Dollars in the aggregate. With the written approval of KHS, ECM Provider may participate in a program of self-insurance that provides equivalent coverage. ECM Provider shall maintain comparable coverage after termination of this Agreement as necessary to ensure that all services rendered by ECM Provider or his agents during the term hereof are covered until all applicable statutes of limitation have expired. The insurance required by this Paragraph must be continuous and uninterrupted throughout the term of the Agreement. The purchase of gap or tail coverage to cover a lapse shall not satisfy this requirement.

6.07 General Liability Insurance. ECM Provider shall maintain comprehensive general insurance with liability limits of not less than One Million Dollars. With the written approval of KHS, ECM Provider may participate in a program of self-insurance that provides equivalent coverage.

6.08 Proof of Insurance. Unless specified otherwise in Paragraph 6.21, ECM Provider shall furnish KHS with written evidence that the insurance required under Paragraphs 6.05, 6.06, and 6.07 is in full force and effect during the term hereof and shall provide KHS with no less than 30 days written notice of any change in coverage.

6.09 Performance. ECM Provider shall devote the time, attention, and energy necessary for the competent and effective performance of ECM Provider's duties hereunder according to generally accepted standards of care.

6.10 Compliance with Law and Ethical Standards. ECM Provider shall at all times comply with all Applicable Requirements and ethical standards issued by Regulatory Agencies or boards that govern ECM Provider's conduct and/or licensure, accreditation, or certification, as applicable.

6.11 Compliance with Policies and Procedures. In providing and claiming payment for Services pursuant to this Agreement, ECM Provider shall comply with the KHS Administrative Manual, the policies and procedures of the Medi-Cal Contract, including, but not limited to, the ECM Provisions, DHCS policies and guidance, including all applicable DHCS APLs, KHS' Model of Care for ECM services, and all of KHS policies and procedures.

6.12 Provider Roster. KHS may publish ECM Provider's name, address, telephone number, type of practice and office hours in KHS' roster of Participating Providers. The roster is available to the public.

6.13 Maintenance and Access to Records.

(a) ECM Provider shall maintain all books, medical records, financial records, Encounter Data, papers, contracts, and other documents related to this Agreement in accordance with good business practices and generally accepted accounting principles for a minimum of ten (10) years from the final date of the Agreement period or from the date of completion of any audit, whichever is later. The books and records of ECM Provider relative to all its activities under this Agreement shall not be removed from the State of California without the prior consent of KHS, DMHC, and other relevant Regulatory Agency, as required by law.

(b) ECM Provider shall make all of its premises, facilities, equipment, books, records, contracts, and computer or other electronic systems maintained by ECM Provider and Subcontractors relating to Services ordered, referred, or rendered under the terms of this Agreement, available to KHS or Regulatory Agencies for the purpose of inspection, evaluation, audit, examination and photocopying, including but not limited to, Access Requirements and State's Right to Monitor, as set forth in the Medi-Cal Contract, Exhibit E, Section 1.22 (*Inspection and Audit of Records and Facilities*), as follows:

    a. In accordance with inspections and audits, as directed by DHCS, CMS, U.S. DHHS

Inspector General, the Comptroller General, Department of Justice (DOJ), DMHC, or their Designees; and

b. At all reasonable times at ECM Provider's place of business or other such mutually agreeable location in California.
c. ECM Provider shall make and KHS shall pay five cents ($.05) per copy, or such other charges in accordance with KHS' then current policies and procedures for any copies made of said books, records, and other papers as requested or required by a Regulatory Agency. All documents shall be provided within ten (10) days of the request.

(c) ECM Provider will maintain and make available to DHCS, upon request, copies of all contracts it enters into related to ordering, referring, or rendering Services under this Agreement, and will ensure that all such contracts are in writing.
(d) ECM Provider will timely gather, preserve and provide to DHCS, CMS, Attorney General's Division of Medi-Cal Fraud and Elder Abuse ("DMFEA"), and any authorized State or federal regulatory agencies, any records in ECM Provider's possession, in accordance with the Medi-Cal Contract, Exhibit E, Section 1.27 (*Litigation Support*).

6.14 Nondiscrimination. Without limiting any other provision hereunder, ECM Provider shall comply with all Applicable Requirements and KHS's policy in regard to nondiscrimination in employment practices and in delivery of Services. ECM Provider shall not discriminate in the provision of Services to Members because of race, color, national origin, creed, ancestry, religion, language, age, sex, gender, gender identity, gender expression, marital status, pregnancy, medical condition (including cancer), mental or physical disability, genetic information, veteran status, sexual orientation, ethnic group identification, health status or the need for health benefits, identification with any other persons or groups defined in Penal Code section 422.56, or other protected status. All nondiscrimination rules or regulations required by law, including, but not limited to, Title VI of the Civil Rights Act of 1964 (42 USC Section 2000d, 45 C.F.R. Parts 80 and 84); Title 28 CFR Part 36; Title III of the Americans with Disabilities Act of 1990; Title IX of the Education Amendments of 1972; Title 45 CFR Part 91 of the Age Discrimination Act of 1975; the Rehabilitation Act of 1973, as amended; and Section 1557 of the Patient Protection and Affordable Care Act, Government Code section 11135; W&I Code sections 14029.91 and 14029.92, to be included in this Agreement are incorporated herein by this reference. ECM Provider understands and agrees that administrative methods and/or procedures which have the effect of subjecting individuals to discrimination or otherwise defeating the objectives of the applicable and aforementioned laws shall be prohibited. ECM Provider shall provide Services to Members in a culturally and linguistically appropriate manner, according to the same standards and within the same time availability as patients who are not Members. ECM Provider shall include the nondiscrimination and compliance provisions of this Agreement in all Subcontractor and Downstream Subcontractor Agreements, if any, to perform work under the Agreement.

6.15 Quality and Oversight.

(a) ECM Provider acknowledges KHS will conduct oversight of its delivery of ECM to ensure the quality of ECM rendered and ongoing compliance with all legal and contractual obligations both KHS and ECM Provider have, including, but not limited to, all DHCS policies and guidance, (including all applicable DHCS APLs), KHS' Model of Care, required

reporting, audits, and corrective actions, among other oversight activities.

(b) ECM Provider shall respond to all KHS requests for information and documentation to permit ongoing monitoring of ECM.

(c) ECM Provider shall be responsible for the same reporting requirements as those KHS must report to DHCS, including Encounter Data, outreach efforts, and other supplemental reporting, as applicable.

(d) Failure of ECM Provider to follow KHS's Policies and Procedures, reporting requirements, subcontractual requirements, or Applicable Requirements, may result, at KHS's option, in a corrective action plan or any sanctions incorporated in the KHS Administrative Manual.

6.16 Discontinuation of ECM.

(a) When ECM is discontinued, or will be discontinued for the Member, KHS is responsible for sending a Notice of Action ("NOA") notifying the Member of the discontinuation of the ECM benefit and ensuring the Member is informed of their right to appeal and the appeals process as instructed in the NOA. ECM Provider shall communicate to the Member other benefits or programs that may be available to the Member, as applicable (e.g., Complex Care Management, Basic Care Management, etc.).

(b) ECM Provider shall notify KHS to discontinue ECM for Member when any of the following circumstances are met:

i. The Member has met all Care Management Plan goals for ECM;

ii. The Member is ready to transition to a lower level of care;

iii. The Member no longer wishes to receive ECM or is unresponsive or unwilling to engage; and/or

iv. ECM Provider has not been able to connect with the Member after multiple attempts.

6.17 Patient's Rights. ECM Provider shall observe, protect and promote the rights of Members as patients. ECM Provider may also freely communicate with Member regarding treatment options available, including medication treatment options, regardless of benefit coverage limitations. ECM Provider shall ensure that Members with disabilities are able to communicate effectively in making decisions regarding treatment options

6.18 Cooperation.

(a) KHS is obligated to monitor the quality of care received by Members and ECM Provider shall cooperate with KHS in the review of the quality of care administered to Members.

(b) The Parties acknowledge that cooperation is essential to the smooth and efficient operation and administration of KHS. Resources cannot be efficiently and effectively deployed if

individual providers are disruptive or uncooperative. ECM Provider shall adhere to such standards as may be reasonably established by the KHS Board of Directors regarding provider cooperation and disruptive behavior and dispute resolution. Failure to cooperate or to comply with these requirements may be a basis to terminate this Agreement.

6.19 Encounter and Statistical Data and Reports. ECM Provider shall provide KHS, either directly or through a Subcontractor or Downstream Subcontractor, as applicable, complete, accurate, reasonable and timely Encounter Data, Provider Data, Program Data, Template Data, and any other reports or data as needed by KHS in order for KHS to meet its data reporting requirements to DHCS. ECM Provider agrees to comply with the requirements set forth in Exhibit A, Attachment III, Provision 2.1.2 (*Encounter Data Reporting*), Provision 2.1.4 (*Network Provider Data Reporting*), Provision 2.1.5 (*Program Data Reporting*), and Provision 2.1.6 (*Template Data Reporting*) of the Medi-Cal Contract. Such data and reports shall be provided in the form and at the times specified in the Administrative Manual to permit KHS to analyze access and quality of service and utilization patterns of Members as well as to comply with regulatory and contractual requirements. Failure to comply may be cause for withholding or adjusting payment amounts paid to ECM Provider. Repeated noncompliance may be cause for termination of this Agreement pursuant to Paragraph 7.03.

6.20 Notice Requirements. ECM Provider shall notify KHS as follows:

(a) In writing at least 60 calendar days before any of the following:

i. Any change in ECM Provider's business address, business phone number, office hours, tax identification number, State of California license number or Drug Enforcement Agency registration number;

ii. Any change in ownership of ECM Provider's practice.

(b) Orally, immediately followed by written notice within one business day of any of the following:

i. Any action taken (and the reasons therefor) to restrict, suspend or revoke any of ECM Provider's licenses, certifications, accreditations, medical staff memberships or clinical privileges, ECM Provider's Controlled Substance Permit, or ECM Provider's qualification to serve as either a Medicare or Medi-Cal provider (summary actions shall be deemed to have occurred upon the date of initial imposition, regardless of whether or not any procedural rights are pending);

ii. A felony conviction of ECM Provider or any employee of ECM Provider who provides Services pursuant to this Agreement;

iii. Any public disciplinary action concerning ECM Provider before the Medical Board of California or similar agency in any state;

iv. Disability or incapacitation that will materially affect ECM Provider's professional practice;

v. Cancellation or material modification of ECM Provider's professional liability insurance;

vi. Any occurrence that will render ECM Provider unable to provide Services on a timely basis;

vii. Any changes or modifications to ECM Provider's continuity of care arrangements for care of ECM Provider's Member patients at Participating Hospitals where ECM Provider does not have medical staff membership; or

viii. Any other event that will materially affect ECM Provider's ability to carry out ECM Provider's duties and obligations under this Agreement.

(c) Failure to notify KHS as required herein shall be cause for immediate termination pursuant to Paragraph 7.02.

(d) Any notices required or permitted to be given by one Party to the other pursuant to this Agreement may be given either by personal delivery or by registered or certified United States mail, postage prepaid, return receipt requested. Notice shall be deemed given upon receipt. For the purpose of determining receipt, the return receipt shall be conclusive. Notices shall be addressed to the Parties at their addresses as shown in this Agreement unless changed by prior written notice.

(e) ECM Provider shall notify KHS within five Working Days if either:

i. ECM Provider is closing their panel to accepting new patients, or

ii. ECM Provider is re-opening their panel to accepting new patients.

(f) ECM Provider shall notify KHS within 10 Working Days of any settlement or judgment in a civil action involving ECM Provider or any of ECM Provider's Subcontractors that includes a professional liability claim.

(g) KHS reserves the right to delay payment, per Section 1367.27 of California Health and Safety Code, should the ECM Provider fail to respond to KHS' attempts to verify the ECM Provider's information as required. KHS may delay claims payments for up to one calendar month, beginning on the first day of the following month. KHS may terminate this Agreement for a pattern of repeated failure of the ECM Provider to alert KHS to a change in the information required to be in the provider directory, in accordance with Paragraph 7.03 of the Agreement.

6.21 <u>Subcontracting.</u>

(a) ECM Provider and any Subcontractor or Downstream Subcontractor shall enter into a written agreement for such Services. Each Subcontractor or Downstream Subcontractor Agreement

shall be subject to review and approval by KHS and ECM Provider shall make copies of all such agreements available to KHS, DHCS, and DMHC. All Subcontractor and Downstream Subcontractor Agreements shall be signed and require Subcontractor or Downstream Subcontractor, as applicable, to:

i. Comply with all Applicable Requirements.

ii. Be consistent with the terms of this Agreement and comply with all of the terms included in Exhibit F to this Agreement.

iii. If applicable, comply with KHS credentialing requirements.

iv. Comply with the same obligations imposed upon ECM Provider in Paragraph 7.08 concerning continuity of care upon termination.

v. Notify DHCS, DMHC and KHS if the Subcontract with Provider is amended or terminated.

vi. Agree that assignment or delegation of the Subcontractor or Downstream Subcontractor Agreement, as applicable, will be void without the prior written approval of DHCS, DMHC and KHS.

vii. Agree that KHS, DHCS, and DMHC must approve any Subcontractor Agreement, Downstream Subcontractor Agreement or amendment thereto before it takes effect.

viii. Agree that any payment which is not paid in accordance with Article 4 of this Agreement (or equivalent provision in any Subcontractor or Downstream Subcontractor Agreement) shall automatically include interest at the same rate as KHS is required to pay ECM Provider pursuant to the Knox-Keene Act and agree that any interest payment which is not paid in accordance with the foregoing clause shall include such additional penalty, if any, as KHS is required to pay to ECM Provider pursuant to this Agreement and the Knox-Keene Act.

ix. Resolve any disputes in a fast, fair, and cost-effective mechanism.

(b) Termination of Subcontractor or Downstream Subcontractor Agreements. ECM Provider shall provide, whenever possible, KHS notice of the termination of a Subcontractor or Downstream Subcontractor Agreement at least seventy-five (75) days prior to the proposed termination date. In the circumstances where there is no advance notice, ECM Provider shall notify KHS as soon as practicable after any termination of such agreement.

6.22 Reports. ECM Provider shall submit all reports required by either KHS or DHCS within 10 days. ECM Provider shall reimburse KHS for the staff time spent preparing any reports requested by a provider of KHS at the rate of $150.00 per hour.

6.23 Recovery from Other Sources. ECM Provider and its Subcontractors shall not attempt recovery from other sources. ECM Provider, its Subcontractors and Downstream Subcontractors, as applicable, shall not attempt recovery in circumstances involving casualty insurance, tort liability, and

worker's compensation. KHS shall report to DHCS within 10 days after discovery, circumstances, which may result in casualty insurance payments tort liability payment, or workers' compensation awards.

6.24 HIPAA, HITECH Act and CMIA Compliance. ECM Provider shall comply with the Health Insurance Portability and Accountability Act (HIPAA) and the Health Information Technology For Economic and Clinical Health Act, as incorporated in the American Recovery and Reinvestment ACT OF 2009 (HITECH Act), and the California Confidentiality of Medical Information Act (CMIA) as applicable to ECM Provider.

6.25 Timely Access. ECM Provider shall comply with KHS Timely Access policies and procedures developed pursuant to Section 1367.03 of the Health and Safety Code and Section 1300.67.2.2 of Title 28 of the California Code of Regulations.

6.26 Transfer of Care. As applicable, ECM Provider will assist KHS, or if applicable a Subcontractor or Downstream Subcontractor, in the transfer of Member's care in accordance with Medi-Cal Contract, Exhibit E, Section 1.17 (*Phaseout Requirements*) in the event of termination of the Medi-Cal Contract, or in the event of termination of this Agreement for any reason.

ARTICLE VII
TERM AND TERMINATION OF AGREEMENT

7.01 Term. This Agreement shall become effective on the date set forth in Exhibit "A" (the "Effective Date") and shall continue in effect for a period of one (1) year (the "Initial Term"); provided, however, ECM Provider shall not provide Services hereunder until ECM Provider has been notified in writing by KHS that ECM Provider has satisfactorily completed the KHS provider credentialing process, if applicable. Unless otherwise terminated as specified herein, this Agreement shall renew automatically for consecutive one (1) year terms on each anniversary of the Effective Date (the "Renewal Date"). The Parties acknowledge and agree that this Agreement specifies the term of this Agreement, including the beginning and ending dates, as well as methods of extension, renegotiation, phaseout and termination.

7.02 Immediate Termination by KHS. This Agreement may be terminated immediately for cause by KHS. Cause for termination shall be:

(a) Any act for which ECM Provider's license, certification, Controlled Substance Permit, medical staff membership or clinical privileges at a Participating Hospital is revoked, suspended or restricted in a manner that might materially affect ECM Provider's ability to provide Services.

(b) A violation of any law or regulation that materially impairs ECM Provider's ability to perform this Agreement.

(c) Conviction of a felony or any crime related to the practice of ECM Provider's profession.

(d) Failure to maintain ECM Provider's insurance as required by this Agreement or the Knox-Keene Act.

(e) In the event ECM Provider is suspended or excluded from participation in any federal or state health care program under Section 1128 or 1128A of the Social Security Act, including but not limited to, Medicare, Medi-Cal, or the Medicaid program in any state, or ECM Provider's Medicare or Medi-Cal hospital agreement is terminated for any reason.

(f) ECM Provider engages in conduct which, for any cause or reason determined by KHS or Regulatory Agency to be unethical, detrimental to patient safety or to the delivery of quality patient care (subject to ECM Provider dispute resolution rights as specified in this Agreement unless the health and welfare of Members is jeopardized), contrary to the KHS Administrative Manual or contrary to the professional or clinical standards of KHS, availability and accessibility standards or performance standards established by KHS or ECM Provider consistently improperly bills for Services provided or does not report Encounter Data in a timely and accurate manner, or denies Services to Members inappropriately, as determined by KHS or any Regulatory Agency without regard to whether or not such matter has been finally adjudicated, or ECM Provider is unavailable to provide Services to Members for a continuous period of greater than three (3) months during any one (1) year period during the term of this Agreement.

(g) ECM Provider has breached a contractual agreement with DHCS to provide care to Medi-Cal beneficiaries that explicitly specifies inclusion on the Suspended and Ineligible ECM Provider List as a consequence of the breach.

(h) ECM Provider is convicted of or charged with Fraud and Abuse: a) of the Medi-Cal, Medicare, or any other government or commercial program, b) relating to a Member, c) relating to the qualifications, functions, or duties of a Participating Provider, and/or d) of or by a Regulatory Agency.

7.03 Termination Because of Other Material Breach. This Agreement may be terminated by either Party for the other Party's material breach of this Agreement. The terminating Party shall give the other Party written notice of that Party's alleged breach and the breaching Party shall be given 30 days to correct the alleged breach. If the alleged breach is not corrected within 30 days, this Agreement shall terminate at 12:00 midnight of the thirtieth day.

7.04 Immediate Termination by ECM Provider. This Agreement may be terminated by ECM Provider immediately if the DMHC issues an order revoking or suspending KHS' license under the Knox-Keene Act.

7.05 Termination Due to Material Modifications or Amendments. This Agreement may be terminated by ECM Provider submitting 30 days' written notice within 15 days of ECM Provider's receipt of notice of the proposed amendment per Paragraphs 6.12 and 10.02 of this Agreement. If the proposed amendment is required by law to be implemented on a shorter timeframe than would allow for 30 day's advance notice, ECM Provider must provide as much advance notice of ECM Provider's intent to terminate as is feasible prior to the implementation of the required change.

7.06 Termination with Notice. This Agreement may be terminated by either Party, without cause, by giving 60 days' written notice to the other Party. Termination shall be effective at 12.01 a.m. on the 61st day.

7.07 Termination for Unsatisfactory Performance. This Agreement may be terminated, or subject to other remedies, if DHCS or KHS determine that ECM Provider has not performed satisfactorily.

7.08 Responsibility for Members at Termination. ECM Provider shall continue to provide Services to a Member who is receiving Services from ECM Provider for one of the conditions described in Section 1373.96 of the Knox-Keene Act on the date this Agreement is terminated in Section 1373.96 of the Knox-Keene Act. ECM Provider shall comply with KHS policies and procedures, including but not limited to those regarding continuity of care. Payment for post-termination Services shall be as specified in Exhibit C.

7.09 ECM Provider Rights Upon Termination. ECM Provider's rights upon termination shall be as set forth in KHS policies and procedures.

ARTICLE VIII
INDEMNIFICATION

8.01 Indemnification. The following provisions shall apply:

(a) ECM Provider shall indemnify and hold KHS and its directors, officers, employees, and agents harmless from and against all claims, demands, costs, expenses, liabilities, administrative penalties and sanctions, and losses (including reasonable attorney's fees) which may result from any negligent or wrongful acts caused or alleged to be caused by ECM Provider, its employees, agents or contractors in connection with the performance of this Agreement.

(b) KHS shall indemnify and hold ECM Provider and its directors, officers, employees, and agents harmless from and against all claims, demands, costs, expenses, liabilities and losses (including reasonable attorney's fees) which may result from any negligent or wrongful acts caused or alleged to be caused by KHS, its employees, agents or contractors in connection with the performance of this Agreement.

(c) This Paragraph 8.01 is intended to apply only to claims and liabilities that are not covered by or that exceed the policy limits of applicable insurance coverage. Paragraph 8.01 does not apply if the effect of such provision would be to negate insurance coverage that would otherwise be available but for these contractual indemnity provisions. Nothing contained in Paragraph 8.01 is intended or should be construed to create any liability to or right of recovery or subrogation on the part of any insurance carrier or any other third party against either of the Parties.

8.02 Hold Harmless. ECM Provider shall hold harmless the State and Members in the event that KHS or, if applicable, a Subcontractor or Downstream Subcontractor, cannot or will not pay for Services ordered, referred, or rendered by the ECM Provider pursuant to this Agreement.

8.03 Survival of Hold Harmless. The terms of this Article VIII shall survive the termination of this Agreement.

ARTICLE IX
UTILIZATION MANAGEMENT AND GRIEVANCE PROCEDURE

9.01 Utilization Management Procedure. KHS shall establish a utilization management program to review the Medical Necessity of all Services furnished to Members by ECM Provider. The policies and procedures that govern the program shall be written and available for review by ECM Provider and shall include, but not be limited to, review of ECM Provider's compliance with all hospital admissions, referrals, second opinions and other matters deemed appropriate by KHS, both currently and in the past. Decisions by the KHS Quality Improvement/Utilization Management ("QI/UM") Committee may be used by KHS to initiate remedial or disciplinary action as authorized by KHS policies and procedures.

9.02 Grievance Procedure. KHS shall establish a grievance procedure for the review of any Member complaint regarding Services furnished by ECM Provider. ECM Provider shall comply with

and shall be bound by such grievance procedure. ECM Provider shall provide promptly, upon request, KHS's grievance forms to Members. ECM Provider and its Subcontractors shall cooperate fully with KHS in the investigation and resolution of complaints by Members regarding ECM Provider or Services rendered by ECM Provider, in compliance with all Applicable Requirements. When a Member complaint is brought to ECM Provider's attention, ECM Provider shall investigate such complaint and use its best efforts to resolve such complaint in a fair and equitable manner. ECM Provider shall immediately inform KHS of any such complaints that are brought to ECM Provider's attention. Upon KHS's request, ECM Provider shall promptly provide KHS with any and all Member records reasonably related to Member's grievance. ECM Provider shall promptly notify KHS of any action taken or proposed with respect to the resolution of such grievances in accordance with the requirements of the applicable Regulatory Agencies.

9.03 Quality Management Procedure. KHS shall establish a quality management program to review the quality of performance and continued qualifications of ECM Provider. The policies and procedures that govern the program shall be written and available for review by ECM Provider. Decisions by the QI/UM Committee may be used by KHS to initiate remedial or disciplinary action as authorized by KHS policies and procedures.

ARTICLE X
GENERAL PROVISIONS

10.01 Entire Agreement of the Parties. This Agreement supersedes any and all agreements, either written or oral, between the Parties with respect to the subject matter contained herein and contains the entire agreement between the Parties. No other promises or inducements have been made.

10.02 Amendment. This Agreement is subject to amendment, as follows:

(a) Amendments due to change in Applicable Requirements. KHS shall inform ECM Provider of prospective requirements added by State or federal law or DHCS related to the Medi-Cal Contract that impact obligations undertaken through this Agreement before the requirement would be effective, ECM Provider agrees to comply with the new requirements within thirty (30) calendar days of the effective date, unless otherwise instructed by DHCS.

(b) Other Amendments. For all amendments not due to a change in Applicable Requirements as set forth above in Paragraph 10.02(a), ECM Provider shall be provided a 45 Working Days' notice of any change or amendment that affects a material term of this Agreement before it takes effect, and ECM Provider shall have the right to negotiate or agree to the change. ECM Provider may submit a written objection to KHS within 45 Working Days of receipt of the notice of the change or amendment. During the notice and negotiation period, ECM Provider shall continue to provide Services pursuant to this Agreement and shall not be subject to the proposed changes to which ECM Provider has objected. If the matter is not resolved, ECM Provider may terminate this Agreement by giving written notice of intention to do so prior to the implementation of the proposed change as set forth in Paragraph 7.05 of this Agreement. If the Parties mutually agree, the 45 Working Days' notice requirement may be waived. If ECM Provider does not exercise ECM Provider's right to negotiate the material change or the ECM Provider's right to terminate the Agreement, the material change shall be effective 45 Working Days from the date of KHS's notice of intent to amend the Agreement with a material change.

(c) The Parties may amend this Agreement by mutual consent subject to approval of DHCS and DMHC.

(d) Amendments shall become effective only as set forth in Section 53250(a) of Title 22 of the California Code of Regulations.

(e) Except as expressly amended herein, all terms and conditions of the Agreement shall remain in full force and effect.

10.03 Severability. If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will nevertheless continue in full force and effect.

10.04 Arbitration. After exhaustion of all applicable KHS procedures, any controversy or claim arising out of or relating to this Agreement or the breach thereof shall at the request of either Party, be resolved by binding arbitration before a single arbitrator knowledgeable in the health care industry in accordance with the commercial rules of the American Arbitration Association or JAMS. Such arbitration shall occur within the County of Kern, State of California, unless the parties mutually agree to another location. The Parties shall equally split the costs of arbitration. The arbitrator shall apply California substantive law and federal substantive law where State law is preempted and in any such arbitration. The arbitrator shall have the power to grant all legal and equitable remedies and award compensatory damages provided by California law, except that punitive damages shall not be awarded. The arbitrator shall prepare in writing and provide to the Parties an award including factual findings and the legal reasons on which the decision is based. The arbitrator shall not have the power to commit errors of law or legal reasoning, and the award may be vacated or corrected pursuant to California Code of Civil Procedure Sections 1286.2 or 1286.6 for such error. Notwithstanding the above, in the event either KHS wishes to obtain injunctive relief or a temporary restraining order, such Party may initiate an action for such relief in a court of law and the decision of the court of law with respect to the injunctive relief or temporary restraining order shall be subject to appeal only through the courts of law. The courts of law shall not have the authority to review or grant any request or demand for damages or declaratory relief. Notwithstanding the dispute resolution process stated herein, all disputes are subject to the provisions of the California Government Claims Act (Government Code § 905 et seq.). Arbitration must be initiated within one (1) year of the earlier of the date the dispute arose, was discovered, or should have been discovered with reasonable diligence; otherwise, it shall be deemed waived and forever barred.

10.05 Governing Law. This Agreement shall be governed by and construed in accordance with all Applicable Requirements governing the contract, including but not limited to, KKA, Health and Safety Code section 1430 *et seq*. (unless excluded under the Medi-Cal Contract); 28 CCR section 1300.43 *et seq*.; Welfare and Institutions Code section 1400 and 14200 *et seq*.; and 22 CCR section 53800 *et seq*., 22 CCR sections 53900 *et seq*.; shall be interpreted according to the laws of the State of California and shall be subject to all applicable State and federal laws.

10.06 Assignment. Neither Provider nor KHS may assign any rights or delegate any duties hereunder without the prior written consent of the other Party and approval by Regulatory Agencies,

as required.

10.07 No Third-Party Beneficiaries. The obligations created by this Agreement shall be enforceable only by the parties hereto and no provision of this Agreement is intended to, nor shall it be construed to, create any rights for the benefit of or be enforceable by any third party.

10.08 Independent Contractor. ECM Provider is and shall remain an independent contractor and shall not be considered an employee of KHS.

10.09 Confidentiality. The terms of this Agreement are confidential and shall not be disclosed by either party except as necessary to the performance of this Agreement or as required by law.

10.10 Waiver. No waiver of any provision of this Agreement or of the breach of any provision of this Agreement shall be effective unless it is written and signed by the party against whom it runs. No waiver shall be deemed a waiver of any other matter.

10.11 Headings. The subject headings of the Articles and Paragraphs of this Agreement are included for purposes of convenience only and shall not affect the construction or interpretation of any of its provisions.

By their signatures below, the signatories represent and warrant that they are authorized to enter into this contract on behalf of KHS and the ECM Provider.

KERN HEALTH SYSTEMS	**COMMUNITY ACTION PARTNERSHIP OF KERN**
BY: _____	BY: _____
PRINT NAME: Emily Duran, MSA	PRINT NAME: Jeremy T. Tobias
TITLE: Chief Executive Officer	TITLE: Chief Executive Officer
DATE: _____	DATE: _____

CONTRACT EFFECTIVE DATE: _____
To be completed by KHS

EXHIBIT A

KERN HEALTH SYSTEMS
ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT
CONTRACTOR SPECIFICS

This Agreement will be effective beginning April 1, 2025

Name of ECM Provider: _____

NPI: _____
Tax ID: _____

Address:_____
_____

Additional Approved Service Locations:

- ❑ None
- ❑ As listed below:

_____
_____
_____

Scope of Services: (subject to KHS' credentialing requirements and any limitations imposed pursuant thereto)

- ❑ **Audiology Services**
- ❑ **Home Health Services**
- ❑ **Laboratory/Pathology Services**
- ❑ **Pharmacy Services**
- ❑ **Podiatry Services**
- ❑ **Physical Therapy Services**
- ❑ **Home Infusion Services**
- ❑ **Other**

(The below information is required by California Welfare and Institutions Code Section 14452(a))

Please list:

Contracting "ECM Provider" Officers: _____
_____
_____
(Insert name of contracting ECM Provider Officers)

If Contracting "ECM Provider" is not a corporation, its Owners:

_____

_____

(Insert name of contracting ECM Provider Officers)

If Contracting "ECM Provider" is a corporation, its Shareholders owning more than 5% of its shares:

_____

_____

(Insert name of contracting ECM Provider Shareholders)

Contracting "ECM Provider's" major creditors holding more than 5% of Contracting "ECM Provider's" debt:

_____

_____

(Insert name of contracting ECM Provider major creditors)

Effective Date: _____ *(To be completed by KHS)*

EXHIBIT B

KERN HEALTH SYSTEMS
ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT

SERVICES SUMMARY

Medi-Cal Benefit Plan

This plan is offered to individuals residing in Kern County, California, who are eligible for the California Department of Health Services managed care program under Medi-Cal.

ECM Provider shall provide to Kern Family Health Care Members its full customary range of Services in a timely manner and in accordance with the Member's applicable Evidence of Coverage.

Except in the case of an emergency, or services delineated in KHS' Policy 3.22, ECM Provider shall provide Services to Kern Family Health Care Members only upon receiving prior Authorization to treat the Member in accordance with KHS' Referral Procedures. Failure of ECM Provider to receive said prior written Authorization may result, KHS' option, in non-payment by KHS for those Services provided to the Member.

EXHIBIT C

KERN HEALTH SYSTEMS
ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT
COMPENSATION SCHEDULE

1. Project Background and Description

Kern Health Systems (KHS) and ECM Provider agree that KHS shall establish a compensation schedule. The compensation schedule described below constitutes full payment for appropriate Services rendered by ECM Provider to KHS Members. ECM Provider agrees to submit claims to KHS for billable Services provided to KHS Members within the timeframes stipulated in the Agreement, and in accordance with the same fee schedule ECM Provider uses to bill other third party payers using appropriate CPT-4 Procedure Codes and/or Medi-Cal Codes. ECM Provider agrees not to bill KHS Members for any Services rendered.

2. KHS ECM Guidelines

ECM Provider will provide ECM services in compliance with DHCS requirements, KHS Policies, and KHS guidelines identified in the KHS ECM Program Guide.

3. Compensation

ECM Provider shall receive a fixed fee of three hundred and fifty dollars ($350.00) for the following G-Code Encounter with a maximum of one (1) encounter per month for services provided to Members enrolled in Enhanced Care Management (ECM). The G-Code Encounter payment will be paid for only those Members that have a minimum of one (1) G-Code encounter/claim each month. KHS reserves the right to recoup the G-Code Encounter payments made to provider if State deems the member does not qualify for ECM services.

ECM Enrollment and Engagement Service	HCPCS Code	Modifier	Units of Service (UOS)
G9008	ECM In-Person: Provided by Clinical Staff. Coordinated care fee, physician coordinated care oversight services.	U1	Used by Managed Care with HCPCS code G9008 to indicate Enhanced Care Management services
G9008	ECM Phone/Telehealth: Provided by Clinical Staff. Coordinated care fee, physician coordinated care oversight services.	U1, GQ	Used by Managed Care with HCPCS code G9008 to indicate Enhanced Care Management services.
G9012	ECM In-Person: Provided by Non-	U2	Used by Managed Care with HCPCS

	Clinical Staff. Other specified case management service not elsewhere classified.		code G9012 to indicate Enhanced Care Management services
G9012	ECM Phone/Telehealth: Provided by Non-Clinical Staff. Other specified case management service not elsewhere classified.	U2, GQ	Used by Managed Care with HCPCS code G9012 to indicate Enhanced Care Management services.

ECM Provider shall receive a fixed fee of thirty-five dollars ($35.00) or fifty dollars ($50.00) if services are conducted as a home visit with Place of Service, 12, for the following G-Code Encounter with a maximum of two (2) encounters per month, for the member's 12-month authorization period, not to exceed twenty-four (24) encounters during the authorization period, for services provided to Members eligible for Enhanced Care Management (ECM). The G-Code Encounter payment will be paid for only those Members that have a minimum of (1) G-Code encounter/claim each month. KHS reserves the right to recoup the G-Code Encounter payments made to provider if State deems the member does not qualify for ECM services.

ECM Outreach Service	**HCPCS Code**	**Modifier**	**Units of Service (UOS)**
G9008	ECM Outreach In Person: Provided by Clinical Staff. Other specified case management service not elsewhere classified.	U8	Used by Managed Care with HCPCS code G9008 to indicate a single in –person Enhanced Care Management outreach attempt for an individual member, for the purpose of initiation into Enhanced Care Management.
G9008	ECM Outreach Telephonic/Electronic: Provided by Clinical Staff. Other specified case management service not elsewhere classified.	U8, GQ	Used by Managed Care with HCPCS code G9008 to indicate a single telephonic/electronic Enhanced Care Management outreach attempt for an individual member, for the purpose of initiation into Enhanced Care Management. Telephonic/electronic methods can include text messaging or secure email individualized to the Member. However, mass communications (e.g., mass mailings, distribution emails, and text messages) do not count as outreach and should not be included.

G9012	ECM Outreach In Person: Provided by Non-Clinical Staff. Other specified case management service not elsewhere classified.	U8	Used by Managed Care with HCPCS code G9012 to indicate a single in –person Enhanced Care Management outreach attempt for an individual member, for the purpose of initiation into Enhanced Care Management.
G9012	ECM Outreach Telephonic/Electronic: Provided by Non-Clinical Staff. Other specified case management service not elsewhere classified.	U8, GQ	Used by Managed Care with HCPCS code G9012 to indicate a single telephonic/electronic Enhanced Care Management outreach attempt for an individual member, for the purpose of initiation into Enhanced Care Management. Telephonic/electronic methods can include text messaging or secure email individualized to the Member. However, mass communications (e.g., mass mailings, distribution emails, and text messages) do not count as outreach and should not be included.

ECM Provider shall receive a fixed fee of fifty dollars ($50.00) if a multidisciplinary team conference occurs between the members ECM lead care manager and one or more other providers involved in managing the member's care. Please note the ECM clinical staff must be present. G code listed below shall be reimbursed once per month.

ECM Outreach Service	**HCPCS Code**	**Units of Service (UOS)**
G9007	Multidisciplinary Team Conference: Provided/Initiated by ECM Provider's Clinical Staff	Used to indicate when a multidisciplinary team conference occurs between the Member's ECM lead care manager and one more other Providers involved with managing a Member's care. No modifier is required for the use of this code because it is assumed that these interactions will either be initiated by or involve participation of clinical staff.

EXHIBIT E

KERN HEALTH SYSTEMS
ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT

MEDI-CAL PLAN PROGRAM REQUIREMENTS

This attachment sets forth the applicable requirements that are required by DHCS APL 19-001 ("APL 19-001") and the Medi-Cal Contract to be included in this Agreement and any other provisions necessary to reflect compliance with law. Any citations in this attachment are to the applicable sections of the Medi-Cal Contract, APL 19-001, or applicable law. This attachment will automatically be modified to conform to subsequent changes in law or government program requirements. In the event of a conflict between this attachment and any other provision of the Agreement, this attachment will control with respect to Medi-Cal. Any capitalized term utilized in this attachment will have the same meaning ascribed to it in the Agreement unless otherwise set forth in this attachment. If a capitalized term used in this attachment is not defined in the Agreement or this attachment, it will have the same meaning ascribed to it in the Medi-Cal Contract.

1. If DHCS, DMFEA, DOJ, CMS, or the DHHS Inspector General determines there is a reasonable possibility of fraud or similar risk, DHCS, DMFEA, DOJ, CMS, or the DHHS Inspector General may inspect, evaluate, and audit ECM Provider at any time. Upon resolution of a full investigation of fraud, DHCS reserves the right to suspend or terminate ECM Provider from participation in the Medi-Cal program; seek recovery of payments made to ECM Provider; impose other sanctions provided under the State Plan or governing APLs, and direct KHS to terminate the Agreement due to fraud. (Medi-Cal Contract, Exhibit A, Attachment III, Section 1.3.4.D; DHCS APL 23-006; 42 CFR 438.230(c)(3)(iv).)

2. ECM Provider represents and warrants that ECM Provider and its affiliates are not debarred, suspended, or otherwise excluded from participating in procurement activities under the Federal Acquisition Regulation or from participating in nonprocurement activities under regulations issued under Executive Order No. 12549 or guidelines implementing Executive Order No. 12549. Further, ECM Provider represents and warrants that ECM Provider is not excluded from participation in any health care program under section 1128 or 1128A of the Social Security Act. (42 CFR 438.610.)

3. This Agreement and all information received from ECM Provider in accordance with the requirements under the Medi-Cal Contract shall become public record on file with DHCS, except as specifically exempted in statute. The names of the officers and owners of ECM Provider, stockholders owning five (5) percent or more of the stock issued by ECM Provider and major creditors holding five (5) percent or more of the debt of ECM Provider will be attached to the Agreement at the time the Agreement is presented to DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.12.)

4. ECM Provider will provide KHS with written disclosure of information on its ownership and control as set forth in 42 CFR 455.104, in a format as directed by KHS prior to commencing

services under this Agreement. ECM Provider's ownership and control disclosure information will be made available to DHCS, and upon request, the information is subject to audit by DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 1.3.5; DHCS APL 23-006; 42 CFR 438.602(c); 438.608(c)(2).)

5. ECM Provider agrees to all remedies specified by the Agreement and the Medi-Cal Contract, including, but not limited to, revocation of delegated functions, imposition of corrective actions, and financial sanctions, in instances where DHCS or KHS determine that the ECM Provider has not performed satisfactorily. ECM Provider acknowledges that KHS must, upon discovery of ECM Provider's noncompliance with the terms of the Agreement or any Medi-Cal requirements, report any significant instances (i.e., in terms of gravity, scope and/or frequency) of noncompliance, imposition of corrective actions, or financial sanctions pertaining to the obligations under the Medi-Cal Contract to DHCS within three (3) Working Days of the discovery or imposition. (42 CFR 438.230(c)(iii); DHCS APL 23-006.)

6. To the extent applicable, Provider must comply with 22 CCR Sections 53866, 53220, and 53222 with regard to the submission and recovery of claims for services provided under the Medi-Cal Contract. (Medi-Cal Contract, Exhibit A, Attachment III, Provision 3.3.6.)

7. Provider must maintain grievance logs that include all required information set forth in 42 CFR Section 438.416 and 22 CCR Section 53858(e). Provider must submit those grievance logs to KHS so KHS can meet its reporting obligations to DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 4.6.8.A.)

8. Provider shall ensure that its cultural and Health Equity linguistic services programs align with KHS's Population Needs Assessment. (Medi-Cal Contract, Exhibit A, Attachment III, Section 5.2.11.A.6)).

9. Provider shall report provider preventable condition ("PPC")-related encounters in a form and frequency as specified by KHS and/or DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.3.17; 42 CFR Section 438.3(g).)

10. Provider shall notify KHS and DHCS within ten (10) calendar days of discovery that any third party may be liable for reimbursement to KHS and/or DHCS for Services provided to a Member, such as for treatment of work related injuries or injuries resulting from tortious conduct of third-parties. Provider is precluded from receiving duplicate payments for Services provided to Members. If this occurs, Provider may not retain the duplicate payment. Once the duplicate payment is identified, Provider must reimburse KHS. If Provider fails to refund the duplicate payment, KHS may offset payments made to Provider to recoup the funds. (APL 21-007; W&I Code Section 14124.70 – 14124.791). Notice shall be provided to DHCS in accordance with Exhibit E, Provision 1.26, Subsection C of the Medi-Cal Contract.

11. Provider will immediately report to KHS the discovery of a security incident, breach or unauthorized access of Member protected health information (as defined in 45 CFR Section 160.103) or personal information (as defined in California Civil Code Section 1798.29). (Medi-Cal Contract, Exhibit G.)

12. Provider must be enrolled (and maintain enrollment) in the Medi-Cal Program through DHCS in accordance with its provider type. Provider shall provide verification of enrollment as well as a copy of the executed Medi-Cal ECM Provider Agreement (DHCS Form 6208) between Provider and DHCS, if applicable. In the event KHS assisted Provider with the enrollment process, Provider consents to allow DHCS and KHS to share information relating to the Provider application and eligibility, including but not limited to issues related to program integrity. Provider's enrollment documentation must be made available to DHCS, CMS or other authorized Governmental Agencies upon request. (APL 22-013; 42 CFR 438.602(b).)

13. Provider agrees to receive training from KHS and receive notice from KHS of any changes to KHS' Grievance and Appeals policies and procedures. (Medi-Cal Contract, Exhibit A, Attachment III, Provision 4.6, Subsection I.)

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EXHIBIT F

KERN HEALTH SYSTEMS
ENHANCED CARE MANAGEMENT PROVIDER SERVICES AGREEMENT

MEDI-CAL PLAN PROGRAM SUBCONTRACTOR REQUIREMENTS

This Exhibit sets forth the applicable requirements that are required by the contract between the California Department of Health Care Services ("DHCS") and Kern Health System ("KHS") (the "Medi-Cal Contract") to be included in this Agreement and any other provisions necessary to reflect compliance with law. Any citations in this Exhibit are to the applicable sections of the Medi-Cal Contract, or applicable law. This Exhibit will automatically be modified to conform to subsequent changes in law or government program requirements. In the event of a conflict between this Exhibit and any other provision of the Agreement, this Exhibit will control with respect to Medi-Cal. Any capitalized term utilized in this Exhibit will have the same meaning ascribed to it in the Agreement unless otherwise set forth in this Exhibit. If a capitalized term used in this Exhibit is not defined in the Agreement or this Exhibit, it will have the same meaning ascribed to it in the Medi-Cal Contract. Solely for purposes of this Exhibit F, the term "Provider" shall refer to ECM Provider.

1. The Parties acknowledge and agree that this Agreement specifies KHS's obligations and functions undertaken by Provider. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.1; 22 CCR 53250(c)(1).)

2. The Parties acknowledge and agree that the term of the Agreement, including the beginning and end dates as well as methods of extension, renegotiation, phaseout, and termination, are included in this Agreement. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.2; 22 CCR 53250(c)(4).)

3. The Parties acknowledge and agree that this Agreement contains full disclosure of the method and amount of compensation or other consideration to be received by Provider from KHS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.3; 22 CCR 53250(e)(2).)

4. This Agreement and any amendments thereof will become effective only upon approval by DHCS in writing, or by operation of law where DHCS has acknowledged receipt of the Agreement and has failed to approve or disapprove the proposed Agreement or amendment thereof with sixty (60) calendar days of receipt. (Medi-Cal Contract, Exhibit A, Attachment III, Sections 3.1.6.B.4 and 3.1.2.B; 22 CCR 53250(c)(3).)

5. Provider agrees that assignment or delegation of the Agreement and any related Downstream Subcontract will be void unless prior written approval is obtained from DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.5–6; 22 CCR 53250(e)(5).)

6. This Agreement will be governed by and construed in accordance with all laws and applicable regulations governing the Medi-Cal Contract, including, but not limited to, 42 CFR section

438.230, the Knox-Keene Health Care Services Plan Act of 1975 as codified in Health and Safety Code Section 1340 *et seq.* (unless expressly excluded under the Medi-Cal Contract); 28 CCR Section 1300.43 *et seq.*; W&I Code Sections 14000 *et seq.*; 22 CCR Sections 53800 *et seq.;* and 22 CCR Sections 53900 *et seq.* (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.7; 22 CCR 53250(c)(2).)

7. Provider agrees to comply with all applicable requirements of the DHCS Medi-Cal Managed Care Program pertaining to the obligations and functions undertaken by Provider, including, but not limited to, all applicable Medicaid and Medi-Cal laws, regulations, subregulatory guidance, All Plan Letters, and the provisions of the Medi-Cal Contract. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.8; DHCS APL 23-006.)

8. In the event and to the extent Provider is at risk for non-contracting emergency services, Provider shall comply with the requirements of Exhibit A, Attachment III, Section 3.3.16 (*Emergency Services and Post-Stabilization Care Services*) of the Medi-Cal Contract, when paying providers for emergency services. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.9.)

9. Provider agrees to submit to KHS, either directly or through a KHS subcontractor, as applicable, complete, accurate, reasonable, and timely Encounter Data and Provider Data, and any other reports or data as required by KHS, in order for KHS to meet its reporting requirements to DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.10; DHCS APL 23-006; 22 CCR 53250(c)(5).)

10. Provider will comply with all monitoring provisions in the Medi-Cal Contract and any monitoring requests by DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.11; 22 CCR Sections 53250(e)(1).)

11. Provider agrees to maintain and make available to DHCS, upon request, copies of all downstream subcontracts Provider enters into related to the performance of the obligations and functions it undertakes pursuant to the Agreement. Provider shall ensure that all downstream subcontracts are in writing and contain provisions that require the downstream subcontractor to comply with all requirements under the Agreement, including this Exhibit, and the Medi-Cal Contract applicable to the specific obligations and functions Provider delegates to the downstream subcontractor to the same extent Provider is required to comply with said requirements. (Medi-Cal Contract, Exhibit A, Attachment III, Sections 3.1.6.B.12; 22 CCR 53250(e)(3); 42 CFR 438.3(u).)

12. Provider agrees to make all of its premises, facilities, equipment, books, records, contracts, computer, and other electronic systems pertaining to the obligations and functions undertaken pursuant to the terms of the Agreement, available for the purpose of an audit, inspection, evaluation, examination or copying, pursuant to the Access Requirements and State's Right to Monitor, as set forth in Medi-Cal Contract, Exhibit E, Section 1.22 (*Inspection and Audit of*

Records and Facilities), and as follows: (a) As directed by KHS, DHCS, CMS, DHHS Inspector General, the Comptroller General, DOJ, DMHC, or their designees; (b) At all reasonable times at Provider's place of business or at such other mutually agreeable location in California; and (c) For a term of at least ten (10) years from final date of the Medi-Cal Contract period or from the date of completion of any audit, whichever is later. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.13; 42 CFR 438.3(h).)

13. Provider shall maintain all of its books and records, including Encounter Data, in accordance with good business practices and generally accepted accounting principles for a term of at least ten (10) years from the final date of the Medi-Cal Contract period or from the date of completion of any audit, whichever is later. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.14.)

14. Provider agrees to timely gather, preserve, and provide to DHCS, CMS, DMFEA, and any authorized State or federal regulatory agencies, any records in Provider's possession, in accordance with the Medi-Cal Contract, Exhibit E, Section 1.27 (*Litigation Support*). (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.15.)

15. If applicable, Provider agrees to assist KHS in the transfer of Members' care pursuant to as needed, and in accordance with Exhibit E, Section 1.17 (*Phaseout Requirements*) of the Medi-Cal Contract and any other applicable provisions of the Medi-Cal Contract in the event of this Agreement or the Medi-Cal Contract termination for any reason. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.16.)

16. Provider agrees to notify DHCS in the event this Agreement or any related Downstream Subcontract is amended or terminated. Notice is considered given when properly addressed and deposited in the United States Postal Service as first-class registered mail, postage attached. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.17; 22 CCR 53250(e)(4).)

    California Department of Health Care Services
    Managed Care Operations Division
    Attn: DHCS Contract Manager
    MS 4407 P.O. Box 997413
    Sacramento, CA 95899-7413

17. Provider agrees to hold harmless both the State and Members in the event KHS or another KHS Subcontractor, if applicable, cannot or will not pay for obligations and functions undertaken pursuant to this Agreement. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.18; 22 CCR 53250(e)(6).)

18. If applicable, Provider agrees to participate and cooperate in KHS's Quality Improvement System. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.19.)

19. To the extent this Agreement includes the delegation of Quality Improvement activities to Provider, the Parties will enter into a delegation agreement that includes those provisions

stipulated in Medi-Cal Contract, Exhibit A, Attachment III, Section 2.2.5 (*Subcontractor and Downstream Subcontractor QI Activities*). (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.20.)

20. To the extent Provider is responsible for the coordination of care for Members, KHS agrees to share with Provider any utilization data that DHCS has provided to KHS, and the Provider agrees to receive the utilization data and use it solely for the purpose of Member care coordination. (Medi-Cal Contract Exhibit A, Attachment III, Section 3.1.6.B.21; 42 CFR 438.208.)

21. KHS agrees to inform Provider of prospective requirements added by State or federal law or DHCS related to the Medi-Cal Contract that impact obligations and functions undertaken through the Agreement before the requirement is effective, and Provider agrees to comply with the new requirements within thirty (30) calendar days of the effective date, unless otherwise instructed by DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.22.)

22. Provider must inform its Downstream Subcontractors taking on delegated KHS functions of prospective requirements added by State or federal law or DHCS related to the Medi-Cal Contract that impact obligations and functions undertaken through the Downstream Subcontract before the requirement would be effective, and the Downstream Subcontractors must comply with the new requirements within thirty (30) calendar days of the effective date, unless otherwise instructed by DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.23.)

23. Provider must ensure that cultural competency, sensitivity, Health Equity, and diversity training is provided for Provider's staff at key points of contact with Members. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.24.)

24. To the extent that Provider communicates with Members, Provider agrees to provide interpreter services for Members at all Provider sites and comply with language assistance standards developed pursuant to Health and Safety Code section 1367.04. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.25.)

25. Provider will notify KHS within ten (10) Working Days of any suspected Fraud, Waste, or Abuse. Provider agrees that KHS may share such information with DHCS in accordance with Medi-Cal Contract, Exhibit A, Attachment III, Section 1.3.2.D (*Subcontractor's Reporting Obligations*) and Section 1.3.2.D.6) (*Confidentiality*). (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.26.)

26. Provider shall (i) report to KHS, or to a KHS subcontractor as applicable, when Provider has received an Overpayment, (ii) return the Overpayment to KHS within sixty (60) calendar days after the date on which the Overpayment was identified, and (iii) notify KHS in writing of the reason for the Overpayment. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.27.)

27. Provider must perform the obligations and functions undertaken pursuant to this Agreement, including, but not limited to, reporting responsibilties, in compliance with KHS's obligations under the Medi-Cal Contract in accordance with 42 CFR section 438.230(c)(1)(ii). (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.28.)

28. Provider agrees and acknowledges that DHCS is a direct beneficiary of the Agreement with respect to all obligations and functions undertaken pursuant to this Agreement and that DHCS may directly enforce any and all provisions of the Agreement. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.6.B.29.)

29. If DHCS, DMFEA, DOJ, CMS, or the DHHS Inspector General determines there is a reasonable possibility of fraud or similar risk, DHCS, DMFEA, DOJ, CMS, or the DHHS Inspector General may inspect, evaluate, and audit Provider at any time. Upon resolution of a full investigation of fraud, DHCS reserves the right to suspend or terminate Provider from participation in the Medi-Cal program; seek recovery of payments made to Provider; impose other sanctions provided under the State Plan or governing APLs, and direct KHS to terminate the Agreement due to fraud. (Medi-Cal Contract, Exhibit A, Attachment III, Section 1.3.4.D; DHCS APL 23-006; 42 CFR 438.230(c)(3)(iv) .)

30. Provider represents and warrants that Provider and its affiliates are not debarred, suspended, or otherwise excluded from participating in procurement activities under the Federal Acquisition Regulation or from participating in nonprocurement activities under regulations issued under Executive Order No. 12549 or guidelines implementing Executive Order No. 12549. Further, Provider represents and warrants that Provider is not excluded from participation in any health care program under section 1128 or 1128A of the Social Security Act. (42 CFR 438.610.)

31. Provider, and Provider's employees, officers, and directors, shall comply with the conflict of interest requirements set forth in Exhibit H of the Medi-Cal Contract. (Medi-Cal Contract, Exhibit H, Section A.)

32. This Agreement and all information received from Provider in accordance with the requirements under the Medi-Cal Contract shall become public record on file with DHCS, except as specifically exempted in statute. The names of the officers and owners of Provider, stockholders owning five (5) percent or more of the stock issued by Provider and major creditors holding five (5) percent or more of the debt of Provider will be attached to the Agreement at the time the Agreement is presented to DHCS. (Medi-Cal Contract, Exhibit A, Attachment III, Section 3.1.12.)

33. Provider will provide KHS with written disclosure of information on its ownership and control as set forth in 42 CFR 455.104, in a format as directed by KHS prior to commencing services under this Agreement. Provider's ownership and control disclosure information will be made available to DHCS, and upon request, the information is subject to audit by DHCS. (Medi-Cal

Contract, Exhibit A, Attachment III, Section 1.3.5; DHCS APL 23-006; 42 CFR 438.602(c); 438.608(c)(2).)

34. Provider agrees to all remedies specified by the Agreement and the Medi-Cal Contract, including, but not limited to, revocation of delegated functions, imposition of corrective actions, and financial sanctions, in instances where DHCS or KHS determine that the Provider has not performed satisfactorily. Provider acknowledges that KHS must, upon discovery of Provider's noncompliance with the terms of the Agreement or any Medi-Cal requirements, report any significant instances (i.e., in terms of gravity, scope and/or frequency) of noncompliance, imposition of corrective actions, or financial sanctions pertaining to the obligations under the Medi-Cal Contract to DHCS within three (3) Working Days of the discovery or imposition. (42 CFR 438.230(c)(iii); DHCS APL 23-006.).

35. To the extent applicable, Provider agrees to comply with the network adequacy and network ratio requirements per the Medi-Cal Contract. In the event Provider fails to meet network adequacy standards as set for in APL 21-006, KHS shall impose a corrective action plan and issue sanctions. (Medi-Cal Contract, Exhibit A, Attachment III, 5.2.13.D.)

MEMORANDUM

To: Board of Directors

From: Rebecca Moreno, Director of Housing & Supportive Services

Date: January 27, 2025

Subject: *Agenda Item IV(f)*: New Job Description - Program Administrator Cal-AIM - **Action Item**

The Cal-AIM team is requesting approval of the new job description for the Program Administrator.

Position Title	Proposed Changes	Current Grade *Include grade levels	New Grade *Include grade levels
Program Administrator-Cal-AIM	New Job Description		14

Summary of Proposed Changes

In partnership with Kern Health System, CAPK's Cal-AIM program is expanding our housing services to include Enhanced Care Management (ECM). The Program Administrator will manage all aspects of the Cal-AIM initiative. This role will ensure compliance with Department of Health Care Services (DHCS) guidelines and trauma-informed care principles while managing strategy, staff, collaboration, and partnership to deliver quality services to individuals with complex needs. Human Resources has approved this job description at a grade 14 level.

Fiscal Impact and Timeframe

The Housing & Supportive Service team is collaborating with the Community Development team to identify funding sources for the ECM initiative. On January 6, 2025, the DHCS will open the application window for PATH CITED Round 4 funding. We plan to submit a proposal to secure support for the program's startup costs.

Additionally, the existing Cal-AIM operating budget is allocating $118,645 to cover salary expenses if needed. Once the ECM program is operational, the generated revenue will sustain its ongoing financial needs.

Strategic Plan Impact

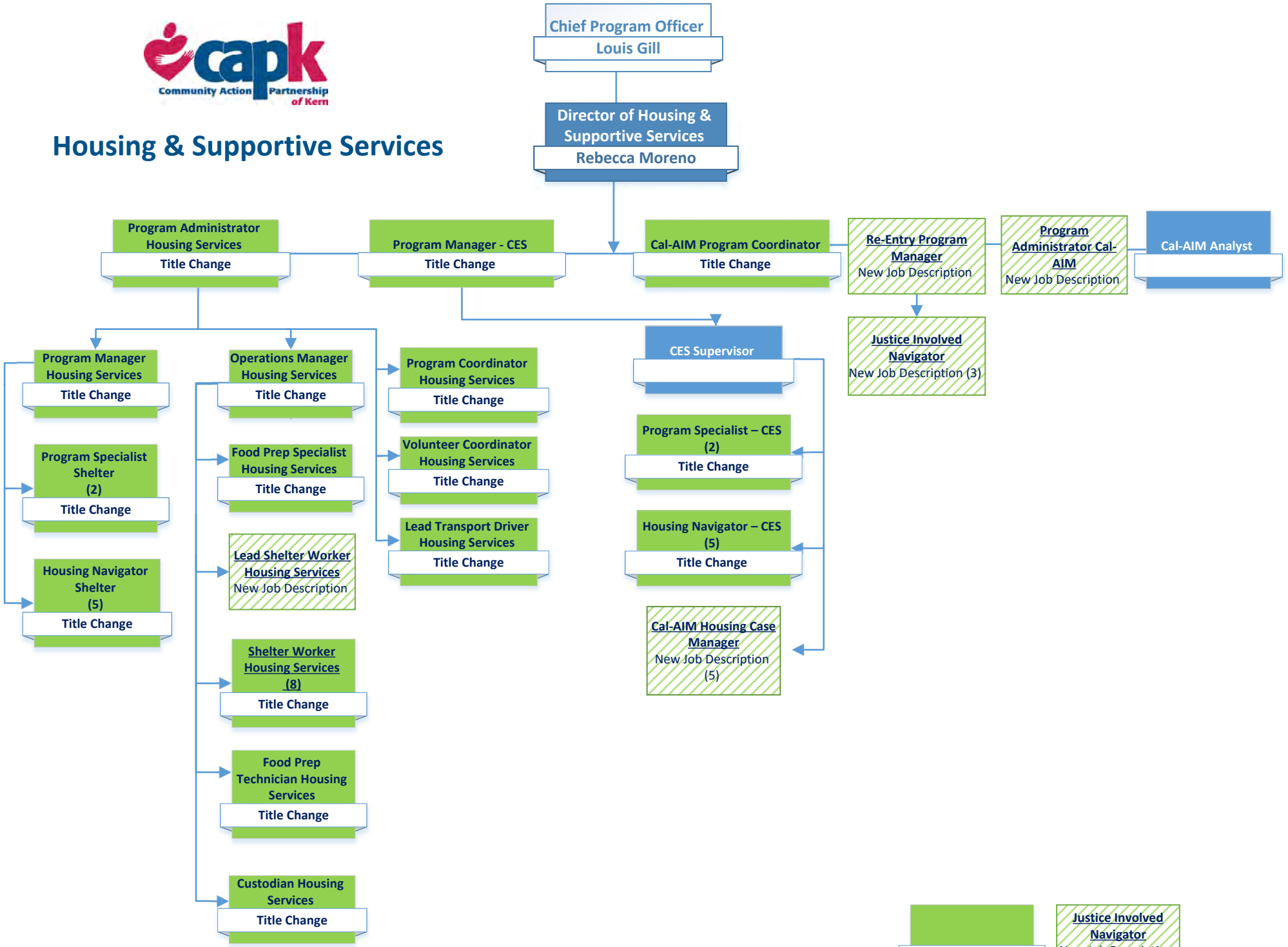
As part of the 2021-25 Strategic Plan, specifically under Goal 4: *CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results*, this proposal supports staff development, growth, and retention by adding an opportunity for growth within the agency.

Recommendation:

Staff recommend the Board of Directors approve the new job description for the Program Administrator-Cal-AIM and the updated Housing & Supportive Services Division's organizational chart.

Attachments:
Housing & Supportive Services Division Org Chart
Draft Cal-AIM Program Administrator Job Description

Housing & Supportive Services



Revised 1/2025

Program Administrator - Cal-AIM

Disclaimer: Job descriptions are written as a representative list of the ADA essential duties performed by a job class. They cannot include nor are they intended to include all duties performed by all positions occupying a class.

Salary Range: Grade 14 **FLSA Status:** Exempt **Date Approved:**01/24/2025
Min:45.63 **Mid**:57.05 **Max**:68.44

SUMMARY:

Under the direction of the Director of Housing and Supportive Services, the Cal-AIM Program Administrator manages all aspects of the Cal-AIM initiative. The role emphasizes delivering Enhanced Care Management (ECM) services aligned with Department of Health Care Services (DHCS) guidelines and trauma-informed care principles. Responsibilities include program strategy, development, supervision, cross-departmental collaboration, and community partnerships to achieve high-quality service delivery for individuals with complex health and social needs.

SUPERVISION RECEIVED:

Receive direct supervision from Director of Housing and Supportive Services

SUPERVISION EXERCISED:

Provides direct supervision to the Cal-AIM Housing Case Manager, Cal-AIM Claims Analyst, & Cal-AIM Program Coordinator

DUTIES AND RESPONSIBILITIES:

Disclaimer: This list is meant to be representative, not exhaustive. Some incumbents may not perform all the duties listed or may perform related duties as assigned. Reasonable accommodations may be made to enable individuals with disabilities to perform essential functions.

Essential Job Specific Duties:

- Oversee ECM implementation in alignment with DHCS guidelines, ensuring services meet client-centered, whole-person care objectives.
- Coordinate efforts to provide intensive case management for Medi-Cal beneficiaries with high needs, focusing on housing stability, behavioral health, and physical health outcomes.
- Develop workflows that integrate care coordination, health navigation, and social support in accordance with ECM goals.
- Monitor outcomes and evaluate effectiveness of ECM services through data-driven strategies and performance metrics.
- Lead efforts to incorporate trauma-informed principles, emphasizing client safety, trust-building, collaboration, and empowerment.
- Train staff on trauma-informed care and ECM best practices, ensuring compliance with DHCS requirements.
- Review policies and procedures to ensure alignment with trauma-informed approaches and ECM objectives.
- Maintain up-to-date knowledge of DHCS guidelines, policies, and reporting requirements.
- Conduct periodic audits to ensure documentation, operations, and services meet compliance standards.
- Coordinate with finance and administrative teams to align budgets with DHCS and ECM funding requirements.

- Prepare detailed operational and financial reports , including updates on ECM and trauma-informed initiatives.
- Work with multidisciplinary teams to address social determinants of health and streamline housing, case management, and health services.
- Establish partnerships with community-based organizations, health plans, and stakeholders to expand ECM service capacity.
- Act as the primary liaison between the program and DHCS, ensuring all communications, updates, and audits align with ECM standards.
- Supervise staff with a focus on supporting professional growth in trauma-informed care and ECM roles.
- Conduct performance evaluations, providing clear feedback and opportunities for development in alignment with DHCS expectations.
- Represent the Cal-AIM Program in public forums, advocating for whole-person care and trauma-sensitive service delivery.
- Develop and oversee marketing campaigns in collaboration with the CAPK Community Development team to promote ECM initiatives.

- **Other Job Specific Duties:**
- Assists and participates in BKRHC meetings and community events as assigned.
- Collaborates with multidisciplinary teams to streamline the housing process, record keeping, effective case management and partners with them.
- Conduct monthly home visits as needed.
- Public speaking and presentations to internal and external stakeholders.
- Support multidisciplinary teams in streamlining care coordination and addressing barriers to care for Medi-Cal beneficiaries.
- Other duties and special projects as assigned.

MINIMUM QUALIFICATIONS:
The requirements listed below are representative of the knowledge, skills, and abilities required to satisfactorily perform the essential duties and responsibilities.

Knowledge of:
- Agency policies and procedures.
- Applicable federal, state, and local laws, codes, and regulations.
- Departmental policies and procedures.
- Windows based computers and working knowledge of Excel, PowerPoint, Microsoft Word, and Outlook.
- Current problems of socially and economically challenged homeless individuals.
- Enhanced Care Management (ECM) principles and DHCS guidelines.
- Trauma-informed care frameworks, particularly in health and social service settings.
- Best practices for care coordination, data collection, and compliance reporting under DHCS.

Ability to:
- Multitask in a fast-paced environment, with prompt attention to client needs.
- Communicate effectively, verbally and in writing.
- Analyze problems and identify alternative solutions.
- Plan and implement developmentally appropriate routines, activities, and experiences.
- Plan, organize, and allocate resources.
- Work independently.

- Prepare clear and concise reports.
- Exercise sound, independent judgment within general policy guidelines.
- Provide guidance and interpret and explain policies and procedures.
- Work with diverse populations whose circumstances may include mental health, substance abuse, medical issues, and other socioeconomic and environmental factors.
- Understand and apply written regulations and instructions.
- Work with accuracy and attention to detail.
- Operate and use modern office equipment, including multi-line phone systems.
- Effectively organize and prioritize assigned work.
- Maintain professional relationships with diverse groups and community representatives.
- Speaking at engagements on issues related to homelessness.
- Maintain a safe and functional workplace environment.
- Travel for agency business as needed.

EDUCATION AND EXPERIENCE:

The following requirements generally demonstrate possession of the minimum requisite knowledge and ability necessary to perform the duties of the position.

- Bachelor's degree in business administration, public administration, health service administration, or closely related field.
- Five (5) years' senior management level experience, including supervision of a sizable team, budgeting, directing, organizing, and coordinating the administrative activities within a division, department, or private non-profit organization. Strong public speaking and presentation skills and experience required.
- Two (2) years of supervisory experience. Any equivalent combination of education and/or experience may be acceptable. Up to one (1) year experience working with the unsheltered population and/or any duration of lived experience.

OTHER REQUIREMENTS:

- Possession of a valid California driver's license and state automobile insurance with an acceptable driving record, substantiated by a DMV printout.
- Must have reliable transportation during work hours.
- Must be able to obtain applicable certifications/licensing relating to homeless programming, as appropriate. Must be able to obtain the CPR certification within 90 days of employment. Narcan Training certification within 90 days of employment.
- Bilingual language fluency (English/Spanish) highly desirable.
- Successful completion of live scan, physical, substance abuse screening, TB, and all required vaccinations.

WORK ENVIRONMENT:

The work environment characteristics described are representative of those an employee encounters in performing the essential functions of this job.

- Work is primarily performed indoors and outdoors.
- Noise level is quiet to moderately to high.
- Hazards are moderate to high. This includes exposure to biohazards.

ESSENTIAL PHYSICAL DEMANDS:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of the job. Reasonable accommodations may be made to enable employees with disabilities to perform the essential duties.

POSITION TITLE Program Administrator-CalAIM			
Activity Hours Per Day	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
Sitting			x
Walking			x
Standing			x
Bending (neck)			x
Bending (waist)			x
Squatting		x	
Climbing	x		
Kneeling		x	
Crawling	x		
Twisting (neck)			x
Twisting (waist)			x
Is repetitive use of hand required?			x
Simple Grasping (right hand)			x
Simple Grasping (left hand)			x
Power Grasping (right hand)		x	
Power Grasping (left hand)		x	
Fine Manipulation (right hand)			x
Fine Manipulation (left hand)			x
Pushing & Pulling (right hand)		x	
Pushing &Pulling (left hand)		**x**	
Reaching (above shoulder level)		**x**	
Reaching (below shoulder level)		x	

	LIFTING			CARRYING		
	NEVER 0 HOURS	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**	**NEVER 0 HOURS**	**OCCASIONALLY UP TO 4 HOURS**	**FREQUENTLY 4-8 HOURS**
0-10 lbs			x			x
11-25 lbs		x			x	
26-50 lbs		x			x	
51-75 lbs	x			x		
76-100 lbs	x			x		
100+ lbs	x			x		

BUDGET AND FINANCE COMMITTEE

JANUARY 22, 2025

FINANCIAL REPORT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
UNRESTRICTED						
GENERAL FUND			NOT APPLICABLE	03/01/24 - 02/28/25	501	NOT APPLICABLE
DISCRETIONARY FUND			NOT APPLICABLE	03/01/24 - 02/28/25	502	NOT APPLICABLE
FOOD BANK			NOT APPLICABLE	03/01/24 - 02/28/25	504	SHARED MAINTENANCE, MEMBERSHIP FEES, DONATIONS, ETC.
FOOD BANK EXPANSION			NOT APPLICABLE	03/01/24 - 02/28/25	505	DONATIONS
ENERGY			NOT APPLICABLE	03/01/24 - 02/28/25	524	NOT APPLICABLE
SHAFTER YOUTH CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	527	DONATIONS, RENTAL INCOME
FRIENDSHIP HOUSE			NOT APPLICABLE	03/01/24 - 02/28/25	531	DONATIONS, RENTAL INCOME
EAST KERN FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	533	DONATIONS
OASIS FAMILY RESOURCE CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	534	DONATIONS
211			NOT APPLICABLE	03/01/24 - 02/28/25	536	FEE FOR SERVICE
M STREET NAVIGATION CENTER			NOT APPLICABLE	03/01/24 - 02/28/25	541	DONATIONS
TAX ASSISTANCE			NOT APPLICABLE	03/01/24 - 02/28/25	545	DONATIONS
FUND RAISING			NOT APPLICABLE	03/01/24 - 02/28/25	595	DONATIONS
RESTRICTED						
EARLY HEAD START/HEAD START - NO COST EXTENSION	39,182,883	93.600	09CH011132-05	03/01/23 - 02/28/25	108/109/117	U S DEPT OF HEALTH & HUMAN SERVICES
EARLY HEAD START/HEAD START	17,869,274	93.600	09CH012489-01	03/01/24 - 02/28/25	108/109/117	
HUD - COORDINATED ENTRY SYSTEM	236,838	14.267	CA1799L9D042204	08/01/23 - 07/31/24	160	U S DEPT OF HOUSING AND URBAN DEVELOPMENT OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT
VITA	258,775	21.009	24VITAA0111	10/01/23 - 09/30/24	149	U S DEPT OF THE TREASURY - INTERNAL REVENUE SERVICE
CSBG (COMMUNITY SERVICES BLOCK GRANT)	1,791,327	93.569	24F - 3015	01/01/24 - 12/31/24	103	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHEAP (LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	7,629,640	93.568	24B-2012	11/01/23 - 06/30/25	122-34	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
SLIHEAP (SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM)	284,366	93.568	23Q-5561	05/01/23 - 05/31/24	122-44	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
ESLIHEAP (EMERGENCY SUPPLEMENTAL LOW-INCOME HOME ENERGY ASSISTANCE PROGRAM	5,432,583	93.568	22J-5716	04/1523 - 05/31/25	122-43	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
DOE (DEPARTMENT OF ENERGY) BIL (BIPARTISAN INFRASTRUCTURE LAW)	3,000,000	81.042	22P-7010	06/01/23 - 06/30/27	123-67	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
LIHWAP (LOW INCOME HOUSEHOLD WATER ASSISTANCE PROGRAM)	537,098	93.499	21Z-9556	04/01/22 - 3/31/24	124	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
GENERAL CENTER CHILD CARE	611,225	93.575	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	275,855	93.596	CCTR - 3063	07/01/23 - 06/30/24	253	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	5,466,652	93.575	CMAP - 3000	07/01/23 - 06/30/24	261	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
NEOPB CAL FRESH HEALTHY LIVING	1,903,731	10.561	23-10317	10/01/23 - 09/30/24	145	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA DEPT OF PUBLIC HEALTH, NUTRITION EDUCATION AND OBESITY PREVENTION BRANCH
211 HOSPITAL PREPAREDNESS PROGRAM - EMERGENCY RESPONSE & SURGE C/	10,000	93.074	659 - 2017	PENDING	186	U S DEPT OF HEALTH & HUMAN SERVICES - STATE OF CALIFORNIA, DEPT OF HEALTH SERVICES, COUNTY OF KERN, DEPT OF PUBLIC HEALTH
EFAP (EMERGENCY FOOD ASSISTANCE PROGRAM)	146,294	10.568/.569	15 - MOU - 00118	10/01/23 - 09/30/24	105/111	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY	96,159	10.568	15 - MOU - 00118	06/13/22 - 06/30/24	105-103	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP REACH AND RESILIENCY Round 2	229,526	10.568	15 - MOU - 00118	07/01/23 - 06/30/25	105-105	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EFAP COMMUNITY CREDIT CORPORATION Phase 1, 2, and 3	99,138	10.187	15 - MOU - 00118	00/00/00 - 09/30/24	105-106	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
SNFMP (SENIOR FARMERS MARKET NUTRITION PROGRAM)	17,000	10.576		7/1/2020 - TBD	113	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
EF&S Phase 40	56,733	97.024		4/1/2022 - 5/31/2023	114	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
LOCAL FOOD PURCHASE ASSISTANCE PROGRAM (LFPA)	815,097	10.182		PENDING	131	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
COUNTY OF KERN FOOD DISTRIBUTION	1,000,000	14.218			138	U S DEPT OF HOUSING AND URBAN DEVELOPMENT, COUNTY OF KERN
SAFE CAMPING - COUNTY OF KERN	1,275,824	21.027		7/1/2023 - 6/30/2024	142-000	U S DEPT OF TREASURY CORONAVIRUS STATE AND LOCAL FISCAL RECOVERY FUNDS (CSLFRF) FROM AMERICAN RESCUE PLAN, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
CSFP (COMMODITY SUPPLEMENTAL FOOD PROGRAM)	453,040	10.565	MOU-20-6003	10/01/23 - 09/30/24	147	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CHILD AND ADULT CARE FOOD PROGRAM (CACFP) - KERN & SAN JOAQUIN	BASED ON MEALS SERVED	10.558	15 - 1248 - OJ	10/01/23 - 09/30/24	112/139	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF EDUCATION
WIC (WOMEN, INFANTS & CHILDREN)	4,273,247	10.557	22 - 10236	10/01/23 - 09/30/24	115	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF PUBLIC HEALTH
ASTHO VACCINE EQUITY PROJECT	575,000 145,000	93.185	00-FE-3400-01-00 00-FE-3400-03-00	05/01/22 - 07/31/23 09/01/23 - 07/30/24	151	US DEPARTMENT OF HEALTH AND HUMAN SERVICES / CENTERS OF DISEASE CONTROL AND PREVENTION, ASSOCIATION OF STATE AND TERRITORIAL HEALTH OFFICIALS (ASTHO)
SUPPLEMENTAL NUTRITION ASSISTANCE PROGRAM (SNAP) AKA CALFRESH PRO	55,428	10.561	22 - CF - SUB - KERN	10/01/23 - 09/30/24	164	U S DEPT OF AGRICULTURE - STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, INFO LINE OF SAN DIEGO dba 211 SAN DIEGO
HUD COMMUNTY PROJECT FUNDING - FOOD BANK EXPANSION	3,000,000	14.251	B-22-CP-CA-0119	11/01/22 - 08/31/30	168	DEPARTMENT OF URBANK HOUSING AND DEVELOPMENT
QUALITY RATING AND IMPROVEMENT SYSTEM (QRIS) - SAN JOAQUIN	20,000	84.412	N/A	07/01/23 - 06/30/24	117-005	U.S. DEPT OF EDUCATION - STATE OF CALIFORNIA, DEPT OF EDUCATION - FIRST 5 CALIFORNIA, COUNTY OF SAN JOAQUIN, FIRST 5 SAN JOAQUIN, RACE TO THE TOP
CALCAPA DIAPER DISTRIBUTION PILOT	125,000	93.647	90EDA0009-DDDRP	10/01/23 - 04/30/25	191	U.S. DEPT OF SOCIAL SERVICES, CAL CAPA
BCSD CA SCHOOL COMMUNITY PARTNERSHIP	500,000	N/A		08/03/2022 - 06/30/2027	205	STATE OF CALIFORNIA, DEPT OF EDUCATION, BAKERSFIELD CITY SCHOOL DISTRICT (BCSD)
KCCD CERF REGIONAL CONVENER	160,000	N/A		03/06/23 - 09/30/24	208	STATE OF CALIFORNIA - EMPLOYMENT DEVELOPMENT DEPARTMENT, KERN COMMUNITY COLLEGE DISTRICT
KCCD CALIFORNIA WORKFORCE DEVELOPMENT BOARD (CWDB) HIGH ROAD TRAINING PARTNERSHIP RESILIENT (HRTPR) WORKFORCE FUND	75,000	N/A		10/01/23 - 03/30/26	209	STATE OF CALIFORNIA - CALIFORNIA WORKFORCE DEVELOPMENT BOARD, KERN COMMUNITY COLLEGE DISTRICT
CFDA - HEALTHY REFRIGERATION PROGRAM GRANT (HRPG)	73,862	N/A	23-0821-000-SG	04/01/24 - 03/31/25	218	STATE OF CALIFORNIA, CALIFORNIA DEPARTMENT OF FOOD AND AGRICULTURE (CFDA)
CITY OF BAKERSFIELD - FHCC SPORTS FIELD	1,000,000	N/A	2023 - 073	07/01/2022 - 07/30/2026	231	STATE OF CALIFORNIA, DEPT OF PARKS AND RECREATION, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD - CALVIP OUTREACH	225,000	N/A	2023-244	10/11/23 - 12/31/25	243	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD
CITY OF BAKERSFIELD CALVIP	578,731	N/A	2022-199	9/21/22-12/31/25	247	STATE OF CALIFORNIA, CORRECTIONS PLANNING AND GRANTS PROGRAMS, OFFICE OF GRANT AND LOCAL RESOURCES, CITY OF BAKERSFIELD

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
SAN JOAQUIN COE GENERAL CHILD CARE (CCTR)	2,458,117		N/A	07/01/23 - 06/30/24	248	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CSPP QRIS BLOCK GRANT	17,990		N/A	07/01/23 - 06/30/24	258-005	STATE OF CALIFORNIA, DEPT OF EDUCATION - KERN COUNTY SUPERINTENDENT OF SCHOOLS, KERN EARLY STARS
SAN JOAQUIN COE GENERAL CHILD CARE (CSPP)	255,528		N/A	07/01/24 - 06/30/25	259	STATE OF CALIFORNIA, DEPT OF EDUCATION - SAN JOAQUIN COUNTY OFFICE OF EDUCATION, EARLY CHILDHOOD EDUCATION
CDSS CHILD CARE FACILITIES	249,637	N/A	FGRT-22-IGPMRR-0828-A1	08/16/22 - 06/30/24	260	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT ALTERNATIVE PAYMENT	23,809,862		CMAP - 3000	07/01/23 - 06/30/24	261	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
GENERAL CENTER CHILD CARE	3,043,423		CCTR - 3063	07/01/23 - 06/30/24	253	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CALIFORNIA STATE PRESCHOOL PROGRAM	7,087,664 7,198,002		CSPP - 3124 CSPP - 4122	07/01/23 - 06/30/24 07/01/24 - 06/30/25	258	STATE OF CALIFORNIA, DEPT OF EDUCATION
MIGRANT CHILD CARE	291,239		CMIG - 3004	07/01/23 - 06/30/24	250	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
MIGRANT SPECIALIZED SERVICES	40,079		CMSS - 3004	07/01/23 - 06/30/24	252	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
CAL EITC FREE TAX PREPARATION ASSISTANCE GRANT	2,304,654		21T-1015	12/01/21 - 06/30/24	234	STATE OF CALIFORNIA, DEPT OF COMMUNITY SERVICES AND DEVELOPMENT
HOME VISIT INITIATIVE (COUNTY OF KERN)	4,874,043		022-2024	07/01/23 - 06/30/24	270	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN)	70,000		216-2023	07/01/23 - 06/30/24	271	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
POSITIVE YOUTH DEVELOPMENT SERVICES (COUNTY OF KERN) - MEDI-CAL	311,248		217-2023	07/01/23 - 06/30/24	274	STATE OF CALIFORNIA, DEPT OF HUMAN SERVICES, COUNTY OF KERN
COUNTY OF KERN LOW BARRIER HOMELESS SHELTER OPERATIONAL	2,715,812		017-2020	07/01/20-06/30/21	275-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, COUNTY OF KERN

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
BAKERSFIELD KERN REGIONAL HOMELESS COLLABORATIVE HOMELESS HOUSING ASSISTANCE AND PREVENTION (HHAP)	78,000 200,000 300,000 200,000		N/A 2022-017 2023-302	10/01/20 - 09/30/23 08/01/22 - 01/31/24 05/01/23 - 06/30/26 12/01/23 - 12/31/25	276 276-72 276-73 276-005-74	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES, BAKERSFIELD REGIONAL HOMELESS COLLABORATIVE
FOOD BANK CAPACITY PROGRAM - FOOD BANK EXPANSION	4,859,606		SGRT-22-0012	07/01/21 - 06/30/26	215-100	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
TAX CHECK - OFF (FOOD BANK)	13,749		15 MOU - 00118	07/01/22 - 06/30/23	216-000	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) CAL FOOD	256,506		MOU-22-00118	07/01/23 - 04/30/24	216-087	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSISTANCE (FOOD BANK) DROUGHT FOOD ASSISTANCE	339,726		MOU-22-00118	07/01/23 - 06/30/24	216-088	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS	3,669,360		N/A	07/01/22 - 04/30/25	216-102	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
STATE EMERGENCY FOOD ASSOSTANCE CAL FOOD ONE-TIME FUNDS ROUND 2	1,727,122		MOU-22-00118	07/01/23 - 04/30/25	216-104	STATE OF CALIFORNIA, DEPT OF SOCIAL SERVICES
BOARD OF STATE AND COMMUNITY CORRECTIONS WARM HAND-OFF	750,000		BSCC 1012-22	10/01/22 - 04/30/26	277	STATE OF CALIFORNIA, BOARD OF STATE AND COMMUNITY CORRECTIONS
FIRST 5 KERN - HELPLINE 211	93,282		2020.2.05	07/01/23 - 06/30/24	288	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	147,799		2020.2.06	07/01/23 - 06/30/24	281	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - HELP ME GROW	256,718		2020.1.06	07/01/23 - 06/30/24	284	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
FIRST 5 KERN - RIDGECREST FAMILY RESOURCE CENTER	173,165		2020.2.18	07/01/23 - 06/30/24	286	STATE OF CALIFORNIA, FIRST 5 CALIFORNIA, COUNTY OF KERN, FIRST 5 KERN
BKRHC - ENCAMPMENT RESOLUTION FUNDING	139,968		2023-307	12/01/23 - 12/30/25	293	STATE OF CALIFORNIA, CALIFORNIA INTERAGENCY COUNCIL ON HOMELESSNESS, BAKERSFIELD KERN REGIONAL HOMELES COLLABORTIVE
COUNTY OF KERN - PPSA COVID-19	116,000	93.323	N/A	08/01/23 - 06/30/24	305	DEPARTMERN OF HEALTH AND HUMAN SERVICES, COUNTY OF KERN, HEALTH DEPARTMENT
COUNTY OF KERN HELPLINE 211	45,000		TBD	07/01/23 - 06/30/24	389	COUNTY OF KERN
READY KERN	1,126		N/A	07/01/23 - 06/30/24	366	COUNTY OF KERN, FIRE DEPT - OFFICE OF EMERGENCY SERV
DAY ONE FAMILIES FUND	5,000,000		N/A	12/01/23 - 11/30/27	410	DAY ONE FAMILIES FUND

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COMMUNITY ACTION PARTNERSHIP OF KERN
SCHEDULE OF PROGRAMS (FUNDS)
FOR THE PERIOD MARCH 1, 2024 THROUGH FEBRUARY 28, 2025

PROGRAM (COMPONENT)	AMOUNT	CFDA #	GRANT NUMBER	PROGRAM YEAR	FUND#	FUNDING SOURCE
KAISER 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
PG&E ARREARS OUTREACH	1,790,077		C59576	09/13/24 - 03/31/26	482	PACIFIC GAS & ELECTRIC
211 LA County	15,000		N/A	07/01/23 - 06/30/24	536-230	CALIFORNIA 211 PROVIDERS NETWORK
211 KINGS COUNTY	22,868		N/A	07/01/22 - 06/30/23	536-231	KINGS UNITED WAY
211 TULARE COUNTY	63,017		N/A	07/01/22 - 06/30/23	536-232	UNITED WAY OF TULARE COUNTY
211 STANISLAUS COUNTY	93,600		N/A	07/01/22 - 06/30/23	536-234	UNITED WAY OF STANISLAUS COUNTY
211 FRESNO AND MADERA COUNTIES	96,737		N/A	01/01/23 - 12/31/23	536-235	UNITED WAY OF FRESNO AND MADERA COUNTIES
211 MERCED & MARIPOSA	25,910		N/A	07/1/22 - 06/30/23	536-235	UNITED WAY OF MERCED & MARIPOSA COUNTIES
KAISER PERMANENTE MEDICAID REDETERMINATIONS	90,000		N/A	08/01/23 - 07/31/24	419	KAISER PERMANENTE
KAISER PERMANENTE 211 KERN	200,000		N/A	10/01/24 - 09/30/25	420	KAISER PERMANENTE
FEEDING AMERICA SERVICE INSIGHTS	100,000		N/A	01/01/23 - TBD	423	FEEDING AMERICA SERVICE INSIGHTS
FOOD BANK FREE FARMERS MARKET - WASCO	150,000		N/A	12/01/23 - 11/30/24	467	THE WONDERFUL COMPANY FOUNDATION
FARMWORKERS INITIATIVE	25,000		N/A	01/01/18 - TBD	456	BANK OF THE WEST
PG&E - FOOD BANK	33,080		N/A	08/25/22 - TBD	494	PACIFIC GAS AND ELECTRIC
KERN FAMILY HEALTH SYSTEMS CAL AIM	PER VISIT			07/01/22 - TBD	550	KERN FAMILY HEALTH SYSTEMS
KERN FAMILY HEALTH SYSTEMS CAL AIM EAST KERN FAMILY RESOURCE CENTER	PER VISIT			06/01/24 - TBD	553	KERN FAMILY HEALTH SYSTEMS

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COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
103	Community Services Block Grant (CSBG)	X	X		X		X
501	General Fund				X		X
800	GAAP Fund						X
910	Community Development Pool				X		
915	Operations Pool			X	X		X
920	Facilities Pool						X
925	Health & Nutrition Pool	X	X		X		
999	Indirect Fund						X
502	Discretionary Fund					X	
595	Fund Raising					X	
601	CAPK Foundation					X	
108	Early Head Start	X					
109	Head Start	X					
117	Early Head Start San Joaquin	X					
117-005	EHS San Joaquin QRIS	X					
248	San Joaquin COE General Child Care (CCTR)	X					
250	Migrant Child Care	X					
252	Migrant Specialized	X					
253	General Child Care	X					
253-005	CCTR - QRIS	X					
258	California State Preschool (CSPP)	X					
258-005	CSPP QRIS	X					
260	Child Care Facilities	X					
261	Migrant Alternative Payment	X					
262/265	Child Development Reserve	X					
270	Home Visit Initiative	X					
112	Child Care Food Program (CACFP)		X				
115	Women, Infants & Children		X				
145	NEOPB Cal Fresh		X				
139	CACFP - San Joaquin		X				
	Food Bank		X				
105	Emergency Food Assistance		X				
111	USDA Commodities		X				
114	Emergency Food & Shelter		X				
135	County of Kern CARES Food Delivery Program		X				
147	Commodity Supplemental Food Program		X				
215	Food Bank Capacity Project		X				
216-000	Food Bank Tax Check-Off		X				
216-087	State Emergency Food Assistance		X				
216-102	CalFoods One-Time Round 1		X				
216-104	CalFoods One-Time Round 2		X				
218	CFDA Health Refrigeration		X				
422	Feeding America Senior Hunger		X				
423	Feeding America Service Insights		X				
475	Wonderful Company Food Bank Expansion		X				
485	Southern California Gas Company (Solar)		X				
467	Wonderful Company Foundation		X				
504	Food Bank		X				
505	Food Bank - Expansion		X				

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	Energy						
122	Low Income Home Energy Assistance			X			
123	Dept of Energy Weatherization			X			
124	Low Income Home Water Assistance			X			
241	LIWP Solar PV Pilot			X			
245	LIWP Single Family			X			
482	PG&E Arrears Outreach			X			
484	DAP (Disgorgement Assistance Program)			X			
494	PG&E			X			
524	Energy			X			
	VITA (Volunteer Income Tax Assistance)						
149	Internal Revenue Service - VITA				X		
234	CalEITC				X		
	East Kern Family Resource Center						
280	Differential Response				X		
281	First 5 East Kern Family Resource				X		
286	First 5 Oasis Family Resource Center				X		
454	Dignity Health East Kern Health Link				X		
501-005	EKFRC: KHS Emergency Closet				X		
533	East Kern Family Resource Center				X		
534	Oasis Family Resource Center				X		
553	KHS CalAIM EKFRC				X		
	Youth Services						
231	City of Bakersfield Sports Field				X		
243	City of Bakersfield CalVIP Outreach				X		
247	City of Bakersfield CalVIP				X		
271	Positive Youth Development Svcs				X		
274	Positive Youth Development Svcs-Medi-Cal				X		
448	Wells Fargo Foundation				X		
527	Shafter Youth Center				X		
527-068	SYC - Robotics/STEM				X		
527-260	SYC - KHS Make Bakersfield				X		
531	Friendship House Community Center				X		
531-068	FHCC - Robotics/STEM				X		
531-070	FHCC - Aggression Replacement Training				X		
531-260	FHCC - KHS Museum on the Move				X		
	Homeless Services						
142	County of Kern LBNC - Safe Camping				X		
160	HUD Coordinated Entry System				X		
275	County of Kern LBNC				X		
276	BKRHC HHAP				X		
277	BSCC Warm Hand-Off				X		
278	City of Bakersfield HHAP				X		
292	United Way Stanislaus CES				X		
293	BKRHC Encampment Resolution				X		
550	CalAIM Homeless Prevention Services				X		

COMMUNITY ACTION PARTNERSHIP OF KERN
FUNCTIONAL CLASSIFICATIONS BY FUND
FISCAL YEAR 2024/25

Abila Fund #	Fund Name	PROGRAM SERVICES				SUPPORT SERVICES	
		Education	Nutrition	Energy Conservation	Community Services	Discretionary/ Fund Raising	General & Admin
	2-1-1						
164	Cal Fresh				X		
186	2-1-1 Hospital Preparedness Program				X		
284	First 5 Kern Help Me Grow				X		
288	First 5 Kern 2-1-1				X		
366	ReadyKern				X		
389	County of Kern 2-1-1				X		
428	2-1-1 United Way				X		
428-240	United Way - Coordinate Entry System				X		
429	Southern CA Gas CRM Development Program				X		
430	Goodwill Industries - CA COVID-19 Call Ctr				X		
431	United Way - COVID-19 Comm Resp & Relief				X		
536-231	2-1-1: Kings County				X		
536-232	2-1-1: Tulare County				X		
536-233	2-1-1: Merced County				X		
536-234	2-1-1: Stanislaus County				X		
536-260	2-1-1: KHS Homeless Collaborative				X		
	Other						
151	ASTHO Vaccine Equity				X		
205	BCSD Community School Partnership Program				X		
208	KCCD CERF Regional Convener				X		
209	KCCD CA CWDB HRTPR Workforce				X		
410	Day 1 Families Fund				X		

COMMUNITY ACTION PARTNERSHIP OF KERN

LINE OF CREDIT ADVANCES AND REPAYMENTS

FISCAL YEAR 2024/25

Date	Advance Amount	Repayment Amount	No. of Days Borrowed	Interest Expense	Interest Rate
03/31/24	n/a				
04/30/24	n/a				
05/31/24	n/a				
06/30/24	n/a				
07/31/24	n/a				
08/31/24	n/a				
09/30/24	n/a				
10/31/24	n/a				
11/30/24	n/a				

Note 1: Line of Credit agreement was entered into with Wells Fargo Bank as of January 15, 2023 for $1.5 million during January , February, July, August 2023 and will decrease to $350,000 during March - June 2023, Sept - Dec 2023. This agreement will terminate on January 15, 2024. A varied amount decrease to better manage the cash flow need during peak months.

LINE OF CREDIT COMMITMENT FEE (Based on the daily unused amount of the line of credit calculated quarterly)

Period	No. of Days in Period	Commitment Fee	Interest Rate
12/31/23 - 3/31/24	90 days	$ 1,875.00	9.18%
04/01/24 - 6/30/24	90 days	$ 1,895.83	9.18%
07/01/24 - 9/30/24	90 days	$ 1,916.67	9.18%
10/01/24 - 12/31/24	90 days		

Note 3: The interest expense and commitment fee are automatically deducted from CAPK's operating bank account at Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
OPERATING CASH SUMMARY AS OF NOVEMBER 30, 2025

PROGRAM (FUND)	CASH BALANCE
CHILD AND ADULT CARE FOOD PROGRAM	(224,792.15)
HEAD START/EARLY HEAD START	1,522,454.60
SUBTOTAL	**1,297,662.45**
GENERAL CHILD CARE	386,225.97
MIGRANT A/P	13,885,808.34
Child Development Reserve Fund No. 1	429,956.46
Child Development Reserve Fund No. 2	(7,962.35)
MIGRANT CHILD CARE	167,048.28
MIGRANT SPECIALIZED SERVICES	1,091.04
SAN JOAQUIN COE GENERAL CHILD CARE	(459,482.71)
CACFP - San Joaquin	(35,455.11)
STATE PRESCHOOL	3,589,069.98
SUBTOTAL	**17,956,299.90**
COMMODITY SUPPLEMENTAL FOOD PROGRAM	(53,955.82)
EF&S	31,672.00
EFAP	41,099.50
HUD CPF Food Bank Expansion	2,016.23
FEEDING AMERICA SERVICE INSIGHTS	(6,431.76)
FOOD BANK	1,653.00
FOOD BANK EXPANSION	146,869.26
FOOD BANK CAPACITY PROGRAM	11,384.02
FOOD BANK - STATE	(560,293.84)
WONDERFUL FOOD BANK EXPANSION	160,742.33
WONDERFUL FOUNDATION	66,470.54
CDFA Healthy Refrigeration Grant Program (HRGP)	(54,213.64)
SUBTOTAL	**(212,988.18)**
ENERGY	(204,146.22)
LIHEAP	(1,322,286.66)
DOE	(29,209.66)
LIWHAP	(694.50)
PG&E	(15,720.99)
PG&E Arrears Case Management Program	711,786.31
TRANSFER NEGATIVE BALANCE	860,271.72
SUBTOTAL	**0.00**
CENTRAL VALLEY SMALL BUSINESS DEVELOPMENT	0.00
SUBTOTAL	**0.00**
211	(36,760.30)
SCE - 211 Access PSPS	(27,109.06)
ARG III - Warm Handoff	(136,421.62)
BCSD CA COMMUNITY SCHOOL PARTNERSHIP (CCSPP)	(76,656.12)
KCCD CERF REGIONAL CONVENOR	(15,705.75)
KCCD CWDB High Road Training Partnership	12,491.87
BKRHC HOMELESS HOUSING ASSISTANCE & PREVENTION	(96,469.86)
BKRHC-Encampment Resolution	(10,928.99)
CALAIM HOMELESS PREVENTION SERVICES	403,160.57
CalAIM East Kern Family Resource Center	163,915.15
Sustain Our Future - East Kern	100,000.00
CAL FRESH	(19,587.10)
CALEITC	(27,781.73)
CAPK FOUNDATION	(38,816.11)
Child Care Facilities	114,084.68
COST POOLS	(23,597.41)
COUNTY OF KERN LOW BARRIER HOMELESS CENTER	(348,143.75)
County of Kern - PPSA COVID-19	(2,442.88)
CSBG	(59,072.07)
CSBG - DISCRETIONARY	(2,364.00)
DIFFERENTIAL RESPONSE	(1.12)
DISCRETIONARY FUND	2,694,709.87
EAST KERN FAMILY RESOURCE CENTER	40,749.92
HOMELESS SAFE CAMPING - CSLRFR (ARPA)	(226,549.02)
Day 1 Families Housing Support	(18,647.95)
CITY OF BAKERSFIELD CAL VIP	(18,986.92)
FIRST 5 KERN 211	(21,350.43)
FIRST 5 KERN EAST KERN FAMILY RESOURCE CENTER	(37,148.63)
FIRST 5 HELP ME GROW	(43,828.67)
FIRST 5 RIDGECREST FAMILY RESOURCE CENTER	(33,559.72)
FRIENDSHIP HOUSE	19,632.05
City of Bakersfield - FHCC Sports Field	(19,688.00)
City of Bkfd-Cal VIP Outreach	(25,903.58)
GENERAL FUND	35,608.54
HOME VISIT INITIATIVE (CO OF KERN)	(302,247.74)
HUD-COORDINATED ENTRY SYSTEM	(32,949.22)
Kaiser	8,001.97
Kaiser 211 Kern	181,950.16
INDIRECT FUND	886,755.50
IRS - VITA	(23,500.88)
TAX ASSISTANCE	12,561.43
M ST NAVIGATION CENTER	17,298.71
NEOPB CAL FRESH HEALTHY LIVING	(705,038.89)
POSITIVE YOUTH DEV SVC	(9,919.86)
POSITIVE YOUTH M	(1,319.65)
SHAFTER YOUTH CENTER	61,561.08
OASIS FAMILY RESOURCE CENTER	36,355.43
CalCAPA-Diaper Distribution Pilot	(15,761.15)
UNITED WAY 211	981.55
County of Kern - 211	(38.05)
WELLS FARGO FOUNDATION	46,933.12
WIC	(1,007,338.02)
LESS: ENERGY NEGATIVE BALANCE	(860,271.72)
ADD: LINE OF CREDIT	0.00
SUBTOTAL	**510,845.63**
TOTAL OPERATING CASH	19,551,819.80

COMMUNITY ACTION PARTNERSHIP OF KERN (CAPK)

WELLS FARGO BANK ACCOUNTS

1. Operating Account: Used to make all CAPK disbursements and for deposits of all cash receipts unless there are requirements to deposit cash to a restricted bank account.

2. Head Start Accrued Vacation: This is an interest-bearing restricted bank account that holds cash reserved for the payment of accrued vacation for Head Start and Early Head Start employees.

3. CSD Advances Account: This is an interest-bearing restricted bank account for CSBG and Energy grants. Advances on the Community Services Block Grant (CSBG), Department of Energy – Weatherization Assistance Program (DOE WAP) and Low-Income Home Energy Assistance Program (LIHEAP) grants are required to be deposited to a restricted bank account until there is an immediate need for the cash. Once the immediate need is determined, the cash is transferred to the Operating Account to make disbursements.

4. Day 1 Families Fund: This is an interest-bearing restricted bank account that is designated for funds received for the Day 1 Families Housing Fund. As the grant is expended, funds are subsequently transferred to the Operating Account.

5. Child Development Reserve #1: This is an interest-bearing restricted bank account that is required by the California Department of Education for center-based contracts, such as General Childcare (CCTR), State Preschool (CSPP) and State Migrant (CMIG) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

6. Child Development Reserve #2: This is an interest-bearing restricted bank account that is required by the California Department of Education for alternative payment contracts, such as Migrant Childcare Alternative Payment (CMAP) for the purpose of holding revenue earned in excess of costs. When the revenue is used, the cash is transferred to the Operating Account to make disbursements.

7. Head Start Facilities Fund: This is an interest-bearing restricted bank account required by the Office of Head Start to retain funds from the proceeds of sale for the Central Kitchen and Business Park North properties. These funds will be held in this restricted account and used for the construction of the new Central Kitchen.

Note: All CAPK bank accounts are with Wells Fargo Bank.

COMMUNITY ACTION PARTNERSHIP OF KERN
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR THE MONTH ENDED
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

OPERATING ACCOUNT
ACCOUNT NO: XXXXX-X2976

BANK BALANCE AT 11/30/23		12,529,861.78
LESS: OUTSTANDING CHECKS	1,724,375.97	
ADJUSTED BANK BALANCE AT 11/30/23		10,805,485.81
GENERAL LEDGER BALANCE AT 10/31/23		2,764,757.67
ADD: DEPOSITS	6,291,540.27	
US TREAS DRAWDOWNS	2,187,744.90	
FUNDS FROM OTHER GRANTS	13,153,129.49	
TRANSFERS FROM RESTRICTED ACCOUNTS	408,758.02	
ADP /HEALTH EQUITY REFUND	-	
REIMBURSEMENT OF ALTERED PAYEE	22,858.67	
LESS: CHECKS	3,525,946.84	
ADP PAYROLL 11/03/23	1,759,504.05	
ADP PAYROLL 11/17/23	1,758,367.52	
ADP PAYROLL 12/01/23	1,780,501.21	
EFTS FOR HRA/HSA/ STD/403B	248,160.11	
REC LOAN PRINCIPAL/INT EXPENSES	382,304.71	
TRANSFERS FROM RESTRICTED ACCOUNTS	-	
CREDIT CARD	74,282.72	
BANK FEES	1,821.59	
ACH VOUCHERS	4,492,414.46	
GENERAL LEDGER BALANCE AT 11/30/23		10,805,485.81
	DIFFERENCE:	-

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/11/2023

APPROVED BY: Tracy Webster TITLE: Chief Financial Officer DATE: Dec 11, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
HEADSTART ACCRUED VACATION*
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6256

BANK BALANCE ENDING:	**11/30/23**		**955,541.56**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**955,541.56**

BALANCE PER G/L	**10/31/23**		**954,693.74**
ADD: DEPOSITS		0.00	
INTEREST		847.82	
ROUNDING ERROR		0.00	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**955,541.56**

DIFFERENCE: 0.00

* *This account changed name in March 2011 from "Discretionary Fund" to "Head Start Accrued Vacation".*

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
CSD ADVANCES ACCOUNT**
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1095

BANK BALANCE ENDING:	**11/30/23**		**16,820.92**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**16,820.92**

BALANCE PER G/L	**10/31/23**		**16,806.00**
ADD: DEPOSITS		0.00	
INTEREST		14.92	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
WIRE TRANSFER		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**16,820.92**

** December 2009 name changed from Food Bank to DOE ARRA.*
*** January 2018 name changed from DOE ARRA to CSD Advances.*

DIFFERENCE: 0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
ON-LINE DONATIONS ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 6302(
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X1921

BANK BALANCE ENDING:	**11/30/23**		**21,135.19**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE	**11/30/23**		**21,135.19**
BALANCE PER GENERAL LEDGER	**10/31/23**		**21,133.89**
ADD: DEPOSITS (Credit Card Donations & Shared Fee)		0.00	
ONLINE DONATIONS		0.00	
PAYPAL DEPOSIT		0.00	
INTEREST		18.75	
LESS: APPLIED MERCHANT DEBITS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		17.45	
BANKCARD FEES		0.00	
CASH CONCENTRATION FEE		0.00	
FUND TRANSFER TO GENERAL FUND		0.00	
		0.00	
BALANCE PER GENERAL LEDGER:	**11/30/23**		**21,135.19**

** October 2009 name changed from WIC Account to CSBG ARRA Account and is now interest-bearing.*
*** August 2010 name changed from CSBG ARRA Account to HOPE Program Account.*
**** January 2018 name changed from HOPE Program Account to On-line Donations Account.*

Difference: **0.00**

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
CHILD DEVELOPMENT RESERVE #1
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X6264

BANK BALANCE ENDING:	**11/30/23**		**7,572.75**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:	**11/30/23**		**7,572.75**
BALANCE PER G/L	**10/31/23**		**7,566.03**
ADD: DEPOSITS		0.00	
INTEREST		6.72	
BANK ACCOUNT TRANSFER FROM GENERAL FUND		0.00	
LESS: CHECKS		0.00	
CLIENT ANALYSIS SERVICE CHARGE		0.00	
BANK ACCOUNT TRANSFER TO GENERAL FUND		0.00	
BALANCE PER G/L	**11/30/23**		**7,572.75**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
HEAD START FACILITY ACCOUNT
5005 BUSINESS PARK NORTH
BAKERSFIELD, CA 93309-1651

BANK RECONCILIATION FOR MONTH ENDING
November 30, 2023

WELLS FARGO BANK, N.A.
P. O. BOX 63020
SAN FRANCISCO, CA 94163

ACCOUNT NO.: XXXXX-X7297

BANK BALANCE ENDING:		**11/30/23**	**1,106,165.89**
DEPOSITS IN TRANSIT		0.00	
OUTSTANDING CHECKS		0.00	
OTHER		0.00	
ADJUSTED BANK BALANCE:		**11/30/23**	**1,106,165.89**
BALANCE PER G/L		**10/31/23**	**1,507,918.61**
ADD:	DEPOSITS	6,000.00	
	INTEREST	1,005.30	
	BANK ACCOUNT TRANSFER FROM GENERAL FUND	0.00	
LESS:	CHECKS	0.00	
	CLIENT ANALYSIS SERVICE CHARGE	0.00	
	BANK ACCOUNT TRANSFER TO GENERAL FUND	408,758.02	
BALANCE PER G/L		**11/30/23**	**1,106,165.89**
		DIFFERENCE:	0.00

PREPARED BY: Lili Solorio TITLE: Accountant DATE: 12/08/23

APPROVED BY: Stacy Webster TITLE: Chief Financial Officer DATE: Dec 8, 2023

COMMUNITY ACTION PARTNERSHIP OF KERN
WELLS FARGO VISA SUMMARY
STATEMENTS DATED November 1, 2024 - November 30, 2024

Cardholder	Position	Amount Charged
CAPK	Accounts Payable	$ -
Catherine Anspach	Foundation Director of Development	1,230.07
Gloria Barbero	Administrator - EHS San Joaquin	-
Yolanda Gonzales	Director of Head Start/State Child Development Programs	318.99
Freddy Hernandez	Director of Youth and Community Services	4,755.73
Louis Gill	Chief Program Officer	3,251.68
Lisa McGranahan	Director of Human Resources	1,537.19
Jerry Meade	Assistant Director of Head Start/State Child Development Programs	2,245.21
Pritika Ram	Chief Business Development Officer	7,645.78
Jeremy Tobias	Chief Executive Officer	8,587.85
Emilio Wagner	Chief Facilities and Technology Officer	1,946.12
Tracy Webster	Chief Financial Officer	8,687.44
Rebecca Moreno	Director of Housing Support Services	652.40
Susana Magana	Director of Nutrition Services	4,360.55
	Total	$ 45,219.01

COMMUNITY ACTION PARTNERSHIP OF KERN
CENTRAL KITCHEN - BUDGET TO ACTUAL
FOR THE PERIOD MARCH 1, 2024 TO FEBRUARY 28, 2025 (9 OF 12 MONTHS OR 75.0%)

Line Item	2024/25 Budget	3/1/24 - 2/28/25 Actual	% Expended	Available Budget
USDA Revenue (Note A)	1,423,043	887,268	62.4%	535,775
Head Start Subsidy	1,117,585	1,191,805	106.6%	(74,220)
Total Revenue	2,540,628	2,079,073	81.8%	461,555
Expenditures (Note B)				
Salaries	784,253	596,968	76.1%	187,285
Benefits	271,274	208,214	76.8%	63,060
Vehicle Gasoline, Repair/Maintenance	41,000	33,794	82.4%	7,206
Space Costs	121,700	188,497	154.9%	(66,797)
Supplies - Office & Food Service	156,000	142,215	91.2%	13,785
Equipment Repair/Maintenance & Lease	11,000	8,315	75.6%	2,685
Communication	13,000	5,747	44.2%	7,253
Risk Insurance	12,700	18,400	144.9%	(5,700)
Printing	1,000	1	0.1%	1,000
Hiring & Employee Costs	100	-	0.0%	100
First Aid	500	-	0.0%	500
Raw Food/Vended Meals	897,135	695,360	77.5%	201,775
Sub Total	2,309,662	1,897,511	82.2%	412,151
Adult Meals Prepared	128,794	105,562	82.0%	23,232
Indirect	230,966	76,000	32.9%	154,966
Total Expenditures	2,669,422	2,079,073	77.9%	590,349

	Prior Period	NOVEMBER 2024	Cumulative
Total Meals Prepared and Vended (Note C)	410,381	55,080	465,461
Total Meals Claimed	265,128	36,072	301,200
Difference	145,253	19,008	164,261

Percentage Claimed to Prepared/Vended		65.5%	64.7%

Note A: Source of USDA revenue is monthly report submitted to California Department of Education by Head Start/State Child Development Program Division. Revenue is reimbursement for meals claimed.
Note B: Expenditures are for meals prepared, including vended meals.
Note C: Total number of meals delivered to the centers and homebase excluding adult prepared and adult meals vended. The total represents the number of meals available to be served to center and homebase children.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION CONTRACT - MIGRANT ALTERNATIVE PAYMENT
FOR THE PERIOD 7/1/24 - 6/30/25 (5 OF 12 MONTHS = 41.7%)

Contract CMAP-3000	July 2024	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Total	%	% Earned to MRA
Provider Payments	$ 1,989,206	$ 2,130,101	$ 2,006,660	$ 2,149,020	$ 1,972,025	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,247,012		
Add: Family Fees	55	55	55	55	55	-	-	-	-	-	-	-	$ 274		
Net Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,247,285	81.07%	
Maximum Reimburseable Amount (MRA) for Provider Payments													**29,398,811**		**34.86%**
Administration & Support Services Revenue															
Provider Payments	$ 1,989,260	$ 2,130,155	$ 2,006,715	$ 2,149,075	$ 1,972,080	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 10,247,285		
Reimbursement Rate	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%	x 26.5823%		
Revenue Earned	$ 528,791	$ 566,244	$ 533,431	$ 571,273	$ 524,224	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,723,964		
Program Administration/Support Services Costs	192,735	232,405	322,707	171,959	333,429	-	-	-	-	-	-	-	1,253,236	9.91%	
Indirect (10% x MTDC) Costs	216,593	234,682	231,370	229,163	227,605	-	-	-	-	-	-	-	1,139,413	9.01%	
Transfer Indirect to CSBG	-	-	-	-	-	-	-	-	-	-	-	-	-		
Total Operating Costs	$ 409,328	$ 467,088	$ 554,077	$ 401,122	$ 561,034	$ -	$ -	$ -	$ -	$ -	$ -	$ -	2,392,650	18.93%	
Revenue Earned Over/(Under) Costs	$ 119,463	$ 99,157	$ (20,646)	$ 170,151	$ (36,810)	$ -	$ -	$ -	$ -	$ -	$ -	$ -	331,314		
TOTAL COSTS - NET OF FAMILY FEES	$ 2,398,589	$ 2,597,243	$ 2,560,792	$ 2,550,197	$ 2,533,114	$ -	$ -	$ -	$ -	$ -	$ -	$ -	12,639,935	100.00%	

Note 1: Administration and Support Services revenue is earned based on the amount of provider payments incurred. Example:

Provider payments	10,247,285
Reimbursement Rate (21.0% / 79.0%)	x 26.5823%
Revenue Earned	2,723,964

Note 2: The maximum reimburseable amount per the 2024/25 State contract is as follows:

Provider Payments	29,398,811	79.00%
Administration	6,642,643	17.85%
Support Services	1,172,231	3.15%
Maximum Reimbursable Amount (MRA)	37,213,685	100.00%

Note 3: Increase to contract was received November 2024 in the amount of $7,704,000.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2024/25 CONTRACTS - EARNED REVENUE
FOR THE PERIOD 7/1/24 - 6/30/25 (5 OF 12 MONTHS = 41.7%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4065)														
Adjusted Days of Enrollment - Certified	6,039	6,894	7,697	9,910	8,288								38,829	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 311,329	$ 355,398	$ 396,787	$ 510,861	$ 427,263	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,001,638	**50.09%**
Maximum Reimburseable Amount (MRA)													**$3,996,470**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.39%	99.51%	99.43%	99.36%	99.44%									**99.52%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4122)														
Adjusted Days of Enrollment - Certified	5,236	7,527	9,796	13,895	12,103								48,557	
Reimbursement Rate per Child per Day	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X 55.27	X $55.27	
Revenue Earned	$ 289,388	$ 416,040	$ 541,428	$ 767,995	$ 668,909	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 2,683,759	**36.36%**
Maximum Reimburseable Amount (MRA)													**$7,381,970**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.28%	99.28%	99.11%	98.47%	99.03%									**99.12%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
MIGRANT CHILD CARE (CMIG-4004)														
Adjusted Days of Enrollment - Certified	23	24	22	25	20								114	
Reimbursement Rate per Child per Day	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	X $51.55	
Revenue Earned	$ 1,191	$ 1,248	$ 1,134	$ 1,304	$ 1,021	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 5,897	**2.01%**
Maximum Reimburseable Amount (MRA)													**$293,327**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	100.00%	100.00%	100.00%	100.00%	100.00%									**100.00%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2024/25 State contracts.

COMMUNITY ACTION PARTNERSHIP OF KERN
STATE DEPARTMENT OF EDUCATION 2023/24 CONTRACTS - EARNED REVENUE
SAN JOAQUIN COUNTY OFFICE OF EDUCATION
FOR THE PERIOD 7/1/24 - 6/30/25 (5 OF 12 MONTHS = 41.7%)

	Jul-24	Aug-24	Sep-24	Oct-24	Nov-24	Dec-24	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	TOTAL	% Earned to MRA
GENERAL CHILD CARE (CCTR-4305)														
Adjusted Days of Enrollment - Certified	4,489	5,147	4,810	5,570	4,457								24,472	
Reimbursement Rate per Child per Day	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	X $48.84	
Revenue Earned	$ 219,258	$ 251,367	$ 234,924	$ 272,020	$ 217,663	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ 1,195,233	**42.86%**
Maximum Reimburseable Amount (MRA)													**$2,788,764**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)	99.75%	99.81%	99.92%	99.86%	99.71%									**99.82%**
Five Percent Flexibility, Maximum = 100 Percent	100.00%	100.00%	100.00%	100.00%	100.00%									100.00%
CALIFORNIA STATE PRESCHOOL (CSPP-4500)														
Adjusted Days of Enrollment - Certified	-	-	-										0	
Reimbursement Rate per Child per Day	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	X $49.14	
Revenue Earned	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	$ -	**0.00%**
Maximum Reimburseable Amount (MRA)													**$255,528**	
Flex Factor														
Attendance Percentage (Attendance/Enrollment)														**99.78%**
Five Percent Flexibility, Maximum = 100 Percent														100.00%

Note 1: Source of adjusted days of enrollment for certified children is the monthly attendance report prepared by the Fiscal Dept. of the Head Start/State Child Development Division.

Note 2: Source of reimbursement rate per child per day and maximum reimburseable amount is per the 2024/25 Cooperative Agreement with the San Joaquin County Office of Education

Division/CFO: Tracy Webster, CFO
Month/Year: November-2024
Program/Work Unit: Not Applicable
Director of Finance: Gabrielle Alexander

Services: Overall financial and accounting functions of the organization

Activities	November 2024		Year to Date 03/1/23 - 11/30/24	
Description	**Number**	**Amount**		**Amount**
Bank Deposits	24	3,624,268	176	29,408,335
Wire Deposits	23	6,732,913	195	57,168,231
Head Start/IRS Drawdowns	5	4,727,874	31	27,868,181
Vendor Checks Issued	2,780	6,994,107	21,723	62,799,339
Payroll Disbursed		4,022,921		37,171,858
Grant Reports Prepared	39		364	
ASTHO Vaccine Equity				
CAL Food				
CALEITC				
CalFresh Healthy Living				
CalFresh Outreach				
City of Bakersfield CDBG Food Bank Expansion				
City of Bakersfield Homeless Housing & Prevention				
CMAP Fiscal Report & Caseload				
CMIG				
CMSS				
Commodity Supplemental Food Prog				
County of Kern - 211				
County of Kern CDBG Food Bank Expansion				
CSBG 2023				
CSBG Discretionary				
CSPP				
Differential Response				
DOE - BIL				
EFAP				
EFAP Build Back Better				
ESLIHEAP				
First 5 Kern – 2 1 1 Helpline				
First 5 Kern – East Kern Family				
First 5 Kern – Help Me Grow				
First 5 Kern – Oasis Family Resource				
First 5 Kern – Ridgecrest Family Resource				
Food Bank Farmers Market				
Head Start Expansion SF-425				
Head Start San Joaquin SF-425				
Head Start/Early Head Start Kern SF-425				
Home Visit Program				
Homeless Housing Assistance & Prevention				
Homeless LBNC				
Homeless Safe Camping				
HUD				
LIHEAP 2024				
LIHWAP				
Positive Youth Medi-Cal				
San Joaquin COE General Child Care				
SLIHEAP				
UW STANISLAUS CES				
VITA				
WIC				

Business Services

Activity	Requested	In-Progress	Processed	Processed YTD
Purchase Orders	247	0	247	1,704
Contracts	17	5	10	95
Leases	4	2	2	15
Requests for Proposals	4	6	0	10

Business Services Projects

Description		% Completed		Comments

Total Division Staffing 32 positions

CFO	Accounting Technician (5)	Procurement Manager
Director of Finance	Accounting Specialist (2)	Business Contracts Specalist
Finance Administrator	Accounting Clerk (1)	Business Technician (2)
Payroll/HRIS Manager	AP Supervisor (1)	
Accounting Administrator	Fiscal Technician (2)	
Accounting Administrator - Energy	Payroll Specialists (3)	
Accountant (2)	Payroll Supervisor (1)	
Accountant II (2)	Administrative Coordinator	

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF FEBRUARY 29, 2024

ASSETS	
Cash in Bank	20,507,591
Cash - Vacation Reserve	1,020,104
Petty Cash	-
Accounts Receivable	5,580,849
Travel Advance	12,624
Prepaid Expense	577,835
Inventory	3,994,657
Net Fixed Assets - Unrestricted	9,523,281
Net Fixed Assets - Restricted	36,242,195
Total Assets	77,459,136
LIABILITES AND NET ASSETS	
Accounts Payable	5,843,118
Accrued Expenses	3,503,190
Accrued Vacation	2,027,206
Line of Credit	-
Note Payable	7,927,207
Advance Payable	2,923,249
Deferred Revenue	9,118,155
Total Liabilites	31,342,125
Total Net Assets	46,117,011
Total Liabilities and Net Assets	77,459,136

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2023 TO FEBRUARY 29, 2024

REVENUE	
Grant Revenue	124,102,463
Donations	39,122,523
Other Revenue	5,926,717
In-Kind	67,937
Total Revenue	169,219,640
EXPENDITURES	
Salaries	41,453,363
Benefits	11,180,335
Travel	834,648
Space Costs	8,868,698
Supplies	3,428,964
Consultant/Contract Services	5,767,271
Other Costs	4,273,783
Program Costs	73,008,703
Capital Expenditures	0
Indirect	10,626,170
In-Kind	67,937
Total Expenditures	159,509,874
Net Change in Assets	9,709,766
Net Assets, beginning	36,407,245
Net Assets, ending	46,117,011

Community Action of Partnership of Kern
Agency Total

STATEMENT OF POSITION (UNAUDITED)
AS OF OCTOBER 31, 2024

ASSETS	
Cash in Bank	27,698,871
Cash - Vacation Reserve	1,107,392
Petty Cash	-
Accounts Receivable	(0)
Travel Advance	27,904
Prepaid Expense	482,768
Inventory	4,055,046
Net Fixed Assets - Unrestricted	9,148,281
Net Fixed Assets - Restricted	35,442,382
Total Assets	77,962,643
LIABILITES AND NET ASSETS	
Accounts Payable	5,697,789
Accrued Expenses	69,997
Accrued Vacation	1,209,956
Line of Credit	-
Note Payable	7,704,213
Advance Payable	6,149,638
Deferred Revenue	9,759,467
Total Liabilites	30,591,059
Total Net Assets	47,371,584
Total Liabilities and Net Assets	77,962,643

STATEMENT OF OPERATIONS (UNAUDITED)
FOR THE PERIOD MARCH 1, 2024 TO OCTOBER 31, 2024

REVENUE	
Grant Revenue	98,893,860
Donations	246,425
Other Revenue	8,882,879
In-Kind	13,334,801
Total Revenue	121,357,965
EXPENDITURES	
Salaries	36,599,445
Benefits	11,830,026
Travel	700,886
Space Costs	10,737,251
Supplies	4,140,464
Consultant/Contract Services	4,468,161
Other Costs	3,449,213
Program Costs	26,438,842
Capital Expenditures	45,916
Indirect	8,358,387
In-Kind	13,334,801
Total Expenditures	120,103,392
Net Change in Assets	1,254,573
Net Assets, beginning	46,117,011
Net Assets, ending	47,371,584

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	AGENCY TOTAL			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	48,831,350	33,364,455	15,466,895	68%
BENEFITS	14,838,291	10,792,729	4,045,562	73%
TRAVEL	995,827	580,881	414,946	58%
SPACE COST	15,336,797	9,141,872	6,194,925	60%
SUPPLIES	2,064,251	3,574,035	(1,509,784)	173%
EQUIPMENT	1,155,525	695,388	460,137	60%
CONSULTANT/CONTRACT SERVICES	4,510,657	3,522,458	988,199	78%
OTHER COSTS	3,174,100	2,704,193	469,907	85%
PROGRAM COSTS	27,380,328	26,323,196	1,057,132	96%
INDIRECT	10,830,485	8,501,637	2,328,848	78%
TOTAL	129,117,611	99,200,843	29,916,768	77%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	EDUCATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	36,382,500	24,693,499	11,689,001	68%
BENEFITS	11,089,467	8,067,100	3,022,367	73%
TRAVEL	685,926	337,528	348,398	49%
SPACE COST	11,638,783	4,697,227	6,941,556	40%
SUPPLIES	1,511,872	2,273,038	(761,166)	150%
EQUIPMENT	974,100	634,409	339,691	65%
CONSULTANT/CONTRACT SERVICES	1,378,236	765,023	613,213	56%
OTHER COSTS	1,719,322	1,279,940	439,382	74%
PROGRAM COSTS	22,363,004	22,749,988	(386,984)	102%
INDIRECT	7,996,211	6,327,001	1,669,210	79%
TOTAL	95,739,421	71,824,753	23,914,668	75%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	NUTRITION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	5,000,223	3,099,545	1,900,678	62%
BENEFITS	1,540,820	1,008,125	532,695	65%
TRAVEL	118,007	110,606	7,401	94%
SPACE COST	782,795	1,773,460	(990,665)	227%
SUPPLIES	147,218	893,557	(746,339)	607%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	648,910	609,885	39,025	94%
OTHER COSTS	451,389	396,740	54,649	88%
PROGRAM COSTS	4,057,241	2,917,083	1,140,158	72%
INDIRECT	1,252,564	845,598	406,966	68%
TOTAL	13,999,167	11,654,599	2,344,568	83%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	ENERGY CONSERVATION			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	2,341,392	1,726,699	614,693	74%
BENEFITS	702,424	541,175	161,249	77%
TRAVEL	75,000	31,578	43,422	42%
SPACE COST	238,000	192,573	45,427	81%
SUPPLIES	125,000	78,720	46,280	63%
EQUIPMENT	174,425	-	174,425	0%
CONSULTANT/CONTRACT SERVICES	1,815,857	1,545,625	270,232	85%
OTHER COSTS	505,338	454,880	50,458	90%
PROGRAM COSTS	227,662	322,025	(94,363)	141%
INDIRECT	603,071	479,625	123,446	80%
TOTAL	6,808,169	5,372,900	1,435,269	79%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	COMMUNITY SERVICES			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	3,941,869	3,044,820	897,049	77%
BENEFITS	1,185,464	932,404	253,060	79%
TRAVEL	66,604	58,866	7,738	88%
SPACE COST	1,401,039	1,529,699	(128,660)	109%
SUPPLIES	234,696	284,874	(50,178)	121%
EQUIPMENT	7,000	60,979	(53,979)	871%
CONSULTANT/CONTRACT SERVICES	650,904	540,391	110,513	83%
OTHER COSTS	344,696	321,975	22,721	93%
PROGRAM COSTS	729,421	327,496	401,925	45%
INDIRECT	769,074	655,048	114,026	85%
TOTAL	9,330,767	7,756,552	1,574,215	83%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	CSBG			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	965,801	648,151	317,650	67%
BENEFITS	255,251	201,795	53,456	79%
TRAVEL	40,290	38,378	1,912	95%
SPACE COST	276,199	152,268	123,931	55%
SUPPLIES	26,615	26,706	(91)	100%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	10,750	24,114	(13,364)	224%
OTHER COSTS	44,380	44,899	(519)	101%
PROGRAM COSTS	3,000	1,974	1,026	66%
INDIRECT	169,041	111,217	57,824	66%
TOTAL	1,791,327	1,249,502	541,825	70%

COMMUNITY ACTION PARTNERSHIP OF KERN
BUDGET TO ACTUAL
FOR THE PERIOD 03-01-24 TO 11-30-24 (75.0%)

	DISCRETIONARY & FUND RAISING			
	ANNUAL BUDGET	EXPENDITURES	BUDGET AVAILABLE	PERCENTAGE EXPENDED
EXPENDITURES				
SALARIES	199,565	151,741	47,824	76%
BENEFITS	64,865	42,130	22,735	65%
TRAVEL	10,000	3,925	6,075	39%
SPACE COST	999,981	796,645	203,336	80%
SUPPLIES	18,850	17,140	1,710	91%
EQUIPMENT	-	-	-	0%
CONSULTANT/CONTRACT SERVICES	6,000	37,419	(31,419)	624%
OTHER COSTS	108,975	205,759	(96,784)	189%
PROGRAM COSTS	-	4,630	(4,630)	Not budgeted
INDIRECT	40,524	83,148	(42,624)	205%
TOTAL	1,448,760	1,342,537	106,223	93%

COMMUNITY ACTION PARTNERSHIP OF KERN
INDIRECT FUND - FY 2024/25
BUDGET TO ACTUAL - 03/01/24 TO 11/30/24 (9 OF 12 MONTHS = 75.0%)

	Budget	Actual	% Earned/ Expended	Available Balance
Revenue	**$ 10,830,485**	**$ 8,501,637**	**78.5%**	**$ 2,328,848**
Expenditures				
Salaries	5,312,379	3,645,637	68.6%	1,666,742
Benefits @ 23.6% actual	1,498,103	1,042,857	69.6%	455,246
Total Personnel Costs	6,810,482	4,688,494	68.8%	2,121,988
Operating Costs				
Travel	115,250	108,055	93.8%	7,195
Space Costs	544,612	407,110	74.8%	137,502
Supplies	358,772	483,491	134.8%	(124,719)
Equipment	232,205	129,997	56.0%	102,208
Consultant/Contract	1,064,000	942,531	88.6%	121,469
Other Operating Costs	920,480	714,470	77.6%	206,011
Total Operating Costs	3,235,319	2,785,654	86.1%	449,665
Total Expenditures	**$ 10,045,801**	**$ 7,474,148**	**74.4%**	**$ 2,571,653**
Excess (Deficit) Indirect Revenue	**$ 784,684**	**$ 1,027,489**		

RECAP BY SUPPORT DIVISION	Budget	Actual	% Expended	Available Balance
HR	$ 1,558,810	$ 950,508	61.0%	$ 608,302
Operations	3,569,921	2,887,611	80.9%	682,310
Executive	719,429	752,307	104.6%	(32,878)
Finance	3,035,916	2,165,662	71.3%	870,254
Community Development	1,161,725	717,957	61.8%	443,768
	$ 10,045,801	$ 7,474,148	74.4%	$ 2,571,653

Prepared Date: 01/10/25

Community Action Partnership of Kern
Check/Voucher Register
From 11/1/2024 Through 11/30/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227135	MARIA DE LA O MARINERO	270.93	REPLACEMENT CHECK
11/6/2024	227136	ANDREW CHAVEZ	220.52	Travel Liquidation - 33rd Annual CACFP @ Sheradon Universal
11/6/2024	227137	ANDREW GREEN	2.68	MILEAGE REMBURSTMENT
11/6/2024	227138	AT&T	232.48	9391037343
11/6/2024	227138	AT&T	88.15	9391058729
11/6/2024	227138	AT&T	30.70	9391058731
11/6/2024	227138	AT&T	176.55	9391058743
11/6/2024	227138	AT&T	30.42	9391058818
11/6/2024	227138	AT&T	30.68	9391059042
11/6/2024	227138	AT&T	314.23	9391059173
11/6/2024	227138	AT&T	215.71	9391059567
11/6/2024	227138	AT&T	30.42	9391065168
11/6/2024	227139	AT&T	200.00	LONG DISTANCE 132906
11/6/2024	227140	BURRTEC KERN, LLC	597.03	317 MOUNT VERNON AVE / 60043533
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	284.40	1509 N GOLDEN GATE AVE/2222688384
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	2,355.86	2424 S DR MARTIN LUTHER KING JR/2883604446
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	225.96	305 STINE RD/8945588888
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	235.61	315 STINE RD A/9945588888
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	309.75	315 STINE RD/7945588888
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	146.31	347 E POPLAR ST/8918085984
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	249.82	520 S WASHINGTON DR/3533741257
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	983.53	520 S WASHINGTON ST DOM/9549807644
11/6/2024	227141	CALIFORNIA WATER SERVICE COMPANY	535.34	520 S WASHINGTON ST/4423688888
11/6/2024	227142	CHARTER COMMUNICATIONS	210.25	8301100070176885 / 1001 MAIN ST
11/6/2024	227143	CHARTER COMMUNICATIONS	346.22	8301100150963087- 4032 JEWETT AVE BLDG OFC
11/6/2024	227144	CHARTER COMMUNICATIONS	160.25	8301100011355580-525 ROBERTS LN STE B
11/6/2024	227145	CHARTER COMMUNICATIONS	176.23	5351 OLICE DR STE 200 - 8301100011376586
11/6/2024	227146	CHARTER COMMUNICATIONS	254.00	500 E CALIFORNIA AVE 167766201
11/6/2024	227147	CHARTER COMMUNICATIONS	169.98	1109 19th street -168815301
11/6/2024	227148	CHASE RANGEL	456.54	Travel Liquidation ChildPlus Scramble 2024 Las Vegas, 1007
11/6/2024	227149	CHRISTOPHER PERCIVAL	191.86	PETE PARRA
11/6/2024	227150	CINTAS CORPORATION #668	276.98	PO-2024-2994
11/6/2024	227150	CINTAS CORPORATION #668	191.06	PO-2024-2994/300 19TH ST
11/6/2024	227151	CITY OF WASCO	447.80	523 BROADWAY ST HS ACCT# 0130005230 09/15/2024 - 10/15/2024
11/6/2024	227151	CITY OF WASCO	76.60	523 BROADWAY ST HS ACCT# 0130005231 11/01/2024 - 11/30/2024
11/6/2024	227152	COFER & OBERLIES INC	150.00	19TH ST
11/6/2024	227152	COFER & OBERLIES INC	150.00	HARVEY HALL
11/6/2024	227153	COMCAST CORPORATION	1,727.18	VARIOUS LOCATIONS

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227154	COUNTY OF SAN JOAQUIN	36.75	REF# 51-02106850 10/16/24 VID# 80767K2-1 ACCT# 51266
11/6/2024	227155	COVERALL NORTH AMERICA INC	1,025.00	PO-2023-3237/1145 N HUNTER ST
11/6/2024	227156	DELIA V GONZALES	185.11	Employee Shoe Reimbursement
11/6/2024	227157	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD - VEH# 15-17, VIN# 1F66F5DY0B0A01645 -
11/6/2024	227158	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD - VEH# 15-23, VIN# 3N1CE2CP9HL373588 -
11/6/2024	227159	DEPARTMENT OF MOTOR VEHICLES	27.00	REPLACEMENT REG CARD - VEH# 15-24, VIN# 3N1CE2CP5HL377928 -
11/6/2024	227160	DESIREE E BERMUDEZ	69.46	SDA Reimb. Application Desiree Bermudez
11/6/2024	227161	DINGO ENTERPRISES INC	578.84	PO-2024-3031
11/6/2024	227161	DINGO ENTERPRISES INC	671.97	Recruitment & Selection Meeting
11/6/2024	227162	EFRAIN DELGADO	7,569.00	PO-2024-2575
11/6/2024	227163	ELIZABETH MARTINEZ MEDINA	151.69	SDA Reimbursement E.Martinez Medina
11/6/2024	227164	FEDEX	24.78	HR/G.BARBERO/818471366076
11/6/2024	227164	FEDEX	39.70	HR/MDUARTE/818471366065
11/6/2024	227164	FEDEX	25.96	N.NINO/L.SPROTT/817091102773
11/6/2024	227165	FERGUSON ENTERPRISES INC #1350	149.13	VIRGINIA
11/6/2024	227166	FLORENTINA ARANA	373.99	Florentina Arana - SDA Reimbursement - Tuition and Textbook
11/6/2024	227167	FLYERS ENERGY LLC	5,144.70	ACCT#78379
11/6/2024	227168	FRESCO MEXICAN GRILL LLC	716.07	Recruitment & Selection Plan Meeting
11/6/2024	227169	GREATER BAKERSFIELD CHAMBER OF COMMERCE	1,200.00	Leadership Bakersfield Training
11/6/2024	227170	GRIMMWAY ENTERPRISES, INC.	9,928.00	PO-2024-1329
11/6/2024	227171	HAYDEE N CORONA	187.60	MILEAGE REMBURSTMENT
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	156.80	18TH ST
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	104.50	5 REAL RD
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	692.76	EKFRC
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	328.01	MJ MORGAN
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	16.25	OASIS
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	22.56	OPS
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	38.91	PRIMEROS PASOS
11/6/2024	227172	HOME DEPOT COMMERCIAL CREDIT	137.13	ROSAMOND
11/6/2024	227173	HSI EMERGENCY CARE SOLUTIONS INC	872.15	CUST NUM: 00-3515866 - 1300 18TH ST SUITE 200
11/6/2024	227174	ILEANA STOKES	59.00	Ileana Stokes-SDA Reimbursement-Bilingual Cert 09/19/2024
11/6/2024	227175	ISABEL URENA	54.11	CK Shoe Reimbursement WSS Ref# 999015220537 08/13/24

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227176	J & E RESTAURANT SUPPLIES INC	302.02	HARVEY HALL
11/6/2024	227177	KEITH C PFEFFER	619.60	18TH ST NEW ACRYLIC LETTERING DIVISION INSTAL 10/10/2024
11/6/2024	227178	KERN COUNTY SUPERINTENDENT OF SCHOOLS	228.38	500866 WO#92586 WIC1520
11/6/2024	227178	KERN COUNTY SUPERINTENDENT OF SCHOOLS	54.24	INV 500889
11/6/2024	227178	KERN COUNTY SUPERINTENDENT OF SCHOOLS	29,903.70	PO-2024-2506
11/6/2024	227179	KYJO CORP	9,363.05	WIC PO-2024-2796 ORD# 33471 REF# QU-259-3177
11/6/2024	227180	LAKESHORE EQUIPMENT COMPANY	490.29	PO-2024-2861
11/6/2024	227180	LAKESHORE EQUIPMENT COMPANY	776.33	PO-2024-3064
11/6/2024	227181	LAURA CORTEZ	90.00	Laura Cortez - SDA Reimbursement - CPR/Firstaid - 10/25/24
11/6/2024	227182	LEARA LEANNE SPROTT	25.46	MILEAGE REMBURSTMENT
11/6/2024	227183	LEVEL 3 FINANCING INC	1,490.71	311475
11/6/2024	227184	Liliana Altamirano	2,970.00	Liliana Altamirno - SDA Reimbursement - Tuition - 10/25/24
11/6/2024	227185	LOWES COMPANIES INC	39.94	HARVEY HALL
11/6/2024	227185	LOWES COMPANIES INC	25.64	MJ MORGAN
11/6/2024	227185	LOWES COMPANIES INC	364.60	OPS
11/6/2024	227185	LOWES COMPANIES INC	101.00	PETE PARRA
11/6/2024	227185	LOWES COMPANIES INC	109.92	PRIMEROS PASOS
11/6/2024	227185	LOWES COMPANIES INC	77.06	ROSAMOND
11/6/2024	227185	LOWES COMPANIES INC	41.20	TAFT
11/6/2024	227185	LOWES COMPANIES INC	60.10	WILLOW
11/6/2024	227186	MAGALI SOSA	456.54	Travel Liquidation Child Plus Scramble 2024 Las Vegas, NV 1
11/6/2024	227187	MARIA LUNA	60.61	EMPLOYEE REIMBURSEMENT - CK SHOE AMAZON ORDER
11/6/2024	227188	MCWILLIAMS & WALDEN INC	1,589.21	2009 DEERE BOBCAT
11/6/2024	227188	MCWILLIAMS & WALDEN INC	792.15	LIC# 36460F1 - CA
11/6/2024	227188	MCWILLIAMS & WALDEN INC	234.93	LIC# 76762T1
11/6/2024	227189	MICHAEL K BROWN LANDSCAPE INC	1,840.18	FHCC
11/6/2024	227189	MICHAEL K BROWN LANDSCAPE INC	1,975.00	HARVEY HALL
11/6/2024	227190	MOJAVE UNIFIED SCHOOL DISTRICT	645.00	MOJAVE UNIFIED SCHOOL DISTRICT PO-2023-3169
11/6/2024	227191	NAOMI IBARRA	200.00	Employee Phone Reimbursement
11/6/2024	227192	NEXSTAR MEDIA INC	5,249.00	PO-2024-2559
11/6/2024	227193	NOV'S SOUL SPOT	3,000.00	NOV'S SOUL SPOT DEPOSIT PO-2024-3163
11/6/2024	227194	OASIS AIR AND SOLAR	12,050.00	L24-011E;ADALBERTO BUENROSTRO,9446 BUENA VISTA; PO-2024-2549
11/6/2024	227194	OASIS AIR AND SOLAR	16,550.00	L24-060E; CIRILIA MARROQUIN, 5309 TYNER; PO-2024-2255

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227194	OASIS AIR AND SOLAR	1,687.13	L24-232; STEPHANIE ESPINOZA, 3829 AMUR MAPLE; PO-2024-2225
11/6/2024	227194	OASIS AIR AND SOLAR	17,700.00	L24-254; JOSE MURILLO, 808 BANJO CT; PO-2024-2862
11/6/2024	227194	OASIS AIR AND SOLAR	12,650.01	L24-257 HUGO VALDEZ; 1940 SHAMROCK CT
11/6/2024	227194	OASIS AIR AND SOLAR	19,850.01	L24-281E; RAYMOND VILLA, 443 CASA VERDE
11/6/2024	227195	ODP BUSINESS SOLUTIONS LLC	362.11	PO-2024-2758
11/6/2024	227195	ODP BUSINESS SOLUTIONS LLC	431.85	PO-2024-2989
11/6/2024	227196	OFFICE1 LEASING	1,183.15	450-0144270-000; 1300 18TH ST ERSEA; PO-2024-2558
11/6/2024	227196	OFFICE1 LEASING	454.93	450-7986161-029; 1300 18TH ST 3RD FL CD; PO-2024-1455
11/6/2024	227196	OFFICE1 LEASING	2,082.70	450-7986161-034; 300 19TH ST ENERGY
11/6/2024	227196	OFFICE1 LEASING	789.85	450-7986161-037; 5351 OLIVE DR; PO-2024-1023
11/6/2024	227196	OFFICE1 LEASING	419.27	450-7986161-040; 1300 18TH ST EXECUTIVE; PO-2024-1459
11/6/2024	227197	PACIFICA STOCKTON HOTEL LLC	568.83	Elizabeth Hotel for NH Mentorship Stockton- 09/24/24
11/6/2024	227198	PG&E	605.00	1410 11TH ST
11/6/2024	227198	PG&E	469.02	1509 N GOLDEN GATE AVE
11/6/2024	227198	PG&E	3,867.44	300 19TH ST
11/6/2024	227198	PG&E	7,198.89	3000 STERLING RD
11/6/2024	227198	PG&E	344.18	319 20TH ST
11/6/2024	227198	PG&E	69.75	347 E POPLAR ST #A & #B
11/6/2024	227198	PG&E	17.55	3811 RIVER BLVD
11/6/2024	227198	PG&E	806.22	401 WILLOW DR
11/6/2024	227198	PG&E	3,485.70	4032 JEWETT AVE
11/6/2024	227198	PG&E	1,931.47	425 N CALIFORNIA ST
11/6/2024	227198	PG&E	1,881.37	455 E EUCLID AVE / 459 E EUCLID AVE
11/6/2024	227198	PG&E	706.70	460 W LOS ANGELES AVE
11/6/2024	227198	PG&E	205.05	650 JAMES ST
11/6/2024	227199	PRODUCERS DAIRY FOODS INC	5,807.43	PO-2024-1137
11/6/2024	227200	RONALD SHELAN	3,900.00	PO-2024-3119 236 W 4TH ST STOCKTON NOVEMBER 2024
11/6/2024	227201	SANDRA VILLA	102.65	Sandra Villa-SDA Reimb-Permit Ref# 240224261 NOV 2024 - NOV
11/6/2024	227202	SAVE MART SUPERMARKETS	87.03	REF# 043840 10/24/2024 EMERG FOOD - ALL CENTERS
11/6/2024	227203	SAVE MART SUPERMARKETS	14.76	REF# 057837 10/28/2024 SPECIAL DIET DAIRY
11/6/2024	227204	SAVE MART SUPERMARKETS	1,535.23	REF# 055967 10/28/2024 SPECIAL DIET DAIRY
11/6/2024	227205	SAVE MART SUPERMARKETS	77.84	REF# 058187 10/29/2024 SPECIAL DIET DAIRY & GROCERY
11/6/2024	227206	SILVIA HULSEY	59.00	Employee SDA Reimbursement - Bilingual Exam - 10\25/24
11/6/2024	227207	SOCALGAS	101.90	10300 1/2 SAN DIEGO ST LAMONT 09/26/2024 - 10/28/2024

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227208	SOUTHERN CALIFORNIA EDISON	131.62	11336 BARTLETT AVE STE 13&14 ADELANTO 09/25/24 - 10/23/24
11/6/2024	227208	SOUTHERN CALIFORNIA EDISON	207.10	2739 DIAMOND ST B ROSAMOND 10/03/2024 - 10/31/2024
11/6/2024	227208	SOUTHERN CALIFORNIA EDISON	187.29	8401 CAL CITY BLVD STE 8 10/01/2024 - 10/29/2024
11/6/2024	227209	SOUTHWEST GAS CORPORATION	11.00	11336 BARTLETT AVE STE 14 ADELANTO 09/20/24 - 10/18/24
11/6/2024	227210	STANDARD PLUMBING SUPPLY COMPANY, INC	16.08	BROADWAY
11/6/2024	227210	STANDARD PLUMBING SUPPLY COMPANY, INC	41.99	SHAFTER EHS
11/6/2024	227210	STANDARD PLUMBING SUPPLY COMPANY, INC	16.28	SHAFTER HS
11/6/2024	227211	TRES HOMBRES FENCE COMPANY	1,900.00	FHCC WO# 16412 REF# 50815 10/09/2024 INST CAGES FOR GATE OPE
11/6/2024	227212	ULINE	724.65	CK PO-2024-1312 ORD# 26696030 12X15 2 MIL BAGS ON A ROLL
11/6/2024	227212	ULINE	1,249.89	FB PO-2024-3153 ORD# 26714880 SUPPLIES
11/6/2024	227213	VAL-PRO, INC	1,289.60	PO-2024-2802/PUMPKINS
11/6/2024	227213	VAL-PRO, INC	(225.00)	PO-2024-2802/PUMPKINS/ORIGINAL INV#00018775
11/6/2024	227214	VAL-PRO, INC	322.40	PO-2024-2802/PUMPKINS
11/6/2024	227215	VAL-PRO, INC	225.00	PO-2024-2802/PUMPKINS
11/6/2024	227216	VAL-PRO, INC	577.73	PO-2024-1138/MISC PRODUCE
11/6/2024	227217	VAL-PRO, INC	20.30	PO-2024-1138/SPINACH
11/6/2024	227218	VANESSA MUNOZ	79.28	MILEAGE REMBURSTMENT
11/6/2024	227219	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
11/6/2024	227220	VICTOR RAMOS	46.55	CK Shoe Reimbursement Walmart Ref# 424900188118 09/04/24
11/6/2024	227221	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	184.41	450-7986161-017 FB PO-2024-1175 10/22/2024 - 11/21/2024
11/6/2024	227222	WIPFLI LLP	18,903.30	Technology Ongoing Services Agreement October 2024
11/6/2024	227223	AT&T	232.48	9391037342
11/6/2024	227223	AT&T	72.72	9391058624
11/6/2024	227223	AT&T	30.42	9391058677
11/6/2024	227223	AT&T	172.10	9391058680
11/6/2024	227223	AT&T	117.01	9391058795
11/6/2024	227223	AT&T	30.42	9391058798
11/6/2024	227223	AT&T	30.42	9391058878
11/6/2024	227223	AT&T	30.42	9391058944
11/6/2024	227223	AT&T	117.01	9391059050
11/6/2024	227223	AT&T	114.24	9391059144
11/6/2024	227223	AT&T	95.66	9391059163
11/6/2024	227223	AT&T	30.42	9391065525
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	3,761.49	5 REAL RD
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	26.29	ANGELA MARTINEZ
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	285.69	BROADWAY

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	129.92	HARVEY HALL
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	2.98	HARVEY HALL > CLASS D
11/6/2024	227224	HOME DEPOT COMMERCIAL CREDIT	258.79	HEADSTART HS/EHS
11/6/2024	227225	LOWES COMPANIES INC	106.93	18TH > CAL FRESH
11/6/2024	227225	LOWES COMPANIES INC	145.45	CALIFORNIA ST PO-2024-1136
11/6/2024	227225	LOWES COMPANIES INC	616.00	PO-2024-2155; CALAIM JUANITA CERON
11/6/2024	227226	PG&E	1,558.82	1135 N HUNTER ST / 1145 N HUNTER ST
11/6/2024	227227	AT&T	37.02	9391058697
11/6/2024	227227	AT&T	88.18	9391058844
11/6/2024	227227	AT&T	30.66	9391058865
11/6/2024	227227	AT&T	59.29	9391058866
11/6/2024	227227	AT&T	30.67	9391058876
11/6/2024	227227	AT&T	30.66	9391058940
11/6/2024	227227	AT&T	147.09	9391058945
11/6/2024	227227	AT&T	59.79	9391059009
11/6/2024	227227	AT&T	195.59	9391059166
11/6/2024	227227	AT&T	172.55	9391059214
11/6/2024	227227	AT&T	58.19	939159419
11/6/2024	227228	HOME DEPOT COMMERCIAL CREDIT	287.86	DELANO
11/6/2024	227228	HOME DEPOT COMMERCIAL CREDIT	652.13	OPS
11/6/2024	227228	HOME DEPOT COMMERCIAL CREDIT	160.03	VINELAND
11/6/2024	227229	AT&T	10.57	9391058626
11/6/2024	227229	AT&T	59.29	9391058627
11/6/2024	227229	AT&T	90.03	9391058702
11/6/2024	227229	AT&T	232.48	9391058732
11/6/2024	227229	AT&T	204.84	9391058839
11/6/2024	227229	AT&T	29.11	9391058846
11/6/2024	227229	AT&T	87.89	9391059027
11/6/2024	227229	AT&T	77.86	9391059161
11/6/2024	227229	AT&T	215.41	9391059565
11/6/2024	227229	AT&T	484.78	9391083955
11/6/2024	227230	HOME DEPOT COMMERCIAL CREDIT	188.00	SHAFTER EHS
11/6/2024	227230	HOME DEPOT COMMERCIAL CREDIT	194.75	STERLING
11/6/2024	227230	HOME DEPOT COMMERCIAL CREDIT	14.34	STERLING > CLASS C
11/6/2024	227231	AT&T	53.84	9391058583
11/6/2024	227231	AT&T	30.72	9391058620
11/6/2024	227231	AT&T	30.73	9391058734
11/6/2024	227231	AT&T	229.76	9391058776
11/6/2024	227231	AT&T	145.99	9391058788
11/6/2024	227231	AT&T	30.73	9391059041
11/6/2024	227231	AT&T	76.87	9391059174
11/6/2024	227231	AT&T	59.89	9391059573
11/6/2024	227232	1130 COTTONWOOD RD, LP.	866.00	CALAIM HOUSING DEPOSIT
11/6/2024	227233	CLEMMER AND COMPANY	925.00	CALAIM HOUSING DEPOSIT

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11/6/2024	227234	CLEMMER AND COMPANY	990.00	CALAIM HOUSING DEPSOIT
11/6/2024	227235	FS FORTIETH STREET LP	1,141.00	CALAIM HOUSING DEPOSIT
11/6/2024	227236	HOUSING AUTHORITY OF THE COUNTY OF KERN	500.00	CALAIM SECURITY DEPOSIT ASSISTANCE
11/6/2024	227237	PAULINO CRUZ	218.00	Travel Advance - HS CA Health Institute Newport Beach, CA 1
11/6/2024	227238	RAYJEAN STONE	218.00	Travel Advance - HS CA Health Institute 11/13/24 - 11/15/24
11/6/2024	227239	PUBLIC AGENCY COALITION ENTERPRISE	792,344.15	November 2024 MEDICAL
11/6/2024	227240	JON FLAHERTY	588.81	REGULAR HOURS 40.00 X 16.75
11/6/2024	227241	MARTHA ORNELAS	1,830.44	HP-VACATION PO HRS 127.38 X 19.20
11/6/2024	32675	ADVANCED DATA STORAGE	70.40	1631 30TH ST
11/6/2024	32675	ADVANCED DATA STORAGE	70.40	2424 S DR MARTIN LUTHER KING BLVD
11/6/2024	32675	ADVANCED DATA STORAGE	17.60	2900 M STREET
11/6/2024	32675	ADVANCED DATA STORAGE	17.60	5351 OLIVE DR STE 200
11/6/2024	32675	ADVANCED DATA STORAGE	202.40	PO-2024-1841
11/6/2024	32676	AMAZON CAPITAL SERVICES, INC	128.80	PO-2024-2943
11/6/2024	32676	AMAZON CAPITAL SERVICES, INC	122.21	PO-2024-2980
11/6/2024	32676	AMAZON CAPITAL SERVICES, INC	198.29	PO-2024-2986
11/6/2024	32676	AMAZON CAPITAL SERVICES, INC	430.60	PO-2024-3040
11/6/2024	32676	AMAZON CAPITAL SERVICES, INC	179.66	PO-2024-3114
11/6/2024	32677	AMERICAN REFUSE, INC.	206.27	650 JAMES ST/889300
11/6/2024	32678	AN ICON COMPANY, LLC	1,195.58	PO-2024-2644
11/6/2024	32678	AN ICON COMPANY, LLC	144.90	PO-2024-2694
11/6/2024	32678	AN ICON COMPANY, LLC	474.13	PO-2024-2715
11/6/2024	32678	AN ICON COMPANY, LLC	89.37	PO-2024-2755
11/6/2024	32678	AN ICON COMPANY, LLC	62.09	PO-2024-2761
11/6/2024	32678	AN ICON COMPANY, LLC	71.34	PO-2024-2762
11/6/2024	32678	AN ICON COMPANY, LLC	614.69	PO-2024-2875
11/6/2024	32678	AN ICON COMPANY, LLC	215.39	PO-2024-2903
11/6/2024	32678	AN ICON COMPANY, LLC	106.34	PO-2024-2998
11/6/2024	32678	AN ICON COMPANY, LLC	377.76	PO-2024-3002
11/6/2024	32678	AN ICON COMPANY, LLC	60.61	PO-2024-3007
11/6/2024	32679	ANTHONY CONRAD CHAVEZ	15.82	EMPLOYEE REIMBURSEMENT
11/6/2024	32680	ANTHONY CONRAD CHAVEZ	23.06	EMPLOYEE REIMBURSEMENT
11/6/2024	32681	BIANCA ROBLES	90.00	Bianca Robles-SDA Reimbursement-CPR/First Aid-10/2024 - 10/
11/6/2024	32682	BLUETRITON BRANDS INC	528.11	236 W 4TH ST STOCKTON ACCT# 0035391028 10/01/24 - 10/31/24
11/6/2024	32683	BLUETRITON BRANDS INC	101.81	2800 SOUTH D ST ACCT# 0035391069 09/27/24 - 10/26/24
11/6/2024	32684	BLUETRITON BRANDS INC	101.73	2900 M ST - LBNC ACCT# 6701364035 09/27/24 - 10/26/24
11/6/2024	32685	BLUETRITON BRANDS INC	211.90	1509 N GOLDEN GATE AVE ACCT# 6702031254 09/27/24 - 10/26/24
11/6/2024	32686	BLUETRITON BRANDS INC	6,093.11	CAPK-FISCAL 09/23/202 - 10/22/2024 ACCT# 0008446619
11/6/2024	32687	BRADY INDUSTRIES	174.63	2900 M STREET
11/6/2024	32687	BRADY INDUSTRIES	6,143.34	PO-2024-1267

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11/6/2024	32687	BRADY INDUSTRIES	6,689.41	PO-2024-1269
11/6/2024	32688	BS& E INC	1,340.59	OPS
11/6/2024	32689	CA ASSOCIATION OF FOOD BANKS	421.06	PO-2024-1235/LEMONS
11/6/2024	32689	CA ASSOCIATION OF FOOD BANKS	505.56	PO-2024-1235/STONE FRUIT
11/6/2024	32689	CA ASSOCIATION OF FOOD BANKS	868.47	PO-2024-1235/STRAWBERRIES/EFF DATE 07/10/24
11/6/2024	32690	CAZADOR CONSULTING GROUP INC	1,940.48	ANA MOSQUEDA RAYA/ISABEL BARBA
11/6/2024	32690	CAZADOR CONSULTING GROUP INC	2,436.01	OPS - GABRIEL NAHE
11/6/2024	32691	CDW GOVERNMENT LLC	(1,377.84)	PO-2021-1850 CREDIT EFFECTIVE 03/29/22
11/6/2024	32691	CDW GOVERNMENT LLC	1,055.59	PO-2024-2899
11/6/2024	32691	CDW GOVERNMENT LLC	17,667.70	PO-2024-2945
11/6/2024	32691	CDW GOVERNMENT LLC	140.16	PO-2024-3006
11/6/2024	32691	CDW GOVERNMENT LLC	562.25	PO-2024-3010
11/6/2024	32691	CDW GOVERNMENT LLC	386.45	PO-2024-3105
11/6/2024	32692	CLARK PEST CONTROL OF STOCKTON, INC	124.00	1807 FELIZ DR ROL/PO-2024-2181
11/6/2024	32692	CLARK PEST CONTROL OF STOCKTON, INC	702.00	1807 FELIZ DR/PO-2024-2181
11/6/2024	32692	CLARK PEST CONTROL OF STOCKTON, INC	61.00	2550 E BELLE TER STE 200/PO-2024-2181
11/6/2024	32693	CMA FIRE PROTECTION	1,054.00	PETE PARRA PROJECT# R2452096 BACKFLOW REPAIRS
11/6/2024	32694	CREATIVE FINANCIAL STAFFING LLC	1,520.00	TYANNA PRINCE
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/1145 N. HUNTER ST
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/1509 N GOLDEN GATE AVE
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/215 W 5TH ST
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/2800 S D ST
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/347 E POPLAR ST
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/425 N CALIFORNIA AVE
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/701 S HUTCHINS ST
11/6/2024	32695	DELK PEST CONTROL	90.00	PO-2023-3427/850 J ST
11/6/2024	32696	DELL TECHNOLOGIES, INC.	2,379.08	PO-2024-2805
11/6/2024	32696	DELL TECHNOLOGIES, INC.	9,762.84	PO-2024-3011
11/6/2024	32696	DELL TECHNOLOGIES, INC.	5,516.72	PO-2024-3013
11/6/2024	32697	ECONO WEST INC	15,675.00	L24-089 9224 S LOOPBLVD PO-2024-1681
11/6/2024	32697	ECONO WEST INC	15,725.00	L24-206E 1432 W BENSON PO-2024-2143
11/6/2024	32698	ELSA NAVARRETE	54.94	MILEAGE REMBURSTMENT
11/6/2024	32699	ELSA NAVARRETE	462.65	Travel Liquidation 2024 NCAP Annual Convention in Seattle, W
11/6/2024	32700	ESPERANZA CONTRERAS	2,912.50	Staff Reimbursement SDA Tuition & Books - Esperanza Contrera
11/6/2024	32701	EXACT STAFF, INC	1,008.00	Inv. 259606 Temp Employee Ignacio Ramirez W/E 10.13.24
11/6/2024	32702	EXACT STAFF, INC	932.40	Inv. 259750; WX Temp Employee Ignacio Ramirez W/E 10.20.24

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11/6/2024	32703	FLOWERS BAKERIES SALES OF SOCAL, LLC	128.80	PO-2024-1431
11/6/2024	32704	FRESHPOINT CENTRAL CALIFORNIA, INC	2,265.33	PO-2024-2383
11/6/2024	32705	FRONTIER COMMUNICATIONS HOLDINGS LLC	101.47	209-185-8337-102306-5
11/6/2024	32706	FRONTIER COMMUNICATIONS HOLDINGS LLC	60.72	530-199-7754-070207-5
11/6/2024	32707	FRONTIER COMMUNICATIONS HOLDINGS LLC	72.43	661-763-9280-072009-5
11/6/2024	32708	GARCIA INDUSTRIES INC	30,319.30	L24-194/GUADALUPE V HUERTA/9654 BRECKENRIDGE RD/PO-2024-1395
11/6/2024	32709	GLORIA BARBERO	64.99	MILEAGE REMBURSTMENT
11/6/2024	32710	JOHN REY	105.37	PO-2024-1542 15662 K ST MOJAVE SEPT/OCT 2024 UTILITIES
11/6/2024	32711	KAPLAN EARLY LEARNING CO	162.82	PO-2024-2895
11/6/2024	32712	KAPLAN EARLY LEARNING CO	515.18	PO-2024-2643
11/6/2024	32713	KAPLAN EARLY LEARNING CO	1,297.20	PO-2024-3057
11/6/2024	32714	KEVIN GOUDGE	220.52	Travel Liquidation - 33rd Annual CACFP @ Sheradon Universal
11/6/2024	32715	KNIGHT'S SITE SERVICES INC	4,148.10	CUSTOMER NO 019832 2900 M ST
11/6/2024	32716	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	90.00	PO-2024-1552
11/6/2024	32717	LUBERSKY, INC	25,866.26	PO-2024-1328
11/6/2024	32718	MARIA OJEDA	3.35	MILEAGE REMBURSTMENT
11/6/2024	32719	MARIA OJEDA	3.35	MILEAGE REMBURSTMENT
11/6/2024	32720	MARIA OJEDA	3.35	MILEAGE REMBURSTMENT
11/6/2024	32721	MCKESSON MEDICAL SURGICAL INC	9,026.18	PO-2024-2930
11/6/2024	32722	MICROSOFT CORPORATION	228.00	Office 365 E5 (Nonprofit Staff Pricing)
11/6/2024	32723	MICROSOFT CORPORATION	228.00	Microsoft 365 E5 (Nonprofit Staff Pricing)
11/6/2024	32724	MICROSOFT CORPORATION	57.60	Dynamics 365 Customer Engagement Plan (Nonprofit Staff Prici
11/6/2024	32725	MICROSOFT CORPORATION	9.00	Microsoft Entra ID P2
11/6/2024	32726	MICROSOFT CORPORATION	3,018.75	Office 365 E3 (Nonprofit Staff Pricing)
11/6/2024	32727	MICROSOFT CORPORATION	56.00	Power BI Premium Per User (Nonprofit Staff Pricing)
11/6/2024	32728	MICROSOFT CORPORATION	96.00	Planner and Project Plan 3 (Nonprofit Staff Pricing)
11/6/2024	32729	MICROSOFT CORPORATION	132.00	Visio Plan 2 (Nonprofit Staff Pricing)
11/6/2024	32730	MISSION LINEN SUPPLY	3,549.83	ACC 301151 PO-2024-1699
11/6/2024	32730	MISSION LINEN SUPPLY	825.97	ACC 316102 PO-2024-1699
11/6/2024	32731	NARAMA INC	692.80	FOUNDATION PO-2024-3042 KGET DRIVE SIGNAGE
11/6/2024	32732	NARAMA INC	585.85	HSADM PO-2024-2741 TABS/OFFICE SUPPLIES
11/6/2024	32733	OBDULIA GUZMAN BAUTISTA	225.00	Obdulia Bautista - SDA Reimbursement - Tuition - 10/02/24
11/6/2024	32734	OFFICE IMAGING, INC	23.27	TKC-2984; 1410 11TH ST; PO-2024-1352
11/6/2024	32734	OFFICE IMAGING, INC	60.52	TKC-2984; 3101 MALLVIEW RD

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11/6/2024	32734	OFFICE IMAGING, INC	53.36	TKC-2984; 4032 JEWETT AVE; PO-2024-3101
11/6/2024	32735	ORKIN PEST CONTROL	4,878.66	VARIOUS SITES - SEPTEMBER MONTHLY SERVICE
11/6/2024	32736	PAULIN INDUSTRIES, INC.	1,049.44	18TH ST 10/21/2024 SUPPLIES
11/6/2024	32736	PAULIN INDUSTRIES, INC.	732.64	18TH ST 10/24/2024 SUPPLIES
11/6/2024	32737	PERFECT GIFT LLC	3,802.35	Gift card Incentives for CalVIP Participants
11/6/2024	32738	PLC SYSTEM SERVICES	3,183.28	VIRGINIA
11/6/2024	32739	PLC SYSTEM SERVICES	13,367.00	L24-061E; FRANCES BRIGHT, 1009 COLLINS; PO-2024-2387
11/6/2024	32740	PLC SYSTEM SERVICES	2,881.09	STERLING PO-2024-2928
11/6/2024	32741	POWER MACHINERY CENTER	562.20	SERIAL 9H0035
11/6/2024	32742	RACE TELECOMMUNICATIONS INC	238.69	814 N NORMA ST RIDGECREST INTERNET SVCS 11/03/24 -12/03/24
11/6/2024	32743	RITA ANN SOTO	64.94	CK Shoe Reimbursement JCP REF# 431506412 09/15/2024
11/6/2024	32744	SHERRY ESPINOZA	70.00	Employee SDA Reimbursement - CPR/First Aid - 10/25/24
11/6/2024	32745	SMART & FINAL	116.39	REF# 828888 ACCT# 326821 10/28/24 FHCC Fall Carnival Supplie
11/6/2024	32746	SPECIALTY TRIM AND AWNING INC	451.35	ANGELA MARTINEZ WO# 16550 REF# 48806 10/15/2024
11/6/2024	32747	STAPLES ADVANTAGE	(2,117.20)	CREDIT ORD# 7640242362 ITEM# 24596191 WIC PO-2024-2630
11/6/2024	32747	STAPLES ADVANTAGE	92.33	HSEDU PO-2024-3058 ORD# 7908307621 OFFICE SUPPLIES
11/6/2024	32747	STAPLES ADVANTAGE	353.02	HSPDM PO-2024-3099 ORD# 7643747061 ENROLL/ATNDC SUPPLIES
11/6/2024	32747	STAPLES ADVANTAGE	2,117.20	WIC PO-2024-2630 ORD# 7640242362 ITEM# 24596191
11/6/2024	32748	STEPHEN WILLIFORD	1,347.00	ROSAMOND
11/6/2024	32749	STEPHEN WILLIFORD	129.00	VINELAND
11/6/2024	32750	STEPHEN WILLIFORD	130.00	ANGELA MARTINEZ
11/6/2024	32751	STEPHEN WILLIFORD	129.00	ANGELA MARTINEZ
11/6/2024	32752	STEPHEN WILLIFORD	585.00	3101 MALL VIEW RD
11/6/2024	32753	STEPHEN WILLIFORD	435.00	19TH ST
11/6/2024	32754	STEPHEN WILLIFORD	155.00	19TH ST
11/6/2024	32755	STEPHEN WILLIFORD	385.00	SAN DIEGO
11/6/2024	32756	STEPHEN WILLIFORD	465.00	LBNC
11/6/2024	32757	STOCKTON COMMUNITY KITCHEN	5,179.68	425 N CALIFORNIA ST STOCKTON PO-2024-1054 OCT 2024 MEALS
11/6/2024	32758	STOCKTON COMMUNITY KITCHEN	5,179.68	215 W 5TH ST STOCKTON PO-2024-1054 OCT 2024 MEALS
11/6/2024	32759	STOCKTON COMMUNITY KITCHEN	5,179.68	850 J ST LATHROP PO-2024-1054 OCT 2024 MEALS
11/6/2024	32760	STOCKTON COMMUNITY KITCHEN	3,453.12	2800 D ST STOCKTON PO-2024-1054 OCT 2024 MEALS
11/6/2024	32761	STOCKTON COMMUNITY KITCHEN	6,906.24	701 S HUTCHINS ST LODI PO-2024-1054 OCT 2024 MEALS
11/6/2024	32762	STOCKTON COMMUNITY KITCHEN	3,453.12	1509 N GOLDEN GATE AVE STOCKTON PO-2024-1054 OCT 2024 MEALS
11/6/2024	32763	SULEMA GARCIA	200.00	Employee cell phone purchase reimbursement

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11/6/2024	32764	SYSCO FOOD SERVICES OF VENTURA INC	1,527.44	2900 M ST PO-2024-2877 ORD# 1693432
11/6/2024	32764	SYSCO FOOD SERVICES OF VENTURA INC	(80.44)	CREDIT REF# 379788897 ITEM# 5014651 10/22/2024
11/6/2024	32765	SYSCO FOOD SERVICES OF VENTURA INC	1,931.24	2900 M ST PO-2024-2877 ORD# 1694381
11/6/2024	32766	SYSCO FOOD SERVICES OF VENTURA INC	1,807.60	2900 M ST PO-2024-2877 ORD# 1696790 & 1697145
11/6/2024	32767	SYSCO FOOD SERVICES OF VENTURA INC	2,675.35	2900 M ST PO-2024-2877 ORD# 1699815
11/6/2024	32768	SYSCO FOOD SERVICES OF VENTURA INC	364.04	2900 M ST PO-2024-2877 ORD# 1700773
11/6/2024	32769	SYSCO FOOD SERVICES OF VENTURA INC	852.52	3101 MALL VIEW RD PO-2024-1266 ORD# 1702542
11/6/2024	32770	SYSCO FOOD SERVICES OF VENTURA INC	72.55	3101 MALL VIEW RD PO-2024-1255 ORD# 1702569
11/6/2024	32771	SYSCO FOOD SERVICES OF VENTURA INC	1,479.58	3101 MALL VIEW RD PO-2024-1268 ORD# 1702699
11/6/2024	32772	SYSCO FOOD SERVICES OF VENTURA INC	322.53	3101 MALL VIEW RD PO-2024-1255 ORD# 1702967
11/6/2024	32773	SYSCO FOOD SERVICES OF VENTURA INC	13,373.19	3101 MALL VIEW RD PO-2024-1255 ORD# 1703001
11/6/2024	32774	SYSCO FOOD SERVICES OF VENTURA INC	1,585.96	3101 MALL VIEW RD PO-2024-1268 ORD# 1703745
11/6/2024	32775	SYSCO FOOD SERVICES OF VENTURA INC	836.58	2900 M ST PO-2024-2877 ORD# 1706919
11/6/2024	32776	TEACHSTONE, INC	405.00	HSADM PO-2024-2668 CLASS RECERT/SEPT 2024 EC ORD# 161801
11/6/2024	32777	TEL TEC SECURITY SYSTEMS INC	5,276.66	VARIOUS SITES - OCT 2024 MONITORING
11/6/2024	32778	TRANS-WEST SECURITY SERVICES, INC.	569.14	19TH ST - CAPK VITA OCTOBER 2024 PATROL CHECK
11/6/2024	32779	TRANS-WEST SECURITY SERVICES, INC.	1,058.62	FHCC - OCT 2024 PATROL CHECKS
11/6/2024	32780	VILLATORO POWER WASHING	325.00	300 19TH ST PO-2024-2993 10/30/24 COMM POWER WASHING
11/6/2024	32781	W W GRAINGER INC	71.90	FOOD BANK
11/6/2024	32782	W W GRAINGER INC	17.78	SHAFTER HS
11/6/2024	32783	W W GRAINGER INC	22.77	OPS
11/6/2024	32784	W W GRAINGER INC	15.88	MJ MORGAN
11/6/2024	32785	W W GRAINGER INC	920.73	MJ MORGAN
11/6/2024	32786	W W GRAINGER INC	108.10	PETE PARRA > CLASS 4
11/6/2024	32787	W W GRAINGER INC	345.28	MJ MORGAN
11/6/2024	32788	W W GRAINGER INC	125.92	SHAFTER HS
11/6/2024	32789	W W GRAINGER INC	179.00	5 REAL RD
11/6/2024	32790	W W GRAINGER INC	582.00	5 REAL RD
11/6/2024	32791	W W GRAINGER INC	148.72	PETE PARRA CLASS 4
11/6/2024	32792	W W GRAINGER INC	582.00	HARVEY HALL
11/6/2024	32793	W W GRAINGER INC	59.06	PETE PARRA
11/6/2024	32794	W W GRAINGER INC	68.71	PETE PARRA
11/6/2024	32795	WESTED	610.00	SJEHS PO-2024-2828 TEACHING PYRAMID INF/TODD ENG BINDER
11/6/2024	32796	YOLANDA GONZALES	457.63	Travel Liquidation 2024 NCAP Annual Convention in Seattle, W

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	32797	AMAZON CAPITAL SERVICES, INC	568.68	PO-2024-2936
11/6/2024	32797	AMAZON CAPITAL SERVICES, INC	(8.65)	PO-2024-2936/CREDIT MEMO
11/6/2024	32797	AMAZON CAPITAL SERVICES, INC	349.71	PO-2024-2969
11/6/2024	32797	AMAZON CAPITAL SERVICES, INC	1,058.47	PO-2024-2992
11/6/2024	32797	AMAZON CAPITAL SERVICES, INC	111.26	PO-2024-3017
11/6/2024	32798	AMAZON CAPITAL SERVICES, INC	(270.50)	PO-2024-2508/CREDIT MEMO
11/6/2024	32798	AMAZON CAPITAL SERVICES, INC	1,531.75	PO-2024-2904
11/6/2024	32798	AMAZON CAPITAL SERVICES, INC	157.92	PO-2024-3047
11/6/2024	32799	AMAZON CAPITAL SERVICES, INC	1,378.26	PO-2024-2540
11/6/2024	32799	AMAZON CAPITAL SERVICES, INC	(367.39)	PO-2024-2540/CREDIT MEMO
11/6/2024	32800	AMAZON CAPITAL SERVICES, INC	952.49	PO-2024-2938
11/6/2024	32800	AMAZON CAPITAL SERVICES, INC	(86.59)	PO-2024-2938/CREDIT MEMO
11/6/2024	32800	AMAZON CAPITAL SERVICES, INC	104.63	PO-2024-3090
11/6/2024	32801	AMAZON CAPITAL SERVICES, INC	847.98	PO-2024-2647
11/6/2024	32801	AMAZON CAPITAL SERVICES, INC	56.27	PO-2024-2985
11/6/2024	32802	AMAZON CAPITAL SERVICES, INC	257.09	PO-2024-2977
11/6/2024	32803	AMAZON CAPITAL SERVICES, INC	1,191.23	PO-2024-2905
11/6/2024	32803	AMAZON CAPITAL SERVICES, INC	(188.94)	PO-2024-2905/CREDIT MEMO
11/6/2024	32803	AMAZON CAPITAL SERVICES, INC	3,001.03	PO-2024-2970
11/6/2024	32804	PATRICIA SANCHEZ	6,287.24	Child Care Reimbursement
11/6/2024	32805	SAVANNAH OATES	112.50	TRAVEL ADVANCE TO ATTEND NCAP BOARD MEETING IN NASHVILLE, T
11/6/2024	34569	WELLS FARGO	4,830.23	J. Meade Wells Fargo Statement Summary Oct 2024
11/6/2024	34569	WELLS FARGO	6,450.53	October 2024 Wells Fargo for Director Freddy Hernandez
11/6/2024	34569	WELLS FARGO	2,254.76	October 2024 Wells Fargo for L. Gill
11/6/2024	34569	WELLS FARGO	1,857.14	Wells Fargo October 2024
11/6/2024	34569	WELLS FARGO	9,702.95	Wells Fargo October 2024 CC Statement-Yolanda G.
11/6/2024	34569	WELLS FARGO	1,952.24	Wells Fargo October 2024 Credit Card Expenses Emilio Wagner
11/6/2024	34569	WELLS FARGO	3,673.97	Wells Fargo Statement Period 10/1/24 - 10/31/24
11/6/2024	34569	WELLS FARGO	1,596.59	Wells Fargo Tracy Webster October Payment -Old Card

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/6/2024	34569	WELLS FARGO	1,255.32	WELLS FARGO VISA STATEMENT FOR OCT 2024- C. Anspach
11/6/2024	34569	WELLS FARGO	5,750.65	Wells Fargo Visa Statement for October 2024 for R. Moreno
11/6/2024	34569	WELLS FARGO	3,818.89	Wells Fargo Visa Statement for October 2024 for Susana Magan
11/6/2024	34569	WELLS FARGO	710.06	WELLS FARGO VISA STATEMENT OCTOBER 2024 - J. TOBIAS
11/6/2024	34569	WELLS FARGO	3,559.18	WELLSFARGO OCTOBER 2024 - P.RAM
11/12/2024	32681	BIANCA ROBLES	(90.00)	Bianca Robles-SDA Reimbursement-CPR/First Aid-10/2024 - 10/
11/13/2024	226684	CITY OF RIDGECREST	(1,000.00)	PO-2024-2074 BUS PASSES (100*10) TRANSPORTATION
11/14/2024	227242	AIDA CRUZ	375.00	PO-2024-2924/OCTOBER 2024
11/14/2024	227242	AIDA CRUZ	300.00	PO-2024-2924/SEPT 2024
11/14/2024	227243	ALLIANCE OF INFORMATION AND REFERRAL SYSTEMS	585.00	PATINUM RENEWAL MEMBERSHIP DUES
11/14/2024	227244	ANDREA ARCEO	160.92	SDA Reimbursement Textbook Andrea Arceo
11/14/2024	227244	ANDREA ARCEO	225.00	Staff Reimbursement PITC Course Andrea Arceo
11/14/2024	227245	ARACELI STACEY	59.00	BC Bilingual Cert. Reimb Araceli Stacey Ref Rcpt# 14940 10/0
11/14/2024	227245	ARACELI STACEY	135.34	Mileage Reimbursement
11/14/2024	227246	ARVIN COMMUNITY SERVICE DISTRICT	280.85	1111 BUSH ST
11/14/2024	227247	AT&T	30.77	9391058623
11/14/2024	227247	AT&T	118.41	9391058688
11/14/2024	227247	AT&T	30.77	9391058784
11/14/2024	227247	AT&T	60.09	9391059073
11/14/2024	227248	BAKERSFIELD COLLEGE	158.00	Bilingual Testing Invoice
11/14/2024	227249	BAKERSFIELD FALSE ALARM RECOVERY PROGRAM	105.00	Bakersfield False Alarm Food Bank Fee
11/14/2024	227250	BIANCA ROBLES	90.00	Bianca Robles-SDA Reimbursement-CPR/First Aid-10/2024 - 10/
11/14/2024	227251	BRONCO ELECTRIC INC	500.00	STERLING EFF DATE 02/07/24
11/14/2024	227252	BRONCO ELECTRIC INC	210.00	211 EFF DATE 05/01/24
11/14/2024	227253	BRONCO ELECTRIC INC	554.80	LBNC EFF DATE 05/09/24
11/14/2024	227254	BRONCO ELECTRIC INC	1,793.51	FOOD BANK - EFF DATE 05/09/2024
11/14/2024	227255	BRONCO ELECTRIC INC	770.00	211 EFF DATE 06/06/24
11/14/2024	227256	BRONCO ELECTRIC INC	560.00	HARVEY HALL EFFECTIVE DATE 06/06/24
11/14/2024	227257	BRONCO ELECTRIC INC	1,118.14	18TH ST EFF DATE 07/08/24
11/14/2024	227258	BRONCO ELECTRIC INC	255.73	FOOD BANK EFF DATE 07/11/24
11/14/2024	227259	BRONCO ELECTRIC INC	210.00	5055 CAL AVE 101
11/14/2024	227260	BRONCO ELECTRIC INC	1,041.34	WIC
11/14/2024	227261	BRONCO ELECTRIC INC	658.70	OPS
11/14/2024	227262	BURRTEC KERN, LLC	1,040.17	305 STINE RD NOV 2024 TRASH, GATE/BIN, BLUE RECY FEE
11/14/2024	227263	BURRTEC KERN, LLC	530.26	10300 SAN DIEGO ST / 18000514
11/14/2024	227263	BURRTEC KERN, LLC	246.03	1500 S FAIRFAX RD / 18000545
11/14/2024	227263	BURRTEC KERN, LLC	388.14	7998 ALICANTE AVE / 18000260
11/14/2024	227263	BURRTEC KERN, LLC	114.39	8201 PALM AVE / 18000631
11/14/2024	227264	BURRTEC KERN, LLC	380.83	1111 BUSH ST / 60040448
11/14/2024	227265	BURRTEC KERN, LLC	516.74	317 MOUNT VERNON AVE / 60043533

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11/14/2024	227266	CALIFORNIA DEPARTMENT OF SOCIAL SERVICES	25.00	Licensing Fees/Facility 393621604
11/14/2024	227267	CALIFORNIA STATE UNIVERSITY FRESNO FOUNDATION	1,000.00	Health Policy Leadership Program-Fresno State
11/14/2024	227268	CALIFORNIA WATER SERVICE COMPANY	69.71	3101 MALL VIEW RD/0541111888
11/14/2024	227268	CALIFORNIA WATER SERVICE COMPANY	92.95	315 STINE RD/8217092740
11/14/2024	227268	CALIFORNIA WATER SERVICE COMPANY	69.71	520 S WASHINGTON ST/5928435562
11/14/2024	227268	CALIFORNIA WATER SERVICE COMPANY	92.95	520 S WASHINGTON ST/9851111888
11/14/2024	227269	CHRISTOPHER PERCIVAL	434.85	5 REAL RD
11/14/2024	227269	CHRISTOPHER PERCIVAL	157.48	FOOD BANK
11/14/2024	227269	CHRISTOPHER PERCIVAL	125.52	OASIS
11/14/2024	227269	CHRISTOPHER PERCIVAL	5,332.72	OPS
11/14/2024	227270	CITY OF BAKERSFIELD	835.61	1410 11TH ST
11/14/2024	227270	CITY OF BAKERSFIELD	24.40	1807 FELIZ DR
11/14/2024	227270	CITY OF BAKERSFIELD	1,128.16	1825 FELIZ DR
11/14/2024	227270	CITY OF BAKERSFIELD	1,375.26	1825 FELIZ DR 500
11/14/2024	227270	CITY OF BAKERSFIELD	544.88	2424 COTTONWOOD RD
11/14/2024	227270	CITY OF BAKERSFIELD	4,574.10	2735 O ST
11/14/2024	227270	CITY OF BAKERSFIELD	1,149.42	300 19TH ST
11/14/2024	227270	CITY OF BAKERSFIELD	1,233.74	3101 MALL VIEW RD
11/14/2024	227270	CITY OF BAKERSFIELD	604.60	3811 RIVER BLVD
11/14/2024	227270	CITY OF BAKERSFIELD	1,165.42	4032 JEWETT AVE
11/14/2024	227271	CITY OF DELANO	64.05	1835 CECIL AVE
11/14/2024	227271	CITY OF DELANO	355.06	1835-L CECIL AVE
11/14/2024	227272	CITY OF SHAFTER	123.33	452 W LOS ANGELES AVE ACCT# 114946 09/20/2024 - 10/20/2024
11/14/2024	227272	CITY OF SHAFTER	96.44	455 E EUCLID AVE ACCT# 101447 09/20/2024 - 10/20/2024
11/14/2024	227272	CITY OF SHAFTER	263.84	459 E EUCLID AVE ACCT# 106126 09/20/2024 - 10/20/2024
11/14/2024	227272	CITY OF SHAFTER	59.92	650 JAMES ST ACCT# 110839 09/20/2024 - 10/20/2024
11/14/2024	227273	COMPUTER LINX	961.09	Computer Linx
11/14/2024	227274	COUNTRY CLUB SERVICE	45.41	Oil change for Ford Lic#800767K2
11/14/2024	227274	COUNTRY CLUB SERVICE	285.00	Remove and Replace battery for Lic# 70486N2
11/14/2024	227274	COUNTRY CLUB SERVICE	1,074.00	Remove and replace front wheel hub/wheel bearing for Lic#704
11/14/2024	227274	COUNTRY CLUB SERVICE	68.00	Smog Test for Ford Lic#80767K2
11/14/2024	227274	COUNTRY CLUB SERVICE	24.72	Wipers changed for GMC Lic# 8WUE078
11/14/2024	227275	COUNTY OF KERN	220.00	COPY OF KERN COUNTY ASSESSMENT ROLL
11/14/2024	227275	COUNTY OF KERN	510.03	LBNC BACKFLOW TEST W/O# 60339 INV#70712 PASSED ACA0369
11/14/2024	227276	COUNTY OF KERN PUBLIC WORKS	11.73	PO-2024-1203
11/14/2024	227277	DINGO ENTERPRISES INC	356.83	PO-2024-3203
11/14/2024	227277	DINGO ENTERPRISES INC	339.72	PO-2024-3204
11/14/2024	227278	ERIKA VENTURA	196.98	Mileage Reimbursement
11/14/2024	227279	FEDEX	33.03	HR/M.RAMOS/818471366087

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11/14/2024	227279	FEDEX	48.85	O.ABELLO/PKGRECYCLING/81709110...
11/14/2024	227279	FEDEX	25.84	O.ABELLO/R.ALMANZA/817091102751
11/14/2024	227280	GABRIELA MCCAULEY	342.29	EMPLOYEE REIMBURSEMENT SDA - TUITION & TEXTBOOKS
11/14/2024	227281	HANSEN'S MOVING AND STORAGE, INC	2,260.00	#2129 HS Kaiser relocation to 18th
11/14/2024	227282	HOME DEPOT COMMERCIAL CREDIT	63.87	ALBERTA DILLARD
11/14/2024	227282	HOME DEPOT COMMERCIAL CREDIT	562.58	PO-2024-1062
11/14/2024	227282	HOME DEPOT COMMERCIAL CREDIT	212.00	PO-2024-1135
11/14/2024	227282	HOME DEPOT COMMERCIAL CREDIT	404.39	PO-2024-1135 PO-2024-1062
11/14/2024	227282	HOME DEPOT COMMERCIAL CREDIT	2,164.78	PO-2024-2362
11/14/2024	227283	JANEY FELSOCI	156.11	Mileage Reimbursement
11/14/2024	227284	JEREMY MARRS	1,900.00	FOOD BANK
11/14/2024	227285	JORDAN KAUFMAN KCTTC	808.73	ASSESOR TAX NO. 133-090-19-00-2
11/14/2024	227285	JORDAN KAUFMAN KCTTC	1,002.94	ASSESOR TAX NO. 167-060-41-00-3 / 520 S. WASHINGTON ST. BAKE
11/14/2024	227285	JORDAN KAUFMAN KCTTC	241.20	ASSESSOR TAX NO. 021-320-28-00-8
11/14/2024	227285	JORDAN KAUFMAN KCTTC	377.84	ASSESSOR TAX NO. 028-180-48-00-5
11/14/2024	227285	JORDAN KAUFMAN KCTTC	3,223.21	ASSESSOR TAX NO. 067-023-08-00-8
11/14/2024	227285	JORDAN KAUFMAN KCTTC	241.20	ASSESSOR TAX NO. 120-040-25-00-0
11/14/2024	227285	JORDAN KAUFMAN KCTTC	2,610.63	ASSESSOR TAX NO. 134-010-04-00-1
11/14/2024	227285	JORDAN KAUFMAN KCTTC	241.20	ASSESSOR TAX NO. 167-060-37-00-2
11/14/2024	227285	JORDAN KAUFMAN KCTTC	620.16	ASSESSOR TAX NO. 167-060-39-00-8 / LLA 21-0431 LOT A
11/14/2024	227285	JORDAN KAUFMAN KCTTC	437.81	ASSESSOR TAX NO. 167-060-40-00-0 / LLA 21-0431 LOT B
11/14/2024	227285	JORDAN KAUFMAN KCTTC	241.20	ASSESSOR TAX NO. 170-270-05-00-4
11/14/2024	227286	KARADANIS SURVIVORS TRUST	259.00	UNIT:L005 PO-2024-2404
11/14/2024	227287	KATHY VALDIVIA	241.20	Mileage Reimbursement
11/14/2024	227288	KEENAN & ASSOCIATES	856.57	2025 Open Enrollment - Postcard Mailer
11/14/2024	227289	KEITH C PFEFFER	444.85	OPS - 317 MT VERNON WHITE ALUM DBL SIDED FOR EXISTING FRAME
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT 3063
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#1127/GRASH1 11401 BURRO CT PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#1742/HIGRON 19102 OLIVER LN PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#2765/PENLIS 224 CYPRESS LN #20 PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#5516/DEFKIM 15425 KELSO AVE PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#9096/COLTER 207 JOES ST PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#FRALIN/8288 2 BUCKHORN DR PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#POSELI/4676 1812 CURRAN PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#ROWJIL/4347 2428 VIOLET PO-2024-1094

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#SMACHR/9142 1831 WILLIAMS CT PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#TADMAR/5446 2100 ANGLER PO-2024-1094
11/14/2024	227290	KERN RIVER PROPANE INC	728.00	ACCT#YOUVIC/5303 2413 MASON CT PO-2024-1094
11/14/2024	227291	KRISTINE WALP	136.68	Mileage Reimbursement
11/14/2024	227292	LAKESHORE EQUIPMENT COMPANY	135.48	PO-2024-2844
11/14/2024	227293	LAMONT ELEMENTARY SCHOOL DISTRICT	37,366.54	PO-2024-2644 LAMONT FAMILY RESOURCE & LEARNING CENTER
11/14/2024	227294	LANGUAGE LINE SERVICES INC	54.25	ACC: 9020401513
11/14/2024	227294	LANGUAGE LINE SERVICES INC	205.72	ACC: 9022003529
11/14/2024	227295	Liliana Altamirano	91.12	Mileage Reimbursement
11/14/2024	227296	LISAJO PETERSON CORBY	907.00	1/2 PAGE AD SPECIAL DOMINANT EXPOSURE
11/14/2024	227297	LORENA JUAREZ	419.84	Travel Liquidation - TA Fall Institute 2024 Sacramento, CA
11/14/2024	227298	LOWES COMPANIES INC	140.77	19TH ST
11/14/2024	227298	LOWES COMPANIES INC	28.73	FAIRFAX
11/14/2024	227298	LOWES COMPANIES INC	52.41	HARVEY HALL
11/14/2024	227298	LOWES COMPANIES INC	217.83	MJ MORGAN
11/14/2024	227298	LOWES COMPANIES INC	39.06	OPS
11/14/2024	227298	LOWES COMPANIES INC	17.54	PETE PARRA
11/14/2024	227298	LOWES COMPANIES INC	(40.00)	PETE PARRA > CLASS 1
11/14/2024	227298	LOWES COMPANIES INC	17.02	STERLING > CLASS B
11/14/2024	227298	LOWES COMPANIES INC	123.41	VIRGINIA
11/14/2024	227299	LUCIA ALVARADO	211.05	Mileage Reimbursement
11/14/2024	227300	MADERA SECURE STORAGE, LLC	75.00	UNIT PK03 FOR MADERA MCAP VEHICLE 11/01-11/30 PO-2024-2447
11/14/2024	227301	MANUELA CASTILLO	96.48	Mileage Reimbursement
11/14/2024	227302	MARIO LEE ALCORTA / RELIABLE JANITORIAL SERVICES & CARPET CLEANERS OF	675.00	1631 30TH ST PO-2023-3582 NOV 2024 JANITORIAL SVCS
11/14/2024	227303	MCWILLIAMS & WALDEN INC	456.06	LIC# 00310H2
11/14/2024	227303	MCWILLIAMS & WALDEN INC	2,000.76	LIC# 36461F1
11/14/2024	227303	MCWILLIAMS & WALDEN INC	1,967.64	LIC# 39640P2
11/14/2024	227303	MCWILLIAMS & WALDEN INC	70.65	LIC# 6UJU316
11/14/2024	227303	MCWILLIAMS & WALDEN INC	540.67	LIC# 76762T1
11/14/2024	227304	MELISSA STOWELL	235.84	Mileage Reimbursement
11/14/2024	227305	MICHAEL K BROWN LANDSCAPE INC	18,750.00	VARIOUS SITES - OCTOBER MONTHLY SERVICE
11/14/2024	227306	MIRIAM BLANCAS GODINEZ	67.67	Mileage Reimbursement
11/14/2024	227307	NATIONAL FINANCIAL PARTNERS CORPORATION	6,250.00	Executive Benefits 457 (b) Plan Invoice # 6894
11/14/2024	227308	NATIONAL FINANCIAL PARTNERS CORPORATION	585.00	Executive Benefits 457 (b) Plan Invoice # 7129
11/14/2024	227309	NORTH BAKERSFIELD TOYOTA	342.02	VIN 5TDKRKEC6MS021581 / MAINTENANCE
11/14/2024	227310	OASIS AIR AND SOLAR	1,547.75	L24-044E; MELISSA MANZO, 6820 JENNIFER ST

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11/14/2024	227310	OASIS AIR AND SOLAR	16,600.00	L24-249; JAYSHREE MODEKA, 1007 WOODLAND; PO-2024-2739
11/14/2024	227310	OASIS AIR AND SOLAR	15,250.00	L24-299E; ESTELA CRUZ, 905 LOST TRAIL WAY; PO-2024-2637
11/14/2024	227311	ODP BUSINESS SOLUTIONS LLC	1,266.92	PO-2024-2360
11/14/2024	227311	ODP BUSINESS SOLUTIONS LLC	(27.99)	PO-2024-2360 CREDIT REF: 380189045001
11/14/2024	227312	OFFICE1 LEASING	428.25	450-7986161-027; 4032 JEWETT AVE
11/14/2024	227313	PACIFIC STORAGE COMPANY	120.00	PO-2024-2463
11/14/2024	227314	PG&E	919.51	221 W 5TH ST / 239 W 5TH ST
11/14/2024	227314	PG&E	189.85	2800 AGATE ST
11/14/2024	227314	PG&E	3,636.34	315 STINE RD
11/14/2024	227315	PHILADELPHIA INSURANCE COMPANIES	720.00	Account# 78834075 Policy: PHPK2662179 YR 2024-25 1300 Stine
11/14/2024	227316	PRODUCERS DAIRY FOODS INC	298.17	PO-2024-1137
11/14/2024	227317	QUADIENT FINANCE USA INC	4,127.89	POSTAGE MACHINE FUNDS
11/14/2024	227318	RINGCENTRAL, INC	21,128.18	21331
11/14/2024	227319	RUBEN RIVERA ALVAREZ	37.52	Ruben Rivera (Mileage)
11/14/2024	227320	SAFEWAY INC VONS DIVISION	133.94	REF# 151440815820 10/21/2024 Staff training/ outreach
11/14/2024	227321	SEQUOIA SANDWICH COMPANY	935.83	REF# 20001 10/28/2024 ACCT# 100 Lunch Provided for SDI Train
11/14/2024	227322	SIGNAL SERVICE INC	225.00	Fire Alarm Monitoring Service 11/1/2024-1/31/2025 for Barnet
11/14/2024	227323	SOUTH TULARE RICHGROVE REFUSE INC	433.32	1835 CECIL AVE NOV 2024 REFUSE ACCT# 02-103698 5
11/14/2024	227324	SOUTHERN CALIFORNIA EDISON	433.10	1120 S CURRY ST TEHACHAPI 10/04/2024 - 11/03/2024
11/14/2024	227324	SOUTHERN CALIFORNIA EDISON	2,449.50	814 N NORMA ST RIDGECREST 10/08/2024 - 11/05/2024
11/14/2024	227325	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	2,646.00	SEP 2024 MEALS SOUTHER KERN USD
11/14/2024	227326	STAGLER CORPORATION	570.00	520 S WASHINGTON ST PO-2024-3001 CONDENSING UNIT CLEANING
11/14/2024	227326	STAGLER CORPORATION	742.00	520 S WASHINGTON ST PO-2024-3001 WI# 3 COILS
11/14/2024	227327	STANDARD APPLIANCE PARTS CO OF STOCKTON, INC	67.58	SJEHS PO-2024-1061 CUST# C0920 PART# W10861000 DISP
11/14/2024	227328	SUPERIOR SANITATION SERVICE INC	767.92	3000 STERLING TRASH REMOV & LANDFIL FEES 11/01/24 - 11/30/24
11/14/2024	227329	T-MOBILE USA INC	5,847.78	CORP ID SOURCEWELL 986162282 T-MOBILE 09/21/24 - 10/20/24
11/14/2024	227330	TAFT CITY SCHOOL DISTRICT	3,422.10	PO-2024-2173 OCTOBER 2024 STUDENT LUNCHES
11/14/2024	227331	TEACHSTONE TRAINING LLC	2,160.00	HSADM PO-2024-2420 CLASS CALIBRATION ORD# 160150
11/14/2024	227332	THE TENNIS CHANNEL	1,990.00	HSADPro PO-2024-2156 RECRUITMENT CAMPAIGN AUG 2024
11/14/2024	227333	TINA NUNEZ	97.82	Mileage Reimbursement
11/14/2024	227334	TOKAY PRESS INC	986.16	HSADPro PO-2024-3151 NOV 2024 PARENT MEET PKT - SJC

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11/14/2024	227335	U.S. POSTAL SERVICE	730.00	MCAP SATELITE OFFICE FOREVER MAIL STAMPS
11/14/2024	227336	ULINE	202.49	3101 MALL VIEW RD PO-2024-1312 ORD# 23410778
11/14/2024	227336	ULINE	667.20	3101 MALL VIEW RD PO-2024-1312 ORD# 27260262
11/14/2024	227336	ULINE	2,704.69	FB PO-2024-3188 ORD# 23042569 SUPPLIES FOR CSFP 147
11/14/2024	227337	UNITED RENTALS INC	186.10	2900 M ST CONTAINER SN# 2401982A 10/30/2024 - 11/27/2024
11/14/2024	227338	VALLEY PROPANE SERVICE	301.86	FOOD BANK PO-2024-1649 PROPANE
11/14/2024	227339	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
11/14/2024	227340	WALKER LEWIS RENTS	497.33	HSADPro PO-2024-2972 RENTALS FOR POLICY COUNCIL EVENT
11/14/2024	227341	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	276.03	1145 N HUNTER ST STOCKTON 11/01/2024 - 11/30/2024
11/14/2024	227341	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	277.13	1509 N GOLDEN GATE AVE STOCKTON 11/01/2024 - 11/30/2024
11/14/2024	227341	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	234.09	215 W 5TH ST STOCKTON 11/01/2024 - 11/30/2024
11/14/2024	227341	WASTE MANAGEMENT OF SOUTHERN CALIFORNIA	78.03	347 E POPLAR ST STOCKTON 11/01/2024 - 11/30/2024
11/14/2024	227342	WELLS FARGO VENDOR FINANCIAL SERVICES, LLC	226.18	450-7986161-020 PO-2024-1174 10/22/2024 - 11/21/2024 CK
11/14/2024	227343	WIPFLI LLP	1,285.00	Wipfli INV# 2585766 CDP Phase 2 Services through October 19,
11/14/2024	227344	WIPFLI LLP	24,665.46	Technology Ongoing Services Agreement November 2024
11/14/2024	227345	HOME DEPOT COMMERCIAL CREDIT	498.19	PO-2024-1135
11/14/2024	227345	HOME DEPOT COMMERCIAL CREDIT	688.69	PO-2024-1135 PO-2024-1062
11/14/2024	227346	LOWES COMPANIES INC	126.45	18TH ST > 211
11/14/2024	227346	LOWES COMPANIES INC	164.45	5 REAL RD
11/14/2024	227346	LOWES COMPANIES INC	778.15	OPS
11/14/2024	227346	LOWES COMPANIES INC	67.42	PETE PARRA
11/14/2024	227346	LOWES COMPANIES INC	47.69	PETE PARRA > CLASS 4
11/14/2024	227346	LOWES COMPANIES INC	(40.00)	PETE PARRA > CLASSROOM 1 CREDIT
11/14/2024	227346	LOWES COMPANIES INC	124.95	PETE PARRA CLASS 1
11/14/2024	227347	HOME DEPOT COMMERCIAL CREDIT	334.91	PO-2024-1062
11/14/2024	227347	HOME DEPOT COMMERCIAL CREDIT	549.82	PO-2024-1135
11/14/2024	227347	HOME DEPOT COMMERCIAL CREDIT	480.32	PO-2024-1135 PO-2024-1062
11/14/2024	227348	ABRAN GONZALEZ	273.25	TRAVEL ADVANCE - - CALCAPA ANNUAL CONFERENCE MONTEREY, CA -
11/14/2024	227349	ASCEND REAL ESTATE & PROPERTY MANAGEMENT INC	1,800.00	CALAIM HOUSING DEPOSIT
11/14/2024	227350	BANDUCCIA & ASSOCIATES	900.00	CAL AIM SECURITY DEPOSIT ASSISTANCE

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11/14/2024	227351	BERTOLDO ZARAGOZA	397.62	Travel Liquidation Orientation and Training Bakersfield, CA
11/14/2024	227352	FATIMA ECHEVERRIA	319.00	TRAVEL ADVANCE - - CALCAPA - MONTEREY, CA - NOVEMBER 18-21,
11/14/2024	227353	JANEY FELSOCI	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	227354	JENNIFER ASUNCION	273.25	TRAVEL ADVANCE - - CALCAPA ANNUAL CONFERENCE Monterey, CA -
11/14/2024	227355	JUANITA JACKSON	73.50	Travel Advance Leadership Retreat Meeting, Stockton, CA 1118
11/14/2024	227356	NICOLE CALLAHAN	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	227357	ROBERT ESPINOSA	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	227358	ROSA GUERRERO	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	227359	TERRACE WEST INVESTORS CAL LTD PRT	600.00	CALAIM HOUSING DEPOSIT
11/14/2024	227360	WILLIAM MISKIEWICZ	1,442.94	REG/OVERTIME/V-VACATION/S-SICK HRS 81.35 X 21.81
11/14/2024	227361	WILLIAM MISKIEWICZ	161.37	V-VACATION/HP-VACATION HRS 8.13 X 21.81
11/14/2024	32806	ABILA INC	3,950.28	Abila Monthly Service Fee 12/1/24 through 12/31/24
11/14/2024	32807	ADVANCED DATA STORAGE	17.60	1807 FELIZ DR
11/14/2024	32807	ADVANCED DATA STORAGE	17.60	3101 MALL VIEW ROAD - INVOICE# 192559, WO# 1434353 - CENTRAL
11/14/2024	32808	ALLIED UNIVERSAL SECURITY SERVICES	94,698.64	PO-2024-1425/2900 M STREET
11/14/2024	32809	ALPHA TECHNOLOGIES & ALARM SYSTEMS, INC.	45.00	5 REAL RD
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	29.22	PO-2024-2979/Professional Development Items
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	1,030.49	PO-2024-2991
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	234.35	PO-2024-3018
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	348.94	PO-2024-3024
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	487.11	PO-2024-3052
11/14/2024	32810	AMAZON CAPITAL SERVICES, INC	147.12	PO-2024-3162
11/14/2024	32811	AMERICAN REFUSE, INC.	103.13	452 W LOS ANGELES AVE
11/14/2024	32811	AMERICAN REFUSE, INC.	456.78	455/459 E EUCLID AVE
11/14/2024	32812	AZUGA INC	495.00	PO-2024-1651/SERVICE PERIOD 10/27/2024-11/26/2024
11/14/2024	32813	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	291.39	Monitoring Fire fee for Kennedy 12/01/24-2/28/25
11/14/2024	32813	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	252.84	Security Alarm Monitoring fee for Gianone 12/01/24-2/28/25
11/14/2024	32813	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	142.83	UL Certificate fees for California St
11/14/2024	32813	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	142.83	UL Certificate fees for Gianone

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11/14/2024	32813	BALCO HOLDINGS, INC. DBA BAY ALARM COMPANY	142.83	UL Certificate fees for Kennedy
11/14/2024	32814	BLUETRITON BRANDS INC	129.85	1600 POPLAR AVE WASCO 10/05/24 - 11/04/24 ACCT# 6702977123
11/14/2024	32815	BLUETRITON BRANDS INC	129.85	HS BROADWAY ACCT# 6703192013 10/07/2024 - 11/06/2024
11/14/2024	32816	BRADY INDUSTRIES	2,282.52	PO-2024-1267
11/14/2024	32816	BRADY INDUSTRIES	43.30	PO-2024-1269
11/14/2024	32817	BS& E INC	0.00	2900 M ST
11/14/2024	32818	BS& E INC	555.77	2900 M ST
11/14/2024	32819	CA ASSOCIATION OF FOOD BANKS	457.14	PO-2024-1235/BOTTLED FRUIT JUICE
11/14/2024	32820	CARLEEN BENCOMA	272.02	Mileage Reimbursement
11/14/2024	32821	CAZADOR CONSULTING GROUP INC	1,946.53	ANA MOSQUEDA/ISABEL BARBA
11/14/2024	32822	CDW GOVERNMENT LLC	2,324.67	PO-2024-2834
11/14/2024	32822	CDW GOVERNMENT LLC	386.45	PO-2024-3181
11/14/2024	32823	CHEVRON AND TEXACO BUSINESS CARD SERVICES	8,594.37	0496-00-519779-3
11/14/2024	32824	CHEVRON AND TEXACO BUSINESS CARD SERVICES	653.96	0496-00-516518-8
11/14/2024	32825	CMA FIRE PROTECTION	938.00	BROADWAY PROJECT# R2452036 10/31/2024 - MOTION DETECTOR
11/14/2024	32826	CMA FIRE PROTECTION	345.00	SAN DIEGO JOB# 36230976 10/16/2024 ANNUAL FIRE SPRNK INSPECT
11/14/2024	32827	CREATIVE FINANCIAL STAFFING LLC	1,251.20	PO-2024-2917/BRIANNA ORTIZ
11/14/2024	32827	CREATIVE FINANCIAL STAFFING LLC	1,026.00	TYANNA PRINCE
11/14/2024	32828	CROWN EQUIPMENT CORPORATION	1,837.00	PO-2024-3186/RENTAL PERIOD 10/23/24-11/19/24
11/14/2024	32828	CROWN EQUIPMENT CORPORATION	1,837.00	PO-2024-3186/RENTAL PERIOD 8/28/24-9/24/24
11/14/2024	32828	CROWN EQUIPMENT CORPORATION	1,837.00	PO-2024-3186/RENTAL PERIOD 9/25/24-10/22/24
11/14/2024	32828	CROWN EQUIPMENT CORPORATION	560.00	PO-2024-3186/V-004
11/14/2024	32828	CROWN EQUIPMENT CORPORATION	560.00	PO-2024-3186/V-022
11/14/2024	32829	CYNTHIA MAGDALENO	48.24	Mileage Reimbursement
11/14/2024	32830	DISCOUNT SCHOOL SUPPLY	264.04	PO-2024-2676
11/14/2024	32830	DISCOUNT SCHOOL SUPPLY	211.18	PO-2024-2842
11/14/2024	32830	DISCOUNT SCHOOL SUPPLY	521.83	PO-2024-2845
11/14/2024	32831	ERIE CUSTOM COMPUTER APPLICATIONS	2,711.20	PO-2024-1228
11/14/2024	32832	ESPERANZA CONTRERAS	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32833	ESPERANZA CONTRERAS	102.65	Esperanza Contreras - SDA Reimbursement - Permit
11/14/2024	32834	FIVE9 INC	3,141.18	Five9 Long Distance Invoice
11/14/2024	32835	FIVE9 INC	5,451.51	Invoice01215301
11/14/2024	32836	FLOWERS BAKERIES SALES OF SOCAL, LLC	48.30	PO-2024-1431

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11/14/2024	32837	GRACE COMMUNITY CHURCH	2,305.27	PO-2024-1330 850 J ST LATHROP OCT 2024 UTILITIES
11/14/2024	32838	HD Supply Facilites Maintenance LTD	724.14	PO-2024-2801
11/14/2024	32839	HD Supply Facilites Maintenance LTD	6,815.42	PO-2024-2748
11/14/2024	32840	HUFFMAN & DOWNS MAINTENANCE	859.95	OCTOBER 2024
11/14/2024	32841	IMPERIAL BAG & PAPER CO, LLC	268.87	PO-2024-2552
11/14/2024	32842	IMPERIAL BAG & PAPER CO, LLC	95.08	PO-2024-2448
11/14/2024	32843	IMPERIAL BAG & PAPER CO, LLC	33.27	PO-2024-2448
11/14/2024	32844	IMPERIAL BAG & PAPER CO, LLC	100.13	PO-2024-2552
11/14/2024	32845	IMPERIAL BAG & PAPER CO, LLC	98.98	PO-2024-2552
11/14/2024	32846	IMPERIAL BAG & PAPER CO, LLC	100.13	PO-2024-2552
11/14/2024	32847	IMPERIAL BAG & PAPER CO, LLC	2.08	PO-2024-2552
11/14/2024	32848	IMPERIAL BAG & PAPER CO, LLC	2.10	PO-2024-2552
11/14/2024	32849	IMPERIAL BAG & PAPER CO, LLC	63.16	PO-2024-2552
11/14/2024	32850	IMPERIAL BAG & PAPER CO, LLC	62.58	PO-2024-2552
11/14/2024	32851	IMPERIAL BAG & PAPER CO, LLC	62.58	PO-2024-2552
11/14/2024	32852	IMPERIAL BAG & PAPER CO, LLC	2.10	PO-2024-2552
11/14/2024	32853	IMPERIAL BAG & PAPER CO, LLC	183.15	PO-2024-2553
11/14/2024	32854	JORGE GALINDO RAMIREZ	45.00	2900 M ST
11/14/2024	32855	KAPLAN EARLY LEARNING CO	305.01	PO-2024-2843
11/14/2024	32856	KAPLAN EARLY LEARNING CO	92.24	PO-2024-2855
11/14/2024	32857	KAPLAN EARLY LEARNING CO	1,324.20	PO-2024-2895
11/14/2024	32858	KELLY LOWERY	15.70	TRAVEL LIQUIDATION -- FEEDING AMERICA FALL FORUM, CHICAGO, I
11/14/2024	32859	KERNVILLE UNION SCHOOL DISTRICT	27,883.37	PO-2024-1347
11/14/2024	32860	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	5,250.00	KDG October 2024 Invoice - 062 Employment Law Retainer
11/14/2024	32861	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	540.00	KDG October 2024 Invoice - 063 Employment Law Compliance & C
11/14/2024	32862	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	1,062.00	KDG October 2024 Invoice - 073 Collective Bargaining
11/14/2024	32863	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	524.25	KDG October 2024 Invoice - 076 Regina Blackwell

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11/14/2024	32864	KLEIN DE NATALE GOLDNER COOPER ROSENLIEB & KIMBALL	805.00	KDG October 2024 Invoice - 092 Therese Dozier
11/14/2024	32865	MISSION LINEN SUPPLY	6,726.90	ACC 301151 PO-2024-1699
11/14/2024	32865	MISSION LINEN SUPPLY	1,266.97	ACC 316102 PO-2024-1699
11/14/2024	32866	MOLLY & BRUCE BUSACCA INC	57.00	650 JAMES ST SHAFTER MONITORING SVCS 11/01/2024 - 01/31/2025
11/14/2024	32867	OFFICE IMAGING, INC	206.33	TKC-2984; 1300 18TH ST 2ND FL CALFRESH; PO-2024-1415
11/14/2024	32867	OFFICE IMAGING, INC	23.00	TKC-2984; 1410 11TH ST; PO-2024-1352
11/14/2024	32867	OFFICE IMAGING, INC	20.50	TKC-2984; 1631 30TH ST; PO-2024-1246
11/14/2024	32867	OFFICE IMAGING, INC	166.16	TKC-2984; 5 REAL RD; PO-2024-1423
11/14/2024	32867	OFFICE IMAGING, INC	33.95	TKC-2984; 500 E CALIFORNIA AVE
11/14/2024	32868	PAPER CONNECTION INC	426.34	PO-2024-3152
11/14/2024	32869	PAPER CONNECTION INC	2,677.09	PO-2024-3150
11/14/2024	32870	PAULIN INDUSTRIES, INC.	971.52	FHCC SEMI-ANNUAL UPPER WINDOW CLEANING 10/27/2024
11/14/2024	32870	PAULIN INDUSTRIES, INC.	821.53	SYC & GYM SEMI-ANNUAL UPPER WINDOW CLEANING 10/26/2024
11/14/2024	32871	PLC SYSTEM SERVICES	6,268.00	PREVENTATIVE MAINTENANCE SEPTEMBER 2024 - VARIOUS SITES
11/14/2024	32872	SANCHEZ QUALITY PERFORMANCE HVAC	215.00	Maintenance/Service Labor for Marci Massei 10/30/2024
11/14/2024	32873	SANDATA TECHNOLOGIES LLC	124.76	PO-2024-1134 eTIMEphone SERVICES 10/01/2024 - 10/31/2024
11/14/2024	32874	SEQUOIA PAINT ENTERPRISE	117.21	EKFRC REF# 00024496 10/01/2024 WO# 18099
11/14/2024	32875	SEQUOIA PAINT ENTERPRISE	86.55	FOOD BANK REF# 00024805 10/21/2024 WO# 18004
11/14/2024	32876	SMART & FINAL	277.63	REF# 791866 10/22/24 ACCT# 326821 Recruitment & Selection Me
11/14/2024	32877	SMART & FINAL	97.52	REF# 285122 10/21/24 ACCT# 326821 KC FAM MEETING
11/14/2024	32878	SMART & FINAL	228.56	REF# 391177 11/05/2024 ACCT# 326821 Family Engagement Event
11/14/2024	32879	SSD ALARM, INC	6,907.50	SSD ALARM - VARIOUS LOCATIONS 10/01/2024 - 12/31/2024 ACCT#
11/14/2024	32880	STINSON STATIONERS	177.49	CEO PO-2024-3213 EXEC & COMM DEV DIV SUPPLY
11/14/2024	32880	STINSON STATIONERS	741.75	FB PO-2024-3166 SUPPLIES FOR FB504
11/14/2024	32880	STINSON STATIONERS	21.46	FB PO-2024-3167 SUPPLIES FOR CSFP 147
11/14/2024	32880	STINSON STATIONERS	1,145.29	FINANCE PO-2024-3016 CHAIRS FOR PAYROLL
11/14/2024	32880	STINSON STATIONERS	940.79	HS PRGRM PO-2024-3168 OFFICE SUPPIES SAN DIEGO
11/14/2024	32880	STINSON STATIONERS	491.30	HS PRGRM PO-2024-3169 OFFICE SUPPIES SHAFTER EHS
11/14/2024	32880	STINSON STATIONERS	1,642.53	HS PRGRM PO-2024-3170 OFFICE SUPP 18TH HS/EHS ADMIN
11/14/2024	32880	STINSON STATIONERS	15,673.35	HSADM PO-2024-2234 OFFICE FURNT FOR ADMIN STAFF

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11/14/2024	32880	STINSON STATIONERS	41.05	HSEDU PO-2024-3060 OFFICE SUPPLIES
11/14/2024	32880	STINSON STATIONERS	172.20	LBNC PO-2024-3053 SUPPLIES
11/14/2024	32881	SYSCO FOOD SERVICES OF VENTURA INC	1,645.53	2900 M ST PO-2024-2877 ORD# 1702117
11/14/2024	32882	SYSCO FOOD SERVICES OF VENTURA INC	2,017.19	2900 M ST PO-2024-2877 ORD# 1704389
11/14/2024	32883	SYSCO FOOD SERVICES OF VENTURA INC	1,538.68	2900 M ST PO-2024-2877 ORD# 1709005
11/14/2024	32884	SYSCO FOOD SERVICES OF VENTURA INC	349.77	3101 MALL VIEW RD PO-2024-1266 ORD# 1709851
11/14/2024	32885	SYSCO FOOD SERVICES OF VENTURA INC	12,438.16	3101 MALL VIEW RD PO-2024-1255 ORD# 1710340
11/14/2024	32886	SYSCO FOOD SERVICES OF VENTURA INC	14,383.22	3101 MALL VIEW RD PO-2024-1255 ORD# 1716832
11/14/2024	32887	SYSCO FOOD SERVICES OF VENTURA INC	135.64	3101 MALL VIEW RD PO-2024-1266 ORD# 1716861
11/14/2024	32888	TEL TEC SECURITY SYSTEMS INC	225.00	MJ MORGAN JOB# 241000075 - CLEAR MEMORY
11/14/2024	32889	TEL TEC SECURITY SYSTEMS INC	490.80	PETE PARRA JOB# 241000164 10/23/2024 - SILENT KNIGHT PULL
11/14/2024	32890	TRANS-WEST SECURITY SERVICES, INC.	1,918.58	CENTRAL KITCHEN - OCT 2024 PATROL CHECKS
11/14/2024	32891	TRANS-WEST SECURITY SERVICES, INC.	1,935.00	BAKERSFIELD AREA - OCTOBER 2024 ALARM RESPONSES
11/14/2024	32892	TRANS-WEST SECURITY SERVICES, INC.	120.00	NORTH KERN - OCT 2024 ALARM RESPONSE
11/14/2024	32893	VALLEY GARBAGE SERVICE	480.62	5704 PIONEER NOV 2024 BLUE RECYCLE/ORGANIC CART
11/14/2024	32894	VERNON SORENSON MD INC	3,020.00	Pre-Employment Physical - Various Inv# 00560880-00
11/14/2024	32895	VERNON SORENSON MD INC	210.00	Drug Screening for Armando Sanchez, Dweight Tamplin, Douglas
11/14/2024	32896	VERNON SORENSON MD INC	25.00	Inv. 00560880 Paul Dobis DOS 9/16/24
11/14/2024	32897	VERNON SORENSON MD INC	25.00	DOT RAPID W. J. WOOTON DOS 09/13/2024
11/14/2024	32898	VERNON SORENSON MD INC	25.00	DS - JOSE E. NEVAREZ DOS: 09/05/2024
11/14/2024	32899	AMAZON CAPITAL SERVICES, INC	85.15	PO-2024-2719
11/14/2024	32899	AMAZON CAPITAL SERVICES, INC	333.12	PO-2024-2981
11/14/2024	32900	AMAZON CAPITAL SERVICES, INC	786.72	PO-2024-2957
11/14/2024	32901	AMAZON CAPITAL SERVICES, INC	1,164.63	PO-2024-2935
11/14/2024	32901	AMAZON CAPITAL SERVICES, INC	59.89	PO-2024-3037
11/14/2024	32902	AMAZON CAPITAL SERVICES, INC	1,047.78	PO-2024-3004
11/14/2024	32903	AMAZON CAPITAL SERVICES, INC	700.13	PO-2024-3043
11/14/2024	32903	AMAZON CAPITAL SERVICES, INC	1,245.49	PO-2024-3097

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11/14/2024	32904	ANA VIGIL	273.25	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE - NOVEMBER 18-21
11/14/2024	32905	CHRISTOPHER SANCHEZ	273.25	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE - MONTEREY, CA -
11/14/2024	32906	ELIZABETH WILLIAMS	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32907	ELSA NAVARRETE	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32908	ERNESTO LEON	253.75	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE, MONTEREY, CA - N
11/14/2024	32909	JAQUELINE GUERRA	273.25	TRAVEL ADVANCE -- CALCAPA - MONTEREY, CA - NOVEMBER 18-21, 2
11/14/2024	32910	JEREMY T TOBIAS	365.25	TRAVEL ADVANCE - CalCAPA BOD MEETING & ANNUAL CONFERENCE IN
11/14/2024	32911	JOSEPH AGUILAR	273.25	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE - MONTEREY, CA -
11/14/2024	32912	KEITH JACKSON	273.25	TRAVEL ADVANCE -- CALCAPA ANNUAL CONFERENCE - NOVEMBER 18-21
11/14/2024	32913	LETISHA BROOKS	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32914	LIZETTE BRAVO	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32915	LUZVIMINDA ADAMS	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32916	MARIA GUADIAN	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32917	MARY ANN MOONEY	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32918	REBECCA MORENO	273.25	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE, MONTEREY, CA -
11/14/2024	32919	ROSITA C CURRY	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32920	SARA ELIAS	73.50	Travel Advance Leadership Retreat Stockton, CA 111824-112024
11/14/2024	32921	SAVANNAH OATES	253.75	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE - MONTEREY, CA -
11/14/2024	32922	TRACY WEBSTER	200.00	Travel Advance SSVF Fiscal Management & Oversight Committee
11/14/2024	32923	WILFREDO CRUZ JR	273.25	TRAVEL ADVANCE - CALCAPA ANNUAL CONFERENCE Monterey, CA - N
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(387.83)	5 REAL RD
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(36.53)	CAL CITY
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(22.01)	DELANO
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(4,952.44)	EKFRC
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(94.11)	FAIRFAX
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(108.22)	OPS
11/18/2024	227080	HOME DEPOT COMMERCIAL CREDIT	(61.72)	SUNRISE VILLA

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/18/2024	227362	DAVID GUTIERREZ	807.17	REG/V-VAC/HP-VAC PO/S-SICK/H-HOLIDAY/FH- HRS 42.19 X 23.43
11/20/2024	227363	ALAMO ALARM CO INC	203.50	Commercial Monitoring 12/01/24-12/31/24 for Barnett, Califor
11/20/2024	227364	AT&T	60.05	9391058625
11/20/2024	227364	AT&T	60.17	9391058627
11/20/2024	227364	AT&T	30.80	9391058677
11/20/2024	227364	AT&T	30.80	9391058798
11/20/2024	227364	AT&T	30.82	9391058818
11/20/2024	227364	AT&T	60.13	9391058866
11/20/2024	227364	AT&T	30.82	9391058944
11/20/2024	227364	AT&T	114.54	9391059144
11/20/2024	227364	AT&T	96.20	9391059163
11/20/2024	227364	AT&T	215.82	9391059565
11/20/2024	227364	AT&T	30.82	9391065525
11/20/2024	227365	AT&T	15.64	05921192607416/1300 18TH ST STE 200
11/20/2024	227365	AT&T	26.58	24813400900161/ 1300 18TH ST #2
11/20/2024	227365	AT&T	89.33	6613961094/0509009549001
11/20/2024	227366	AT&T	92.10	LONG DISTANCE
11/20/2024	227367	BRONCO ELECTRIC INC	5,000.00	PO-2024-2356
11/20/2024	227368	BRONCO ELECTRIC INC	280.00	FOOD BANK EFF DATE 04/05/24
11/20/2024	227369	BRONCO ELECTRIC INC	210.00	FOOD BANK EFF DATE 04/30/24
11/20/2024	227370	BRONCO ELECTRIC INC	1,682.87	FOOD BANK EFF DATE 05/09/24
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	185.92	300 19TH ST/3966488888
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	818.30	3101 MALL VIEW ROAD/4313488888
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	81.34	317 MT VERNON AVE/7785611113
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	271.74	3811 RIVER BLVD/8884488888
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	696.84	4032 JEWETT AVE/2883851298
11/20/2024	227371	CALIFORNIA WATER SERVICE COMPANY	41.99	500 E CALIFORNIA AVE/1174688888
11/20/2024	227372	CHARTER COMMUNICATIONS	156.23	24028 LAKE DR / 8413131600058157
11/20/2024	227373	CHARTER COMMUNICATIONS	236.21	11336 BARTLETT AVE STE 13/8413131670059549
11/20/2024	227374	CHARTER COMMUNICATIONS	201.23	6019 NILES ST STE 3/8301100011358352
11/20/2024	227375	CHARTER COMMUNICATIONS	204.00	650 JAMES ST /167738701
11/20/2024	227376	CHARTER COMMUNICATIONS	246.00	410 E PERKINS AVE /167673501
11/20/2024	227377	CHARTER COMMUNICATIONS	204.00	1835 CECIL AVE/167694201
11/20/2024	227378	CHARTER COMMUNICATIONS	204.00	819 6TH ST STE 2/167694301
11/20/2024	227379	CHARTER COMMUNICATIONS	204.00	459 E EUCLID AVE /167696901
11/20/2024	227380	CHRISTOPHER PERCIVAL	3,211.46	18TH ST
11/20/2024	227380	CHRISTOPHER PERCIVAL	432.23	5 REAL RD
11/20/2024	227380	CHRISTOPHER PERCIVAL	158.56	BROADWAY
11/20/2024	227380	CHRISTOPHER PERCIVAL	237.38	STERLING
11/20/2024	227380	CHRISTOPHER PERCIVAL	90.00	WIC
11/20/2024	227381	CINTAS CORPORATION #668	601.50	PO-2024-1757/300 19TH ST
11/20/2024	227381	CINTAS CORPORATION #668	219.73	PO-2024-2994/300 19TH ST

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11/20/2024	227382	CITY OF BAKERSFIELD	1,134.39	1807/1825 FELIZ DR/CUSTOMER #14330
11/20/2024	227383	CITY OF STOCKTON	20.14	1145 N HUNTER ST STOCKTON COMM OWNER STORM DRAIN
11/20/2024	227383	CITY OF STOCKTON	8.04	347 E POPLAR ST STOCKTON COMM OWNER STORM DRAIN
11/20/2024	227384	COFER & OBERLIES INC	150.00	HARVEY HALL
11/20/2024	227385	COMCAST CORPORATION	320.64	850 J ST/8155 60 069 0400240
11/20/2024	227386	COUNTRY CLUB SERVICE	375.00	Remove and replace rear driver tire pressure sensor and prog
11/20/2024	227387	COUNTY OF KERN PUBLIC WORKS	88.61	OPS
11/20/2024	227388	DE VINCI'S CORPORATION	235.00	PO-2024-3138/LUNCH FOR LODI STAFF
11/20/2024	227389	DELANO UNION SCHOOL DISTRICT	5,080.00	PO-2024-2174 OCTOBER MEAL REIMBURSEMENT
11/20/2024	227390	DINGO ENTERPRISES INC	484.67	PO-2024-3205
11/20/2024	227391	EAST NILES COMMUNITY SERVICES DIST	1,216.22	3000 STERLING RD
11/20/2024	227391	EAST NILES COMMUNITY SERVICES DIST	128.34	5704 PIONEER DR
11/20/2024	227392	FEDEX	69.00	HR/M.ORNELAS/818471366098
11/20/2024	227393	FLYERS ENERGY LLC	4,781.39	ACCT#78379
11/20/2024	227394	GRINGTEAM INC.	2,316.16	Hotel Accommodations for SJC Staff attending meeting
11/20/2024	227394	GRINGTEAM INC.	4,768.23	PO-2024-2588
11/20/2024	227394	GRINGTEAM INC.	4,768.23	PO-2024-2931 AND PO-2024-2932
11/20/2024	227394	GRINGTEAM INC.	144.74	Reservation for Nelly Mendoza - DRDP Training @ 1300 18th s
11/20/2024	227394	GRINGTEAM INC.	4,083.28	Sept 27, 2024 DoubleTree Head Start Training REMAINING BALAN
11/20/2024	227395	HOME DEPOT COMMERCIAL CREDIT	214.08	Inv. 2543902 - SUPPLIES
11/20/2024	227395	HOME DEPOT COMMERCIAL CREDIT	(989.71)	Inv. 6902370 - CREDIT
11/20/2024	227395	HOME DEPOT COMMERCIAL CREDIT	302.67	INV. 7510297 - SUPPLIES
11/20/2024	227395	HOME DEPOT COMMERCIAL CREDIT	1,181.64	Inv. 9630399 - INVENTORY
11/20/2024	227396	JEREMY MARRS	768.00	18TH
11/20/2024	227396	JEREMY MARRS	1,922.00	5 REAL RD
11/20/2024	227397	JULIANNA RODRIGUEZ	80.03	Amazon Receipt- Reimbursement 11/10/2024
11/20/2024	227397	JULIANNA RODRIGUEZ	16.72	Hobby Lobby- HVP Supplies 11/11/2024 Auth# 995996
11/20/2024	227398	LAKESHORE EQUIPMENT COMPANY	11,105.10	PO-2024-3108
11/20/2024	227398	LAKESHORE EQUIPMENT COMPANY	426.84	PO-2024-3112
11/20/2024	227398	LAKESHORE EQUIPMENT COMPANY	1,637.16	PO-2024-3113
11/20/2024	227399	LAMONT PUBLIC UTILITY DISTRICT	534.60	10300 1/2 SAN DIEGO ST
11/20/2024	227399	LAMONT PUBLIC UTILITY DISTRICT	260.92	7998 ALICANTE AVE
11/20/2024	227400	LOWES COMPANIES INC	152.15	ANGELA MARTINEZ

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11/20/2024	227400	LOWES COMPANIES INC	102.82	HERITAGE
11/20/2024	227400	LOWES COMPANIES INC	28,289.04	Inv. 978190 - INVENTORY
11/20/2024	227400	LOWES COMPANIES INC	119.29	OPS
11/20/2024	227400	LOWES COMPANIES INC	196.39	PRIMEROS PASOS
11/20/2024	227400	LOWES COMPANIES INC	67.61	STERLING > CLASS 5/6
11/20/2024	227400	LOWES COMPANIES INC	38.98	VINELAND
11/20/2024	227401	MB APPRAISALS INC	2,250.00	PO-2024-2717 TEHACHAPI APPRAISALS
11/20/2024	227401	MB APPRAISALS INC	2,250.00	PO-2024-2717/MCFARLAND APPRAISALS
11/20/2024	227402	MCWILLIAMS & WALDEN INC	398.23	LIC# 8JGM713
11/20/2024	227403	MICHAEL K BROWN LANDSCAPE INC	1,600.00	HARVEY HALL
11/20/2024	227403	MICHAEL K BROWN LANDSCAPE INC	375.21	STERLING
11/20/2024	227404	NEEDLES PUBLIC UTILITY AUTHORITY	78.61	244 GT ST #A, NEEDLES ACCT# 21207-4252 10/02/24 - 11/04/24
11/20/2024	227405	NOV'S SOUL SPOT	3,592.43	NOV'S SOUL SPOT FINAL PO-2024-3163
11/20/2024	227406	OASIS AIR AND SOLAR	16,500.01	L24-209; MARTHA MUNOZ, 604 46TH ST; PO-2024-2257
11/20/2024	227407	OFFICE1 LEASING	219.67	450-0106119-000; 2424 COTTONWOOD RD; PO-2024-1101
11/20/2024	227407	OFFICE1 LEASING	237.92	450-0120460-000; 1300 18TH ST FINANCE; PO-2024-1548
11/20/2024	227407	OFFICE1 LEASING	125.97	450-0135671-000; 701 S HUTCHINS ST; PO-2024-1983
11/20/2024	227407	OFFICE1 LEASING	179.90	450-7986161-024; 317 MT VERNON AVE; PO-2024-1322
11/20/2024	227407	OFFICE1 LEASING	176.22	450-7986161-025; 2900 M ST; PO-2024-1247
11/20/2024	227407	OFFICE1 LEASING	448.01	450-7986161-032; 1300 18TH ST OPS; PO-2024-1229
11/20/2024	227407	OFFICE1 LEASING	216.05	450-7986161-036; 15662 K ST
11/20/2024	227407	OFFICE1 LEASING	278.08	450-7986161-038; 2424 S DR. MLK KING JR BLVD; PO-2024-1023
11/20/2024	227407	OFFICE1 LEASING	764.60	450-7986161-039; 300 19TH ST VITA; PO-2024-1331
11/20/2024	227407	OFFICE1 LEASING	1,849.52	450-7986161-041; 1300 18TH ST 2ND FL HS/EHS; PO-2024-2863
11/20/2024	227408	PG&E	857.87	10300 1/2 SAN DIEGO ST
11/20/2024	227408	PG&E	1,029.09	1111 BUSH ST
11/20/2024	227408	PG&E	422.76	1825 FELIZ DR BLDG 500
11/20/2024	227408	PG&E	1,251.58	2424 COTTONWOOD RD
11/20/2024	227408	PG&E	337.14	2800 S D ST
11/20/2024	227408	PG&E	1,056.33	3811 RIVER BLVD
11/20/2024	227408	PG&E	764.68	500 E CALIFORNIA AVE
11/20/2024	227408	PG&E	185.79	5704 PIONEER DR
11/20/2024	227408	PG&E	69.13	814 N NORMA ST
11/20/2024	227408	PG&E	201.33	E/S SAN DIEGO ST 400'
11/20/2024	227409	PROACTIVE WORK HEALTH SERVICES	35.00	DS-Invoice 7101_92237
11/20/2024	227410	PRODUCERS DAIRY FOODS INC	3,643.97	PO-2024-1137
11/20/2024	227411	SAFEWAY INC VONS DIVISION	20.97	REF# 00720469-100424-0336 STRATEGIC PLANNING MEETING

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11/20/2024	227411	SAFEWAY INC VONS DIVISION	50.82	Ref# 00726882-111224-0336 Board Meeting Supplies
11/20/2024	227412	SAVE MART SUPERMARKETS	127.86	Auth# 723564 11/04/2024 Trx: 223 Seq# 040692 SaveMart
11/20/2024	227413	SAVE MART SUPERMARKETS	15.16	Auth# 724802 SEQ# 050295 Trx: 51 11/07/2024 FoodMaxx
11/20/2024	227414	SAVE MART SUPERMARKETS	181.09	Auth# 806932 Seq# 052279 Trx: 337 11/12/2024 FoodMaxx
11/20/2024	227415	SOCALGAS	39.66	15662 K ST APT A MOJAVE 10/15/2024 - 11/14/2024
11/20/2024	227415	SOCALGAS	56.24	15662 K ST APT B MOJAVE 10/15/2024 - 11/14/2024
11/20/2024	227415	SOCALGAS	102.64	2739 DIAMOND ST STE B ROSAMOND 10/15/2024 - 11/14/2024
11/20/2024	227415	SOCALGAS	45.68	452 W LOS ANGELES AVE SHAFTER 10/15/2024 - 11/14/2024
11/20/2024	227415	SOCALGAS	4.96	8401 CALIF CITY BLVD STE 8 10/10/2024 - 11/12/2024
11/20/2024	227416	SOUTHERN CALIFORNIA EDISON	242.13	15662 K ST MOJAVE 10/15/204 - 11/13/2024
11/20/2024	227417	SOUTHERN KERN UNIFIED SCHOOL DISTRICT	3,430.00	OCT 2024 MEALS SOUTHERN KERN USD
11/20/2024	227418	STAGLER CORPORATION	1,247.00	520 S WASHINGTON PO-2024-3001 SWAMP COLLERS SVC
11/20/2024	227419	STANDARD PLUMBING SUPPLY COMPANY, INC	52.77	CAL CITY
11/20/2024	227419	STANDARD PLUMBING SUPPLY COMPANY, INC	193.03	FOOD BANK
11/20/2024	227419	STANDARD PLUMBING SUPPLY COMPANY, INC	21.19	SUNRISEVILLA
11/20/2024	227420	TEACHING STRATEGIES INC	8,768.24	HSPRTNR PO-2024-3122 FCC - CREATIVE CURRICULUM
11/20/2024	227421	TRES HOMBRES FENCE COMPANY	250.00	19TH ST GATE REPAIR 10/29/2024 WO# 18056
11/20/2024	227421	TRES HOMBRES FENCE COMPANY	1,500.00	OPS - 317 MT VERNON MAINT YARD WO# 18189 10/06/2024
11/20/2024	227422	UNITED WAY OF CENTRAL EASTERN CALIFORNIA	9,151.35	PO-2024-3215 OCT 2024 UWKC IRS-CAPK VITA HOURS
11/20/2024	227423	VAL-PRO, INC	900.30	PO-2024-1138
11/20/2024	227424	VAL-PRO, INC	661.00	PO-2024-1138
11/20/2024	227425	VAL-PRO, INC	743.00	PO-2024-1138
11/20/2024	227426	VESTIS GROUP, INC	68.15	3101 MALL VIEW RD PO-2024-1662 LINEN SERVICES
11/20/2024	227427	WEST KERN COMMUNITY COLLEGE DISTRICT	11,807.28	Taft College- CCP September 2024 Enrollment (09/01/24 - 09/3
11/20/2024	227428	HOME DEPOT COMMERCIAL CREDIT	2,826.00	5 REAL RD
11/20/2024	227429	LOWES COMPANIES INC	16.73	CALIFORNIA ST PO-2024-1136
11/20/2024	227429	LOWES COMPANIES INC	25.59	HUNTER PO-2024-1063
11/20/2024	227429	LOWES COMPANIES INC	36.04	KENNEDY PO-2024-1136
11/20/2024	227429	LOWES COMPANIES INC	46.24	LATHROP PO-2024-1136
11/20/2024	227429	LOWES COMPANIES INC	718.83	PO-2024-2155; CALAIM DIANE WHITE
11/20/2024	227429	LOWES COMPANIES INC	728.09	PO-2024-2155; CALAIM JANIKA KING
11/20/2024	227429	LOWES COMPANIES INC	595.43	PO-2024-2155; CALAIM MARIA AYON

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11/20/2024	227429	LOWES COMPANIES INC	1,334.81	PO-2024-2155; CALAIM RAMIRO TALAMANTEZ
11/20/2024	227430	OFFICE1 LEASING	171.00	450-0135444-000; 347 E POPLAR ST; PO-2024-2004
11/20/2024	227430	OFFICE1 LEASING	171.00	450-0135463-000; 425 N CALIFORNIA ST; PO-2024-2005
11/20/2024	227430	OFFICE1 LEASING	170.61	450-0135464-000; 850 J ST; PO-2024-2007
11/20/2024	227430	OFFICE1 LEASING	125.39	450-0135465-000; 1509 N GOLDEN GATE AVE; PO-2024-2006
11/20/2024	227430	OFFICE1 LEASING	171.00	450-0135546-000; 215 W 5TH ST; PO-2024-2009
11/20/2024	227430	OFFICE1 LEASING	570.35	450-0135569-000; 1145 N HUNTER ST; PO-2024-2010
11/20/2024	227430	OFFICE1 LEASING	126.84	450-0135667-000; 545 W SONORA ST; PO-2024-2008
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	447.95	5 REAL RD
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	35.50	ALICANTE
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	13.24	ANGELA MARTINEZ
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	75.73	DELANO
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	43.27	FAIRFAX
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	9.60	HARVEY HALL > CLASS D
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	47.02	OPS
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	43.27	PETE PARRA
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	126.70	PRIMEROS PASOS
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	5.35	SAN DIEGO
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	74.60	SHAFTER EHS
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	15.83	TEHACHAPI
11/20/2024	227431	HOME DEPOT COMMERCIAL CREDIT	19.06	VINELAND
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	419.76	HARVEY HALL
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	12.93	HARVEY HALL > CLASS D
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	71.91	SAN DIEGO
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	43.28	SAN DIEGO INVOICE 4518051
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	43.28	SAN DIEGO INVOICE 5531945
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	(43.28)	SAN DIEGO REFUND

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11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	147.16	SHAFTER EHS
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	47.02	STERLING > EHS
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	325.82	STERLING EHS
11/20/2024	227432	HOME DEPOT COMMERCIAL CREDIT	15.09	VIRGINIA
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	11.95	18TH
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	567.60	18TH ST
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	419.82	5 REAL RD
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	48.69	ALICANTE
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	75.74	ANGELA MARTINEZ
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	10.10	CLEO FORAN
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	70.33	CLEO FORAN > CLASS 1
11/20/2024	227433	HOME DEPOT COMMERCIAL CREDIT	59.02	DELANO
11/20/2024	227434	HOME DEPOT COMMERCIAL CREDIT	1,225.09	MCAP
11/20/2024	227434	HOME DEPOT COMMERCIAL CREDIT	981.15	OPS
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	182.86	FAIRFAX
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	12.93	HARVEY HALL
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	81.71	MJ MORGAN
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	14.22	PRIMEROS PASOS > EHS
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	302.02	ROSAMOND
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	221.90	VINELAND
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	14.85	VIRGINIA
11/20/2024	227435	HOME DEPOT COMMERCIAL CREDIT	15.13	WILLOW
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	387.83	5 REAL RD
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	36.53	CAL CITY
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	22.01	DELANO
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	4,952.44	EKFRC
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	94.11	FAIRFAX

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11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	108.22	OPS
11/20/2024	227436	HOME DEPOT COMMERCIAL CREDIT	61.72	SUNRISE VILLA
11/20/2024	227437	JUANA H PIMENTEL	9,185.94	Child Care Reimbursement
11/20/2024	227437	JUANA H PIMENTEL	1,540.00	Cost of Care Plus Rate
11/20/2024	227437	JUANA H PIMENTEL	(100.00)	Union Dues
11/20/2024	227438	LILIA ESQUIVEL MONROY	3,446.76	Child Care Reimbursement
11/20/2024	227438	LILIA ESQUIVEL MONROY	700.00	Cost of Care Plus Rate
11/20/2024	227439	LORENA QUINTERO	1,390.21	Child Care Reimbursement
11/20/2024	227439	LORENA QUINTERO	420.00	Cost of Care Plus Rate
11/20/2024	227440	BLANCA ESTELA JIMENEZ	788.38	Child Care Reimbursement
11/20/2024	227440	BLANCA ESTELA JIMENEZ	140.00	Cost of Care Plus Rate
11/20/2024	227441	ESTELA LOPEZ	824.22	Child Care Reimbursement
11/20/2024	227441	ESTELA LOPEZ	140.00	Cost of Care Plus Rate
11/20/2024	227442	GLORIA GARCIA DE MADERA	8,972.94	Child Care Reimbursement
11/20/2024	227442	GLORIA GARCIA DE MADERA	1,400.00	Cost of Care Plus Rate
11/20/2024	227443	LETICIA MARIA BOTELLO	3,938.03	Child Care Reimbursement
11/20/2024	227443	LETICIA MARIA BOTELLO	700.00	Cost of Care Plus Rate
11/20/2024	227444	LUZ E VENEGAS	6,933.66	Child Care Reimbursement
11/20/2024	227444	LUZ E VENEGAS	1,260.00	Cost of Care Plus Rate
11/20/2024	227445	MARIA B CRUZ DE PULIDO	7,142.35	Child Care Reimbursement
11/20/2024	227445	MARIA B CRUZ DE PULIDO	1,120.00	Cost of Care Plus Rate
11/20/2024	227446	DORA ALICIA ALAPIZCO BARRON	874.36	Child Care Reimbursement
11/20/2024	227446	DORA ALICIA ALAPIZCO BARRON	320.00	Cost of Care Plus Rate
11/20/2024	227447	ELOISA MONTES DE ROMERO	677.54	Child Care Reimbursement
11/20/2024	227447	ELOISA MONTES DE ROMERO	480.00	Cost of Care Plus Rate
11/20/2024	227448	ESPERANZA CORREA TELLO	2,805.26	Child Care Reimbursement
11/20/2024	227448	ESPERANZA CORREA TELLO	640.00	Cost of Care Plus Rate
11/20/2024	227449	HERLINDA NOLASCO DE GONZALEZ	1,747.18	Child Care Reimbursement
11/20/2024	227449	HERLINDA NOLASCO DE GONZALEZ	320.00	Cost of Care Plus Rate
11/20/2024	227450	MARIA M ANGULO	4,587.08	Child Care Reimbursement
11/20/2024	227450	MARIA M ANGULO	800.00	Cost of Care Plus Rate
11/20/2024	227451	AMPARO MAGANA	1,714.82	Child Care Reimbursement
11/20/2024	227451	AMPARO MAGANA	280.00	Cost of Care Plus Rate
11/20/2024	227452	ANDREA R RIVERA	2,652.00	Child Care Reimbursement
11/20/2024	227452	ANDREA R RIVERA	420.00	Cost of Care Plus Rate
11/20/2024	227453	BERTHA NERTO	6,805.23	Child Care Reimbursement
11/20/2024	227453	BERTHA NERTO	1,120.00	Cost of Care Plus Rate
11/20/2024	227454	BRENDA SUJEY MARTINEZ	2,687.47	Child Care Reimbursement
11/20/2024	227454	BRENDA SUJEY MARTINEZ	420.00	Cost of Care Plus Rate
11/20/2024	227455	CRISTINA SOTO DE MARTINEZ	1,744.89	Child Care Reimbursement
11/20/2024	227455	CRISTINA SOTO DE MARTINEZ	280.00	Cost of Care Plus Rate
11/20/2024	227456	DANIEL MORENO	544.98	Child Care Reimbursement
11/20/2024	227456	DANIEL MORENO	98.00	Cost of Care Plus Rate
11/20/2024	227457	ESMERALDA YOSELI SALCIDO CURIEL	730.02	Child Care Reimbursement
11/20/2024	227457	ESMERALDA YOSELI SALCIDO CURIEL	294.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	227458	GLORIA LEMUS DE LEMUS	1,694.67	Child Care Reimbursement
11/20/2024	227458	GLORIA LEMUS DE LEMUS	280.00	Cost of Care Plus Rate
11/20/2024	227459	GUADALUPE ELIZABETH PENUELAS	2,506.95	Child Care Reimbursement
11/20/2024	227459	GUADALUPE ELIZABETH PENUELAS	420.00	Cost of Care Plus Rate
11/20/2024	227460	KASANDRA LOPEZ-CORDERO	1,054.44	Child Care Reimbursement
11/20/2024	227460	KASANDRA LOPEZ-CORDERO	196.00	Cost of Care Plus Rate
11/20/2024	227461	MARIA ELENA CORONA DE IBARRA	7,850.48	Child Care Reimbursement
11/20/2024	227461	MARIA ELENA CORONA DE IBARRA	1,260.00	Cost of Care Plus Rate
11/20/2024	227462	MARIA R LEMUS OROZCO	1,624.56	Child Care Reimbursement
11/20/2024	227462	MARIA R LEMUS OROZCO	280.00	Cost of Care Plus Rate
11/20/2024	227463	ROSAURA QUINTERO DE LOPEZ	3,448.99	Child Care Reimbursement
11/20/2024	227463	ROSAURA QUINTERO DE LOPEZ	560.00	Cost of Care Plus Rate
11/20/2024	227464	ODILIA ELIZABETH VALENCIA	1,629.82	Child Care Reimbursement
11/20/2024	227464	ODILIA ELIZABETH VALENCIA	280.00	Cost of Care Plus Rate
11/20/2024	227465	ADRIANA BAUTISTA DE CRUZ	954.96	Child Care Reimbursement
11/20/2024	227465	ADRIANA BAUTISTA DE CRUZ	196.00	Cost of Care Plus Rate
11/20/2024	227466	ALICIA GARCIA DE LEYVA	4,981.80	Child Care Reimbursement
11/20/2024	227466	ALICIA GARCIA DE LEYVA	840.00	Cost of Care Plus Rate
11/20/2024	227467	ALICIA MUNOZ DE SANCHEZ	760.20	Child Care Reimbursement
11/20/2024	227467	ALICIA MUNOZ DE SANCHEZ	294.00	Cost of Care Plus Rate
11/20/2024	227468	ALL ABOARD PRESCHOOL	4,833.51	Child Care Reimbursement
11/20/2024	227468	ALL ABOARD PRESCHOOL	840.00	Cost of Care Plus Rate
11/20/2024	227469	ANA BERTHA BALLESTEROS JAIME	2,468.57	Child Care Reimbursement
11/20/2024	227469	ANA BERTHA BALLESTEROS JAIME	420.00	Cost of Care Plus Rate
11/20/2024	227469	ANA BERTHA BALLESTEROS JAIME	(59.37)	Union Dues
11/20/2024	227470	ANA MARIA ACOSTA DE ARIZAGA	1,169.88	Child Care Reimbursement
11/20/2024	227470	ANA MARIA ACOSTA DE ARIZAGA	280.00	Cost of Care Plus Rate
11/20/2024	227471	BELEN IZAZAGA MERCADO	1,678.76	Child Care Reimbursement
11/20/2024	227471	BELEN IZAZAGA MERCADO	294.00	Cost of Care Plus Rate
11/20/2024	227472	BLANCA NELLY VERA	1,580.85	Child Care Reimbursement
11/20/2024	227472	BLANCA NELLY VERA	280.00	Cost of Care Plus Rate
11/20/2024	227473	CECILIA GAYTAN DE ZARATE	7,165.67	Child Care Reimbursement
11/20/2024	227473	CECILIA GAYTAN DE ZARATE	1,120.00	Cost of Care Plus Rate
11/20/2024	227473	CECILIA GAYTAN DE ZARATE	(95.00)	Union Dues
11/20/2024	227474	CINDY G CORONA	1,560.86	Child Care Reimbursement
11/20/2024	227474	CINDY G CORONA	420.00	Cost of Care Plus Rate
11/20/2024	227475	DIEGO FERREIRA	2,256.24	Child Care Reimbursement
11/20/2024	227475	DIEGO FERREIRA	392.00	Cost of Care Plus Rate
11/20/2024	227476	ERLINDA MARTHA MADUENO	590.31	Child Care Reimbursement
11/20/2024	227476	ERLINDA MARTHA MADUENO	98.00	Cost of Care Plus Rate
11/20/2024	227477	GUADALUPE AYON DE MENDOZA	1,685.50	Child Care Reimbursement
11/20/2024	227477	GUADALUPE AYON DE MENDOZA	280.00	Cost of Care Plus Rate

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11/20/2024	227477	GUADALUPE AYON DE MENDOZA	(43.71)	Union Dues
11/20/2024	227478	IRMA JIMENEZ CASTANEDA	928.06	Child Care Reimbursement
11/20/2024	227478	IRMA JIMENEZ CASTANEDA	140.00	Cost of Care Plus Rate
11/20/2024	227478	IRMA JIMENEZ CASTANEDA	(18.56)	Union Dues
11/20/2024	227479	JAQUILINA GARCIA OSORIO	524.38	Child Care Reimbursement
11/20/2024	227479	JAQUILINA GARCIA OSORIO	98.00	Cost of Care Plus Rate
11/20/2024	227480	JUANA B PAREDES LOPEZ	1,524.72	Child Care Reimbursement
11/20/2024	227480	JUANA B PAREDES LOPEZ	280.00	Cost of Care Plus Rate
11/20/2024	227480	JUANA B PAREDES LOPEZ	(40.49)	Union Dues
11/20/2024	227481	LUZ A ESQUIVEL MORENO	1,101.28	Child Care Reimbursement
11/20/2024	227481	LUZ A ESQUIVEL MORENO	196.00	Cost of Care Plus Rate
11/20/2024	227482	MA DEL CARMEN FLORES VALLECILLO	523.80	Child Care Reimbursement
11/20/2024	227482	MA DEL CARMEN FLORES VALLECILLO	98.00	Cost of Care Plus Rate
11/20/2024	227482	MA DEL CARMEN FLORES VALLECILLO	(20.48)	Union Dues
11/20/2024	227483	MANUELA P MEDINA	6,572.58	Child Care Reimbursement
11/20/2024	227483	MANUELA P MEDINA	1,120.00	Cost of Care Plus Rate
11/20/2024	227483	MANUELA P MEDINA	(100.00)	Union Dues
11/20/2024	227484	MARCELA CHAVEZ OSEGUERA	1,608.16	Child Care Reimbursement
11/20/2024	227484	MARCELA CHAVEZ OSEGUERA	280.00	Cost of Care Plus Rate
11/20/2024	227485	MARCELA G NUNEZ DE GUTIERREZ	11,608.94	Child Care Reimbursement
11/20/2024	227485	MARCELA G NUNEZ DE GUTIERREZ	1,960.00	Cost of Care Plus Rate
11/20/2024	227485	MARCELA G NUNEZ DE GUTIERREZ	(100.00)	Union Dues
11/20/2024	227486	MARCELINA PERALTA	1,719.16	Child Care Reimbursement
11/20/2024	227486	MARCELINA PERALTA	294.00	Cost of Care Plus Rate
11/20/2024	227487	MARGARITA GARIBAY CORTES	5,148.64	Child Care Reimbursement
11/20/2024	227487	MARGARITA GARIBAY CORTES	840.00	Cost of Care Plus Rate
11/20/2024	227487	MARGARITA GARIBAY CORTES	(100.00)	Union Dues
11/20/2024	227488	MARIA CRUZ MACIAS	461.76	Child Care Reimbursement
11/20/2024	227488	MARIA CRUZ MACIAS	196.00	Cost of Care Plus Rate
11/20/2024	227489	MARIA EUGENIA GARCIA DE VEGA	818.00	Child Care Reimbursement
11/20/2024	227489	MARIA EUGENIA GARCIA DE VEGA	140.00	Cost of Care Plus Rate
11/20/2024	227490	MARIA LOURDES MORENO ESQUIVEL	1,678.76	Child Care Reimbursement
11/20/2024	227490	MARIA LOURDES MORENO ESQUIVEL	294.00	Cost of Care Plus Rate
11/20/2024	227491	MARIA PICOS DE GARCIA	2,580.93	Child Care Reimbursement
11/20/2024	227491	MARIA PICOS DE GARCIA	420.00	Cost of Care Plus Rate
11/20/2024	227491	MARIA PICOS DE GARCIA	(51.62)	Union Dues
11/20/2024	227492	MARIA SALAZAR	4,682.46	Child Care Reimbursement
11/20/2024	227492	MARIA SALAZAR	840.00	Cost of Care Plus Rate
11/20/2024	227493	MARIA SOFIA MENDOZA DE ORTIZ	1,070.88	Child Care Reimbursement

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11/20/2024	227493	MARIA SOFIA MENDOZA DE ORTIZ	196.00	Cost of Care Plus Rate
11/20/2024	227494	MARIA V SOSA	572.60	Child Care Reimbursement
11/20/2024	227494	MARIA V SOSA	98.00	Cost of Care Plus Rate
11/20/2024	227495	MERIELA SANCHEZ	938.81	Child Care Reimbursement
11/20/2024	227495	MERIELA SANCHEZ	140.00	Cost of Care Plus Rate
11/20/2024	227496	MIRIAM GOMEZ MORALES	2,069.30	Child Care Reimbursement
11/20/2024	227496	MIRIAM GOMEZ MORALES	392.00	Cost of Care Plus Rate
11/20/2024	227497	ORELLANA RODIGUEZ TOMASA MARISOL	1,247.47	Child Care Reimbursement
11/20/2024	227497	ORELLANA RODIGUEZ TOMASA MARISOL	196.00	Cost of Care Plus Rate
11/20/2024	227498	PATRICIA H MARTINEZ	2,301.69	Child Care Reimbursement
11/20/2024	227498	PATRICIA H MARTINEZ	420.00	Cost of Care Plus Rate
11/20/2024	227498	PATRICIA H MARTINEZ	(51.03)	Union Dues
11/20/2024	227499	RUFINITA PRISCILLA MARIE SAUCEDA	1,794.70	Child Care Reimbursement
11/20/2024	227499	RUFINITA PRISCILLA MARIE SAUCEDA	392.00	Cost of Care Plus Rate
11/20/2024	227500	SONIA C LOPEZ DE JUAREZ	1,678.76	Child Care Reimbursement
11/20/2024	227500	SONIA C LOPEZ DE JUAREZ	294.00	Cost of Care Plus Rate
11/20/2024	227500	SONIA C LOPEZ DE JUAREZ	(33.58)	Union Dues
11/20/2024	227501	TERESA CERVANTES	504.96	Child Care Reimbursement
11/20/2024	227501	TERESA CERVANTES	98.00	Cost of Care Plus Rate
11/20/2024	227502	VERONICA HERNANDEZ	860.49	Child Care Reimbursement
11/20/2024	227502	VERONICA HERNANDEZ	140.00	Cost of Care Plus Rate
11/20/2024	227503	YOLANDA SALDANA MORENO	2,188.13	Child Care Reimbursement
11/20/2024	227503	YOLANDA SALDANA MORENO	420.00	Cost of Care Plus Rate
11/20/2024	227503	YOLANDA SALDANA MORENO	(43.76)	Union Dues
11/20/2024	227504	Yoseling Carolina Mendez Lopez	1,180.62	Child Care Reimbursement
11/20/2024	227504	Yoseling Carolina Mendez Lopez	196.00	Cost of Care Plus Rate
11/20/2024	227505	1020 CECIL LLC	930.00	PO-2023-1405 650 JAMES ST WIC DEC 2024
11/20/2024	227506	BEAR MOUNTAIN RECREATION & PARK DISTRICT	3,600.00	PO-2024-1407 10300 1/2 SAN DIEGO LAMONT DEC 2024
11/20/2024	227507	CITY OF ARVIN	652.38	PO-2024-1385 1111 BUSH ST ARVIN DEC 2024
11/20/2024	227508	COMMUNITY SERVICES AND EMPLOYMENT TRAINING	950.00	PO-2024-2099 155 K ST TULARE DEC 2024
11/20/2024	227509	COUNTY OF KERN	363.12	PO-2023-1938 2320 MT VERNON AVE DEC 2024 OP/TRASH FEE
11/20/2024	227510	FAIRFAX SCHOOL DISTRICT	575.00	PO-2024-1273 3301 VIRGINIA AVE DEC 2024 UTILITIES
11/20/2024	227510	FAIRFAX SCHOOL DISTRICT	2,728.00	PO-2024-1346 1500 S FAIRFAX RD DEC 2024
11/20/2024	227511	FIRST 5 MADERA COUNTY	1,223.14	PO-2023-1830 525 YOSEMITE AVE DEC 2024
11/20/2024	227512	FIRST CONGREGATIONAL CHURCH BAKERSFIELD	4,882.85	PO-2024-1027 5 REAL RD DEC 2024
11/20/2024	227513	G STREET PLAZA LLC	431.62	PO-2024-1680 244 G ST NEEDLES DEC 2024

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11/20/2024	227514	HEARTS & LIVES	550.00	PO-2024-2826 24028 LAKE DR CRESTLINE DEC 2024
11/20/2024	227515	KERN COUNTY SUPERINTENDENT OF SCHOOLS	2,200.00	PO-2024-1391 1915 CECIL AVE DELANO DEC 2024
11/20/2024	227516	KERN ISLAND INVESTORS, GP	7,022.35	PO-2024-2793 1631 30TH ST DEC 2024
11/20/2024	227517	LODI MUSLIM MOSQUE	5,000.00	PO-2024-3118 701 S HUTCHINS ST LODI DEC 2024
11/20/2024	227518	MARK AND HELENE MCELYEA	4,000.00	PO-2024-2176 425 N CALIF ST DEC 2024
11/20/2024	227519	MCFARLAND UNIFIED SCHOOL DISTRICT	100.00	PO-2024-1014 410 E PERKINS AVE MCFARLAND DEC 2024
11/20/2024	227520	MERCED COUNTY OFFICE OF EDUCATION	253.67	PO-2024-1903 1850 WARDROBE AVE MERCED DEC 2024
11/20/2024	227521	MOJAVE UNIFIED SCHOOL DISTRICT	450.00	PO-2024-1066 9124 CATALPA AVE DEC 2024
11/20/2024	227522	MORE THAN ONE DIMENSION, INC.	1,800.00	PO-2024-2302 2550 E BELLE TERRACE STE 200 DEC 2024
11/20/2024	227523	NORTH OF THE RIVER RECR & PARK DIST	4,797.00	PO-2023-3390 401 WILLOW DR DEC 2024
11/20/2024	227524	OMNI FAMILY HEALTH	730.00	PO-2023-1211 525 ROBERTS LN BLDG B DEC 2024
11/20/2024	227524	OMNI FAMILY HEALTH	2,275.00	PO-2024-2340 1001 MAIN ST DELANO DEC 2024
11/20/2024	227524	OMNI FAMILY HEALTH	1,622.00	PO-2024-2889 4600 PANAMA LN DEC 2024
11/20/2024	227524	OMNI FAMILY HEALTH	1,297.00	PO-2024-2890 741 PALM AVE BLDG E WASCO DEC 2024
11/20/2024	227525	PREWITT FAMILY DECEDENTS TRUST	925.00	PO-2024-1053 108 S ROBINSON TEHACHAPI DEC 2024
11/20/2024	227526	RANCHO DE STINE LLC	14,175.00	PO-2024-2887 1300 STINE RD - MCAP DEC 2024
11/20/2024	227527	RONALD SHELAN	3,900.00	PO-2024-3119 236 W 4TH ST STOCKTON DEC 2024
11/20/2024	227528	STELLAR PLAZA LLC	3,128.47	PO-2024-1343 11336 BARTLETT AVE 13&14 DEC 2024
11/20/2024	227529	SUNRISE VILLA PARTNERS	700.00	PO-2024-2797 1600 POPLAR AVE WASCO DEC 2024
11/20/2024	227530	TAFT CITY SCHOOL DISTRICT	4,780.23	PO-2024-1152 819 6TH ST TAFT DEC 2024
11/20/2024	227531	THE HOUSING AUTHORITY OF THE COUNTY OF KERN	700.00	PO-2023-1040 452 W LOS ANGELES DEC 2024
11/20/2024	227532	TULARE COUNTY OFFICE OF EDUCATION	500.00	PO-2024-1056 7000 DOE AVE TULARE DEC 2024
11/20/2024	227533	VINELAND SCHOOL DISTRICT	375.00	PO-2024-1139 14327 VINELAND RD DEC 2024
11/20/2024	227534	WAYSIDE CHAPEL COMMUNITY CHURCH, INC.	19,464.00	PO-2024-1690 2584 FELSITE AVE ROSAMOND DEC 2024
11/20/2024	227535	YABITO CORPORATION	1,548.00	PO-2024-3080 2739 DIAMOND ST B ROSAMOND DEC 2024
11/20/2024	227536	CLEMMER AND COMPANY	2,925.00	SECURITY DEPOSIT, FIRST AND LAST MONTHS RENT
11/20/2024	227537	CYNTHIA RODRIGUEZ	73.50	Travel Advance LEADERSHIP RETREAT MEETING STOCKTON, CA 11182

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11/20/2024	227538	ROSENDO SERRATA	2,400.00	CALIM HOUSING DEPOSIT, FIRST AND LAST MONTHS RENT
11/20/2024	227539	ALICIA GAMINO	37.52	MILEAGE REIMBURSEMENT
11/20/2024	227540	ANA CARRENO	33.50	Mileage Reimbursement
11/20/2024	227541	ANA E HERNANDEZ PALAEROS	33.50	Mileage Reimbursement
11/20/2024	227542	ANDREA ARCEO	49.58	Mileage Reimbursement
11/20/2024	227543	ANDREW CHAVEZ	485.08	Mileage reimbursement
11/20/2024	227544	ANGEL TEJEDA	28.81	Mileage Reimbursement
11/20/2024	227545	ANGELA FLORATOS	105.86	Mileage Reimbursement
11/20/2024	227546	ARACELY SOTO	10.05	Mileage Reimbursement
11/20/2024	227547	ASELIDA DEL TORO	51.59	Mileage Reimbursement
11/20/2024	227548	BARBARA CISNEROS	25.46	B. Cisneros Mileage Reimbursement 10-2024
11/20/2024	227549	BAYLEE MCDONALD	28.14	B. McDonald Mileage Reimbursement 10-2024
11/20/2024	227550	CHANTAL QUINO	42.88	October 2024 Mileage Reimbursement
11/20/2024	227551	CHARLETTE R MCRAE	30.15	Mileage Reimbursement
11/20/2024	227552	CINDY RUIZ	96.48	October Mileage
11/20/2024	227553	CRISEL AVELAR	44.22	Mileage Reimbursement
11/20/2024	227554	ELIZABETH ARZEO SAABEDRA	34.84	October 2024 Mileage Reimbursement
11/20/2024	227555	ELIZABETH MARTINEZ MEDINA	50.92	Mileage Reimbursement
11/20/2024	227556	ENEDINA MARTINEZ	44.88	Mileage Reimbursement
11/20/2024	227557	FRANCIS VEGA	261.97	Mileage Reimbursement
11/20/2024	227558	GETSEMANI DURAN	2.68	MILEAGE REIMBURSTMENT
11/20/2024	227559	GLORIA LLANES	8.04	Mileage Reimbursement
11/20/2024	227560	GUADALUPE CANCHOLA CASTELLANO	36.18	Mileage Reimbursement
11/20/2024	227561	GUADALUPE LEYVA	30.82	Mileage Reimbursement
11/20/2024	227562	HAYDEE N CORONA	186.93	MILEAGE REIMBURSTMENT
11/20/2024	227563	HAYDEE N CORONA	136.68	MILEAGE REIMBURSTMENT
11/20/2024	227564	JAMIE VESTAL	8.04	Mileage Reimbursement
11/20/2024	227565	JENNIFER TUCKER	50.25	Mileage Reimbursement
11/20/2024	227566	JESSICA HERNANDEZ	112.56	Mileage Reimbursement
11/20/2024	227567	KIMBERLY D FREIBERG	144.05	Mileage Reimbursement
11/20/2024	227568	LANEISHA HAMMOND	64.32	Oct Mileage for Laneisha Hammond
11/20/2024	227569	LORENA PALOMO	32.16	October 2024 Mileage Reimbursement
11/20/2024	227570	MARIA ALICIA HUIZAR	243.88	Mileage Reimbursement
11/20/2024	227571	MARIA BARRIENTOS	18.09	Mileage Reimbursement
11/20/2024	227572	MARIA CERVANTES	48.24	Mileage Reimbursement
11/20/2024	227573	MARIA MORENO GOMEZ	75.71	Mileage Reimbursement
11/20/2024	227574	MARISOL HERNANDEZ	47.57	Mileage Reimbursement
11/20/2024	227575	MARITZA LARA MARTINEZ	54.94	October Mileage
11/20/2024	227576	MARTHA ORDUNA	111.22	MILEAGE REIMBURSEMENT
11/20/2024	227577	MAYRA GARCIA	72.36	October Mileage for Mayra Garcia
11/20/2024	227578	MELISSA DEWITT	36.18	MILEAGE REIMBURSEMENT
11/20/2024	227579	MONETTE BARAJAS	40.20	Mileage Reimbursement
11/20/2024	227580	MONICA DOSER	5.36	Mileage Reimbursement
11/20/2024	227581	MONIQUE DE LA CRUZ	60.97	MILEAGE REIMBURSEMENT
11/20/2024	227582	NATASHA COONROD	144.72	Mileage Reimbursement
11/20/2024	227583	RAUL GONZALEZ	44.88	Mileage Reimbursement
11/20/2024	227584	REBECCA ROCHA	67.67	October 2024 Mileage Reimbursement
11/20/2024	227585	ROSA CALLEJAS	222.44	MILEAGE REIMBURSEMENT
11/20/2024	227586	SILVIA HULSEY	20.10	Mileage Reimbursement

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11/20/2024	227587	TOMASA JARA	164.15	October 2024 Mileage Reimbursement
11/20/2024	227588	TOMMIE SUE CORDOVA	60.30	MILEAGE REIMBURSEMENT
11/20/2024	227589	VANESSA MOLINA	97.82	Mileage Reimbursement
11/20/2024	227590	VIOLETA SWANSON	40.20	Mileage Reimbursement
11/20/2024	227591	YESENIA RUBIRA	29.48	Mileage Reimbursement
11/20/2024	227592	YVONNE SALDANA	33.50	Mileage Reimbursement
11/20/2024	227593	KERRI DAVIS	3,283.00	AL-ADM LV/V-VACATION HRS 80.00 X 47.89
11/20/2024	227594	KERRI DAVIS	4,563.44	REG/HP-VACATION PO HRS 112.18 X 47.89
11/20/2024	227595	BAKERSFIELD GLASS & WINDOW INC	1,661.96	19TH ST - EFF DATE 06/14/24
11/20/2024	227596	LOURDES ARELLANO	1,138.01	REF/V-VAC/HP-VAC PO/FH-FLOAT HOLIDAY H-HOL HRS 69.74 X 18.91
11/20/2024	32926	4IMPRINT INC AKA NELSON MARKETING	3,116.45	PO-2024-3033
11/20/2024	32926	4IMPRINT INC AKA NELSON MARKETING	3,906.64	PO-2024-3091
11/20/2024	32926	4IMPRINT INC AKA NELSON MARKETING	573.68	PO-2024-3117
11/20/2024	32926	4IMPRINT INC AKA NELSON MARKETING	1,092.62	PO-2024-3129
11/20/2024	32926	4IMPRINT INC AKA NELSON MARKETING	266.12	PO-2024-3130
11/20/2024	32927	ADP, LLC.	19,430.57	PO-2024-1158/CLIENT NUMBER 450671
11/20/2024	32928	ADVANCED DATA STORAGE	235.00	300 19TH ST
11/20/2024	32929	AMAROK, LLC	5,636.00	PO-2024-2631/NOVEMBER ELECTRICAL FENCE
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	670.27	PO 2024-3103/Amazon Supply Order
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	572.86	PO-2024-3019
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	85.68	PO-2024-3020
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	49.97	PO-2024-3061
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	355.00	PO-2024-3063
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	643.33	PO-2024-3082
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	217.42	PO-2024-3086
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	768.36	PO-2024-3087
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	455.20	PO-2024-3102
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	848.22	PO-2024-3115
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	436.88	PO-2024-3116
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	1,507.52	PO-2024-3124
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	303.46	PO-2024-3145

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11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	56.66	PO-2024-3147
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	195.40	PO-2024-3171
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	124.46	PO-2024-3175
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	119.06	PO-2024-3179
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	708.30	PO-2024-3221
11/20/2024	32931	AMAZON CAPITAL SERVICES, INC	636.87	PO-2024-3222
11/20/2024	32932	AN ICON COMPANY, LLC	211.09	PO-2024-3226
11/20/2024	32933	BAKERSFIELD GLASS & WINDOW INC	0.00	19TH ST - EFF DATE 06/14/24
11/20/2024	32934	BLUETRITON BRANDS INC	724.53	850 J ST LATHROP ACCT# 0034407445 10/11/2024 - 11/10/2024
11/20/2024	32935	BLUETRITON BRANDS INC	3.13	2900 M ST LBNC ACCT# 6701364039 10/11/2024 - 11/10/2024
11/20/2024	32936	BS& E INC	75.22	OPS
11/20/2024	32937	CAZADOR CONSULTING GROUP INC	2,496.92	OPS - GABRIEL NAHE
11/20/2024	32937	CAZADOR CONSULTING GROUP INC	977.08	Temp Hire Fee Invoice 005710
11/20/2024	32938	CDW GOVERNMENT LLC	321.28	PO-2024-3078
11/20/2024	32939	CSG-NAM, LLC	797.07	CONSOLIDATED OCTOBER 2024 INVOICE
11/20/2024	32940	DELL FINANCIAL SERVICES LLC	1,094.36	Equipment Lease
11/20/2024	32941	DELL TECHNOLOGIES, INC.	2,971.50	PO-2024-2515
11/20/2024	32941	DELL TECHNOLOGIES, INC.	2,350.77	PO-2024-2516
11/20/2024	32941	DELL TECHNOLOGIES, INC.	1,512.29	PO-2024-2517
11/20/2024	32941	DELL TECHNOLOGIES, INC.	1,763.82	PO-2024-2695
11/20/2024	32941	DELL TECHNOLOGIES, INC.	2,254.62	PO-2024-2697
11/20/2024	32941	DELL TECHNOLOGIES, INC.	6,114.04	PO-2024-2898
11/20/2024	32942	DONAHUE TRUCK CENTERS	356.48	PO-2024-2752/04-19
11/20/2024	32943	EXACT STAFF, INC	1,073.80	Invoice 258893
11/20/2024	32944	EXACT STAFF, INC	1,164.80	Invoice 259040
11/20/2024	32945	EXACT STAFF, INC	1,146.60	Invoice 259186
11/20/2024	32946	EXACT STAFF, INC	1,055.60	Invoice 259321
11/20/2024	32947	FLOWERS BAKERIES SALES OF SOCAL, LLC	289.80	PO-2024-1431
11/20/2024	32948	FRESHPOINT CENTRAL CALIFORNIA, INC	910.00	PO-2024-2383
11/20/2024	32949	FRONTIER COMMUNICATIONS HOLDINGS LLC	58.08	661-797-1062-112195-5
11/20/2024	32950	FRONTIER COMMUNICATIONS HOLDINGS LLC	764.70	760-246-4182-011911-5
11/20/2024	32951	FRONTIER COMMUNICATIONS HOLDINGS LLC	798.43	760-371-1084-081104-5

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11/20/2024	32952	FRONTIER COMMUNICATIONS HOLDINGS LLC	82.94	760-375-1435-080295-5
11/20/2024	32953	HEWLETT-PACKARD COMPANY	1,562.76	Equipment Rent/Lease Invoice 0501341
11/20/2024	32954	INDOFF INCORPORATED	5,163.83	PO-2024-2891
11/20/2024	32955	INDOFF INCORPORATED	13,427.89	PO-2024-2501
11/20/2024	32956	INDOFF INCORPORATED	7,512.79	PO-2024-3051
11/20/2024	32957	INDOFF INCORPORATED	3,179.86	PO-2024-2946
11/20/2024	32958	JAB COMMUNICATION INC.	1,400.00	18th Street Install (4) Cat 6 CMR Data Cables
11/20/2024	32959	JORGE GALINDO RAMIREZ	280.00	18TH ST > VEHICLES
11/20/2024	32960	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	475.00	PO-2024-2754 / PO-2024-2944 INV 644028
11/20/2024	32961	LEO BLANCO / LEO'S MOBILE CAR WASH & DETAIL	60.00	PO-2024-1552
11/20/2024	32962	LIZETTE BRAVO	70.00	Employee Reimbursement - Lizette Bravo SDA
11/20/2024	32963	OFFICE IMAGING, INC	21.26	TKC-2984; 2800 S D ST; PO-2024-1291
11/20/2024	32963	OFFICE IMAGING, INC	68.95	TKC-2984; 7998 ALICANTE AVE; PO-2024-1625
11/20/2024	32964	PAULIN INDUSTRIES, INC.	648.03	18TH ST 11/04/2024 JANITORIAL SUPPLIES
11/20/2024	32964	PAULIN INDUSTRIES, INC.	732.64	18TH ST 11/06/2024 99 CAPK MF PAPER TOWEL
11/20/2024	32964	PAULIN INDUSTRIES, INC.	693.32	18TH ST 11/12/2024 JANITORIAL SUPPLIES
11/20/2024	32964	PAULIN INDUSTRIES, INC.	886.83	18TH ST JANITORIAL SUPPLIES 10/31/2024
11/20/2024	32964	PAULIN INDUSTRIES, INC.	11,429.52	18TH ST JANITORIAL SVCS - OCT 2024 STE 200 & 300
11/20/2024	32965	PIUSER STONE AND TILE, INC.	18,872.50	STERLING KITCHEN PHASE ONE / PO-2024-3135
11/20/2024	32966	PLC SYSTEM SERVICES	1,290.00	BI-ANNUAL VENT CLEANING - VARIOUS SITES
11/20/2024	32967	SMART & FINAL	142.12	ACCT# 326821 11/08/2024 REF# 563299 - HVP STAFF DEV DAY
11/20/2024	32968	SMART & FINAL	66.39	ACCT# 326821 REF# 000855 11/14/24 - In-Kind Meeting
11/20/2024	32969	STINSON STATIONERS	168.55	2900 M ST - LBNC STINSON'S SUPPLY ORDER INV# 309563-0 11/06/
11/20/2024	32969	STINSON STATIONERS	677.33	HS PRGRM PO-2024-3255 PRIMEROS PASOS EHS/HS
11/20/2024	32969	STINSON STATIONERS	1,033.83	HS PRGRM PO-2024-3256 SUPPLIES DELANO CENTER
11/20/2024	32969	STINSON STATIONERS	675.86	HS PRGRM PO-2024-3257 SUPPLIES WILLOW HS
11/20/2024	32969	STINSON STATIONERS	1,824.77	HS PRGRM PO-2024-3258 SUPPLIES STERLING EHS/HS
11/20/2024	32969	STINSON STATIONERS	6.82	Office supplies 18th st. EHS/HS admin (REF PO-2024-3170)
11/20/2024	32970	SYSCO FOOD SERVICES OF VENTURA INC	1,719.85	2900 M ST PO-2024-2877 ORD# 1711719
11/20/2024	32971	SYSCO FOOD SERVICES OF VENTURA INC	2,064.48	2900 M ST PO-2024-2877 ORD# 1714032 & 1714052

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11/20/2024	32972	SYSCO FOOD SERVICES OF VENTURA INC	1,789.27	2900 M ST PO-2024-2877 ORD# 1716501
11/20/2024	32973	SYSCO FOOD SERVICES OF VENTURA INC	1,493.53	2900 M ST PO-2024-2877 ORD# 1718799
11/20/2024	32974	SYSCO FOOD SERVICES OF VENTURA INC	655.51	3101 MALL VIEW RD PO-2024-1268 ORD# SOFT-9407011 INV3499901
11/20/2024	32975	TEL TEC SECURITY SYSTEMS INC	65.55	OASIS JOB# 240900743 10/24/2024
11/20/2024	32976	TRAFFIC MANAGEMENT, INC.	22.09	OPS REF# 06-111191 WO# 17699 10/21/2024
11/20/2024	32977	VERIZON WIRELESS	7,863.41	ACT# 352043520-00001 10/09/2024 - 11/08/2024
11/20/2024	32978	VERNON SORENSON MD INC	85.00	Pre-Employment Physical-Zanezia Linithicumn DOS: 09/12/2024
11/20/2024	32979	VILLATORO POWER WASHING	3,525.00	LBNC PO-2024-3054 CLEAN AIR DUCTS EXT BLDGS 11/08/2024
11/20/2024	32980	AMAZON CAPITAL SERVICES, INC	855.73	PO-2024-3056
11/20/2024	32980	AMAZON CAPITAL SERVICES, INC	464.06	PO-2024-3092
11/20/2024	32980	AMAZON CAPITAL SERVICES, INC	1,470.13	PO-2024-3120
11/20/2024	32980	AMAZON CAPITAL SERVICES, INC	(121.75)	PO-2024-3120/CREDIT MEMO
11/20/2024	32980	AMAZON CAPITAL SERVICES, INC	3,519.03	PO-2024-3128
11/20/2024	32981	AMAZON CAPITAL SERVICES, INC	1,073.37	PO-2024-3023
11/20/2024	32981	AMAZON CAPITAL SERVICES, INC	(156.45)	PO-2024-3023/CREDIT MEMO
11/20/2024	32981	AMAZON CAPITAL SERVICES, INC	715.97	PO-2024-3085
11/20/2024	32982	AMAZON CAPITAL SERVICES, INC	4,476.99	PO-2024-2982
11/20/2024	32982	AMAZON CAPITAL SERVICES, INC	415.64	PO-2024-3049
11/20/2024	32983	AMAZON CAPITAL SERVICES, INC	2,053.19	PO-2024-2649
11/20/2024	32983	AMAZON CAPITAL SERVICES, INC	(420.56)	PO-2024-2649/CREDIT MEMO
11/20/2024	32983	AMAZON CAPITAL SERVICES, INC	513.59	PO-2024-3027
11/20/2024	32983	AMAZON CAPITAL SERVICES, INC	(106.92)	PO-2024-3027/CREDIT MEMO
11/20/2024	32984	AMAZON CAPITAL SERVICES, INC	243.55	PO-2024-3034
11/20/2024	32984	AMAZON CAPITAL SERVICES, INC	904.40	PO-2024-3121
11/20/2024	32984	AMAZON CAPITAL SERVICES, INC	(13.15)	PO-2024-3121/CREDIT MEMO
11/20/2024	32985	AMAZON CAPITAL SERVICES, INC	150.76	PO-2024-2948
11/20/2024	32985	AMAZON CAPITAL SERVICES, INC	287.68	PO-2024-3174

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11/20/2024	32986	AMAZON CAPITAL SERVICES, INC	763.45	PO-2024-2947
11/20/2024	32986	AMAZON CAPITAL SERVICES, INC	(36.25)	PO-2024-2947/CREDIT MEMO
11/20/2024	32986	AMAZON CAPITAL SERVICES, INC	109.38	PO-2024-3022
11/20/2024	32987	AMAZON CAPITAL SERVICES, INC	504.39	PO-2024-3026
11/20/2024	32987	AMAZON CAPITAL SERVICES, INC	(140.71)	PO-2024-3026/CREDIT MEMO
11/20/2024	32987	AMAZON CAPITAL SERVICES, INC	276.96	PO-2024-3198
11/20/2024	32988	AGUSTINA MORENO	1,605.10	Child Care Reimbursement
11/20/2024	32988	AGUSTINA MORENO	280.00	Cost of Care Plus Rate
11/20/2024	32989	AIDEE SANDOVAL	4,449.17	Child Care Reimbursement
11/20/2024	32989	AIDEE SANDOVAL	700.00	Cost of Care Plus Rate
11/20/2024	32990	ALIDA MERCADO DE GARNICA	883.66	Child Care Reimbursement
11/20/2024	32990	ALIDA MERCADO DE GARNICA	140.00	Cost of Care Plus Rate
11/20/2024	32991	ANA C LUCERO	994.12	Child Care Reimbursement
11/20/2024	32991	ANA C LUCERO	140.00	Cost of Care Plus Rate
11/20/2024	32992	ANA M HERNANDEZ DE RIOS	3,979.26	Child Care Reimbursement
11/20/2024	32992	ANA M HERNANDEZ DE RIOS	700.00	Cost of Care Plus Rate
11/20/2024	32993	ANGELINA VASQUEZ	1,658.95	Child Care Reimbursement
11/20/2024	32993	ANGELINA VASQUEZ	280.00	Cost of Care Plus Rate
11/20/2024	32993	ANGELINA VASQUEZ	(33.18)	Union Dues
11/20/2024	32994	ARACELI CASTRO BARRAZA	1,657.56	Child Care Reimbursement
11/20/2024	32994	ARACELI CASTRO BARRAZA	280.00	Cost of Care Plus Rate
11/20/2024	32995	AUDELIA RIOS	6,894.94	Child Care Reimbursement
11/20/2024	32995	AUDELIA RIOS	1,120.00	Cost of Care Plus Rate
11/20/2024	32996	CATALINA CASTRO AYALA	4,790.90	Child Care Reimbursement
11/20/2024	32996	CATALINA CASTRO AYALA	840.00	Cost of Care Plus Rate
11/20/2024	32996	CATALINA CASTRO AYALA	(90.00)	Union Dues
11/20/2024	32997	CECILIA ALONSO DE RODRIGUEZ	4,392.26	Child Care Reimbursement
11/20/2024	32997	CECILIA ALONSO DE RODRIGUEZ	700.00	Cost of Care Plus Rate
11/20/2024	32998	CECILIA ATAI PEREZ	4,540.92	Child Care Reimbursement
11/20/2024	32998	CECILIA ATAI PEREZ	700.00	Cost of Care Plus Rate
11/20/2024	32999	CYNTHIA E CASTILLO	2,431.46	Child Care Reimbursement
11/20/2024	32999	CYNTHIA E CASTILLO	420.00	Cost of Care Plus Rate
11/20/2024	33000	DALILA J CAVAZOS	9,554.30	Child Care Reimbursement
11/20/2024	33000	DALILA J CAVAZOS	1,540.00	Cost of Care Plus Rate
11/20/2024	33001	DIANE LOMELI	2,440.53	Child Care Reimbursement
11/20/2024	33001	DIANE LOMELI	420.00	Cost of Care Plus Rate
11/20/2024	33001	DIANE LOMELI	(48.81)	Union Dues
11/20/2024	33002	ELVIRA OCHOA GOMEZ	4,715.60	Child Care Reimbursement
11/20/2024	33002	ELVIRA OCHOA GOMEZ	700.00	Cost of Care Plus Rate
11/20/2024	33003	ESTHER NAVARRO	4,914.78	Child Care Reimbursement
11/20/2024	33003	ESTHER NAVARRO	700.00	Cost of Care Plus Rate
11/20/2024	33004	EVA DILMA VARGAS	7,335.56	Child Care Reimbursement
11/20/2024	33004	EVA DILMA VARGAS	1,120.00	Cost of Care Plus Rate
11/20/2024	33004	EVA DILMA VARGAS	(100.00)	Union Dues

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11/20/2024	33005	Guadalupe Carrizoza De Castillo	9,914.20	Child Care Reimbursement
11/20/2024	33005	Guadalupe Carrizoza De Castillo	1,820.00	Cost of Care Plus Rate
11/20/2024	33005	Guadalupe Carrizoza De Castillo	(90.00)	Union Dues
11/20/2024	33006	HERMELINDA VILLEDA	3,393.81	Child Care Reimbursement
11/20/2024	33006	HERMELINDA VILLEDA	560.00	Cost of Care Plus Rate
11/20/2024	33007	IRMA L IBARRA	6,243.93	Child Care Reimbursement
11/20/2024	33007	IRMA L IBARRA	980.00	Cost of Care Plus Rate
11/20/2024	33008	JACOBA C DE ANDRACA	9,240.26	Child Care Reimbursement
11/20/2024	33008	JACOBA C DE ANDRACA	1,680.00	Cost of Care Plus Rate
11/20/2024	33008	JACOBA C DE ANDRACA	(100.00)	Union Dues
11/20/2024	33009	JANETH G SARABIA	5,657.33	Child Care Reimbursement
11/20/2024	33009	JANETH G SARABIA	980.00	Cost of Care Plus Rate
11/20/2024	33010	JUDITH ADRIANA PAREDES DE QUEZADA	1,568.94	Child Care Reimbursement
11/20/2024	33010	JUDITH ADRIANA PAREDES DE QUEZADA	280.00	Cost of Care Plus Rate
11/20/2024	33011	LIZET M PRECIADO MILLAN	3,411.86	Child Care Reimbursement
11/20/2024	33011	LIZET M PRECIADO MILLAN	560.00	Cost of Care Plus Rate
11/20/2024	33012	LUCERO L IBARRA	2,865.21	Child Care Reimbursement
11/20/2024	33012	LUCERO L IBARRA	420.00	Cost of Care Plus Rate
11/20/2024	33013	MA DEL CARMEN GOMEZ GRANADOS	5,015.94	Child Care Reimbursement
11/20/2024	33013	MA DEL CARMEN GOMEZ GRANADOS	1,260.00	Cost of Care Plus Rate
11/20/2024	33014	MA L MONROY DE SEVILLA	1,754.30	Child Care Reimbursement
11/20/2024	33014	MA L MONROY DE SEVILLA	280.00	Cost of Care Plus Rate
11/20/2024	33015	MA TERESA NAVA DE FRANCO	2,374.70	Child Care Reimbursement
11/20/2024	33015	MA TERESA NAVA DE FRANCO	420.00	Cost of Care Plus Rate
11/20/2024	33016	MARGARITA VALENCIA AVILA	5,872.14	Child Care Reimbursement
11/20/2024	33016	MARGARITA VALENCIA AVILA	980.00	Cost of Care Plus Rate
11/20/2024	33017	MARIA ANGELA DIAZ	2,737.14	Child Care Reimbursement
11/20/2024	33017	MARIA ANGELA DIAZ	420.00	Cost of Care Plus Rate
11/20/2024	33017	MARIA ANGELA DIAZ	(54.74)	Union Dues
11/20/2024	33018	MARIA C PEREZ	1,555.92	Child Care Reimbursement
11/20/2024	33018	MARIA C PEREZ	280.00	Cost of Care Plus Rate
11/20/2024	33019	MARIA C ZEPEDA DE NUNEZ	3,026.67	Child Care Reimbursement
11/20/2024	33019	MARIA C ZEPEDA DE NUNEZ	420.00	Cost of Care Plus Rate
11/20/2024	33020	MARIA F AGUILAR DE SANDOVAL	3,987.53	Child Care Reimbursement
11/20/2024	33020	MARIA F AGUILAR DE SANDOVAL	560.00	Cost of Care Plus Rate
11/20/2024	33021	MARIA GARCIA	11,655.56	Child Care Reimbursement
11/20/2024	33021	MARIA GARCIA	1,820.00	Cost of Care Plus Rate
11/20/2024	33021	MARIA GARCIA	(90.00)	Union Dues
11/20/2024	33022	MARIA GUADALUPE BELTRAN SALCIDO	2,624.94	Child Care Reimbursement
11/20/2024	33022	MARIA GUADALUPE BELTRAN SALCIDO	420.00	Cost of Care Plus Rate
11/20/2024	33023	MARIA HAYDEE CRUZ DE SEGOVIA	3,516.22	Child Care Reimbursement

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11/20/2024	33023	MARIA HAYDEE CRUZ DE SEGOVIA	560.00	Cost of Care Plus Rate
11/20/2024	33024	MARIA SANTOS DE LOPEZ	6,666.90	Child Care Reimbursement
11/20/2024	33024	MARIA SANTOS DE LOPEZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33025	MARIBEL SANTOS GALINDO	3,699.82	Child Care Reimbursement
11/20/2024	33025	MARIBEL SANTOS GALINDO	700.00	Cost of Care Plus Rate
11/20/2024	33025	MARIBEL SANTOS GALINDO	(74.00)	Union Dues
11/20/2024	33026	MARICELA SANDOVAL RODRIGUEZ	4,850.90	Child Care Reimbursement
11/20/2024	33026	MARICELA SANDOVAL RODRIGUEZ	700.00	Cost of Care Plus Rate
11/20/2024	33027	MARISOL GONZALEZ	4,350.32	Child Care Reimbursement
11/20/2024	33027	MARISOL GONZALEZ	700.00	Cost of Care Plus Rate
11/20/2024	33028	MARTHA ESTHELA SANCHEZ	5,643.35	Child Care Reimbursement
11/20/2024	33028	MARTHA ESTHELA SANCHEZ	1,260.00	Cost of Care Plus Rate
11/20/2024	33028	MARTHA ESTHELA SANCHEZ	(100.00)	Union Dues
11/20/2024	33029	MARYPAZ MAGANA	4,042.95	Child Care Reimbursement
11/20/2024	33029	MARYPAZ MAGANA	700.00	Cost of Care Plus Rate
11/20/2024	33030	MAYRA ELENA GONZALEZ MORALES	4,096.04	Child Care Reimbursement
11/20/2024	33030	MAYRA ELENA GONZALEZ MORALES	700.00	Cost of Care Plus Rate
11/20/2024	33031	MILCA REBEKAH PEREZ	6,020.06	Child Care Reimbursement
11/20/2024	33031	MILCA REBEKAH PEREZ	980.00	Cost of Care Plus Rate
11/20/2024	33032	PAULA LARA VALDOVINOS	8,128.58	Child Care Reimbursement
11/20/2024	33032	PAULA LARA VALDOVINOS	1,400.00	Cost of Care Plus Rate
11/20/2024	33032	PAULA LARA VALDOVINOS	(90.00)	Union Dues
11/20/2024	33033	REYNA TORRES DE CASTRO	2,748.42	Child Care Reimbursement
11/20/2024	33033	REYNA TORRES DE CASTRO	420.00	Cost of Care Plus Rate
11/20/2024	33033	REYNA TORRES DE CASTRO	(64.97)	Union Dues
11/20/2024	33034	ROSALINDA VARGAS MATA	2,713.79	Child Care Reimbursement
11/20/2024	33034	ROSALINDA VARGAS MATA	420.00	Cost of Care Plus Rate
11/20/2024	33035	ROSEMARY ZAVALA	8,729.90	Child Care Reimbursement
11/20/2024	33035	ROSEMARY ZAVALA	1,400.00	Cost of Care Plus Rate
11/20/2024	33036	SANDRA MARTINEZ VARELA	8,741.16	Child Care Reimbursement
11/20/2024	33036	SANDRA MARTINEZ VARELA	1,540.00	Cost of Care Plus Rate
11/20/2024	33037	SANDRA PEREZ	6,571.58	Child Care Reimbursement
11/20/2024	33037	SANDRA PEREZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33038	SARA ESTELA POSADA	8,234.65	Child Care Reimbursement
11/20/2024	33038	SARA ESTELA POSADA	1,400.00	Cost of Care Plus Rate
11/20/2024	33039	SCHYIENELL JONES	1,658.95	Child Care Reimbursement
11/20/2024	33039	SCHYIENELL JONES	280.00	Cost of Care Plus Rate
11/20/2024	33040	SILVIA BAHENA OCAMPO	632.45	Child Care Reimbursement
11/20/2024	33040	SILVIA BAHENA OCAMPO	420.00	Cost of Care Plus Rate
11/20/2024	33041	SILVIA MEJIA	10,211.98	Child Care Reimbursement
11/20/2024	33041	SILVIA MEJIA	1,680.00	Cost of Care Plus Rate
11/20/2024	33042	SOFIA ALVAREZ DE GONZALEZ	10,091.82	Child Care Reimbursement
11/20/2024	33042	SOFIA ALVAREZ DE GONZALEZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33043	SUSIE MARIA REYNA	5,065.17	Child Care Reimbursement
11/20/2024	33043	SUSIE MARIA REYNA	840.00	Cost of Care Plus Rate
11/20/2024	33044	VANESSA NICOLE MEJIA	5,289.64	Child Care Reimbursement
11/20/2024	33044	VANESSA NICOLE MEJIA	840.00	Cost of Care Plus Rate
11/20/2024	33044	VANESSA NICOLE MEJIA	(90.00)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33045	VIDALIA MARTINEZ GONZALEZ	5,069.42	Child Care Reimbursement
11/20/2024	33045	VIDALIA MARTINEZ GONZALEZ	840.00	Cost of Care Plus Rate
11/20/2024	33045	VIDALIA MARTINEZ GONZALEZ	(90.00)	Union Dues
11/20/2024	33046	XOCHITL QUIROZ DE ALCALA	2,544.79	Child Care Reimbursement
11/20/2024	33046	XOCHITL QUIROZ DE ALCALA	420.00	Cost of Care Plus Rate
11/20/2024	33047	YAJAIRA GUZMAN	685.28	Child Care Reimbursement
11/20/2024	33047	YAJAIRA GUZMAN	140.00	Cost of Care Plus Rate
11/20/2024	33048	YOANA PEREZ	2,578.80	Child Care Reimbursement
11/20/2024	33048	YOANA PEREZ	420.00	Cost of Care Plus Rate
11/20/2024	33049	ALMA DELIA WENCES	3,181.67	Child Care Reimbursement
11/20/2024	33049	ALMA DELIA WENCES	560.00	Cost of Care Plus Rate
11/20/2024	33050	ANDREA GUADALUPE DIAZ	1,668.30	Child Care Reimbursement
11/20/2024	33050	ANDREA GUADALUPE DIAZ	280.00	Cost of Care Plus Rate
11/20/2024	33051	CAROLINA HERNANDEZ DE SOLORIO	2,406.39	Child Care Reimbursement
11/20/2024	33051	CAROLINA HERNANDEZ DE SOLORIO	420.00	Cost of Care Plus Rate
11/20/2024	33051	CAROLINA HERNANDEZ DE SOLORIO	(68.13)	Union Dues
11/20/2024	33052	CLAUDIA ZARAGOZA DE RODRIGUEZ	11,925.49	Child Care Reimbursement
11/20/2024	33052	CLAUDIA ZARAGOZA DE RODRIGUEZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33053	ESPERANZA RESENDEZ	1,972.49	Child Care Reimbursement
11/20/2024	33053	ESPERANZA RESENDEZ	280.00	Cost of Care Plus Rate
11/20/2024	33054	HILDA BARAJAS JUAREZ	2,608.51	Child Care Reimbursement
11/20/2024	33054	HILDA BARAJAS JUAREZ	420.00	Cost of Care Plus Rate
11/20/2024	33055	ISABEL C MEDINA DE GARCIA	1,350.56	Child Care Reimbursement
11/20/2024	33055	ISABEL C MEDINA DE GARCIA	280.00	Cost of Care Plus Rate
11/20/2024	33056	JUANA MORILLON GUILLEN	3,657.89	Child Care Reimbursement
11/20/2024	33056	JUANA MORILLON GUILLEN	700.00	Cost of Care Plus Rate
11/20/2024	33056	JUANA MORILLON GUILLEN	(73.16)	Union Dues
11/20/2024	33057	Karla Elizabeth Huling	3,522.80	Child Care Reimbursement
11/20/2024	33057	Karla Elizabeth Huling	560.00	Cost of Care Plus Rate
11/20/2024	33058	MARIA F MARTINEZ	2,632.63	Child Care Reimbursement
11/20/2024	33058	MARIA F MARTINEZ	420.00	Cost of Care Plus Rate
11/20/2024	33059	MARIA GUADALUPE BARAJAS DE GARCIA	1,648.44	Child Care Reimbursement
11/20/2024	33059	MARIA GUADALUPE BARAJAS DE GARCIA	280.00	Cost of Care Plus Rate
11/20/2024	33060	Maria Ledesma De Garcia	8,235.05	Child Care Reimbursement
11/20/2024	33060	Maria Ledesma De Garcia	1,260.00	Cost of Care Plus Rate
11/20/2024	33061	MARIA TERESA HEREDIA	3,336.60	Child Care Reimbursement
11/20/2024	33061	MARIA TERESA HEREDIA	560.00	Cost of Care Plus Rate
11/20/2024	33062	MONICA VEGA	5,002.26	Child Care Reimbursement
11/20/2024	33062	MONICA VEGA	840.00	Cost of Care Plus Rate
11/20/2024	33063	NANCY MADERA GARCIA	1,045.24	Child Care Reimbursement
11/20/2024	33063	NANCY MADERA GARCIA	140.00	Cost of Care Plus Rate
11/20/2024	33064	NORMA PULIDO CRUZ	2,249.70	Child Care Reimbursement
11/20/2024	33064	NORMA PULIDO CRUZ	420.00	Cost of Care Plus Rate
11/20/2024	33065	TERESA DE LA LUZ SALAZAR MARTINEZ	7,899.74	Child Care Reimbursement

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11/20/2024	33065	TERESA DE LA LUZ SALAZAR MARTINEZ	1,260.00	Cost of Care Plus Rate
11/20/2024	33066	YNEZ ATHENA CHAVEZ-ANDRADE	5,381.64	Child Care Reimbursement
11/20/2024	33066	YNEZ ATHENA CHAVEZ-ANDRADE	840.00	Cost of Care Plus Rate
11/20/2024	33067	AMALIA BUENROSTRO	6,609.80	Child Care Reimbursement
11/20/2024	33067	AMALIA BUENROSTRO	1,120.00	Cost of Care Plus Rate
11/20/2024	33068	ANA MARIA NAVARRO DE GUTIERREZ	5,768.58	Child Care Reimbursement
11/20/2024	33068	ANA MARIA NAVARRO DE GUTIERREZ	960.00	Cost of Care Plus Rate
11/20/2024	33069	BEATRIZ JACQUEZ NUNEZ	1,330.57	Child Care Reimbursement
11/20/2024	33069	BEATRIZ JACQUEZ NUNEZ	320.00	Cost of Care Plus Rate
11/20/2024	33070	CECILIA ZAMORA	4,365.44	Child Care Reimbursement
11/20/2024	33070	CECILIA ZAMORA	800.00	Cost of Care Plus Rate
11/20/2024	33071	DOLORES VERDUZCO GALINDO	5,481.83	Child Care Reimbursement
11/20/2024	33071	DOLORES VERDUZCO GALINDO	960.00	Cost of Care Plus Rate
11/20/2024	33072	JANET GARCIA-ALAPIZCO	7,073.49	Child Care Reimbursement
11/20/2024	33072	JANET GARCIA-ALAPIZCO	1,120.00	Cost of Care Plus Rate
11/20/2024	33073	JOSE FRANCISCO ALVARADO MENDEZ	3,484.44	Child Care Reimbursement
11/20/2024	33073	JOSE FRANCISCO ALVARADO MENDEZ	960.00	Cost of Care Plus Rate
11/20/2024	33073	JOSE FRANCISCO ALVARADO MENDEZ	(69.69)	Union Dues
11/20/2024	33074	MARIA G TAMAYO DE ZAMORA	3,024.81	Child Care Reimbursement
11/20/2024	33074	MARIA G TAMAYO DE ZAMORA	480.00	Cost of Care Plus Rate
11/20/2024	33075	MARIA GUADALUPE ZAMORA RODRIGUEZ	3,688.48	Child Care Reimbursement
11/20/2024	33075	MARIA GUADALUPE ZAMORA RODRIGUEZ	640.00	Cost of Care Plus Rate
11/20/2024	33076	ONOFRE ZAMORA	10,441.63	Child Care Reimbursement
11/20/2024	33076	ONOFRE ZAMORA	1,920.00	Cost of Care Plus Rate
11/20/2024	33077	ADELA GARCIA DE SOSA	9,545.15	Child Care Reimbursement
11/20/2024	33077	ADELA GARCIA DE SOSA	1,540.00	Cost of Care Plus Rate
11/20/2024	33077	ADELA GARCIA DE SOSA	(100.00)	Union Dues
11/20/2024	33078	ALICIA DE LA GARZA	1,225.85	Child Care Reimbursement
11/20/2024	33078	ALICIA DE LA GARZA	840.00	Cost of Care Plus Rate
11/20/2024	33079	ALMA AYDE GOMEZ ALVAREZ	3,978.51	Child Care Reimbursement
11/20/2024	33079	ALMA AYDE GOMEZ ALVAREZ	700.00	Cost of Care Plus Rate
11/20/2024	33080	ALMA R RANGEL	5,073.55	Child Care Reimbursement
11/20/2024	33080	ALMA R RANGEL	840.00	Cost of Care Plus Rate
11/20/2024	33081	ANNA V MENDEZ	571.50	Child Care Reimbursement
11/20/2024	33081	ANNA V MENDEZ	420.00	Cost of Care Plus Rate
11/20/2024	33082	BEATRIZ ADRIANA CARRILLO HERNANDEZ	5,787.75	Child Care Reimbursement
11/20/2024	33082	BEATRIZ ADRIANA CARRILLO HERNANDEZ	980.00	Cost of Care Plus Rate
11/20/2024	33083	BEATRIZ TELLEZ DE TORRES	4,132.41	Child Care Reimbursement
11/20/2024	33083	BEATRIZ TELLEZ DE TORRES	1,120.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33084	BERENICE IBARRA	2,258.82	Child Care Reimbursement
11/20/2024	33084	BERENICE IBARRA	420.00	Cost of Care Plus Rate
11/20/2024	33085	BERTHA ALICIA GOMEZ	8,673.22	Child Care Reimbursement
11/20/2024	33085	BERTHA ALICIA GOMEZ	1,400.00	Cost of Care Plus Rate
11/20/2024	33086	CARMEN MORALES DIAZ	4,050.88	Child Care Reimbursement
11/20/2024	33086	CARMEN MORALES DIAZ	700.00	Cost of Care Plus Rate
11/20/2024	33086	CARMEN MORALES DIAZ	(91.02)	Union Dues
11/20/2024	33087	CASA DE ADORACION TULARE	10,465.74	Child Care Reimbursement
11/20/2024	33087	CASA DE ADORACION TULARE	1,820.00	Cost of Care Plus Rate
11/20/2024	33088	CELESTINA ANDREAH CONTRERAS	505.39	Child Care Reimbursement
11/20/2024	33088	CELESTINA ANDREAH CONTRERAS	98.00	Cost of Care Plus Rate
11/20/2024	33089	CELIA IBARRA	1,694.67	Child Care Reimbursement
11/20/2024	33089	CELIA IBARRA	280.00	Cost of Care Plus Rate
11/20/2024	33090	CONSUELO MEJIA	882.39	Child Care Reimbursement
11/20/2024	33090	CONSUELO MEJIA	140.00	Cost of Care Plus Rate
11/20/2024	33091	DIANA LIZBETH AMBRIZ MADRIZ	330.48	Child Care Reimbursement
11/20/2024	33091	DIANA LIZBETH AMBRIZ MADRIZ	420.00	Cost of Care Plus Rate
11/20/2024	33092	EDITH ELIZABETH SANCHEZ	2,457.45	Child Care Reimbursement
11/20/2024	33092	EDITH ELIZABETH SANCHEZ	420.00	Cost of Care Plus Rate
11/20/2024	33092	EDITH ELIZABETH SANCHEZ	(49.15)	Union Dues
11/20/2024	33093	ELIDIA O RANGEL	882.39	Child Care Reimbursement
11/20/2024	33093	ELIDIA O RANGEL	140.00	Cost of Care Plus Rate
11/20/2024	33094	ELISA GONZALES	5,610.42	Child Care Reimbursement
11/20/2024	33094	ELISA GONZALES	980.00	Cost of Care Plus Rate
11/20/2024	33095	ELVA BORUNDA FLORES	8,533.00	Child Care Reimbursement
11/20/2024	33095	ELVA BORUNDA FLORES	1,400.00	Cost of Care Plus Rate
11/20/2024	33096	ELVIRA GAMBOA	812.28	Child Care Reimbursement
11/20/2024	33096	ELVIRA GAMBOA	140.00	Cost of Care Plus Rate
11/20/2024	33097	Gladys Isela Rodriguez	1,643.55	Child Care Reimbursement
11/20/2024	33097	Gladys Isela Rodriguez	280.00	Cost of Care Plus Rate
11/20/2024	33098	GLORIA MORENO DE HERNANDEZ	1,597.11	Child Care Reimbursement
11/20/2024	33098	GLORIA MORENO DE HERNANDEZ	280.00	Cost of Care Plus Rate
11/20/2024	33099	GLORIA PADILLA MONTES DE OCA	1,987.10	Child Care Reimbursement
11/20/2024	33099	GLORIA PADILLA MONTES DE OCA	420.00	Cost of Care Plus Rate
11/20/2024	33100	GUADALUPE LEMUS LEMUS	2,472.13	Child Care Reimbursement
11/20/2024	33100	GUADALUPE LEMUS LEMUS	420.00	Cost of Care Plus Rate
11/20/2024	33101	GUADALUPE PEREZ DOMINGUEZ	3,319.23	Child Care Reimbursement
11/20/2024	33101	GUADALUPE PEREZ DOMINGUEZ	560.00	Cost of Care Plus Rate
11/20/2024	33102	HAYDEE ESTEBAN	1,329.04	Child Care Reimbursement
11/20/2024	33102	HAYDEE ESTEBAN	280.00	Cost of Care Plus Rate
11/20/2024	33103	IRMA YOLANDA MAGALLON	3,319.23	Child Care Reimbursement
11/20/2024	33103	IRMA YOLANDA MAGALLON	560.00	Cost of Care Plus Rate
11/20/2024	33104	ISABEL MARTINEZ-LOMELI	882.39	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33104	ISABEL MARTINEZ-LOMELI	140.00	Cost of Care Plus Rate
11/20/2024	33105	ISABEL TORRES	1,731.05	Child Care Reimbursement
11/20/2024	33105	ISABEL TORRES	700.00	Cost of Care Plus Rate
11/20/2024	33106	JANET IBARRA	1,632.11	Child Care Reimbursement
11/20/2024	33106	JANET IBARRA	280.00	Cost of Care Plus Rate
11/20/2024	33107	JANET RODRIGUEZ	5,194.42	Child Care Reimbursement
11/20/2024	33107	JANET RODRIGUEZ	840.00	Cost of Care Plus Rate
11/20/2024	33108	JESSICA MICHELLE ANDRADE	2,472.13	Child Care Reimbursement
11/20/2024	33108	JESSICA MICHELLE ANDRADE	420.00	Cost of Care Plus Rate
11/20/2024	33109	JUANA CORTEZ DE PEREZ	6,638.46	Child Care Reimbursement
11/20/2024	33109	JUANA CORTEZ DE PEREZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33110	KENDAHL ROSE ROWE	7,096.00	Child Care Reimbursement
11/20/2024	33110	KENDAHL ROSE ROWE	1,260.00	Cost of Care Plus Rate
11/20/2024	33111	LORENA IBARRA	882.39	Child Care Reimbursement
11/20/2024	33111	LORENA IBARRA	140.00	Cost of Care Plus Rate
11/20/2024	33112	LOURDES DE MOYA DE CAMILO	2,061.52	Child Care Reimbursement
11/20/2024	33112	LOURDES DE MOYA DE CAMILO	560.00	Cost of Care Plus Rate
11/20/2024	33113	LUCIA MENDOZA OCHOA	1,539.85	Child Care Reimbursement
11/20/2024	33113	LUCIA MENDOZA OCHOA	280.00	Cost of Care Plus Rate
11/20/2024	33114	MAGANA IRIS FCC LLC	9,356.09	Child Care Reimbursement
11/20/2024	33114	MAGANA IRIS FCC LLC	1,680.00	Cost of Care Plus Rate
11/20/2024	33115	MAGDALENA GUERRERO DE PARRA	1,694.67	Child Care Reimbursement
11/20/2024	33115	MAGDALENA GUERRERO DE PARRA	280.00	Cost of Care Plus Rate
11/20/2024	33116	MARIA A MAGALLON OROZCO	2,490.99	Child Care Reimbursement
11/20/2024	33116	MARIA A MAGALLON OROZCO	420.00	Cost of Care Plus Rate
11/20/2024	33117	MARIA DOLORES GOMEZ	3,379.19	Child Care Reimbursement
11/20/2024	33117	MARIA DOLORES GOMEZ	560.00	Cost of Care Plus Rate
11/20/2024	33117	MARIA DOLORES GOMEZ	(67.58)	Union Dues
11/20/2024	33118	MARIA G AYALA	2,506.95	Child Care Reimbursement
11/20/2024	33118	MARIA G AYALA	420.00	Cost of Care Plus Rate
11/20/2024	33119	MARIA G SANCHEZ ESCALERA	3,094.99	Child Care Reimbursement
11/20/2024	33119	MARIA G SANCHEZ ESCALERA	560.00	Cost of Care Plus Rate
11/20/2024	33120	MARIA GUADALUPE CHAVEZ	2,906.69	Child Care Reimbursement
11/20/2024	33120	MARIA GUADALUPE CHAVEZ	420.00	Cost of Care Plus Rate
11/20/2024	33121	MARIA LAURA RAYA GOMEZ	1,824.43	Child Care Reimbursement
11/20/2024	33121	MARIA LAURA RAYA GOMEZ	280.00	Cost of Care Plus Rate
11/20/2024	33121	MARIA LAURA RAYA GOMEZ	(56.49)	Union Dues
11/20/2024	33122	MARIA LUISA CASAS	6,838.33	Child Care Reimbursement
11/20/2024	33122	MARIA LUISA CASAS	1,120.00	Cost of Care Plus Rate
11/20/2024	33123	MARIA PAZ RUIZ	4,331.38	Child Care Reimbursement
11/20/2024	33123	MARIA PAZ RUIZ	700.00	Cost of Care Plus Rate
11/20/2024	33124	MARIA PERLA GARCIA DE ARCIGA	4,411.95	Child Care Reimbursement
11/20/2024	33124	MARIA PERLA GARCIA DE ARCIGA	700.00	Cost of Care Plus Rate
11/20/2024	33125	MARIA REINA OROZCO MORA	4,201.62	Child Care Reimbursement
11/20/2024	33125	MARIA REINA OROZCO MORA	700.00	Cost of Care Plus Rate
11/20/2024	33126	MARIA SALOME IBARRA	782.20	Child Care Reimbursement
11/20/2024	33126	MARIA SALOME IBARRA	140.00	Cost of Care Plus Rate
11/20/2024	33127	MARISOL MEDINA	6,634.36	Child Care Reimbursement
11/20/2024	33127	MARISOL MEDINA	1,120.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33128	MARTHA A ANGUIANO REYES	1,804.00	Child Care Reimbursement
11/20/2024	33128	MARTHA A ANGUIANO REYES	280.00	Cost of Care Plus Rate
11/20/2024	33129	MIRIAM GOMEZ ZARATE	2,506.95	Child Care Reimbursement
11/20/2024	33129	MIRIAM GOMEZ ZARATE	420.00	Cost of Care Plus Rate
11/20/2024	33130	MONICA MARTINEZ	1,694.67	Child Care Reimbursement
11/20/2024	33130	MONICA MARTINEZ	280.00	Cost of Care Plus Rate
11/20/2024	33131	NEREYDA LIRA LOPEZ	882.39	Child Care Reimbursement
11/20/2024	33131	NEREYDA LIRA LOPEZ	140.00	Cost of Care Plus Rate
11/20/2024	33132	NORA E LEMUS	2,636.71	Child Care Reimbursement
11/20/2024	33132	NORA E LEMUS	420.00	Cost of Care Plus Rate
11/20/2024	33133	NORMA PATRICIA AVILA MOLINA	1,472.90	Child Care Reimbursement
11/20/2024	33133	NORMA PATRICIA AVILA MOLINA	280.00	Cost of Care Plus Rate
11/20/2024	33134	OLGA LIRA DE GALLARDO	2,636.71	Child Care Reimbursement
11/20/2024	33134	OLGA LIRA DE GALLARDO	420.00	Cost of Care Plus Rate
11/20/2024	33135	Oralia Quiroz	4,996.55	Child Care Reimbursement
11/20/2024	33135	Oralia Quiroz	840.00	Cost of Care Plus Rate
11/20/2024	33136	PATRICIA HERNANDEZ	11,158.15	Child Care Reimbursement
11/20/2024	33136	PATRICIA HERNANDEZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33136	PATRICIA HERNANDEZ	(100.00)	Union Dues
11/20/2024	33137	PAULA GARCIA	8,813.44	Child Care Reimbursement
11/20/2024	33137	PAULA GARCIA	1,400.00	Cost of Care Plus Rate
11/20/2024	33138	RAQUEL SANCHEZ	7,566.60	Child Care Reimbursement
11/20/2024	33138	RAQUEL SANCHEZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33138	RAQUEL SANCHEZ	(100.00)	Union Dues
11/20/2024	33139	ROCELIA OROZCO LEMUS	4,033.53	Child Care Reimbursement
11/20/2024	33139	ROCELIA OROZCO LEMUS	700.00	Cost of Care Plus Rate
11/20/2024	33140	ROMELIA MORENO DE ESPINOZA	2,506.95	Child Care Reimbursement
11/20/2024	33140	ROMELIA MORENO DE ESPINOZA	420.00	Cost of Care Plus Rate
11/20/2024	33141	ROSA ELENA SANCHEZ	1,554.14	Child Care Reimbursement
11/20/2024	33141	ROSA ELENA SANCHEZ	280.00	Cost of Care Plus Rate
11/20/2024	33141	ROSA ELENA SANCHEZ	(41.08)	Union Dues
11/20/2024	33142	ROSA HILDA NAVARRO	3,589.21	Child Care Reimbursement
11/20/2024	33142	ROSA HILDA NAVARRO	560.00	Cost of Care Plus Rate
11/20/2024	33143	ROSALBA GONZALEZ	10,026.81	Child Care Reimbursement
11/20/2024	33143	ROSALBA GONZALEZ	1,680.00	Cost of Care Plus Rate
11/20/2024	33144	ROSALINDA G OCHOA	11,992.45	Child Care Reimbursement
11/20/2024	33144	ROSALINDA G OCHOA	1,960.00	Cost of Care Plus Rate
11/20/2024	33144	ROSALINDA G OCHOA	(90.00)	Union Dues
11/20/2024	33145	SILVIA LETICIA SANCHEZ DE GARCIA	1,475.06	Child Care Reimbursement
11/20/2024	33145	SILVIA LETICIA SANCHEZ DE GARCIA	280.00	Cost of Care Plus Rate
11/20/2024	33146	SILVIA MAGALLON DE REYES	882.39	Child Care Reimbursement
11/20/2024	33146	SILVIA MAGALLON DE REYES	140.00	Cost of Care Plus Rate
11/20/2024	33147	SILVIA PRECIADO	1,539.85	Child Care Reimbursement
11/20/2024	33147	SILVIA PRECIADO	280.00	Cost of Care Plus Rate
11/20/2024	33148	VERONICA ALVAREZ	4,922.79	Child Care Reimbursement
11/20/2024	33148	VERONICA ALVAREZ	840.00	Cost of Care Plus Rate
11/20/2024	33149	VIRGINIA RANGEL	5,424.24	Child Care Reimbursement
11/20/2024	33149	VIRGINIA RANGEL	980.00	Cost of Care Plus Rate
11/20/2024	33150	YESICA SANCHEZ ARRIAGA	8,772.69	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33150	YESICA SANCHEZ ARRIAGA	1,540.00	Cost of Care Plus Rate
11/20/2024	33151	YOLANDA LIRA LEMUS	6,296.03	Child Care Reimbursement
11/20/2024	33151	YOLANDA LIRA LEMUS	980.00	Cost of Care Plus Rate
11/20/2024	33152	BIVIANA MANRIQUEZ	10,742.03	Child Care Reimbursement
11/20/2024	33152	BIVIANA MANRIQUEZ	1,680.00	Cost of Care Plus Rate
11/20/2024	33153	CARMEN BELTRAN	7,643.95	Child Care Reimbursement
11/20/2024	33153	CARMEN BELTRAN	1,260.00	Cost of Care Plus Rate
11/20/2024	33154	CLAUDIA ANDREA MUNOZ	1,487.76	Child Care Reimbursement
11/20/2024	33154	CLAUDIA ANDREA MUNOZ	420.00	Cost of Care Plus Rate
11/20/2024	33155	DOLORES PALACIOS DE GUZMAN	11,361.53	Child Care Reimbursement
11/20/2024	33155	DOLORES PALACIOS DE GUZMAN	1,820.00	Cost of Care Plus Rate
11/20/2024	33155	DOLORES PALACIOS DE GUZMAN	(95.00)	Union Dues
11/20/2024	33156	ELDA KARINA IBARRA	4,835.16	Child Care Reimbursement
11/20/2024	33156	ELDA KARINA IBARRA	840.00	Cost of Care Plus Rate
11/20/2024	33156	ELDA KARINA IBARRA	(90.00)	Union Dues
11/20/2024	33157	GABRIELA GARCIA DE RODRIGUEZ	10,159.79	Child Care Reimbursement
11/20/2024	33157	GABRIELA GARCIA DE RODRIGUEZ	2,100.00	Cost of Care Plus Rate
11/20/2024	33158	INOCENCIA SALAS ROJAS	3,680.81	Child Care Reimbursement
11/20/2024	33158	INOCENCIA SALAS ROJAS	560.00	Cost of Care Plus Rate
11/20/2024	33159	LAURA A GUTIERREZ	8,075.36	Child Care Reimbursement
11/20/2024	33159	LAURA A GUTIERREZ	1,260.00	Cost of Care Plus Rate
11/20/2024	33160	LORENA PEREZ MELGOZA	6,740.69	Child Care Reimbursement
11/20/2024	33160	LORENA PEREZ MELGOZA	1,120.00	Cost of Care Plus Rate
11/20/2024	33161	LUZ MARIA VILLAGOMEZ	10,180.57	Child Care Reimbursement
11/20/2024	33161	LUZ MARIA VILLAGOMEZ	1,680.00	Cost of Care Plus Rate
11/20/2024	33162	MARIA CARRILLO DE GUTIERREZ	7,027.74	Child Care Reimbursement
11/20/2024	33162	MARIA CARRILLO DE GUTIERREZ	1,540.00	Cost of Care Plus Rate
11/20/2024	33163	MARIA DEL CARMEN GUTIERREZ BRITO	3,227.36	Child Care Reimbursement
11/20/2024	33163	MARIA DEL CARMEN GUTIERREZ BRITO	560.00	Cost of Care Plus Rate
11/20/2024	33164	MARIA ELENA ESCOBAR	2,760.24	Child Care Reimbursement
11/20/2024	33164	MARIA ELENA ESCOBAR	420.00	Cost of Care Plus Rate
11/20/2024	33164	MARIA ELENA ESCOBAR	(75.20)	Union Dues
11/20/2024	33165	MARIA GUADALUPE JAYME	4,306.56	Child Care Reimbursement
11/20/2024	33165	MARIA GUADALUPE JAYME	700.00	Cost of Care Plus Rate
11/20/2024	33165	MARIA GUADALUPE JAYME	(86.13)	Union Dues
11/20/2024	33166	MATILDE VILLAFAN DE MARAVILLA	2,086.02	Child Care Reimbursement
11/20/2024	33166	MATILDE VILLAFAN DE MARAVILLA	420.00	Cost of Care Plus Rate
11/20/2024	33167	MELANEA FLERROS HIDALGO	2,587.91	Child Care Reimbursement
11/20/2024	33167	MELANEA FLERROS HIDALGO	420.00	Cost of Care Plus Rate
11/20/2024	33168	NORMA MENDOZA	5,118.16	Child Care Reimbursement
11/20/2024	33168	NORMA MENDOZA	840.00	Cost of Care Plus Rate
11/20/2024	33169	OLGA NOVELA DE HUERTA	6,457.26	Child Care Reimbursement
11/20/2024	33169	OLGA NOVELA DE HUERTA	980.00	Cost of Care Plus Rate
11/20/2024	33169	OLGA NOVELA DE HUERTA	(110.00)	Union Dues

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33170	PATRICIA MUNOZ VASQUEZ	9,733.97	Child Care Reimbursement
11/20/2024	33170	PATRICIA MUNOZ VASQUEZ	1,960.00	Cost of Care Plus Rate
11/20/2024	33171	ROSA ANGELA ORTIZ	5,466.93	Child Care Reimbursement
11/20/2024	33171	ROSA ANGELA ORTIZ	980.00	Cost of Care Plus Rate
11/20/2024	33172	YADIRA CARDONA FAMILY CHILD CARE	605.95	Child Care Reimbursement
11/20/2024	33172	YADIRA CARDONA FAMILY CHILD CARE	140.00	Cost of Care Plus Rate
11/20/2024	33173	YOLANDA MUNOZ	11,375.11	Child Care Reimbursement
11/20/2024	33173	YOLANDA MUNOZ	1,960.00	Cost of Care Plus Rate
11/20/2024	33174	DINA BEATRIZ GONZALEZ	4,173.90	Child Care Reimbursement
11/20/2024	33175	ADELA JAIMES	8,576.21	Child Care Reimbursement
11/20/2024	33175	ADELA JAIMES	1,540.00	Cost of Care Plus Rate
11/20/2024	33175	ADELA JAIMES	(90.00)	Union Dues
11/20/2024	33176	ADRIANA AGUIRRE GAONA	4,211.60	Child Care Reimbursement
11/20/2024	33176	ADRIANA AGUIRRE GAONA	700.00	Cost of Care Plus Rate
11/20/2024	33176	ADRIANA AGUIRRE GAONA	(89.23)	Union Dues
11/20/2024	33177	ADRIANA CEJA GONZALEZ	3,049.44	Child Care Reimbursement
11/20/2024	33177	ADRIANA CEJA GONZALEZ	560.00	Cost of Care Plus Rate
11/20/2024	33177	ADRIANA CEJA GONZALEZ	(65.99)	Union Dues
11/20/2024	33178	ADRIANA GOMEZ	11,512.14	Child Care Reimbursement
11/20/2024	33178	ADRIANA GOMEZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33178	ADRIANA GOMEZ	(100.00)	Union Dues
11/20/2024	33179	ALICIA MONTEJANO PENA	4,402.12	Child Care Reimbursement
11/20/2024	33179	ALICIA MONTEJANO PENA	700.00	Cost of Care Plus Rate
11/20/2024	33179	ALICIA MONTEJANO PENA	(108.04)	Union Dues
11/20/2024	33180	ALICIA SANCHEZ	2,795.47	Child Care Reimbursement
11/20/2024	33180	ALICIA SANCHEZ	560.00	Cost of Care Plus Rate
11/20/2024	33180	ALICIA SANCHEZ	(55.91)	Union Dues
11/20/2024	33181	ANA MARTINEZ	842.75	Child Care Reimbursement
11/20/2024	33181	ANA MARTINEZ	140.00	Cost of Care Plus Rate
11/20/2024	33181	ANA MARTINEZ	(21.86)	Union Dues
11/20/2024	33182	ANA PATRICIA CAMARGO	6,959.48	Child Care Reimbursement
11/20/2024	33182	ANA PATRICIA CAMARGO	1,120.00	Cost of Care Plus Rate
11/20/2024	33182	ANA PATRICIA CAMARGO	(105.00)	Union Dues
11/20/2024	33183	ANA ROSA M SANCHEZ	8,284.83	Child Care Reimbursement
11/20/2024	33183	ANA ROSA M SANCHEZ	1,400.00	Cost of Care Plus Rate
11/20/2024	33183	ANA ROSA M SANCHEZ	(95.00)	Union Dues
11/20/2024	33184	ANDREA PIMENTEL DE DOMINGUEZ	9,327.08	Child Care Reimbursement
11/20/2024	33184	ANDREA PIMENTEL DE DOMINGUEZ	1,540.00	Cost of Care Plus Rate
11/20/2024	33184	ANDREA PIMENTEL DE DOMINGUEZ	(100.00)	Union Dues
11/20/2024	33185	ANGELICA M MARES	4,803.11	Child Care Reimbursement
11/20/2024	33185	ANGELICA M MARES	980.00	Cost of Care Plus Rate
11/20/2024	33185	ANGELICA M MARES	(100.00)	Union Dues
11/20/2024	33186	ANTONIA PANIAGUA ROSALES	10,584.27	Child Care Reimbursement
11/20/2024	33186	ANTONIA PANIAGUA ROSALES	1,680.00	Cost of Care Plus Rate
11/20/2024	33186	ANTONIA PANIAGUA ROSALES	(95.00)	Union Dues
11/20/2024	33187	ARACELI JIMENEZ AVILA	2,161.08	Child Care Reimbursement
11/20/2024	33187	ARACELI JIMENEZ AVILA	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33187	ARACELI JIMENEZ AVILA	(53.22)	Union Dues
11/20/2024	33188	ARACELI MORALES DE MARTINEZ	4,381.49	Child Care Reimbursement
11/20/2024	33188	ARACELI MORALES DE MARTINEZ	700.00	Cost of Care Plus Rate
11/20/2024	33188	ARACELI MORALES DE MARTINEZ	(87.63)	Union Dues
11/20/2024	33189	ARACELY CRUZ DE MONTERROSA	13,061.99	Child Care Reimbursement
11/20/2024	33189	ARACELY CRUZ DE MONTERROSA	1,960.00	Cost of Care Plus Rate
11/20/2024	33190	ARELI JOSEFINA RIVERA MIRELES	1,791.97	Child Care Reimbursement
11/20/2024	33190	ARELI JOSEFINA RIVERA MIRELES	280.00	Cost of Care Plus Rate
11/20/2024	33190	ARELI JOSEFINA RIVERA MIRELES	(45.84)	Union Dues
11/20/2024	33191	AYDE JAIME	8,706.40	Child Care Reimbursement
11/20/2024	33191	AYDE JAIME	1,400.00	Cost of Care Plus Rate
11/20/2024	33191	AYDE JAIME	(100.00)	Union Dues
11/20/2024	33192	BEATRIZ BUENO	1,685.50	Child Care Reimbursement
11/20/2024	33192	BEATRIZ BUENO	280.00	Cost of Care Plus Rate
11/20/2024	33193	BEATRIZ GONZALEZ DUENAS	1,366.72	Child Care Reimbursement
11/20/2024	33193	BEATRIZ GONZALEZ DUENAS	294.00	Cost of Care Plus Rate
11/20/2024	33194	BERTHA ALICIA QUIROA	523.80	Child Care Reimbursement
11/20/2024	33194	BERTHA ALICIA QUIROA	98.00	Cost of Care Plus Rate
11/20/2024	33195	BLANCA EVELIA RUIZ DE SOLORIO	7,382.73	Child Care Reimbursement
11/20/2024	33195	BLANCA EVELIA RUIZ DE SOLORIO	1,260.00	Cost of Care Plus Rate
11/20/2024	33195	BLANCA EVELIA RUIZ DE SOLORIO	(95.00)	Union Dues
11/20/2024	33196	CAROLINA GIL	6,221.86	Child Care Reimbursement
11/20/2024	33196	CAROLINA GIL	1,120.00	Cost of Care Plus Rate
11/20/2024	33196	CAROLINA GIL	(95.00)	Union Dues
11/20/2024	33197	CATALINA RIVERA DE ESPINOZA	2,581.47	Child Care Reimbursement
11/20/2024	33197	CATALINA RIVERA DE ESPINOZA	420.00	Cost of Care Plus Rate
11/20/2024	33197	CATALINA RIVERA DE ESPINOZA	(56.63)	Union Dues
11/20/2024	33198	CELENY SANCHEZ	2,642.58	Child Care Reimbursement
11/20/2024	33198	CELENY SANCHEZ	420.00	Cost of Care Plus Rate
11/20/2024	33199	CESILA GARCIA DIAZ	524.38	Child Care Reimbursement
11/20/2024	33199	CESILA GARCIA DIAZ	98.00	Cost of Care Plus Rate
11/20/2024	33200	CLARA ACOSTA FERREL	1,527.56	Child Care Reimbursement
11/20/2024	33200	CLARA ACOSTA FERREL	294.00	Cost of Care Plus Rate
11/20/2024	33201	CLAUDIA BARAJAS ROGEL	1,096.98	Child Care Reimbursement
11/20/2024	33201	CLAUDIA BARAJAS ROGEL	196.00	Cost of Care Plus Rate
11/20/2024	33202	CLAUDIA GARCIA	3,115.59	Child Care Reimbursement
11/20/2024	33202	CLAUDIA GARCIA	588.00	Cost of Care Plus Rate
11/20/2024	33203	CLAUDIA ZAVALA CISNEROS	1,782.91	Child Care Reimbursement
11/20/2024	33203	CLAUDIA ZAVALA CISNEROS	294.00	Cost of Care Plus Rate
11/20/2024	33204	CONSUELO PUGA	2,810.17	Child Care Reimbursement
11/20/2024	33204	CONSUELO PUGA	560.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33204	CONSUELO PUGA	(56.20)	Union Dues
11/20/2024	33205	DAISY ALMIDA GONZALEZ	8,327.97	Child Care Reimbursement
11/20/2024	33205	DAISY ALMIDA GONZALEZ	1,260.00	Cost of Care Plus Rate
11/20/2024	33206	DANIELA ALVAREZ	6,547.31	Child Care Reimbursement
11/20/2024	33206	DANIELA ALVAREZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33207	DANIELA GUADALUPE ESPINOZA	4,242.98	Child Care Reimbursement
11/20/2024	33207	DANIELA GUADALUPE ESPINOZA	840.00	Cost of Care Plus Rate
11/20/2024	33207	DANIELA GUADALUPE ESPINOZA	(84.86)	Union Dues
11/20/2024	33208	DAVID PANTOJA	6,686.01	Child Care Reimbursement
11/20/2024	33208	DAVID PANTOJA	1,120.00	Cost of Care Plus Rate
11/20/2024	33209	DEYSI ISELA ESQUIVEL	10,757.08	Child Care Reimbursement
11/20/2024	33209	DEYSI ISELA ESQUIVEL	1,960.00	Cost of Care Plus Rate
11/20/2024	33209	DEYSI ISELA ESQUIVEL	(95.00)	Union Dues
11/20/2024	33210	DOLORES M PLATERO	5,056.50	Child Care Reimbursement
11/20/2024	33210	DOLORES M PLATERO	840.00	Cost of Care Plus Rate
11/20/2024	33210	DOLORES M PLATERO	(90.00)	Union Dues
11/20/2024	33211	DORA LUZ RIVERA	9,023.21	Child Care Reimbursement
11/20/2024	33211	DORA LUZ RIVERA	1,540.00	Cost of Care Plus Rate
11/20/2024	33212	DULCE IRASEMA MUNOZ LOPEZ	2,130.44	Child Care Reimbursement
11/20/2024	33212	DULCE IRASEMA MUNOZ LOPEZ	420.00	Cost of Care Plus Rate
11/20/2024	33212	DULCE IRASEMA MUNOZ LOPEZ	(42.61)	Union Dues
11/20/2024	33213	EDELMIRA L VIVEROS	2,714.49	Child Care Reimbursement
11/20/2024	33213	EDELMIRA L VIVEROS	560.00	Cost of Care Plus Rate
11/20/2024	33213	EDELMIRA L VIVEROS	(64.29)	Union Dues
11/20/2024	33214	ELENA OCHOA CONTRERAS	1,101.28	Child Care Reimbursement
11/20/2024	33214	ELENA OCHOA CONTRERAS	196.00	Cost of Care Plus Rate
11/20/2024	33215	ELIDA CRUZ	5,935.59	Child Care Reimbursement
11/20/2024	33215	ELIDA CRUZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33216	ELIM RODRIGUEZ	3,417.34	Child Care Reimbursement
11/20/2024	33216	ELIM RODRIGUEZ	560.00	Cost of Care Plus Rate
11/20/2024	33216	ELIM RODRIGUEZ	(68.35)	Union Dues
11/20/2024	33217	ELIZABETH CHAVEZ	1,822.29	Child Care Reimbursement
11/20/2024	33217	ELIZABETH CHAVEZ	280.00	Cost of Care Plus Rate
11/20/2024	33218	ELIZABETH DIAZ	5,320.30	Child Care Reimbursement
11/20/2024	33218	ELIZABETH DIAZ	840.00	Cost of Care Plus Rate
11/20/2024	33218	ELIZABETH DIAZ	(100.00)	Union Dues
11/20/2024	33219	ELIZABETH GONZALEZ	4,140.53	Child Care Reimbursement
11/20/2024	33219	ELIZABETH GONZALEZ	700.00	Cost of Care Plus Rate
11/20/2024	33219	ELIZABETH GONZALEZ	(92.81)	Union Dues
11/20/2024	33220	ELSA YANETH QUEVEDO ORTIZ	9,942.94	Child Care Reimbursement
11/20/2024	33220	ELSA YANETH QUEVEDO ORTIZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33220	ELSA YANETH QUEVEDO ORTIZ	(95.00)	Union Dues
11/20/2024	33221	ESPERANZA B TOBAR	749.11	Child Care Reimbursement
11/20/2024	33221	ESPERANZA B TOBAR	140.00	Cost of Care Plus Rate
11/20/2024	33221	ESPERANZA B TOBAR	(24.98)	Union Dues
11/20/2024	33222	ESTHER MELENDREZ	1,280.64	Child Care Reimbursement

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11/20/2024	33222	ESTHER MELENDREZ	280.00	Cost of Care Plus Rate
11/20/2024	33222	ESTHER MELENDREZ	(25.61)	Union Dues
11/20/2024	33223	EVANY MURILLO	2,708.66	Child Care Reimbursement
11/20/2024	33223	EVANY MURILLO	420.00	Cost of Care Plus Rate
11/20/2024	33223	EVANY MURILLO	(54.17)	Union Dues
11/20/2024	33224	FABIOLA GARCIA AVILES	1,047.60	Child Care Reimbursement
11/20/2024	33224	FABIOLA GARCIA AVILES	196.00	Cost of Care Plus Rate
11/20/2024	33225	FELISITA GOMEZ DE GOMEZ	5,321.42	Child Care Reimbursement
11/20/2024	33225	FELISITA GOMEZ DE GOMEZ	840.00	Cost of Care Plus Rate
11/20/2024	33225	FELISITA GOMEZ DE GOMEZ	(100.00)	Union Dues
11/20/2024	33226	FLOR JAZMIN ZACARIAS	3,644.85	Child Care Reimbursement
11/20/2024	33226	FLOR JAZMIN ZACARIAS	560.00	Cost of Care Plus Rate
11/20/2024	33227	GABRIELA ARREGUIN	3,131.90	Child Care Reimbursement
11/20/2024	33227	GABRIELA ARREGUIN	560.00	Cost of Care Plus Rate
11/20/2024	33228	GEORGINA CONCEPCION WARREN COSTALES	4,172.42	Child Care Reimbursement
11/20/2024	33228	GEORGINA CONCEPCION WARREN COSTALES	700.00	Cost of Care Plus Rate
11/20/2024	33228	GEORGINA CONCEPCION WARREN COSTALES	(103.45)	Union Dues
11/20/2024	33229	GLADYS ITZEL GALVAN	1,627.86	Child Care Reimbursement
11/20/2024	33229	GLADYS ITZEL GALVAN	294.00	Cost of Care Plus Rate
11/20/2024	33230	GLORIA ISITA MEJIA	1,573.97	Child Care Reimbursement
11/20/2024	33230	GLORIA ISITA MEJIA	294.00	Cost of Care Plus Rate
11/20/2024	33230	GLORIA ISITA MEJIA	(51.48)	Union Dues
11/20/2024	33231	GLORIA PARRA	590.31	Child Care Reimbursement
11/20/2024	33231	GLORIA PARRA	98.00	Cost of Care Plus Rate
11/20/2024	33232	GREGORIA GALLEGOS	9,159.45	Child Care Reimbursement
11/20/2024	33232	GREGORIA GALLEGOS	1,540.00	Cost of Care Plus Rate
11/20/2024	33233	GUADALUPE AVILES LEYVA	1,098.52	Child Care Reimbursement
11/20/2024	33233	GUADALUPE AVILES LEYVA	420.00	Cost of Care Plus Rate
11/20/2024	33234	GUADALUPE CECILIA JAIME	843.28	Child Care Reimbursement
11/20/2024	33234	GUADALUPE CECILIA JAIME	140.00	Cost of Care Plus Rate
11/20/2024	33234	GUADALUPE CECILIA JAIME	(16.87)	Union Dues
11/20/2024	33235	GUADALUPE DURAN	2,615.15	Child Care Reimbursement
11/20/2024	33235	GUADALUPE DURAN	840.00	Cost of Care Plus Rate
11/20/2024	33235	GUADALUPE DURAN	(62.30)	Union Dues
11/20/2024	33236	GUADALUPE OLAZABAL	842.34	Child Care Reimbursement
11/20/2024	33236	GUADALUPE OLAZABAL	196.00	Cost of Care Plus Rate
11/20/2024	33236	GUADALUPE OLAZABAL	(16.85)	Union Dues
11/20/2024	33237	GUILLERMINA HERNANDEZ GOMEZ	5,149.74	Child Care Reimbursement
11/20/2024	33237	GUILLERMINA HERNANDEZ GOMEZ	1,400.00	Cost of Care Plus Rate
11/20/2024	33237	GUILLERMINA HERNANDEZ GOMEZ	(95.00)	Union Dues
11/20/2024	33238	IMELDA MARIN DE JUAREZ	9,506.30	Child Care Reimbursement
11/20/2024	33238	IMELDA MARIN DE JUAREZ	1,540.00	Cost of Care Plus Rate
11/20/2024	33238	IMELDA MARIN DE JUAREZ	(95.00)	Union Dues
11/20/2024	33239	INES MARISCAL MACIAS	568.32	Child Care Reimbursement
11/20/2024	33239	INES MARISCAL MACIAS	98.00	Cost of Care Plus Rate
11/20/2024	33240	IRENE R SIXTOS	5,398.09	Child Care Reimbursement
11/20/2024	33240	IRENE R SIXTOS	1,120.00	Cost of Care Plus Rate
11/20/2024	33240	IRENE R SIXTOS	(100.00)	Union Dues
11/20/2024	33241	IRMA AYALA CONTRERAS	3,468.65	Child Care Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33241	IRMA AYALA CONTRERAS	560.00	Cost of Care Plus Rate
11/20/2024	33241	IRMA AYALA CONTRERAS	(74.37)	Union Dues
11/20/2024	33242	IRMA FLORES	2,543.67	Child Care Reimbursement
11/20/2024	33242	IRMA FLORES	490.00	Cost of Care Plus Rate
11/20/2024	33243	IRMA SANDOVAL ROBLES	7,321.84	Child Care Reimbursement
11/20/2024	33243	IRMA SANDOVAL ROBLES	1,400.00	Cost of Care Plus Rate
11/20/2024	33243	IRMA SANDOVAL ROBLES	(95.00)	Union Dues
11/20/2024	33244	IRMA VERONICA OSEGUERA	4,205.90	Child Care Reimbursement
11/20/2024	33244	IRMA VERONICA OSEGUERA	840.00	Cost of Care Plus Rate
11/20/2024	33245	ISABEL GARCIA	6,048.37	Child Care Reimbursement
11/20/2024	33245	ISABEL GARCIA	980.00	Cost of Care Plus Rate
11/20/2024	33245	ISABEL GARCIA	(100.00)	Union Dues
11/20/2024	33246	JACLYN PRADO	11,023.00	Child Care Reimbursement
11/20/2024	33246	JACLYN PRADO	1,820.00	Cost of Care Plus Rate
11/20/2024	33247	JASMIN ALEJANDRA ARANDA	2,306.48	Child Care Reimbursement
11/20/2024	33247	JASMIN ALEJANDRA ARANDA	420.00	Cost of Care Plus Rate
11/20/2024	33247	JASMIN ALEJANDRA ARANDA	(46.13)	Union Dues
11/20/2024	33248	JASMINE CANCHOLA	938.81	Child Care Reimbursement
11/20/2024	33248	JASMINE CANCHOLA	140.00	Cost of Care Plus Rate
11/20/2024	33248	JASMINE CANCHOLA	(28.78)	Union Dues
11/20/2024	33249	JOANNA GONZALEZ	3,370.14	Child Care Reimbursement
11/20/2024	33249	JOANNA GONZALEZ	560.00	Cost of Care Plus Rate
11/20/2024	33249	JOANNA GONZALEZ	(72.40)	Union Dues
11/20/2024	33250	JOANNA ROBLES	843.28	Child Care Reimbursement
11/20/2024	33250	JOANNA ROBLES	140.00	Cost of Care Plus Rate
11/20/2024	33251	JOSELINE ARREDONDO	1,572.06	Child Care Reimbursement
11/20/2024	33251	JOSELINE ARREDONDO	392.00	Cost of Care Plus Rate
11/20/2024	33252	JUANA INEZ SALGADO RENTERIA	2,491.72	Child Care Reimbursement
11/20/2024	33252	JUANA INEZ SALGADO RENTERIA	420.00	Cost of Care Plus Rate
11/20/2024	33253	JUANITA FAY GALVAN	1,479.34	Child Care Reimbursement
11/20/2024	33253	JUANITA FAY GALVAN	294.00	Cost of Care Plus Rate
11/20/2024	33254	JULISSA MARIE ARAGON	4,518.16	Child Care Reimbursement
11/20/2024	33254	JULISSA MARIE ARAGON	840.00	Cost of Care Plus Rate
11/20/2024	33254	JULISSA MARIE ARAGON	(90.00)	Union Dues
11/20/2024	33255	JULISSIA LIZBETH RODRIGUEZ	3,336.59	Child Care Reimbursement
11/20/2024	33255	JULISSIA LIZBETH RODRIGUEZ	560.00	Cost of Care Plus Rate
11/20/2024	33256	KASANDRA FIGUEROA BASURTO	1,567.11	Child Care Reimbursement
11/20/2024	33256	KASANDRA FIGUEROA BASURTO	280.00	Cost of Care Plus Rate
11/20/2024	33257	LAURA A RODRIGUEZ	4,144.12	Child Care Reimbursement
11/20/2024	33257	LAURA A RODRIGUEZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33257	LAURA A RODRIGUEZ	(82.88)	Union Dues
11/20/2024	33258	LESLIE KARINA TOSCANO CRUZ	928.06	Child Care Reimbursement
11/20/2024	33258	LESLIE KARINA TOSCANO CRUZ	140.00	Cost of Care Plus Rate
11/20/2024	33258	LESLIE KARINA TOSCANO CRUZ	(28.56)	Union Dues
11/20/2024	33259	LETICIA G HERNANDEZ	5,279.96	Child Care Reimbursement
11/20/2024	33259	LETICIA G HERNANDEZ	840.00	Cost of Care Plus Rate

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11/20/2024	33259	LETICIA G HERNANDEZ	(90.00)	Union Dues
11/20/2024	33260	LETICIA GARIBAY CEJA	1,985.96	Child Care Reimbursement
11/20/2024	33260	LETICIA GARIBAY CEJA	280.00	Cost of Care Plus Rate
11/20/2024	33261	LETICIA HERNANDEZ PEREZ	1,431.23	Child Care Reimbursement
11/20/2024	33261	LETICIA HERNANDEZ PEREZ	280.00	Cost of Care Plus Rate
11/20/2024	33262	LETICIA MORALES	8,428.76	Child Care Reimbursement
11/20/2024	33262	LETICIA MORALES	1,540.00	Cost of Care Plus Rate
11/20/2024	33262	LETICIA MORALES	(95.00)	Union Dues
11/20/2024	33263	LILIA HORTENCIA OSEGUERA	6,648.51	Child Care Reimbursement
11/20/2024	33263	LILIA HORTENCIA OSEGUERA	1,120.00	Cost of Care Plus Rate
11/20/2024	33263	LILIA HORTENCIA OSEGUERA	(90.00)	Union Dues
11/20/2024	33264	LILIA YAZMIN JUAREZ	7,287.62	Child Care Reimbursement
11/20/2024	33264	LILIA YAZMIN JUAREZ	1,680.00	Cost of Care Plus Rate
11/20/2024	33264	LILIA YAZMIN JUAREZ	(100.00)	Union Dues
11/20/2024	33265	LILIANA REYES GONZALEZ	806.62	Child Care Reimbursement
11/20/2024	33265	LILIANA REYES GONZALEZ	140.00	Cost of Care Plus Rate
11/20/2024	33265	LILIANA REYES GONZALEZ	(36.13)	Union Dues
11/20/2024	33266	LILIANA SOLORIO	1,861.70	Child Care Reimbursement
11/20/2024	33266	LILIANA SOLORIO	700.00	Cost of Care Plus Rate
11/20/2024	33266	LILIANA SOLORIO	(52.23)	Union Dues
11/20/2024	33267	LORENA SILVA DE MALDONADO	4,810.80	Child Care Reimbursement
11/20/2024	33267	LORENA SILVA DE MALDONADO	840.00	Cost of Care Plus Rate
11/20/2024	33267	LORENA SILVA DE MALDONADO	(95.00)	Union Dues
11/20/2024	33268	LORENA TRUJILLO ESCOBEDO	2,481.20	Child Care Reimbursement
11/20/2024	33268	LORENA TRUJILLO ESCOBEDO	490.00	Cost of Care Plus Rate
11/20/2024	33269	LOURDES PEREZ DE GARCIA	6,304.04	Child Care Reimbursement
11/20/2024	33269	LOURDES PEREZ DE GARCIA	1,260.00	Cost of Care Plus Rate
11/20/2024	33269	LOURDES PEREZ DE GARCIA	(90.00)	Union Dues
11/20/2024	33270	MA BELEN RODRIGUEZ BRAVO	1,625.08	Child Care Reimbursement
11/20/2024	33270	MA BELEN RODRIGUEZ BRAVO	294.00	Cost of Care Plus Rate
11/20/2024	33271	MACARMEN LUCATERO	814.70	Child Care Reimbursement
11/20/2024	33271	MACARMEN LUCATERO	560.00	Cost of Care Plus Rate
11/20/2024	33271	MACARMEN LUCATERO	(21.29)	Union Dues
11/20/2024	33272	MARGARITA BUSTAMANTE DE FELIX	5,148.94	Child Care Reimbursement
11/20/2024	33272	MARGARITA BUSTAMANTE DE FELIX	840.00	Cost of Care Plus Rate
11/20/2024	33272	MARGARITA BUSTAMANTE DE FELIX	(100.00)	Union Dues
11/20/2024	33273	MARGARITA CORTES DE BARAJAS	12,339.89	Child Care Reimbursement
11/20/2024	33273	MARGARITA CORTES DE BARAJAS	1,960.00	Cost of Care Plus Rate
11/20/2024	33273	MARGARITA CORTES DE BARAJAS	(95.00)	Union Dues
11/20/2024	33274	MARGARITA PADILLA BARAJAS	6,090.30	Child Care Reimbursement

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11/20/2024	33274	MARGARITA PADILLA BARAJAS	1,120.00	Cost of Care Plus Rate
11/20/2024	33275	MARIA A LOPEZ	9,219.06	Child Care Reimbursement
11/20/2024	33275	MARIA A LOPEZ	1,400.00	Cost of Care Plus Rate
11/20/2024	33275	MARIA A LOPEZ	(95.00)	Union Dues
11/20/2024	33276	MARIA ARACELI CRUZ	843.28	Child Care Reimbursement
11/20/2024	33276	MARIA ARACELI CRUZ	140.00	Cost of Care Plus Rate
11/20/2024	33277	MARIA ASUSENA GONZALEZ-GUTIERREZ	1,791.55	Child Care Reimbursement
11/20/2024	33277	MARIA ASUSENA GONZALEZ-GUTIERREZ	420.00	Cost of Care Plus Rate
11/20/2024	33277	MARIA ASUSENA GONZALEZ-GUTIERREZ	(45.83)	Union Dues
11/20/2024	33278	MARIA C ARELLANO DE CONTRERAS	2,966.38	Child Care Reimbursement
11/20/2024	33278	MARIA C ARELLANO DE CONTRERAS	560.00	Cost of Care Plus Rate
11/20/2024	33278	MARIA C ARELLANO DE CONTRERAS	(69.33)	Union Dues
11/20/2024	33279	MARIA C CUEVAS DE GARCIA	2,196.63	Child Care Reimbursement
11/20/2024	33279	MARIA C CUEVAS DE GARCIA	392.00	Cost of Care Plus Rate
11/20/2024	33280	MARIA CONCEPCION CEJA	4,840.66	Child Care Reimbursement
11/20/2024	33280	MARIA CONCEPCION CEJA	980.00	Cost of Care Plus Rate
11/20/2024	33280	MARIA CONCEPCION CEJA	(93.00)	Union Dues
11/20/2024	33281	MARIA E CUARA	1,101.28	Child Care Reimbursement
11/20/2024	33281	MARIA E CUARA	196.00	Cost of Care Plus Rate
11/20/2024	33282	MARIA ELENA CEJA	2,443.71	Child Care Reimbursement
11/20/2024	33282	MARIA ELENA CEJA	420.00	Cost of Care Plus Rate
11/20/2024	33282	MARIA ELENA CEJA	(48.87)	Union Dues
11/20/2024	33283	MARIA ELENA RODRIGUEZ	1,335.48	Child Care Reimbursement
11/20/2024	33283	MARIA ELENA RODRIGUEZ	280.00	Cost of Care Plus Rate
11/20/2024	33284	MARIA ESTELA ARROYO	1,574.46	Child Care Reimbursement
11/20/2024	33284	MARIA ESTELA ARROYO	294.00	Cost of Care Plus Rate
11/20/2024	33285	MARIA ESTHER GONZALEZ AVALOS	4,639.33	Child Care Reimbursement
11/20/2024	33285	MARIA ESTHER GONZALEZ AVALOS	700.00	Cost of Care Plus Rate
11/20/2024	33286	MARIA FERNANDA GARIBAY	813.93	Child Care Reimbursement
11/20/2024	33286	MARIA FERNANDA GARIBAY	140.00	Cost of Care Plus Rate
11/20/2024	33287	MARIA G RAMIREZ DE MARTINEZ	8,499.11	Child Care Reimbursement
11/20/2024	33287	MARIA G RAMIREZ DE MARTINEZ	1,400.00	Cost of Care Plus Rate
11/20/2024	33287	MARIA G RAMIREZ DE MARTINEZ	(95.00)	Union Dues
11/20/2024	33288	MARIA GUADALUPE ALVAREZ	4,687.94	Child Care Reimbursement
11/20/2024	33288	MARIA GUADALUPE ALVAREZ	840.00	Cost of Care Plus Rate
11/20/2024	33288	MARIA GUADALUPE ALVAREZ	(90.00)	Union Dues
11/20/2024	33289	MARIA GUADALUPE CONTRERAS VARGAS	3,293.59	Child Care Reimbursement
11/20/2024	33289	MARIA GUADALUPE CONTRERAS VARGAS	560.00	Cost of Care Plus Rate
11/20/2024	33289	MARIA GUADALUPE CONTRERAS VARGAS	(70.87)	Union Dues

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11/20/2024	33290	MARIA GUADALUPE DIAZ DE RUIZ	2,093.31	Child Care Reimbursement
11/20/2024	33290	MARIA GUADALUPE DIAZ DE RUIZ	420.00	Cost of Care Plus Rate
11/20/2024	33290	MARIA GUADALUPE DIAZ DE RUIZ	(46.87)	Union Dues
11/20/2024	33291	MARIA GUADALUPE GONZALEZ	6,751.02	Child Care Reimbursement
11/20/2024	33291	MARIA GUADALUPE GONZALEZ	1,260.00	Cost of Care Plus Rate
11/20/2024	33291	MARIA GUADALUPE GONZALEZ	(100.00)	Union Dues
11/20/2024	33292	MARIA GUADALUPE LEYVA	1,856.12	Child Care Reimbursement
11/20/2024	33292	MARIA GUADALUPE LEYVA	280.00	Cost of Care Plus Rate
11/20/2024	33292	MARIA GUADALUPE LEYVA	(42.12)	Union Dues
11/20/2024	33293	MARIA GUADALUPE LOPEZ CORZA	7,484.85	Child Care Reimbursement
11/20/2024	33293	MARIA GUADALUPE LOPEZ CORZA	1,260.00	Cost of Care Plus Rate
11/20/2024	33293	MARIA GUADALUPE LOPEZ CORZA	(90.00)	Union Dues
11/20/2024	33294	MARIA LOURDES NIEVAS DE SALAZAR	4,736.78	Child Care Reimbursement
11/20/2024	33294	MARIA LOURDES NIEVAS DE SALAZAR	840.00	Cost of Care Plus Rate
11/20/2024	33295	MARIA NANCY CRUZ	2,450.51	Child Care Reimbursement
11/20/2024	33295	MARIA NANCY CRUZ	420.00	Cost of Care Plus Rate
11/20/2024	33295	MARIA NANCY CRUZ	(59.01)	Union Dues
11/20/2024	33296	MARIA R GARCIA DE ARAMBULA	7,839.39	Child Care Reimbursement
11/20/2024	33296	MARIA R GARCIA DE ARAMBULA	1,260.00	Cost of Care Plus Rate
11/20/2024	33297	MARIA RAFAELA JAIMES HERNANDEZ	843.28	Child Care Reimbursement
11/20/2024	33297	MARIA RAFAELA JAIMES HERNANDEZ	140.00	Cost of Care Plus Rate
11/20/2024	33297	MARIA RAFAELA JAIMES HERNANDEZ	(21.87)	Union Dues
11/20/2024	33298	MARIA T HERNANDEZ	1,627.12	Child Care Reimbursement
11/20/2024	33298	MARIA T HERNANDEZ	280.00	Cost of Care Plus Rate
11/20/2024	33299	MARIANA NAVA	4,480.00	Child Care Reimbursement
11/20/2024	33299	MARIANA NAVA	700.00	Cost of Care Plus Rate
11/20/2024	33300	MARIANELA G ORTIZ	5,655.57	Child Care Reimbursement
11/20/2024	33300	MARIANELA G ORTIZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33300	MARIANELA G ORTIZ	(100.00)	Union Dues
11/20/2024	33301	MARILU GARZA	7,926.22	Child Care Reimbursement
11/20/2024	33301	MARILU GARZA	1,400.00	Cost of Care Plus Rate
11/20/2024	33301	MARILU GARZA	(90.00)	Union Dues
11/20/2024	33302	MARISOL PEREZ	1,125.75	Child Care Reimbursement
11/20/2024	33302	MARISOL PEREZ	196.00	Cost of Care Plus Rate
11/20/2024	33303	MARISSA LOPEZ LOPEZ	3,189.01	Child Care Reimbursement
11/20/2024	33303	MARISSA LOPEZ LOPEZ	560.00	Cost of Care Plus Rate
11/20/2024	33304	MARTHA ANGELICA SOLORIO DE ARCEO	2,220.72	Child Care Reimbursement

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11/20/2024	33304	MARTHA ANGELICA SOLORIO DE ARCEO	420.00	Cost of Care Plus Rate
11/20/2024	33305	MARTHA SALGADO	10,543.94	Child Care Reimbursement
11/20/2024	33305	MARTHA SALGADO	1,680.00	Cost of Care Plus Rate
11/20/2024	33305	MARTHA SALGADO	(95.00)	Union Dues
11/20/2024	33306	MAYRA HERNANDEZ	3,468.65	Child Care Reimbursement
11/20/2024	33306	MAYRA HERNANDEZ	560.00	Cost of Care Plus Rate
11/20/2024	33306	MAYRA HERNANDEZ	(69.37)	Union Dues
11/20/2024	33307	MIGUEL ANGEL GARCIA JIMENEZ	3,646.34	Child Care Reimbursement
11/20/2024	33307	MIGUEL ANGEL GARCIA JIMENEZ	560.00	Cost of Care Plus Rate
11/20/2024	33307	MIGUEL ANGEL GARCIA JIMENEZ	(82.93)	Union Dues
11/20/2024	33308	MIRIAM LOPEZ GUTIERREZ	11,240.06	Child Care Reimbursement
11/20/2024	33308	MIRIAM LOPEZ GUTIERREZ	1,820.00	Cost of Care Plus Rate
11/20/2024	33308	MIRIAM LOPEZ GUTIERREZ	(90.00)	Union Dues
11/20/2024	33309	NANCY GARIBAY HERNANDEZ	1,707.55	Child Care Reimbursement
11/20/2024	33309	NANCY GARIBAY HERNANDEZ	280.00	Cost of Care Plus Rate
11/20/2024	33309	NANCY GARIBAY HERNANDEZ	(44.15)	Union Dues
11/20/2024	33310	NANCY NATHALY TOSCANO CRUZ	843.28	Child Care Reimbursement
11/20/2024	33310	NANCY NATHALY TOSCANO CRUZ	140.00	Cost of Care Plus Rate
11/20/2024	33311	Natalie Sevilla	1,529.76	Child Care Reimbursement
11/20/2024	33311	Natalie Sevilla	280.00	Cost of Care Plus Rate
11/20/2024	33311	Natalie Sevilla	(30.60)	Union Dues
11/20/2024	33312	NORMA LISA GUZMAN	3,987.67	Child Care Reimbursement
11/20/2024	33312	NORMA LISA GUZMAN	700.00	Cost of Care Plus Rate
11/20/2024	33313	NORMA M ZARAZUA	3,995.25	Child Care Reimbursement
11/20/2024	33313	NORMA M ZARAZUA	700.00	Cost of Care Plus Rate
11/20/2024	33313	NORMA M ZARAZUA	(79.91)	Union Dues
11/20/2024	33314	NUBIA IVETTE ACEVES RODRIGUEZ	749.11	Child Care Reimbursement
11/20/2024	33314	NUBIA IVETTE ACEVES RODRIGUEZ	140.00	Cost of Care Plus Rate
11/20/2024	33314	NUBIA IVETTE ACEVES RODRIGUEZ	(14.98)	Union Dues
11/20/2024	33315	OLGA LIDIA ALVAREZ	1,277.55	Child Care Reimbursement
11/20/2024	33315	OLGA LIDIA ALVAREZ	196.00	Cost of Care Plus Rate
11/20/2024	33316	OLGA ZAMAGO	1,589.11	Child Care Reimbursement
11/20/2024	33316	OLGA ZAMAGO	280.00	Cost of Care Plus Rate
11/20/2024	33317	ORGARIDT ALCANZAR MAGANA	5,254.76	Child Care Reimbursement
11/20/2024	33317	ORGARIDT ALCANZAR MAGANA	980.00	Cost of Care Plus Rate
11/20/2024	33317	ORGARIDT ALCANZAR MAGANA	(90.00)	Union Dues
11/20/2024	33318	PATRICIA SANCHEZ	6,409.36	Child Care Reimbursement
11/20/2024	33318	PATRICIA SANCHEZ	1,120.00	Cost of Care Plus Rate
11/20/2024	33319	PRECIOSA ISABEL CHAMALE CASTRO	572.60	Child Care Reimbursement
11/20/2024	33319	PRECIOSA ISABEL CHAMALE CASTRO	98.00	Cost of Care Plus Rate

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11/20/2024	33320	Rebecca Mendoza Vazquez Family Child Care	1,458.42	Child Care Reimbursement
11/20/2024	33320	Rebecca Mendoza Vazquez Family Child Care	280.00	Cost of Care Plus Rate
11/20/2024	33321	REMEDIOS MORENO ZAVALA	749.11	Child Care Reimbursement
11/20/2024	33321	REMEDIOS MORENO ZAVALA	140.00	Cost of Care Plus Rate
11/20/2024	33321	REMEDIOS MORENO ZAVALA	(24.98)	Union Dues
11/20/2024	33322	REYNALDA C MALDONADO	1,331.22	Child Care Reimbursement
11/20/2024	33322	REYNALDA C MALDONADO	294.00	Cost of Care Plus Rate
11/20/2024	33323	RITA GARCIA	10,959.91	Child Care Reimbursement
11/20/2024	33323	RITA GARCIA	1,820.00	Cost of Care Plus Rate
11/20/2024	33324	ROCIO OROZCO IBARRA	291.13	Child Care Reimbursement
11/20/2024	33324	ROCIO OROZCO IBARRA	420.00	Cost of Care Plus Rate
11/20/2024	33325	Rosa Elena Arellano	1,696.59	Child Care Reimbursement
11/20/2024	33325	Rosa Elena Arellano	280.00	Cost of Care Plus Rate
11/20/2024	33325	Rosa Elena Arellano	(33.93)	Union Dues
11/20/2024	33326	ROSA M SALAZAR	657.16	Child Care Reimbursement
11/20/2024	33326	ROSA M SALAZAR	98.00	Cost of Care Plus Rate
11/20/2024	33327	ROSALIA MARTINEZ DE MENDOZA	1,479.34	Child Care Reimbursement
11/20/2024	33327	ROSALIA MARTINEZ DE MENDOZA	294.00	Cost of Care Plus Rate
11/20/2024	33327	ROSALIA MARTINEZ DE MENDOZA	(29.59)	Union Dues
11/20/2024	33328	RUBICEL RUIZ SOLORIO	5,711.16	Child Care Reimbursement
11/20/2024	33328	RUBICEL RUIZ SOLORIO	980.00	Cost of Care Plus Rate
11/20/2024	33328	RUBICEL RUIZ SOLORIO	(95.00)	Union Dues
11/20/2024	33329	RUTH CARINA PAREDES	7,982.29	Child Care Reimbursement
11/20/2024	33329	RUTH CARINA PAREDES	1,400.00	Cost of Care Plus Rate
11/20/2024	33329	RUTH CARINA PAREDES	(100.00)	Union Dues
11/20/2024	33330	SAIDY LORENA MAYEN	7,539.26	Child Care Reimbursement
11/20/2024	33330	SAIDY LORENA MAYEN	1,400.00	Cost of Care Plus Rate
11/20/2024	33330	SAIDY LORENA MAYEN	(95.00)	Union Dues
11/20/2024	33331	SANDRA RODRIGUEZ	843.28	Child Care Reimbursement
11/20/2024	33331	SANDRA RODRIGUEZ	140.00	Cost of Care Plus Rate
11/20/2024	33331	SANDRA RODRIGUEZ	(26.87)	Union Dues
11/20/2024	33332	SENDY N HERNANDEZ SOSA	1,125.75	Child Care Reimbursement
11/20/2024	33332	SENDY N HERNANDEZ SOSA	196.00	Cost of Care Plus Rate
11/20/2024	33332	SENDY N HERNANDEZ SOSA	(32.52)	Union Dues
11/20/2024	33333	SILVIA DAVALOS DE ANGUIANO	2,764.16	Child Care Reimbursement
11/20/2024	33333	SILVIA DAVALOS DE ANGUIANO	588.00	Cost of Care Plus Rate
11/20/2024	33334	SILVIA E ZUNIGA	11,925.18	Child Care Reimbursement
11/20/2024	33334	SILVIA E ZUNIGA	1,820.00	Cost of Care Plus Rate
11/20/2024	33334	SILVIA E ZUNIGA	(90.00)	Union Dues
11/20/2024	33335	SONIA PANTOJA	7,186.04	Child Care Reimbursement
11/20/2024	33335	SONIA PANTOJA	1,120.00	Cost of Care Plus Rate
11/20/2024	33336	STEPHANIE VERDUGO	6,555.86	Child Care Reimbursement
11/20/2024	33336	STEPHANIE VERDUGO	1,260.00	Cost of Care Plus Rate
11/20/2024	33336	STEPHANIE VERDUGO	(90.00)	Union Dues
11/20/2024	33337	SUNSHINE CENTER	1,745.82	Child Care Reimbursement
11/20/2024	33337	SUNSHINE CENTER	280.00	Cost of Care Plus Rate
11/20/2024	33338	SUSY I SANTACRUZ DE SAHAGUN	6,680.67	Child Care Reimbursement

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11/20/2024	33338	SUSY I SANTACRUZ DE SAHAGUN	1,120.00	Cost of Care Plus Rate
11/20/2024	33338	SUSY I SANTACRUZ DE SAHAGUN	(100.00)	Union Dues
11/20/2024	33339	SYLVIA MORA	1,001.86	Child Care Reimbursement
11/20/2024	33339	SYLVIA MORA	196.00	Cost of Care Plus Rate
11/20/2024	33340	TERESA CAROLINA OROPEZA	4,795.53	Child Care Reimbursement
11/20/2024	33340	TERESA CAROLINA OROPEZA	840.00	Cost of Care Plus Rate
11/20/2024	33340	TERESA CAROLINA OROPEZA	(90.00)	Union Dues
11/20/2024	33341	TINA MARIE ANTE	10,381.36	Child Care Reimbursement
11/20/2024	33341	TINA MARIE ANTE	1,960.00	Cost of Care Plus Rate
11/20/2024	33341	TINA MARIE ANTE	(100.00)	Union Dues
11/20/2024	33342	TRINIDAD TINOCO	9,001.99	Child Care Reimbursement
11/20/2024	33342	TRINIDAD TINOCO	1,680.00	Cost of Care Plus Rate
11/20/2024	33342	TRINIDAD TINOCO	(100.00)	Union Dues
11/20/2024	33343	Yanely Garcia	1,526.24	Child Care Reimbursement
11/20/2024	33343	Yanely Garcia	294.00	Cost of Care Plus Rate
11/20/2024	33344	YESENIA CAYETANO HERNANDEZ	625.00	Child Care Reimbursement
11/20/2024	33344	YESENIA CAYETANO HERNANDEZ	140.00	Cost of Care Plus Rate
11/20/2024	33345	YESENIA ESCOTO MURILLO	1,690.47	Child Care Reimbursement
11/20/2024	33345	YESENIA ESCOTO MURILLO	294.00	Cost of Care Plus Rate
11/20/2024	33346	YESENIA GUADALUPE QUINTERO TAPIA	2,248.48	Child Care Reimbursement
11/20/2024	33346	YESENIA GUADALUPE QUINTERO TAPIA	420.00	Cost of Care Plus Rate
11/20/2024	33347	YESENIA SALAZAR-PENA	4,183.87	Child Care Reimbursement
11/20/2024	33347	YESENIA SALAZAR-PENA	700.00	Cost of Care Plus Rate
11/20/2024	33347	YESENIA SALAZAR-PENA	(83.68)	Union Dues
11/20/2024	33348	YOLANDA JUAREZ	5,691.55	Child Care Reimbursement
11/20/2024	33348	YOLANDA JUAREZ	980.00	Cost of Care Plus Rate
11/20/2024	33349	ZEFERINO GONZALEZ	1,070.88	Child Care Reimbursement
11/20/2024	33349	ZEFERINO GONZALEZ	196.00	Cost of Care Plus Rate
11/20/2024	33350	5905 NILES ST LLC	4,708.00	PO-2024-2586 6019 NILES ST 3 & 4 NOV 2024
11/20/2024	33351	BKAT, INC	10,920.00	PO-2024-1130 317 MT VERNON DEC 2024
11/20/2024	33352	COUNTY OF KERN - MORTGAGE PAYMENT ONLY	44,367.81	PO-2024-1003 1300 18TH ST DEC 2024 MORTGAGE PMT
11/20/2024	33353	DIOCESE OF FRESNO EDUCATION CORPORATION	3,450.00	PO-2024-1689 929 BORADWAY WASCO DEC 2024
11/20/2024	33354	DIVERSIFIED PROJECT SERVICES INTL., INC.	9,277.00	PO-2024-2133 5351 OLIVE DR DEC 2024
11/20/2024	33355	EAST HILLS ROADWAY ASSOCIATION	459.40	3101 MALL VIEW RD DEC 2024 CAM PARCEL 130-161-68
11/20/2024	33356	GRACE COMMUNITY CHURCH	4,705.20	PO-2024-1333 850 J ST LATHROP DEC 2024
11/20/2024	33357	JANET Y YU	700.00	PO-2024-2490 8401 CAL CITY BLVD STE 8 DEC 2024
11/20/2024	33358	JOHN REY	1,875.00	PO-2024-1729 15662 K ST MOJAVE DEC 2024
11/20/2024	33359	M-R PROPERTIES	7,091.00	PO-2024-2157 1145 N HUNTER ST DEC 2024

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11/20/2024	33360	MH 3101 MALL VIEW ROAD, LLC	6,000.00	PO-2024-3104 3101 MALL VIEW RD DEC 2024
11/20/2024	33361	OLLIE SHANKLE TRUSTEE (LESSOR)	10,225.00	PO-2024-2290 300 19TH ST DEC 2024
11/20/2024	33362	PROTEUS INC	375.00	PO-2024-1904 220 N 11TH AVE HANDFORD DEC 2024
11/20/2024	33363	ZREP LLC	3,950.17	PO-2023-2831 500 E CALIF AVE DEC 2024
11/20/2024	33364	JERRY MEADE	143.00	Travel Advance Per Diem
11/20/2024	33365	LOUIS GILL	143.00	Travel Advance LEADERSHIP RETREAT MEETING STOCKTON, CA 11182
11/20/2024	33366	SYLVIA ORTEGA	73.50	Travel Advance Leadership meeting retreat STOCKTON, CA 11182
11/20/2024	33367	YOLANDA GONZALES	143.00	Travel Advance LEADERSHIP RETREAT MEETING, STOCKTON, CA 1118
11/20/2024	33368	AMERITAS LIFE INSURANCE CORP.	31,805.89	November 2024 DENTAL
11/20/2024	33369	AMERITAS LIFE INSURANCE CORP.	4,374.82	November 2024 VISION
11/20/2024	33370	ADA HARPSTER	149.41	October Mileage Reimbursement
11/20/2024	33371	ALEYA THOMPSON	90.45	October Mileage Reimbursement
11/20/2024	33372	AMBER PUMPHREY	40.87	Mileage Reimbursement
11/20/2024	33373	ANABEL JIMENEZ	52.26	Mileage Reimbursement
11/20/2024	33374	ANNELISA PEREZ	31.49	OCTOBER MILEAGE REIMBURSTMENT
11/20/2024	33375	ANNETTE JOHNSON-ALLEN	429.47	MILEAGE REIMBURSEMENT
11/20/2024	33376	ELIZABETH CISNEROS	97.82	Mileage Reimbursement
11/20/2024	33377	ERIC LE BARBE	227.13	October Mileage Reimbursement
11/20/2024	33378	ESTEFANY HERNANDEZ	75.04	Mileage Reimbursement
11/20/2024	33379	GIOVANNI ARAGON	84.42	Mileage Reimbursement
11/20/2024	33380	GIRLHENE SORIANO	69.68	Mileage Reimbursement
11/20/2024	33381	GREGORIA BENAVIDES	22.11	G Benavides OCT 2024 Mileage
11/20/2024	33382	HALONDA NAFF	93.13	Oct Mileage for Halonda Naff
11/20/2024	33383	JANELLE ANDRES	28.14	MILEAGE REIMBURSEMENT
11/20/2024	33384	JAQUELINE GUERRA	74.37	October Mileage
11/20/2024	33385	JASON ROJAS	251.25	Mileage Reimbursement
11/20/2024	33386	JAUBRAE DIXON	152.09	Oct Mileage for Jaubrae Dixon
11/20/2024	33387	JESSICA REYES GONZALEZ	221.77	Oct Mileage for Jessica Gonzalez
11/20/2024	33388	KATHYA CORRALES VARGAS	59.63	October Mileage
11/20/2024	33389	KEVIN GOUDGE	28.14	Mileage reimbursement
11/20/2024	33390	LIZETTE BRAVO	131.32	Mileage Reimbursement
11/20/2024	33391	MARIA DEL CARMEN VILLANUEVA	60.30	Mileage Reimbursement
11/20/2024	33392	MARIA MORALES ZARATE	9.38	Mileage Reimbursement
11/20/2024	33393	MARIA RAMOS	130.65	Mileage Reimbursement
11/20/2024	33394	MARIANA RIOS	176.88	Mariana Rios Mileage Reimbursement October 2024
11/20/2024	33395	MARISELA GONZALEZ	244.55	MILEAGE REIMBURSEMENT
11/20/2024	33396	MONICA ZAMUDIO	62.98	Mileage Reimbursement
11/20/2024	33397	NELLY MENDOZA	29.48	MILEAGE REIMBURSEMENT
11/20/2024	33398	NICOLE NINO	116.58	MILEAGE REIMBURSEMENT
11/20/2024	33399	RACHEL LECKKIRK	72.36	October 2024 Mileage Reimbursement
11/20/2024	33400	ROSA RABAGO	105.86	Mileage Reimbursement
11/20/2024	33401	SAFIYA PRICE	46.23	MILEAGE REIMBURSEMENT
11/20/2024	33402	SHARON BRIGGS	79.06	Mileage Reimbursement

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/20/2024	33403	TIFFANY WAITERS-MCCLINTON	17.42	MILEAGE REIMBURSEMENT
11/20/2024	33404	TINA MOUA	37.52	MILEAGE REIMBURSEMENT
11/22/2024	227597	LORI MACIAS CERNA	4,543.63	Child Care Reimbursement
11/22/2024	227597	LORI MACIAS CERNA	980.00	Cost of Care Plus Rate
11/22/2024	227598	ROSELIA MADERA CALDERA	1,370.56	Child Care Reimbursement
11/22/2024	227598	ROSELIA MADERA CALDERA	280.00	Cost of Care Plus Rate
11/22/2024	227598	ROSELIA MADERA CALDERA	(37.41)	Union Dues
11/22/2024	227599	JOSEFA HERNANDEZ DE RODRIGUEZ	2,277.16	Child Care Reimbursement
11/22/2024	227599	JOSEFA HERNANDEZ DE RODRIGUEZ	420.00	Cost of Care Plus Rate
11/22/2024	227600	ROCIO JOSEFINA HERNANDEZ	12,009.38	Child Care Reimbursement
11/22/2024	227600	ROCIO JOSEFINA HERNANDEZ	1,960.00	Cost of Care Plus Rate
11/22/2024	227601	ROCIO VERONICA MUNIZ CERECEDA	2,380.19	Child Care Reimbursement
11/22/2024	227601	ROCIO VERONICA MUNIZ CERECEDA	420.00	Cost of Care Plus Rate
11/22/2024	227602	ROSALBA CABRAL	1,232.88	Child Care Reimbursement
11/22/2024	227602	ROSALBA CABRAL	280.00	Cost of Care Plus Rate
11/22/2024	227603	ALMA YANETH NUNEZ GUTIERREZ	564.23	Child Care Reimbursement
11/22/2024	227603	ALMA YANETH NUNEZ GUTIERREZ	98.00	Cost of Care Plus Rate
11/22/2024	227604	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	2,634.33	Child Care Reimbursement
11/22/2024	227604	ANDRADE ESTELA Y JOSE FAMILY CHILD CARE	420.00	Cost of Care Plus Rate
11/22/2024	227605	ANNA DELFINA REYES	7,399.24	Child Care Reimbursement
11/22/2024	227605	ANNA DELFINA REYES	1,120.00	Cost of Care Plus Rate
11/22/2024	227606	ENEDINA MADRIGAL	937.28	Child Care Reimbursement
11/22/2024	227606	ENEDINA MADRIGAL	196.00	Cost of Care Plus Rate
11/22/2024	227607	GUADALUPE CABRERA	11,146.53	Child Care Reimbursement
11/22/2024	227607	GUADALUPE CABRERA	1,820.00	Cost of Care Plus Rate
11/22/2024	227607	GUADALUPE CABRERA	(90.00)	Union Dues
11/22/2024	227608	MARIA J MARTINEZ DE GARCIA	5,343.57	Child Care Reimbursement
11/22/2024	227608	MARIA J MARTINEZ DE GARCIA	980.00	Cost of Care Plus Rate
11/22/2024	227609	SOCORRO LARA DE GOVEA	1,012.15	Child Care Reimbursement
11/22/2024	227609	SOCORRO LARA DE GOVEA	140.00	Cost of Care Plus Rate
11/22/2024	227610	VERONICA L ESCOBAR	6,908.44	Child Care Reimbursement
11/22/2024	227610	VERONICA L ESCOBAR	1,120.00	Cost of Care Plus Rate
11/22/2024	227611	ANA HERMELINDA SANTOS PACHECO	6,575.49	Child Care Reimbursement
11/22/2024	227611	ANA HERMELINDA SANTOS PACHECO	1,120.00	Cost of Care Plus Rate
11/22/2024	227612	CARMEN SANTOS PACHECO	5,073.38	Child Care Reimbursement
11/22/2024	227612	CARMEN SANTOS PACHECO	1,260.00	Cost of Care Plus Rate
11/22/2024	227613	MARCELINA ZARATE ZARATE	1,676.35	Child Care Reimbursement
11/22/2024	227613	MARCELINA ZARATE ZARATE	294.00	Cost of Care Plus Rate
11/22/2024	227614	MARIA P COSIO	8,977.05	Child Care Reimbursement
11/22/2024	227614	MARIA P COSIO	1,400.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/22/2024	227615	TEODORA GIRON MORALES	784.86	Child Care Reimbursement
11/22/2024	227615	TEODORA GIRON MORALES	140.00	Cost of Care Plus Rate
11/22/2024	227616	YECENIA GARCIA RAMIREZ	1,285.76	Child Care Reimbursement
11/22/2024	227616	YECENIA GARCIA RAMIREZ	280.00	Cost of Care Plus Rate
11/22/2024	227617	BRIGHT FUTURES PRESCHOOL 2	872.91	Child Care Reimbursement
11/22/2024	227617	BRIGHT FUTURES PRESCHOOL 2	140.00	Cost of Care Plus Rate
11/22/2024	227618	CARLAANGELA RUIZ	153.07	Child Care Reimbursement
11/22/2024	227618	CARLAANGELA RUIZ	140.00	Cost of Care Plus Rate
11/22/2024	227619	CARMELITA JACINTA MORALES MEJIA	524.38	Child Care Reimbursement
11/22/2024	227619	CARMELITA JACINTA MORALES MEJIA	98.00	Cost of Care Plus Rate
11/22/2024	227620	CONSUELO RAMIREZ DE MAGDALENO	7,790.96	Child Care Reimbursement
11/22/2024	227620	CONSUELO RAMIREZ DE MAGDALENO	1,260.00	Cost of Care Plus Rate
11/22/2024	227620	CONSUELO RAMIREZ DE MAGDALENO	(90.00)	Union Dues
11/22/2024	227621	DOMINGO I BASURTO	771.84	Child Care Reimbursement
11/22/2024	227621	DOMINGO I BASURTO	294.00	Cost of Care Plus Rate
11/22/2024	227622	JOLDRIN JOSUE ZUNIGA HONDOY	286.65	Child Care Reimbursement
11/22/2024	227622	JOLDRIN JOSUE ZUNIGA HONDOY	196.00	Cost of Care Plus Rate
11/22/2024	227623	MARIA DE LOS ANGELES HONDOY GUEVARA	304.91	Child Care Reimbursement
11/22/2024	227623	MARIA DE LOS ANGELES HONDOY GUEVARA	196.00	Cost of Care Plus Rate
11/22/2024	227624	NORMA P AMEZQUITA	1,644.38	Child Care Reimbursement
11/22/2024	227624	NORMA P AMEZQUITA	420.00	Cost of Care Plus Rate
11/22/2024	227625	OFELIA QUINTERO DE GUZMAN	477.48	Child Care Reimbursement
11/22/2024	227625	OFELIA QUINTERO DE GUZMAN	98.00	Cost of Care Plus Rate
11/22/2024	33405	ANA MARIA RAMIREZ MEJIA	4,736.66	Child Care Reimbursement
11/22/2024	33405	ANA MARIA RAMIREZ MEJIA	700.00	Cost of Care Plus Rate
11/22/2024	33405	ANA MARIA RAMIREZ MEJIA	(100.00)	Union Dues
11/22/2024	33406	ANDREA ESTRADA	902.87	Child Care Reimbursement
11/22/2024	33406	ANDREA ESTRADA	140.00	Cost of Care Plus Rate
11/22/2024	33406	ANDREA ESTRADA	(28.06)	Union Dues
11/22/2024	33407	AZUCENA C ESCAMILLA-MARTINEZ	2,800.12	Child Care Reimbursement
11/22/2024	33407	AZUCENA C ESCAMILLA-MARTINEZ	490.00	Cost of Care Plus Rate
11/22/2024	33408	EDITH ALEJANDRA GALLEGOS	2,891.60	Child Care Reimbursement
11/22/2024	33408	EDITH ALEJANDRA GALLEGOS	560.00	Cost of Care Plus Rate
11/22/2024	33409	EMILY RAMIREZ - KIDS N US DAYCARE	883.66	Child Care Reimbursement
11/22/2024	33409	EMILY RAMIREZ - KIDS N US DAYCARE	140.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/22/2024	33409	EMILY RAMIREZ - KIDS N US DAYCARE	(20.67)	Union Dues
11/22/2024	33410	ERIKA L CENTENO	6,159.23	Child Care Reimbursement
11/22/2024	33410	ERIKA L CENTENO	980.00	Cost of Care Plus Rate
11/22/2024	33411	GLAFIRA E CAMACHO DE TRUJILLO	7,142.42	Child Care Reimbursement
11/22/2024	33411	GLAFIRA E CAMACHO DE TRUJILLO	1,120.00	Cost of Care Plus Rate
11/22/2024	33412	JACINTA GLORIA CRUZ	3,302.10	Child Care Reimbursement
11/22/2024	33412	JACINTA GLORIA CRUZ	560.00	Cost of Care Plus Rate
11/22/2024	33412	JACINTA GLORIA CRUZ	(66.04)	Union Dues
11/22/2024	33413	JANETH REYNOSA CASILLAS	1,591.98	Child Care Reimbursement
11/22/2024	33413	JANETH REYNOSA CASILLAS	280.00	Cost of Care Plus Rate
11/22/2024	33414	LETICIA HERNANDEZ	1,568.94	Child Care Reimbursement
11/22/2024	33414	LETICIA HERNANDEZ	280.00	Cost of Care Plus Rate
11/22/2024	33415	LUCERO MILLAN GARCIA	870.64	Child Care Reimbursement
11/22/2024	33415	LUCERO MILLAN GARCIA	140.00	Cost of Care Plus Rate
11/22/2024	33416	Luz Maria Ramirez	1,767.32	Child Care Reimbursement
11/22/2024	33416	Luz Maria Ramirez	280.00	Cost of Care Plus Rate
11/22/2024	33416	Luz Maria Ramirez	(35.35)	Union Dues
11/22/2024	33417	MARIA GUADALUPE NAVARRO DE ORTIZ	2,529.35	Child Care Reimbursement
11/22/2024	33417	MARIA GUADALUPE NAVARRO DE ORTIZ	560.00	Cost of Care Plus Rate
11/22/2024	33418	MARIA Z RODRIGUEZ DE OCHOA	2,624.94	Child Care Reimbursement
11/22/2024	33418	MARIA Z RODRIGUEZ DE OCHOA	420.00	Cost of Care Plus Rate
11/22/2024	33419	MARICELA CORTEZ	6,927.90	Child Care Reimbursement
11/22/2024	33419	MARICELA CORTEZ	980.00	Cost of Care Plus Rate
11/22/2024	33420	MARISOL PEREZ	2,357.19	Child Care Reimbursement
11/22/2024	33420	MARISOL PEREZ	420.00	Cost of Care Plus Rate
11/22/2024	33421	MARTINA RANGEL	4,614.92	Child Care Reimbursement
11/22/2024	33421	MARTINA RANGEL	700.00	Cost of Care Plus Rate
11/22/2024	33422	VIRGINIA PEREZ	883.66	Child Care Reimbursement
11/22/2024	33422	VIRGINIA PEREZ	140.00	Cost of Care Plus Rate
11/22/2024	33423	EDUVIJES SUAREZ	3,401.76	Child Care Reimbursement
11/22/2024	33423	EDUVIJES SUAREZ	560.00	Cost of Care Plus Rate
11/22/2024	33423	EDUVIJES SUAREZ	(68.04)	Union Dues
11/22/2024	33424	ESMERALDA Y GONZALES	1,677.56	Child Care Reimbursement
11/22/2024	33424	ESMERALDA Y GONZALES	280.00	Cost of Care Plus Rate
11/22/2024	33425	JAQUELINE MATURINO MONARREZ	2,632.63	Child Care Reimbursement
11/22/2024	33425	JAQUELINE MATURINO MONARREZ	420.00	Cost of Care Plus Rate
11/22/2024	33426	MARIA TERESA ALANIS	4,988.44	Child Care Reimbursement
11/22/2024	33426	MARIA TERESA ALANIS	980.00	Cost of Care Plus Rate
11/22/2024	33427	YADIRA REBOLLEDO	3,319.86	Child Care Reimbursement
11/22/2024	33427	YADIRA REBOLLEDO	560.00	Cost of Care Plus Rate
11/22/2024	33428	YAZMIN ARACELI NAVARRO HERRERA	3,028.15	Child Care Reimbursement
11/22/2024	33428	YAZMIN ARACELI NAVARRO HERRERA	588.00	Cost of Care Plus Rate
11/22/2024	33429	ADELA RUIZ	2,507.82	Child Care Reimbursement
11/22/2024	33429	ADELA RUIZ	640.00	Cost of Care Plus Rate

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11/22/2024	33430	ANDREA BUENROSTRO	10,396.05	Child Care Reimbursement
11/22/2024	33430	ANDREA BUENROSTRO	1,920.00	Cost of Care Plus Rate
11/22/2024	33431	ANDREA MOHAMMED	924.39	Child Care Reimbursement
11/22/2024	33431	ANDREA MOHAMMED	320.00	Cost of Care Plus Rate
11/22/2024	33432	GRISELDA NUNEZ	1,114.32	Child Care Reimbursement
11/22/2024	33432	GRISELDA NUNEZ	282.00	Cost of Care Plus Rate
11/22/2024	33433	JENNIFER KRISTINE GARCIA CONTRERAS	810.32	Child Care Reimbursement
11/22/2024	33433	JENNIFER KRISTINE GARCIA CONTRERAS	141.00	Cost of Care Plus Rate
11/22/2024	33434	LINDA'S CHILD CARE PROVIDER, INC	7,601.08	Child Care Reimbursement
11/22/2024	33434	LINDA'S CHILD CARE PROVIDER, INC	1,280.00	Cost of Care Plus Rate
11/22/2024	33435	VIRGINIA FERREIRA	7,369.74	Child Care Reimbursement
11/22/2024	33435	VIRGINIA FERREIRA	1,280.00	Cost of Care Plus Rate
11/22/2024	33436	ANA M. DAVILA	2,414.11	Child Care Reimbursement
11/22/2024	33436	ANA M. DAVILA	420.00	Cost of Care Plus Rate
11/22/2024	33437	ANABEL A MARTINEZ	1,329.68	Child Care Reimbursement
11/22/2024	33437	ANABEL A MARTINEZ	280.00	Cost of Care Plus Rate
11/22/2024	33438	DEANNA RAMIREZ	1,694.67	Child Care Reimbursement
11/22/2024	33438	DEANNA RAMIREZ	280.00	Cost of Care Plus Rate
11/22/2024	33439	Delia Irene Araujo Dominguez	6,521.32	Child Care Reimbursement
11/22/2024	33439	Delia Irene Araujo Dominguez	1,120.00	Cost of Care Plus Rate
11/22/2024	33440	DOLORES SANCHEZ LOPEZ	1,402.86	Child Care Reimbursement
11/22/2024	33440	DOLORES SANCHEZ LOPEZ	280.00	Cost of Care Plus Rate
11/22/2024	33441	ELIZABETH MARTINEZ	812.28	Child Care Reimbursement
11/22/2024	33441	ELIZABETH MARTINEZ	140.00	Cost of Care Plus Rate
11/22/2024	33442	ELOISA LEMUS	5,084.01	Child Care Reimbursement
11/22/2024	33442	ELOISA LEMUS	840.00	Cost of Care Plus Rate
11/22/2024	33443	IRMA GUTIERREZ	2,961.79	Child Care Reimbursement
11/22/2024	33443	IRMA GUTIERREZ	560.00	Cost of Care Plus Rate
11/22/2024	33444	MAGDA SALDIVAR	1,624.56	Child Care Reimbursement
11/22/2024	33444	MAGDA SALDIVAR	280.00	Cost of Care Plus Rate
11/22/2024	33445	MARIA E SANCHEZ DE GOMEZ	4,963.42	Child Care Reimbursement
11/22/2024	33445	MARIA E SANCHEZ DE GOMEZ	980.00	Cost of Care Plus Rate
11/22/2024	33446	Maricela Munoz Sanchez	3,388.78	Child Care Reimbursement
11/22/2024	33446	Maricela Munoz Sanchez	560.00	Cost of Care Plus Rate
11/22/2024	33447	ROSAURA IBARRA OROZCO	3,585.22	Child Care Reimbursement
11/22/2024	33447	ROSAURA IBARRA OROZCO	700.00	Cost of Care Plus Rate
11/22/2024	33448	SILVIA LEMUS DE OROSCO	2,577.06	Child Care Reimbursement
11/22/2024	33448	SILVIA LEMUS DE OROSCO	420.00	Cost of Care Plus Rate
11/22/2024	33449	TERESA MENDOZA	882.39	Child Care Reimbursement
11/22/2024	33449	TERESA MENDOZA	140.00	Cost of Care Plus Rate
11/22/2024	33450	YOLANDA CORTES DE MENDOZA	882.39	Child Care Reimbursement
11/22/2024	33450	YOLANDA CORTES DE MENDOZA	140.00	Cost of Care Plus Rate
11/22/2024	33451	ANDREA FRANCISCA SANTOS MENDOZA	10,847.05	Child Care Reimbursement
11/22/2024	33451	ANDREA FRANCISCA SANTOS MENDOZA	1,960.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/22/2024	33451	ANDREA FRANCISCA SANTOS MENDOZA	(100.00)	Union Dues
11/22/2024	33452	ANGELICA VALIENTE DE BARRAGAN	5,227.86	Child Care Reimbursement
11/22/2024	33452	ANGELICA VALIENTE DE BARRAGAN	840.00	Cost of Care Plus Rate
11/22/2024	33453	ARACELI EMMA GUERRERO DE MENDEZ	5,210.10	Child Care Reimbursement
11/22/2024	33453	ARACELI EMMA GUERRERO DE MENDEZ	840.00	Cost of Care Plus Rate
11/22/2024	33453	ARACELI EMMA GUERRERO DE MENDEZ	(100.00)	Union Dues
11/22/2024	33454	BAUDELINA SANTOS PACHECO	8,921.46	Child Care Reimbursement
11/22/2024	33454	BAUDELINA SANTOS PACHECO	840.00	Cost of Care Plus Rate
11/22/2024	33455	BERTHA MORENO	7,093.79	Child Care Reimbursement
11/22/2024	33455	BERTHA MORENO	1,260.00	Cost of Care Plus Rate
11/22/2024	33456	CELFIDA SANTOS DE RUIZ	9,564.85	Child Care Reimbursement
11/22/2024	33456	CELFIDA SANTOS DE RUIZ	1,680.00	Cost of Care Plus Rate
11/22/2024	33456	CELFIDA SANTOS DE RUIZ	(90.00)	Union Dues
11/22/2024	33457	EDILIA GUTIERREZ DE GARCIA	3,069.90	Child Care Reimbursement
11/22/2024	33457	EDILIA GUTIERREZ DE GARCIA	700.00	Cost of Care Plus Rate
11/22/2024	33458	GABRIELA GARCIA DE RODRIGUEZ	13,246.07	Child Care Reimbursement
11/22/2024	33458	GABRIELA GARCIA DE RODRIGUEZ	2,100.00	Cost of Care Plus Rate
11/22/2024	33459	LETICIA FLORES	2,158.59	Child Care Reimbursement
11/22/2024	33459	LETICIA FLORES	420.00	Cost of Care Plus Rate
11/22/2024	33460	LIDIA ALONDRA BRAVO DE MENDOZA	3,032.56	Child Care Reimbursement
11/22/2024	33460	LIDIA ALONDRA BRAVO DE MENDOZA	560.00	Cost of Care Plus Rate
11/22/2024	33461	LORRAINE DIAZ	2,380.56	Child Care Reimbursement
11/22/2024	33461	LORRAINE DIAZ	420.00	Cost of Care Plus Rate
11/22/2024	33462	MARIA A VARGAS	806.01	Child Care Reimbursement
11/22/2024	33462	MARIA A VARGAS	140.00	Cost of Care Plus Rate
11/22/2024	33463	MARIA DOLORES ARIAS	3,223.95	Child Care Reimbursement
11/22/2024	33463	MARIA DOLORES ARIAS	560.00	Cost of Care Plus Rate
11/22/2024	33463	MARIA DOLORES ARIAS	(79.48)	Union Dues
11/22/2024	33464	MARIBEL MEDINA VARGAS	2,340.39	Child Care Reimbursement
11/22/2024	33464	MARIBEL MEDINA VARGAS	420.00	Cost of Care Plus Rate
11/22/2024	33465	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	10,947.00	Child Care Reimbursement
11/22/2024	33465	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	1,820.00	Cost of Care Plus Rate
11/22/2024	33465	MARIBEL RAMIREZ ROSAS FAMILY CHILD CARE	(100.00)	Union Dues
11/22/2024	33466	MIREYA GUZMAN CRISTOBAL	3,195.47	Child Care Reimbursement
11/22/2024	33466	MIREYA GUZMAN CRISTOBAL	560.00	Cost of Care Plus Rate
11/22/2024	33466	MIREYA GUZMAN CRISTOBAL	(73.91)	Union Dues
11/22/2024	33467	MITZI G CHAVEZ MAGALLON	2,284.72	Child Care Reimbursement
11/22/2024	33467	MITZI G CHAVEZ MAGALLON	420.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/22/2024	33467	MITZI G CHAVEZ MAGALLON	(55.69)	Union Dues
11/22/2024	33468	NINFA E. RODRIGUEZ	3,882.04	Child Care Reimbursement
11/22/2024	33468	NINFA E. RODRIGUEZ	700.00	Cost of Care Plus Rate
11/22/2024	33469	ODAIVA GUADALUPE CENTENO	6,653.99	Child Care Reimbursement
11/22/2024	33469	ODAIVA GUADALUPE CENTENO	1,260.00	Cost of Care Plus Rate
11/22/2024	33469	ODAIVA GUADALUPE CENTENO	(90.00)	Union Dues
11/22/2024	33470	RAQUEL POSADAS DE GIRON	3,430.49	Child Care Reimbursement
11/22/2024	33470	RAQUEL POSADAS DE GIRON	560.00	Cost of Care Plus Rate
11/22/2024	33471	SUNSHINE BILINGUAL DAYCARE	7,150.12	Child Care Reimbursement
11/22/2024	33471	SUNSHINE BILINGUAL DAYCARE	1,120.00	Cost of Care Plus Rate
11/22/2024	33472	TERESA LUZ RUIZ	4,648.58	Child Care Reimbursement
11/22/2024	33472	TERESA LUZ RUIZ	840.00	Cost of Care Plus Rate
11/22/2024	33472	TERESA LUZ RUIZ	(95.00)	Union Dues
11/22/2024	33473	VICTORIA GOMEZ CRUZ	4,271.07	Child Care Reimbursement
11/22/2024	33473	VICTORIA GOMEZ CRUZ	700.00	Cost of Care Plus Rate
11/22/2024	33474	ANTONIO PERALTA DUQUE	843.28	Child Care Reimbursement
11/22/2024	33474	ANTONIO PERALTA DUQUE	140.00	Cost of Care Plus Rate
11/22/2024	33475	BERTHA CONTRERAS	9,884.10	Child Care Reimbursement
11/22/2024	33475	BERTHA CONTRERAS	1,680.00	Cost of Care Plus Rate
11/22/2024	33476	BERTHA GOMEZ NUNEZ	12,974.77	Child Care Reimbursement
11/22/2024	33476	BERTHA GOMEZ NUNEZ	1,960.00	Cost of Care Plus Rate
11/22/2024	33476	BERTHA GOMEZ NUNEZ	(100.00)	Union Dues
11/22/2024	33477	BRENDA BENAVIDEZ	938.81	Child Care Reimbursement
11/22/2024	33477	BRENDA BENAVIDEZ	140.00	Cost of Care Plus Rate
11/22/2024	33478	CARLOS YOVANI HERNANDEZ BONILLA	423.99	Child Care Reimbursement
11/22/2024	33478	CARLOS YOVANI HERNANDEZ BONILLA	98.00	Cost of Care Plus Rate
11/22/2024	33479	ELOISA QUINTINO DE MARTINEZ	577.48	Child Care Reimbursement
11/22/2024	33479	ELOISA QUINTINO DE MARTINEZ	98.00	Cost of Care Plus Rate
11/22/2024	33480	HERMELINDA BRICENO NOH	1,438.29	Child Care Reimbursement
11/22/2024	33480	HERMELINDA BRICENO NOH	294.00	Cost of Care Plus Rate
11/22/2024	33481	HILDA ARACELI ARAMBULA MORENO	806.61	Child Care Reimbursement
11/22/2024	33481	HILDA ARACELI ARAMBULA MORENO	140.00	Cost of Care Plus Rate
11/22/2024	33481	HILDA ARACELI ARAMBULA MORENO	(26.13)	Union Dues
11/22/2024	33482	JASMIN MARI ROSALES	366.64	Child Care Reimbursement
11/22/2024	33482	JASMIN MARI ROSALES	140.00	Cost of Care Plus Rate
11/22/2024	33483	JUANA RAMOS MUNOZ	1,720.98	Child Care Reimbursement
11/22/2024	33483	JUANA RAMOS MUNOZ	280.00	Cost of Care Plus Rate
11/22/2024	33483	JUANA RAMOS MUNOZ	(34.42)	Union Dues
11/22/2024	33484	MARIA DEL SOCORRO CARMONA	2,493.17	Child Care Reimbursement
11/22/2024	33484	MARIA DEL SOCORRO CARMONA	560.00	Cost of Care Plus Rate

Check Date	Check Number	Payee	Check Amount	Transaction Description
11/22/2024	33484	MARIA DEL SOCORRO CARMONA	(54.86)	Union Dues
11/22/2024	33485	MARIA E CORONA HEREDIA	860.49	Child Care Reimbursement
11/22/2024	33485	MARIA E CORONA HEREDIA	140.00	Cost of Care Plus Rate
11/22/2024	33485	MARIA E CORONA HEREDIA	(27.21)	Union Dues
11/22/2024	33486	MARIA FRANCISCA MENA	5,845.69	Child Care Reimbursement
11/22/2024	33486	MARIA FRANCISCA MENA	980.00	Cost of Care Plus Rate
11/22/2024	33486	MARIA FRANCISCA MENA	(95.00)	Union Dues
11/22/2024	33487	MARIA PAZ	5,810.79	Child Care Reimbursement
11/22/2024	33487	MARIA PAZ	980.00	Cost of Care Plus Rate
11/22/2024	33487	MARIA PAZ	(90.00)	Union Dues
11/22/2024	33488	MARIA SANDRA L DE ESTRADA	6,932.35	Child Care Reimbursement
11/22/2024	33488	MARIA SANDRA L DE ESTRADA	1,120.00	Cost of Care Plus Rate
11/22/2024	33488	MARIA SANDRA L DE ESTRADA	(90.00)	Union Dues
11/22/2024	33489	RAQUEL G DE IZARRARAS	2,984.71	Child Care Reimbursement
11/22/2024	33489	RAQUEL G DE IZARRARAS	560.00	Cost of Care Plus Rate
11/22/2024	33489	RAQUEL G DE IZARRARAS	(64.69)	Union Dues
11/22/2024	33490	SYDNEY GONZALEZ	1,526.24	Child Care Reimbursement
11/22/2024	33490	SYDNEY GONZALEZ	294.00	Cost of Care Plus Rate
11/22/2024	33491	VIRGINIA RUELAS DE LEYVA	2,854.97	Child Care Reimbursement
11/22/2024	33491	VIRGINIA RUELAS DE LEYVA	420.00	Cost of Care Plus Rate
11/25/2024	227626	LOIS HANNIBLE	174.35	Staff Reimbursement for CalVIP Field Trip Food
11/25/2024	227626	LOIS HANNIBLE	200.00	Staff Reimbursement for CalVIP Field Trip Parking
11/25/2024	227627	MADISON P MEDINA	868.14	REG/HP-VACATION PO HRS 58.83 X 18.93
11/25/2024	227628	VANIA MEJIA	1,500.14	REG/HP-VACATON PO HRS 87.12 X 22.23
Report Total			5,140,620.66	

MEMORANDUM

To: Board of Directors

From: Martha Leon, Donor Relations Administrator

Date: January 27, 2025

Subject: *Agenda Item IV(h):* CAPK– Employee Giving Program – ***Info Item***

On January 6, 2025, the CAPK Foundation launched its first Employee Giving Program. This initiative enables CAPK employees to donate post-tax to specific CAPK programs through payroll deductions. The program offers employees a way to financially support CAPK's mission while allowing them the flexibility to choose the initiatives they are passionate about. Participation is completely voluntary.

The CAPK Giving Program will:

- Align employees with CAPK's values and mission
- Increase employee engagement
- Enhance the agency's reputation among employees
- Promote a culture of collaboration
- Demonstrate leadership commitment
- Boost retention and recruitment
- Measure impact
- Foster social responsibility

Employees can log into ADP to enroll through their CAPK Year-Round Benefit Enrollment. ADP will display CAPK programs as "available plans" in a drop-down menu. Employees may enroll by selecting "confirm details," and contributions will automatically be deducted from each paycheck. They can opt out at any time.

As part of the 2021-25 Strategic Plan Goal 4, CAPK seeks to be an employer of choice and attract and retain a high-quality workforce to achieve the organization's desired results. It intends to increase employee engagement, morale, and retention by launching programs such as the employee giving campaign.

Next Steps:
In the coming weeks, the CAPK Foundation team will share more details about various initiatives and opportunities for employees to get involved. We will provide exciting updates and ways for employees to contribute to making a greater impact within CAPK and our community.

Attachment:
Employee Giving PowerPoint – CAPK Foundation

capk FOUNDATION

2025 Employee Giving Campaign

PRESENTED BY: MARTHA LEON

DONOR RELATIONS ADMINISTRATOR

Our Mission

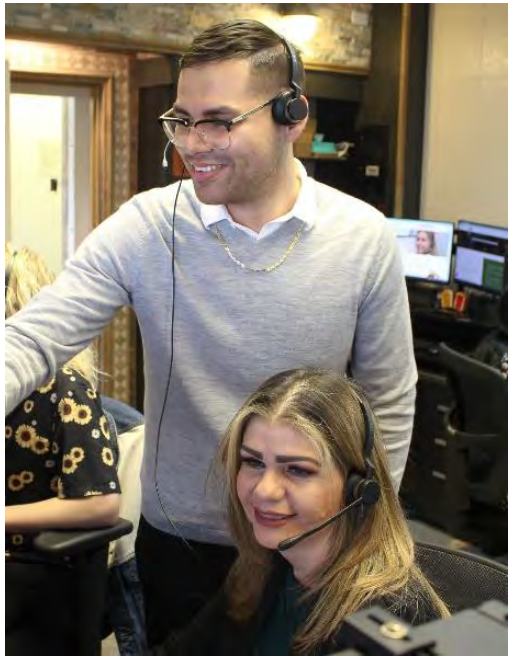
The CAPK Foundation was created to address the immediate funding needs of the Community Action Partnership of Kern and to develop unrestricted funding sources to support their programs that serve people who are facing poverty and economic disadvantage.













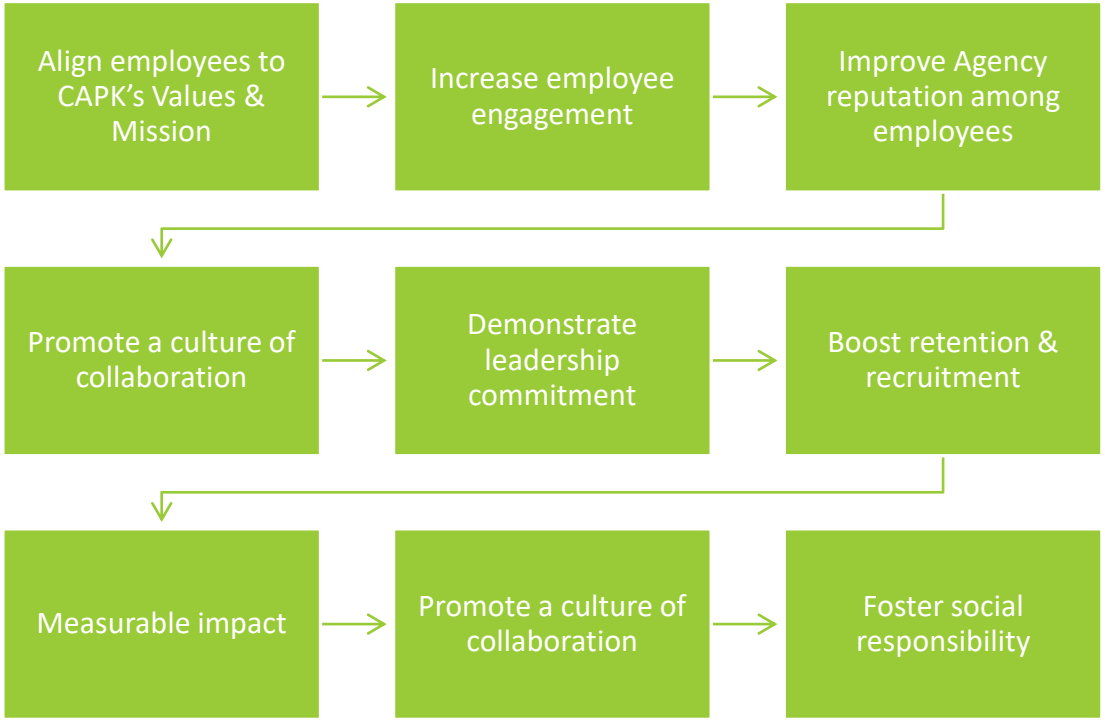
Employee Giving 2025

The Employee Giving Program, launching on January 6th, enables CAPK employees to donate post-tax to specific CAPK programs through payroll deductions. This program provides employees with a way to financially support CAPK's mission while allowing them the flexibility to choose initiatives they are passionate about. Participation is completely voluntary.

Donations can be made anonymously for privacy.

Purpose – Why Give

The CAPK Employee Giving Program will...



How It Works

Employees can log into ADP to enroll through their **CAPK Year-Round Benefit Enrollment**

ADP will list CAPK programs as **"available plans"** in a drop-down menu enroll by selecting **"confirm details"**

Contributions will **automatically be deducted** from each paycheck- employees can **opt out** at any time

A step-by-step guide for enrolling is available

Highlighted Programs

Available support programs have been chosen based on current funding and specific program needs.





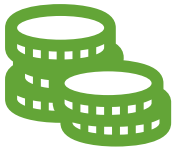
Workplace Giving – Matching Gifts

What are Matching Gift Programs?

Many companies have programs where they will match the charitable contributions made by their employees. Through corporate gift matching, your employer can multiply the impact of your gift to CAPK.

Companies and foundations use various procedures by which employees can request matching gifts. Conditions and criteria for matching gifts vary by employer. Some employers will also match donations made by spouses, retirees, and board members.

How It Works



STEP 1: Donor makes a gift to CAPK



STEP 2: Donor submits matching gift request to their employer



STEP 3: Employer receives the matching gift request



STEP 4: Employer send the gift match to CAPK

A step-by-step guide for enrolling is available

THANK YOU FOR YOUR SUPPORT!

To learn more about the CAPK Employee Giving Program visit

Employee Giving - CAPK

capk FOUNDATION







MEMORANDUM

To: Board of Directors

From: Lisa Gonzales, Program Governance Coordinator

Date: January 27, 2025

Subject: *Agenda Item V(a)*: January Policy Council Report – **Action Item**

The Policy Council met on two occasions since the Board of Directors last convened. The first meeting of the 2024-2025 term was held on November 26, 2024 with a second meeting conducted on December 17, 2024 as scheduled. In both instances, a quorum was established.

During the above-mentioned meetings, there were several action items presented to the Council which were subsequently voted on and approved. Most notably included was the 2025-2026 Recruitment & Selection Plan, as well as the 2024-2025 Amended Selection Criteria Verification Form.

Additional new business included the election of Policy Council Executive Officers, committee membership elections as required and outlined in the Policy Council Bylaws as well as the unanimous approval of the proposed Policy Council meeting dates and time.

Similarly, the Council voted and approved Fatima Echeverria to serve as the Policy Council Board of Directors Representative for the 2024-2025 term; this will be her second term serving in this capacity.

The Policy Council will meet next, as scheduled on January 28, 2025.

Recommendation:
The Policy Council requests Board approval of the January Report and the Policy Council meeting minutes from November 26, 2024.

Attachment:
Policy Council Meeting Minutes from November 26, 2024.

COMMUNITY ACTION PARTNERSHIP OF KERN
POLICY COUNCIL MEETING MINUTES
November 26, 2024
CAPK Administrative Office
1300 18th Street, Bakersfield, CA 93301

1. Call to Order

The meeting was called to order at 5:34 p.m.

a. Roll call was taken, and a quorum was established.

Policy Council Members Present: Ashley Trent, Alejandra Verduzco, Christopher Cuzul, Dominique Bassi, Fatima Echeverria, Gabriela Rangel, Jennifer Wilson, Kaylonie Howard, Maria Worthy, Michelle Jara-Rangel, Rene Mayhorn Williams, Ruby Cruz

Policy Council Members Absent: Henrietta Roberta Castro, Michelle Zazueta, Nallely Leon Delgado

2. Public Comments

The public may address the Policy Council on items not included on the agenda at this time. However, the Policy Council will take no action other than that of referring the item(s) to staff for study and analysis. Speakers are limited to three 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.

None

3. Presentations

a. 2025-2026 School Readiness Timetable – Rashi Strother & Cynthia Rodriguez – Education Managers

Cynthia shared the project timeline for the 2025-2026 School Readiness Goals which outlined key phases and milestones to ensure successful completion of the school readiness goals for the next school year. The project will begin with aggregation of the Desired Results Developmental Profile (DRDP) Child Assessment and conclude with the presentation of the completed document presented to the Board of Directors as well as the Policy Council for approval in June of 2025. In reviewing the aggregated data, staff will identify the lowest measure in each of the domains to ensure age-appropriate strategies and activities are developed to support and strengthen these measures. Prior to presenting to the Board and Policy Council for approval, the school readiness goals will be shared with the Policy Council School Readiness Committee, so they have an opportunity to review the document and to provide input as well. This timeline will support full implementation of the 2025-2026 School Readiness goals on July 1, 2025. Cynthia noted that should there be a delay in any portion of the phases, the division will notify the Board of Directors to share what the barrier is and to provide a back-up plan to ensure the deadline can still be met.

4. Consent Agenda ***ACTION**

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 Council or the public requests the 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.

a. Policy Council Meeting Minutes – October 29, 2024
b. Head Start Budget to Actual Report, March 1, 2024, through September 30, 2024
c. Early Head Start Budget to Actual Report, March 1, 2024, through September 30, 2024
d. Head Start and Early Head Start Kern Non-Federal and In-Kind Report, March 1, 2024, through September 30, 2024
e. Early Head Start Childcare Partnerships Non-Federal Share and In-Kind Report, March 1, 2024 through September 30, 2024
f. Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through September 30, 2024
g. Early Head Start (No Cost Extension) Budget to Actual Report, March 1, 2023 through September 30, 2024

h. Head Start Building Proceeds for Central Kitchen as of September 30, 2024
i. Parent Travel & Childcare through September 30, 2024
j. Parent Activity Funds through September 30, 2024
k. Head Start Program Review Evaluation (PRE) Report – October 2024
l. Kern Health Systems Winter Wellness Wonderland – December 4, 2024, Bakersfield, CA
m. Village West Marina & Resorts 2nd Annual Holiday Village – December 6, 2024, Stockton, CA
n. Astronomy in the Park – December 7, 2024, Oak Grove Regional Park, Stockton, CA
o. Flood Ministries Winter Wonderland Holiday and Resource Fair – December 14, 2024, Bakersfield, CA
p. Annual Holiday Toy Giveaway – December 21, 2024, California City, CA
q. 2nd Annual Family Engagement & Fatherhood Conference – January 11, 2025, DoubleTree Hotel, Bakersfield, CA
r. Head Start Health and Mental Health Advisory Committee Meeting – January 23, 2025
s. Kern County Point in Time Count – January 29, 2025, Bakersfield, CA
t. Save the Date CAPK Head Start/Early Head Start Read Across America 2025 – March 4, 2025
u. Free Admission to the Haggin Museum – Stockton, CA
v. Let's Talk Turkey – USDA
w. California Rural Legal Assistance – Delano, CA
x. Backpack Connection Series: How to Help Your Child Manage Time and Understand Expectations (English/Spanish)
y. CAPK CalFresh Healthy Living
z. Head Start Recruitment Flyer (English/Spanish)
aa. Early Head Start San Joaquin Flyer (English/Spanish)
bb. Home Visiting Program Flyer (English/Spanish)
cc. Executive Officer Roles and Responsibilities
dd. Policy Council Subcommittee Functions

Michelle Jara-Rangel noted there was a typographical error on page 16 of the minutes. She also asked that item (q) be removed from the consent agenda for further discussion. Fatima Echeverria made a motion to approve consent agenda, items (a) through (dd) with the exception of item (q); seconded by Jennifer Wilson. Motion carried unanimously. In addressing item (q) which was a flyer for the 2nd Annual Family Engagement & Fatherhood Conference, Michelle shared that she is glad to see that the program is continuing to provide this conference and focus on father/male engagement. She asked if the program was partnering with any other agencies in presenting this conference. Yolanda Gonzales shared that there is a partnership with First 5 as well as the Child Support Division. She added that Family Engagement Supervisor, Angel Arevalo is part of a monthly collaboration which also includes the Superintendent of Schools, CalWorks and the Department of Social Services. Michelle stated that she would also like to see the program partner with native communities as well as adding that there is a big push in the native community as well for male/father engagement. Michelle shared that there is also a specific native curriculum they use for this topic. Yolanda asked that Michelle share contact information so that she may provide it to Angel so he can reach out. After all discussion regarding item (q) was had, Michelle Jara-Rangel made a motion to approve item (q); seconded by Gabriela Rangel. Motion carried unanimously.

5. <u>New Business</u> *ACTION

a. 2024-2025 School Readiness Goals Retroactive July 1, 2024 – Rashi Strother & Cynthia Rodriguez, Education Managers

Cynthia shared that the 2024-2025 School Readiness Goals were presented on September 25, 2024 to the 2023-2024 Policy Council and were subsequently approved. They were then presented to the CAPK Board of Directors (BOD) for approval as well. During this presentation, the BOD recommended the 2024-2025 School Readiness Goals be approved *retroactively* to July 1, 2024, to align with the start of the new program year. This recommendation was followed, and the Board of Directors subsequently approved the 2024-2025 School Readiness Goals retroactive to July 1, 2024. Cynthia shared that when the document was approved by the previous Council it was not approved with a retroactive date of July 1, 2024 and that is the sole reason for this new business action item. Jennifer Wilson made a motion to approve the 2024-2025 School Readiness Goals retroactive to July 1, 2024, with the motion seconded by Christopher Cuzul. Motion carried unanimously.

b. 2025-2026 Recruitment and Selection Plan – Carol Hendricks, Enrollment and Attendance Manager

Robert Espinosa, Program Design and Management Administrator, presented this item to the Council on behalf of Carol Hendricks. Robert shared that the Recruitment & Selection Committee held two meetings, for which there was representation from CAPK agency staff, as well as Board Members Michelle Jara-Rangel and Yolanda Ochoa. Also involved were several community agencies which included the Kern High School District and Bakersfield Police Department, among others. The process in which the committee navigated the review of the current Recruitment & Selection Plan and proposed changes was shared. It was noted that the committee also had to ensure that the plan includes any proposed changes aligned with the recently updated (August 2024) Head Start Program Performance Standards. Robert shared that one of the most notable changes as it pertains to the recruitment and selection process is that a family's annual gross income if specific criteria were met, may be adjusted thus resulting in "lower" income and a greater potential for eligibility. Robert also noted that the Selection and Criteria form, which is the document used to assign points to families based upon the categories as outlined on the form increased the Public Assistance point value to five hundred. This as explained was done to ensure that we are still providing services to the neediest of the needy and that we are ensuring those categories which are categorically eligible for services remain so and not impeded by the gross income adjustment. Upon completion of the presentation of the 2025-2026 Recruitment and Selection Plan, there was an opportunity for member questions and/or comments. Council member Jara-Rangel stated that there were some formatting issues on the backside of the Selection and Criteria form that needed to be adjusted, the number of funded slots seemingly was incorrect, as well as an edit to one of the programs indicated on the front side of the Selection and Criteria form. It was noted that this form does not need to include the slots newly acquired in San Joaquin County for Head Start children. Robert also shared with the Council that the form now includes space to indicate if the application was completed in person or via audio/video. A request was made to approve the 2025-2026 Recruitment & Selection Plan with revisions as noted by Board Member Michelle Jara-Rangel. Motion was made by Gabriela Rangel and seconded by Dominique Bassi. Motion carried unanimously.

c. 2024-2025 Amended Recruitment and Selection Plan Selection Criteria Form – Carol Hendricks, Enrollment and Attendance Manager

This item was presented by Robert Espinosa, Program Design and Management Administrator, on behalf of Carol Hendricks. Robert shared that currently the program is using the Selection and Criteria form from our 2024-2025 Recruitment and Selection Plan. However, because of the new Head Start Program Performance Standards, as shared during the previous presentation, the program is proposing that the 2024-2025 (current) Selection and Criteria form be amended to mirror the 2025-2026 Selection and Criteria form. This would provide the program with the opportunity to immediately begin to use the updated point system as well as the adjusted household expenses component to support obtaining full enrollment and to ensure we are meeting the requirements of the Head Start Program Performance Standards. If we are not able to implement this form now, we would have to wait until July 1, 2025 to do so. It was noted that this document would reflect the edits as noted in the approval of the 2025-2026 Recruitment and Selection Plan. A motion was made to approve by Jennifer Wilson; seconded by Gabriela Rangel. Motion carried unanimously.

d. Proposed Policy Council Meeting Dates and Times – Lisa Gonzales, Program Governance Coordinator

Lisa spoke to the proposed meeting schedule as provided to members in the Policy Council packet. She stated that as shared during Regional Parent Committee meetings, where all members were elected to serve on the Policy Council, meetings have historically been held on the fourth Tuesday of the month. Lisa stated there is one exception, and this is in regard to the December meeting, it would be held a week earlier due to the Christmas holiday. The floor was open for questions, comments, and/or discussion. Policy Council member Jara-Rangel shared that there was discussion amongst members at the last meeting about the possibility of changing the meeting date and time of Council meetings. Lisa stated that it is definitely a possibility, contingent upon approval by the majority of the group (Policy Council). She added that meeting days and times are an action item and must be voted on. Ruby Cruz indicated that the day (the 4th Tuesday of the month) works, however she would like to meet at a time later than 5:30 p.m. or if the Council could potentially meet on Saturdays. Lisa shared that we (the agency) share our building with the County, with the District Attorney's office as well as the Crime Lab located upstairs, and we do not have the ability to access the building as readily as we did when we were the sole owners and occupants of our previous facility. She went on to share that as members have previously been made aware, all doors must be accessed using a key card, and this is also the case for the parking structure on the weekends. Lisa also shared that not all staff have the ability to access the building after

hours or on the weekends because of the more stringent security measures. She also noted that in the new Head Start Program Performance Standards (HSPPS) there is a large component that has a focus on mental health and not just for the children and families we serve but for staff as well. If meeting days are changed to Saturdays, we are asking staff to work a 6-day week which may not necessarily align with supporting the mental health component of the HSPPS. Lisa continued and stated that we also want to show support to our families by allowing them to spend that uninterrupted time (weekends) with their families; parents work, children attend school and potentially extracurricular activities, and the weekends are times where they can connect and participate in family activities and spend that time together making memories. She also reiterated that a meeting day and/or time change is at the discretion through the voting process of the Council. Kaylonie Howard suggested meetings take place on Wednesdays at the same time. Clarification was provided noting that there is nothing written in the CAPK Head Start Bylaws nor indicated in the Head Start Program Performance Standards that indicate Policy Council must approved shared decision-making items prior to Board approval. However, the Board has shared there are some items they would *prefer* the Policy Council to review and approve prior to their approval. An additional inquiry was made as to if the program had funds that would support renting a location to conduct a Saturday meeting. Director, Yolanda Gonzales, shared that we could make some provisions, however it would definitely need to be brought to our CEO to see what can be done. She added that we want to be sure that we are meeting the needs of our families and doing what best serves them as well as for the program. Yolanda recommended that we table this item and revisit at the next Policy Council meeting. She added that in the interim we can obtain feedback from members and take note of what days work best for the majority of the group and if it is Saturdays then we can proceed accordingly and make those provisions. Yolanda added that in support of what Lisa shared, Saturday's can be a wellness time for staff and sometimes they do not want to work on Saturdays because they look forward to their weekends. Moving meetings to Saturday would require them to be at work. Yolanda further shared with members she would advocate for staff in that sense; however, we could definitely look at another day, Monday through Friday, to see what works best. In revisiting a potential later meeting time, it was pointed out that because the parking structure gates close at the same time during the week that would still present a challenge. Lisa shared that she will be reaching out to members to obtain their input with regard to meeting days and time to ask what works best for them. From that data gathered, similar to our Parent Meeting process the proposed meeting schedule will be created for review, discussion, and a vote at the December Policy Council Meeting. It was also noted this gathering of information is only for Policy Council meetings and does not affect committee meetings. Committees will still have the ability to either approve their respective proposed meeting schedule or amongst the committee find a time that works best for all its members. A motion was requested to table the New Business action item (d), Proposed Policy Council Meeting Dates and Time until the next meeting. The motion was made by Michelle Jara-Rangel and seconded by Ruby Cruz. Motion approved by a majority vote. The vote included three members who were opposed to any deviation from the proposed schedule.

e. Nomination and election of Policy Council Chairperson

Prior to receiving nominations for the position of Policy Council Chairperson the roles and responsibilities for all the officer positions were once again shared with members to allow them to be thoroughly informed. Lisa added that members will always have the support of staff and are never alone in serving in any capacity for the Council, especially in an Executive Committee role. She also clarified that the officer roles (Executive Committee) were created and designed with parents in mind. The hope is that serving in this capacity parents will have the opportunity to enhance their leadership skills and provide them with tools to hone their public speaking. Lisa shared that the goal is to exercise those things and to build/grow that confidence as they gain those leadership skills and advocacy that will not only serve them in Head Start but far beyond. Prior to seeking nominations Lisa reminded members they can nominate one of their peers or they can self-nominate if they are interested in any of the open positions. The floor was open for the position of Policy Council Chairperson. Jennifer Wilson nominated Ruby Cruz as chairperson. Gabriela made a motion to approve Ruby Cruz as the Policy Council Chairperson; Fatima Echeverria seconded the motion. Motion carried unanimously.

f. Nomination and election of Policy Council Vice-Chairperson

Ruby Cruz nominated Christopher Cuzul for the position of Vice Chairperson; Christopher accepted the nomination. Jennifer Wilson made a motion to approve Christopher Cuzul as the Policy Council Vice Chairperson; seconded by Ruby Cruz. Motion carried unanimously.

g. Nomination and election of Policy Council Secretary
Gabriela Rangel nominated Jennifer Wilson for the position of Policy Council Secretary for which she accepted. Christopher Cuzul made a motion to approve Jennifer Wilson as the Policy Council Secretary; seconded by Fatima Echeverria. Motion carried unanimously.

h. Nomination and election of Policy Council Treasurer
Gabriela Rangel self-nominated for the position of Treasurer. Jennifer Wilson made a motion to approve Gabriela Rangel for the position of Policy Council Treasurer; seconded by Rene Mayhorn Williams. Motion carried unanimously.

i. Nomination and election of Policy Council Parliamentarian
Dominique Bassi self-nominated to serve as Parliamentarian. Gabriela Rangel made a motion to approve Dominique Bassi to the position of Policy Council Parliamentarian; seconded by Ruby Cruz. Motion carried unanimously.

j. Nomination and election of Policy Council Board of Directors Representative (1 vacancy)
Fatima Echeverria self-nominated to serve as the Policy Council Representative to the Board of Directors. Gabriela Rangel made a motion to approve Fatima Echeverria for the position of Policy Council Representative to the Board of Directors; seconded by Jennifer Wilson. Motion carried unanimously.

6. Standing Reports

a. Program Governance – Lisa Gonzales, Program Governance Coordinator
Lisa spoke specifically to a few items within the Policy Council packet. She talked about the Save the Date flyer for the Read Across America Event taking place on March 4, 2025. Lisa shared that this is a wonderful opportunity to go into your children's center on this fun day and read a story and see all the excitement in the children's face. She added that you can also read to a center other than the one your child attends. Lisa shared that this is one of her favorite events and she is always so excited to participate. She also reminded parents that Dr. Kirk will be hosting a parent training at our San Diego Child Development Center on December 17, 2024. Dr. Kirk is our program consultant for mental health and wellness. During the monthly training sessions which take place at various sites throughout the county, parents have the opportunity to hear Dr. Kirk speak on the scheduled topic or they may ask him any questions they might have. Lisa also let members know that along with reaching out to see what meeting day/time works best for them, she will be asking them if they have a topic they would like to see presented to the Council, as well as what their preferred method of communication is. In addressing the Parent Local Travel and Child Care Reimbursement, Lisa told members that the Finance Department has shared with her that in addition to the ACH form members completed for direct deposit reimbursement of mileage and childcare they must also provide a voided check, an ACH statement from their bank or a letter in order to move forward. In closing Lisa spoke about Giving Tuesday and shared some information about the mission and purpose of Head Start California, she also noted that CAPK Head Start Director, Yolanda Gonzales serves on the Board of Head Start California (HSC). In support of giving Tuesday Lisa stated that as it relates to HSC, members can give their time which is exactly what they are doing this evening and what they are doing when they attend their parent meetings or give freely of their time in any capacity to support the program. She also spoke a bit about a recent HSC Conference she had the opportunity to attend along with four Policy Council parents and how informative it was, not only for them but for her as well. Lisa provided members with "I Am Grateful For…" signs for which she asked that they complete so she can take a picture of them with their sign and forward along to Head Start California for them to share during their campaign.

b. Board of Directors – Michelle Jara-Rangel, CAPK Board of Directors Representative
Michelle shared that the Board of Directors has been busy all year long and last month was no exception. She stated that the Board of Directors met on October 30, 2024 with quorum. There were two special presentations, the first was to acknowledge the retirement of Mary Lopez who has been with CAPK Head Start for forty-two years. The second presentation was a recap of Hunger Action Month with major highlights including video and news clips as well as a reported total of 25,638 pounds of food collected from the Feed the Need Event which took place at the Kern County Fair; this equates to about 21,00 meals. There was one item which was removed from the consent agenda, in addition Jeremy Tobias requested a correction to the minutes from the September Board Meeting. The consent agenda was approved with

corrections and removal of the requested item. The item removed was the 2024-2025 Early Head Start/Head Start School Readiness Goals. Discussion on this item emphasized the need for improved processes including the distribution of unapproved documents, conducting in person reviews to gather feedback promptly as well as providing timely updates to the Board on any delays encountered. Michelle noted this is the reason for the presentation provided earlier in tonight's meeting. Upon conclusion of discussion the Board approved the 2024-2025 School Readiness Goals. There were seven new items presented to the Board, five of which required action with two being informational items. Highlights of such included, that a consultant has been selected to spearhead the development of CAPKs Strategic Plan as the current plan concludes in 2025, Citizen's Bank was selected as the agency's new banking partner. They were selected after interviews took place with three banks; it was deemed that Citizen's Bank is the best fit for the agency. Revisions to the Employee Handbook, which included the following policies: lactation, attendance, discipline, and artificial intelligence were presented. A request for approval was made to grant employees a floating holiday. In review of the memo and after the request was made much discussion ensued with the Board asking for clarification and requesting that the memo contain clear information. The employee floating holiday was subsequently approved by the Board with the recommended changes. Also presented to the Board were the CAPK Foundation Report, the Policy Council report, and the Friendship House Community Center Advisory Board report. Chief Executive Officer Jeremy Tobias provided updates on the construction projects which included the completion of the Administrative Office and a ribbon cutting that was held as well as the groundbreaking event for the new Central Kitchen. Other construction updates included completion of the Food Bank expansion, potential plans to expand the safe camping area at the M Street Navigation Center, relocation of WIC and the Migrant AP office and the renovation of historic property in Stockton. Jeremy also provided an update on the employee health plan and open enrollment. The Board also had a closed session regarding potential litigation. Michelle asked fellow Policy Council members if they would please share a little bit about themselves when we approach the member comments portion of the agenda. She added that she likes to know a little bit about the people she is working with in this capacity and what they bring to the table in this realm.

c. **Head Start/State Child Development – Yolanda Gonzales, Head Start/State Child Development Director**
Yolanda congratulated the newly elected Executive Officers adding that she is excited to work with members and is looking forward to a great year. Yolanda shared her Head Start story with the Policy Council. She told members she too was a Head Start parent who later became a Policy Council member. She had three children enrolled in the program and was supported by staff and learned so much as a Council member. Yolanda also stated that if you were to tell her forty years ago that one day she would be the program's director she would have said that you were crazy! Yolanda shared that she is very honored and has such a great passion for the work she does and is dedicated to ensuring we are running a high-quality program. Louis Gil, Chief Program Officer for CAPK interjected to add that Yolanda is being modest as she is not only on the Head Start California Board, but also on the National Head Start Board. Louis added that she is recognized anywhere they travel throughout the United States; Yolanda is recognized as an expert in the field. Louis stated that we are incredibly lucky to have Yolanda. Yolanda expressed appreciation to CAPK Board Member Michelle Jara-Rangel for her participation as she brings a wealth of knowledge and members can learn from her. Yolanda thanked staff stating that they work extremely hard and are out there trying to make a difference in our community. In providing some highlights of the program Yolanda shared that Pete Parra recently had a movie night which was an enormous success, Harvey Hall had a Trunk or Treat event as well as a friendship lunch for their children, Cal City will be participating in their Christmas parade on December 7, 2024. Yolanda reported that Cleo Foran and Fairfax Centers had a coat drive which she and Louis had the opportunity to attend, and it was amazing to see the children getting their coats and not wanting to take them off. In providing additional updates, Rosamond will be having a movie night as well and we as a program are really encouraging parents to participate in those family engagement activities. Today, the San Diego Center had an activity that involved fathers/male role models, they worked together with their children and painted rocks. The center stated that it was very enjoyable for all. In support of ensuring children have the opportunity to receive cultural foods they are accustomed to, Rosamond Center had pozole! On the Education Department front, they are busy,

classrooms are implementing the clothes study, learning all about clothes, cold weather clothes, summer clothes and everything in between. Mentor Coach updates were provided as well, including the assessments they are conducting. San Joaquin recently had their monthly family engagement activity, which was kindness rocks. Families participated by painting rocks and writing a kind word or message on them. There was a meeting of the Public Health Advocate Board, they advocate for providing safe lactation spaces and increasing access to healthy foods and providing water for physical activities. A lactation space kick-off took place on November 22, 2024 in Cal City. Yolanda also shared that the program has entered into a partnership with the San Joaquin County Office of Education which will allow us to provide pre-K services in Stockton. Currently we only provide Early Head Start services in San Joaquin County. We were originally given seventeen slots, but we will now be adding an additional 136 and will become a partner with them. With regard to compliance, the Quality Assurance team is working hard, and we have finally received our license for the Martha J. Morgan Center. Also added was the Family Childcare option, there are currently fourteen children enrolled and five providers who want to partner with us. The Enrollment and Attendance team is also hard at work, continuing to work towards full enrollment, we are currently at 94%. Yolanda encouraged members to share information with others about our program as we are always taking applications, and we have an amazing program.

Lisa stated that though it was not on the agenda, she would like to ask Louis Gil, Chief Program Officer, to introduce himself to Policy Council members. Louis acknowledged members and thanked them for volunteering. He shared how fantastic it is to see parents come in as we exist for them, and the happiest part of this work we do as an agency as a program are kids. With that being said, Louis thanked parents for having them involved in our schools because it is a wonderful place for them. He also congratulated and thanked those who have chosen to serve on the Executive Committee. Louis acknowledged Michelle Jara-Rangel stating that she has a lot of experience and is well versed in the program adding that the Council is incredibly lucky to have her. Louis added that he has been with the agency for two years now and is grateful that he gets to continue to learn and will learn alongside members.

7. **Policy Council Chairperson Report**

   Report was not provided as the Governance Coordinator facilitated as the acting Chairperson for this meeting and previously provided a report.

8. **Policy Council Member Comments**

   Members each shared a little bit about themselves including but not limited to where their children attend Head Start, what they like to do in their free time, how the program has supported them and more.

9. **Adjournment**

   The meeting was adjourned at 7:09 p.m.

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  - Part II • Kennedy - Carter • "The OEO / CSA Years"
  - Part III • Reagan - Biden • "The Community Services Block Grant: A New Beginning"
- Lesson 4: Congress and Community Action
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Save the Date

Read Across America 2025

Tuesday, March 4, 2025

If you are interested in being a special guest reader, at one of our many Head Start or Early Head Start centers please get in touch with Teresa Lara at tlara@capk.org by Wednesday, February 19th.

Thank you!

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